

MIZORAM UNIVERSITY
DEPARTMENT OF PUBLIC ADMINISTRATION
Modification of UG Course Structure under NEP2020

S.N		Course Code	Name of Course	Marks	Credit
First Year					
I Semester					
1	Major	PUB 100	Elements of Public Administration	100	4
2	Major	PUB101	Indian Administration	100	4
3	Multidisciplinary	PUB 102	Elements of Public Administration	100	3
II Semester					
4	Major	PUB 103	Administrative Theory	100	4
5	Major	PUB 104	Public Personnel Administration	100	4
6	Multidisciplinary	PUB 105	Indian Administration	100	3
Second Year					
III Semester					
7	Major	PUB 200	Theories of Bureaucracy	100	4
8	Major	PUB 201	Local Self-Government in India	100	4
9	Multidisciplinary	PUB 202	Public Personnel Administration	100	3
IV Semester					
10	Major	PUB 203	Politics and Administration in Mizoram	100	4
11	Major	PUB 204	Office Management in Government	100	4
Third Year					
V Semester					
12	Major	PUB 300	International Administration	100	4
13	Major	PUB 301	Social Welfare Administration	100	4
14	Major	PUB 302	Public Financial Administration in India	100	4
VI Semester					
15	Major	PUB 303	Civil Society and Administration	100	4
16	Major	PUB 304	Police Administration	100	4
17	Major	PUB 305	Tribal Development Administration in India	100	4
18	Major	PUB 306	E-Governance	100	4
Fourth Year					
VII Semester					
19	Major	PUB 400	Public Policy	100	4
20	Major	PUB 401	Rural Development Administration	100	4
21	Major	PUB 402	Research Methodology	100	4
Bachelor's Degree (Honour)					
VIII Semester					
22	Major	PUB 403	Environmental Administration	100	4
23	Major	PUB 404	Development Administration in India	100	4
24	Major	PUB 405	Disaster Management	100	4
25	Major	PUB 406	Comparative Public Administration	100	4
26	Major	PUB 407	Administrative Ethics	100	4
OR					
Bachelor's Degree (Honour with Research)					
VIII Semester					
27	Major	PUB 403	Environmental Administration	100	4
28	Major	PUB 404	Development Administration in India	100	4
29	Major	PUB 499	Research Project / Dissertation	100	12

ELEMENTS OF PUBLIC ADMINISTRATION

(Major)

PUB100

FM-100
Credits-4

Unit I:

- Public Administration - Meaning, Nature and Scope
- Evolution of the Discipline
- Role and Significance of Public Administration

Unit II:

- Public and Private Administration
- Approaches- Traditional, Historical and Philosophical
- Modern: Behavioural and Comparative Approach

Unit III:

- New Public Administration
- New Public Management
- New Public Service

Unit IV:

- Formal and Informal Organisation
- Line and Staff Agencies
- Headquarters and Fields

Suggested Readings:

- A Awasthi and SR Maheshwari, (2020), Public Administration, Agra, Lakshi Narayan Agarwal.
- RK, Arora, (2008), Perspectives of Public Administration, New Delhi, Neha Publishers.
- Rumki Basu, (2008), Public Administration: Concepts and Theories, New Delhi, Sterling Publishers.
- Noorjahan Bawa, (2010), Public Administration in the 21st Century, New Delhi, Kanishka Publishers.
- Mohit Bhattacharya, (1987), Public Administration: Structure, Process and Behaviour, Calcutta, World Press.
- Mohit Bhattacharya, (2018), New Horizons of Public Administration, New Delhi, Jawahar Publishers.
- Vishnoo Bhagawan and Vidya Bushan, (2010), A Text Book of Public Administration, New Delhi, S. Chand.
- Chakrabarty, Bidyut and Prakash Chand, (2012), Public Administration in a Globalizing World: Theories and Practices, New Delhi, Sage.
- Fadia and Fadia, (2012), Public Administration: Theories and Concepts, Agra, Sahitya Bhawan Publication.
- SL Goel, (2002), Advanced Public Administration in India, Delhi, Deep and Deep.

- Robert T Golembiewski, (1977), Public Administration AsA Developing Discipline, (Part I: Perspective on Past and Present). New York, Marvel Dekker, INC.
- HoshiarSingh and Pradeep Sachdeva, (2010), Public Administration Through Practice, Delhi, Pearson.
- N Jayapalan, (2000), Public Administration, Atlantic.
- SR Maheshwari, (2000), Theories and Concept in Public Administration, New Delhi, Allied.
- FA Negro, (1970), Modern Public Administration, New York, Harper and Row.
- D Osborne, and T Gaebler, (1992), Reinventing Government, Reading, MA, Addison Wesley.
- John M Pfiffner and Frank P Sherwood, (1960), Administrative Organisation, Prentice Hall, INC, Englewood Cliffs, NJ.
- Shiv Raj Singh, et al., (2003), Public Administration in the New Millennium: Challenges and Prospectives, New Delhi, Anamika Publishers.
- AK Sharma and Indu Sharma, (2002), Inducing Client Focus in Bureaucracy: The Citizens' Charters in India, New Delhi, Kanishka Publication.
- MP Sharma, (2014), Public Administration in Theory and Practice, New Delhi, Kitab Mahal.
- Smita Srivastava, (2011), Theory and Practice of Public Administration, Delhi, Pearson.
- PB Rathod, (2004), Elements of Public Administration: Theory and Practice. New Delhi, ABD Publishers.

(Major)

PUB101

FM-100
Credits-4

Unit I:

- Constitutional Settings of India- Preamble and Fundamental Rights
- Directive Principles of State Policy and Fundamental Duties
- Parliamentary Democracy
- Federalism

Unit II:

- President
- Prime Minister
- Council of Ministers
- Central Secretariat
- Prime Minister's Office (PMO)

Unit III:

- Governor
- Chief Minister
- Council of Ministers
- State Secretariat and Directorates
- Chief Secretary

Unit IV:

- Centre-State Relations – Legislative, Administrative and Financial
- Corruption and its Remedial Measures

Suggested Readings

- DD Basu, (2000), Introduction to the Constitution of India, New Delhi, Prentice Hall
- SR Maheshwari, (2000), Indian Administration, New Delhi, Orient Blackswan Pvt. Ltd.
- AA Awasthi, Central Administration, New Delhi.
- RK Arora, (2022) Indian Public Administration, New Delhi, New Age International Publishers
- PD Sharma, (2009), Indian Administration: Retrospect and Prospect, Rawat Publications.
- PB Rathod, (2005), Indian Administration: Dynamics and Dimensions, New Delhi Commonwealth Publishers.
- Awasthi and Awasthi, (2002), Indian Administration, Agra, Laxmi Narain Agarwal
- Vishnuo Bhagwan, (2005), Indian Administration, New Delhi, S. Chand.
- PL Sanjeev Reddy and RK Tiwari, (2005), Issues and Themes in Indian Administration, New Delhi, Jain Book.
- UC Agarwal, (2010), Governance and Administration, New Delhi, Kanishka Publishers
- Hoshier Singh and Pankaj Singh, (2011), Indian Administration, Pearson India.
- RK Sapru, (2002), Indian Administration, New Delhi, Kalyani Publishers.
- SN Mishra (ed.), (2003), Public Governance and Decentralisation, Delhi, Mittal
- Public Administration: Prospects and Retrospects.
- Mohit Bhattacharya, (2000), Indian Administration, Calcutta, The World Press.

