

**MASTER OF ARTS IN PUBLIC ADMINISTRATION**  
**AS PER CBCS SYLLABUS**  
**(Course Code: 010318)**  
**Centre for Distance and Online Education, Utkal University**  
**(Effective From 2024-25)**

**Course Structure**

<b>SEMESTER-I (16 Credits)</b>			
<b>Paper Code</b>	<b>Title of the Paper</b>	<b>Marks</b>	<b>Credit</b>
PAD-101	Administrative Theory	100	4
PAD-102	Comparative Public Administration	100	4
PAD-103	Indian Administration	100	4
PAD-104	Administrative Thinkers	100	4
<b>SEMESTER-II (20 Credits)</b>			
<b>Paper Code</b>	<b>Title of the Paper</b>	<b>Marks</b>	<b>Credit</b>
PAD-201	Management and Administration	100	4
PAD-202	Public Personnel Administration in India	100	4
PAD-203	Development Administration	100	4
PAD-204	Local Governance	100	4
PAD-205	Financial Administration in India	100	4
<b>SEMESTER-III (20 Credits)</b>			
<b>Paper Code</b>	<b>Title of the Paper</b>	<b>Marks</b>	<b>Credit</b>
PAD-301	Rural Development	100	4
PAD-302	Urban Development	100	4
PAD-303	Good Governance	100	4
<b>Elective Papers (Student has to choose any two elective papers)</b>			
P.G-304	Organizational Behaviour	100	4
P.G-305	Women in India	100	4
P.G-306	Nationalist Movement in India	100	4
<b>SEMESTER-IV (24 Credits)</b>			
<b>Paper Code</b>	<b>Title of the Paper</b>	<b>Marks</b>	<b>Credit</b>
PAD-401	Human Resource Management	100	4
PAD-402	Society and Polity in India	100	4

P.G-403	Research Methodology	100	4
P.G-404	Disaster Management	100	4
PAD-405	Project preparation and Viva Voice	200	8
		<b>2000</b>	<b>80</b>

## **DETAILED SYLLABUS**

### **FIRST SEMESTER**

#### **PAD-101: ADMINISTRATIVE THEORY**

##### **Block-1 Introduction to Public Administration**

Unit-1: Public Administration: Nature and Scope of Public Administration

Unit-2: Approaches of Public Administration

Unit-3: Sustainable development and Development Administration

Unit-4: Bureaucracy and Development

##### **Block-2 Concepts and Principles of Organisation**

Unit-5: Formal and Informal Organisation

Unit-6: Principles of Hierarchy

Unit-7: Delegation and Decentralization

Unit-8: Coordination and Supervision

##### **Block-3 Public Corporations and Financial Administration**

Unit-9: Functions and Problems

Unit-10: Budget

Unit-11: Audit and Accounts

Unit-12: Comptroller and Auditor General

**Block-4 Legislature, Executive and Good Governance**

Unit-13: Delegated Legislation and Administrative Adjudication

Unit-14: Generalist and Specialist in Administration

Unit-15: Political Corruption

Unit-16: Administrative Reforms

**Further Reading**

1. Avasthi and Maheswari, "Public Administration", Agra, Laxmi Narayan Agarwal, 1988.
2. Mohit Bhattacharya "Public Administration", World Press (Second Edition, 1991)
3. B.L. Fadia and Kuldeep Fadia, "Public Administration: Administrative Theories and Concepts", Agra, Sahitya Bhawan, 2014.
4. Rumki Basu, "Public Administration: Concepts and Theories" New Delhi, Sterling Publishers, 2011.

