B.A. First Year
Public Administration
Semester-I

Paper-I : Principles and concepts of public administration

Unit – I - **Public Administration :-**

1. Meaning, Nature and Scope
2. Importance of Public Administration
3. Public and private administration (Similarities and Differences)

Unit – II - **Organization :-**

1. Meaning of organization
2. Bases of organization
3. Forms of organization (Formal & Informal)
4. Line and Staff Agency
5. Chief Executive

Unit – III - **Principles of organization :-**

1. Hierarchy
2. Span of Control
3. Unity of command
4. Coordination
5. Decision Making

Unit –IV - **Concepts of Public Administration :-**

1. Administrative Planning
2. Administrative Leadership
3. Administrative supervision
4. Communication
5. Public Relations

Recommended Books

- **C.P. Bhambri -** Public Administration
- **Mohit Bhattacharya -** Public Administration – World Press, Kolkatta
- **S.R.Maheswari -** Theories and concepts in public

- **Adminstraion –** Allide publishers, New Delhi.
- **Awasti and Maheshwari -** Public Administration – Laxminarain Agarwal , Agra.
- **Sharma and Sadana B.L.-** Public Administration : Theour and practice, kitabl metal , Allahabad.
- **अनिल कुमार शर्मा** - लोकप्रशासन सिध्दांत एवं व्यवहार
- **डॉ.शांताराम भोगले -** लोकप्रशासनाचे सिध्दांत व कार्यपध्दती - कैलास पब्लीकेशन औरंगाबाद.
- **प्रा.के.आर.बंग** - लोकप्रशासनाची तत्वे- विद्या बुक्स, औरंगाबाद
- **डॉ.अशोक जैन -** लोकप्रशासन , शेठ पब्बीशर्स, मुंबई
- **प्रा.बी.बी.पाटील -** लोकप्रशासन-फडके प्रकाशन, कोल्हापूर
- **डॉ.भुताळे व प्रा.वडवळे -** लोकप्रशासन , सहयाद्री प्रकाशन नांदेड

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B.A. First Year
Public Administration
Semester-I

Paper-II : Public Administration In India.

Unit – I - Evolution of Indian Administration :-

1. Ancient, Medieval and Modern India.
2. Salient Features of Indian Administration.

Unit – II - constitutional Frame work :-

1. Preamble
2. Fundamental Rights
3. Directive Principles of State Policy
6. Fundamental Duties

Unit – III - Union Government :-

1. President – Power and Functions.
2. Prime Minister-Power and Functions
3. Council of Ministers-Composition & functions.

Unit –IV - Union Legislature :-

1. Loksabha- Composition & functions
2. Rajyasabha- Composition & functions

Unit –V - Union Judiciary:-

1. Supreme Court –Structure & Jurisdiction
2. Judicial Activism
3. Attorney General of India

Unit –VI - Statutory and Non statutory bodies

1. Union Public Service commission
2. Election commission of India
3. Comptroller and Auditor General of India.

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4. National minorities , S.C. & S.T. commission
5. National Commission on women.
6. National Human Rights commission.
7. Planning commission of India
8. National Development council.

Unit –VII - Act of 2005.

1. Meaning , objects, process and limitations of right to Information Act-2005.

Recommended Books

- **D.D.Basu** – Introduction to the constitution of India Prentice Hall, New Delhi.
- **Subhash Kashyap** – Our constitution – National Book trust, New Delhi.
- **Austin G** – The Indian constitution
- **Agarwal** – Our Judiciary-National Book trust, New Delhi.
- **B.P.Puri** – History of Indian Administration (vol.I,II.III)
- **C.P.Berthwal** – Public Administration in India
- **Ramesh Arora and Rajani Goyal** – Indian Public Adminstration – Vishwas Prakashan New Delhi.
- **Awasti and Maheshwari** – Indian Adminstration – Laxminaryan Agrawal, Agra.
- भारताचे संविधान - भारत सरकार - विधि, न्याय व कंपनी कार्य मंत्रालय.
- श्रीराम माहेश्वरी - भारती प्रशासन
- डॉ.पारस बोरा - भारतीय प्रशासकीय व्यवस्था- विद्या बुक्स पब्लीशर्स, औरंगाबाद.

