

**MIZORAM UNIVERSITY**  
**DEPARTMENT OF PUBLIC ADMINISTRATION**  
**Modification of UG Course Structure under NEP2020**

S. N		Course Code	Name of Course	Marks	Credit
<b>First Year</b>					
<b>I Semester</b>					
1	Major 1	PA100	Elements of Public Administration	100	4
2	Major 2/Minor	PA101	Indian Administration	100	4
3	Multidisciplinary	PA110R	Elements of Public Administration	100	3
<b>II Semester</b>					
4	Major 1	PA160	Administrative Theory	100	4
5	Major 2/Minor	PA161	Public Personnel Administration	100	4
6	Multidisciplinary	PA110R	Elements of Public Administration	100	3
<b>Second Year</b>					
<b>III Semester</b>					
7	Major 1	PA200	Theories of Bureaucracy	100	4
8	Major 2/Minor	PA201	Local Self-Government in India	100	4
9	Multidisciplinary	PA110R	Elements of Public Administration	100	3
<b>IV Semester</b>					
10	Major1	PA260	Politics and Administration in Mizoram	100	4
11	Major 2/Minor	PA261	Office Management in Government	100	4
<b>Third Year</b>					
<b>V Semester</b>					
12	Major 1	PA300	International Administration	100	4
13	Major 2	PA301	Social Welfare Administration	100	4
14	Major 3/Minor	PA302	Public Financial Administration in India	100	4
<b>VI Semester</b>					
15	Major 1	PA360	Civil Society and Administration	100	4
16	Major 2	PA361	Police Administration	100	4
17	Major 3	PA362	Tribal Development Administration	100	4
18	Major 4/Minor	PA363	Rural Development Administration	100	4
<b>Fourth Year</b>					
<b>VII Semester</b>					
19	Major 1	PA400	Public Policy	100	4
20	Major 2/Minor	PA401	e-Governance	100	4
21	Major 3/Minor	PA402	Research Methodology	100	4
<b>Bachelor's Degree (Honours with Research)</b>					
<b>VIII Semester</b>					
22	Major 1	PA460	Environmental Administration	100	4
23	Major 2	PA461	Development Administration in India	100	4
24	Research/Project/ Dissertation	RPD470	Research Project / Dissertation	100	12
<b>OR</b>					
<b>Bachelor's Degree (Honours)</b>					
<b>VIII Semester</b>					
25	Major1	PA460	Environmental Administration	100	4
26	Major2	PA461	Development Administration in India	100	4
27	Major3	PA462	Disaster Management	100	4
28	Major4	PA463	Comparative Public Administration	100	4
29	Major5	PA464	Administrative Ethics	100	4

## **ELEMENTS OF PUBLIC ADMINISTRATION (Major 1)**

**PA100**

**FM - 100  
Credits - 4**

### **Unit I:**

- Public Administration - Meaning, Nature and Scope
- Evolution of the Discipline
- Role and Significance of Public Administration

### **Unit II:**

- Public and Private Administration
- Traditional Approaches: Historical and Philosophical
- Modern Approaches: Behavioural and Comparative Approach

### **Unit III:**

- New Public Administration
- New Public Management
- New Public Service

### **Unit IV:**

- Formal and Informal Organisation
- Line and Staff Agencies
- Headquarters and Fields

### **Suggested Readings:**

- A Awasthi and SR Maheshwari, (2020), Public Administration, Agra, Lakshmi Narayan Agarwal.
- RK, Arora, (2008), Perspectives of Public Administration. Neha Publishers.
- Rumki Basu, (2008), Public Administration: Concepts and Theories, New Delhi, Sterling Publishers.
- Noorjahan Bawa, (2010), Public Administration in the 21st Century, New Delhi, Kanishka Publishers.
- Mohit Bhattacharya, (1987), Public Administration: Structure, Process and Behaviour, Calcutta, World Press.
- Mohit Bhattacharya, (2018), New Horizons of Public Administration, Jawahar Publishers.
- Vishnoolal Bhagawan and Vidya Bushan, (2010), A Text Book of Public Administration, New Delhi, S. Chand.
- Chakrabarty, Bidyut and Prakash Chand, (2012), Public Administration in a Globalizing World: Theories and Practices, New Delhi, Sage.
- Fadia and Fadia, (2012), Public Administration: Theories and Concepts, Agra, Sahitya Bhawan Publication.

- SL Goel, (2002), Advanced Public Administration in India, Delhi, Deep and Deep.
- Robert T Golembiewski, (1977), Public Administration As a Developing Discipline (Part I: Perspective on Past and Present). New York, Marvel Dekker, INC.
- Hoshiar Singh and Pradeep Sachdeva, (2010), Public Administration Through Practice, Pearson.
- N Jayapalan, (2000), Public Administration, Atlantic.
- SR Maheshwari, (2000), Theories and Concept in Public Administration, New Delhi, Allied.
- FA Negro, (1970), Modern Public Administration, New York, Harper and Row.
- D Osborne, and T Gaebler, (1992), Reinventing Government, Reading, MA, Addison Wesley.
- John M Pfiffner and Frank P Sherwood, (1960), Administrative Organisation, Prentice Hall, INC, Englewood Cliffs, NJ.
- Shiv Raj Singh, et al., (2003), Public Administration in the New Millennium: Challenges and Prospectives, New Delhi, Anamika Publishers.
- AK Sharma and Indu Sharma, (2002), Inducing Client Focus in Bureaucracy: The Citizens' Charters in India, New Delhi, Kanishka Publication.
- MP Sharma, (2014), Public Administration in Theory and Practice, New Delhi, Kitab Mahal.
- Smita Srivatava (2011), Theory and Practice of Public Administration, Pearson.
- PB Rathod, (2004), Elements of Public Administration: Theory and practice. New Delhi, ABD Publishers.

**INDIAN ADMINISTRATION**  
**(Major 2/Minor)**

**PA101**

**FM - 100**  
**Credits - 4**

**Unit I:**

- Constitutional Setting of India- Preamble, Fundamental Rights
- Directive Principles of State Policy and Fundamental Duties
- Parliamentary Democracy
- Federalism

**Unit II:**

- President
- Prime Minister
- Council of Ministers
- Central Secretariat
- Prime Minister's Office (PMO)

**Unit III:**

- Governor
- Chief Minister
- Council of Ministers
- State Secretariat and Directorates
- Chief Secretary

**Unit IV:**

- Centre-State Relations – Legislative, Administrative and Financial
- Corruption and Remedies

**Suggested Readings**

- DD Basu, (2000), Introduction to the Constitution of India, New Delhi, Prentice Hall SR Maheshwari, (2000), Indian Administration, New Delhi, Orient Blackswan Pvt. Ltd. A Awasthi, Central Administration, New Delhi.
- RK Arora, (2022) Indian Public Administration, New Delhi, New Age International Publishers PD Sharma, (2009), Indian Administration: Retrospect and Prospect, Rawat Publications.
- PB Rathod, (2005), Indian Administration: Dynamics and Dimensions, Commonwealth Publishers.
- Institute of Public Administration, (2012), Administration of the Indian Office, Hardpress Publishing.
- Awasthi and Awasthi, (2002), Indian Administration, Agra, Laxmi Narain Agarwal Vishnool Bhagwan, (2005), Indian Administration, New Delhi, S. Chand.
- PL Sanjeev Reddy and RK Tiwari, (2005), Issues and Themes in Indian Administration, New Delhi, Jain Book.
- UC Agarwal, (2010), Governance and Administration, New Delhi, Kanishka Publishers Hoshier Singh and Pankaj Singh, (2011), Indian Administration,

Pearson India.