ELEMENTS OF PUBLIC ADMINISTRATION

(Multidisciplinary)

UnitI:

- Public Administration - Meaning, Nature and Scope
- Evolution of the Discipline
- Public and Private Administration

UnitII:

- Formal and Informal Organisation
- Line and Staff Agencies
- Headquarters and Fields

Unit III:

- Hierarchy
- Span of Control
- Unity of Command
- Coordination
- Delegation

Suggested Readings:

- A Awasthi and SR Maheshwari, (2020), Public Administration, Agra, Lakshi Narayan Agarwal.
- RK,Arora, (2008), Perspectives of Public Administration,New Delhi, Neha Publishers.
- RumkiBasu, (2008), Public Administration: Concepts and Theories, New Delhi, Sterling Publishers.
- NoorjahanBawa, (2010), Public Administration in the 21st Century, New Delhi, Kanishka Publishers.
- Mohit Bhattacharya, (1987), Public Administration: Structure, Process and Behaviour, Calcutta, World Press.
- Mohit Bhattacharya, (2018), New Horizons of Public Administration, New Delhi, Jawahar Publishers.
- VishnooBhagawan and Vidya Bushan, (2010), A Text Book of Public Administration, New Delhi, S. Chand.
- Chakrabarty, Bidyut and Prakash Chand, (2012), Public Administration in a Globalizing World: Theories and Practices, New Delhi, Sage.
- Fadia and Fadia, (2012), Public Administration: Theories and Concepts, Agra, Sahitya Bhawan Publication.
- SL Goel, (2002), Advanced Public Administration in India, Delhi, Deep and Deep.
- Robert T Golembiewski, (1977), Public Administration As a Developing Discipline, (Part I: Perspective on Past and Present). New York, Marvel Dekker, INC.
- HoshiarSingh and Pradeep Sachdeva, (2010), Public Administration Through Practice, Delhi, Pearson.
- N Jayapalan, (2000), Public Administration, Atlantic.
- SR Maheshwari, (2000), Theories and Concept in Public Administration, New Delhi, Allied.
- FA Negro, (1970), Modern Public Administration, New York, Harper and Row.

- D Osborne, and T Gaebler, (1992), Reinventing Government, Reading, MA, Addison Wesley.
- John M Pfiffner and Frank P Sherwood, (1960), Administrative Organisation, Prentice Hall, INC, Englewood Cliffs, NJ.
- Shiv Raj Singh, et al., (2003), Public Administration in the New Millennium: Challenges and Prospectives, New Delhi, Anamika Publishers.
- AK Sharma and Indu Sharma, (2002), Inducing Client Focus in Bureaucracy: The Citizens' Charters in India, New Delhi, Kanishka Publication.
- MP Sharma, (2014), Public Administration in Theory and Practice, New Delhi, Kitab Mahal.
- Smita Srivastava, (2011), Theory and Practice of Public Administration, Delhi, Pearson.
- PB Rathod, (2004), Elements of Public Administration: Theory and Practice. New Delhi, ABD Publishers.

ADMINISTRATIVE THEORY

(Major)

PUB103

FM-100
Credits-4

Unit I:

- Administrative Theory: Meaning and Significance
- Kautilya's Idea on Administration
- Karl Marx on State and Administration

Unit II:

- Bureaucratic Organisation - Max Weber
- Scientific Management Theory - FW Taylor
- Theory of Organisational Principles - Henri Fayol

Unit III:

- Hawthorne Studies - George Elton Mayo
- Theory of Conflict - Mary Parker Follett
- Decision Making - Herbert A. Simon

Unit IV:

- Hierarchy of Needs Theory - Abraham Maslow
- Theory 'X' and Theory 'Y' - Douglas Mc Gregor
- Motivation-Hygiene Theory - Fredrick Herzberg
- Agraria and Industria Model and Fused-Prismatic-Diffracted Model - FW Riggs

Suggested Readings:

- Shum Sun Nisha Ali, (1984), Eminent Administrative Thinkers, Delhi, Associated Publishing House.
- RK Arora, (ed.), (1979), Perspective in Administrative Theory, Delhi, Associated Publishing House.
- TN Chaturvedi and RK Arora (ed.), (1987), Administrative Theory, Delhi, IIPA
- D Ravindra Prasad. et.al. (ed.), (2011), Administrative Thinkers, Delhi, Sterling Publishers.
- RK Sapru (2013), Administrative Theories and Management Thought, Delhi, PHI Learning.
- SR Maheshwari, (2003), Administrative Theories, New Delhi, Macmillan.
- SR Maheshwari, (2003), Comparative Public Administration, New Delhi, Macmillan.
- HCSharma, (2008), Psychology of Public Administration, New Delhi, Neha Publishers and Distributors.
- Ferrel Heady, (2001), Public Administration – Comparative Perspective, New York, Marcel Dekker.
- RK Arora, (2008), Public Administration: Its Growth and Development, Neha Publishers and Distributors.

- PB Rathod, (2006), The Galaxy of Administrative Thinkers, Jaipur, ABD Publishers.

PUBLIC PERSONNEL ADMINISTRATION

(Major)

PUB104

FM-100
Credits-4

Unit I:

- Public Personnel Administration - Meaning, Nature and Scope
- Types of Personnel System – Aristocratic, Bureaucratic and Democratic
- Principles of Personnel System – Merit and Spoils

Unit II:

- Recruitment – Meaning, Types and Importance
- Methods of Recruitment - All India, Central and State Services
- Union Public Service Commission – Composition and Functions
- State Public Service Commission – Composition and Functions

Unit III:

- Classification – Meaning, Types and Significance
- Position and Rank Classification – Merits and Demerits
- Training – Meaning and Types
- Promotion – Meaning and Bases

Unit IV:

- Conduct Rules and Disciplinary Procedures
- Rights of Civil Servants
- Retirement - Meaning and Types
- Retirement Benefits – Pension, Provident Fund and Gratuity
- New Pension Scheme

Suggested Readings:

- RB Jain, (1994), Aspects of Personnel Administration, New Delhi, IIPA.
- V Bhaskara Rao, (2007), Public Administration: Steel or Plastic Frame, New Delhi, Kalpaz Publications.
- SL Goel, (2003), Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications.
- SR Maheshwari, (2004), The Public Service of India: Current Good Practices and New Developments in India, Commonwealth Secretariat.
- VM Sinha, (1986), Personnel Administration, Jaipur, RBSA Publishers. Rajesh K Jha, (2010), Public Personnel Administration, Pearson.
- SR Maheshwari, (2006), Public Administration in India: The Higher Civil Service, New Delhi, Oxford University Press.
- Arthur Procter, (2010), Principles of Public Personnel Administration, New York, Nabu Press.

- SK Das, (2013), *The Civil Services in India*, New Delhi, Oxford University Press.
- Glenn Stahl, (1975) *Public Personnel Administration*, New Delhi, Oxford and IBH Publishing Co.

