

**NOIDA INTERNATIONAL UNIVERSITY**



**SCHOOL OF LIBERAL ARTS**  
**DEPARTMENT OF PUBLIC ADMINISTRATION**  
**BACHELOR OF ARTS**

**PUBLIC ADMINISTRATION (HONOURS)**

**(Semester based Course) CBCS**

**Rules, Regulations and Course Contents**

**Effective from**

**Academic year 2019-2020 and onwards**

<b>Semester I</b>	<b>Nov./Dec. Examination</b>
<b>Semester II</b>	<b>April/May Examination</b>
<b>Semester III</b>	<b>Nov./Dec. Examination</b>
<b>Semester IV</b>	<b>April/May Examination</b>
<b>Semester V</b>	<b>Nov./Dec. Examination</b>
<b>Semester VI</b>	<b>April/May Examination</b>

The **B.A. Honours (Public Administration)** course is divided into three parts as given below.

Each part will consist of two semesters.

Part-I	First Year	Semester I	Semester II
Part-II	Second Year	Semester III	Semester IV
Part –III	Final Year	Semester V	Semester VI

The schedule of Papers prescribed for various semesters shall be as follows:

## **SEMESTER –I**

### **BPA-101: Elements of Public Administration**

#### **Course Objective:**

This paper will familiarize the students with the basic concepts of Public Administration in developed and developing countries. In addition, the course will also cover new areas and new developments in the field of Public Administration particularly Good Governance, New Public Administration, etc.

#### **Unit I:**

Public Administration: Meaning, Nature, Scope and Significance; Public and Private Administration; Relationship with other social sciences.

#### **Unit II:**

Evolution of Public Administration: As a Discipline, New Public Administration, New Public Management Perspective, Good Governance and E-Governance.

#### **Unit III:**

Principles of Organization: Hierarchy; Unity of Command; Span of Control; Centralization and Decentralization; Delegation; Supervision & Control.

#### **Unit IV:**

Administrative Behavior: Decision - Making, Leadership, Motivation & Communication.

#### ***List of Readings:***

1. Avasthi, A & Maheshwari, S. R. 2006. Public Administration. ( Hindi & English)  
Lakshmi Narain Aggarwal: Agra.

2. Bhattacharya, Mohit. 1987. Public Administration- Structure, Process and Behaviour. The World Press Private Ltd.: Calcutta.
3. Bhattacharya, Mohit. 2007. Public Administration. The World Press Private Ltd.: Calcutta.
4. Puri, K.K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
5. Laxmikanth. M; Public Administration; Published by McGraw Hill.

## **BPA-102: Principles of Organization & Management**

### **Course Objective:**

The objective is to provide an understanding of basic concepts and principles of management. The aim is to inculcate the ability to apply multifunctional approach to Organizational objectives.

### **Unit I:**

**Management:** Meaning, Nature, Scope, Significance, Concept and Function, Management and Public Administration, Levels of Management.

### **Unit II:**

Theories and Principles of Organization and Management, Organizational Types, Office Management: Meaning and Function.

### **Unit III:**

**Staffing:** Meaning, Recruitment, Selection, Training, Transfer, Performance Appraisal.

### **Unit IV:**

MBO, O&M/Work-simplification, Automation and work Study.

### ***List of Readings:***

1. Essentials of Management – Koontz, O'Donnell & Wehrich (Tata McGraw)
2. S.S.Khanka, Organizational Behaviour, S.Chand Publication
3. Principles of Management – Stoner & Freeman
4. Principles & Practices of Management - L.M. Prasad
5. Management Principles-C.B Gupta
6. K. Ashwathappa, Organizational Behaviour, Tata McGraw Hill

## **EVSB-101: Environmental Studies-I**

### **Course Objective:**

The objectives of environmental education are to increase public awareness about environmental issues, explore possible solutions, and to lay the foundations for a fully informed and active participation of individual in the protection of environment and the prudent and rational use of natural resources.

### **Unit 1: Introduction to Environmental Studies**

- Definition, Concept, Importance of environment, components of environment atmosphere, hydrosphere, lithosphere and biosphere.
- Scope and importance; Concept of sustainability and sustainable development.
- Environmental Education and Awareness.

