PONDICHERRY UNIVERSITY
(A CENTRAL UNIVERSITY)

B.A. PUBLIC ADMINISTRATION
CHOICE BASED CREDIT SYSTEM (CBCS)

Regulations & Syllabus

FOR THE ACADEMIC YEAR
2020 -21 ONWARDS

Syllabus format

1. **Course for which the consideration is made : (Title of Course)UG PUBLIC ADMINISTRATION**
   [Whether run in University campus/Affiliated College separately. University PG (CBCS)/Affiliated college PG/ Affiliated College UG (CBCS)]\AFFILIATED COLLEGE UG (CBCS)

2. Aims, Objectives and Programme Outcomes:

   The B.A (PUBLIC ADMINISTRATION) course aims to impart the students with fundamental knowledge of PUBLIC ADMINISTRATION.

3. Eligibility Criteria for each course:
   Candidates for admission to B.A. (PUBLIC ADMINISTRATION), shall be required to have passed 10 + 2 system of Examination or equivalent with any of Science and Arts, Commerce Subjects.

4. Academic year of the course implementation:2020-2021 ONWARDS

5. Course structure :
   The crediting of MIL, ENG and AECC courses is as per Pondicherry University UG CBCS regulations.

Discipline Specific Core Course (DSC) and Discipline Specific Elective Course (DSE)
At least 60% (72 credits) of the total minimum credit requirement must be earned by the student from DSC and DSE courses as follows in order to obtain the degree: 60 credits from Discipline Specific Core and 12 credits from Discipline Specific Elective courses.

Discipline Specific Core Course (DSE)
The six 4 credit papers to be credited under DSE can be credited from Discipline Specific Elective specialization stream courses as follows:

I. Three of the 4 credit courses should be credited from one specialization stream courses or across the different specialization stream courses specified in the curriculum.

II. The remaining three of the 4 credit courses may be credited from

a. Another specialization stream courses of the curriculum or across the different specialization stream courses specified in the curriculum without any overlap of courses credited in I above.

<div align="center">or</div>

b. Another specialization stream courses or across the different specialization stream courses in the curriculum of other UG Computer Science Disciplines of study without any overlap of courses credited in I above.

<div align="center">or</div>

c. An assortment of the above options in II a and IIb.

Open Elective Courses

Any 2 of the 3 credit Open Elective Courses specified in the curriculum (B.A. PS) could be credited to constitute the 6 credits or substituted with Open elective courses in the curriculum of other UG Political Science disciplines of study that add proficiency to the students - with the advice of the Faculty Advisor or an assortment of these without any overlap of courses.

1. Faculty to Students Ratio

The Faculty to Student Ratio in all the practical / laboratory classes shall be maintained at 1:25.

2. Pattern of Examination

I. The End-Semester examination and internal assessments for MIL, ENG, AECC, DSC, GE and OE courses are as per Pondicherry University UG CBCS regulations.

II. The marks for attendance (5 marks) applies to all courses and the awarding of attendance marks is as per Pondicherry University UG CBCS regulations.

1. The End-Semester examination for each course in a Programme of Study shall be conducted by the Pondicherry University for a maximum of **75 Marks** and Internal Continuous Assessment for **25 Marks**.

2. Internal assessment for all theory courses shall be done on the basis of at least two Internal Assessment tests (15Marks), term papers/assignments/seminars/case demonstrations/ presentations/write-ups/viva etc. (5 Marks) and attendance (5 Marks). The following weightage shall be given to attendance:

<div align="center">

95% - 100% (5 Marks)
90% - 94%   (4 Marks)
85% - 89%   (3 Marks)
80% - 84%   (2 Marks)
75% - 79%   (1 Mark)

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3. A schedule of Internal Assessment tests shall be prepared by each College commonly to all departments in the beginning of each semester. Internal Assessment marks shall be displayed a week before the commencement of end semester examinations.

4. End-semester examination shall be conducted for all courses offered. The duration of the end-semester examination shall be 3 hours.

5. No student with less than 75% in any particular course shall be permitted to attend the end-semester examination and shall be given grade FA-failure due to lack of attendance. However, an overall condonation of 10% is permitted for valid reasons (NCC, NSS, Swachh Bharat) or medical reasons. A student who has been awarded FA shall repeat the course when offered. The Principal/Head of the Department shall ensure that the candidate is informed about the lack of attendance before the commencement of end-semester examination and confirm that such candidates are not permitted to write the examination.

6. To pass a course the student must secure minimum of 50 out of 100 Marks (50%) in the internal and the end-semester examination put together.

7. Revaluation and re -totaling of the answer scripts shall be allowed within the stipulated period of time as decided by the Controller of Examinations (COE) after paying the required amount of fee.

8. A failed student who meets the attendance requirement may be permitted to register for the next end-semester examination in the following semester itself.

Passing Minimum

Passing Eligibility and classification for the award of the Degree is as per Pondicherry University UG CBCS regulations.

Other aspects of CBCS not covered in this document by default conforms to the Pondicherry University UG CBCS regulations.

Break up of internal marks/University examinations, as per CBCS University Regulations except for program covered under statutory bodies/Councils

6. Learning outcomes (Course outcomes) for each course: ***See the detailed syllabus***

7. Syllabus (course content):***See the detailed syllabus***

8. Instructional materials: ***See the detailed syllabus***

9. Text Books and Reference Books : ***See the detailed syllabus***

Question paper pattern for all papers:

MODEL QUESTION PAPER

B.A. PUBLIC ADMINISTRATION

DEGREE EXAMINATION, MAY/ DECEMBER XXXX.

First Semester

CONSTITUTION OF INDIA

Time: Three Hours   Maximum: 75 Marks

PART- A (10 x 2 = 20 Marks)

Answer ALL Questions

1. Describe the composition of the Constituent Assembly.

2. What do you mean by the Constitution?

3. Define President Rule.

4. What do you mean by Single Citizenship?

5. Write a short note on Zonal Council.

6. Discuss the composition of Lok Sabha.

7. Mention the objectives behind the Parliamentary Forums.

8. Discuss the Special Status of Jammu and Kashmir.

9. What are the Special Provisions for Maharastra and Gujrat?

10. Explain the characteristic features of a Union Territory.

PART- B (5 x 5 = 25 Marks)

Answer ALL Questions choosing either (a) or (b)

11. (a) Write a note on Crown Rule (1858-1947).

Or

(b) Mention about the Committees of the Constituent Assembly.

12. (a) What do mean by Fundamental Rights? Discuss.

Or

(b) Explain the Characteristics of Parliamentary form of Government.

13. (a) Describe the Salient Features of the Constitution of India.

Or

(b) Discuss the Fundamental Duties mentioned in the Constitution.

14. (a) Give reasons why Financial Emergency is imposed.

Or

(b) Discuss the process of General Election in India.

15. (a) Examine the Special Status provided to the State of Jammu and Kashmir.

Or

(b) Write a note on the Special Provisions for Delhi.

