GOA UNIVERSITY
Taleigao Plateau, Goa 403 206

R E V I S E D   M I N U T E S

of the 5th Meeting of the Standing Committee of

X ACADEMIC COUNCIL

Day & Date

Tuesday, 14th February, 2023 & Thursday, 23rd February, 2023

Time

10.00 a.m.

Venue
Council Hall,
Administrative Block
Goa University

D 3.3	**Minutes of the Board of Studies in Physics meeting held on 04.11.2022.**
	The Standing Committee of the Academic Council approved the minutes of the Board of Studies in Physics meeting held on 04.11.2022 with a suggestion to Replace Terminology 'Learning Outcomes' with 'Course Outcomes'
	(Action: Assistant Registrar Academic-PG)
D 3.4	**Minutes of the Board of Studies in Social Work meeting held by circulation.**
	The Standing Committee of the Academic Council approved the minutes of the Board of Studies in Social Work meeting held by circulation with the following suggestions:
	1. Heading for the Courses listed under the structure to be mentioned. (Research Specific Elective Courses and General Elective Courses)
	2. Terminology 'Optional Courses' to be replaced with 'Elective Courses'.
	3. Terminology 'Recommended readings' to be replaced with 'References/Readings'.
	4. Uniform format for the References/Readings to be followed.
	(Action: Assistant Registrar Academic-PG)
D 3.5	**Minutes of the Board of Studies in Public Administration meeting held on 01.07.2022.**
	The Standing Committee of the Academic Council approved the minutes of the Board of Studies in Public Administration meeting held on 01.07.2022 with the following suggestions:
	1. Data Analysis under the content of the syllabus to be added for Course code PATR-501 Qualitative and Quantitative Research Methodology.
	2. Heading for the Courses listed under the structure to be mentioned. (Research Specific Elective Courses and General Elective Courses)
	3. Course, objectives of PATR-501 - Qualitative and Quantitative Research Methodology to be checked.
	(Action: Assistant Registrar Academic-PG)
D 3.6	**Minutes of the Board of Studies in Mathematics meeting held on 03.11.2022.**
	The Standing Committee of the Academic Council approved the minutes of the Board of Studies in Mathematics meeting held on 03.11.2022 with the suggestion to verify the title of the Course Code MTTE- 407 as the same Course is offered at UG level.
	(Action: Assistant Registrar Academic-PG)
D 3.7	**Minutes of the Board of Studies in English meeting held on 17.10.2022.**
	The Standing Committee of the Academic Council approved the minutes of the Board of Studies in English meeting held on 17.10.2022 with the following suggestions:
	1. Terminology 'Optional Courses' to be replaced with 'Elective Courses'.
	2. Terminology 'Recommended readings' to be replaced with 'References/Readings'.

GOA UNIVERSITY
Taleigao Plateau, Goa 403 206

F I N A L   A G E N D A

For the 5th Meeting of the Standing Committee of

X ACADEMIC COUNCIL

Day & Date

Tuesday, 14th February, 2023

Time

10.00 a.m.

Venue
Conference Hall
Administrative Block
Goa University

iv. Panel of examiners for different examinations at post-graduate level: NA

Part C.
i. Recommendations regarding preparation and publication of selection of reading material in the subject or group of subjects and the names of the persons recommended for appointment to make the selection: NA

Part D
i. Recommendations regarding general academic requirements in the Departments of University or affiliated colleges: NA
ii. Recommendations of the Academic Audit Committee and status thereof: NA

Part E.
i. Recommendations of the text books for the course of study at undergraduate level: NA
ii. Recommendations of the text books for the course of study at post graduate level: **Suggestions incorporated into the MSW 80 credit Syllabus**

Part F.

Important points for consideration/approval of Academic Council
(i) The important recommendations of the BoS in Social Work that require approval of Academic Council (points to be highlighted) are as mentioned below
   a) **Approval of the revised MSW Syllabus (80 Credits) in line with NEP 2020**
   b) **Approval of new specialization in MSW to be offered in Semester III**

(ii) The BoS in Social Work approval of the above was by circulation through email on 27 October 2022.

Date: 08.11.2022   Sd/-
Place: Goa University   Signature of the Chairperson

Part G. The Remarks of the Dean of the Faculty
   i) The minutes are in order.
   ii) The minutes may be placed before the Academic Council with remarks if any.
   iii) May be recommended for approval of Academic Council.
   iv) Special remarks if any.

