

ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura-799250

Syllabus for MA Public Administration

Semester 1

Theory									
Course Code	Topic	L	T	P	Credit	Theory Marks	Internal Marks	Practical Marks	Total Marks
24PA101	Administrative Theory	3	1	0	4	70	30	0	100
24PA102	Comparative Public Administration	3	1	0	4	70	30	0	100
24PA103	Indian Administration	3	1	0	4	70	30	0	100
24PA104	Administrative Thinkers	3	1	0	4	70	30	0	100
Discipline Specific Elective (DSE-1) (Choose any one)									
24PA111	Rural Development	4	0	0	4	70	30	0	100
24PA112	Urban Development	4	0	0	4	70	30	0	100
24GN303	E-Governance	4	0	0	4	70	30	0	100
Total					20	350	150	0	500

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Detailed Syllabus

ADMINISTRATIVE THEORY

Code: 24PA101

Max. Marks: 70

Unit I

Nature and scope of public administration, public and private Administration, Role of Administration in Developed and Developing countries, Approaches to the study of public Administration, New Public Administration, New Public Management, Public Choice Approach

Unit II

Concepts and principles of Organisation: Formal and informal Organisation, Hierarchy, Unity of command, Span of control, Delegation, Decentralization, Coordinator, Supervision, Employer- Employee Relation, Line and staff.

Unit III

Delegated Legislation and Administrative Adjudication, General and specialist in Administration, Political vs. Permanent Executive.

Unit IV

Good governance, Citizen Charter, State vs. Market Debate, Role of Civil Society, NonGovernmental Organization.

Suggested Readings:

1. D. Ravindra Prasad, V.S. Prasad and P. Sathyanarayana, Administrative Thinkers, Sterling Publishers, New Delhi, 1989.
2. Rumki Begu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 1994.
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

विद्याधनं सर्वधनप्रधानं

COMPARATIVE PUBLIC ADMINISTRATION

Code: 24PA102

Max. Marks: 70

Unit I

Comparative Method as an approach to the study of Public Administration, The Concept, Nature, Scope and Significance of comparative Public Administration, Approaches to the Study of Comparative Public Administration.

Unit II

Theories and Models of Comparative Public Administration: Fred Riggs and Ferrel Heady.

Unit III

Comparative Study of Governmental Systems in UK, USA, France; Executive, Legislative and Judiciary. Comparative study of various Control Mechanisms of Administration in UK, USA and France, Control Mechanisms over Administration in U.K. & U.S.A.

Unit IV

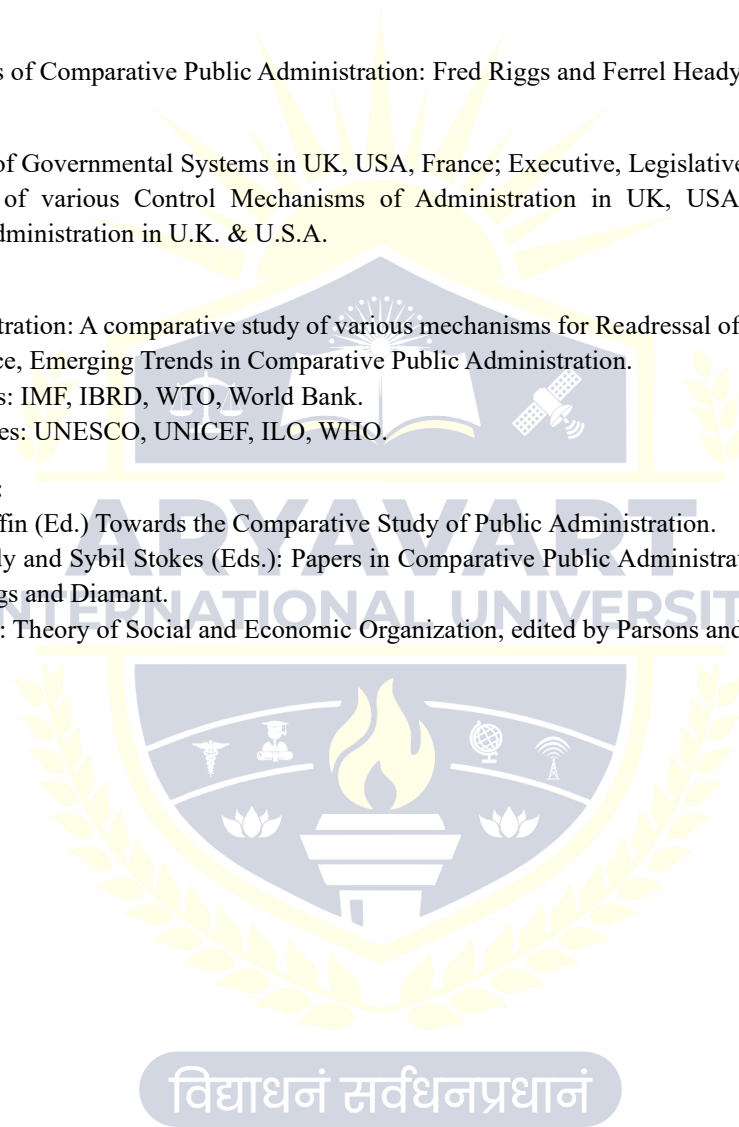
Citizens & Administration: A comparative study of various mechanisms for Readressal of citizens' grievances in U.K., U.S.A & France, Emerging Trends in Comparative Public Administration.