PART- C (3 X 10 = 30 Marks)

Answer any THREE Questions

16. Critically examine the merits and demerits of Parliamentary form of Government.

17. Define Fundamental Rights. Discuss all the Fundamental Rights.

18. Examine the President Rule with a suitable example.

19. Explain the Composition and functions of Indian Parliament.

20. Discuss in detail the creation and administration of Union Territories in India.

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TEMPLATE
SCHEME FOR CHOICE BASED CREDIT SYSTEM IN

B.A. PUBLIC ADMINISTRATION
To be implemented from 2020 - 21 onwards

COURSE	SUBJECT CODE	TITLE OF THE PAPER	CREDITS ALLOTTED	
			Lecture	Tutorial /Lab
SEMESTER –I		**20 Credits**		
MIL -1	LTAM 111	Bengali/Hindi/ Malayalam/Sanskrit/ Tamil/Telugu	03	
ENGLISH-1	ENGL 112	FUNCTIONAL ENGLISH – I	03	
DSC-1A	PUPA113	Principles of Public Administration	04	02
DSC-2A	PUPA 114	Constitution of India	04	02
AECC -1	PUPA 115	Introduction to Public Administration	02	
SEMESTER –II		**20 Credits**		
MIL -2	LTAM 222	Bengali/Hindi/ Malayalam/Sanskrit/ Tamil/Telugu	03	
ENGLISH-2	ENGL 223	FUNCTIONAL ENGLISH – II	03	
DSC- 1B	PUPA 224	Public Personnel Administration	04	02
DSC -2B	PUPA 225	Administrative Thinkers	04	02
AECC -2	ENVS 226	Environmental Studies	02	
SEMESTER –III		**20 Credits**		
MIL -3	LTAM 333	Bengali/Hindi/ Malayalam/Sanskrit/ Tamil/Telugu	03	
ENGLISH-3	ENGL 334	FUNCTIONAL ENGLISH – III	03	
DSC- 1C	PUPA 335	Indian Administration	04	02
DSC -2C	PUPA 336	Development Administration	04	02
SEC -1	PUPA 337	Personality Development and Communication Skills	02	
SEMESTER –IV		**20 Credits**		
MIL – 4	LTAM 444	Bengali/Hindi/ Malayalam/Sanskrit/ Tamil/Telugu	03	
ENGLISH-4	ENGL 445	FUNCTIONAL ENGLISH – IV	03	
DSC- 1D	PUPA 446	Public Financial Administration	04	02
DSC -2D	PUPA 447	Public Policy Administration	04	02
SEC – 2	PUPA 448	Secretarial Practice	02	
SEMESTER –V		**20 Credits**		
SEC – 3	PUPA 555	Database Administration	02	
DSE-1A DSE-2A DSE-3A	PUPA 556	Administration of Union Territories	04	01
	PUPA 557	Democracy and Good Governance	04	01
	PUPA 558	Principles of Organization	04	01
	PUPA 559	Social Welfare Administration in India	04	01
	PUPA 560	Rural Local Governance	04	01
GE – 1	PUPA 561	Modern Indian Political Thought	03	
SEMESTER –VI		**20 Credits**		
SEC – 4	PUPA 666	Service Quality Management	02	
DSE -1B DSE -2B DSE -3B	PUPA 667	Contemporary Administrative Systems	04	01
	PUPA 668	Police Administration	04	01
	PUPA 669	Urban Local Governance	04	01
	PUPA 670	Human Rights	04	01
	PUPA 671	International Law	04	01
GE – 2	PUPA 672	Gender Studies	03	

Total Number of Credits 120

PONDICHERRY UNIVERSITY

B.A. PUBLIC ADMINISTRATION
Course Structure & Syllabus

2020-2021 ONWARDS

SEMESTER – I		(20 Credits)
Course Code	**Course**	**Main/Allied**
LTAM 111	Language – I	Foundation (03 Credits)
ENGL 112	Functional English – I	Foundation (03 Credits)
PUPA 113	Principles of Public Administration	Main (06 Credits)
PUPA 114	Constitution of India	Main (06 Credits)
PUPA 115	Introduction to Public Administration	Compulsory (02 Credits)

SEMESTER – II		(20 Credits)
Course Code	**Course**	**Main/Allied**
LTAM 222	Language – II	Foundation (03 Credits)
ENGL 223	Functional English –II	Foundation (03 Credits)
PUPA 224	Public Personnel Administration	Main (06 Credits)
PUPA 225	Administrative Thinkers	Main (06 Credits)
ENVS 226	Environmental Studies	Compulsory (02 Credits)

SEMESTER – III		(20 Credits)
Course Code	**Course**	**Main/Allied**
LTAM 333	Language – III	Foundation (3 Credits)
ENGL 334	Functional English – III	Foundation (3 Credits)
PUPA 335	Indian Administration	Main (06 Credits)
PUPA 336	Development Administration	Main (06 Credits)
PUPA 337	Personality Development and Communication Skills	SEC-1 (02 Credits)

SEMESTER – IV		(20 Credits)
Course Code	**Course**	**Main/Allied**
LTAM 444	Language – IV	Foundation (3 Credits)
ENGL 445	Functional English – IV	Foundation (3 Credits)
PUPA 446	Public Financial Administration	Main (06 Credits)
PUPA 447	Public Policy Administration	Main (06 Credits)
PUPA 448	Secretarial Practice	SEC-1 (02 Credits)

SEMESTER - V		(20 Credits)
Course Code	**Course**	**Main/Allied**
PUPA 555	Database Administration	SEC-3(02 Credits)
PUPA 556	Administration of Union Territories	Main (05 Credits)
PUPA 557	Democracy and Good Governance	Main (05 Credits)
PUPA 558	Principles of Organisation	Main (05 Credits)
PUPA 559	Social Welfare Administration in India	Main(05 Credits)
PUPA 560	Rural Local Governance	Main(05 Credits)
PUPA 561	Modern Indian Political Thought	GE-2(03 Credits)

SEMESTER – VI		(20 Credits)
Course Code	**Course**	**Main/Allied**
PUPA 666	Service Quality Management	SEC-4 (02 Credits)
PUPA 667	Contemporary Administrative Systems	Main (05 Credits)
PUPA 668	Police Administration	Main (05 Credits)
PUPA 669	Urban Local Governance	Main (05 Credits)
PUPA 670	Human Rights	Main (05 Credits)
PUPA 671	International Law	Main(05 Credits)
PUPA 672	Gender Studies	GE-2(03 Credits)

Note:

❖ Of the listed Main Papers in Semesters V and VI any three Discipline Specific Elective (DSE) Papers may be selected and taught per semester, based on the students' choice as well as available faculty specialization.

❖ Two Language Papers in Semesters I to IV (3 Credits each paper), Introduction to Public Administration in Semester I (2 Credits) and Environmental Studies in Semester II (2 Credits) are compulsory papers uniformly designed for all Under Graduate Programmes as per Pondicherry University regulations.

PATTERN OF EXAMINATION

9. The End-Semester examination for each course in a Programme of Study shall be conducted by the Pondicherry University for a maximum of **75 Marks** and Internal Continuous Assessment for **25 Marks**.

