

**CENTRE FOR DISTANCE AND ONLINE EDUCATION  
KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

(‘A++’ Grade NAAC Accredited)



**COURSE CURRICULUM**

**M.A. PUBLIC ADMINISTRATION**

(ACADEMIC SESSION: July-August 2023)

**CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

**HARYANA**

**2024**

# **MASTERS IN PUBLIC ADMINISTRATION: COURSE STRUCTURE**

## **DURATION:**

Two Academic Years

## **MEDIUM OF INSTRUCTION:**

The medium of instruction of examination shall be English and Hindi

## **SCHEME OF INSTRUCTION:**

The course of study of M.A. Public Administration the details of the courses are explained in the forthcoming sections.

**Time: 3 Hours**

**Maximum Marks: 100 Marks**

**Theory: 70 Marks**

**Internal Assessment: 30 Marks**

# M.A. PUBLIC ADMINISTRATION

## SCHEME OF EXAMINATION

<b>PAPER CODE</b>	<b>NOMENCLATURE OF PAPER</b>	<b>MAXIMUM MARKS</b>	<b>THEORY MARKS</b>	<b>INTERNAL ASSESSMENT MARKS</b>	<b>TIME</b>
<b>First Year</b>					
I	Administrative Theory	100	70	30	3 Hours
II	Public Personnel Administration	100	70	30	3 Hours
III	Financial Administration	100	70	30	3 Hours
IV	State Administration	100	70	30	3 Hours
Any one of the following optional papers:					
V(A)	Development Administration	100	70	30	3 Hours
V(B)	Comparative Public Administration	100	70	30	3 Hours
V(C)	Administrative Thought & Theories	100	70	30	3 Hours
V(D)	Public Administration and Computer Applications	100	70	30	3 Hours
V(E)	Environmental Policy & Administration in India	100	70	30	3 Hours
<b>Second Year</b>					
VI	Public Administration in India	100	70	30	3 Hours
VII	Economic Policy and Administration	100	70	30	3 Hours
VIII	Research Methods in Public Administration	100	70	30	3 Hours
Candidates are required to choose any one group out of the following groups:					

Group A					
IX	Urban Local Government in India, Britain, France & USA	100	70	30	3 Hours
X	Rural Local Development Administration	100	70	30	3 Hours
Group B					
IX	Labour Welfare Administration	100	70	30	3 Hours
X	Social Welfare Administration	100	70	30	3 Hours
Group C					
IX	Disaster Management	100	70	30	3 Hours
X	Public Policy Analysis	100	70	30	3 Hours
Group D					
IX	Politics and Administration	100	70	30	3 Hours
X	Political Theory	100	70	30	3 Hours
Group E					
IX	International Administration	100	70	30	3 Hours
X	Public International Law	100	70	30	3 Hours
Group F					
IX	Indian Constitution	100	70	30	3 Hours
X	Administrative Law	100	70	30	3 Hours
Group G					
IX	Health & Hospital Administration	100	70	30	3 Hours
X	Educational Administration	100	70	30	3 Hours
Group H					
IX	Police Administration in India	100	70	30	3 Hours
X	Criminology & Correctional Administration	100	70	30	3 Hours

**M.A. (Previous) Public Administration**  
**Paper-I**  
**Administrative Theory**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration: Its Role in Developed and Developing Societies. Ecology of Administration: Social, Economic, Cultural, Political and Legal. Evolution of Public Administration as an independent discipline; New Public Administration; and New Public Management Perspective. Approaches to the study of Public Administration – Behavioral, System and Structural – Functional Approach.

Unit-III: Theories of Organisation: Concept of Organisation, Formal and Informal Organisation, Scientific Management Theory, Bureaucratic Theory, Public Choice Theory, and Human Relations Theory, Organisational Effectiveness. Principles of Organisation: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility, Centralization and Decentralization, Delegation, Supervision, Coordination.

Unit- IV: Structure of Organisation: Chief Executive – Role and Functions, Line, Staff and Auxiliary Agencies, Departments, Corporations, Companies, Boards and Commissions, Headquarters and Field Relationship. Administrative Behaviour - Decision-Making and Contributions of Herbert Simon, Leadership, Communication, Morale and Motivation.

Unit-V: Accountability and Control – Concept of Accountability and Control, Legislative, Executive and Judicial Control over Administration, Transparency in Administration, Citizens and Administration. Delegated Legislation – Meaning, Types, Advantages, Limitations, Safeguards, Meaning Policy, Formulation, Implementation and Evaluation.

**Books Recommended**

1. Hoshiar Singh & Pankaj Singh(2012) Indian Administration ,Pearson’s Publication, Noida
2. Hoshiar Singh & Pankaj Singh(2012) Bhartiya Prashasan ( Hindi) Pearson’s Publication, Noida
3. Avasthi and Maheshwari: Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
4. D.R. Sachdeva and Meena Sogani – Public Administration: Concept and Application, Associated Publishing House, New Delhi, 1989.
5. M.P. Sharma and B.L.Sadana: Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1988.
6. J.D. Straussman: Public Administration, Holt, Rinehart and Winslow, New York, 1985.
7. Mohit Bhattacharya: Public Administration, Calcutta: World Press (2<sup>nd</sup> Ed.) 1991.
8. A.R. Tyagi, Public Administration – Principles and Practices, Delhi Atma Ram & Sons (6<sup>th</sup> ed.) 1992.
9. S.L.Goel: Public Administration (Theory & Practice), New Delhi: Deep & Deep Publications 2003
10. C.P.Bhambhari: Public Administration – Theory and Practice, Meerut, Jaiparkash Nath Publishers (ed.) 1992- 93

## **Paper-II**

### **Public Personnel Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**Unit-I:** There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II:** Public Personnel Administration – Concept, Nature, Scope, and Significance. Bureaucracy: Meaning, Concepts, Types, Recent Trends and Its Role in Modern Society. Public Services and their Importance in Modern Society.

**Unit-III:** Personnel System in India with reference to: Recruitment, Classification, Training, Promotion, Service Conditions and Conduct Rules, Disciplinary Actions and Removal and Appeals, Retirement Benefits, Central Administrative Tribunals.

**Unit-IV:** Personnel System in UK with reference to Recruitment, Classification, Training, Promotion, Conduct Rules, Disciplinary Actions, Removal and Appeals and Retirement Benefits. Whitleyism in UK.

**Unit-V:** Personnel System in France and USA with Reference to Recruitment, Classification, Training, Promotion, Disciplinary Actions; Removal; and Appeals and Retirement Benefits. Political Rights and Rights to Strike of Civil Servants in USA & France.

#### **Books Recommended:**

1. D.N.Balcher,: Wage and Salary Administration, 2<sup>nd</sup> Ed., Prentice Hall, Englewood Cliffs, New Jersey, 1962.
2. David E. Kalinger: Public Personnel Management, IPMA, Prentice Hall Inc./ Englewood Cliffs, New Jersey, 1986.
3. India: Administrative Reforms Commission, Report on Personnel Administration 1969.
4. G.P. Pilonia and Hoshiar Singh: Administration and Social Change, Jaipur: Printwell Publishers, Tilak Nagar, 1985.
5. C.M. Jain, Public Personnel Administration, Jaipur, College book Depot, 2003
6. V.M.Sinha: Personnel Administration, (English & Hindi) Jaipur, RBSA Swai Man Singh Highway 1985.
7. P Ghosh,,: Personnel Administration, New Delhi, Sudha Publication 1975.
8. O. Glenn Stanl: Public Personnel Administration, 7<sup>th</sup> Ed., Oxford IBH Publication Company, New Delhi 1977.
9. Edwin, B. Flippo: Principles of Personnel Management, 4<sup>th</sup> Ed., McGraw Hill, Kagakusha Ltd. 1976.
10. Maurice W. Cunnig: Theory and Practice of Personnel Management: London, Heinemann 1968.
11. S.L.Goel, Public Personnel Administration, New Delhi: Deep & Deep Publishers, 2004
12. Government of India: Reports of Pay Commissions, New Delhi
13. Anne Stevens: The Government and Politics of France, London: Macmillan 1992.
14. S.R.Maheshwari: The Higher Civil Services in France, New Delhi, Allied Publishers 1988.

