



Krantiguru Shyamji Krishna Verma

Kachchh University

Mundra Road, Bhuj - KACHCHH.

DEPARTMENT OF M.P.A.

CHOICE BASED CREDIT SYSTEM

SEMESTER SYSTEM-2016-17

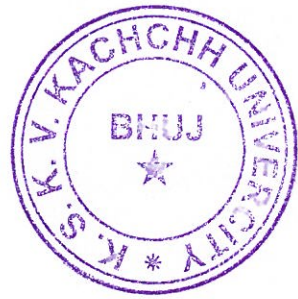
M.P.A.SEMESTER 1 TO 4

REGULAR/EXTERNAL-SYLLABUS

W.E.F. June 2016

CHAIR PERSON

DEAN



**KRANTIGURU SHYAMJI KRISHNA VERMA  
KACHCHH UNIVERSITY – BHUJ – KACHCHH.  
DESIGN STRUCTURE FOR M.P.A. 2016**

Course No.	Title	Contact Per Hours	Contact Per Semester	Credit	Evaluation C.I.A. +Sem. and = Total
<b>SEMESTER - I</b>					
CC PA 01	Principles of Public Administration and Management	4	60	4	30+70=100
CC PA 02	Issues In Indian Administration	4	60	4	30+70=100
CC PA 03	Comparative Administrative System	4	60	4	30+70=100
EC PA 01	Industrial Relation	4	60	4	30+70=100
EC PA 02	Public Personnel Management	4	60	4	30+70=100
<b>SEMESTER - II</b>					
CC PA 04	State and District Administration in India	4	60	4	30+70=100
CC PA 05	Social Policy and Administration	4	60	4	30+70=100
CC PA 06	Administrative Law	4	60	4	30+70=100
EC PA 03	Bureaucracy and Organization	4	60	4	30+70=100
EC PA 04	Economy Policy and Management	4	60	4	30+70=100



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<b>SEMESTER - III</b>					
<b>CC PA 07</b>	<b>Government and NGOs</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
<b>CC PA 08</b>	<b>Principles of Human Resources Management</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
<b>CC PA 09</b>	<b>Disaster Management</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
<b>EC PA 05 A</b>	<b>Hospital Management</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
	<b>OR</b>				
<b>EC PA 05 B</b>	<b>Issues In Population Policy</b>				
<b>EC PA 06 A</b>	<b>Women and Administration</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
	<b>OR</b>				
<b>EC PA 06 B</b>	<b>Research Methodology</b>				
<b>SEMESTER - IV</b>					
<b>CC PA 10</b>	<b>Human Resource Development</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
<b>CC PA 11</b>	<b>Government and Labour Welfare Policy</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
<b>CC PA 12</b>	<b>Dissertation</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
<b>EC PA 07 A</b>	<b>Public Health Management</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
	<b>OR</b>				
<b>EC PA 07 B</b>	<b>Water Resources Management</b>				
<b>EC PA 08 A</b>	<b>Police Management</b>	<b>4</b>	<b>60</b>	<b>4</b>	<b>30+70=100</b>
	<b>OR</b>				
<b>EC PA 08 B</b>	<b>Management of Local Government</b>				

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KACHCHH UNIVERSITY – BHUJ – KACHCHH.**

**MPA**

**Semester - I**

**Compulsory Courses:**



**CCPA101 Principles of Public Administration and Management:**

This course introduces to the students the basic principles of Public Administration, Management, the concept and issues in good governance and the emergence of New Public Management.

**Topics**

**Unit 1 Public Administration:**

Nature, Scope, and Objectives – Public Administration and its relation with other social Science – Development in Administrative Theories.

**Unit 2 Principal of Organization and Accountability:**

Structure of organization Boards and commissions – Filed Administration – Importance - Accountability - need for control – in the context of good Governance.

**Unit 3 Managerial Principles in Public Administration:** Meaning, Nature of management - Types of management - Concepts and Features of New Public Management Features of New Public Management.

