



**GOVERNOR'S SECRETARIAT, BIHAR**  
RAJ BHAVAN, PATNA-800022

Special Messenger

Letter No. BSU(Regulation)- 20/2018-

/GS(I),

Dated-

From

P. C. Choudhary  
Officer on Special Duty (Judl.)

To,

The Vice Chancellors  
All Universities of Bihar  
(Except BAU, BASU)

Sub : Regarding implementation of revise Curriculum of M.A. in Public Administration under Choice Based Credit System (C.B.C.S.) in the Universities of Bihar.

Sir,

Reference is invited to this Secretariat's letter no.-BSU(Regulation)-20/2018-1809/GS(I), Dated 10-07-2018, vide which curriculum of 34 subjects under Choice Based Credit System (P.G. level) and letter no. BSU(Regulation)-2535/GS(I), Dated 08-10-2018 vide which curriculum of 4 subjects under Choice Based Credit System (P.G. level) have been promulgated for its introduction in the Universities of Bihar.

In this regard, revise curriculum of **M.A. in Public Administration** at P.G. level has been finalized on the basis of recommendation of the panel of subject experts.

Accordingly, the Hon'ble Chancellor after due consideration on the recommendation of subject experts has been pleased to approve implementation of **M.A. in Public Administration** at P.G. level under Choice Based Credit System (C.B.C.S) in the Universities of Bihar with immediate effects.

Therefore, you are requested to implement the Choice Based Credit System, following all due statutory provisions. The curriculum of the aforementioned subject may be downloaded from the Website of Raj Bhavan ([www.Governor.bih.nic.in](http://www.Governor.bih.nic.in)) and be adopted with a variation upto 20% as per the guidelines of U.G.C.

Yours faithfully,

Sd/-

(P.C. Choudhary)

Officer on Special Duty (Judl.)

Dated- 04-09-2019

Memo No.- BSU(Regulation)- 20/2018- 2672 /GS(I),

Copy forwarded to the Principal, A.N. College, Patna-800013/ All Officers, Raj Bhavan, Patna/ Section Officer In-Charge, University Section, Raj Bhavan, Patna for information/ Guard file for record.

Sri Bijay Kumar, Technical Director, Raj Bhavan, Patna with request to compare and upload the scanned syllabus of M.A. in Public Administration under Choice Based Credit System (C.B.C.S.) at P.G. level on the website of the Raj Bhavan, Patna immediately.

*P. C. Choudhary*  
9.2.2019  
Officer on Special Duty (Judl.)

To,

Officer on special duty ( Judl.)

Raj Bhawan , Patna


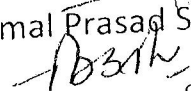
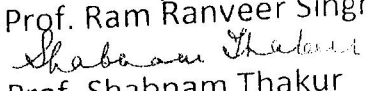
Ref- Memo No- BSU (Regulation)-20/2018-1498/GS(I) Dated- 16-05-2019

Sir,

With reference to your memo above , we are sending here with the proposed syllabus of M.A( Public Administration) whose meeting was held at Raj Bhawan , Patna on 27<sup>th</sup> May 2019.

Kindly consider the above and oblige.

Sincerely Yours

  
Prof. Bimal Prasad Singh  
  
Prof. Ram Ranveer Singh  
  
Prof. Shabnam Thakur

**SYLLABUS FOR M.A. IN PUBLIC ADMINISTRATION**

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UNDER

**CHOICE BASED CREDIT SYSTEM (CBCS)**

(To be effective from 2019)

**UNIVERSITIES OF BIHAR**

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## OUTLINE OF THE CHOICE BASED CREDIT SYSTEM (CBCS) for PG degree courses:

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It consists of a number of courses i.e. **Core Course (CC)**, **Elective Course (EC)**, **Discipline Specific Elective Course (DSE)**, **Ability Enhancement Course (AEC)**, and **Ability Enhancement Compulsory Course (AECC)**. Each course is equivalent to a paper. The nature of these courses is defined below.

### 1.1 **Core Course (CC):**

A course which should compulsorily be studied by a candidate as a core requirement on the basis of subject of M.A. studies and is termed as a Core course.

### 1.2. **Elective Course (EC):**

Generally a course which can be chosen from a pool of courses (Basket) and which may be very specific or specialized or advanced or supportive to the subject/discipline of study or which provides an extended scope or which enables an exposure to some other subject/discipline/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

### 1.3 **Discipline Specific Elective Course (DSE):**

Elective courses may be offered by the main discipline/subject of study is referred to as **Discipline Specific Elective**. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

### 1.4 **Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a **Generic Elective**.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and *vice versa* and such electives may also be referred to as Generic Elective.

### 1.5 **Ability Enhancement Courses (AEC):**

The Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC) 'AEC' courses are the courses based upon the content that leads to life skill enhancement.

### 1.6 **Ability Enhancement Compulsory Courses (AECC):**

University will run a number of **Ability Enhancement Compulsory Courses (AECC)** which is qualifying in nature and students from all faculties have to qualify in all such courses.

