

**Doctor Harisingh Gour Vishwavidyalaya
Sagar
MP
(A Central University)**



**Syllabus for Post Graduate Program in
M.A.in PUBLIC ADMINISTRATION**

Based on NEP 2020 and CBCS

2022-23

**Duration: 1 year Post Graduate Diploma
2 Year Masters Degree**

Date of BoS- 15.9.22 and 18.7.23

**Department of Political Science and
Public Administration (Code-26)
School of Humanities and Social Sciences (Code 20)**

Department of Political Science and Public Administration

Doctor Harisingh Gour Vishwavidyalaya

(A Central University)



Syllabus for M.A. in Public Administration

2022-23

**Duration: 1 year Post Graduate Diploma
2 Year Masters Degree**

Member of Board of Studies of Political Science and Public Administration

1. Prof Anupma Kaushik- Head of Department & Chairperson BOS
2. Prof. Sanjeev Kumar Sharma – C C S Vishwavidyalaya, Meerut, UP- External Expert
3. Prof. Vivek Mishra, Rani Durgavati Vishwavidyalaya, Jabalpur, MP - External Expert
4. Prof Girish Mohan Dubey - Faculty Member from Allied/ Cognate Subject
5. Prof Nagesh Dubey- Faculty Member from Allied/ Cognate Subject
6. Dr Afreen Khan, Assistant Professor, Dept of Political Science and Public Administration

About the Department

The Department of Political Science and Public Administration has been functioning since 1946. The department has rich tradition of academic excellence in the field of Political Science and Public Administration and has produced many stalwarts in the discipline. The chair of Head of the Department has been occupied by distinguished scholars such as Dr. Ganesh Prasad, Dr. R.P. Argal, Dr. S.C. Singh, Prof. M.P. Sharma, Prof. Amresh Awasthi, Prof. R.P. Shrivastava, Prof. R.C. Dubey, Prof. S.S. Sodhi, Dr. S.B. Shrivastava, Prof. G.P. Nema, Prof. R.P. Goutam, Prof S. J. Singh and Prof Anupma Kaushik. The department has produced five D.Litt. and more than three hundred Ph.D. The department has executed a series of empirical research projects in the field of voting behaviour and human rights and has tried to relate the research programme to the needs of country. The department has organized national seminars and an institute in Political Science for teachers in universities and colleges. It has also organized five refresher courses. The department has produced thirty five text books, five project reports and four minor research projects. The department has started 'Dialogue: A lecture Series' since January 2014 when Dr Anupma Kaushik assumed the charge of Head of Department. The first lecture was delivered by Prof S D Muni of JNU on 'India's Foreign Policy' on 28.2.2014. Followed by 14 lectures by scholars like Prof Priyanka Upadhyay of BHU, Prof Tomar of Mahatma Gandhi Kashi Vidyapith, Prof Chandrakala Padia of BHU, Prof Pawan Sharma of CCS University, Prof Sanjay Bhardwaj of JNU, Prof Shantishree Dhulipudi of Pune University. The department has also organized Student Parliament on 17.11.14. Department also has a 'Student Workshop' series to generate awareness and develop skills among students regarding various career options before them. The department has also started an 'Edutainment Series' ie education through entertainment in which a movie is shown to the students followed by a discussion on the theme. So far 16 movies and documentaries have been screened. The first movie to be screened was 'Gandhi' on 31 January 2015 followed by 'Mary Kom', Manikarnika, Parmanu etc. The students and faculty members of the department also visited five villages adopted by the university under Unnat Bharat Abhiyan and spoke to villagers and Panchayat members and Sarpanch on Good Governance. The department also celebrated Youth Day on 12.1.15 by organizing, Debate competition, Essay competition and screening of a documentary on Swami Vivekanand. The teachers of the department have published several books and articles in various esteemed journals and Head of Department Prof Anupma Kaushik has visited countries like UK, Sweden, Denmark, Thailand, Bangladesh, Nepal and Sri Lanka on academic assignments. Students of the department have qualified UGC JRF, NET, SLET and received Rajiv Gandhi National Fellowship and UGC JRF. Many have also cleared MPPCS. Alumni's of the department have been Members of Parliament, Professors, IAS, and officers in armed forces and police.

Curriculum Framework based on National Education Policy-2020

NEP-2020 has conceptualized the idea to develop well rounded competent individuals for making the nation a self-reliant and global leader. In the same spirit, we at Department of Political science and Public Administration have developed a curriculum framework to encompass the goals of NEP 2020. To this end, we have incorporated **Indian knowledge resources**, choice of subject/disciplines of study, creating academic pathways having constructive combinations of disciplines for study with multiple entry and exit points as well as focus on **experiential learning** for students by introducing **multidisciplinary and skill enhancement courses** and actual Hands on training in the recent and trending aspects of the area concern.

Department of Political Science and Public Administration

MA in Public Administration 2022-2023

General Rules

- 1- **Name of program:** Post Graduate (M A)
- 2- **Duration of program:** 1 Year Masters Diploma
2 Year Masters Degree
- 3- **Structure and Credit of Courses:**
 - (a) Discipline Specific Major (DSM): 06 credits each course
 - (b) Multi Disciplinary Major (MDM): 06 credits each course
 - (c) Skill Enhancement Course (SEC): 02 Credits each course
 - (d) Ability Enhancement Course (AEC): 02 credits each course

4- **Examination Scheme will be as follows:**

Semester Examination	Distribution of Marks (Each paper)
Mid I	20 Marks
Mid II	20 Marks
End Semester	60 Marks
Total	100 Marks

5- **Assessment**

Internal Assessment will be done on the basis of any one of the given methodologies.

- (a) Test Assignment
- (b) Assignment

The distribution of marks for Internal Assessment shall be as follows:

Note:

- 1- To be eligible to appear in End Semester Examination a student must appear in Mid Semester Examination and Internal Assessment.
- 2- It is compulsory for the students to have 75% attendance in the class room program.

