

**DEPARTMENT OF PUBLIC ADMINISTRATION
VEER NARMAD SOUTH GUJARAT UNIVERSITY,
SURAT.**

**M.A.(Public Administration) SYLLABUS
Academic Year 2020-21**

SEMESTER I:

Paper	Compulsory/Optional	Lectures/week	Tutorials/week
PA-C-01	Principles of Public Administration	4	1
PA-C-02	Issues in Indian Administration	4	1
PA-C-03	Comparative Public Administration	4	1
PA-C-04	Economic policy and Administration	4	1
PA-C-05	Public Personnel Administration	4	1

SEMESTER II:

Paper	Compulsory/Optional	Lectures/week	Tutorials/week
PA-C-06	Bureaucracy and Organization	4	1
PA-C-07	State and District Administration in India	4	1
PA-C-08	Administrative law	4	1
PA-C-09	Social Policy and Administration	4	1
PA-C-10	Research Methodology	4	1

SEMESTER III:

Paper	Compulsory/Optional	Lectures/week	Tutorials/week
PA-C-11	Introduction to Public Policy	4	1
PA-C-12	Management of Financial System	4	1
PA-EA/EB-01	Elective course –Paper 1 from EA or EB elective group	4	1
PA- EA/EB-02	Elective course –Paper 2 from EA or EB elective group	4	1
PA- EA/EB-03	Elective course –Paper 3 from EA or EB elective group	4	1

Semester IV:

Paper	Compulsory/Optional	Lectures/week	Tutorials/week
PA-C-13	Ethics and Governance	4	1
PA-C-14	Project Management OR Dissertation based on Project Research (In lieu of above 2 compulsory papers)	4 Project Guidance- 2 hours/week	1 Field work 6 hours/week
PA-EA/EB-04	Elective course –Paper 4 from EA or EB elective group	4	1
PA- EA/EB-05	Elective course –Paper 5 from EA or EB elective group	4	1
PA- EA/EB-06	Elective course –Paper 6 from EA or EB elective group	4	1

Elective Groups:

Group EA: Human Resources Management (HRM)

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

: Detailed Syllabus:

Semester I: Compulsory or Core Papers:

PA-C-01 Principles of Public Administration:

Units	Topics
1.	Meaning Nature and Scope of Public Administration. Relationship with other Social Sciences. Importance of Public Administration in modern society.
2.	Public and Private Administration. Evolution of the Study of Public Administration. New Public Administration, New Public Management Perspective.
3.	Principles of Organization: Formal and Informal Organization, Hierarchy, Span of Control , Unity of Command, Coordination, Centralisation – Decentralisation
4.	Chief Executive, Line , Staff and Auxiliary Agencies, Decision- Making, Leadership Delegation, Supervision, Communication.
5.	Accountability, control and responsiveness of Public Administration in the context of good governance.

Selected Readings:

1. Cox III, Raymond et.al., -Public Administration in Theory and Practice, Pearson Education, New Delhi.
2. Henry, Nicholas., -Public Administration and Public Affairs, PHI, New Delhi, Latest Edition.
3. White L.D. - Introduction to the Study of Public Administration
4. Basu, Rumki., -Public Administration: Theory and Concepts, Latest Edition.
5. Avasthi A & Maheswari S.R. - Public Administration
6. Sharma M.P. - Principles and Practice of Public Administration
Kitab Mahal Publication
7. Marx F.M. - Elements of Public Administration
Prentice Hall New Delhi

PA-C-02 Issues in Indian Administration:

Units	Topics
1.	Evolution of the Indian Administration, British influence on Indian Administration, Continuity and Change.
2.	Constitution and Indian Administration, Salient Features of the Indian Constitution
3.	The Union Executive: The President, The Prime Minister, The Cabinet, The Council of Ministers. The Organization and working of Central Secretariat and Executive Agencies, Cabinet Secretariat, Prime Minister's Office.
4.	The detail study of the Ministry of Home Affairs and the Ministry of External Affairs
5.	The Study of Union- States Relationship : Legislative, Administrative and Financial.

