

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

Revised Syllabus for MPA (Choice Based Credit System)

To be implemented from Academic Year
2014-15- SEMESTER-I AND SEMESTER II
2015-16-SEMESTER-III AND IV

SEMESTER I:

Paper	Compulsory/Optional	No. of Credits	Lectures/week	Tutorials/week
PA-C-01	Principles of Public Admin. & Management	4	3	1
PA-C-02	Issues in Indian Administration	4	3	1
PA-C-03	Comparative Administrative System	4	3	1
PA-C-04	Economic policy and Management	4	3	1
PA-C-05	Public Personnel Management.	4	3	1
PA-GO-01	Introduction to e-governance	2	2	-
	Total Credits	22		

SEMESTER II:

Paper	Compulsory/Optional	No. of Credits	Lectures/week	Tutorials/week
PA-C-06	Bureaucracy and Organization	4	3	1
PA-C-07	State and District Administration in India	4	3	1
PA-C-08	Administrative law	4	3	1
PA-C-09	Social Policy and Administration	4	3	1
PA-C-10	Research Methodology	4	3	1
PA-GO-02	RTI-Procedure and Practice	2	2	-
	Total Credits	22		

SEMESTER III:

Paper	Compulsory/Optional	No. of Credits	Lectures/week	Tutorials/week
PA-C-11-A	Basic concepts in Computer Applications	4	3	1
OR	OR	4	3	1
PA-C-11-B	Public Policy			
PA-C-12	Management of Financial System	4	3	1
PA-EA/EB-01	Elective course –Paper 1 from EA or EB elective group	4	3	1
PA- EA/EB-02	Elective course –Paper 2 from EA or EB elective group	4	3	1
PA- EA/EB-03	Elective course –Paper 3 from EA or EB elective group	4	3	1
PA-GO-03	Hospital Management	2	2	-
	Total Credits	22		

Semester IV:

Paper	Compulsory/Optional	No. of Credits	Lectures/week	Tutorials/week
PA-C-13	Dissertation based on Project Research (In lieu of 2 compulsory papers)	8	Project Guidance-2 hours/week	Field work 6 hours/week
	OR			
PA-C-14	Ethics and Governance	4	3	1
Pa-C-15	Project Management	4	3	1
PA-EA/EB-04	Elective course –Paper 4 from EA or EB elective group	4	3	1
PA- EA/EB-05	Elective course –Paper 5 from EA or EB elective group	4	3	1
PA- EA/EB-06	Elective course –Paper 6 from EA or EB elective group	4	3	1
PA-GO-04	Disaster Preparedness for Citizens	2	2	-
	Total Credits	22		

Elective Groups:

Group EA: Human Resources Development (HRD)

PA-EA-01	Principles of Human Resources Management	}	
PA-EA-02	Organizational Behaviour and Development	}	Semester III
PA-EA-03	Government and Labour Welfare Policy	}	

PA-EA-04	Industrial Relations	}	
PA-EA-05	Human Resources Development	}	Semester IV
PA-EA-06	Safety Management	}	

Group EB: Crisis Management (CM)

PA-EB-01	Disaster Management	}	
PA-EB-02	Water Resources Management	}	Semester III
PA-EB-03	Environmental Policy and Administration	}	

PA-EB-04	Police Management	}	
PA-EB-05	Issues in Population Policy	}	Semester IV
PA-EB-06	Public Health Management	}	



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2015-16-SEMESTER-III AND IV

Detailed Syllabus:

Semester I:

Compulsory or Core Papers:

PA-C-01 Principles of Public Administration and Management:

This course introduces to the students the basic principles of Public Administration and Management, the concept of and issues in good governance and the emergence of New Public Management.

Units

Topics

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| 1 | Public Administration and Social Sciences; Developments in Administrative Theories. |
| 2 | Public Administration and organization; Principles, characteristics and importance. |
| 3 | Managerial Principles in Public Administration; Features of New Public Management. |
| 4 | Accountability, control and responsiveness of Public Administration in the context of good governance. |

Select Readings:

1. Cox III, Raymond et.al., Public Administration in Theory and Practice, Pearson Education, New Delhi, 2003.
 2. Henry, Nicholas., Public Administration and Public Affairs, PHI, New Delhi, Latest Edition.
 3. Basu, Rumki., Public Administration: Theory and Concepts, Latest Edition.
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PA-C-02 Issues in Indian Administration:

This course deals with the Evolution of the Administrative System, the Constitutional context of the Administration, the working of the Union Government and the issues and problems of the Administration in Contemporary times.