INDIAN ADMINISTRATION

(Multidisciplinary)

PUB105

FM-100
Credits-3

Unit I:

Constitution of India

- Preamble
- Fundamental Rights
- Fundamental Duties
- Directive Principles of State Policy

Unit II:

Central Administration

- President
- Prime Minister
- Council of Ministers
- Central Secretariat
- Prime Minister's Office (PMO)

Unit III:

State Administration

- Governor
- Chief Minister
- Council of Ministers
- State Secretariat and Directorates
- Chief Secretary
- Centre – States Relations

Suggested Readings

- DD Basu, (2000), Introduction to the Constitution of India, New Delhi, Prentice Hall
- SR Maheshwari, (2000), Indian Administration, New Delhi, Orient Blackswan Pvt. Ltd.
- A Awasthi, Central Administration, New Delhi.
- RK Arora, (2022) Indian Public Administration, New Delhi, New Age International Publishers
- P D Sharma, (2009), Indian Administration: Retrospect and Prospect, Rawat Publications.
- PB Rathod, (2005), Indian Administration: Dynamics and Dimensions, New Delhi Commonwealth Publishers.
- Awasthi and Awasthi, (2002), Indian Administration, Agra, Laxmi Narain Agarwal
- Vishnuo Bhagwan, (2005), Indian Administration, New Delhi, S. Chand.
- PL Sanjeev Reddy and RK Tiwari, (2005), Issues and Themes in Indian Administration, New Delhi, Jain Book.
- UC Agarwal, (2010), Governance and Administration, New Delhi, Kanishka Publishers
- Hoshier Singh and Pankaj Singh, (2011), Indian Administration, Pearson India.
- RK Sapru, (2002), Indian Administration, New Delhi, Kalyani Publishers.
- SN Mishra (ed.), (2003), Public Governance and Decentralisation, Delhi, Mittal
- Public Administration: Prospects and Retrospects.

- Mohit Bhattacharya, (2000), Indian Administration, Calcutta, The World Press.

THEORIES OF BUREAUCRACY

(Major)

PUB200

FM-100
Credits-4

Unit I:

- Bureaucracy – Meaning, Elements and Types
- Bureaucracy in Developed and Developing Countries

Unit II:

- Ideas of Bureaucracy and Criticism– Karl Marx
- Ideas of Bureaucracy and Criticism - Max Weber

Unit III:

- Bureaucracy – Robert Michels
- Bureaucracy – Robert K. Merton
- Bureaucracy – Chris Argyris

Unit IV:

- Neutral Vs. Committed Bureaucracy
- Generalist and Specialist Debate
- Permanent and Political Executive Relationship

Suggested Readings:

- Michael Anthony Tarallo, (2012), Public Administration: Key Issues challenging Practitioners, Bloomington, AuthorHouse.
- AK Sharma, (2004), Bureaucracy and Decentralisation, New Delhi, Mittal.
- Sunil Dutt and Rakesh Hooja, (2008), District Administration: Redefining the Development Role, New Delhi, Kanishka.
- JK Chopra, (2004), Bureaucracy and Public Administration, New Delhi, Commonwealth Publishers.
- Laxmi Sharma, (2009), Bureaucracy in Public Administration, New Delhi, Neha Publishers and Distributors.
- PBRathod, (2004), Elements of Public Administration: Theory and Practice, Jaipur, ABD Publishers.
- Merz Felix, (2011), Max Weber's Theory of Bureaucracy and its Negative Consequences, Grin Verlag, Munich.

LOCAL SELF-GOVERNMENT IN INDIA

(Major)

PUB201

FM-100
Credits-4

Unit I:

- Local Self Government - Meaning, Characteristics and Importance
- Delegation
- Devolution
- Decentralisation

Unit II:

- Evolution of Local Self Government in India
- 73rd Constitution Amendment Act
- 74th Constitution Amendment Act
- State Finance Commission - Composition, Powers and Functions

Unit III:

- Municipal Corporation - Functions, Powers and Sources of Revenue
- Municipalities – Functions, Powers and Sources of Revenue
- Nagar Panchayat - Functions and Powers, Sources of Revenue
- District Urban Development Organisation (DUDO)

Unit IV

- Zilla Parishad - Functions, Powers and Sources of Revenue
- Panchayat Samiti - Functions, Powers and Sources of Revenue
- Gram Panchayat - Functions, Powers and Sources of Revenue
- Gram Sabha
- District Rural Development Organisation (DRDO)

Suggested Readings:

- Pradeep Sachdeva, (2011), Local Government in India, Delhi, Pearson India.
- RN Prasad, (2007), Urban Local Self Government with Reference to North East States, New Delhi, Mittal Publication.
- SR Maheshwari, (2012), Local Government in India, Delhi, Orient Longman R Mudgal, (1998), Local Self Government in India, Book Enclave, Jaipur.
- VV RAo and Niru Hazarika, (1983), Local Government in India, Delhi, S Chand
- CP Barthwal, (2002), Understanding Local Government, Lucknow, Bharat Book.
- MA Muttalib and AA Khan, (1983), Theory of Local Government, New Delhi, Sterling.
- HoshiarSingh, Local Government, Allahabad, Mittal Mahal Publications.

PUBLIC PERSONNEL ADMINISTRATION

(Multidisciplinary)

Unit I:

- Public Personnel Administration - Meaning, Nature and Scope
- Types of Personnel System – Aristocratic, Bureaucratic and Democratic
- Principles of Personnel System – Merit and Spoils

Unit II:

- Recruitment – Meaning, Types and Importance
- Methods of Recruitment - All India, Central and State Services
- Union Public Service Commission – Composition and Functions
- State Public Service Commission – Composition and Functions

Unit III:

- Classification – Meaning, Types and Significance
- Position and Rank Classification – Merits and Demerits
- Training – Meaning and Types
- Promotion – Meaning and Bases
- Retirement Benefits

Suggested Readings:

- RB Jain, (1994), Aspects of Personnel Administration, New Delhi, IIPA.
- V Bhaskara Rao, (2007), Public Administration: Steel or Plastic Frame, New Delhi, Kalpaz Publications.
- SL Goel, (2003), Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications.
- SR Maheshwari, (2004), The Public Service of India: Current Good Practices and New Developments in India, Commonwealth Secretariat.
- VM Sinha, (1986), Personnel Administration, Jaipur, RBSA Publishers. Rajesh K Jha, (2010), Public Personnel Administration, Pearson.
- SR Maheshwari, (2006), Public Administration in India: The Higher Civil Service, New Delhi, Oxford University Press.
- Arthur Procter, (2010), Principles of Public Personnel Administration, New York, Nabu Press.
- SK Das, (2013), The Civil Services in India, New Delhi, Oxford University Press.
- Glenn Stahl, (1975) Public Personnel Administration, New Delhi, Oxford and IBH Publishing Co.

POLITICS AND ADMINISTRATION IN MIZORAM

(Major)

Unit I:

- Profile of Mizoram
- Chieftainship
- Constitutional Status of Mizoram under the Government of India Acts 1919 and 1935
- Impact of British annexation on Mizoram
- British Superintendent in the Lushai Hills

Unit II:

- Sixth Schedule – Origin and Features
- District Councils - Powers and Functions
- Relations between State Government and Autonomous District Councils

Unit III:

- Village Council System in Mizoram – Powers and Functions
- Local Council System in Mizoram - Powers and Functions
- Urban Local Bodies in Mizoram – Powers and Functions

Unit IV:

- Deputy Commissioner in Mizoram
- Inner Line Regulation (ILR)
- Mizoram Peace Accord
- Civil Society Groups in Mizoram – YMA and MHIP

Suggested Readings:

- P. Lalnithanga, (2006), Political Developments in Mizoram, Aizawl, Lengchawn Press.
- P. Lalnithanga, (2010), Emergence of Mizoram, Aizawl, Lengchawn Press.
- RN Prasad, (1998), Public Administration in North-East India, New Delhi, Vikas Publishing.
- RN Prasad, (1987), Government and Politics in Mizoram, New Delhi, Northern Book Centre.
- RN Prasad and Aggarwal, Political Development in Mizoram.
- RK Somonto (ed.), (2002), India's North-East: The Process of Change and Development, Kolkata, BK Book Agency.
- A Mackenzie and BB Roy Burman, (2004), The North-East frontiers of India, New Delhi, Mittal Publications.
- Lalneihzovi, (2006), District Administration in Mizoram, Delhi, Mittal Publication.
- SK Chaube, (1999), Hill Politics in North-East India, Calcutta, Orient Longman.
- VVRao, (1976) A Century of Tribal Politics in North-East India, Delhi, Schand and Company.
- Meena Sharma Barkataki (2004), British Administration in North-East India, New Delhi, Mittal Publications.
- TS Gangte (2002), Encyclopaedia of North-East India, Guwahati, Eastern Books.

