

20/1/2025-15

PUNJABI UNIVERSITY, PATIALA

SYLLABUS

FOR

M.A. (PUBLIC ADMINISTRATION)

PART-II

SEMESTER III & IV

SESSION 2020-21 & 2021-22

FOR REGULAR/DISTANCE EDUCATION & PRIVATE
STUDENTS



PUNJABI UNIVERSITY, PATIALA
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Professor & Head
Deptt. of Public Administration
Punjabi University, Patiala

SYLLABUS

M.A. (PUBLIC ADMINISTRATION) PART-II (SEMESTER III & IV) (SESSIONS 2020-21, 2021-22)

For Regular/Distance Education/Private Students

The main objectives of the courses in Public Administration at the University under Semester are:

- 1) To create an awareness of the environment and acquisition of specialized knowledge in the field.
- 2) Equipping the students for career in various vocations.
- 3) Equipping the students for research in government, teaching and other research organizations.
- 4) Preparing the students for I.A.S. and other Allied Services Examination in the field of Public Administration.

1. For Regular and Distance Education Students : Each paper will carry 75 marks and is of 3 hours duration. 25 marks in each paper is for Internal Assessment.


The Break up of 25 marks for Internal Assessment (Theory Papers) is as below:-

1. Class Attendance	05 Marks
2. Written Assignment etc	10 Marks
3. Two Mid-Semester Tests/ Internal Examinations*	10 Marks

Total Marks	25 Marks
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(* Average of both Mid-Semester Tests to be taken.)

2. For Private Students: Each paper will carry 100 marks and is of 3 hours duration. There will be no internal assessment for private students.



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**M.A.(PUBLIC ADMINISTRATION): PART-II
(SEMESTER SYSTEM)
(SESSIONS 2020-21, 2021-22)**

THIS PAGE CONCERNED ONLY FOR CAMPUS STUDENTS

SCHEME OF STUDIES

Note: Complete M.A.(Public Administration) Course carries 80 credits and each paper carries 5 Credits (4 Lectures + 1 Tutorial).

SEMESTER-III

<u>Core Papers</u>		<u>Credits</u>
PAPER-I:	ADMINISTRATIVE THOUGHT	5(4L+1T)
PAPER-II:	STATE ADMINISTRATION	5(4L+1T)
PAPER-III:	COMPARATIVE PUBLIC ADMINISTRATION	5(4L+1T)
<u>Elective Papers</u>		
PAPER-IV:	<u>Any one of the following papers</u>	
A.	SOCIAL WELFARE ADMINISTRATION	5(4L+1T)
B.	ORGANIZATIONAL BEHAVIOUR	5(4L+1T)
C.	Any other paper served as an elective by other department of Faculty of Social Sciences in Semester-III of M.A. Course.	5(4L+1T)

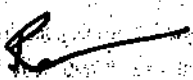
SEMESTER-IV

<u>Core Papers</u>		<u>Credits</u>
PAPER-I:	PUBLIC POLICY	5(4L+1T)
PAPER-II:	EMERGING AREAS IN INDIAN ADMINISTRATION	5(4L+1T)
PAPER-III:	e-GOVERNANCE	5(4L+1T)
<u>Elective Papers</u>		
PAPER-IV:	<u>Any one of the following papers</u>	
A.	ADMINISTRATION OF PUBLIC SECTOR UNDERTAKINGS	5(4L+1T)
B.	LABOUR WELFARE ADMINISTRATION	5(4L+1T)
C.	Any other paper served as an elective by other Department of Faculty of Social Sciences in Semester-IV of M.A. Course.	5(4L+1T)

IMPORTANT: Availability of number of seats in an elective course is subject to the space and faculty constraints of the host department. The subjects which the student can opt from MOOC will be notified by the department semester wise time to time.

Note for Foreign Students

The foreign students of M.A (Public Administration) shall be required to write a Dissertation in place of one elective paper of semester 3rd and 4th respectively. The dissertation will be of 200 marks (150 marks for dissertation and 50 marks for viva-voce examination).


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**M.A.(PUBLIC ADMINISTRATION): PART-II
SEMESTER III**

PAPER I: ADMINISTRATIVE THOUGHT

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students	For Private Students
Maximum Marks : 100	Maximum Marks: 100
Theory: : 75	
Internal Assessment: 25	

Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A

F.W.Taylor, Henri Fayol, Max Weber
Mary Parker Follett, Elton Mayo, Chester I. Barnard.

