



# University of Rajasthan Jaipur

## SYLLABUS

### M.A. Public Administration (Semester Scheme)

I & II Semester - 2023-2024  
III & IV Semester - 2024-2025

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## Scheme of Examination for M.A. (Public Administration)

Each Question paper shall be of three hours duration and of 100 marks. Each question paper shall consist three parts.

Part – I – Shall carry 20 marks and shall consist of 10 compulsory questions of 2 marks each to be answered in max. 50 words.

Part – II - Shall carry 20 marks and shall consist of 4 compulsory questions of 5 marks each to be answered in 100 words.

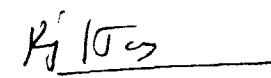
Part – III - This part of the question paper shall carry 60 marks. This part shall divided into 3 sections each consist of 2 essay type question of 20 marks each. Candidate will be required to attempt one question from each unit and 3 questions in all.

### Course Structure:-

The details of the courses with code, title and the credits assign are as given below abbreviations used.

### Course Category:-

CCC	Compulsory Core Course
ECC	Elective Core Course
OEC	Open Elective Course
SC	Supportive Course
SSC	Self Study Core Course
SEM	Seminar
PRJ	Project Work
RP	Research Publication

  
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**Contact Hours**

L	-	Lecture
T	-	Tutorial
P	-	Practical or other
S	-	Self Study

**Relative Weights**

IA	Internal Assessment (Attendance/Classroom Participation/Quiz / Home Assignment etc)
ST	Sessional Test
EoSE	End of Semester Examination



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M.A (Public Administration) is a two year programme consisting of four semesters with twelve compulsory core courses (CCC) and twelve Elective Core Course (ECC) with six credits for each course. The syllabus for all the courses is given below.

Total Courses	12 Compulsory Core Courses (CCC)
	12 Elective Core Courses (ECC)
Total Credits	144 Credits (24X6 = 144)

**Scheme of Examination:-** 100 marks in each course in semester grade point average (SGPA) (Through continuous Assessment consist of Internal Assessment (Sessional Test). 100 marks in each course in end of semester examination (EoSE).

The candidate has to secure a semester grade point average (SGPA) of 1.5(25%) in the continuous assessment with minimum requirement of 75% attendance in each course after that the candidate is eligible for EoSE.

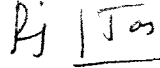
  
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**M.A. Public Administration**

**(Semester Scheme)**

**M.A. First Semester**

S.No.	Subject Code	Course Title	Course Category	Credits
<b>Compulsory Core Courses (All are Compulsory)</b>				
1.	PAD – 101	Introduction to Public Administration	CCC	6
2.	PAD – 102	Comparative Public Administration	CCC	6
3.	PAD – 103	Public Personnel Administration	CCC	6
<b>Elective Core Courses (Select any three)</b>				
4.	PAD – A01	Research Methodology	ECC	6
5.	PAD – A02	Administrative Law and Governance	ECC	6
6.	PAD – A03	Politics and Administration	ECC	6
7.	PAD – A04	Urban Governance	ECC	6

  
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Semester - I

PAD- 101

## INTRODUCTION TO PUBLIC ADMINISTRATION

**Objective:** Public Administration has an important role to govern the society. It forms the bridge between the rulers and the ruled. The main objective of this paper is to introduce the basics of administration and transformations took place in this discipline. It stresses upon to understand the growth and emerging issues of this subject. Reader would be able to analyse the evolution, fundamental concepts and further developments of the discipline.

### UNIT I

Public Administration: Meaning, Nature, Scope and Importance. Evolution of the Discipline: Politics-Administration Dichotomy to Present Status. Public Administration: Science or an Art. Public Administration Relationship with other Social Sciences- Economics, Sociology, Law & Political Science. State Vs Market Debate

### Unit II

Organization- Meaning and Bases of Formation. Formal and Informal Organization- Meaning & Features. Hierarchy, Unity of Command, Span of Control, Delegation, Centralization and Decentralization, Co-Ordination, Supervision, Line, Staff & Auxiliary Agencies.

### Unit III

New Public Administration (Minnowbrook I, II, & III), Public Choice Theory, Critical Theory, New Public Management, Post NPM Thought & New Public Service. Globalization and Public Administration. Status of Public Administration during Post Modernism Period.

### Suggested Readings:

- Henry Nicholas, *Public Administration and Public Affairs*, New Delhi: Prentice Hall, 2013.
- Denhardt Janet.V & Denhardt Robert.B (eds), *The New Public Service: Serving, Not Steering*, New York: M.E. Sharpe, 2007.
- Denhardt Janet.V & Denhardt Robert.B, *Public Administration: An Action Orientation*, Wadsworth, 2008.

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- Naidu S.P, *Public Administration: Concepts and Theories*, New Delhi: New Age International, 2015.
- Avasthi.A & Maheshwari.S, *Public Administration*, Agra: Lakshminarain Agarwal, 2012.
- O'Leary, Rosemary etal (eds), *The Future of Public Administration around the World: The Minnowbrook Perspective*. D.C: George Town University Press.
- Sharma.M.P, Sadhana B.L & Kaur Harpreet, *Public Administration in Theory and Practice*, Allahabad: Kitab Mahal, 2010.
- Sharma M.P, Sadhana B.L & Kaur Harpreet, *Lok Prashasan: Siddhanth Evam Vyavahar*, Allahabad: Kitab Mahal, 2010.
- Avasthi.A & Maheshwari.S, *Lok Prashasan*, Agra: Lakshminarain Agarwal, 2017.
- Shafritz, J.M., Russell, E.W. & Borick, P. Christopher., *Introducing Public Administration*, Routledge, 2012.
- Rosenbloom, H. David. & Kravchuk, S. Robert., *Public Administration*, McGraw Hill, 2004.

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PAD- 102

**COMPARATIVE PUBLIC ADMINISTRATION**

**Objective:** Comparative studies came after the World War II, and it occupied prominent place in public administration discipline. This paper will give comparative study of cross-national settings and makes to understand the mechanisms of different administrative systems. Students will be able to analyse the basics, theoretical aspects and administrative dynamics in various nations.

**Unit I**

Comparative Public Administration: Meaning, Nature, Scope, Evolution, Characteristics and Significance. Environment of Administration: Social, Political, Economic and Cultural. Public Administration and Environment- Relationship and Challenges. Critique of Comparative Public Administration.

**Unit II**

Approaches: Institutional & Neo-Institutional, Systems, Ecological & Behavioural. Contribution of F.W.Riggs: Structural –Functional Approach, Fused- Prismatic – Diffracted Models. Theory of Prismatic Society (Sala Model, Bazar Canteen and Prismatic Society Revisited) and Development Models. Relevance of Riggs Comparative Approach in Present Context. Administration of Development and Administrative Development: Concept, Issues and Challenges.

**Unit III**

Administrative Systems: Salient Features of Administrative Systems of UK, USA France, China & Switzerland. British Treasury and Cabinet, Executive Office of President of USA, Independent Regulatory Commissions in USA, France's Conseil d' Etat & Ombudsman in Sweden. Civil services in UK, USA, France & Switzerland and their comparison with Indian Civil Services

**Suggested Readings:**

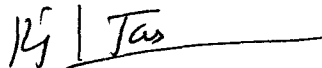

- Ali Farazmand, *Handbook of Comparative and Development Public Administration*, New York: Marcel Dekker, 2001.
- Raphaeli.N, *Readings in Comparative Public Administration*, Boston, Massachusetts: Allyn & Bacon, 1967.

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- Riggs F.W, *The Ecology of administration*. Bloomington: Indiana University, 1970.
- Waldo D, *Comparative Public Administration Prologue, Performance and Problems*. IJPA, 24(3), 177-216, 1963.
- Heady F, *Public Administration: A Comparative Perspective* (6<sup>th</sup> ed), New York: CRS, 2001.
- Kataria Surender, *Tulnatmak Lok Prashasan*, Jaipur: RBSA Publishers, 2001.
- Chaturvedi T.N, *Tulnatmak Lok Prashasan*, Jaipur: College Book Depot, 1994.
- Arora, Ramesh K., *Comparative Public Administration*, New Delhi: Associated Publishing House, 2003.

  
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PAD- 103

## Public Personnel Administration

**Objective:** Personnel form the core of administrative system and they act as the bridge between the ruler and the ruled. This paper introduces the types of bureaucracy and their role in democratic system. It also discusses about the classification of services and the major issues related to Indian civil services. Reader will gain the ability to assess the role of Personnel Administration.

### Unit I

Public Personnel Administration- Meaning, Nature, Scope, Evolution, and Significance. Concept of Meritocracy. Bureaucracy- Meaning, Concept, Evolution and Features. Types of Bureaucracy with reference to Morstein Marx & Merle Fainsod. Role of Bureaucracy in Administrative Setup.

### Unit II

Types of Classification-Rank and Position. Civil Services in India- Constitutional Provisions. Classification, Recruitment, Training and Institutes, Salary System, Code of Conduct and Disciplinary Action (All India Services & Central Services). UPSC and SSC- Composition, Powers and Functions.

### Unit III

Major Issues: Generalist and Specialist Controversy, Ethics and Accountability in Civil Services, Neutrality and Anonymity. Political Rights and Right to Strike of Civil Servants in India. Recent Trends in Indian Civil Services. Lateral Entry in Civil Services.

### Selected Readings:

- Maheshwari S.R., *Public Administration in India: The Higher Civil Service*, New Delhi: OUP, 2005.
- Arora Ramesh K. & Goyal Rajni, *Indian Public Administration: Institutions and Issues*, New Delhi: New Age International, 2013.
- Goel S L., *Public Personnel Administration*, New Delhi: Deep & Deep Publishers, 2004.

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- O'Stahl Glenn, *Public Personnel Administration.*, New York: Harper and Row Publishers, 1983.
- Hays and Kearney R C., *Public Personal Administration: Problems and Prospects*, New Jersey: Prentice Hall, Englewood Cliffs, 2003.
- Jain C M., *Public Personnel Administration*, Jaipur: College Book Depot, 2003.
- Chaturvedi C L., *Manav Sansadhan Prabhandan*, New Delhi: Mahavir Book Depot, 2014.

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PAD-A01  
RESEARCH METHODOLOGY

**Objective:** Research paves way for problem solving in quest for scholar's knowledge. The progress of a discipline depends upon the research done in different areas of the subject by the academicians. This course is intended to expose the introductory concepts along with qualitative and quantitative research. The reader will be able to understand the theoretical and practical aspects in research.

**Unit I**

Social Research: Meaning, Nature, Types and Objectives. Method and Methodology. Role of Research Methodology in Social Science with Special Reference to Public Administration. Objectivity in Social Science Research. Relationship between Theory and Fact. Role of Qualitative Methods in Public Administration.

**Unit II**

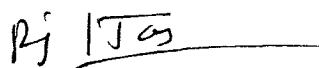
Concept- Epistemology, Objectivism, Positivism & Anti Positivism. Scientific Method- Concept, Various Stages and Features. Theory building in Public Administration. Basic Elements of Scientific Method, Deductive and Inductive Method. Logic of Scientific Enquiry.

**Unit III**

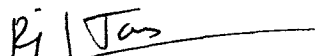

Research Design: Meaning, Types & Identification of Research Problem, Variables-Meaning & Types. Hypothesis- Meaning, Types, Importance and Sources. Difficulties in Formulation & Testing of Hypothesis. Qualities of a Workable Hypothesis.

**Suggested Readings:**

- Bryman Alan, *Social Research Methods*, New Delhi: Oxford University Press, 2012.
- Chawla Deepak and Neena Sondhi, *Research Methodology- Concepts and Cases*, New Delhi: Vikas Publishing, 2011.
- Babbie Earl, *The Practice of Social Research*, Belmont (US): Thomson, 2007.

  
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- Goode William J. and Paul Hatt K., *Methods in Social Research*. USA: McGraw Hill Book Company, 2006.
- Kothari CR. & Garg Gaurav, *Research Methodology- Methods and Techniques*, New Delhi: New Age, 2014.
- McNabb David E., *Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches*. New York: M.E.Sharpe, 2013.
- Miller Gerald J. & Kaifeng Yang, *Handbook of Research Methods in Public Administration*, CRC Press, 2007.
- Kerlinger Fred N., *Foundations of Behavioural Research*, New Delhi: S Chand, 2000.

  
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PAD – A02

## ADMINISTRATIVE LAW AND GOVERNANCE

**Objective:** Administrative Law is the law related to administration. Enhanced public policies have given enormous powers in the hands of administration. In their enthusiasm to enforce strict laws, sometimes administration may fringe public liberties. Mechanism has been devised to control the administrative abuse of power. This course will bring some insight to the students about the basics of Administrative Law and its concepts.

### Unit I

Administrative Law: Meaning, Nature and Scope. Causes for its Growth and Sources of Administrative Law. Relation between- Law & Public Administration, Constitutional Law and Administrative Law. Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances & Principles of Natural Justice.

### Unit II

Evolution of Administrative Law in France. Conseil d'Etat- Composition, Powers and Functions. Court of Cassation in France- Composition and Functions. Administrative Action- Meaning and Classification. Delegated Legislation- Meaning, Types, Causes for its Growth, Advantages and Disadvantages. Concept of Sub Delegation.

### Unit III

Administrative Adjudication-Meaning, Scope and Causes for its Growth. Review of Administrative Acts and Redressal of Grievances – Vigilance and Control. Administrative Tribunals (With Reference to Rajasthan Civil Services Appellate Tribunal)- Meaning, Composition and Features. National Green Tribunal – Organization, Powers, Functions and its Importance.

### Suggested Readings

- Aradhe Alok and GP Singh, *Principles of Administrative Law*, New Delhi: LexisNexis, 2013.