### 1.7 **Dissertation/Project/Internship/Industrial Training/Field Work:**

Elective courses are designed to acquire advanced knowledge to supplement/support the main subject through project work/internship/industrial training/field work. A student studies such a course on his/her own with mentoring support by a teacher / faculty member called the guide/

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supervisor. In case of internship/industrial training the student will work under the joint guidance of one teacher-supervisor from the parent department to be termed as Supervisor-1 and one suitably qualified personnel at the research institute/research laboratory/industrial organization, to be termed as supervisor-2. A student may join any recognized research institute/research laboratory/ the industrial organization with the approval of parent department. The student has to work for a minimum number of days/hour as decided by the parent department. On completion of the project work/ training at the research institute/ research laboratory/ industrial organization. Student will submit a written project report certified by both supervisors to the parent department. Supervisor-2 will issue a letter certifying that the candidate has successfully completed the project and also award marks/ grade to him/ her. The certificate will be submitted to the parent department confidentially. The Board of Courses of Studies (BOCS) of the concerned subject/ department will draft and design the certificate and other documents as per requirement. The parent department will also assist the students to choose proper organization for their project work/ industrial training/field work etc.

- 1.8 There shall be six elective courses – two EC, one DSE or one GE, two AECC, one AEC. Students may opt for any elective course out of a list of elective papers (**Basket**) offered by the parent department or any other department/s as per his/her choice with the prior permission of the parent department. The list of elective papers. Syllabus and prerequisite of the elective course will be as decided by the Board of Course of Studies (BOCS) of the concerned subject/department. All elective course listed may not be available in all semesters. Based on the availability of resource persons and infrastructure the parent department will assist the students to select elective courses of their choice.
- 1.9 The one DSE or one GE, two AECC, one AEC papers will be qualifying in nature and a student has to score at least 45% marks in these papers. Grade will be awarded separately for these courses. However, performance in these elective courses/papers will not be considered for awarding the final CGPA/ class.

## 2. **Ability Enhancement Compulsory Courses (AECC):**

University will run two **Ability Enhancement Compulsory Courses (AECC)** which are qualifying in nature and a student has to qualify in both these courses. The courses are:

**AECC-1:** Environmental Sustainability (3 Credit)  
& Swachha Bharat Abhiyan Activities (2 Credit)

**AECC-2:** Human Values & Professional Ethics (3 Credit)  
& Gender Sensitization (2 Credit)

**Student will do assignments/project work related to institutional social responsibilities Including Swachhha Bharat Abhiyan Activities during SEMESTER BREAK.**

- 2.1 University will run a number of **Ability Enhancement Courses (AEC)** and Skill Enhancement Courses: a student can choose one from these. For example:

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### **Basket Ability Enhancement Course (AEC)**

- Computers and IT Skill
- Web Designing
- Financial Risk Management/
- Solid waste Management/
- Mushroom Culture/
- Bio-fertilizer production/
- Environmental Law/
- Tourism and Hospitality Management/
- Life-skill and skill development/
- Yoga Studies etc.

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### **2.2 Discipline Specific Elective (DSE):**

In each subject the CC / paper-5 being taught in the second semester will be open to be selected as a DSE paper. In the first phase a student will be allowed to choose a paper from any subject other than his/her Core Course (CC) from the same faculty in the same university.

### **2.3 Generic Elective (GE) Course:**

University will run a number of **Generic Elective Course (GE)**; a student can choose one from

#### **Basket of GE courses**

- Music
- Dramatics
- Fine Arts
- Graphic Design
- Inclusive Policies
- Human Rights
- Any course run by any department

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# M.A. Public Administration

## Four Semester Course

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### Programme Objectives

- 1) To develop strong students competencies in the area of Public Administration.
- 2) To develop a strong foundation of the subject so that students may qualify in SET, NET, UPSC and other state commission examinations.

### 1. Evaluation of Performance Under Semester System

- 1.1 The performance of a student in each paper will be assessed on the basis of a Continuous Internal Assessment (CIA) of 30 marks and the End of Semester Examination (ESE) consisting of 70 marks.
- 1.2 The components of C.I.A. are follows:
  - (i) Two mid-semester written tests of one hour duration each = 15 Marks
  - (ii) Seminar/Quiz = 05 Marks
  - (iii) Assignment = 05 Marks
  - (iv) Punctuality and conduct = 05 Marks**Total = 30 Marks**
- 1.3 The performance of a student in the elective papers AEC and AECC in each semester addressing the issues of i. Skill Development, ii. Human Values and Professional Ethics and Gender Sensitization iii. Environment and Sustainability and Swachchha Bharat Abhiyan Activities shall be assessed on the basis of a continuous Internal Assessment (CIA) of 50 marks and the End Semester Examination (ESE) consisting of 50 marks.
- 1.4 The components of C.I.A. in these papers shall be as follows:
  - (i) One mid-semester written test of one hour duration each = 10 Marks
  - (ii) Seminar/Quiz = 10 Marks
  - (iii) Assignment = 15 Marks
  - (iv) Discharge of Institutional Social Responsibility / Community Services (report to be submitted) = 15 Marks**Total = 50 Marks**
- 1.5 The concerned teacher of the course/paper shall be responsible for conducting the mid-semester tests and other components of the CIA.
- 1.6 The ESE will be written examination examinations of 3-hours duration conducted by the University.
- 1.7 The evaluation of laboratory paper and field work, whatever applicable will also be based on CIA and an end-semester practical examination.
- 1.8 All such examination shall be as per the provisions of examination board and moderation board of the University.
- 1.9 Only those students who secured minimum qualifying marks in of 45% in the CIA shall be allowed to fill up the End Semester Examination form.
- 1.10 The marks of CIA in each paper be submitted by the Department along with the End semester Examination form failing which the student may not be issued admit card for the examination.