**PAD-102: COMPARATIVE PUBLIC ADMINISTRATION**

**Block-1 Comparative Methods and Models of Comparative Public Administration**

**Unit-1:** Meaning, Nature and Evolution of the Comparative Public Administration (CPA)

**Unit-2:** Scope of Comparative Public Administration, Approaches to the Study of Comparative Public Administration

**Unit-3:** Contribution of Fred Riggs and Importance of Comparative Public Administration

**Unit-4:** Heterogeneity in Economics and Ferrell Heady Model

## **Block-2 Comparative Administrative System of major Developed and Developing Countries**

**Unit-5:** A Comparative Study of Administrative System in UK

**Unit-6:** A Comparative Study of Administrative System in USA and India

**Unit-7:** A Comparative Study of Administrative System in and France

**Unit-8:** A Comparative Study of Various Control Mechanisms in UK, USA and France

## **Block-3 Citizen and Administration**

**Unit-9:** Public Administration

**Unit-10:** Significance of Citizen-Administration Inter-Relationship

**Unit-11:** Various Control Mechanisms for Redressal of Citizen's Grievances

**Unit-12:** Ombudsman

## **Block-4 International systems and agencies**

**Unit-13:** International Financial Agencies

**Unit-14:** World Trade Organization and World Bank

**Unit-15:** International Agencies

**Unit-16:** International Labour Organization and World Health Organization

## **Further Reading**

1. Ramesh k. Arora," Comparative Public Administration", 1996.
2. J. A. Chandler (ed), "Comparative Public Administration", Routledge Publications, 2010
3. Sabine Kuhalmann, "Introduction to Comparative Public Administration", Edward Elgar Publishing, 2014.
4. K.K. Ghai, "Major Governments, Political System of U.K., USA, Switzerland, France and China", New Delhi, Kalyani Publishers, 2013.

5. J. A. Chandler (ed), "Comparative Public Administration", Routledge Publications, 2010

## **PAD-103: INDIAN ADMINISTRATION**

### **Block-1 Evolution of Indian Administration**

Unit-1: Ancient Indian Administration

Unit-2: Medieval Period of Administration

Unit-3 British Period of Administration

Unit-4: Preamble and Federal System

### **Block- 2 Government at Central and State Level**

Unit-5: President and Prime Minister of India

Unit-6: Parliament and Supreme Court

Unit-7: Central Secretariat and Cabinet Secretariat

Unit-8: Government at State Level

### **Block- 3 Commission in India**

Unit-9: Union Public Services Commission

Unit-10: National Development Council

Unit-11: Administrative Reforms Commission

Unit-12: Lokpal and Lokayuktas

### **Block- 4 Board of Revenue**

Unit-13: Board of Revenue

Unit-14: Revenue Divisional Commissioner

Unit-15: The District Collector

Unit-16: Block Administration

### **Further Reading**

1. Hoshiar Singh and Pankaj Singh, "Indian Administration", Delhi, Pearson, 2011
2. B.L. Fadia and Kuldeep Fadia, "Indian Administration" Agra, Sahitya Bhawan, 2014
3. D.D. Basu, "Introduction to the constitution of India" New Delhi, Prentice Hall of India, 2014
4. S.R. Mahesswari, "Indian Administration", New Delhi, Orient Longman, 2011.
5. S.Choudhury, M.Khosla & P.B. Mehta, 2016, (Eds.), Oxford Handbook of Indian Constitution, Oxford University Press
6. Bidyut Chakrabarty & R.K.Pandey,2015, Indian Government & Politics, Sage

## **PAD-104: ADMINISTRATIVE THINKERS**

### **Block-1 Kautilya, FW Taylor, Henry Fayol**

Unit-1: Kautilya

Unit-2: FW Taylor

Unit-3 Henry Fayol Administrative Ideas

Unit-4: Henry Fayol Principles

### **Block- 2 Elton Mayo ,Marry Parker Follet, Max Weber**

Unit-5: Elton Mayo

Unit-6: M.P. Follet

Unit-7: Max Weber

Unit-8: Weberian Model of Bureaucracy

### **Block- 3 Chester I Barnard, Herbert Simon, Urwick, Gullick**

Unit-9: Chester I Barnard

Unit-10: Herbert Simon

Unit-11: Bounded Rationality Model by Herbert Simon

Unit-12: Luther Gulick and Lyndall Urwick

**Block- 4 Chris Argyris, Peter Drucker, Maslow and Herzberg**

Unit-13: Chris Argyris

Unit-14: Peter Drucker

Unit-15: A.H. Maslow

Unit-16: Frederick Herzberg

**Further Reading**

1. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayan, Y. Pardhasarathi, “Administrative Thinkers”, New Delhi, Sterling Publishers, 2014.
2. Shriram Maheswari, “Administrative Thinkers”, Delhi, Macmillan, 2003.
3. R.K. Sapru, “Administrative Theories and Management Thought”, New Delhi, PHI Learning Private Limited, 2013.
4. Bidyut Chakravorty, “Public Administration in a Globalized World”, New Delhi, Sage Pub.

