

## ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura-799250

### Syllabus for MA Public Administration

#### Semester 1

| Theory  |                                   |   |   |   |        |              |                |                 |             |  |
|---|-----------------------------------|---|---|---|--------|--------------|----------------|-----------------|-------------|--|
| Course Code   | Topic                             | L | T | P | Credit | Theory Marks | Internal Marks | Practical Marks | Total Marks |  |
| 24PA101   | Administrative Theory             | 3 | 1 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA102   | Comparative Public Administration | 3 | 1 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA103   | Indian Administration             | 3 | 1 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA104   | Administrative Thinkers           | 3 | 1 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| Discipline Specific Elective (DSE-1) (Choose any one) |                                   |   |   |   |        |              |                |                 |             |  |
| 24PA111   | Rural Development                 | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA112   | Urban Development                 | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24GN303   | E-Governance                      | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| Total   |                                   |   |   |   | 20     | 350          | 150            | 0               | 500         |  |

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**Detailed Syllabus**

**ADMINISTRATIVE THEORY**

**Code: 24PA101**

Max. Marks: 70

**Course Objectives:** The objective of the course is to understand key concepts, principles, and evolution of administrative thought, analyze classical, neo-classical, and modern theories of administration and evaluate organizational structures and administrative behavior.

**UNIT I (10 Hrs)**

Nature and scope of public administration, public and private Administration, Role of Administration in Developed and developing countries, Approaches to the study of public Administration, New Public Administration, New Public Management, Public Choice Approach

**UNIT II (10 Hrs)**

Concepts and principles of Organisation: Formal and informal Organisation, Hierarchy, Unity of command, Span of control, Delegation, Decentralization, Coordinator, Supervision, Employer-Employee Relation, Line and staff.

**UNIT III (10 Hrs)**

Delegated Legislation and Administrative Adjudication, General and specialist in Administration, Political vs. Permanent Executive.

**UNIT IV (10 Hrs)**

Good governance, Citizen Charter, State vs. Market Debate, Role of Civil Society, Non-Governmental Organization.

**Suggested Readings:**

1. D. Ravindra Prasad, V.S. Prasad and P. Sathyanarayana, Administrative Thinkers, Sterling Publishers, New Delhi, 1989.
2. Rumki Begu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 1994.
3. Bhagwan, Vishnool; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar
4. Bhambri, C. P. (2010) Public Administration Theory and Practice (21st Edition), Educational Publishers: Meerut.
5. Bhattacharaya, Mohit (2008) New Horizons of Public Administration, Jawahar Publishers and Distributors: New Delhi

**COMPARATIVE PUBLIC ADMINISTRATION**

**Code: 24PA102**

Max. Marks: 70

**Course Objectives:** The objective of the course is to examine administrative systems across different countries, analyze cross-national administrative practices and reforms and understand the impact of political, cultural, and economic contexts on administration.

**UNIT I (10 Hrs)**

Comparative Method as an approach to the study of Public Administration, The Concept, Nature, Scope and Significance of comparative Public Administration, Approaches to the Study of Comparative Public Administration.

**UNIT II (10 Hrs)**

Theories and Models of Comparative Public Administration: Fred Riggs and Ferrel Heady.

**UNIT III (10 Hrs)**

Comparative Study of Governmental Systems in UK, USA, France; Executive, Legislative and Judiciary. Comparative study of various Control Mechanisms of Administration in UK, USA and France, Control Mechanisms over Administration in U.K. & U.S.A.

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**UNIT IV**

**(10 Hrs)**

Citizens & Administration: A comparative study of various mechanisms for Redressal of citizens' grievances in U.K., U.S.A & France, Emerging Trends in Comparative Public Administration.  
International systems: IMF, IBRD, WTO, World Bank.  
International Agencies: UNESCO, UNICEF, ILO, WHO.

**Suggested Reading:**

1. William Siffin (Ed.) Towards the Comparative Study of Public Administration.
2. Ferrel Heady and Sybil Stokes (Eds.): Papers in Comparative Public Administration (1962), articles by Heady, Riggs and Diamant.
3. Max Weber: Theory of Social and Economic Organization, edited by Parsons and Henderson.

**INDIAN ADMINISTRATION**

**Code: 24PA103**

Max. Marks: 70

**Course Objectives:** The objective of the course is to explore the structure and functioning of Indian administrative systems, study the role of constitutional bodies and civil services and assess administrative reforms and challenges in governance.

**UNIT I**

**(10 Hrs)**

Evolution of Indian Administration: Ancient, Salient Features of Indian Constitution, Preamble, Federalism, Centre-State Relations (Administrative, Legislative and Financial).

**UNIT II**

**(10 Hrs)**

Government at Central Level: President, Council of Ministers and Prime Minister, Parliament, Supreme Court, Central Secretariat, Cabinet Secretariat, Prime Minister's Office.  
Government at State Level: Governor, Council of Ministers and Chief Minister, State Legislative, High Court, Central Secretariat, Chief Secretariat.

**UNIT III**

**(10 Hrs)**

Commissions in India: Union Public Services Commission, Planning Commission, National Development Council, Election Commission, Finance Commission, National Human Rights Commission, Administrative Reforms Commission, Redressal of Citizens' Grievances, Lokpal and Lokayukta.

**UNIT IV**

**(10 Hrs)**

Board of Revenue: Composition and function.  
Revenue Divisional Commissioner: Role and Functions, District Administration, Role of Collector.

**Suggested Readings:**

1. S. R. Maheswari, Indian Administration (New Delhi: Orient Longmans, 2000).
2. B. B. Mishra, Administrative History of India (New Delhi: Oxford University, 1970).
3. M. Laxmikanth, Public Administration, (New Delhi: McGraw Hill Education, 2011).
4. S. R. Maheswari, Public Administration in India, (New Delhi: Macmillan India Ltd, 2000).
5. Siuli Sarkar, Public Administration in India, (New Delhi: PHI Learning Pvt. Ltd, 2010).
6. B. L. Fadia & Kuldeep Fadia, Indian Administration, New Delhi, Sahitya Bhawan.

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**ADMINISTRATIVE THINKERS**

**Code: 24PA104**

Max. Marks: 70

**Course Objectives:** The objective of the course is to learn key contributions of major administrative theorists, understand theoretical foundations of modern public administration and critically analyze classical and contemporary administrative thought.

**UNIT I** (10 Hrs)

Kautilya, F W Taylor (Scientific Management), Henri Fayol.

**UNIT II** (10 Hrs)

Elton Mayo & Marry Parker Follet, Max Weber.