10. Internal assessment for all theory courses shall be done on the basis of at least two Internal Assessment tests (15Marks), term papers/assignments/seminars/case demonstrations/ presentations/write-ups/viva etc. (5 Marks) and attendance (5 Marks). The following weightage shall be given to attendance:

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    80% - 84%   (2 Marks)
    75% - 79%   (1 Mark)

11. A schedule of Internal Assessment tests shall be prepared by each College commonly to all departments in the beginning of each semester. Internal Assessment marks shall be displayed a week before the commencement of end semester examinations.

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14. To pass a course the student must secure minimum of 40 out of 100 Marks (40%) in the internal and the end-semester examination put together.

15. Revaluation and re -totaling of the answer scripts shall be allowed within the stipulated period of time as decided by the Controller of Examinations (COE) after paying the required amount of fee.

16. A failed student who meets the attendance requirement may be permitted to register for the next end-semester examination in the following semester itself.

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PUPA 113

PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT-I

1. Meaning, Nature and Scope of Public Administration
2. Importance of Public Administration
3. Evolution of Public Administration

UNIT-II

1. New Public Administration
2. New Public Management
3. Public and Private Administration

UNIT-III

1. Relationships with Political Science, History and Sociology
2. Classical Approach
3. Scientific Management Approach

UNIT-IV

1. Bureaucratic Approach: Max Weber
2. Human Relations Approach **:** Elton Mayo
3. Ecological Approach **:** Riggs

UNIT-V

1. Leadership
2. Communication
3. Decision Making

BOOKS FOR REFERENCE:

1. Avasthi and Maheswari: **Public Administration in India**, Agra:Lakshmi Narain Agarwal,2013.
2. Ramesh K Arora: **Indian Public Administration**, New Delhi: Wishwa Prakashan, 2012.
3. R.B. Jain: **Public Administration in India,21st Century Challenges for Good Governance**, New Delhi: Deep and Deep, 2002.
4. Rumki Basu: **Public Administration:Concept and Theories,** New Delhi:Sterling, 2013.
5. R. Tyagi, **Public Administration**, Atma Ram & Sons, New Delhi, 1983.

PUPA 114

CONSTITUTION OF INDIA

Unit-I

1. Constitutional Development Since 1909 to 1947
2. Making of the Constitution.
3. Constituent Assembly

Unit-II

1. Fundamental Rights
2. Fundamental Duties
3. Directive Principles of State Policy

Unit-III

1. President
2. Parliament
3. Supreme Court

Unit-IV

1. Governor
2. State Legislature
3. High Court

Unit-V

1. Secularism
2. Social Justice
3. Minority Safeguards

BOOKS FOR REFERENCE:

1. Basu. D.D.: **Introduction to Indian Constitution** ; Prentice Hall; New Delhi.
2. Kapur. A.C: **Indian Government and Political System**; S.Chand and Company Ltd., New Delhi.
3. Johari J.C.: **Indian Politics**, Vishal Publications Ltd, New Delhi
4. Agarwal R.C: **Indian Political System**; S.Chand & Co., New Delhi

PUPA 115

INTRODUCTION TO PUBLIC ADMINISTRATION

(Compulsory Course designed as per the directions issued by Government of India, MHRD, Department of Higher Education (Central University Bureau) F.No.19-6.2014-Desk U Dated 19-05-2014)

1. **Introduction**
   Meaning, nature and Scope of Public Administration and its relationship with other disciplines- Evolution of Public Administration as a discipline – Woodrow Wilson, Henry Fayol , Max Weber and others - Evolution of Public Administration in India – Arthashastra – Colonial Administration upto 1947
2. **Public Administration in India**
   Enactment of Indian Constitution - Union Government – The Cabinet – Central Secretariat -– All India Services – Training of Civil Servants – UPSC – Niti Ayog – Statutory Bodies: The Central Vigilance Commission – CBI - National Human Rights Commission – National Women's Commission –CAG
3. **State and Union Territory Administration**
   Differential Administrative systems in Union Territories compared to States Organization of Secretariat: -Position of Chief Secretary, Functions and Structure of Departments, Directorates – Ministry of Home Affairs supervision of Union Territory Administration – Position of Lt.Governor in UT of Puducherry – Government of Union Territories Act 1963 – Changing trend in UT Administration in Puducherry and Andaman and Nicobar Island
4. **Emerging Issues in Indian Public Administration**
   Changing Role of District Collector – Civil Servants – Politicians relationship – Citizens Charter - Public Grievance Reddressal mechanisms — The RTI Act 2005 – Social Auditing and Decentralization – Public Private partnership

BOOKS FOR REFERENCE:

1. A. R. Tya gi: **Public Administration,** Atma Ram Sons, New Delhi, 1983.
2. Appleby P.H: **Policy and Administration**, The University of Alabama Press, Alabama, 1949.
3. Avasthi and Maheswari: **Public Administration in India**, Lakshmi Narain Agarwal, Agra, 2013.
4. Gerald.E. Caden: **Public Administration**, Pablidas Publishers, California, 1982.
5. http://cic.gov.in/, http://www.mha.nic.in/, http://rti.gov.in/, http://www.cvc.nic.in/
6. R.B.Jain: **Public Administration in India,21st Century Challenges for Good Governance,** New Delhi, Deep and Deep, 2002.
7. Ramesh K Arora: **Indian Public Administration,** New Delhi, Wishwa Prakashan 2012.
8. Ramesh K.Arora: **Public Administration, Fresh Perspective**, Alekh publishers, Jaipur.
9. Rumki Basu: **Public Administrationn: Concept and Theories**, New Delhi, Sterling, 2013.

PUPA 224

PUBLIC PERSONNEL ADMINISTRATION

UNIT-I

1. Meaning, Scope and Importance of Personnel Administration
2. Types of Personnel Systems: Bureaucratic, Democratic and Representative systems

UNIT-II

1. Generalist Vs Specialist
2. Civil Servants' Relationship with Political Executive
3. Integrity in Administration.

UNIT-III

1. Recruitment : Direct Recruitment and Recruitment from Within
2. Training : Kinds of Training
3. Promotion

UNIT-IV

1. All India Services
2. Service Conditions
3. State Public Service Commission

UNIT-V

1. Employer Employee Relations
2. Wage and Salary Administration
3. Allowances and Benefits

BOOKS FOR REFERENCE:

1. Stahl Glean O: Public Personnel Administration
2. Parnandikar Pai V.A: Personnel System for Development Administration.
3. Bhambhiru . P: Bureaucracy and Policy in India.
4. Dwivedi O.P and Jain R.B: India's Administrative state.
5. Muttalis M.A: Union Public Service Commission.
6. Bhakara Rao .V: Employer Employee Relations in India.
   Davar R.S. Personnel Management & Industrial Relations

PUPA 225

ADMINISTRATIVE THINKERS

Unit-I

1. Kautilya
2. Woodrow Wilson

Unit-II

1. F.W Taylor
2. Henry Fayol

Unit-III

1. Elton Mayo
2. Max Weber

Unit-IV

1. C.I. Barnard
2. Peter Drucker

Unit-V

1. Abraham Maslow
2. F. Herzberg

BOOKS FOR REFERENCE:

1. Rajesh Chauhan: **New Thinkers in Public Administration Contents and Views,** Book Enclave Jaipur, 2013.
2. S.K. Chatierjee: **Administrative Theory,** New Delhi, Surjeet Publications, 2011.
3. Dr. N.K. Singh: **Public Administration Research and Practice,** ALP Books, New Delhi, 2015.
4. Dr.Chandra Prakash: **Public Administration: Policy, Politics and Practice**, Astha Publishers, Delhi, 2015.
5. D.Ravindra Prasad, V.S Prasad, P. Sathiyanarayana, Parthasarathy: **Administrative Thinkers,** Sterling Publications , New Delhi, 2010.