level/Year Sem	Nature of Course	Course Code	Course Title	Credit	
L8 First Year Sem I	Discipline Specific Major	PUB- DSM -121	Foundation of Public Administration	6	
	Discipline Specific Major	PUB - DSM -122	Central , State and District Administration in India	6	
	Multi Disciplinary Major	PUB - MDM -121	Ancient and Medieval Indian Public Administrative Systems	6	
	Skill Enhancement Course(SEC)	PUB - SEC -121	Research Methodology	4	
				22	
II	Discipline Specific Major	PUB - DSM -221	Administrative Thinkers	6	
	Discipline Specific Major	PUB - DSM -222	Financial Administration	6	
	Multi Disciplinary Major	PUB - MDM -221	Local Self Government and Development Administration	6	
	Skill Enhancement Course(SEC)	PUB - SEC -221	Good Governance	4	
			44 Exit with Diploma		
L9 Entry Sem III	Discipline Specific Major	PUB - DSM -321	Public Personnel Administration	6	
	Discipline Specific Major	PUB - DSM -322	Administrative Reforms and Civil Services in India	6	
	Multi Disciplinary Major	PUB - MDM -321	International Organizations and Administration	6	
	Skill Enhancement Course(SEC)	PUB - SEC -321	Public Policy	4	
IV	Discipline Specific Major	PUB - DSM -421	Comparative Public Administration	6	
	Discipline Specific Major	PUB - DSM -422	Understanding Challenges Before Administrators in Bharat	6	
	Multi Disciplinary Major-	PUB - MDM -421	Gender and Administration	6	
	Skill Enhancement Course(SEC)	PUB - SEC -421	Disaster Management in India/ OR	4	
		PUB - SEC -421	Dissertation	4	
88 Exit with Degree					

M.A. I Semester (Public Administration) 2022-2023

Foundation of Public Administration

Level	Course Code	Course Title	Marks	Credits
L8 Sem. 1	PUB- DSM -121	Foundation of Public Administration	Mid Sem. 40 End Sem. 60	04

Objectives: To help students to understand basics of public administration.

Learning Outcome

CO 1 Students will get an Introduction to Public Administration.

CO 2 Students will get an overview of Concepts of Organization.

CO 3 Students will get an overview of Administrative Organization.

CO 4 Students will get an overview of Concepts of Management.

CO 5 Students will get an overview of Approaches of Public Administration.

Unit-I Introduction to Public Administration 18 Lectures

Meaning, Nature, Scope and Significance of Public Administration

Evolution of Public Administration as a discipline

Public and Private Administration

New Public Administration and New Public Management

Unit-II Concepts of Organization 18 Lectures

Meaning, Nature & Scope of Organization, Base of Organization

Types of Organization (Formal Organization, Informal Organization)

Principles of Organization

Unit-III Administrative Organization 18 Lectures

Chief Executive: Meaning, Types, Powers and Functions

Line, Staff and Auxiliary Agencies

Unit-IV Concepts of Management 18 Lectures

Meaning, Nature and Scope of Management.

Relationship among Administration, Organization and Management

Theories of Management

Unit-V Approaches of Public Administration 18 Lectures

Classical, Behavioural, Public Choice,

Ecological, Policy, Systems, Cybernetics.

Recommended Readings:

Mohit Bhattacharya - *Public Administration: Structure, Process and Behaviour*.

Mohit Bhattacharya- *New Horizons of Public Administration*

Avasthi and Maheshwari- *Public Administration*

M. P. Sharma and B. L. Sadana- *Public administration in Theory and Practice*

Mohit Bhattacharya- *Public Administration*

S.R. Maheswari and A. Maheswari- *Public Administration*

M Laxmikant - *Public Administration*

शर्मा और सदाना- लोक प्रशासन : सिद्धांत और व्यवहार

अवस्थी और महेश्वरी- लोक प्रशासन

सुरेन्द्र कटारिया- प्रशासनिक सिद्धांत और व्यवहार

बी एल फडिया- लोक प्रशासन

एम् लक्ष्मीकांत- लोक प्रशासन

प्रभुदत्त शर्मा— लोक प्रशासन : सिद्धांत एवं व्यवहार

अनिल कुमार शर्मा — लोक प्रशासन: सिद्धांत एवं व्यवहार

अनिल गुप्ता— लोक प्रशासन : सिद्धांत एवं व्यवहार

सुरेन्द्र कटारिया— लोक प्रशासन के सिद्धांत

अन्तर सिंह— लोक प्रशासन के तत्व

सुषमा यादव— लोक प्रशासन के सिद्धांत एवं व्यवहार

M.A. I Semester (Public Administration) 2022-2023

Central, State and District Administration in India

Level	Course Code	Course Title	Marks	Credit
L8 Sem 1	PUB- DSM-122	Central, State and District Administration in India	Mid Sem-40 End Sem -60	6

Course Objectives: To help students to understand various nuances of Indian administration.

Learning Outcomes:

- CO1. Student will get an overview of background of Indian Administration.
- CO2. Student will get an overview of Administrative Structure in Centre.
- CO3. Student will get an overview of Important Administrative Institutions.
- CO4. Student will get an overview of Administrative Structure at State level.
- CO5. Student will get an overview of Structure of District Administration in India.

Unit -I Background of Indian Administration 18 Lectures

Overview of Administration during British Period
Democratic Perspective of Indian Administration
Changing Role of Indian State

Unit- II Administrative Structure in Centre 18 lectures

President, Prime Minister, Council of Ministers, Ministries and Departments
Cabinet Committees, Secretariat, Cabinet Secretariat
Reforms and New Trends in Indian Administration – ARC- I and II,
Lateral Entry, Mission Karmayogi.

Unit-III Important Administrative Institutions 18 lectures

Attorney General, Comptroller and Auditor General of India, Election Commission,
National Development Council, Finance Commission, Niti Ayog, CVC

Unit- IV Administrative Structure in States 18 lectures

Governor, Chief Minister, Council of Ministers Ministries and Departments
Cabinet Committees, State Secretariat, Chief Secretary,
Secretariat Directorate Relationship, Centre-State Relations

Unit- V Structure of District Administration in India 18 lectures

D M, Municipal Corporation Commissioner, Tehsildar, BDO, Patwari
Panchayat Secretary and Rojgar Sahayak

Recommended Readings:

M Laxmikant- *Indian Polity*

D D Basu- *Introduction to the Constitution of India*

R C Agrawal- *Indian Government and Politics*

B L Fadia- *Indian Government and Politics*

Subhash Kashyap- *Our Parliament*

Subhash Kashyap- *Our Constitution*

बी.एल. फडिया- भारतीय शासन एवं राजनीति

पुखराज जैन- भारतीय शासन एवं राजनीति

डी.डी. बसु- भारत के संविधान का परिचय

सुभाष कश्यप- हमारी संसद

महेन्द्र प्रसाद सिंह- भारतीय राजनीतिक प्रणाली, संरचना नीति और विकास

गुप्ता –राज्यों में राज्य प्रशासन

हरिश्चन्द्र-भारत में राज्य प्रशासन

सुरेन्द्र कटारिया – राज्य प्रशासन

अवस्थी एण्ड अवस्थी- मध्य प्रदेश प्रशासन

बी.एल. फडिया –भारत में राज्य प्रशासन

M.A I Semester (Public Administration) 2022-2023

Ancient and Medieval Indian Public Administrative Systems

Level	Course Code	Course Title	Marks	Credits
L8 Sem. 1	PUB- MDM -121	Ancient and Medieval Indian Public Administrative Systems	Mid Sem. 40 End Sem. 60	06

Objective: To provide an overview of administration in India during ancient and medieval times.