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- Cane Peter, *Administrative Law*, New York: Oxford University Press, 2011.
- Friedmans, *Administrative Law*, Harcourt Professional Publishing, 2010.
- McGarry John, *Constitutional and Administrative Law*, London: Routledge, 2013.
- Kesari UP D., *Administrative Law*, Allahabad: Central Law Publications, 2016.
- Kesari UP D., *Prashashnikvidhi*, Allahabad: Central Law Publications, 2016.
- Joshi KC., *Prashashnikvidhi*, Lucknow: Eastern Book Company, 2012.
- Basu DD. , *Administrative Law*, New Delhi: Prentice Hall of India Pvt. Ltd. 1986.
- Craig PP, *Administrative Law*, 5<sup>th</sup> ed, London: Thomson, 2003.
- Sathe SP, *Administrative Law*, 7<sup>th</sup> ed, London: LexisNexis, 2010.

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PAD – A03

**POLITICS AND ADMINISTRATION**

**Objective:** Contemporary politics plays a vital role in the politico-dynamics of a state. Being largest democratic state, Indian politics attracts the interests of both theorists and its citizens. The paper discusses about the theoretical underpinnings of politics, its components and applicative aspects. The reader will understand the politico dynamics in general and in particular to Indian context.

**Unit I:**

Political System- Meaning, Approaches to the Study of Political System (Structural-Functional, Systems & Institutional) & Features. Ideas of Kautilya, Lucian Pye, Harold Laski on Political and Administrative Systems. Models- David Easton & Almond on Political System.

**Unit II:**

Administrative System- Meaning & Features. Relationship between Political and Administrative Systems. Political Parties: Meaning, Types, Party System in India, Recognition of National and State Parties. Pressure Groups & Interest Groups: Meaning and their Role in Political System. Administrative State & Political Development- Meaning, Nature and Significance.

**Unit III:**

Coalition Government- Definition & Types of Coalition. Political Movements, Electoral System, Electoral Reforms after 1991, Representation of People Act & Anti- defection law. National Integration: Meaning, Necessity, Factors Influencing the National Integration and National Integration Council. Public Movements- Meaning, Forms and Impact of Contemporary Movements.

**Suggested Readings:**

- Lucian W. Pye, *Aspects of Political Development*, New Delhi: Amerind Pub. Co. Pvt. Ltd, 1966.
- Almond Gabriel A. & Coleman James S., *The Politics of the Developing Areas*. Princeton: Princeton University Press, 1960.
- Brecht, *Political Theory: The Foundations of Twentieth Century Political Thought*, Princeton: Princeton University Press, 1959.

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- Kettl Donald F., *Politics of the Administrative Process*, New Delhi: Sage Publications, 2017.
- Mathur Kuldeep, *Public Policy and Politics in India: How Institutions Matter*, Oxford India, 2013.
- Varma, S.P., *Modern Political Theory*, Vikas Publishing House, 1975.
- McCormick, John., *Comparative Politics in Transition*, Wadsworth, 2003.
- Johari, J.C., *Comparative Politics*, Sterling Publishers, 2008.

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PAD – A04  
**URBAN GOVERNANCE**

**Objective:** Urbanisation became an important area of study with the emergence of globalization. Its role in development of a nation is vital in the present context. Nations will ignore the urban interests only at its peril. This Paper introduces the historical perspectives, provisions in the constitution and the administrative apparatus involved in the system.

**Unit I**

Local Self Government: Meaning, Nature & Significance. Urban Governance- Meaning, Evolution, Urban Growth and Urban Services. Urbanisation- Process, Trends, Urban Policies, Environment Management and Strategies. Urbanisation: Challenges and Remedies. Smart Cities Mission in India. Urban Poverty and Housing. Institutional Arrangement for Poverty Alleviation

**Unit II**

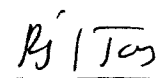
Legislation: Features and Significance of 74<sup>th</sup> Constitutional Amendment Act. Structure and Pattern of Urban Local Government in India- Municipal Corporation, Municipal Council & Municipality. Metropolitan Government, Development Authorities. Salient Features of Local Government in UK, USA & France.

**Unit III**

Personnel System of Urban Government: Recruitment, Promotion & Training in India. Relationship between Official & Non-Officials. State Control over Urban Local Bodies- Necessity, Methods & Significance. Municipal Finance Management, Municipal Revenue & State Finance Commission. Problems in Urban Governance- Committee System, Utility & Effectiveness. Community Participation in Civic Services and Accountability.

**Suggested Readings:**

- Aziz Abdul (ed). (1996), *Decentralised Governance in Asian Countries*, Sage, New Delhi.
- Devas Nick (2004), *Urban Governance Voice and Poverty in the Developing World*, Routledge.
- Maheshwari, S.R.(2003), *Local Government in India*, Agra: Lakshmi Narain.

  
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- Sivaramakrishnan K.C., et.al. (1993), *Urbanisation in India: Basic Services and People's Participation*, New Delhi: ISS.
- Baud, Isa SA, J De Wit (2009), *New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations*, New Delhi: Sage.
- Sachdeva, P
- radeep (2000), *Urban Local Government and Administration in India*, New Delhi: Kitab Mahal.
- Singh. Hoshiar and Khan.Zia-U-Din, *Leadership in Municipal Government*, Jaipur: RBSA.

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**M.A. Public Administration**

**(Semester Scheme)**

**M.A. Second Semester**

S.No.	Subject Code	Course Title	Course Category	Credits
<b>Compulsory Core Courses (All are Compulsory)</b>				
1.	PAD – 201	Introduction to Indian Constitution	CCC	6
2.	PAD – 202	Economic Policy and Financial Administration	CCC	6
3.	PAD – 203	Human Resource Management	CCC	6
<b>Elective Core Courses (Select any three)</b>				
4.	PAD – B01	Research Methods and Techniques	ECC	6
5.	PAD – B02	Rural Local Administration	ECC	6
6.	PAD – B03	Development Administration	ECC	6
7.	PAD – B04	Social Work and Welfare Administration	ECC	6

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## Semester - II

## PAD- 201

## INTRODUCTION TO THE INDIAN CONSTITUTION

**Objective:** Constitution forms the base to understand the nature and law of a nation. The main objective of this Interdisciplinary paper is to introduce the historical underpinnings of formulation and significant features of Indian Constitution. It gives in depth knowledge of basic provisions of the sacred document and helps the reader to strengthen his/her understanding about the constitution.

## Unit I

Constitutional Development (With Special Reference to 1773, 1858, 1909, 1919, & 1935 Acts). Framing of Indian Constitution by Constituent Assembly. Preamble, Basic Structure and Salient Features of Constitution. Formation of States and Union Territories after Independence. National Integration- Meaning and Challenges.

## Unit II

Schedules of Indian Constitution. Unitary and Federal Features of Constitution. Citizenship (Constitutional Provisions, Acquisition, Loss of Citizenship and Overseas Indian Citizenship), Fundamental Rights, Directive Principles of State Policy and Fundamental Duties. Constitutional Amendment Process.

## Unit III

Legislature: Lok Sabha and Rajya Sabha- Composition, Powers Functions and Relationship. Legislative Assembly and Legislative Council- Composition, Powers, Functions and Relationship.

Judiciary: Supreme Court and High Court- Organisation and Powers. Judicial Activism, Judicial Accountability, Public Interest Litigation and Judicial Review- Meaning, Scope and Importance. Judicial Appointment Mechanism.

**Suggested Readings:**

- Austin Granville, *The Indian Constitution: Corner Stone of a Nation*, New Delhi: Oxford University Press, 1966.

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- Austin Granville, *Working a Democratic Constitution*. New Delhi: Oxford University Press, 1999.
- Babel Basantilal, *Bharath Ka Samvidhan*, Allahabad: Central Law Publications, 2016.
- Basu D.D, *Introduction to the Constitution of India*, New Delhi: Wadhwa and Company, 2000.
- Basu D.D, *Bharath Ka Samvidhan- Ek Parichay*, New Delhi: Lexis-Nexis, 2003.
- Pylee M.V, *An Introduction to the Constitution of India*, New Delhi: Vikas, 2009.
- *The Constitution of India*, Government of India, 2009.

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## PAD- 202

### Economic Policy and Financial Administration

**Objective:** Finance plays crucial role in administration and all undertakings revolve around this. Economic policies forms crux of fiscal development of a nation. This paper introduces the conceptual underpinnings of financial administration in India, formulation and enactment of budget. It highlights the governing bodies of Public enterprises and its forms in India. Reader may be able to understand the fiscal dynamics in Indian context.

#### Unit I

Economic Policy- Meaning, Scope & Importance. Role of Government in Economic Development. History of Planning in India. Significance of Economic Planning in India. Impact of Five Year Plans in Economic Development. Causes for Growing Importance of Economic Planning in the Present Context. Industrial Policy Resolution-1948, 1956, 1978,1991 & Post Liberalised Era reforms

#### Unit II

Fiscal and Monetary Policy in India- Issues and Objectives. Budget- Meaning, Purpose and Significance. Principles of Budget. Types of Budget- Line Item Budget, Performance Budget, PPBS, ZBB, Top-Down Budget and Sunset Budget. Budgetary Process in India- Formulation, Enactment and Execution.

#### Unit III

Centre-State Financial Relationship in India. Parliamentary Control- Public Accounts Committee, Estimates Committee, Committee on Public Undertakings & Parliamentary Standing Committees. Comptroller and Auditor General of India. Niti Ayog- Composition, Functions and Role. Economic Advisory Council- Composition and Functions.

#### Selected Readings:

- Brigham Eugene F, *Financial Management: Theory and Practice*, New Delhi: Cengage Learning India, 2011.
- Sarapa A., *Public Finance in India*, New Delhi: Kanishka Publishers, 2004.
- Sharma Manjusha & Bohra OP., *Bharatiya Lok Vitta Prashashan*, New Delhi: Ravi Books, 2005.
- Goel S L., *Public Financial Administration in India*, New Delhi: Deep & Deep Publications, 2004.
- Sundaram & Dutt, *Indian Economy*, New Delhi: S.Chand &Co., 2004.

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- Official Website of Government of India Niti Ayog. [www.niti.gov.in](http://www.niti.gov.in).
- Mathur B L., *Economic Policy and Administration*, Jaipur: RBSA, 2007.

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**PAD- 203**  
**Human Resource Management**

**Objective:** The paper introduces the reader to the basics of Human Resource Management, which forms the foundations of the organization. It highlights the contextual percepts of human management, recruitment, training and appraisal. Reader will be able to assess the practices of human resource management in an organization.

**Unit I**

Human Resource Management- Meaning, Evolution, Concept, Scope and Significance. Differences between Human Resource Management and Personnel Management. Strategic Human Resource Management- Concept of Strategy, Application, Features and Approaches.

**Unit II**

Human Resource Management Practices- Human Resource Planning, Recruitment, Promotion, Training and Employee Benefits, & Performance Appraisal. Incentive Management- Material and Non-Material Incentives. Challenges to Human Resource Management.

**Unit III:**

Employee Capacity Building Strategies, Employee- Employer Relations, Employee Health and Safety. Role of Employee Associations. Total Quality Management – Concept, Advantages, Awareness and Challenges in its Implementation.

**Selected Readings:**

- Armstrong Micheal, *A Handbook of Human Resource Management Practice*, London: Kongan Page, 2007.
- Tyson Shaun, *Essentials of Human Resource Management*, Burlington: Elsevier, 2006.
- Goel S L. & Rajneesh Shalini, *Public Personnel Administration*, New Delhi: Deep & Deep, 2003.
- Maheshwari S.R., *Public Administration in India: The Higher Civil Service*, New Delhi: Oxford University Press, 2005.

  
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- Government of India, *Second ARC Tenth Report: Refurbishing of Personnel Administration, 2008.*
- Chaturvedi C L., *Manav Sansadhan Prabhandan*, New Delhi: Mahavir Book Depot, 2014.

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**PAD – B01**  
**RESEARCH METHODS AND TECHNIQUES**

**Objective:** Research Methods and Techniques will explain the different research methods practiced while conducting a social science research in general and particular in public administration. The course intends to provide objective understanding in selecting the appropriate method for problem solving. Reader will be able to understand the process of data analysis, report writing and ethics to be practiced in research.

**Unit I**

Data Collection: Primary & Secondary Sources. Criteria for Selecting Appropriate Method for Data Collection. Methods- Focus Group Discussion, Case Study Method, Questionnaire & Interview. Observation – Participant Observation and Non-Participant Observation. Sampling- Meaning, Types, Importance, Techniques & Scales of Measurement.

**Unit II**

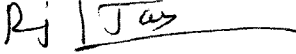

Data Processing- Editing and Coding of Data. Classification- Meaning, Types and Importance. Tabulation- Meaning, Features, Types and its Importance in Public Administration. Central Tendency- Meaning and Importance. Measures of Central Tendency- Mean, Median and Mode.

**Unit III**

Analysis of Data- Importance of Statistical Methods. Interpretation of Data- Meaning, Techniques and Precautions. Use of Computers in Social Science Research. Report Writing: Layout, Types, Qualities and Steps in Report Writing. Research Ethics.

**Suggested Readings:**

- Bryman Alan, *Social Research Methods*, New Delhi: Oxford University Press, 2012.
- Chawla Deepak and Neena Sondhi, *Research Methodology- Concepts and Cases*, New Delhi: Vikas Publishing, 2011.
- Babbie Earl, *The Practice of Social Research*, Belmont (US): Thomson, 2007.

  
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- Goode William J. and Paul Hatt K., *Methods in Social Research*. USA: McGraw Hill Book Company, 2006.
- Kothari CR. & Garg Gaurav, *Research Methodology- Methods and Techniques*, New Delhi: New Age, 2014.
- McNabb David E., *Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches*. New York: M.E.Sharpe, 2013.
- Miller Gerald J. & Kaifeng Yang, *Handbook of Research Methods in Public Administration*, CRC Press, 2007.
- Kerlinger Fred N., *Foundations of Behavioural Research*, New Delhi: S Chand, 2000.

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PAD – B02  
RURAL LOCAL ADMINISTRATION

**Objective:** Democratic decentralization is reflected through the rural local bodies at the grass root levels. This paper introduces the concept of rural local administration, evolution, provisions in the constitution and functions of administrative bodies associated with. Reader will be able to analyse the structural and administrative aspects at grass root level.