**SECOND SEMESTER**

**PAD-201: MANAGEMENT AND ADMINISTRATION**

**Block-1 Organization and Behaviour**

Unit-1: Understanding the Concepts of OB

Unit-2: Organizational Structure and Design

Unit-3: Organizational Culture and Climate

Unit-4: Organizational Development (OD)

## **Block-2 Management Science**

Unit-5: Management: An Overview

Unit-6: Role and Functions of Managers

Unit-7: Challenges of Management in 21st Century

Unit-8: Management in a Changing Environment

## **Block-3 Management Theory and Approaches**

Unit-9: Theories of Management (Taylor, Fayol, Mayo)

Unit-10: Organizational Planning and Decision Making

Unit-11: Motivation and Leadership

Unit-12: Communication and Control

## **Block-4 Management and Workers' Participation**

Unit-13: Trade Unionism and Workers' Participation in Management

Unit-14: Conflict Management

Unit-15: Total Quality Management (TQM)

Unit-16: Strategic Management and Management of Change

## **Further Reading**

1. Niranjana Pani, "Management Concepts: Organizational Behaviour, Human Resource Management" New Delhi, Kunal Books, 2009.
2. S.S. Khanka "Organisation Behaviour", New Delhi, S. Chand and Company Ltd., 2011.
3. Fred Luthans, "Organisational Behaviour", New York, M.C. Graw- Hill, 2000.
4. David J Cherrington, "Organisational Behaviour", Allyn and Bacon, Boston, 1989



## **PAD-202: PUBLIC PERSONNEL ADMINISTRATION IN INDIA**

### **Block-1 Public personnel administration: overview**

Unit-1: Introduction to Public Personnel Administration

Unit-2: Objectives and Development of Public Personnel Administration

Unit-3: Characteristics and Functions of Public Personnel Administration in India

### **Block-2 Bureaucracy**

Unit-4: Meaning and Theories of Bureaucracy

Unit-5: Development of Public Services in India - Bases of Bureaucracy.

Unit-6: Maladies of Bureaucracy

### **Block-3 Civil Service in India: Colonial Legacy**

Unit-7: Recruitment

Unit-8: Training

Unit-9: Promotion and Classification

Unit-10: Discipline Pay and Service Conditions

### **Block-4 Public Personnel Management in U.K., U.S.A. France And Professional standard in public personnel Administration**

Unit-11: Features of Public Personnel Management in U.K, USA, France

Unit-12: Morale and Ethics

Unit-13: Morale and Retirement Benefits: Concepts

Unit-14: Employer-employee Relationship

## **Further Reading**

1. Rajesh K. Jha (ed), "Public Personnel Administration", New Delhi, 2012
2. Bidyut Chakraborty and Mohit Bhattacharya (ed), "Public Administration – A Reader", New Delhi, Oxford, 2003.
3. K. Bata Dey, "Personnel Administration in India: Retrospective Issues, Prospective Thought", New Delhi, Uppal, 1991.
4. S.L. Goel, Public Personnel Administration, New Delhi, Sterling, 1984.

## **PAD-203: DEVELOPMENT ADMINISTRATION**

### **Block-1 Development Administration: An Overview**

Unit-1: Conceptual Analysis of Development Administration

Unit-2: Nature of Development Administration

Unit-3: Challenges, Scope, and Growth of Development Administration

Unit-4: Planning and Development Strategy

### **Block-2 Decentralization and Development**

Unit-5: Planning Commission

Unit-6: Decentralized Planning

Unit-7: The Panchayati Raj System

Unit-8: Reform of Panchayati Raj (73rd Amendment Act 1992) and Voluntary Organizations

### **Block-3 Citizen's Participation In Development**

Unit-9: Cooperative and Specialized Agencies

Unit-10: Citizen's Participation and People's Empowerment

Unit-11: Women Empowerment

Unit-12: Welfare Administration of Scheduled Castes and Scheduled Tribes

### **Block-4 Bureaucracy and Development**

Unit-13: Concept of Bureaucracy

Unit-14: Historical Background of Indian Bureaucracy

Unit-15: Changing Role of the District Collector

Unit-16: Role of Block Development Officer

### **Further Reading**

1. R.K. Saprú, "Development Administration", New Delhi, Sterling Publishers, 2014.
2. Mohit Bhattacharya, "Development Administration", Kolkata, World Press, 1979.
3. V.A. Pai Panandikar (ed) "Development Administration in India", New Delhi, Macmillan, 1974.
4. S.A. Palekar, "Development Administration

