



MASTER OF ARTS (Public Administration)
Maa Pateswari University, Balrampur, Uttar Pradesh 271201
M.A. Public Administration (Two Year Programme) (NEP 2025-2026)
Syllabus 2025

Total Credit: 80

Year-I (Semester-I)			
Course Code	Name of the Paper	Credit	Remark
PACC 1	Theories of Modern Government	4	Core Course
PACC2	Administrative Theories and Principles –I	4	Core Course
PACC3	Indian Constitution and Government	4	Core Course
PACC4	Indian Administration	4	Core Course
PACC5	Human Resource Management	2	Core Course
PAVC	Ethics in Governance	2	Value Added (Intra Departmental Course)
	Credit	20	
Year-I (Semester -II)			
PACC 6	Administrative Theories Principles-II	4	Core Course
PACC 7	Administrative Thought-I	4	Core Course
PACC 8	Financial Administration	4	Core Course
PACC 9	Urban and Rural Governance in India	4	Core Course
PACC 10	Comparative and Development Administration	2	Core Course
	Digital Governance	2	Inter Departmental
	Credit	20	
Year-II (Semester -III)			
PACC- 11	Public Policy and Analysis	4	Core Course
PACC- 12	Research Methodology and Project Formulation	4	Core Course
PAEL -13 A	Disaster Management and Sustainable Development	4	Elective Course
PAEL-13 B	Public Enterprises & Corporate Governance		
PAEL-14 A	Corporate Social Responsibility	4	Elective Course
PAEL-14 B	Police Administration		
PAEL-15 A	Communication Skill and Public Relation	2	Elective Course
PAEL-15 B	Administrative Law		
	Internship Field work	2	
	Credit	20	
Year-II (Semester -IV)			
PACC-16	Social Welfare Administration in India	4	Core Course
PAEL-17 A	Issues in Good Governance	4	Elective Course
PAEL-17 B	Administrative Thought-II		
PAEL-18 A	Urban Waste Management	4	Elective Course
PAEL-18 B	Gender Issues and Governance		
	Dissertation and Viva-voce	8	
	Credit	20	
	Total Credit	80	

M.A. Public Administration
Maa Pateshwari University, Balrampur, U.P.

SEMESTER – I

PACC 1: THEORIES OF MODERN GOVERNMENT

- Unit – I** : Origin of State: Divine, Social Contract Theory & Historical Evolutionary Theory, Elements and Functions of State.
- Unit – II** : Concept & Forms: Liberty, Equality, Justice, Rights, and Sovereignty.
- Unit – III** : Forms of Government: Democratic and Non-Democratic, Parliamentary & Presidential, Unitary & Federal.
- Unit – IV** : Political Parties, Pressure Groups, Electoral Reforms.
- Unit - V** : Contemporary Issues: Political Culture & Political Development, Political Socialization.

Books Recommended:

1. Arendt, Hannath - Crisis in Republic
2. Lipset, Martin - Political Man
3. Rawls, R.H. - A Theory of Justice
4. Sharma, U., Sharma, S.K. - Principles & Theory of Political Science
5. Johari, J.C., - Indian Government & Politics
6. Fadia, B.L. – Indian Government & Politics.
7. Johari, J.C. – Contemporary Political Theory
8. Asirvatham, Eddy & Mishra, K.K. – Political Theory
9. Basu, D.D. – Introduction to the Constitution of India
10. Sharma, B.K. – Introduction to the Constitution of India

PACC 2: ADMINISTRATIVE THEORIES AND PRINCIPLES-I

- Unit – I** : Public Administration: Concept and Evolution, Ecology, Public and Private Administration.
- Unit – II** : NPA, NPM, State vs. Market Debate, Recent Developments in Public Administration.
- Unit – III** : Classical Theory, Bureaucratic Theory, Scientific Management Theory and Human Relation Theory.
- Unit – IV** : Decision Making Theory, Behavioural Theory and Systems Approach.
- Unit - V** : Principles of Organization: Hierarchy, Unity of Command, Span of Control, Authority and Responsibility.