Learning Outcome

CO 1 Students will get an overview of Ancient Indian Administration.

CO 2 Students will get an overview of Ancient Indian Administration.

CO 3 Students will get an overview of Administration in Southern part of Ancient Bharat.

CO 4 Students will get an overview of Medieval Indian Administration.

CO 5 Students will get an overview of Medieval Indian Administration.

Unit 1: Characteristics of Ancient Indian Administration

18 Lectures

Overview of Administration in Vedic Age

Overview of Administration in Ramayana

Overview of Administration in Mahabharat

Overview of Administration in Buddhism

Unit 2: Characteristics of Ancient Indian Administration

18 Lectures

Overview of Administration in Kautilya's Arthashastra

Overview of Maurya Administration

Overview of Gupta Administration

Unit 3: Characteristics of Administration in Southern part of Ancient Bharat

18 Lectures

Overview of Chola Administration

Overview of Chera Administration

Overview of Pandya Administration

Unit 4: Characteristics of Medieval Indian Administration

18 Lectures

Overview of Maratha Administration

Overview of Sikh Administration

Overview of Vijayanagar Administration

Unit 5: Characteristics of Medieval Administration

18 Lectures

Overview of Delhi Sultanate Administration

Overview of Mughal Administration

Overview of Bahamani Administration

Recommended Readings:

R. K. Arora- *Indian Public Administration Institutions and Issues*,

Sachindra Kumar Maity -A.L Basham , *My Guruji and Problems and Perspectives of Ancient Indian History and Culture*

Maity Sachindra Kumar-*The Imperial Guptas and Their Times*

S.R. Maheswari- *Indian Administration*

Pramathanath Banerjea- *Public Administration in Ancient India*

Ram Sharan Sharma- *Aspects of Political Ideas and Institutions in Ancient India*

Altekar - *State and Government in Ancient India*

Beni Prasad- *Theory of Government in Ancient India (Post Vedic)*

A Appadorai- *Indian Political Thinking through the Ages*

Md Bashir Ahmed- *The Administration of Justice in Medieval India*

अल्लेकर—प्राचीन राजनीतिक संस्थाएं

आर एस शर्मा— प्राचीन राजनीतिक संस्थाएं एवं विचार

आर बी सिंग— प्राचीन भारत का राजनीतिक इतिहास

चाणक्य— अर्थशास्त्र

सत्यकेतु विद्यालंकार— प्राचीन भारत की शासन पद्धति और राज शास्त्र

M.A. I Semester (Public Administration) 2022-2023

Research Methodology

Level	Course Code	Course Title	Marks	Credits
L8 Sem. 1	PUB- SEC -121	Research Methodology	Mid Sem. 40 End Sem. 60	04

Objective: The course aims to provide an understanding of research methodology to the students.

Unit wise Learning Outcome

12 Lectures

CO 1 Students will get an introduction of concept of research.

CO 2 Students will get an introduction to empirical research in Social Science

CO 3 Students will get an introduction to practical aspects in research.

CO 4 Students will get an introduction to use of computers in research.

CO 5 Students will get an introduction to publication ethics.

Unit- I: Introduction to Research

12 Lectures

Meaning and Types of Research: Natural and Social Science Research

Nature, Importance, Utility and Problems of Social Science Research

Interdisciplinary Research in Social Science

Differences between Pure and Applied Research

Unit- II: Empirical Research in Social Science

12 Lectures

Selecting a problem, Review of literature, Gap analysis, Variables, Hypothesis

Data Collection Methods: Observation, Questionnaire, Schedule and Interview

Sampling Techniques

Unit-III: Practical Aspects in Research

12 Lectures

Steps in Writing of Dissertation, Research Paper and Monograph

Unit-IV: Use of Computers in Research

12 Lectures

Email, PPT, Internet Sources, Plagiarism Check, SPSS, Publication Opportunities

Unit-V: Publication Ethics

12 Lectures

Intellectual Honesty, Research Integrity and Conflicts of Interest

Publication Misconduct- Falsification, Fabrication, Plagiarism, Selective Reporting and Misrepresentation of Data.

Redundant Publications: Duplicate and Overlapping publications, Salami Slicing

Predatory Publishers and Journals.

Recommended Reading:

C R Kothari - *Research Methodology, Methods and Techniques*

Pradip Kumar Bose- *Research Methodology*, New Delhi: ICSSR.

P N Mukherjee - *Methodology in Social Research: Dilemmas and Perspectives*

Kenneth Dailey - *Methods of Social Research*.

Goode and Hatt- *Methods in Social Research*.

S.R. Bajpai -*Methods of Social Survey and Research*.

B.N Ghosh- *Scientific Method and Social Research*.

M.H. Gopal- *An Introduction to Research Procedure in Social Sciences*.

Lundburgh- *Social Research*.

Raiammal, Devada and Kuladelvel, *A Hand Book of Methodology of Research*.

Selltiz and Jahoda, *Research Methods in Social Relation*.

P.V Young - *Scientific Social Surveys and Research*.

राम आहुजा – सामाजिक अनुसंधान

शशिभूषण – सामाजिक अनुसंधान

राम आहुजा.— सामाजिक सर्वेक्षण एवं अनुसंधान

मथलेश कुमार मिश्रा –सामाजिक अनुसंधान

संजय टंक – शोध पद्धति

आनंद सिन्हा एवं कुमार एवं श्रीवास्तव – सामाजिक अनुसंधान

सी आर कोठारी- अनुसंधान पद्धति

M.A II Semester (Public Administration) 2022-2023

Administrative Thinkers

Level	Course Code	Course Title	Marks	Credits
L8 Sem. II	PUB- DSM -221	Administrative Thinkers	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to gain insight and understanding about the administrative thoughts of Important thinkers.

Learning Outcomes:

CO1. Student will get an introduction of evolution of administrative thought.

CO2. Student will get an overview of Classical Theories of Administration.

CO3. Student will get an overview of Structuralist Thought.

CO4. Student will get an overview of Human Relations and Development Administration.

CO5. Student will get an overview of Decision Making and Motivational Theory.