## **Paper-III**

### **Financial Administration**

Maximum Marks: 100  
Theory Marks: 70  
Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I: There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Meaning, Scope and Significance of Financial Administration. Agencies involved in Financial administration. Budget: Concept of Budget, Budgetary Process – Formulation, Enactment and Execution, Performance Budgeting, Zero Based Budgeting. E-Governance and Financial Administration.

Unit-III: Fiscal Federalism in India. Objectives of the Fiscal Policy; Interdependence of Fiscal Policy and Monetary Policies. Centre-State Financial Relations in India. Tax Administration: Characteristics of Good Tax System; Structure at Union level; Problems and Suggestions.

Unit-IV: Development Financial Institutions: IFCI; IDBI, SFC; Cost Benefit Analysis: Meaning, Scope, Techniques. Working Capital: Concept, Component, Importance. Factors Affecting Working Capital Requirement. Financial Control Agencies: Parliamentary Financial Control, Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, Parliamentary Standing Committees

Unit-V: . Finance Ministry: Organisation and Working. Accounting and Audit System in India: Role of Comptroller & Auditor-General (CAG). Reserve Bank of India: Organisation and Functions, Monetary Policy and Instruments of Credit Control. Indian Money Market (IMM): Composition, Features and Reforms.

#### **Books Recommended**

1. A Sarapa, : Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
1. Manjusha Sharma & O.P.Bohra, Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi 2005
2. B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath 1997.
3. G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
4. MJK Thavaraj: Financial Administration in India, Delhi: Sultan Chand & Sons, 1996.
5. Andley, Sundharam: Public Finance, Agra: Rattan Prakashan Mandir, 1979.
6. Ruddar Dutt & K.P.Sundharam: Indian Economy, New Delhi, S. Chand & Co. Pvt. Ltd. 1997
10. M.Y.Khan and P.K.Jain: Finance Management, New Delhi, Tata McGraw Hill 1982.
11. R.N. Srivastava: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.
12. C.P.Bhambhri: Public Administration in India, Bombay: Vikas Publishing House, 1973.
13. S.L.Goel, Public Financial Administration, New Delhi, Deep & Deep Publications, 2004.
14. Dutt and Sundharam: Indian Economy, Delhi: S.Chand & Co.2004.

## **Paper-IV**

### **State Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I: There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: State Machinery, Structural Evolution, Reorganization of States. The Linguistics Principle. Centre-State Relationship: Administrative Dimensions. The office of the Governor. Role- Expectation and Role-Realization. Relationship with Political Executive.

Unit-III: Organisation of State Government. General Administration Department. Home Department, Education Department and Finance Department. Special Agencies of State Government: Advocate General; Board of Revenue; Financial Commissioners; and Vigilance Commission.

Unit-IV: Divisional Commissioner. District Administration. Role of Deputy Commissioner in Development. District Development Administration. The District Development Officer. Administration and Politics. Grassroot Popular Participation. State Planning machinery – Board and Department. District Planning Committee. Planning Exercise Programme Implementation. Planning Human Resources.

Unit-V: State Public Service Commission. Leadership Development Programme. Urban Management. Problems of Growing Cities, Municipal and Rural Local Bodies. Directorate of Municipal Administration. Changing Land Use Pattern. Metropolitan Region and its Administration: Special Area Authorities. State Finance Commission.

#### **Books Recommended**

1. Hoshiar Singh & Pankaj Singh(2012) Indian Administration ,Pearson's Publication, Noida
2. Hoshiar Singh & Pankaj Singh(2012) Bhartiya Prashasan ( Hindi) Pearson's Publication, Noida
3. Administrative Reforms Commission, Report on State Administration, 1961.
4. C.P. Bhambhri, Bureaucracy and Politics in India.
5. M. Bhattacharya, ed., Urban Government.
6. Asok Chanda, Indian Administration.
7. Foster, Area and Administration.
8. Government of India, Report of the Rural Urban Relationship Committee.
9. IIPA, Organisation of the Government of India.
10. Ziauddin Khan, ed., State Administration in India.
11. S.S. Khera, District Administration in India.
12. S.R. Maheshwari, Local Government in India.
13. M.A. Muttalib and M.A.A. Khan, Theory of Local Government.
14. A.P., Padhi, ed., State Administration in India.
15. M.V. Pylee, Constitutional Government of India.
16. Reports on Administrative Re-Organisation of the state Governments.
17. M.A. Srinivasan, State Administration in Andhra Pradesh.
18. Avasthi & Avasthi, Public Administration in India, Agra, Lakshmi Narain Aggarwal, 2001.
19. Harish Chander Sharma, State Administration in India (Hindi), Jaipur, College Book Depot, 2002.
20. E.N. Mangatri, State Administration in India, Harvard University, Press.
21. S.R. Maheshwari, State Governments in India, New Delhi, Macmillan, 2000.



**Paper-V**  
**(Opt. A): Development Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I: There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Development and Its Dimensions. Development and Modernization. Problems and Prospects of Development. Approaches of Development. Sustainable Development. Role of Administration in the field of Development. Development Administration: Concept, Nature, Scope, Features and Significance. Objectives of Development Administration. Political Development: Concept, Features and Objectives. Obstacles in Political Development. Social Development: Concept, Features, Objectives, Obstacles and Problems. Status of Development Administration.

Unit-III Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration. Administrative Development: Concept, Need, Problems and Sources. Relations between Administrative Development and Development Administration.

Unit-IV: Administrative Organisation for Development at Centre, State and Local levels. Bureaucracy and Development Administration; Citizens and Development Administration. Development Administration and Administrative Capability, NGOs and Development Administration.

Unit-V Development Planning: Meaning, Types, Need; Machinery for Development Planning; Process of Development Planning: Formulation and Implementation and Evaluation. Project Formulation, Implementation and Evaluation.

**Books Recommended**

1. S.P. Verma and S.K.Sharma (ed.): Development Administration, New Delhi, IIPA.
2. C.N.Bhalerao (ed.): Administration, Politics and Development in India, Bombay, Lal Pani Publishing House, 1972.
3. R. Braibhanti and J.S.Spengler: Administration and Economic Development in India, Duke Univ. Press.
4. UNO: Development Administration: Current Approaches and Trends in Public Administration for National Development, New York, UNI 1975.
5. S.K.Sharma (ed.), Dynamics of Development (Two volumes), New Delhi: Concept Publishing House.
6. Fred W. Riggs (ed.), Frontiers of Development Administration, Durham: N.C. Duke University Press, 1970.
7. Irving, Swndlow (ed.): Development Administration: Concepts and Problems, Syracuse: NY Syracuse University Press, 1963,
8. Joseph, La Palombara (ed.): Bureaucracy and Political Development, Princeton: NJ Princeton University Press, 1963.
9. Preeta Joshi: Vikash Prashashan, Jaipur, RBSA, Swai Man Singh, Highway, Chaura Rasta 2<sup>nd</sup> Ed. 1991.
10. Gabriel Almond and G.B. Well: Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New Delhi, 1976.

**Paper-V**  
**(Opt. B): Comparative Public Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**Unit-I:** There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II: Comparative Public Administration: Concept, Nature, Scope and Significance. Public administration and Environment. Approaches and Method to the Study of CPA: Institutional, Behavioural, Structural –Functional, Ecological and Systems Approaches. Problems of Comparative Research.**

**Unit-III** Weber's Typology of Authority and Administrative Systems with Particular Reference to Ideal type of Bureaucratic Model. Riggs Typology of Developing Societies with particular Reference to the Prismatic Society and Sala Model. Administrative Development and Development Administration: Problems and Prospects.

**Unit-IV:** A Study of Salient Features and Control Mechanism of Administrative Systems of UK, USA, France, China and Nepal.

Political Executive in UK, USA, France, China and Nepal.

**Unit –V:** Citizen and Administration: A Comparative Study of Machinery for the Removal of Public Grievances with Special Reference to UK, USA, France.