ENVS 226

ENVIRONMENTAL STUDUES
UNIVERSITY GRANT COMMISSION

Ability Enhancement Compulsory Course (AECC-Environmental studies)

Unit-I : Introduction to environmental studies
❖ Multidisciplinary nature of environmental studies
❖ Scope and importance; Concept of sustainability and sustainable development
                                                              (2 Lectures)

Unit-II : Ecosystem
❖ What is an ecosystem ?structure and function of eco system ,energy flow in eco system, food chain, food webs and ecological succession, case studies of following ecosystems;
    a) Forest ecosystem
    b) Grassland ecosystem
    c) Desert ecosystem
    d) Aquatic ecosystem (ponds, streams ,lakes, rivers, oceans ,estuaries)
                                                              (6 Lectures)

Unit-III: Natural Resources: Renewable and Non-renewable Resources
❖ Land resources and land use change ; land degradation, soil erosion and desertification
❖ Deforestation: Causes and impacts due to mining, dam building on environment forest, biodiversity and tribal population
❖ Water: Use and over-exploitation of surface and groundwater, floods, droughts, conflict over water (International and Interstate)
❖ Energy Resources: Renewable and non-renewable energy sources, use of alternat energy sources, growing energy needs, case studies.   **(8 Lectures)**

Unit-IV: Biodiversity and Conservation
❖ Levels of biological diversity: genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots.
❖ India as a mega biodiversity nation; Endangered and endemic species of India
❖ Threats to bio diversity : Habitat loss, poaching of wild life, man-wildlife conflicts, biological invasions; Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity
❖ Ecosystem and biodiversity services : Ecological, economic, social, ethical, aesthetic and informational value   **(8 Lectures)**

Unit-V: Environmental Pollution
❖ Environmental Pollution: Types, causes, effects and controls; Air, water, soil, and noise pollution
❖ Nuclear Hazards and human health risks
❖ Solid waste management : Control measures of urban and industrial waste
❖ Pollution case studies   **(8 Lectures)**

Unit-VI: Environmental Policies & Practices

- ❖ Climate Change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- ❖ Environment Laws: Environment Protection Act; Air (Prevention and Control of Pollution) Act; Water (Prevention and Control of Pollution) Act, Wildlife Protection Act; Forest Conservation Act, International Agreements: Montreal and Kyoto Protocols and Convention of Biological Diversity (CBD)
- ❖ Nature Reserves, tribal population and rights and human wildlife conflicts in Indian context **(7 Lectures)**

Unit-VII: Human Communities and Environment

- ❖ Human population growth: Impacts on environment, human health and welfare
- ❖ Resettlement and rehabilitation of project affected persons; case studies
- ❖ Disaster Management: floods, earthquake, cyclones and landsides
- ❖ Environmental Movements: Chipko, Silent Valley, Bishnois of Rajasthan
- ❖ Environmental Ethics: Role of Indian and other religions and cultures in environmental conservation
- ❖ Environmental Communication and Public Awareness; case studies (e.g., CNG vehicles in Delhi) **(6 Lectures)**

Unit-VIII: Field Work

- ❖ Visit to an area to document environmental assets: river/forest/flora /fauna, etc.
- ❖ Visit to a local polluted site: urban /rural /industrial/agricultural
- ❖ Study of common plants: insects, birds and basic principles of identification
- ❖ Study of simple ecosystems: pond, river, Delhi Ridge, etc. **(Equal to 5 Lectures)**

SUGGESTED READINGS:

1. Carson, R: 2002. Silent Spring, Houghton Mifflin Harcourt
2. Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. University of California Press.
3. Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge.
4. Gleick, P.H. 1993. Water in Crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll: Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R.Edward,and Pandit, M.K.2013. Threats from India's Himalaya Dams. Science, 339:36-37.
7. McCully,P.1996, Rivers No More: The Environmental Effects of Dams (pp.29-64). Zed Books.
8. McNeill, John R.2000, Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Odum,E.P., Odum,H.T.& Andrews, J.1971, Fundamentals of Ecology. Philadelphia: Saunders.
   Pepper, I.L., Gerba,C.P.& Brusseau, M.l, 2011 . Environmental and Pollution Science. Academic Press.

PUPA 335

INDIAN ADMINISTRATION

Unit-1

1. Evolution of India Administration
2. Parliamentary Democracy
3. Indian Federal System

Unit-II

1. President
2. The Prime Minister and the Council of Ministers
3. Prime Minister's Office
4. Ministry of Home Affairs

Unit-III

1. All India Services and Central Civil Services
2. Union Public Service Commission
3. Central Vigilance Commission

Unit-IV

1. Governor
2. Chief Minister and Council of Ministers
3. State Public Service Commission

Unit-V

1. Urban local government
2. Rural local government
3. 73rd and 74th Constitutional.

BOOKS FOR REFERENCE:

1. R. K. Arora & Rajni Goyal: **Indian Public Administration: Institutions and Issues**, 2005

2. Mohit Bhattacharya: **New Horizons of Public Administration**,Jawahar Publishers, 2013.

3. Shriram Maheshwari*: Indian Administration,* Jawahar Publishers, New Delhi, 2008

4. Hoshiar Singh and Mohinder Singh : **Public Administration in India**

5. Chaturvedi T.N.: **State Administration in India,** IIPA, New Delhi. 1998.

PUPA 336

DEVELOPMENT ADMINISTRATION

UNIT - I

Introduction: Development and its dimensions; Development and Modernization; Approaches to Development; Ecology of Development Administration

UNIT - II

Conceptual Constructs: Development Administration – Nature, scope and objectives; Features and Significance of Development Administration

UNIT - III

Sustainable Development and Anti Development; Contribution of Ralph Braibanti, Edward Weidner, Fred W. Riggs and Dwight Waldo

UNIT - IV

Issues: Globalization and Development Administration; Emergence of Non-State Actors in Development Administration; Gender Parity in Development; Role of Bureaucracy in Development

UNIT – V

New Perspectives of Development: Public Private Partnership; Corporate Social Responsibility; Inclusive Development; Sustainable Development Goals (SDGs); Human Development Indicators and Social Audit

BOOKS FOR REFERENCE:

