

Department of Public Administration
YEAR Wise Syllabus
M.A. Semester III
(Private Student)
Paper I
Administrative Theory
प्रशासनिक सिद्धांत

MM-50

- Unit I :** Meaning, Nature and Scope of Public Administration Evolution of the discipline and its present status in developed and developing countries New Public Administration;
लोक प्रशासन के अर्थ, प्रकृति एवं क्षेत्र, लोक प्रशासन, का विकास, विकसित तथा विकासशील देशों में इसकी वर्तमान स्थिति, नवीन लोक प्रशासन
- Unit II:** New Public Management; Principal-Agent Theory Concept: New Public Service; Post-modernism; Post-structuralism Organization: Meaning; Types: Formal and Informal Organizations; Hierarchy; Unity of Command; Span of Control; Centralisation; Decentralisation.
नव लोक प्रबंध, प्रमुख-अभिकर्ता सिद्धांत : नव लोक सेवा, उत्तर आधुनिकतावाद, उत्तर सरचनावाद, संगठन : अर्थ, प्रकार औपचारिक तथा अनौपचारिक, संगठन: पदसोपान, आदेश की एकता, नियंत्रण की सीमा, केन्द्रीयकरण, विकेन्द्रीकरण।
- Unit III :** The Chief Executive: Types, Functions and Role] Line and Staff Agencies; Headquarter and Field Relationships
मुख्य कार्यपालिका : प्रकार कार्य एवं भूमिका, सूत्र एवं स्टाफ अभिकरण, मुख्यालय एवं क्षेत्रीय संबंध
- Unit IV :** Communication: Concept, Process and Barriers Supervision: Concept, Process and Barriers Coordination: Concept, Process and Barriers
संप्रेषण :- अवधारणा, प्रक्रिया तथा बाधाएं, पर्यवेक्षण : अवधारणा, प्रक्रिया तथा बाधाएं, समन्वय : अवधारणा, प्रक्रिया तथा बाधाएं
- Unit IV :** Accountability of Administration: Legislative, Executive and Judicial Citizen and Administration Interface: Concept and Philosophy; Citizen Charter Administrative Reforms: Concept and Philosophy Good Governance: Concept, Application and Rationale.
प्रशासन का उत्तरदायित्व : विधायी, कार्यपालिका तथा न्यायपालिका, नागरिक प्रशासन अर्न्तफलक: अवधारणा तथा दर्शन, नागरिक घोषणापत्र, प्रशासनिक सुधार-अवधारणा तथा दर्शन, सुशासन : अवधारणा, अनुप्रयोग तथा औचित्य

Suggested Readings :-

- Arora, R. K. (Ed.). (1979). Perspectives in Administrative Theory. New Delhi: Associated.
Awasthi and Maheshwari (2017). Lok Prashasan. Agra: Lakshmi Narain Agarwal Educational Publishers.
Awasthi and Maheshwari (2017). Public Administration. Agra: Lakshmi Narain Agarwal Educational Publishers.
Bhambri, C. P. (2010). Public Administration Theory and Practice (21st ed.). Meerut: Educational Publishers.

Bhattacharya, M. (2000). Public Administration. Calcutta: World Press.

Bhattacharya, Mohit (2007). LokPrashasanKeNayeAyaam. New Delhi:Jawahar Publishers.

Bhattacharya, Mohit (2016). New Horizons of Public Administration. New Delhi: Jawahar Publishers.

Denhardt, Robert B. &Denhardt, Janet V. (2000). The New Public Service: Serving Rather than Steering. Public Administration Review. 60(6): 549-559

Drucker, P. F. (1999). Management: Tasks, Responsibilities, Practices. Bombay: Allied Publishers.

Etzioni, A. (1995). Modern Organizations. New Delhi: Prentice Hall.

Fadia, B.L. and Fadia, Kuldeep (2017). Bharat Mein LokPrashasan. Agra: SahityaBhawan.

Fadia, B.L. and Fadia, Kuldeep (2017). Public Administration in India. Agra: SahityaBhawan.

Government of India Second Administrative Reforms Commission. (2008). First Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi

Henry, N. (2012). Public Administration and Public Affairs (12th ed.). New Jersey: Prentice Hall.

Hersey, P., & Blanchard, K. H. (2007). Management of Organisational Behaviour (5th ed.). New Delhi.

Nigro, F. A., &Nigro, C. (1989). Modern Public Administration (7th ed.). New York: Lloyd Harper and Row.

