

MPAS – 11 – ADMINISTRATIVE THEORY

Syllabus

BLOCK I - INTRODUCTION

- Unit-1 Meaning, Nature, Scope and importance of Public Administration
- Unit-2 Evolution of Public Administration
- Unit-3 Public Administration and other social sciences relations
- Unit-4 Approaches to the Study of Public Administration
- Unit-5 Public Administration is an Art or Science
- Unit-6 New Public Administration

BLOCK II - PRINCIPLES OF ORGANIZATION

- Unit-7 Meaning, Nature, Importance and Types of Organization
- Unit-8 Principles of organization: Hierarchy - Span of Control -Delegation - Centralization and Decentralization -Supervision

BLOCK III - THEORIES OF ORGANIZATION

- Unit-9 Classical - Bureaucratic - Scientific Management Theory
- Unit-10 Human Relations - Behavioral Theory
- Unit-11 System Approaches - Contingency - Social Action Theory

BLOCK IV - ADMINISTRATIVE ORGANIZATION

- Unit-12 Departments and Boards
- Unit-13 Public Corporations
- Unit-14 Independent Regulatory Commission

BLOCK V - GOOD GOVERNANCE

- Unit-15 Good Governance: Concept, Application and Essentials of Good Governance
- Unit-16 Welfare state
- Unit-17 Role of ICT in Good Governance

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1. Avasthi, A and Maheshwari, S R (2013) *Public Administration*. Lakshmi Narain Agarwal: Agra
2. Basu, Rumki (2008) *Public Administration: Concepts and Theories*. Sterling Publishers: New Delhi
3. Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) *Public Administration*. S. Chand: Jalandhar
4. Bhambri, C. P. (2010) *Public Administration Theory and Practice (21st Edition)*, Educational Publishers: Meerut.
5. Bhattacharaya, Mohit (2008) *New Horizons of Public Administration*, Jawahar Publishers and Distributors: New Delhi

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3. <https://www.youtube.com/watch?v=pE0DVJvVZQk>
4. <https://www.youtube.com/watch?v=AP9fhEJOJYI>
5. <https://www.youtube.com/watch?v=1dRJ6SQB808>

MPAS – 12 – ADMINISTRATIVE THINKERS

Syllabus

BLOCK I	INTRODUCTION
Unit-1	Woodrow Wilson
Unit-2	F.W.Taylor
Unit-3	Max Weber
Unit-4	Henry Fayol
Unit-5	Mary Parker Follett
BLOCK II	HUMAN RELATIONS SCHOOL
Unit-6	Elton Mayo
Unit-7	Chester. I. Barnard
Unit-8	Herbert A. Simon
Unit-9	Chris Argyris
BLOCK III	HUMAN RESOURCE SCHOOL
Unit-10	Abraham Maslow
Unit-11	Douglas McGregor
Unit-12	Fredrick Herzberg
Unit-13	Rensis Likert
BLOCK IV	DEVELOPMENT SCHOOL
Unit-14	F. W. Riggs
Unit-15	Yehezkel Dror
BLOCK- V	INDIAN ADMINISTRATIVE SCHOOL
Unit-16	Kautilya
Unit-17	Thiruvalluvar
Unit-18	Dr. B.R. Ambedkar

Books Recommended for Study:

1. Agarwal R.D. Organization and Management
2. Harmon M.M. and Mayer R.T. Organizational Theory for Public Administration
3. Maheswari S.R -Administrative Theory
4. Prasad, L.M. Organization Theory and Behavior
5. Prasad, Ravindra and P. Satya Narayana., (1989) Administrative Thinkers, New Delhi: Sterling Publishers.
6. Singh, RN. (1977) Management Thought and Thinkers, Delhi: Sultan Chanel.

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3. <https://www.youtube.com/watch?v=jRMO43s5NGY>
4. https://www.youtube.com/watch?v=5MT5qj_kaBU
5. <https://www.youtube.com/watch?v=q4qzlhP8nKU>

**MPAS – 13 – MODERN ADMINISTRATIVE SYSTEM
(UK, USA, France and Switzerland)
Syllabus**

BLOCK I - INTRODUCTION

- Unit-1 Concept of Comparative and Modern Administrative systems
- Unit-2 Meaning and Classification of Constitution
- Unit-3 Parliamentary System - Presidential System - Collegiate System

BLOCK II - BRITISH ADMINISTRATIVE SYSTEM

- Unit-4 Salient features of British Administrative System
- Unit-5 Executive, Legislative and Judiciary - Powers and Functions
- Unit-6 British Civil Service
- Unit-7 Rule of Law
- Unit-8 Party System and Pressure Groups

BLOCK III - ADMINISTRATIVE SYSTEM OF AMERICA

- Unit-9 Salient Features of American Administrative System
- Unit-10 Executive, Legislative and Judiciary - Powers and Functions
- Unit-11 Separation of Powers
- Unit-12 Judicial Review