### **Unit 2: Ecosystems**

- Ecosystem, Structure and function of ecosystem; Energy flow in an ecosystem: food chain, food web and ecological succession
- Major Ecosystems: Desert ecosystem, Forest ecosystem, Grassland ecosystem, Aquatic ecosystem (Pond, Lake, stream, rivers, oceans)

### **Unit 3: Natural Resources: Renewable and Non-renewable Resources**

- Land Resources and land degradation, soil erosion and desertification, deforestation: Causes and impacts due to mining, dam building on environment.
- Water: Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).

### **Unit 4: Biodiversity and Conservation**

- Levels of biological diversity: genetic, species and ecosystem diversity; Biogeography zones of India; Biodiversity patterns and global biodiversity hot Spots.

- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value

***List of Readings:***

1. Agarwal KC, 2001. Environmental Biology, Nidi Publishers Ltd. Bikaner.
2. Bharucha Erach, 2003. The Biodiversity of India, Mapin Publishing Pvt. Ltd, Ahmedabad – 380013, India.
3. Brunner RC, 1989, Hazardous Waste Incineration, McGraw Hill Inc.
4. Clark RS, Marine Pollution, Clarendon Press, Oxford (TB).
5. Cunningham WP, Cooper TH, Gorhani E & Hepworth MT, 2001. Environmental Encyclopaedia, Jaico Publishing House, Mumbai, 1196pgs.
6. De AK, Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Center for Science and Environment (R)
8. Gleick HP, 1993. Water in Crisis, Pacific Institute for Studies in Development, Environment and Security. Stockholm Environmental Institute, Oxford University Press.
9. Rao MN and Datta AK, 1987. Waste Water Treatment. Oxford and IBH Publishing Co. Pvt. Ltd.

## **SEMESTER –II**

### **BPA-201: State and Government**

#### **Course Objective:**

This paper attempts to familiarize the students to become informed voters, to understand their Constitutional rights, to know their responsibilities under the law and to think about how processes can be improved to benefit society. Learning about government provides a foundation for making informed choices in elections.

#### **Unit I:**

State: Meaning, Element, Nature and Functions of State, Origin of State (Social Contract Theory), Sovereignty.

#### **Unit II:**

Liberty, Equality, Justice, Rights, Democracy.

#### **Unit III:**

Forms of Government: Democratic and Non Democratic, Parliamentary & Presidential, Unitary and Federal Organs: Legislature, Executive, Judiciary, (Functions and Role)

#### **Unit IV:**

Political Parties, Elections and Electoral Reforms, Political Development and Political Culture.

#### ***List of Readings:***

1. Agarwal; R.C; Political Theory (Principles of Political Science); S.Chand Publications.
2. Jauhari; J.C; Concepts of Political Theory.
3. Kapur; A.C; Principles of Political Science.

## **BPA-202: Administrative Thinkers**

### **Course Objective:**

This paper will familiarize the students with the basic concepts and thoughts given by different thinkers. In addition, the course will also cover new areas and new developments in the field of Public Administration. The paper will also cover various theories given by various thinkers.

### **Unit I:**

Indian Administrative Thinkers: Kautilya, M.K. Gandhi & Dr. B. R. Ambedkar

### **Unit II:**

The Classical School: F.W. Taylor, Luther Gulick; Henri Fayol & Max Weber

### **Unit III:**

Human Relation School: Elton Mayo, M.P. Follet, Mc Gregor

### **Unit IV:**

Behavioral School: C.I. Barnard, H.A. Simon; Abraham Maslow

### ***List of Readings:***

- 1 D.S. Pugh, D.J. Hickson and C.R. Hinings Writers on Organisations (Harmonds worth: Penguin, 2007).
- 2 D. Ravindra Prasad, V.S.Prasad and P. Administrative Thinkers (New Delhi: Sterling, 2008).
- 3 Peter M. Blau Bureaucracy in Modern Society (New York: Random House)

## **EVSB-201: Environmental Studies-II**

### **Course Objective:**

Objective is to aim at the development of environmentally literate citizens who have the skills and knowledge and inclinations to make well informed choices concerning the environment, and who exercise the rights and responsibilities of the members of a community. It contributes to an understanding and appreciation of the environment and conservation of resources for future.

