

MPA- Ist Semester

Need- The present course is most required in order to make the student aware of the works and studies related to **Theories and Practice of Modern Government**

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of **Theories and Practice of Modern Government**

Course- I Theories and Practice of Modern Government.

1. Origin of State: Divine, Social Contract and Evolutionary, Theory; Purpose and Changing Role of State, Liberal, Marxist and Gandhian Perspectives on State.
2. Liberty, Equality, Justice, Right, Authority and Power
3. Forms of Government; Parliamentary and Presidential, Coalition Government, Unitary and Federal System.
4. Organs: Legislature, Executive, Judiciary: Their functions and Role; Political parties and types; Pressure Groups, Electoral Reforms.
5. Political Legitimacy, Political Development, Political Culture, Political Socialization, Relationship between, State, Society and Public Administration.

Learning Outcome- After successful completion of this course the student will be able to understand, comprehend and analyze various aspects and dimension of the **Theories and Practice of Modern Government**

MPA 1st Semester

Need- The present course is most required in order to make the student aware of the works and studies related to **Concepts and Principles of Public Administration**

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of **Concepts and Principles of Public Administration**

Course- II Concepts and Principles of Public Administration:

1. Public Administration; Meaning, nature, scope and significance; Evolution of Public Administration: NPA, NPM, State vs. Market debate.
2. Main Approaches: Classical, Behavioral, Ecological, Structural-Functional, Systems Approach, Public Choice and Critical Theory Perspective.
3. Principles of Organizations: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility, Delegation, Supervision, Line, Staff and Auxiliary Agencies.
4. Administrative Process: Decision-Making, Leadership, Communication, Motivation and Morale.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimensions of the **Concepts and Principles of Public Administration.**

MPA 1st Semester

Need- The present course is most required in order to make the student aware of the works and studies related to **Indian Administration**

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of **Indian Administration**

Course-III Indian Administration

1. Evolution of Indian Administration: Ancient, Mauryan, Mugal and British Period, British Legacy to Indian Administration, Salient features of Indian Administration, Union-State Relationship.
2. Union Executive: The President, The Prime Minister, Council of Ministers, Functions, Role and their Relations, Central Secretariat, Cabinet Secretariat, P.M.O.,
3. State Executive: The Governor: Power and Role, the Chief Minister: Powers and Role, Council of Ministers: Functions and Role, Chief Secretary, State Secretariat and Directorate, Revenue Administration.
4. District and Local Government: District Administration, District Magistrate: Functions and Role in Law and Order and Development, Structure and Functions of Urban and Rural Local Government.
5. Criminal Justice Administration in India.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Indian Administration**

MPA 1st Semester

Need- The present course is most required in order to make the student aware of the works and studies related to **Administrative Thinkers**

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of **Administrative Thinkers**

Course –IV Administrative Thinkers

1. Woodrow Wilson, Henri Fayol, Luther Gulick and Lyndall Urwick, F.W. Taylor and Max Weber.
2. M.P. Follet, Elton Mayo, C.I. Bernard, Herbert Simon.
3. Abraham Maslow, Frederick Herzberg, Douglas Mc Gregor, Y Dror, F.W. Riggs
4. Manu, Kautilya, M.K. Gandhi, Jawaharlal Nehru, Dr. B.R. Ambedkar.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Administrative Thinkers**

MPA 2nd Semester

Need- The present course is most required in order to make the student aware of the works and studies related to **Comparative and Development Administration**

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of **Comparative and Development Administration**

Course- VI Comparative and Development Administration

1. Meaning, Nature, and Scope of Comparative Public Administration.
2. Contribution of Fred W. Riggs, Prismatic and Sala Model.
3. Critique of C.P.A.
4. Concept, Scope and Significance of Development Administration.
5. Political, Economic and Socio-Cultural Contexts of Development Administration.
6. Impact of International Donor Agencies on Development Administration; Good Governance Entrepreneurial Government etc.
7. Indian Economy and Development
8. National Planning Commission
9. Controversies and Choice of Development Model
10. New Economic Policy: De-Regulation Public Sector and Privatization of Foreign Capital, Devaluation, Globalization of the Economy, Technology Transfer, Small Scale Sector, Patents and other Major Current Policy Issues and Debates

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Comparative and Development Administration**

MPA 2nd Semester

Need- The present course is most required in order to make the student aware of the works and studies related to Political Theory and Practice of Local Governments

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of Theory and Practice of Local Governments