BLOCK IV - FRANCE ADMINISTRATIVE SYSTEM

- Unit-13 Salient Features of the French Administrative System
- Unit-14 Executive, Legislative and Judiciary - Powers and Functions
- Unit-15 Administrative Law
- Unit-16 Political Party and Public Services

BLOCK V- SWITZERLAND ADMINISTRATIVE SYSTEM

- Unit-17 Salient features of Switzerland Administrative System
- Unit-18 Executive, Legislative and Judiciary - Powers and Functions
- Unit-19 Public Services in Switzerland
- Unit-20 Political Parties in Switzerland

References:

1. R. Hague and M. Harrop (2000) *Comparative Government and Politics: An Introduction*, 5th edn., New York, Palgrave.
2. G. Almond, Harper/ Collins, et.al, (2000) *Comparative Political Today: A world view*, 7th edn., New York . London.
3. U.N. Gupta (2009) *Select world Constitution*, New Delhi, Atlantic.
4. Vishnoo Bhagawan and Vidhya Bhushan, *World Constitutions*, New Sterling Publishers.

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2. <https://www.youtube.com/watch?v=xHKY3Onm25k>
3. <https://www.youtube.com/watch?v=HepCMUUTfzY>
4. <https://www.youtube.com/watch?v=PrKpnXCc5l4>
5. <https://www.youtube.com/watch?v=YLsdWOGml8Q>

MPAS – 14 – POLICE ADMINISTRATION
Syllabus

BLOCK 1 - INTRODUCTION

- Unit - 1 Nature, Scope and importance of Police Administration
- Unit - 2 Approaches to Police Administration
- Unit - 3 Evolution of Police Administration

BLOCK II - POLICE ORGANIZATION IN INDIA

- Unit - 4 Central Police system - Armed - Unarmed and Auxiliary in Police Administration
- Unit - 5 State Police System - Role of State Home Ministry – Special Police Structure
- Unit - 6 District Police
- Unit - 7 Women Police and Police in Union Territories

BLOCK III - POLICE PERSONNEL MANAGEMENT

- Unit - 8 Police classification - Recruitment, Promotion and Retirement – Pay and Compensation
- Unit - 9 Welfare - Police Association - Police Reforms

BLOCK IV - POLICE BEHAVIOUR

- Unit - 10 Autonomy and Accountability
- Unit - 11 Police Ethics - Code of Conduct (Violence and Cultural Corruption)

BLOCK V - SPECIALIZED POLICE

- Unit - 12 Crime Records Bureau
- Unit - 13 Dog squad - Modus operandi Bureau - Forensic Science Laboratory - Finger Print Bureau – Mounted Police
- Unit - 14 Juvenile Aid Units

References:

1. Ghosh.S.K. and Rustomji.K.F., *Encyclopedia of Police in India*.
2. Fosdick, B. Raymond, *Police Administration*, Bibliolife Publishers.
3. Robert W. Taylor, Terrio Leonard and Swanson, R. Charles, (2016), *Police Administration – Structures, Processes and Behaviours*, Pearson Education.
4. *Report of the National Police Commission*, Central Government Publications.
5. Venugopal Rao.S., *Criminal Justice, Problems and Perspectives in India*.

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2. https://www.youtube.com/watch?v=Fr9ltAG_sE
3. <https://www.youtube.com/watch?v=6GgRJ7kTowg>
4. <https://www.youtube.com/watch?v=cjCvXVH-EJ0&t=240s>
5. <https://www.youtube.com/watch?v=nkrCfExfVK4>

MPAS – 15 INDIAN CONSTITUTION

Syllabus

BLOCK I - INTRODUCTION

- Unit-1 Making of the Indian Constitution and Constituent Assembly
- Unit-2 Salient features of the Indian Constitution
- Unit-3 Nature of Indian Federalism - Preamble – Citizenship -Parliamentary System - Indian Union – Schedules
- Unit-4 Fundamental Rights and Directive Principles of State Policy

BLOCK II - UNION EXECUTIVE

- Unit-5 The President
- Unit-6 Council of ministers - Prime Minister
- Unit-7 Parliamentary system of Government - Parliamentary procedures
- Unit-8 Budget
- Unit-9 Finance Commission
- Unit-10 Executive and Judiciary

BLOCK III - STATE EXECUTIVE

- Unit-11 The Governor
- Unit-12 Chief Minister, Legislative Assembly and Legislative Procedures
- Unit-13 The State executive
- Unit-14 High Court- Special status Act (Article 370)

BLOCK IV - CENTRE-STATE RELATIONS

- Unit-15 Centre – State relations - Concurrent List - Democratic Decentralization - Major amendments to the Constitution
- Unit-16 Service Commission of the Union & States - Constitutional protection of civil servants - Emergency provision – National, State and Financial - Property Rights

BLOCK V - CONSTITUTIONAL AUTHORITIES

- Unit-17 Comptroller and Auditor General of India
- Unit-18 Commission for Scheduled Castes and Scheduled Tribes
- Unit-19 Election Commission and Attorney General of India
- Unit-20 Union Public Service Commission

References:

1. D.D Basu, (2018) *Introduction to Indian Constitution*, Prentice Hall, New Delhi.
2. M.V Pylee, *Indian Constitution*, S Chand and Company, New Delhi.
3. J.C Johari, *Government and Politics in India*, Vishal Publications, New Delhi.