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- **प्रा.के.आर .बंग** - भारतीय प्रशासन - विद्या बुक पब्लीशर्स , औरंगाबाद
- **प्रा.बी.बी.पाटील** - भारतीय शासन व राजकारण - फडके प्रकाशन, कोल्हापूर.
- **प्रल्हाद कचरे व शेखर गायकवाड** - कायदा माहितीचा अन अभिव्यक्ती स्वातंत्र्याचा- यशदा,पुणे.

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B.A. First Year
Public Administration
Semester-II

Paper-III : Maharashtra Administration.

Unit – I - Maharashtra State :-

1. Formation of Maharashtra State
2. Salient features of Maharashtra Administration.

Unit – II - State Executive :-

1. Governor
2. Chief Minister
3. Council of Ministers
4. Chief secretary
5. State Secretariat
6. State Directorate

Unit – III - State Legislature :-

1. Legislative Assembly – Composition , Power & Functions
2. Legislative Council- Composition , Powers & Functions.
3. Legislative Committee-Public Account Committee and Estimate committee.

Unit –IV - State Judiciary :-

1. High Court
2. Public Litigation Writ , (Jan hit Yachika)
3. District and Session Court.
4. Advocate General.

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Unit –V - Constitutional & statutory bodies :-

1. Maharashtra Public service Commission
2. Maharashtra Election Commission
3. Maharashtra Finance Commission
4. Lok Ayukta
5. State Planning Commission.
6. Vaidhanik Vikas Mandal

Recommended Books

- **Gadkari -** Organization of Maharashtra
- **Shukla J.D. –** State Administration
- **डॉ.हरिश्चंद्र शर्मा** - भारत में लोकप्रशासन-कॉलेज बुक डेपो, जयपूर.
- **डॉ.बी.एल.फडिया** - उच्चतर लोकप्रशासन-साहित्यभवन पब्लीकेशन , आगरा.
- **प्रा.चि.ग.घांगरेसर** - महाराष्ट्राचे प्रशासन-विद्या प्रकाशन-नागपुर.
- **प्रा.के.आर.बंग** - महाराष्ट्र प्रशासन-विद्या बुक पब्लीशर्स, औरंगाबाद
- **प्रा.लक्ष्मण कोतापल्ले** - महाराष्ट्र प्रशासन
- **डॉ.व्यंकट विळेगावे** - महाराष्ट्र प्रशासन व जिल्हा प्रशासन-अरुणा प्रकाशन , लातुर.
- **डॉ.एखंबेकर, डॉ.वाघमारे** - महाराष्ट्र प्रशासनाची रुपरेखा -कैलास प्रकाशन , औरंगाबाद.

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B.A. First Year

Public Administration

Semester-II

Paper-IV : District Administration.

Unit – I - District Administration :-

1. Evolution of District Administration
2. Meaning & Importance of District Administration.

Unit – II - District Collector :-

1. Power and Function of District Collector.
2. Changing Role of District Collector.

Unit – III - Law and Order :-

1. Meaning, Principles and Machinery of Law & Order.

Unit –IV - Key posts in District Administration:-

1. Sub-Divisional Officer.
2. Tahsildar
3. Talathi
4. Police Patil
5. District Information & Publicity Officer.

Unit –V - District Police Administration :-

1. Importance of Police Administration.
2. District Superintendent Police- Power function and Role.
3. Criminal Investigation Department (C.I.D)

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4. Local Crime Branch (L.C.B.)
7. Issues and challenges in Police Administration.

Recommended Books

- **Dr.S.S.Khera -** District Administration
- डॉ.अर्जुनराव दर्शनकर - जिल्हा प्रशासन
- डॉ.रमेश ऐरवलीकर - जिल्हा प्रशासन
- डॉ.टी.एन.गायकवाड-जिल्हा प्रशासन
- डॉ.व्यंकट विळेगावे - महाराष्ट्र प्रशासन व जिल्हा प्रशासन-अरुणा प्रकाशन , लातुर.
- प्रा.सलगरे सर- जिल्हा प्रशासन