**Books Recommended**

1. W.J. Siffin: Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington, Indian 1959.
2. F.W. Riggs: Administration in Developing Countries – The Theory of Prismatic Society, Houghton Mifflin Co. Boston 1964.
3. F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration, University of Michigan USA
4. Lucian W. Pye: "Aspects of Political Development, Amerind Pub Co. Ltd. New Delhi, 1966.
5. RJS Baker: Administrative Theory and Public Administration, London: Hutchinson & Co. Ltd. 1972.
6. W. Robson (ed.): Civil Service in England and France, Hogarth, 1956.
7. U.K. Royal Commission in the Civil Service (2 Vols.) 1953-55.
8. National Productivity Council: Personnel Management in Japan, USA and Britain, New Delhi, NPC, 1963.

## Paper-V

### (Opt. C): Administrative Thought & Theories

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I: There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Evolution of Administrative Thought. Organisational Goals: Concept, Functions and Types. Goal Succession, Displacement and Distortion. Environmental Influence Over Organisational Goal. Organisational Change: Meaning, Change, Process, Resistance to Change.

Unit -III Organisational Theories- Classical, Neo-Classical, Human Relations, Bureaucratic, and Systems Approach.

Unit -IV Woodrow Wilson, F.W.Taylor, Henry Fayol, Gulick ,Urwick, and Mary P. Follet. Elton Mayo, Weber, Barnard.

Unit -V Herbert Simon and Kautilya, Maslow, McGregor Herzberg, Rensis Likert and F.W.Riggs.

#### **Books Recommended:**

1. Likert, K. New Patterns of Management, New York: McGraw Hill, 1961.
2. A. Etzioni: Modern Organisation, New Delhi: Prentice Hall of India, 1981 (5<sup>th</sup> Edition).
3. Sharma, R.A.: Organisational Theory and Behaviour, New Delhi: Tata McGraw Hill Pub. Co. 1985.
4. Nisa Alia, Administrative Thinkers, New Delhi, Associated Pub. 1987.
5. R.S. Dwivedi, Human Relations and Organisational Behaviour, New Delhi, Oxford and IBH Pub. 1987.
6. M.R.Minto,: Management Thinkers, New Delhi: Allied Pub. Ltd. 1989.
7. R.K.Sapru, , Theories of Administration, New Delhi: S. Chand & Co. Ltd. 1996.
8. MJ Mathew,: Organisation, Theory and Behaviour, Jaipur: RBSA Pub. SMS Highway

## Paper-V

### (Opt. D): Public Administration and Computer Applications

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I: There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Meaning, Nature, Need, Role, Evolution of Management through Information System. Relatedness of MIS with Management Activities. Management Functions and Decision-Making. Components of MIS with special emphasis in Reporting System, Data Organisation, Concept of Data Base. Data and Data Processing Operation, Data Base vs. Information System. Role of Computer Technology in Development and Maintenance of MIS.

Unit- III: Introduction to Computers: A General Model of Computer System: Brief description of Various Components; Input/Output Devices; Types of Auxiliary storage, Data Storage on different types of Media, Classification of Computers on Chronology, Size and Architecture; Hardware vs. Software, Types of Software, Problems Solving on Computers; Steps in Problem Solving on Computers.

Unit-IV: Introduction to Operating System: Functions of an Operating System; Types of Operating System. Introduction to MS-windows. Introduction to Word Processing, Word Processing Concepts; General Characteristics of Word Processing packages; Using MS Word.

Unit -V Introduction to Spread Sheet: Data Organisation Concepts; Using MS-Excel. Data Organization Concepts, Graphs & Charts, Various Types of Functions like Statistical, Mathematical & Financial Function etc. Creating Spread-Sheets on the basis of Simple Formulas, Computer Application in Public Administration with Special Reference to Record Keeping, Research and Communication.

#### **Books Recommended:**

1. Gear, C. Williams: Computer Organisation and Programming with an Emphasis on Personal Computer (IV Ed.), New York, McGraw Hill 1986.
2. P.K.Sinha, Computer Fundamentals, BPB, 3rd Ed.
3. R.K. Taxali: PC Software Made Simple, Tata McGraw Hill
4. Saxena & Steyer: Basic principles of Data Processing.
5. Murdic, Ross, Management Information System, Prentice Hall of India, latest Edition
6. P.K.Sinha, Foundations of Computing, BPB
7. S.K.Bajendra, Computer Today, Galgotia Publishers.

## Paper-V

### (Opt. E): Environmental Policy & Administration in India

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I: There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Environment Meaning, Component, Eco-system, Ecology and Biosphere. Environment Problems– Causes and Factors of Environmental Pollution. Environmental Policy in India. Constitutional Provisions Relating to Environmental Protection.

Unit-III: Environment Laws and Planning in India. Air Quality Management, Pollution Control, Pollution and Eco-System.

Unit-IV Environment Control Administrative Machinery at the National, State and District levels. Environment Programmes of the Government of India. Environment and Human Health, Role of Information Technology in Environment.

Unit-V The Environmental Effect and Climatic Change Challenges to Environment, Various Factors – Urbanisation, Industrialisation etc., Judiciary and Environmental Prevention. Judicial Activism and Environmental Protection. Citizens and Environment. People's Participation in Conservation. NGOs Role in Environmental Protection. Environment Education.

#### Books Recommended

1. Hoshiar Singh (ed.): Environment Policy and Administration, Jaipur, Printwell Publishers, 1992.
2. Shyam Divan & Armin Rosenerang: Environmental Law and Policy in India, Oxfore University Press, New Delhi, 2001.
3. Shekhar Singh (ed.): Environmental Policy in India, New Delhi, IIPA 1984.
4. India, NCEP: Draft Report of the State of the Environment, Delhi, December 1981.
5. O.P.Dwivedi, India: Pollution Control Policy and Programmes, International Review of Administrative Sciences, vol.XLIII, Nos. 2, 1977.
6. S.C. Bhatia (ed.): Papers in Environmental Education, Indian University Association for Continuing Education, 1984.
7. A.K. Sharma and A. Sharma (ed.): Impact of the Development of Science and Technology on Environment, Indian Science Congress Association, 1981.
8. Desh Bandhu: Environmental Management, Indian Environmental Society, 1981.
9. UNESCO: "Environmental Education in Asia and the Pacific" Bulletin of the UNESCO Regional Office for Education in Asia and the Pacific 1981.
10. H.N.Tiwari: Environmental Law, Allahabad Law Agency, Faridabad, 2001.
11. V.N. Srivastava & B.P. Rai, Environment and Ecology, Vasundra Publications, Gorakhpur, 1998
12. Report of the Committee for Recommending Legislative Measures and Administrative Machinery for Ensuring Environmental Protection, Department of Science and Technology, 1980.

**M.A. (Final) Public Administration  
(Annual System for Private)**

**Paper-VI  
Public Administration in India**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Evolution of Indian Administration: Ancient, Mughal Period and British Influences on Indian Administration; Features of Indian Administration, Federation and Parliamentary Democracy. Political Executive at the Union Level: President; Prime Minister; and Council of Ministers. The Cabinet Secretariat and Central Secretariat. Administrative Reforms.

Unit-III Administrative Organisation and Functions of Ministry of Home, Defence and External Affairs. Administration of Law and Order at Centre State and District Levels. Board and Commissions: Railways Board And Finance Commission. Centre-State Relations — Legislative, Administrative, Financial and Planning.

Unit-IV Public Services: All India Services; Central and State Services – Classification, Recruitment, Training, and Promotion. Service Rules and Political Rights of Civil Servants. Central Personnel Agency- Union Public Service Commission. Integrity in Administration.

Unit: V State and District Administration: Governor, Chief Minister and Council of Ministers. State Administration; State Secretariat and Chief Secretary, District Administration: District Collector, Powers, Functions and his Changing Role. District Rural Development Agency and Special Development Programmes. Administration for welfare of SCs and STs. Accountability of Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal & Lok Ayukt.