1. Barnett, A Doak and Riggs, Fred Warren (1970); **Frontiers of Development Administration**, Duke University Press: USA.
2. Dwivedi,O P (1994); **Development Administration: From Under-development to Sustainable Development**, Macmillan: UK
3. Palekar, S L (2012); **Development Administration**, PHI Learning: New Delhi
4. Puri, K K and Barara, G S (2013); **Development Administration in India** (Hindi). Bharat Prakashan: Jalandhar
5. Ramulu, Ch. Bala (2016); **Governance of Food Security Policies in India**, Kalpaz Publications: New Delhi
6. Ramulu, Ch. Bala (2000); **Technology and Rural Development**, Rawat Publications: Jaipur
7. Ramulu, Ch. Bala (1999); **International Organizations and Rural Employment Programs in India: Emerging Trends**, Om Publishers: Faridabad, New Delhi
8. Sapru, R K (2008); **Development Administration**, Sterling : New Delhi

PUPA 337

PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS

<u>**UNIT - I**</u>

Personality Development, Decision Making and Communication: Personality Development - Concept; Skills and Value orientation of personality development; stages of personality development; factors affecting personality development; personality traits; Concepts - Creativity: Attitudes and Etiquettes. Communication - meaning, importance, communication skills, verbal & non-verbal communication. Decision making - meaning, importance, determinant factors and techniques

<u>**UNIT - II**</u>

Managing Self - Mind and Motivation, Leadership and Conflict Resolution: Managing Self - Mind, Body and Soul; Motivation - meaning, theories and types. Leadership - meaning, types, functions and various theories. Conflict - meaning, reasons and consequences. Conflict Resolution: Need and various approaches and institutions

BOOKS FOR REFERENCE:

1. Adair, John (2009); **Effective Communication (Revised Edition),** Pan MacMillan: London

2. Ajmani, J C (2012); **Good English: Getting it Right,** Rupa Publications: New Delhi

3. Andrews, Sudhir (1988); **How to Succeed at Interviews (21st Reprint),** Tata McGraw Hill: New Delhi

4. Becker, Ethan F. and Wortmann, Jon (2009); **Mastering Communication at Work: How to Lead, Manage, and Influence?**, McGraw Hill: New Delhi

5. Heller, Robert (2002); **Effective Leadership**, D K Publishing: New Delhi

6. Hurlock, E. B. (2006); **Personality Development (28th Reprint)**, Tata McGraw Hill: New Delhi

7. Khan, S R (2014); **Personality Development**, Ramesh Publishing House: Delhi

8. Mile, D. J. (2004); **Power of Positive Thinking**, Rohan Book Company: Delhi

9. Prasad, H. M. (2001); **How to Prepare for Group Discussion and Interview**, Tata McGraw Hill: New Delhi

PUPA 446

PUBLIC FINANCIAL ADMINISTRATION

UNIT-I

1. Meaning, nature and importance of financial administration
2. History of financial Administration in India : Pre-British Period, under the East India company, under the Crown

UNIT-II

1. Definition and Importance of Budget
2. Economics and Social implication of Budget
3. Preparation of Budget

UNIT-III

1. The Finance Commission
2. Tax Administration
3. Reserve Bank of India.

UNIT-IV

1. Public Accounts Committee
2. Estimate Committee
3. Public Undertakings Committee

UNIT-V

1. Ministry of Finance
2. Audit
3. Comptroller and Auditor General of India

BOOKS FOR REFERENCE:

1. Mahajan S.K & Anupma Mahajan : **Financial Administration in India**, Prentice Hall of India, 2014.
2. Chhetri P.K: **Financial Administration in India: A Study of West Bengal,** Uppalpublishing House, 1995.
3. Patel I.G: **Essays in Economic policy and Economic Growth**, Palgrave Macmillan, 1986.
4. Richard Musgrave : **Public Finance in theory and Practice**, McGraw Hill, 2017.
5. Bhatia H.L : **Public Finance**, Vikas Publishing, 2017.
6. Radhakrishnan N : **Public Finance : Theory and Approach**, Vrinda Publication, 2013.
7. Raghbendra Jha : **Modern Theory of Public Finance**, New Age International Pvt. Ltd. 2010.

PUPA 447

PUBLIC POLICY ADMINISTRATION

UNIT-I

Meaning and Definition of Public Policy - Nature, Scope and Importance of public policy – Public policy relationship with social sciences especially with political science and Public Administration.

Unit-II

Approaches in Policy Analysis - Institutional Approach – Incremental Approach and System's Approach – Dror's Optimal Model

Unit-III

Major stages involved in Policy making Process – Policy Formulation – Policy Implementation –Policy Evaluation.

Unit-IV

Institutional Framework of Policy making – Role of Bureaucracy – Role of Interest Groups and Role of Political Parties.

Unit-V

Introduction to the following Public Policies – New Economic Policy – Population Policy – Agriculture policy - Information Technology Policy.

BOOKS FOR REFERENCE:

1. Rajesh Chakrabarti & Kaushik Sanyal : **Public Policy in India**, Oxford University Press, 2016.

2. Kuldeep Mathur : **Public Policy and Politics in India**, Oxford University Press, 2016.

3. Bidyutv Chakrabarty: **Public Policy: Concept, Theory and Practice**, 2015.

4. Pradeep Saxena : **Public Policy Administration and Development**

5. Sapru R.K. : **Public Policy: Formulation, Implementation and Evaluation**, Sterling Publishers, 2016.

PUPA 448

SECRETARIAL PRACTICE

UNIT - I

Secretary: Meaning, Types, Importance; Professional and Personal Qualities of a Secretary, Duties and Responsibilities of a Personal Secretary; Scheduling Appointments. Planning for Travel Arrangements for Officers on official duty; Organizing Meetings – Notice, Agenda, Quorum, Minutes; Handling of Mail; Use of Ready Reckoner, Office Manuals & Emergency Services

UNIT - II

Time Management: Definition, Importance of Time, Setting priorities. Communication: Definition, Importance, Kinds of Communication, Barriers to Effective Communication, Tools of Effective Communication. Correspondence: Business Correspondence, Enquiry Letter, Quotation, Order, Tender, Complaint letter, Adjustment Letter and their formats, Banking Correspondence; Government Correspondence; Un-official Notes

BOOKS FOR REFERENCE:

1. Bist, G D (2017) *Officer Secretarial Practice.* Shorthand House: New Delhi
2. De Vires, Mary A (1995) Professional Secretary's Handbook: Guide to the Electronic and Conventional Office (3rd Edition). American Heritage: USA
3. Debnath, B K (2001) A Guide to Secretarial Practice & Office Procedure. New Central Book Agency : Delhi
4. France, Sue (2015) The Definitive Personal Assistant & Secretarial Handbook. Kegan Page: Delhi
5. Kuchhal, M C (2008) *Secretarial Practice (18th Edition).* Vikas Publication : New Delhi

PUPA 555

DATABASE ADMINISTRATION

<u>**UNIT – I**</u>
Conceptual Constructs: Database **-** Meaning, Scope and Importance; Basics of major databases and its usage in governance; Data Structure and Analytics – Data analysis tools; Data Science; Database designs and Administration

<u>**UNIT – II**</u>
Skills and Application: Database Administrative Skills – General and Technical; Types of Database Administration; Data management; Data interpretation; Data administrator; Case study.

