

مولانا آزاد نیشنل اردو یونیورسٹی و یونیورسٹی آف یوٹی ایف
Maulana Azad National Urdu University



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University Established by An Act Of Parliament In 1998)

(Accredited 'A' Grade by NAAC)

Department of Public Administration

Titles of papers approved by the Board of Studies for B.A. Public Administration in its meeting held on 28.01.2020.

S.No.	Name of the Title	Course code	Credits
1	Public Administration: Concepts and Principles	BAPA101CCT	6
2	Public Administration: Approaches and Theories	BAPA201CCT	6
3	Indian Administration	BAPA301CCT	6
4	Local Govt. in India	BAPA401CCT	6
5	Disaster Management	BAPA501DST	6
6	Management of Resources	BAPA502DST	6
7	Good Governance	BAPA601DST	6
8	Office Management	BAPA601DST	6
9	Elements of Public Administration	UGPA501GET	6
10	Introduction to Indian Administration	UGPA601GET	6

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8	Office Management	BAPA601DST	6
9	Elements of Public Administration	UGPA501GET	6
10	Introduction to Indian Administration	UGPA601GET	6

Note: - copies of the revised and synchronized papers are enclosed. Each paper is having 6 blocks and 4 Units in each block.

Item No. 2.

Considered and approved the recommendations of the Departmental Research Committee meeting held on 14.01.2020.

a) Approved the recommendation of the DRC for the grant of Non - Net Fellowship to Mrs. Yasmeen Sultana for the fourth year.

b) Approved the recommendations of the DRC for the extension of the term of Ph.D for one year to Ms. Tahseen Sultana beyond Seven years commencing from March 2020 and ending on March, 2021 in view of the rule position in the recommendation of DRC held on 14.01.2020.

c) Approved the modifications recommended by the DRC in the Ph. D titles of the following Research Scholars as prescribed in the following table:

S. No.	Name of the Research Scholar	Earlier title	Change of title as
1	Mr. Shakeel Ahmed	"E-Governance as a tool for Good Governance: A study of E-Seva Centers	"E-Governance as a tool for Good Governance: A study of Khidmat Centres in District Poonch of Jammu Kashmir
2	Ms. Sidrah Mateen	Public Private Partnership in health management: A Study of Telangana Since 2000	Administration of Health Services: A Comparative Study of Public & Private Hospitals in Warnagal District
3	Mr. Shafiq Ahmed	Financial Management of Municipal Corporations: A Study of Jammu and Srinagar Municipal	Financial Management of Municipal Corporations: A Case Study of Jammu Municipal


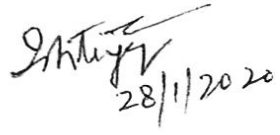


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4	Mr. Hilal Ahmed Pandit	Public Service Delivery and Citizen oriented Administration: A Study of Department of Consumer Affairs and Public Distribution in Jammu and Kashmir	Public Service Delivery and Citizen Centric Administration: in rural Kashmir : A Study of the Department of Food, Civil Supplies and Consumer Affairs in District Baramulla

Item No. 3:

No other item has been taken in any other item.

The meeting ended with vote of thanks to Chair and all the members of the Board of Studies.

Course Code
BAPA101CCT

Course Title
Public Administration: Concepts and Principles

Semester
I

Scheme of Instruction

Scheme of Examination

Total Duration : 90 hrs

Internal Evaluation : 6

Credits : 6

Instruction Mode : Lecture

Maximum Marks : 100

Periods : 30

End Semester : 70

Examination Duration : 3hrs

Course Objective:

1. To study and understand the basic concepts of public administration.
2. To study the basic principles of Public Administration.
3. To enrich the students conceptual knowledge of public administration.

Course Outcomes: After successful completion of this course, students would be able to understand and critically reflect on the fundamentals of public administration.

Unit-I: Basic Concepts

Instructions Hrs

- | | | |
|---|--|----------|
| 1 | Public Administration: Meaning and Nature | 15 Hours |
| 2 | Scope and Importance of Public Administration | |
| 3 | Evolution of Public Administration as a discipline | |
| 4 | Politics-Administration Dichotomy | |

Unit-II Relationship with other Social Sciences

- | | | |
|---|---|----------|
| 1 | Public Administration and Political Science | 15 Hours |
| 2 | Public Administration and Sociology | |
| 3 | Public Administration and Economics | |
| 4 | Public Administration and Psychology | |

Unit III: Principles of Organization

- | | | |
|---|-------------------------------------|----------|
| 1 | Division of Work and Coordination | 15 Hours |
| 2 | Unity of Command and Hierarchy | |
| 3 | Span of Control and Delegation | |
| 4 | Centralization and Decentralization | |

Unit-IV: Processes of Organization

- | | | |
|---|---|----------|
| 1 | Authority and Leadership | 15 Hours |
| 2 | Supervision and Planning | |
| 3 | Communication and Public Relations | |
| 4 | Delegated Legislation's and Administrative Adjudication | |

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Unit V: The Chief Executive

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|---|--|----------|
| 1 | Chief Executive: Meaning, Functioning & Importance
(Parliamentary, Presidential & Collegiate) | 15 Hours |
| 2 | Functions of Chief Executive | |
| 3 | Relations between the Political & Permanent Executive | |
| 4 | Role of Prime Minister in India | |