OFFICE MANAGEMENT IN GOVERNMENT

(Major)

PUB204

**FM-100
Credits-4**

Unit I:

- Office Management - Meaning and Functions
- Office Lay-out in Government – Meaning, Aims and Objectives
- Office Furnishing

Unit II:

- Filing and Office Records
- Official Communication
- Official Reports

Unit III:

- Human Resource Management
- Preparation of Financial Sanction
- Office Conduct, Discipline and Supervision

Unit IV:

- Office Automation: Use of Computer and Internet in Government Office
- e-Governance
- Challenges of Office Automation

Suggested Readings:

- SP Arora, (2006), Office Organisation and Management, New Delhi, Vikas Publishing.
- N Kumar, (2002), Office Organisation and Management, New Delhi, Anmol Publication.
- ME Thukaram Rao, (2000), Organisation and Management, Atlantic B Narayan (2010), Organisation and Management, APH Publishing.
- JN Jain, (2007), Office Management: Principles and techniques, New Delhi, deep and Deep Publications.
- Aswathappa Reddy, (2011), Management and Organizational Behaviour, Himalaya Publishing.
- K Aswathappa, (2013), Human Resource Management, McGraw Hill.
- CSR Prabhu, (2012), e-Governance: Concepts and Case Studies.
- Richard Heeks, (2001), Reinventing Government in Information Age.
- Carl Meyal (ed.), (1992), Handbook of Modern Office Management and Administrative Service.
- Prasanta K Ghosh, (2010), Office Management, New Delhi, S Chand

INTERNATIONAL ADMINISTRATION

(Major)

PUB300

**FM-100
Credits-4**

Unit I:

- International Organisation - Meaning and Evolution upto First World War
- League of Nations – Origin, Structure, Achievements and Failure

Unit II:

- United Nations – Evolution and Development
- United Nations - Purposes and Principles
- United Nations Charter
- UN SecretaryGeneral – Powers and Functions

Unit III:

- General Assembly
- Security Council
- ECOSOC
- Secretariat
- International Court of Justice

Unit IV:

- International Labour Organisation (ILO)
- World Health Organisation (WHO)
- Food and Agriculture Organisation (FAO)
- United Nations Development Programme (UNDP)

Suggested Readings:

- SL Goel, (2000), International Civil Service, New Delhi, Sterling Publishers.
- Rumki Basu, (1989), Personnel Administration in United Nations, New Delhi, Sterling Publishers.
- Rumki Basu, (1989), United Nations: Structure and Functions of International Organisations, New Delhi, Sterling Publishers.
- Hans J. Margenthau, (1989), Politics among Nations: Struggle for Power and Peace, Revised edition, Kalyani publishers, New Delhi.
- KP Saxena, (2003), Reforming the United Nations : The Challenges and Relevance, New Delhi, Sage.
- John Allphin Moore Jr., (2008), The New United Nations: International Organization in & Jerry Pubantz the 21st century, Pearson Education, New Delhi, 2008.
- Samuel Huntington, (2008), The Clash of civilizations and the Remaking of World Order, New Delhi, Penguin Books.
- Evan Luard, (1986), The United Nations: How it Works and What it Does, New York, Macmillan Press.
- HG Nicholas, (1987), The United Nations as a political Institution, London, Oxford University Press.
- A Le Roy Bennet, (1995), International Organization: Principles and Issues, Englewood Cliffs, NJ, Prentice Hall.
- D Pet and T Weiss (eds.), (1986), The Nature of United nations Bureaucracies, Croom and Helm, London and Sydney.
- JA Moore and J Pubantz, (2005), The New United Nations, Englewood Cliffs, NJ, Prentice Hall.

SOCIAL WELFARE ADMINISTRATION

(Major)

PUB301

**FM-100
Credits-4**

Unit I:

- Social Welfare Administration – Meaning and Scope

- Social Control and Social Change
- Social Problems –Juvenile Delinquency, Drug Addiction and Domestic Violence

Unit II:

- Juvenile Justice Act, 2015
- Narcotic Drugs and Psychotropic Substances Act, 1985
- Protection of Women Domestic Violence Act, 2005

Unit III:

- Central Social Welfare Board (CSWB) -Organisation and Functions
- State Social Welfare Advisory Board (SSWAB) - Organisation and Functions
- Relationship between CSWB and SSWAB

Unit IV:

- Role and functions of Government and Association for Voluntary Agencies for Rural Development(AVARD)
- Social Welfare Personnel: Meaning and Needs
- Creation of a Special Cadre for Social Welfare Personnel

Suggested Readings:

- SL Goel, (2010), Social Welfare Administration, Vol. 1 & 2, New Delhi, Deep and Deep Publications.
- DR Sachdeva, (2010), Social Welfare Administration in India, Allahabad, Kitab Mahal Publication.
- GB Sharma, (1970), Social Administration in India, Jaipur, Unique.
- C Lalkima, (1997), Social Welfare Administration in a Tribal State: A Case Study of Mizoram, Guwahati, United Publications.
- V Kumar, (2002), Problems and Perspectives on Social Work and Social Welfare, Jaipur, Om Publications.
- R Ahuja, (2001), Social Problems in India, Jaipur, Rawat Publications.
- KD Gangrade, (2011), Social Legislations in India, Vol. I & II, Delhi, Concept Publishing Company.
- Encyclopedia of Social Work in India (1987), Vol. I – IV, GoI Publications Divisions
- TN Chaturvedi and S Kohli Chandra (eds.), (1980), Social Administration: Development and Change, Delhi, IIPA.

PUBLIC FINANCIAL ADMINISTRATION IN INDIA

(Major)

PUB302

**FM-100
Credits-4**

Unit I:

- Financial Administration- Meaning, Scope and Significance
- Budget – Meaning and Principles
- Formulation of Budget

UnitII:

- Line-Item Budget
- Performance Budget
- Zero-Based Budget

UnitIII:

- Ministry of Finance: Organization and Functions
- Reserve Bank of India: Organization and Functions
- Finance Commission: Organization and Functions

UnitIV:

- Audits and Account
- Comptroller and Auditor General of India (CAG)
- Parliamentary Control: Public Accounts Committee, Estimates Committee and Committee on Public Sector Undertakings

Suggested Readings:

- K.M.Baisye , (1992), Financial Administration, OSOMA Publishers, New Delhi.
- H.L.Batia, (2000), Public Finance in India, Vikas Publishing House, New Delhi, 2000.
- G.S. Lall, (1996), Public Finance and Financial Administration in India, Kapoor Publishers, New Delhi.
- S.L. Goel,(2002), Public Financial Administration, Deep and Deep Publication, New Delhi.
- S. Panda, Financial Administration and Personnel Management in Public Enterprises, Mittal Publications New Delhi, 1989.
- K.K.Sharma, (Ed.), Financial Administration in Government, Vikash Publication, New Delhi.
- M. J.K. Thavraj, (1981), Financial Administration of India, Sultan Chand and Sons, New Delhi.
- R.N.Bhargava, (1977), The Theory and Working of Union Finance in India, 5th Ed., Allahabad, Chaitanya Publishing House.
- D.N.Gadhok, (1976) Parliamentary Control Over Government Expenditure, Sterling.
- M.J.K. Thavaraj, (1970) Performance Budgeting Research Publications, New Delhi.