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## 2. Examinations:

- 2.1 The End-Semester-Examination will be conducted by the University. The Mid Semester examinations and other components of CIA shall be conducted and evaluated by the concerned departments. The practical examinations wherever applicable shall be conducted at the department. The Head of the department will appoint external examiner(s) for practical End Semester Examination with the approval of the University. The mid-semester tests will be conducted and evaluated by the teacher concerned.
- 2.2 The End of Semester Examination (ESE) shall be named as follows:
- M.A. Part (I)- Semester I Examination and Semester II Examination respectively.
  - M.A. Part (II) – Semester III Examination and Semester IV Examination respectively.
  - Syllabus for each paper shall be divided into at least 5 units. Based on this, the question paper pattern for the End semester Examination shall have divided into three parts A, B, C comprising of objective type questions with multiple choice, short answer type questions and long answer type questions respectively as mentioned below:

Part	Nature of questions	Number of questions to be asked	Number of questions to be answered	Marks of each question	Total marks
Part-A	Objective type questions with multiple choice	10	10	02	20
Part-B	Short answer type questions	05	04	05	20
Part-C	Long answer type questions	04	03	10	30
<b>Total Marks</b>					<b>70</b>

### Instructions for Students

Students are advised to refer to the following journals and publications for all papers of Part-I and Part-II:

- Indian Journal of Public Administration*, this is the quarterly journal published by the Indian Institute of Public Administration, New Delhi.
- Nagarlok*, this is the quarterly journal published by the Indian Institute of Public Administration, New Delhi.
- Lokprashashan* (Hindi), this is the biannual journal published by the Indian Institute of Public Administration, New Delhi.
- Public Administration Review* is published bimonthly on behalf of the American Society for Public Administration by Blackwell Publishing, USA.
- Public Administration* is published quarterly by Blackwell Publishing, Oxford.
- Founded 1927, *International Review of Administrative Sciences* (IRAS) is the quarterly official journal of the International Institute of Administrative Sciences (IIAS), the European Group of Public Administration (EGPA), the International Association of Schools and Institutes of Administration (IASIA) and the Commonwealth Association of Public Administration and Management (CAPAM). IRAS is published in four different language editions – English, French, Spanish and Chinese.
- Public Policy and Administration* is the quarterly journal of the UK Joint University Council (JUC) and Public Administration Committee (PAC).

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8. *Local Government Quarterly* is the Quarterly journal published by the All India Institute of Public Local Self-Government, Mumbai.
9. *Economic and Political Weekly*, this is the weekly journal published by a Sameeksha Trust Publication, Mumbai.
10. Publications of the :
  - (i) Indian Institute of Public Administration, New Delhi.
  - (ii) Royal Institute of Public Administration, London.
  - (iii) American Society of Public Administration, New York.
  - (iv) International Institute of Administrative Sciences, Brussels.
  - (v) Government of Indian, New Delhi.

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### Introduction

The syllabus is revised keeping in view the requirements of students appearing for competitive examinations. It is divided into core courses, elective (optional) Course and foundation Courses  
→ It also takes into account recent developments in public administration.

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## **COURSE STRUCTURE**

### Semester- I

Sl.No.	Code	Subject	Credits	ESE	C/A	Total
1.	MPACC- 1	Principles and Practices of Public Administration	5	70	30	100
2.	MPACC- 2	Administrative Thinkers	5	70	30	100
3.	MPACC- 3	Public Personnel Administration	5	70	30	100
4.	MPACC- 4	Indian Administration	5	70	30	100
5.	MPAECC- 1	Environmental Sustainability- (3 Credits) and Swachha Bharat Abhiyan Activities- (2 Credits) (Qualifying)	5	50	50	100

## **Syllabus**

### Semester- I

#### **Paper- MPACC- 1**

### **Principles and practices of Public Administration**

- Unit-1 Meaning, Nature, Scope, significance of Public administration & Public and Private Administration, NPM (New Public Management), NPA (New Public Administration)
- Unit-2 Approaches to the study of public administration, behavioral approach, Leadership theories, Decision Making Appro, human relations theory.
- Unit-3 Principles of Organisation: Hierarchy, Unity of command, Centralization Vs Decentralization, Integration Vs Disintegration, co-ordination, span of control.
- Unit-4 Structures of organization: Line, Staff and Auxillary Agencies.
- Unit-5 Ecology of Public Administration.

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*Dr. A. K. Singh*

*Anu Singh*  
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### Core Readings

- |                                |                       |   |
|--------------------------------|-----------------------|---|
| 1. Lok Prashasan               | Dr. B.L. Phadia       | Sahitya Bhawan Publication Agra                 |
| 2. Lok Prashasan               | Rumki Basu            | Jawahar publication and Distrubutors, New Delhi |
| 3. Lok Prashasan               | Awasathy & Maheshwari | Lakshmi Narayan Agrawal, Agra                   |
| 4. Lok Prashasan               | Dr. Surendra Kataria  | National Publication, Jaipur                    |
| 5. Lok Prashasan               | Dr. P.D. Sharma       | Delhi Prakashan                                 |
| 6. Lok Prashasan               | B.C. Narula           | Ansari Road, Dariyaganj, Delhi                  |
| 7. Lok Prashasan               | Mohit Bhattacharya    | Jawahar Publication and Distrubutors, New Delhi |
| 8. Lok Prashasan               | Vishnu Bhagwan        | S. Chandra and Company                          |
| 9. Lok Prashasan<br>Ke Sidhant | Vidya Bhusan          | Ltd. Ramnagar, New Delhi                        |