- 1 History and Evolution of the Administrative System – Continuity and Change.
- 2 Constitution and Indian Administration.
- 3 The working of the Union Government – The Administrative Process
- 4 Contemporary Issues – Union-State Relations; Impact of Coalition Governments on Administration.

Select Readings:

1. Maheswari, S.R., Indian Administration, L.N. Agrawal, Agra Latest Edition.
 2. Basu, Durga Das., Introduction to the Constitution of India, PHI, New Delhi, Latest Edn.
 3. Mishra, B.B. Administrative History of India, Vols. I & II, Allied Pub., Bombay.
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PA-C-03 Comparative Administrative Systems:

This course focuses on the need to understand the social, cultural, economic, political and administrative settings of Government organizations in different countries.

- 1 Emergence of the concept of Comparative Studies in Administration and its development.
- 2 Administrative system and environment
- 3 Comparison of the important features of select administrative systems
- 4 Influence and impact of LPG, ICT, and Terrorism on Administrative Systems

Selected Readings:

1. Almond, Gabriel A., et.al., Comparative Politics Today, Pearson Education, New Delhi, 2003.
 2. Heady, Ferrel., Public Administration: A Comparative Perspective, Latest Edition.
 3. Rowat, Donald., Public Administration in Developed Democracy, Marcel Dekker, New York.
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PA-CA-04 Economic Policy and Management:

The nature, role, scope and status of state intervention in economic development with particular reference to India is the issue this course seeks to address. The aim is to make the students understand the context of India's developmental efforts since Independence.

1. Introduction to political economy – Role and scope of state intervention in Economic development in different politico-economic systems.
2. India's Economic Policy with reference to Industry and Agriculture- Impact of LPG on the Indian Economic System [with reference to WTO.]

3. Market Economy and Planning – History of planning in India and its contemporary relevance.
4. Management of Public Enterprises – Its relevance and issues in the era of privatization.

Selected 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
 3. Vaidyanathan, A. India's Economic reforms and Development, Academic Foundation, ND
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PA-C-05 Public Personnel Management:

This course highlights the significance and importance of the Civil Service in Modern Society and examines the features of the Civil Service in India. The focus is also on the concept of Professionalism in the context of good governance.

1. Nature and scope of Personnel Management in Government – Role of Civil Service in Modern Society.
2. Development of Civil Service in India – Features and Characteristics – Issues in Civil Service Management.
3. Comparative assessment of the civil services of different countries.
4. Professionalism in Civil Service – Managerialism, Neutrality, Responsiveness, accountability with reference to citizen-centric services.

Selected Readings:

1. Jain, R.B., Aspects of Personnel Administration, IIPA, New Delhi, 1994.
 2. Goel, S.L. & Rajneesh, Shalini., Public Personnel Administration, Deep & Deep, New Delhi, 2003.
 3. Shafritz, Jay M et.al., Personnel Management in Government, Marcel Dekker, New York.
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Global Optional:

PA-GO-01: Introduction to e-governance:

1. e-governance - Nature and scope – Applications of IT in government – its influence on the performance of Public Organisations.
2. Citizen and e-governance – citizen participation in governmental process – Its influence on democratization and decentralized decision making in Public organizations.

Selected readings:

1. Bedi, Kiran et.al., Government @ Net – New governance opportunities for India, sage, New Delhi 2001
2. Pardhasaradhi, Y., E-Governance and Indian Society, Kanishka Publications, New Delhi, 2009.

Semester II:**Compulsory or Core Papers:****PA-C-06 Bureaucracy and Organization:**

This course deals with the concept of Bureaucracy and its development in varied forms; The process of debureaucratization and the emergence of modern organizations, its features and characteristics are examined in the context of development, change and culture.

1. The Concept of Bureaucracy – Max Weber and Criticisms of Ideal Type- Marx On Bureaucracy.
2. The debureaucratization process – its relevance and rationale; Issues in Bureaucratic Culture and behaviour.
3. Theories of Organization – features of Open and Closed models.
4. Formal and Informal Organizations.