**PAPER STYLE**

No.	Types of Question	Unit	Marks
1	Descriptive Type One or One	Unit 1	20
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3	Short Notes Out of Four any Two	Unit 3	20
4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Reading List:**

1. Avasthi and Maheshwari : Public Administration
2. Basu Rumki : “Public Administration : Theory & Concepts
3. Henry, Nicholus, “Public Administration & Public Affairs”
4. Neeru vasisth : Principals of management
5. Sharma “Public Administration Volume 1,2
6. Sinha “Principal of Management”

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MPA  
Semester - I**



**CCPA102 Issues in Indian Administration:**

This course deals with the Evolution of the Administrative System, the Constitutional context of the Administration, the working of the Union Government and the issues and problems of the Administration in Contemporary times.

**Unit 1 Indian Administration and Constitution:**  
History and Evolution of the Administrative System – Mugual Gupta's, Mauryas role in History of Indian Administration – Continuity - and Change in real time - Process – Preamble – Importance of preamble – Fundamental rights – Structure of the Union Government.

**Unit 2 The Administrative Process :**  
Working of the Union Government – Nature of Government – Judicial Branch – The executive = President of India – Vice President of India – Council of Ministers – Governor – Attorney General of India - Legislative – The Parliament – The Union Secretariat.

**Unit 3 Contemporary Issues:**  
Union-State Relations in the context of Constitutional frame work – Impact of Coalition Government – Interstate Issues.

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**Select Readings:**

1. Gautam Vir : Administrative Structure.
2. H.P. Chattopadhyay – Indubaghel “Indian Administration”
3. Mishra “Good Governance”.
4. Parkash “IndianAdministration”
5. R. Agarwal “ Development of Indian Constitution” (Hindi Version)
6. Ravat “Indian Democracy” (Hindi Version)
7. S.R. Maheswari “Indian Administration”

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MPA  
Semester - I**



**CC PA103 Comparative Administrative Systems:**

This course focuses on the need to understand the social, cultural, economic, political and administrative settings of Government organizations in different countries.

**Unit 1 Comparative Public Administration:**

It's Concept - Nature - Scope - Evaluation and Significance - two models  
bureaucratic and Riggs model.

**Unit 2 Administrative system:**

Forms of Government in France, Russia, U.K., U.S.A., Japan - Silent features of  
Public Administration in this countries .

**Unit 3 Political Executive and Impact of Different Issues :**

Cabinet Secretariat - Executive office of the president in four countries -  
Influence and impact of LPG, ICT, and Terrorism on Administrative Systems

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**Selected Readings:**

1. Ajay Pandey, : "Comparative Public Administration"
2. Ashok Kumar : " Comparative Public Administration"
3. Awasthi & Maheshwari : "Public Administration"
4. J.K.Chabe : " Comparative Public Administration"
5. Kashp : " Comparative Administration and Bureaucracy"
6. Sabharwal: Public Administration in South Asia
7. Teill : "Comparative Public Policy"
8. Verma : "Comparative Government and Politics"
9. Dr. Vipasya: ""Comparative Administration and public politics"

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**ECPA101 Industrial Relations:**

- Unit 1 Indian Industrial Relations:-**  
Nature and Scope - An Overview, Influence of Technology on I.R
- Unit 2 Grievance**  
Meaning & nature of Grievance redressal Procedure - Discipline and its enforcement - Legal framework of Industrial relations – Trade Unions and I.R.
- Unit 3 Industrial Dispute:**  
Causes, prevention and settlement- Process and procedures in Industrial disputes settlement-Workers Participation in management.

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**Selected Readings:**

1. Ghosh B. : Industrial Relation in Developing Economy, Himalaya, Mumbai, 2001
2. Pylee : Industrial Relation and personnel management Latest Edition
3. Sarma, A.M., Industrial Relations, Himalaya, Mumbai, 2002.
4. Subramani & Shah, Rajendra A., HRM and Industrial Relations, Himalaya, 2001.

