Code of the Course	**PAD7100T**
Title of the Course	**Disaster Management**
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	None
Objectives of the course	To impart conceptual and theoretical understanding of disasters and their management, disaster preparedness and disaster awareness
Learning outcomes	➢ A conceptual understanding of disasters, their types and management ➢ An understanding of the strategies, leadership and management skills required for disaster management
SYLLABUS	
UNIT-I	Introduction to Disasters. Nature and classification of disasters. Profile of Disasters: Global, National, Regional. Methodology to cope with Disasters in India. Impact of Natural Disaster on Environment and development. (18h)
UNIT -II	Disaster Management Cycle. Disaster management: Planning, coordination, leadership and control. Stocking of resources. Vulnerability and risk analysis. Rehabilitation and reconstruction. Strategies for effective disaster management. Skill Training, Search, Rescue and evacuation. Distribution of relief material.

	Damage and need assessment. (18h)
UNIT-III	Disaster preparedness—Predictability. Forecasting and Warning of Disaster. Preparation and precautionary measures, Role of community in disaster management, communication system and protocol. (18h)
UNIT-IV	National Disaster Management Act, 2005- Major provisions. National, state and District level disaster management authorities and committees. Drought and famine management in Rajasthan. (18h)
UNIT-V	Disaster awareness, Role and coordination, Media and NGOs. Use of formal education system. Emerging issues and lessons for future. Disaster education at school level. Crisis management. (18h)
Text Books	➤ Sharma, V.K.. : Disaster Management, New United Press, New Delhi. 1995 ➤ David Alexander: Natural Disaster, London, UCL Press, 1993. ➤ Gopal Bhargana: Environmental Challenges and Ecological Disaster: Global Perspective, New Delhi Mittal Pub., 1992. ➤ Borkar, V.V. : Impact of Drought on Rural Life, New Delhi Popular Prakashan, 1975. ➤ Nick, W. Carter : Disaster Management : A Disaster Handbook. Manila Asian Development Bank, 1995. ➤ Vinod K. Sharma (Ed.), Disaster Management, IIPA, New Delhi, 2010. ➤ National Disaster Management Act, 2005.
Reference Books	➤ Jack D. Kartez : Crisis Response Planning : Forward Contingent Analysis. Journal of the American Planning

	Association 50(1) Winter, 1984.
	➤ Kathakali Bagchi, S.: Drought Prone India: Problems and Prospects, New Delhi, Agricale, 1991
	Melvin A. Benarde : Race Against Famine, orient Longmans, Bombay-1972
Suggested E-resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in https://ndma.gov.in/ nidm.gov.in https://www.undrr.org/terminology/disaster-risk-management

B.A. (THREE YEAR DEGREE PROGRAM)

SEMESTER-V

SUBJECT- PUBLIC ADMINISTRATION

Code of the Course	PAD7101T
Title of the Course	Rights based Governance
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	None
Objectives of the course	To acquaint students with human rights and right to health; and government initiatives for rights based approach and international perspective
Learning outcomes	➤ An appreciation of the evolution and growth of Human Rights movement

	➤ Distinguishing between 'right based governance' and 'welfare-based governance' ➤ Understanding the governmental welfare schemes in the context of the Rights based approach ➤ Distinguishing national and international human rights perspectives ➤ Understanding of the composition and role of national and international human rights institutions
SYLLABUS	
UNIT-I	**Human Rights and Right to Health:** Birth and Origin of Health & Human Rights; Evolution of the Health & Human Rights Movement; Difference between 'Rights based Governance' and 'Welfare based Governance' in the context of India; The Future of Human Rights based Governance and Accountability (18h)
UNIT -II	**Government Welfare Schemes and Rights based approach:** The Right to InformationAct, 2005; Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in 2005; The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006; Right of Children to Free and Compulsory Education Act, 2009 (18h)
UNIT-III	**Rights Based Governance in India:** Meaning of Rights Based Governance; Right toHealth and other positive rights; Right to Privacy; Rule of Law; Enforcement of Human Rights in India: National Human Rights Commission(NHRC), State Human Rights Commissions, National Commission for Women, Scheduled Castes, Scheduled Tribes and Child Rights Commissions; Role of Judiciary in protecting these rights (18h)
UNIT-IV	**Human Rights - International Perspective:** Universal Declaration of Human Rights; International Humanitarian Law; Issues and Challenges in International Context (18h)
UNIT-V	Human Rights in Global Health: Rights-Based Governance for a Globalizing World