Selected Readings:

1. Lane, Jan Erik (ed), Bureaucracy and Public Choice.
2. Jacoby, Henry., The Bureaucratization of the World.
3. Lynch, T.D., Organization Theory and Management, Marcel Dekker, New York.

PA-C-07 State and District Administration in India:

The nature, scope, constitutional role, functions and contemporary issues in state and district administration are the areas covered in this course.

1. Constitutional provisions relating to State Governments in India – Issues in State Administration.
2. Structure and functions of the State Secretariat- Role of the Board of Revenue, State Finance Commissions, Boards and Authorities.
3. District Administration and District Collector – Evolution, Nature, Scope and functions. District Development programmes.
4. Rural and Urban Development Administration – Constitutional Provisions – Assessment of the working of the Panchayati Raj and Urban Municipal Bodies.

Selected Readings:

1. Maheswari, S.R., State Administration in India., Latest Edition.
 2. Mishra, B.B., District Administration in India.
 3. Shukla, J.D., State and District Administration in India.
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PA-C-08 : Administrative Law

1. Concept, Nature and Scope of Administrative Law.
2. Constitutional concepts relating to Administrative Law: Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra-vires, Droit Administrative. Delegated Legislation
3. Principles of Natural Justice or Fairness..
4. Administrative Adjudication, Review of Administrative acts and redress of grievances – Vigilance and Control

Selected Readings:

1. Wade, H.W.R., Administrative Law, latest Edition.
 2. Kagzi, M.C.J., Indian Administrative Law, Latest Edition.
 3. Indian Law Institute: Delegated Legislation in India.
 4. Massey, I.P. , Administrative Law
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PA-C-09 Social Policy and Administration:

Social Policy and Welfare has been the backbone of the Welfare State in India. This course deals with the issues and problems in the area of Social Welfare in the context of LPG.

1. Social Administration – Nature, Scope and Principles – Administration at the Central and State levels
2. Social policy in India – Constitutional Provisions, development and planning under successive plans in India. Social legislations in India
3. Methods of Social Administration . Role of Voluntary Agencies in social work.
4. Personnel Practices in Social Welfare and the need for a professional cadre.

Selected Readings:

1. Sachdeva, D.R., Social Welfare Administration in India, Latest Edition.
 2. Marsh, D.C., An Introduction to Social Administration.
 3. Goel, S.L., & Jain, R.K., Social Welfare Administration, Deep & Deep, New Delhi.
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PA-C-10 Research Methodology

- 1) Methodological approaches to Social Sciences –The Scientific Methods (Methods in Methodology) – Meaning-Definition –Variable in general – The Dependent Variable – The Independent Variable – Parameters.
- 2) Concepts of Research – Formation of a problem – Meaning of Theory – Concepts – Laws – Experiment – Models – Deductions.- Research Design.
- 3) Collection of data – Survey method – Questionnaire Method-schedule Method – Secondary Sources- Through documents, reports and research publications- Sampling Procedure.
- 4) Statistical Method – The place of Statistics in the study of Research Method .Research Report.

Selected Readings:

1. Kaplan, Abraham., The Conduct of Inquiry.
2. Folz, David H., Survey Research for Public Administration, Sage, New Delhi, 1996.
3. Bhandarkar, P.C., & Wilkinson, T.S., Methodology and Techniques of Social Research, (Latest Edn).

Global Optional:

PA-GO-02 Right to Information(RTI): Procedure and Practice:

1. Transparent, Responsive and Accountable governance – Its Principles, nature and scope; Citizen vis-à-vis Government and governance;
2. RTI and its significance; Various provisions of the RTI Act.

Suggested Readings:

1. Right to Information Act – A Manual, National Book Trust of India, New Delhi.
2. Jain, N.K., Right to Information – Concept , Law and Practice, Saujanya Books, New Delhi, 2007.

Semester III:

Compulsory or Core Papers:

PA-C-11-A Basic Concepts in Computer Applications:

1. Basic concepts in I.T. – Computer Hardware – operating systems .
2. Standard software packages (MS Office) – Its applications.
3. Networking and data communications – Basic Networking concepts.
4. Introduction to E-commerce- Internet -e-mail -www.

Selected Readings:

1. White, Ron., How Computers Work, Techmedia, Delhi, 2002.
2. Norton, Peter., Inside the PC., Techmedia, Delhi, 2002.
3. Rajaraman, V., Fundamentals of Computers, PHI, New Delhi, Latest Edition.

