

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD.**



Circular /Acad Sec./ HF/ Curriculum-12(7)/ NEP-PG/ 2023.

It is hereby inform to all concerned that, on the recommendation of Dean, Faculty of Humanities; **the Hon'ble Vice-Chancellor has accepted the following subject wise Curriculum of National Education Policy-2020** under the faculty of Humanities in his emergency powers under Section 12 [7] of the Maharashtra Public University Act, 2016 on behalf of the Academic Council.

Sr. No.	PG Subject wise Curriculum	Semesters
01.	M.A. First & Second Year Progressively [Marathi] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
02.	M.A. First & Second Year Progressively [Hindi] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
03.	M.A. First & Second Year Progressively [Urdu] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
04.	M.A. First & Second Year Progressively [Pali & Buddhism] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
05.	M.A. First & Second Year Progressively [Sanskrit] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
06.	M.A. First & Second Year Progressively [History] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
07.	M.A. First & Second Year Progressively [Archaeology] for University Campus.	Ist & IInd and IIIrd & IVth
08.	M.A. First & Second Year Progressively [Political Science] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
09.	M.A. First & Second Year Progressively [Public Administration] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
10.	M.A. First & Second Year Progressively [Lifelong Learning] for University Campus.	Ist & IInd and IIIrd & IVth
11.	M.A. First & Second Year Progressively [Political Science] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
12.	M.A. First & Second Year Progressively [Arabic] for affiliated Colleges.	Ist & IInd and IIIrd & IVth

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13.	M.A. First & Second Year Progressively [Women's Studies] for University Campus.	Ist & IInd and IIIrd & IVth
14.	M.R.S. First & Second Year Progressively [Socio-Cultural and Political Aspects] for University Campus.	Ist & IInd and IIIrd & IVth
15.	M.R.S. First & Second Year Progressively [Rural Economics, Banking and Industry] for University Campus.	Ist & IInd and IIIrd & IVth
16.	M.A. First & Second Year Progressively [Thoughts of Mahatma Phule & Dr. Ambedkar] for University Campus.	Ist & IInd and IIIrd & IVth

This is effective from the Academic Year 2023-24 and Onwards progressively as appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Aurangabad-431 004.
Ref. No. SU/Col. & UC/ PG/NEP/
2023/5967-77

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**Deputy Registrar,
Academic.**

Date: 19.07.2023.

Copy forwarded with compliments to:-

- 1] **The Head, all concerned departments ,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and Sub-Center, Osmanabad.
- 2] **The Principal, all affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 3] **The Director, University Network & Information Centre, UNIC,**
with **a request to upload this Circular on University Website.**

Copy to :-

- 1] **The Director, Board of Examinations & Evaluation,**
- 2] **The Sec. Officer, [M.A. Unit] Exam. Branch,**
- 3] **The Section Officer, [Eligibility Unit],**
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] **The In-charge, [E-Suvidha Kendra],**
- 7] **The Public Relation Officer,**
- 8] **The Record Keeper,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



**— Curriculum of —
M. A. First & Second Year with Ph.D.
Program [Public Administration]**

Semester-I to IV

‘under National Education Policy-2020’

[Implemented at University Autonomous Department]

[Effective from the Academic Year 2023-24 & Onwards Progressively]

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.



Department of Public Administration Illustrative Credit Distribution Structure for Two Year /One Year PG (M.A. and Ph.D. Program)

Year (2Yr PG)	Level	Sem. (2 Yr)	Major		Research Methodology	On Job Training /Field Project	Research Project	Cu m.C r.	Degree
			Mandatory	Elective (Select any one from Basket)					
I	6.0	Sem: I	Mandatory- 1: 4 Modern Administrative Theory PAD (MM) - 401 Mandatory- 2: 4 Administrative Thinkers PAD (MM) - 402 Mandatory -3: 4 Comparative Public Administration PAD (MM) - 403 (UK, USA, China) Mandatory -4: 2 (Activity) Activities on E - Governance PAD (MA) - 001	Elective-1: 4 1)Public Relations & Communication PAD (ME) - 501 2)Tourism Administration PAD (ME)- 502 3) Administrative Laws PAD (ME)- 503	RM-1:4 1)Research Methodology in Public Administration PAD (RM)- 400	--	--	22	PG Diploma (after 3 year Degree)
		Sem: II	Mandatory- 5: 4 Recent Issues in Indian Administration PAD (MM) - 404 Mandatory- 6: 4 Foreign Local Self Government (UK, USA, France & China) PAD (MM) - 405 Mandatory- 7: 4 Administrative Reforms in India PAD (MM) - 406 Mandatory- 8: 2 (Activity) Parliamentary System in Local Government PAD (MA) - 002	Elective-2: 4 1) Indian Constitution and Administration PAD (ME)- 504 2) Post Modern Public Administration PAD (ME)- 505 3) Defense Administration in India PAD (ME)- 506	--	OJT/FP : 4	--	22	
Cum. Cr. For PG Diploma			28	08	4	4	--	44	

Exit Option: PG Diploma (44 Credits) after Three Year UG Degree									
II	6.5	Sem: III	Mandatory- 9: 4 Public Policy PAD (MM) - 407 Mandatory-10: 4 Globalization and Public Administration: Indian Context PAD (MM) - 408 Mandatory-11: 4 Administration of International Organizations PAD (MM) - 409 Activities on Office Process and Procedures PAD (MA) – 003	Elective-3: 4 1) Human Resource Management PAD (ME)- 507 2) Indian Planning and Development PAD (ME)- 508 3) Public Administration and Digitalization PAD (ME)- 509			RP-1: 4	22	PG Degree After 3:Year UG or PG Degree after 4:Year UG
		Sem: IV	Mandatory-12: 4 Management Science PAD (MM) - 410 Mandatory- 13: 4 Management Thinkers PAD (MM) - 411 Mandatory- 14: 4 Office Management PAD (MM) - 412	Elective-4: 4 1) Stress Management PAD (ME)- 510 2) Administrative Behavior PAD (ME)- 511 3) Disaster Management in India PAD (ME)- 512			RP-2: 6	22	
		Cum. Cr. for 1 Yr PG Degree	26	8			10	44	
		Cum. Cr. for 2 Yr PG Degree	54	16	4	4	10	88	
2 Years: 4 Sem. PG Degree (88 credits) after Three Year UG Degree or 1 Year – 2 Sem PG Degree (44 Credits) after Four Year UG Degree									
	8.0		Course Work Min. 12 (3 Courses of 4 Credits Each 4 X 3 = 12)		Training in Teaching/Education/Pedagogy : 4	Min. 16 + Ph.D. Work	Ph.D. in Subject		

Note: 1 OIT/EP should be completed during summer vacation.

Note: 1. OJT/FP should be completed during summer vacation.

2. P.G. program is based on DSC Specialization.


Professor & Head
 Dept. of Public Administration
 Dr. Babasaheb Ambedkar
 Marathwada University,
 Aurangabad.

DR. BABASAHEB AMBEDKAR MARATHWADA

UNIVERSITY

Aurangabad

**Illustrative Credit Distribution Structure for Two Year /One
Year
M.A. First Year**

Course Structure

Subject: Public Administration

(Effective from 2023-24)

AS PER NEP 2020

**Illustrative Credit Distribution Structure for One Year
M.A. Public Administration**

Class: M. A. First Year

Semester: First Semester & Second Semester

Subject: Public Administration

Sr. No.	Specification/ type of Papers	First Semester		Total Credits/ Semester	Second Semester		Total Credits/ Semester	Total Credits/ Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	Mandatory-1	4	12	Mandatory -4	4	12	24
		Mandatory-2	4		Mandatory -5	4		
		Mandatory-3	4		Mandatory-6	4		
2	Major Activity	Activity-1	2	2	Activity-2	2	2	4
3	Major Elective	Elective-1	4	4	Elective-2	4	4	8
4	Research Methodology	RM	4	4	--	--	--	4
5	On Job Training/ Field Project	--	--	--	OJT/FP	4	4	4
6	Research Project	--	--	--	--	--	--	--
Cum. Cr./ Semester		--	22	22	--	22	22	44
Cum. Cr./Year		--	--	--	--	--	--	44
<u>Exit option:</u> Exit Option: PG Diploma (44 Credits) after Three Year UG Degree								

M. A. First Year: Public Administration

First Semester:

1. Major Mandatory-1: **Modern Administrative Theory** – PAD-(MM)-401
Major Mandatory-2: **Administrative Thinkers** – PAD-(MM)-402
Major Mandatory-3: **Comparative Public Administration** – PAD-(MM)-403
2. Major Activity-1- **Activities on E - Governance** – PAD-(MA)-001
 - Seminar Presentation Techniques
 - Book Review
3. Major Elective-1: **1. Public Relations & Communication** - PAD (ME) – 501
2. Tourism Administration- PAD (ME) - 502
3. Administrative Laws- PAD (ME) - 503
4. Research Methodology: **Research Methodology in Public Administration**- PAD(RM) - 400
5. On Job Training/Field Project: -----
6. Research Project: -----