**Books Recommended:**

1. Hoshiar Singh & Pankaj Singh, Indian Administration ,Pearson's Publication, Noida, 2012.
2. Hoshiar Singh & Pankaj Singh(2012) Bhartiya Prashasan ( Hindi) Pearson's Publication, Noida
3. Hoshiar Singh & Mohinder Singh: Public Administration in India: Theory & Practice, New Delhi; Sterling Pub., Reprint, 1990.
4. Hoshiar Singh & D.P.Singh: Indian Administration: Current Issues and Problems, Jaipur: Aalekh Publishers,1990.
5. G.P. Pilani & Hoshiar Singh: Administration & Social Changes, Jaipur: Printwell Publishers, 1985.
6. Avasthi: Central Administrative, Tata McGraw Hill, Publishers Co. Pvt. Ltd.1988, New Delhi.
7. R.B.Jain: Contemporary Issues in Indian Administration, Delhi: Vishal Publishers,1976.
8. S.R.Maheshwari: Indian Administration, Delhi: Orient Longman, 1989.
9. C.P. Bhambri: Public Administration in India, Delhi, Vikas 1973.
10. V. Bhaskara Rao and b. Venkateswarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.
11. Pramatama Sharan: Public Administration in India, Meerut: Meenakshi Publications, 1978

## **Paper-VII**

### **Economic Policy and Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Meaning, Features and Causes of an Underdeveloped Economy like India. Main Issues of Development, Role of Government in Economic Development. Nature and Reasons of Growing. Importance of Economic Planning in Under-developed Regions of the World with Particular Reference to India. Planning in India with Reference to: The Growth of the Planning Ideas. Machinery for Planning, planning Commission & National Development Council.

Unit-III Process of Plan Formulation and Implementation at Central, State and District Levels. Strategy of Economic Planning in India. Five Year Plan. New Economic Policy – Liberalisation, Privatisation and Globalisation and their Impact on Indian Economy.

Unit –IV Industrial Policies of 1948, 1956, 1977, 1980 and 1991. Role of Public Sector in India. Major Forms of Organisation of Public Enterprises: Departmental, Company and Corporation.

Unit –V Governing Boards of Public Enterprises: Nature, Composition and Problems. Management of Investment, Pricing and Other Policies. Personnel Administration in Public Enterprises: Recruitment and Training. Autonomy and Accountability of Public Enterprises. Parliamentary, Ministerial and Audit Controls.

#### ***Books Recommended***

1. Dutt and Sundharam: Indian Economy, Delhi: S. Chand & Co., 2004.
2. B.L.Mathur: Economic Policy and Administration (Hindi), Jaipur: RB SA Publishers, SMS Highway 1990.
3. R.P.Mishra: District Planning, New Delhi, Concept Publishing Company 1986.
4. Kamta Prasad: Planning in Market, Economy: A Study of the French Planning System, New Delhi: IIPA, 1984.
5. Saul Estrin and P. Holmes: French Planning in Theory and Practice, London: George Allen and Unwin 1983.
6. V.V.Ramanadhan (ed.), Public Enterprises and the Developing World, London: Groom Helm, 1984.
7. A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972
8. Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S. Chand & Co. 1988.
9. S.C. Kuchhal: The Industrial Economy of India, Agra: Chaitanya Pub. House, 1987.
10. Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.

## Paper-VIII

### Research Methods in Public Administration

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Social Science Research: Meaning, Nature, Objectives and Types, Scientific Methods of Social Science Research- Meaning, Characteristics and Various Stages of Scientific Methods. Importance of Scientific Methods in the Study of Public Administration. Scientific Method & Studies of Values in Social Sciences.

Unit-III Identifications of Research Problem. Hypothesis: Concept and Types. Research Designs, (Exploration Descriptive & Experiment) & Research Studies (Panel, Case & Area). Selection of Universe & various Methods of Sampling.

Unit-IV Data Collection: Sources of Data (Primary & Secondary Sources), Tools & Techniques of Data Collection (Content, Analysis, Questionnaire, Interview Schedules, Observation and Projective Techniques. Classification of Data, Codification of data, Tabulation of Data and Verification of Hypotheses.

Unit-V Analysis of Data: Statistical Method- Significance & Limitations, Measures of Central Tendency (Mean, Median, & Mode), Measure of Dispersion (Range, Quartile, Mean Deviation & Standard Deviation). Report Writing.

#### Books Recommended:

1. Goode & Hatt: Methods of Social Research, New Delhi, McGraw Hill Book Company, 1987.
2. Pauline V. Young: Scientific Social Survey & Research, New Delhi, Printice Hall of India, 1979.
3. John Galtung: Theory & Methods of Social Research, New Delhi, Colombia University Press, 1967.
4. B.M. Jain: Research Methodology, Research Publications (Hindi), Jaipur.
5. R.N.Trivedi and O.P.Shukla: Research Methodology, Jaipur Research Publication (Hindi).
6. S.R.Bajpai: Methods of Social Survey & Research (Hindi & English), Kanpur, Kitab Mahal.
7. S.R.Kothari: Research Methodology- Methods & Techniques (2<sup>nd</sup> Ed.), New Delhi; Wiley Eastern Ltd.
8. C.J.Pearsons: Thesis & Project Work, A Guide to Research & Thesis Writing, London; Allen & Unwin, 1973.
9. Jonathan Anderson: Berry, H. Durston, Millicent Poole Thesis & Assignment Writing, New Delhi; Wiley Eastern Limited, 1977.



**Paper -IX**  
**(Group –A) Urban Local Government in India, Britain, France & USA**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Meaning, Scope and Significance of Urban local Government, Urbanisation Challenges and Remedies. Features of Urban Local Government in India, UK, USA and France.

Unit-III: Structure, Organisation and Functions of Urban Local Governments in India, Britain, France and USA. Municipal Finance in Britain and France.

Unit-IV State- Local Relations in India and USA. Central-Local Relations in Britain and France. Local Government Reforms in India, Britain, France and USA. Municipal Finance in USA.

Unit-V Municipal Personnel Administration – Various types; Recruitment and Training; Municipal Leadership; Role of Political Parties; People’s Participation. Municipal Finance In India.

**Books Recommended:**

1. Pankaj Singh(2018)- Local Government in India, England, France & U.S.A –Kitab Mahal Publisher.
2. Pankaj Singh (2013) Urban Local Government in India , Kitab Mahal Publisher, New Delhi.
3. S.L.Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989.
4. Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co. 1991.
5. Pardeep Sachdeva: Dynamics of Municipal Government and Politics in India, New Delhi, KitabMahal 1991.
6. David Wilson & Chris Game & others: Local Government in the United Kingdom, London: Macmillan 1994.
7. Tony Byrne: Local Government in Britain, London: Penguin Press 5<sup>th</sup> Ed. 1990.
8. Vincent Ostrom and Others: Local Government in the United States, San Fransisco, California, ICS Press, 1988.
9. Michael Keating: Comparative Urban Politics, Edward Elgar Publishing Ltd. Hamshire, England, Gover House Croft road, Aldershot, 1992.
10. D.A. Chandler (ed.), Local Government in Liberal Democracies: An Introductory Survey, London: Routledge 11, New Fetter Lane, EC4P, 1992.

**Paper - X**  
**(Group –A) Rural Local Development Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Meaning, Concept and Scope of Rural Local Administration. Growth of Rural Administrative Institutions in India. Impact of Balwant Rai and Ashok Mehta Committees Reports in Rural Development. Panchayati Raj in India: Organisation and Working of Gram Panchayat, Panchayat Samiti and Zila Parishad.

Unit-III Panchayati Raj Administration and Administrative Machinery for Rural Development at National, State, District and Block levels. Rural Leadership. People Participation. Role of Political Parties in Panchayati Raj. Panchayati Raj before and after 73<sup>rd</sup> Constitutional Amendment Act. Panchayati Raj Finance.

Unit-IV Policy and Programmes for Rural Development: Rural Energy Programme, Rural Development Programme under Five year plans. Agriculture and Rural Development. Role of District Industry Centre, Rural Industrialization,. Ministry of Rural Development-Organisation and Functions; IT and Rural Development.

Unit-V Cooperation and Rural Development. Role of Cooperatives, Cooperative Principles. Forms of Cooperatives. Cooperative Administration at the Centre, State and Local Levels, Relations between Cooperatives and Rural Local Bodies.