## **PAD-204: LOCAL GOVERNANCE**

### **Block-1 Localself-Government and Administration**

Unit-1: Local Self-Government - History of the Ideas and Principles

Unit-2: Local Self-government and the Idea of Autonomy and Decentralization

Unit-3: Problems of Decentralization

Unit-4: Local Self-Government in UK, USA and France

### **Block-2 Urban Government In India:Evolution and Structure**

Unit-5: Evolution of Urban Government in India

Unit-6: Structure of the Urban Local Self-government in India

Unit-7: District Planning Committee

Unit-8: Municipal Corporations and their Problems of Autonomy and Accountability

### **Block-3 Evolution and Structure of Rural Government in India**

Unit-9: Evolution of Rural Self-government in India

Unit-10: Structure, Function and Sources of Finance of the Rural Local Government in India

Unit-11: Problems and prospects of rural self- government in India

Unit-12: Problem and prospects of urban local self-government in India

### **Block-4 State-Local Relationship: Autonomy of Local Bodies**

Unit-13: Autonomy of the Local Bodies

Unit-14: Reforms in the urban and rural bodies: 73rd and 74th constitutional amendment acts

Unit-15: The constitution (seventy-third amendment) act, 1992

Unit-16: The constitution (seventy-fourth amendment) act, 1992

### **Further Reading**

1. Bidyut Chakravarty, "Public Administration: in a Globalized world", New Delhi, Sage, 2014
2. Bijoyini Mohanty, "Glimpses of Local Governance", New Delhi, Kunal Books, 2012.
3. Anirban Kashyap, "Panchayati Raj, Views of Founding Fathers and Recommendations of different committees, Lancer Books, 1989.
4. M. Venkatrangaya and M. Pattabhiram, "Local Government in India", New Delhi, Allied Publishers, 1969

## **PAD-205: FINANCIAL ADMINISTRATION IN INDIA**

### **Block-1 Public Corporations**

Unit-1: Origin of Public Sector

Unit-2: Functions and problems

Unit-3: Privatization

Unit-4: Disinvestment

## **Block-2 Monetary and Fiscal Policies**

Unit-5: Monetary Policies

Unit-6: Fiscal Policies

Unit-7: Role of Finance Ministry and Parliamentary control over public expenditure

Unit-8: Resource Mobilization and Division of Resources

## **Block-3 Financial Administration**

Unit-9: Concept, Types and Forms of Budget

Unit-10: Roles and Responsibilities of the Legislature and Executive

Unit-11: Budget as a political instrument Budgetary process

Unit-12: Budget Preparation and Implementation, Zero based Budget

## **Block-4 Financial Accountability**

Unit-13: Audits and Accounts

Unit-14: Comptroller and auditor General

Unit-15: Public Policy, Formulation and implementation

Unit-16: Public borrowing and Public debts

## **Further Reading**

1. Kausik Basu, Oxford Companion to Economics

2. Pranab Bardhan, Development and Democracy in India Dutta and Sundaram, Indian Economy

3. Rumki Basu, An Introduction to Public Administration

### **THIRD SEMESTER**

#### **PG.301: RURAL DEVELOPMENT**

##### **Block-1: Concepts and Rural Economy of India**

Unit-1: Concepts of rural development; Basic elements of rural development.

Unit-2: Need for rural development, Impact of Globalization.

Unit-3: Sector of Rural Development-Agriculture, Dairy.

Unit-4: Sector of Rural Development: Fishery, Animal Resource Development.

##### **Block-2: Policies and Strategies for Rural Development**

Unit-5: Development Strategies for Rural Development: PURA.

Unit-6: Role of NGO in Rural Development.

Unit-7: Rural Co-operatives

Unit-8: Rural Banking.

##### **Block-3: Empowering Rural Development: Bureaucratic Role, ORMAS, Water Management, and Self-Help Groups**

Unit-9: Role of Bureaucracy in Rural Development,

Unit-10: ORMAS (Odisha Rural Development and Marketing Society)

Unit-11: Water Resource Management (Pani Panchayat)

Unit-12: Self-Help Groups.