Second Semester:

1. Major Mandatory-1: **Recent Issues in Indian Administration** PAD (MM) - 404
Major Mandatory-2: **Foreign Local Self Government**
(UK, USA, France & China) PAD (MM) - 405
Major Mandatory-3: **Administrative Reforms in India** PAD (MM) - 406
2. Major Activity-1- **Activities on Parliamentary System in Local Government**
PAD (MA) - 002
 - Seminar Presentation Techniques
 - Book Review
3. Major Elective-1: **1. Indian Constitution and Administration** PAD (ME)- 504
2. Post Modern Public Administration PAD (ME)- 505
3. Defense Administration in India PAD (ME)- 506
4. On Job Training/Field Project: -----
5. Research Project: -----

Third Semester:

1. Major Mandatory-1: **Public Policy** PAD (MM) - 407
Major Mandatory-2: **Globalization and Public Administration: Indian Context** PAD (MM) – 408
Major Mandatory-3: **Administration of International Organizations** PAD (MM) - 409
2. Major Activity-1- **Activities on Office Process and Procedures** PAD (MA) – 003
 - Seminar Presentation Techniques
 - Book Review
3. Major Elective-1: **1. Human Resource Management** PAD (ME)- 507
2. Indian Planning and Development PAD (ME)- 508
3. Public Administration and Digitalization PAD (ME)- 509
4. On Job Training/Field Project: -----
5. Research Project: -----

Fourth Semester:

1. Major Mandatory-1: **Management Science** PAD (MM) - 410
Major Mandatory-2: **Management Thinkers** PAD (MM) - 411
Major Mandatory-3: **Office Management** PAD (MM) - 412
2. Major Elective-1: **1. Stress Management** PAD (ME)- 510
2. Administrative Behavior PAD (ME)- 511
3. Disaster Management in India PAD (ME)- 512
4. On Job Training/Field Project: -----
5. Research Project: -----

M. A. I Year, Semester - I
Mandatory - 1, Credits: 4
Modern Administrative Theory
PAD-(MM)-401

Learning Outcome

- a) It will familiarise with the Discipline of Public Administration.
- b) Understand Scientific Management Principles, Impact.
- c) Deep Understanding about Various Administrative Theories.
- d) Understand Various Approaches to The Study of Administration.

Unit - I: Introduction

- a) Meaning, Nature, Scope, Significance of Public Administration
- b) Evolution of Public Administration as a Discipline

Unit - II: Theories

- a) Classical, Scientific Management
- b) Bureaucratic
- c) Human- Relations
- d) Behavioural

Unit - III: Approaches

- a) Developmental
- b) Decision Making
- c) Structural-Functional
- d) Systems

Unit - IV: Recent Trends in Public Administration:

- a) New Public Administration,
- b) Public Choice Approach,
- c) New Public Management,
- d) Good Governance-concept & applications
- e) Public Administration and Information Technology

Recommended Readings:

1. Hoshiyar Sing & Pradeep Sachdeva, 'Administrative Theory' Kitab Mahal, New Delhi-1999
2. R.N. Singh, 'Management Thought and Thinkers', S. Chand and Sons, Delhi-1984
3. Felix Nigro and Liyod Nigro, 'Modern Public Administration' Harper and Row Publishers, New York-1980
4. Nicholas Henry, 'Public Administration and Public Affairs', Prentice Hall, Newjersey, 1980
5. Dennis L. Mueller, 'Public Choice', Cambridge University Press, 1979
6. Prasad and Prasad 'Administrative Thinkers', Sterling- New Delhi-1990.

7. Ramesh Arora (Ed.) 'Perspectives in Administration', Theory Associated Publishing House, New Delhi-1979.
8. Sum Sun Nisa Ali 'Eminent Administrative Thinkers', Associated Publishing House New-1984.
9. Peter Self 'Administrative Theories and Politics George Allen' and Unwin, London 1977.
10. Gvishiani, D. 'Organization and Management Sociological Analysis of Western Theories Progress', Publishers.
11. Jurgen Habermas 'Communication and The Evolution' of Society Heinemann- London 1979.
12. Robert T. Golembiewski 'Public Administration' as a Developing Discipline, Marcel Dekker- New York 1973.
13. Gerald E. Caiden 'The Dynamics of Public Administration' Holt, Rinehart and Winston – New York 1971

M. A. I Year, Semester - I
Mandatory - 2, Credits: 4
Administrative Thinkers
PAD-(MM)-402

Learning Outcomes:-

- a) Gain the Knowledge of Various Administrative Thinkers.
- b) Know the Thoughts, Approaches Given by The Administrative Thinkers.
- c) Understand Human Relations, Bureaucratic Theory.

Unit - I:

1) Woodrow Wilson

- a) Views on Administration and Politics
- b) Comparative Administration
- c) Public Opinion

2) Luther Gullick

- a) Organizational Principles
- b) Chief Executive work POSDCORB
- c) Theory of Departmentalization

3) Max Weber

- a) Typology of Authority
- b) The Bureaucratic Structure
- c) Weber's Perspectives on Politer and Bureaucracy

Unit - II:

1) Mary Parker Follett

- a) Psychological Approach
- b) Methods of Dealing with Conflict
- c) Dynamic Administration

2) Elton Mayo

- a) Human Relations Approach
- b) Mayo's Empirical Studies
- c) Mayo's Findings of the Hawthorne Studies

Unit - III:

1) Chester Bernard

- a) Development of Organization
- b) Concept of Authority
- c) Decision Making

2) Herbert Simon

- a) Criticism of Classical Theory
- b) Behavioral Science of Administration
- c) Organizational Decision Making Process

Unit - IV:

1) Abraham Maslow

- a) Theory of Motivation
- b) Hierarchy of Needs Theory
- c) Applicability of Maslow's Theory

2) Fredric Herzberg

- a) Two- Factor Theory
- b) Comparing Maslow's and Herzberg's Theories
- c) Job Enrichment

3) Fredrick Riggs

- a) Environmental Approach
- b) Comparative Public Administration
- c) Ideal Models: Sala Model, Bazaar Canteen Model
- d) Prismatic Society

Recommended Readings:

1. Maheshwari S. R. (1998) 'Administrative Thinkers', Macmillan India Ltd., Mumbai,
2. Naidu S. P. (1996) 'Public Administration: Concepts and Theory', New Age International Publishers,
3. Sum Sun Nisa Ali (1984) 'Eminent Administrative Thinkers', Associated Publishing House, New Delhi,
4. Navin Mathur: Management Gurus Ideas and Insights, National Publishing, House New, Delhi, 2004.
5. Wilson, Woodrow, The Study of Administration, reprinted in 'Administrative change and Innovation edited by Chakramurty & Bhattacharya, Oxford University Press, New Delhi. 2005
6. Follet M.P., 'Dynamic Administration', edited by Henry C. Metcalf & L. Urwick, Sir Issac Pitman & Sons Ltd. London-1963.
7. Sapre S. A., Mary Parker Follett: Her Dynamic Philosophy of Management, Government Central Press, Bombay - 1975. 20. Bendix Reihard, 'Max Weber: An Intellectual Portrait', Methuen & Co. Ltd., London - 1969.
8. Simon A Herbert A., 'Administrative Behavior' The Free Press, New York 1976.
9. Barnard Chester I., 'The Functions of the Executive', Cambridge, Massachusetts Harvard University Press, U. S. A. 1972.
10. Riggs. F. W., 'The Ecology of Public Administration', Asia Publishing House, London - 1975.
11. Riggs F. W., 'Daya Krishna', Development Debate, Printwell Publishers, Jaipur (India), 1987.
12. Arora Ramesh K., 'Comparative Public Administration', Associated Publishing House, New Delhi - 2001.
13. Prasad, Prasad & Satyanarayana (ed) Administrative Thinkers, Sterling Publishers Pvt. Ltd., New Delhi, 1996.
14. Maheshwari S. R. Administrative Thinkers, Macmillan India Limited, New Delhi, 1998.

M. A. I Year, Semester - I
Mandatory - 3, Credits: 4
Comparative Public Administration
(U.K., U.S.A. & China)
PAD-(MM)-403

Learning Outcomes:-

- A. Acquire Knowledge and Conceptual Approach in Comparative Public Administration.
- B. Clarity about Various Contemporary Approach.
- C. Understanding of Administrative Systems of U.K, U.S.A & China.
- D. Familiarize with Personnel and Financial Administration of U.K, U.S.A & China.