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3. <https://www.youtube.com/watch?v=LtO508rPuao>
4. <https://www.youtube.com/watch?v=uCodelu42qw>
5. <https://www.youtube.com/watch?v=7cLApDacLxA>

MPAS – 21 PRINCIPLES OF MANAGEMENT
Syllabus

BLOCK I INTRODUCTION

Unit-1 Meaning, Nature, Scope and Significance of Management

Unit-2 Schools of Management Thought

BLOCK II MANAGEMENT TECHNIQUES

Unit-3 Modern Management Techniques

Unit-4 Levels of Management

Unit-5 Management in Government and Business

BLOCK III MANAGEMENT PROCESS

Unit-6 Planning

Unit-7 Policy Making

Unit-8 Decision Making

Unit-9 Co-ordination

Unit-10 Communication

Unit-11 Leadership and Control

BLOCK IV ANALYSIS OF MANAGEMENT

Unit-12 Management by Objectives

Unit-13 Management Information System

BLOCK V STYLES OF MANAGEMENT

Unit-14 Participative Management

Unit-15 Self Management

Unit-16 Quality Circle

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1. Almja, R.K. (1997) Management and Organization, New Delhi: CBS Publications.
2. Bhushan, Y.K.,(2002) Fundamentals of Business Organization and Management, New Delhi: Sultan Chand and Sons.
3. Davav, Rustom S., Principles of Management, Bombay: Crown Publishing Company.
4. Massie, Joseph L., Elements of Management, New Delhi: Prentice Hall of India.
5. Parasad, L.M.(2000) Principles and Practice of Management, New Delhi: Sultan Chand and Sons,
6. Rao, V.S.P. and P.S. Narayana, (1991) Principles and Practice of Management New Delhi: Konark Publications (P) Ltd.
7. Saxena, S.C., (1988) Principles and Practice of Management, Agra: Sahitya Bhavan
8. Terry and Franklin (1987) Principles of Management, 8 e., Delhi: All India Traveller Book Publishers.

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5. <https://www.youtube.com/watch?v=nEach1xbkqo>

MPAS – 22 SOCIAL WELFARE ADMINISTRATION

Syllabus

Block I Introduction

- Unit-1 Meaning Nature, Scope and Significance of Social Welfare Administration
- Unit-2 Evolution of Social Welfare Administration
- Unit-3 Social Work and Social Welfare

Block II Administration of Social Welfare

- Unit-4 Central Social Welfare Board- State Social Welfare Board
- Unit-5 Role of Voluntary Organizations and Non- Governmental Organizations in Social Welfare

Block III Social Welfare Policies

- Unit-6 Social Planning and Social Policy
- Unit-7 Formulation and Implementation of Social Policy
- Unit-8 Social Welfare and Five year Plans in India

Block IV Social Welfare Programmes

- Unit-9 Community Development Programme
- Unit-10 Child and Women Development in India
- Unit-11 Health and Family Planning in India
- Unit-12 Welfare of Disabled in India
- Unit-13 Social Welfare Scheme for Weaker Sections in India

Block V Development of Social Welfare

- Unit-14 Social Defence and Social Welfare
- Unit-15 The Civil Service and Social Welfare
- Unit-16 Social Welfare Agencies

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References:

1. Annual Report of Ministry of Social Justice and Empowerment, Government of India.
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
4. Goel, S.L. and R.L.Jain , Social Welfare Administration Voll and II, New Delhi: Deep and Deep.
5. Jacob,K.K (1989) Policy in India, Udaipur: Himalaya' Publications.
6. Mukherjee, Radhakamal - Social Welfare Administration
7. Prasad, R. - Encyclopaedia of Social Welfare Administration
8. Sachdeva, D.R., Social Welfare Administration. Kitab Mahal.
9. Shukla, K.S. - Social Welfare Administration in India

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4. <https://www.youtube.com/watch?v=YeLeJ-0cr3A>
5. <https://www.youtube.com/watch?v=O3SKo86uVWA>

MPAS – 23 INDIAN ADMINISTRATION
Syllabus

BLOCK I INTRODUCTION

- Unit-1 Evolution of Indian Administration (Ancient, Medieval and Modern period)
Unit-2 Constitutional Framework

BLOCK II CENTRAL ADMINISTRATIVE SYSTEM

- Unit-3 Central Administration: Structure of Central Government –Cabinet– Council of Minister
Unit-4 Central Secretariat
Unit-5 NITI Ayog (Planning Commission)
Unit-6 National Development Council