SECTION-B


Herbert A. Simon, Abraham H. Maslow, McGregor.
Frederick Herzberg, Rensis Likert, Jawahar Lal Nehru

BOOKS RECOMMENDED

- Amitai Etzioni : *Modern Organisations*, New Delhi, Prentice Hall Of India Pvt., Ltd., 1964.
- Bertram M. Gross : *The Managing of Organisations*, Vol.1, New York, The Free Press, 1964.
- Claude S. George Jr. : *The History of Management Thought*. New York, Prentice Hall, 1968.
- D. S. Pugh and D.J. Hickson : *Writers on Organizations*, Fourth Ed., Penguin Books, England, 1989.
- D. S. Pugh (ed.) : *Organisation Theory: Selected Readings*, England, Penguin Books, 1990.
- David Silverman : *The Theory of Organizations*, London, Heinemann, 1970.
- D. R. Prasad, V. S. Prasad & P. Satya Narayana Pardhasarthy (ed.) : *Administration Thinkers*, New Delhi, Sterling Publishers Pvt. Ltd., Third Edition
- Dwight Waldo : *The Administrative State*, Second Ed. New York, The Ronald Press Company, 1972.
- L.A. Allen : *Management and Organisation*, New York, McGraw-Hill Book Company, 1958.
- Marino Pinto : *Management Thinkers*, Bombay, Allied Publishers, 1986.
- Peter M. Blau : *Bureaucracy in Modern Society*, New York, Random House, 1962.
- Satya Deva : "Theory of Administration", *Administrative Management*, July- Sept. 1983.
- Sawinder Singh : *Uchera Lok Parshasan*, Patiala, Punjabi University Press, 1993, (Pbi.).
- Shum Sun Nisa Ali : *Eminent Administrative Thinkers*, New Delhi, Associated Publishing House, 1998.
- S. R. Maheshwari : *Administrative Thinkers*, New Delhi, Macmillan India Ltd., 1998.


ADDITIONAL READINGS

- A. H. Maslow : *Motivation and Personality*, New York, Harper and Row, 1954.
- Chester I. Barnard : *The Functions of the Executive*, Cambridge, Mass, Harvard University Press, 1938.
- Chris Argyris : *Integrating the Individual and Organization*, John Wiley, 1964.
- D. Waldo : *The Enterprise of Public Administration*, 1983.
- F. W. Taylor : *Scientific Management*, New York: Harper & Row, 1947.


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- Fred W. Riggs : i. *Administration in Developing Countries: The Theory of Prismatic Society*, Boston, Houghton Mifflin Company, 1964.
 ii. "Prismatic Societies and Public Administration", *Administrative Change*, Vol.- I, No. 2, Dec.1973.
 iii. *The Ecology of Public Administration*, New Delhi, Asia Publishing House, 1961.
- Federick Herzberg : *Work and the Nature of Man*, Cleveland, The World Publishing Company, 1966.
 : *The Managerial Choice - To be efficient and to be Human*, Illinois, Dow Jones Irwin Homewood, 1976.
- George Elton Mayo : *The Human Problems of Industrial Civilization*, Boston, Harvard Business School, 1946.
- Harold R. Pollard : *Further Development in Management Thought*, London, Heinemann, 1987.
- Harold F. Gortner Julianne Mahler, Bell Nicholson : *Organisation Theory: A Public Perspective* Chicago, The Dorsey Press 1987.
- H. H. Gerth and C. Wright Mills (ed.) : *From Max Weber: Essays in Sociology*, London, Routledge and Kegan Paul Ltd. 1957.
- Herbert A. Simon : *Administrative Behaviour: A Study of Decision-Making Processes in Administrative Organization*, New York, The Free Press, 1957.
- Henri Fayol : *General and Industrial Management*, London, Pitman, 1949.
- Jawahar Lal Nehru : *An Autobiography*, London, Bodley Head, 1955.
 Jawahar Lal Nehru Address at the Inaugural Meeting of the IIPA, New Delhi on 29th March, 1954, published *The Indian Journal of Public Administration*, Vol. 1, No.1, 1954.
- Joy M. Shafriz and : *Classics of Public Administration*, Chicago, The Dorsey Press, Albert C. Hyde 1987.
- Jong S. Jun(ed.) : *Rethinking Administrative Theory: The Challenge of the New Century*, Westport, Praeger, 2002.
- Keith M. Hederson : *The Study of Public Administration*, Lanham, University Press, Albert C. Hyde of Africa, Inc. 1983.
- Michael H. Harmon and : *Organisation Theory for Public Administration*, Boston, Little Richard T. Mayer Brown Col., 1986.
- McGregor : *The Human Side of Enterprise*, NY, McGraw-Hill, 1950.