UNIT I: Introduction

18 Lectures

Evolution of Administrative Thought

Kautilya and Shukra

Woodrow Wilson: Politics- Administration Dichotomy

UNIT II: Classical Theories of Administration

18

Lectures

F.W. Taylor: Scientific Management and Impact on Organization Theory

Max Weber : Theory of Bureaucracy, Authority and Legitimacy

Mary Parker Follett: Concept of Power, Authority and Responsibility

UNIT III: Structuralist Thought

18

Lectures

Henry Fayol: Principles of Organization and Managerial Activities

Luther H. Gullick: Principles of Management and Hawthorne Experiments

Lyndall F. Urwick: Principles of Organization and Management

UNIT IV: Human Relations and Development Administration

18 Lectures

George Elton Mayo: Human Relations Theory

Chester I. Barnard: Theory of Authority and Responsibility, Organisation, Communication

Fred W. Riggs: Theory of Development Administration and Sala Model in Prismatic Society

UNIT V: Decision Making and Motivational Theory

18

Lectures

Herbert A. Simon: Theory of Decision Making

Douglas McGregor: Theory of Motivation

Abraham Maslow: Theory of Motivation

Frederick Herzberg: Two Factor Theory and Job Enrichment

Recommended Readings:

P D Sharma- *Management Thought and Thinkers*

Ravindra D Prasad, V. S. Prasad and P. Satyanarayana - *Administrative Thinkers*

Sri Ram Maheshwari- *Administrative Thinkers*

Shum Shum Nisa Ali - *Eminent Administrative Thinkers*

Sri Ram Maheswari- *Administrative Theory: An Introduction*

R.J.S. Baker- *Administrative Theory and Public Administration*

S. L Goel -*Advanced Public Administration*

Umesh Kumar- *Kautilya's Thought on Public Administration*

N. P. Mouzelis- *Organization and Bureaucracy: Analysis of Modern Theories*

Harold R Pollard- *Further Development in Management Thought*

Prasad- *Organisation Theory and Behaviour*

सुरेन्द्र कटारिया – प्रशासनिक विचारक

एस.आर. माहेश्वरी – प्रशासनिक विचारक

मीना – प्रशासनिक विचारक

नरेन्द्र शोरी एव नीलम चौधरी – प्रशासनिक विचारक

प्रसाद एवं प्रसाद – प्रशासनिक विचारक

M.A II Semester (Public Administration) 2022-2023
Financial Administration

Level	Course Code	Course Title	Marks	Credits
L8 Sem. II	PUB- DSM -222	Financial Administration	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand various nuances of financial administration

Learning Outcomes:

CO1. Student will understand the Fundamentals of Financial Administration and Budget.

CO2. Student will understand the Changing Character of Budgeting.

CO3. Student will understand the Steps in Budget Process.

CO4. Student will get an overview of Control over Budget.

CO5. Student will get an overview of Financial Accountability.

Unit-I: Fundamentals of Financial Administration and Budget 18

Lectures

Public Finance in Ancient India – Taxation and Revenue Collection

Meaning, Characteristics and Principles of Financial Administration

Concept of Budget: Meaning, Characteristics and Importance

Recent Trends in Financial Administration

Unit-II: Changing Character of Budgeting 18

Lectures

Traditional Budget, Performance Budget, Zero- Based Budgeting,

Program Budgeting System and Outcome Budgeting, Gender Budgeting

Budget as an Instrument of Socio-Economic Development and Management

Unit-III: Steps in Budget Process 18

Lectures

Preparation of Budget- Money Bill and Financial Bill

Role of Finance Ministry

Enactment of Budget

Unit-IV: Control over Budget 18

Lectures

Legislative, Executive and Judicial Control over Budget

Finance Committees- Public Accounts, Estimates, Public Undertaking

Standing Committees

Unit-V: Financial Accountability 18

Lectures

Meaning and Evolution of Accounting and Audit

Separation of Accounts and Audit System in India

Structure of Audit Department of India

Role of Comptroller and Auditor General (CAG)

Recommended Reading:

Anupama Puri- *Financial Administration in India.*

P K Saini- *Financial Administration in India.*

Bhargava A.N, *The Theory and Working of Union Finance in India.*

S.L Goel - *Public Financial Administration.*

Padam Nabh Gautam- *Financial Administration in India.*

K. L. Handa- *Financial Administration in India.*

G S. Lall -*Financial Administration in India.*

Peter A. Pyhrr- *Zero-Base Budgeting.*

Andley Sudharam- *Public Finance.*

M.J.K. Thavaraj- *Financial Administration in India.*

सिंह— राजस्व प्रशासन

आर के लेखी - लोक वित्त

बी ऍल माथुर - वित्तीय प्रशासन

अवस्थी और माहेश्वरी— भारतीय लोकप्रशासन

पी.डी. शर्मा— भारतीय प्रशासन

बी.सी.नरुला— भारतीय प्रशासन

बी.एल.फड़िया— लोक प्रशासन

M.A II Semester (Public Administration) 2022-2023
Local Self Government and Development Administration

Level	Course Code	Course Title	Marks	Credits
L8 Sem. II	PUB- MDM -221	Local Self Government and Development Administration	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand the role of administration and local self government in developmental process in India.

Learning Outcomes:

CO1. Student will understand the Concept of Development and Development Administration.

CO2. Student will understand the Role of Different Agencies and Challenges.

CO3. Student will understand the Concept and Growth of Local Self Government in India.

CO4. Student will get an overview of Panchayati Raj Institutions.

CO5. Student will get an overview of Urban Institutions.

Unit I: Concept of Development and Development Administration 18 Lectures

Meaning, Aims, Features, Nature and Scope,

Importance of Development Administration - Political, Economic and Social Context

Administrative Efficiency and Changing Role of Officials - Collector, BDO

Public Participation in Development- Citizen Charter, Social Audit

Unit- II: Role of Different Agencies and Challenges 18 Lectures

Role of Legislature, Executive, Technocrats, Social Scientist, Educationalist, Journalists
in Policy Formulation, Policy Implementation, Policy Evaluation

Challenges: Brown Sahib Approach, Lack of Work Culture, Red Tape, Corruption,

Lack of Awareness, Will and Power

Unit III: Concept and Growth of Local Self Government in India 18 Lectures

Meaning and Importance of Decentralization and Local Self Government

Rise and Growth of Local Self Government in India

Weaknesses and strength of Local Self Government in India

Roles of District Administration in Local Bodies

Unit-IV: Panchayati Raj Institutions 18 Lectures

73rd Constitutional Amendment: Basic Features, Organizational Structure of PRI

Issues- Personnel, Finance, Capacity Building, Devolution Index, Gram Swaraj Abhiyan.

Unit V: Urban Institutions 18 Lectures

74th Constitutional Amendment: Basic Features.

Organisational Structure of Municipal Bodies and Reforms.