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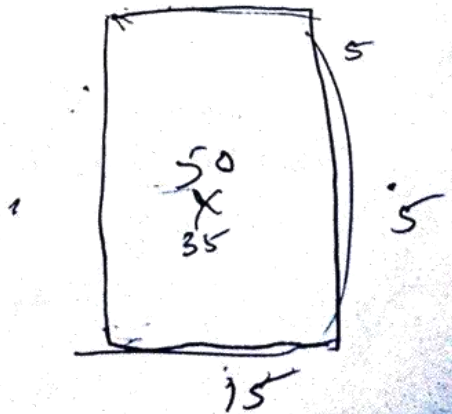

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SYLLABUS OF

B. A. SECOND YEAR

PUBLIC ADMINISTRATION

[SEMESTER-III & IV]

[Effective From June – 2014-15 & Onwards]

Chairman B. O. S.
Pub. Admn. Studies
Aurangabad

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PUBLIC ADMINISTRATION

B.A. II YEAR

Semester IIIrd & IVth

REVISED SYLLABUS - EFFECTIVE FROM 2014-2015

Paper No.	Title of the Paper	Periods Allotted	Marks
	Semester IIIrd		
PA-105 (V)	Personnel Administration	60	50
PA-106 (VI)	Panchayati Raj and Rural Development	60	50
	Semester IVth		
PA-107 (VII)	Financial Administration	60	50
PA-108 (VIII)	Urban Local Self Government and Urban Development	60	50

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PUBLIC ADMINISTRATION

B.A. Second Year

IIIrd Semester

Paper: PA-105 (V)

Personnel Administration

(Revised Syllabus, Effective From June 2014-15)

Max. Marks: 50

1. Personnel Administration: Meaning and Functions.
2. Public Services in India :
   - i. All India Services: Constitutional Status, Role & Functions.
   - ii. Central and State Services: Nature and Functions.
3. Training, Training Institutions and Promotion.
   a) Meaning and Importance of Training.
   b) Training Institutions .
      - i. Lal Bahadur Shastri National Academy of Administration (Mussoorie, Uttarakhand)
      - ii. Sardar Vallabhbhai Patel National Police Academy (Hyderabad)
      - iii. Yashwantrao Chavan Academy of Development Administration (YASHADA, Pune)
      - iv. Maharashtra Police Training Academy (Nashik)

   c) Promotion
      - i. Meaning and Principles of Promotion.
4. Grievance Redressal Mechanisms in India :
   - i. Central Vigilance Commission.
   - ii. Lokpal.
5. Problems of Personnel Administration.
   - i. Morale.
   - ii. Discipline.
   - iii. Corruption.
   - iv. Neutrality in Public Services.
6. Administrative Tribunals.
   - i. Central Administrative Tribunals (CAT)
   - ii. Maharashtra Administrative Tribunals (MAT).
7. Retirement - Meaning and Benefits of Retirement.

P.T.O

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References:

1. Ramesh K. Arora & Rajni Goyal. Indian Public Administration-Institutions and Issues. 2nd Revised Edition, Wishwa Prakashan, New Delhi.
2. Radhey Sham, Public Personnel Administration, King Books, Delhi.
3. C.P. Bhardwaj, Civil Service Administration.
4. S. L. Goel, Personnel Administration.
5. सुरेंद्र कटारिया, कार्मिक प्रशासन, आर. बी. एस. ए. पब्लिशर्स, जयपूर.
6. सी. एम.जैन व हरिश्चंद्र शर्मा, सेवा वर्गीय प्रशासन, रिसर्च पब्लिशर्स, जयपूर.
7. एस.एस. मागीडवार व चव्हाण, कर्मचारी व वित्तीय प्रशासन, कैलास प्रकाशन, औरंगाबाद.
8. के. आर. बंग, कर्मचारी प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद.
9. सुभाष भिंगे, कर्मचारी प्रशासन, कल्पना प्रकाशन, नांदेड,

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PUBLIC ADMINISTRATION

B.A. Second Year

IIIrd Semester

Paper: PA-106 (VI)

Panchayati Raj and Rural Development

(Revised Syllabus, Effective From June 2014-15)