- RK Saprū, (2002), Indian Administration, Kalyani Publishers.
- SN Mishra (ed.), (2003), Public Governance and Decentralisation, Delhi, Mittal Public Administration: Prospects and Retrospect.
- Mohit Bhattacharya, (2000), Indian Administration, Calcutta, The World Press.

## **ELEMENTS OF PUBLIC ADMINISTRATION (Multidisciplinary)**

**PA110R**

**FM - 100  
Credits - 3**

Unit I:

- Public Administration - Meaning, Nature and Scope
- Public and Private Administration

Unit II:

- Formal and Informal Organisation
- Line and Staff Agencies

Unit III:

- Hierarchy
- Span of Control
- Unity of Command
- Coordination
- Delegation

### **Suggested Readings:**

- A Awasthi, and SR Maheshwari, (2020), Public Administration, Agra, Lakshmi Narayan Agarwal.
- RK, Arora, (2008), Perspectives of Public Administration. Neha Publishers.
- Rumki Basu, (2008), Public Administration: Concepts and Theories, New Delhi, Sterling Publishers.
- Noorjahan Bawa, (2010), Public Administration in the 21st Century, New Delhi, Kanishka Publishers.
- Mohit Bhattacharya, (1987), Public Administration: Structure, Process and Behaviour, Calcutta, World Press.
- Mohit Bhattacharya, (2018), New Horizons of Public Administration, Jawahar Publishers.
- Vishnoo Bhagawan and Vidya Bushan, (2010), A Text Book of Public Administration, New Delhi, S. Chand.
- Chakrabarty, Bidyut and Prakash Chand, (2012), Public Administration in a Globalizing World: Theories and Practices, New Delhi, Sage.
- Fadia and Fadia, (2012), Public Administration: Theories and Concepts, Agra, Sahitya Bhawan Publication.
- SL Goel, (2002), Advanced Public Administration in India, Delhi, Deep and Deep.
- Robert T Golembiewski, (1977), Public Administration As a Developing Discipline, (Part I: Perspective on Past and Present). New York, Marvel Dekker, INC.
- Hoshier Singh and Pradeep Sachdeva, (2010), Public Administration Through Practice, Pearson.
- N Jayapalan, (2000), Public Administration, Atlantic.
- SR Maheshwari, (2000), Theories and Concept in Public Administration, New Delhi, Allied.
- FA Negro, (1970), Modern Public Administration, New York, Harper and Row.
- D Osborne, and T Gaebler, (1992), Reinventing Government, Reading, MA, Addison

Wesley.

- John M Pfiffner and Frank P Sherwood, (1960), Administrative Organisation, Prentice Hall, INC, Englewood Cliffs, NJ.
- Shiv Raj Singh, et al., (2003), Public Administration in the New Millennium: Challenges and Prospectives, New Delhi, Anamika Publishers.
- AK Sharma and Indu Sharma, (2002), Inducing Client Focus in Bureaucracy: The Citizens' Charters in India, New Delhi, Kanishka Publication.
- MP Sharma, (2014), Public Administration in Theory and Practice, New Delhi, Kitab Mahal.
- Smita Srivatava, (2011), Theory and Practice of Public Administration, Pearson.
- PB Rathod, (2004), Elements of Public Administration: Theory and practice. New Delhi, ABD Publishers.

## **ADMINISTRATIVE THEORY (Major 1)**

**PA160**

**FM - 100  
Credits - 4**

### **Unit I:**

- Administrative Theory: Meaning and Significance
- Kautilya's Ideas on Administration
- Karl Marx on State and Administration.

### **Unit II:**

- Bureaucratic Organisation - Max Weber
- Scientific Management Theory - FW Taylor
- Theory of Organisational Principle - Henri Fayol

### **Unit III:**

- Hawthorne Studies - George Elton Mayo
- Theory of Conflict - Mary Parker Follett
- Decision Making - Herbert A Simon

### **Unit IV:**

- Hierarchy of Needs Theory - Abraham Maslow
- Theory 'X' and Theory 'Y' - Douglas McGregor
- Motivation-Hygiene Theory - Frederick Herzberg
- Agraria and Industria Model, Fused-Prismatic-Diffracted Model - FW Riggs

### **Suggested Readings:**

- Shum Sun Nisha Ali, (1984), Eminent Administrative Thinkers, Delhi, Associated Publishing House.
- RK Arora, (ed.), (1979), Perspective in Administrative Theory, Delhi, Associated Publishing House.
- TN Chaturvedi and RK Arora (ed.), (1987), Administrative Theory, Delhi, IIPA
- D Ravindra Prasad. et.al. (ed.), (2011), Administrative Thinkers, Delhi, Sterling Publishers.
- RK Sapru (2013), Administrative Theories and Management Thought, Delhi, PHI Learning.
- SR Maheshwari, (2003), Administrative Theories, Macmillan.
- SR Maheshwari, (2003), Comparative Public Administration, Macmillan.
- HC Sharma, (2008), Psychology of Public Administration, Neha Publishers and Distributors.
- Ferrel Heady, (2001), Public Administration – Comparative Perspective, Marcel Dekker.
- RK Arora, (2008), Public Administration: Its Growth and Development, Neha Publishers and Distributors.
- PB Rathod, (2006), The Galaxy of Administrative Thinkers, ABD Publishers.



**PUBLIC PERSONNEL ADMINISTRATION**  
**(Major 2/Minor)**

**PA161**

**FM - 100**  
**Credits - 4**

Unit I:

- Public Personnel Administration - Meaning, Nature and Scope
- Types of Personnel System – Aristocratic, Bureaucratic and Democratic
- Principles of Personnel System – Merit and Spoils

Unit II:

- Recruitment – Meaning, Types and Importance
- Method of Recruitment - All India, Central and State Services
- Union Public Service Commission – Composition and Functions
- State Public Service Commission – Composition and Functions

Unit III:

- Classification – Meaning, Types and Significance
- Position and Rank Classification – Merits and Demerits
- Training – Meaning and Types
- Promotion – Meaning and Bases

Unit IV:

- Conduct Rules and Disciplinary Procedures
- Rights of Civil Servants
- Retirement - Meaning and Types
- Retirement Benefits – Pension, Provident Fund and Gratuity
- New Pension Scheme

**Suggested Readings:**

- RB Jain, (1994), Aspects of Personnel Administration, New Delhi, IIPA.
- V Bhaskara Rao, (2007), Public Administration: Steel or Plastic Frame, Kalpaz Publications.
- SL Goel, (2003), Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications.
- SR Maheshwari, (2004), The Public Service of India: Current Good Practices and New Developments in India, Commonwealth Secretariat.
- VM Sinha, (1986), Personnel Administration, Jaipur, RBSA Publishers. Rajesh K Jha, (2010), Public Personnel Administration, Pearson.
- SR Maheshwari, (2006), Public Administration in India: The Higher Civil Service, Oxford University Press.
- Arthur Procter, (2010), Principles of Public Personnel Administration, Nabu Press.
- SK Das, (2013), The Civil Services in India, Oxford University Press.
- Glenn Stahl, (1975), Public Personnel Administration, New Delhi, Oxford and IBH Publishing Co.