Unit VI: Agencies of Administration

- | | | |
|---|---------------------------------|----------|
| 1 | Line Agencies | 15 Hours |
| 2 | Staff Agencies | |
| 3 | Auxiliary Agencies | |
| 4 | Independent regulatory agencies | |

Examination and Evaluation Pattern:

- | | | | |
|---|---|---|----------|
| 1 | Written Examination at the End of Semester | : | 70 Marks |
| 2 | Internal Evaluation (Internal Test/Seminar or Assignment) | : | 25 Marks |
| 3 | Attendance | | 5 Marks |

References:

1. L.D. White, Introduction to the Study of Public Administration, Mac Millan, 1955.
2. Pfiffner J.M., Public Administration, New York, 1965.
3. Mohit Bhattacharya, Public Administration, Calcutta, 1987.
4. Basu, Rumki, Public Administration: Concepts and Theories, Sterling, New Delhi, 1996.
5. A. Avasthi and S.R Maheshwari, Public Administration
6. M.P. Sharma, Public Administration: Theory and Practice, Kitab Mahal, Allahabad, 1987
7. Dimoc Marshal E and Glazda Dimoc Fox, Public Administration, 1983.
8. B.L. Fadia and Kuldeep Fadia, Public Administration: Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra, 2009.
9. Saroj Kumar Jena, Fundamental of Public Administration, Anmol Publications, New Delhi, 2001.
10. F.A. Nigro, Modern Public Administration
11. EN Gladen, An Introduction of Public Administration
12. W.F. Willoughby, Principles of Public Administration
13. M. Bhattacharya, New Horizons of Public Administration, New Delhi, Jawahar Publishers and Distributors, 2001.
14. A. R Tiyagi, Public Administration, Principles' and Practices, Delhi, atma Ram & Sons, 1992.
15. M. Bhattacharya, Restructuring Public Administration: Essays in Rehabilitation, New Delhi, Jawahar, 1990.
16. Singh, Amit, Public Administration; Roots and Wings, New Delhi : Galgatia Publishing Company, 2002.
17. Goel, S.L., *Advanced Public Administration*, New Delhi ; Deep and Deep, 2002.

18. Bidyut Chakravaty & Prakash Chand, Public Administration in Globalised world: Theories and Practice, Sage Publications, New Delhi, 2012.
19. Rumki Basu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 2009.
20. S.P. Naidu, Public Administration: Concepts and Theories, New Age International, New Delhi, 2015.
21. Abdul Quayum, Nazmo Nasq-e-Amma, Nisab Publishers, Hyderabad 2018

Course Code BAPA201CCT	Course Title Public Administration : Theories and Approaches	Semester II
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Scheme of Instruction		Scheme of Examination	
Total Duration	: 90 hrs	Maximum Marks	: 100
Internal Evaluation	: 6	Periods	: 30
Credits	: 6	End Semester	: 70
Instruction Mode	: Lecture	Examination Duration	: 3hrs

Course Objective: 1. To study basics concepts and theories of Public Administration.
2. To find out the new emerging Theories of Public Administration.

Course Outcomes: The paper seeks to enlighten the students on different administrative theories and emerging theoretical perspectives of Public Administration.

Unit-I: Introduction to Administrative Theory

- | | | |
|---|--|----------|
| 1 | Theory - Meaning and Importance | 15 Hours |
| 2 | Evolution of Administrative Theory | |
| 3 | Critique of Administrative Theory | |
| 4 | Oriental theory of administrative - Kautilya's ideas | |

Unit-II Classical Theories of Administrative

- | | | |
|---|--|----------|
| 1 | Administrative Mangement Theory of Henri Fayol | 15 Hours |
| 2 | Administrative process: Contribution of Luther Gullick and Lyndal Urwick | |
| 3 | Scientific Mangement Theory of F.W. Taylor | |
| 4 | Max Weber's contribution to Bureaucracy | |

Unit III: Neo Classical Theory and Behaviouralism

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|---|--|----------|
| 1 | Human Relation Theory - Contribution of Elton Mayo | 15 Hours |
| 2 | Behaviouralism - Contribution of Chester I. Bernanard | |
| 3 | Decision making - Herbert Somon | |
| 4 | Theories of Motivation - Contribution of Abrahm Maslow, Douglas McGregor | |

Unit-IV: Modern Approaches

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|---|--|----------|
| 1 | Development Administration: Contribution of Edward Weidner | 15 Hours |
| 2 | Comparative Public Administration : CAG's contribution | |
| 3 | Ecology of Public Administration - Contribution of Fredrick W. Riggs | |
| 4 | System Theories | |

Unit V: Emerging Theories

- | | | |
|---|--|----------|
| 1 | New Public Administration - Minobrook conference I, II & III | |
| 2 | New Public Management | 15 Hours |
| 3 | New Public Service - Denhardt and Denhardt's ideas | |
| 4 | Cybernetic State | |

Unit VI: Post Modern Public Administration

- | | | |
|---|--|----------|
| 1 | Post Modern Public Administration - Meaning Approaches, and Challenges | 15 Hours |
| 2 | Public Choice Theory | |
| 3 | Critical Theory | |
| 4 | Discourse Theory | |