### **Unit 1: Environmental Pollution**

- Environmental pollution: types, causes, effects and controls; Air, water, soil, chemical and noise pollution.
- Solid waste management: Control measures of urban and industrial waste, Solid waste management: Control measures of urban and industrial waste.
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### **Unit 2: Environmental Policies & Practices**

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture.
- Environment Laws : Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act; International agreements; Montreal and Kyoto protocols and conservation on Biological Diversity (CBD). The Chemical Weapons Convention (CWC).
- Nature reserves, tribal population and rights, and human, wildlife conflicts in Indian context
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### **Unit 3: Human Communities and the Environment**

- Human population and growth: Impacts on environment, human health and welfares. National and International Legislations, Disaster management: floods, earthquakes, cyclones and landslides.

- Environmental movements: Chipko, Silent valley, Environmental ethics: Role of Indian and other religions and cultures in environmental conservation, Environmental communication and public awareness.

#### **Unit 4: Field work**

- Visit to an area to document environmental assets; river/forest/flora/fauna, etc.
- Visit to a local polluted site – Urban/Rural/Industrial/Agricultural.
- Study of simple ecosystems-pond, river, Delhi Ridge, etc.,

#### ***List of Readings:***

1. Agarwal KC, 2001. Environmental Biology, Nidi Publishers Ltd. Bikaner.
2. Bharucha Erach, 2003. The Biodiversity of India, Mapin Publishing Pvt. Ltd, Ahmedabad – 380013, India.
3. Brunner RC, 1989, Hazardous Waste Incineration, McGraw Hill Inc.
4. Clark RS, Marine Pollution, Clarendon Press, Oxford (TB).
5. Cunningham WP, Cooper TH, Gorhani E & Hepworth MT, 2001. Environmental Encyclopaedia, Jaico Publishing House, Mumbai, 1196pgs.
6. Down to Earth, Center for Science and Environment (R)
7. Jadhav H and Bhosale VM, 1995. Environmental Protection and Laws. Himalaya Publishing House, Delhi.

## SEMESTER – III

### BPA-301: Indian Constitution & Administration

#### Course Objective:

This paper attempts to familiarize the students of Public Administration with the basic features of Indian Constitution, particularly those having relevance for the administrative set up in India. The paper also covers the administrative set up and structure at central level in addition to critical areas like centre-state relations and generalist/specialist relationship.

#### **Unit I:**

British legacies over Indian Administration, Evolution of Administration in India Maurya, Mughal and British Period, Basic Features of Indian Administration.

#### **Unit II:**

**Administration at Union Level:** President of India, PM and Council of Ministers, Structure and Functions of the Central Secretariat, Cabinet Secretariat and PMO.

#### **Unit III:**

**State Administration:** The Governor, The Chief Minister, The Council of Minister, Structure and Functions of State Secretariat, Chief Secretary, Directorate - Secretariat relations.

#### **Unit IV:**

**District Administration:** DM: Function & Role, Law & order; Development administration: CDO, BDO & VDO, DRDA: Structure, Function & Role; District Planning Committee (DPC).

#### ***List of Readings:***

1. Ramesh, K. Arora and R. Goyal: Indian Public Administration, VishwaPrakashan, New Delhi, 2002.
2. Avasthi and Avasthi: Indian Administration, Lakshmi NarainAggarwal, Agra, New Delhi, 2002.

3. S.R. Maheshwari: Evolution of Indian Administration, Agra, Lakshmi NrainAggarwal, 1970.
4. Hoshier Singh: Indian Administration, KitabMahal, Allahabad, 2000.

## **BPA-302: Public Personnel Administration**

### **Course Objective:**

The syllabus of the paper attempts to familiarize the students with the concept of Public Personnel Administration, cover system in India and various aspects of Human Resource Development and Rules of Services and the Negotiation Machinery.

### **Unit I:**

**Public Personnel Administration:** Meaning, Nature, Scope and Significance, Evolution of Public Personnel Administration, Functions of Personnel Administration.

### **Unit II:**

**Bureaucracy:** Meaning, Features, Types of Bureaucracy, Generalist and Specialist Debate.

### **Unit III:**

**Classification of Services:** Position and Rank Classification, Recruitment and Recruitment Agencies, Training & Promotion.

### **Unit IV:**

Service Conditions and Discipline, Accountability, Transfer, Performance Appraisal, Retirement Benefits.

### ***List of Readings:***

1. Kerlinger, E. David: Public Personnel Management, IIPMA, Prentice Hall Inc. Englewood Cliffs, New Jersey, 1986.
2. Government of India: Administrative Reforms Commission, Report on Personnel Administration, 1969.
3. Sinha, V.M.: Personnel Administration, RBSA, Jaipur.
4. Saxena, A.P.: Training and Development in Government (New Delhi).