CIVIL SOCIETY AND ADMINISTRATION

(Major)

PUB303

FM-100
Credits – 4

Unit I:

- Civil Society – Concept and Origin
- Social Capital – Meaning andImportance
- Relation between Civil Society and Social Capital
- Civil Society and Right to Information in India

Unit II:

- Women Development – Self Help Groups, Gender Budgeting, Reservation Issues and Women
- National Policy for Empowerment of Women, 2001
- Children Development – Integrated Child Development Services (ICDS) and Integrated Child Protection Services (ICPS)
- National Policy for Children, 2013

Unit III:

- Concept of Human Rights
- Universal Declaration of Human Rights
- National Human Rights Commission
- State Human Rights Commissions

Unit IV:

- Consumer Protection Act, 2019
- Consumer Protection Councils
- Consumer Dispute Redressal Mechanisms

Suggested Readings:

- Sudipta Kaviraj (ed.) (2001), Civil Society: History and Possibilities, New Delhi, Cambridge University Press.
- GK Rathod (2012), Civil Society: Views and Reviews, New Delhi, Viva Books Pvt. Ltd.
- John Field (2010), Social Capital, New York, Taylor and Francis Publication.
- RK Gupta (et.als), Social Capital, Vol. 1 & 2, Atlantic.
- Mita Ashish Shah (2014), Gender Budgeting; Contemporary Issues and Remedies, Saviskar Publishers.
- SL Goel, (2010), Social Welfare Administration, Vol. 1 & 2, New Delhi, Deep and Deep Publications.
- DR Sachdeva, (2010), Social Welfare Administration in India, Allahabad, Kitab Mahal Publication.
- Lalhneihzovi, (2007). Women's Development in India, New Delhi, Mittal Publication.
- Marsha Bronson, (1996), Amnesty International, Kolkata, Orient Blackswan.
- Ed Meenu Agarwal, (2006), Consumer Behaviour and Consumer Protection in India, New Delhi, New Century Publication.
- Niraj Kumar, (2007), Consumer Protection in India, Delhi, Books Duniya.
- BB Agarwal, (2009), (ed.), Media and Society: Challenges and Opportunities, Delhi, Concept Publishing Company.

POLICE ADMINISTRATION

(Major)

PUB304

**FM-100
Credits-4**

Unit I:

- Police Administration – Meaning, Role and Functions
- Police Act of 1861
- Police Organization in India - Central and State

Unit II:

Police Personnel:

- Recruitment

- Training
- Promotion

Unit III:

- Crimes - Reasons for Increasing Crimes
- Indian Penal Code 1860 and Criminal Procedure Code 1861
- Investigative Agencies –CBI, NIA,IB and CID

Unit IV:

- Citizens' Grievances against Police Personnel
- Grievances of Police and Redressal Machinery
- Reforms in Police Administration

Suggested Readings:

- JC Chaturvedi, (2006), Police Administration and Investigation of Crimes, New Delhi, Isha Books.
- James Vadackumchery, (2003), Policing the Police, New Delhi, Kaveri Books
- PD Sharma, (1981), Police, Polity and People in India, New Delhi, Uppal Publishing House.
- KM Mathur, (1991), Police in India: Problems and Perspectives, New Delhi, Gyan Publishing House.
- Shanker Sen, (2000), Police in Democratic Societies, New Delhi, Gyan Publishing House.
- MB Chande, (1997), The Police in India, Atlantic.
- Arvind Verma, (2005), The Indian Police: A Critical Evaluation, New Delhi, Daya Publishing House.
- Dalbir Bharti, (2006), Police and People: Role and Responsibilities, APH Publishing
- KS Subramaniam and Arvind Verma, (2013), Understanding the Police in India, Gurgoan, LexisNexis.
- Kumar Praveen, (2009), Indian Police, Maryland, America Star Books.
- Aparna Srivastava, (1999), Role of Police in a Changing Society, New Delhi, APH Publishing.
- KFM Rustamji and SK Ghosh, (1993), Encyclopedia of Police in India, Vol 1, 2 & 3, APHPublishing.

TRIBAL DEVELOPMENT ADMINISTRATION IN INDIA

(Major)

PUB305

FM-100
Credits - 4

Unit I:

- Tribes – Meaning, Concept and Characteristics
- Tribal Development – Concept, Evolution and Importance
- Characteristics of Indian Tribes

Unit II:

- Constitutional Provisions for the Tribal in India
- Policies and Programmes for Tribal Development in India
- Tribes Advisory Councils

Unit III

- Personnel for Tribal Development
- Ministry of Tribal Affairs – Organisation and Functions
- National Commission for Scheduled Tribes
- Socio-Political Movements and Tribal Development

Unit IV:

- Land Alienation Among the Tribal
- Indebtedness and Economic Bondage Among the Tribal
- Cultural Identity Crises

Suggested Readings:

- PK Mohanty, (2003), *Encyclopedia of Primitive Tribes in India*. New Delhi, Gyan Publishing.
- SarthakSengupta, (2003), *Tribes of North_East India*. New Delhi, Gyan Publishing
- RabinarayanMisra (2006), *Tribal Development: Post Globalisation*. New Delhi, Discovery Publishing House.
- Sachindra Narayan, (2003), *The Dynamics of Tribal Development: Issues and Challenges*, New Delhi, Gyan Publishing.
- RD Tribhuwan, (2000), *Studies in Tribal, Rural and Urban Development*. Vol. 1 & 2, New Delhi, Discovery Publishing House.
- NK Pand, (2006), *Policies, Programmes and Strategies for Tribal Development: A Critical Appraisal*, New Delhi, Kalpaz Publication.
- Chaturbhuj Sahu, (2009), *Approaches of Tribal Development*, New Delhi, Adhyayan Publishers.