	(18h)
Recommended Readings	➢ Albritton, R B and Bureekul, T (2009) A Comparative Survey of Democracy, Governance and Development. Global Barometer: Chile ➢ Barthwal, C P (Ed.) (1998) Social Justice in India, Bharat Book Centre: Lucknow ➢ Chaturvedi, T N and Chandra, S K (1980) Social Administration, Development and Change. IIPA: New Delhi ➢ Chowdhary, D P (1992) Social Welfare Administration. Atma Ram & Sons: Delhi ➢ Chowdhary, Paul D (1979) Social Welfare Administration. Atma Ram & Sons: New Delhi. ➢ Democracy Report (2011) Namibia labour force survey of 2008. Institute for Public Policy and Research: Windhoek ➢ Denhardt, R B and Denhardt, J V (2009) Public Administration: An Action Orientation (6th Edition). Wadsworth: Boston ➢ Ghuman, B S and Sohail, Mohammad (2017) Right to Information Act, 2005 in India: A Decadal Experience, Indian Journal of Public Administration, Vol. 63, No.2, pp. 228-251 ➢ Gregory, R (2007) Accountability in Modern Government,pp. 339-350 in Peters, G & Pierre, J (2007)(Eds.) The Handbook of Public Administration: Concise Paperback Edition. Sage Publications: London ➢ Jaganadhan, V (1966) Social Welfare Organisation. IIPA, New Delhi ➢ Kataria, Surendra (2002) Social Administration. RBSA Publishers: Jaipur ➢ Kataria, Surendra and Suthar, C R (2015) Tribal Development in Globalized World (Hindi). National Publishing House: Jaipur ➢ Kulkarni, PD (1961) Centre Social Welfare Board. Asia Publishing House: New Delhi ➢ March, Davis C (1965) An Introduction to Social Administration. Routledge and Kegan Paul: London ➢ Singh, Hoshiar and Malik, A S (2001) Socio-Economic Development of Scheduled Castes in India (A Study of Haryana). Aalekh Publishers: Jaipur ➢ Singh, Mohinder (Ed.) (1996) Social Policy and Administration in India. M D Publications: New Delhi
Reference Books	
Suggested E-resources	E-pgpathashala modules:-www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in

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	SEMESTER-V
	SUBJECT- PUBLIC ADMINISTRATION
Code of the Course	**PAD7102T**
Title of the Course	**Comparative Public Administration**
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High level
Co-requisites	None
Objectives of the course	To provide knowledge about concept and theory of comparative public administration along with constitutional and administrative functioning of UK, USA and France
Learning outcomes	➢ Students will be able to explain the evolution, concept and importance of comparative public administration. ➢ Students will be able to describe constitutional and administrative working of UK, USA and France.
	SYLLABUS
UNIT-I	**Comparative Administration:** Concept, Nature, Scope and Importance. Salient features of administration of developed & developing societies. Contribution of Fred Riggs. (18h)
UNIT -II	