Unit - I: Comparative Public Administration:

- a) Meaning, Nature, Scope and Importance
- b) Evolution of Comparative Study

Unit - II: Conceptual Approach in Comparative Public Administration:

a) Traditional Approach:

- i) Historical Approach
- ii) Subjective Approach
- iii) Political Approach
- iv) Scientific Approach

b) Contemporary Approach:

- i) Structural Functional Approach
- ii) Ecological Approach
- iii) Behavioral Approach
- iv) System Approach

Unit - III: Administrative Systems:

- a) Features
- b) Legislature
- c) Executive
- d) Judiciary

Unit - IV:-Personnel & Financial Administration:

a) Personnel Administration:

- i) Features of Civil Services
- ii) Recruitment
- iii) Training
- iv) Promotion

b) Financial Administration:

- i) Budgeting System
- ii) Agencies of Financial Administration
- iii) Control over Financial Administration

Recommended Readings:

- 1) Riggs F.W. 'The Ecology of Public Administration' Asia Publishing, New Delhi.
- 2) Ferral Heady Public Administration' - A Comparative Perspective Marce Dekkar, New York-1979.
- 3) Rammesh K. Arora "Comparative Public Administration", Associated Publishing House, New Delhi-1975.
- 4) Tyagi A.R. 'Public Administration Atma Rama and Sons, New Delhi 1990
- 5) Vishwanathan V.N Comparative Public Administration'-Sterling Publisher Pvt. Ltd., New Delhi-1995.
- 6) Riggs F.W. Trends in the Comparative Study of Public Administration International Review of Administrative Science, Section, 28, 1968.
- 7) Waldo Dwight, 'Comparative Public Administration', Performance and Problems Risten La Braton University of Washington Press 1979.
- 8) George F. Gant 'Development Administration Concept, Goals, Methods the University of Wisconsin Press, Madison, Wisconsin, 1979.

M. A. I Year, Semester - I
Elective-1, Credits: 4
Public Relations & Communication
PAD-(ME)-501

Learning Outcomes:-

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

Unit – I:-

- a. **Public Relation Concept and Theory:** Public Relations – Meaning, Definition and Nature, Importance of Public Relations in Modern Context
- b. **Public Relations Theory** -Exchange Theory, Conflict Theory and Structural -functional Theory. Grunig's Symmetrical Model of Public Relations.

Unit – II:-

- a) Public Relations and some other Related Concepts and Techniques: Public Relations-Publicity & Propaganda. Public Relations- Legislative Relations and Press Relations
- b) Techniques of Public Relations, Public Relations and Personality, Language Fluency.
- c) Public Relations Officer – Functions, Role and Responsibility, Study of Organization, Personality, Qualities for good Public Relations Officer

Unit – III:-

- d) Communication; Theories of Communication, Types of Communication, Basics of effective Communication; Communication process, communication skills.

Unit – IV:-

- e) Communication problems; The perception problem, Language and Semantic Problems; Communication Failure.

Recommended Readings:

1. Jaishri N. Jethwaney & Narendra Nath Sarkar, “Public Relations”, Sterling Publishers Pvt. Ltd. 2006
2. Terry Franklin – (Eighth Edition) “Principles of Management” All India Traveller Book Seller, Delhi, 1994

3. Harold Koontz, Heinz Weihrich, "Essentials of Management" (Fifth Edition), Mcgraw Hill, "International Editions" – Management Sciences
4. Dr. M.P. Sharma, Dr. B.L. Sadana "Public Administration in Theory and Practice" Kitab Mahal, 1999
5. Lesly-Stephan, "Leslies Hand Book of Public Relations", Prentice Hall, 1980
6. Sahay Baldeo, "Scientific Public Relations", Scope Publication, New Delhi
7. Frank Jefkin, "Public Relations"
8. Sam Blade, "Public Relations"
9. Dharurkar V.L., "Jansampark Mimansa", Ramrajya Prakashan, Aurangabad
10. Shrutika Kasar, "Public Relations" Mohit Publication, New Dehli 2004.
11. Philip Lesly, Hand Book of "Public Relations and Communication", Jaico Publishing House, Mumbai.
12. Angela Wadia – "Successful Communication for Business Development" Kanishka Publishers, Distributors, New Delhi, 2000
13. Alison Public Relations" – Theakar Routheoge
14. Asha Kaul "Effective Business Communication" Prentice-Hall of India, New Delhi, 2-4
15. G.R. Basotia "Human Resource Management" Mangal Deep
16. Terry Franklin – (Eighth Edition) "Principles of Management" All India Traveller Book Seller, Delhi, 1994
17. Harold Koontz, Heinz Weihrich, "Essentials of Management" (Fifth Edition), MCGRAW– Hill International Editions – Management Sciences
18. Simon Herbert, "Administrative Behaviour" Mcmillan, New York 1954
19. Dr. M.P. Sharma, Dr. B.L. Sadana "Public Administration in Theory and Practice" Kitab Mahal, 1999
20. Sahay Ba;deo, "Scientific Public Relations", Scope Publication, New Delhi
21. Frank Jefkin, "Public Relation"
22. Sam Blade. Public Relations
23. Dr. V.L. Dharurkar, Jansampark Mimansa, Ramrajya Prakashan, Aurangabad.

M. A. I Year, Semester - I
Elective-1, Credits: 4
Tourism Administration
PAD-(ME)-502

Learning Outcomes:-

1. Clear the Concept of Tourism, its Types and Significance.
2. Understand the Authorities in Tourism Administration in India.
3. Know the Different Tourism Policies and Development Stages in India.

Unit - I: Concept of Tourism

- a) Meaning and Definition of Tourism
- b) Elements and Types of Tourism
- c) Significance of Tourism

Unit - II: Ministry of Tourism in India

- a) Organisation and Structure
- b) Role and Functions of Ministry
- c) Schemes of Tourism

Unit - III: Tourism Development and Policies

- a) Tourism Development in India
- b) National Tourism Policies
 - i) 1982
 - ii) 1992
 - iii) 2002
- c) National Digital Tourism (Tourism Policy - 2022)

Unit - IV: Administration of Tourism Organisations

- a) World Travel & Tourism Council (WTTC),
- b) Indian Tourism Development Corporation (ITDC), Maharashtra Tourism Development Corporation (MTDC)
- c) Indian Railway Catering and Tourism Corporation (IRCTC),
- d) Airport Authority of India (AAI),
- e) The Directorate General of Civil Aviation (DGCA),
- f) ICAO, IATA,
- g) Indian Operator of Tourism Association (IOTA),
- h) Travel Agents Association of India (TAAI),
- i) The Federation of Hotel & Restaurant Association in India (FHRAI)
- j) Archaeological Survey of India (ASI).

Recommended Readings:

1. Mill and Morrison, (1992), The Tourism System: An Introductory Text, Prentice Hall.
2. Cooper, Fletcher Et Al, (1993), Tourism Principles and Practices, Pitman.
3. Burkart and Medlik, (1981), Tourism: Past, Present and Future, Heinemann, ELBS.

4. Mill, R.C., (1990), *Tourism: The International Business*, Pertinence Hall, New Jersey.
5. Angella, F., Go, F., (2010), Tale of two cities' collaborative tourism marketing: Towards a theory of destination stakeholder assessment, *Tourism Management* Vol.30
6. Blumberg, K. (2005), "Tourism Destination Marketing -A Tool for Destination Management? A Case Study from Nelson/Tasman Region, New Zealand", *Asia Pacific Journal of Tourism Research*, 10(1):
7. Bornhorst, T., Ritchie, B., & Sheehan, L. (2010), "Determinants of tourism success for DMOS & destinations: An empirical examination of stakeholders' perspectives", *Tourism Management*, 31,
8. Dey, B., & Sarma, M. K. (2010). "Information Source Usage Among Motive-Based Segments of Travellers to Newly Emerging Tourist Destinations", *Tourism Management*, 31(3)
9. Dwyer, L., Livaic, Z., & Mellor, R. (2003), "Competitiveness of Australia as a tourism destination", *Journal of Hospitality and Tourism Management*, 10(1): 60-78.
10. Kogovsek, M., Kogovsek, M. (2013), Innovation in Tourism: The potential for improving the sustainability of tourism Destination, in *Contemporary trends in Tourism and Hospitality* (2013), A Collection of papers.

M. A. I Year, Semester - I

Elective-1, Credits: 4

Administrative Laws

PAD-(ME)-503

Learning Outcomes:-

- a) Developing and Understanding of Principles of Natural Justice, Rule of Law, Administrative Legislation, Adjudication and Much More.
- b) Distinguishing Between Constitutional Law, Administrative Law
- c) Delineating the Concept, Merits and Demerits of Administrative Tribunals and Especially Central Administrative Tribunal.
- d) Grasping the Genesis, Growth and Concept of Ombudsman, Lokpal, Lokayukta and Central Vigilance Commission.

Unit - I: Introduction:

- a) Administrative Law: Meaning and Reasons for its Growth.
- b) Distinction Between Constitutional Law and Administrative Law

Unit - II: Basics Tools:

- a) Rule of Law; Principles of Natural Justice;
- b) Judicial Review of Administrative Action - Concept and Writs

Unit - III: Delegated Legislation and Adjudication:

- a) Delegated Legislation Concept, Rationale, Merits and Demerits
- b) Administrative Tribunals Concept, Merits and Demerits
- c) Central Administrative Tribunal: Structure and Functions

Unit - IV: Ombudsman:

- a) Institution of Ombudsman: Concept and Genesis
- b) Central Vigilance Commission: Structure, Functions, Role and Significance
- c) LokPal and Lokayukta in India-Composition, Powers, Functions and Significance.