**UNIT III** (10 Hrs)

Chester I Barnard, Herbert Simon, Urwick

**UNIT IV** (10 Hrs)

C. Argyris, Peter F Drucker, A. Maslow

**Suggested Readings:**

1. Agarwal R.D. Organization and Management.
2. Harmon M. M. and Mayer R. T. Organizational Theory for Public Administration.
3. Maheswari S. R. -Administrative Theory.
4. Prasad, L. M. Organization Theory and Behaviour.
5. Prasad, Ravindra and P. Satya Narayana., (1989) Administrative Thinkers, New Delhi: Sterling Publishers.
6. Singh, RN. (1977) Management Thought and Thinkers, Delhi: Sultan Chandel.

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**RURAL DEVELOPMENT**

**Code: 24PA111**

Max. Marks: 70

**Course Objectives:** The objective of the course is to understand the concepts, policies, and programs for rural development, analyze the role of institutions and governance in rural transformation and evaluate strategies for sustainable rural growth and poverty alleviation.

**UNIT I** (10 Hrs)

Need of Rural Development, Impact of Globalization, Sector of Rural Development, Agriculture, Dairy, Fishery, Animal Resource Development.

**UNIT II** (10 Hrs)

Development Strategies for Rural Development: PURA, Role of NGO in Rural Development, Water Resource Management (Pani Panchayat), Self-Help Groups, Institutions for Rural Development, Rural Local Bodies.

**UNIT III** (10 Hrs)

Rural Co-operatives, Rural Banking, Role of Bureaucracy in Rural Development, ORMAS.

**UNIT IV** (10 Hrs)

Rural Development Programme: MGNREGS, National Rural Livelihood Mission, National Rural Health Mission, SGSY Sarva Sikhya Aviyan (SSA), Indira Awas Yojana (IAY).

**Suggested Readings:**

1. Hoshiar Singh, Administration of rural development in India.
2. Mohinder Singh, Rural development administration.
3. Tiwari, Rural development in India.
4. S. M. Shah, Rural development planning and reforms.
5. S. N. Mishra, New horizons in rural development administration

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**URBAN DEVELOPMENT**

**Code: 24PA112**

Max. Marks: 70

**Course Objectives:** The objective of the course is to study urban planning, governance, and policy frameworks, examine challenges in urban infrastructure, housing, and services and evaluate sustainable urban development practices.

**UNIT I (10 Hrs)**

Rural–Urban Migration, Urban Congestion, Pollution, Urban Crimes.

**UNIT II (10 Hrs)**

Urban Planning, Problems and Prospects of Urban Planning, City Management, Urban Housing, Sewage, Water Supply, Traffic Jam, Transport System.

**UNIT III (10 Hrs)**

Urban poverty & Its reduction, Urban Development Programmes – JNNURM, Slum Management, Urban Public Health, Institutions of Urban Development – Local bodies.

**UNIT IV (10 Hrs)**

Specialized Development Agencies, Urban Finance, and Development of Sub-Urban Area.

**Suggested Readings:**

1. Battacharya, B., 1979. Urban Development in India; Shree Publishing House: Delhi.
2. Sachdeva, Pradeep. 1993. Urban Local Government and Administration in India, Kitab Mahal, New Delhi.
3. R. Ramachandran: Urbanization and Urban system in India
4. Ashish Bose: Studies in India's Urbanization

**E-GOVERNANCE**

**Code: 24GN303**

Max. Marks: 70

**Course Objectives:** The objective of the course is to understand the role of ICT in public administration, study models, tools, and challenges of e-governance and evaluate digital governance initiatives for transparency and efficiency.

**UNIT I (8 Hrs)**

Concept and Significance of ICT, Role of ICT in Governance, Ethics in Technology: Data Protection, Physical and Software Security Issues.

**UNIT II (8 Hrs)**

Concept and Components of Information and Communication Technology; Applications of ICT in Governance.

**UNIT III (8 Hrs)**

Concept, Significance and role of E-governance in Administration, Types of E-governance, Challenges of E-governance.

**UNIT IV (8 Hrs)**

Applications of ICT in Local Self Government; Rural Development Programme and ICT; Application of E-governance in Educational Programmes, Training and Research

**UNIT V (8 Hrs)**

Panchayati Raj Institutions: Improving Self-Governance through ICT, Implementation in Governance: Issues and Challenges

**Reference Books:**

1. Srivastava, P., 2004, Management Information Systems: A New Framework, Shree Niwas Publications, Jaipur.
2. Menon, N., V., C., 2003, Applications of Information Technology in Disaster Risk Reduction, in P., Sahni, and Madhavi Malalgoda Ariyabandu, (eds.), Disaster Risk Reduction in South Asia, Prentice Hall of India, New Delhi.

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3. Encyclopaedia of Earth System Sciences, vol. 2, p. 329.
4. Kroenke, David, 1992, Management Information Systems, McGraw Hill, New Delhi.
5. Laudon, K. C., and J. P. Laudon, 1998, Management Information Systems: Organisation and Technology, Prentice Hall of India, New Delhi.
6. Prabhu, C. S., R., 2004, E-Governance: Concepts and Case Studies, Prentice-Hall of India Private Ltd., New Delhi.
7. Satyanarayana, J., 2004, E-Government... The Science of the Possible, Prentice-Hall of India Private Ltd, New Delhi.
8. Dhameja, Alka, (Ed.), 2003, Contemporary Debates in Public Administration, Prentice-Hall of India Private Ltd, New Delhi.
9. Vayananadan, E., and Dolly Mathew, (Ed.), 2003, Good Governance Initiatives in India, Prentice-Hall of India Private Ltd, New Delhi.
10. Gupta, M., P., Kumar, and J., Bhattacharya, 2004, Government Online Opportunities and Challenges, Tata McGraw-Hill Publishing Company Ltd.