### **MPACC-2** **Administrative Thinkers**

- Unit-1 Kautilya: Mandal Theory, Saptang, Kingship.
- Unit-2 F.W. Taylor: Scientific Management, Henry Fayol, Classical Theory, Max weber: Beaurocracy
- Unit-3 F.W. Riggs: Ecology, Herbert Simon: Decision Making
- Unit-4 Elton Mayo: Human Relations Theory, Woodrow Wilson Contribution to the study of Public Administration
- Unit-5 Maslow: Hierarchy of Needs, Chris Argyris : Individual and Organisational goals, Fredrick Herzberg : Contribution to the study of Public Administration

### Core Readings

- |   |  |  |
|---|--|--|
| 1. Prashasnik Chintak                                   | Dr. Surendra Kataria                               | National Publications Jaipur                                       |
| 2. Prashasnik Chintak                                   | Sri Ram Maheshwari                                 | Orient Lingmen Private LTD.,<br>Aasaf Ali Road, New Delhi- 1100002 |
| 3. History of<br>Management<br>Thought                  | C.S. George  | New Delhi 1974   |
| 4. Prashasnik Vicharak                                  | Chandra Heerawat                                   | New Delhi 1974   |
| 5. Organisation theory                                  | Selected Reading                                   | New Delhi 1974   |
| 6. Scientific Management                                | F.W. Taylor  | New Delhi 1974   |
| 7. Social and Industrial<br>Management<br>(London-1949) | H. Fayol   | New Delhi 1974   |
| 8. Administrative<br>Thinkers                           | Dr. Ravindra Pd.<br>V.S. Prasad<br>P. Satyanarayan | Sterling Publishers Pvt. Ltd., New Delhi                           |

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9. Prashasnik Vicharak

Dr. G.P. Nema

C.B.D. Jaipur

10. Prachin Evam Adhunik  
prashashnik chintak

Chadra Heerawat  
Dr. Umesh Kumar &  
Dr. Sanjay Kumar Singh

New Delhi

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### MPACC- 3 Public Personnel Administration

- Unit-1 Growth and Development of Public personnel Administration  
Unit-2 Structure of Civil Services in India, Recruitment Agencies  
Unit-3 Employer-Employees Relations, Redressal of Employees Grievances  
Unit-4 Wage Policy and Participatory Management  
Unit-5 Problems of Public Personnel: Neutrality and common in Civil services, Politicization of administration, Moral of Civil Servants.

#### Core Readings

1. O.G. Stahi Public Personnel Administration VII ed Oxford & B.H. Publish Co. 1977.
2. Paul Pigors and A Personnel Administration. A Point of view and a Method (M.C. Garain Myers Hill-Koga Kusa Ltd. 1977)
3. Edwin & Flippe Principles of personnel management 4<sup>th</sup> ed.(Me Gen. Hill Koga Kusa Ltd. 1976)
4. Rustam S. Davar Personnel Management and Industrial Relations in India (Vikas Publishing House. 1976)
5. Indian Administrative Reforms commission Report on Personnel Administration 1969
6. C.M. Jain Sevi Vergiya Prasashan (Hindi)
7. A.P. Saxena Training and Development in Govt. (H.P.A. 1974)
8. S.L. Goyal Public Personnel Administration
9. R.C. Roy Civil Services in India.
10. Dwarika Das Role of Higher Civil Services in India.

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**MPACC- 4**  
**Indian Administration**

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- Unit-1 Framework of India Polity
- Unit-2 Federal Structure, Parliamentary democracy, secular Republic Planning
- Unit-3 Political Executive: President, Prime Minister and Council of Ministers
- Unit-4 Organization of Government of India: Central secretariat, Cabinet Ssecretarit, Prime Minister Office.
- Unit-5 Administrative Structure of state: State secretariat, office of chief secretary, Board of Revenue, District Administration, Administrative Culture, Impact of Information Technologies of Administration Lok Pal & Lokayutya

**Core Readings**

1. Bhartiya Prashasan Dr. B.L. Phadia Sahitya Bhawan Publication Agara
2. Bhartiya Prashasan Dr. Surendra Kataria National Publication, Jaipur
3. Bhartiya Prashasan P.D. Sharma and B.M. Sharma Classic Publishing House, Chaura Rasta, Jaipur
4. Bhartiya Lok Prashasan Shalini Wadhwa Arjun Publishing, House New Delhi
5. Indian Administration S.R. Maheshwari
6. Indian Administration R.C. Arora & Others.
7. Contemporary Issues in R.B. Jain Indian Administration

**Semester- II**

Sl.No.	Code	Subject	Credits	ESE	C/A	Total
1.	MPACC- 5	Development Administration	5	70	30	100
2.	MPACC- 6	Administration of Public Enterprises in India	5	70	30	100
3.	MPACC- 7	Local self Government Rural and Urban (with special reference to Bihar)	5	70	30	100
4.	MPACC- 8	Human Resource Management.	5	70	30	100
5.	MPACC- 9	Comparative Public Administration.	5	70	30	100
6.	MPA – AECC-2	1. Computation I.T. skill 2. Financial Risk Management 3. Environmental Law 4. Yoga Studies	5	50	50	100