Examination and Evaluation Pattern:

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|---|---|----------|
| 1 | Written Examination at the End of Semester | 70 Marks |
| 2 | Internal Evaluation (Internal Test/Seminar or Assignment) | 25 Marks |
| 3 | Attendance | 5 Marks |

Text Books and References:

1. Mohit Bhattacharya, Public Administration: Structure, Process and Behaviour, World Press, Calcutta, 1987
2. D. Ravindra Prasad, V.S. Prasad and P. Sathyanaraya, Administrative Thinkers Publishers, Sterling Publishers, New Delhi, 1989.
3. Rumki Basu, Public Administration: Concept and Theories, Sterling Publishers, New Delhi 1994.
4. Avasthi and Maheswari, Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 1993.
5. Nicholas Henry, Public Administration and Public Affairs, Printic – Hall India, New Delhi, 1998.
6. Quayum, Abdul, Nazmo-Nasq-e-AAma-Nisaab Publishers, Hyderabad 2006.
7. Ishtiyah Ahmad, Azeem Intezami Muffakerin, Educational Publications, New Delhi, 2015.
- 8.

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Course Code
BAPA01 CCT
2

Course Title
Indian Administration

Semester
III

Scheme of Instruction

Scheme of Examination

Total Duration	: 90 hrs	Maximum Marks	: 100
Internal Evaluation	: 6	Periods	: 30
Credits	: 6	End Semester	: 70
Instruction Mode	: Lecture	Examination Duration	: 3hrs

Course Objective:

- 1 To understand the evolution of Indian Administration.
- 2 To understand the administrative system of India before and after the independence.
- 3 To promote research in the field of Indian Administration and disseminate research among researchers.
- 4 To create environment of training and research in all aspects of Indian Administration.

Course Outcome: The paper seeks to enlighten the student on the current issues and problems of Indian Administration. The paper also promotes the consciousness and general awareness among students regarding principles of Indian Administration.

Course Content

Instruction Hours

Unit I Evolution of Indian Administration		
1	Indian Administration – Ancient and Medieval	15hrs
2	Colonial Administration – Continuity and Change	
3	Constitutional framework of Indian Administration	
4	Context of Indian Administration	
Unit II Union Administration		
1	Political Executive – President and Prime Minister & Council of Ministers	15hrs
2	Central Secretariat, Cabinet Secretariat and Prime Minister's Office	
3	Constitutional Bodies i) UPSC, Election Commission of India	
4	Constitutional Bodies ii) C&AG, Finance Commission	
Unit III State Administration		
1	Structure of State Government – Governor, Chief Minister, Council of Ministers	15Hrs
2	State Secretariat and, Chief Secretary	
3	Secretariat and Directorate relations	
4	Chief Secretary	

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Unit IV District & Local Administration

1	Role of District Collector and changing Role	15Hrs
2	District level Agencies for Development	
3	Panchyati Raj Institutions	
4	Urban Local Bodies	

Unit V Major Issues in Indian Administration

1	Center – State Administrative relations	15hrs
2	All India Services	
3	Administrative Reforms	
4	Transparency and accountability	

Unit VI Challenges of Indian Administration

1	Redressal of Citizens Grievances: Citizens Charters	15hrs
2	Public Private Partnership (PPP)	
3	Environment and Sustainable Development	
4	Corruption: Lokpal & Lok Ayukta	

Examination and Evaluation Pattern:

1	Written Examination at the End of Semester	70 Marks
2	Internal Evaluation (Internal Test/Seminar or Assignment)	25 Marks
3	Attendance	5 Marks

Text Books and References:

1. P.R. Dubashi, Essay in Indian Administration, Concept Publishing House, New Delhi, 1984.
2. S.R. Maheshwari: Indian Administration, Orient Longmen, New Delhi, 2004.
3. B.L. Fadia and Kuldeep Fadia, "Indian Administration" Agra, Sahitya Bhawan, 2014.
4. Avasthi and Maheshwari: Indian Administration, Laxmi Narayan Agarwal, Agra.
5. Ramesh. K. Arora and Rajnan Gopal: Indian Public Administration; Institutions and Issues Wishva Prakashm, New Delhi, 1995.
6. Hoshair Singh and Mohinder Singh, Public Administration; in India – Theory and Practice, Sterling Publishers, New Delhi, 1990.
7. Hoshiar Singh and Pankaj Singh, Indian Administration, Pearson, New Delhi, 2011.
8. Krishna, K. Tummala, Public Administration in India, Allied Publisher, Mumbai, 1994.
9. S.R. Maheshwari, Public Administration in India.
10. A.D. Gorwala: Report on Indian Administration.
11. Paul H. Apple by – Survey of Indian Administration.
12. N. Jayapalan, Indian Administration, Volume I, Atlantic Publishers and Distributers, New Delhi 2001.
13. India, Administrative Reforms commission, Report of the Study Team on the Machinery of Govt. of India and procedure of work.
14. Rakesh K. Jha, Public Administration in India, Pearson Publications, New Delhi, 2012.
15. Sarkaria Commission Report on Centre – State Relations.