Recommended Readings:

1. David Foulker - "Administrative Law"-Butter Worthus London. Sathe S.P. "Administrative Law" - Butter Worthus-New Delhi 1999.
2. Paras Dewan - "Administrative Law" Towards New Desportion, Allahabad Law Agency.
3. Tushar Kanti Shah - "Administrative Law" - Kanishka Publication, New Delhi, 2001
4. Basu D.D.- "Constitution of India" George Alleh University, London

5. The Ombudsman Rowat George Alleh University, London 7) Thilagraj R- Criminal Justice and Adm., Aph, Pub. Corp. New Delhi-2002.
6. Chhabra. S (1990) Administrative Tribunals. Deep and Deep: New Delhi
7. Diwan, P (2007), Indian Constitution (2nd Edition). Law Agency: Allahabad
- Kagzi, Mc J (2008) Indian Administrative Law (2nd Edition). Metropolitan: Delhi
8. Massey, I.P. (2008) Administrative Law. Eastern Book Company: New Delhi
- Mehta, Sm (1990) Indian Constitutional Law. Deep and Deep: New Delhi
9. Sathe, S. P. (1998) Administrative Law (6th Edition) Tripathi: Bombay, Delhi
10. Sharma, S K (2007) Directive Principles and Fundamental Rights. Deep and Deep: New Delhi.
11. Swami, P M (1989) Swami's Manual of Disciplinary Proceedings for Central Government Employees. Swami Publishers: Madras.

M. A. I Year, Semester - I
Mandatory - 4, Credits: 2
Activities on E - Governance

PAD (MA) - 001

M. A. I Year, Semester - I
RM-1, Credits: 4
Research Methodology and Public Administration
PAD-(RM)-400

Learning outcomes:-

- a) Development of Intellectual Understanding of Fundamental Knowledge of Research Methodology.
- b) Understand the Objectivity, Research Design and Methodology in Social Research.
- c) Inculcation of Necessary Skills to Use Research Tools to Undertake Research in Public Administration.
- d) Competence to Evaluate Government Policies or Programs/Projects on the Basis of Primary and Secondary Data.

Unit - I: Research in Social Sciences

- a) The Meaning, Nature and Characteristics of Science, Difference Between Natural Sciences and Social Sciences.
- b) Social Research: Meaning, Objectives, Assumptions, Types and Utility, Qualities of a Good Researcher, Public Administration as a Science. Importance of Research in Public Administration.
- c) Scientific Method: Meaning, Characteristics and Various Steps in Scientific Methods, Value and Use of Scientific Method in Social Sciences, Limitations of Scientific Method.

Unit - II: Objectivity

- a) Difficulties in Achieving Objectivity in Social Research, Means of Increasing Objectivity in Social Research.
- b) Hypothesis: Meaning and Nature of Hypothesis, Characteristics of a Good Hypothesis, Formulation of Hypothesis.
- c) Types of Hypothesis, Verification and Testing of Hypothesis, Utility of Hypothesis.

Unit - III: Research Design

- a) Meaning and Need for Research Design in Research.
- b) Sampling Design - Basis of Sampling, Types, how to Select Sample, Advantages and Disadvantages of Sampling Method
- c) Scientific Samplings Methods

Unit - IV: Methods of Social Research

- a) **Experimental Method:** Types of Experiments, Planning and Experiment, Merits and Demerits of this Method.
- b) **Statistical Method:** Significance of this Method in Social Research, Process of Statistical Research, Limitations of this Method.
- c) **Case Study Method:** Definition, Assumptions, Importance of this Method, its Relation with Statistical Method, Limitations of this Method.

- d) **Survey Method:** Difference Between Social Research and Social Survey, Social Planning of Survey, Objectives of a Survey, Merits and Demerits of this Method.
- e) **Methods of Collecting Data:** Interview Method, Observation, Questionnaire and Schedule.
- f) **Processing of Data:** Editing, Classification and Tabulation, Mean, Mode, Median, Content Analysis Preparation of Research Report

Recommended Readings:

1. Ghosh B.N., "Scientific Methods and Social Research", New Delhi: Sterling Publishers Pvt. Ltd, 1987 Moser C.A. "Survey Methods in Social Investigations" London :
2. Dunckworth & Co., 1970. Kothari C.R., "Research Methodology" - Methods and Techniques, New Delhi: Wiley Eastern Ltd., 1985
3. Bajpai S.P., "The Structure of Science", Problems in Methods of Social Survey and Research, Kanpur Kitab Ghar, 1994
4. Hans Raj, "Theory and Practice in Social Research", New Delhi: Surjeet Publications, 1992.
5. Gopal M.H., "An introduction to Research Procedure in Social Sciences", Delhi
6. Louise H. Kider, "Research Methods in Social Relations "GBS Publishing Japan Ltd, 1986
7. Young P.V., "Scientific Social Surveys and Research", New York,
8. Gopal M.H., "An Introduction to Research Procedure in Social Science", Prentice Hall, 1960. Asia Publishing House, Delhi, 1970.
9. Dr. Bindrawan Lal, "Research Methodology" - ABD Publishers, Jaipur -2002
10. Bhandrakar P. L, Wilkinson, "Social Research", Himalaya Publishing House, Mumbai, 2007.

M. A. I Year, Semester - II
Mandatory - 5, Credits: 4
Recent issues in Indian Administration
PAD-(MM)-404

Learning Outcomes:

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

Unit – I:- Context of Indian Administration:

- a) Social, Political and Economic
- b) New economic Policy & Indian Administration

Unit – II:- Reforming Public Services in India

Unit –III:- Impact of Information Technology on Indian Administration

Unit – IV:-a) New Devices in Administration:

- i) Right to Information
- ii) Citizens' Charter
- iii) Public Private Partnership

b) Future challenges before Indian Administration.

Recommended Readings:

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

M. A. I Year, Semester - II
Mandatory - 6, Credits: 4
Foreign Local Self Government
U.K., U.S.A., France & China
PAD-(MM)-405

Learning Outcomes:-

Gain the Knowledge about Foreign Local Self Government.

Familiarize the Foreign Local Self Government of U.K, U.S.A, France & China.

Understand the Evolution of Foreign Local Self Government of U.K, U.S.A, France & China.

Unit - I: Local Self Government in United Kingdom (UK)

- a) Evolution and Salient Features
- b) Institutions of Local Self Government: Composition and Functions
 - 1) County Boroughs
 - i) Municipal Boroughs
 - ii) Urban District
 - iii) Rural District - Parish
 - 2) County Council
 - 3) Greater London
- c) Financial Resources of Local Self Government

Unit - II: Local Self Government in United States of America (USA)

- a) Evolution and Salient Features
- b) U.S.A. Local Self Government: Composition and Functions
 - i) County Government
 - ii) Municipal Town/Village/Boroughs
 - iii) Township
- c). Urban (Management by Following Organizations)
 - i) Mayor Council Form
 - ii) Commission Form
 - iii) Council Manager Form
- d) Financial Resources of Local Self Government

Unit - III: Local Self Government in France

- a) Evolution and Salient Features of French Local Self Government
- b) Institutions of Local Self Government: Composition and Functions
 - i) Departments
 - ii) Arrondissements
 - iii) Cantons
 - iv) Communes
 - v) Urban Communes
 - vi) Rural Communes
- c) Financial Resources of Local Self Government

Unit - IV: Local Self Government in China

- a) Evolution and Salient Features of China Local Self Government
- b) Local Government and Constitution of 1982
- c) Institutions of Local Self Government: Composition & Functions
 - i) Rural Township
 - ii) Urban Local Governments
 - iii) Communes/ Town
- d) Financial Resources of Local Self Government

Recommended Readings:

1. Alderfer, H.F. (1953), "American Local Government And Administration", New York.
2. Hasluck, E.L. (1936), "Local Government In England", Cambridge University Press, England.
3. Chapman, B. (1953), "Introduction To French Local Government", Allen And Unwin.
4. T Ung-TSU CH U. (1969), "Local Government In China Under The CH' ING", Stanford University Press, Standford, California.
5. Biondel Jean, 'The Government Of France', New York, Thomas Y, 25
6. Crewell & Co., Henry Eddick, 'Democracy, Decentralization And Development', Asia Publishing, Delhi.
7. L.S. Madhava Rao, Modern Foreign Local Governments - America,
8. England and France'. Venkatram Paper Products (P) Ltd, Narayanaguda, Hyderabad, 1964.
9. B.C. Rai, Local Government-England France, USA, USSR And India' Prakashan Kendra, Lucknow, 1994.
10. V.N. Gokhale, (Printed Notes) Local Governments In America', England And Wales And France.
11. Donald M. Seekins, In World Encyclopedia Of Political System' Edited By George Delury Vol. 1 "People's Republic Of China".
12. Rolf H.W., Theen And Frank L. Wilson, Politics - An Introduction To Six Countries, Prentice Hall, Eaglewood Cliffs, New Jersey, 1986.
13. Manoj Sharma, "Local Government -Rural And Urban", Anmol Publications New Delhi, 2004.
14. शर्मा, हरिशचंद्र (२००६), "इंग्लंड में स्थानिक प्रशासन", विश्वभारती पब्लिकेशन्स, नई दिल्ली.
15. त्रिपाठी, अभिषेक (२०१०), "इंग्लंड का स्थानिक प्रशासन", इशिका पब्लिशिंग हाऊस, जयपूर (भारत).
16. शर्मा, हरिशचंद्र (२००६), "अमेरिका मे स्थानिक प्रशासन", विश्वभारती पब्लिकेशन्स, नई दिल्ली.
17. शर्मा, हरिशचंद्र (२००६), "फ्रान्स मे स्थानिक प्रशासन", विश्वभारती पब्लिकेशन्स, नई दिल्ली.