BLOCK III STATE ADMINISTRATIVE SYSTEM

- Unit-7 State Administration: Structures of State Administration – Governor
Unit-8 Chief Minister – Council of Ministers–
Unit-9 State Secretariat – Chief Secretary – State Services – SPSC
Unit-10 District Administration-District Collector-Role and Functions of District Collector

BLOCK IV CONSTITUTIONAL AUTHORITIES

- Unit-11 Constitutional Authorities Comptroller & Auditor General
Unit-12 Election Commission
Unit-13 Finance Commission
Unit-14 Attorney General, Advocate General)
Unit-15 UPSC

BLOCK V ISSUES IN INDIAN ADMINISTRATION

- Unit-16 Integrity in Indian Administration
Unit-17 Minister-Secretary Relationships
Unit-18 Administrative Reforms
Unit-19 Redressal of Citizen Grievances (Lok Pal & Lok Ayukta)

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1. S.R.Maheswari, Indian Administration (New Delhi: Orient Longmans, 2000)
2. B.B.Mishra, Administrative History of India (New Delhi: Oxford University, 1970)
3. M. Laxmikanth, Public Administration, (New Delhi: McGraw Hill Education, 2011)
4. S.R.Maheswari, Public Administration in India, (New Delhi: Macmillan India Ltd, 2000)
5. Siuli Sarkar, Public Administration in India, (New Delhi: PHI Learning pvt. Ltd, 2010)
6. B.L. Fadia & Kuldeep Fadia, Indian Administration, New Delhi, Sahitya Bhawan

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MPAS – 24 HUMAN RIGHTS ADMINISTRATION IN INDIA
Syllabus

BLOCK I INTRODUCTION

Unit – 1 Origin, Nature and Scope of Human Rights

Unit – 2 Theories of Human Rights

Unit - 3 Human Rights and Human Duties

Block II Categories of Human Rights

Unit – 4 Civil and Political Rights

Unit – 5 Economic Relations of Human Rights

Unit – 6 Social Relations and Human Rights

Block III Legal Mechanism for Human Rights

Unit – 7 United Nations Human rights commission

Unit – 8 National Human Rights Commission

Unit – 9 State Human Rights Commission

Block IV International Covenant on Human Rights

Unit - 10 International Covenant on Civil and Political Rights

Unit - 11 International Covenant on Economic and Social Rights

Block V Human Rights Act

Unit - 12 National Human Rights Act

Unit - 13 National Commissions for Minorities

Unit – 14 National Commissions for Scheduled Caste and Scheduled Tribe

Unit - 15 National Commissions for Women

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2. Sinha, P.C., *India's Global Human Rights Obligations: A Status Report Part-I & II*, New Delhi: Kanishka Publications, 2003.
3. Awasthi, Dr.S.K.Kataria, *Law Relating to Protection of Human Rights*, New Delhi, Orient Publishing company 2002.
4. Begum, S. Mehartaj, Begum, *Human Rights in India Issues of Perspectives*, New Delhi: APH publishing Corporation, 2000.
5. RachnaKausal, *Women & Human Rights in India*, New Delhi: Daya Publishers, 2004.
6. Mehta P.L. & Neena varma, *Human Rights under Indian Constitution*, New Delhi: Deep & Deep publications 1999.
7. Paul, R.C. *Situation of Human Rights in India*, New Delhi, commonwealth publishers, 2000.

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5. <https://www.youtube.com/watch?v=iLrRJ09ct4Q>

MPAS – 25 POLITICAL THEORY

BLOCK I INTRODUCTION

- Unit-1 Meaning Nature and Scope of Political Science
- Unit-2 Relationship with Allied Disciplines: History-Economics – Philosophy – Sociology - Psychology
- Unit-3 Approaches to the Study of Political Science: Historical - Normative and Empirical -Key Concepts: State – Society
- Unit-4 Sovereignty-Power – Citizenship-Nation and Nationality -Global Order

BLOCK II ORGANIZATION AND FUNCTIONS OF STATE

- Unit-5 Origin of the State- Elements of State-Functions of the State
- Unit-6 Separation of Powers - Division of Powers

BLOCK III THEORIES

- Unit-7 Theories of State: Divine Theory - Force Theory - Patriarchal and Matri archal Theory
- Unit-8 Social Contract Theory- Evolutionary Theory

BLOCK IV POLITICAL IDEAS

- Unit-9 Rights
- Unit-10 Liberty
- Unit-11 Equality
- Unit-12 Justice- Rule of Law- Civil Society- Revolution - Democratic Participation
- Unit-13 Political Obligation

BLOCK V POLITICAL IDEOLOGIES

- Unit-14 Liberalism - Neo-Liberalism
- Unit-15 Marxism –Socialism
- Unit-16 Fascism
- Unit-17 Gandhism

Books Recommended for Further Study

1. Appadorai,A. The substance of Politics, London: Oxford University Press, 1968.
2. Gettell, Raymond Garfield, Political Science, Calcutta.
3. Gilchrist, R.N. Principles of Political Science, Bombay: Orient Longmans, 1952 (Seventh Edition).
4. Agarwal, R.C. Political Theory, New Delhi S.Chand. Co. 2008.
5. Eddy Asirwatham, Political Theory, New Delhi. 2007.