16. S.S. Khera: District Administration in India. (Second Revised Edition)
17. Siuli Sarkar, Public Administration in India, PHI Learning Pvt Ltd, New Delhi, 2010.
18. A.K. Chanda – Indian Administration Allen & Unwin, London.
19. Vaman Govind Kale, Indian Administration, Kessinger Publishing
20. Prabhu Datta Sharma, Indian Administration: Retrospect and Prospect, Rawat Publications
21. Kamla Prasad, Indian Administration Politics, Policies and Prospects, Pearson Longman, New Delhi, 2006.
22. Quayum, Abdul; - Hindustan Ka Nazm-o-Nasq; Nisaab Publisher, Hyderabad

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28/11/2020

8

Course Code
BAPA401 DST

Course Title
Local Government in India

Semester
I V

Scheme of Instruction

Scheme of Examination

Total Duration	:	90 hrs	Maximum Marks	:	100
Internal Evaluation	:	6	Periods	:	30
Credits	:	6	End Semester	:	70
Instruction Mode	:	Lecture	Examination Duration	:	3hrs

Course Objective:

1. It explains the historical, organisational and financial perspective of local government of India.
2. It provides constitutional and legal aspects of Local government of India.
3. It explains the emerging challenges of local government of India

Course Outcome:

1. Students acquire the significance of disaster management in India.
2. Students will be able to make awareness about pro activeness role of institutions of state in the area of disaster management.
3. Students will be able to assess the recent challenges and institutional gaps in the context of disaster management.

Unit I

Introduction

- 1 Meaning , Nature and scope of Local Government
- 2 Features and Significance of Local Government.
- 3 The 73 rd Constitutional (Amendment) Acts 1992
- 4 The 74th Constitutional (Amendment) Acts 1992

Instructions Hrs
15 Hrs

Unit II

Evolution of Local Government

- 1 Ancient Period
- 2 Medieval period
- 3 Modern Period
- 4 Post Independence Period

15 Hrs

Unit III

Urban Local Government in India

- 1 Municipal Corporation : Composition and Functions
- 2 Municipal Council : Composition and Functions
- 3 Nagar Panchayats
- 4 Cantonment Boards and Urban Development Authorities

15 Hrs

Unit IV	Rural Local Government in India	
1	Village Panchayat : composition and Functions	15 Hrs
2	Intermediate Panchayat (Panchayata Samiti & Mandal Panchayat)Composition and functions	
3	Zila Panchayats – Compositions and Functions	
4	Issues in Rural Local Government	

Unit V	State – Local Relations	
1	State-Local Relations	15 Hrs
2	State Finance Commission	
3	State Elections Commission	
4	District Planning Board	

Unit VI	Issues & Challenges in Local Government	
1	State Control over local bodies	15 Hrs
2	Local Finances	
3	Accountability and Social Audit	
4	Parallel Bodies; NGOs, SHGs, and User Association	

Examination and Evaluation Pattern:

1. Written Examination at the End of Semester	:	70 Marks
2. Internal Evaluation (Internal Test/Seminar or Assignment)	:	25 Marks
3. Attendance	:	5 Marks

Suggested Readings

1. Avasthi A (Ed) 1972 Municipal Admin in India : Lakshmi Naryan Agarwal : Agra
2. Battacharya , B. 1979 Urban Development in India : Shree Publishing House : Delhi
3. Bajpai A 2004 Pnachayathi raj in India
4. Bhayana sahib Singh 1991, Local Govt in India New Academic Publication
5. Gandhi M . K 1959 Panchayath raj , Navjeevan publishing House , Ahmedabad
6. Jackson R.M The Machinery of Local Govt 1967 , Macmilan London
7. Jain S.P (ed) 1995 , Panchayathi Raj Institutions in Indaia An appraisal Hyderabad NIRD
8. Kumay Amma and Anitha , 1995 Financing of Urba Local Govt Printwell, jaipur
9. Puri k.k 1985 , Local govt in India , Bharath Parkashan , Jalandhar
- 10 Puri V. K 2005 Local Govt & Admn , Modern Publishers jalandhr
11. Singh sahab and Singh Swinder 1992 , Public Adminstration Development and Local Admn , New Academic Publishing Company , jalandhr
12. Sachdev , pardeep 1993 Urban Local Govt and Admn in India , Kitab Mahal New Delhi
13. Maheshawari , S. .R 1970 Local Government in India , Laxmi narayan Aggarwal , agra
14. S.R. maheshwari , 2003 Local Govt in India , Lakshmi Narayan Agarwal , Agra
15. T.N. Chatruvedi and A . Dutta (eds) 198 Local Govt , IIPa , new delhi
16. M.a. Muttalib 1982 Theory of local Government , sterling Publishers pvt Ltd New Delhi
17. Debidas Nanda , 1998 Muncipal Admin in India , ganga Kaveri Publishing House , Varansi
18. RadhKumud Mookerji , 1985 Local Govt in ancient India Dya Pub Delhi

Course Code
BAPA501DST

Course Title
Disaster Management

Semester
V

Scheme of Instruction

Scheme of Examination

Total Duration	:	90 hrs	Maximum Marks	:	100
Internal Evaluation	:	6	Periods	:	30
Credits	:	6	End Semester	:	70
Instruction Mode	:	Lecture	Examination Duration	:	3hrs

Objective:

1. To familiarize the students with the concept and classifications of disaster management
2. To understand the consequences of disasters
3. To provide an insight into the disaster management policy and mechanism in India
4. To familiarize them with the relief measures.