Selected Readings:

- | | |
|-------------------------------|--|
| 1. Maheswari,S.R., | -Indian Administration, Latest Edition.
Agrawal Publisher , Agra, |
| 2. Basu, Durga Das., | -Introduction to the Constitution of India,
Latest Edition PHI, New Delhi. |
| 3. Mishra, B.B. | - Administrative History of India, Vols. I & II,
Allied Pub., Bombay. |
| 4. Avasthi & Avasthi | - Indian Administration, Latest Edition.
Agrawal Publisher , Agra. |
| 5.Chanda Ashok | - Indian Administration. |
| 6.Bhambri C. P. | - Public Administration in India . |
| 7.Arora R. K. and Goyal Rajni | - Indian Public Administration: Institutions and
Issues , Latest Edition.
New Age Publication. |

PA-C-03 Comparative Public Administration

Units	Topics
1.	Emergence of the concept, nature, scope, and significance of Comparative Public Administration
2.	Approaches and methods of the study of Comparative Public Administration: Structural –functional, behavioural, systems and ecological
3.	Public Administration and environmental influences
4.	Comparison of the important features of administrative systems of U.S.A., U.K., France and Russia
5.	Recent contributions to the study of Comparative Public Administration

Selected Readings:

- | | |
|-------------------------------|--|
| 1. Almond Gabriel A., et.al., | - Comparative Politics Today, Pearson Education, 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. |
| 4. Riggs F.W. | - Administration in Developing Countries. |
| 5. Finer Herman | - Theory and Practice of Modern Government |
| 6. Arora R. K. | - Perspectives in Administrative Theory |

PA-C-05 Public Personnel Administration :

Units	Topics
1.	Meaning, nature, scope, and significance of Public Personnel Administration
2.	Leading features of Public Personnel Administration in India, U.K., France and U.S.A.
3.	Development of Civil Service in India – Features and Issues in Civil Service Administration
4.	Comparative assessment of the Personnel Systems of U.K., France and U.S.A.
5.	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,
3. Shafritz, Jay M et.al.,	- Personnel Management in Government, Marcel Dekker, New York.
4. Stahl Glenn O	- Public Personnel Administration Latest Edition
5. Nigro and Nigro	-New Public Personnel Administration
6.Maheswari S.R.	- (1)The Civil Service in Great Britain (2) Higher Civil Service in France
7.Government of India	- First and Second A. R. C. reports on Personnel Administration

Semester II: Compulsory or Core Papers:

PA-C-06 Bureaucracy and Organization:

Units	Topics
1.	The Concept of Bureaucracy – Max Weber’s formulations and its Criticisms. The concept of Administrative State, Bureaucracy and Political Ideology- Marx’s interpretation of Bureaucracy.
2.	Theories of Organization – classical and neo- classical, features of Open and Closed models.
3.	Formal and Informal Organizations.
4.	Bureaucracy and development : Role of Bureaucracy in development of the nation.
5.	The debureaucratization process – its relevance and rationale; Issues in Bureaucratic Culture and behavior.

Selected Readings:

1. Marx F.M.	-The Administrative State: An introduction to Bureaucracy
2. Blau Peter & Marshall Meyer	- Bureaucracy in a Modern Society
3. Lane, Jan Erik (ed).,	-Bureaucracy and Public Choice.
4. Jacoby, Henry.,	-The Bureaucratization of the World.
5. Lynch, T.D.,	-Organization Theory and Management, Marcel Dekker, New York.

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

Units	Topics
1.	Constitutional provisions relating to State Governments in India , Growing importance of the State Administration in India.
2.	Political Executive : The Governor, The Chief Minister and Council of Ministers- powers , role and functions.
3.	Structure and functions of the State Secretariat- Role of the Board of Revenue, State Finance Commission, other important authorities at State level.
4.	District Administration– evolution, nature, scope and significance. The role of District Collector, structure and functions of district administration.
5.	Rural and Urban Development Administration – Constitutional Provisions – Assessment of the working of the Panchayati Raj and Urban Municipal Bodies.

Selected Readings:

- | | |
|--------------------------------|--|
| 1. Khera S.S. | - State and District Administration |
| 2. Maheswari, S.R., | -State Administration in India., Latest Edition. |
| 3. Mishra, B.B., | -District Administration in India. |
| 4. Shukla, J.D., | -State and District Administration in India. |
| 5. Arora R. K. and Goyal Rajni | -Indian Public Administration: Institutions and Issues, Latest Edition.
New Age Publication |
| 6. Government of India | - 2 nd ARC reports on State and District Administration |

PA-C-08 : Administrative Law

Units	Topics
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
5.	Constitutional Protection to Civil Servants.

Selected Readings:

1. Griffith and Street	-Principles of Administrative Law
2. Wade, H.W.R.,	-Administrative Law, latest Edition.
3. Kagzi, M.C.J.,	-Indian Administrative Law, Latest Edition.
4. Indian Law Institute:	-Delegated Legislation in India.