E-GOVERNANCE

(Major)

PUB306

FM-100
Credits-4

Unit – I:

- Governance –Meaning, Nature and Significance
- Good Governance – Meaning, Elements and Challenges
- Government Process Re-engineering (GPR)

Unit– II:

- E-governance – Meaning and Significance
- Origin and Development of e-governance in India
- Types of e-Governance

Unit– III:

- IT Act of 2000 - Salient features
- National E-Governance Programme
- Digital India- Objectives, Pillars and Advantages

Unit – IV:

- Citizens Centric Service Delivery
- Issues and Challenges: e-Readiness, Digital Divide, Resistance to Change, Privacy and Skills and Competency

Suggested readings:

- J Satyanarayana, (2013), e-Government: The science of the possible, Prentice Hall of India, New Delhi. Agarwal, Ashok (ed) (2008). E-governance: Case studies, Universities Press, Hyderabad.
- Subhash Bhatnagar, (2009), Unlocking e-government potential: concepts, cases and practical insights, Sage, New Delhi.
- Nityesh Bhatt and Akshai Aggarwal, (eds), (2001), E-governance policies and practices, Excel India Publishers, New Delhi.
- Jaijit Bhattacharya, (2011), e-Gov 2.0: policies, processes and technologies. 1st edn, Tata McGraw Hill, New Delhi.
- Richard Heeks, (1999), Reinventing government in the information age, Routledge, London.
- Richard Heeks, (2006), Implementing and managing e-government: an international text, Vistaar Publications, New Delhi.
- John Mathiason, (2009), Internet governance: the new frontier of global institutions, Routledge, New York.
- J Satyanarayana, (2012), Managing transformation: objective to outcomes, Prentice Hall India, New Delhi.
- Pankaj Sharma, (2010), E-governance, APH Publishing Corporation. New Delhi.
- R.P Sinha, (2006). E-governance: initiatives and issues, Concept Publishers, New Delhi.
- Andy Taylor, (ed) (2014). Information security management: management principles, Viva Books Pvt Ltd, New Delhi.

PUBLIC POLICY

(Major)

PUB400

FM-100
Credits – 4

Unit I:

- Public Policy-Meaning, Nature, Scope and Significance
- Types of Public Policy-Distributive, Re-distributive, Regulatory, Liberal and Conservative
- Policy Science – Concept and Importance

Unit II:

- Approaches to Public Policy
- Incremental Theory,
 - Systems Analysis,
 - Institutional Approach,
 - Elite Theory, Rational Theory

- Public Choice Theory

Unit III:

- Policy Formulation- Process and Role of Political Parties, Pressure Groups, Mass Media and Citizens
- Policy implementation - Role of Bureaucracy, Legislature, Judiciary, Community Groups

Unit IV:

- Policy Evaluation
- Policy Change
- Policy Termination

Suggested Readings:

- Ramesh Kumar Tiwari, AashaKapur Mehta, Public Policy and Administration: Formulation, Implementation and Evaluation, (2012), New Delhi, Gyan Publishing House.
- J.E.Anderson, (1990), Public Policy Making, Boston, Houghton, Mifflin.
- T.Dye (1997), Understanding of Public Policy, 9thEdt. Engewood Cliffs New Jersey, Prentice Hall,
- R.K.Sapru, (1994), Public Policy Formulation, Supplementation and Evaluation, New Delhi, Sterling,
- L.N.Gerston, (1997), Public Policy Making : Process and Principles, London, M.E.Sharpe.
- W.N.Dunn, (1993), Public Policy Analysis : An Introduction, Prentice Hall, New Jersey.
- K.Disch,(1990), Policy Making in India, New Delhi, Publication Division.
- Charles E.Lindblom, (1998), The Policy Making Process, Englewood Cliffs, N.J.Prentice-Hall.
- PradeepSahni, (1987), Public Policy Conceptual Dimentions, New Delhi, KitabMahal.
- R.S.Ganapathy, S.R.Ganesh, R.M.Maru, Samuel Paul, Ram Mohan Rao, (Eds.), Public Policy and Policy Analysis, New Delhi, Sage Publications.
- Harold D.Lassewell, "Policy Sciences" in International Encyclopaedia of Social Sciences, Vol.12, pp. 181-189.
- GraigLiskie and others (1990), Public Policy : Issues, Theories and Methods, New York, Halsted Press.
- Thomas R.Dye, (1991), Understanding Public Policy, New Jersey, Prentice-Hall.
- Paul H.Appleby, (1999), Policy and Administration, The University of Alabama Press.
- PradeepSaxena, (2005), Public Policy Administration, Jaipur, RBSA Publications.

RURAL DEVELOPMENT ADMINISTRATION

(Major)

PUB401

FM-100
Credits – 4

Unit-I

- Rural Development – Meaning, Objectives and Importance
- Measures of Development –, Per Capita Consumption Expenditure (PQLI), Per Capita Consumption Expenditure on Community Facilities and Services (PCCS), and Composite Index of Rural Development (CIRD)

Unit-II

- Rural Economy and its Contribution to National Economy
- Organisational Structure of Rural Development at Central, State, District, Block and Village
- NIRDPR and SIRDPR

Unit-III

- Mahatma Gandhi National Rural Employment Guarantee Act(MGNREGA)
- National Rural Livelihood Mission (NRLM)
- National Rural Health Mission – Rural
- State Rural Development Programme

Unit-IV

- Rural Credit – Institutional and Non-institutional (NABARD, Rural Cooperative Societies and Rural Banking)
- Problems and Challenges of Rural Development

Suggested readings:

- A.R. Desai, (1986), Agrarian Struggles in India: After Independence. New Delhi, Oxford University Press.
- Barath Dogra, (1984), Poverty, Development, and Poverty. New Delhi.
- B.D.S. Bhadouria and V.P. Dubey, (1989), Panchayati Raj and Rural Development. Commonwealth Publishers, New Delhi.
- B.S. Khanna, (1992), Rural Development in South Asia. Deep and Deep, New Delhi.
- Danny Burns, et.al., (1994), The Politics of Decentralisation: Revitalising Local Democracy. Macmillan, London.
- G. Ram Reddy and Haragopal.G., (1984), Public Policy and Rural Poor in India. New Delhi, Concept Publishing
- George Mathew, (1994), Panchayati Raj in India: From Legislation to Movement. ISS, New Delhi.
- House. J. Harris (Ed), (1982), Rural Development. Hutchison University Library.
- Jain L.C, et.al, (1986), Grass without Roots; Rural Development Under Government Auspices, New Delhi, Sage.
- K.C. Sivaramakrishnan, et. al., (1993), Urbanisation in India: Basic Services. ISS, New Delhi.
- M.A. Oommen, (1995), Devolution of Resources from the State to the Panchayati Institutions. ISS, New Delhi.
- M.A. Oommen and Abhijit Datta, (1995), Panchayats and their Finance. ISS, New Delhi.
- Mohit Bhattacharya, (1976), Management of Urban Government in India. Uppal, New Delhi.
- Peter Oakley, (1991), Projects with People: The Practice of Participation in Rural Development. ILO
- R. C. Choudahry and S.P. Jain (eds.), (2001), Patterns of Decentralized Government in Rural India. NIRD, Hyderabad.
- R. Chambers, (1983), Rural Development: Putting the Last First. Priorities in Rural Development. Hyderabad, Orient Longman.
- Ramesh K. Arora and Rajni Goyal, (1996), Indian Public Administration. Vishwa Prakashan, New Delhi.
- S.N. Mishra, (1996), New Panchayati Raj in Action. Mittal Publication, New Delhi.
- Lakshmi Narain, Aggarwal.Surinder S. Jadka (Ed), (2012), Village Society, Hyderabad, Orient Black Swan.
- S.N. Misra, (1981), Rural Development and Panchayati Raj, Delhi, Concept Publishing Company.

- Vasant Desai, (2015), Rural Development in India. Himalaya.