Books Recommended:

1. Henry, Nicholas - Public Administration And Public Affairs
2. Taylor, Frederick W. - The Principles of Scientific Management
3. Etzioni, Amitai - Modern Organizations
4. Bendix R., Max Weber - An Intellectual Portrait
5. Blau, Peter H. - Bureaucracy in Modern Society
6. Dixit Manoj (et. al) - Public Administration
7. Sahni, Pardeep (et. al) - Administrative Theory
8. Awasthi & Maheshwari - Public Administration
9. Sharma & Sharma - Public Administration
10. Bhambri, C.P. - Public Administration

PACC 3: INDIAN CONSTITUTION AND GOVERNMENT

- Unit – I** : Evolution of India Constitution: Regulating Act 1733, Pitts India Act 1784, Charter Act 1813, 1833, 1853, The Government of India Act 1858, 1909, 1919, 1935 & India Independence Act 1947.
- Unit – II** : Constitutional Philosophy: Salient features of Indian Constitution, The Preamble Nature of Indian Constitution Fundamental Rights, Directive Principles of State Policy and Fundamental Duties.
- Unit – III** : Union Government: President, Prime Minister, Council of Ministers.
- Unit – IV** : State Government: Governor, Chief Minister, Council of Ministers, Governor-CM Relations.
- Unit - V** : Powers and Functions of Union & State legislature, Structure and Functions of Judiciary, Public Interest Litigation, Judicial Activism.

Books Recommended:

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshier - Indian Administration
3. Arora, R.K. & Goel. Rajni - Indian Public Administration
4. Johari, J.C. - Indian Govt. & Politics
5. Maheshwari, S.R. - State Administration
6. Avasthi, A. & Avasthi, A.P. - Indian Administration
7. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
8. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
9. Basu, D.D. Introduction to the Constitution of India
10. Johari, J.C. - The Constitution of India

PACC 4: INDIAN ADMINISTRATION

- Unit - I** : Evolution of Indian Administration: Mauryan, Mughal & British Period and British Legacies to Indian Administration.
- Unit - II** : Central Administration: Structure & Functions of Central Secretariat: Cabinet Secretariat, Cabinet Secretary, Prime Minister's Office (PMO)
- Unit - III** : State Administration: Structure & Functions of State Secretariat, Chief Secretary; State Secretariat Vs Directorate; Divisional Administration & The Divisional Commissioner.
- Unit - IV** : District Administration; District Collector: Powers, Functions & Role, Law and Order in DM-SSP & Commissionary System, Relationship between Police and Public.
- Unit - V** : Control over Administration: Legislative, Executive, Judicial & Citizen.

Books Recommended:

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshier - Indian Administration
3. Johari, J.C. - Indian Govt & Politics
4. Maheshwari, S.R. - State Administration
5. Avasthi, A. & Avasthi, A.P. - Indian Administration
6. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
7. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
8. Basu, D.D. Introduction to the Constitution of India
9. Johari, J.C. - The Constitution of India
10. Ramchandran, Padma - Public Administration in India

PACC 5: HUMAN RESOURCE MANAGEMENT

Unit - I : Human Resource Management: Concept, Significance, Evolution, Functions, Policies and Human Resource Planning.

Unit - II : Position and Rank Classification, Recruitment and Recruitment Agencies - UPSC and SPSCs, Training & Promotion.

Unit - III : Job Analysis, Job Evaluation, Performance Appraisal, Stress Management.

Unit - IV : Health & Safety at Work Place, Industrial Relations, Industrial Conflicts, Labour Management Participation, Grievances & Grievance Handling Procedure.

Unit - V : Factories Act, 1948, Industrial Disputes Act 1947, Employees' Provident Funds Miscellaneous Provisions Act 1952, Maternity Benefit Act 1961.

Books Recommended:

1. Flippo, Edwin B. - Principles of Personnel management
2. Davar, Rustom S. - Personnel Management & Industrial Relations
3. Report of national Commission on Labour, G.O.I. 1968
4. Second Administrative Reforms Commission Report.
5. Bhatia, S.K. - Emerging Human Resource Management.
6. Monappa, Arun&Mirza, S.Saiyadain - Personnel Management.
7. Stahl, O Glenn - Public Personnel Administration
8. Hays, S.W. & Kearney, R.C. - Public Personnel
9. Report of the Fifth & Sixth Central Pay Commissions, Government of India
10. Goel, S.L. - Public Personnel Administration
11. Sinha, V.M. - Public Personnel Administration

PAVC: ETHICS IN GOVERNANCE (VALUE ADDED)
(Intra Departmental Course)

Unit – I : Ethics: Concept, Scope & Significance, Ethics and Governance.

Unit – II : Attitude: Meaning, Components and Types, Attitudes & Behaviors, Social, Political & Economic Attitudes.

Unit – III : Foundational Values for Civil Services: Rule of Law, Integrity in Administration, Code of Conduct, Neutrality Anonymity, Empathy, Tolerance & Compassion.

Unit – IV : Ethics in Public Administration: Concept & Significance, Ethical Concerns & Dilemmas in Governance.