##### **Block-4: Advancing Rural Development: Institutions, Welfare, Infrastructure, and Poverty Alleviation**

Unit-13: Institutions for Rural Development, Rural Local Bodies.

Unit-14: Social welfare-oriented programs:- Integrated Child Development Services (ICDS), Mid-Day Meal Scheme, Pradhan Mantri Awas Yojana (PMAY), Sarva Shiksha Abhiyan (SSA).

Unit-15: Infrastructure Development Programs: Pradhan Mantri Gram Sadak Yojana (PMGSY), Bharatmala Pariyojana.

Unit-16: Poverty and unemployment eradication Programs:- Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), National Rural Livelihood Mission (NRLM).

### **Further Reading**

1. Katar Singh (2009): Rural Development Principles, Policies and Management, Sage Publication India, New Delhi.
2. Vasant Desai (2015): Rural Development in India, HPH, Bombay.
3. Hunter, G., Bunting, A. H. and Bottrall, A. (1978): Policy and Practice in Rural Development, English Language Book Society, London.
4. Vasant Desai (1986): Rural Development Programs and Strategies, HPH, Bombay.
5. Vasant Desai (1988): Rural Development Experiments in Rural Development, HPH, Bombay.
6. Vasant Desai (1988): Rural Development Rural Development through the Plans, HPH, Bombay.
7. Chambers, R. (1985): Rural Development: Putting the Last First, Longman, London.

## **PAD-302: URBAN DEVELOPMENT**

### **Block-1 Rural-Urban Migration**

Unit-1: Rural – Urban migration concept, causes and effect analysis

Unit-2: Urban Congestion

Unit-3: Pollution

Unit-4: Urban Crimes

### **Block-2 Urban Planning and Its Prospects**

Unit-5: Urban Planning , Problems and Prospects of Urban Planning

Unit-6: City management and Urban Housing

Unit-7: Sewage and Water Supply

Unit-8: Traffic Jam and Transport System

### **Block-3 Urban Poverty and Its Reduction**

Unit-9: Urban Poverty and its Reduction

Unit-10: Urban Development Programmes -JNNURM

Unit-11: Slum Management , Urban Public Health and Urban Sanitation

Unit-12: Institutions of Urban Development – Local bodies

#### **Block-4 Specialized Development Agencies and Urban Finance**

Unit-13: Specialized Development Agencies

Unit-14: Urban Finance

Unit-15: Development of Sub-Urban Areas

Unit-16: 74th Constitutional Amendment Act

#### **Further Reading**

1. Bijoyini Mohanty, “Glimpses of Local Governance”, New Delhi, Kunal Books, 2012.
2. Anirban Kashyap, “Panchayati Raj, Views of Founding Fathers and Recommendations of different committees, Lancer Books, 1989.
3. M. Venkatranga and M. Pattabhiram, “Local Government in India”, New Delhi, Allied Publishers, 1969.
4. S.R. Maheswari, “Local Government in India”, Agra, Lakshmi Narain Agarwal, 1984.

### **PAD-303: GOOD GOVERNANCE**

#### **Block-1 Good-Governance**

Unit-1: Governance: Concept of Governance an Introduction

Unit-2: Good Governance: Concept Analysis

Unit-3: Scope and Importance of Good Governance

Unit-4: Components of Good Governance and Good Governance in present Era



## **Block-2 E-Governance**

Unit-5: E-Governance : Meaning and Features

Unit-6: Present trends and growth of E-Governance

Unit-7: E-Governance in India

Unit-8: E-Governance in Odisha

## **Block-3 Good Governance and E-Governance In Global Sphere**

Unit-9: E-Governance in the UK

Unit-10: E-Governance in Australia

Unit-11: E-Governance in New Zealand

Unit-12: E-Governance in Canada and Italy

## **Block-4 Problems of Good Governance and E-Governance**

Unit-13: Advantages of Good Governance and E-governance

Unit-14: Problems of Good Governance

Unit-15: Major Challenges of E-Governanc

Unit-16: Digital Era of Governance

## **Further Reading**

1. Nirja Jayal and Pratap Bhanu Mehta, Oxford Companion to Politics, 2010
2. Nirja Jayal and Sudha Pai, Democratic Governance in India: Challenges of Poverty, Development and Identity, Sage Publication: New Delhi.
3. Gurpreet Mahajan, 2003. The Public and the Private: Issues of Democratic Citizenship, Sage: New Delhi.
4. Atul Kohili, Democracy and Discontent: India's Growing crisis of Governability, Princenton University. 5. IGNOU, New Delhi, 2006