Contemporary issues of Urbanization and Urban Governance: Smart Cities

Recommended Readings:

- Faisal Al-salem - *The Ecology of Development Administration*.
Fred W. Riggs - *Frontiers of Development Administration*.
Joseph La Palombara (ed.) - *Bureaucracy and Political Development*.
Gunnar Myrdal - *Asian Drama*.
Amarendra- *Rural Development and Public Policy*
Awasthi- *Municipal Government and Administration in India*.
B.S. Bhargava and Rama Rao- *Indian Local Government-A Study*
Mohit Bhattacharaya- *Management of Urban Government in India*.
Dhaliwal- *Municipal Administration*
S.C Dubey- *India's Changing Village*.
Gandhi- *Panchayati Raj*
Jones, Rodney, *Urban Politics in India*.
Sriram Maheswari- *Local Governments in India*
Om Mathur -*India: The Challenge of Urban Governance*.
Mathur, B.L., *Rural Development and Co-operation*, Jaipur: RBSA Publishers
B.B Mishra- *District Administration and Rural Development in India*
Mukherjee Amitava, 1994, *Decentralization: Panchayats in the Nineties*, New Delhi: Vikas Publ
R.K. Saprui- *Development Administration*
Hoshiar Singh- *Local Government*
प्रीति जोशी— विकास प्रशासन
आनंद अवस्थी— विकास प्रशासन
एस.आर.महेश्वरी— भारत में स्थानीय शासन
सुरेन्द्र कटारिया— स्थानीय प्रशासन
आर. के. सप्रू — विकास स्वशासन
बी.सी. नरुला— पंचायतीराज व्यवस्था
आर.पी.जोशी —भारत में स्थानीय प्रशासन
आर. पी. जोशी —पंचायतीराज के नवीन आयाम
चेतकर झा —भारतीय स्थानीय प्रशासन

M.A II Semester (Public Administration) 2022-2023
Good Governance

Level	Course Code	Course Title	Marks	Credits
L8 Sem. II	PUB- SEC -221	Good Governance	Mid Sem. 40 End Sem. 60	04

Objective: To help students to understand the nuances of Good Governance and E-Governance in India.

Learning Outcome:

CO 1 Student will understand the importance of Good Governance.

CO 2 Student will learn **meaning and** various uses of E – Governance in Education.

CO 3 Student will learn about E- Governance in Democracy.

CO 4 Student will learn about E-Governance and Public Service Delivery in India.

CO 5 Student will learn about practical aspects of E Governance.

Unit- I: Introduction to Good Governance

12 Lectures

Idea of Good Governance in India.

Evolution of Good Governance in West.

Perspectives on good Governance

Elements of Good Governance- MDG, SDG

Unit- II: E – Introduction to E-Governance and Governance in Education

12 Lectures

Meaning, Characteristics, Evolution of E-Governance

Tools, Importance and Limitations of E-Governance

E Governance in Education- Information, Admission, Result, Exam, Scholarship,

Fee, Digital library, Distance Education, Virtual Teaching –Learning, Digital

Locker

Unit-III: E- Governance and Democracy

12 Lectures

Information, Transparency, Accountability, Complaint Redressal

Legal and Policy Framework of E-Governance in India

ICT and Changing Nature of Central and State Administration.

UNIT-IV: E-Governance and Public Service Delivery in India

12 Lectures

ICT and Rural Development, ICT and Urban Development

ICT and Women Empowerment, ICT and District Utility Services

UNIT- V: Practical Aspects

12 Lectures

Email, PPT, Excel, Word, Google meet, Audio Video Study Material, Report writing,

Digital payment, Employment Form Filling.

Banks, Business, Communication, Defence, Education, Internet, Medical,

Transportation, Multimedia, Robotics, Simulations.

Recommended Readings:

Kumar Bittu- *Computer Basics*

Satish Jain - *Basic Computer Course Made Simple*

Priti Sinha and Pradeep Kumar Sinha- *Computer Fundamentals*

Suman Dahiya- *Introduction to Computer*

Subhash Bhatnagar and Robert Schware- *Information and Communication Technology in Development*

Carsten Friedland and Monika Muylkens - *E-Government*

M P Gupta, Prabhat Kumar, and Jaijit Bhattacharya -*Government Online Opportunities and Challenges*

गुनाकर मुले- *कम्प्यूटर क्या है*

संतोष कुमार- *कंप्यूटर एवं सूचना तकनीकी*

हेमंत कुमार गोयल- *कंप्यूटर विज्ञान शिक्षण*

वी.के.त्रिपाठी ई- शासन, नेतृत्व तथा नागरिक प्रशासन –

एन.भास्कर राव- सुशासन

सुरेन्द्र मुंशी – सुशासन

वारथवाल- स्थानीय स्वशासन

M.A III Semester (Public Administration) 2022-2023
Public Personnel Administration

Level	Course Code	Course Title	Marks	Credits
L9 Sem. III	PUB- DSM - 321	Public Personnel Administration	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand the nuances of public personnel administration.

Learning Outcome:

CO 1 Student will understand Concepts of Public Personnel Administration

CO 2 Student will learn understand Concept of Bureaucracy

CO 3 Student will learn understand Processes in Personnel Administration

CO 4 Student will learn understand Employee- Employer Relations and Personnel Welfare

CO 5 Student will learn understand Issues in Personnel Administration

Unit- I: Concepts of Public Personnel Administration & Bureaucracy 18

Lectures

Personnel Administration: Meaning, Evolution, Nature, Scope, Importance

Bureaucracy: Meaning, Nature, Types, Evolution of Modern Bureaucracy,

Max Weber's Theory: Contribution and Criticism

Unit- II: Processes in Personnel Administration 18

Lectures

Classification of Services

Recruitment: Spoils System v/s Merit System, Types of Recruitment,

Training and Promotion

Unit-III: Employee- Employer Relations and Personnel Welfare 18 Lectures

Discipline, Personal Welfare (Health, Security and Welfare)

Superannuation benefits: Pension Schemes, Gratuity,

Leave Encashment and other benefits

Unit-IV: Issues in Personnel Administration 18

Lectures

Neutrality and Anonymity, Ethics, Morale and Personnel behavior

Personnel organization, Employees participation

Unit-V: Human Resource Development 18

Lectures

Career planning, Employee Grievance Redressal, Counseling,

Motivation, Quality of Work Life, Quality Circles

Recommended Readings:

M K Sharma- Personnel Administration

V M Sinha- Personnel Administration

N Panchanatham and Priya Annamalai- - Personnel Administration

A.K. Chanda - India Administration.

V.K. Das, The Civil Services India.

Dwarka Das - Role of Higher Civil Service in India.

Finer H. - Theory and Practice of Modern Government.

S.L. Goel, Shalini Rajneesh- Public Personnel Administration: Theory and Practice.

H.V. Paranjape - Indian Management Pool.

O. Glenn Stahl - Public Personnel Administration

Rey N.C. - Civil Service in India

Van Ripper - History of U.S. Civil Service.