PA-C-11:B: Public Policy:

1. Public Policy: Concepts- Institutionalism, Political Process, Public Choice; Models- Optimality, Interest aggregation and articulation, incrementalism and rational choice; Theories- Game, group and elite theories.
2. Policy making process: Policy cycles and process, feasibility, influence, impact and constraints of social, cultural, economic and technological factors.
3. Policy Monitoring and Evaluation ; Policy Analysis-Role of Stakeholders, Techniques and methods – Empirical and normative.
4. Policy studies; Case Studies from India (Any two of the following areas); Health, Education, Energy, Environment, Economic and Financial policies, Social Policies, IT policy.

Suggested Readings:

1. Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
2. Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe
3. Dror. Y, (1989), Public Policy making Re-examined, 2nd ed., San Francisco, Chandler.
4. Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
5. Fischer, Frank, (1995), Evaluating Public Policy Chicago: Nelson Hall.
6. Lasswell Harold, (1971), A Preview of Policy Sciences, New York, Elsevier.
7. Lerner, D. and H.D.Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.
8. Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall.
9. Wildavsky, A., (1980), The Art and craft of Policy Analysis, London, Macmilan.
10. Ganapathy.S. et.al. (eds., Public Policy and Policy Analysis in India, Sage, New Delhi, 1985.
11. Policy Making in Government, Publications Division, Government of India.
12. Agarwal, J. C. (2009), Education policy in India, Neha Publishers & Distributors.

PA-C-12 Management of Financial System in India:

This course introduces the basic principles and objectives of the Financial Management in Government.

1. Meaning, nature and scope of Financial Administration – Theories of Budget – Principles and characteristics.
2. Budgetary Process – Preparation, Parliamentary approval and execution – Principles of Taxation.
3. Control over financial system – CAG & Parliament. Implications of Structural Adjustment on Financial System.

4. Financial Relations between the Union and the states – Role of the Finance and Planning Commissions in devolution of resources to states.

Selected Readings:

1. Lall., G.S., Public Finance and Financial Administration in India., H.B.Kapoor, New Delhi, Latest Edition.
 2. Thavaraj, M.J.K., Financial Administration in India, S.Chand & Co, New Delhi, Latest Edn.
 3. Thakur, R.N. Centre-State Financial Relations and Planning in India, Deep & Deep, New Delhi, 1990.
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Elective Groups: (3 papers or courses)

PA-EA or EB – 1, 2 & 3.

Elective Groups:

Group EA: Human Resources Management:

PA-EA-01 Principles of Human Resources Management

- 1) Concept of Human Resources Management and its development . Its significance, role and functions in Contemporary Management and Organizations.
- 2) Human Resources Management – Key themes. Human Resource Planning and Development . Human Resources Management and Human Resources Development.
- 3) Significance of Human Relations in H.R.M., Human Relations in Organisations

Selected Readings:

1. Linda Maund., Introduction to Human Resources Management, Palgrave, Suffolk, 2001.
 2. V.S.P.Rao., Human Resources Management, Excel, New Delhi, latest Edition.
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PA-EA-02: Organizational Behaviour and Development:

- 1) Organizational Psychology and dimension of human behaviour;
- 2) Organisational Behaviour and Culture; its relevance to OD.
- 3) Organizational Development and Change -
- 4) Case studies on OB and OD.

Selected Readings:

1. Leavitt., Harold., Managerial Psychology, Univ. Of Chicago Press.
2. Parikh, Udai., Organizational Behaviour Process, Rawat, Jaipur, 1996
3. Katz, D and Kahn., Social Psychology of Organizations.

4. Robbins, Stephen R., Organizational Behaviour (Recent Edn)
 5. P.N. Khandelwal., Organizational Behaviour (Recent Edn)
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PA-EA-03 Government and Labour Welfare Policy:

1. Meaning, nature, scope and functions of Labour Administration
2. Labour Welfare Policies in India since Independence – Labour legislations in India.
3. Machinery for Labour Administration – Role and functions of Labour Welfare Officer.
4. Trade Unions and Labour – Implications and impact of LPG on Labour with special reference to Exit policy and VRS.