## **ELEMENTS OF PUBLIC ADMINISTRATION (Multidisciplinary)**

**PA110R**

**FM - 100  
Credits - 3**

Unit I:

- Public Administration - Meaning, Nature and Scope
- Public and Private Administration

Unit II:

- Formal and Informal Organisation
- Line and Staff Agencies

Unit III:

- Hierarchy
- Span of Control
- Unity of Command
- Coordination
- Delegation

### **Suggested Readings:**

- A Awasthi, and SR Maheshwari, (2020), Public Administration, Agra, Lakshmi Narayan Agarwal.
- RK, Arora, (2008), Perspectives of Public Administration. Neha Publishers.
- Rumki Basu, (2008), Public Administration: Concepts and Theories, New Delhi, Sterling Publishers.
- Noorjahan Bawa, (2010), Public Administration in the 21st Century, New Delhi, Kanishka Publishers.
- Mohit Bhattacharya, (1987), Public Administration: Structure, Process and Behaviour, Calcutta, World Press.
- Mohit Bhattacharya, (2018), New Horizons of Public Administration, Jawahar Publishers.
- Vishnoolal Bhagawan and Vidya Bushan, (2010), A Text Book of Public Administration, New Delhi, S. Chand.
- Chakrabarty, Bidyut and Prakash Chand, (2012), Public Administration in a Globalizing World: Theories and Practices, New Delhi, Sage.
- Fadia and Fadia, (2012), Public Administration: Theories and Concepts, Agra, Sahitya Bhawan Publication.
- SL Goel, (2002), Advanced Public Administration in India, Delhi, Deep and Deep.
- Robert T Golembiewski, (1977), Public Administration As a Developing Discipline, (Part I: Perspective on Past and Present). New York, Marcel Dekker, INC.
- Hoshier Singh and Pradeep Sachdeva, (2010), Public Administration Through Practice, Pearson.
- N Jayapalan, (2000), Public Administration, Atlantic.
- SR Maheshwari, (2000), Theories and Concept in Public Administration, New Delhi, Allied.
- FA Negro, (1970), Modern Public Administration, New York, Harper and Row.
- D Osborne, and T Gaebler, (1992), Reinventing Government, Reading, MA, Addison

Wesley.

- John M Pfiffner and Frank P Sherwood, (1960), Administrative Organisation, Prentice Hall, INC, Englewood Cliffs, NJ.
- Shiv Raj Singh, et al., (2003), Public Administration in the New Millennium: Challenges and Prospectives, New Delhi, Anamika Publishers.
- AK Sharma and Indu Sharma, (2002), Inducing Client Focus in Bureaucracy: The Citizens' Charters in India, New Delhi, Kanishka Publication.
- MP Sharma, (2014), Public Administration in Theory and Practice, New Delhi, Kitab Mahal.
- Smita Srivatava, (2011), Theory and Practice of Public Administration, Pearson.
- PB Rathod, (2004), Elements of Public Administration: Theory and practice. New Delhi, ABD Publishers.

## **THEORIES OF BUREAUCRACY (Major 1)**

**PA200**

**FM - 100  
Credits - 4**

**Unit I:**

- Bureaucracy – Meaning, Elements and Types
- Bureaucracy in Developed and Developing Countries

**Unit II:**

- Ideas of Bureaucracy and Criticism— Karl Marx
- Ideas of Bureaucracy and Criticism - Max Weber

**Unit III:**

- Seven Concepts of Bureaucracy- Martin Albrow
- Dysfunctions of Bureaucracy - Robert Merton
- Iron Law of Oligarchy- Robert Michel

**Unit IV:**

- Neutral Vs. Committed Bureaucracy
- Generalist and Specialist Debate
- Permanent and Political Executive Relationship

**Suggested Readings:**

- Michael Anthony Tarallo, (2012), Public Administration: Key Issues challenging Practitioners, Author house.
- AK Sharma, (2004), Bureaucracy and Decentralisation, New Delhi, Mittal.
- Sunil Dutt and Rakesh Hooja, (2008), District Administration: Redefining the Development Role, New Delhi, Kanishka.
- JK Chopra, (2004), Bureaucracy and Public Administration, Commonwealth Publishers.
- Laxmi Sharma, (2009), Bureaucracy in Public Administration Neha Publishers and Distributors.
- PB Rathod, (2004), Elements of Public Administration: Theory and Practice, ABD Publishers.
- Merz Felix, (2011), Max Weber's Theory of Bureaucracy and its Negative Consequences, Grin Verlag, Munich.

**LOCAL SELF-GOVERNMENT IN INDIA**  
**(Major 2/Minor)**

**PA201**

**FM - 100**  
**Credits - 4**

**Unit I:**

- Local Self Government - Meaning, Characteristics and Importance
- Delegation
- Devolution
- Decentralisation
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**Unit II:**

- Evolution of Local Self Government in India
- 73rd Constitution Amendment Act
- 74th Constitution Amendment Act
- State Finance Commission - Composition, Powers and Functions

**Unit III:**

- Municipal Corporation - Functions, Powers and Sources of Revenue
- Municipalities - Functions, Powers and Sources of Revenue
- Nagar Panchayat - Functions, Powers and Sources of Revenue
- District Urban Development Office (DUDO)

**Unit IV**

- Zilla Parishad - Functions, Powers and Sources of Revenue
- Panchayat Samiti - Functions, Powers and Sources of Revenue
- Gram Panchayat - Functions, Powers and Sources of Revenue
- Gram Sabha
- District Rural Development Office (DRDO)

**Suggested Readings:**

- Pradeep Sachdeva, (2011), Local Government in India, Pearson India.
- RN Prasad, (2007), Urban Local Self Government with Reference to North East States, New Delhi, Mittal Publication.
- SR Maheshwari, (2012), Local Government in India, Delhi, Orient Longman R Mudgal, (1998), Local Self Government in India, Book Enclave, Jaipur.
- VV Rao and Niru Hazarika, (1983), Local Government in India, Delhi, S Chand
- CP Barthwal, (2002), Understanding Local Government, Lucknow, Bharat Book.
- MA Muttalib and AA Khan, (1983), Theory of Local Government, New Delhi, Sterling.
- Hoshiar Singh, Local Government, Allahabad, Mittal Mahal Publications.

## **ELEMENTS OF PUBLIC ADMINISTRATION (Multidisciplinary)**

**PA110R**

**FM - 100  
Credits - 3**

Unit I:

- Public Administration - Meaning, Nature and Scope
- Public and Private Administration

Unit II:

- Formal and Informal Organisation
- Line and Staff Agencies

Unit III:

- Hierarchy
- Span of Control
- Unity of Command
- Coordination
- Delegation

### **Suggested Readings:**

- A Awasthi, and SR Maheshwari, (2020), Public Administration, Agra, Lakshmi Narayan Agarwal.
- RK, Arora, (2008), Perspectives of Public Administration. Neha Publishers.
- Rumki Basu, (2008), Public Administration: Concepts and Theories, New Delhi, Sterling Publishers.
- Noorjahan Bawa, (2010), Public Administration in the 21st Century, New Delhi, Kanishka Publishers.
- Mohit Bhattacharya, (1987), Public Administration: Structure, Process and Behaviour, Calcutta, World Press.
- Mohit Bhattacharya, (2018), New Horizons of Public Administration, Jawahar Publishers.
- Vishnoo Bhagawan and Vidya Bushan, (2010), A Text Book of Public Administration, New Delhi, S. Chand.
- Chakrabarty, Bidyut and Prakash Chand, (2012), Public Administration in a Globalizing World: Theories and Practices, New Delhi, Sage.
- Fadia and Fadia, (2012), Public Administration: Theories and Concepts, Agra, Sahitya Bhawan Publication.
- SL Goel, (2002), Advanced Public Administration in India, Delhi, Deep and Deep.
- Robert T Golembiewski, (1977), Public Administration As a Developing Discipline, (Part I: Perspective on Past and Present). New York, Marvel Dekker, INC.
- Hoshier Singh and Pradeep Sachdeva, (2010), Public Administration Through Practice, Pearson.
- N Jayapalan, (2000), Public Administration, Atlantic.
- SR Maheshwari, (2000), Theories and Concept in Public Administration, New Delhi, Allied.
- FA Negro, (1970), Modern Public Administration, New York, Harper and Row.
- D Osborne, and T Gaebler, (1992), Reinventing Government, Reading, MA, Addison

Wesley.