एस.आर.माहेश्वरी — उच्चतर लोक प्रशासन

अवस्थी एवं माहेश्वरी — लोक प्रशासन

सुरेन्द्र कटारिया — कार्मिक प्रशासन

बी.सी. नरुला — लोक प्रशासन

बी.एल.फड़िया — भारत में लोकप्रशासन

वी एम् सिन्हा — कार्मिक प्रशासन

M.A III Semester (Public Administration) 2022-2023
Administrative Reforms and Civil Services in India

Level	Course Code	Course Title	Marks	Credits
L9 Sem. III	PUB- DSM -322	Administrative Reforms and Civil Services in India	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand the nuances of public personnel administration.

Learning Outcome:

CO 1 Student will understand Structure and Role of Civil Services in India

CO 2 Student will learn understand Civil Services in Centre and States

CO 3 Student will learn understand Conditions of Service

CO 4 Student will learn understand Ethics and Accountability in Civil Service in India

CO 5 Student will learn understand Issues and Challenges Facing Civil Services

Objectives: To help students to understand the principles and practices of civil service in India.

Unit I: Civil Services in India	18 Lectures
Meaning, Structure, Development and Characteristic, Roles and Importance	
Unit II: Civil Services in India	18 Lectures
All India Services Central Civil Services State level Services-with special reference to MP Subordinate Services-with special reference to MP	
Unit III: Conditions of Service	18 Lectures
The Union Public Service Commission Recruitment, Training, Promotion Salary and Service Conditions	
Unit- IV: Ethics and Accountability in Civil Service in India	18 Lectures
Civil Service Ethics Accountability and Morale in Civil Service Responsibility of Civil Servants Changing Role of Civil Service and State in India	
Unit- V: Issues and Challenges Facing the Civil Service in India	18 Lectures
Civil Service – Problems and Reforms The Generalist Vs Specialist Controversy Administrative Corruption, Lokpal, Lokayukt in MP,	

Recommended Readings:

V.K Das- The Civil Services of India

S.L.Goel, Shalini Rajneesh- Public Personnel Administration: Theory and Practice

Goyal & Arora - Indian Public Administration

S.R. Maheshwari- Indian Administration

P N Parashar- History & Problems of Civil Services in India (3vol.)

N. C. Roy- Civil Service in India

G. P. Shrivastava - The Indian Civil Service

मोहित भट्टाचार्या — भारतीय लोक प्रशासन के नये आयाम

शालिनी वाधवा — भारतीय लोकप्रशासन

शर्मा एवं सदाना — भारतीय प्रशासन

मधुसूदन त्रिपाठी — भारतीय प्रशासन

अवस्थी एवं महेश्वरी — भारतीय लोक प्रशासन

M.A III Semester (Public Administration) 2022-2023
International Organizations and Administration

Level	Course Code	Course Title	Marks	Credits
L9 Sem. III	PUB- MDM -321	International Organizations and Administration	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand the structure and functioning of important international organizations.

Learning Outcome:

CO 1 Student will understand the nature of International Organization

CO 2 Student will learn the Structure of Secretariat and ICJ

CO 3 Student will learn about International Financial Institutions

CO 4 Student will learn about Administration of EU

CO 5 Student will learn about Asian Regional Organisations

Unit-I: Meaning and Nature of International Organization 18 Lectures

Composition of United Nations and its Administrative Functions

Composition, Functions and Powers of General Assembly: Membership, Voting System,

Structure, Powers & Functions of Security Council: Membership, Meeting Process, Voting

Unit-II: Structure of Secretariat and ICJ 18 Lectures

Composition of UN Secretariat: Appointment of Secretary General and others,

Functions of Secretary General

Structure and Functions of International Court of Justice (ICJ)

Recruitment Process of UN Civil Service

Unit-III: Composition and Administration of International Financial Institutions 18 Lectures

Structure and Functions of International Monetary Fund (IMF)

Structure and Functions of World Bank

Structure and Functions of World Trade Organizations (WTO)

Unit-IV: Administration of EU 18 Lectures

Composition of European Union (EU), Brexit

Membership and Decision Making process of EU Parliament

The European Union Council

Structure of the European Court of Justice

Unit-V: Asian Regional Organisations 18 Lectures

Structure and Functions of ASEAN, SAARC and SCO.

Recommended Readings:

Clive Archer- *International Organisation*.

David Armstrong- *International Organisation in World Politics*.

Paul F Diehl- *The Politics of Global Governance: International Organizations in an Independent World*.

Dimitris Bourantonis - *The History and Politics of UN Security Council Reform*.

W F. Feld and R S. Jordon- *International Organisation: A Comparative Approach*.

C S R Murty (1998) - "Reforming the UN Security Council: An Asian View", *South Asian Survey*, 5(1):113-124.

Thomas Pedersen (2002) - "Cooperative Hegemony: Power, Ideas and Institutions in Regional Integration", *Review of International Studies*, 28(4):677-696.

A M Rugman and Gavin Boyd - *The World Trade Organization in the New Global Economy*.

K P Saksena - *Reforming the United Nations*.

रामानंद गेरोला — अंतर्राष्ट्रीय संगठन

पुष्पेश पंत — 21वीं शताब्दी में अन्तर्राष्ट्रीय संगठन

अनिल गुप्ता — भारत में प्रशासनिक संस्थाएँ

बी.सी. नरुला — अन्तर्राष्ट्रीय संगठन

M.A III Semester (Public Administration) 2022-2023
Public Policy

Level	Course Code	Course Title	Marks	Credits
L9 Sem. III	PUB- SEC -321	Public Policy	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand the structure and functioning of important international organizations.

Learning Outcome:

CO 1 Student will understand the nature Scope, Importance and Evolution of Public Policy

CO 2 Student will learn the Approaches to Public Policy

CO 3 Student will learn about Models of Public Policies

CO 4 Student will learn about Policy Making Institutions

CO 5 Student will learn about Major Actors in Policy Making

UNIT I: Public Policy: Introduction

18 Lectures

Concept, Characteristics, Nature of Public Policy

Scope, Importance and Evolution of Public Policy and Policy Sciences

UNIT II: Approaches to Public Policy

18 Lectures

Process Approach, Logical Positivism, Phenomenological Approach

Participatory and Normative Approaches

UNIT III: Models of Public Policies

18 Lectures

Systems Model for Policy Analysis

Institutional Approach, Rational Policy-Making Model

Incremental Approach

Dror's Normative-Optimum Model

UNIT IV: Policy Making Institutions

18 Lectures

Policy Making Process

Executive, Legislative and Judiciary

Political Parties

UNIT V: Major Actors in Policy Making

18 Lectures

Role of Pressure Groups, NGOs, Intellectuals, Media, Public

Challenges of Public Policy formulation

Recommended Readings:

H A Aaron, T.E. Mann & Taylor - *Values and Public Policy*, Washington DC: Braking Institution