BOOKS FOR REFERENCE:

1. Belkis, Leong-Hong and Beatrice, Marron (1978); **Computer Science & Technology: Database Administration – Concepts, Tools, Experiences, and Problems.Systems and Software Division Institute for Computer Sciences and Technology**, National Bureau of Standards:Washington, USA
2. Date, C J (2003); **An Introduction to Database Systems (8thEdition)**, Addison-Wesley Longman Publishing Company: Boston
3. Mullins, C S (2002); **Database Administration: Practices and Procedures**, Addison-Wesley Longman Publishing Company: Boston
4. Shagufta, Praveen; Chandra, Umesh and Wani, Arif Ali (2017); **A Literature Review on Evolving Database**, International Journal of Computer Applications, Vol. 162, No 9, pp. 35-41
5. Silberschat, A; Korth, H F and Sudarshan, S(2006); **Database System Concepts**, McGraw-Hill:New York
   Web Resources:
6. A set theoretic data structure and retrieval language ACM SIGIR Forumsigir.org/sigir2018/Data Science | edXhttps://www.edx.org/micromasters/data-science
7. Database Management Courses | Database Courses in Indiawww.indiaeducation.net/computers-it-courses/database.html
8. DataScience.com | Enterprise Data Science Platform Providerhttps://www.datascience.com/
9. Diploma in Database Administration Colleges in India | list of colleges ...https://targetstudy.com/colleges/diploma-in-database-Administration-d
10. IGI Global: International Publisher of Information Science and ...https://www.igi-global.com/

PUPA 556

ADMINISTRATION OF UNION TERRITORIES

Unit-I

1. Definition of Union Territory
2. Origin of Union Territories in India
3. Difference between a Sate and a Union Territory

Unit-II

1. Constitutional Status of Union Territory
2. Legislative Powers of Union Territory
3. Executive Powers of Union Territory

Unit-III

1. Lt. Governor and Administrator
2. Chief Minister and the Council of Ministers in Union Territories
3. Relationship between Lt. Governor and Chief Minister

Unit-IV

1. Puducherry Legislative Assembly
2. Municipal Councils
3. Commune Panchayats in Puducherry

Unit-IV

1. Issues in Union Territories
2. Mohalla Clinic Model of Delhi
3. Rationale of Legislative Assembly in Union Territories

BOOKS FOR REFERENCE:
1. The Constitution, (**Seventh Amendment**) Act, 1956.
2. The Constitution, (**Sixty Ninth Amendment**) Act, 1991.
3. P.K.Agarwal: **Land Reform in States and Union Territories of India**, Concept Publishing Co., 2010.
4. Planning Commission Government of India, **Puducherry Development Report,** Academic Foundation, 2010.
5. Raphael Malangin: **Pondicherry : That Was Once French India,** Lustre, 2015.
6. Som Prakash Verma: **National Capital Territory of Delhi**, Gyan Publishing House, 1997.

PUPA 557

DEMOCRACY AND GOOD GOVERNANCE

Unit-I

Structure and Process of Governance: Indian Model of Democracy, Parliament, Party Politics and Electoral Behaviour, Federalism, the Supreme Court and Judicial Activism, Units of Local Governance

Unit-II

Regulatory Institutions – SEBI, TRAI, Competition Commission of India,
Lobbying Institutions: Chambers of Commerce and Industries, Trade Unions, Farmers Associations, etc.

Unit-III

Contemporary Political Economy of Development in India: Policy Debates over Models of Development in India, Recent trends of Liberalisation of Indian Economy in different sectors, E-governance

Unit-IV

Dynamics of Civil Society: New Social Movements, Role of NGO's, Understanding the political significance of Media and Popular Culture.

BOOKS FOR REFERENCE:

1. Atul Kohli (ed.): **The Success of India's Democracy**, Cambridge University Press, 2001.
2. Corbridge, Stuart and John Harris: **Reinventing India: Liberalisation, Hindu Nationalism and Popular Democracy,** Oxford University Press, 2000.
3. J.Dreze and A.Sen, India: **Economic Development and Social Opportunity**, Clarendon, 1995.
4. Saima Saeed: **Screening the Public Sphere: Media and Democracy in India**,2013
5. Himat Singh: **Green Revolution Reconsidered: The Rural World of Punjab**, OUP, 2001.
6. Jagdish Bhagwati: **India in Transition: Freeing The Economy**, 1993.
7. Smitu Kothari: **Social Movements and the Redefinition of Democracy**, Boulder, Westview, 1993.

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PRINCIPLES OF ORGANISATION

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Unit-I

1. Meaning, Nature and Scope of Public Administration
2. Public and Private Administration
3. Public Administration and other Social Science

Unit-II

1. Hierarchy
2. Span of Control
3. Unity of Command
4. Delegation

Unit-III

1. Chief Executive
2. Line, Staff and Auxiliary Agencies
3. Bases of Organization: Purpose, Process, People and Place

Unit-IV

1. Legislative Control
2. Executive Control
3. Judicial Control

Unit-V

1. Decision Making
2. Leadership
3. Motivation

BOOKS FOR REFERENCE:

1. Avasti and Maheswari: **Public Administration**, Lakshmi Narain, Agra,1998.
2. Mohit Bahattacharya: **New Horizons of Public Administration**, Jawahar Publications, New Delhi, 2002.
3. Shriram Maheswari: **Administrative Theory : An Introduction,** Macmillan India Ltd., New Delhi, 1998.
4. Prasad, L.M.: **Organisational Theory and Behaviour**, Sultan Chand & Sons, New Delhi, 2014.
5. Harmon, M.M. and Mayer R.T.: **Organisational Theory for Public Administration**

PUPA 559

SOCIAL WELFARE ADMINISTRATION IN INDIA

Unit-I

1. Meaning and Definitions of Social Welfare Administration
2. Purpose and Significance
3. Functions of Social Welfare Administration

Unit-II

1. History of Social Welfare Administration in India
2. Social Welfare Administration and Related Concepts
3. Central and State sponsored Welfare Programmes

Unit-III

1. Definition and Status of Scheduled Castes
2. Problems faced by the Scheduled Castes
3. Constitutional safeguards for the Scheduled Castes

Unit-IV

1. Old Age People and their Problems
2. Women and Child Welfare Programmes
3. Welfare Schemes for physically challenged People

Unit-V

1. Social Problems in India
2. Minorities in India
3. Constitutional safeguards for the Minorities

BOOKS FOR REFERENCE:

1. Patti, R: **Social Welfare Administration**, Engle wood Cliffs: Practice –Hall, 1989.
2. Chaudhari, D. Paul : **Social Welfare Administration**, Delhi: Atma Ram & Sons, 1983.
2. Goel, B.B. : **Project Management: A Development Perspective**, New Delhi: Deep & Deep
3. Publication.
4. Goel, S.L. & Jain R. K. : **Social Welfare Administration: Theory and Practice**, Vol.- I & II, Deep and Deep Publications, New Delhi, 1988.
5. Newstrom, John W. & Davis, Keith : **Organizational Behaviour**, Tata Mc Graw –Hill, 2003.
6. Sachdeva D.R : **Social Welfare Administration in India,** Kitab Mahal, 2003.