International systems: IMF, IBRD, WTO, World Bank.

International Agencies: UNESCO, UNICEF, ILO, WHO.

Suggested Reading:

1. William Siffin (Ed.) Towards the Comparative Study of Public Administration.
2. Ferrel Heady and Sybil Stokes (Eds.): Papers in Comparative Public Administration (1962), articles by Heady, Riggs and Diamant.
3. Max Weber: Theory of Social and Economic Organization, edited by Parsons and Henderson.



INDIAN ADMINISTRATION

Code: 24PA103

Max. Marks: 70

Unit I

Evolution of Indian Administration: Ancient, Salient Features of Indian Constitution, Preamble, Federalism, Centre – State Relations (Administrative Legislative and Financial).

Unit- II

1. Government at Central Level: President, Council of Ministers and Prime Minister, Parliament, Supreme court, Central Secretariat, Cabinet Secretariat, Prime Minister's Office.

2. Government at State Level : Governor, Council of Ministers and Chief Minister, State Legislative, High Court, Central Secretariat, Chief Secretariat.

Unit III

Commissions in India : Union Public Services Commission, Planning Commission, National Development Council, Election Commission, Finance Commission, National Human Rights Commission, Administrative Reforms Commission, Redressal of Citizens Grievances, Lokpal and Lokayukta.

Unit IV

Board of Revenue: Composition and function.

Revenue Divisional Commissioner: role and Functions, District Administration, Role of Collector.

Suggested Readings:

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.

विद्याधनं सर्वधनप्रधानं

ADMINISTRATIVE THINKERS

Code: 24PA104

Max. Marks: 70

Unit I

Kautilya, F W Taylor (Scientific Management), Henri Fayol.

Unit II

Elton Mayo & Marry Parker Follet, Max Weber.

Unit III

Chester I Barnard, Herbert Simon, Urwick

Unit IV

C. Argyris, Peter F Drucker, A. Maslow

Suggested Readings:

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 Behaviour.
5. Prasad, Ravindra and P. Satya Narayana., (1989) Administrative Thinkers, New Delhi: Sterling Publishers.
6. Singh, RN. (1977) Management Thought and Thinkers, Delhi: Sultan Chandel.

RURAL DEVELOPMENT

Code: 24PA111

Max. Marks: 70

Unit I

Need of Rural Development, Impact of Globalization, Sector of Rural Development Agriculture, Dairy, Fishery, Animal Resource Development.

Unit II

Development Strategies for Rural Development: PURA, Role of NGO in Rural Development, Water Resource Management (Pani Panchayat), Self-Help Groups, Institutions for Rural Development, Rural Local Bodies.

Unit III

Rural Co-operatives, Rural Banking, Role of Bureaucracy in Rural Development, ORMAS.

Unit IV

Rural Development Programme: MGNREGS, National Rural Livelihood Mission, Nation Rural Health Mission, SGSY Sarva Sikhya Aviyan, (SSA), Indira Abas Yojana (IAY).

Suggested Readings:

1. Hoshiar Singh, Administration of rural development in India.
2. Mohinder Singh, Rural development administration.
3. Tiwari, Rural development in India.
4. S. M. Shah, Rural development planning and reforms.
5. S. N. Mishra, New horizons in rural development administration

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URBAN DEVELOPMENT

Code: 24PA112

Max. Marks: 70

Unit I

Rural – Urban Migration, Urban Congestion, Pollution, Urban Crimes.

Unit II

Urban Planning, Problems and Prospects of Urban Planning, City Management, Urban Housing, Sewage, Water Supply, Traffic Jam, Transport System.

Unit III

Urban poverty & Its reduction, Urban Development Programmes – JNNURM, Slum Management, Urban Public Health, Institutions of Urban Development – Local bodies.

Unit IV

Specialized Development Agencies, Urban Finance, Development of Sub-Urban Area.

Suggested Readings:

1. Battacharya, B., 1979. Urban Development in India; Shree Publishing House: Delhi.
2. Sachdeva, Pradeep. 1993. Urban Local Government and Administration in India, Kitab Mahal, New Delhi.
3. R. Ramachandran: Urbanization and Urban system in India
4. Ashish Bose: Studies in India's Urbanization

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E-GOVERNANCE

Code: 24GN303

Max. Marks: 70

UNIT I

Concept and Significance of ICT, Role of ICT in Governance, Ethics in Technology: Data Protection, Physical and Software Security Issues.

UNIT II

Concept and Components of Information and Communication Technology; Applications of ICT in Governance.

UNIT III

Concept, Significance and role of E-governance in Administration, Types of E-governance, Challenges of E-governance.