J E Anderson - *Public Policy Making*

T Dye - *Understanding Public Policy*

Fred Frohock - *Public Policy: Scope and Logic*

L N Gerston - *Public Policy Making: Process and Principles*

M Hill - *The Policy Process in the Modern State*

B W Hogwood & L.A. Gunn - *Policy Analysis for the Real World*

C Hood - *Explaining Economic Policy Reversals*

D Kapur & B M Pratap (eds.) (2007), *Public Institutions in India: Performance and Design*

R L Lineberry - *American Public Policy*

G Majone - *Evidence, Argument and Persuasion in the Policy Process*

J Newman - *Modernizing Governance*

W Parsons - *Public Policy: An Introduction to the Theory and Practice of Policy Analysis*

C Patton & David Sawicki- *Basic Methods of Policy and Planning*

A Putt & Fred Springer - *Policy Research: Concepts, Methods and Appreciations*

J Robin - *Encyclopedia of Public Policy*

R K Sapru - *Public Policy*

एच.एम.मित्तल — जनहित याचिका

हरिमोहन मित्तल — लोकहित मुकदमें, विधिक सहायता एवं विधिक सेवायें

अवस्थी — भारतीय प्रशासन

बी.एल.फड़िया — लोक प्रशासन

मोहित भट्टाचार्य— लोकप्रशासन के नये आयाम

M.A IV Semester (Public Administration) 2022-2023
Comparative Public Administration

Level	Course Code	Course Title	Marks	Credits
L9 Sem. IV	PUB- DSM -421	Comparative Public Administration	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand administration of various countries and able to do a comparative study.

Learning Outcome:

CO 1 Student will understand the Concept of Comparative Public Administration

CO 2 Student will learn the Methods and Approaches of Comparative Public Administration

CO 3 Student will learn about Administrative System of UK

CO 4 Student will learn about Administrative System of USA

CO 5 Student will learn about Administrative System of France and Japan

UNIT I: Concept of Comparative Public Administration 18 Lectures

Nature, Scope and Significance of Comparative Public Administration

Evolution of Comparative Public Administration

Public administration and its Environment

Problems of Comparative Research

UNIT II: Methods and Approaches of Comparative Public Administration 18 Lectures

Methods and Approaches: Institutional, Behavioural,
Structural Functional, Ecological and Systems Approaches.

Contribution of Riggs, Montgomery, Ferrel Heady

UNIT III: Administrative System of UK 18 Lectures

Administrative system, Institutions and Processes of UK

UNIT IV: Administrative System of USA 18 Lectures

Administrative system, Institutions and Processes of USA

UNIT V: Administrative System of France and Japan 18 Lectures

Administrative system, Institutions and Processes of France and Japan

Recommended Reading:

Ramesh K Arora - Comparative Public Administration

J.A. Chandler - Comparative Public Administration

Ferrel Heady - Comparative Public Administration

N Raphaeli - Readings in Comparative Public Administration

Vishnoo Bhagwan and Vidya Bhusan - World Constitutions

William Saffin - Towards the Comparative Study of Public Administrative

अनिल गुप्ता – तुलनात्मक लोक प्रशासन

अवस्थी एवं अवस्थी – तुलनात्मक लोक प्रशासन

त्रिलोकीनाथ चतुर्वेदी – तुलनात्मक लोक प्रशासन

रमेश के. अरोरा – तुलनात्मक लोक प्रशासन

सेवा सिंह दाहिया एवं रवेन्द्र सिंह – तुलनात्मक लोक प्रशासन

सुरेन्द्र कटारिया – तुलनात्मक लोक प्रशासन

M.A. IV Semester (Public Administration) 2022-2023
Understanding Challenges Before Administrators in Bharat

Level	Course Code	Course Title	Marks	Credits
L9 Sem. 4	PUB- DSM - 422	Understanding Challenges Before Administrators in Bharat	Mid Sem. 40 End Sem. 60	06

Objective: This course aims to familiarize students with the key challenges that Bharat faces today. It will also encourage them to find solutions for those challenges.

Learning Outcome

CO 1 Learn about the Idea of Bharat and Bhartiya history.

CO 2 Learn about the External Challenges before Bharat today.

CO 3 Learn about the Internal Social Challenges India is facing today.

CO 4 Learn about the Internal Administrative Challenges India is facing today.

CO 5 Learn about the Other Internal Challenges India is facing.

Unit-I: Idea of ‘Bharat’

18 Lectures

Idea of Bharat and Bharat Mata

History of Bharat: Overview of Bhartiya Perspective -4 Yugas and Kaal Ganana

Evolution of Political Practices in India since Vedic times.

Unit-II: External Challenges

18 Lectures

Pakistan, China,

International Academia,

International Media,

INGOs and MNCs.

Unit III: Internal Social Challenges

18 Lectures

Religious Fundamentalism,

Caste Divide, Ethnicity.

Unit IV: Law and Constitutional Challenges

18 Lectures

Colonial legacy, Education,

Law and Order, Corruption,

Terrorism, Insurgency, Naxalism, Secessionism.

Unit V: Other Challenges

18 Lectures

Poverty, Population Explosion, Pollution,

Infrastructure, Rights and Duties Debate,

Anti National Activities.

Recommended Readings:

B B Lal- *How Deep are the Roots of Indian Civilization*
B B Lal- *Facets of Indian Civilisation*
J Sai Deepak, -*India that is Bharat*
Francois Gautier - *An Entirely New History of India*
Koenraad Elst- *Negationism in India*
Jeffery Armstrong- *Karma: The Ancient Science of Cause and Effect*
Meenakshi Jain and Sandhya Jain- *The India They Saw*
D D Hari and D K Hema Hari- *Utsav Deepawali :Autobiography of India-*
Prakash Singh- *The Naxalite Movement*
Sahana Singh- *The Educational Heritage of Ancient India*
Prasenjit K Basu- *India as a New Global Leader*
Swapan Dasgupta- *Awakening Bharat Mata*
Ambedkar- *Pakistan or Partition of India*
Alyssa Ayres- *Our Time Has Come: How India is Making its place in the World*
Rajiv Malhotra- *Artificial Intelligence and the Future of Power*
K S Lal- *Growth of Scheduled Tribes and Caste in Medieval India*
Dharmpal- *The Beautiful Tree*
Vivek Agnihotri- *Urban Naxal*
धर्मपाल, रमणीय वृक्ष
विवेक अग्निहोत्री, अर्बन नक्सल
सरोज बाला और श्रीवास्तव, राम कथा सितारों से सुनिए
संजय दीक्षित, भारत अखंडन, गरुण प्रकाशन
राजीव मल्होत्रा, विभिन्नता, गरुण प्रकाशन
राजीव मल्होत्रा, भारत विखंडन, गरुण प्रकाशन

M.A. IV Semester (Public Administration) 2022-2023
Gender and Administration

Level	Course Code	Course Title	Marks	Credits
L9 Sem. 4	PUB- MDM - 421	Gender and Administration	Mid Sem. 40 End Sem. 60	06

Objective: To help students to understand the interplay of gender and administration.