Max. Marks: 50

1. Evolution of Panchayati Raj in India.
   - i. Lord Mayo's Resolution
   - ii. Lord Ripon's Resolution
   - iii. Community Development Program
   - iv. Balwantrai Mehta Committee
   - v. 73rd Constitutional Amendment
2. Panchayati Raj System in Maharashtra
   - i. Vasantrao Naik Committee
   - ii. Zilla Parishad, Panchayat Samiti, Gram Panchayat & Gram Sabha - Composition and Functions
3. Rural Development - Concept and Programs
   - i. Meaning and Concept of Rural Development
   - ii. Role of Panchayati Raj in Rural Development
   - iii. Sant Gadge Baba Gram Swachhata Abhiyan
   - iv. Indira Awas Yojna.
4. Ministry of State Rural Development – Composition and Functions
5. Rural Development Agencies
   - i. District Rural Development Agency.
   - ii. District Planning Committee.
6. Financial Resources of Panchayati Raj Institution.
   - i. Local Taxes
   - ii. Government Grants
   - iii. Self Income Sources

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References:

1. D, Sundar Ram, Role of Panchayati Raj Institution in 60 Years of Independent India, Kanishka Publisher and Distributor, New Delhi,
2. M. P. Sharma, Local Self Government in India.
3. Ram Reddy, Patterns of Local Government in India.
4. G. Satyanarayan & Madhu Sudhan, Rural Development and Poverty Alleviation in India- Policies & Programs, New Century Publications, New Delhi, 2012.
5. Ram Sakalsingh, Rural Development Administration, Anmol Publication Ltd., New Delhi.
6. Mukta Mittal, Rural Development in India, Anmol Publication Ltd. New Delhi.
7. B.L. Mathur, Rural Management R.B.S.A. Publishers Jaipur. 2008.
8. Bhattnagar, Rural Local Government in India.
9. अशोक शर्मा, भारत में स्थानिय प्रशासन, आर बी. एस.ए. पब्लिशर्स, जयपूर.
10. बागेश्वर सिंह, भारत मे स्थानिय स्वशासन, राधा पब्लिकेशन, नई दिल्ली.
11. हरिश्चंद्र शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर.
12. के. आर. वंग, भारतातील स्थानिक स्वशासन, श्री. मंगेश प्रकाशन, नागपूर, २००७.
13. एस.टी. शिरसाठ, बैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिशर्स, औरंगाबाद,
14. गोविंद यमलवाड, भारतातील स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.
15. मुंबई ग्रामपंचायत अधिनियम, १९५८.
16. महाराष्ट्र जिल्हा परिषद व पंचायत समिती अधिनियम १९६१.

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PUBLIC ADMINISTRATION

B.A. Second Year

IVth Semester

Paper: PA-107 (VII)

Financial Administration

(Revised Syllabus, Effective From June 2014-15)

Max. Marks: 50

1. Financial Administration - Meaning and Importance
2. Finance Ministry - Composition and Functions
3. Budget :
   - i. Meaning and Principles of Good Budgeting.
   - ii. Preparation, Enactment and Execution of Budget
4. Accounts and Audit :
   - i. Meaning and Importance
   - ii. Comptroller and Auditor General of India (CAG) - Powers and Functions
5. Parliamentary Control :
   - i. Public Accounts Committee.
   - ii. Estimates Committee
6. New Economic Policy
   - i. Liberalization
   - ii. Privatization
   - iii. Globalization

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References:

1. B.L. Mathur. Economic Policy & Administration, Deepak Parnami RBSA, Publishers, Jaipur.
2. Dutta & Sudaram. Indian Economy, S. Chand Publishing Company Ltd. New Delhi.
3. R.N. Agrawal, Financial Administration,.
4. Radhesham, Financial Administration & Management
5. A.G. Ghosh, Indian Financial System
6. S.L. Goel, Financial Administration in India.
7. Rajiv Sharma & Ramesh K. Arora, Globalization and Development- Premises and Perspectives, Aalekh Publishers, Jaipur.
8. एस.एस. मागीडवार व चव्हाण, कर्मचारी व वित्तीय प्रशासन, कैलास प्रकाशन, औरंगाबाद.
9. के. आर. बंग, वित्तीय प्रशासन, विद्या बुक्स पब्लिशर्स, औरंगाबाद, २००९.
10. सुधीर दिंडे, वित्तीय प्रशासन, निर्मल प्रकाशन, नांदेड, २००६.