## **PG-304: ORGANISATIONAL BEHAVIOUR**

### **BLOCK-01: The Study of Organizational Behaviour**

Unit 01: Introduction to Organisational Behavior: Meaning, Focus, Purpose and Nature of OB

Unit-02: Scope and Development of OB, OB Model, Individuals Behaviour

Unit-03: Determinants and Theory of Personality

Unit-04: Individual Difference, Matching, Personality and Jobs

### **Block-02: Personality and Perception:**

Unit-05: Perception: Meaning, Perceptual process, perception and OB

Unit-06: Attitude - Characteristics and Components of Attitude

Unit-07: Learning: Factors influencing. Process

Unit-08: Conflict: Types, Resolving Conflicts

### **Block-03: Learning and Behaviour Modification**

Unit-09: Job satisfaction: Factors.

Unit-10: Motivation: Process and outcome

Unit-11: Theories of Motivation (Maslow's hierarchy of needs, Herzberg's dual factor theory)

Unit-12: Theories of Motivation (ERG theory and Mc Clelland's theory)

### **Block-04: Motivation and Leadership:**

Unit-13: Importance, Functions, Style of Leadership

Unit-14: Theories of Leadership and Types

Unit-15: Communication: Importance of communication, Types of Communication

Unit-16: Communication Process Barriers to Communication

### **Further Reading**

1. Stephen P Robbins, Organizational Behaviour ,PHI
2. L.M.Prasad, Organizational Behaviour, Sultan Chand
3. R.Aswathappa, Organizational Behaviour, Himalaya Publishing House
4. V.P.Michael, Organizational Behaviour & Managerial Effectiveness, S.Chand
5. S.S.Khanka, Organizational Behaviour, S.Chand.

## **PG-305: WOMEN IN INDIA**

### **Block-01: Women In India- A Historical Perspective**

Unit-01: Ancient India and Medieval India: Position

Unit-02: Modern India: Status.

Unit-03: Reform movements in pre-independence India- Brahma Samaj, Arya Samaj, Theosophical Movement and self respect movement.

### **Block-02: Theories of Feminism**

Unit-04: Meaning and Definition on theories of feminism

Unit-05: Liberal Feminism

Unit-06: Marxist Feminism

Unit-07: Post Modern Feminism

Unit-08: Indian thinking on feminism

### **Block-03: Women and Law**

Unit-09: Customary legal status of women: Status of women in Post Independent India

Unit-10: Women and personal law (Hindu/Muslim/Christian)

Unit-11: Women in Tribal Societies

Unit-12: Women and property right

### **Block-04: Women and Work**

Unit-13: Women and Work (Household, Agriculture, Industry, Profession)

Unit-14: Education and Women: Primary and Secondary Education

Unit-15: Higher Education and Professional Education

Unit-16: Women movement in post independent India

### **Further Reading**

1. Aajam, Kant: Women and the Law, Motilal Banarasidas Publishers, Banaras.
2. Altekar, A.S.: The Position of Women – In Hindu Civilization, Banaras, 1956.
3. Asaf Ali, Aruna: The Resurgence of Indian Women, Radiant Publishers, New Delhi, 1991.
4. Bambs Online: Faces of Feminism – A Study of feminism as a Social Movement.
5. Gandhi, M.K.: Women and Social Injustice, Ahamdabad, 1945.

## **P.G.-306: NATIONALIST MOVEMENT IN INDIA**

### **Block-1: British Imperialism to Indian Nationalism**

Unit-01: British Imperialism in India a Theoretical Perspective, Stages of Colonialism and Changes in Administrative Structure and Policies, effects of Colonialism.

Unit-02: The Revolt of 1857: Causes Nature and Results

Unit-03: Approaches to Nationalism: Conceptual debates

Unit-04: Growth of National Consciousness and political Associations before 1885

### **Block-2: Indian National Congress & Early Movements**

Unit-05: Formation of Indian National Congress: Its Ideology and propaganda in early phase.