- Max Weber : *The Theory of Social and Economic Organization*, Glencoe, Ill, Free Press, 1947.
- : *The Protestant Ethic and the Spirit of Capitalism*, New York, Scribner, 1930.
- Mary P. Follett : *Creative Experience*, London, Longmans Green, 1924.
- Roethlisberger Dickson : *Management and the Worker*, Cambridge and Mass, Harvard University Press, 1949.
- R. N. Singh : *Management Thought and Thinkers*, Delhi, Sultan Chand and Sons, 1977.
- R. K. Sapru : *Theories of Administration*, New Delhi S. Chand and Co. Ltd., 1996.
- R. Shamasastri : *Kautilya's Arthashastra*, Mysore, Wesleyan Mission Press, 1929.
- Ramesh K. Arora (ed.) : *Perspectives in Administration Theory*, Associated Publishing House, New Delhi, 1979.
- Renu Kapila : *Maslow's Contribution to Administrative Theory (Some Lesser Known Aspects)*, Chandigarh, Arun Publishing House, Pvt. Ltd., 2003.
- Robert Golembiewski : *Public Administration as a Developing Discipline*, NY: Marcel Dekker, 1977.
- S. L. Goel : *Advanced Public Administration*, New Delhi, Deep and Deep Publication, 2002.
- R.K.Sapru : *Administrative Theories and Management Thought*, PHI Learning Pvt.Ltd., New Delhi, 2013, 3rd edition.
- S.L.Goel : *Administrative and Management Thinkers (Relevance in New Millenium)*, New Delhi, Deep & Deep Publishers, 2008.
- S.Polland : *The Genesis of Modern Management*, London, Arnold, 1965.
- Satya Deva : *"State and Bureaucracy in Kautilya's Arthashastra"*, *The Economic and Political Weekly*, 19(19) 12, May, 1984.
- W. Evans (ed.) : *Frontiers in Organization and Management*, NY: Praeger, 1980.


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PAPER II: STATE ADMINISTRATION

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students	For Private Students
Maximum Marks : 100	Maximum Marks: 100
Theory: : 75	
Internal Assessment: 25	

Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.


(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION -A

1. State Legislature: Structure and powers.
2. Political Executive: Governor, Chief Minister, Council of Ministers..
3. Structure of State Administration: State Secretariat, Chief Secretary, Directorates.
4. Divisional Commissioner: Powers, Functions & Position.
5. District Administration: Structure & Functions. Important functionaries: Deputy Commissioner and Superintendent of Police.




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SECTION-B

6. Structure and Functions of High Courts, State Consumer Dispute Redressal Commissions.
7. Punjab State Human Rights Commission, Punjab State Commission for Women.
8. Grievances Redressal Machinery: Lok Ayukta.
9. Right to Information: State Information Commission.
10. Need for Administrative Reforms: Major Recommendations of Punjab Governance Reforms Commission-I.

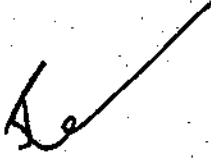
SUGGESTED READINGS

1. B.B.Mishra : *Administrative History of India*, New Delhi, Oxford University Press, 1970.
2. B.L.Fadia and Kuldeep Fadia : *Indian Administration*, Agra, Sahitya Bhawan Publications, 2012.
3. D.D.Nanda : *Municipal Administration in India*, Varanasi, Ganga Kavri Publishing House, 1998.
4. Hoshiar Singh and Mohinder Singh : *Public Administration in India : Theory and Practice*, New Delhi, Sterling Publishers, 1998.
5. Krishna K. Tummala : *Public Administration in India*, Mumbai, Allied Publishers, 1994.
6. K.K.Puri : *Indian Administration (Pbi.)* Jalandhar, Bharat Publishers, 2005.
7. N.P. Nawani : *District Administration: Theory and Practice*, New Delhi, Publications Division, Ministry of Information and Broadcasting, Government of India, 2006.
8. Norman A.Lewis & : *Ombudsman: India and the World* Community, IIPA, New Delhi, British High Commission, 1996.
9. P.B.Rathod : *Indian Administration: Dynamics and Dimensions*, New Delhi, Commonwealth, 2005.
10. Renu Kapila(ed.) : *Administrative Reforms: Milestones and Challenges* Regal Publication, New Delhi, 2015.
11. R.B.Jain : *Contemporary Issues in Indian Administration*, New Delhi, Vishal Publications, 1976.
12. Rajni Ranjan Jha : *Lokayukta: The Indian Ombudsman*, Varanasi, Rishi Publications, 1990.
13. S.Mishra : *Changing Pattern of District Administration*, New Delhi, Mittal Publications, 1996.
14. S.R.Sharma : *Evolution of Public Administration in India*, Allahabad, Central Book Depot, 1965.
15. S.R.Maheshwari : *Indian Administration*, New Delhi, Orient