Date: 08.11.2022   Sd/-
Place: Goa University   Signature of the Dean

D 3.5	**Minutes of the Board of Studies in Public Administration meeting held on 01.07.2022.**

Part A
i. Recommendations regarding courses of study in the subject or group of subjects at the undergraduate level: NA
ii. Recommendations regarding courses of study in the subject or group of subjects at the postgraduate level: **MA Public Administration (80 credits) to be taught at Goa University from 2022-23**

Part B
  i.   Scheme of Examinations at undergraduate level: NA
  ii. Panel of examiners for different examinations at the undergraduate level: NA
  iii. Scheme of Examinations at postgraduate level: NA
  iv. Panel of examiners for different examinations at post-graduate level: NA

Part C
  i.   Recommendations regarding preparation and publication of selection of reading material in the subject or group of subjects and the names of the persons recommended for appointment to make the selection: NA

Part D
  i.   Recommendations regarding general academic requirements in the Departments of University or affiliated colleges: NA
  ii. Recommendations of the Academic Audit Committee and status thereof: NA

Part E
  i.   Recommendations of the text books for the course of study at undergraduate level: Nil
  ii. Recommendations of the text books for the course of study at post graduate level: **Along with New Syllabus designed**

Part F
       Important points for consideration/approval of Academic Council
  (i) The important points/recommendations of BoS that require consideration/approval of Academic Council (points to be highlighted) as mentioned below
       a) Approval MA Public Administration Syllabus (80 credits) ([Annexure I](#) Refer page No. 235)

  (ii) The declaration by the Chairperson that Syllabus was designed and approved by the BOS at its meeting held on 10 June 2022

Date: 01.07.2022   Sd/-
Place: Goa University   Signature of the Chairperson

Part G. The Remarks of the Dean of the Faculty
  i)   The minutes are in order.
  ii)   The minutes may be placed before the Academic Council with remarks if any.
  iii) May be recommended for approval of Academic Council.
  iv)   Special remarks if any.

Date: 01.07.2022   Sd/-
Place: Goa University   Signature of the Dean
                                                          (Back to Index)

D 3.5 Minutes of the Board of Studies in Public Administration meeting held on

Annexure I

GOA UNIVERSITY

Sub P.O. Goa University, Taleigao Plateau, Goa 403 206

PUBLIC ADMINISTRATION PROGRAMME
MANOHAR PARRIKAR SCHOOL OF LAW, GOVERNANCE & PUBLIC POLICY
M.A. Public Administration Syllabus following the Choice-based Credit System
The MA Public Administration Programme Courses for Semester s 3 and 4:

MA Public Administration Programme		
Semester 3		
Title of the Course	**Course Code**	**Credits**
Qualitative and Quantitative Research Methodology	PATR-501	4
Policy Analysis: Monitoring and Evaluation	PATR-502	2
Project Design and Management	PAPR-503	2
Three Generic Elective Courses (GEC) from the list		12
Total Credits in Semester 3		20
Semester 4		
Title of the Course	**Course Code**	**Credits**
Participatory Research Techniques and Practice **OR**	PAPR-504	4
Community Engagement and Rural Development	PAPR-505	4
Dissertation	PADD-501	16
Total Credits in Semester 4		20

PUBLIC ADMINISTRATION RESEARCH SPECIFIC ELECTIVE COURSES

Course Code	Course Title	Number of Credits
PATR-501 - Qualitative and Quantitative Research Methodology		4
PATR-502 - Policy Analysis: Monitoring and Evaluation		2
PAPR-503 - Project Design and Management		2
PAPR-504 - Participatory Research Techniques and Practice		4
PAPR- 505- Community Engagement and Rural Development		4

PUBLIC ADMINISTRATION GENERIC ELECTIVE COURSES

Course Code	Course Title	Number of Credits
PATE-501 - Citizen Centric Administration		4
PATE-502 - Administration of NGOs		4
PATE-503 - Environment Administration		4