## **GEB-301: GENERAL ENGLISH**

### **Course Objective-**

The overall aims of the course are to enable the learner to communicate effectively and appropriately in real life situation and to use English effectively for study purpose across the curriculum.

Learners will be able to develop interest in and appreciation of Literature. They develop and integrate the use of the four language skills i.e. Reading, Listening, speaking and Writing. It will help revision and reinforce structure already learnt.

### **Unit -I: Grammar in Practice**

- Vocabulary
- Punctuation
- Diary Writing
- Report Writing

### **Unit- II: Writing skills**

- Précis writing
- Paragraph Writing
- Notices and Circulars

### **Unit –III: Reading and Speaking Skills**

- Stress and Intonation
- Stress-What and How
- Intonation-What and How

### **Unit – IV: Short Stories**

- “The Child” Premchand
- “The Gift of the Magi” O.Henry

**Suggested Reading:-**

1. W.S. Allen, A Remedial English Grammar
2. W.S. Allen, Living English Structure
3. N. Krishaswamy, Modern English
4. H. K. Kaul, The Craft of Writing
5. Darothy M. Guinn Daniel Marder, A Spectrum of Rhetoric
6. V.R.Narayanswamy, Strengthen your Writing [Orient Longman: 1979]

## **SEMESTER – IV**

### **BPA-401: Public Policy**

#### **Course Objective:**

This core course on Public Policy comprehensively introduces the concept and significance of public policy, the history of policy sciences and the public policy process. At the end of the course the student will have an understanding of the growth of policy sciences, the significance and different stages of the public policy process in terms of the theoretical formulations as well as the working of this process with special reference to India.

#### **Unit I:**

Public Policy: Meaning, Nature and Significance, Policy Analysis: Concept; Significance; Policy analysis process.

#### **Unit II:**

Policy Making: Structures and Process.

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

#### **Unit III:**

Problems of Policy Formulation, Execution and Evaluation.

#### **Unit IV:**

Sectoral Policies in India:

Education Policy

Health Policy

Environment Policy

#### ***List of Readings:***

1. Miller, A., The Nature of Politics, Gerald Duckworth, London, 1962.
2. Sapru, R.K. Public Policy, Sterling Publishers, New Delhi. (Latest Edition)
3. Dayal, Ishwar, KuldeepMathur et.al., Dynamics of Formulating Policy in Government of India, Machinery for Policy Development, Delhi, Concept Publication House, 1976.
4. Kothari, Rajni, Politics and People, New Delhi, Ajanta, 1989.

## **BPA-402: Financial Administration**

### **Course Objective:**

Financial Administration involves all the activities of finance and taxation. In simple words Financial Administration is an all-encompassing term for all those functions /operations having the objective to make funds and finance available to the government for its duties and responsibilities to be carried out smoothly and also all those activities that ensure the lawful and efficient use of those funds/finance.

### **Unit I:**

Financial Administration: Meaning, Nature, Scope and Significance; Working of Finance and NITI Ayog, Union - State Finance Relation.

### **Unit II:**

Budget: Meaning, Principles, Formulation / Preparation, Enactment and Execution, Deficit Financing, Performance Budgeting, ZBB

### **Unit III:**

Financial Control - Parliamentary Control; Financial Committees, Accounting, Auditing and Comptroller & Auditor General of India

### **Unit IV:**

Tax Administration in India: Features, Public Debt, Public Revenue, Public Expenditures.

### ***List of Readings:***

1. Thavraja, M.J.K.: Financial Administration of India, Sultan Chand & Sons, New Delhi, 1994.
2. Goel, S.L.: Public Financial Administration, Deep & Deep Publications, New Delhi, 2003.
3. Gautam, P.N.: VitPrashashan, Haryana Sahitya Academy.
4. Tyagi, B.P.: Public Finance, Meerut.

## **BABC-401: Business Communication**

### **Course Objective:**

This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. The various types of business communication media are covered. This course also develops an awareness of the importance of succinct written expression to modern business communication. Many of the assignments are to be keyboarded.