Course- VII Theory and Practice of Local Governments

1. Philosophy of Local Government – Importance and Broad Objectives.
2. Forms of Local Government: Deconcentration, Decentralization.
3. Status, Areas, Levels and Functions of Local Bodies.
4. Deliberative Wing of Local Bodies: Councils and Committees.
5. Executive Wing: Political and Permanent.
6. Problems Relating to Local Personnel.
7. Financial Resources of Local Bodies.
8. Control over Local Bodies: Scope and Techniques.
9. Salient Features of Local Government.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Financial Administration**

MPA 2nd Semester

Need- The present course is most required in order to make the student aware of the works and studies related to Political Financial Administration

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of Financial Administration

Course- VIII Financial Administration

1. Nature and Scope of Financial Administration
2. Cannons of Taxation-Benefit Theory-Ability to Pay Proportional and Progressive Taxation.
3. Principle of Maximum Social Advantage.
4. Deficit Financing-Meaning-Advantages and Disadvantages.
5. Investment Decisions and Financing Decisions, Cost Benefit Analysis.
6. Agencies for Financial Control: Finance Ministry, Parliamentary Committees.
7. Accounting Techniques: Nature and Scope of Audit, Comptroller and Auditor General of India.
8. Federal Finance: Union-State Financial Relations, Finance Commission-Relations between Finance Commission and Planning Commission.
9. Reserve Bank of India : Organization and Functions, Its Role in Monetary Policy.
10. Regulatory Tribunals.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Financial Administration**

MPA 2nd Semester

Need- The present course is most required in order to make the student aware of the works and studies related to Personnel Administration

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of Personnel Administration

Course- IX Personnel Administration

1. Public Service in Modern State.
2. Structure of Public Services.
3. Central Personnel Agencies.
4. Recruitment Philosophy, Methods and Systems.
5. Training: Types, Methods.
6. Promotion: Principles and Practice.
7. Social Composition of Higher Civil Service and the Issue of Representation with Reference to India.
8. Pay Management, Superannuation and Conditions of Service.
9. Fringe Benefits.
10. Participative Management and Machinery for Negotiation and Arbitration.
11. Problems of Public Personnel.
 - (a) Conduct and Discipline.
 - (b) Neutrality and Commitment in Civil Service.
 - (c) Relations between Political and Non-Political Officials.
 - (d) Relations between Generalists and Specialists.
12. Citizen and Administration: Machinery for Citizens Grievances, Lokpal and Lok Ayukta, Citizens Charters

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the Personnel Administration

MPA 3rd Semester

Need- The present course is most required in order to make the student aware of the works and studies related to Public Policy and Analysis

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of Public Policy and Analysis

Course – XI Public Policy and Analysis

1. Public Policy: Concepts and Models, Understanding Public Policy; Policy Cycle; Models of Public Policy; Importance of Public Policy, Policy Science.
2. Policy Making: Structure and Process, Role of Various bodies in Policy Making, Inter Governmental Relations, Constraints in Policy Making.
3. Implementation of Public Policy: Public Policy Implementation System and Models, Role of Various Agencies in Policy Implementation, Policy Implementation Problems, Monitoring of Public Policy; Meaning, Importance and Approaches, Constructs and Remedial Measures.
4. Policy Evaluation and Impact: Understanding Policy Evaluation, Ascertaining Policy Impact, Policy Analysis; Methods and Techniques, Social Cost Benefit Analysis, Input-Output Analysis, Policy Process in India.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Public Policy and Analysis**

MPA 3rd Semester

Need- The present course is most required in order to make the student aware of the works and studies related to Research Methodology

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of Research Methodology

Course- XII Research Methodology

1. Introduction to Social Research
2. Basic Steps of Research- Research Design, Hypothesis
3. Measuring Social and Administration Phenomena.
4. Sampling Methods.
5. Tools of Data Collection.
6. Data Processing, Analysis and Interpretation.
7. Research Report

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Research Methodology**

MPA 3rd Semester

Need- The present course is most required in order to make the student aware of the works and studies related to Rural and Urban Development

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of Rural and Urban Development

Course- XIII Rural and Urban Development

Part I

1. Rural Development Policies Since Independence with Special Reference to Agriculture, Irrigation, and Cooperatives.
2. People's Participation in Rural Development and Panchayati Raj.
3. Schemes of Rural Development, Antyodaya, Habitat, IRD and Food for Work Programme, MNREGA etc.
4. Agenda for Rural Development
5. Land Reforms and Rural Unrest.
6. Rural Development and Social Change.