**Unit I**

Democracy, Development and Decentralisation. Local Governance-Meaning, Nature, Scope and Significance. Evolution of Rural Local Government in India. Concept of Democratic Decentralisation. Features and Significance of 73<sup>rd</sup> Constitutional Amendment Act. Panchayati Raj in Rajasthan & Rajasthan Panchayati Raj Act 1994. Rural Development and Panchayati Raj.

**Unit II**


Organization, Structure, Powers and Functions of Zila Parishad, Panchayat Samiti & Gram Panchayat. Gram Sabha- Necessity, Powers & Significance. Powers & Functions- Zila Pramukh, Pradhan and Sarpanch. Role of DRDA & NGO's in Rural Development. Swarnjayanti Gram Swarozgar Yojana (SGSY), Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) & National Rural Livelihood Mission (NRLM). Rural Credit and Cooperatives, Self Help Groups (SHG) & Land Reforms.

**Unit III**

Personnel System in Rural Local Government- Recruitment, Promotion & Training. Role of Chief Executive Officer (CEO), Block Development Officer (BDO) & Panchayat Secretary. Relationship between Officials and Non-Officials. Financial Resources of Rural Local Bodies State Finance Commission. & Social Audit. Emerging Trends in Panchayati Raj Institutions. Rural Elite and Social Change. National Institute of Rural Development (NIRD) & Indira Gandhi Panchayati Raj and Gramin Vikas Sansthan.

**Suggested Readings:**

- Singh, Hoshiar (1995), *Administration of Rural Development in India*, New Delhi: Sterling Publishers.
- Aslam. M (2007), *Panchayati Raj in India*, New Delhi: National Book Trust.

  
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- Singh, Katar (2008), *Rural Development: Principles, Policies and Management*, New Delhi: Sage.
- Kumar, Girish (2006), *Local Democracy in India: Interpreting Decentralisation*, New Delhi: Sage.
- Palanithurai.G and Ramesh.R (2011), *Globalization and Rural Development*, New Delhi: Jain books.
- Singh, Surat and Singh, Mohinder (ed., 2006), *Rural Development Administration in 21<sup>st</sup> Century: A Multi Dimensional Study*, New Delhi: Deep & Deep.
- Sharma, Ashok, *Bharath Mein Sthaniya Prashashan*, Jaipur: RBSA.
- Singh, Rathor.Girwar and Sharma.Seema (2017), *Gramin Sthaniya Prashasan Evam Gramin Vikas*, Jaipur: Panchasheel Prakashan.

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PAD – B03

**DEVELOPMENT ADMINISTRATION**

**Objective:** Public Policies have great impact in the country like India. Policies were formulated to bring socio-economical changes in the society. The course intends to understand the transformation of development administration in India. It highlights the theories, bureaucratic role and policies initiated for welfare. The purpose of this course is to make the student to understand the Development Administration in Indian context.

**Unit I**

Democracy & Development, Inclusive Development, Affirmative action and Development. Development Administration- Meaning, Nature, Scope, and Significance. Evolution of Development Administration in India since Independence to present day. Challenges Faced by Development Administration in the 21<sup>st</sup> Century. Goals of Development and Role of Planning in Development. Human Development Index (HDI) - Goals, Millenium Development Goals (MDG) & Sustainable Development Goals (SDG).

**Unit II**

Traditional Administration & Development Administration –Differences. Approaches to Development Administration- Ecological, Institution-Building & People Centric. Role of Panchayati Raj Institutions in Development Administration. Problems and Emerging Patterns in Panchayati Raj for Development. Equity and Inclusion, Anti Development, Impact of Liberalisation, Sustainable Development, Problems of Migration and Human Trafficking, Public Participation.



**Unit III**

Community Development Programme (CDP), International Aid & Technical Cooperation- International Monetary Fund (IMF) & World Trade Organization (WTO), Special Economic Zone (SEZ) and Self Help Group's (SHG). Role of Bureaucracy in Plan Formulation and Voluntary Agencies (NGO, Co-operatives, Civil Society Institutions) in Development. Development Policies- National Food Security Programme, Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), Make in India & JAN DHAN Yojana. Challenges to Development Administration in Globalisation Era.

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### Selected Readings:

- Bhattacharya Mohit, *Social Theory and Development Administration*, New Delhi: Jawahar, 2006.
- Sapru RK, *Development Administration*, New Delhi: Sterling, 2012.
- Dwivedi O P., *Development Administration*, London: Macmillan, 1994.
- Bhattacharya Mohit, *Development Administration*, New Delhi: Jawahar, 2001.
- Riggs F.W., *Frontiers of Development Administration*, Durham: Duke University Press, 1970.
- Waldo D., *Temporal Dimension of Development Administration*, Durham: Duke University Press, 1970.
- Pai Panadikar, V.A, *Development Administration in India*, New Delhi: Macmillan, 1974.
- Joshi Preeta, *Vikas Prashashan*, Jaipur: RBSA, 1991.
- Mahajan Anupama Puri, *Development Administration in India*, New Delhi: Sage, 2019.
- Sapru RK & Sapru Y, *Development Administration: Trend Towards Development Management*, New Delhi: Sterling, 2021.

  
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PAD – B04

**SOCIAL WORK AND WELFARE ADMINISTRATION**

**Objective:** State took the onus of changing socio-economic status of its citizens through social legislations. The enactments have an impact in reorganizing and establishing an egalitarian society. Legislations will provide an opportunity for advancement in social change. This paper aims to cover the theoretical aspects of social work and welfare administration, institutions associated and legislations enacted for development and progress.

**Unit I**


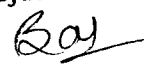
Social Work: Meaning, Objectives, Historical Development and Functions. Concepts of Social Work: Social Reform, Social Service, Social Security & Social Justice. Theories of Social Work: Ecological Systems, Psychodynamic, Social Learning and Anti Oppressive Social Work. Social Work as Profession: Philosophy and Code of Ethics. Role of Social Work Professionals in Welfare Administration.

**Unit II**

Social Administration & Social Welfare: Meaning, Scope, Principles and Significance. Constitutional Provisions of Social Justice and Empowerment. Welfare State: Concept and Philosophy. Relation between Social Welfare and Social Policy. Approaches to Welfare: Charity Based, Need Based and Human Rights Based. Problem of Social Exclusion and Marginalisation. Social Advocacy and Social Action.

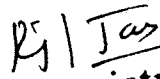
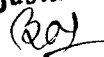
**Unit III**

Perspectives on Society and Development: Indological, Subaltern, Marxist and Gender. Organization & Functions- Ministry of Social Justice and Empowerment & Ministry of Women and Child Development. Social Legislations In India- Protection Of Women From Domestic Violence Act-2005 & Juvenile Justice (Care And Protection Of Children) Act, 2015. Social Movements and its Relevance in the Society: Anti Corruption, Gender, LGBTQ and Environment.

  
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### Suggested Readings

- Dubois, Bendra. & Miley, K.K., *Social Work: An Empowering Profession*, Allyn & Bacon: Boston, 1992.
- Friedlander, W.A., *Concepts and Methods of Social Work*, New Delhi, Prentice Hall, 1964.
- Roy, S. (Ed), *Social Work Education: Indigenous Perspectives*. Sage Publication, 2020.
- Chandra Shraddha, *Social Welfare Administration in India*. Lulu Press, North Carolina, 2017.
- Jain R.K. & Goel S.K., *Social Welfare Administration*, New Delhi: Deep & Deep Publications, 2002.
- Sachdeva D.R., *Social Welfare Administration in India*, New Delhi: Kitab Mahal, 2018.
- Pandey Tejaskar & Pandey Baleshwar, *Samaj Kalyan Prashashan*, London: Routledge, 2018.
- Sachdeva, D.R., *Bharath Mein Samaj Kalyan Prashashan*, New Delhi: Kitab Mahal, 2015.
- Kataria. Surendra, *Samajik Prashashan*, Jaipur: RBSA Publishers, 2002

  
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**PUBLIC ADMINISTRATION  
SEMESTER SCHEME  
M A III SEMESTER 2024-25**

S.No.	Subject Code	Course Title	Course Category	Credits
<b>Compulsory Core Courses (All are Compulsory)</b>				
1	PAD-301	Public Policy	CCC	6
2	PAD-302	Public Administration in India	CCC	6
3	PAD-303	Administrative Institutions and Reforms	CCC	6
<b>Elective Core Courses (Select any Three)</b>				
4	PAD-C01	Disaster Management	ECC	6
5	PAD-C02	Public Sector Management	ECC	6
6	PAD-C03	State Administration in Rajasthan	ECC	6
7	PAD-C04	International Institutions and Governance	ECC	6
8	PAD-C05	Public Health Governance	ECC	6

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**PAD- 301**  
**PUBLIC POLICY**

**Objective:** Increasing complexity in government functions has transformed the arena of public policy to more dynamic one. Policies were enacted by the legislature with an objective of citizens' welfare. Public policy assumed an important place in the socio-economic transformation of the society. This paper analyses about the basics, models and theoretical perspectives of public policies and throws light on the implementation process.

**Unit I**

Public Policy: Concept, Meaning, Nature, Scope and Significance. Evolution of Public Policy, Policy Cycle, Types of Public Policy. Relationship between Public Policy and Public Administration. Determinants of Public Policy Formulation – Political Parties, Pressure Groups, Public Opinion and Mass Media.

**Unit II**

Models of Public Policy: Harold Lasswell'- Policy Sciences, Lindbloom-Incrementalism, Yehzekel Dror's Model, Etzioni's Mixed Scanning Model, Elite Model, Game Theory, Rational –Comprehensive Model, The Institutional model and Neo-Institutionalist Model.

**Unit III**

Policy Implementation- Meaning and Implementation Techniques. Concept and Process of Policy Analysis. Types of Policy Analysis- Empirical and Normative, Retrospective/Perspective, Prescriptive and Descriptive. Constraints of Public Policy- Economic, Political, Institutional, Social and Cultural. Impact of Globalisation on Public Policy. Policy Evaluation: Importance , Types, Techniques and Models of Policy Evaluation.

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### Suggested Readings:

- Anderson J.E, *Public Policy Making: An Introduction*, Boston: Houghton, 2006.
- Dye Thomas R., *Understanding Public Policy*, Singapore: Pearson Education, 2008.
- Raws John A., *Theory of Justice*, Cambridge: Harward University Press, 1971.
- John Peter, *Analysing the Public Policy (2<sup>nd</sup> ed)*, London: Routledge, Taylor and Francis Group, 2012.
- Fischer Frank, *Evaluating Public Policy*, Chicago: Nelson Hall, 1995.
- Birkland Thomas A., *An Introduction to the Policy Process: Theories, Concepts and Models in Public Policy Making*, Armonk: M.E Sharpe, 2005.
- McCool Daniel (ed), *Public Policy theories, Models & Concepts: An Anthology*, New Jersey: Prentice Hall, 1995.
- Sapru R.K., *Public Policy: Formulation, Implementation and Evaluation*, New Delhi: Sterling, 2004.

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## लोक नीति

### इकाई -1

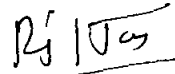
लोक नीति: अवधारणा, अर्थ, प्रकृति, क्षेत्र तथा महत्व । लोक नीति का उद्भव । नीति चक्र । लोक नीति के प्रकार । लोक नीति तथा लोक प्रशासन के मध्य संबंध । लोक नीति निर्माण के निर्धारक: राजनीतिक दल, दबाव समूह, लोक मत तथा जनसंपर्क साधन ।

### इकाई - 2

लोक नीति के सिद्धान्त : हेराल्ड लासवेल - नीति विज्ञान, लिंडब्लूम - वृद्धिशील, येल्लिकल ड्रोर मॉडल, एल्लिओनि - मिश्रित स्केनिंग मॉडल, अभिजात मॉडल, रोम सिद्धान्त, तर्कसंगत व्यापक मॉडल, संस्थागत एवं नव-संस्थागत मॉडल ।

### इकाई - 3

नीति क्रियान्वयन : अर्थ तथा क्रियान्वयन तकनीकें । नीति विश्लेषण की अवधारणा एवं प्रक्रिया । नीति विश्लेषण के प्रकार - अनुभवमूलक एवं मानकीय, पूर्वप्रभावी/प्रत्यासित या भावी, आदेशात्मक तथा विवरणात्मक । लोक नीति की बाध्यताएँ : आर्थिक, राजनीति, संस्थानिक, सामाजिक तथा सांस्कृतिक । लोक नीति पर वैश्वीकरण का प्रभाव । नीति विश्लेषण : महत्व, प्रकार, तकनीक तथा नीति विश्लेषण के मॉडल ।

  
R. J. Singh  
Registrar  
Uttarakhand  
Dehra Dun

## PUBLIC ADMINISTRATION IN INDIA

**Objective:** The paper aims to understand the dynamics of Indian administrative system. It includes the evolution of Indian administration through ancient, medieval and colonial times. It also mentions about the functioning of various offices and branches of the central government. It strives for a holistic approach of federal administration. Reader might be able to understand the development of present administrative aspects from the past.

### Unit I

Historical Development of Indian Administration – Mauryan, Mughal, and British Period. Salient Features of Indian Administration. System of Government – Federal, Unitary, Parliamentary and Presidential Forms. Union Executive: President, Prime Minister and Council of Ministers- Powers, Functions and Relationship. Control over Administration.

### Unit II

Central Secretariat, Cabinet Secretariat and Prime Minister's Office (PMO) – Organization and Functions. Role of Cabinet Secretary. Cabinet Committees. Ministry of Home Affairs, Ministry of Finance, Ministry of Education and Ministry of Personnel, Public Grievances and Pension - Organization, Functions and Powers.


### Unit III

Centre-State Relations – Legislative, Executive, and Financial. Inter-State Relations- Interstate Water Disputes, Interstate Council and Zonal Councils. Constitutional Bodies - Comptroller and Auditor General, Election Commission, Finance Commission and UPSC- Composition, Powers and Functions.

AKG  
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20/11/2019  
S.H.