	Salient features of constitutions of U.K., U.S.A. and France. Political systems: Parliamentary system in U.K., Presidential system in U.S.A. & France. (18h)
UNIT-III	Salient features of Administrative systems of U.K., U.S.A., France with Special reference to Central Administration, Nature and Role of Civil Service. (18h)
UNIT-IV	Cabinet Secretariat & Treasury in U.K., Independent Regulatory Commission in U.S.A. (18h)
UNIT-V	Post of Governor in U.S.A., Council de Etate in France, Sweden's Ombudsman (18h)
Text Books	Ramesh K Arora : Comparative Public Administration (New Age International Publishers) T N Chaturvedi: Comparative Public Administration (Research Publication Jaipur) ➢ टी.एन. चतुर्वेदी : तुलनात्मक लोकप्रषासन, रिसर्च पब्लिकेषन्स, नईदिल्ली ➢ चन्द्राहीरावत : तुलनात्मक प्रषासनिक व्यवस्थाएँ ➢ डॉ. पुखराजजैन : प्रमुख राज व्यवस्थाएँ, साहित्य भवन, आगरा ➢ बी.एल. फड़िया : विष्व के प्रमुख संविधान ➢ रविन्द्र शर्मा : तुलनात्मक प्रषासनिक व्यवस्थाएँ ➢ ए.पी. अवस्थी : तुलनात्मकलोकप्रषासन ➢ सुरेन्द्रकटारिया : तुलनात्मक प्रषासनिक व्यवस्थाएँ
Reference Books	➢ Mackenzie & Grove : Central Administration in Britain. ➢ Guy Hathorn et.al. : Government and politics in the United states. ➢ Ridley & Blondel : Public Administration in France.
Suggested E-resources	E-pgpathashala modules:-www.inflibnet.ac.in

B.A. (THREE YEAR DEGREE PROGRAM)

SEMESTER-V

SUBJECT- PUBLIC ADMINISTRATION

Code of the Course	SEA7373T
Title of the Course	Secretarial Practice
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	2 credits
Type of the course	Skill Enhancement Course (SEC) in Public Administration
Delivery type of the Course	30. 30 lectures for content delivery.
Prerequisites	High Level
Co-requisites	None
Objectives of the course	To impart knowledge about secretarial practices and office management including tools of time management, correspondence, procedures of central as well as state secretariat
Learning outcomes	➢ Developing an understanding of the basic concepts of office management ➢ Acquiring quality skills and competencies in office management, official correspondence and time management

SYLLABUS

UNIT-I	**Secretary:** Meaning, Types, Importance; Professional and Personal Qualities of a Secretary, Duties and Responsibilities of a Personal Secretary; Scheduling Appointments. Planning for Travel Arrangements for Officers on official duty. (6h)
UNIT -II	Organizing Meetings – Notice, Agenda, Quorum, Minutes; Handling of Mail; Use of Ready Reckoner, Office Manuals & Emergency Services. Hospitality Management in Offices (6h)

UNIT –III	**Time Management**: Definition, Importance of Time and its management. Setting priorities. Communication: Definition, Importance, Kinds of Communication, Barriers to Effective Communication, Tools of Effective Communication. (6h)
UNIT –IV	Correspondence: Business Correspondence, Enquiry Letter, Quotation, Order, Tender, Complaint letter, Adjustment Letter and their formats, Banking Correspondence; Government Correspondence; Un-official Notes (6h)
UNIT –V	Office procedures and Manuals in Central Secretariat and State Secretariat. RTI and E-Governance. Media Management and Public Relations. (6h)
Recommended Readings	➢ Bist, G D (2017) Officer Secretarial Practice. Shorthand House: New Delhi ➢ Office (3rdEdition). American Heritage: USA ➢ Debnath, B K (2001) A Guide to Secretarial Practice & Office Procedure. New Central Book Agency : Delhi ➢ Kuchhal, M C (2008) Secretarial Practice (18th Edition). Vikas Publication : New Delhi
Reference Books	De Vires, Mary A (1995) Professional Secretary's Handbook: Guide to the Electronic and Conventional ➢ France, Sue (2015) The Definitive Personal Assistant & Secretarial Handbook. Kegan Page: Delhi
Suggested E-resources	E-pgpathashala modules:-www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in