UNIT IV

Applications of ICT in Local Self Government; Rural Development Programme and ICT; Application of E-governance in Educational Programmes, Training and Research

UNIT V

Panchayati Raj Institutions: Improving Self-Governance through ICT, Implementation in Governance: Issues and Challenges

Reference Books:

1. Srivastava, P., 2004, Management Information Systems: A New Framework, Shree Niwas Publications, Jaipur.
2. Menon, N., V., C., 2003, Applications of Information Technology in Disaster Risk Reduction, in P., Sahni, and Madhavi Malalgoda Ariyabandu, (eds.), Disaster Risk Reduction in South Asia, Prentice Hall of India, New Delhi.
3. Encyclopaedia of Earth System Sciences, vol. 2, p. 329.
4. Kroenke, David, 1992, Management Information Systems, McGraw Hill, New Delhi.
5. Laudon, K.,C., and J.,P., Laudon, 1998, Management Information Systems: Organisation and Technology, Prentice Hall of India, New Delhi.
6. Prabhu, C.,S.,R., 2004, E-Governance: Concepts and Case Studies, Prentice-Hall of India Private Ltd., New Delhi.
7. Satyanarayana, J., 2004, E-Government... The Science of the Possible, Prentice-Hall of India Private Ltd, New Delhi.
8. Dhameja, Alka, (Ed.), 2003, Contemporary Debates in Public Administration, Prentice-Hall of India Private Ltd, New Delhi.
9. Vayananadan, E., and Dolly Mathew, (Ed.), 2003, Good Governance Initiatives in India, Prentice-Hall of India Private Ltd, New Delhi.
10. Gupta, M., P., P., Kumar, and J., Bhattacharya, 2004, Government Online Opportunities and Challenges, Tata McGraw-Hill Publishing Company Ltd.,

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Theory Paper

Total: 100 Marks
External: 70 Marks
Internal: 30 Marks

External: 70 Marks

10 Question (MCQ): 1 marks each (1x10 = 10)
Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)
Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)
Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

Internal: 30 Marks

Two Internal Assessment Examinations will be conducted, each carrying 50 marks. The higher of the two scores will be considered for the final assessment.



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Syllabus for MA Public Administration

Semester 2

Theory									
Course Code	Topic	L	T	P	Credit	Theory Marks	Internal Marks	Practical Marks	Total Marks
24MG103	Organizational Behaviour	4	0	0	4	70	30	0	100
24PA201	Public Personnel Administration	4	0	0	4	70	30	0	100
24PA202	Development Administration	4	0	0	4	70	30	0	100
24PA203	Local Governance	4	0	0	4	70	30	0	100
24PS106	Research Methodology	4	0	0	4	70	30	0	100
Total					20	350	150	0	500

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Detailed Syllabus

ORGANIZATIONAL BEHAVIOUR

Code: 24MG103

Max. Marks: 70

Unit I

Concept, Approaches, Goals and Challenges

- a. Organisational Behaviour (OB): Meaning and Concept, Traditional and Modern Approaches to OB.
- b. Typologies of Organisation, Genesis, Needs and Goals of OB.
- c. Challenges of Organisational Behaviour

Unit II

Attitude, Personality and Motivation

- a. Attitude: Concept, Factors in Attitude formation, Attitude and Behaviour.
- b. Personality: Concept, Theories and determinants, Personality and Behaviour.
- c. Motivation: Concept, Theories, Motivation and Behaviour, Motivational system and Incentives, Quality Work Life (QWL), Job Design and Motivation.

Unit III

Power, Stress Management and Organizational Change

- a. Power and Politics: Concept, Significance, Concentration and Types of power, Reasons and Management of Organizational Politics.
- b. Stress Management: Concept, Causes and Effects of Stress, Coping Strategies.
- c. Organizational Change: Nature, Factors and Resistance to Change.

Suggested Readings

1. Moorhead Gregory & Ricky W. Griffin. Managing Organizational Behavior, South Western. Tenth edition, 2012.
2. Colquitt Jason A, Jeffrey A Lepine, Michael J. Wesson Organizational Behavior: Improving Performance and Commitment in the Workplace. McGraw-Hill Higher Education, 2010nd edition.
3. Aswathappa, K. Organizational Behaviour, 10th Edition. New Delhi: Himalaya Publishing House Pvt. Ltd., 2012.
4. Meshane, Organizational Behavior (5th Edition). McGraw Hill Education (India) Pvt. Ltd, 2016.

विद्याधनं सर्वधनप्रधानं

PUBLIC PERSONNEL ADMINISTRATION IN INDIA

Code: 24PA201

Max. Marks: 70

Unit I

Public Personnel Administration: Concept, Scope, Significance and Objective Problems of Public Personnel Administration

Unit II

Bureaucracy: Type, Max Weber and Karl Marx, Maladies of Bureaucracy.

Unit III

Civil Service in India: Recruitment, Training, Promotion, Classification, Conduct, Discipline, Pay and Service Conditions.