Selected Readings:

1. Sarma, A.M., Labour Welfare Administration in India.
 2. Arun Kumar., Industrial Law (Vols.I & II), Atlantic Pub., New Delhi, 2003.
 3. Mamoria, C.B., et.al., Labour Welfare, Social Security and Industrial Peace in India
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Group EB: Crisis Management:

PA-EB-01 Disaster Management:

- 1) Introduction to Disasters – Nature and Classification of Disasters – Profile of Disasters: Global, National, Regional.
- 2) Managerial process in Disaster Management : Planning, Coordination, leadership and control; Stocking of resources, Vulnerability and risk analysis. Role of Government, Media and NGOs-Role and coordination.
- 3) Management of rehabilitation- Damage and need assessment – reconstruction and rehabilitation.
- 4) Disaster preparedness – Predictability, Forecasting and warning of disasters – prevention and precautionary measures .

Selected Readings:

1. Sharma, V.K (ed)., Disaster Management, NCDM, IIPA, New Delhi, 1994.
 2. Singh, K.S. (ed)., Disaster Management, Mittal, New Delhi, 1998.
 3. Cuny, F.C., Disasters and Development, New York.
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PA-EB-02 Water Resources Management:

This course deals with Water issues relating to efficiency and economy in water Uses, conservation, the policy and programmes of the Government on Water Resources Development and Management.

1. Water Resources management – Challenges and Strategies – Management of water for Sustainable Development.
2. National Water Policy – Integrated Water Resources Development – Role and responsibility of the Government – Issues and problems in implementation.
3. Water Resources Development and problems in different sectors – Forests, Flood, Poverty Alleviation, Irrigation.
4. Case Studies in Water Management – Experiences in Different Regions.

Selected Readings:

1. IIPA., Special Issue on Water Resources Management, July-Sept. 2003.
 2. Sharma, V.K., Water Resources Planning and Management, Himalaya, Bombay, 1985.
 3. Vaidyanathan, A., Water Resource Management: Institutions and Irrigation development in India, OUP, New Delhi, 1999.
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PA-EB-03 Environmental Policy and Administration:

1. Nature, scope and role of the State in environment-related issues ; Environmental policy in India .
2. Environmental degradation – factors responsible for degradation in areas like forestry, water, air, wildlife etc. – consequences and impact on the people. The concept of sustainable development.
3. Laws relating to environmental protection in India – Scope and applicability – Judicial intervention in environmental issues- the desirability and need to establish environmental courts.
4. Problems of administering environmental policies in India –NGOs and environmental protection – their contributions and limitations.

Selected Readings

1. Shekar Singh (ed)., Environmental Policy in India., IIPA, New Delhi.
 2. IIPA., Environment and Administration, July-Sept. 1989, IIPA, New Delhi.
 3. Nathawat, C.S., Man, Nature and environment Law, RSBA, Jaipur, 1987
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Global Optional:

PA-GO-03: Hospital Management:

- 1) History and evolution and classification of Hospitals – Their structure and working.
- 2) Major aspects in Hospital Administration – Personnel, Finance Auxillary services, Emergency provisions – The role and functions of the Administrator in Hospitals; Measurement of Efficiency in Hospitals.

Suggested Readings:

1. Srinivasan, T.V., Hospital Administration.
 2. Goel, S.L., Hospital Administration & Management, (Vols.I,II & III), Deep & Deep, New Delhi, 1990.
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**Semester IV:
Compulsory or Core Papers:**

PA-C-13: Dissertation based on project work (Field Study):

Note: The dissertation is in lieu of two theory papers and carries 8 credits.

OR

PA-C- 14: Ethics and Governance:

1: Introduction to Ethical governance:

- (i) The philosophical foundations of ethical actions in public and private life;
- (ii) Western tradition, Indian philosophical foundations and ethics;
- (iii) Essential difference – Ethics and values, emotional intelligence and its relevance to ethics and values;
- (iv) Ethics and society: Key ingredients, determinants (sources) and consequences of ethics with reference to actions, facets of ethics.

2: Ethics and public interest:

- (i) Actions/ decision-making in public life/service; Authority vs. ethics and values.
- (ii) Legitimacy and accountability in public service;
- (iii) Professional ethics in public service, relationship between ethics and professional competence;
- (iv) Issues in corruption in Public Service.