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Semester - I**



**ECPA102 Public Personnel Management:**

This course highlights the significance and importance of the Civil Service in Modern Society and examines the features of the Civil Service in India. The focus is also on the concept of Professionalism in the context of good governance.

**Unit 1 Personnel Management:**

Nature and scope of Personnel Management in Government – Role of Civil Service in Modern Society.

**Unit 2 Civil Services:**

Concept - Development of Civil Service in India – Features and Characteristics – Issues in Civil Service Management.

**Unit 3 Process and Professionalism in Civil Service:**

Concept of Recruitment, Selection, Promotion and Suspension in the civil services-Comparative assessment of the civil services of different countries - Managerialism, Neutrality, accountability.

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**Selected Readings:**

1. Gautam : Dynamics of Public Administration
2. Goel, S.L. & Rajneesh, Shalini., Public Personnel Administration, Deep & Deep, New Delhi, 2003.
3. Jain, R.B., Aspects of Personnel Administration, IIPA, New Delhi, 1994.
4. Jay M et.al: Personnel Management in Government, Marcel Dekker, New York
5. Sabharwal : Public Administration in South Asia
6. Tail: Comparative Public Policy.



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**MPA**  
**Semester - II**

**CCPA204 State and District Administration in India:**

The nature, scope, constitutional role, functions and contemporary issues in state and district administration are the areas covered in this course.

**Unit 1 Administration:**  
State Administration-Constitutional provisions relating to State Governments  
in India –Issues in State Administration.

**Unit 2 The State Secretariat :**  
Structure and functions- Role of the Board of Revenue-State Finance  
Commissions- Boards and Authorities.

**Unit 3 District, Rural and Urban Administration:**  
Evolution, Nature, Scope and functions-Role of District Collector- District  
Development programmes - Constitutional Provisions – 73rd and 74th  
constitutional ammendment- Assessment of the working of the Panchayati  
Raj and Urban Municipal Bodies.

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**Selected Readings:**

1. Maheswari, S.R., State Administration in India., Latest Edition.
2. Mishra, B.B., District Administration in India.
3. Parakash : Indian Administration Lt. Edi.
4. Pradeep Kumar : Panchayati Raj Institution
5. Shekhavat : System of Panchayati Raj (Hindi Version) Lt.Edi.
6. Shukla, J.D., State and District Administration in India.
7. Tyagi : Panchayati Raj and Rural Development (Hindi Version) Lt. Edi.

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MPA  
Semester - II**



**CCPA205 Social Policy and Administration:**

Social Administration – Nature, Scope and Principles – Administration at the Central and State levels Social Policy and Welfare has been the backbone of the Welfare State in India. This course deals with the issues and problems in the area of Social Welfare in the context of LPG.

- Unit 1 Social Administration:**  
Nature, Scope and Principles – Administration at the Central and State levels.
- Unit 2 Social policy in India:**  
Constitutional Provisions- development and planning under five year plans in India. Social legislations in India - Changing perspectives for social policy under changing economic order-Effect on Social life.
- Unit 3 Methods of Social Administration :**  
Welfare Role of Voluntary Agencies in social work-Personnel Practices in Social and the need for a professional cadre.

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**Selected Readings:**

1. Goel, S.L., & Jain, R.K., Social Welfare Administration, Deep & Deep, New Delhi.
2. Marsh, D.C., An Introduction to Social Administration.
3. M.A. Khan : Social Work and Social Policy - Concept and Method
4. Sachdeva D.R. : Social welfare Administration in India, Latest Edition.
5. Singh : NGO Development and Human Rights
6. Sinha : Human Rights In India