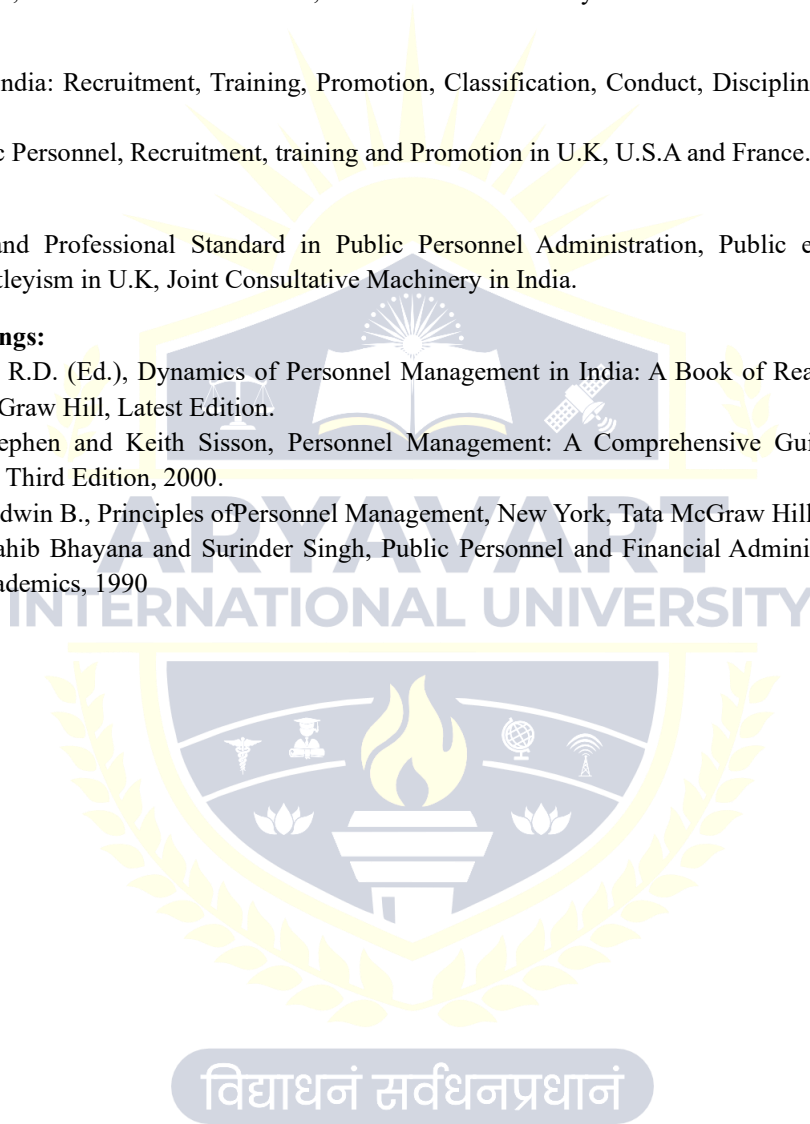
Features of Public Personnel, Recruitment, training and Promotion in U.K, U.S.A and France.

Unit IV

Morale, Ethics and Professional Standard in Public Personnel Administration, Public employer-employee relationship, Whitleyism in U.K, Joint Consultative Machinery in India.

Suggested Readings:

1. Agrawal R.D. (Ed.), Dynamics of Personnel Management in India: A Book of Readings, New Delhi, Tata-McGraw Hill, Latest Edition.
2. Bach Stephen and Keith Sisson, Personnel Management: A Comprehensive Guide to Theory and Practice, Third Edition, 2000.
3. Flippo Edwin B., Principles of Personnel Management, New York, Tata McGraw Hill, Latest Edition.
4. Singh Sahib Bhayana and Surinder Singh, Public Personnel and Financial Administration, Jalandhar, New Academics, 1990



DEVELOPMENT ADMINISTRATION

Code: 24PA202

Max. Marks: 70

Unit I

Development Administration: Conceptual Analysis, Scope, Growth and Significance Development. Development Strategy and Planning: Mixed Economy Model; Goals of Development, National Planning, State Planning, District Planning.

Unit II

Decentralization and Development: Concept of Decentralization, Decentralized Planning, Role of Voluntary Agencies, Cooperative and Specialized Development Agencies.

Unit III

Citizen's participation in Development, Peoples Empowerment, Women Empowerment, Welfare Administration of Scheduled Caste, Schedule Tribe.

Unit IV

Bureaucracy and Development, Changing role of block Development Officer, Other Development Officials at District and Block Level.

Suggested Readings:

1. Riggs, F. W., Frontiers of Development Administration, Durham: Duke University Press, 1970.
2. Chatterjee, S. K., Development Administration, Delhi: Sultan Chand, 1990.
3. Sapru, R. K., Development Administration, New Delhi: Sterling Publications, 2002.
4. Hari Mohan Mathur, Administering Development in Third World: Constraints and Choices, New Delhi: Sage Publications, 1986.
5. Chatterjee, S. K., Development Administration with Special Reference to India, New Delhi: Surjeet Publications, 1981.