M. A. I Year, Semester - II
Mandatory- 7, Credits: 4
Administrative Reforms in India
PAD-(MM)-406

Learning Outcomes:-

1. Would have Inculcated Theoretical and Conceptual Knowledge about Governance, Restructuring Governance and Administrative Reforms.
2. Learnt about the History of Reforms in India, Especially in the Context of The First and The Second Administrative Reforms Commissions.
3. Discerning Innovations Adopted in Indian Administration for Ensuring Good Governance and Making it Citizen Centric.

Unit - I: Introduction:

- a) Governance Meaning and Concept
- b) Distinction between Public Administration and Governance
- c) Restructuring Governance - Concept and Evolution
- d) Growth of Reforms and Innovations in Administration in the Indian Context

Unit - II: Administrative Reforms and Governance Innovations in India in Historical

Perspective:

- a) Committees and Commissions (1947-1967)
- b) First Administrative Reforms Commission
- c) Second Reforms Commissions

Unit - III: Institutional Mechanism for Reforms and Innovations:

- a) Evolving Trends: Regulatory Governance
- b) Ombudsman; E-Governance; Networked Governance
- c) Genesis and the Process
- d) Civil Service Reforms: Process Simplification Internal Procedures, Using Modern Technology, Supervision, Monitoring & Evaluation and Rationalizing Procedures

Unit - IV: Major Reforms Initiatives (Structural and Functional):

- a) Judicial Reforms: Electoral Reforms
- b) Impediments to Reforms: Socio-Cultural; Political; Economic; Bureaucratic; and Legal/Constitutional

Recommended Readings:

1. Ballabh, Vishwa (2018) Governance of Water. Sage: New Delhi Bloch, Marianne: Holmlund, Kerstin: Popkewitz, Thomas and Moqvist, Ingeborg (2003) Governing Children, Families and Education: Restructuring the Welfare State.
2. Palgrave Macmillan: London Dallago, Bruno and Iwasaki, Ichiro (Eds.) (2007) Corporate Restructuring and Governance in Transition Economies: Studies in Economic Transition. Palgrave Macmillan: New York
3. Gibbs, Philip A (Summer 1993) Determinants of Corporate Restructuring: The relative importance corporate governance, takeover threat, and free cash flow, Staretgic Management Journal, Volume 14, Issue S1, Special Issue, pp. 51-68

4. Government of India (2005-09) Second Administrative Reforms Commission, Reports (115). The Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi
5. Hugh, Bochel and Powell, Martin (Eds.) (2016) *The Coalition Government and Social Policy: Restructuring the Welfare State*. Policy Press: Bristol, UK Jwa, Sung-Hee and Lee, In Kwon (Eds.) (2004) *Competition and Corporate Governance in Korea: Reforming and Restructuring the Chaebol*. Edward Elgar Publishing: Cheltenham, UK
6. Kennedy, Loraine (2014) *The Politics of Economic Restructuring in India: Economic Governance and State Spatial Rescaling*. Routledge: New York
7. Klenk, Tanja and Pavolini, Emmanuele (2015) *Restructuring Welfare Governance: Marketisation, Managerialism and Welfare State Professionalism*, Edward Elgar Publishing: Cheltenham, UK
8. Lechuga, Vincente M and Tierney, William G (Fall 2004) *Restructuring Shared Governance in Higher Education: New Directions in Higher Education*, Volume 11, Number 127
9. Loader, Brian D (1997) *The Governance of Cyber Space: Politics, technology and global restructuring*. Routledge: New York
10. Mishra, R K and Sastry, Kumari L (2010) *Restructuring Public Enterprises in Andhra Pradesh*. Excel Books:
11. Singh, Harjit (2007) *Corporate Restructuring Through Disinvestment: An Indian Perspective*. New Age International: New Delhi
12. Teall, John L (2007) *Governance and the Market for Corporate Control*. Routledge: New York Treloar, Raven (2017) *Restructuring Welfare Governance*. Socialy Pr: London
13. Wah, Francis Loh Kok and Ojendal, Joakim (Eds.) (2005) *South East Asian Responses to Globalization: Restructuring Governance and Deepening Democracy*. NIAS Press: Institute of Southeast Asian Studies: Singapore
14. Weston, J Fred: Mitchell, Mark L; Mulherin, J Harold and Salwan, Prashant (2004) *Takeovers, Restructuring, and Corporate Governance*. Pearson: New Delhi

M. A. I Year, Semester - II
Mandatory - 8, Credits: 2
Activities on Parliamentary System
in Local Government

PAD (MA) - 002

M. A. I Year, Semester - II
Elective-2, Credits: 4
Indian Constitution and Administration
PAD-(ME)-504

Learning outcomes:-

1. Understand Indian Administration System and it's Legacy.
2. Familiarize with British Administration System.
3. Deep Understanding about Constitution Formation Process and its Framework.

Unit - I: The Government & Administration in Ancient India:

- a) Empire Kingship, Amatya, Mantrin Mantri Mandals, Samiti, Republics (Ganrajya), Sanghrajya,
- b) Mourya and Guptas Administration
- c) Decentralization of Administration
- d) The Government and Administration in Medieval India:
- e) The Sultans Administration, The Mughal Kingship and Administration,
- f) Maratha Administration

Unit - II: British East India Company & Regulation in India:

- a) Battle of Plassey, Battle of Buxar,
- b) Company Control Over Provinces the Act 1773.
- c) Pitt's India Act 1784,
- d) The Charter Acts 1793, 1813 and 1833.
- e) The Charter Act of 1853.

Unit - III: British Government & Administration in India:

- a) Proclamation of The Queen British Government Act 1858
- b) The Indian Councils Act 1861
- c) The Indian Councils Act 1892
- d) The Indian Councils Act 1909

Unit - IV: The Frame of Indian Constitution:

- a) The Government of India Act 1919
- b) The Round Table Conference (RTC) (1930 and 1932)
- c) The Joint Committee Report Constitutional Development 1935 to 1947
- d) Constitutional Development 1935 To 1947
- e) All India Federation Provisional Autonomy, Cripps Offer (Plan), The Wavell Plan, The Cabinet Mission Plan,
- f) The Indian Government- The Constituent Assembly

Recommended Readings:

1. B. N. Puri, History of Indian Administration Vol. I, II, III, Bharatiya Vidya Bhavan Bombay.

2. Mishra B.B., 1970. The Administrative History of India; Oxford University Press: London.
3. Dr. Babasaheb Ambedkar Writing and Speeches, Vol.13 Education Department, Government of Maharashtra 1994.
4. A.P. Awasthi., Indian Political System, Laxmi Narayan Agrawal, Aagra.
5. Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London. Jain, R.B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.
6. Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand and Company: Delhi.
7. Puri, K.K., 2006, Indian Administration, Bharat Prakashan, Jalandhar.
8. P. Sharma, Government and Politics of India Published by B.U 1984
9. D.C. Gupta, Indian Government and Politics, Vikas Publishing House Pvt, Ltd 1978
10. Austin, Granville (1996)," The Indian Constitution: Cornerstone of Nation", Oxford: Clarendon Press.
11. Nehru, Jawaharlal (1949), "Independence and After", New Delhi: Publication Division, Govt. of India
12. Wheare, K.C.(1964), "Modern Constitutions". London: Oxford University Press. 6
Frankfurter, Felix (1961), Mr. Justice Holmes and The Supreme Court," Cambridge: The Belknap Press of Harvard University Press
13. Kashyap. S.C.(1995), Our Constitution", New Delhi: National Book Trust, India
14. Basu, D.D. (1991). "Introduction to The Constitution of India". New Delhi: Prentice Hall of India Pvt. Ltd.