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PUBLIC ADMINISTRATION

B. A. Second Year

IVth Semester

Paper: PA-108 (VIII)

Urban Local Self Government and Urban Development

(Revised Syllabus, Effective From June 2014-15)

Max. Marks: 50

1. Urbanization – Meaning, Causes and Consequences
2. Urban Local Self Government in Maharashtra
   - i. Municipal Corporation
   - ii. Municipal Council
   - iii. Nagar Panchayat
   - iv. Cantonment Boards
   - v. Provisions in 74th Constitutional Amendment.
3. Ministry of Urban Development - Composition and Functions
4. Urban Development Agencies
   - i. City and Industrial Development Corporation (CIDCO)
   - ii. Housing and Urban Development Corporation (HUDCO)
   - iii. Maharashtra Housing and Area Development Authority (MHADA)
5. Problems of Urbanization
   - i. Slums
   - ii. Pollution
   - iii. Transport and Traffic
   - iv. Water Supply
6. Major Urban Development Programs
   - i. Town Planning
   - ii. Slum Improvement Programs

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References:

1. M. P. Sharma, Local Self Government in India.
2. Ram Reddy, Patterns of Local Government in India.
3. S.R. Maheshwari, Local Government in India, Laxmi Narayan Agarwal Educational Publisher, Agra, 2008.
4. Nigam S. R., Local Government
5. Bharadwaj R.K., Municipal Administration in India.
6. Datta Abhijit, Municipal Executives in India.
7. Khan H. Z., Leadership in Municipal Government.
8. वामेश्वर सिंह, भारत मे स्थानिय स्वशासन, राधा पब्लिकेशन, नई दिल्ली.
9. हरिश्चंद्र शर्मा, भारत में स्थानिय प्रशासन, कॉलेज बुक डेपो, जयपूर.
10. के. आर. बंग, भारतातील स्थानिक स्वशासन, श्री. मंगेश प्रकाशन, नागपूर, २००७.
11. एस.टी. शिरसाठ, वैनाडे, भारतातील स्थानिक स्वराज्य संस्था, विद्या बुक पब्लिर्शस, औरंगाबाद,
12. गोविंद यमलवाड, भारतातील स्थानिक स्वराज्य संस्था, कल्पना प्रकाशन, नांदेड.
13. कुलकर्णी अ. ना., भारतातील स्थानिक स्वशासन.
14. मुंबई प्रांतिक महानगरपालिका अधिनियम, १९४९.
15. महाराष्ट्र नगरपालिका अधिनियम, १९६५.

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CIRCULAR NO.ACAD/SU/Social Sci./B.A.III Yr. Syll./3/2015

It is hereby notified for information to all the concerned that, on the recommendation of the Faculty of Social Sciences the Academic Council at its meeting held on 30-05-2015 has accepted the **revised syllabi as mentioned against their names under the Faculty of Social Sciences as under** :-

Sr. No.	Name of the Subject	Semester
[1]	History	V & VI
[2]	Economics	V & VI
[3]	Psychology	V & VI
[4]	Geography	V & VI
[5]	Sociology	V & VI
[6]	Home Science	V & VI
[7]	Political Science	V & VI
[8]	Public Administration	V & VI
[9]	Social Work	V & VI
[10]	Philosophy	V & VI
[11]	Military Science	V & VI
[12]	Library & Information Science	I to VI Progressively
[13]	B.A. Travel and Tourism Management [Optional]	I to VI Progressively
[14]	Thoughts of Mahatma Phule & Dr. Ambedkar	V & VI effective from 2016-2017 & onwards

This is effective from the Academic Year 2015-16 & onwards as appended herewith.

All concerned are requested to note the contents of the circular and bring the notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO.ACAD/SU/SOCIAL SCI./
2015/3310-709

Date:- 16-06-2015.

Director,
Board of College and
University Development.