Unit – V : Emotional Intelligence: Concept, Dimensions; Its Utility and Application in Governance.

Books Recommended:

1. R.K. Arora - Ethics, Integrity and Value in Public Services
2. Second Administrative Reforms Commission, Fourth Report ethics in Governance.
3. R.K. Arora - Ethics in Governance
4. NadeemHasnain – Indian Society and Culture: Continuity and Change.

SEMESTER –II

PACC 6: ADMINISTRATIVE THEORIES AND PRINCIPLES-II

- Unit – I** : Delegation, Supervision, Control and Coordination.
- Unit – II** : Line, Staff and Auxiliary Agencies, Board and Commission.
- Unit – III** : Contingency or Situational Approach, Social Action Theory, Cybernetics Theory.
- Unit – IV** : Leadership, Communication, Motivation and Morale.
- Unit - V** : Administrative Techniques & Reforms: O & M, Network Analysis, MIS, PERT & CPM.

Books Recommended:

1. Taylor, Frederick W. - The Principles of Scientific Management
2. Etzioni, Amitai - Modern Organizations
3. Bendix R., Max Weber - An Intellectual Portrait
4. Blau, Peter H. - Bureaucracy in Modern Society
5. Nigro, Felix, A. - Modern Public Administration
6. Dixit Manoj (et. al) - Public Administration
7. Sahni, Pardeep (et. al) - Administrative Theory
8. Awasthi&Maheshwari - Public Administration
9. Sharma & Sharma - Public Administration
10. Bhambri, C.P. - Public Administration

PACC 7: ADMINISTRATIVE THOUGHT-I

- Unit – I** : Woodrow Wilson, F.W. Taylor, Henri Fayol, Max Weber
- Unit – II** : M.P. Follet, Elton Mayo, C.I. Barnard, Herbert Simon.
- Unit – III** : Abraham Maslow, Herzberg, Douglass McGregor,
- Unit – IV** : Chris Argyris, R. Likert, C. Alderfer, Y. Dror.
- Unit - V** : Peter Drucker, F.W. Riggs, Edward Weidner.

Books Recommended:

1. Simon, Herbert A. - Administrative Behavior
2. McGregor, Douglas - The Human Side of Enterprise.
3. Likert, Renesis - New Patterns of Management
4. Argyris, Chris - Personality And Organization
5. Manoj Dixit; et. Al - Public Administration
6. Maheshwari, S.R. - Administrative Thinkers
7. Prasad & Prasad - Administrative Thinkers

PACC 8: FINANCIAL ADMINISTRATION

- Unit - I** : Financial Administration: Concept Nature, Scope and Significance; Evolution of Planning Machinery: Planning Commission, NDC and NITI Aayog; Finance Commission; Central-State Financial Relations.
- Unit - II** : The Concept of Budget; Types and Techniques of Budget: Line-Item Budget, Performance Budget, PPBS, ZBB and Gender Budgeting.
- Unit - III** : Budgetary Process in India: Preparation, Enactment& Execution.
- Unit - IV** : Public Finance: Public Revenue, Public Expenditure, Public Debt, Fiscal Deficit and Deficit Financing; Monetary Policy& RBI.
- Unit - V** : Accounting, Auditing, CAG, Parliamentary Control, Finance Committees: Estimates Committee, Public Accounts Committee, Committee on Public Undertakings

Books Recommended:

1. Lall. G.S. - Public Finance & Financial Administration in India
2. Mokherjee, S.S. - Financial Administration in India
3. Chand, Prem - Performance Budgeting
4. Handa, K.L. - Financial Administration
5. Annual Reports of the Ministry of Finance, Government of India
6. Annual Reports of World Bank & I.M.F.
7. Reports of C & AG of India
8. Sury, M. M. Government Budgeting in India
9. Vithal, B.P.R. & Shastri, M. - Fiscal Federation in India
10. Geol, S.L. - Public Financial Administration
11. Thavaraj, M.J.K. - Financial Administration of India
12. S.K. Mahajan and A.P. Mahajan: Financial Administration in India

PACC 9: URBAN AND RURAL GOVERNANCE IN INDIA

Unit - I : Concept & Evolution of Urban and Rural Governance; Salient Features of 73rd& 74th Constitutional Amendment Acts; Composition & Functions of Urban & Rural Local Bodies.

Unit - II : Planning for Urban Governance, Urban Policies, Urban Sustainable Development, Urban Environment, Sustainability & Resistance.

Unit - III : Programmes of Urban and Rural Development, Public Private Partnership, Inter-Departmental Coordination.