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Deptt. of Public Administration
Gurukul University, Patiala

16. S.R.Maheshwari : Longman, 2000.
State Governments in India, New Delhi, Orient Longman, 2000.
17. S.R.Maheshwari : *Local Government in India*, Agra , Laxmi Narain Agarwal, 2003.
18. S.S.Khera : *District Administration in India*, New Delhi, National Publishing House, 1979.
19. Siuli Sarkar : *Public Administration in India*, New Delhi, PHI Learning Pvt. Ltd., 2009.
20. PGRC-I Reports.


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PAPER-III: COMPARATIVE PUBLIC ADMINISTRATION
For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students	For Private Students
Maximum Marks : 100	Maximum Marks: 100
Theory: : 75	
Internal Assessment: 25	

Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

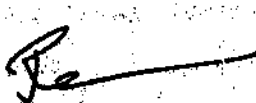
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION A

Comparative Public Administration: Meaning, Nature, Scope and Significance.
Environment of Administration: Social, Economic, Political & Cultural.
Evolution of Comparative Public Administration.
Approaches to study of Comparative Public Administration: Institutional Approach, Behavioural Approach, General Systems Approach, Structural Functional Approach, Ecological Approach and Developmental Approach.
Contribution of F.W.Riggs and Ferrel Heady to Comparative Public Administration.

SECTION B


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Features of Administrative Systems of U.K, U.S.A., Japan & France.

Features of Local Government in U.K, U.S.A., Japan and France.

Control over Administration in U.K, U.S.A., Japan and France.

Machinery for the Redressal of Citizen's Grievances in U.K., U.S.A, Japan and France.

SUGGESTED READINGS

Ali Farzamand(ed.): *Handbook of Comparative and Development Administration*, CRC Press, 2001.

Ferrel Heady (ed.): *Comparative Public Administration*, Michigan, Michigan University, 1978.

Ferrel Heady : *Public Administration: A Comparative Perspective*, N. J. Englewood Cliffs, 1966.

F. W. Riggs: *Administration in Developing Countries: The Theory of Prismatic Society*, Boston, Houghton Mifflin Co., 1904.

--- *The Ecology of Public Administration*, Bombay, Asia Publishing House, 1961.

F.W. Riggs: *Models and Priorities in the Comparative Study of Public Administration*, 1963.

Jim Chandler(ed.): *Comparative Public Administration*, London, Routledge, 2013.

Ramesh K. Arora, : *Comparative Public Administration*, New Delhi, Associated Publishing House, 2000.

R.K. Arora : *Comparative and Development Administration Ideas and Actions Sangeeta Sharma(ed.)* Jaipur, Arihant Centre for Administrative Change, 1992.

R.B. Jain: *Comparative Aspects of Public Administration in Robert Wilnks (ed.) Other views and other visions*, Greenwood Press, 1978.

R.B Jain: "The State & Comparative Public Administration", *Indian Journal of Public Administration*, New Delhi, Vol. 7 (Oct.-December, 1991).

SybitStocke: *Papers in Comparative Public Administration*, Institutions of Public Administration, University of Michigan, 1962.

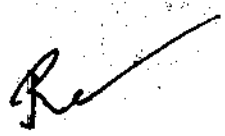
Surendra Kataria: *Tulnatmak Lok Prashsan*, Jaipur, R.B.S.A, 2004

S.A.Palekar: *Comparative Politics and Government*, New Delhi, PHI Learning Pvt. Ltd., 2010.

T.N. Chaturvedi: *Comparative Public Administration*, Jaipur, College Book Depot, 2003.