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Syllabus of

B.A. III YEAR

Public Administration

Semester–V & VI

[Effective from 2015-16 & onwards]

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Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

Syllabus of B.A. Third Year
Semester Vth& VIth
(Effective From-June 2015-2016)
Revised Syllabus- Effective From 2015-2016

Paper No.	Title of the Paper	Periods Allotted	Marks
	Semester Vth		
PA-109 (IX)	Human Resource Development	60	50
PA-110 (X)	Educational Administration in India	60	50
PA-111 (XI)	Administrative Thinkers	60	50
PA-112(XII)	Project Work	-	-
	Semester VI th		
PA-113(XIII)	Public Policy and Development	60	50
PA-114 (XIV)	Health Administration in India	60	50
PA-115 (XV)	Recent Trends in Public Administration & Important Laws	60	50
PA-116 (XVI)	Project Work 1.Administrative Corruption 2. People's Participation 3. Women Empowerment 4.Swacch Bharat Abhiyan 5. Regional Imbalance & Development 6. Disaster Management 7.Visits to Administrative Offices 8. Good Governance 9.Student Absenteeism in classes 10.Health Problems 11.Water Problems 12. Global Warming		Project Writing- 80 Oral Exam-20

Chairman,

(Dr. Satish Thombre)
B.O.S., Public Administration,
Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad

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Public Administration
B.A. Third Year
Semester - Vth
(Effective From-June 2015-16)

PA- 111 **Paper-XI** **Administrative Thinkers**

Chapters	Periods
1. F.W. Taylor : a. Concept of Scientific Management b. Principles & Techniques of Scientific Management	10
2. Max Weber: a. Ideal model of Bureaucracy	05
3. Henry Fayol: a. Elements of Management b. Principles of Management	10
4. Mary Parker Follet: a. Concept of Authority b. Conflict and Integration	10
5. Elton Mayo: a. Hawthorne Experiments	05
6. Herbert Simon: a. Behavioral Approach b. Decision Making Approach	10
7. F.W. Riggs: a. Ecological Approach b. Prismatic Society	10

References/ Recommended Books

1. Maheshwari S. R. - "Administrative Thinkers", Macmillan India Limited, Mumbai-1998.
2. Manoj Sharma- "Administrative Thinkers", Anmol Publication Pvt. Ltd, New Delhi-2004.
3. Sumsun Nisa Ali- "Eminent Administrative Thinkers" Associated Publishing House, NewDelhi-1984.
4. M.P.Sharma & B. L.Sadana - "Public Administration in Theory & Practice". Kitab Mahal Publication, Allahabad.
5. Mukhi H.R.- " Administrative Thinkers"

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Public Administration
B.A. Third Year
Semester– VI th
(Effective From-June 2015-16)

PA- 113 Paper- XIII **Public Policy and Development**

1. Public Policy: Meaning, objectives, types & process

2. Public Policy Formulation:
   a. Executive
   b. Legislature
   c. Judiciary
   d. Media
   e. Civil society
3. Public Policy Implementation:
   a. Executive
   b. Bureaucracy
4. Public Policies in India
   a) Disinvestment Policy (1991)
   b) National Water Policy-(2012)
   c) Food Security Policy (2013)
   d) Land Reforms Policy (2013)

4 Development : Meaning and Concept
   b. Sustainable Development
   c. Inclusive Growth
   d. Providing Urban Amenities in Rural Areas(PURA) (24 Feb. 2012)

5 Challenges before Development:
   a. Population Explosion
   b. Unemployment
   c. Poverty
   d. Pollution

References/ Recommended Books

1. Maeshwari S.R – Public Policy Making in India, The Indian Journal of Political Science , Vol.48 No.3,1987
2. Saigal Krishna –"Policy Making in India" Vikas, New Delhi
3. R.K Sapru-"Public Policy", PWI Learning Private Ltd, New Delhi ,2010
4. Vineetha Menon-"Public Policy & Administration" Wisdom Press , New Delhi ,2014
5. R.K Sapru- "Public Policy", Sterling, New Delhi,1992
6. Jones C.O-"An Introduction to the Study of Public Policy , Belmont, Prentice ,1970
7. Thomas R. Dye- "Public Policy" , Pearson Education, 2004
8. Ganpathy R.S- "Public Policy & Policy Analysis in India" , New Delhi, 1985
9. Dunn,Willam. N- "Public Policy Analysis: An Introduction" ,Englewood Cliffs 1981

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