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LOCAL GOVERNANCE

Code: 24PA203

Max. Marks: 70

Unit I

Need for Decentralization, Rationale and Necessity of local Government and Administration with Reference to U.K., U.S.A. and France

Unit II

Urban Government: Evolution of urban Government in India; Corporation Municipality, Notified Area Council, Composition, Functions Finance District Planning, Committee, Problems and Prospects of Urban Government in India.

Unit III

Rural Government: Evolution of Rural Government in India; Panchayat Raj, Zilla Parishad, Panchayat Samiti and Gram Panchayat Composition, Functions, Finance, State Finance Commission, Problems and Prospects of Rural Government in India.

Unit IV

State-Local Relationship: Autonomy of Local Bodies, State Government Control over Local Bodies, Reforms in Urban and Rural Governments-73rd & 74th Constitutional Amendment Acts, PESA Act, Decentralized Planning

Suggested Readings:

1. M. A. Muttalib: Theory of Local Governance.
2. S. R. Maheswari: Local Government in India.
3. G. Ram Reddy: Patterns of Panchayati Raj.
4. M. Venkatarangaiya & G. Ram Reddy: Panchayati Raj in Andhra Pradesh.
5. Henry Maddick: Panchayati Raj in India.
6. B. S. Khanna: Panchayati Raj in India.
7. A. Avasthi: Municipal Administration in India.
8. S. K. Sharma & V. N. Chawla: Municipal Administration in India.
9. Abhijit Datta: Municipal and Urban India.
10. Hoshair Singh: Urban Local Government & Administration in India.

विद्याधनं सर्वधनप्रधानं

RESEARCH METHODOLOGY-I

Code: 24PS106

Max Marks: 70

UNIT I

Scientific Study of Political Science: Scientific Method; Basic Assumptions, Characteristics, Steps and Stages, Limitations of Scientific Method in Political Science Research.

UNIT II

Social Science Research: Meaning, Nature, Objectives and Assumptions. Problems and Limitations of Social Science Research. Types of Social Science Research.

UNIT III

Hypothesis: Sources, Types and Nature of Hypothesis. Role of Hypothesis in Political Research. Nature of Role of Theory in Social Science.

UNIT IV

Selection and Formulation of Research Problem. Research Design: Importance and Role; Types of Research Design: Exploratory, Descriptive and Explanatory. Case Study

Selected Readings:

1. Charles Y. Glock (ed.): Survey Research in Social Sciences, New York : Russle Sage Foundation.
2. H.C. Blalock: An Introduction to Social Research, Englewood, Cliffs. NJ. Prentice Hall, 1970.
3. Issak, Alanc: Science and Methods of Political Science (Ann Arbor Michigan Dorsey Press, 1969).
4. Festinger, Leon: Research Methods in the Behaviour Science.(New York : Holt Rinehart Winston, Inc., 1953).
5. Good, W.J. & Hat: Methods in Social Research Paul, K. (London: Mc Graw Hill Ltd. 1952).
6. Moser, C. A.: Survey Methods in Social Kaltan, G. Investigation (London: Heinemann Educational Books, 1958).
7. Nagel, Ermenst: Structure of Science (New York : Basic Books, 1961).
8. Selltiz and others: Research Methods in Social Relations (New York: Hort, Rinehard and Winston, 1959).
9. S. V. Evera: Guide to Methods for Students of Political Science, Ithaca, NY, Cornell University Press, 1997.
10. T. L. Burton: Social Research Techniques, G.L. Cherry London, Unwin Hyman, 1989.

Theory Paper

Total: 100 Marks

External: 70 Marks

Internal: 30 Marks

External: 70 Marks

10 Question (MCQ): 1 marks each (1x10 = 10)

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Syllabus for MA Public Administration

Semester 3

Theory										
Course Code	Topic	L	T	P	Credit	Theory Marks	Internal Marks	Practical Marks	Total Marks	
24GN302	Environmental Studies and Disaster Management	4	0	0	4	70	30	0	100	
24PA301	Financial Administration in India	4	0	0	4	70	30	0	100	
24PA302	Internal Security in India	4	0	0	4	70	30	0	100	
24PA303	Administration – Law, Ethics and Governance	4	0	0	4	70	30	0	100	
Discipline Specific Elective (DSE-2) Choose any one										
24PS231	Introduction to Human Rights	4	0	0	4	70	30	0	100	
24PA311	Cultural Heritage Management	4	0	0	4	70	30	0	100	
24PA312	Indian Economy	4	0	0	4	70	30	0	100	
Total					20	350	150	0	500	

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Detailed Syllabus

ENVIRONMENTAL STUDIES AND DISASTER MANAGEMENT

Code: 24GN302

Max Marks: 70

UNIT I

Introduction to environmental studies

Scope and importance; Concept of sustainability and sustainable development; Concept of ecology and ecosystem, Structure and function of the ecosystem; Characteristic features of the following:

- a) Forest ecosystem
- b) Grassland ecosystem
- c) Desert ecosystem
- d) Aquatic ecosystems (ponds, streams, lakes, wetlands, rivers, oceans, estuaries)

UNIT II

Environmental Pollution

Environmental pollution: concepts and types; Air, water, soil, noise, and marine pollution- causes, effects, and controls; Concept of hazards waste and human health risks; Solid waste management: Control measures of Municipal, biomedical, and e-waste

UNIT III

Environmental Policies and Practices

Climate change, global warming, ozone layer depletion, acid rain and their impacts on human communities and agriculture; Environment Laws: Wildlife Protection Act; Forest Conservation Act. Water (Prevention and Control of Pollution) Act; Air (Prevention & Control of Pollution) Act; Environment Protection Act; Biodiversity Act.