M. A. I Year, Semester - II
Elective-2, Credits: 4
Post Modern Public Administration
PAD-(ME)-505

Learning outcomes:-

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

Unit – I:-Postmodernism

- i) Meaning, Nature & Scope
- ii) History & Theorization of Postmodernism

Unit – II:-Postmodernism Its impact

- i. Modernity v/s Post modernity
- ii. Postmodernism and the Social Sciences

Unit – III:-a) Postmodern Public Administration

- i) Postmodernism & Public Administration
- ii) Characteristics of Postmodern Public Administration

b) Government & Administration

- i) Postmodernism & Democracy
- ii) The Social Construction of Government

Unit – IV :-Postmodernism: Indian Aspect

- i) Postmodernism and Indian Society
- ii) Postmodernism & Indian Public Administration

Recommended Readings:

1. Miller & fox, '*Postmodern Public Administration*', Prentice Hall of India Pvt. Ltd., New Delhi, 2007.
2. Doshi S. L., '*Postmodern perspectives on Indian Society*', Rawat Publications, Jaipur, 2010.
3. Hollinger, R. '*Postmodernism and the Social Sciences: AThematic Approach*', Sage, London.
4. Bogason Peter, '*Postmodern Public Administration*', Chapter for Handbook of Public Management to be Published by Oxford university Press, edited by Ewan B. Ferlie, Larry Lynn & Christopher Pollitt, To emerge in 2004.
5. James E. Storbeck, '*A Postmodern turn to estimating performance frontiers*', Applied Decision Sciences, Vol. 1, No. 1, Interscience Enterprises Ltd., USA, 2008.
6. Bhattacharya Mohit, '*New Horizons of Public Administration*', Jawahar Publication, New Delhi, 2009.

7. Miller, H. T., '*Postmodern Public Policy*', State University of New York Press, 2002.
8. Inglehart, R., '*Modernization and Post modernization: Cultural, Economic & Political Change in 43 Societies*', Princeton University Press, 1997.
9. Pandey Upasana, '*Postmodernism and Gandhi*', Rawat Publications, Jaipur, 2010.
10. Krishna Kumar, '*From Post-Industrial to Post-Modern Society: New Theories of the Contemporary world*', Blackwell Publishing, Victoria, Australia, 2006.

M. A. I Year, Semester - II
Elective-2, Credits: 4
Defense Administration in India
PAD-(ME)-506

Learning outcomes:-

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

Unit-I:- Evolution of Defense Administration In India, Importance of Defense Administration.

Unit – II:- Geo – Politics of Defense Geography.

Unit – III:- Indian Defence Organization – Structure and Functions – Army,
Navy and Air force.

Unit – IV:- Recruitment & Training Process in Defence Administration, Defence and
Civil Administration.

Recommended Readings:

1. Joshi Hargovind, *"Defence Administration In India" (set 2 Volumes)* Akanksha Publishing House, 2002.
2. Chanchal Sarkar, *"Defence of India, Press Institute of India"*, Vikas Publications, 1969.
3. Lt. Col. Kar H. C. *"Military History of India"*, Firma KLM Private Limited, Calcutta, 1980
4. Asha Gupta (edited) *"The Military System in Ancient India", Military Rule and Democratization - Changing Perspectives.* Deep and Deep Publications Pvt. Ltd., New Delhi, 2003.
5. Mahendra Kumar, *"Theoretical Aspects of International Relations"*, S. Agarwal & Company.
6. George Sorensen, *"Introduction to International Relations"*, Ox Ford University Press.
7. Dikshit R. D., *"Political Geography"*, Tata Mc Grow.
8. Srivastava A. K. *"Ancient Indian Army – Its Administration and Organization"*, Ajanta Publications, Delhi 1985.
9. Saxena. K. M. L., *"The Military System of India" (1850-1900)*, Sterling Publishers Pvt. Ltd., New Delhi, 1974.
10. Air Marrshal Chaturvedi M. S., *"History of The Indian Air – Force"*, Vikas Publishing House Pvt. Ltd., New Delhi, Bombay, 1978 (Hindi Edition is also available wrote by the same author, Published (Rasjpal & Sons, Delhi) in 1982.
11. Srikant Paranjape, *"Swam Rakshita"*, Continental Publication, Pune.

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

M. A. II Year, Semester - III

Mandatory - 9, Credits: 4

Public Policy

PAD-(MM)-407

Learning Outcomes:

Understanding the Public Policy, it's Importance, Types. Knowledge of Different Stages of Public Policy Process in Terms of its Formulation and Implementation. Necessary Competence to Evaluate and Undertake Policy Analysis.

Unit - I: Public Policy:

- a) Meaning, Nature and Objectives of Public Policy
- b) Importance of Policy Sciences in Modern Context
- c) Types of Public Policy, Stages in Public Policy Process

Unit - II: Policy Making:

- a) Contextual Setting of Policy Making, Characteristics of Public Policy Making,
- b) Role of Legislature, Executive, Judiciary, Bureaucracy, Voluntary/Non Governmental Organizations, Political Parties, Pressure Groups and Mass Media, Public Opinion and Public Policy Making.
- c) Constraints in Public Policy Making.
- d) Public Policy Process in India.

Unit - III: Policy Implementation:

- a) Importance, Role of Political Executive and Bureaucracy
- b) Stages in Policy Implementation Monitoring of Policy Implementation
- c) Policy Education - Citizens Participation in Policy Implementation

Unit - IV: Policy Evaluation and Analysis:

A) Evaluation

- i) Objectives and Goals of Public Policy
- ii) Time and Cost Factors
- iii) Qualitative and Quantitative Methods of Policy Evaluation
- iv) Problems of Policy Evaluation

B) Analysis:

- i) Importance and Objectives of Policy Analysis
- ii) Behavioural and Systems Approaches to Policy Analysis

Recommended Readings:

1. Learner D. and Hasswell H. "The Policy Science".
2. Hogwood B. & Petersquy - "Policy Dynamics", Wheat sheaf, (UK).
3. Thomas Dye- "Understanding Public Policy".
4. "International Encyclopedia of Policy Science".
5. Goel S.L. and Jain R.K., "Social Welfare Administration in India". Deep and Deep Publications, New Delhi, 1988

6. Rastogi P.N. "Policy Analysis and Problem Solving for Social System", Sage, New Delhi, 1992.
7. R.K. Sapru "Public Policy", Sterling. New Delhi, 1992.
8. Rumki Basu "Public Administration", Sterling, 1990.
9. V. Sabrahaniam - "The Science of Public Policy".
10. Salini Pradeep "Public Policy Conceptual Dionodial", Kitab Mahal, Allahabad, 1987
11. Saigal Krishan- "Policy Making in India", Vikas, New Delhi.
12. Paul Spicker, Social Policy: Themes and Appronches, Rawat Publication, New Delhi.2010.
13. Anderson James - "Public Policy Making". New Delhi, 1975.
14. Brewer G. and Deleen P. "The Foundation of Policy Analysis", Atlantic, New Delhi, 1993,
15. Woll Peter- "Public Policy". Cambridge, 1974
16. Mapherson Stewart- "Comparative Social Policy and the (UK)" Third World, Wheat sheaf, 1987.
17. Harold Steign- "Public Administration and Public Policy".
18. Ganapathy R. S. and others (Ed.) "Public Policy and Policy Analysis in India", Sage, New Delhi, 1987.
19. Dror Y.- "Public Policy Making", Chandler, USA, 1968.
20. Bimal Jalan "Essays in Development Policy"

M. A. II Year, Semester - III
Mandatory - 10, Credits: 4
Globalization and Public Administration: Indian Context
PAD-(MM)-408

Learning Outcomes:

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

Unit – I:- Globalization – Emergence, Meaning, Nature and Characteristics

Unit – II:- Globalization and Social, Economic and Political Context of the Country.

Unit – III:-a) Globalization – Indian Perspective

b) Liberalization, Privatization, Globalization (LPG) and Bureaucracy.

Unit – IV:- Impact of Globalization on Public Administration in India.

Recommended Readings:

1. Bhatia B. S. & Bhatia G. S. “*Globalization and Business Management*”.
2. Reddy M. Sudhir & others, “*Globalization and Man Power Planning*”, Discovery Publishing House, New Delhi, 2005.
3. Mohanan B, “*Globalization of Economy*”, Gyan Publishing House, New Delhi.
4. Maheshwari S. R., “*Public Administration: An Introduction*”, Macmillan India Ltd., 2002.
5. Palan R., “*State Strategies in the Global Political Economy*”, Rawat Publications, New Delhi, Mumbai, 2009.
6. Sharma B.M., Bareth, Good Governance, *Globalization and Civil Society*, Rawat Publications, New Delhi, Mumbai, 2004.
7. Jhunjhunwala B. “*Welfare State and Globalization: Critique of Amartya Sen*”, Rawat Publications, New Delhi.
8. Dhameja Alka (Edited), “*Contemporary Debates In Public Administration*”, Prentice-Hall of India, New Delhi, 2003.
9. Gladden G. E., “*Dynamics of Public Administration*”, Holt Rinehart and Winston, New York, 1971.
10. Dev Nathan, Govind Kelkar & Pierre Walter, (edited) *Globalization and Indigenous People in the changing Local- Global Interface*, Sage Publication, New Delhi.
11. Ellwood Wayne, “*Guide to Globalization*”, Rawat Publications, New Delhi.
12. Kofman E, “*Globalization: Theory & Practice*”, Rawat Publications, New Delhi.

M. A. II Year, Semester - III
Mandatory - 11, Credits: 4
Administration of International Organizations
PAD-(MM)-409

Learning Outcomes:

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

Unit – I:-

League of Nations to United Nations Organization (Historical Perspective)

Unit – II:-

UNO to UN, UN Security Council.