## Suggested Readings:

- A.Avasthi & A.P.Avasthi, *Indian Administration*, Agra: LaxmiNarain Agarwal, 2002.
- Fadia B.L. & Fadia K., *Indian Administration*, Agra: Sahitya Bhavan Publications, 2012.
- Arora Ramesh K. & Goyal Rajni, *Indian Public Administration: Institutions and Issues*, New Delhi: New Age International, 2012.
- Maheshwari. Sriram, *Bharatiya Prashasan*, New Delhi: Orient Blackswan, 2008
- Singh Hoshiar & Singh Pankaj, *Bharatiya Prashasan*, New Delhi: Pearson, 2012.
- Kataria, Surendra, *Bharatiya Lokprashashan*, Jaipur: RBSA, 2024

  
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## भारत में लोक प्रशासन

### इकाई - 1

भारतीय प्रशासन का ऐतिहासिक विकास :- मौर्य, मुगल तथा ब्रिटिश काल । भारतीय प्रशासन की प्रमुख विशेषताएं । सरकार की शासन प्रणाली - संघात्मक, एकात्मक, संसदीय तथा राष्ट्रपति प्रारूप । संघीय कार्यपालिका : राष्ट्रपति, प्रधानमंत्री तथा मंत्रिपरिषद -- शक्तियां, कार्य तथा अंतर्संबंध । प्रशासन पर नियंत्रण ।

### इकाई - 2

संगठन तथा कार्य : केन्द्रीय सचिवालय, मंत्रीमंडल सचिवालय तथा प्रधानमंत्री कार्यालय । मंत्रीमण्डल सचिव की भूमिका । मंत्रीमंडलीय समितियां । गृह मंत्रालय, वित्त मंत्रालय, शिक्षा मंत्रालय तथा कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय: संगठन, कार्य एवं शक्तियां ।

### इकाई - 3

केन्द्र-राज्य सम्बन्ध : विधायी, कार्यकारी तथा वित्तीय । अंतर्राज्य सम्बन्ध :- अन्तर्राज्यीय जल विवाद, अन्तर्राज्यीय परिषद् तथा क्षेत्रीय परिषदें । संवैधानिक निकाय: नियंत्रक एवं महालेखा परीक्षक, निर्वाचन आयोग, वित्त आयोग तथा संघ लोक सेवा आयोग :- संगठन, कार्य एवं शक्तियां ।

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## ADMINISTRATIVE INSTITUTIONS AND REFORMS

**Objective:** Activities of the government are considered to be an essential aspect of study for public administration. Governance encompasses every corner of the society. The course throws light on the branches of governance and reforms initiated in India. The reader shall understand how the pillars of democracy will control administration and citizens can get their issues resolved through redressal mechanisms. It also draws about the reforms proposed so far, by various commissions and emerging challenges posed to the administration.

### Unit I

Control over Administration: Legislative, Executive and Judicial. Redressal of Public Grievances – Lok Pal, Lokayukta, Central Vigilance Commission, Central Administrative Tribunal and Central Information Commission-Organization, Powers and Functions. Right to Information Act-2005.

### Unit II

Administrative Reforms: Since Independence with Special Reference to I<sup>st</sup> and II<sup>nd</sup> Administrative Reforms Commission. Reforms in Civil Services Since 1976 with Special Reference to Kothari Commission, Satish Chandra, Y.K Alagh, P.C Hota and Baswan Committees. Governance Reforms- Politics of Reforms, Impact on Administrative System and Challenges Faced in Implementation.

### Unit III

Contemporary Issues: Citizens' Charter: Origin and Features. Concept of Good Governance: Meaning, Origin and its Growth. Consumer Protection Forums- Composition, Functions and Consumer Protection Act 2019. Administrative Culture- Nature and Features. Public Interest Litigation- Meaning, Nature and Causes for its Growth.

### Suggested Readings:

- Avasthi.A & Avasthi.A.P., *Indian Administration*, Agra: LaxmiNarain Agarwal, 2002.
- Fadia B.L. & Fadia K., *Indian Administration*, Agra: Sahitya Bhavan Publications, 2012.
- Arora Ramesh K. & Goyal Rajni, *Indian Public Administration: Institutions and Issues*, New Delhi: New Age International, 2012.
- Maheshwari Sriram, *Bharatiya Prashasan*, New Delhi: Orient Blackswan, 2008.
- Singh Hoshiar & Singh Pankaj, *Bharatiya Prashasan*, New Delhi: Pearson, 2012.
- Alagh Y.K, *Report of the Civil Services Examination Review Committee*, New Delhi: UPSC, 2001.  
<https://darp.gov.in/sites/default/files/ExaminationReviewCommittee2001.pdf>
- Hota P.C, *Committee on Civil Service Reforms*, Report to Government of India, 2004.  
[https://darp.gov.in/sites/default/files/Hota\\_Committee\\_Report.pdf](https://darp.gov.in/sites/default/files/Hota_Committee_Report.pdf)
- Rajasthan Guaranteed Delivery of Public Services Act, 2011.  
[http://rajpanchayat.rajasthan.gov.in/Portals/default/RGDPS\\_Act\\_2.pdf](http://rajpanchayat.rajasthan.gov.in/Portals/default/RGDPS_Act_2.pdf)
- Vayunandan E. & Arora Dolly (ed), *Good Governance Initiatives in India*, New Delhi: Prentice Hall India, 2003.
- Sarkar Siuli, *Public Administration in India*, New Delhi: PHI Learning Pvt.Ltd.2018.

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## प्रशासनिक संस्थाएं और सुधार

### इकाई - 1

प्रशासन पर नियंत्रण : विधायी ,कार्यकारी तथा न्यायिक नियंत्रण । लोक शिकायत निवारण तंत्र – लोकपाल ,लोकयुक्त, केंद्रीय सतर्कता आयोग, केंद्रीय प्रशासनिक न्यायाधीकरण तथा केंद्रीय सूचना आयोग: संगठन,शक्तियां तथा कार्य । सूचना का अधिकार अधिनियम-2005 ।

### इकाई - 2

प्रशासनिक सुधार: प्रथम तथा द्वितीय प्रशासनिक सुधार आयोग के विशेष सन्दर्भ में स्वतंत्रता पश्चात् के सुधार । 1976 के बाद लोक सेवाओं में कोठारी आयोग ,सतीश चंद्रा ,वाई.के.अलघ ,पी .सी.होता एवं बासवान समिति के विशेष संदर्भ में सुधार । शासन सुधार : सुधार की राजनीती ,प्रशासनिक तंत्र पर इसका प्रभाव तथा क्रियान्वयन में चुनौतियाँ ।

### इकाई - 3

समसामयिक मुद्दे :- नागरिक अधिकार पत्र : उद्भव तथा विशेषताएं । सुशासन की अवधारणा : अर्थ, उदभव तथा इसका विकास । उपभोक्ता संरक्षण मंच : संगठन,कार्य तथा उपभोक्ता संरक्षण अधिनियम ,2019 । प्रशासनिक संस्कृति : प्रकृति तथा विशेषताएँ । लोक हित याचिका : अर्थ ,प्रकृति तथा इसकी वृद्धि के कारण ।

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**PAD-C01**  
**DISASTER MANAGEMENT**

**Objective:** The purpose of this course is to create awareness about the disasters which are natural and manmade. This paper makes to understand preparation for disaster management, its cycle and disaster response. It also creates an opportunity to go through the agencies which strives to reduce the impact of the calamities. Aim of this paper is to ensure basic understanding of disasters, its challenges, and institutional framework .

**Unit I**

Disasters- Meaning and Nature. Classification of Disasters: Natural (Floods, Drought, Earthquake, Cyclone, Tsunami and Landslides) and Man-made (Nuclear, Chemical, Industrial, Fire and Accidents). Global Warming, Biological Disasters, Ozone Depletion and Epidemics. Impact of disasters on environment.

**Unit II**

Disaster Management: Meaning, Concept, Principles and Approaches. Disaster Management Cycle. Strategies of Disaster Management. Disaster Response: Rehabilitation, Reconstruction and Recovery. National Guidelines and Plans on Disaster Management. Disasters in India- Bhopal Gas Tragedy, Tsunami, COVID-19, Hathras and Jodhpur Stampede.


**Unit III**

Disaster Management Act-2005. National Disaster Management Authority: Organisation and Functions. Role of National Disaster Response Force and State Disaster Response Force during disasters. Role of State, Urban and Rural local bodies, NGO's and Civil society in Disaster Management. Community Participation in Disaster Management and Risk Reduction.

*P. J. Joshi*  
*10/11/2020*  
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## Suggested Readings:

- Edwards. Bryant, *Natural Hazards*, U.K: Cambridge University Press, 2005.
- Carter, W. Nick, *Disaster Management*, Asian Development Bank, Manila, 1995.
- Sahni, Pardeep et.al. (eds.), *Disaster Mitigation Experiences and Reflections*, New Delhi: Prentice Hall of India, 2002.
- Sharma, V.K. (ed.), *Disaster Management*, New Delhi: IIPA, 1995.
- Singh.T, *Disaster management Approaches and Strategies*, New Delhi: Akansha Publishing House, 2006
- Sinha. D.K., *Towards Basics of Natural Disaster Reduction*, New Delhi: Research Book Centre, 2006
- Hyndman, D. and D. Hyndman, *Natural Hazards and Disasters* (2<sup>nd</sup> ed), USA, Belmont: Brooks/Cole, 2009.
- Coppola, D.P., *Introduction to International Disaster Management*, (3<sup>rd</sup> ed), UK: Butterworth-Heinemann/Elsevier, 2015.
- Kapur, Anu., *Disaster in India: Studies in Grim Reality*. New Delhi: Rawat Publications, 2006.
- Kapur, Anu., *Vulnerable India: A Geographical Study of Disasters*, (1<sup>st</sup> ed), SAGE, 2010.
- Dr Garg, H.S., *AApada Prabandhan*. New Delhi: Sahitya Bhawan Publications, 2016.

  
Dr. Registrar  
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## आपदा प्रबंधन

### इकाई - 1

आपदा :- अर्थ तथा प्रकृति। आपदा का वर्गीकरण : प्राकृतिक (बाढ़, सूखा, भूकंप, चक्रवात, सुनामी तथा भूस्खलन) एवं मानव निर्मित (नाभिकीय, रासायनिक, औद्योगिक, आग एवं दुर्घटना)। वैश्विक तापन, जैविक आपदाएं, ओजोन क्षरण एवं महामारी। पर्यावरण पर आपदाओं के प्रभाव।

### इकाई - 2

आपदा प्रबंधन : अर्थ, अवधारणा, सिद्धान्त तथा उपागम। आपदा प्रबंधन चक्र। आपदा प्रबंधन की रणनीतियां। आपदा प्रतिक्रिया : राहत, पुनर्वास एवं पुनर्निर्माण। आपदा प्रबंधन पर राष्ट्रीय दिशा निर्देश तथा योजनायें। भारत में आपदाएं : भोपाल गैस त्रासदी, सुनामी, कोविड-19, हाथरस एवं जोधपुर भगदड़।

### इकाई - 3

आपदा प्रबंधन अधिनियम, 2005। राष्ट्रीय आपदा प्रबंधन प्राधिकरण : संगठन एवं कार्य। आपदा के दौरान राष्ट्रीय आपदा राहत बल तथा राज्य राहत आपदा बल की भूमिका। आपदा प्रबंधन में राज्य, शहरी तथा ग्रामीण स्थानीय निकायों, गैर-सरकारी संगठनों तथा नागरिक समाज की भूमिका। आपदा प्रबंधन तथा आपदा न्यूनीकरण में समुदायिक भागीदारी।

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PAD- C02

## PUBLIC SECTOR MANAGEMENT

**Objective:** Management of Public Sector Enterprises became an essential activity to achieve economic development in India. Nation's prosperity depends on how these institutions were managed to attain growth rate. It is pertinent for the students of public administration to understand the organisation, management techniques and developments in Public Enterprises. This paper will provide insights about the institutional dynamics of Public Sector Management in India.

### Unit I

Management – Concept, Nature, Scope and Significance . Public Sector- Concept, Nature, Scope, and Significance. Public Enterprises- Meaning, Features and Scope. Forms of Public Enterprises- Department, Public Corporation, Joint Stock Company and Holding Company: Organization, Features and Functions. Genesis of Public Enterprises in India since Independence and their Significance. Impact of Globalisation on Public Enterprises in India.

### Unit II

Management Techniques- Programme Evaluation Review Technique (PERT), Critical Path Method (CPM), Management Information System (MIS) and Cybernetics. Control over Public Enterprises, Issues of Autonomy and Accountability. Board of Directors, Trade Union, Industrial Relations, Employee Participation in Management and Business Ethics.

### Unit III

Central Public Sector Enterprises (Maharatna, Navratna and Miniratna)- Classification, Privileges and Functions. Disinvestment- Resource Mobilisation, Role of Disinvestment Commission and Problems of Risk Units. Board of Industrial and Financial Reconstruction and Department of Public Enterprises- Organization, Powers and Functions. New Economic Policy : Features and Importance. Company Act 2013 and Corporate Social Responsibility.

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## Suggested Readings

- Joyce Paul, *Strategic Management in the Public Sector*, London: Routledge, 2015.
- Bovaird Tony & Loeffler Elke, *Public Management and Governance 3<sup>rd</sup> Ed*, London: Routledge, 2015.
- René Andeßner, Dorothea Greiling & Rick Vogel (ed), *Public Sector Management in a Globalised World*, Weisbaden: Springer Gabler, 2017.
- Jain P.K., Gupta Seema, & Yadav S. Surendra., *Public Sector Enterprises in India: The Impact of Disinvestment and Self Obligation on Financial Performance*, New Delhi: Springer, 2014.
- Sinha Chandan, *Public Sector Reforms in India*, New Delhi: Sage Publications, 2007.
- Mishra RK., Raveendran. Jayasree, & Srinivas.K., *Technology Mapping in Indian Central Public Sector Enterprises: Challenges of Heightened Competition*, New Delhi: Academic Foundation, 2013.
- Mathur Vibha, *Disinvestment of Public Sector Enterprises in India: Policies & Challenges*, New Delhi: New Century Publications, 2004.
- Stiglitz, E. Joseph. & Rosengard, K. Jay., *Economics of the Public Sector*, New York: W.W. Norton and Company, 2015.
- Mathur, B.L., *Problems and Challenges of Public Enterprises in India*, Jaipur: RBSA, 1989.