William Siifin: *Towards the Comparative Study of Public Administration*, Blookington, Indian University Press, 1957.

Sewa Singh Dahiya Ravindra Singh *Comparative Public Administration*, Starling Publishers Pvt. Ltd., New Delhi, 2012.


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PAPER-1V Option: A**SOCIAL WELFARE ADMINISTRATION**

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students Maximum Marks : 100 Theory: : 75 Internal Assessment: 25	For Private Students Maximum Marks: 100
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Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75
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INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

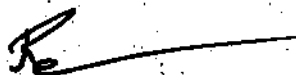
(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION -A

1. Concept of Social Welfare, Social Justice and Social Change. Social Welfare Administration: Nature, Scope and Significance.
2. National Policy on Social Welfare.
3. Job Reservation: Recommendations of Kaka Saheb Kalekar Commission and Mandal Commission.



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4. Welfare of Scheduled Castes, Scheduled Tribes, OBCs and Minorities.
5. Welfare of the Women and their Empowerment, Role of Self Help Groups.

SECTION-B

6. Legislations and Policies for the Old Age People.
7. Welfare of the Children, Disabled and Drug Addicts.
8. Ministry of Social Justice and Empowerment: Organization, Functions and Role.
9. Department of Social Welfare: Organization, Functions and Role.
10. Role of Voluntary Organizations in Social Welfare; NGO- Government Interface regarding Social Welfare.

SUGGESTED READINGS

1. A.R. Wadia : *History & Philosophy of Social Work in India*, New Delhi, Allied Publishers, 1968.
2. Christopher Pierson : *The Welfare State Reader*, Polity Press, 2000.
3. D.R. Sachdeva : *Social Welfare Administration in India*, Kitab Mahal, Allahabad, Edition, 2013.
4. D.K. Mishra : *Samajak Prashasan*, 1974.
5. Davis C. March : *An Introduction to Social Administration*, London, Routledge, 1965.
6. D.Paul Chowdhary : *Social Welfare Administration Through Voluntary Agencies*, Delhi, Atma Ram & Sons, 1962.
7. Government of India : *Report of the Scheduled Caste and Scheduled Tribes Commission (Dhevar Commission) 1953*.
8. Government of India : *Report of the Scheduled Caste and Scheduled Tribes Commission (Mandal Commission) 1989*.
9. K.K. Jacob : *Methods & Fields of Social Work in India*, New Delhi, Asia Publication House, 1965.
10. Mohinder Singh(ed.) : *Social Policy and Administration in India*, New Delhi, M.D. Publications, 1996.
11. Noorjahan Bawa : *Non- Governmental Organization in Development: Theory & Practice*, New Delhi, Kanishka, 1997.
12. P.M. Parmar : *Social Work and Social Welfare in India*, Jaipur, Sublime Publications, 2002.
13. Paul H. Appleby : *Public Administration for a Welfare State*, Bombay, Asia Publishing House, 1961.
14. R.D. Titmus : *Essays of Welfare State*, London, Allen


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- & Unwin, 1959.
15. R.D. Kukorni : *Central Social Welfare Board*, New Delhi, Asia Publication House, 1961.
 16. R.B. Jain (ed.) : *NGO's in Development Perspective*, New Delhi, Vivek Prakashan, Delhi, 1995.
 17. Rattan Lal Khanna : *Social Administration in India*, Chandigarh, Mohindra Capital Publishers, 1970.
 18. Rino J. Patti : *Social Welfare Administration: Managing Social Problems in Developmental Context*, New York, Englewoods Cliff, 1983.
 19. S.K. Khindula : *Social Work in India*, Allahabad, Kitab Mahal 1965.
 20. S. L. Goel : *Social Welfare Administration*, New Delhi, Deep & Deep, 2000.
 21. S.M. Dubey : *Administration of Social Welfare Programmes in India*, New Delhi, Somaya Publications, 1973.
 22. T.H. Marshal : *Social Policy in the Twentieth Century*, London, Hutchinson, 1985.
 23. S.S.Tiwana : "Policy of Job Reservation in India-A Critique", *Administrative Change*, Vol XX, July 1992-June 1993.
 24. S. D. Gokhale : *Social Welfare: Legend and Legacy*, Bombay, Popular Prakashan, 1974.
 25. S. Pathak : *Social Welfare: An Evolutionary and Development Perspective*, New Delhi, MacMillan, 1987.
 26. T.N. Chaturvedi : *Social Administration: Development and Change*, New Delhi, Indian Institute of Public Administration, 1980.
 - R.K.Jain,S.C. Kohli(ed.)
 27. V. Jagnadhan : *Social Welfare Organization*, New Delhi, Indian Institute of Public Administration, 1966.
 28. Walter A. : *Introduction to Social Welfare*, New York, Prentice Hall, New York, 1980.
 - Friedlander & Robert Z.Apte.
 29. Govt. Internet Websites.