Unit – III:-

UNESCO/ UNICEF/ WHO and FAO ILO/ International Court of Justice.

Unit – IV:-

IMF/ World Bank/ ADB/ UNDP WTO to Globalization. INTER POL.

Recommended Readings:

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

M. A. II Year, Semester - III
Mandatory - 12, Credits: 2
Activities on Office Process and
Procedures

PAD (MA) – 003

M. A. II Year, Semester - III
Elective-3, Credits: 4
Human Resource Management
PAD-(ME)-507

Learning Outcomes:-

- i) Conceptual Clarity of Human Resource Management in Terms of its Importance, Characteristics, Evolution.
- ii) Detailed Understanding of the Recruitment and Training.
- iii) Understanding of Performance Appraisal, Promotion.

Unit - I: Human Resource Management:

- a) Meaning, Scope, Importance & Characteristics
- b) Evolution of Human Resource Management
- c) Organization and functions of the Human Resource & Personal Department
Human Resource Structure and strategy. Role of Governments and Personnel Environment including MNCs.
- d) Challenges to Organization and Human Resource Management
- e) Professionals Impact of Globalization on Human Resource Management

Unit - II: Recruitment and Training:

- a) **Recruitment**
 - i) Concept, Meaning and Importance
 - ii) Recruitment Process
 - iii) Sources of Man Power Supply, Consultants for Recruitment
- b) **Training**
 - i) Human Resource Development
 - ii) Training and Development Methods Design and Evaluation of T&D Programmes
 - iii) Career Development

Unit - III: Performance Appraisal:

- a) Nature and Significance of Performance Appraisal
- b) Major Issues in Performance Appraisal Practices

Unit - IV:- Promotion and Financial Compensation:

- a) **Work Force Adjustment (Promotion)**
 - i) Nature, Significance & Methods of Promotion
 - ii) Indian Perspective on Promotion and Key Issues
 - iii) Voluntary Retirement Scheme (VRS)
- b) **Financial Compensation**
 - a) Productivity and Morale- Principal Compensation Issues and Management Job Evaluation- Productivity Employee Morale and Motivation

Recommended Readings:

1. Armstrong M., 'A Hand Book on Personnel Management' Kogan Press, London - 1995.
2. Dunn J. D. 'Management of Personnel' Mc Graw Hills, New York- 1972.
3. Davar R. S. 'Personnel Management' Vikas Publication, New Delhi- 1976.

4. Bharwadekar M.U. 'Evaluation of Training' Nibm, Pune- 1986.
5. Palekar S. A. Public personnel Administration, Jaipur, ABD Publishers. 2005.
6. Aswathapa K. Human Resource Management Text and cases, New Delhi, McGraw Hill Education, (India) Pvt. Ltd.
7. Chabra T. N.. Human Resource Management concepts and Issues, Delhi, Dhanpat Rai & co.(p) Ltd.
8. Kasinath H. M. (2011) Human Resources and their Development through Education Vol. II - No. 1, Edutracks, Trivandrum.

M. A. II Year, Semester - III
Elective-3, Credits: 4
Indian Planning and Development
PAD-(ME)-508

Learning Outcomes:-

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

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

Unit – II:- Machinery for Planning

- a) Planning Commission – Organization and Functions
- b) State Planning Commission (Board)

Unit – III:-

- a) National Development Council, District Level Planning Machinery (DPDC-DPC)
- b) Landmark developments in Agricultural and Industrial Sectors during Ist to Vth Five year Plan.

Unit – IV:- Developments in Agriculture and Industrial Sectors during VI to Xth Plan period.

Recommended Readings:

1. Vasant Sathe *“National Government Agenda for a New India”*, New Delhi LBS Publishes & Distributor New Delhi. Ltd, 1991.
2. K. Santham, *“Union State Relations in India”* – Asia- Publishes House
3. Rudra Datta Sundaram: *“Indian Economy”* S. Chand Publishing House, New Delhi.
4. Brahmananda P.R. *“The Development process of the Indian Economy”* Panchamukhi V.R. 1987, Himalaya Publishing House, New Delhi, 1987.
5. Reports of Five years Plan (Ist to Xth).

M. A. II Year, Semester - III
Elective-3, Credits: 4
Public Administration and Digitalization
PAD-(ME)-509

Learning outcomes:-

- a) Gain The Knowledge of Digitalization, E-Government and E-Governance.
- b) Understanding of Digital Strategies for Governance, Role of Web Policy.
- c) Comprehending Digital Governance Policy Formulation and Implementation.
- d) Awareness about the Job Opportunities in Digital Administration.

Unit - I: Digitalization:

- A. Meaning, Scope and Importance
- B. Concept of E- Government, E- Governance and Digital Governance
- C. Digital Evolution

Unit - II: Digital Strategies for Governance:

- a) Principles of Improving Public Services
- b) Benefits of Digitizing; Digital Capability Strategies
- c) Digital Governance Strategic Initiatives
- d) Role of Webs Policy

Unit - III: Digital Governance Policy Formulation:

- a) Principles of Public Policy Formulation for Digital Governance
- b) Policy Formulation for Digital Assets
- c) Information Sharing in Government - Digital Tools
- d) National E - Governance Plan

Unit - IV: Digital Governance Policy Implementation:

- a) Digital Action Plan for Civic Services and Transactional Services
- b) Implementation Impediments of Digital Governance-Factors Influencing Digital Governance
- c) Information Technology Act. - 2000

Recommended Readings:

- 1) Anttiroiko, Ari-veikko and Malkia, Matti (2006) Encyclopedia of Digital Governance. IGI Global Publications: Pennsylvania, USA
- 2) Bélanger, F and Carter, L (2006) The Effects of the Digital Divide on e-Government: An Empirical Evaluation, Proceedings of the 39th Hawaii International Conference on System Sciences, Vol. 4, pp. 1-7

- 3) Biesdorf, S. and Niederman, F (2013) Healthcare's Digital Future, Mckinsey & Company, New York.
- 4) Dunleavy, Patrick; Margetts, Helen; Bastow Simon; and Tinkler, Janae (2007) Digital Era Governance IT Corporations, The State and E-Governments Oxford University Press: Oxford.
- 5) Fang, Z (2002) E-Government in Digital Era: Concept, Practice and Development. International Journal of The Computer, The Internet and Information, Vol. 10, No. 2,
- 6) Landsbergen, D. (2010) Government As Part of The Revolution: Using Social Media to Achieve Public Goals, Electronic Journal of E-Government, Vol. 8, No. 2,
- 7) Mickoleit, A (2014) Social Media Use by Governments: A Policy Primer to Discuss Trends, Identify Policy Opportunities and Guide Decision Makers. OECD Working Papers on Public Governance, No. 26. OECD Publishing: Paris.
- 8) S & Milakovich, Michael E (2012) Digital Governance: New Technologies for Improving Public Service. Addison-Wesley: Boston
- 9) Sharma, Sangeeta (2006). Ecology of E-Governance In Encyclopedia of Digital Government by Ari Veikko (Author, Editor), Matti, Malkia (Author, Editor),. IGI Global: Pennsylvanl.

M. A. II Year, Semester - IV

Mandatory- 12, Credits: 4

Management Science

PAD-(MM)-410

Learning outcomes:-

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

Unit – I:- The Management: Conceptual setup & Approaches, Introduction to Management; Meaning, Nature, Significance, Scope, Evolution of Management, Approaches to Management Science: Classical, Behavioural and Systems Approaches, Schools of Management, Environmental Factors

Unit – II:- Management Patterns: Management By Objectives, (MBO) Management by Exceptions (MBE), Management by Research (MBR)

Unit – III:- Management Functions Decision Making, Managerial Planning, Direction, Coordination, Supervision, Communication, Motivation.

Unit – IV:- Management Leadership and Techniques: Leadership Styles, Leadership Qualities, Effectiveness. Management Improvement Techniques, O and M, Organizational analysis, Aids to efficiency.

Recommended Readings:

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

M. A. II Year, Semester - IV

Mandatory- 13, Credits: 4

Management Thinkers

PAD-(MM)-411

Learning outcomes:-

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

Unit – I

Robert Owen (1771-1858) : Contribution and Evaluation, Human Relations, improvement in working conditions and Environment, Promotion of Trade Union Co-operative movements, Organization of Model Villages, Establishment of Personnel Department, Open rating Of performance, Education and Training, Social Reform and Revolution, Proposal of Labour Notes, Wages and Productivity, New View of Industrial Society and creation of New Environment. Charles Babbage : Contribution of Babbage; Division of Labour, Emphasis on Developing Scientific Approach to Management, Replacing Manual operations with Automatic Machinery, Invention of difference Engine, Time study, Proper attention to workers, Service objective, other contributions Evaluation of Babbage's work.

Unit – II

Fredrick.W. Taylor : Taylor's Experience Studies and Experiments Taylor's Principal, concern and views, Taylor's concept of Management or Philosophy of Scientific Management, Mental Revolution, Principles of Scientific Management. Aims of Scientific Management. Techniques and Mechanics of Scientific Management, Contribution of Taylor. Evaluation of Taylor's works and their Impacts. Taylor's criticism and their Refutation.