**Theory Paper**

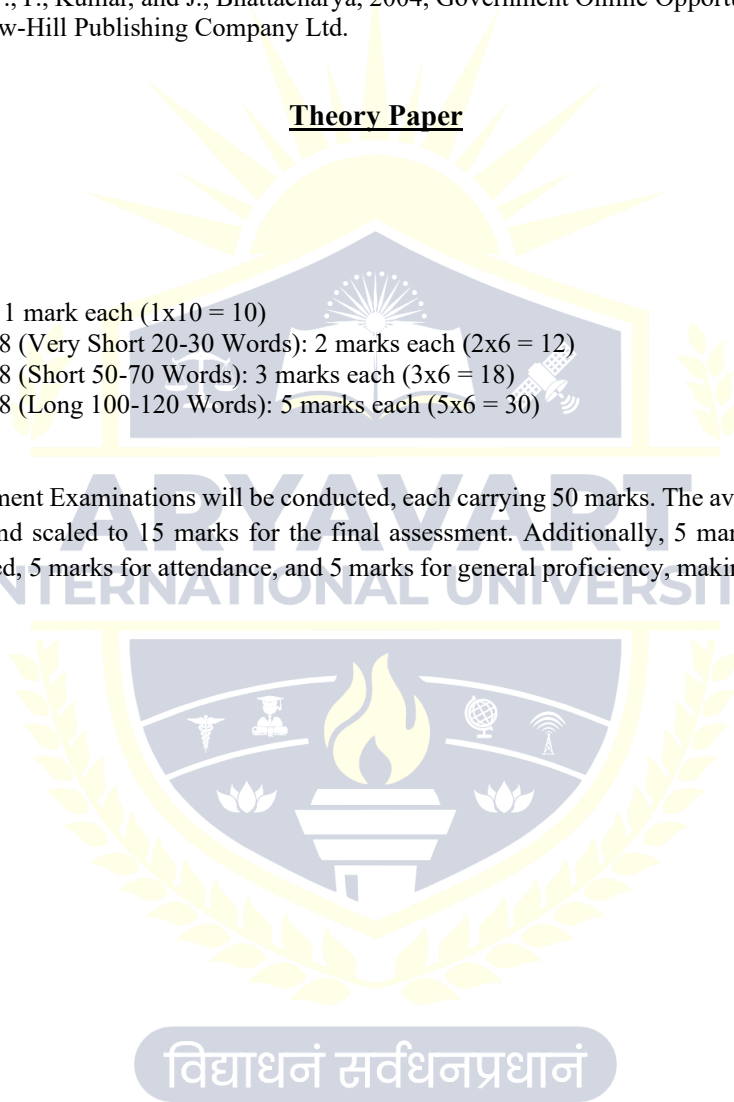
Total: 100 Marks  
External: 70 Marks  
Internal: 30 Marks

**External: 70 Marks**

10 Question (MCQ): 1 mark each (1x10 = 10)  
Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)  
Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)  
Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

**Internal: 30 Marks**

Two Internal Assessment Examinations will be conducted, each carrying 50 marks. The average of the two scores will be considered and scaled to 15 marks for the final assessment. Additionally, 5 marks will be allotted for assignments submitted, 5 marks for attendance, and 5 marks for general proficiency, making a total of 30 internal assessment marks.



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### Syllabus for MA Public Administration

#### Semester 2

| Theory      |                                 |   |   |   |        |              |                |                 |             |  |
|-------------|---------------------------------|---|---|---|--------|--------------|----------------|-----------------|-------------|--|
| Course Code | Topic                           | L | T | P | Credit | Theory Marks | Internal Marks | Practical Marks | Total Marks |  |
| 24MG103     | Organizational Behaviour        | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA201     | Public Personnel Administration | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA202     | Development Administration      | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA203     | Local Governance                | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24GN102     | Research Methodology            | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| Total       |                                 |   |   |   | 20     | 350          | 150            | 0               | 500         |  |

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**Detailed Syllabus**

**ORGANIZATIONAL BEHAVIOUR**

**Code: 24MG103**

**Max. Marks: 70**

**Course Objectives:** The objective of the course is to understand individual and group behavior in organizations, analyze motivation, leadership, and communication processes and apply behavioral theories to improve organizational effectiveness.

**UNIT I**

**(10 Hrs)**

Concept, Approaches, Goals and Challenges

- a. Organisational Behaviour (OB): Meaning and Concept, Traditional and Modern Approaches to OB.
- b. Typologies of Organisation, Genesis, Needs and Goals of OB.
- c. Challenges of Organisational Behaviour

**UNIT II**

**(15 Hrs)**

Attitude, Personality and Motivation

- a. Attitude: Concept, Factors in Attitude formation, Attitude and Behaviour.
- b. Personality: Concept, Theories and determinants, Personality and Behaviour.
- c. Motivation: Concept, Theories, Motivation and Behaviour, Motivational system and Incentives, Quality Work Life (QWL), Job Design and Motivation.

**UNIT III**

**(15 Hrs)**

Power, Stress Management and Organizational Change

- a. Power and Politics: Concept, Significance, Concentration and Types of power, Reasons and Management of Organizational Politics.
- b. Stress Management: Concept, Causes and Effects of Stress, Coping Strategies.
- c. Organizational Change: Nature, Factors and Resistance to Change.

**Suggested Readings**

1. Moorhead Gregory & Ricky W. Griffin. Managing Organizational Behavior, South Western. Tenth edition, 2012.
2. Colquitt Jason A, Jeffrey A Lepine, Michael J. Wesson Organizational Behavior: Improving Performance and Commitment in the Workplace. McGraw-Hill Higher Education, 2010nd edition.
3. Aswathappa, K. Organizational Behaviour, 10th Edition. New Delhi: Himalaya Publishing House Pvt. Ltd., 2012.
4. Mcshane, Organizational Behavior (5th Edition). McGraw Hill Education (India) Pvt. Ltd, 2016.

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**PUBLIC PERSONNEL ADMINISTRATION IN INDIA**

**Code: 24PA201**

**Max. Marks: 70**

**Course Objectives:** The objective of the course is to study recruitment, training, and performance management in public services, understand human resource policies and ethics in government and analyze challenges in civil service reforms and employee relations.

**UNIT I (10 Hrs)**

Public Personnel Administration: Concept, Scope, Significance and Objective Problems of Public Personnel Administration

**UNIT II (10 Hrs)**

Bureaucracy: Type, Max Weber and Karl Marx, Maladies of Bureaucracy.

**UNIT III (10 Hrs)**

Civil Service in India: Recruitment, Training, Promotion, Classification, Conduct, Discipline, Pay and Service Conditions.

Features of Public Personnel, Recruitment, training and Promotion in U.K, U.S.A and France.

**UNIT IV (10 Hrs)**

Morale, Ethics and Professional Standard in Public Personnel Administration, Public employer-employee relationship, Whitleyism in U.K, Joint Consultative Machinery in India.