PATE-504 - Office Management   4
PATE-505 - Economic Administration   4
PATE-506 - Disaster Management   4
PATE-507 - Management of Disciplinary Proceedings   4
PATE-508 - Public Health Policy and Administration   4
PATE-509 - Corporate Governance   4
PATE-510 - Ethics in Governance   4
PATE-511 - Education Policy and Administration   4
PATE-512 - Labour Policy and Administration   4
PATE-513 - Regulatory Governance   4
PATE-514 - Public Enterprise Management   4
PATE-515 - Police Administration   4
PATE-516 - Organisational Psychology   4
PATE-517- Organisational Development and Administrative Improvement   4
PATE-518 - Administrative Law   4
Note: A minimum of 5 students need to register for a course for it to be offered as an elective

PUBLIC ADMINISTRATION DISCIPLINE SPECIFIC DISSERTATION
Course Code   **Number of Credits**

PADD-501   16
Dissertation will be governed by the relevant Goa University Ordinance

COURSE OUTLINE FOR M. A. PUBLIC ADMINISTRATION (SEMESTER 3 & 4)

PUBLIC ADMINISTRATION RESEARCH SPECIFIC ELECTIVE COURSES

Programme: M. A. Public Administration
Title of the Course: Qualitative and Quantitative Research Methodology
Course Code: PATR-501
Number of Credits: 4
Effective from Academic Year: 2022-2023

Prerequisite:	Registration in the MA Public Administration Programme	
Objective:	To equip students with skills in quantitative and qualitative research methods with feminist perspectives.	
Content:	**Module 1:** Steps and Concepts in Research; Types of Research: Fundamental; Applied; Evaluative; Concepts and Theory; Variables and Unit of Analysis. Hypotheses: Definition; Features and Types. Research Design and Sampling	8 hours

	Module 2: Introduction to Qualitative Research: Method, Tools and Sources, Identifying Participants, Ethnography, Case Study, Discourse Analysis, Content Analysis, Participant Observation, Focus Group Discussion (FGD), Interview, Grounded Theory, Oral History, Narratives and Using Unconventional Sources. Interview and Questionnaire. Data Processing: Editing, Coding and Tabulation	22 hours
	Module 3: Introduction to Quantitative Research: Descriptive Statistics (Mean, Median, Mode, Variability) Hypothesis Testing (Null & Alternative Hypothesis, Type I & II Errors, Level of Significance, t, Z, F & Chi-Square Tests, Correlation & Regression, Goodness of fit, Data Sources.	30 hours
Pedagogy:	Lectures, assignments, designing research projects, use of data analysis software (eg. Gretl)	
Recommended Readings:	Ahuja, Ram (2003). Research Methods. Jaipur: Rawat Denzin, N. K., & In Lincoln, Y. S. (2018). The Sage handbook of qualitative research. Thousand Oaks: Sage Publication Goode, W. J. &Hatt, P.K. (2006). Methods in Social Research. New Delhi: McGraw Hill Series. Gupta, S.P. (2001). Statistical Methods. New Delhi: Sultan Chand & Sons. Kothari, C.R. (2004). Research Methodology: Methods and Techniques. New Delhi: New Age International. Nachmias, D. &Nachmias, C. (1981). Research Methods in the Social Sciences. New York: St. Martin's Press. Rawat, Salkind, N. J. (2000). Statistics for people who (think they) hate statistics. Thousand Oaks, Calif: Sage Publications, Inc. Silverman, David (ed.) (2012) Qualitative Research: Issues of Theory, Method and Practice. 3rd ed. New Delhi: Sage Publications Young, P. V. (2007). Scientific Social Research and Surveys. India: Asia Publishing House.	
Learning Outcomes:	Students will be able to design research projects using both qualitative and quantitative methods and will be familiar with the use of data analysis software (eg:Gretl)	

Programme: M. A. Public Administration
Title of the Course: Policy Analysis: Monitoring and Evaluation
Course Code: PATR-502
Number of Credits: 2
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme
Objective:	This course introduces the concept and significance of public analysis. The student will develop a critical understanding of the policy process as well as the capacity to undertake policy analysis in substantive areas of public policy
Content:	**Module 1:** Policy Analysis: Concept, Significance and Scope; Approaches, types — 5 hours **Module 2:** Steps in policy analysis, tools, techniques and methods adopted in policy analysis — 10 hours **Module 3**: Analysing Policy – practical component — 10 hours **Module 4:** Policy analysis report — 5 hours
Pedagogy:	Lectures, case studies, policy analysis exercises, seminars and presentations
Recommended Readings:	Anderson, J E. (2005). Public Policy Making (6th ed.). New York: Houghton Mifflin Co. Ayyar, Vaidyanathan R V. (2009). Public Policy Making in India. New Delhi: Pearson. David L. Weimer, Aidan R. Vining. (2015). Policy Analysis: Concepts and Practice, Routledge, New York Dolowitz, D.P. & Marsh, D. (2000). Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making. Governance: An International Journal of Policy and Administration, 13(1), 5-24. Farazmand, Ali. (ed.) (2018). Global Encyclopaedia of Public Administration, Public Policy and Governance. Berlin: Springer Frank Fischer, Gerald J. Miller · (2017). Handbook of Public Policy Analysis: Theory, Politics, Taylor & Francis Group. Gerston, Larry N. (2010), public Policy Making: Process and Principles.(3rd Edition)