**Books Recommended**

1. Pankaj Singh (2018) Rural Local Government In India, Kitab Mahal Publisher, New Delhi.
2. S.R. Maheshwari: Local Government in India, New Delhi: Origin Longman 1984.
3. Bhatnagar: Rural Development in India, New Delhi: Light and Life Publishers, 1978.
4. Hoshiar Singh: Rural Development in India, Jaipur: Printwell Publishers, 1985.
5. S.R.Maheshwari: Rural Development in India, A Public Policy Approach, New Delhi: Sage Publications, 1985.

6. S.N.Mishra: New Horizons in Rural Development Administration, New Delhi: Mittal Publications, 1989.
7. Vasant Desai: Fundamentals of Rural Development: A Systems Approach, New Delhi: Himalaya Publishing House, 1991.
8. B.S.Khanna: Rural Development in India, New Delhi: Deep & Deep Publications, 1992.
9. Journal of Rural Development, National Institute of Rural Development, Hyderabad.
10. Sahib Singh and Swinder Singh: Local Government in India, New Academic Publishing Co. Jalandhar, 1992.
11. A.S.Malik: Concept and Strategy of Rural Industrial Development, New Delhi: M.D. Publications, 1995.

**Paper - IX**  
**(Group –B) Labour Welfare Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Meaning, Nature, Scope and Principles of Labour Welfare and Labour Administration. Theories of Labour Welfare. Labour Policy in India. Five Year Plans and Labour Welfare in India. Labour Welfare with Special Reference to the Study of Worker's Education and Training, Housing Schemes and Health.

Unit-III Ministry of Labour, Government of India – Organisation and Functions. National Commission on Labour Organisation: Powers and functions. Organisation and Working of State Labour Department and Directorate of Labour. Dispute Settlement: Machinery at District, Factory and Plant levels.

Unit –IV Labour Welfare Officer its – Powers, Functions, Status and Role. Trade Union – Brief History, Organisation and Role. Workers Participation in Management. Main Recommendations of National Commission on Labour (with Special Reference to Labour Welfare), ILO and Labour Welfare in India.

Unit- V Labour Legislation in India with special reference to the Study of the Main Provisions of the following legislations and their Administrative Problems.

- (a) Factories Act 1948; Industrial Disputes 1947;
- (b) Trade Unions Act 1926;
- (c) Main Provisions and Administrative Problems of: Payment of Wages Act, 1936;
- (d) Employees State Insurance Act, 1948;
- (e) Employees Provident Act 1952; and Industrial Employment (Standing Orders) Act, 1946; Equal Remuneration Act 1976.

**Books Recommended**

1. Factories Act 1948; Industrial Disputes 1947; Trade Unions Act 1926; Minimum Wages Act 1948; Workmen's Compensation Act 1923.
2. K.N.Vaid: Labour Welfare in India, Sri Ram Centre for Industrial Relations, New Delhi, 1970.
3. India: Report of the Committee on Labour Welfare, Ministry of Labour, Employment and Rehabilitation 1969.
4. R.C.Saxena: Labour Problems and Social Welfare, Meerut: K. Nath and Co. 1988.
5. M.L.Monga: Industrial Relations and Labour Laws in India, New Delhi: Deep & Deep 1984.
6. G.K.Sharma: Labour Movement in India, New Delhi: Sterling Publishers, 1972.
7. Malhotra: The Law of Industrial Disputes, NM Tripathi, Bombay 1968.

8. K.M. Subramaniam: Labour Management Relations in India, Bombay: Asia Pub. House, 1967.
9. S. Malik: Industrial Law, Eastern Book Company, Delhi, 1983.
10. S.N.Mishra, Labour and Industrial Laws, Allahabad Law Agency, 1976.
11. C.B. Memoria & S. Memoria: Dynamics of Industrial Relations in India, Bombay: Himalaya Publishing House, 1987.
12. Deepak Bhatnagar: Labour Welfare and Social Security Legislation in India, New Delhi: Deep & Deep 1985.
13. D.C. Sharma and R.C. Sharma: Personnel Management and Industrial Relations, Meerut: SJ Publishers, 1988.

**Paper - X**  
**(Group –B) Social Welfare Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**Unit-I** There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II** Concepts of Social Welfare, Social Justice and Social Change. Meaning, Nature, Scope and Principles of Social Administration. Social Policy – A Study of Relevant Constitutional Articles and Provisions in the Five Year Plan Documents. Need for Adoption of a Social Resolution for India. Post Independence Social Legislation with Special Reference to Legislation for Women and Children.

**Unit-III:** Organisation and Functions: Ministry of Social Justice and Empowerment. Department of Women and Child Development at Central Level Need for Integration of Social Functions at Central level. Central Social Welfare Board – Its Composition, Functions and Status.

**Unit-IV** Organisation at the State Level (Haryana) – Directorates of Social Justice and Empowerment, Welfare of SCs & BCs; and Women & Child Development – Composition and Functions. State Social Welfare Advisory Board: Composition, Powers and Personnel Practices in the Field of Social Administration. Need for Creation of State and Local Cadre of Social Administration.

**Unit-V:** National Commission for SCs and STs – Programmes for the Development of SCs & STs and Women. Welfare of the Disabled and Aged. Drug De-addiction. Methods of Social Administration: Social Case Work; Group Work; and Community Organisation and their Applicability in India. Major Social Sectors – Health and Education, Social Planning and Five Year Plans. Role of Voluntary/Non-Governmental Agencies in Socio-economic Development.

**Books Recommended**

1. Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.
2. C.P. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.
3. D.R. Sachdeva, Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad, 2004.
4. Davis C. March: An Introduction to Social Administration, Routledge and Kegan Paul, London, 1965.
5. P.D.Kulkarni: Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.
6. V. Jaganadhan: Social Welfare Organisation, New Delhi, IIPA 1966.
7. D.K.Mishra: social Administration (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
8. D. Paul Chowdhry: Social Welfare Administration, New Delhi, Atma Ram & Sons, 1979.
9. S.L.Goel and R.K.Jain: Social Welfare Administration, vol. I, New Delhi: Deep & Deep, 1988.

- 10.** T.N.Chaturvedi and S.K. Chandra: Social Administration Development and Change, New Delhi, IIPA 1980.
- 11.** D.P. Chowdhry: Social Welfare Administration, Atma Ram & Sons, Deli 1992.
- 12.** Mohinder Singh (ed.): Social Policy and Administration in India, M.D. Publications Pvt.Ltd., New Delhi, 1996.

**Paper - IX**  
**(Group –C) Disaster Management**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Meaning and Classifications of Disasters, Functioning of Disaster Management Organisation, Methodology to cope with Disaster in India, Disaster Management Cycle, Disaster Management- Recent Trends, Impact of Natural Disasters on Environment and Development.

Unit-III Disaster Mitigation, Basic Principles and Elements of Disaster Mitigation, Flood mitigation Practices in India, Action Plan for Earthquake Disaster Mitigation, Cost-Benefit Consideration of Mitigation, Resource Analysis and Mobilisation.

Unit-IV Disaster Prevention and Preparedness, Vulnerability Analysis and Risk Assessment, Role of Community in Disaster Management, Communication Systems and Protocol, Legislation/ Existing Laws. Disaster Awareness, Role of Disaster Managers, Role of NGOs, Training of Disaster Managers, Use of Formal Education System, Emerging Issues and Lessons for Future.

Unit-V Rehabilitation and Reconstruction, Strategies for Effective Disaster Management, Skill Training-search, Rescue and Evacuation, Distribution of Relief Material, Emergency Operation Centers, Damage Assessment, Temporary Shelters and Warehousing Stock Piling.

**Books Recommended:**

1. V.K. Sharma: Disaster Management, New Delhi: New United Process, A-26 Narain INDL Area Phase-II, 1995.
2. David Alexander: Natural Disaster, London: UCL Press, 1993.
3. Kathakali Bagchi S: Drought Prone India: Problems and Prospects: New Delhi: Agricale, 1991.
4. Melvin A Benarde: Race against Famine Orient Longmans, Bombay, 1972.
5. Gopal Bhargana: Environmental Challenges and Ecological Disaster- Global Prospective, New Delhi, Mittal Pub., 1992.
6. V.V Borkar: Impact of drought on Rural Life, New Delhi: Popular Prakashan, 1975.
7. W. Nick Carter: Disaster Management: A Disaster Managers Handbook, Manila Asian Development Bank, 1995.
8. Jack D Kartez: Crisis Response Planning: Forward a Contingent Analysis, Journal of The American Planning Association 50 (1), Winter, 1984.