3: Governance and ethics:

- (i) Idea of governance and its ethical foundations;
- (ii) State of probity in governance – Policy making to implementation and its process;
- (iii) Transparency as a foundation and value in governance;
- (iv) Codes/norms of ethics in India: Public Service and business organizations. Corporate Governance..

4: Institutional mechanism for ethical governance:

- (i) Constitutional values and its relationship with ethics and values;

- (ii) Role of family, society and educational institutions vis-à-vis ethics;
 - (iii) Relevant case studies with reference to public service;
 - (iv) Relevant case studies with reference to corporate governance.
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Select readings:

- 1 Appleby Paul H: Morality and Administration in Democratic Government, Baton Rouge, Louisiana State University Press 1952.
 - 2 Barnwal SP – Ethics in work in India-Tradition in relation to Man and society,IIPA 1993.
 - 3, Bentham Jeremy- Introduction to Principles of morals and legislation, New York 1948
 - 4 Boulding Kenneth E, Beyond Economics-- essays in society, religion and ethics, Ann Arbor, 1968
 - 5 Chakrabarty S K, Values and ethics for organization- Theory and practice -- Delhi 1998
 - 6 Chndavarkar G A – A manual of Hindu ethics –Rupa 2010
 - 7 Chapman Richard a (Ed) Ethics in the public service for the new millennium, Aldershot, Ashgate ,2000
 - 8-Chaturvedi TN(ED) Ethics in Public Life new Delhi IIPA 1996
 - 9-Durkheim e –professional ethics and civil morals, London, Routledge 1957
 - 10-Dwevedi OP, Public Service Ethics IIAS Belgium
 - 11-Fredrickson H G and Ghere R K (Ed) Ethics in Public Mnagement, New york ME Sharp
 - 12-Hobson J A—Wealth and life: A study in value, London Macmillan 1930
 - 13-Immanuel Kant writings

 - 14-L.N.Rangarajan (Ed): Kautilya-The Arthshastra Penguin Classics, 1992
 - 15-ARC 1 AND II Reports
 - 16-UN Reports
 - 17-Transparency International Publications
 - 18-Corporate Governance—Government policy/legislation;
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PA-C-15: Project Management

1. Project – Meaning and concept, characteristic features of a project, categories of project, project family tree, project life cycle
2. Generating and Screening of Project Ideas
3. Feasibility Study – Market, Technical, Financial, Economic and Ecological Analysis
4. Project Planning and Organizing
5. Project Implementation – Monitoring and Control
6. Case Study-Government projects, Social projects , Commercial projects.

Selected Readings:

1. Chandra, Prasanna, Projects –Planning, Analysis, Selection, Implementation and Review, Tata Mcgraw-Hill Publishing Co.Ltd., New Delhi
2. Joy, P.K. Total Project Management, MACMILLAN India Ltd., New Delhi
3. Singh, Narendra, Project Management and Control Himalaya Publishing House
4. Sharma, K., Project Management, , New Dlihi, 2003.
5. Ramaraju, T., Project Management in the emerging Environmental Globalisation, Himalaya, Mumbai, 2002.
6. Harrison, F.L., Advanced Project Management, A Structured Approach, 1992.
7. Richman, Larry, Project Management: Step by Step, Prentice Hall India

Elective Groups: (3 papers or courses)

PA-EA or EB – 4, 5 & 6.

Elective Groups:

Group EA: Human Resources Management:

PA-EA-04 Industrial Relations:

1. Indian Industrial Relations- An Overview, Influence of Technology on I.R.
2. Meaning & nature of grievance – Grievance Redressal Procedure - Discipline and its enforcement.

3. Industrial Dispute – Causes, prevention and settlement. Process and procedure in Industrial disputes settlement. Workers Participation in management.
4. Legal framework of Industrial relations – Trade Unions and I.R.

Selected Readings:

1. Sarma, A.M., Industrial Relations, Himalaya, Mumbai, 2002.
2. Ghosh, B., Industrial Relations in Developing Economy, Himalaya, Mumbai, 2001.
3. Subramani & Shah, Rajendra A., HRM and Industrial Relations, Himalaya, 2001.

PA-EA-05 Human Resources Development:

1. Concept of H.R.D., - Its processes, methods and techniques;
2. Functions of HRD – Job evaluation- description and analysis, recruitment, training, placement, promotion & transfer, appraisal etc.,
3. The concept of Human Resource Audit – Its objective and methods – Strategies and issues in HRD.
4. Case studies in HRD.