Henry, N. (2009). Public Administration and Public Affairs (11th ed.). New Jersey: Prentice Hall.

Hill, Michael & Frédéric Varone. (2016). The Public Policy Process. London: Routledge.

Nagel, S.S. (1991). Public Policy: Goals, Means and Methods. New York: St. Martin Press.

Rabin J., Hildreth, W. & Miller, G. (2007). Handbook of Public Administration (3rd ed.). Florida: Taylor & Francis Group.

Radin Beryl. (2019). Policy Analysis in the Twenty-First Century: Complexity, conflict and cases, Routledge.

Sapru, R.K. (2011). Public Policy: Art and Craft of Policy Analysis (2nd ed.). New Delhi: Prentice Hall of India learning.

Learning Outcomes:	At the end of the course the student will be able to apply the tools and techniques for data collection, monitoring and evaluation of policy and programmes.

Programme: M. A. Public Administration
Title of the Course: Project Design and Management
Course Code: PAPR-503
Number of Credits: 2
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	To impart a deep understanding of project design and project management	
Content:	**Module 1:** Project: concept; project stakeholders; project planning; prerequisites for project planning and design; project blue prints.	10 hours
		5 hours
	Module 2: Project Management process; techniques	10 hours
	Module 3: Preparing a project plan for an organization	5 hours
	Module 4: Project monitoring; concept and methods	
Pedagogy:	Lectures, field visits, group work	

Recommended Readings	Burke, Rory (2004). Project Management: Planning and Control Techniques. Singapore: John Wiley & Sons Asia (Pvt Ltd.). Lester Albert. (2013). Project Management, Planning and Control: Managing and control. Elsevier Science Publication Prasanna, Chandra (1995). Projects: Preparation; Appraisal, Implementation. New Delhi: Tata McGraw Hill Srinath, L.S. (1996). PERT and CPM – Principles and Applications. New Delhi: Affiliated EastWest Press. UNIDO (1978). Guide to Practical Project Appraisal: Social Benefits Cost Analysis, Project Formulation and Evaluation. Delhi: Oxford and IBH.
Learning Outcomes	The students will be able to prepare a project design for any given project.

Programme: M. A. Public Administration
Title of the Course: Participatory Research Techniques and Practice
Course Code: PAPR-504
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	The course will familiarize the students with the conceptual and practical aspects of participatory methods for data collection and research work	
Content:	**Module 1:** Participatory Research: concept, importance, evolution; approach and practice in development research and administration.	10 hours
	Module 2: Participatory Rural Appraisals Tools and techniques; Social Map, Resource map, Focussed Group Discussions, Seasonality mapping, Venn diagram, Time line, Process Map, Cause Effect diagram	20 hours
	Module 3: PRA tools for monitoring and evaluation of welfare programmes, impact assessments of programmes and projects; data analysis	10 hours
	Module 4: Practical component – report preparation using PRA tools for data collection	20 hours
Pedagogy:	Lectures, field visits, practicals, discussions	