**Suggested Readings:**

1. Agrawal R.D. (Ed.), Dynamics of Personnel Management in India: A Book of Readings, New Delhi, Tata-McGraw Hill, Latest Edition.
2. Bach Stephen and Keith Sisson, Personnel Management: A Comprehensive Guide to Theory and Practice, Third Edition, 2000.
3. Flippo Edwin B., Principles of Personnel Management, New York, Tata McGraw Hill, Latest Edition.
4. Singh Sahib Bhayana and Surinder Singh, Public Personnel and Financial Administration, Jalandhar, New Academics, 1990

**DEVELOPMENT ADMINISTRATION**

**Code: 24PA202**

**Max. Marks: 70**

**Course Objectives:** The objective of the course is to understand administrative strategies for socio-economic development, examine the role of bureaucracy in planning and implementation and analyze development models and capacity-building efforts.

**UNIT I (10 Hrs)**

Development Administration: Conceptual Analysis, Scope, Growth and Significance. Development Strategy and Planning: Mixed Economy Model; Goals of Development, National Planning, State Planning, District Planning.

**UNIT II (10 Hrs)**

Decentralization and Development: Concept of Decentralization, Decentralized Planning, Role of Voluntary Agencies, Cooperative and Specialized Development Agencies.

**UNIT III (10 Hrs)**

Citizens' participation in Development, People's Empowerment, Women's Empowerment, Welfare Administration of Scheduled Caste, Scheduled Tribe.

**UNIT IV (10 Hrs)**

Bureaucracy and Development, Changing role of Block Development Officer, Other Development Officials at District and Block Level.

**Suggested Readings:**

1. Riggs, F. W., Frontiers of Development Administration, Durham: Duke University Press, 1970.
2. Chatterjee, S. K., Development Administration, Delhi: Sultan Chand, 1990.
3. Sapru, R. K., Development Administration, New Delhi: Sterling Publications, 2002.

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4. Hari Mohan Mathur, Administering Development in Third World: Constraints and Choices, New Delhi: Sage Publications, 1986.
5. Chatterjee, S. K., Development Administration with Special Reference to India, New Delhi: Surjeet Publications, 1981.

**LOCAL GOVERNANCE**

**Code: 24PA203**

**Max. Marks: 70**

**Course Objectives:** The objective of the course is to study the structure and functions of local self-governments, understand decentralization, citizen participation, and accountability and analyze the challenges and reforms in urban and rural local bodies.

**UNIT I**

**(10 Hrs)**

Need for Decentralization, Rationale and Necessity of local Government and Administration with Reference to U.K., U.S.A. and France

**UNIT II**

**(10 Hrs)**

Urban Government: Evolution of urban Government in India; Corporation Municipality, Notified Area Council, Composition, Functions Finance District Planning, Committee, Problems and Prospects of Urban Government in India.

**UNIT III**

**(10 Hrs)**

Rural Government: Evolution of Rural Government in India; Panchayat Raj, Zilla Parishad, Panchayat Samiti and Gram Panchayat Composition, Functions, Finance, State Finance Commission, Problems and Prospects of Rural Government in India.

**UNIT IV**

**(10 Hrs)**

State-Local Relationship: Autonomy of Local Bodies, State Government Control over Local Bodies, Reforms in Urban and Rural Governments-73rd & 74th Constitutional Amendment Acts, PESA Act, Decentralized Planning

**Suggested Readings:**

1. M. A. Muttalib: Theory of Local Governance.
2. S. R. Maheswari: Local Government in India.
3. G. Ram Reddy: Patterns of Panchayati Raj.
4. M. Venkatarangaiya & G. Ram Reddy: Panchayati Raj in Andhra Pradesh.
5. Henry Maddick: Panchayati Raj in India.
6. B. S. Khanna: Panchayati Raj in India.
7. A. Avasthi: Municipal Administration in India.
8. S. K. Sharma & V. N. Chawla: Municipal Administration in India.
9. Abhijit Datta: Municipal and Urban India.
10. Hoshair Singh: Urban Local Government & Administration in India.

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## RESEARCH METHODOLOGY

**Code: 24GN102**

Max Marks: 70

**Course Objectives:** The objective of the course is to understand basic concepts of research and inquiry, learn research design, tools, and techniques, develop skills in data collection and analysis, understand qualitative and quantitative methods and apply ethical principles in academic research.

### UNIT I

(10 Hrs)

Meaning and types of research. Steps of scientific method. Meaning and features of social research, scientific types of social research, objectivity in social research.

### UNIT II

(10 Hrs)

Research Design—meaning, types and its formulation. Hypothesis—meaning, importance, sources and types. Qualities of a workable hypothesis, difficulties in the formulation of hypothesis. Variables in social research.

### UNIT III

(10 Hrs)

Data collection—sources of data collection: primary and secondary, techniques of data collection- observation, interviews, questionnaire and schedule, case study. Sampling—meaning, merits and demerits, types and procedure of selecting a representative sample.

### UNIT IV

(10 Hrs)

Processing and Analysis of Data. Content analysis. Classification and tabulation of data. Statistical tools for data analysis. Measures of central tendency—mean, mode and median, mean deviation and standard deviation, correlation.

### Selected Readings:

1. Charles Y. Glock (ed.): Survey Research in Social Sciences, New York : Russle Sage Foundation.
2. H.C. Blalock: An Introduction to Social Research, Englewood, Cliffs. NJ. Prentice Hall, 1970.
3. Moser, C.A. and Kalton, C.: Survey Methods in Social Investigation, London, 1974.
4. Young, P.V.: Scientific Social Survey ad Research. New Delhi. Prentice Hall of India, 1979.
5. Clair Seltiz: Research Methods in Social Relations, New York, Rinehart and Winslen, 1976.
6. John Galtung: Theory and Methods of Social Research, New York, Columbia Univ., 1967.

### Theory Paper

Total: 100 Marks

External: 70 Marks

Internal: 30 Marks

### External: 70 Marks

10 Question (MCQ): 1 marks each (1x10 = 10)

Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)

Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)

Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

### Internal: 30 Marks

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### Syllabus for MA Public Administration

#### Semester 3

| Theory  |   |   |   |   |        |              |                |                 |             |  |
|---|---|---|---|---|--------|--------------|----------------|-----------------|-------------|--|
| Course Code   | Topic   | L | T | P | Credit | Theory Marks | Internal Marks | Practical Marks | Total Marks |  |
| 24GN302   | Environmental Studies and Disaster Management | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA301   | Financial Administration in India             | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA302   | Internal Security in India                    | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA303   | Administration – Law, Ethics and Governance   | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| Discipline Specific Elective (DSE-2) Choose any one |   |   |   |   |        |              |                |                 |             |  |
| 24PS231   | Introduction to Human Rights                  | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA311   | Cultural Heritage Management                  | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| 24PA312   | Indian Economy                                | 4 | 0 | 0 | 4      | 70           | 30             | 0               | 100         |  |
| Total   |   |   |   |   | 20     | 350          | 150            | 0               | 500         |  |

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## Detailed Syllabus

### ENVIRONMENTAL STUDIES AND DISASTER MANAGEMENT

**Code: 24GN302**

**Max Marks: 70**

**Course Objectives:** The objective of the course is to understand Environmental Concepts, Promote Sustainable Development, understand Environmental Legislation and Ethics, Analyze Ecosystems and Biodiversity, Understand Natural Resources and Pollution, Explore Climate Change and Global Issues, understand Disaster Management Fundamentals, Disaster Risk Reduction Strategies, Emergency Response and Recovery Planning.