- John M Pfiffner and Frank P Sherwood, (1960), Administrative Organisation, Prentice Hall, INC, Englewood Cliffs, NJ.
- Shiv Raj Singh, et al., (2003), Public Administration in the New Millennium: Challenges and Prospectives, New Delhi, Anamika Publishers.
- AK Sharma and Indu Sharma, (2002), Inducing Client Focus in Bureaucracy: The Citizens' Charters in India, New Delhi, Kanishka Publication.
- MP Sharma, (2014), Public Administration in Theory and Practice, New Delhi, Kitab Mahal.
- Smita Srivatava, (2011), Theory and Practice of Public Administration, Pearson.
- PB Rathod, (2004), Elements of Public Administration: Theory and Practice. New Delhi, ABD Publishers.

**POLITICS AND ADMINISTRATION IN MIZORAM  
(Major 1)**

**PA260**

**FM - 100  
Credits - 4**

**Unit I:**

- Profile of Mizoram
- Chieftainship
- Constitutional Status of Mizoram under the Government of India Acts 1919 and 1935
- Impact of British annexation on Mizoram
- British Superintendent in the Lushai Hills

**Unit II:**

- Sixth Schedule – Origin and Features
- District Councils - Powers and Functions
- Relations between State Governments and Autonomous District Councils

**Unit III:**

- Village Council System in Mizoram –Powers and Functions
- Urban Local Bodies in Mizoram – Municipalities
- Local Council System in Mizoram - Powers and Functions

**Unit IV:**

- Deputy Commissioner in Mizoram
- Inner Line Regulation (ILR)
- Mizoram Peace Accord
- Civil Societies in Mizoram – YMA and MHIP

**Suggested Readings:**

- P. Lalnithanga, (2006), Political Developments in Mizoram, Aizawl, Lengchawn Press.
- P. Lalnithanga, (2010), Emergence of Mizoram, Aizawl, Lengchawn Press.
- RN Prasad, (1998), Public Administration in North-East India, New Delhi, Vikas Publishing.
- RN Prasad, (1987), Government and Politics in Mizoram, New Delhi, Northern Book Centre.
- RN Prasad and Aggarwal, Political Development in Mizoram.
- RK Somonto (ed.), (2002), India's North-East: The Process of Change and Development, Kolkata, BK Book Agency.
- A Mackenzie and BB Roy Burman, (2004), The North-East frontiers of India, New Delhi, Mittal Publications.
- Lalneihzovi, (2006), District Administration in Mizoram, Delhi, Mittal Publication.
- SK Chaube, Hill Politics in North-East India, Calcutta, Orient Longman.
- VV Rao, A Century of Tribal Politics in North-East India, Delhi, S Chand and Company.
- Meena Sharma Barkataki (2004), British Administration in North-East India, New Delhi, Mittal Publications.
- TS Gangte (2002), Encyclopaedia of North-East India, Eastern Books



**OFFICE MANAGEMENT IN GOVERNMENT  
(Major 2/Minor)**

**PA261**

**FM - 100  
Credits - 4**

Unit I:

- Office Management - Meaning and Functions
- Office Lay-out in Government – Meaning, Aims and Objectives
- Office Furnishing

Unit II:

- Filing and Office records
- Official Communication;
- Official Reports

Unit III

- Human Resource Management – Meaning and Importance
- Preparation of Financial Sanction
- Office Conduct – Meaning and Need for Conduct Rules; Discipline – Meaning and Disciplinary Procedures in India; and Supervision - Meaning, Techniques and Significance

Unit IV:

- Office Automation: Use of Computers and the Internet in Government Offices
- e-Governance
- Challenges of Office Automation

**Suggested Readings:**

- SP Arora, (2006), Office Organisation and Management, New Delhi, Vikas Publishing.
- N Kumar, (2002), Office Organisation and Management, Anmol Publication.
- ME Thukaram Rao, (2000), Organisation and Management, Atlantic B Narayan (2010), Organisation and Management, APH Publishing.
- JN Jain, (2007), Office Management: Principles and techniques, New Delhi, Deep and Deep Publications.
- Aswathappa Reddy, (2011), Management and Organizational Behaviour, Himalaya Publishing.
- K Aswathappa, (2013), Human Resource Management, McGraw Hill.
- CSR Prabhu, (2012), e-Governance: Concepts and Case Studies.
- Richard Heeks, (2001), Reinventing Government in Information Age.
- Carl Meyar (ed.), (1992), Handbook of Modern Office Management and Administrative Service.
- Prasanta K Ghosh, (2010), Office Management, New Delhi, S Chand.

## **INTERNATIONAL ADMINISTRATION (Major 1)**

**PA300**

**FM - 100  
Credits - 4**

### **Unit I:**

- International Organisation - Meaning and Evolution till the First World War
- League of Nations – Origin and Structure, Achievements and Failures

### **Unit II:**

- United Nations – Evolution and Development
- Purposes and Principles
- United Nations Charter
- UN General Secretary – Powers and Functions

### **Unit III:**

- General Assembly
- Security Council
- ECOSOC
- Secretariat
- International Court of Justice

### **Unit IV:**

- International Labour Organisation (ILO)
- World Health Organisation (WHO)
- International Monetary Fund (IMF)
- International Bank for Reconstruction and Development (IBRD)
- World Bank

### **Suggested Readings:**

- SL Goel, (2000), International Civil Service, New Delhi, Sterling Publishers.
- Rumki Basu, (1989), Personnel Administration in United Nations, New Delhi, Sterling Publishers.
- Rumki Basu, (1989), United Nations: Structure and Functions of International Organisations, New Delhi, Sterling Publishers.
- Hans J. Margenthau, (1989), Politics among Nations: Struggle for Power and Peace, Revised edition, Kalyani publishers, New Delhi.
- KP Saxena, (2003), Reforming the United Nations: The Challenges and Relevance, New Delhi, Sage.
- John Allphin Moore Jr., (2008), The New United Nations: International Organisation in & Jerry Pubants the 21st century, Pearson Education, New Delhi, 2008.
- Samuel Huntington, (2008), The Clash of Civilisations and the Remaking of World

Order, New Delhi, Penguin Books.

- Evan Luard, (1986), *The United Nations: How it Works and What it Does*, Macmillan Press.
- HG Nicholas, (1987), *The United Nations as a Political Institution*, Oxford University Press.
- A Le Roy Bennet, (1995), *International Organisation: Principles and Issues*, Englewood Cliffs, NJ, Prentice Hall.
- D Pet and T Weiss (eds.), (1986), *The Nature of United Nations Bureaucracies*, Croom and Helm, London and Sydney.
- JA Moore and J Pubantz, (2005), *The New United Nations*, Englewood Cliffs, NJ, Prentice Hall.