**CCPA206 Administrative Law:**

- Unit 1 Administrative Law:**  
Concept, Nature and Scope of Administrative Law-Constitutional Provisions relating to Administrative Law
- Unit 2 Constitutional concepts:**  
Rule of Law-Doctrine of Separation of Powers- Principles of Checks and Balances, Doctrine of Ultra-vires- Droit Administrative-Delegated Legislation
- Unit 3 Principles and Administrative Adjudication:**  
Nature-Scope-Objective Principles of Natural Justice or Fairness. - Review of Administrative acts and redress of grievances – Vigilance and Control - role of Vigilance commission

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1. Gautam Vir : Public Administration and Law
2. Indian Law Institute: Delegated Legislation in India.
3. Kagzi, M.C.J., Indian Administrative Law, Latest Edition.
4. Neeta Sharma : Dictionary of Constitutional (Hindi Version) Lt. Edi.
5. R.C.Agarwal : Development of Indian Constitution(Hindi Version)Lt. Edi.
6. V.P. Verma : Encyclopedia of Public Administration and Indian Administration of Law
7. Wade,H.W.R., Administrative Law, latest Edition.

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Semester - II**



**ECPA203 Bureaucracy and Organization:**

This course deals with the concept of Bureaucracy and its development in varied forms; The process of debureaucratization and the emergence of modern organizations, its features and characteristics are examined in the context of development, change and culture.

- Unit 1            The Concept of Bureaucracy:**  
Max Weber and Criticisms of Ideal Type - Marx on Bureaucracy.
- Unit 2            The debureaucratization process:**  
meaning-its relevance -Issues in Bureaucratic Culture and behavior-its importance in recent time
- Unit 3            Theories of Organization:**  
nature-scope-features and objectives of Open and Closed models -  
Organizational Change and development – Organization Behavior and Culture - Group theory and management of conflicts.

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**Selected Readings:**

1. D.K.Bharghav : Bureaucratic Behavior Organization
2. Jacoby, Henry., The Bureaucratization of the World.
3. Lane, Jan Erik (ed)., Bureaucracy and Public Choice.
4. Lynch, T.D., Organization Theory and Management, Marcel Dekker, New York.
3. Mohammad Ali : Bureaucracy and Politics
6. R.Sweeney: Organizational Behavior

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MPA  
Semester - II**



**ECPA204 Economic Policy and Management:**

The nature, scope and status of state intervention in economic development with particular reference to India. The aim is to make the students understand the context of India's developmental efforts since Independence.

**Unit 1 India's Economic Policy with reference to Industry and Agriculture:**

Impact of LPG on the Indian Economic System [with reference to WTO.]-  
Market Economy and Planning-History of Planning in India and its  
contemporary relevance-Changing pattern of economic planning under new  
economic order.

**Unit 2 The Process of Budget and Political Economy:**

Government's role as initiator-promoter-developmental and regulator - Under  
different politic-economic systems - Meaning Nature and scope of Financial  
Administration-Theories of Budget-Principles and Characteristics- Budgetary  
Process-Preparation, Parliamentary Approval and execution-Principles of Taxation

**Unit 3 Management of Public Enterprises:**

Nature-Scope-Its relevance and issues in the era of privatization- Governments  
policy for disinvestment-Role of Public Enterprises in the context of Planned  
Economy.

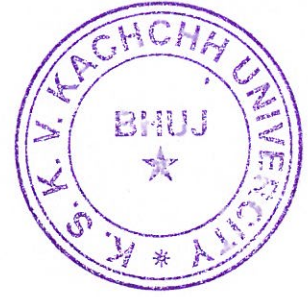
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**Selected Readings:**

1. Halm, George A., Economic Systems: A Comparative Analysis, GAU, London, Latest Edition.
2. Reeta Mathur : Indian Economy Policy Lt. Edi.
3. Reeta Mathur : Psychological Policy Development In India Since 1947 to 2007
4. Uma Kapila (ed)., Indian Economy since Independence, Academic Foundation, New Delhi, 2003.
5. Vaidyanathan, A., India's Economic Reforms and development, Academic Foundation, New Delhi, 2003.