Unit-06: Rise and growth of Extremism and Revolutionary Terrorism (Early Phase till 1918),

Unit-07: Swadeshi Movement in Bengal and Extremist –Moderate Conflict and the Surat Split, 1907

Unit-08: Home Rule Movement and Ghadar Movement

### **Block-3: Gandhian Phase in Indian Nationalist Struggle**

Unit-09: Non – Cooperation and Khilafat Movements Swaraj Party.

Unit-10: Civil Disobedience Movement, Revolutionary Terrorism (after 1919).

Unit-11: Rise and Growth of Left Movement: Congress Socialist Party and Communist party of India, 1937 Elections- Congress Ministry in Provinces

Unit-12: Growth of Communalism (1906-1937), Pakistan Movement

### **Block-4: Quit India Movement & Aftermath**

Unit-13: Muslim League and Hindu Mahasabha.

Unit-14: Outbreak of the Second World War and Nationalist Movement: Individual Civil Disobedience Movement

Unit-15: Cripps's Proposal, Quit India Movement, INA and Subash Chandra Bose.

Unit-16: End of Second World War and Elections, Simla Conference and Cabinet Mission Plan, Partition and Independence.

### **Further Reading**

1. R.C. Majumdar : History of Freedom Movement in India 3.Vols, Calcutta, 1962.
2. R.C. Agarwall : Constitutional development and National movement, New Delhi, 1974
3. G. Venkatesan : The History of Freedom Struggle in India, Coimbatore, 1985
4. Bipan Chandra : Modern India – NCERT Publications
5. V.D. Mahajan : The National Movement in India, Chand & Co, New Delhi, 1979.

## **FOURTH SEMESTER**

### **PAD-401: HUMAN RESOURCE MANAGEMENT**

#### **Block-1 Understanding Human Resource Management**

Unit-1: Introduction to Human Resource Management – Meaning, Nature and Importance

Unit-2: Evolution of HRM , Personnel Management and HRM

Unit-3: Scope and Functions of HRM

Unit-4: Role and Skills of a Manager, New Trends in HRM

#### **Block-2 Human Resource Planning, Recruitment and Selection**

Unit-5: Human Resource Planning and Job Analysis

Unit-6: Recruitment

Unit-7: Selection and Induction

Unit-8: Transfer, Promotion and Separation

#### **Block-3 Training, Career Planning and Appraisal**

Unit-9: Employees Training and Development

Unit-10: Career Planning and Career Development

Unit-11: Performance Appraisal,

Unit-12: Compensation management

#### **Block-4 Human Resource Information System (HRIS), Human Resource Accounting (HRA) Human Resource Audit (HRA)**

Unit-13: Human Resource Information System (HRIS)

Unit-14: Human Resource Accounting (HRA) and Human Resource Audit (HRA)

Unit-15: Collective Bargaining

## Unit-16: Stress Management

### **Further Reading**

1. T.N. Chhabra, “Human Resource Management; Concepts and Issues”, Delhi, Dhanpatirao and Co. 2012.
2. P. Subba Rao, “Essentials of Human Resource Management and Industrial Relations”, Himalaya Publishers, Mumbai, 2010.
3. K. Aswathappa, “Personnel and Human Resource Management,” Tata Mc. Graw Publishing House, 2003

## **PSC-402: SOCIETY AND POLITY IN INDIA**

### **Block-1: Society in India**

Unit-1: Historical Evolution of the Indian Society

Unit-2: The Diversities in Indian Society

Unit-3: National Integration and Problems of National Integration in India

Unit-4: Nationalism in India

### **Block-2: Social Stratification in India**

Unit-5: Caste and Social Stratification in India

Unit-6: Class and Backward Class in India

Unit-7: Social Status in India

Unit-8: Reservation Issues in India

### **Block-3: Social Change in India**

Unit-9: Factors and Areas of Social Change in India

Unit-10: Processes of Social Change: Sanskritization and Westernization

Unit-11: Modernization and Industrialization

Unit-12: Urbanization

### **Block-4: Social Movements & Social Issues in India**

Unit-13: Social Movements in India

Unit-14: New Social Movements in India

Unit-15: Social Issues: Poverty, Unemployment & Homelessness

Unit-16: Government Policies and Schemes for Social Welfare in India

### **Further Reading**

1. Atul Kohli (2009) Democracy and Development in India: From Socialism to Pro-Business, OUP, 2009.
2. Atul Kohli (1991) Democracy and Discontent: India's Growing Crisis of Governability, Cambridge University Press, Cambridge
3. Amiya Bagchi (ed) Democracy and Development, Macmillan, 1995
4. Paul Brass (1991) Ethnicity and Nationalism in India: Theory and Practice, Sage, N Delhi
5. Partha Chatterjee (ed) State and Politics in India, OUP, N. Delhi, 1997