## **SOCIAL WELFARE ADMINISTRATION (Major 2)**

**PA301**

**FM - 100  
Credits - 4**

Unit I:

- Social Welfare Administration – Meaning and Scope
- Social Control and Social Change
- Social Problems – Unemployment, Juvenile Delinquency, Drug Addiction

Unit II:

- Juvenile Justice Act
- Human Trafficking Act
- Domestic Violence Act
- Protection of Children from Sexual Offences Act

Unit III:

- Organisation and Functions of Central Social Welfare Board (CSWB)
- Organisation and Functions State Social Welfare Advisory Board (SSWAB)
- Relationship between CSWB and SSWAB

Unit IV:

- Role and functions of Government and Voluntary Agencies (NGOs) in Social Welfare Administration
- Creation of a Special Cadre for Social Welfare Personnel
- Social Welfare Personnel: Meaning and Needs

### **Suggested Readings:**

- SL Goel, (2010), Social Welfare Administration, Vol. 1 & 2, New Delhi, Deep and Deep Publications.
- DR Sachdeva, (2010), Social Welfare Administration in India, Allahabad, Kitab Mahal Publication.
- GB Sharma, (1970), Social Administration in India, Jaipur, Unique.
- C Lalkima, (1997), Social Welfare Administration in a Tribal State: A Case Study of Mizoram, Guwahati, United Publications.
- V Kumar, (2002), Problems and Perspectives on Social Work and Social Welfare
- R Ahuja, (2001), Social Problems in India, Rawat Publications.
- KD Gangrade, (2011), Social Legislations in India, Vol. I & II, Delhi, Concept Publishing Company.
- Encyclopedia of Social Work in India (1987), Vol. I – IV, Government of India Publications Divisions
- TN Chaturvedi and S Kohli Chandra (eds.), (1980), Social Administration: Development and Change, Delhi, IIPA

**PUBLIC FINANCIAL ADMINISTRATION IN INDIA**  
**(Major 3/Minor)**

**PA302**

**FM - 100**  
**Credits - 4**

**Unit I:**

- Financial Administration- Meaning, Scope and Significance
- Budget – Meaning and Principles
- Formulation of Budget

**Unit II:**

- Line-Item Budget
- Performance Budget
- Zero-Base Budget

**Unit III:**

- Ministry of Finance: Organisation and Function
- Reserve Bank of India: Organisation and Function
- Finance Commission: Organisation and Function

**Unit IV:**

- Audit and Account
- Comptroller and Auditor General of India (C& AG)
- Parliamentary Control: Public Account Committee, Estimate Committee

**Suggested Readings:**

- K.M.Baisye , (1992), Financial Administration, OSOMA Publishers, New Delhi.
- H.L.Batia, (2000), Public Finance in India, Vikas Publishing House, New Delhi, 2000.
- G.S. Lall, (1996), Public Finance and Financial Administration in India, Kapoor Publishers, New Delhi.
- S.L. Goel,( 2002), Public Financial Administration, Deep and Deep Publication, New Delhi.
- S. Panda, Financial Administration and Personnel Management in Public Enterprises, Mittal Publications, New Delhi, 1989.
- K.K.Sharma, (Ed.), Financial Administration in Government, Vikash Publication, New Delhi.
- M. J.K. Thavraj, (1981), Financial Administration of India, Sultan Chand and Sons, New Delhi.
- R.N.Bhargava, (1977), The Theory and Working of Union Finance in India, 5th Ed., Allahabad, Chaitanya Publishing House.
- D.N.Gadhok, (1976) Parliamentary Control Over Government Expenditure, Sterling.
- M.J.K. Thavaraj, (1970) Performance Budgeting Research Publications, New Delhi.

**CIVIL SOCIETY AND ADMINISTRATION**  
**(Major 1)**

**PA360**

**FM - 100**  
**Credits – 4**

**Unit I:**

- Civil Society – Concept and Origin
- Social Capital – Meaning and Importance
- Relation between Civil Society and Social Capital
- Civil Society and Right to Information in India

**Unit II:**

- Women Development – Self Help Groups, Gender Budgeting, Reservation Issues and Women
- Children Development – Integrated Child Development Services (ICDS), Integrated Child Protection Services (ICPS)

**Unit III:**

- Concept of Human Rights
- Universal Declaration of Human Rights
- National Human Rights Commission
- State Human Rights Commissions

**Unit IV:**

- Consumer Protection Act, 2019
- Consumer Protection Councils
- Consumer Dispute Redressal Mechanisms

**Suggested Readings:**

- Sudipta Kaviraj (ed.) (2001), Civil Society: History and Possibilities, New Delhi, Cambridge University Press.
- GK Rathod (2012), Civil Society: Views and Reviews, Viva Books Pvt. Ltd. John Field (2010), Social Capital, Taylor and Francis Publication.
- RK Gupta (et.als), Social Capital, Vol. 1 & 2, Atlantic.
- Mita Ashish Shah (2014), Gender Budgeting; Contemporary Issues and Remedies, Saviskar Publishers.
- SL Goel, (2010), Social Welfare Administration, Vol. 1 & 2, New Delhi, Deep and Deep Publications.
- DR Sachdeva, (2010), Social Welfare Administration in India, Allahabad, Kitab Mahal Publication.
- Lalhneihzovi, (2007). Women's Development in India, New Delhi, Mittal Publication.
- Marsha Bronson, (1996), Amnesty International, Orient Blackswan.

- Ed Meenu Agarwal, (2006), Consumer Behaviour and Consumer Protection in India, New Century Publication.
- Niraj Kumar, (2007), Consumer Protection in India, Books Duniya.
- BB Agarwal, (2009), (ed.), Media and Society: Challenges and Opportunities.

**POLICE ADMINISTRATION**  
**(Major 2)**

**PA361**

**FM - 100**  
**Credits - 4**

Unit I:

- Police Administration - Role and Functions
- Police Act of 1861
- Police Organisation in India - Central and State

Unit II:

- Recruitment
- Training
- Promotion

Unit III

- Crimes – Reasons for Increasing Crimes
- Bharatiya Nyaya Sanhita (BNS) and Bharatiya Nagarik Suraksha Sanhita (BNSS)
- Investigative Agencies – CBI, NIA, IB and CID

Unit IV:

- Citizens' Grievances against Police Personnel
- Grievances of Police and Redressal Machinery
- Reforms in Police Administration

**Suggested Readings:**

- JC Chaturvedi, (2006), Police Administration and Investigation of Crimes, Isha Books.
- James Vadackumchery, (2003), Policing the Police, New Delhi, Kaveri Books
- PD Sharma, (1981), Police, Polity and People in India, New Delhi, Uppal Publishing House.
- KM Mathur, (1991), Police in India: Problems and Perspectives, Gyan Publishing House.
- Shanker Sen, (2000), Police in Democratic Societies, Gyan Publishing House.
- MB Chande, (1997), The Police in India, Atlantic.
- Arvind Verma, (2005), The Indian Police: A Critical Evaluation, Daya Publishing House.
- Dalbir Bharti, (2006), Police and People: Role and Responsibilities, APH Publishing
- KS Subramaniam and Arvind Verma, (2013), Understanding the Police in India, Lexis Nexis.
- Kumar Praveen, (2009), Indian Police, America Star Books.
- Aparna Srivastava, (1999), Role of Police in a Changing Society, APH Publishing.
- KFM Rustamji and SK Ghosh, (1993), Encyclopedia of Police in India, Vol 1, 2 & 3, APH Publishing.



**TRIBAL DEVELOPMENT ADMINISTRATION**  
**(Major 3)**

**PA362**

**FM - 100**  
**Credits - 4**

**Unit I:**

- Tribes – Meaning, Concept and Characteristics
- Importance of Tribal Development
- Characteristics of Indian Tribes

**Unit II:**

- Tribes Advisory Council
- Constitutional Provisions for the Tribal in India
- Policies and Programmes for Tribal Development in India

**Unit III**

- Ministry of Tribal Affairs – Organisation and Functions
- National Commission for Scheduled Tribes
- Socio-Political Movements and Tribal Development

**Unit IV:**

- Land Alienation Among the Tribal
- Indebtedness and Economic Bondage Among the Tribal
- Cultural Identity Crises

**Suggested Readings:**

- PK Mohanty, (2003), Encyclopedia of Primitive Tribes in India. New Delhi, Gyan Publishing.
- Sarthak Sengupta, (2003), Tribes of North\_East India. New Delhi, Gyan Publishing
- Rabinarayan Misra (2006), Tribal Development: Post Globalisation. New Delhi, Discovery Publishing House.
- Sachindra Narayan, (2003), The Dynamics of Tribal Development: Issues and Challenges. Gyan Publishing.
- RD Tribhuwan, (2000), Studies in Tribal, Rural and Urban Development. Vol. 1 & 2, Discovery Publishing House.
- NK Pand, (2006), Policies, Programmes *and Strategies for Tribal Development: A Critical Appraisal*. Kalpaz Publication.
- Chaturbhuj Sahu, (2009), Approaches of Tribal Development. Adhyayan Publishers.