Part II

1. Importance and Scope of Urban Administration in Modern Society- Political, Social and Economic Consequences of Urbanization, Rural-Urban Relationship.
2. Patterns of Urban Government.
3. Metropolitan and Urban Development Authorities in India.
4. Issues and Problems of Urban Development in India.
5. Municipal Corporation of Meerut

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Rural and Urban Development**

MPA 3rd Semester

Need- The present course is most required in order to make the student aware of the works and studies related to Organizational Behaviour and Human Resource Development

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of Organizational Behaviour and Human Resource Development

Course XIV Organizational Behaviour and Human Resource Development

1. Organization Behaviour: Definition, Scope and Methods.
2. Behavioural Sciences, Its Integration and Behavioural Technology.
3. Basic Concepts of Organization Behaviour: Individual, Groups and Organization.
 - ✓ Human Potential
 - ✓ Perception
 - ✓ Personality and Motivation
 - ✓ Group Dynamics
 - ✓ Leadership
 - ✓ Interpersonal Relations
 - ✓ Communication
 - ✓ Decision-Making
 - ✓ Management of Conflict
 - ✓ Authority and Power
 - ✓ Organization Change and Development.
4. Human Resource Development: Concept, Emerging Trends and Techniques.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Organizational Behaviour and Human Resource Development.**

MPA 4th Semester

Need- The present course is most required in order to make the student aware of the works and studies related to Social Welfare Administration

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of Social Welfare Administration

Course – XVI Social Welfare Administration

1. Concept of Welfare Administration: Significance, Principles, Approaches and Models, Social Welfare Administration in New Economic Order, Social Change and Social Justice.
2. Social Welfare Policies and Programmes for SC/ST, OBCs Women, Child and Aged at Union and State Level, Role of National and State Commission.
3. Social Welfare Administration at Union and State Level : Ministry of Social Justice and Empowerment, Department of Women and Child Development, Department of Social Welfare and State Social welfare Boards.
4. Social Welfare Agencies at International and National Level: Organization, Functions and Role of UNESCO, UNICEF, ILO, WHO.
5. Role of NGOs, Civil Society and Self - help groups.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Social Welfare Administration**

MPA 4th Semester

Need- The present course is most required in order to make the student aware of the works and studies related to **Administrative Law**

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of **Administrative Law**

Course – XVII Administrative Law

1. Doctrine of Natural Justice.
2. Origin, Scope and Growing Importance of Administrative Law, Main Features of Common Law, Rule of Law.
3. Doctrine of Separation of Powers.
4. Delegated Legislation.
5. Judicial Control of Administrative Powers, Scope-Doctrine of Ultra Virus, Judicial Review, The Rights and Remedies, Writs.
6. Administrative Tribunals-Types (A) Tribunals Determining Law and Facts (B) Trade and Vocational Tribunals (C) Regulatory Tribunals.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Administrative Law**

MPA 4th Semester

Need- The present course is most required in order to make the student aware of the works and studies related to **Management of Public Enterprises**

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of **Management of Public Enterprises**

Course- XVIII : Management of Public Enterprises

1. Concept of Public Sector: Its Role and Significance; Public Enterprises: Meaning, Objectives and Significance; Evolution of Public Enterprises, Their Role in Developing Countries.
2. Forms of Public Enterprises: Departmental Undertakings, Public Corporations, Government Companies Joint Enterprises, Management of Public Enterprises: Governing Boards: Types and Functions.
3. Personnel Management: Recruitment, Training, Promotion and Remuneration, Control over Public Enterprises: Parliamentary, Ministerial and Audit.
4. Issue Areas in Public Enterprises: Accountability and Autonomy, MOU Consumer Interest, Concept of Navaratna, Disinvestment, Merger and Acquisition.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Management of Public Enterprises**.

MPA 4th Semester

Need- The present course is most required in order to make the student aware of the works and studies related to **Contemporary Information Technology**

Aims/Objectives- The aim and objective of incorporating this paper/course in the syllabi is to introduce the students to the area of required in order to make the student aware of the works and studies related to **Contemporary Information Technology**

Course – XIX Contemporary Information Technology

1. Information Technology : Definition Need, Outlets, Value
2. Freedom of Information, Information Management, Information Society
3. Globalization of Communication, New Frontiers of I.T.
4. Fundamentals of Computer : Importance of Computer, Architecture of Computers, Input-output Device, CPU, Hardware and Software
5. Application of Computer, Classification of Computer Languages.
6. Computer Operating Systems: MS-Office, Internet Operations
7. Cyber Crime.
8. I.T. Policy in India.

Learning Outcome- After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the **Contemporary Information Technology**