#### UNIT I

(10 Hrs)

##### **Introduction to environmental studies**

Scope and importance; Concept of sustainability and sustainable development; Concept of ecology and ecosystem, Structure and function of the ecosystem; Characteristic features of the following:

- a) Forest ecosystem
- b) Grassland ecosystem
- c) Desert ecosystem
- d) Aquatic ecosystems (ponds, streams, lakes, wetlands, rivers, oceans, estuaries)

##### **Environmental Pollution**

Environmental pollution: concepts and types; Air, water, soil, noise, and marine pollution- causes, effects, and controls; Concept of hazards waste and human health risks; Solid waste management: Control measures of Municipal, biomedical, and e-waste

#### UNIT II

(10 Hrs)

##### **Environmental Policies and Practices**

Climate change, global warming, ozone layer depletion, acid rain and their impacts on human communities and agriculture; Environment Laws: Wildlife Protection Act; Forest Conservation Act. Water (Prevention and Control of Pollution) Act; Air (Prevention & Control of Pollution) Act; Environment Protection Act; Biodiversity Act.

#### UNIT III

(10 Hrs)

##### **Understanding Disasters**

Meaning, nature, characteristics, and types of Disasters, Causes, and effects; Fundamentals of Disaster Management; Concept of Disaster, Hazard, Vulnerability, Exposure, Capacity; Disaster Management Continuum; Preparation, Response, and Recovery; Disaster Risk Reduction (DRR); Disaster Management Act 2005.

#### UNIT IV

(10 Hrs)

##### **Natural and Man-Made Disasters**

Natural: Flood, Cyclone, Drought, Snow Avalanche, Wildfires, Earthquake, Tsunami, Landslide, Volcanic Eruption, Droughts, Cyclones, Tsunamis; Understanding Man-Made Disasters: Fires and Forest Fires; Nuclear, Biological and Chemical disaster Road; Accidents

#### **Reference Books:**

##### **A. Environmental Studies:**

1. Agarwal, K.C. (2001) Environmental Biology, Nidi Publ. Ltd. Bikaner.
2. Bharucha Erach (2003), The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad- 380013, India
3. Gadgil, Madhav (2001) Ecological Journeys, The Science and Politics of conservation in India. Permanent Black.
4. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. (2001). Environmental Encyclopedia, Jaico Publ. House, Mumbai
5. Dcc A.K., Environmental Chemistry, Wiley Eastern Ltd.
6. Down to Earth, Centre for Science and Environment
7. Hawkins R.E, encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay(R)
8. Environmental Geography- Ravindra Singh, New Delhi.
9. Environmental Geography- Saxena H.M., Rawar Publications, Jaipur
10. Environmental Geography-Sinha S.P., New Delhi 10. Gleeson, B. and Low, N. (eds) 1999. Global Ethics and Environment, London, Routledge.

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11. World Commission on environment and development. 1987. Our Common Future, Oxford University Press.
12. Odum, E. P., Odum, H.T. & Andrews, J.!971. Fundamentals of Ecology. Philadelphia: Saunders.

**B. Disaster management**

1. Bryant Edwards (2005): Natural Hazards, Cambridge University Press, U.K.
2. Carter, W. Nick, 1991: Disaster Management, Asian Development Bank, Manila.
3. Central Water Commission, 1987, Flood Atlas of India, CWC, New Delhi.
4. Central Water Commission, 1989, Manual of Flood Forecasting, New Delhi.
5. Government of India, 1997, Vulnerability Atlas of India, New Delhi.
6. Sahni, Pardeep et.al. (eds.) 2002, Disaster Mitigation Experiences and Reflections, Prentice Hall of India, New Delhi

**FINANCIAL ADMINISTRATION IN INDIA**

**Code: 24PA301**

**Max Marks: 70**

**Course Objectives:** The course aims to Understand the Structure of Financial Administration, Study Budgetary Processes, Explore the Role of Key Institutions, Understand Public Expenditure and Revenue, Analyze Fiscal Federalism in India, Discuss Financial Control and Accountability, Examine Fiscal Policy and Reforms, Introduce Budgeting Innovations and Enhance Critical Thinking and Analytical Skills.

**Unit I**

**(10 Hrs)**

Public corporations: Functions and problems, Privatization and Disinvestment.

**Unit II**

**(10 Hrs)**

Monetary and Fiscal Policies; Role of Finance Ministry; Parliamentary control over public expenditure, Resource Mobilization and Division of Resources.

**Unit III**

**(10 Hrs)**

Financial Administration: Concept of Budget, Types and Forms, Budget as a political instrument Budgetary process; Preparation and Implementation, Zero based Budget.

**Unit IV**

**(10 Hrs)**

Financial Accountability; Audits and Accounts; Comptroller and auditor General, Public Policy, Formulation and implementation, Public borrowing and Public debts.

**Suggested Readings:**

1. Halm, George A., Economic Systems: A Comparative Analysis, GAU, London, Latest Edition.
2. Uma Kapila (ed.), Indian Economy Since Independence, Academic Foundation, New Delhi, 2003.
3. P. Chadha, Public enterprises and parliament, Public Enterprises Centre for Continuing Education, 1979.
4. Ram Kishore Gupta, Public enterprises in India, Sahitya Bhawan, 1978.

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**INTERNAL SECURITY IN INDIA**

**Code: 24PA302**

**Max Marks: 70**

**Course Objectives:** The course aims to understand key threats to India's internal security, analyze the role of agencies and legal frameworks in maintaining security and evaluate strategies for counter-terrorism, cyber security, and border management.