Polinaidu, S. (2014). Public Administration. New Delhi: Galgotia Publications

Sharma, M.P. and Sadana, B.L. (2013). LokPrashasan: SidhantEvamVyavhaar. New Delhi: Kitab Mahal

Sharma, M.P. and Sadana, B.L. (2010). Public Administration in Theory and Practice. New Delhi: Kitab Mahal.

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M.A. Semester III

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Paper II

Administrative Law

प्रशासनिक विधि

MM-50

UNIT I :

Meaning, Growth and Scope of Administrative Law Distinction between Constitutional Law and Administrative Law.

प्रशासनिक विधि का अर्थ, विकास तथा क्षेत्र, संवैधानिक विधि तथा प्रशासनिक विधि के अंतर

UNIT II :

Concept of Rule of Law and Principles of Natural Justice Delegated Legislation: Need, Classification and Safeguards.

विधि का शासन की अवधारणा, प्राकृतिक न्याय के सिद्धांत, प्रदत्त व्यवस्थापन : आवश्यकता, वर्गीकरण तथा सावधानियाँ ।

UNIT III :

Judicial Review of Administrative Action: Principles and Modes Liability of the Administration; Contract and Tort.

प्रशासकीय कार्यो का न्यायिक पुनर्विलोकन : सिद्धांत एवं विधियाँ, प्रशासनिक दायित्व- संविदा एव अपकृत्य ।

UNIT IV:

Administrative Tribunals: Concept, Rationale and Types Central Administrative Tribunal: Structure, Function and Role Central Vigilance Commission: Structure, Functions, Role and Significance.

प्रशासनिक न्यायधिकरण : अवधारणा, औचित्य तथा प्रकार, केन्द्रीय प्रशासनिक न्यायधिकरण : संरचना कार्य एवं भूमिका, केन्द्रीय सर्तकता आयोग : संरचना, कार्य, भूमिका एवं महत्व ।

UNIT V:

Institution of Ombudsman: Concept and Genesis Lok Pal and LokAyukta in India: Significance, Functions and Role Fundamentals of Departmental Proceedings:

Suspension, Charge sheet, Enquiry and Penalties.

ओम्बुड्समैन की संस्था : अवधारणा एवं उत्पत्ति,

भारत में लोकपाल एवं लोकायुक्त : महत्व कार्य एवं भूमिका, विभागीय कार्यवाही का मूलभूत सिद्धांत, निलंबन, आरोप पत्र, जांच, शास्तियाँ ।

Suggested Readings :-

Diwan, P. (2007). Indian Constitution (2nd ed.). Allahabad: Law Agency.

Massey, I.P. (2008). Administrative Law. New Delhi: Eastern Book Company.

Upadhyaya, J.J.R. (2016). Administrative Law. Prayagraj: Central Law Agency
Upadhyaya, J.J.R. (2017). PrashasnikVidhi. Prayagraj: Central Law Agency
Chhabra, S. (1990). Administrative Tribunals. New Delhi: Deep and Deep. Kagzi, M. C. J. (2008). Indian Administrative Law (2nd ed.). Delhi: Metropolitan.
Mehta, S.M. (1990). Indian Constitutional Law. New Delhi: Deep and Deep. Sathe, S.P. (1998). Administrative Law (6th ed.). Bombay: Tripathi.
Sharma, S.K. (2007). Directive Principles and Fundamental Rights. New Delhi: Deep and Deep.
Swami, P.M. (1989). Swami's Manual of Disciplinary Proceedings for Central Government Employees. Madras: Swami Publishers.