### **Unit -I: Introduction to professional Communication**

- Definition of Communication
- Types of communication
- Channels of communication
- Barriers to communication
- General and Technical Communication

### **Unit-II: Formal and Informal Mails**

- Formal & Informal Mails
- Types of Formal & Informal Mails
- Letter writing practice

### **Unit-III: Routine Business Correspondence& Presentation Skills**

- Circulars, Memorandums, Notices, Agenda & Minutes
- Define Presentation
- Purpose of Presentation

- Audience and Locale
- Kinesics
- Paralinguistic

**Unit-IV: Speaking abilities enhancement& Resume Writing**

- Group Discussion
- Objectives and Types of GD
- Participation in GD
- What is a Resume
- Types of Resumes
- Writing of resumes

**Suggested Readings:**

- 1 Language in Thought and Action, S. I. Hayakawa
- 2 English 2600, 3200 and 3600, Joseph C. Blumenthal
- 3 A Message in the Bottle, Walker Percy
- 4 How to Find Your Own Voice, Peter Porosky

## **SEMESTER – V**

### **BPA-501: Local Self- Government & Administration**

#### **Course Objective:**

The present paper would make the students understand the concept and rational of Rural and Urban Local Government besides tracing its history since the British era. It would help them to understand the types of Rural and Urban Local Governments and the Challenges faced by them post 73<sup>rd</sup> and 74<sup>th</sup> Amendment Act.

#### **Unit I:**

Introduction to Local Government: Meaning, Nature and Scope of Local Programs, Growth and Development of Local Government.

#### **Unit II:**

Rural Local Government: Concept, Function, Rural Development Programs and 73<sup>rd</sup> Constitutional Amendment Act.

#### **Unit III:**

Urban Local Government: Meaning, Function, Urban Development Programs and 74<sup>th</sup> Constitutional Amendment Act.

#### **Unit IV:**

Features of Local Government of Britain, France, U.S.A., Japan and China

#### ***List of Readings:***

1. Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.
2. Khera, S.S., 1974. District Administration in India: Asia Publishing House: New York.
3. Maheshwari, Shriram. 1979. State Government in India; The Macmillan Company of India limited: Delhi.
4. A. Avasthi ,Municipal Administration in India.

## **BPA-502: Social Welfare Administration**

### **Course Objective:**

The paper attempts to familiarize the students with various aspects of social welfare in India by emphasizing on policy, Programs and Administration of the weaker sections, the administrative set up and the legislations in this area.

### **Unit I:**

**Social Welfare: Administration:** Concept of Welfare State, Concept and Significance of Social Welfare Administration, Social Change and Social Justice.

### **Unit II:**

**Social Welfare Administration at Union level:** Ministry of Social Justice & Empowerment. Structure, Function & Role; Department of Women & Child Development: Structure Function and Role; CSWB; Human Right and Human Right Commission.

### **Unit III:**

**Social Welfare Administration State and District Level:** Department of Social Welfare Structure: Function and Role; Department of women & Child Development, District Social Welfare office (DSWO); Major Programs & Schemes.

### **Unit IV:**

**Voluntary Groups:** Meaning, Objectives, feature, Role; Working & Problem. NGOs & Voluntary Groups; Civil Society: Concepts, Features, Components & Role; Self Help Groups.

### ***List of Readings:***

- 1 Ahuja, Ram; Social Problems in India
- 2 Friedlander, Walter-A & Apte, Robert Z Introduction to Social Welfare (New Delhi: Prentice Hall).
- 3 Madan, G.R. Indian Social Problems, (Vol. II: Social Work) ( New Delhi : Allied Publishers Ltd. 2002, Reprint 2005.)

- 4 Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
- 5 Sachdeva. D.R. Social Welfare Administration (Allahabad KitabMahal)

## **BPA-503: Comparative And Development Administration**

### **Course Objective:**

The coursework covers concept and significance of Development, Sustainable Development and Development Administration, how countries are characterized into developing and developed worlds, besides covering Planning, Public Enterprises, Population, United Nations, Role of Bureaucracy, Administrative Capability and People's Participation.

### **Unit I:**

Comparative Administration: Meaning, Characteristics, formation of CAG, Factors Contributing to the Emergency of CPA and Significance of CPA.

### **Unit II:**

Approaches and Models: Institutional, Behavioral System, Structure-Functional and Ecological

### **Unit III:**

Development Administration Meaning, Purpose, Characteristics, Functions & Problems, Traditional Public Administration and Development Administration, Riggs view on Development Administration.

### **Unit IV:**

Salient Features of the Administrative System: U.K., India and U.S.A.