**UNIT I: INTRODUCTION TO INTERNAL SECURITY IN INDIA (10 Hrs)**

- a) Types of Internal and External Threats
- b) Factors Responsible for internal Security
- c) Internal security Doctrine

**UNIT II: THREATS TO INTERNAL SECURITY IN INDIA (10 Hrs)**

- a) Naxalism
- b) Terrorism
- c) Cyber Crimes
- d) Separatism
- e) Human Trafficking
- f) Economic offences
- g) Drug Trafficking
- h) Anti-Nationalism and Radicalization of Youth

**UNIT III: ROLE OF CENTRAL AGENCIES IN INTERNAL SECURITY (10 Hrs)**

- a) Central Armed Police Forces
- b) Central Paramilitary Forces
- c) Security agencies and their mandate

**UNIT IV: POLICING IN INDIA (10 Hrs)**

- a) Law and Order
- b) Prevailing Structure
- c) Challenges and need for Reforms
- d) Police and Public Relations.

**Suggested Readings:**

1. Arnold, David, Police Power and Colonial Rule, Madras 1859-1947 Delhi: Oxford University Press, 1986.
2. National Police Commission report, Padmnabhiah committee report, Rebeiro committee report, Soli Sorabji Committee report, Mallimath Committee report, Supreme Court Directions on Police Reforms.
3. Verma, Arvind, The New Khaki: The Evolving Nature of Policing in India, FL: CRC Press, 2011.
4. Bureau of Police Research & Development 2010. [www.bprd.gov.in](http://www.bprd.gov.in)

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**ADMINISTRATION- LAW, ETHICS AND GOVERNANCE**

**Code: 24PA303**

**Max Marks: 70**

**Course Objectives:** The course aims to study the interface between law, ethics, and public administration, understand principles of ethical governance and legal accountability and analyze administrative conduct, integrity, and rule of law.

**UNIT I: INTRODUCTION TO ADMINISTRATIVE LAW**

**(10 Hrs)**

- a. Administrative Law
- b. Difference between Administrative Law and Constitution law
- c. Rule of Law
- d. Dicey's Thesis on Rule of Law

**UNIT II: GOVERNANCE AND ETHICS**

**(10 Hrs)**

- a. Ethical foundation of Governance
- b. Codes and Norms of Ethics in India
- c. Family, Society, Education and Ethics

**UNIT III: QUASI-JUDICIAL GOVERNANCE**

**(10 Hrs)**

- a. Administrative Tribunals: Centre and State
- b. National green Tribunal
- c. Central Information Commission
- d. Human Rights Commission
- e. Vigilance commission

**UNIT IV: EMERGING TRENDS**

**(10 Hrs)**

- a. Gender Studies
- b. Protection of Whistle Blower
- c. RTI
- d. Judicial Activism and PIL

**Suggested Readings:**

1. Basu, D.D., Administrative Law, New Delhi, Prentice Hall of India, Pvt. Ltd., 1986.
2. Jain, M.P. Jain S.N., Principles of Administrative Law, Bombay N.M. Tripathi, 1979.
3. Joshi, K.C., Administrative Law, Allahabad, Central Law Agency, 1988.
4. Kesri, U.P.D., Administrative Law, Allahabad, Central Law Agency, 1988.
5. Kagzi, M.C.J., Indian Administrative Law, Delhi, 1973.

**INTRODUCTION TO HUMAN RIGHTS**

**Code: 24PS231**

**Max Marks: 70**

**Course Objectives:** The course aims to understand the concept, evolution, and significance of human rights, analyze national and international human rights frameworks and examine the role of institutions in promoting and protecting rights.

**UNIT I**

**(10 Hrs)**

Understanding Human Rights  
Three Generations of Rights

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**UNIT II** (10 Hrs)

Universal Declaration of Human Rights

**UNIT III** (10 Hrs)

Rights in National Constitutions: South Africa and India

**UNIT IV** (10 Hrs)

International Refugee Law, International Humanitarian Law

**Suggested Readings:**

1. Alston Philip (1995), 'The United Nations and Human Rights-A Critical Appraisal', Oxford, Clarendon.
2. Baxi, Upendra (1995) (ed.), 'The Right to be Human', Delhi, Lancer,
3. Beetham, David (1987) (ed.), 'Politics and Human Rights', Oxford, Blackwell.
4. Desai, A R. (1986)(ed), 'Violations of Democratic Rights in India', Bombay, Popular Prakashan.
5. Evans, Tony (2001), 'The Politics of Human Rights: A Global Perspective', London, Pluto Press.
6. Hargopal. G. (1999) 'Political Economy of Human Rights', Hyderabad, Himalaya.
7. J. Hoffman and P. Graham, (2006) 'Introduction to Political Theory', Delhi, Pearson.

**CULTURAL HERITAGE MANAGEMENT**

**Code: 24PA311**

**Max Marks: 70**

**Course Objectives:** The course aims to study methods for preserving tangible and intangible heritage, understand legal and institutional frameworks for heritage protection and analyze community participation and sustainable heritage tourism.

**UNIT I** (10 Hrs)

Indian Culture: General Features, Sources, Components and Evolution.

**UNIT II** (10 Hrs)

What is Heritage? Meaning and concept, Criteria for selection as heritage sites, monuments and zone by UNESCO (WHC). Types of heritage property, World famous heritage sites and monument in India and abroad.

**UNIT III** (10 Hrs)

Heritage Management, objectives and strategies, Protection, Conservation and Preservation, Case study of one destination, Heritage Marketing, Destination development.

**UNIT IV** (10 Hrs)

National and International Organisations engaged in Heritage Management (UNESCO, ICOMOS, ASI, INTACH and NGOs), Museums, Concept and classification. (National Museum, New Delhi; Bharat Kala Bhawan, Varanasi; Archaeological Museum, Sarnath, etc.), Heritage Hotels and its classification.

**Suggested Readings:**

1. Greffe, Xavier; Managing our Cultural Heritage; Aryan Books International, New Delhi.
2. Allchin, B., Allchin, F.R. et al. (1989) Conservation of Indian Heritage, Cosmo Publishers, New Delhi.
3. Davis, P. 1999: Ecomuseums, London Hooper-Greenhill, E (Ed) 1999: The Educational Role of Museum, London & New York

**INDIAN ECONOMY**

**Code: 24PA312**

**Max Marks: 70**

**Course Objectives:** The course aims to understand the structure and key sectors of the Indian economy, analyze economic policies, planning, and reforms and evaluate current challenges and growth trends in India's development.

**UNIT I: ECONOMIC DEVELOPMENT AND ITS DETERMINANTS (10 Hrs)**

Approaches to economic development and its measurement - Sustainable development; Role of State, market and other institutions; Indicators of development - Human Development Index (HDI), Gender Development Index (GDI).