Outcomes

After the successful completion of the course, the students would be able

1. To understand the meaning and concept of disasters,
2. To identify the different kind of disasters and their consequences,
3. To gain an in-depth knowledge of the mechanism for the disaster management in India and also relief measures being undertaken.

Unit-I:	Conceptual Aspects of Disaster Management	Instruction Hrs
1	Concept and meaning of disaster and disaster management	15 Hrs
2	Causes of disasters: natural and man made	
3	Hazards and consequences of disasters-loss of human and animal life, psychological, trauma, damage to habitat, spread of epidemics and damage to infrastructure	
4	Climate change and its implications	

Unit-II Types of Disasters

1	Types of Disasters	15hrs
2	Natural Disasters: droughts, earthquakes, cyclones, volcanoes, tornados and tsunamis	
3	Man-made Disasters: nuclear leaks, gas leaks, chemical leaks, oil spills and stampedes	
4	Dimensions of disasters	

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Unit-III Major Disasters In India

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|---|--|-------|
| 1 | Overview of natural and man-made disasters in India | 15hrs |
| 2 | Vulnerability profile of India | |
| 3 | Natural disasters in India: earthquakes, droughts, volcanos, Tornadoes, tsunami | |
| 4 | Man-made disasters in India: gas leaks , fire accidents, chemical leaks, nuclear leaks, oil spills, stampede | |

Unit IV: Disaster Management Policy and Organisation in India

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|---|--|-------|
| 1 | Disaster Management Policy in India | 15hrs |
| 2 | National Disaster Management Authority of (NDMA) Organisation and functioning | |
| 3 | Role of Central, State and Local Agencies in Disaster Management | |
| 4 | Role of Military, Para Military, Forces and NGO'S | |

UNIT V : Identification of Various Risks and Preparedness

- | | | |
|---|--|-------|
| 1 | Identification of various risks | 15hrs |
| 2 | Orientation, preparedness and planning | |
| 3 | Relief and Rehabilitation | |
| 4 | Role of IT in Disaster Management, Information System, GIS and GPS | |

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UNIT VI: Disaster Relief Measures

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|---|--|-------|
| 1 | Search and Rescue Work | 15hrs |
| 2 | Restoration of Communication Links | |
| 3 | Measures relief, Food, Water and Shelter | |
| 4 | Rehabilitation | |

Examination and Evaluation Pattern:

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|--|---|----------|
| 1. Written Examination at the End of Semester | : | 70 Marks |
| 2. Internal Evaluation (Internal Test/Seminar or Assignment) | : | 25 Marks |
| Attendance | : | 5 Marks |

Suggested Readings :

- 1 Bryan Edward, (2005) ; Natural Hazards, Cambridge University Press, U K
2. Carter W. Nick , (1991) Disaster Management, Asian Development Bank , Manila
3. Central Water Commission , (1987), Flood Atlas of India , CWC, New Delhi
4. Central Water Commission , (1989) Manual of Flood Forecasting , New Delhi
- 5 Government of India , 1997, Vulnerability Atlas of India , New Delhi
- 6 Sahni , Pardeep Et.Al (Eds)2002 , Disaster Mitigation And Reflection, Prentice Hall Of India , New Delhi
- 7Rajib Shaw and RR Krishna Murthy (2009) , Disaster Management : Global Challenges and Local Solutions.
- 8 S.L. Goel , Management of Man Made Disaster, Deep & Deep Publications, New Delhi
- 9 A.K. Jain , A Practical Guide To Disaster Management .
- 10S. Mukharjee(2014) , Disaster management , New Delhi.
- 10 .Government of India (1997) Vulnerability Atlas of India. New Delhi Building Materials & Technology Promotion council, Ministry of Urban Development, Government of India (1997) .
- Kapur,A (2010) Vulnerable India : A Geographical study of disasters, Sage Publication, New Delhi
- 11Modh , S (2010) managing Natural Disasters : Hydrological , Marine and Geological Disaster, sage Publication.
- 12 Modh, s . (2010) Managing Natural Disaster : Hydrological , marine and Geological Disasters , Mac Millan Delhi .
- 14 . Singh R. B. (2005) Risk Assessment and Vulnerability Analysis , IGNOU , New Delhi Chapter 1,2 & 3
15. Singh R.B. (ed) (2006) Natural Hazards and Disaster Management : Vulnerability and

- Mitigation , Rawat Publications, New Delhi.
16. Sinha . A (2001) Disaster Management : Lesson Drawn and strategies for future,
New United Press, new Delhi.
 17. Stoltman, J.P Et al (2004) International perspectives on Natural Disasters,
Kluwer
Academic Publication . Dodrecht.
 18. Singh Jagbir (2007) “ Disaster Management future Challenges and Opportunities.
 19. Disaster Management and Rehabilitation and Authored by Raj deep Dasgupta
 20. Disaster Management in India Authored by Dr. Kadambari Shana & Dr Avinash Chirajeev
 21. Roy .P, S (2000) : Space Technology for Disaster Management : Are mote Sensing & GIS perspective, Indian Institute of Remote Sensing (NRSA)
 22. Sharma , R.K & Sharma , G (2005)(ed) Natural Disaster, APH Publishing Corporation,
New Delhi .