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# Syllabus

## Semester- II

### MPACC- 5

#### Development Administration

- Unit-1 Concept of Development Administration, Aims & Objective, Nature and Need for Development Administration Role of Development Administration in Developing Developed Countries.
- Unit-2 Institutional Framework of Development Administration Planning commission, Niti Ayog. Planning process in India.
- Unit-3- Development at the grassroot level: People participation, Policy making, Bureaucracy, Administrative capability.
- Unit-4 Structure and operation of community Development, Panchayti Raj System, Machinery of Development at the local level.
- Unit-5 Development and environment, International Ad & Technical Assistant Programme – IMF, IBRD, WTO.

### Paper-VI- MPACC- 6

#### Administration of Public Enterprises in India

- Unit-1 Meaning, Nature and Significance of public Enterprises, Typology of public Enterprises.
- Unit-2 Control over public Enterprises – Legislative, Administrative and financial, Accountability & Autonomy
- Unit-3 Personnel Management of public enterprises, Manpower planning selections, Training and Development, promotion, transfer Motivation, Industrial Relations in Public Enterprises.
- Unit-4 Problems and prospect of public Enterprises in India with special reference to Bihar.
- Unit-5 Liberalisation, Privatisation and Globalization, Disinvestment Policy – The New Economic Policy

#### Core Readings

1. Raj K. Nigan: Management of Public Sector in India, Bombay, Vora, 1971
2. Laxmi Narayan Principles and Practices of Public Enterprises Management, New Delhi, S. Chandra & Co.1980
3. S.S. Khera Government of Business, Delhi, National, 1977.
4. N.M. Mallaya Public Enterprises in India, Their control and Accountability, New Delhi, Institute of Constitutional and Parliamentary studies, 1978
5. Chandra Prakash Personnel Administration in Public under taking, New Delhi, IIPA, 1982.
6. Jagdish Prakash Public Enterprises in India: A Study in Controls Allahabad, Thinkers library, 1980
7. D.N. Gadhop Accountability of Public Enterprises to Parliament, New Delhi, Sterling Publishers, 1980
8. B.P. Mathur Public Enterprises in perspective, New Delhi, orient Longmen, 1973
9. R.K. Jain Management of Public Enterprises in India
10. R.S. Arora Administration of Government Industries, New Delhi, IIPA, 1969.

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**MPACC- 7****Local Self Government****Rural and Urban (with special reference to Bihar)**

- Unit-1 Historical Development of local administration.
- Unit-2 Structure and function of local administration-Gram Sabha, Panchayat Samiti, Zila parishad in the light of 73<sup>rd</sup> constitutional amendment
- Unit-3 Urban administration in the light of 74<sup>th</sup> constitutional Amendment, structure and functions.
- Unit-4 Resources of revenue of the local administration.
- Unit-5 Challenges before the local self Government with special reference to Bihar.

**Core Readings**

- |  |   |                                       |
|--|---|---------------------------------------|
| 1. Gramin Vikash evm Samrachnatmak                       | P.N. Paney                                      | Rawat Publication Jaipur & Delhi      |
| 2. Gramaya Vikash evm Gramin Netritva Ke uverte Pratiman | Sandeep Parmar                                  | Radha Publication, New Delhi          |
| 3. Rural Development Administration                      | Singh   | Radha Publication, New Delhi          |
| 4. Rural Development Administration in India             | Jha   | Radha Publication, New Delhi          |
| 5. Rural leadership & Development                        | Ghosh   | Radha Publication, New De hi          |
| 6. Rural Local Govt.:                                    | Structure and Organization problem and Remedies |                                       |
| 7. Local Govt. in India,                                 | S.R. Maheshwari, Laxmin Narayan Agrawal, Agra   |                                       |
| 8. Rural Development in India                            | S.R. Mahashwari:                                | New Delhi, Sage Sage Publication 1995 |
| 9. Economic Policy and Adm                               | Dr. Neelima Deshmukh                            | C.B. Depot, Jaipur                    |
| 10. Bharat me sthaniya Prashasan                         | Dr. Harishchandra Sharma                        | C.B. Depot, Jaipur                    |
| 11. Bihar Panchayati Raj Act                             | Government Publication                          |                                       |

**MPACC- 8****Human Resource Management**

- Unit-1 HRDM Meaning, Nature, Scope and Significance.
- Unit-2 Public Personnel Management-Recruitment, Promotion
- Unit-3 Job Classification, Wage and Salary Administration
- Unit-4 Human Resource Development-Training and Development.
- Unit-5 Welfare Administration, Participative Management.






### Core Readings

1. D.K. Bhattacharya (Excel), Managing People
2. N.K. Singh (Excel), Human Resource Planning and Development.
3. B.S. Mathur & Others, Management in Government.
4. Parag. Diwan, (Excel) Human Management Principles and Practies.
5. J.D. Millat, Management in Public Service.
6. A.P. Sexena, Training and Development in Government (IIPA).
7. C.M. Jain, Sevi Vergiy Prashashan.
8. Simmi Goel Personnel Administration and Management concept & Technique.
9. Anuradha Sharma; Strategie Human Resource Management, Sage publication 2008.