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PAPER-IV-Option B
ORGANISATIONAL BEHAVIOUR

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students	For Private Students
Maximum Marks : 100	Maximum Marks: 100
Theory: : 75	
Internal Assessment: 25	

Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.


(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A

1. The study of an Organization: Meaning, Importance, Approaches and properties.
2. Nature and Scope of Organization Behaviour. Approaches to Organizational Behaviour.
3. Typology of Organization: Its Goals, Importance of Goals and Goal Setting Process.
4. Motivation and Behaviour: Theories of Motivation of Maslow, McGregor, Herzberg and McClelland.
5. Personality: Meaning, Determinants and Theories.
6. Group Dynamics: Meaning, Types, Size, Status, Norms and cohesiveness.

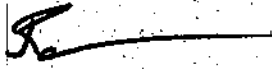

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SECTION-B

7. Organizational Conflict: - Meaning, features, importance and Conflict Management.
8. Organizational Effectiveness: - Concept, Approaches and Factors in Organizational effectiveness. Organizational and Managerial effectiveness.
9. Organizational Change: - Meaning, Patterns and Processes in Planned Change.
10. Organizational Development: Definition, Characteristics and Objectives and Process.
11. Organization Culture: Meaning, Dimensions, Approaches and Changing Context.

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**M.A.(PUBLIC ADMINISTRATION): PART-II
SEMESTER-IV**

PAPER I: PUBLIC POLICY

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students Maximum Marks : 100 Theory: : 75 Internal Assessment: 25	For Private Students Maximum Marks: 100
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Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75
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INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A


Public Policy: Meaning, Nature, Types and Importance.

Models of Public Policy Making: Dror's Model, Simon's Model and Lindbloom's Model.

Public Policy Making: Role of Political Executive, Legislature, Bureaucracy and Judiciary.

Non-Official Policy Makers: Political Parties, Interest Groups, Pressure Groups, Public Opinion, Mass Media.

Policy making Process.



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SECTION-B

Public Policy Implementation: Role of Governmental Agencies - Legislature, Political Executive, Judiciary and Bureaucracy.

Role of Non-governmental agencies - Voluntary Organizations, Pressure Groups and Mass Media.


Major problems in Policy Implementation.

Public Policy Analysis: Meaning, Dimensions, Stages.

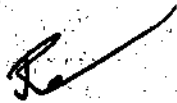
Policy Evaluation: meaning, Forms of Policy Evaluation, Criteria for evaluation, Problems of Policy Evaluation.

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2. Dayal Ishwar : *Dynamics of Formulating a Public Policy, New Jersey, Prentice Hall, 1975.*
3. D. Drey : *Problem Definition in Policy Analysis, Kansas, University Press of Kansas, 1984.*
4. George C. Edwards & Ira Sharkansky : *Policy Predicament, Bombay, Allied Publishers, 1979.*
5. H.A. Aaron, T.E. Mann & Taylor (ed.) : *Values and Public Policy, Washington D.C., Braking Institution, 1994.*
6. Herbert A. Simon : *The New Science of Management Decisions, New York Harper, 1960.*
7. J. E. Anderson : *Public Policy Making, Boston, Houghton Mifflin, 1990.*
8. John Brigham & : *Policy Implementation, Beverly Hills, Sage Don W. Brigon Publication, 1980.*
9. Kuldeep Mathur : *Development Palley Administration, New Delhi, Sage Publications, 1996.*
10. K.D. Madan et al (Eds.), : *Policy Making in Government, Publication Division, Ministry of Information and Broadcasting, Government of India, New Delhi, 1982.*
11. L. N. Gerston : *Public Policy Making: Process and Principles, London M.E., Sharpe, 1997.*