Course Code BAPA502DST	Course Title Management of Resources	Semester V
Scheme of Instruction		Scheme of Examination
Total Duration	: 90 hrs	Maximum Marks : 100
Internal Evaluation	: 30	Periods : 6
Credits	: 6	End Semester : 70
Instruction Mode	:	Examination Duration : 3hrs
Lecture	:	

Course Objective

Resources at the disposal of administration are always limited while demand for them is unlimited. In this context the course seeks to equip the students with basic concepts and practices in the field of resource management -- Human, finance and materials. It makes them understand how different resources should be managed efficiently.

Outcome

1. The students will gain an indepth knowledge of Management of Resources in Administration
2. The student will be equipped with techniques of Human Resources Planning
3. The students will be familiar with budgeting and also an integrated approach to material management.

Unit - I Management of Human Resources - I

	Instructions Hrs
1 Meaning , Scope & Importance of Human Resource Management	15 Hrs
2 Human Resource planning	
3 Recruitment & Selection	
4 Training - Types & Methods	

Unit - II Management of Human Resources - II

1 Promotion	15 Hrs
2 Performance Appraisal	
3 Compensation Management	
4 Discipline	

Unit - III Management of Finance

1 Meaning, Nature & Scope of Financial Management	15 Hrs
2 Budget- Importance & Principles,	
3 Preparation Enactment & Execution of Budget	
4 Role of Finance Ministry	

Unit - IV Management of Finance – II

- | | | |
|---|--|-------|
| 1 | Parliamentary Financial Committees – Public Accounts Committee, Estimates Committee & Committee on Public undertakings | 15 Hr |
| 2 | C & AG | |
| 3 | Finance Commission | |
| 4 | NITI Ayog | |

Unit - V Management of Material – I

- | | | |
|---|---|--------|
| 1 | Meaning of Materials Management | 15 Hrs |
| 2 | Importance of Materials Management | |
| 3 | Scope of Materials Management | |
| 4 | Integrated Approach to Materials Management | |

Unit VI Management of Material - II

- | | | |
|---|---|--------|
| 1 | Procurement of materials | 15 Hrs |
| 2 | Storage of materials | |
| 3 | Distribution of materials | |
| 4 | Directorate General and Supplies and Disposal | |

Books for References

- 1 Management of Resources Parkash Chand
- 2 Management of Resources -- Goel
- 3 Principals & Practices of Public Administration - Avasthi & Maheshwari
- 4 Principals of Public Administration - A R Tyagi
- 5 Public Administration - Rumki Basu
- 6 Public Administration - Mohit Bhattacharya
- 7 An integrated concept of material management - N M Shah
- 8 Public Administration - Laxmi Narayana Publishers
- 9 Public Administration: Theory & Practice by M P Sharma
- 10 Modern Public Administration By F A Nigro
- 11 Re-Structuring Public Administration by M Bhattacharya
- 12 Advanced Public Administration by S L Goel
- 13 Public Administration: Concept & Theory by S P Naidu
- 14 Financial Administration by M K Thaoraj

Course Code BAPA601DST	Course Title Good Governance	Semester VI
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Scheme of Instruction

Scheme of Examination

Total Duration	: 90 hrs	Maximum Marks	: 100
Internal Evaluation	: 6	Periods	: 30
Credits	: 6	End Semester	: 70
Instruction Mode	: Lecture	Examination Duration	: 3hrs

Course Objective:

The Word "Governance" appears in diverse academic disciplines. At general Level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. The theories of governance have changed the understanding of various concepts of state and its institutions. New Jargon of words emerged into the social science literature with different connotations. In this background, the present course is aimed to provide an in depth understanding of the basic tenets and trends of Good Governance.

Unit-I: Introduction

Instructions Hrs

- | | | | |
|---|--|--|----------|
| 1 | Concept of Governance | | |
| 2 | Good Governance: Concept, Emergence and Significance | | 15 Hours |
| 3 | Features of Good Governance | | |
| 4 | e-Governance | | |

Unit-II State and Governance

- | | | | |
|---|--|--|----------|
| 1 | Origin of the State | | |
| 2 | Neo-Liberalism and Rolling Back State | | 15 Hours |
| 3 | Civil Society ,State and Market Debate | | |
| 4 | State and Governance | | |

Unit III: Citizen and Governance

- | | | | |
|---|--|--|----------|
| 1 | Rule of Law and Human Rights | | |
| 2 | People's Participation in Governance | | 15 Hours |
| 3 | Social Audit | | |
| 4 | Public Service Delivery System and Citizen's Charter | | |

Unit-IV: Reforms and Good Governance

- | | | | |
|---|------------------------|--|----------|
| 1 | Administrative Reforms | | |
| 2 | Police Reforms | | 15 Hours |
| 3 | Judicial Reforms | | |
| 4 | Electoral Reforms | | |