### ***List of Readings:***

1. Arora, Ramesh K.; Comparative Public Administration.
2. Bhattacharya, Mohit; Social Theory and Development Administration
3. Caiden, N. (2006). Budget issues in developing countries. In: E. E. Otenyo & N. S. Lind (Eds), Comparative public administration: The essential readings. London: Elsevier.
4. Caiden, G. E. (2005). The administrative state in a globalizing world: Some trends and challenges. ECOSOC, United Nations Organization, New York, September 2004, p. 25

5. Thompson, V. A. (1964). Administrative objectives for development administration. *Administrative Science Quarterly*, 9, 91–108. (Reprinted with permission.)

## **BPA-504: Research Methodology**

### **Course Objective:**

To educate students with the process and the methods of quantitative and qualitative social research traditions.

### **Unit 1: Introduction to Scientific Social Research**

- Definition and Nature of Social Research
- The Goals and Purpose of Social Research.
- Paradigms of Research.
- Ethics in Research.

### **Unit 2: Testing & Sampling**

- Probability & Non probability sampling methods.
- Characteristics of a test – standardization, reliability, validity, norms.
- Principles of Good Research.

### **Unit 3: Methods of Data Collection**

- Case study, Interview & Focus group discussion.
- Observation, Questionnaire, Experiment, Survey & Field Research.

- Use of Secondary Data.

#### **Unit 4: Problem, Hypothesis & Research Traditions**

- Formulating a problem & developing a testable research question.
- Research hypothesis.
- Comparing Quantitative & Qualitative.
- Steps in a Research.

#### ***Suggested Readings:***

1. Ahuja, Ram (2001), Research Methods, Delhi: Rawat Publications.
2. Krishnaswami, O., R. & Ranganathan, M. (2014). Methodology of Research in Social Sciences, Mumbai: Himalaya Publishing House PVT. LTD.
3. Bailey, Kenneth D. (1982), Method of Social Research, New York: The Free Press, Second Edition.
4. Blalock, Hubert M. (1979), Social Statistics. New York:
5. Tata Mc-Graw-Hill. Boss, P.K. (1995), Research Methodology, New Delhi, ICSSR.
6. Champion, Dean. J. (1981), Basic Statistics for Social Research New Delhi: Macmillan Publishing New York.
7. Goode, W.J. and P.K. Hatt, (1952), Methods in Social Research, New York: McGraw International Students Edition.
8. Gupta, S.P. (2002). Statistical Methods, New Delhi: Sultan Chand and Sons Publication.
9. Moser, S.C. and G. Kalton (1971), Survey Methods in Social Investigation, London:
10. Heinmann.Seltiz, Claire et al (1959). Research Methods in Social Relation, New York: Henry Holt and Co. Srinivas, M.N. and A.M. Shah (1979). Fieldworker and The Field, New Delhi: Oxford University Press.

**11.** Thakur, D. (2003). *Research Methodology in Social Science*, Deep and Deep Publications Pvt. Ltd.:New Delhi.

**12.** Young, P.V. (1988), *Scientific Social Surveys and Research*, New Delhi Prentice Hall.

## **BACBCS- 501: Human Rights: Theory & Practice**

### **Course Objective:**

To familiarize the students to the concept, perspective and various dimensions of human rights in international and domestic context with a contemporary perspective, to enable them to become enlightened citizens in a globalized world.

### **Unit I: Introduction**

- Concept of Human Rights
- Universal Declaration of Human Rights
- ICCPR, ICESR & the Bill of Rights
- Classification of Rights

### **Unit II: Human Rights Treaty Bodies**

- Explanation of human rights treaty bodies.
- The functioning of human rights treaty bodies.
- How to access and work with the human rights treaty bodies
- Universal Human Rights Index

### **Unit III: Human Rights in India**

- Human Rights and Constitutional Provisions - Preamble, Part III & IV
- Fundamental Duties
- Judicial Activism
- Rule of Law

### **Unit IV: Contemporary Perspectives**

- An Overview of the Criminal Justice System
- Public Interest Litigation
- Role of the National Human Rights Commission
- Role of National Commission of Women

***List of Readings:***

1. Durga Das Basu – Human Rights in Constitutional Law, New Delhi, Prentice Hall of India, 1984
2. Rajinder Sachar – Human Rights, Perspectives & Challenges, New Delhi, Gyan Publishing
3. Ashwani Kant Gautam – Human Rights & Justice System, New Delhi, APH Pub, 2001
4. Awasthi – Law relating to protection of Human Rights, New Delhi – Orient – 2009.