RESEARCH METHODOLOGY

(Major)

PUB402

FM-100
Credits-4

Unit I:

- Research – Meaning , Nature and Scope
- Types of Research
- Research Process
- Research Design
- Hypothesis/Research Questions

Unit II:

- Tools and Techniques of Data Collection
- Sources of Data
 - Interview Schedule
 - Questionnaire
 - Observation

Unit III:

Methods of Data Collection

- Case Study
- Sampling
- Survey
- Field Study
- Focus Group Discussion

Unit IV:

- Scales of Measurement – Nominal, Interval and Ratio Scales
- Measures of Central Tendency – Mean, Median and Mode
- Interpretation – Analysis of Data
- Research Report Writing
- Research Ethics and Plagiarism

Suggested Readings:

- B.L. Garg, R. Karadia, F. Agarwal, and U. K. Agarwal, (2002), An introduction to Research Methodology, Jaipur, RBSA Publisher.
- C.R. Kothari, (1990), Research Methodology: Methods and Techniques. New Age International.
- S.C. Sinha and A.K. Dhiman, (2002), Research Methodology, New Delhi, EssEss Publications. 2 volumes.
- W.M.K .Trochim, (2005), Research Methods: The Concise Knowledge Base, Cincinnati, Atomic Dog Publishing.
- S.M. Coley and C. A. Scheinberg, (1990), "Proposal Writing", New Delhi, Sage Publications.
- C.R. Kothari, (2009), Research Methodology: Methods and Techniques, New Delhi, New Age International.
- J.T. Doby, (2000), An Intrduction to Socail research, New York, Appleton.
- A.R. Tyagi, (1990), Scientific method in Public Administration, London, Harper and Row.

ENVIRONMENTAL ADMINISTRATION

(Major)

PUB403

**FM-100
Credits-4**

Unit-I:

- Environmental Administration – Meaning, Concept and Importance
- Environmental Issues - Population, Sustainability, Global Warming, Climate Change and Technology

Unit-II:

- Environment and Development
- Environmental Policies - The Environment (Protection) Act 1986, Water (Prevention and Control of Pollution) Act 1974, Air (Prevention and Control of Pollution) Act 1981, The Mizoram (Prevention and Control of Fire) Rules 2004 and The Mizoram Water (Prevention and Control of Pollution) Rules 1975.

Unit-III:

- Environmental Protection–UNEP and World Bank
- Ministry of Environment, Forest and Climate Change
- Role of Civil Society – World Wildlife Fund (WWF), Centre for Environment Protection (CEP) and Association for Environmental protection (ASEP)

Unit-IV:

- Environmental Campaign and Awareness
- Impact of Urbanization and Industrialization on Environment;
- Solid Waste Management and Recycling
- Wild Life Conservation

Suggested Readings:

- A.K.Jain, (2008), A Sustainable Vision for Urban India, New Delhi :Gyan Books.
- KrishanSaigal,(2008), Sustainable Development, New Delhi:Gyan Books.
- Stiling, (2008), Ecology – Theories and Applications, New Delhi: Prentice-Hall of India, 4th Edition.
- Kothari,(2008)etal.,Renewable Energy Sources and Emerging Technologies, New Delhi : Prentice- Hall of India.
- Sengar,(2008), Environmental Laws, New Delhi : Prentice-Hall of India,.
- Lincoln Allison, Environmental Planning : A Political and Philosophical Analysis, London : George Allen and Unwin, 1995.
- J.WilliamBaumol and Dates E.Wallace, (1998), The Theory of Environment Policy, Cambridge : Cambridge University Press.
- N.L.Richard Andrews, (1995), Environmental Policy and Administrative Change : Implementation of the National Environmental Policy Act, Lexington : Lexington Books.
- R.Frederick Anderson, (1998), Environmental Improvement through Economic Incentives, Baltimore, John Hopkins.
- Guy Benveniate,(1990), Regulation and Planning : The Case of Environmental Politics, Boston, Boyd and Fraser.
- Peter Bartelmus, (1996) Environment and Development, London, Allen and Unwin,.
- GopalBhargava,(1991) Environmental Pollution and Law, Bombay, Commerce Pamphlets.
- ParasDiwan (ed.), (1997), Environment Protection : Problems Policy Administration, New Delhi, Deep and Deep.

DEVELOPMENT ADMINISTRATION IN INDIA

(Major)

PUB404

FM-100
Credits-4

UnitI

- Development - Concept and Dimensions
- Development Administration - Meaning, Nature and Scope
- Traditional and Development Administration
- Development Administration and Administrative Development.

UnitII

- Approaches – Western, Liberal, Marxist and Gandhian
- Riggs Model of Development Administration

Unit III:

- NITI Aayog
- State Planning Board
- District Planning Committee

Unit IV:

- People's Participation in Development Process
- Role of Bureaucracy in Development
- Sustainable Development Goals and its Significance

Suggested Readings:

- RKSapru,(2012),DevelopmentAdministration,NewDelhi,SterlingPublishers
- NaryanHazary,(2005),DevelopmentAdministration,NewDelhi,APHPublishing.
- SAPalekar,(2012),DevelopmentAdministration,NewDelhi,PHIPublishing.
- Pradeep Sahni and Uma Medury, (2012), Governance for Development: Issues and Strategies, New Delhi, PHI.
- Michael Anthony Tarallo, (2012), Public Administration: Key Issues challenging Practitioners, Bloomington, Authorhouse.
- AK Sharma, (2004), Bureaucracy and Decentralisation, New Delhi, Mittal.
- Sunil Dutt and Rakesh Hooja, (2008), District Administration: Redefining the Development Role, New Delhi, Kanishka.
- JK Chopra, (2004), Bureaucracy and Public Administration, Delhi, Commonwealth Publishers.
- LaxmiSharma,(2009),BureaucracyinPublicAdministration, Delhi, NehaPublishersand Distributors.
- SLGoel,(2010),DevelopmentAdministration:PotentialitiesandProspects,New Delhi, Deep andDeep.
- PBRathod,(2004),ElementsofPublicAdministration:TheoryandPractice,Jaipur, ABD Publishers.

DISASTER MANAGEMENT

(Major)

PUB405

**FM-100
Credits-4**

Unit I:

- Disaster - Concept and Meaning
- Natural Disaster – Flood, Drought, Earthquake, Landslides, Cyclone and Epidemics
- Manmade Disaster - Air and Water pollution, Deforestation, Fire, and Terrorism

Unit II:

- Disaster Management-Meaning, Nature and Objectives
- Disaster Management Act 2005
- The Epidemic Diseases (Amendment) Act 2020

Unit III:

- National Disaster Management Authority-Organization and Functions
- State Disaster Management Authority – Organisations and Functions
- District, Block and Local Disaster Management Authorities
- Relief and Rehabilitation Committees

Unit IV:

- Identification of various risks
- Planning and Preparedness

Suggested Readings:

- Ayaz Ahmad,(2004), "Disaster Management through the New millennium" Anmol Publication, New Delhi.
- Bhargava, Gopal, Environmental Challenges and Ecological Disaster: Global perspective by Gopal Bhargava, New Delhi: Mittal; 1992.
- Kieth Smith, Environmental Hazards, Routledge, 1996.
- Pradeep Sahani, Alka Dhamija, "Disaster Mitigation: Experience and Reflections, PrenticeHall of India, New Delhi, 2001.
- Sinha, Prabhas C. (2006), "Disaster Relief Rehabilitation and Emergency Humanitarian Assistance, Kolkata, S.B.S. Publishers & Distributors Pvt. Ltd.

COMPARATIVE PUBLIC ADMINISTRATION**(Major)****PUB406****FM-100
Credits-4****Unit-I:**

- Comparative Public Administration: Meaning, Nature, Scope and Significance
- Evolution of Comparative Public Administration

Unit -II:

- Approaches to the Study of Comparative Public Administration-Institutional Approach, Behavioural Approach, Systems Approach, Structural Functional and Ecological Approach.