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12. Pardeep Sahni : *Public Policy : Conceptual Dimensions*, Allahabad, Kitab Mahal, 1987.
13. Pardeep Sahni : Lok Neeti, Publication Bureau, Punjabi University, Patiala, 2003.
14. Pardeep Sahni and Etakulaya Vayunandan PHI Learning Pvt.Ltd, 2010. : *Administrative Theory*, New Delhi,
15. P. B. Rathod : *Public Policy Making: The Discipline and its Dimensions*, New Delhi, Commonwealth, 2005.
16. R.K. Sapru : *Public Policy: Art and Craft of Policy Analysis*, New Delhi, PHI Learning Pvt. Ltd, 2011.
17. Ray C. Rist (ed.) : *Policy Evaluation-Linking Theory to Practice Washington*, The George Washington University, 1995.
18. S. R. Maheshwari : "Public Policy Making in India", Indian Journal of Political Sciences, Vol. 38, 1987.
19. Thomas R. Dye : *Understanding Public Policy*, New Jersey, Englewood Cliff, Prentice Hall, 1997.
20. Thomas A. Birkland : *An Introduction to the Policy Process*, Third Edition, New Delhi, PHI Learning Private Ltd., 2011.
21. Wayne Parsons : *Public Policy: An Introduction to the Theory and Practice of Policy Analysis*, Edward Elgan Publishing Limited London. 1996.
22. W. Dunn : *Public Policy Analysis: An Introduction*, New Jersey, Prentice Hall, 1993.
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Parkash Chand


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PAPER I : EMERGING AREAS IN INDIAN ADMINISTRATION

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students Maximum Marks : 100 Theory: : 75 Internal Assessment: 25	For Private Students Maximum Marks: 100
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Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

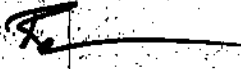
Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

Section A

1. Good Governance: Origin, Basic Elements of Good Governance, Challenges to Good Governance in India.
2. Citizen Centric Administration: Evolution, Features and Significance of Citizen's Charters.
3. Role of Regulatory Authorities: UGC
4. Police-Public Interface.
5. Ethics and Values in Public Service and in Public Administration, Code of Conduct.

Section B


6. Ethics in Governance; Criminalization of Politics and administration.


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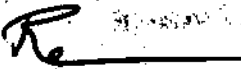
7. Qualities of a good administrator, Are they sufficient in present scenario.
8. Nature and Types of disasters.
9. Disaster Management: The Disaster Management Act, 2005
10. Organization and Functions of National Disaster Management Authority.

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- R.B.Jain : *Public Administration in India: 21st Century Challenges for Good Governance*, Deep and Deep Publishers, New Delhi, Reprint 2004.
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- T.N. Chaturvedi: *"Citizen and Administration"*, New Delhi, Indian Institute of Public Administration, 1984.
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PAPER III: e- GOVERNANCE

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students Maximum Marks : 100 Theory: : 75 Internal Assessment: 25	For Private Students Maximum Marks: 100
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Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES


Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE PAPER SETTER.

The question paper will consist of three sections: A, B and C. Sections A and B will have Eight questions in total, consisting of four questions from the respective sections of the syllabus. Each long question will carry 12 marks each. Candidates are required to attempt any two questions from each section A and B. Section C will be compulsory. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. Each short answer type question will carry 3


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marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION -A

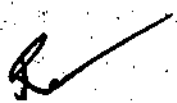
1. e-Governance: Definition, Objectives and Significance.
2. New Paradigms in E-Governance.
3. Strategies for E-Governance.
4. Technology and E-Governance.
5. Evaluating e-Governance.
6. Role of I.C.T. in e-governance.
7. Meeting Security Challenges in e-Governance.

SECTION -B

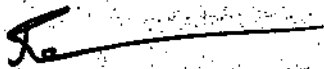
8. Citizen Centric Governance.
9. Right to Service Act in Punjab.
10. District Administration Online.
11. SUWEDHA Centres in Punjab
12. SAMPARAK in Chandigarh.
13. Community Policing in Punjab: SanjhKendras.
14. Promoting e-governance with reference to Eleventh Report of Second ARC.

SUGGESTED READINGS


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2. Kiran Bedi & Others : Government and Net in New Governance Opportunities for India , New Delhi, Sae Publications, 2001.
3. Rajiv Shukla : Information Technology in New Millennium, New Delhi, 2000.
4. Satish Jain : Information Practices.
5. S.L.Sah : Information Technology, New Delhi, Gujan Publication House, 1999.
6. S.K.Bansal : Information Technology and Globalization.