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## लोक उपक्रम प्रबंध

### इकाई -1

प्रबंधन – अवधारणा, प्रकृति, क्षेत्र एवं महत्व। लोक उद्यम: अर्थ, विशेषताएं एवं क्षेत्र। लोक उद्यमों के प्रकार – विभाग, लोक निगम, संयुक्त स्टॉक कंपनी एवं होल्डिंग कंपनी : संगठन, विशेषताएं एवं कार्य। स्वतंत्रता पश्चात भारत में लोक उद्यमों का विकास एवं उनका महत्व। भारत में लोक उद्यमों पर वैश्वीकरण का प्रभाव।

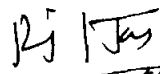
### इकाई - 2

प्रबंधन तकनीक : कार्यक्रम मूल्यांकन समीक्षा तकनीक (पर्ट), क्रिटिकल पाथ मेथड(सी.पी. एम) प्रबंधन सूचना प्रणाली (एम.आई.एस), और साइबरनेटिक्स। लोक उद्यमों पर नियंत्रण ,स्वायत्तता एवं जवाबदेहीता सम्बंधित मुद्दे। निदेशक मंडल, ट्रेड यूनियन, औद्योगिक सम्बन्ध , प्रबंधन में कर्मचारी सहभागिता एवं व्यापार नैतिकता।

### इकाई - 3

केन्द्रीय सार्वजनिक क्षेत्र उपक्रम (महारत्ना, नवरत्ना एवं मिनिरत्ना) – वर्गीकरण, विशेषाधिकार तथा कार्य। विनिवेश – संसाधन संग्रहण, विनिवेश आयोग की भूमिका एवं जोखिम इकाइयों की समस्याएं। औद्योगिक और वित्तीय पुनर्निर्माण बोर्ड तथा लोक उद्यम विभाग : संगठन, शक्तियां एवं कार्य। नयी आर्थिक नीति : विशेषताएं एवं महत्व। कंपनी अधिनियम, 2013 तथा निगमित सामाजिक उत्तरदायित्व।

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PAD- C03

## STATE ADMINISTRATION IN RAJASTHAN

**Objectives:** State performs a predominant role in legislation and execution of laws as well in implementation of central policies. This course will familiarise the student on the ideologies of state, administrative structure, authorities involved and its personnel system in Rajasthan. It throws light on functions exercised by various institutions and their interactive relationships in Rajasthan.

### Unit I

State- Meaning, Nature, Evolution and Significance of State Administration. Liberal, Marxist, Neo-Liberal and Gandhian Perspective of the State.. State Legislature(Legislative Council and Legislative Assembly)- Composition and Functions. State Executive - Governor, Chief Minister and Council of Ministers- Powers, Functions and Relationship. Rajasthan State Secretariat- Organization and Functions.

### Unit II

Chief Secretary and its role in State Administration . Organization and Functions- Department of Home, Finance and Education in Rajasthan. Secretariat and Directorate Relationship. Organization and Functions- Commissionerate of College Education, Directorate of Agriculture, Tourism and Board of Revenue. Divisional Commissioner and District Collector- Functions and Role .

### Unit III

Personnel Administration- Classification, Recruitment and Training in Rajasthan Civil Services. Composition and Functions of Rajasthan Public Service Commission, HCM Rajasthan State Institute of Public Administration, Rajasthan Police Academy and Rajasthan Civil Service Appellate Tribunal. Administrative Reforms in Rajasthan, Rajasthan Guaranteed Delivery of Public Service Act,2011 and The Rajasthan Right to Hearing Act,2012.

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### Selected Readings:

- Maheshwari S., *State Governments in India*, New Delhi: Macmillan, 2000.
- Sharma Harish Chander, *State Administration in India*, Jaipur: College Book Depot, 2002.
- Arora Ramesh K. & Chaturvedi Geeta, *Bharath Mein Rajya Prashashan*, Jaipur: RBSA, 2001.
- Kataria, Surendra, *Rajya Prashasan*, Jaipur: Malik & Company, 2017.

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## राजस्थान में राज्य प्रशासन

### इकाई - 1

राज्य: अर्थ, प्रकृति, उद्भव, तथा राज्य प्रशासन का महत्व । राज्य के उदारवादी, मार्क्सवादी, नव उदारवादी तथा गाँधीवादी परिप्रेक्ष्य। राज्य विधायिका (विधान परिषद् एवं विधान सभा) : संगठन एवं कार्य। राज्य कार्यपालिका : राज्यपाल, मुख्यमंत्री तथा मंत्रीपरिषद् -शक्तियां, कार्य तथा अंतर्संबंध। राजस्थान राज्य सचिवालय: संगठन एवं कार्य।

### इकाई - 2

मुख्य सचिव तथा राज्य प्रशासन में इसकी भूमिका। संगठन एवं कार्य: राजस्थान के गृह, वित्त तथा शिक्षा विभाग। सचिवालय-निदेशालय सम्बंध। कॉलेज शिक्षा आयुक्तालय, कृषि तथा पर्यटन निदेशालय और राजस्व मंडल :- संगठन तथा कार्य। संभागीय आयुक्त एवं जिला कलेक्टर : कार्य तथा भूमिका।

### इकाई - 3

कार्मिक प्रशासन: राजस्थान में लोक सेवाओं में वर्गीकरण, भर्ती तथा प्रशिक्षण। राजस्थान लोक सेवा आयोग, हरीशचन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान, राजस्थान पुलिस अकादमी तथा राजस्थान लोक सेवा अपीलीय अभिकरण का संगठन एवं कार्य। राजस्थान में प्रशासनिक सुधार, राजस्थान लोक सेवाओं के प्रदान की गारंटी अधिनियम, 2011 तथा राजस्थान सुनवाई का अधिकार अधिनियम, 2012।

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## **International Institutions and Governance**

Objectives : Post World War II has considerable influence on Global Politics that attracted keen attention of scholars to understand and analyse the developments .The paper focuses on the evolution of internationalism and world war II offshoot institutions that govern the world with an objective to ensure peace, security and fiscal stability. Besides, it emphasises on emerging issues like widening inequalities between global north and south, humanitarian intervention, ethnic conflicts across the world. The course throws light on global governance and administration by the international institutions and their significance in world politics.

### **Unit I**

Evolution of Internationalism in Thought and Practice. Development of International Institutions. Post World War II Developments in International Relations. Pacific Methods for the Settlement of International Disputes: Negotiation, Inquiry, Mediation, Arbitration, Judicial settlement and others. League of Nations: Origin, Structure and Functions. United Nations Organisation: Charter, Structure and Functions. Role of Secretary General.

### **UNIT II**

International Inequalities: Widening Gap between Developing and Developed Countries. Emerging Global Issues: Humanitarian Intervention, Displacement of Population, Ethnic Resurgence or 'Identity Wars', Terrorism and Democratic Expansion. Emerging International Security Order and Global Governance in the present world. Security Challenges—Bi-Polar to Multi-Polar World. India as an Emerging Power: Strengths and Limitations.

### **UNIT III**

Composition, Functions and Role : International labour Organization (ILO) , UNESCO, Food and Agriculture Organization , World Health Organization, World Bank, International Monetary Fund, UNDP, BRICS, SCO, ASEAN and BIMSTEC.

## Suggested Readings

- Vandenhosch, Amry., & Hogan, N. Willard., *Toward World Order*, McGraw Hill, 1963.
- Luard, Evan (Ed)., *The Evolution of International Organisations*, Thames and Hudson, 1966.
- Stephen S. Goodspeed, *The Nature of Function of International Organization*, New York: Oxford University Press, 1959.
- Chase, Eugene Parker., *The United Nations in Action*, McGraw Hill, 1950.
- Leonard, L. Larry., *International Organization*, McGraw Hill, 1951.
- एम.पी.रॉय, *अंतर्राष्ट्रीय संगठन*, Jaipur: Padam Book Company, 2020.

## Subsidiary Readings

1. Worldmark Encyclopedia of the nations- United Nations.
2. The United Nations Year Books since 1947.
3. Goodrich, M. Leland & Hambro Edward., *Charter of the United Nations: Commentary and Documents*, 1950.

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## अंतर्राष्ट्रीय संस्थाएं और शासन

इकाई - 1

विचार और व्यवहार में अन्तर्राष्ट्रीयता का विकास । अंतर्राष्ट्रीय संस्थाओं का विकास । द्वितीय विश्व युद्ध के बाद अन्तर्राष्ट्रीय संबंधों का विकास । अन्तर्राष्ट्रीय विवादों के समाधान हेतु पसिफिक तरीके: बातचीत, पूछताछ, मध्यस्थता, पंचनिर्णय, न्यायिक समाधान तथा अन्य । राष्ट्रसंघ (लीग ऑफ़ नेशन्स): उद्भव, संरचना तथा कार्य । संयुक्त राष्ट्र संघ : चार्टर, संरचना, तथा कार्य । संयुक्त राष्ट्र महासचिव की भूमिका ।

इकाई - 2

अन्तर्राष्ट्रीय असमानता : विकसित तथा विकासशील देशों के मध्य बढ़ता अंतराल । उभरते वैश्विक मुद्दे : मानवीय हस्तक्षेप, जनसंख्या विस्थापन, जातीय पुनरुत्थान या पहचान युद्ध, आतंकवाद तथा लोकतान्त्रिक विस्तार । वर्तमान विश्व में उभरती अंतर्राष्ट्रीय सुरक्षा व्यवस्था और वैश्विक शासन । सुरक्षा चुनौतियाँ - द्वि-ध्रुवीय से बहु-ध्रुवीय विश्व । उभरती शक्ति के रूप में भारत : ताकत तथा सीमाएं ।

इकाई - 3

संगठन, कार्य तथा भूमिका : अन्तर्राष्ट्रीय श्रम संगठन, यूनेस्को, खाद्य एवं कृषि संगठन, अन्तर्राष्ट्रीय स्वास्थ्य संगठन, विश्व बैंक, अंतर्राष्ट्रीय मौद्रिक कोष, युएनडीपी, ब्रिक्स, शंघाई सहयोग संगठन, आसियान, तथा बिम्सटेक ।

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**PAD C05**  
**PUBLIC HEALTH GOVERNANCE**

Public Health became an important aspect of policy formulation as well as its execution. Due to enhancing health related issues caused by environment as well man-made, government began to focus on proper health service to its citizens. The paper focuses on the basics, concerns and international organizations related to public health. It enlightens on the theoretical aspects of health policy formulation and its execution in India.

**Unit I**

Public Health- Meaning, History, Evolution and Social Determinants. Functions and Scope of Public Health. Local and Global Concerns of Public Health. Organization and Functions- WHO, WFP and FAO. Global Public Health Indicators, MGD's and SGD's. Role of UNDP in Public Health. Transformation of Global Health Policy. Relationship between Environment and Public Health.

**Unit II**

Theories of Public Health- The Health Belief Model, Transtheoretical Model, Social Cognitive Theory and The Social Ecological Model. Organization and Functions – Ministry of Health and Family Welfare, Director General of Public Health and Family Welfare, Ministry of Ayush, National Medical Commission, Indian Council of Medical Research. Organisation and Functions of Department of Medical, Health and Family Welfare in Rajasthan and Rajasthan Pharmacy Council. Health Issues linked to Population Policy in India. National Health Policy-2017..

**Unit III**

Development and Importance of Health Needs Assessment. Rural Health Care in India- PHCs, CHCs, SCs and District Hospitals. Ayushman Bharat, Aam Aadmi Bima Yojana, Central Government Health Scheme and Rajasthan Government Health Scheme : Mukhya Mantri Chiranjeevi Swasthya Bima Yojana, Rajeev Gandhi Rural Mobile Unit and Free Medicine Scheme . Prevention of Epidemics and Covid 19. ICT and Robotics Utilisation in Health Sector. Health Challenges at Grassroot level.

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## Readings

- Goldstein, L. Raymond, Goldstein Karen, & Graham, G. David, *Introduction to Public Health*, New York: Springer Publishing Company, 2011.
- Bhattacharya, Dru., *Public Health Policy: Issues, Theories and Advocacy*, Jossey-Bass, 2013.
- Shi, Leiyu., & Johnson, A. James., *Public Health Administration: Principles for Population Based Management*, Jones & Bartnett Learning, 2014.