Unit - IV : Approaches of Urban and Rural Governance; Public Bodies Engaged in Urban and Rural Governance, Role of Cooperatives.

Unit - V : Issues in Urban & Rural Governance: Poverty, Unemployment, Population, Education, Health, Insurance.

Books Recommended:

1. Woodbury, Coleman(ed. - Urban Development, Problems and Practice
2. Coleman, M.D. - Reviewing Our Cities
3. Corson, J.J. - Government Manpower for Tomorrow's Cities
4. Renfield, E.C. - Urban Government
5. Ashok Mehta - Committee on Panchayati Raj
6. Panchayati Raj Act, 1947
7. Kshettra Samiti and Zila Parishad Adhiniyam, 1961
8. Singh, S.N. - Rural Development Bureaucracy in India
9. Bajpai, Ashok & Verma, M.S. - Panchayati Raj in India

PACC 10 : COMPARATIVE AND DEVELOPMENT ADMINISTRATION

Unit - I : Comparative Public Administration: Concept, Scope and Significance, Evolution of CPA, Comparative Administrative Group.

Unit - II : Approaches and Models of CPA: Universalist, Ecological, Bureaucratic, Behavioural and Structural-Functional.

Unit - III : Development Administration: Concept, Characteristics & Functions, Development Administration and Administrative Development; Ecology of Development Administration.

Unit - IV : Approaches and Models of Development Administration: Human Development, Inclusive Development & Ecological Approach.

Unit - V : Administrative System: UK, USA, France and South Africa

Books Recommended:

1. Arora, R.K. - Comparative Public Administration
2. Chaturdevi, T.N. - Comparative Public Administration
3. Chatterjee, S.K. - Development Administration
4. Sapru, R.K. - Development Administration
5. Riggs, F.W. - The Ecology of Public Administration
6. Sharma, S.K. - Development Administration in India
7. Bhattacharya, Mohit – Bureaucracy & Development Administration
8. चतुर्वेदी, टी०एन० दृ तुलनात्मक लोक प्रशासन
9. कटारिया, सुरेन्द्र तुलनात्मक लोक प्रशासन

PAIER: DIGITAL GOVERNANCE (Inter Departmental Course)

Unit - I : E-Governance: concept, scope and significance, Evolution of e-governance in India, SMART village, SMART city.

Unit - II : Emerging ICT trends such as SMAC, Big-data, e-Commerce, Cashless India, Mobile Wallet, Telemedicine, Digital library.

Unit - III : Cyber-crimes and Risk Management: Cyber Crimes, Hacking, Virus Attacks, Software Piracy, Risks involved in Instant Messaging (IM) such as WhatsApp, Messenger, Google chat etc.

Unit - IV : Digital Governance Initiatives in States: Akshaya Project of Kerala; Tele Samadhan of Madhya Pradesh; E-Ration Card Service of Delhi; Bhulekh Scheme, Lokvani, Online Jan Suvidha Scheme of Uttar Pradesh.

Unit - V : Issues in e-Governance: Individual Privacy vs. National Security, Artificial Intelligence threats and Internet of Things (IoT) challenges, Digital Divide, Data security, Data privacy.

Books Recommended:

1. Basandra, S.K - Computers Today Galgotia Publishers Pvt. Ltd
2. Bhatnagar S.S. - *E-government : From Vision to Implementation*
3. Bhattacharya, J. - *E-gov2.0 : policies, progress and technologies*
4. Brien, J and Marakas G.M - *Management Information System:India*(TMH)
5. B. Srinivas - E-Governance Technique

SEMESTER-III

PACC- 11: PUBLIC POLICY AND ANALYSIS

- Unit - I** : Introduction: Meaning, Nature, Scope and Significance, Policy Cycle; Policy Change and Continuity; Models of Public Policy.
- Unit - II** : Policy Formulation: Structure and Process; Role of Various Agencies; Inter-governmental Relations; Constraints in Policy Formulation, Policy Making Indices and Post-globalized Scenario.
- Unit - III** : Policy Implementation: Role of Various Agencies; Problems in Policy Implementation; Policy Monitoring: Importance, Approaches, Constraints, And Remedial Measures.
- Unit - IV** : Policy Evaluation and Impact: Understanding Policy Evaluation; Ascertaining Policy Impact; Evaluation Techniques – Social Cost-Benefit Analysis, Input-Output Analysis.
- Unit - V** : Sectoral Public Policies in India: Health, Education, Agriculture, Telecom and Environment.