**UNIT II: ECONOMIC REFORMS & PLANNING IN INDIA (10 Hrs)**

Rationale of internal and external reforms; Globalization of Indian economy; WTO and its impact on the different sectors of the economy - Financial sector reforms - Fiscal reforms.

Planning: Meaning, types, origin - Indian five year plans: Objectives, strategies, financing - Targets, achievements and failures.

**UNIT III: DEMOGRAPHIC FEATURES, POVERTY & INEQUALITY (10 Hrs)**

Broad demographic features of India's population; Rural - Urban migration; Urbanization and civic amenities; Poverty and Inequality.

**UNIT IV: AGRICULTURE AND INDUSTRIAL SECTORS (10 Hrs)**

Land reforms in India; Technological changes in agriculture - pricing of agricultural inputs and output - Industrial policy; Public sector enterprises and their performance; Problem of sick units in India; Privatization and disinvestments debate.

**Suggested Readings:**

- 1) Robert Lucas & Gustav Planack, Indian Economy: Recent Developments and Future Prospect.
- 2) Ranjit Sau, Indian Economic Development.
- 3) C.T. Kurein, Globalization and Indian Economy.

**Theory Paper**

Total: 100 Marks

External: 70 Marks

Internal: 30 Marks

**External: 70 Marks**

10 Question (MCQ): 1 marks each (1x10 = 10)

Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)

Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)

Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

**Internal: 30 Marks**

Two Internal Assessment Examinations will be conducted, each carrying 50 marks. The average of the two scores will be considered and scaled to 15 marks for the final assessment. Additionally, 5 marks will be allotted for assignments submitted, 5 marks for attendance, and 5 marks for general proficiency, making a total of 30 internal assessment marks.

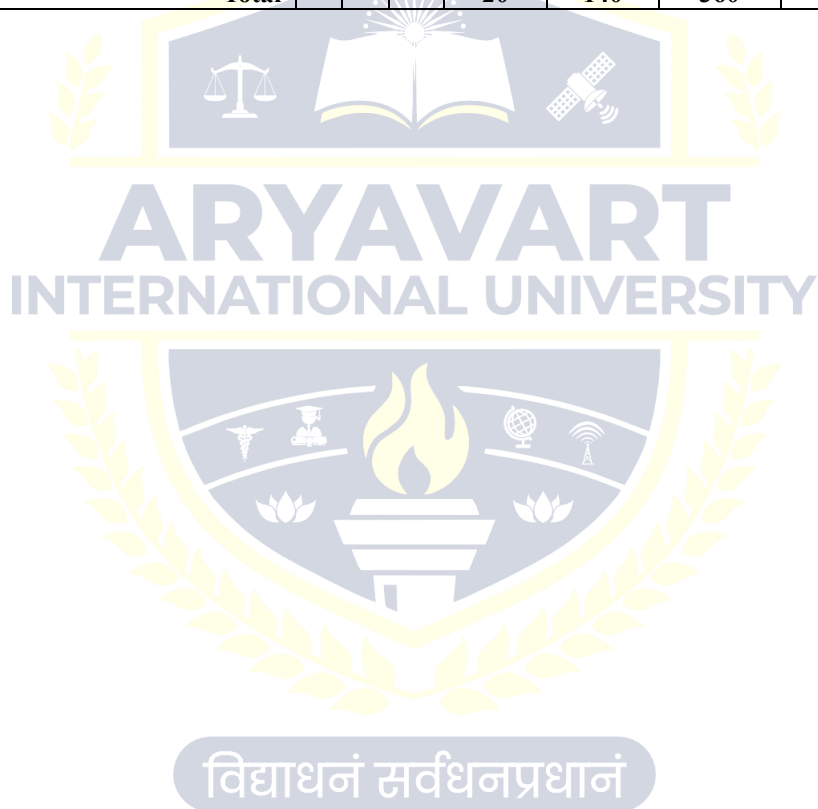
## ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura-799250

### Syllabus for MA Public Administration

#### Semester 4

| Theory      |  |   |   |    |        |              |                |                 |             |
|-------------|--|---|---|----|--------|--------------|----------------|-----------------|-------------|
| Course Code | Topic                                      | L | T | P  | Credit | Theory Marks | Internal Marks | Practical Marks | Total Marks |
| 24PA401     | Administration of Non-Profit Organizations | 4 | 0 | 0  | 4      | 70           | 30             | 0               | 100         |
| 24HR101     | Human Resource Management                  | 4 | 0 | 0  | 4      | 70           | 30             | 0               | 100         |
| 24DS601     | Dissertation                               | 0 | 0 | 12 | 12     | 0            | 300            | 0               | 300         |
| Total       |  |   |   |    | 20     | 140          | 360            | 0               | 500         |



**Detailed Syllabus**

**ADMINISTRATION OF NON-PROFIT ORGANIZATIONS**

**Code: 24PA401**

**Max Marks: 70**

**Course Objectives:** The course aims to understand the structure, role, and functioning of non-profit organizations, analyze management, funding, and accountability practices and evaluate strategies for effective service delivery and community engagement.

**UNIT I: INTRODUCTION TO NON-PROFIT ORGANIZATIONS (10 Hrs)**

- a. Idea of Non-Profit Organization
- b. Establishment of NPOs
- c. Governance & Management of Non-Profit Organizations
- d. Types of NGOs/NPOs

**UNIT II: GOVERNANCE ISSUES (10 Hrs)**

- a. Governing Body & Strategic Management
- b. Accountability, Transparency, Sustainability & Participation
- c. Norms of Good Governance, NGO/NPO Accreditation

**UNIT III: MANAGEMENT PRACTICES (10 Hrs)**

- a. Financial Resources FCRA Act,
- b. Human Resources
- c. External Resources
- d. Participation
- e. Field Work
- f. Areas of Intervention

**UNIT IV: MACRO PERSPECTIVES (10 Hrs)**

- a. Governance & Development
- b. Good Governance
- c. Social Accountability
- d. Participation & Civic Engagement, Entitlements
- e. Challenges

**Suggested Readings:**

1. Kirby Patrick- NGOs in India- The challenges of women's empowerment and accountability, 2010.
2. Pushpa Sundar, Foreign Aid for Indian NGOs: Problem or Solution?, 2010.
3. Puran Chandra, NGOs and Human Rights Activism, 2010.
4. Prasad B, Ngo Governance and Law: Indian and International Source Book, 2011.
5. Shivani Dharmarajan, NGO Development Initiative and Public Policy, 2010

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**HUMAN RESOURCE MANAGEMENT**

**Code: 24HR101**

**Max Marks: 70**

**Course Objectives:** The course aims to study core functions like recruitment, training, and performance appraisal, understand labor laws, motivation, and employee relations and analyze HR strategies for organizational development and efficiency.