**RURAL DEVELOPMENT ADMINISTRATION**  
**(Major 4/Minor)**

**PA363**

**FM - 100**  
**Credits – 4**

**Unit-I**

- Rural Development – Meaning, objectives and importance
- Measures of Development – Per Capita Consumption Expenditure (PCCE), Per Capita Consumption Expenditure on Community Facilities and Services (PCCS), Composite Index of Rural Development (CIRD), Physical Quality of Life Index (PQLI), and Human Development Index (HDI)

**Unit-II**

- Rural Economy and its Contribution to National Economy
- Organisational Structure of Rural Development at Central, State, District, Block and SIRD

**Unit-III**

- Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)
- National Rural Livelihood Mission
- National Rural Health Mission

**Unit-IV**

- Rural Credit – Institutional and Non-institutional (NABARD, Rural Cooperative Societies, Rural Banking)
- Problems and Challenges of Rural Development

**Suggested readings:**

- A.R. Desai, (1986), Agrarian Struggles in India: After Independence. Oxford University Press.
- Barath Dogra, (1984), Poverty, Development, and Poverty. New Delhi.
- B.D.S. Bhadouria and V.P. Dubey, (1989), Panchayati Raj and Rural Development. Commonwealth Publishers, New Delhi.
- B.S. Khanna, (1992), Rural Development in South Asia. Deep and Deep, New Delhi.
- Danny Burns, et.al., (1994), The Politics of Decentralisation: Revitalising Local Democracy. Macmillan, London.
- G. Ram Reddy and Haragopal.G., (1984), Public Policy and Rural Poor in India. Concept Publishing
- George Mathew, (1994), Panchayati Raj in India: From Legislation to Movement. ISS, New Delhi.
- House. J. Harris (Ed)., (1982), Rural Development. Hutchison University Library.
- Jain L.C, et.al, (1986), Grass without Roots; Rural Development Under Government Auspices. Sage.

- K.C. Sivaramakrishnan, et. al., (1993), Urbanisation in India: Basic Services. ISS, New Delhi.
- M.A. Oommen, (1995), Devolution of Resources from the State to the Panchayati Institutions. ISS, New Delhi.
- M.A. Oommen and Abhijit Datta, (1995)., Panchayats and their Finance. ISS, New Delhi.
- Mohit Bhattacharya, (1976), Management of Urban Government in India. Uppal, New Delhi.
- Peter Oakley, (1991), Projects with People: The Practice of Participation in Rural Development. ILO
- R. C. Choudahry and S.P. Jain (eds.), (2001), Patterns of Decentralized Government in Rural India. NIRD, Hyderabad.
- R. Chambers, (1983), Rural Development: Putting the Last First. Priorities in Rural Development. Orient Longman.
- Ramesh K. Arora and Rajni Goyal, (1996), Indian Public Administration. Vishwa Prakashan, New Delhi.
- S.N. Mishra, (1996), New Panchayati Raj in Action. Mittal Publication, New Delhi.
- S.R. Maheshwari, (2003), Local Government in India. Lakshmi Narain, Aggarwal.
- Surinder S. Jadka (Ed.), (2012), Village Society. Orient Black Swan.
- S.N. Misra, (1981), Rural Development and Panchayati Raj. Concept Publishing Company.
- Vasant Desai, (2015), Rural Development in India. Himalaya.

## **PUBLIC POLICY (Major 1)**

**PA400**

**FM - 100  
Credits – 4**

Unit I:

- Public Policy - Meaning, Scope and Significance
- Types of Public Policy - Distributive, Redistributive, Regulatory, Liberal, Conservative

Unit II:

Approaches to Public Policy - Incremental Theory, Systems Analysis, Institutional Approach, Elite Theory, Rational Theory, Public Choice Theory

Unit III:

- Policy formulation- Process and Role of Political parties, pressure groups, mass media and citizens

Unit IV:

- Policy implementation - Role of Bureaucracy, Legislature, Judiciary, Community Groups

### **Suggested Readings:**

- Ramesh Kumar Tiwari, AashaKapur Mehta, Public Policy and Administration: Formulation, Implementation and Evaluation, (2012), Gyan Publishing House.
- J.E.Anderson, (1990), Public Policy Making, Boston, Haughton, Mifflin.
- T.Dye (1997), Understanding of Public Policy, 9thEdt. Engewood Cliffs New Jersey, Prentice Hall,
- R.K.Sapru, (1994), Public Policy Formulation, Supplementation and Evaluation, New Delhi, Sterling,
- L.N.Gerston, (1997), Public Policy Making : Process and Principles, London, M.E.Sharpe.
- W.N.Dunn, (1993), Public Policy Analysis : An Introduction, Prentice Hall, New Jersey.
- K.Disch, (1990), Policy Making in India, New Delhi, Publication Division.
- Charles E.Lindblom, (1998), The Policy Making Process, Englewood Cliffs, N.J.Prentice-Hall.
- Pradeep Sahni, (1987), Public Policy Conceptual Dimensions, New Delhi, KitabMahal.
- R.S.Ganapathy, S.R.Ganesh, R.M.Maru, Samuel Paul, Ram Mohan Rao, (Eds.), Public Policy and Policy Analysis, New Delhi, Sage Publications.
- Harold D.Lasswell, "Policy Sciences" in International Encyclopaedia of Social Sciences, Vol.12, pp. 181-189.
- Graig Liskie and others (1990), Public Policy : Issues, Theories and Methods.
- Thomas R.Dye, (1991), Understanding Public Policy, New Jersey, Prentice-Hall.
- Paul H.Appleby, (1999), Policy and Administration, The University of Alabama Press.
- Pradeep Saxena, (2005), Public Policy Administration, Jaipur, RBSA Publishing

## **E-GOVERNANCE (Major 2/Minor)**

**PA401**

**FM - 100  
Credits - 4**

### **Unit-I:**

- Governance – Meaning and Nature
- Good Governance – Meaning, Characteristics and Barriers
- Citizens Charter

### **Unit– II:**

- E-governance – Meaning and Significance
- Development of e-Governance
- Types of e-Governance

### **Unit– III:**

- IT Act of 2000 - Salient features
- National E-Governance Programme
- Digital India- Objectives and Advantages

### **Unit – IV:**

- Issues and Challenges: e-Readiness, Digital Divide, Resistance to Change and Skills and Competency