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7. Subash Bhatnagar : E-Government , New Delhi, Sage Publications, 2004.
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9. Robert Schwore. Case Studies from India, World Bank Institute Working Papers, WBI Publications, 2000.
10. Zahid Hussain and Media and the Communication in the Third World, New Delhi, D.K.Publishers,2000.
11. Vabnita Ray.
12. C.S.R. Prabhu :E Governance: Concepts and Case Studies, New Delhi, PHI Learning Pvt. Ltd., 2005.
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14. J. Satyanarayna :E-Governance:The Science of the Possible, New Delhi, Prentice Hall of India Pvt. Ltd., 2004.
15. Jajjit Bhattacharya :e-Gov 2.0 Policies, Processes and Technologies, New Delhi, Tata McGraw Hill Education, 2012.
16. Pankaj Sharma :E-Governance, New Delhi, A.P.H. Publishing Corporation, 2004.
17. Piyush Gupta :Compendium of E-Governance Projects in India, Universities Press, 2008.
18. R.K. Bagga and Computer Society of India.
19. R.P.Sinha :E-Governance Initiatives in India: Initiatives and Issues, New Delhi, Concept Publishing Co., 2006.
20. Subash Bhatnagar :E-Government: From Vision to Implementation, New Delhi, Sage Publications, 2004.
21. S.N. Sangita :Electronic Governance and Service Delivery in


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&Bikash Chandra Dash*India: Theory and Practice*, New Delhi, Institute
for Social and Economic Change, 2005.



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PAPER IV-Option A
ADMINISTRATION OF PUBLIC SECTOR UNDERTAKINGS

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students Maximum Marks : 100 Theory: : 75 Internal Assessment: 25	For Private Students Maximum Marks: 100
Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75	

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES


Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A

1. Public Enterprises: Meaning, Features, Objectives and Role.
2. Forms of Public Enterprises.
3. Public Sector: Growth in India and Industrial Policy Resolutions.
4. Governing Board: Types, Composition, Functions.
5. Managerial Problems of Public Enterprises.
6. Nature of Autonomy and Accountability in Public Enterprises.

SECTION-B

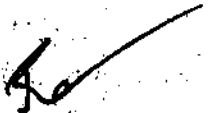
7. Executive and Parliamentary control over Public Enterprises.


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8. Industrial Relations and Workers Participation in Public Enterprises.
9. Pricing Policy and Practices.
10. New Economic Policy; Impact of Liberalization and Privatization on Public Sector.
11. Disinvestment of Public Sector Undertakings.
12. Public-Private Partnership.

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- Jagdish Prakash : *Administration of Public Enterprises in India*, New Delhi, Publishing House, 2002.
- Nageshwar Rao & M.B. Shukla
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PAPER- IV - Option B
LABOUR WELFARE ADMINISTRATION

For Regular students Six *Periods per week per paper to be delivered.*

For Regular/Distance Education Students Maximum Marks : 100 Theory: : 75 Internal Assessment: 25	For Private Students Maximum Marks: 100
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Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75
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INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

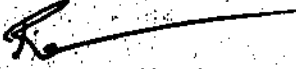
(For Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A

1. Labour: Characteristics of Indian Labour, Major Labour Problems in a developing countries
2. Labour Welfare: Concept, Scope, Principles & Significance. Classification of Labour welfare Activities in India.
3. Social Security: Meaning, Objectives, Social Security measures undertaken for Labour in India.


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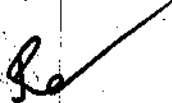
4. Industrial Relations: Causes of Industrial Disputes in India, Methods of resolving disputes. Study of Industrial Dispute Act, 1947.
5. Trade Unionism: History of Trade Union Movement in India, Weaknesses of Trade Unionism.
6. Worker's Participation in Management: Concept, Significance and Mode of Participation in India.

SECTION-B


7. Problems of Organised Labour in India.
8. Problems of Unorganised Labour in India.
9. Problem of Child Labour in India.
10. Problem of Unemployment : Meaning, Causes, Effects and Remedies.
11. Labour Administration: Organisation and Functions of Union Ministry Of Labour and National Commission of Labour..
12. ILO : Origin, Objectives, Structure, Functions and Role in Labour Welfare.

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|---------------------|---|--|
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 Professor & Head
 Deptt. of Public Administration
 Punjabi University, Patiala