PA-C-09 Social Policy and Administration:

Units	Topics
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 - social case work, group work, community Organization
4.	Role of voluntary agencies and their relationship with Public Administration.
5.	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. |
| 4. Friondlandor | - Introduction to Social Welfare |
| 5. Marsh D.C. | - An Introduction to Social Administration. |

Units

Topics

1. Meaning, nature, and scope of Social Research. Significance of Social Research
2. Methodological approaches to Social Sciences –The Scientific Methods (Methods in Methodology) – Meaning-Definition –Variable in general – The Dependent Variable – The Independent Variable – Parameters.
3. Concepts of Research – Formation of a problem – Meaning of Theory – Concepts – Laws – Experiment – Models – Deductions.- Research Design.
4. Collection of data – Survey method – Questionnaire Method-schedule Method – Secondary Sources- Through documents, reports and research publications- Sampling Procedure.
5. 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, & Wilkinson, | -Methodology and Techniques of Social Research,
Latest Edition. |
| 4. Goode and Hatt | -Methods in Social Research
Mcgraw Hill |
| 5.Selltiz Claire, Jahoda et al | - Research Methods in Social Relations. |

Semester III:

Compulsory or Core Papers:

PA-C-11 Introduction to Public Policy:

Units	Topics
1.	The concepts and significance of Public Policy
2.	Public Policy: Institutionalism, Political Process, Public Choice; Models- Optimality, Interest aggregation and articulation, instrumentalism and rational choice; Theories- Game, group and elite theories.
3.	Policy making process: Policy cycles and process, feasibility, influence, impact and constraints of social, cultural, economic and technological factors.
4.	Policy Monitoring and Evaluation ; Policy Analysis-Role of Stakeholders, Techniques and methods – Empirical and normative.
5.	New Policy Initiatives on issues of Governance – 2014 onwards. . . .

Suggested Readings:

1. Anderson J.E.,	-Public Policy-Making: An Introduction, Boston,Houghton
2. Birkland Thomas A.,	- An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making
3. Dror.Y,	- Public Policy making Re-examined, 2nd ed., San Francisco, Chandler.
4. Dye Thomas	- Understanding Public Policy Singapore, Pearson Education
5. Fischer, Frank,	- Evaluating Public Policy Chicago Nelson Hall.
6. Lasswell Harold,	- A Preview of Policy Sciences New York, Elsevier.
7. Lerner, D. and H.D.Lasswell (eds.),	-The Policy Sciences Stanford University Press.
8. Ganapathy.S. et.al.	-Public Policy and Policy Analysis in India Sage, New Delhi, 1985.
11. Government of India	-Policy Making in Government Publications Division,

Units	Topics
1.	Meaning, nature and scope of Financial Administration
2.	Theories of Budget – Principles and characteristics.
3.	Budgetary Process – Preparation, Parliamentary approval and execution – Principles of Taxation.
4.	Control over financial system – CAG & Parliament. Implications of Structural Adjustment on Financial System.
5.	Financial Relations between the Union and the states – Role of the Finance Commission and Niti Aayog in distribution of resources to states.

Selected Readings:

1. Lall., G.S., -Public Finance and Financial Administration in India
Latest Edition
H.B.Kapoor, New Delhi
2. Thavaraj, M.J.K., -Financial Administration in India
Latest Edition
S.Chand & Co, New Delhi,
3. Thakur, R.N. -Centre-State Financial Relations and Planning in India,
Deep & Deep, New Delhi
- 4.Goal S.L. - Financial Administration and Management
Sterling, New Delhi
- 5.Handa K. L. - Financial Administration
I.I.P.A. New Delhi

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

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

Selected Readings:

- | | |
|------------------------|---|
| 1. Linda Maund., | -Introduction to Human Resources Management,
Palgrave, Suffolk |
| 2. V.S.P.Rao. | -Human Resources Management,
Excel, New Delhi, latest Edition. |
| 3. George W. Bohlander | - Principles of Human Resource Management
and Scott A. Snell |
| 4. Ashwathapa K. | - Human Resource Management |
| 5. Prasad L.M. | - Human Resource Management |

PA-EA-02: Organizational Behaviour and Development:

Units

Topics

1. Organizational Behaviour- Definition, Need for studying OB,
2. Organizational Psychology and dimension of human behaviour; Individual Behaviour and Group Behaviour
3. Organisational Behaviour and Culture; its relevance to OD.
4. Organizational Development and Change -
5. 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)

PA-EA-03 Government and Labour Welfare Policy:

Units	Topics
1.	Meaning, nature, scope and functions of Labour Welfare 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.
5.	Problems of Labour Welfare Administration in India.

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
4. Singh R.C. P. - Labour Welfare Administration in India.
5. Misra S. N. - An Introduction to Labour and Industrial Law.