**UNIT I (10 Hrs)**

Meaning, Scope and Significance of Human Resource Management, Evolution of HRM, Function of HRM. Challenges before HRM in Present changing Environment.

**UNIT II (10 Hrs)**

HR Planning. Job Analysis, Recruitment, Methods and Techniques of Selection' Induction internal Mobility and Separation of Employees Transfer, Promotion, Demotion and Separation of Employees.

**UNIT III (10 Hrs)**

Industrial Relations, trade Unions Dispute and their Resolution, Collective Bargaining, Employee Welfare a Brief Introduction, Workers' Participation in Management.

**UNIT IV (10 Hrs)**

Wages and Salary Administration, Economic Objectives of Wages Policy, Social Objectives, Principles of wage and Salary Administration. Essentials of a Wage and Salary Structure. Factors Affecting wages, Methods of wage Payment. Wage Policy In India. Pay Commission. Wage Boards, Adjudication, Pay Revision in Public Sector-issue and Considerations.

**UNIT V**

Other Contemporary Issues in HRM -Employee Compensation-Concept, Factors Affecting Employee Compensation Components, of Employee Pay, HR Audit Human Resource Information System. Performance & Skill Based Pay Systems, Voluntary Retirement Scheme (VRS).

**Suggested Readings:**

1. Rao T. V. and Abraham E., HRD Practices in Indian Industries – A trend Report.
2. Santhanam M., Development of Human Resources.
3. Sharma A. K., Some Issue In Management Development.
4. Rudrabasavraj M. N., Executive Development In The Public Sector.
5. B. D. Singh, Compensation and Reward and management.

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**Aryavart International University**

**Dissertation Format for MA 4th Semester Students**  
(As per UGC Guidelines and Best Academic Practices)

**1. Title Page**



*(Place logo at the top center)*

**ARYAVART INTERNATIONAL UNIVERSITY**

**[Department Name]**

*(e.g., Department of English / Kokborok / Political Science)*

**DISSERTATION TITLE**

*(Title in bold, capitalized, and centred — should be concise and specific)*

**A Dissertation Submitted in Partial Fulfilment of the Requirements**

**for the Degree of**  
**Master of Arts (M.A.) in [Subject Name]**  
**(4th Semester)**

**Submitted by**

**[Student's Full Name]**

**Roll Number / Enrollment Number: [Your Roll No.]**

**Under the Supervision of**

**Dr. [Supervisor's Full Name]**

**Designation**

**ARYAVART INTERNATIONAL UNIVERSITY**

**[Full Address of the University, if required]**

**Month & Year of Submission (e.g., May 2025)**

**ARYAVART INTERNATIONAL UNIVERSITY**  
**Tilthai, Dharmanagar, North Tripura**

**2. Student Declaration**

**DECLARATION**

I, [Full Name], Roll Number [Your Roll No.], a student of **Master of Arts in [Subject]**, 4th Semester, at **Aryavart International University**, hereby declare that the dissertation entitled “[Title of Your Dissertation]” submitted in partial fulfillment of the requirements for the award of the degree of **Master of Arts** is my original work and has not been submitted earlier, either in part or in full, to any other university or institution for any degree or diploma.

This dissertation has been carried out under the supervision of **Dr. [Supervisor's Full Name]**, [Designation], Aryavart International University.

I have duly acknowledged all sources of information and help received in the course of preparing this dissertation.

**Place:** [City]

**Date:** [DD/MM/YYYY]

**Signature of the Student**

[Full Name]

**Roll Number / Enrollment Number**

**3. Supervisor's Certificate**

**CERTIFICATE**

This is to certify that the dissertation entitled “[Title of the Dissertation]” submitted by [Student's Full Name], Roll Number [Your Roll No.], a student of **Master of Arts in [Subject]**, 4th Semester, **Aryavart International University**, has been carried out under my supervision.

This dissertation is an original work of the candidate and is worthy of being considered for the award of the degree of **Master of Arts**. It has not been submitted, either in part or in full, to any other university or institution for any degree or diploma.

**Supervisor's Name:** Dr. [Full Name]

**Designation:** [Assistant Professor / Associate Professor / Professor]

**Department of [Subject]**

**Aryavart International University**

**Place:** [City]

**Date:** [DD/MM/YYYY]

**Signature of the Supervisor**

(With Seal)

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**4. Acknowledgements (Optional but recommended)**

- Thank your supervisor, faculty, family, peers, etc.

**5. Table of Contents**

- Chapters with page numbers
- List of Tables / Figures (if any)
- Appendices (if any)

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**6. Abstract (approx. 300 words)**

- Research background
- Objectives
- Methodology
- Summary of findings
- Key conclusion

**7. Keywords (5–7)**

**Main Body of Dissertation**

**Chapter 1: Introduction**

- Background and Context
- Statement of the Problem
- Objectives
- Research Questions / Hypotheses
- Scope and Limitations
- Organization of the Dissertation

**Chapter 2: Review of Literature**

- Critical overview of past research
- Identification of research gaps
- Theoretical framework (if applicable)

**Chapter 3: Research Methodology**

- Nature of Study: Qualitative / Quantitative / Mixed
- Universe and Sampling
- Tools of Data Collection (e.g., interview, questionnaire)
- Techniques of Analysis
- Limitations and Ethical Considerations

**Chapter 4: Data Analysis and Interpretation**

- Presentation of Data (tables, graphs)
- Interpretation based on objectives
- Case studies or textual analysis (if applicable)

**Chapter 5: Findings and Conclusion**

- Summary of Key Findings
- Theoretical / Practical Implications
- Suggestions for Further Research

**8. References / Bibliography**

Follow a standard citation style:

- APA (for Sociology, Psychology, Education)

**9. Appendices (if required)**

- Questionnaire
- Interview Guide
- Maps, Diagrams, Supporting Documents

**Formatting Guidelines (Recommended)**

- Font: **Times New Roman**, 12 pt
- Line Spacing: **1.5**
- Margins: **1 inch** on all sides
- Page Numbering: Bottom Center or Bottom Right
- Binding: Hardbound (as per department instructions)

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**Theory Paper**

Total: 100 Marks  
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Internal: 30 Marks

**External: 70 Marks**

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