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## लोक स्वास्थ्य एवं शासन

### इकाई - 1


लोक स्वास्थ्य – अर्थ, इतिहास, विकास और सामाजिक कारक। लोक स्वास्थ्य के कार्य और क्षेत्र। लोक स्वास्थ्य के सन्दर्भ में स्थानीय एवं वैश्विक चिंतन। विश्व स्वास्थ्य संगठन, खाद्य एवं कृषि संगठन, विश्व खाद्य कार्यक्रम का संगठन एवं कार्य। वैश्विक लोक स्वास्थ्य संकेतक, मिलेनियम विकास लक्ष्य, स्थायी विकास लक्ष्य। लोक स्वास्थ्य में संयुक्त राष्ट्र विकास कार्यक्रम की भूमिका। वैश्विक स्वास्थ्य नीति में परिवर्तन। लोक स्वास्थ्य तथा पर्यावरण के मध्य संबंध।

### इकाई -2

लोक स्वास्थ्य के सिद्धान्त – हेल्थ बिलीफ मॉडल , ट्रांसथियोरेटिकल मॉडल , सामाजिक संज्ञानात्मक सिद्धान्त तथा सामाजिक, पारिस्थितिकीय मॉडल। स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वास्थ्य एवं परिवार कल्याण महानिदेशालय, आयुष मंत्रालय, राष्ट्रीय चिकित्सा आयोग एवं भारतीय चिकित्सा अनुसन्धान परिषद् : संगठन एवं कार्य। राजस्थान में चिकित्सा, स्वास्थ्य एवं परिवार कल्याण विभाग तथा राजस्थान फार्मसी परिषद का संगठन एवं कार्य। भारत की जनसंख्या नीति से संबंधित स्वास्थ्य मुद्दे। राष्ट्रीय स्वास्थ्य नीति 2017।

### इकाई - 3

स्वास्थ्य आवश्यकताओं के आकलन का विकास एवं महत्व। भारत में ग्रामीण स्वास्थ्य देखभाल – प्राथमिक, सामुदायिक, उपकेन्द्र तथा जिला अस्पताल। आयुष्मान भारत, आम आदमी बीमा योजना, केन्द्र सरकार स्वास्थ्य योजना, राजस्थान सरकार स्वास्थ्य योजना, मुख्यमंत्री चिरंजीवी स्वास्थ्य बीमा योजना , राजीव गांधी ग्रामीण मोबाईल यूनिट तथा मुफ्त दवा योजना। महामारियों की रोकथाम तथा कोविड-19। स्वास्थ्य क्षेत्र में सूचना एवं प्रौद्योगिकी तथा रोबोटिक उपयोग। स्थानीय स्तर पर स्वास्थ्य चुनौतियाँ।

  
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*M.A. Public Administration*

*(Semester Scheme)*

*M.A. IV Semester*

S.No.	Subject Code	Course Title	Course Category	Credits
<b>Compulsory Core Courses (All are Compulsory)</b>				
1	PAD-401	Organisational Behaviour	CCC	6
2	PAD-402	Ethics in Public Administration	CCC	6
3	PAD-403	Introduction to Governance and Information Technology	CCC	6
<b>Elective Core Courses (Select any Three)</b>				
4	PAD-D01	Administrative Thought	ECC	6
5	PAD-D02	Police Administration and Internal Security	ECC	6
6	PAD- D03	Political Concepts and Theories	ECC	6
7	PAD-D04	Environment and Sustainable Development	ECC	6
8	PAD-D05	Labour and Consumer Welfare Administration	ECC	6

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## Programme Specific Outcome

- To inculcate sound theoretical and practical insights of the discipline and educate to be compassionate and effective.
- Develop required generalist public management expertise, abilities and enhance their capacities to perform with efficiency.
- Empower to gain considerable understanding of diversified knowledge of public administration.
- Prepare and train for more complex analysis and critical thinking in the students that develops necessary scientific temper to encounter dynamic environment.
- Ensure proficiency in pursuing research in the areas that influence policy decisions.
- Train the students to be pragmatic in recognizing social issues that involves expertise and knowledge.

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## ORGANISATIONAL BEHAVIOUR

**Objective:** This paper acquaints the Behaviouralism concepts in organization, interpersonal and intra personal relationships. It highlights the concept of motivation and theories related to it. The objective of this course is to provide insights and in-depth understanding about Human Behaviour and develop the ability to analyse in different work environment.

### Unit - I

Organisational Behaviour- Definition, Concept, Genesis, Need for Study and Goals. Organization Structure- Simple, Matrix, Virtual and Boundary Less. Organisational Change- Approaches (Lewin's Three Step Model, Kotter's Eight Step and Action Research). Organizational Change : Driving Factors, Change Agents and resistance to Change.

### Unit – II

Communication- Meaning, Process, Types and Barriers. Leadership- Concept, Nature and Styles (Contingency, Leader- Member Exchange and Transformational Leadership Theories). Group Behaviour, Attitude, Values, Team Building, Conflict Management, Time and Stress Management in Organization. Perception -Concept, Process and Factors influencing Perception.

### Unit – III

Motivation - Meaning and Significance. Motivation Theories- Abraham Maslow, Federick Herzberg, Doughlas McGregor and Mc Clelland. Power and Politics- Bases of Power, Power Tactics, Causes and Consequences of Political Behaviour. Personality : Features, Stages and Determinants. Organisational Politics and its impact on Organisational Behaviour.

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## सांगठनिक व्यवहार

### इकाई - 1

सांगठनिक व्यवहार : परिभाषा, अवधारणा, उत्पत्ति, अध्ययन की आवश्यकता तथा लक्ष्य ; सांगठनिक संरचना - सरल, मैट्रिक्स, आभाषी, तथा सीमा रहित ; सांगठनिक परिवर्तन - उपागम ( लेविन का त्रिस्तरीय मॉडल, कॉटर का अष्ट स्तरीय मॉडल तथा क्रिया शोध) ; संगठनात्मक परिवर्तन : प्रेरक कारक, परिवर्तन एजेंट और परिवर्तन के प्रति प्रतिरोध ।

### इकाई - 2

संचार : अर्थ, प्रक्रिया, प्रकार तथा बाधाएं ; नेतृत्व - अवधारणा, प्रकृति तथा शैलियाँ (आकस्मिता, नेता-सदस्य विनिमय तथा परिवर्तनकारी नेतृत्व सिद्धांत) ; संगठन में समूह व्यवहार, अभिवृत्ति, मूल्य, टीम निर्माण, विवाद प्रबंधन, समय एवं तनाव प्रबंधन ; धारणा : अवधारणा, प्रक्रिया तथा धारणा को प्रभावित करने वाले कारक ।

### इकाई - 3

अभिप्रेरणा : अर्थ तथा महत्व ; अभिप्रेरणा के सिद्धांत - मैस्लो, हर्जबर्ग, मेकग्रेगर तथा मैक्क्लीवलेंड के सिद्धांत ; शक्ति एवं राजनीति : शक्ति के आधार, शक्ति रणनीति, राजनीतिक व्यवहार के कारण तथा परिणाम ; व्यक्तित्व : विशेषताएं, चरण तथा निर्धारक ; सांगठनिक राजनीति का सांगठनिक व्यवहार पर प्रभाव ।

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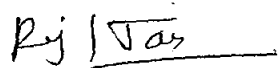
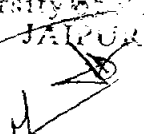

## Suggested Readings:

- Robbins Stephen P. & Timothy A. Judge, *Organisational Behaviour*, New York: Pearson, 2013.
- Luthans Fred, *Organizational Behaviour: An Evidence Based Approach*, New York: McGraw-Hill, 2011.
- Jit Chandan S., *Organisational Behaviour*, New Delhi: Vikas Publishing House, 2006.
- Longton Nancy & Robbins Stephen P, *Fundamentals of Organisational Behaviour*, Canada: Pearson Education, 2001.
- Mullins Laurie J., *Management and Organisational Behaviour*, New York: Pearson, 2016.
- Davis, Keith., *Organisational Behaviour*, McGraw Hill, 1977.

## Course Outcomes : The Students will be able to-

- Study and deliberate on various perspectives and theories of individual behavior in an organization.
- Interpret significant theories of leadership, motivation and communication that has significant influence on individuals and groups serving in an organization.
- Improve the ability to understand the power and politics that gains commands over organizational norms.
- Develop sensibility to evaluate the organizational culture through varied dynamics.

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## ETHICS IN PUBLIC ADMINISTRATION

**Objective :** A set of standards which regulates the human behavior is known as Ethics. This paper introduces the theoretical perspectives of ethics and its nature. It is the sense of judging right or wrong which is intrinsic to the culture and civilization. It discusses the theories of scholars both from Western and Indian who contributed for enhancing values of mankind.

### Unit - I

Ethics- Concept, Nature, Scope and Significance. Philosophy and Ontology as Foundation of Ethics. Role of Family, Society and Education in Inculcating Values. Role of Ethics in Evolving Public Administration. Debates and Ethical Dilemmas in Public Administration.

### Unit - II

Moral Philosophy- Plato, Aristotle and Kant. Views of M.K Gandhi, Swami Vivekananda and Sarvepalli Radhakrishnan on Ethics. Changing Ethical Contexts: Historical, Socio-cultural, Legal-judicial, Economic and Political. Ethics and Good Governance.

### Unit - III

Constitutional Values and its Relationship with Ethics. Ethical Governance in the 21<sup>st</sup> Century- Challenges from Privatization and Information Age. Ethics and Administrative Discretion. Integrity, Impartiality, Empathy, Tolerance and Emotional Intelligence- Concepts and their utility in Administration. Civil Service Ethics, Code of Conduct in Civil Services and Ethics in Governance- 4<sup>th</sup> Report of 2<sup>nd</sup> ARC.

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## लोक प्रशासन में नैतिकता

### इकाई - 1


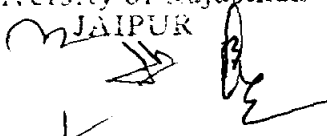
नैतिकता : अवधारणा, प्रकृति, क्षेत्र तथा महत्व ; नैतिकता के आधार के रूप में दर्शन और सत्ता मीमांसा ; मूल्यों को विकसित करने में परिवार, समाज और शिक्षा की भूमिका ; लोक प्रशासन के विकास में नैतिकता की भूमिका ; लोक प्रशासन में बहस और नैतिक दुविधाएं ।

### इकाई - 2

नैतिक दर्शन : प्लेटो, अरस्तु, तथा कांत ; नैतिकता पर महात्मा गाँधी, स्वामी विवेकानन्द तथा सर्वपल्ली राधाकृष्णन के विचार ; बदलते नैतिक संदर्भ : ऐतिहासिक, सामाजिक-सांस्कृतिक, कानूनी-न्यायिक, आर्थिक तथा राजनीतिक ; नैतिकता एवं सुशासन ।

### इकाई - 3

संवैधानिक मूल्य तथा इनका नैतिकता के साथ सम्बन्ध ; 21वीं शताब्दी में नैतिक शासन : निजीकरण तथा सूचना युग की चुनौतियाँ ; नैतिकता तथा प्रशासनिक विवेक ; सत्यनिष्ठा, निष्पक्षता, समानुभूति, सहनशीलता, तथा भावनात्मक बुद्धिमता - अवधारणाएं तथा इनकी प्रशासन में उपयोगिता ; लोक सेवा नैतिकता ; लोक सेवाओं में आचरण संहिता तथा शासन में नैतिकता ( द्वितीय प्रशासनिक सुधार आयोग का चतुर्थ प्रतिवेदन ) ।

  
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### Suggested Readings :

- Menzel Donald C., *Ethics Management for Public Administrators: Building Organisations of Integrity*, New York: M.E Sharpe, 2007.
- Barnwal S P., *Ethics in work in India- Tradition in Relation to Man and Society*, New Delhi: IIPA, 1993.
- Misra Suresh, *Strengthening of Ethical and Moral Values in Governance*, New Delhi: IIPA, 2016.
- Martinez, James Micheal., *Public Administration Ethics for the 21<sup>st</sup> Century*, Praeger, 2009.
- Sheeran Patrick J., *Ethics in Public Administration: A Philosophical Approach*, West Port: Green Wood Publishing Group, 1993.
- Second Administrative Reforms Commission, 1 and 2<sup>nd</sup> Reports.
- Arora, Ramesh K. (ed), *Ethics, Integrity and Values in Public Service*. New Delhi: New Age International, 2014.
- Das S K., *Building a World Class Civil Service for Twenty First Century India*. Oxford University Press: New Delhi, 2010.
- Dwivedi O P., *Ethics and Values of Public Responsibility and Accountability*, International Review of Administrative Science, 1985, 51, pp. 64-66.
- Godbole, M G., *Good Governance Never on India's Radar*. New Delhi: Rupa Publishing House, 2014.

### Course Outcomes: The students will be able to -

- Identify the philosophy and significance of ethics in public administration.
- Understand the dilemma between norms and ethics by the public officials.
- Elaborate the ethical philosophy of western and Indian scholars.
- Explain the initiatives and reforms undertaken to promote ethics in administration in India.

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## INTRODUCTION TO GOVERNANCE AND INFORMATION TECHNOLOGY

**Objective:** Governance is the most important topic of the administrative world. It depicts the profound changes in government and public services. E-Governance has been used synonymously to good governance. This paper introduces the concepts of good governance, e-governance models and its application in administration introduced by various state governments. The reader will be able to assess the theoretical aspects of good governance, e-governance and the latter's implementation in civic services.

### Unit - I

Transformation from Government to Governance. Governance Models. Good Governance- Concept, Evolution, Nature and Scope. Challenges to Good Governance – Empowerment, Regional Diversity and Delivery of Services. Governance and Governability. Governability: Systems and Sub Systems. Dilemmas of Governance : Legitimacy, Collaborative Governance, Capacity Building, Network Management and Social Inclusion.

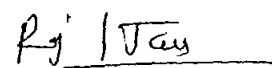
### Unit - II

e-Governance- Meaning, Scope, Significance. Theories of e-Governance (Six Perspectives and Six Theories). Models of e-Governance: The General Information Dissemination Model, The Critical Information Dissemination Model, The Advocacy Model & The Interactive Model. Techniques of e-Governance: GIS Based Management, Video Conferencing and Citizen Database and Human Development.

### Unit - III

Types of Interaction: G2C, G2B, G2G and G2E. e-Governance Case Studies- SWAYAM, MOOCS, Akshaya in Kerala, Bhoomi in Karnataka, e-Mitra in Rajasthan. National e-Governance Plan 2006. Role of ICT in Rural Development. Digital Divide- Geographical, Economical, Social and Political. Internet of Things (IOT), National Informatics Centre (NIC) and Government Process Re-Engineering (GPR). Security Concerns in e-Governance Application.