### **Suggested readings:**

- J Satyanarayana, (2013), e-Government: The Science of the Possible, Prentice Hall of India, New Delhi. Agarwal, Ashok (ed) (2008). E-governance: Case studies, Universities Press, Hyderabad.
- Subhash Bhatnagar, (2009), Unlocking e-government potential: concepts, cases and practical insights, Sage, New Delhi.
- Nityesh Bhatt and Akshai Aggarwal, (eds), (2001), E-governance policies and practices, Excel India Publishers, New Delhi.
- Jaijit Bhattacharya, (2011), e-Gov 2.0: policies, processes and technologies. 1st edn, Tata McGraw Hill, New Delhi.
- Richard Heeks, (1999), Reinventing government in the information age, Routledge, London.
- Richard Heeks, (2006), Implementing and managing e-government: an international text, Vistaar Publications, New Delhi.
- John Mathiason, (2009), Internet governance: the new frontier of global institutions, Routledge, New York.
- J Satyanarayana, (2012), Managing transformation: objective to outcomes, Prentice Hall India, New Delhi.
- Pankaj Sharma, (2010), E-governance, APH Publishing Corporation. New Delhi.
- R.P Sinha, (2006). E-governance: Initiatives and Issues, Concept Publishers, New Delhi.
- Andy Taylor, (ed)(2014).Information Security Management: Management Principles, Viva Books Pvt Ltd, New Delhi

## **RESEARCH METHODOLOGY** **(Major 3/Minor)**

**PA402**

**FM - 100**

**Credits - 4**

### **Unit I:**

- Research – Meaning, Nature and Scope
- Types of Research
- Research Process
- Research Design
- Hypothesis/Research Questions

### **Unit II:**

- Sources of Data
- Interview Schedule
- Questionnaire
- Case Study
- Sampling
- Survey

### **Unit III:**

- Observation
- Focus Group Discussion
- Participatory Rural Appraisal
- Research Ethics and Plagiarism

### **Unit IV:**

- Meaning of Interpretation
- Technique of Interpretation
- Significance of Report Writing
- Different Steps in Writing a Report
- Precautions for Writing Research Reports

### **Suggested Readings:**

- B.L. Garg, R. Karadia, F. Agarwal, and U. K. Agarwal, (2002), An Introduction to Research Methodology, RBSA Publisher.
- C.R. Kothari, (1990), Research Methodology: Methods and Techniques. New Age International.
- S.C. Sinha and A.K. Dhiman, (2002), Research Methodology, Ess Ess Publications. 2 volumes.
- W.M.K .Trochim, (2005, Research Methods: The Concise Knowledge Base, Atomic Dog Publishing.
- S.M. Coley and C. A. Scheinberg, (1990), "Proposal Writing", Sage Publications.

- C.R. Kothari, (2009), Research Methodology: Methods and Techniques, New Age International.
- J.T. Doby, (2000), An Introduction to Social Research, New York, Appleton.
- A.R. Tyagi, (1990), Scientific Method in Public Administration, London, Harper and Row.

## **ENVIRONMENTAL ADMINISTRATION (Major 1)**

**PA460**

**FM - 100  
Credits - 4**

### **Unit-I:**

- Environment – Meaning and Importance
- Environmental Administration –Concept
- Environmental Issues - Population, Sustainability, Global Warming and Climate Change

### **Unit-II:**

- Environment and Development
- Environment and Planning
- Environmental Policies of Government of India

### **Unit-III:**

- Environmental Protection–UNEP, World Bank, Central Government, State Department and Civil Society.

### **Unit-IV:**

- Impact of Urbanization and Industrialization on Environment;
- Solid Waste Management and Recycling
- Wild Life Conservation

### **Suggested Readings:**

- A.K.Jain, (2008), A.Sustainable Vision for Urban India, New Delhi :Gyan Books.
- Krishan Saigal,( 2008), Sustainable Development, New Delhi: Gyan Books.
- Stiling, (2008),, Ecology – Theories and Applications, New Delhi: Prentice-Hall of India, 4th Edition.
- Kothari,( 2008) etal.,Renewable Energy Sources and Emerging Technologies, New Delhi : Prentice- Hall of India.
- Sengar,( 2008), Environmental Laws, New Delhi : Prentice-Hall of India,.
- Lincoln Allison, Environmental Planning : A Political and Philosophical Analysis, London : George Allen and Unwin, 1995.
- J.William Baumol and Dates E.Wallace, (1998), The Theory of Environment Policy, Cambridge : Cambridge University Press.
- N.L.Richard Andrews, (1995), Environmental Policy and Administrative Change : Implementation of the National Environmental Policy Act, Lexington : Lexington Books.
- R.Frederick Anderson, (1998), Environmental Improvement through Economic Incentives, Baltimore, John Hopkins.
- Guy Benveniate,(1990), Regulation and Planning : The Case of Environmental Politics, Boyd and Fraser.
- Peter Bartelmus, (1996) Environment and Development, London, Allen and Unwin,.



- Gopal Bhargava,(1991) Environmental Pollution and Law, Bombay, Commerce Pamphlets.
- Paras Diwan (ed.), (1997), Environment Protection : Problems Policy Administration, New Delhi, Deep and Deep.

## **DEVELOPMENT ADMINISTRATION IN INDIA (Major 2)**

**PA461**

**FM - 100  
Credits - 4**

### **Unit I**

- Development - Concept and Dimensions
- Development Administration - Meaning, Nature and Scope
- Development Administration and Administrative Development.
- Traditional and Development Administration

### **Unit II**

- Approaches – Western Liberal, Marxist and Gandhian
- Riggs Model of Development Administration

### **Unit III:**

- NITI Aayog
- State Planning Board
- District Planning Committee

### **Unit IV:**

- People's Participation in Development process
- Role of Bureaucracy in Development
- Sustainable Development Goals and its significance

### **Suggested Readings:**

- RK Sapru, (2012), Development Administration, New Delhi, Sterling Publishers.
- Naryan Hazary, (2005), Development Administration, New Delhi, APH Publishing.
- SA Palekar, (2012), Development Administration, New Delhi, PHI Publishing.
- Pradeep Sahni and Uma Medury, (2012), Governance for Development: Issues and Strategies, New Delhi, PHI.
- Michael Anthony Tarallo, (2012), Public Administration: Key Issues challenging Practitioners, Author house.
- AK Sharma, (2004), Bureaucracy and Decentralisation, New Delhi, Mittal.
- Sunil Dutt and Rakesh Hooja, (2008), District Administration: Redefining the Development Role, New Delhi, Kanishka.
- JK Chopra, (2004), Bureaucracy and Public Administration, Commonwealth Publishers.
- Laxmi Sharma, (2009), Bureaucracy in Public Administration Neha Publishers and Distributors.
- SL Goel, (2010), Development Administration: Potentialities and Prospects, New Delhi, Deep and Deep.
- PB Rathod, (2004), Elements of Public Administration: Theory and Practice, ABD Publishers.

**RESEARCH PROJECT/ DISSERTATION**

**RPD470**

**FM - 100**  
**Credits - 12**

**OR**  
**ENVIRONMENTAL ADMINISTRATION**  
**(Major 1)**

**PA460**

**FM - 100**  
**Credits - 4**

Unit-I:

- Environment – Meaning and Importance
- Environmental Administration –Concept
- Environmental Issues - Population, Sustainability, Global Warming and Climate Change

Unit-II:

- Environment and Development
- Environment and Planning
- Environmental Policies of Government of India

Unit-III:

- Environmental Protection–UNEP, World Bank, Central Government, State Department and Civil Society.