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Recommended Readings:	Creswell, John W. (1994). Research Design: Qualitative, Quantitative and Mixed Methods: Approaches. London: Sage Publications.
	Goode, William J. &Hatt, Paul K. (2006). Methods in Social Research. USA: McGraw Hill Book Company, 1st Indian Reprint.
	Mukherjee Amitava. (2015). Frontiers in Participatory Rural Appraisal and Participatory Learning Action, Practical Action Publishing,
	N Narayanasamy (2009). Participatory Rural Appraisal: Principles, Methods and application, Sage Publication
	Nachmias, David & Nachmias, Chava. (2008). Research Methods in the Social Sciences. (7th edition). New York: St. Martin's Press Inc.
	Pai Panandikar, V.A. (Ed.). (1997). A Survey of Research in Public Administration 1980- 1990. Delhi: Konark Publishers Pvt. Ltd.
	Somesh Kumar, Methods of Community Participation, A complete guide for practioners. (2002), Vistaar Publication Ltd
	Young, Pauline V. (2008). Scientific Social Surveys and Research (4th Edition). New Delhi: PHI Learning.
	Silverman, David (Ed.) (2012), Qualitative Research: Issues of Theory, Method and Practice. New Delhi: Sage Publications India Pvt. Ltd.
	Singleton Jr, Royce A.& Straits, Bruce C. (1999). Approaches to Social Science Research, Oxford: Oxford University Press.
	UK Commission on Social Sciences. (2004). Great Expectations: The Social Sciences in Britain. London: Transaction Publishers.
	White, Jay D. & Adams, Guy B. (Eds.). (1994). Research in Public Administration Reflection on Theory and Practices. London: Sage Publications.
Learning Outcomes	Students will be equipped with knowledge and skills for conducting development research using participatory methods.

Programme: M. A. Public Administration
Title of the Course: Community Engagement and Rural Development
Course Code: IDTPO-102/ PAPR-505
Number of Credits: 4
Effective from AY: 2022 – 2023

Prerequisite for	Under Graduate degree in any discipline

the course:		
Objectives:	1. To enable students to understand rural society 2. To familiarise students with community development programmes and train them to prepare proposals for community development 3. To train students in participatory research methods 4. To enable students to understand rural institutions and their functioning by engaging with these institutions 5. To enable students to understand Human Rights based approach to Rural Development	
Content:	1. Meaning and Characteristics of Rural Society and Rural Development, Distinction between rural and urban	4 hours
	2. Participatory Rural Appraisal Methods & Techniques – Transect Walk, Seasonal Calendar, Venn Diagram, Daily Routine Charts, Timeline, Flow Diagram, Interviewing, Preference ranking, Mapping and Modelling (Social, Resource and Topical Mapping & other methods)	6 hours
	3. Rural Resilience in relation to Environmental and Livelihood issues: Climate Change, Habitat degradation, Water conservation and Waste management.	4 hours
	4. Local Bodies: Panchayats, Gram Sabhas, Village Committees; Gram Panchayat Development Plan (GPDP).	4 hours
	5. Institutions in Rural Development: Schools, Health Centres, Self Help Groups, Cooperatives, Farmers Clubs.	4 hours
	6. Human Rights and Rural Development; Rural Poverty – nature and extent	4 hours
	7. Community Development: Introduction, Objectives, Approaches, Programmes.	4 hours
	8. Field Component (to be carried out in Unnat Bharat Abhiyan (UBA) adopted villages): Planning for Community Development, Gram Panchayat Development Plan (GPDP), Situational Analysis, Participatory Rural Appraisal (PRA).	60 hours
Pedagogy:	Lectures/ assignments/field visits/learning by engaging with the rural community	
Recommended Reading:	Chatterjee, Shankar (2011)., Implementation of Rural Development, New Delhi: Serials Publication Pvt. Ltd. Desai, A.R. (2009). Rural Sociology in India, Mumbai: Popular Prakashan. Desai, Vasant (2012). Rural Development in India, Mumbai: Himalaya Publishing House. M.J. Vinod and Meena Deshpande (2013). Contemporary Political Theory, New Delhi: Axis Publications. Mukerjee, Neela (2003). Participatory Rural Appraisal, New Delhi: Concept Publisher Narayanaswamy, N. (2009). Participatory Rural Appraisal: Methods and Application, New Delhi: Sage Publication Rani, K.S. (2011). Peoples Participation in Development, New Delhi: Discovery Publishing House. Singh,Preeti (2010). Panchayati Raj Institutions and Rural	