PUPA 560

RURAL LOCAL GOVERNANCE

Unit-I
Introduction: Evolution and Growth of rural local governance in India focusing on constitutional provisions, community development program and committees and commissions on panchayati raj constituted by the Government of India.

Unit-II
Panchayati Raj Institutions: 73rd Constitutional Amendment Act, 1992; Gram Sabha - composition, functions and role; Gram Panchayat - composition, functions and role; Panchayat Samiti - composition, functions and role; and Zila Parishad - composition, functions and role

Unit-III
Institutional Framework for PRIs: District Rural Development Agency; District Planning Committee; State Election Commission; State Finance Commission

Unit-IV
Issues: Panchayati Raj Finance; Devolution of powers, functions and Activity Mapping; Panchayati Raj Bureaucracy in Rural Development.

BOOKS FOR REFERENCE:

1. Baluchamy, S (2004); **Panchayati Raj Institutions**, Mittal Publications: New Delhi

2. 2.Bhadouria, B D S and Dubey, V P (1989) **Panchayati Raj and Rural Developmen,**. Commonwealth Publishers: New Delhi

3. Biju, M R (2008); **Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development**, Kaniska Publication: New Delhi

4. 4.Dharmaraj, Sengmalam (2008); **Panchayati Raj System in India**, Abhijeet Publications: New Delhi

5. Hochgesang, Thomas W (1994;) **Rural Local Self-Government in India**, NIRD: Hyderabad

6. Maheswari, Shriram (2008) **Local Government in India**, Lakshmi Narain Agarwal: Agra

7. Mathew, George (Ed.) (2000); **Status of Panchayati Raj in States and Union Territories of India**, Institute of Social Sciences: New Delhi

8. Mathur, S N (1996); New Panchayati Raj in Action. Mittal Publications: New Delhi

9. Ram, D Sundar (2007;) **Panchayati Raj Reforms in India: Power to the People at the Grassroots**, Kanishka Publishers: New Delhi

PUPA 561

MODERN INDIAN POLITICAL THOUGHT

Unit-I

1. Introduction to Modern Indian Political Thought
2. Ram Mohan Roy : Rights
3. *Pandita Ramabai* : Gender

Unit-II

1. Vivekananda : Ideal Society
2. Gandhi: Swaraj

Unit-III

1. Ambedkar : Social Justice
2. Tagore : Critique of Nationalism

Unit-IV

1. Iqbal: Community
2. Savarkar: Hindutva

Unit-V

1. Nehru : Secularism
2. Lohia : Socialism

BOOKS FOR REFERENCE:

1. V.Mehta And T. Pantham (Eds), (2006) A Thematic Introduction To Political Ideas In Modernindia : Thematic Explorations, History of Science, Philosophy And Culture In Indian Civiliszation, Vol . 10, Part: 7 , New Delhi: Sage Publications, Pp. Xxvii.
2. D. Dalton, (1982), **Continuity of Innovation in Indian Idea of Freedom : Political Thought Of Swami Vivekananda**, Aurobindo Ghoshe, Rabindranath Tagore And Mahatma Gandhi, Academic Press : Bgurgain, 1982
3. R. ROY, (1991)`The Precepts Of JESUS , THE GUIDE TO PEACE AND HAPPINESS',S.HAY, (ED) Sources Of Indian Tradition, Vol. 2. Second Edition. New Delhi: Penguin, PP. 24- 29.
4. C. BAYLY,(2010)` Rammohan And The Advent Of Constitutional Liberalism In India 1800- 1830,' IN SH. KAPILA (ED), An Intellectual History for India, Newdelhi: Cambridge University Press, PP. 18- 34

PUPA 666

SERVICE QUALITY MANAGEMENT

<u>**UNIT - I**</u>
Conceptual constructs: Service Quality Management – meaning, principles and significance; Historical background of SQM. Strategies; Forms; Service Quality Assessment- quality metrics, quality audit, certification, standardization procedures; Quality Assessment Principles; Role of e-governance in service delivery; Models of SQM and globalization

<u>**UNIT - II**</u>
Application: Measurement of Public perception; Behavioral consequences of service quality; Selected case studies on health care administration, public distribution system, municipal governance; Preparing module of SQM

BOOKS FOR REFERENCE:

1. Alexander; Hinkley, P S; Sharples, A and Thompson, W (2002);Better Government Services: Executive Agencies in the 21st century (Report commissioned by the British Government). Cabinet Office: London, UK
2. Berwick, Donald M; Godfrey, A Blantone; and Roessner, Jane (1990); Curing Health Care: New Strategies for Quality Improvement (1stEdituion). Jossey- Bass Publishers: San Francisco
3. Chand, K Vikram (2010); Public Service Delivery in India. Oxford Press: Oxford
4. Crosby, P. B.(1979).Quality is Free: The Art of Making Quality Certain. McGraw-Hill: New York
5. Evans, J R and Lindsay, W M (1999); The Management and Control of Quality. South-Western College Publishing: Ohio
6. Feigenbaum, A V (1983); Total Quality Control. McGraw-Hill: New York
7. Ghuman, B S and Singh, Ranjeet (2012); Decentralization and Delivery of Public Services in Asia, Policy and Society, Vol. 32, No. 1, pp. 7-21
8. Oliver, R (1997); Satisfaction A Behavioral Perspective on the Consumer. McGraw-Hill: New York
9. Ovretveit, J (2004); Health Service Quality: An Introduction to Quality Methods for Health Service. Blackwell Science: London
   Reports:
10. Ronen B, andPliskin, S J (2006); Focused Operations Management for Health Services Organizations. Jossey Bass: New York
11. Swage, Thoreya (2004); Clinical Governance in Health Care Practice. Butterwoth-Heinemann: New York
12. World Bank (2006); Inclusive Growth and Service Delivery: Building on India's Success, Development Policy Review Report No. 34580. World Bank: Washington DC
    Web Resources:
13. Service quality management - SlideSharewww.slideshare.net/judithobi/service-quality-management
14. The Gap Model of Service Quality - MBA Knowledge Base https://www.mbaknol.com/marketing-management/the-gap-model-of-service-quality/

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CONTEMPORARY ADMINISTRATIVE SYSTEMS

Unit-1

1. Parliamentary System of Government
2. Presidential System of Government
3. Collegiate System of Government

Unit-II

1. British Monarch
2. Parliament of Great Britain
3. Salient Features of American Administrative System
4. Separation of Powers in U.S.A.