Books Recommended:

1. Anderson, James E. - Public Policy making, Praeger, New York, 1975
2. Dror, Y. - Public Policy Making Re-examined, Chancellor, Pennsylvania, 1968
3. Sahani, P. - Public Policy Conceptual Dimensions, KitabMahal, Allahabad, 1987
4. Saigal, Krishna - Public Policy Making in India : An Approach to Optimisation, Vikas, New Delhi, 1983
5. Bertch, Garg, K. Robert P. Clark and David M. Wood - Comparing Political System : Power and Policy in Three Worlds, Macmillan, New York, 1986
6. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation; Sterling, New Delhi, 2000
7. UNDP/ WHO/ HDI Websites.

PACC-12: RESEARCH METHODOLOGY AND PROJECT FORMULATION

- Unit - I** : Meaning, Nature, Scope and Objects of Social Science, Types of Social Research, Objectivity in Social Research, Research Design: Meaning, Types and its Formulation.
- Unit - II** : Hypothesis: Meaning importance, Sources and Types, Qualities of Workable Hypothesis, Formulation of Hypothesis, Sampling: Merit and Demerits, Types and Procedure of Selecting a Representative Sample.
- Unit - III** : Data Collection: Sources of Data Collection, Techniques of Data Collection: Observation, Interviews Content Analysis, Tools of Data Collection, Editing, Coding, Classification and Tabulation of Data.
- Unit - IV** : Measures of Central Tendency: Mean, Median, Mode, Mean Deviation, Standard Deviation, Correlation, Chi Square Test, T Test, Report Writing.
- Unit - V** : Project Formulation: Concept, Project Formulation on Social Welfare, Women, Children, Aged, Weaker Sections, Poor, Unemployment.

Books Recommended:

1. Goode, W.J. and Hatt P.K. - Methods of Social Research
2. Journal of Social and Economic Studies, Vol.2, Nos. 2-3 (April-September 1985)
3. Special Issues on Data Methods and Social Research
4. Madge, John - The Tools of Social Science
5. Moser, G.A. and Kalton G. - Survey Methods in Social Investigation
6. Myrdal, Gunnar - Objectivity in Social Research
7. Shah, V.P. - Research Design
8. Young, P.V. - Scientific Social Surveys and Research

PAEL 13 A: DISASTER MANAGEMENT AND SUSTAINABLE DEVELOPMENT

- Unit – I** : Disaster Management: Concept & Forms, India's Key Hazards & Crisis Response Mechanism; Preparedness and Risk Reduction; Recovery.
- Unit – II** : Emergency Response System; NDMA; SDMA; Indian Case Studies; Disaster Management and Efforts by Government.
- Unit – III** : Sustainable Development – Concept and Current Issues; Development and its Sustainability; Sustainable Development and International Politics.
- Unit – IV** : Earth Summit, International and National Efforts, Globalization and Sustainable Development, Legislative Framework, Ethics in Sustainable Development
- Unit – V** : Policy and Practices of Land, Water, Energy, Environment and Natural Resources.

Books Recommended:

1. S.R. Singh - Disaster Management
 2. K.A. Rasure - Understanding the Sustainable Development
 3. S. Ramaswami and G. Sathis Kumar - Environmental Sustainability
 4. S.B. Ghosh - Natural Resources (Its utility for Mankind)
 5. D. Solomon Raj - Energy and Environment Interaction (Future Challenges)
 6. K.A. Rasure - Globalization and Sustainable Development
 7. Sarvotam Kumar - Ecology and Global Warming
 8. Vandana Desai & Robert B. Potter - Companion to Development Studies
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PAEL 13 B: PUBLIC ENTERPRISES AND CORPORATE GOVERNANCE

Unit - I : Public Enterprises: Concept and Evolution; Forms of Public Enterprises; Governing Board.

Unit - II : Personnel Management: Recruitment, Training, Promotion and Remuneration.

Unit - III : Financial Management of Public Enterprises; Control Over Public Enterprises: Parliamentary, Ministerial and Audit.

Unit - IV : Issues in Public Enterprises: Accountability and Autonomy; Memorandum of Understanding (MoU); Privatization & Disinvestment; Profitability & Performance.

Unit - V : Corporate Governance: Concept, Models of Corporate Governance, The Board of Directors, Corporate Social Responsibility, Corporate Governance and Ethics.