Learning Outcome

CO 1 To understand the concepts

CO 2 To learn about gender and its relation to public administration

CO 3 To understand efforts towards gender equality and Sustainable Development

CO 4 To understand gender issues and obstacles in administration

CO 5 To learn about the challenges and opportunities before women

UNIT I: Theoretical Foundation

18 Lectures

Understanding the Status of Women in Europe before feminism

Concept of Gender and Sex, Masculinity and Femininity, Patriarchy and Matriarchy

Gender Identity and Gender Expression

Evolution of feminism in West: Three waves

UNIT II: Gender in Public Administration

18 Lectures

Feminist Theories and their Application to Public Administration

Incorporating a Feminist Perspective, Female Friendly Policies

Administration and the Gendering of the Public and the Private

UNIT III: Gender Equality and Sustainable Development

18 Lectures

Gender Diversity in Civil Service in India,

Statutory and Constitutional Legal Framework for Gender Equality in India

Sustainable Development and Gender Justice

Gender Budgeting

UNIT IV: Gender and Public Administration: Issues and Obstacles

18 Lectures

Gender norms and shaping of public administration in west

Barriers to Women's Equal Participation in Public Administration

Mainstreaming Gender development policies

Benefits of Gender diversity in Public Administration

UNIT V: Gender Administration: Challenges and Prospects

18 Lectures

Opportunities and Obstacles before Women in Public Sectors:

Opportunities and Obstacles on the path of Leadership

Female Perspectives in Local Government

Future of Women in Public Administration

Recommended Readings:

Dwight Waldo - *Administrative State*

V Minke, Sarah Cummings and Henk van Dam - *Gender, Citizenship and Governance*

Stivers, Camilla (2002), *Gender Images in Public Administration Legitimacy*, California: Sage Publication

Burnier, DeLysa (2007), 'Gender and Public Administration' in Evan M. Berman (ed) *Encyclopedia of Public Administration and Public Policy*. Pages 821–823

Lisa Diane Brush - *Gender and Governance*

Naila Kabeer and Tamya Subrahmanian - *Institutions, Relations and Outcomes: Framework and Tools for Gender-Aware Planning*.

Margaret Snyder - *Transforming Development: Women, Poverty and Politics*

M Waring- *If Women Counted: A New Feminist Economics*

Roxanna Carillo - *Battered Dreams: Violence against Women as an Obstacle to Development*

F D'Amico and Peter R. Beckman - *Women in World Politics: An Introduction*

Jill Bystydzienski (ed.) - *Women Transforming Politics: Worldwide Strategies for Empowerment*

C T Mohanty, Ann Russo and Lourdes Torres (eds.) - *Third World Women and the Politics of Feminism*

M J D'Agostino and Helisse Levine - *Women in Public Administration: Theory and Practice*

नीता शर्मा – महिला एवं बाल कानून

कृष्ण कुमार शर्मा – महिला कानून एवं मानव अधिकार

मीनाक्षी निशांत सिंह – आधुनिकता और महिला उत्पीड़न

अपर्णा सिंह – महानगरों में महिला अपराध : संकट और संचेतना –

पी.सी. नरुला – लोकप्रशासन

M.A. IV Semester (Public Administration) 2022-2023
Disaster Management in India

Level	Course Code	Course Title	Marks	Credit
L9, Sem. 4	PUB- SEC - 421	Disaster Management in India	Mid Sem-40 End Sem -60	4

Learning Objectives: To provide students broader understanding of disaster management.

Learning Outcome

CO 1 Students will get an understanding of Disasters.

CO 2 Students will get an understanding of Disaster Management.

CO 3 Students will get an understanding of Post Disasters response.

CO 4 Students will get an understanding of Disaster Management Framework in India.

CO 5 Students will get an understanding of actual Disasters and their Management by India.

UNIT-I: Understanding Disasters 12 Lectures

Disaster: Meaning, Causes, Types and Impact. Preventing Disasters.

UNIT-II: Understanding Disaster Management 12 Lectures

Concepts and Terminologies in Disaster Management

Aim, Principles, Steps, Components of Disaster management

Early Warning and Prediction Systems

Challenges and Skill development for Disaster Management

UNIT-III: Post Disasters Response 12 Lectures

Post Disaster Management Search, Rescue, Relief and Rehabilitation

Management of Essential Supplies and Temporary Shelter, Site Management,

Medical Trauma, Stress Management, Dealing with loss of life and Property

UNIT-IV: Disaster Management Framework in India 12 Lectures

Disaster Management Act 2005, National Disaster Management Authority 2005,

National Policy of Disaster Management 2009, Disaster Management Plan 2016,

State Disaster Response Fund (SDRF) and National Disaster Response Fund

(NDRF)

Role of NGOs, Community and Community- based Organizations and Media

Roles and Responsibilities of Government bodies at local level

UNIT-V: Examples of Disaster and Disaster Management in India 12 Lectures

Partition of India 1947, Gujarat earthquake 2001, Uttarakhand floods 2013, Covid

Recommended Readings:

Bryant Edwards - Natural Hazards

W N Carater - Disaster Management.

Central Water Commission, 1987, Flood Atlas of India, CWC, New Delhi

Central Water Commission, 1989, Manual of Flood Forecasting, New Delhi

O S Dagur - Disaster Management: An Appraisal of Institutional Mechanisms in India

M Dhunna - Disaster Management

S L Goel - Disaster Administration and Management Text and Case Studies

R. Nishith and A K Singh - Disaster Management in India: Perspectives, Issues & Strategies

निरंजन वर्मा – भारत में आपदा प्रबंधन

गोपाल मिश्रा – आपदा प्रबंधन

निशानत सिंह – आपदा प्रबंधन

नीरज कुमार – आपदा प्रबंधन

पी.एस.नेगी – आपदा प्रबंधन

OR
M.A. IV Semester (Public Administration) 2022-2023
Dissertation

Level	Course Code	Course Title	Marks	Credit
L9, Sem. 4	PUB- SEC- 422	Dissertation	Mid Sem-40 End Sem -60	4

Learning Objectives: : A dissertation will enable students in the M.A. in Public Administration to develop and demonstrate not only their understanding of a body of academic literature, but also their ability to draw upon that literature in order to conduct a sustained analysis in support of a proposition or argument concerning a particular aspect of Public Administration. Marks distribution would be: first periodic assessment 20, second periodic assessment 20 and 50 for project and 10 for viva.