**Paper - X**  
**(Group –C) Public Policy Analysis**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit II Public Policy: Meaning, Nature, Scope, Importance and Types. Policy Science: Meaning, Nature, and Utility.

Unit III: Policy Formulation: Concept, Constitutional Framework for Policy Making, Role of Bureaucracy, Legislature and Judiciary in Policy Formulation, Policy-Making and Role of Media, Pressure Groups, Political Parties in Policy-Making.

Unit IV: Policy Implementation and Evaluation: Meaning, Elements in Implementation; Implementation Techniques. Role of Non-Governmental Agencies in Policy Implementation. Policy Evaluation: Meaning, Criteria for evaluation, Problems and Approaches in Policy Evaluation.

Unit V Policy Analysis: Approaches, Models of Policy Analysis and Issues of Policy Analysis. A Study of Policies Relating to: (a) Urban Development (b) Housing Policy and (c) Educational Policy.

A Study of Policies Relating to: (a) Population Control Policy (b) Environmental policy (c) Disposable Wastage.

**Books Recommended**

1. E. Lindblom Charles: The Policy Making Process, Englewood Cliffs, NJ Prentice Hall Incorporation 1968.
2. Paul H. Appleby: Policy and Administration, The University of Albara Press 1949.
3. E. Jacob Charles: Policy and Bureaucracy, P. Van Nostrand Co. 1976.
4. Jones Charles O. : An Introduction to the Study of Public Administration Policy, Brooks Cole Pub. Co., Monterey California (3<sup>rd</sup> Ed.) 1986.
5. Larry N. Gerston: Making Public Policy, Glenview, III Scott, Forsman (1983), USA
6. O. Pardeep Sahni: Public Policy, Conceptual Dimension, Allahabad: Kitab Mahal, 1987.
7. Richard M. Hodgetts and Jr. Max. S. Wortman: Administrative Policy – Text and Cases in the Policy Sciences, New York: Wiely. George A. Steiner: Top Management Planning, Macmillan 1969.
8. R.B. Jain: Policy and Parliament in India, Indian Institute of Public Administration, New Delhi.
9. James F. Anderson: Public Policy Making, New York: Preager, 1979.

**Paper - IX**  
**(Group –D) Politics and Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Approaches to the Study of Political System – Structural Functional and System Approach. Importance of Comparative Analysis. Political System, Its Concept, Common Properties of Political System – The University of Political Functions, Multi-Functionality of Political Structure. The Concept of Political Culture and Models of Political System.

Unit-III: Political Parties, Pressure Groups and Political System. Concept of Political Development, Non-Western Political System in Dichel, Political Development, Political Systems of Developing Countries – Important Features with special reference to India and Nepal. The Concept of Administrative System, Relationship between Administrative and Political System.

Unit-IV Bureaucracy – Weberian Interpretation – Studies in Bureaucracy by Blau and Merton. The Concept of Administrative State. Bureaucracy and Political Ideology – Marxist Interpretation of Bureaucracy.

Unit-V Bureaucracy and Political Development. The Bureaucracy, Political Parties and Pressure Groups. Bureaucracy and Social Changes: The Concept of Administrative Change.

**Books Recommended**

1. Brecht: Political Theory: The Foundations of Twentieth Century Political Thought (Princeton: Princeton University Press 1959)
2. M.N. Roy: Parties, Politics and Powers, Calcutta, 1960.
3. Lucian W. Pye: Aspects of Political Development, New Delhi: Amerind Pub. Co. Pvt. Ltd. 1966.

**Paper - X**  
**(Group –D) Political Theory**

Maximum Marks: 100  
Theory Marks: 70  
Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Politics and Political Theory Major Traditions of Political Theory, Approaches to the Study of Political Theory: Behaviour Approach, Structural Functional Approach. Systems Approach and Marxist Approach.

Unit-III Major Concepts, Origin and Theories of State, Classifications and Elements of State. Basis Concepts; powers and authority; Liberty and Equality, Rights and Duties: Consensus and Legitimacy.

Unit –IV Political Culture, Political Delegation, Political Socialisation and Revolution. Contemporary Political Theory: Political Development, Modernization, Nation Building and Its Problems.

Unit-V Political Ideologies: Pluralism, Liberalism, Individualism, Idealism, Syndicalism, Guild Socialism. Totalitarianism and Socialism, Marxism and Democracy.

**Books Recommended**

1. C. James, Charlesworth (ed.) Contemporary Political Analysis, New York, 1967.
2. Robert Jahl: Modern Political Analysis, New Delhi 1967.
3. C.L. Waper, Political Thought, London, 1973.
4. Andres Lacker – Political Theory: Philosophy, Ideology and Sciences, New York 1961.
5. Lucian N. Pye: Aspects of Political Development, New Delhi: Amerind Publishing Co. Pvt. Ltd. 1966.
6. Gester, Jones and Lancaster, Masters Political Thought Vols.I, II and III, London, George Haprer, 1959.
7. P. Chatterjee: The State of Political Theory, Calcutta: K.P. Bagchi and Co. 1978.
8. S.P.Verma: Modern Political Theory – A Critical Survey, Delhi: Vikas, 1975.
9. David Easton: The Political System, II Varieties of Political Theories, Englewood Cliffs, Prentice Hall 1966
10. J.R. Siwach: Dynamics of Indian Government and Politics, New Delhi, Sterling Pub. Ltd., 1985.
11. S. Kothari & Ramashray: Relations Between Politicians and Administrators, New Delhi: Indian Institute of Public Administration 1969.

**Paper - IX**  
**(Group –E) International Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II International Organisation –Nature, Scope, Growth and Development. Pacific Methods for the Settlement of International Disputes – Negotiation, Inquiry, Mediation, Arbitration, Judicial Settlement and others. Agencies and Institutions for International Organisation – League of Nations – An estimate of the work of the League, Defects, Deficiencies, Merits and Demerits, Causes of its Decline.

Unit-III The Formation of UNO – Background, Purposes, Organisation, Functions and Activities, Charter of UNO, Purposes and Principles; Organs; Admission of States; Question of the Micro and Mini-States, UN Peace Making Operations. UNO – Its Specialised Agencies. Their Creation, Nature, Working, Relationship with Social and Economic Council in particular and the UN in general. An Assessment of the Working of the UNO since its Inception upto Present. Role of UNO in solving World Problems.

Unit-IV International Administration: History of Development of the International Administration. The Place of International Administration in Modern World, and Causes for Increasing Importance of International Administration. National, Administration and International Administration.

Unit- V The United Nations Secretariat: Organisation and Functions, Role of Secretary General, Personnel Administration- Recruitment and Training for International Service, Conditions of Service and Problems of International Civil Service. The Composition, Functions and Working of International Labour Organisation (ILO), The UNESCO, Food and Agricultural Organisation (FAO), and World Health Organisation (WHO).

**Books Recommended**

1. Goodspeed, Stephens: The Nature and Function of International Organisation, New York, Oxford University Press, 1971.
2. Goodrich, M.L. and Hampro: Charter of the United Nations, Contemporary and Documents, Columbia University Press, 1971.
3. Scott, George: The Rise and Fall of the League of Nations, Hutchinson of London, 1973.
4. Everyman's United Nations (1945-65): 8<sup>th</sup> Ed. (United Nations, New York, 1968).
5. Luard, Evan: The United Nations: How It and What it Does, Macmillan 1979.

**Paper - X**  
**(Group –E) Public International Law**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Nature, Scope and Sources of International Law, its Definition and Basis. Is International Law a True Law and its Weaknesses. Relationship between Municipal Law and International Law. Subjects of International Law: Recognition of States and Governments, International Persons, Place of individual in International Law.

Unit-III State Jurisdiction: Territorial Jurisdiction of State over Land, Sea and Air. Limitations and Immunities from State Jurisdiction, Modes of Acquiring and Losing State territory. Nationality: Acquisition and Loss of Nationality and State lessees.