Books Recommended:

1. Shastri, K.S., Dhamejanand - Public Enterprises, Performance Evaluation of Public Enterprises
2. Singh, S.K. - Public Sector in India
3. Lal, Bhure and Ram ,Raja - Controlling Public Sector Sickness
4. Narayan, Satya - CAG - Public Enterprises Interface
5. Robson, W.A. - Problems of Nationalised Industry
6. Hanson, A.H. - Public Enterprises and Economic Development
7. Khera, S.S. - Government in Business
8. Appleby, P.H. - Re-examination of India's Administrative System with Special Reference to Administration of Governments, Industrial and Commercial Enterprises.
9. Rao, D.K. Prahalada, Corporate Governance
10. Medury, Uma, Corporate Governance Framework
11. Masami, Atarasi, Corporate Governance
12. Sarkar&Sarkar, Corporate Governance in India.
13. Yadav&Khatri, Corporate Governance.

PAEL 14 A : CORPORATE SOCIAL RESPONSIBILITY

- Unit – I** : Corporate Social Responsibility: Meaning, Characteristics, Scope and Evolution.
- Unit – II** : Legal Framework for CSR, Models and Approach of CSR, CSR and Ethics.
- Unit – III** : Stakeholders Advocacy, The Role of Business in Society, Consumers Awareness and CSR.
- Unit – IV** : Globalization & CSR, Implementing CSR, CSR as Competitive Advantages, Challenges before CSR.
- Unit – V** : Social Legitimacy, Best Practices of CSR in India.

Books Recommended:

1. Rao, D.K. Prahalada - Corporate Governance
2. Shah, R. ChunniBai - Corporate Governance
3. Medury, Uma - Corporate Governance Framework
4. Masami, Atarasi, Corporate Governance
5. Kumar, Basant - Non-Executive Directors in Indian Corporate Governance.

PAEL 14 B: POLICE ADMINISTRATION

Unit – I : Police Administration: Concept, Significance, Evolution, Powers, Functions and Role.

Unit – II : Legal Procedure of Police & Magistrate, Community Policing & SMART Policing.

Unit – III : Structure, Functions and Role of DM-SSP and Commissioner System in Maintenance of Law and Order, Relationship between DM & SSP

Unit – IV : Investigating Agency – SIT, CBCID, NCB, NIA& CBI.

Unit – V : Problems & Challenges before Police, Police-Public Relations, Human Rights and Police.

Books Recommended:

1. J.C. Chaturvedi- Police Administration and Investigation of Crime
2. G. Ghose- Re-Legitimizing Indian Police
3. A. Srivastava- Role of Police in a Changing Society
4. K.S. Subramanian- Political Violence and the Police in India
5. R.D Hunter and T. Barker – Police Community Relations and the Administration of Justice
6. S.S. Chauhan – Work Environment and Job Satisfaction among Police Officials

PAEL 15 A: COMMUNICATION SKILLS

Unit-I: Communication: Meaning, Nature, Scope and Significance; Models and Theories of Communication: Linear Models, Interpersonal or Interactional Model, Composite Model.

Unit-II: Various Types of Communication: Formal and Informal Communication, Downward Communication, Upward Communication, Horizontal Communication, Management Communication, And Verbal & Non-Verbal Communication.

Unit-III: Impression Management, Leadership and Crisis Management, Leadership and Crisis Management.

Unit-IV: - Preparing a CV/Resume and Effective Profiling, Preparing a PowerPoint Presentation, Interpersonal Skills, Critical Thinking and Negotiation skills.

Books Recommended:

1. Kakarla, U. et al., (2019), Functional English for Communication, SAGE: New Delhi
2. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
3. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
4. Prasad, P. Communication Skills, S.K. Kataria& Sons.
5. Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language.
6. Roach Peter. English Phonetics and Phonology.

PAEL 15 B : ADMINISTRATIVE LAW

- Unit – I** : Administrative Law: Concept & Evolution, Dicey's Administrative Law, Droit Administratif.
- Unit – II** : Separation of Power & its Relevance, Administrative Law and Constitutional Law, Legal Remedial on Exhaustion of Administrative Remedies.
- Unit – III** : Internal Methods of Settlement of Disputes and Grievance Redressal Procedures, Conciliation & Mediation through Social Action Groups, Public Inquiry & Commission of Enquiry, Ombudsman.
- Unit – IV** : Administrative Discretion: Need, Limitation, Non-exercise of Discretionary Powers, Judicial Review of Administrative Discretion, Remedies.
- Unit – V** : Administrative Tribunal- Adjudicatory Authority on Administration, Nature of Tribunal, Natural Justice, Injunctions, Writs.