Unit – III

- a) Henry Laurence Gantt : (Gantt's Contribution) Task and Bonus Plan, Gantt Chart, Humanising of Management, Industrial Democracy, Importance of Leadership, Scientific Management, Authority and Responsibilities, Service rather than profits, other ideas. Evaluation of Gantt's work.
- b) Frank B. Gilbreth (Contribution) : Motion study, Improvement of the building Industry, Search for one Best Way', work Analysis, Invention of New Techniques. Training of personnel, position plan of promotion, other contributions, Evaluation of F.B. Gilbreth's Work. Lillian M. Gilbreth (Contribution) : Human Aspects of

work, Study of "Human Sciences", Fatigue and Monotony, The Psychology of Management.

Unit-IV

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

Recommended Readings:

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

M. A. II Year, Semester - IV

Mandatory- 14, Credits: 4

Office Management

PAD-(MM)-412

Learning outcomes:-

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

Unit – I:-

Office and Office Management: Importance, Functions and Role of Office in Administration, Meaning, Scope and Functions of Office Management, Role of Office Manager.

Unit – II:-

Office Organization: Meaning and Types of Office Organization, Hierarchy, Authority, Delegation, Decentralization and Departmentation of Office.

Unit –III:-

Office Accommodation and Environment: Location, Layout and Furniture, Working conditions – Lighting, Ventilation, Security, Cleanliness and Sanitation, Office Machines.

Unit – IV:-

Office systems, procedures and Correspondence: Planning of office system, Flow of work, Office procedure. Office Communication and Office Management Improvement : Internal and External, Correspondence, Mail Handling, Inward and Outward Mails, Mechanical Mail Service, Computer Net work Need and importance of Office Management, Techniques of Office Management improvement O and M, Work Measurement and Standards, E- Governance.

Recommended Readings:

1. Berry J., '*Developments in Office Management*',
2. Neuner and Kiplings , '*Modern Office Management*'.
3. Terry G.R., '*Office Management and Control*'.
4. Denyer J. C., '*Office Management & Office Administration*'.
5. Mills G. and Standing Ford, '*Office Administration*', Organization,
6. Methods.
7. Chopra R.K., '*Office Management*', Himalaya, Bombay, 1983,
8. Laffingwell W.H., '*Text Book of Office Management*'
9. Wylie H.L., '*Office Organization and Management*'
10. Zane K. Q., '*Introduction to Administrative Office Management*',
11. Credit, '*Office Management*'
12. Sharma K.K., '*Modern Office Management*', Mangal Deep Publication, Jaipur.
13. Arora S.P., '*Office Organization and Management*'.

M. A. II Year, Semester - IV

Elective-4, Credits: 4

Stress Management

PAD-(ME)-510

Learning outcomes:-

- 1) Describe and explain the nature of stress, Causes of stress the relationship between stress and disease and holistic approach to stress management.
- 2) Understand and learn how to use various techniques and determine the most appropriate method to aid in managing stress.
- 3) Develop the ability to tap personal strength for preventing stress and achieving goals.

Unit - I: Introduction to Stress:

- a. Introduction to stress: Meaning, Definition, Eustress, Distress
- b. Types of Stress: Acute Stress, Episodic and Chronic Stress Signs and Symptoms
- c. Adaptive and Maladaptive Behaviour
- d. Individual and Cultural Difference

Unit - II: Sources of Stress:

- a. Psychological
- b. Social
- c. Environmental, Academic
- d. Family and Work Stress

Unit - III: Impact of Stress:

- a. Psychological Impact of Stress: Impaired mental functions, poor memory
- b. Psychological Impact of Stress: Changes in Nervous System, Changes in Brain, General Adaptive Syndrome (GAD) Quality of Sleep.
- c. Social Impact of Stress: Stressful life events, Social Support and Health, Lack of Motivation

Unit - IV: Stress Response, Stress and Coping and Stress Reduction Techniques:

- a. Flight or flight Response, Stress warning signals
- b. Coping mechanisms: Appraisal focused, Emotional focused and Problem focused
- c. Stress Reduction Techniques: Autogenic, Training, Biofeedback, Relaxation, Yoga and Meditation, Care of Self: Nutrition and other lifestyle issues.

Recommended Readings:

1. B.K.Arora (2009) Stress Management Omega Publications, New Delhi.
2. Dr.C.S.Yadav (2011) Stress Management, RBSA Publishers, Jaipur
3. Melanic Greenberg, Ph.D. (2017), The Stress Proof Brain, New Harbinger Publications
4. Harley Hunter(2022) Stop Overthinking, Juran Publications

5. Dr. Robert Schachter, (2019), Mindfulness for Stress Management, Althea Press Publications
6. Dr. Caroline Leaf, (2021), Cleaning UP Your Mental Mess, Beker Books Publisher
7. Dr. Rangan Shatterjee,(2019) The Stress Solution, Penguin Lite Publisher
8. Routledge Taylor and Francis Group, Under sting Stress
9. Matt Burton, Stress Management
10. Anna Maravelas,(2005), How to Reduce Workplace Conflict and Stess, Weiser Publisher
11. Mohamed Shebat, (2019) Stress Management, Independently Published
12. Sarah Wright,(2022), Stress Management Independently Published

M. A. II Year, Semester - IV
Elective-4, Credits: 4
Administrative Behaviour
PAD-(ME)-511

Learning outcomes:-

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

Unit – I:- Organizational Behaviour

- a) Nature of organization, Types, Organizational and Individual Goals
- b) Concept, scope, significance. The Hawthorne studies and Evolution of organizational behaviour.

Unit – II:-

Aspects of Individual and Group Behaviour, job satisfaction, perceptions, Attitudes, Reasons of dis-satisfaction.

Unit – III:-

Administrative Behaviour, Nature of Human Behaviour, Personality, Personality Theories, Traits.

Unit – IV:-

Motivation, Leadership Theories, Behavioural Theory, Situational Theory, Organizational Effectiveness Communication, Communication Process, Symbols & Network, Flow, Organizational Change and Development.

Recommended Readings:

1. Stephen Robins-“*Organizational Behaviour*” - Prentice Hall of India, New Delhi
2. Peter M. Blau - “*The Structure of Organization*”, Basic Books Inc-New York
3. Byrd - Decision Models – Mcgrad Hins, 1988.
4. Dimock, Marshal E. “*A Philosophy of Administration*” – Haesper and Bros
5. Sctiein Edgar H, “*Organization Behaviour*” – Prentice Hall, 1988.
6. Herbert Simon, “*Administrative Behaviour*” Mc Millan 1976.
7. Pathak R.D., “*Organizational Behaviour*”
8. Robinson P., “*Organizational Behaviour*”
9. Prasad L.M., “*Organizational Behaviour*”, Sultanchand & Sons PHI, New Delhi, 2009.
10. Banarjee M. , “*Organizational Behaviour*”
11. Herald Koontz, “*Essentials of Management*”, MC Gr Hills
12. Herbert A. Simon, “*Administrative Behaviour*”, Free Press H.Y. 1966.
13. Keith Devis, “*Human Behaviour*” at Work, Tata Mc Grow, 1977.
14. Chester Benard, “*The Functions of the Executive*”, Harward University. Press
15. Marvin E. Shaw, “*Group Dynamics*”, Mc grow Hills – 1971.
16. Carvoll L. Shartle, “*Patterns of Administrative Performance*”, Phio State University.

M. A. II Year, Semester - IV
Elective-4, Credits: 4
Disaster Management in India
PAD-(ME)-512

Learning outcomes:-

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

Unit – I:-

Disaster- Meaning, Conceptual Analysis, Approaches Towards Disasters, Classification of Disasters.

Unit – II:-

Disaster Management- Evolution of Disaster Management in India after independence, Meaning, Disaster Management Cycle-prevention, mitigation, preparedness, Disaster Impact, Response, Recovery, Development, Disaster Management Act 2005.

Unit – III:-

Organizational Set-up of Disaster Management In India: National, State and District Disaster Management Authority & its role in Disaster Management, National and State Executive Committees regarding Disaster Management, Local Authorities for Disaster Management.

Unit –IV:-

Community Responses for Disaster Management, Elements of Community based Disaster Management, Community participation-Importance, Community Disaster Management Committee. Role of NGOs in Disaster Management.

Recommended Readings:

1. Goel S. L. & Ram Kumar, '*Disaster Management*', Deep & Deep Publications, New Delhi, 2005.
2. Kamal Taori, '*Disaster Management*' Through Panchayati Raj, Concept Publishing Company, New Delhi.
3. Maskrey A., '*Disaster Mitigation*' A Community based Approaches, Development, Guidelines, No. 3 OX Fam UK. 1989.
4. Nikuj Kumar, '*Disaster Management*', Alfa Publications, New Delhi, 2006.
5. Singh S. R., '*Disaster Management*', APH Publishing Corporation, New Delhi, 2009.

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