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Unit V: Institutional Machinery for Good Governance

- | | | |
|---|---|----------|
| 1 | Central & State Information Commissions | 15 Hours |
| 2 | Lokpal and Lok Ayukta | |
| 3 | Consumer Forums | |
| 4 | National Human Rights Commission & State Human Rights Commissions | |

Unit VI: Best Practices of Good Governance

- | | | |
|---|----------------------------|----------|
| 1 | MeeSeva - A.P. & Telangana | 15 Hours |
| 2 | FRIENDS - Kerala | |
| 3 | Bhoomi - Karnataka | |
| 4 | Gyandoot - Madhya Pradesh | |

References:

- 1 Basu Rumki(2015) "Public Administration in Indian Mandates, Performance and Future perspectives', New Delhi, Sterling Publishers, New Delhi
- 2 Bhaskar Rao, N (2013) Good Governance : Delivering Corruption - free Public Services, Sage Publication, New Delhi
- 3 Bidyut Chakrabarty, (2007) "Reinventing Public Administration: The Indian Experience', Orient Longman
- 4 Brian Smith, (2007) Good Governance and Development, Red Globe Press
- 5 Henk Addink, (2019) Good Governance : Concept and Context, Oxford University Press, UK
- 6 Henry, N. (1999) " Public Administration and Public Affairs, New Jersey, Prentice Hall
- 7 Jean Dreze and Amartya Sen, (1995) " India, Economic Development and Social Opportunity; Oxford University Press
- 8 R.B. Denhardt and J, V. Denhardt, (2009) " Public Administration, New Delhi, Brooks / Cole
- 9 Satyajit Singh and Pradeep K. Shirma (2007) (eds.) " Decentralization: Institutions and Politics in Rular India, Oxford University Press, New Delhi
- 10 Bo Rothstein, Good Governance, Oxford University Press, 2012.
- 11 Singh, S. and Sharma, P. (2007) (eds.) " Decentralization: Institutions and Politics in Rural India, New Delhi
- 12 SL Goel, Good Governancce: An integral Approach, Deep and Deep Publications, New Delhi
- 13 Vasu Deva, (2005) E-Governance in India: A Reality, Commonwealth Publishers
- 14 Vijaya Kumar (2012) "Right to Education Act, 2009: Its Implementation as to Social Development In India, Delhi: Akansha Publishers
- 15 Vayunandan Etakula (2003), Good Governance: Initiatives in India Hardcover - Prentice Hall India Learning Private Limited, New Delhi

Course Code BAPA602DST	Course Title Office Management	Semester VI
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Scheme of Instruction**Scheme of Examination**

Total Duration	: 90 hrs	Maximum Marks	: 100
Internal Evaluation	: 6	Periods	: 30
Credits	: 6	End Semester	: 70
Instruction Mode	: Lecture	Examination Duration	: 3hrs

Course Objective:

1. To study and understand the basic concepts of office management.
2. To study the basic principles related to office management.
3. To enrich the students technical knowledge of office management.

Course Outcomes: After successful completion of this course, students would be able to understand and be able to apply the usage of office management

Unit-I: Introduction**Instructions Hrs**

- | | | |
|---|--|----------|
| 1 | Office Management, Meaning, Scope and Importance | 15 Hours |
| 2 | Principles of Office Organization | |
| 3 | Functions of Office | |
| 4 | Office Management in Government | |

Unit-II Office Organization and Management

- | | | |
|---|------------------------------------|----------|
| 1 | Office Planning | 15 Hours |
| 2 | Office Layout | |
| 3 | Office Environment | |
| 4 | Office Manager, Functions and Role | |

Unit III: Records Management and Filing

- | | | |
|---|--------------------|----------|
| 1 | Forms Management | 15 Hours |
| 2 | Filing | |
| 3 | Indexing | |
| 4 | Records Management | |

Unit-IV: Office Communications

- | | | |
|---|--|----------|
| 1 | Meaning and Importance of Communication | 15 Hours |
| 2 | Office Communication: Types and Means of Communication | |
| 3 | Office Correspondence | |
| 4 | Office Stationery | |

Unit V: Office Machines & Office Automation

- 1 Significance of Office Machines - Types of Office Machines 15 Hours
- 2 Office Automation
- 3 Paperless Office
- 4 Virtual Office and Tele Working

Unit VI: Office Staff & Staff Welfare

- 1 Office Staff (Accountant, Data Entry Operator, Office Assistant & Supporting Staff, Watch & Ward) 15 Hours
- 2 Staff Welfare
- 3 Motivation
- 4 Stress Management

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Course Code UGPA501GET	Course Title Elements of Public Administration	Semester V
Scheme of Instruction		Scheme of Examination
Total Duration	: 90 hrs	Maximum Marks : 100
Internal Evaluation	: 6	Periods : 30
Credits	: 6	End Semester : 70
Instruction Mode	: Lecture	Examination Duration : 3hrs

Course Objective:

1. To study and understand the basic concepts of Public Administration.
2. To study the basic principle of Public Administration.
3. To enrich the students with knowledge of Administration.