Books Recommended:

1. Pater H. Schunk - Foundation of Administrative Law, 1994
2. Friedman - The state and Rule of law in a Mixed Economy.
3. Schwartz and Wade - Legal Control of Government
4. De Smith - Judicial Review of Administrative Action, 1998
5. D.D.Basu - Comparative Administrative Law, 1998
6. K.S.Shukla and S.S.Singh -LokAyukta : A Socio-Legal Study, 1988
7. Jain & Jain - Principles of Administrative Law

INTERNSHIP/FIELD WORK

SEMESTER- IV

PACC 16: SOCIAL WELFARE ADMINISTRATION

Unit - I : Social Welfare Administration; Meaning, Scope & Significance, Approaches/Models; Social Change and Social Justice; Social Welfare Administration in New Economic Order.

Unit - II : Social Welfare Administration at Union Level: Composition and Functions of Ministry of Social Justice and Empowerment; Ministry of Tribal Affairs; Ministry of Women and Child Development, Ministry of Minority Affairs; CSWB & SSWAB.

Unit - III : Social Welfare Policies and Programmes for SC/ST, OBCs, Women, Child, Disabled and Aged at Central & State level;

Unit - IV : Composition and Functions of National Commission: for SC/ST, Women, Other Backward Classes and Minorities; Sub Plan strategies for Welfare of Weaker Section.

Unit - V : International Agencies for Social Welfare: Composition and Functions of UNESCO, UNICEF, ILO, WHO (with special reference to India).

Books Recommended:

1. Mukherjee, Radhakamal - Social Welfare Administration
2. Sachdeva, D.R. - Social Welfare Administration
3. Prasad, R. - Encyclopedia of Social Welfare Administration
4. Shukla, K.S. - Social Welfare Administration in India
5. Chandra, Sushil - Social Work in Uttar Pradesh
6. Annual Reports of Ministry of Social Justice & Empowerment, Government of India.
7. Goel, S.L. - Social Welfare Administration.
8. कटारिया, सुरेन्द्र-सामाजिक प्रशासन

PAEL 17 A : ISSUES IN GOOD GOVERNANCE

- Unit – I** : Concept of Good Governance, Citizen Charter, Public-Private Partnership, Transparency and RTI.
- Unit – II** : Responsive Administration, Civil Society, NGOs as Non State Actors in Public Administration.
- Unit – III** : Consumer Interests and Protection, Redressal of Citizen Grievances, LokPal&Lokayukta.
- Unit – IV** : LokAdalats, Public Interest Litigation, Judicial Activism, Public Service Delivery.
- Unit – V** : Public Distribution System, Development Goals, Gender Issues; India's Administrative Culture.

Books Recommended:

1. Mander, H & Arif, M. - Good Governance.
2. Jabbra, J.G. Dwivedi, O.P. - Public Service Accountability
3. Kaviraj, S. & Khilnani, S. (ed.) - Civil Society: History & Possibilities
4. IInd ARC Report, Government of India.
5. Singh, S.N. - Administrative Culture & Development.
6. Bhandari, I.K. - Public Distribution System.
7. Bava, Noorjahan - Public Administration in the 21st Century.

PAEL 17 B : ADMINISTRATIVE THOUGHT-II

Unit – I : Aacharya Kautilya and Sardar Vallabh Bhai Patel.

Unit – II : G.K. Gokhale and M.K. Gandhi.

Unit – III : Pt. Jawahar Lal Nehru and Dr. Bhim rao Ambedkar.

Unit – IV : Aacharya Narendra Dev and C. Rajgopalachari.

Unit – V : J.P. Narayana and Dr. Ram Manohar Lohia.

Books Recommended:

1. Sharma, Laxmi – Indian Political Thought
2. Syed, M.H. – Sardar Vallabhabhai Patel
3. Ardiman David - Gandhi
4. नारायण, इकबाल-प्रतिनिधि राजनीतिक विचारक
5. Mohammad, Taj – Ambedkar on Social Justice
6. Jatava, R. – Ambedkar and Humanism
7. शरद, ओंकार-लोहिया के विचार

PAEL 18 A : URBAN WASTE MANAGEMENT

Unit -I Waste Management: Concept, scope and significance and sources, types of solid waste: domestic waste, commercial waste, Industrial waste, agriculture waste, Biomedical Waste, e-waste, Hazardous waste.

Unit -II Generation; collection; storage; segregation and principle of 3R (Reduce Reuse and Recycling).

Unit-III Transportation; treatment / processing; disposal: methods and techniques.

Unit IV Biomedical Waste : concept , sources, generation and classification ; Management Technology ; Industrial and e-waste : concept , varieties, danger , recycling and disposal.

Unit 5 Institutions: CPCB, NGT etc., Policies and Regulation, challenges and impact of solid waste management, innovations and latest technology.