UNIT IV

Understanding Disasters

Meaning, nature, characteristics, and types of Disasters, Causes, and effects; Fundamentals of Disaster Management; Concept of Disaster, Hazard, Vulnerability, Exposure, Capacity; Disaster Management Continuum; Preparation, Response, and Recovery; Disaster Risk Reduction (DRR); Disaster Management Act 2005.

UNIT V

Natural and Man-Made Disasters

Natural: Flood, Cyclone, Drought, Snow Avalanche, Wildfires, Earthquake, Tsunami, Landslide, Volcanic Eruption, Droughts, Cyclones, Tsunamis; Understanding Man-Made Disasters: Fires and Forest Fires; Nuclear, Biological and Chemical disaster Road; Accidents

Reference Books:

A. Environmental Studies:

1. Agarwal, K.C. (2001) Environmental Biology, Nidi Publ. Ltd. Bikaner.
2. Bharucha Erach (2003), The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad- 380013, India
3. Gadgil, Madhav (2001) Ecological Journeys, The Science and Politics of conservation in India. Permanent Black.
4. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. (2001). Environmental Encyclopedia, Jaico Publ. House, Mumbai
5. Dcc A.K., Environmental Chemistry, Wiley Eastern Ltd.
6. Down to Earth, Centre for Science and Environment
7. Hawkins R.E, encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay(R)
8. Environmental Geography- Ravindra Singh, New Delhi.
9. Environmental Geography- Saxena H.M., Rawar Publications, Jaipur

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10. Environmental Geography-Sinha S.P., New Delhi 10. Gleeson, B. and Low, N. (eds) 1999. Global Ethics and Environment, London, Routledge.
11. World Commission on environment and development. 1987. Our Common Future, Oxford University Press.
12. Odum, E. P., Odum, H.T. & Andrews, J.!971. Fundamentals of Ecology. Philadelphia: Saunders.

B. Disaster management

1. Bryant Edwards (2005): Natural Hazards, Cambridge University Press, U.K.
2. Carter, W. Nick, 1991: Disaster Management, Asian Development Bank, Manila.
3. Central Water Commission, 1987, Flood Atlas of India, CWC, New Delhi.
4. Central Water Commission, 1989, Manual of Flood Forecasting, New Delhi.
5. Government of India, 1997, Vulnerability Atlas of India, New Delhi.
6. Sahni, Pardeep et.al. (eds.) 2002, Disaster Mitigation Experiences and Reflections, Prentice Hall of India, New Delhi



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FINANCIAL ADMINISTRATION IN INDIA

Code: 24PA301

Max Marks: 70

Unit I

Public corporations: Functions and problems, Privatization and Disinvestment.

Unit II

Monetary and Fiscal Policies; Role of Finance Ministry; Parliamentary control over public expenditure, Resource Mobilization and Division of Resources.

Unit III

Financial Administration: Concept of Budget, Types and Forms, Budget as a political instrument Budgetary process; Preparation and Implementation, Zero based Budget.

Unit IV

Financial Accountability; Audits and Accounts; Comptroller and auditor General, Public Policy, Formulation and implementation, Public borrowing and Public debts.

Suggested Readings:

1. Halm, George A., Economic Systems: A Comparative Analysis, GAU, London, Latest Edition.
2. Uma Kapila (ed.), Indian Economy Since Independence, Academic Foundation, New Delhi, 2003.
3. P. Chadha, Public enterprises and parliament, Public Enterprises Centre for Continuing Education, 1979.
4. Ram Kishore Gupta, Public enterprises in India, Sahitya Bhawan, 1978.

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INTERNAL SECURITY IN INDIA

Code: 24PA302

Max Marks: 70

UNIT I: INTRODUCTION TO INTERNAL SECURITY IN INDIA:

- a) Types of Internal and External Threats
- b) Factors Responsible for internal Security
- c) Internal security Doctrine

UNIT II: THREATS TO INTERNAL SECURITY IN INDIA

- a) Naxalism
- b) Terrorism
- c) Cyber Crimes
- d) Separatism
- e) Human Trafficking
- f) Economic offences
- g) Drug Trafficking
- h) Anti-Nationalism and Radicalization of Youth

UNIT III: ROLE OF CENTRAL AGENCIES IN INTERNAL SECURITY

- a) Central Armed Police Forces
- b) Central Paramilitary Forces
- c) Security agencies and their mandate

UNIT IV: POLICING IN INDIA

- a) Law and Order
- b) Prevailing Structure
- c) Challenges and need for Reforms
- d) Police and Public Relations.