## **P.G. 403: RESEARCH METHODOLOGY**

### **Block-1: Fundamentals of Research**

Unit 1: Meaning, Objectives & Importance of Research.

Unit 2: Motivating Factors and Types of Research.

Unit 3: Scientific Method of Research: Characteristics, Process, and Limitations.

Unit 4: Criteria for Good Research.

### **Block-2: Collection of Data & Types of Data**

Unit 5: Data Collection Methods: Quantitative and Qualitative Approaches.

Unit 6: Questionnaires, Interviews, and Observations for Data Collection.

Unit 7: Sampling Techniques: Definition, Purpose, and Types of Sampling.

Unit 8: Review of Literature: Need, Source, and Methods.

### **Block-3: Defining Research Problem**



Unit 9: Identifying Research Gaps and Opportunities.

Unit 10: Hypothesis: Meaning, Nature, Types.

Unit 11: Process of Formulating Hypothesis and Research Design.

Unit 12: Bibliography, Citation, and Accession of Library Sources.

### **Block-4: Interpretation & Report Writing**

Unit13: Interpretation & Report Writing: Importance and Techniques of Interpretation.

Unit14: Significance of Report Writing and Steps in Writing Report.

Unit15: Lay-out of the Research Report and Types of Reports.

Unit 16: Analysis, Summary, Scope for Further Studies, and Importance of References.

### **Further Reading**

1. Ranjit Kumar, Research Methodology: A Step by Step Guide for Beginners, 4<sup>th</sup> Edition, Sage Publisher, 2014
2. P.V.Young and C.F.Schmid, Scientific Social Surveys and Research, Asia Publishing House, Bombay, 1961
3. C.R.Kothari, Research Methodlogy: Methods and Techniques.
4. Devendra Thakur, Research Methodology in Social Science, Deep and Deep, New Delhi, 2003
5. K.Takeuchi, H.Yanni and Mukharjee, The Foundation of Multivarite Analysis, Wiley Eastern Ltd.

## **P.G -404: DISASTER MANAGEMENT**

### **Block-01: Concept of Disaster and Its Types (Natural Disaster)**

Unit-01 Aquatic Disasters

Unit-02 Geographical Disaster

Unit-03 Climatic Disaster-Heat

Unit-04 Global Warming

## **Block-02: Manmade Disaster**

Unit-05 Nuclear, Chemical and Biological Disaster

Unit-06 Building, Coal and Oil Fire

Unit-07 Air, Water and Industrial Pollution

Unit-08 Deforestation, Rail, Road, Air & Sea Accidents

## **Block-03: Disaster Preparedness**

Unit-09 Disaster Prevention, Preparation and Mitigation

Unit-10 Disaster Information and System

Unit-11 Megha Satellite and Role of Various Agencies in Disaster Mitigation

Unit-12 National level and State levels

## **Block-04: Disaster Response**

Unit-13 Disaster Medicine

Unit-14 Rehabilitation

Unit-15 Reconstruction

Unit-16 Recovery

## **Further Readings:**

1. Disaster Management Guidelines, GOI-UND Disaster Risk Program (2009-2012)
2. Damon, P. Copola, (2006) Introduction to International Disaster Management, Butterworth Heineman.
3. Gupta A.K., Niar S.S and Chatterjee S. (2013) Disaster management and Risk Reduction, Role of Environmental Knowledge, Narosa Publishing House, Delhi.
4. Murthy D.B.N. (2012) Disaster Management, Deep and Deep Publication PVT. Ltd. New Delhi.
5. Modh S. (2010) Managing Natural Disasters, Mac Millan publishers India LTD.

**P.G -405: PROJECT AND VIVA**