Books Recommended:

1. Integrated Solid Waste Management, Engineering Principles and Management Issues, Tchobanoglous G., Theisen H., and Vigil S.A. (2014)., 2nd Ed., McGraw-Hill, USA.
2. Solid Waste Engineering, Vesilind, P.A., and Worrell W. A. (2016), 2nd Ed., Cengage India.
3. Hand Book of Solid Waste Management, Tchobanoglous G., Frank Kreith., (2002)., 2nd Ed., McGraw Hill, USA.
4. Solid Waste Technology & Management, Thomas Christensen, (2011)., John wiley & sons, USA.
5. Waste Management Practices: Municipal, Hazardous and Industrial, John Pichtel (2014)., 2nd Ed., CRC Press, USA.
6. Solid Waste Management - Present and Future Challenges, Jagbir Singh, Ramanathan, AL., (2019)., I.K. International publishing House Pvt.Ltd., India.
7. Wentz, C. A., "Hazardous Waste Management", McGraw Hill.
8. LaGrega, M.D. Buckingham, P.L. and Evans, J.C., "Hazardous Waste Management", McGraw Hill.

PAEL 18 B : GENDER ISSUES AND GOVERNANCE

Unit I: Foundations of Gender and Governance

- Key Concepts: Gender, governance, patriarchy, intersectionality, gender mainstreaming.
- Historical Context: Gender and governance in ancient and colonial India.
- Global and Indian Context: SDG 5, constitutional and legal provisions for gender equality.
- Case Studies: Matriarchal systems (Meghalaya, Kerala).

Unit II: Gender and Governance in India

- Intersectionality: Gender, caste, religion, and tribal identities.
- Gender-Based Violence: Domestic violence, cyber violence, and governance mechanisms (POSH Act, IT Act).
- Grassroots Movements: Gulabi Gang, Kudumbashree, women in Panchayati Raj.

Unit III: Gender, Economy, and Governance

- Gender and Work: Barriers, pay gap, unpaid care work, and policies (MNREGA, Mudra Yojana).
- Economic Empowerment: SHGs and women entrepreneurs.
- Global Perspective: Scandinavian gender-equal workplaces, role of international organizations (UN Women, ILO).

Unit IV: Contemporary Gender Issues and Global Governance

- Women in Politics: Representation in India and global examples (e.g., Jacinda Ardern).
- Contemporary Challenges: Climate change, reproductive rights, LGBTQ+ inclusion (Section 377, Transgender Persons Act).
- Governance During Crises: Gendered impact of COVID-19.
- Case Studies: Rwanda's women-led governance, India's LGBTQ+ policies.

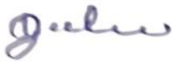



Unit V: Innovations and Future Pathways

- Governance Innovations: Gender budgeting, e-governance tools (e.g., Mahila e-Haat).
- Future Strategies: Leadership training, grassroots governance, AI in gender-responsive policies.
- Capstone: Group presentations on gender-sensitive governance frameworks.

Suggested Readings:

1. **Goetz, A. M. (2003).***Gender and Governance: Institutionalizing Women's Rights in Public Administration.* Routledge.
2. **Chowdhury, N., & Nelson, B. (1994).***Women and Politics Worldwide.* Oxford University Press.
3. **Mukherjee, A. (2021).***Women, Work and Governance in India: The Intersection of Caste and Gender.* Sage Publications.
4. **Nussbaum, M. (2001).***Women and Human Development: The Capabilities Approach.* Cambridge University Press.
5. **Sharma, A. (2020).***Gender Responsive Governance: Global Perspectives and Challenges.* Springer.
6. **Sen, G., & Mukherjee, A. (2014).***Gender Equality and Development in South Asia: Regional Challenges and Governance Issues.* Routledge.
7. **Desai, M., & Thakkar, U. (2007).***Women in Indian Society.* National Book Trust.
8. **Krook, M. L., & Childs, S. (2010).***Women, Gender, and Politics: A Reader.* Oxford University Press.

DISSERTATION & VIVA-VOCE

			
(Prof. Daya Ram Yadav)	Shri Hari Ram	Dr. Prakher Tripathi	Dr. Shailesh Kumar
Professor (Convenor)	Asso Professor & HOD	Assistant Professor & HOD	Assistant Professor & HOD
Political Science	Political Science (Member)	Political Science (Member)	Political Science (Member)
Gayatri Vidya Peeth P G College Risia Bahraich U P	Achary Narendra Dev Post Graduate College, Babhnan	M.L.K.P.G.College, Balrampur	S.L.B.S. Degree College, Gonda