	Development, Delhi: Axis Publication Somesh Kumar (2002). Methods for Community Participation: A complete guide for practitioners.Vistaar Sudharshu, Shekhar (ed.) (2003), Regional Planning in India, vol-I and II, New Delhi: Anmol Publications. Vijayakumar, K. (2011). Empowerment of weaker section future planning and strategies for Rural Development in India, New Delhi: Serials Publication Pvt. Ltd. **Other Readings** EPW Issue on Rural Affairs Vol. 53, Issue No. 51, 29 Dec, 2018 Government Reports on Rural Development of Goa and India Participation Pays by Praxis (http://www.praxisindia.org/PARTICIPATIONPAYS.php) Rural Community Engagement, National Council of Rural Institute, Department of Higher Education, MHRD The Human Rights based approach to development in the era of globalisation, (https://www.ohchr.org/Documents/Issues/Development/RTDBook/PartIIChapter8.pdf)
Learning Outcomes:	Students will be able to 1. Understand theoretical and practical aspects of rural planning and development. 2. Prepare community development plans. 3. Carry out research on rural development and engage with rural institutions

PUBLIC ADMINISTRATION GENERIC ELECTIVE COURSES
Programme: M. A. Public Administration
Title of the Course: Citizen-Centric Administration
Course Code: PATE-501
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objectives:	This course is designed to acquaint the student both with participatory and rights-based approaches to good governance and citizen centric administration. Students will be exposed to various cases of citizen initiatives.	
Content:	**Module 1:** Concept of Citizen Centric Administration: Concept, Evolution, Features and Significance. Rights and Obligations of Citizens; Civic Culture. Service provision and developmental functions of the Government.	15 hours
	Module 2: Citizen Charter - Evolution, Features and Applications. Social Audit - Evolution, Features and Applications. Citizens'	15 hours

	Participation in Administration: Concept, Significance and Limitations. Citizen Engagement initiatives of GoI (My-Gov) at national level; Select state government initiatives (Bhagidari, Delhi; Citizen Report Card, Bengaluru)	
	Module 3: Right to Information Act, 2005. Lok Pal and Lok Ayukta in India. Grievance – Meaning; Agencies for Redressal of Grievances at centre and state levels in India	15 hours
	Module 4: Consumer Protection: Concept and Rationale. Consumer Protection Act, 1986. The Goa (Right of Citizens to Time-Bound Delivery of Public Services) Act, 2013.	15 hours
Pedagogy:	Lectures and special talks/lectures from experts as well as practitioners from the civil service will be organized to establish links between theory and practice and develop the student's critical skills.	
Recommended Readings	Bakshi, P.M. (2008). Consumer Protection and Professionals reported in Law India, the ILI Publication. Biswal, T. (2016). Governance and Citizenship. Jaipur: Rawat Chaudhary, R.N.P. (2010). Consumer Protection Law: Provisions and Procedure. Deep & Deep, New Delhi. Chakrabarty, Bidyut and Prakash Chand. (2016). Public Policy: Concept, Theory and Practice. New Delhi: Sage Government of India Second Administrative Reforms Commission. (2008). 'Refurbishing of Personnel Administration – Scaling New Heights', Tenth Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi. Government of India Second Administrative Reforms Commission. (2009). 'Promoting e Governance: The Smart Way Forward', 11th Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi. Government of India Second Administrative Reforms Commission. (2009). 'Citizen Centric Administration - The Heart of Governance', Twelfth Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi. Public Affairs Centre. (2007). India's Citizen's Charters- A Decade of Experience, Public Affairs Centre: Bangalore Singh, Shivani. (Ed.) (2016). Governance: Issues and Challenges. Sage: New Delhi	
Learning Outcomes	Students will understand the components of good governance and citizen centric administration.	