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5. <https://www.youtube.com/watch?v=vyI2DeKT-Vs>

MPAS-31
LOCAL GOVERNMENT AND ADMINISTRATION
IN INDIA

BLOCK I - INTRODUCTION

- Unit-1** Meaning, Nature and Importance of Local Self-Government
- Unit-2** Evolution of Local Self -Government in India
- Unit-3** Community Development Programme

BLOCK II - PANCHAYATI RAJ SYSTEMS

- Unit-4** Democracy at Grassroots level: Balwantray Mehta Committee
- Unit-5** Asoka Mehta Committee –Democratic
- Unit-6** Decentralization Panchayat Raj Amendment Bill

BLOCK III - RURAL LOCAL BODIES

- Unit-7** Panchayati Raj System- Salient features of 73rd Constitutional Amendment Act.
- Unit-8** Structure of and Functions of Panchayati Raj Institutions

BLOCK IV - URBAN LOCAL BODIES

- Unit-9** Salient features of 74th Constitutional Amendment Act
- Unit-10** Structure of Urban Local Bodies- Functions and Powers of Urban local bodies

BLOCK V - LOCAL FINANCES

- Unit-11** Resources Mobilization-Taxes-Tax Revenue-Non-Tax Revenue-Octroi
- Unit-12** Local Audit-Social Audit

Books Recommended for Further Study

1. Amarendra, (1998) Poverty, Rural Development and Public Policy, New Delhi: Deep and Deep.
2. Chattarjee.S.K., Development Administration, Sujeet Publications, Delhi
3. Maheswari, Sriram., (1997) Local Governments in India, Agra: Lakshmi Narayan Aggarwal.
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6. Pattanayak, Raiman,(2002) Local Government Administration Reform. New Delhi: Anmol Publications(P) Ltd.
7. Singh, Amit., (2002) Public Administration Roots and Wings, New Delhi: Galgatia Publishing Company.

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MPAS-32
GOVERNMENT AND ADMINISTRATION OF
TAMILNADU

BLOCK I - INTRODUCTION

Unit-1 Significance of the study of State Politics

Unit-2 Theoretical Framework and Problems – Determinants of State Politics

BLOCK II - NON-BRAHMIN MOVEMENT

Unit-3 Impact of Constitutional Reforms of 1909 and 1919 on Provincial Politics

Unit-4 Emergence of Non-Brahmin Movement

Unit-5 Theoretical Background of the Movement – Objectives and Achievements

Unit-6 Caste – Class Dichotomy in the Movement

BLOCK III - POLITICAL PARTIES

Unit-7 Congress (I)

Unit-8 DMK- AIADMK-CPI- CPI (M) – MDMK – PMK – DMDK

BLOCK IV - CENTRE-STATE RELATIONS

Unit-9 Centre-State Relations: The Congress Period - The DMK period - The AIADMK period

BLOCK V - RECENT TRENDS AND ISSUES

Unit-10 Reservation and Language issue- Tamil National Movement

Unit-11 Communalism – Caste Politics – Prohibition Politics

Unit-12 Agriculture and Water Policy – River Water Dispute

Books Recommended for Further Study

1. Baskaran, R. Sociology of Politics Tradition and Politics in India, New Delhi: Asia Publishing House, 1967.
2. Barnett M.R., The Politics of Cultural Nationalism in South India, Princeton: Princeton University Press, 1976.
3. Hardgrave, R.L. Jr. The Dravidian Movement, Bombay: Popular Prakashan, 1965.
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5. Sparat, *DMK in Power*, Nystic, Conn: Lawrence, 1960.
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MPAS-33
PUBLIC POLICY ANALYSIS

BLOCK I - INTRODUCTION

- Unit-1** Meaning, Nature, Scope and Significance;
- Unit-2** Policy Cycle, Policy Science, Policy Change, and
- Unit-3** Models of Public Policy, Non-State Actors & Public Policy

BLOCK II - POLICY FORMULATION

- Unit-4** Structure and Process, Role of Various Agencies, Inter Governmental Relations,
- Unit-5** Constraints in Policy Formulation- Policy Making Indices & Post Globalised Scenario

BLOCK III - POLICY IMPLEMENTATION

- Unit-6** System and Models, Role of Various Agencies
- Unit-7** Problems, Monitoring of Public Policy
- Unit-8** Importance and Approaches, Constraints and Remedial Measure