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**MPA**  
**Semester - III**



**CCPA307 Government and NGOs:**

- Unit 1**      **NGOs and Social Welfare:**  
Nature-Scope of Voluntary Organization-Its role and responsibility - Reasons for supplementing the functional responsibilities-Governmental schemes for NGOs.
- Unit 2**      **NGOs - Organization and Management:**  
Manpower requirement and training - Financial and Infrastructural resources- Innovations in NGOs working.
- Unit 3**      **Social Accountability and Responsibility:**  
Meaning, Nature and Scope of Social Accountability-Concept of responsibility- Evaluation of performance for social responsibility.

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1. Abha, Vijai et.al., Voluntary Organizations and Social Welfare, ABD Publishers, Jaipur,2000.
2. C.V.Baxi : Corporate Social Responsibility Lt. Edi.
3. IIPA., Special Number on Voluntary Organizations, July- Sept., IIPA, New Delhi.
4. Singh : NGO development and Human Rights.



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MPA  
Semester - III**

**CCPA308 Principles of Human Resources Management:**

**Unit 1 Human Resources Management:**

Concept of Human Resources Management and its development-Its significance- role and functions in Contemporary Management and Organizations.

**Unit 2 Human Resources Development:**

Key themes-Human Resource Planning and Development-Difference between Human Resources Management and Human Resources Development.

**Unit 3 Significance and Group Dynamics:**

Human Relations in Human Resource Management-Human Relations in Organizations – Its relevance to Organization Development-Organizational Behavior and Culture - Formation of group – its significance- Concept of leadership-initiation-attitudes - challenges and contribution.

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**Selected Readings:**

1. Dessler : Human Resource Management Lt. Edi.
2. Linda Maund., Introduction to Human Resources Management, Palgrave, Suffolk, 2001.
3. Leavitt., Harold., Managerial Psychology, Univ. Of Chicago Press.
4. Parikh, Udai., Organizational Behaviour Process, Rawat, Jaipur, 1996.
5. Sheikh : Human Resource Development and Management Lt. Edi.

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MPA  
Semester - III**



**CCPA309 Disaster Management:**

This course Introduces for the different Hazards occurred by Nature. Its impact on Human life and Prepared Process before and after Disaster.

**Unit 1 Introduction to Disasters:**  
Disasters: Concept of Disaster-Nature and Classification of Disasters – Profile of Global, National, Regional.

**Unit 2 Managerial process in Disaster Management:**  
and Planning, Coordination, leadership and control; Stocking of resources, Vulnerability and risk analysis-Government, Media and NGOs, Role coordination.

**Unit 3 Disaster preparedness and Management of Rehabilitation:**  
Meaning of Predictability-Forecasting and warning of disasters – prevention and precautionary measures. After Disaster Damage and need assessment – After Disaster reconstruction and rehabilitation.

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1. Cuny, F.C., Disasters and Development, New York.
2. Gaur : Encyclopedia of Disaster Management analysis Volume :2
3. Himmatlal : Disaster Management Rehabilitation
4. Murthy : Disaster Management
5. Sharma, V.K (ed)., Disaster Management, NCDM, IIPA, New Delhi, 1994.
6. Singh, K.S. (ed)., Disaster Management, Mittal, New Delhi, 1998.
7. Sylvey : Disaster and Politics



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**ECPA305A Hospital Management:**

**Unit 1 Hospital organization:**

Evolution of Hospitals – Nature and classification of Hospitals – Their structure and working of Hospital Management - The Status and role of the Generalist – Administrator and the Specialist in Hospital functions – The Uniqueness of Hospital Bureaucracy – Financial Administration in Hospitals.

**Unit 2 Major aspects in Hospital Administration:**

Personnel, Finance, Auxiliary services, Emergency provisions – The role and functions of the Administrator in Hospitals.

**Unit 3 Social Service and Hospital Administration:**

Its importance-role and functions; Measurement of efficiency in Hospitals- Control over Hospital Administration- External and internal.