Programme: M. A. Public Administration
Title of the Course: Administration of NGOs
Course Code: PATE-502
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme
Objective:	This course is designed to prepare future NGO and Public Administrators to understand the theoretical conceptualization of the NGO and the NGO Sector in the framework of a developing economy and society.
Content:	**Module 1:** Non-Governmental Organisations (NGOs): Concept, Rationale and Scope. National Policy on the Voluntary Sector 2007. NGO-Government Interface in India with special reference to the NITI Aayog, Ministries and Departments 15 hours **Module 2:** Organisational Forms and Governance Structures of NGOs: Trust; Society; Company. NGO-Government & NGO-Private sector partnerships: Rationale and practice. Sources of NGO Funding; Government and Foreign Grants: Eligibility, Requirements & Procedures with special reference to Foreign Contributions 15 hours **Module 3:** Issues of Governance; Capacity Building; Autonomy; Ethics. Accountability of NGOs: Rationale, Mechanisms and Problems. Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements 15 hours **Module 4:** Case Studies (objectives, structure and working): Self Employed Women's Association (SEWA); Red Cross Society of India; Voluntary Action Network India (VANI); OXFAM India 15 hours
Pedagogy:	Lectures, case study analysis, presentations and field trips
Recommended Readings	Bava, N. (ed.) (1997). Non-Government Organisations in Development: Theory and Practice. New Delhi: Kanishka Publishers. Chandra, Suresh. (2015). Non-Government Organisations. Jaipur: Rawat. Dantwala, M. L., Sethi Harsh and Pravin Visaria (eds.) (1998) Social Change Through Voluntary Action. New Delhi: Sage. Government of India (2007). Report of the Steering Committee on Voluntary Sector for The Eleventh Five-Year Plan (Planning Commission (2007). New Delhi: Planning Commission. Handy, C. (1990). Understanding Voluntary Organizations – How to make them Function Effectively. London: Penguin Books. Jain, R. B. (1995). NGOs in Development Perspective. New Delhi: Vivek Prakashan. Self Employed Women's Association http://www.sewa.org/ Mohanty M. and Singh A. (n.d) Voluntarism and Government: Policy, Programme and Assistance, Voluntary Action Network India (VANI). http:pcserver.nic.in/ngo/reports.aspx NanavatyMeher and Kulkarni P. (1998). NGOs in the Changing Scenario. New Delhi: Uppal Publishing House OXFAM India.www.oxfamindia.org. SEWA sewa.org Voluntary Action Network India. www.vaniindia.org. (VANI)
Learning Outcomes	1. At the end of the course the student will have an understanding of the commonly adopted organizational forms and governance structures of

	NGOs; issues of governance, capacity building and accountability; funding sources, making grant applications and project proposals; and also gain an understanding of the NGO-Government interface and its impact on the working of NGOs
	2. Case studies of international and domestic NGOs will further their understanding and equip them to work as managers in the NGO sector

Programme: M. A. Public Administration
Title of the Course: Environment Administration
Course Code: PATE-503
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objectives:	This course introduces students to environmental policy, with a focus on India. It will examine the nature and scope of environmental, energy and natural resource problems; contrasting perspectives on their severity and policy implications; scientific, economic, political, and institutional forces that shape policymaking and implementation; approaches to environmental policy analysis; and a deep dive into select issues in environmental policy both within India and globally.	
Content:	**Module 1:** Environment: Key Concepts and Issues: Climate, Biodiversity, Waste Management, Air, Water, Energy, Ecosystem Balance; Natural Resource Conservation & Management; Environmental Hazards and Risk Management; Environmentally Sustainable Development; Corporate Social Responsibility	15 hours
	Module 2: Environmental Policy: Introduction to Environmental Policies. Environmental Economics & Regulatory Framework. Environmental Impact Assessment: Impact Prediction, Evaluation and Mitigation. Strategic Environmental Assessment (SEA); Forecasting Environmental Changes	15 hours
	Module 3: Environmental Administration: Law and Institutions. Overview of Laws and Institutions for Environmental Administration in India. Central Pollution Control Board: Structure, functions and role. State Pollution Control Board: Structure, functions and role	15 hours
	Module 4: International Perspective: Global Agenda for Environment Conservation; Sustainable Development Goals and Environment; Climate Change and Environmental Justice. Case Studies**.** Role of Biodiversity Board, National Green Tribunal.	15 hours
Pedagogy:	Lectures and Case Study discussions	
Recommended Readings	Bhatt, M.S., Ashraf, S., &Illiyan, A. (Eds.) (2008). Problems and Prospects of Environment Policy: Indian Perspective. Delhi: Aakar Books.	

	Divan, S., &Rosencranz, A. (2001). Environmental Law & Policy in India (18th edition). New Delhi: Oxford University Press.
	Dwivedi, O.P. (1997). India's Environmental Policies, Programmes and Stewardship. London, UK: Palgrave Macmillan.
	Krishnamoorthy, B. (2017). Environmental Management: Text and cases (3rd ed.). New Delhi: PHI Learning Private Limited.
	Kulkarni, V., & Ramachandra, T.V. (2006). Environmental Management. New Delhi: TERI Press.
	Roberts, J. (2011). Environmental Policy (2nd ed.). Abingdon, Oxon: Routledge
Learning Outcomes	Students will develop an understanding of environment policy and administration in India and globally.