BLOCK IV - POLICIES IN INDIA

- Unit-9** Policies in India: Health and Education
- Unit-10** Agriculture and Food
- Unit-11** Transport and Science & Technology
- Unit-12** Telecom and Environment

BLOCK V - POLICY EVALUATION

- Unit-13** Understanding Policy Evaluation- Ascertain Policy Impact-Evaluation
- Unit-14** Techniques-Social Cost Benefit Analysis, Input - Output Analysis
- Unit-15** Dror's Optimal Model

Books Recommended for Further Study

1. Anderson, James E. : Public Policy Making, New York, 1975
2. Charles, Public Policy Making, Lind Bloom.
3. Dror, Y., Public Policy Making Re-Examined, Leonard Hill Books.
4. Ganapathy, R.S. et al. (1985) Public Policy and Policy Analysis in India. Delhi. Sage Publications.
5. Hogwood, Brian. W and B.Guy Peters,. (1985) Pathology of Public Policy, Oxford: Clarendon Press.
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7. Paul, Devika,. (1995) Public Policy formulation and Implementation in India. Delhi: Devika.

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10. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation ; Sterling, New Delhi, 2000.

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MPAS-34

HOSPITAL ADMINISTRATION IN INDIA

BLOCK I -INTRODUCTION

- Unit-1** Nature, Scope and Meaning of Health Administration
- Unit-2** Basis for Public Health-Government
- Unit-3** Public Health- law and Public Health

BLOCK II - HEALTH ORGANIZATION

- Unit4** Organization of Health care Administration at the Union-State and Local Level
- Unit-5** Administration of Primary Health Care health Centre
- Unit-6** Voluntary –Health Agencies

BLOCK III - POLICY MAKING AND PLANNING FUR HEALTH CARE

- Unit-7** Policy Making for Health care Administration
- Unit-8** Planning for Health Care
- Unit-9** Personnel Management
- Unit-10** Financial Management

BLOCK 1V - HOSPITAL ADMINISTRATION

- Unit-11** Hospital Planning and Administration- Administration of Out- Patient and In-Patient (wards) Services- Emerging services in Hospitals
- Unit-12** Manpower Planning in Hospitals
- Unit-13** Medical Practice and Law- Medical Legal Cases

BLOCK V - TRENDS IN HOSPITAL ADMINISTRATION

- Unit-14** Modernizing Health Administration
- Unit-15** Evaluation of Medical Services in Hospitals
- Unit-16** Role of World Health Organization-
- Unit-17** Quality Health Care in India- Health insurance

Books Recommended for Further Study

1. Goel, S.L. and R.Kumar (1986) Hospital Administration and Management, (in three volumes), New Delhi: Deep and Deep.
2. Goel, S.L., (1984) Hospital Administration., Delhi: Sterling Publishers Pvt, Ltd.
3. Kumar, Arun., (2000) Health Administration, New Delhi: Anmol Publications.
4. Kumar, Arun., (2000) Encyclopedia of Hospital Administration and Develop ment, (in Three Volumes), Delhi: Anmol Publications.

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MPAS-35

RESEARCH METHODOLOGY

BLOCK I - INTRODUCTION

- Unit-1** Meaning, Nature, and Scope of Social Science Research
- Unit-2** Pure and Applied Research – Problems in Social Science Research
- Unit-3** Ethics in Social Science Research

BLOCK II - METHODS AND PROCESS

- Unit-4** Methods of Social Science Research: Historical, Comparative and Descriptive methods
- Unit-5** Hypothesis – Concepts - Variables.

BLOCK III - RESEARCH DESIGN AND TYPES OF RESEARCH

- Unit-6** Research Design – Types of Research: Exploratory – Descriptive - Experimental – Content Analysis.

BLOCK IV - COLLECTION OF DATA AND ANALYSIS

- Unit-7** Collection and Analysis of Data: Sampling Method
- Unit-8** Observation
- Unit-9** Survey- Case Study
- Unit-10** Questionnaire and Interview Method
- Unit-11** Statistics and its Use in Social Science Research – Computer and its Applications- SPSS

BLOCK V - RESEARCH REPORT

- Unit-12** Research Report: Purpose – Content – Style and Presentation – Foot notes and Endnotes - Tables and Figures – Bibliography – Appendices.