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**Selected Readings:**

1. Goel, S.L., Hospital Administration & Management, (Vols.I,II & III), Deep & Deep, New Delhi, 1990.
2. Srinivasan, T.V., Hospital Administration.

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**MPA  
Semester - III**

**ECPA305B                      Issues in Population Policy:**

This course deals with the issues and problems relating to Population growth and its impact on Developments in social, economic & political sectors.

- Unit 1                      Population policy in India:**  
Meaning-Role of Society in formulation of population policy-Development and population growth.
- Unit 2                      Strategies for Family Planning:**  
Family Planning programmes in India – Health and Family Planning-role of government for policy making
- Unit 3                      Education and Populations pressures:**  
Planning commission's recommendations-Role of NGOs in Female literacy and Family Planning - Its impact on Political Economy-Impact on Social environment-Impact on overall development-Democracy and Quality of Life.

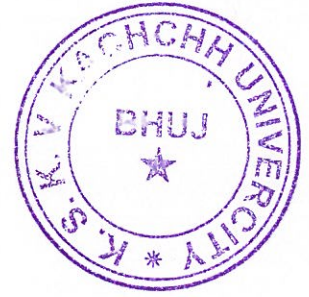
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1. Hope : Public Policy Lt. Edi.
2. IIPA., India's Population Policy and Its Implementation , July-Sept.1992, IIPA, New Delhi.
3. Kohli-Chandra, Shanta., Family Planning Programmes in India, Mittal, New Delhi.
4. Pand : Challenges of Village life Lt. Edi.
5. Singh Sehla, B.P., Population Policy and law, Deep & Deep, New Delhi, 1992.

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Semester - III**



**ECPA306A Women and Administration:**

- Unit 1 Gender Issues in Administration:**  
Constitutional Provisions – Political, Social and Economic empowerment of Women. National Policy for Women Empowerment.
- Unit 2 Women and Development:**  
Recommendation for planning commission-Policies and Developmental Programmes for women in India.
- Unit 3 Women at work place and Protection of Women's Rights:**  
Issues, challenges and consequences-responsibility of society-impact on social environment in recent time - Human Rights and Women's Rights; Role of the National Commission for Women and Voluntary Agencies.

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4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Selected Readings:**

1. Bhatt : Women and Powerment Lt.Edi.
2. Joshi : Women Leadership Lt. Edi.
3. Mohini Giri, V., Emancipation and Empowerment of Women, Gyan Publishing House, New Delhi, 1998.
4. Singh, J.P.(ed)., The Indian Women: Myth and Reality, Gyan Pub. House, N.Delh, 1996.
5. Tara Ali Baig (ed)., Women of India, Publications Division, GOI, New Delhi, 1990.
6. Sharma, Usha., Women's Emancipation: Rights vs Population Control, Authors Pub., New Delhi, 2001.



**ECPA306B            Research Methodology:**

- Unit 1            Methodological approaches to Social Sciences:**  
The Scientific Methods (Methods in Methodology) – Meaning-Definition – Variable in general – The Dependent Variable – The Independent Variable – Parameters.
- Unit 2            Concepts of Research:**  
Formation of a problem – Meaning of Theory – Concepts– Laws – Experiment – Models – Deductions.- Research Design.
- Unit 3            Collection of data and Statistical Method:**  
Survey method – Questionnaire Method-schedule Method –Secondary Sources- Through documents, reports and research publications-Sampling Procedure - The place of Statistics in the study of Research Method- Research Report.