## **SEMESTER – VI**

### **BPA-601: International Administration**

#### **Course Objective:**

The paper is designed to acquaint the students both with the theoretical and practical aspects including the origin, objectives, historical legacy and the role of International Administration in the global framework. A focused study of various institutions and agencies related to international administration includes functions and role of WTO, SAARC, ASEAN, UNESCO, UNICEF, ILO, WHO besides covering the United Nations, its Secretariat and main aspects of Globalization and Global Governance.

#### **Unit I:**

Evolution and Concept of International Public Administration, United Nation: Organization, Functions and Role.

#### **Unit II:**

International Institutions: Functions, Role and Problems of WTO (World Trade Organization).

Regional Institutions: Functions, Role and Problems of SAARC and ASEAN.

#### **Unit III:**

UN Secretariat: Organization, Functions and Working.

Globalization and Global Governance.

#### **Unit IV:**

Organs and Specialized Agencies of the United Nations: Programs and Role (with special reference to UNESCO, UNICEF, ILO, WHO).

***List of Readings:***

1. S.L.Goel International Administration, Sterling Publishers, New Delhi, 1976.
2. K. P. Saxena Reforming the United Nation: The Challenge of Relevance (New Delhi Sage, 1993)
3. V. Cable Globalization and Global Governance (London: Royal Institute of International Affairs, 1999)

## **BPA-602: Issues In Public Administration**

### **Course Objective:**

The paper is designed to acquaint the students about the basic issues of Public Administration of today and as well as emerging issues particularly Good Governance, Consumer Protection Act, Human Rights etc.

### **Unit I:**

Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration, Lok Pal and LokAyukta.

### **Unit II:**

Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.

### **Unit III:**

Emerging Issues: Good Governance, Right to Information, Consumer Protection Act, 2005, Human Rights and Police Administration.

### **Unit IV:**

Rural Health Services, Gender Issues and Women Empowerment, Sustainable Development, India's Administration Culture.

### ***List of Readings:***

1. Chanda, Ashok. 1968. Indian Administration; G. Allen and Unwin: London.
2. Chaturvedi, T.N. 1980. Secrecy in Government, IIPA, New Delhi.
3. Administrative Reforms Commission (1968) Report on the Machinery Government of India and its Procedures of Work.
4. Tandon, Rajesh and Mohanty, Ranjita (Eds.) 2003, Civil Society and Governance Issues and Problems, Sage, New Delhi.
5. Maheshwari, Shriram. 1990. Indian Administration: Orient Longman: New Delhi.

## **BPA-603: Citizens and Administration**

### **Course Objective:**

This paper attempts to familiarize the students with working definition of citizen's participation and how it allows us to frame citizen involvement at the center of the process of public policy implementation. This paper also makes the students aware about the Consumer Protection Act and working of the consumer courts in India.

### **Unit I:**

Concept of Citizen Centric Administration: Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

### **Unit II:**

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

### **Unit III:**

Decentralization and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

### **Unit IV:**

Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission

### ***List of Readings:***

1. Arora. K. Ramesh, 2001. People Centred Administration, Aalekh Publishers, Jaipur.
2. Baghel, C.L. & Kumar Yogendra, 2005, Public Administration – Functional Structure and Administrative Reforms, Vol-2, Kanishka Publishers Distributors, New Delhi.
3. Bhattacharya, Mohit, 1979, Bureaucracy and Development Administration, Uppal Publishing House, New Delhi.

4. Sharma, A. Ram, 2005, Public Administration Today, Shree Publishers & Distributors, New Delhi

## **BPA-604:Project**

### **Course Objective:**

The paper aims to develop reasoning skills among students that will allow us to solve problem successfully and in a stipulated time frame. It is an unique approach to develop their critical thinking. The students are encouraged to become not just passive learners and note-takers, but rather critical thinkers.

A Synopsis of the Project Report should be submitted to the Board of Studies of the School of Liberal Arts. The Board, after deliberation, will suggest changes and modifications. The synopsis should include the following –

1. Title of Project Report
2. Introduction
3. Problems of Research
4. Objectives of Research
5. Tentative Chapter Division
6. Suggested readings

### **Source Material and References**

Presenting your own ideas in a Project is acceptable and even encouraged. However, the paper must be based on facts and opinions from authoritative sources and these sources must be given proper credit. A minimum of three published sources is required, and ten or more is typical. Direct quotes must be placed inside quotation marks or in indented sections and should be used sparingly. Paraphrasing is better in most cases.