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## शासन तथा सूचना प्रौद्योगिकी का परिचय

### इकाई - 1

सरकार से शासन में रूपांतरण ; शासन मॉडल ; सुशासन - अवधारणा, उद्भव, प्रकृति तथा क्षेत्र ; सुशासन की चुनौतियाँ - सशक्तिकरण, क्षेत्रीय विविधता तथा सेवा प्रदायगी ; शासन तथा शासन क्षमता ; शासन क्षमता : प्रणाली और उप प्रणाली ; शासन की दुविधाएं : वैधता, सहयोगात्मक शासन, क्षमता निर्माण, नेटवर्क प्रबंधन और सामाजिक समावेशन ।

### इकाई - 2

ई- शासन - अर्थ, क्षेत्र, महत्व तथा समस्याएं ; ई-शासन के सिद्धांत ( 6 परिप्रेक्ष्य तथा 6 सिद्धांत ) ; ई-शासन के मॉडल - सामान्य सूचना प्रसार, महत्वपूर्ण सूचना प्रसार, एडवोकेसी/ वकालत तथा इंटरैक्टिव मॉडल ; ई-शासन की तकनीकें : जीआईएस आधारित प्रबंध, विडियो कॉन्फ्रेंसिंग, नागरिक डेटाबेस और मानव विकास ।

### इकाई - 3

अंतःक्रिया के प्रकार : जी2सी, जी2बी, जी2जी, जी2ई ; ई-शासन केस स्टडी - स्वयं, मूक्स (MOOCS), अक्षय (केरल), भूमि (कर्नाटक), ई-मित्र (राजस्थान) ; राष्ट्रीय ई-शासन योजना ; सूचना एवं संचार प्रौद्योगिकी की ग्रामीण विकास में भूमिका ; डिजिटल अंतराल - भौगोलिक, आर्थिक, सामाजिक तथा राजनीतिक ; इन्टरनेट ऑफ थिंग्स (आईओटी), राष्ट्रीय सूचना विज्ञान केंद्र तथा सरकारी प्रक्रिया पुनर्रचना ; ई-शासन क्रियान्वयन में सुरक्षा संबंधी चिंताएं ।

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## Suggested Readings:

- Anttiroiko et.al.(ed.s), *Innovations in Public Governance*, Amsterdam: IOS Press, 2011.
- Bevir Mark (ed), *The Sage Handbook of Governance*, Thousand Oaks CA: Sage Publications, 2010.
- Osborne Stephen P. (ed), *The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance*, London: Routledge, 2011.
- Government of India Official website deity.gov.in, Ministry of Electronics and Information Technology.
- Agarwal Ashok (ed), *E-Governance: Case Studies*, Hyderabad: University Press, 2013.
- Smith BC., *Good Governance and Development*. Palgrave Macmillan, 2007.
- Richard Hecks, *Implementing and Managing E-Governance*, Vistar Publications, 2005.
- Mathur, Kuldeep, *From Government to Governance: A Brief Survey of the Indian Experience*, New Delhi: NBT, 2018.

## Course Outcomes : The students will be able to -

- Identify the relationship between governance principles and IT practices that transform the public service delivery mechanism.
- Enhance the ability to understand impact of emerging technologies on prevailing governance technologies.
- Deliberate various approaches adopted by other states that leverages strong government public interaction.
- Critical analysis of opportunities and challenges encountered by ever dynamic IT governance.

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## ADMINISTRATIVE THOUGHT

**Objective:** Theory forms the core and strength of any discipline. It provides the concepts, definitions and ideals of the subject. This paper provides the information about various thinkers who contributed for the development of this discipline. Reader would understand the theoretical basics of classical, bureaucratic and human relations in public administration.

### Unit - I

Administrative Theories : Meaning and Significance. Administrative Thought - Kautilya's Arthashastra and Woodrow Wilson's Contribution. F.W.Taylor - Scientific Management Theory. Taylor's Associates - Henry Gantt, Frank and Lillian Gilberth. Contribution of Henri Fayol, Luther Gulick and Lyndall Urwick to Public Administration. Emerging Trends in Administrative Theory.

### Unit - II

Bureaucracy: Max Weber's Bureaucratic Theory and Post Weberian Developments and Models. F.M. Marx - Types of Bureaucracy. Karl Marx - State and Bureaucracy. Samuel Krislov and Donald Kingsley - Representative Bureaucracy. Role of Bureaucracy in Globalisation Era.

### Unit - III

Human Relations : M.P.Follet- Contribution to Constructive Conflict, Coordination and Leadership. Elton Mayo - Human Relations Movement and Contribution of Chester Barnard in Public Administration. Herbert Simon- Behaviouralism and Decision Making. Contribution of Chris Argyris to Behavioural Approach and Rensis Likert's Management Styles.

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## प्रशासनिक विचार

### इकाई - 1

प्रशासनिक सिद्धांत : अर्थ तथा महत्व ; प्रशासनिक विचार : कौटिल्य का अर्थशास्त्र तथा वुडरो विल्सन का योगदान ; एफ. डब्ल्यू. टेलर : वैज्ञानिक प्रबंध सिद्धांत ; टेलर के सहयोगी : हेनरी गांट, फ्रैंक एवं लिलियन गिल्ब्रेथ ; हेनरी फेयोल, लूथर गुलिक एवं लिंडल उर्विक का लोक प्रशासन में योगदान ; प्रशासनिक सिद्धांत में उभरती प्रवृत्तियां ।

### इकाई - 2

नौकरशाही : मैक्स वेबर का नौकरशाही सिद्धांत तथा उत्तर वेबर विकास एवं मॉडल ; एफ. एम. मार्क्स : नौकरशाही के प्रकार ; कार्ल मार्क्स : राज्य तथा नौकरशाही ; सेम्युएल क्रिस्लोव एवं डोनाल्ड किंग्सले : प्रतिनिधित्व नौकरशाही ; वैश्वीकृत युग में नौकरशाही की भूमिका ।

### इकाई - 3

मानव सम्बन्ध : एम्. पी. फोलेट का योगदान - रचनात्मक संघर्ष, समन्वय एवं नेतृत्व ; एल्टन मेयो - मानव सम्बन्ध आन्दोलन ; लोक प्रशासन में चेस्टर बर्नार्ड का योगदान ; हर्बर्ट साइमन - व्यवहारवाद तथा निर्णय निर्माण प्रारूप ; क्रिस अग्रिगिरिस का व्यावहारिक उपागम में योगदान तथा रेंसिस लिक्ट की प्रबंधकीय शैलियाँ ।

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### Suggested Readings :

- Baker R.J.S., *Administrative Theory and Public Administration*, London: Huthinson, 1972.
- Barnard Chester, *The Functions of Executive*, Cambridge: Harvard University Press, 1969.
- Prasad Ravindra D. (et al), *Administrative Thinkers*, New Delhi: Sterling Publications, 2017.
- Henry Nicholas, *Public Administration and Public Affairs*, New Delhi: Prentice Hall, 2006.
- Waldo D., *The Study of Public Administration*, New Delhi: Random House, 1968.
- Fedrickson George H. (et al), *The Public Administration Theory and Primer*, New York: West view press, 2003.
- Simon Herbert A., *Administrative Behavior: A Study of Decision-Making Processes in Administrative Organization*, New York: McMillan, 1947.
- Raadschelders, Jos C.N., *Government: A Public Administration*, Routledge, 2003.
- Rita Pinto Marina, *Administrative and Management Thinkers*, New Age International Publishers, New Delhi.
- Mahajan Anupama, *Administrative Thinkers*, Sage Publishers, New Delhi.
- जी.एस.सुधा, *प्रबंध चिंतन का इतिहास*, आरबीएसए पब्लिशर्स, जयपुर ।
- कटारिया सुरेन्द्र, *प्रशासनिक चिन्तक*, नेशनल पब्लिशिंग हाउस, जयपुर ।

### Course Outcomes : The Students will be able to -

- Provide the students with deeper and broader understanding of fundamental theories developed in the subject.
- Impart wider insights about growth and evolution of the discipline.
- Learn basic approaches and principles of public administration.
- Create analytical abilities to grasp the contribution of several scholars from different background.

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## POLICE ADMINISTRATION AND INTERNAL SECURITY

**Objective:** The course aims to disseminate the Administration of Police Organization in India. It explores the Commissions appointed and reforms undertaken for the growth and excellence of Police functions. The course throws light on issues of Internal Security currently being encountered and the measures taken to counter them.

### Unit - I

Police Administration – Historical Background and Functions of Police in India. Law and Order - Concept and Role of Police in its Maintenance. Ministry of Home Affairs- Organization and Working. Police Organization at State and District Level in India. Police Reforms and Commissions (Gore Commission, National Police Commission, Padmanabhaiah Committee, Malimath Committee and Prakash Singh vs Union of India case).

### Unit - II

Organization and Functions of Central Police Organisations : Intelligence Bureau, Central Bureau of Investigation, Research and Analysis Wing, Sardar Vallabhai Patel National Police Academy and National Investigation Agency. Internal Security - Concepts, Dynamics and issues (Militancy, Extremism/Moatism/ Naxalism, Linkage between Development and Spread of Extremism, Insurgency in North East). Role of External State and Non State Actors in Creating Challenges to Internal Security.

### Unit - III

Organised Crime – Meaning, features, Types, Problems and Combating Mechanism. Cyber Security-Meaning, Types and Impact. Different Spywares and Initiatives in tackling Cyber Warfare. Money Laundering : Meaning, Effects and Challenges. PMLA-2002 and initiatives in India. Enforcement Directorate : Organisation and Functions. Paramilitary Forces : Meaning, Types, Functions and Role. Problems of Coordination between Centre and State regarding Combating Crime. Challenges of Cyber Crime Combating.

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## पुलिस प्रशासन तथा आन्तरिक सुरक्षा

### इकाई -1

पुलिस प्रशासन – ऐतिहासिक पृष्ठभूमि तथा भारत में पुलिस। कानून और व्यवस्था – अवधारणा तथा इसके अनुरक्षण में पुलिस की भूमिका। पुलिस आयुक्त प्रणाली। गृह मंत्रालय : संगठन एवं कार्य। भारत में राज्य एवं जिला स्तर पर पुलिस संगठन। पुलिस सुधार एवं आयोग (गौरे आयोग, राष्ट्रीय पुलिस आयोग, पद्मनाभैया समिति, मलिमथ समिति एवं प्रकाश सिंह बनाम भारत संघ मामला)।

### इकाई - 2

केंद्रीय पुलिस संगठन : खुफिया ब्यूरो, केंद्रीय अन्वेषण ब्यूरो, अनुसंधान और अन्वेषण विंग, सरदार वल्लभ भाई पटेल राष्ट्रीय पुलिस अकादमी तथा राष्ट्रीय अन्वेषण अभिकरण के संगठन एवं कार्य। आंतरिक सुरक्षा : अवधारणा, गतिकी तथा मुद्दे (आतंकवाद, उग्रवाद/ माओवाद/ नक्सलवाद, विकास तथा उग्रवाद विस्तार के मध्य कड़ी, उत्तर पूर्व में विद्रोह)। आंतरिक सुरक्षा को चुनौती देने में बाहरी राज्य तथा गैर राज्य अभिकर्ताओं की भूमिका।

### इकाई - 3

संगठित अपराध : अर्थ, लक्षण, प्रकार, समस्याएं तथा रोकथाम तंत्र। साइबर सुरक्षा : अर्थ, प्रकार तथा प्रभाव। विभिन्न स्पाईवेयर तथा साइबर हमलों को रोकने के लिए पहल। धन शोधन : तात्पर्य, प्रभाव तथा चुनौतियाँ। धन शोधन निवारण अधिनियम, 2002 तथा भारत में विभिन्न प्रयास। प्रवर्तन निदेशालय : संगठन एवं कार्य। अर्धसैनिक बल : तात्पर्य, प्रकार, कार्य तथा सुरक्षा में भूमिका। केंद्र तथा राज्य सरकारों के मध्य अपराध को रोकने के संदर्भ में समन्वय की समस्याएं। साइबर अपराध को रोकने की चुनौतियाँ।

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## Suggested Readings :

- Diaz, S.M., (1976), *New Dimensions to the Police Role and Functions in India*, Published by the National Police Academy, Hyderabad.
- Mathur, Krishna Mohan., (1994), *Indian Police, Role and Challenges*, Gyan Publishing House, New Delhi.
- Lab, S., (2000). *Crime Prevention: Approaches, Practices and Evaluations*, Anderson Publishing Company, Ohio.
- Morley, W.H., (1958), *Administration of Justice in India*, New Delhi, Metropolitan.
- Nehad Ashraf, (1992), *Police and Policing in India*, Common Wealth Publishers, New Delhi.
- Parmar M.S., (1992), *Problems of Police Administration*, Reliance Publishing House, New Delhi.
- Paranjpe, Shrikant., (2012), *Internal security of India: Issues, Structures and Approaches (ed)*. Indus source.
- Ganguly, Sumit., & Fidler P. David. (2013). *India and Counterinsurgency: Lessons Learned (Asian Security Studies)*, Routledge.

## Course Outcomes : The students will be able to -

- Interpret the background and functions of police in India and comprehend the issues of public safety.
- Identify various institutions established and evaluate their significant contribution in curbing the issues of internal security.
- Distinguish between organized crime and cyber security and analyse the preparedness of Indian institutions and policies.
- Equip students with necessary ability to take up studies in police and internal security studies.

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**POLITICAL CONCEPTS AND THEORIES**

**Objective:** The course attempts to explore the basics of political ideas and concepts that elaborate the nature of ruling regimes across the globe. It aims to enable the students to understand the political philosophy advocated by western and Indian scholars. The objective of this paper is to impart knowledge about the philosophy of great thinkers.

**Unit - I**

Political Ideas- Liberty, Sovereignty, Justice, Equality and Secularism. Concepts- Liberalism, Socialism, Marxism, Capitalism, Neo-Colonialism, Anarchism, Fascism, Nationalism, Welfarism, Populism and Ecologism.

**Unit - II**

Western Political Thought: Plato- Ideal State. Aristotle- State, Classification of Constitution, Slavery and Revolution. Machiavelli- Human Nature, Morality and Republicanism. J.S. Mill- Liberty and Democracy. Hobbes, Locke and Rousseau- Social Contract. Ancient Indian Thought- Buddha – Political Philosophy. Mahaveer Swami – Panch Mahavarta and Philosophical Teaching.

**Unit - III**

Modern Indian Political Thought- Raja Ram Mohan Ray – Religious and Social Ideas. Swami Vivekanand- Ideal State and Cultural Nationalism. M.K. Gandhi- State, Satyagraha and Trusteeship. Jyothibha Phule- Social-Cultural Revolution and Women Education. J.L. Nehru- Democratic Socialism, Economic Planning and Industrialisation. R.M.Lohia - Democratic Decentralisation, and Caste System. B.R. Ambedkar - Ideas of Social Justice, Gender Equality, Labour Welfare. Aurobindo Ghose - Spiritual Nationalism. D.D. Upadhyay- Integral Humanism.