Unit-III

1. Salient Features of the French Constitution
2. President and the Prime Minister of France
3. French Administrative Law

Unit-IV

1. Salient features of Swiss Constitution
2. Swiss Parliament
3. Electoral System of Switzerland

Unit-V

1. Salient features of Chinese Constitution
2. Chinese Parliament
3. Executive Legislative and Judicial Branches -Powers and functions - Public services –
4. Political Parties

BOOKS FOR REFERENCE:

1. Rideley and Blondel : Public Administration in France
2. Vishnoo Bhagavwan and Vidhya Bhusdhan : World Constitutions, New Sterling Publishers
3. Kapur. A.C. Select Constitutions, New Delhi : S, Chand and Co.,
4. Johari A.C. Major Modern Political Systems
5. Mahajan, V.D. Selected Modern Governments

PUPA 668

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POLICE ADMINISTRATION

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Unit-I

1. Significance of Police Administration
2. Approaches to Police Administration
3. Role of Police in the Contemporary Society

Unit-II

1. Pre-British System of police in India
2. Indian Police Act 1861
3. Report of the National Police Commission (1979-82)

Unit-III

1. Prevention of Crime, Patrolling and Intelligence
2. Maintenance of law and order
3. Protection of Human Rights

Unit-IV

1. Structure of State Police
2. Central Investigation Department
3. Finger Print Bureau and Dog Squad

Unit-V

1. Autonomy and Accountability of Police
2. Corruption in Police
3. Women police

BOOKS FOR REFERENCE:

1. Sharma Anupam: **Police Administration in India: Legal Developments**, Regal Publications, 2015.
2. Venugopal Rao. S., **Criminal Justice, Problems and perspectives in India**
3. Report of the National Police Commission, Central
4. J.C. Chaturvedi: **Police Administration and Investigation of Crime,** Gyan Books, 2006.
5. Gary W Cordner & KKathryn E Scarbourough : **Police Administration,** Routledge, 2010.
6. Sharma P.D : **Police, Society and Order: Crisis of Change**, Research Publications, 1999.

PUPA 669

URBAN LOCAL GOVERNANCE

<u>**UNIT - I**</u>
Introduction: Evolution of Local Governance in India. Urbanization: Concept; Trends; Challenges

<u>**UNIT - II**</u>
Organizational Framework for Urban Governance: 74th Constitutional Amendment Act; Structure, Composition and Functions of Metropolitan Committees, Municipal Corporations, Municipal Councils and Nagar Panchayats; State Finance Commission; State Election Commission

<u>**UNIT - III**</u>
Urban Development Programmes and Urban Governance: Urban Development Programmes like AMRUT, NUHM etc.; SMART cities and other recent trends; Sources of Finance of Urban Local Government; Personnel Administration; Bureaucracy and Local Governance

<u>**UNIT – IV**</u>
Issue Areas in Urban Governance: State-Local relations; Rural-Urban relations; Globalization and Urban governance; Administrative Reforms in Local Governance

BOOKS FOR REFERENCE:

1. Ahluwalia, Isher Judge (2017); **Urbanisation in India**, Sage: New Delhi.
2. Ahluwalia, Isher Judge; Kanbur, Ravi and Mohanty, P K (2014); **Urbanization in India: Challenges, Opportunities and the Way Forward**, Sage: New Delhi
3. Jha, Gangadhar (2018); **Fragile Urban Governance: Evolution, Decline, and Empowerment of Local Self-Government in India**, Routeledge: New York
4. Mohanty, Prasanna K (2014); **Cities and Public Policy: An Urban Agenda for India**, Sage: New Delhi
5. Nath, V (2007); **Urbanization, Urban Development and Metropolitan Cities in India**, Concept Publishing Company: New Delhi.
6. Prasad, R N (2006); **Urban Local Self-Government in India**, Mittal Publications: New Delhi
7. Ramachandran, R (1989); **Urbanization and Urban Systems in India**, Oxford University Press: New Delhi
8. Sivaramakrishnan, K C; Kundu, Amitabh; and Singh, B N (2007); **Handbook of Urbanization in India**- Handbook Series (2nd Edition). Oxford University Press: New Delhi

PUPA 670

HUMAN RIGHTS

UNIT-I

1. Definition and Characteristics of Human Rights
2. Classification of Human Rights
3. India's Perspective in Human Rights

UNIT-II

1. International Perspectives of Human Rights
2. Role of UNO in Protecting Human Rights
3. International Terrorism

Unit-III

1. Constitutional Guarantee of Human Rights in Indian Context
2. Fundamental Rights and Duties
3. Civil and Political Rights

Unit-IV

1. Women's Rights: Right to Inheritance, Women Prisoners
2. Children and Disabled Persons: Right to Education
3. Contemporary issues in Human Rights

Unit-V

1. Analysis of Violation of Human rights
2. Identification of Rural Injustice
3. Analysis of Causes of Poverty

BOOKS FOR REFERENCE:

1. Dr. Rega Surya Rao: **Lectures on Human Rights and International Law**' 2017.
2. Jain Rashee: **Textbook on Human Rights law and Practice, 2016**
3. Manoj Kumar Sinha: **Handbook of Legal Instruments on International Human Rights And Refugee Laws,** 2014.
4. Elizabeth Swanson Goldberg and Alexandra Schultheis Moore: **Theoretical Perspectives on Human Rights and Literature**, Routledge, 2013.
5. Paul Farmer**: Pathologies of Power – Health, Human Rights and the New War on the Poor,** California Series in Public Anthropology, 2004.
6. C. Raj Kumar: **Corruption and Human Rights in India:** Comparative Perspectives On Transparency and Good Governance, 2011.

PUPA 671

INTERNATIONAL LAW

Unit-I

1. Introduction
2. Development of international Law
3. Sources of international Law

Unit-II

1. Essential Ingredients of State
2. Recognition of State
3. Territorial Sovereignty

Unit-III

1. International Court of Justice
2. Belligerent Occupation
3. Prisoners of War

Unit-IV

1. Nationality
2. Asylum
3. Extradition

Unit-IV

1. Diplomacy
2. Classification and Functions of Diplomats
3. Privileges and Immunities of Diplomatic Agents

BOOKS FOR REFERENCE:

1. Malcolm Nathan Shaw: **International Law**, Cambridge University Press, 2003
2. Tim Hillier: **Source Book on Public International Law**, Routledge, 1998.
3. Oppenheim: **International Law**, Vol. I – Law of peace
4. Sorensen : **A Manual of Public International Law**
5. Brownlie : **Principles of International Law**
6. Harries, D.J : Cases and Materials on International Law
7. Green T.H.: International Law through Cases.
8. Hungh M.Kindred (ed) : International Law

PUPA 672

GENDER STUDIES

Unit-I

1. Gender Sensitization through gender related concepts
2. Gender Stereotyping and Gender Discrimination

Unit-II

1. Gender Disparity
2. Structure of Gender Inequality
3. Gender Inequality in terms of Caste Class and Religion

Unit-III

1. Patterns of Violence Against Women
2. Constitutional Law

Unit-IV

1. Domestic Violence: Dowry Harassment, Molestation, Sexual Abuse and Rape
2. Various Protective Acts and Laws in India
3. Law Enforcement Agencies - Loopholes in Practice

Unit-V

1. National Policies and Programs for Women Development in India
2. Gender Analysis of Development Policy

BOOKS FOR REFERENCE:

1. M.Holmes : **What is Gender** , Sage Publications, New Delhi, 2007.
2. Kimmel S. Michael: **The Gendered Society**, Oxford University Press, Oxford, 2004.
3. P.Arora: **Gender and Power**, Pacific Publication, Delhi, 2011.
4. R. Rayle: **Questioning Gender :A Sociological Exploration**, Sage, New York, 2011.
5. T.B. Sonderregger (Ed.): **Psychology And Gender**, University of Nebraska Press, Nebraska, 1985.