Suggested Readings:

1. Arnold, David, Police Power and Colonial Rule, Madras 1859-1947 Delhi: Oxford University Press, 1986.
2. National Police Commission report, Padmnabhaih committee report, Rebeiro committee report, Soli Sorabji Committee report, Mallimath Committee report, Supreme Court Directions on Police Reforms.
3. Verma, Arvind, The New Khaki: The Evolving Nature of Policing in India, FL: CRC Press, 2011.
4. Bureau of Police Research & Development 2010. www.bprd.gov.in

विद्याधनं सर्वधनप्रधानं

ADMINISTRATION- LAW, ETHICS AND GOVERNANCE

Code: 24PA303

Max Marks: 70

UNIT I: INTRODUCTION TO ADMINISTRATIVE LAW

- a. Administrative Law
- b. Difference between Administrative Law and Constitution law
- c. Rule of Law
- d. Dicey's Thesis on Rule of Law

UNIT II: GOVERNANCE AND ETHICS

- a. Ethical foundation of Governance
- b. Codes and Norms of Ethics in India
- c. Family, Society, Education and Ethics

UNIT III: QUASI-JUDICIAL GOVERNANCE

- a. Administrative Tribunals: Centre and State
- b. National green Tribunal
- c. Central Information Commission
- d. Human Rights Commission
- e. Vigilance commission

UNIT IV: EMERGING TRENDS

- a. Gender Studies
- b. Protection of Whistle Blower
- c. RTI
- d. Judicial Activism and PIL

Suggested Readings:

1. Basu, D.D., Administrative Law, New Delhi, Prentice Hall of India, Pvt. Ltd., 1986.
2. Jain, M.P. Jain S.N., Principles of Administrative Law, Bombay N.M. Tripathi, 1979.
3. Joshi, K.C., Administrative Law, Allahabad, Central Law Agency, 1988.
4. Kesri, U.P.D., Administrative Law, Allahabad, Central Law Agency, 1988.
5. Kagzi, M.C.J., Indian Administrative Law, Delhi, 1973.

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ARYAVART INTERNATIONAL UNIVERSITY
Tilthai, Dharmanagar, North Tripura

INTRODUCTION TO HUMAN RIGHTS

Code: 24PS231

Max Marks: 70

UNIT I

Understanding Human Right
Three Generations of Rights

UNIT II

Universal Declaration of Human Rights

UNIT III

Rights in National Constitutions: South Africa and India

UNIT IV

International Refugee Law, International Humanitarian Law

Suggested Readings:

1. Alston Philip (1995), 'The United Nations and Human Rights-A Critical Appraisal', Oxford, Clarendon.
2. Baxi, Upendra (1995) (ed.), 'The Right to be Human', Delhi, Lancer,
3. Beetham, David (1987) (ed.), 'Politics and Human Rights', Oxford, Blackwell.
4. Desai, A R. (1986)(ed), 'Violations of Democratic Rights in India', Bombay, Popular Prakashan.
5. Evans, Tony (2001), 'The Politics of Human Rights: A Global Perspective', London, Pluto Press.
6. Hargopal. G. (1999) 'Political Economy of Human Rights', Hyderabad, Himalaya.
7. J. Hoffman and P. Graham, (2006) 'Introduction to Political Theory', Delhi, Pearson.

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CULTURAL HERITAGE MANAGEMENT

Code: 24PA311

Max Marks: 70

UNIT I

Indian Culture: General Features, Sources, Components and Evolution.

UNIT II

What is Heritage? Meaning and concept, Criteria for selection as heritage sites, monuments and zone by UNESCO (WHC). Types of heritage property, World famous heritage sites and monument in India and abroad.

UNIT III

Heritage Management, objectives and strategies, Protection, Conservation and Preservation, Case study of one destination, Heritage Marketing, Destination development.

UNIT IV

National and International Organisations engaged in Heritage Management (UNESCO, ICOMOS, ASI, INTACH and NGOs), Museums, Concept and classification. (National Museum, New Delhi; Bharat Kala Bhawan, Varanasi; Archaeological Museum, Sarnath, etc.), Heritage Hotels and its classification.

Suggested Readings:

1. Greffe, Xavier; Managing our Cultural Heritage; Aryan Books International, New Delhi.
2. Allchin, B., Allchin, F.R. et al. (1989) Conservation of Indian Heritage, Cosmo Publishers, New Delhi.
3. Davis, P. 1999: Ecomuseums, London Hooper-Greenhill, E (Ed) 1999: The Educational Role of Museum, London & New York

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INDIAN ECONOMY

Code: 24PA312

Max Marks: 70

UNIT I: ECONOMIC DEVELOPMENT AND ITS DETERMINANTS

Approaches to economic development and its measurement - Sustainable development; Role of State, market and other institutions; Indicators of development - Human Development Index (HDI), Gender Development Index (GDI).

UNIT II: ECONOMIC REFORMS & PLANNING IN INDIA

Rationale of internal and external reforms; Globalization of Indian economy; WTO and its impact on the different sectors of the economy - Financial sector reforms - Fiscal reforms.