Unit –IV: Extradition: Meaning and Essentials of Extradition, Principles of Non-extradition of Political Criminals, Asylum and Human Rights and Self-Determinations. Diplomatic Envoys: Classification and Gradation, Immunities of Diplomatic Envoys Vienna Convention.

Unit-V: Treaties - Character and Functions of Treaties, Ratification, Enforcement and Termination of Treaties, Effect of War on Treaties and Interpretation of Treaties. . Settlement of State Disputes: Amicable Settlement of State Disputes,. Laws of Land Warfare, Sea-Warfare and Air Warfare, Geneva Convention and Act upon the Laws of war. Meaning, Concept of Neutrality, Rights and Duties of Neutrals, Blockade and Contraband, Right of Angary, Unneutral Service and Right of Visit and Search.

**Books Recommended**

1. Anand, R.P.: New States International Law, Delhi: Vikas 1972.
2. Brownlie, Ian: Principles of Public International Law, Oxford: Clarendon Press, 1973, (2<sup>nd</sup> Edition).
3. Fenwich, C.G.: International Law, Bombay: Vakils, 1971.
4. Lauterpauht, H.: Oppenheim's International Law: 4 Treaties, 2 Vols. (London 1955 Eighth Ed.)
5. Starke, J.G.: An Introduction to International Law, London: Butterworths, 1972.

**Paper - IX**  
**(Group –F) Indian Constitution**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Constitutional Development and Framing of Present Constitution. Features, Preamble and Significance of Indian Constitution. Citizen and State: Fundamental Rights; Directive Principles of the State Policy; Rule of Law; and Constitutional Conventions.

Unit –III Indian Executive: President - Powers and Position; Prime Minister - Appointment, Powers, Positions, and his relations with Council of Ministers, Parliament and President.

Unit –IV: Parliament: Lok Sabha and Rajya Sabha – Their Composition, Functions, Powers and Relations. The Committee System - The Public Accounts Committee and Estimate Committee. State Legislature: Vidhan Sabha and Vidhan Parishad - their composition. powers, functions and relationships.

Unit-V: Judiciary: Supreme Court and High Court – Their organization, powers, functions and roles. Union-State Relationship – Administrative, Legislative and Financial. Constitutional Amendment Process and Constitutional Amendments with special reference to 42<sup>nd</sup>, 44<sup>th</sup> and 52<sup>nd</sup> Amendments. Service Under the Union and the States.

**Books Recommended**

1. Hoshier Singh & Pankaj Singh(2012) Indian Administration ,Pearson’s Publication, Noida
2. Hoshier Singh & Pankaj Singh(2012) Bhartiya Prashasan ( Hindi) Pearson’s Publication, Noida
3. Bombwall, K.R.: Government and Politics in India, Ambala Cantt. Modern Publications, 1981.
4. D.D.Basu: Constitutional Law of India, Bombay: Prentice Hall of India.
5. B.K. Gokhale: The Constitution of India and Its Working, Meerut City: Educational Publishers.
6. S.C. Dube (Ed.): Public Services and Social Responsibility, New Delhi, Vikas 1979.
7. Anurud Prasad: Centre and State Powers Under Indian Federation, New Delhi: Deep & Deep Publications.
8. B.L. Fadia: Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
9. Morris-Jones, W.H.: The Government and Politics in India, Bombay: B.I. Publishing 1971.
10. Palmer-Norman, D.: Elections and Political Development, New Delhi, Vikas 1976.
11. Shiva Rao: The Framing of Indian Constitution, Bombay: N.M. Tripathi & Co. 1969.

**Paper - X**  
**(Group –F) Administrative Law**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Legal Basis of Modern State, Government and Administration; Administrative Law- Its nature, meaning and Scope: the Analytical and Policy Approach to its study. Causes for its Growth and Criticism; Assessment of its Role. Some Basic Constitutional Concepts in Relation to Administrative Law: (a) Rule of Law (U.K.), (b) Doctrine of Separation of Powers; (c) Principles of Checks and Balances, and (d) Principles of National Justice.

Unit-III Doctrine of Ultra-Vires. Relation between Constitutional Law and Administrative Law. Concept and Courts of Administrative Law (Droit Administrative) in France, including Courts of Conflicts. Delegated Legislation: (i) Procedural Safeguards, (ii) Parliamentary Control, and (iii) Judicial Control over Delegated Legislation.

Unit-IV Classification of Administrative Function, Need for Difficulties of Classification. Legislative Functions of Administration: (a) Delegated Legislation - its Meaning, Nature and Causes for its Growth. (b) Forms and Classification of Delegated Legislation. (c) Constitutionality of Legislative Delegation, (d) Control over

Unit –V: Judicial Functions of Administration: Administrative Adjudication and Tribunals, Judicial Control of Administrative Authorities and Tribunals. Structure, Powers, Functions and Personnel of the following Tribunals: (a) Railway Rates Tribunals, (b) Income Tax Appellate Tribunals, (c) Haryana Administrative Tribunal for Disciplinary Proceedings.

**Books Recommended:**

1. H. WR. Wads: Administrative Law (5th Ed., 1982).
2. Griffith and Street: Principles of Administrative Law (4th Ed.), 1967.
3. M.A. F: Judicial Control of Administrative Action in India, Pakistan (Oxford Clarendon Press, J 969).
4. S.P. Sathe: Administrative Law in India, 1970.
5. B. Ganguy: Administrative Legislation in Modern India, 1968.
6. A. P. Hassumani: Some Problems of Administrative Law in India, 1964.
7. M.P. Jain and S.N. Sain: Principles of Administrative Law, .1971.
8. M.C. I. Kaozi, Indian Administrative Law (2nd Ed.), 1969.

**Paper - IX**  
**(Group –G) Health and Hospital Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Basic Concept: Meaning, Nature, Scope and Principles of Health Administration. Evolution of Health Administration as a Discipline. A Critical Study of the Health and Family Welfare Policies in India. Personnel System for Medical, Health and Family Welfare Administration: The problems for finding suitable personnel for these areas, with special reference to the idea of creation of an all India Service of Health and Family Welfare Administrators.

Unit-III Machinery at the Central Level: A Critical Study of the Composition; Powers and functions of Ministry of Health and Family Welfare, Directorate General of Health & Family Welfare - their Inter-relationship. The Composition, powers and functions of Indian Medical Council- Indian Council of Medical Research. Planning for Medical, Health and Family Welfare Services in India - A Critical Study of the various Five Year Plans and their Achievements in this field.

Unit-IV Machinery at the State Level: Composition, powers and functions of State Departments and Directorates of Health and Family Welfare- the problems of their inter-relationships - Composition, Powers and Functions of State Medical Councils - Composition, Function and Role of State Hospitals. Machinery at the District Level: Powers of District Medical Health & Family Welfare Officers - District Hospitals/ Dispensaries and Family Welfare Centres – Problems of their Organisation and Management.

Unit-V Machinery for Health & Family Welfare at the Local levels- Problems of Administration and Management of Municipal Hospitals and Primary Health Centres with special reference to the Need for evolving a Machinery Medical, Health and Family Welfare norms of the grassroots level.

**Books Recommended:**

1. G. Ramesh Waram: Medical and Health Administration in Rural India, New Delhi: Ashish Publishing House, 1989.
2. The Central Health Education, Health Today, Director-General of Health Services, New Delhi, 1971.
- 3 S. L. Goel: Health Care Administration - levels and Aspects. New Delhi: Sterling Publishers 1980.
- 4 S. L. Goel: Health Care Administration: Ecology Principles and Modern Trends, New Delhi: Sterling Publishers Pvt. Ltd. 1980.
- 5 S.L. Goel: Public Health Administration : New Delhi : Sterling Publishers Pvt. Ltd 1984.
- 6 N.V. Ram Raghu: Health Administration and Policy Development, Hyderabad: Ramkrishna Printers and Publishers, 1971.
7. G.Broker: Health in Independent India (Latest Edition).
8. J.K. Owen Madan: Concepts of Hospital Administration (Latest Edition).
9. Brown and Fraling: The Doctor-Patient Relationship (Latest Edition).
10. C.A. Robinson: Hospital Administration (Latest Edition)
11. M.T.Mac Eachiru: Hospital Organisation and Management (Latest Edition).
12. A. Cart Wright: Human Relations and Hospital (Latest ed.)