### **MPACC- 9** **Comparative Public Administration**

- Unit-1 Concept-Nature, Growing significance of comparative public administration
- Unit-2 Evolution of comparative Public Administration, Approaches to the study of comparative public administration; Contribution of Fred Riggs, Montgomery & Ferrel Heady
- Unit-3 Models of comparative public administration; Bureaucratic, prismatic, Third world Development Model, Comparative Analysis of administrative system of U.K., U.S.A. and India.
- Unit-4 Concept and strategies of Modernization in Administration. New Trends in comparative public Administration.
- Unit-5 Citizen & Administration- Machinery for redressal of grievances of citizens in UK and USA.

### Core Readings

1. R.K. Arora: Politics and Administration change in Society: Essays in Honour of Rigges Associated, New Delhi, 1992.
2. R.K. Arora: Comparative Public Administration New Delhi, Associated Publishing House, 1972
3. Fred W. Riggs: Administration in Developing Countries, The Theory of Polsmatc society Boston, Houghtnton mitt. In Co. 1964
4. C.A.O. VanNheu Walnhuizel: Public Administration, comparative Administration, Development Administration concept and theory in their struggle for Revlevance. The Hugus, Institute of Social Studies, 1973
5. Ridly and Blondal: Public Administration in France.
6. H. Finer: Theory and practice of Modern Govt. London, Methuen, 1962
7. Singhal: "Tulnatmak Prasashan"

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## Semester- III

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S.No.	Code	Subject	Credits	ESE	C/A	Total
1.	MPACC-10	Disaster Management	5	70	30	100
2.	MPACC-11	Financial Administration	5	70	30	100
3.	MPACC-12	Administrative Law and Accountability	5	70	30	100
4.	MPACC-13	Research Methodology	5	70	30	100
5.	MPACC-14	Social Welfare, Social Justice & Social Change Administration	5	70	30	100
6.	MPA AECC- 2	Human Values and Professional Ethics- Gender Sensitization	5	50	50	100

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**Semester- III**  
**MPACC- 10**  
**Disaster Management**

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- Unit- 01    Meaning, Nature and Classification of Disaster,. Disaster Management Cycle, Recent trends of Disaster Management in India. Disaster Management Act, 2005.
- Unit- 02    Disaster Preparedness and Mitigation- Planning, Elements of preparedness, Communication, Early Warning System. Disaster Risk Reduction.
- Unit- 03    Disaster Response- Search, Rescue and Evacuation, Temporary Shelters, Warehousing and store pilling distribution of relief material, Emergency operating centers. Damage assessment. Humanitarian assistance.
- Unit- 04    Disaster Recovery:- Rehabilitations and reconstruction, Disorders and development. Skills and techniques- First responders disaster manager, strategies for effective Disaster Management.
- Unit- 05    International Response, The Hyogo Conference 4 National, Institutional and Legal Frameworks. Resources. Community Participation. Disaster Insurance Integrated Ecosystem.

**Core Reading**

1.    Prof. Trivedi & Prof. Singh. Apda Prabandhan Parictay Janada Prakashan (P & D) Delhi 2009.
2.    S.P. Mishra-0 Prakritik Prakop Avm Apdoyen: Pacuter Publishers, Jaipur
3.    I.S. Prasad.- Natural Disaster Management, Mauglam Publications & Navycig Publisher and distributors, 2009-10.
4.    Sumitte K. 1992 Environmental Hazards, Rutledge Londo.
5.    Bell, F.G. 1999, Geological Hazards, Ruteldge London.
6.    J.P. Singhal Disaster Management Lakshime Publications.
7.    Shailesh Shukla- Bio Divesity, Enocronment and Disaster Management, Unique Publications.
8.    Dr. Mrinalini Pandey- Disaster Management Wiley India Pvt. Ltd.
9.    C.K. Rajan and Nowela Pandharinath- Earth and Atmospheric Disaster Management: Nature and Manmade. B.S. Publications.

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- ### Core Reading

1. G.S. Lall : Public Finance and Financial Administration in India, Kapoor, Publishers, New Delhi- 1976.
2. S.L. Goel : Public Financial Administration Deep and Deep Publication New Delhi, 2002
3. M.J.K. Thavaraj : Financial Administration of India, Sultan Chand and Sons, New Delhi 1981.
4. S. Panda : Financial Administration and Personnel Management in Public enterprises, Mittal Publication, New Delhi, 1989
5. S.S. Mukherjee : Indian Public Finance and Financial Administration (Delhi, Surjeet Publications, 1979)
6. Sundram, K.P.M. : Indian Public Finance and Financial Administration, (Delhi, 1979)
7. B.N. Gupta : Indian Federal Financial and Budgetary Policy, (Allahabad, 1970)
8. P.K. Wattal : Parliamentary Financial control in India, (Bombay 1953)
9. R.N. Bhargava : Indian Public Financial (London 1962)

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**Semester- III**  
**MPACC- 12**  
**Administrative Law and Accountability**

626

- Unit- 01      Origin, Nature, Scope and Growing Importance of Administrative Law, Salient features of common Law, Rule of Law, Droit Administrative, Relation between constitutional Law and Administrative Law.
- Unit- 02      Delegated legislation: Its meaning and causes for its growth, importance and safeguards.
- Unit- 03      Judicial control over Administration, Judicial Review, Doctrine of ultravires, writs. Administrative Adjudication.
- Unit- 04      Administrative Tribunal: Reasons for its growth: General structure and procedure. Merits and Demerits.
- Unit- 05      Principle of natural Justice, Public Interest Litigation (PIL), Lok Adalat, Commission of Enquiry & RTI.