**PAPER STYLE**

No.	Types of Question	Unit	Marks
1	Descriptive Type One or One	Unit 1	20
2	Descriptive Type One or One	Unit 2	20
3	Short Notes Out of Four any Two	Unit 3	20
4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Selected Readings:**

1. Bhandarkar, P.C., & Wilkinson, T.S., Methodology and Techniques of Social Research, (Lt. Edi.).
2. Folz, David H., Survey Research for Public Administration, Sage, New Delhi, 1996.
3. Kaplan, Abraham., The Conduct of Inquiry.
4. Singh : Research Methodology
5. Vanthiel : Research Methodology in Public Administration and Public Management



**CCPA410 Human Resources Development:**

**Unit 1 Concept and Functions of Human Resource Development:**

Meaning, Nature and Scope of Human Resources Development-Its processes, methods and techniques - Job evaluation- description and analysis, recruitment, training, placement, promotion & transfer, appraisal etc. function of Human Resources Development.

**Unit 2 The concept of Human Resource Audit:**

Its objective and methods – Strategies and issues in Human Resources Development.

**Unit 3 Case studies in Human Resource Development:**

Any two case study in recent filled area.

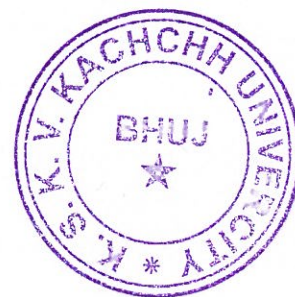
**PAPER STYLE**

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4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Selected Readings:**

1. Arya, PP & Tandon, B.P., Human Resources Development, Deep & Deep, New Delhi, 1995.
2. Pareek, U., & Rao, T.V., Designing and Organizing Human Resource System, Oxford IBH, New Delhi, 1992.
3. Rao, T.V, Human Resources Audit., Response- Sage, New Delhi, 1999.
4. Sinha : Principle of Management Lt. Edi.
5. Sheikh : Human Resource Development and Management Lt. Edi.

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MPA  
Semester - IV**



**CCPA411 Government and Labour Welfare Policy:**

- Unit 1      **Meaning of Labour Welfare Policy:****  
Meaning, nature, scope and functions of Labour Welfare Administration - Since Independence-Labour legislations in India.
- Unit 2      **Machinery for Labour Administration:****  
Role and functions of Labour Welfare Officer-difference of Government and private labour administration.
- Unit 3      **Trade Unions and Labour:****  
Implications and impact of LPG on Labour with special reference to Exit policy and VRS.

**PAPER STYLE**

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2	Descriptive Type One or One	Unit 2	20
3	Short Notes Out of Four any Two	Unit 3	20
4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Selected Readings:**

1. Arun Kumar., Industrial Law (Vols.I & II ), Atlantic Pub., New Delhi, 2003.
2. K.Narinder Jetly : Indian Man Power Policy and Labour Welfare
3. Mamoria, C.B., et.al., Labour Welfare, Social Security and Industrial Peace in India.
4. Pylee : Industrial Relation and Personnel Management
5. Sarma, A.M., Labour Welfare Administration in India.

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KACHCHH UNIVERSITY – BHUJ – KACHCHH.  
DESIGN STRUCTURE FOR M.P.A. 2016**



**M.P.A. Sem - IV**

**CCPA412 :**

**Dissertation :**

Any one-research area to choose every student must be compulsory.

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KACHCHH UNIVERSITY – BHUJ – KACHCHH.  
MPA  
Semester - IV**



**ECPA407A Public Health Management:**

- Unit 1 The Concept of Public Health:**  
Meaning, nature, scope and objectives of Public Health Care Administration in India; Health care as a component of Social policy; Population and Health Care; Role of the WHO in Health Care.
- Unit 2 Public Health Policies in India:**  
Agencies involved in Policy formulation –Development of Public Health and Health Care in successive Five – year plans - Administering in Public Health Administration-Nature-Scope and role
- Unit 3 Meaning and Scope of Primary Health Care:**  
Administration of Primary Health Centers at the State level-Issues and problems in Primary Health Administration with particular reference to trained personnel and finance. A critical evaluation of Health Care Administration.