Planning: Meaning, types, origin - Indian five year plans: Objectives, strategies, financing - Targets, achievements and failures.

UNIT III: DEMOGRAPHIC FEATURES, POVERTY & INEQUALITY

Broad demographic features of India's population; Rural - Urban migration; Urbanization and civic amenities; Poverty and Inequality.

UNIT IV: AGRICULTURE AND INDUSTRIAL SECTORS

Land reforms in India; Technological changes in agriculture - pricing of agricultural inputs and output - Industrial policy; Public sector enterprises and their performance; Problem of sick units in India; Privatization and disinvestments debate.

Suggested Readings:

- 1) Robert Lucas & Gustav Planack, Indian Economy: Recent Developments and Future Prospect.
- 2) Ranjit Sau, Indian Economic Development.
- 3) C.T. Kurein, Globalization and Indian Economy.

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Theory Paper

Total: 100 Marks

External: 70 Marks

Internal: 30 Marks

External: 70 Marks

10 Question (MCQ): 1 marks each (1x10 = 10)

Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)

Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)

Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

Internal: 30 Marks

Two Internal Assessment Examinations will be conducted, each carrying 50 marks. The higher of the two scores will be considered for the final assessment.

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Tilthai, Dharmanagar, North Tripura-799250

Syllabus for MA Public Administration

Semester 4

Theory										
Course Code	Topic	L	T	P	Credit	Theory Marks	Internal Marks	Practical Marks	Total Marks	
24PA401	Administration of Non-Profit Organizations	4	0	0	4	70	30	0	100	
24HR101	Human Resource Management	4	0	0	4	70	30	0	100	
24DS601	Dissertation	0	0	12	12	70	30	0	100	
Total					20	210	150	0	300	



Detailed Syllabus

ADMINISTRATION OF NON PROFIT ORGANIZATIONS

Code: 24PA401

Max Marks: 70

UNIT I: INTRODUCTION TO NON PROFIT ORGANIZATIONS

- a. Idea of Non-Profit Organization
- b. Establishment of NPOs
- c. Governance & Management of Non-Profit Organizations
- d. Types of NGOs/NPOs

UNIT II: GOVERNANCE ISSUES

- a. Governing Body & Strategic Management
- b. Accountability, Transparency, Sustainability & Participation
- c. Norms of Good Governance, NGO/NPO Accreditation

UNIT III: MANAGEMENT PRACTICES

- a. Financial Resources FCRA Act,
- b. Human Resources
- c. External Resources
- d. Participation
- e. Field Work
- f. Areas of Intervention

UNIT IV: MACRO PERSPECTIVES

- a. Governance & Development
- b. Good Governance
- c. Social Accountability
- d. Participation & Civic Engagement, Entitlements
- e. Challenges

Suggested Readings:

1. Kirby Patrick- NGOs in India- The challenges of women's empowerment and accountability, 2010.
2. Pushpa Sundar, Foreign Aid for Indian NGOs: Problem or Solution?, 2010.
3. Puran Chandra, NGOs and Human Rights Activism, 2010.
4. Prasad B, Ngo Governance and Law: Indian and International Source Book, 2011.
5. Shivani Dharmarajan, NGO Development Initiative and Public Policy, 2010

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Tilthai, Dharmanagar, North Tripura

HUMAN RESOURCE MANAGEMENT

Code: 24PA401

Max Marks: 70

Unit I

Meaning, Scope and Significance of Human Resource Management, Evolution of HRM, Function of HRM. Challenges before HRM in Present changing Environment.

UNIT II

HR Planning. Job Analysis, Recruitment, Methods and Techniques of Selection' Induction internal Mobility and Separation of Employees Transfer, Promotion, Demotion and Separation of Employees.

UNIT III

Industrial Relations, trade Unions Dispute and their Resolution, Collective Bargaining, Employee Welfare a Brief Introduction, Workers' Participation in Management.

UNIT IV

Wages and Salary Administration, Economic Objectives of Wages Policy, Social Objectives, Principles of wage and Salary Administration. Essentials of a Wage and Salary Structure. Factors Affecting wages, Methods of wage Payment. Wage Policy In India. Pay Commission. Wage Boards, Adjudication, Pay Revision in Public Sector-issue and Considerations.

UNIT V

Other Contemporary Issues in HRM -Employee Compensation-Concept, Factors Affecting Employee Compensation Components, of Employee Pay, HR Audit Human Resource Information System. Performance & Skill Based Pay Systems, Voluntary Retirement Scheme (VRS).

Suggested Readings:

1. Rao T. V. and Abraham E., HRD Practices in Indian Industries – A trend Report.
2. Santhanam M., Development of Human Resources.
3. Sharma A. K., Some Issue In Management Development.
4. Rudrabasavraj M. N., Executive Development In The Public Sector.
5. B. D. Singh, Compensation and Reward and management.

Theory Paper

Total: 100 Marks

External: 70 Marks

Internal: 30 Marks

External: 70 Marks

10 Question (MCQ): 1 marks each (1x10 = 10)

Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)

Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)

Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

Internal: 30 Marks

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