Course Outcome: The students will be able to understand the realities of Public Administrations and will be in position to interact with administration in better way.

Unit-I: Basics Concepts

- 1) Public Administration: Meaning, and Nature
- 2) Scope and importance of Public Administration
- 3) Evolution of Public Administration
- 4) Difference between Public Administration and Private Administration

Unit- II Relations with Other Social Sciences

- 1) Public Administration and Political Science
- 2) Public Administration and Economics
- 3) Public Administration and Sociology
- 4) Public Administration and Psychology

Unit-III: Principles of Organisation

- 1) Division of Work and Coordination
- 2) Unity of Command and Hierarchy
- 3) Span of Control and Delegation
- 4) Centralisation and Decentralisation,

Unit -IV: Theories of Organisation

- 1) Classical Theory
- 2) Human Relations Theory
- 3) Behavioural Theory
- 4) Ecological Theory

Unit-V: Bureaucracy

- 1) .Bureaucracy : Concept and Meaning
- 2) Features of Weberian Bureaucracy
- 3) Karl Marx on Bureaucracy
- 4) Criticism of Bureaucracy

Unit-VI Agencies of Administration

1. Line Agencies
2. Staff Agencies
3. Auxiliary Agencies
4. Regulatory Agencies

Suggested Reading:

* Amit, Singh, (2002) Public Administration; Roots and Wings, New Delhi : Galgatia Publishing Company, 2002.

* Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra.

* A. R Tiyagi, (1992) Public Administration, Principles' and Practices, Atma Ram & Sons, Delhi.

* Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi.

* Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar

* Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational Publishers: Meerut.

Bhattacharaya, Mohit (2008), New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi.

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Bhattacharya, Mohit (2012) Public Administration: Issues and Perspective. Jawahar Publishers and Distributors: New Delhi.

Bidyut Chakravaty & Prakash Chand, (2012) Public Administration in Globalised world: Theories and Practice, Sage Publications, New Delhi.

B.L. Fadia and Kuldeep Fadia, (2009). Public Administration: Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra.

Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4 th Edition). Routledge: New York.

Dimoc Marshal E and Glazda Dimoc Fox, Public Administration, 1983.

Drucker, Peter F (1993) Management: Tasks, Responsibilities, Practices. Harper Collins: New York.

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- Dunleavy, P (1992) Democracy, Bureaucracy and Public Choice. Harvester Wheatsheaf: Aldershot, UK.
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- Goodnow, Frank J (2009) Politics and Administration: A Study in Government Originally published by MacMillan in 1900, Fifth Printing. Transaction Publishers: New Brunswick, New Jersey Henry,
- Koontz, H. and O'Donnell, Cyril (1986) Principles of Management (4 thEdition). McGraw Hill education: Tokyo.
- Laxmikanth, M (2011) Public Administration. Tata McGraw: New Delhi
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- M.P. Sharma, Public Administration: Theory and Practice, Kitab Mahal, Allahabad, 1987
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- Pugh, D.S. (Ed.) 1985, Organization Theory Selected Readings, PenguinBooks, Middlesex, England.
- Puri, K.K. 2006, Elements of Public Administration, Bharat Prakashan, Jalandhar.
- Qayum, Abdul (Edition II) Nazmo Nasq Amma, Nisab Publications, Hyderabad, 2014.
- Saroj Kumar Jena, Fundamental of Public Administration, Anmol Publications, New Delhi, 2001.

Course Code	Course Title	Semester
UGPA601GET	Introduction to Indian Administration	VI

Scheme of Instruction**Scheme of Examination**

Total Duration	: 90 hrs	Maximum Marks	: 100
Internal Evaluation	: 6	Periods	: 30
Credits	: 6	End Semester	: 70
Instruction Mode	: Lecture	Examination Duration	: 3hrs

Course Objectives: This paper is offered to the students of all UG students with the following objectives;

1. To familiarize them with the Indian Administration.
2. To introduce the evolution and structure of Insignia Administration
3. To explain the major issues and challenges in the Indian Administration
4. To explain the reforms in the Indian Administration

Course Outcome: After successfully completing the course the student will be able to understand the evolution, structure, issues, challenges, centre-state relations and reforms in the Indian Administration.

UNIT I Historical Context of Indian Administration

1. Ancient Period
2. Medieval Period
3. Colonial Period
4. Post-Independence Period

UNIT II Structure of Indian Administration

1. Union Administration
2. State Administration
3. District Administration
4. Local Administration-Rural and Urban

UNIT III Inter-Governmental Relations

1. Union-State Legislative Relations
2. Union-State Administrative Relations
3. Union-State Financial Relations
4. State-Local Relations

UNIT IV Issues in Indian Administration

1. People's Participation in Administration
2. Integrity in Administration
3. Accountability in Administration
4. Transparency in Administration

UNIT V Challenges of Indian Administration

1. National Integration
2. Social Justice
3. Gender Justice
4. Citizen Oriented Administration

UNIT VI Reforms in Indian Administration

1. Administrative Reforms
2. Police Reforms
3. Judicial Reforms
4. Electoral Reforms

Reference Books:

1. Avasthi&Avasthi, Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra- 2010-11.
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9. Reports of the Second Administrative Reforms Commission.
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