Books Recommended for Further Study

1. Bose, Pradep Kumar., Research Methodology, ICSSR, New Delhi
2. Doby.J.T., An Introduction to Social Research
3. Goode, W.J. and Hatt P.K. - Methods of Social Research
4. Gosh.B.N., Social Science Research and Methods
5. Madge, John - The Tools of Social Science
6. Selltiz.C., Research Methods in Social Relations
7. Wilkinson & Bhandarkar., Methodology and Techniques of Social Research
8. Young, P.V. - Scientific Social Surveys and Research

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MPAS-41
HUMAN RESOURCE MANAGEMENT

BLOCK I - INTRODUCTION

- Unit-1** Meaning and nature of HRM - Evolution - Objectives – Importance
- Unit-2** Functions of a HR Manager
- Unit-3** Human Resource Policies-Need and Importance, Types and Scope
- Unit-4** Essentials of Sound Human Resources Policies

BLOCK II - HUMAN RESOURCE PLANNING

- Unit-5** Meaning, Importance and Factors affecting Human Resource Planning
- Unit-6** Recruitment, Selection and Placement
- Unit-7** Training and Development
- Unit-8** Promotions

BLOCK III - PERFORMANCE APPRAISAL

- Unit-9** Importance, objectives and Process of performance appraisal
- Unit-10** Performance Appraisal methods – Essential of a Good Appraisal System and Challenges
- Unit-11** Motivation and Morale

BLOCK IV - ORGANIZATION DESIGN AND PERSONNEL FUNCTIONS

- Unit-12** Central Personnel Agency- Role of Personnel Department in the organization
- Unit-13** Position Classification
- Unit-14** Job Analysis and Evaluation

BLOCK V - DISCIPLINE AND GRIEVANCE REDRESSAL

- Unit-15** Types of Discipline -Causes of indiscipline — Principles and Procedure for Disciplinary Action
- Unit-16** Grievance Redressal in Indian Industry
- Unit-17** Collective Bargaining-Trade Union
- Unit-18** Human Resource Audit

Books Recommended for Further Study

1. Chatterjee, Bahskar., (1999) Human Resource Management, New Delhi: Sterling Publishers Pvt. Ltd
2. Goel, S.L. - Personnel Administration and Management
3. Human Resource Development Report, UNDP, Oxford University Press
4. Lallan Prasad & Bannerjee., Management of Human Resources, Sterling Publishers (P) Ltd.,
5. Rao, Subha P., and V.S.P.Rao.,(1995) Human Resource Management, New Delhi: Konark Publishers Pvt. Ltd,
6. Stahl, O Glenn - Public Personnel Administration
7. Tripathi, P.C.,(2000) Human Resource Development, New Delhi, Sultan Chand and Sons.

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3. <https://www.shrm.org/pages/default.aspx>
4. https://en.wikipedia.org/wiki/Human_resource_management
5. <https://onlinelibrary.wiley.com/journal/1099050x>

MPAS-42
PUBLIC FINANCIAL ADMINISTRATION

BLOCK I - INTRODUCTION

- Unit-1** Nature, Scope, and Significance of Public Financial Administration
- Unit-2** Budget and its principles
- Unit-3** Modern Techniques of Management

BLOCK II - BRITISH FINANCIAL ADMINISTRATION

- Unit-4** Aspects of British Budgetary System
- Unit-5** British Budgetary Procedure
- Unit-6** Control over Public Expenditure in Britain
- Unit-7** Accounting and Auditing in Britain

BLOCK III - AMERICAN FINANCIAL ADMINISTRATION

- Unit-8** Aspects of American Budgetary System
- Unit-9** American Budgetary Procedure
- Unit-10** Control over Public Expenditure in USA
- Unit-11** Accounting and Auditing in USA

BLOCK IV - INDIAN FINANCIAL SYSTEM

- Unit-12** Aspects of Indian Budgetary System
- Unit-13** Indian Budgetary Procedure
- Unit-14** Control over Public Expenditure in India-Administrative-Parliamentary - Audit
- Unit-15** Finance Ministry

BLOCK V - PUBLIC FINANCE IN INDIA

- Unit-16** Finance Commission
- Unit-17** Union- State Financial Relations
- Unit-18** Resource Mobilization
- Unit-19** Tax Administration in India
- Unit-20** Public Debt Management in India
- Unit-21** Local Finances in India

Books Recommended for Further Study

1. Goel, S.L. (2002) Public Financial Administration, New Delhi: Deep and Deep.
2. Handa, K.L. - Financial Administration
3. Joshi, P.L. & Raja, V.P. - Techniques of Zero Base Budgeting
4. Mookerjee, S.S., Financial Administration in India, Delhi: Surjeet Publications.
5. Singh., S.K., Public Finance in Developed and Developing Countries
6. Sury, M. M. Government Budgeting in India

7. Thavaraj, M.J.K, (1992) Financial Administration of India, New Delhi: Sultan Chand Publications.

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MPAS-43

DEVELOPMENT ADMINISTRATION

BLOCK I -INTRODUCTION

- Unit-1** Meaning, Nature and Scope of Development Administration
- Unit-2** Traditional Public Administration and Development Administration
- Unit-3** Approaches to Development Administration

BLOCK II - BUREAUCRACY AND DEVELOPMENT ADMINISTRATION

- Unit-4** Bureaucracy and Development Administration
- Unit-5** Development Planning
- Unit-6** Training for Development
- Unit-7** People's participation

BLOCK III – PRIS AND DEVELOPMENT ADMINISTRATION

- Unit-8** District Administration – its relationship with functional departments – Changing role of the District Collector
- Unit-9** New Panchayati Raj – 73rd and 74th Amendments
- Unit-10** Rural and Urban Development Programmes

BLOCK IV – AREA DEVELOPMENT PROGRAMMES

- Unit-11** Area Development Programme
- Unit-12** Tribal Development Programme
- Unit-13** Agricultural Developmental Programme
- Unit-14** Educational Developmental Programme
- Unit-15** Role of NGO's in Development Administration.