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Paper III

Disaster Management

आपदा प्रबंधन

MM-50

- UNIT-I:** Disaster: Concept & Dimensions Natural Disasters: Earthquakes, Volcanic Eruptions, Floods, Cyclones, Climate Change Man-made Disasters: Soil degradation, Desertification, Deforestation
आपदा :- अवधारणा और आयाम, प्राकृतिक आपदा भूकंप, ज्वालामुखी, बाढ़, जलवायु परिवर्तन, मानव निर्मित आपदा मृत्तिकाक्षय मरुस्थलीकरण वनविहीनीकरण
- UNIT-II :** Disaster Management Cycle, Disaster Prevention, Community Based disaster Management Strategies for effective disaster Management .
आपदा प्रबंधन चक्र, आपदा निवारण समुदाय संबंधित आपदा प्रबंधन, आपदा प्रबंधन की प्रभावकारी तरीके
- UNIT-III :** Disaster Management Act 2005 Organizational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority)
आपदा प्रबंधन अधिनियम, 2005, भारत में आपदा प्रशासन का संगठनात्मक ढांचा केन्द्रीय अभिकरण राष्ट्रीय आपदा प्रबंधन प्राधिकरण, राज्यकीय प्राधिकरण
- UNIT-IV :** Role of Information and Communication Technology Systems in Disaster Management Interstate and International Cooperation for Disaster Management Role of NGOs and Army in Disaster Management.
आपदा प्रबंधन में सूचना एवं संचार तकनीक की भूमिका, आपदा प्रबंधन में अन्तर्राज्यीय एवं अंतर्राष्ट्रीय सहयोग, आपदा प्रबंधन में गैर सरकारी संगठनों एवं थलसेना की भूमिका
- UNIT-V:** Disaster Risk Reduction – Sustainable Development Disaster Preparedness; Relief and Rehabilitation Disaster Management Training.
आपदा संकट में कमी – सतत् विकास, आपदा तैयारी : राहत और पुनर्वास, आपदा प्रबंधन प्रशिक्षण

Suggested Readings :-

- Chhabra, S. (1990). Administrative Tribunals. New Delhi: Deep and Deep. Kagzi, M. C. J. (2008). Indian Goel, S. L. (2006). Encyclopedia of Disaster Management. New Delhi: Deep and Deep.
Lal, Rammohan&Shrivastav, Madhu (2016); AapdaPrabandhanKeNayeSiddhant; New Delhi: Hindi Book Centre
Monappa, K. C. (2004). Disaster Preparedness. New Delhi: Akshay Public Agencies.
Narayan, B. (2009). Disaster Management. New Delhi: A.P.H. Publishing Corporation.
Vyas, Harishchandra. (2004). Jansankhya, PradooshanaurParyavaran. Mumbai: VidyaVihar

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Paper IV

Local Self Governments in India

भारतीय में स्थानीय स्वशासन

MM-50

- UNIT-I:** Local Self Governments- Meaning, Nature, Importance, Development and scope.
स्थानीय स्वशासन – अर्थ, प्रकृति, महत्व, विकास और क्षेत्र।
- UNIT-II:** Local Governance: 73rd & 74th Constitutional Amendment Acts: State Election Commission ; State Finance Commission; District Planning Committee; Rural Governance - Gram Sabha, Gram Panchayats, Panchayat Samitis and Zila Parishads, Finance in PRIs, Personnel administration at local level; Policies and Programmes of Rural Development – MGNAREGA.
स्थानीय स्वशासन – 73 वां तथा 74 वां संवैधानिक संशोधन अधिनियम, राज्य चुनाव आयोग: राज्य वित्त आयोग, जिला नियोजन समिति, ग्रामीण शासन – ग्राम सभा, ग्राम पंचायत, पंचायत समिति, जिला परिषद पंचायती राज संस्थाओं में वित्त, स्थानीय स्तर पर कार्मिक प्रशासन: ग्रामीण विकास की नीतियां तथा योजनाएं – मनरेगा
- UNIT-III:** Growth of Urbanization, Urban Governance - Structure, Composition, Functions of Municipal Corporations, Municipal Councils, Nagar Panchayats and Metropolitan Governance - Sources of Finance; Personnel Administration. Reforms in Urban Governance -Solid Waste Management, Smart and AMRUT cities
शहरीकरण का विकास, शहरी शासन– संरचना, संगठन, नगर निगम, नगर पालिका परिषद, नगर पंचायत के कार्य, महानगर शासन – वित्त का स्रोत, कार्मिक प्रशासन, शहरी प्रशासन में सुधार – ठोस अपशिष्ट प्रबंधन, स्मार्ट और अमृत शहर
- UNIT-IV:** Functions and Role of Local Government in India.
Challenges before the Local Self-Government.
भारत में स्थानीय शासन के कार्य एवं भूमिका, स्थानीय स्वशासन के समक्ष चुनौतियां
- UNIT-V:** State and Local Government Relations.
Major Features and Structure of Local Government in UK USA, France and India.
राज्य तथा स्थानीय सरकार के सम्बंध ग्रेट ब्रिटेन, संयुक्त राज्य अमरिका, फ्रांस तथा भारत में स्थानीय सरकार की प्रमुख विशेषताएं तथा संरचना

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