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इकाई - 1

राजनीतिक विचार : स्वतंत्रता, संप्रभुता, न्याय, समानता एवं धर्मनिरपेक्षता ; राजनीतिक अवधारणाएं - उदारवाद, समाजवाद, मार्क्सवाद, पूंजीवाद, नवउपनिवेशवाद, अराजकतावाद, फ्रांसीसीवाद, राष्ट्रवाद, कल्याणवाद, बहुलवाद एवं पारिस्थितिकवाद ।

इकाई - 2

पश्चिमी राजनीतिक विचार : प्लेटो - आदर्श राज्य ; अरस्तु - राज्य, संविधान का वर्गीकरण, दासता एवं क्रांति ; मैकियावेली - मानव प्रकृति, नैतिकता, एवं गणतंत्रवाद ; जे.एस.मिल - स्वतंत्रता एवं लोकतंत्र ; होब्स, लॉक और रूसो - सामाजिक समझौता ; प्राचीन भारतीय राजनीतिक विचार : बुद्ध - राजनीतिक दर्शन ; महावीर स्वामी - पंच महाव्रत और दार्शनिक शिक्षण ; ।

इकाई - 3

आधुनिक भारतीय राजनीतिक विचार : राजा राम मोहन राय - धार्मिक एवं सामाजिक विचार; स्वामी विवेकानंद - आदर्श राज्य तथा सांस्कृतिक राष्ट्रवाद, महात्मा गाँधी - राज्य, सत्याग्रह तथा न्यासिता ; ज्योतिबा फूले - सामाजिक-सांस्कृतिक क्रांति एवं महिला शिक्षा ; जवाहर लाल नेहरू - लोकतान्त्रिक समाजवाद, आर्थिक नियोजन तथा औद्योगिकीकरण ; राम मनोहर लोहिया - लोकतान्त्रिक विकेंद्रीकरण तथा जाती व्यवस्था ; आंबेडकर - सामाजिक न्याय, लैंगिक समानता एवं श्रम कल्याण ; अरबिंदो घोष - आध्यात्मिक राष्ट्रवाद ; दीनदयाल उपाध्याय - एकात्म मानववाद ।

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### Suggested Readings :

- Asirvatham, E. ,(1948), *Political Theory*, The Upper India Publishing House Ltd: Lucknow.
- Beiner, Ronald., (2014), *Political Philosophy: What it is and Why it Matters*, Cambridge University Press: New York.
- Heywood, Andrew., (2004), *Political Theory: An Introduction*, Palgrave Macmillan.
- McClelland, J.S., (1998), *A History of Western Political Thought*, Routledge: London.
- Desai, A.R., (1996), *Social Background of Indian Nationalism*, Bombay: Popular Prakasan.
- Bhargava, Rajeev. and Acharya, Ashok., (2008), *Political Theory: An Introduction*, Pearson Education India.
- पुखराज जैन और बी.एल.फड़िया, भारतीय राजनीतिक चिंतन, साहित्य भवन पब्लिकेशन, आगरा।
- पुखराज जैन और बी.एल.फड़िया, राजनीतिक विचारक (पाश्चात्य एवं भारतीय), साहित्य भवन पब्लिकेशन, आगरा।
- ओ.पी. गाबा, भारतीय राजनीतिक विचारक, नेशनल पब्लिशिंग हाउस, जयपुर।

### Course Outcomes : The students will be able to -

- a) Learners will be able to comprehend foundational concepts o politics like Justice, Equality and Secularism.
- b) Acknowledge the significance of Western and Indian political thought and ability to distinguish their wider perspectives.
- c) Develop capabilities that juxtapose concepts through theoretical evidence and empirical substance.
- d) Enhance the comparative studies between Western and Indian political thought process.

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## Environment and Sustainable Development

**Objective:** The course aims to impart awareness in the concepts associated with environmental science and inculcate the knowledge based on sustainable development with a view to balance problem areas and strategies in combating them. In addition, the student will be able to understand the frictional movements between the advocates of development projects and protagonists of sustainable environmentalism.

### Unit - I

Environment: Concept, Principles, Scope and Significance. Constitutional Provisions and Environmental Problems in India. Environmental Ethics, Global Environmentalism and Anthropocentric Environmental View. Environmental Issues: Global Warming, Climate Change, Ozone Depletion and Acid Rain. Types of Pollution: Air, Water, Noise and Soil. Biosphere Conferences: From Stockholm to Rio and Beyond. Globalisation of the Environmental Agenda- UNCED and Post UNCED.

### Unit - II

Environmental Issues in India: Narmada Bachao Andolan, Chipko Movement, River Linking, Joint Forest Management, River Cleaning Initiatives, Silent Valley Movement, Bishnoism and Case Studies- Ramsar Wetlands and Mines, Waste Land and their reclamation, Desertification and its Control. Organisation and Working: Central & State Pollution Control Board and National Green Tribunal.

### UNIT - III

Sustainable Development- Evolution, Nature, Scope and Importance. Bruntland Commission. Approaches- Status-Quo, Capacity Building, Industrial Sector, Integrated Systems, Human Development and Green Account. Sustainable Livelihood. MDG and SDG: Indicators and Targets. Environmental Policies in India. Organisation and Functions- Ministry of Environment, Forest and Climate Change.

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## पर्यावरण एवं सतत विकास

### इकाई - 1

पर्यावरण : अवधारणा, सिद्धांत, क्षेत्र एवं महत्व ; भारत में संवैधानिक प्रावधान एवं पर्यावरणीय समस्याएं ; पर्यावरण नैतिकता, वैश्विक पर्यावरणवाद एवं मानवजन्य पर्यावरण दृष्टिकोण ; पर्यावरणीय मुद्दे : वैश्विक तपन, जलवायु परिवर्तन, ओजोन क्षरण तथा अम्ल वर्षा ; प्रदूषण : अर्थ तथा प्रकार-वायु, जल, ध्वनि तथा मृदा ; जैवमंडल सम्मलेन : स्टॉकहोम से रिओ तथा उससे आगे ; वैश्वीकरण तथा पर्यावरणीय मसौदा : यूएनसीईडी तथा उत्तर यूएनसीईडी ।

### इकाई - 2

भारत में पर्यावरणीय मुद्दे : नर्मदा बचाओ आंदोलन, चिपको आंदोलन, नदी जोड़ो परियोजना, संयुक्त वन प्रबंधन, नदी सफाई पहल, साइलेंट वैली आंदोलन, बिश्नोइवाद तथा केस अध्ययन, रामसर आद्रभूमियाँ तथा खनन, बंजर भूमि एवं उनका पुनर्ग्रहण, मरुस्थलीकरण तथा इसका नियंत्रण ; संगठन तथा कार्यप्रणाली : केंद्रीय तथा राज्य प्रदूषण नियंत्रण मंडल और राष्ट्रीय हरित न्यायाधिकरण ।

### इकाई - 3

सतत विकास : उद्भव, प्रकृति, क्षेत्र तथा महत्व ; ब्रंटलैंड आयोग ; उपागम : यथास्थिति, क्षमता निर्माण, औद्योगिक क्षेत्र, एकीकृत व्यवस्था/तंत्र, मानव विकास तथा हरित लेखा ; सतत आजीविका ; एमडीजी एवं एसडीजी : संकेतक तथा लक्ष्य ; भारत में पर्यावरणीय नीतियां ; पर्यावरण, वन तथा जलवायु परिवर्तन मंत्रालय का संगठन एवं कार्यप्रणाली ।

PJ/Tay

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## Suggested Readings :

1. Allaby, Michael, *Basics of Environmental Science (2<sup>nd</sup> Ed)*, Routledge, 2001.
2. Clayton, Barry Dala & Bass, Stephen, *Sustainable Development Strategies: A Resource Book*, Earthscan Publications Ltd, London, 2002.
3. Mulder, Karel, *Sustainable Development for Engineers: A Handbook and Resource Guide*, Green Leaf Publishing, 2006.
4. Auty, M. Richard & Brown, Katrina, *Approaches to Sustainable Development (Global Development and Environment)*, Routledge, 2020.
5. Rangarajan, Mahesh, *Environmental Issues in India: A Reader*, Pearson Education India, 2006.
6. Pandey, Adarsh, Shukla, Keshav, Ahlawat, Jyoti, Negi, Raveena & Pandey, Dhruv Kumar, *Environmental Issues and Policies*, OrangeBooks Publication, 2023.

## Course Outcomes : The students will be able to -

- Educate the students on various theoretical models to solve sustainability issues in the real world.
- Acknowledge the concepts and organization involved to promote sustainable development.
- Identify the causes for degrading environmental conditions due to human intervention.
- Compare the Millennium Development Goals and the obstacles that retard to achieve overall development of the nation.

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PAD-D05

## Labour and Consumer Welfare Administration

**Objective:** The course disseminates to impart the basics of labour welfare and analyse the legislation enacted in India. It attempts to delve the institutions involved to secure the Proletariat interests. In addition, it throws light on the consumer movement, acts initiated and organizations that protect the consumer interests. Besides, the student will learn the initiatives of the government to protect the consumer.

### Unit - I

Labour Welfare: Meaning, Nature, Scope and Significance. History of Labour Welfare in India. Constitutional Provisions, Labour and Liberalisation, Labour Legislation and Policy in India. Labour Administration- Issues of Right to Work, Wages and Social Security. Organisation and Functions: Ministry of Labour and Employment, National Labour Commission, Chief Labour Commissioner & International Labour Commission.

### Unit - II

Labour Legislation in India- Minimum Wages Act-1948, Industrial Dispute Act- 1947, Employment Provident Fund Act- 1952, Maternity Act- 1961, Child Labour (Prohibition and Abolition) Act-1986 and Employees State Insurance Act-1948. Workers Participation in Management. Trade Unions: Need for the formation, Structure and Functions, Trade Unions Act, 1926. Problems of Organised and Unorganised Labour in India.

### Unit - III

Consumer Movement: Genesis, Features, Issues in India. Consumer Protection: Concept and Rationale, Consumer Protection Act- 2019, Consumer Disputes Redressal Mechanism- National, State and District Level. Organisation and Working: Ministry of Consumer Affairs. Consumer Price Index. Consumer Act Relating to Standardization of Goods, Weight and Measurement Act, Food and Adulteration Act, Drugs and Cosmetics Act. Food Safety and Drug Control Commissionerate, Rajasthan. Role of NGO's in Consumer Protection.

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## श्रम और उपभोक्ता कल्याण प्रशासन

### इकाई - 1

श्रम कल्याण : अर्थ, प्रकृति, क्षेत्र तथा महत्व ; भारत में श्रम कल्याण का इतिहास ; भारत में श्रम संबंधी संवैधानिक प्रावधान, श्रम तथा उदारीकरण, श्रम विधान तथा नीतियां ; श्रम प्रशासन - काम का अधिकार, मजदूरी तथा सामाजिक सुरक्षा संबंधी मुद्दे ; संगठन एवं कार्यप्रणाली : श्रम और रोजगार मंत्रालय, राष्ट्रीय श्रमिक आयोग, मुख्य श्रम आयुक्त तथा अंतर्राष्ट्रीय श्रमिक आयोग ।

### इकाई - 2

भारत में श्रम विधान : न्यूनतम मजदूरी अधिनियम-1948, औद्योगिक विवाद अधिनियम-1947, रोजगार भविष्य निधि अधिनियम-1952, मातृत्व अधिनियम-1961, बाल श्रम (निषेध एवं उन्मूलन) अधिनियम-1986 और कर्मचारी राज्य बीमा अधिनियम-1948 ; प्रबंधन में श्रमिक भागीदारी; श्रमिक संघ : निर्माण की आवश्यकता, संरचना तथा कार्य, श्रमिक संघ अधिनियम-1926, भारत में संगठित तथा असंगठित श्रम की समस्याएं ।

### इकाई - 3

उपभोक्ता आन्दोलन : उत्पत्ति, लक्षण तथा भारत में मुद्दे ; उपभोक्ता संरक्षण : अवधारणा तथा औचित्य, उपभोक्ता संरक्षण अधिनियम-2019, उपभोक्ता विवाद निवारण तंत्र - संघ, राज्य तथा जिला स्तरीय ; संगठन एवं कार्यप्रणाली : उपभोक्ता मामलों का मंत्रालय ; उपभोक्ता मूल्य सूचकांक ; वस्तुओं के मानकीकरण सम्बंधित उपभोक्ता अधिनियम, वजन और माप, खाद्य तथा मिलावट और औषधि एवं प्रसाधन सामग्री अधिनियम ; राजस्थान खाद्य सुरक्षा और औषधि नियंत्रण आयुक्तालय ; उपभोक्ता संरक्षण में गैर सरकारी संगठनों की भूमिका ।

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## Suggested Readings :

1. Somraj, Dr., *Status and Strategies: Skill Development and Labour Welfare in India*, Sankalp Publication, 2020.
2. Trivedi, Dr. Singh, Dr., Nayak, Dr. Salpekar, Dr. & Sharma, Dr., *Labour Welfare in India*. Jnanda Prakashan, 2013.
3. Rao, B. Jagdish., *Labour Welfare Laws*, Sahitya Bhawan Publication, Agra, 2021.
4. Dharmesh, Dr., *Consumer Affairs*, Book Rivers, 2024.
5. Schiffman, G. Leon., Wisenblit, Joseph & Kumar, S. Ramesh., *Consumer Behaviour*, Pearson, 2021
6. Irshadun Nabi, Mohammed., Kamalun Nabi, Mohammed., Raut, C. Kishore., *Consumer Rights & Protection in India*, New Century Publications, 2015.

## Course Outcomes : The students will be able to -

- Acquire conceptual understanding of labour welfare in addition to its history and constitutional provisions.
- Explore various acts enacted for the labour welfare since independence.
- Understand the organizational setup that initiates for the protection and development of labour and builds harmonious relation between employees and employer.
- Highlight the consumer issues and identify the redressal measures.

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Signature

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