**PAPER STYLE**

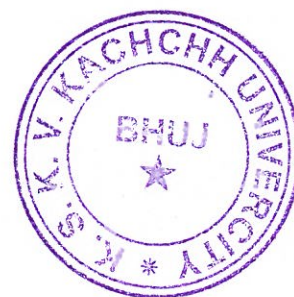
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3	Short Notes Out of Four any Two	Unit 3	20
4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Selected Readings:**

1. Goel, S.L., Public Health Management in India, (Vols. I to IV), Deep and Deep, New Delhi, 2002.
2. Rameswaram, G., Medical Health Administration in Rural India, Ashish, New Delhi.



**KRANTIGURU SHYAMJI KRISHNA VERMA  
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MPA  
Semester - IV**



**ECPA407B Water Resources Management:**

This course deals with Water issues relating to efficiency and economy in water Uses, conservation, the policy and programmes of the Government on Water Resources Development and Management.

- Unit 1 National Water Policy:**  
Integrated Water Resources Development – Role and responsibility of the Government – Issues and problems in implementation.
- Unit 2 Water Resources management:**  
Challenges and Strategies – Management of water for sustainable Development  
Forests, Flood, Poverty Alleviation, Irrigation.
- Unit 3 Case Studies in Water Management:**  
Experiences in Different Regions.

**PAPER STYLE**

No.	Types of Question	Unit	Marks
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2	Descriptive Type One or One	Unit 2	20
3	Short Notes Out of Four any Two	Unit 3	20
4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Selected Readings:**

1. IIPA., Special Issue on Water Resources Management, July-Sept. 2003.
2. Sharma, V.K., Water Resources Planning and Management, Himalaya, Bombay, 1985.
3. Vaidyanathan, A., Water Resource Management: Institutions and Irrigation development in India, OUP, New Delhi, 1999.

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**MPA  
Semester - IV**

**ECPA408A Police Management:**

- Unit 1 Police Administration in India:**  
Meaning , Nature , scope and importance of police functions ; Role of police in a civil society - Tasks and functions; objectives of Policing-Law and Order maintenance-the problems and issues; Reformative and punishment.
- Unit 2 Machinery:**  
Police Management in India - Control over police – External and internal – Role of the Mass media. Machinery for setting citizen's grievances.
- Unit 3 Issues:**  
problems of policing and Police Administration in contemporary times – The emergence & role of Police employee's Union.

**PAPER STYLE**

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3	Short Notes Out of Four any Two	Unit 3	20
4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Selected Readings:**

- 1) Bhardwaj, R.K. Indian Police: Administration, National Publishing House, New Delhi, 1978.
- 2) Giriraj Shah : Police and Society Lt. Edi.
- 3) K.N.Gupta: Indian Police Lt. Edi.
- 4) Reghavan, R.K. Indian Police: Problems, Planning and perspectives: Manohar, New Delhi, 1989.
- 5) Trilok Nath., Indian Police Administration, A Guide for Police Officers, Sterling, New Delhi, 1983.

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**MPA  
Semester - IV**

**ECPA408B Management of Local Governments:**

**Unit 1 Rural Management:**

The concept of panchayati raj; Balwant Rai Mehta Committee and Asok Mehta Committee reports; The three-tier structure – Organisation, working and role of the respective tiers; position, powers and functions of the panchayati raj Official-non-official relationship

**Unit 2 Urban Management and Panchayati Raj Institutions :**

Evolution of Municipal Government in India; Corporations and Municipalities Notified Areas etc - An assessment of the Panchayati raj Institutions.

**Unit 3 Status and legal framework:**

Structure and functions- deliberative and executive organs- committee system- State Control over municipal bodies.

**PAPER STYLE**

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4	Very Short Questions Out of Seven any Five	Unit 1 to 3	10

**Selected Readings:**

1. Maheswari, S.R., Local Government in India, Latest Edition.
2. Khanna, B.S., Panchayati Raj in India, 1996.
3. Mukopadhya, Alok., Municipal Government and Urban Development, IIPA, New Delhi, 1996.