Unit-IV:

- Impact of Urbanization and Industrialization on Environment;
- Solid Waste Management and Recycling
- Wild Life Conservation

**Suggested Readings:**

- A.K.Jain, (2008), A.Sustainable Vision for Urban India, New Delhi :Gyan Books.
- Krishan Saigal,( 2008), Sustainable Development, New Delhi: Gyan Books.
- Stiling, (2008),, Ecology – Theories and Applications, New Delhi: Prentice-Hall of India, 4th Edition.
- Kothari, ( 2008) etal.,Renewable Energy Sources and Emerging Technologies, New Delhi : Prentice- Hall of India.
- Sengar, ( 2008), Environmental Laws, New Delhi: Prentice-Hall of India.
- Lincoln Allison, Environmental Planning: A Political and Philosophical Analysis, London: George Allen and Unwin, 1995.
- J.William Baumol and Dates E.Wallace, (1998), The Theory of Environment Policy, Cambridge : Cambridge University Press.
- N.L.Richard Andrews, (1995), Environmental Policy and Administrative Change: Implementation of the National Environmental Policy Act, Lexington: Lexington Books.
- R.Frederick Anderson, (1998), Environmental Improvement through Economic Incentives, Baltimore, John Hopkins.
- Guy Benveniate, (1990), Regulation and Planning: The Case of Environmental Politics, Boyd and Fraser.

- Peter Bartelmus, (1996) Environment and Development, London, Allen and Unwin,.
- Gopal Bhargava,(1991) Environmental Pollution and Law, Bombay, Commerce Pamphlets.
- Paras Diwan (ed.), (1997), Environment Protection : Problems Policy Administration, New Delhi, Deep and Deep.

## **DEVELOPMENT ADMINISTRATION IN INDIA (Major 2)**

**PA461**

**FM - 100  
Credits - 4**

### **Unit I**

- Development - Concept and Dimensions
- Development Administration - Meaning, Nature and Scope
- Development Administration and Administrative Development.
- Traditional and Development Administration

### **Unit II**

- Approaches – Western Liberal, Marxist and Gandhian
- Riggs Model of Development Administration

### **Unit III:**

- NITI Aayog
- State Planning Board
- District Planning Committee

### **Unit IV:**

- People's Participation in Development process
- Role of Bureaucracy in Development
- Sustainable Development Goals and its significance

### **Suggested Readings:**

- RK Sapru, (2012), Development Administration, New Delhi, Sterling Publishers.
- Naryan Hazary, (2005), Development Administration, New Delhi, APH Publishing.
- SA Palekar, (2012), Development Administration, New Delhi, PHI Publishing.
- Pradeep Sahni and Uma Medury, (2012), Governance for Development: Issues and Strategies, New Delhi, PHI.
- Michael Anthony Tarallo, (2012), Public Administration: Key Issues challenging Practitioners, Author house.
- AK Sharma, (2004), Bureaucracy and Decentralisation, New Delhi, Mittal.
- Sunil Dutt and Rakesh Hooja, (2008), District Administration: Redefining the Development Role, New Delhi, Kanishka.
- JK Chopra, (2004), Bureaucracy and Public Administration, Commonwealth Publishers.
- Laxmi Sharma, (2009), Bureaucracy in Public Administration Neha Publishers and Distributors.
- SL Goel, (2010), Development Administration: Potentialities and Prospects, New Delhi, Deep and Deep.
- PB Rathod, (2004), Elements of Public Administration: Theory and Practice, ABD Publishers.

## **DISASTER MANAGEMENT (Major 3)**

**PA462**

**FM - 100  
Credits - 4**

### **Unit I:**

- Disaster - Concept and Meaning
- Natural Disaster – Flood, Drought, Earthquake, Landslides, Cyclone, Epidemics
- Manmade Disaster - Air and Water Pollution, Deforestation, Fire, Terrorism

### **Unit II:**

- Disaster Management - Meaning, Nature and Objectives
- Disaster Management Policy in India
- Disaster Management Act 2005

### **Unit III:**

- National Disaster Management Authority - Organisation and Functions
- Role of Central, State and Local Level in Disaster Management
- Role of ICT in Disaster Management

### **Unit IV:**

- Identification of various risks
- Preparedness and Planning
- Relief and Rehabilitation

### **Suggested Readings:**

- Ayaz Ahmad, (2004), "Disaster Management through the New millennium" Anmol Publication, New Delhi.
- Bhargava, Gopal, Environmental Challenges and Ecological Disaster: Global perspective by Gopal Bhargava, New Delhi: Mittal; 1992.
- Kieth Smith, Environmental Hazards, Routledge, 1996.
- Pradeep Sahani, Alka Dhamija, "Disaster Mitigation: Experience and Reflections, Prentice Hall of India, New Delhi, 2001.
- Sinha, Prabhas C. (2006), "Disaster Relief Rehabilitation and Emergency Humanitarian Assistance, S.B.S. Publishers & Distributors Pvt. Ltd.

## **COMPARATIVE PUBLIC ADMINISTRATION (Major 4)**

**PA463**

**FM - 100  
Credits - 4**

### **Unit-I:**

- Comparative Public Administration: Meaning, Nature, Scope and Significance
- Evolution of Comparative Public Administration

### **Unit -II:**

- Approaches to the Study of Comparative Public Administration- Institutional, Behavioural Approach, Systems Approach, Structural Functional and Ecological Approach.

### **Unit-III:**

- Models of Comparative Public Administration with special reference to Agraria– Industria Models, Fused–Prismatic–Diffracted Model, Prismatic–Sala Model, Bazaar Canteen Model.
- Max Weber’s Bureaucratic Model.

### **Unit- IV:**

- Comparative Study of Administrative Systems- UK, USA, France and China

### **Suggested Readings:**

- Ferrel Heady (ed.) (1978), Comparative Public Administration, Michigan, Michigan University.
- Ferrel Heady (1966) Public Administration: A Comparative Perspective, N. J. Englewood Cliffs.
- F. W. Riggs (1961) Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co., 1904. 4. — The Ecology of Public Administration, Bombay, Asia Publishing House.
- Fred W. Riggs and Edward Weidner (1963), Models and Priorities in the Comparative Study of Public Administration.
- Ramesh K. Arora (2000) Comparative Public Administration, New Delhi, Associated Publishing House.
- R.K. Arora and Sangeeta Sharma (1992) Comparative and Development Administration Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change.
- R.B. Jain (1978) Comparative Aspects of Public Administration in Robert Wilnks (ed.). Other views and other visions, Greenwood Press.
- R.B Jain, “The State & Comparative Public Administration”, Indian Journal of Public Administration, New Delhi, Vol. 7 (Oct.–December, 1991).
- T.N. Chaturvedi (2003) Comparative Public Administration, Jaipur, College Book Depot, 2003.
- T.N. Chaturvedi (1994) Tulnatmak Lok Prashashan, Jaipur, College Book Depot.



**ADMINISTRATIVE ETHICS**  
**(Major 5)**

**PA464**

**FM - 100**  
**Credits - 4**

Unit I:

- Administrative Ethics – Meaning, Determinants, and Importance
- Salient Aspects of Administrative Ethics
- International Codes of Ethics
- Nolan's 7 Principles on Ethics

Unit II:

- Ethics and Values – Role of family, Society, Educational Institutions, Mass Media
- Attitude - Contents, Structure and Functions

Unit III:

- Foundational Values for Civil Servants – Integrity, Impartiality, Neutrality and Anonymity
- Probity and Governance

Unit IV:

- Change and Conflict Management
- Organisational development and effectiveness through ethical behaviour.

*Suggested Readings:*

- J. Michael Martinez, Richardson, William D., ( 2008), Administrative Ethics in the Twenty-first Century, Peter Lang Publishing Inc.
- Terry L Cooper, ( 2000), Handbook of Administrative Ethics, CRC Press; 2<sup>nd</sup> edition
- Terry L Cooper, (2012), The Responsible Administrator: An Approach to Ethics for the Administrative Role, Wiley Pub.
- Stephen P. Robins, (2008), Organizational Behavior, PHI Learning / Pearson Education.
- Fred Luthans, (2001), Organizational Behaviour, McGraw Hill,
- Hunt Schermerhorn and Osborn, (2009) Organizational Behaviour, John Wiley.