**Core Reading**

- |                                     |   |   |
|-------------------------------------|---|---|
| 01. Administrative Law              | Dr. Tushar Kanti Saha                               | Kanishka Publishers Distributors, New Delhi 10002   |
| 02. Griffita and Street             | Principles of Administrative Law                    |   |
| 03. Prashaskiya Vidhi               | Dr. Surendra Kataria                                | National Publishing House Jaipur, Delhi             |
| 04. Prashasnik Sidhant              | Dr. Surendra Kataria                                | National Publishing House, Jaipur, Delhi            |
| 05. Prashasnik Sidhant EVm Prabandh | Chandra Patani Dr. Prabhudutta Sharma               | College Book Depot Jaipur                           |
| 06. Prashasnik Vidhi                | Dr. Jay Ram Upadhyay                                | Central Law Agency Neharu Road, Allahabad           |
| 07. M.C.J. Kagzi                    | Indian Administrative Law (3 <sup>rd</sup> ) Delhi. |   |
| Prashasnik Vidhi                    | Dr. Surendra Kataria                                | R.B.S.A. Publishers 340 Chaura Rasta Jaipur, 302003 |
| 08. M.P. Jain and S.N. Jain         | Principles of Administrative Law                    |   |

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- ## Core Reading

1. A.R. Tyagi : Scientific Method in Public Administration, London, Harper and Row, 1970
2. J.T. Duby (ed) : An Introduction to social Research, New York, Appleton Century Crofts, 1970
3. F. Festiner and D. Katz (ed) : Research Methods in Behavioral Science, New Delhi Andrind
4. O.P. Bhatnagar : Research Methods and Measurements in Behavioral and Social Sciences.
5. C.R. Kothari : Research Methodology: Method and Techniques.
6. P.V. Young 4<sup>th</sup> ed : Scientific Social Survey's and Research, New Delhi, Prentice, Hall of India, 1968
7. लोक प्रशासन एवम् शोध प्रविधि : बी.एल. फाड़िया

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**MPACC- 14**  
**Semester- III**  
**Social Welfare Administration**

- Unit- 01 Social welfare administration- meaning nature, scope and principles of social administration.
- Unit- 02 Social administration at central level, the department of social welfare, the central social welfare Board, its composition, Functions Schemes for social welfare of women. S., AT and Weaker Section.
- Unit- 03 Social Welfare administration at the state level: The state Department, Directorate of social welfare state, social welfare Board and its relationship with state Department Directorate of social welfare.
- Unit- 04 Social administration at the local level- i.e. District, Block and Panchayat levels, Role of N.G.O. in social welfare and their relationship with state machinery.
- Unit- 05 Problems of social administration in India: Co-ordination, Human Relations, Grants in aid.

**Core Reading**

1. Dr. Sachdeva, social Welfare Administration in India, Allahabad, Kitab Mahal, 1993.
2. G.B. Sharma, Social Administration in India, Jaipur Unique Traders, 1970.
3. Goel and R.K. Jain, Social Welfare Administrations Teory and Practices, Volume I & II, Deep and Deep Publication, 1988.
4. Shankar Pathak, Social Welfare: An Evolutionary and Development perspective, Delhi, Mac Millan 1981.
5. M.M. Sankhdher, The concept of the welfare state. Delhi University, 1975
6. A.M. Robson, Welfare State and Welfare society, London George Allen and University 1976.
7. D. Paul Chowdhary: A Hand Book of Social Welfare, Delhi, Atma Ram and Sons, 1981.
8. Dr. D.R. Sachdeva- Bharat me Samaaj  
Kalyan Prashasan- Kitab Mahal.

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## Semester- IV

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S.No.	Code	Subject	Credits	ESE	CIA	Total
1.	MPACC-15	International Administration	5	70	30	100
2.	MPACC-16	Environmental Administration	5	70	30	100
3.	MPAEC-01	Public Policy	5	50	50	100
4.	MPAEC-02	Good Governance	5	50	50	100
5.	MPAEC-03	Issues in Indian Administration	5	50	50	100

Note:-

A project Report is Compulsory on any topic related to one of the MPAEC subject as decided by the Departmental Committee of the said department. The rules & regulations of this report will be decided by the concerned department.

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**MPACC- 15**  
**Semester- IV**  
**International Administration**

- Unit- 01 International Administration: Definition, Scope, Nature, Characteristics importance of International Administration & the evolution of int. Organization.
- Unit- 02 League of Nations: Making, structure, power function and failure.
- Unit- 03 U.N. Organs their composition powers functions
- Unit- 04 Role of U.N. Spl. Agencies like UNESCO, ILO, WHO UNICEF.
- Unit- 05 Role of the U.N. in the post cold war period impact of U.N. on globalization and environment of the U.N.
- Unit- 06 Restructuring U.N. in the changed international scenario.