Unit-III:

- Models of Comparative Public Administration with special reference to Agraria– Industria Models, Fused– Prismatic– Diffracted Model, Prismatic– Sala Model and Bazaar Canteen Model.
- Max Weber’s Bureaucratic Model.

Unit- IV:

- Comparative Study of Administrative System- UK, USA, France and China

Suggested Readings:

- Ferrel Heady (ed.) (1978), Comparative Public Administration, Michigan, Michigan University.
- Ferrel Heady (1966) Public Administration: A Comparative Perspective, N. J. Englewood Cliffs.
- F. W. Riggs (1961) Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co., 1904. 4. — The Ecology of Public

- Administration, Bombay, Asia Publishing House.
- Fred W. Riggs and Edward Weidner (1963) Models and Priorities in the Comparative Study of Public Administration, Washington D.C., ASPA.
 - Ramesh K. Arora (2000) Comparative Public Administration, New Delhi, Associated Publishing House,.
 - R.K. Arora and Sangeeta Sharma(1992) Comparative and Development Administration Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change.
 - R.B. Jain (1978) Comparative Aspects of Public Administration in Robert Wilnks (ed.). Other views and other visions, California, Greenwood Press.
 - R.B Jain, "The State & Comparative Public Administration", Indian Journal of Public Administration, New Delhi, Vol. 7 (Oct.–December, 1991.
 - T.N. Chaturvedi (2003) Comparative Public Administration, Jaipur, College Book Depot, 2003.
 - T.N. Chaturvedi (1994)Tulnatmak Lok Prashashan, Jaipur, College Book Depot.

ADMINISTRATIVE ETHICS

(Major)

PUB407

**FM-100
Credits-4**

Unit I:

- Administrative Ethics – Meaning, Determinants, and Importance
- Salient Aspects of Administrative Ethics
- Nolan’s Principles on Ethics

Unit II:

- Ethics and Values – Role of family, Society, Educational Institutions, Mass Media
- Attitude -Contents, Structure and Functions

Unit III:

- Foundational Values for Civil Servants – Integrity, Impartiality, Neutrality and Anonymity
- Probity in Governance

Unit IV:

- Change and Conflict Management
- Organisational development and effectiveness through ethical behaviour

Suggested Readings:

- J. Michael Martinez, Richardson, William D.,(2008), Administrative Ethics in the Twenty-first Century, Peter Lang Publishing Inc.
- Terry L Cooper, (2000), Handbook of Administrative Ethics, CRC Press; 2nd edition

- Terry L Cooper, (2012), The Responsible Administrator: An Approach to Ethics for the Administrative Role, Wiley Pub.
- Stephen P. Robins, (2008), Organizational Behavior, PHI Learning / Pearson Education.
- Fred Luthans, (2001), Organizational Behaviour, McGraw Hill,
- Hunt Schermerhorn and Osborn, (2009) Organizational Behaviour, John Wiley.

OR

ENVIRONMENTAL ADMINISTRATION

(Major)

PUB403

**FM - 100
Credits - 4**

Unit-I:

- Environmental Administration – Meaning, Concept and Importance
- Environmental Issues - Population, Sustainability, Global Warming, Climate Change and Technology

Unit-II:

- Environment and Development
- Environmental Policies - The Environment (Protection) Act 1986, Water (Prevention and Control of Pollution) Act 1974, Air (Prevention and Control of Pollution) Act 1981, The Mizoram (Prevention and Control of Fire) Rules 2004 and The Mizoram Water (Prevention and Control of Pollution) Rules 1975.

Unit-III:

- Environmental Protection–UNEP and World Bank
- Ministry of Environment, Forest and Climate Change
- Role of Civil Society – World Wildlife Fund (WWF), Centre for Environment Protection (CEP) and Association for Environmental protection (ASEP)

Unit-IV:

- Environmental Campaign and Awareness
- Impact of Urbanization and Industrialization on Environment;
- Solid Waste Management and Recycling
- Wild Life Conservation

Suggested Readings:

- A.K.Jain, (2008), A.Sustainable Vision for Urban India, New Delhi :Gyan Books.
- KrishanSaigal,(2008), Sustainable Development, New Delhi: Gyan Books.
- Stiling, (2008), Ecology – Theories and Applications, New Delhi: Prentice-Hall of India, 4th Edition.
- Kothari,(2008) etal.,Renewable Energy Sources and Emerging Technologies, New Delhi : Prentice- Hall of India.
- Sengar,(2008), Environmental Laws, New Delhi : Prentice-Hall of India,.
- Lincoln Allison, Environmental Planning : A Political and Philosophical Analysis, London : George Allen and Unwin, 1995.
- J.WilliamBaumol and Dates E.Wallace, (1998), The Theory of Environment Policy, Cambridge : Cambridge University Press.
- N.L.Richard Andrews, (1995), Environmental Policy and Administrative Change : Implementation of the National Environmental Policy Act, Lexington : Lexington Books.
- R.Frederick Anderson, (1998), Environmental Improvement through Economic Incentives, Baltimore, John Hopkins.
- Guy Benveniate,(1990), Regulation and Planning : The Case of Environmental Politics, Boyd and Fraser.
- Peter Bartelmus, (1996) Environment and Development, London, Allen and Unwin,.
- GopalBhargava,(1991) Environmental Pollution and Law, Bombay, Commerce Pamphlets.
- ParasDiwan (ed.), (1997), Environment Protection : Problems Policy Administration, New Delhi, Deep and Deep.

DEVELOPMENT ADMINISTRATION IN INDIA

(Major)

PUB404

FM - 100
Credits - 4

Unit I

- Development - Concept and Dimensions
- Development Administration - Meaning, Nature and Scope
- Traditional and Development Administration
- Development Administration and Administrative Development.

Unit II

- Approaches – Western, Liberal, Marxist and Gandhian
- Riggs Model of Development Administration

Unit III:

- NITI Aayog
- State Planning Board
- District Planning Committee

Unit IV:

- People's Participation in Development Process
- Role of Bureaucracy in Development
- Sustainable Development Goals and its Significance

Suggested Readings:

- RKSapru,(2012),DevelopmentAdministration,NewDelhi,SterlingPublishers
- NaryanHazary,(2005),DevelopmentAdministration,NewDelhi,APHPublishing.
- SAPalekar,(2012),DevelopmentAdministration,NewDelhi,PHIPublishing.
- Pradeep Sahni and Uma Medury, (2012), Governance for Development: Issues and Strategies, New Delhi, PHI.
- Michael Anthony Tarallo, (2012), Public Administration: Key Issues challenging Practitioners, Authorhouse.
- AK Sharma, (2004), Bureaucracy and Decentralisation, New Delhi, Mittal.

- Sunil Dutt and Rakesh Hooja, (2008), District Administration: Redefining the Development Role, New Delhi, Kanishka.
- JK Chopra, (2004), Bureaucracy and Public Administration, Commonwealth Publishers.
- Laxmi Sharma, (2009), Bureaucracy in Public Administration Neha Publishers and Distributors.
- SL Goel, (2010), Development Administration: Potentialities and Prospects, New Delhi, Deep and Deep.
- P B Rathod, (2004), Elements of Public Administration: Theory and Practice, ABD Publishers.

**RESEARCH PROJECT/ DISSERTATION
(Major)**

PUB499

**FM-100
Credits-12**