There are two popular ways to cite references. One is to place superscripted numbers in the text with corresponding footnotes at the bottom of the page or endnotes at the end of the paper in APA style. More typical of scientific papers is to place the author and year in parentheses (Heaton, 1984). In either case you need a bibliography of all cited sources at the end of the paper

with author(s), year, title, publication or publisher, volume, and pages. These should be in alphabetical order by name of the primary author.

Be sure to find source materials that are specific to your topic, either books or journal articles. Textbooks are usually too general and should be avoided. The libraries have published and computerized indexes that can be used to find relevant sources. See the Supervisor or a reference librarian if you are unfamiliar with these resources.

Plagiarism is the presenting of someone else's wording or ideas as one's own and is a violation of university policy. If you use someone else's words or ideas, you must give them proper credit. You must also obtain permission from the Supervisor before using your Project for more than one course.

### **Length and Format**

Length is not important; 40 to 60 pages of 1.5 spaced text is a good target. The title, author, course, and date should be typed onto a cover sheet.. Illustrations are not required but are often useful in explaining graphical concepts and in giving the paper character. The bibliography should be the last section of the paper. The entire report has to be submitted in two spiral bound copies.

### **Marks/Grading**

Students are required to make two submissions: a first draft and a final draft prior to final submission. The first draft is not to be a "rough" draft; it should be a completed, typed paper like you would ordinarily submit. I will read it carefully, offer suggestions for improvement, give it a grade, and return it to you promptly. The final draft, which is worth a larger share of the points, is your chance to respond to the suggestions and submit an improved paper. This, I hope, will make the writing of a Project more of a learning experience. We strongly suggest using a word processor so that the final draft can be created by editing rather than complete retyping.

Grading is based on both research content and presentation. Your paper should demonstrate that you have gained a level of expertise in the subject by studying the relevant literature. Your presentation should be clean and convincing with proper use of paragraphs, complete sentences, and correct grammar, spelling, and punctuation. Make your Project look and sound professional.

## Evaluation of Project Work

Sl.No.

Evaluated by Criteria:

1. Institution

- Quality
- Depth & Breadth of analysis,
- Coverage,
- Scope and content
- Project fulfillment
- Data collection ability in the field (if any)
- Scope of Implementation.

Marks-60

2. Board of Examiners

Viva-voce Examination

Marks-40

3. **Total 100**

## **BACBCS-601: Gender And Women Studies in India**

### **Course Objective:**

To introduce the basic concepts of gender studies and to develop a gender perspective to understand women's experience and gender sensitize to students.

### **Unit I: Concept of Gender Studies**

- Gender Studies - Concept, Nature, Scope and Relevance, Evolution of Gender Studies, Gender sensitization
- Gender Studies/ Women's Studies

### **Unit II: Basic Concepts in Gender Studies**

- Sex and Gender – Gender roles
- Patriarchy, Socialization-Gendering

### **Unit III: Underlying Philosophy of Gender Studies**

- Feminisms Perspectives
- Meaning and History of Feminism
- Feminist Theories – Liberal, Radical, Marxist, Socialist approaches.

### **Unit IV: Gender Inequality and its Impacts**

- Concept of Gender Inequality – in Family, Education, Culture, Religion and Health.
- Gender based violence- Foeticide, infanticide, domestic violence.
- Co modification of women's bodies –Representation of women in media.

### ***List of Readings:***

1. Women's Work Health and Empowerment, P-82-99, Anjali Gandhi (Ed.), Aakar Books, New Delhi, 2006.
2. What is Feminism? Juliet Mitchell and Ann Oakley (Ed): Oxford Blackwell, 1986.
3. Contemporary Feminist Theories: Stevi Jackson & Jackie Jones (Ed.), Edinburgh University Press.
4. Sex, Gender and Society: Oakley, Ann, Gower Publishing Company, England, 1985

5. 50 Key Concepts in Gender Studies: Pilcher, J. & Whelehan, J., Sage Publications India Pvt. Ltd, New Delhi, 2005.
6. Gender Studies- A Primer: V. Kadambari, RGNIYD, Sriperumbudur, Tamilnadu, 2009