**Core Reading**

1. J.A. Moor, J. Pubantz, The New United Nations, Englewood Cliffs N.J. Prentics Hall 2005.
2. A. He Roy Bennett, International organization, Principles and Issues, Englewood Cliffs, N.J. preuties Hall 1995.
3. D.P. Forsythe, United Nations peackekeeping, Baltimore and London, Jhan Hooking university press, 1972
4. Satish Kumar (ed) the united nations at 50, New Delhi, UBSPD, 1995.
5. Dr S.C. Sanghal Antarrshtriya Sangathan. Lakshmi Narayan Aqawal.
6. International Organisations. Conference Treatises: Spectrum Book Pvt. Ltd. New Delhi.
7. Impact of U.N. on globalization and Environmental: Strategies.

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**MPACC- 16**  
**Semester- IV**  
**Environment Management**

- Unit- 01      Climate Change, Global warming and it's environmental hazards.
- Unit- 02      Environment problems in India, History of environment policy formulation in India, Current Policy and Legislation.
- Unit- 03      Environment programmes of Govt. of India and Bihar.
- Unit- 04      Public/People Participation in the conservation of environment in India.
- Unit- 05      Structural settings of environment management in India.

**Core Reading**

1. Shekhar Singh (ed) : Environment Policy in india, IIPA, 1984
2. O.P. Dwivedi : India Pollution Control policies to programmes, International Review of Administrative, Science Vol. XL. 113, No.- 2, 1977
3. Department of Science and Technology 1980 : Report of the Committee for recommending legislative Measures and Administrative Machinery for ensuring environmental protection
4. S.C. Bhatia : Papers in environmental, Education, Indian University Association for continuing Education, 1984
5. Desh Bandher : Environmental Management Indian Environmental Society, 1981
6. Asian Suvey 1981 : Protecting the Environment from Pollution: A Review of Indian legal and institutional Mechanism

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**MPAEC- 01**  
**Public Policy**

- Unit- 01      Concept, Nature, Scope and Significance of Public Policy, Determinants of Public Policy.
- Unit- 02      Theories of Public Policy- Elite, Group, Systems, Institutional, Incremental, Public Choice, Rational Policy Making.
- Unit- 03      Formulation of Public Policy- Role of cabinet, Bureaucracy, political parties and interest groups, civil society
- Unit- 04      Implementation and evaluation of public policies : role of various agencies – Cabinet, Boards and Commissions (Central advisory) and mass media.
- Unit- 05      Policy Analysis and Research- Role of Research Institutions, Policy Making in selected Sectors- health, Education and Housing.

**Core Reading**

1.    Yehezkel Dror, Public Policy Making Re-Examined, Transaction Publishers, New Jersey, 1983.
2.    R.S. Ganapathy et al., Eds, Public Policy And Policy Analysis In India, Sage, New Delhi, 1985.
3.    Jean Dreze and Amartya Sen, India- Development and Participation, Oxford University Press, New Delhi, 2005.
4.    Baver Raymond and Kenneth Gergen Ed, The Study Of Policy Formation, Free Press, New Yark, 1968.
5.    Kuldeep Mathur and J.N. Bjorkma, Policy Makers In India, Concept. New Delhi, 1994.

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**MPAEC- 02**  
**Good Governance**

- Unit- 01 Concept, Nature, Scope, Significance and evolution of good governance, Re-inventing Government for good governance, agenda for good governance.
- Unit- 02 Elements and Requirements of good governance- Key elements in good governance, Requirements- Political and administrative requirements, Reforms for good governance.
- Unit- 03 Perspectives of good governance- Human Rights Perspective, Globalization, New Public Management.
- Unit- 04 Operationalizing good governance- People's participation, Role of NGOs in good governance.
- Unit- 05 Challenges of Good Governance- Empowerment, Regional diversity and Delivery services.

**Core Reading**

1. Kanak Kanti Bagchi, Good Governance and Development, Abhijeet Publications, New Delhi, 2009.
2. C.P. Bhargwal Ed, Good Governance in India, Deep and Deep, New Delhi, 2003.
3. Dhameja Alka Ed, Contemporary Debates in Public Administration, Prentice Hall of India, New Delhi, 2003.
4. World Bank, Governance and Development, 1992, Washington, D.C.
5. Niraja Gopal Jayal, Ed, Democratic Governance in India, Sage, New Delhi, 2003.

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**MPAEC- 03**  
**Issues in Indian Administration**

- Unit- 01 Generalist v/s Specialist Debate, Relation between Line Staff and Auxiliary Agencies.
- Unit- 02 Relation between political and permanent executives, ethics and values in public services, corruption and administration, Lokpal and Lokayukta,
- Unit- 03 Regulatory Commission, National Human Rights Commission, National Commission for SC/ST and Women.
- Unit- 04 Problems of administration in coalition regimes, Role of regional Political Parties in Sharing Political Power.
- Unit- 05 Impact of Information and Communication Technology of Indian administration, e-governance in India.

**Core Reading**

1. S.R. Maheswari, Indian Administration, Orient Longman, New Delhi, 2008.
2. Ramesh K. Arora, Ed., The Indian Administrative System, Associated Publisher, New Delhi, 1978.
3. Padma Ramchanandran Public Administration, NBT, New Delhi, 1998.
4. Mohit Bhattacharya, Indian Administration, World Press, Calcutta, 2000.
5. B.L. Fadia and Kuldeep Fadia, Indian Administration, Sahitya Bhawan Publications, Agra, 2009.

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