Group EB: Crisis Management:

PA-EB-01 Disaster Management:

Units	Topics
1.	Introduction to Disasters – Nature and Classification of Disasters – Profile of Disasters: Global, National, Regional.
2.	Managerial process in Disaster Management : Disaster Management Cycle, Vulnerability and risk analysis Machinery for Disaster Management in India
3.	Management of rehabilitation- Damage and need assessment – reconstruction and rehabilitation.
4.	Role of Voluntary Organizations and Media in Disaster Management.
5.	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.
4. Government of India - Disaster Management in India

PA-EB-02 Water Resources Management:

Units

Topics

1. Meaning, Nature , Scope and Significance of Water Resources management
2. Water Resources management – Challenges and Strategies – Management of water for Sustainable Development.
3. National Water Policy – Integrated Water Resources Development – Role and responsibility of the Government – Issues and problems in implementation.
4. Water Resources Development and problems in different sectors – Forests, Flood, Poverty Alleviation, Irrigation.
5. 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. |

PA-EB-03 Environmental Policy and Administration:

Units

Topics

1. 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.
2. Nature, scope and role of the State in environment-related issues ; Environmental policy in India .
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

Semester IV:
Compulsory or Core Papers:
OR

PA-C- 13: Ethics and Governance:

Units	Topics
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.

Selected 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.Chaturvedi TN(ED) -	-Ethics in Public Life IIPA New Delhi 1996
8.Dwevedi OP,	-Public Service Ethics IIAS Belgium
9.Fredrickson H G and Ghere R K	-Ethics in Public Management, New York ME Sharp
10.L.N.Rangarajan (Ed):	- Kautilya-The Arthshastra Penguin Classics, 1992
11.ARC 1 AND II Reports	
12.UN Reports	

PA-C-14: Project Management

Units

Topics

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 Delhi, 2003.
5. Ramaraju, T., - Project Management in the emerging Environmental Globalization, Himalaya, Mumbai, 2002.
6. Harrison, F.L., -Advanced Project Management, A Structured Approach.
7. Richman, Larry, -Project Management: Step by Step, Prentice Hall India

PA-C-15: DISSERTATION (Field work)

Note: The dissertation is in lieu of two theory papers .

Elective Groups: (3 papers or courses)

PA - EA or EB – 04, 05 & 06.

Elective Groups:

Group EA: Human Resources Management:

PA-EA-04 Industrial Relations:

Units	Topics
1.	Need and importance of Industrial relations.
2.	Indian Industrial Relations- An Overview, Influence of Technology on I.R.
3.	Meaning & nature of grievance – Grievance Redressal Procedure - Discipline and its enforcement.
4.	Industrial Dispute – Causes, prevention and settlement. Process and procedure in Industrial disputes settlement. Workers Participation in management.
5.	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:

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

Selected Readings:

- | | |
|-----------------------------|--|
| 1. Arya, PP & Tandon, B.P., | -Human Resources Development,
Deep & Deep, New Delhi |
| 2. Rao, T.V, | -Human Resources Audit.,
Response- Sage, New Delhi |
| 3. Pareek, U., & Rao, T.V., | -Designing and Organizing Human Resource System,
Oxford-IBH, New Delhi. |
| 4. Tripathi P.C. | - Human Resources Development |
| 5. Ashwathapa K. | - Human Resource Management |

PA-EA-06 Safety Management:

Units

Topics

1. Concept, nature and Scope of Safety Management.
2. An Introduction to Industrial Safety Management .
3. Safety Management – Planning, Organizing, Directing and Monitoring. Principles and Practices.
4. Accident Prevention – Safety Education and Training.
5. 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,
3. Heinnch, H.V., -Prevention of Industrial Accidents, Mcgraw Hill.

Group EB: Crisis Management:

PA-EB-04 Police Administration:

Units

Topics

1. The Concept of Police and Development of Policing function in the society.
2. Importance of policing functions ;Role of police in a civil society.
3. 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.
4. Police Administration in India – Structure and functions, Control over police – External and internal
5. Issues and problems of policing and Police Administration in contemporary times

Selected Readings:

1. Misra S.C. - Police Administration in India
2. Bhardwaj, R.K. -Indian Police: Administration, National Publishing House, New Delhi
3. Reghavan, R.K. -Indian Police: Problems, Planning and perspectives: Manohar, New Delhi.
4. Trilok Nath., -Indian Police Administration, A Guide for Police Officers Sterling, New Delhi.
5. Bailey David - Police and Political Development in India
6. Sharma P.D. - Police Administration in India

PA-EB-05 Issues in Population Policy:

Units

Topics

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.

PA-EB-06 Public Health Management:

Units

Topics

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.
2. Rameswaram, G. -Medical Health Administration in Rural India
Ashish, New Delhi.