Block V - International Context on Development Administration

- Unit-16** Development Administration in the International Context
- Unit-17** Role of UNO and allied agencies – IBRD – ADB – IMF

Books Recommended for Further Study

1. Riggs, F.W – Frontiers of Development Administration
2. Chatterjee – Development Administration – S.Chand & Co, New Delhi (1990)
3. Sapru, R.K. – Development Administration, Sterling Publications, New Delhi; 2002
4. Verma, S.P. and Sharma S.K. – Development Administration
5. Singh, Swindar – Development Administration.

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1. [https://www.emerald.com/insight/content/doi/10.1016/S0732-1317\(06\)15009-5/full/html#:~:text=%E2%80%9CDevelopment%20administration%E2%80%9D%20is%20the%20term,to%20achieve%20its%20development%20goals](https://www.emerald.com/insight/content/doi/10.1016/S0732-1317(06)15009-5/full/html#:~:text=%E2%80%9CDevelopment%20administration%E2%80%9D%20is%20the%20term,to%20achieve%20its%20development%20goals).
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4. <https://www.cvs.edu.in/upload/chapter%202.pdf>
5. https://ddceutkal.ac.in/Syllabus/MA_PUB_ADD/Development_Administration.pdf

MPAS-44
ADMINISTRATIVE LAW

BLOCK I - INTRODUCTION

- Unit-1** Meaning, nature and scope of Administrative Law
- Unit-2** Constitutional Law and Administrative Law
- Unit-3** Growth of Administrative Law

BLOCK II - EXECUTIVE AND ADMINISTRATIVE LAW

- Unit-4** Classification of Administrative Actions
- Unit-5** Administrative Discretion
- Unit-6** Government Liability

BLOCK III - LEGISLATURE AND ADMINISTRATIVE LAW

- Unit-7** Delegated Legislation – Types of Delegated Legislation
- Unit-8** Control over Delegated Legislation

BLOCK IV - JUDICIARY AND ADMINISTRATIVE LAW

- Unit-9** Judicial and Quasi-Judicial Functions
- Unit-10** Administrative Tribunals
- Unit-11** Judicial remedies

BLOCK V - CONTROL OVER ADMINISTRATION

- Unit-12** Government Control over Public Authorities
- Unit-13** Statutory Inquiries
- Unit-14** Ombudsman – Lok Pal and LokAyukta

Books Recommended for Further Studs

1. Durga Das Basu – Administrative Law, Prentice Hall of India Pvt Ltd., New Delhi, 1986
2. Takwani, C.K. – Lecturers on Administrative Law, Eastern Book Company, Lucknow, 2001
3. Kesari, U.P.D., - Lecturers on Administrative Law.

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5. https://en.wikipedia.org/wiki/Administrative_law

MPAS-45

ENVIRONMENTAL ADMINISTRATION

BLOCK I – INTRODUCTION

- Unit-1** Meaning, nature and importance of Environmental Administration
- Unit-2** Environmental Degradation: Nature and Dimensions
- Unit-3** India's concern for Environmental Protection

BLOCK II – CAUSES OF ENVIRONMENTAL POLLUTION

- Unit-4** Sources and effects of Pollution – Types of Pollution - Water Pollution- Air Pollution- Noise pollution
- Unit-5** Tourism and Environment

BLOCK III – ENVIRONMENTAL POLICY

- Unit-6** Pre-Independence period - Post- Independence period- Environmental Information System (ENVIS)
- Unit-7** Evaluation of Environmental Policy

BLOCK IV – ENVIRONMENTAL LAW

- Unit-8** Constitutional aspects of Environmental Law
- Unit-9** Statutory control of Environmental Pollution

BLOCK V - NGO'S AND ENVIRONMENT

- Unit-10** Environmental movements in India
- Unit-11** Governmental organizations-Departments, Corporations and Pollution Control Boards
- Unit-12** Non Governmental Organizations: EXNORA.

Books Recommended for Further Study

1. Kailash Thakur- Environmental Protection- Law and Policy in India, Deep & Deep Publications, New Delhi, 1999.
2. Ghaliatwal, G.R.,- Encyclopedia of Environmental Management.
3. Sagne, R.K.,- Environmental Management.
4. Santha Kumar- Environmental Law.

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4. https://www.researchgate.net/publication/338885045_The_role_and_importance_of_environmental_administration_in_the_protection_against_environmental_damages
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