**Paper - X**  
**(Group –G) Educational Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Basic Concept: Meaning, Nature, Scope and Principles of Educational Administration; Evolution of Educational Administration as an independent discipline, Educational Policy in India with special reference to study of Constitutional Provisions. Educational Administration and Local-Self Government Institutions: Rationale Behind Transferring the management of Schools to Local-Self: Government Institutions like Municipal Councils/ Corporations, Zila Parishads, Panchayat Samitis etc. Reforms in Educational Administration

Unit-III Machinery for Educational Administration at the Central Level: A Critical examination of the Composition, Functions and Powers of the Ministry of Education, University Grants Commission; Council for Scientific and Industrial Research and Indian Council of Social Sciences Research; A Study of Organisation of Central Universities. Methods of Imparting Education; A Critical Examination of Efficiency of Lecture, Discussion, Seminar, Tutorial Case Study and Demonstration Methods in the Indian & Context.

Unit-IV Machinery for Educational Administration at the State level: A Critical Examination of the Composition, Powers and Functions of the State Departments and Directorates of Education and their Inter-relationships; Financing of Education in India with special reference to Higher Education in India – Problems, Significance and Role – Problems of Voluntary or Philanthropic Agencies in Educational Administration with Special Reference to Need for State (Government) Supervision and Control over them.

Unit-V Machinery for Educational Administration at the District level: The Composition and functions of the District Inspectorate of Schools; Role of Inspectors and Deputy Inspectors of Schools; Composition of Higher Secondary School, Role of Principals/ Headmasters, their relationships. Personnel System for Educational Administration: The problems of finding suitable personnel for manning the administrative positions in Educational Administration with special reference to the desirability for creation of an All-India Service of Educational Administrators.

**Books Recommended**

1. Atma Ram & K.D. Sharma: National Policy on Education, New Delhi: Vikas Publishing House Pvt. Ltd. 1995.
2. P.D. Shukla: New Education Policy in India, New Delhi: Sterling Publishers Pvt. Ltd. 1988.
3. M. Sulochana: Financial Management of Higher Education in India, Allahabad,: Chugh 1991.
4. S.L. Goel and Aruna Goel: Educational Policy and Administration, New Delhi: Deep & Deep 1995.
5. Singh, M. (ed.): Some Problems of Higher Education in India, Delhi: Amar Prakashan, 1991.
6. S. Nath: Education: Style & Strategies, Bhubaneswar: Mayur Publication 1984.

7. J.C. Aggarwal: Educational Administration, School Organisation and Supervision, New Delhi: Arya Book Depot, 1967.
8. Jaganath Mohanty: Educational Administration, Supervision and Finance, Cuttack: Takshila 1991.

**Paper - IX**  
**(Group –H) Police Administration in India**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II: Need and Concept of Police in Society - Evolution of Police System in India during Ancient, Medieval and British period of Indian History-Landmarks since 1851-Indian Police Act of 1861 - The Legacies.

Unit-III The Police and the Union Government-Role of Union agencies during normal and emergent situations-The Ministry of Home and the State Police System-Organisation and working of Police in Indian States. The Problems of lawlessness and disorders in Indian Society-Challenges from Youth, Labour, Communal Groups and Political Opponents-Mass Violence and Organised Leadership- Role of Police in sorting out problems and dealing with different kinds of disorders.

Unit-IV The District Police in India - District Police Organisation and its Working - Police Panchayati Raj Relations Organisation of Village Police Force - Policing Rural India. Problem areas in Police Organisation and Administration-Police Reforms and their limitations Police and Social Change in India. Need for reorganisation of Indian Police- Problem areas and Police research and remedies.

Police and Political System in India - Parliamentary Democracy and need for citizen Police - Democratic and Federal tensions of Indian Polity and Challenge of change before the Police - Police and Political Leadership in India.

Unit-V Police Personnel Administration in India - The IPS as a Career Recruitment, Promotion, Training and Service Conditions of Indian Police Service and State Police Services in States - Discipline in Police Corps. Police and Social System in India - Police work and Social Values - Police and Social Change - Problems of Corruption and poor Police image in India - Socialisation of Indian Policemen - Police Public Relations.

**Books Recommended:**

1. Shanker Sen: Indian Police Today. New Delhi: Ashish Publishing House. 1994.
2. Sultan Akhar Khan: Power, Police, and Public, Kurukshetra: Vishal Publications, 1983.
3. K.M. Mathur: Internal Security Challenges and Police in a Developing Society, RBSA , Jaipur, 1989.
4. Charles D. Hale: Fundamentals of Police Administration, Boston: Helbrook Press, 1977
5. S.C. Mishra: Police Administration in India, 1970,
6. D. H. Bayley: The Police and Political Development in India (Latest Edition)
7. O.W. Wilson and Roy Clinton McLaran: Police Administration (Latest Edition).
8. K.M, Mathur: Problems of Police in a Democratic Society, RBSA Publishers, Jaipur, 1987.
9. N.S. Saksena: Law and Order in India, Abhinav Publications,
10. P.D. Sharma: Indian Police - A Development Approach (Latest Edition).

**Journals**

- 11 Indian Journal of Public Administration. July-September, 1985.

**Paper - X**  
**(Group –H) Criminology & Correctional Administration**

Maximum Marks: 100

Theory Marks: 70

Internal Marks: 30

Time 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

Unit-I There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Evolution of Criminology as a Social Science; Nature of Criminal Behavior; Crime as a Social Problem; Crime statistics in India – Its Sources and Problems of collection; Causes of crime-Psychology factors - intelligence, mental deficiency, social – factors - family, companions, community, Economic factors – poverty, Unemployment, Ordinary Criminals; White-collar Criminals and Organised Crime; Role of Victim in Crime.

Unit-III Meaning, Nature, Scope and Principles of Correctional Administration. Probation, Parole and Aftercare; Probation: Principle of Probation, Probation Legislation; Organisation of Probation; Pre-sentence Investigation, Eligibility for Probation, Probationary Supervision; Probation homes and hostels; Revocation probation; Discharge from Probation, Parole: Principles of Parole; statutory and other basis of parole;

Unit-IV Machinery for correctional Administration: Ministry of Home Affairs, National Institute of Social Defence; Central Bureau of Investigation; Information Bureau; Centre of Police Research; Machinery at the State Level: Department of Home, Special Crime Branch; Bureaus of Police Information and Research; Jail Department etc. Origin of Prison Systems. Statutory Prison in India; Prison Reforms in India: All India Jail Manual Committee; U.N. Standards Minimum Rules, Classification and Organisation of various categories of Jails in India.

Unit-V Theories of Punishment:, Capital Punishment; Control of Crime and Delinquency; Prevention of Crimes like Juvenile Delinquency, Criminality among Women; Denotified ( ex-criminal tribes) Communities; Prostitution, Beggary and Suicide. Criminal Law and Procedure: Criminology and Criminal Law; Familiarization with the Organisation and content of the Indian Penal Code; Broad Survey of the Criminal Procedure Code; Basic Principles of the Law of Evidence etc. Need for Reforms in Correctional Administration in India: Prison Reforms - Reforms in Personnel Administration for Correctional work - Recruitment, Training, Promotion, etc. of Correctional Personnel.

**Books Recommended:**

1. M.P. Singh: Crime and Delinquency: The Problems of Youth in Contemporary Society, Delhi: UDH Publishers. 4078, Nai Sarak, (Latest edition).
2. Dan A Lewis : Reactions to Crime, London: SAGE Publications, Beverly Hill.
3. Done. Gibbons: Society, Crime and Criminal Careers-An Introduction to Criminology ( ed.).
4. Allison, Richard (Ed.): Status Offenders and the Juvenile Justice System, National Council on Crime and Delinquency, Hackensack, N.J., 1978:
5. Tietelbaun, Lee E., and Gough Aidan (Ed.) Beyond Control, Ballinger Publishing Company, Cambridge; Mars, 1977.
6. B.N.Datir: Prison as a Social System, Population Prakashan, 1978.