Selected Readings:

1. Arya, PP & Tandon, B.P., Human Resources Development, Deep & Deep, New Delhi, 1995.
2. Rao, T.V, Human Resources Audit., Response- Sage, New Delhi, 1999.
3. Pareek, U., & Rao, T.V., Designing and Organizing Human Resource System, Oxford-IBH, New Delhi, 1992.

PA-EA-06 Safety Management:

1. Concept, nature and Scope of Safety Management – An Introduction to Industrial Safety Management .
2. Safety Management – Planning, Organizing, Directing and Monitoring. Principles and Practices.
3. Accident Prevention – Safety Education and Training.
4. Employee Participation – Human Factors in Safety.

Selected Readings:

1. Anton, Thomas I., Occupational Safety and Health Management, Mcgraw Hill, Singapore, 1989.
 2. Krishna, N.V., An Introduction to Safety Engineering and Management, Latest Edn.
 3. Heinnch, H.V., Prevention of Industrial Accidents, Mcgraw Hill.
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Group EB: Crisis Management:

PA-EB-04 Police Management:

- 1) Development of Policing in India; Meaning , Nature , scope and importance of police functions ;Role of police in a civil society.
- 2) Police Administration – Tasks and functions; objectives of Policing-Law and Order maintenance-the problems and issues; Reformative and punishment-oriented policing – Relationship with prison Administration.
- 3) Machinery for Police Management in India - Control over police – External and internal – Role of the Mass media. Machinery for setting citizen's grievances.
- 4) Issues and problems of policing and Police Administration in contemporary times – The emergence & role of Police employee's Union.

Selected Readings:

- 1) Bhardwaj, R.K. Indian Police: Administration, National Publishing House, New Delhi, 1978.
 - 2) Reghavan, R.K. Indian Police: Problems, Planning and perspectives: Manohar, New Delhi, 1989.
 - 3) Trilok Nath., Indian Police Administration, A Guide for Police Officers, Sterling, New Delhi, 1983.
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PA-EB-05 Issues in Population Policy:

This course deals with the issues and problems relating to Population growth and its impact on Developments in social, economic & political sectors.

1. Population policy in India – Development and population growth.
2. Strategies for Family Planning – FP programmes in India – Health and FP.
3. Education and FP – Role of NGOs in Female literacy and FP.
4. Populations pressures – Its impact on Political Economy, Democracy and Quality of Life.

Selected Readings:

1. IIPA., India's Population Policy and Its Implementation , July-Sept.1992, IIPA, New Delhi.
 2. Kohli-Chandra, Shanta., Family Planning Programmes in India, Mittal, New Delhi.
 3. Singh Sehla, B.P., Population Policy and law, Deep & Deep, New Delhi, 1992.
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PA-EB-06 Public Health Management:

1. The Concept of Public Health; Meaning, nature, scope and objectives of Public Health Care Administration in India; Health care as a component of Social policy; Population and Health Care; Role of the WHO in Health Care.
2. Public Health Policies in India – Agencies involved in Policy formulation – Development of Public Health and Health Care in successive Five – year plans.
3. Machinery for administering Public Health Administration-Scope and role
4. Meaning and Scope of Primary Health Care – Administration of Primary Health Centres at the State level-Issues and problems in Primary Health Administration with particular reference to trained personnel and finance. A critical evaluation of Health Care Administration.

Selected Readings:

1. Goel, S.L., Public Health Management in India, (Vols. I to IV), Deep and Deep, New Delhi, 2002.
 2. Rameswaram, G., Medical Health Administration in Rural India, Ashish, New Delhi.
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Global Optional:

PA-GO-04: Disaster Preparedness for Citizens:

1. Introduction to Disasters – Nature and Classification of Disasters – Profile of Disasters: Global, National, Regional.
2. Disaster Preparedness – Strategy and framework for Preparedness; Role of the Government, Media, Citizens and NGOs in Disaster Mitigation.

Suggested Readings:

1. Sharma, V.K (ed)., Disaster Management, NCDM, IIPA, New Delhi, 1994.
 2. Singh, K.S. (ed)., Disaster Management, Mittal, New Delhi, 1998.
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