Programme: M. A. Public Administration
Title of the Course: Office Management
Course Code: PATE-504
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	Administrative efficiency has, at its core, the systematization of organization and procedures thereby evolving work systems that are appropriate and procedures that eliminate unnecessary delays and allow the office work to be done effectively and at a reasonable cost. This course will train students to look at the setting up and working of an efficient and cost-effective office by familiarizing them with the core areas and issues of office administration	
Content:	**Module 1:** Administrative and Office Management: Nature and scope. Office organization: Role, functions and qualifications of office supervisor/office manager. Office layout and Space management	15 hours
	Module 2: Physical and Psychological factors in the office – colour, light, noise, air-conditioning, safety. Office Furniture, Machines and Equipment. Office Stationery and Supplies: standardization and codification; purchase, receipt, issue, disposal; store layout and store accounting	15 hours
	Module 3: Office communication: Role, Types & Means; handling incoming and outgoing mail. Records Management: Features of good records management; Filing, Classification and Indexing of records; Records Retention Schedules; Preservation of records and Disposal of unwanted records; Centralized and Decentralized record keeping systems	15 hours
	Module 4: Office procedure and office manuals; forms designing and control. Quantitative and Qualitative office work control. Statutory and other Meetings: Drafting, Circulation, Preparation of agenda;	15 hours

	Preparation and Confirmation of minutes and proceedings of meetings	
Pedagogy:	Lectures, site visits, guest lectures and discussions
Recommended Readings	Chopra, K. R. (2008). Office Management. Mumbai: Himalaya Books. Ghosh, Prasanta K. (2003). Office Management: Principles and Practice. New Delhi: Sultan Chand & Sons. K, Zane &Quible. (1977). Introduction to Administrative Office Management. Cambridge: Winthrop Publishers. N. P, Reddy & R.H, Appannaiah. (1990). Office Organisation and Management. New Delhi: Himalaya Publishing House. R. G, Terry. (1958). Office Management and Control: The Administrative Managing of Information. Irwin: Home Wood. Rachel, Littlefield. (1981). Management of Office Operations. New Delhi: Prentice Hall. Robinson, M. E & I. H. W, Leffingwell. (1986). Text Book of Office Management. New Delhi: McGraw Hill. S, Gadkari. (1997). Office Management for Public Administration-Principles and Techniques. New Delhi: Concept Publishing Company. Relevant Websites /Internet Sources
Learning Outcomes	Students will understand the core components of office management and their significance for effective working.

Programme: M. A. Public Administration
Title of the Course: Economic Administration
Course Code: PATE-505
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme
Objectives:	In this course the student will be familiarized with the economic models of the market and economy, key economic policies and economic legislations in India.
Content:	**Module 1:** Relevance of Economics to Public Administration. Concepts: Market Mechanism, Perfect Competition, Monopoly, Monopolistic Competition, National Income. Concept and Features: Free Market Economy, Centrally Planned Economy, Mixed Economy	15 hours
	Module 2: Sustainable Socio-economic Development; SDGs and the Indian economy. Structure and Growth of the Indian Economy. Indian Economic Reforms: Concept, Rationale and Evaluation	15 hours

	Module 3: Economic Administration: Nature and Scope. Market Failure: The Rationale for Government Intervention; State versus Market Debate. Monetary Policy: Objectives, Instruments and Administration. Fiscal Policy: Objectives, Instruments and Administration	15 hours
	Module 4: Economic Legislation (Rationale, Philosophy and Overview): Industrial (Development and Regulation) Act, 1951; Foreign Exchange Management Act, 1999; Competition Act, 2002	15 hours
Pedagogy:	Apart from regular classroom teaching, special talks/lectures from experts as well practitioners from the civil service/industry will be organized to establish links between theory and practice and develop the student's critical analysis skills.	
Recommended Readings	Bailey, S. J. (2001). Public Sector Economics: Theory, Policy and Practice (2nd ed.). London: Palgrave. Chakraborty, Lekha S. (2016). Fiscal Consolidation, Budget Deficits and the Macro Economy. New Delhi: Sage. Jha, L.K. (1986). Economic Administration in India – Retrospect and Prospect. New Delhi: IIPA. Kuchhal, S.C. (1989). Industrial Economy of India. Allahabad: Chaitanya Publishing House. Marathey, S.S. (1986). Regulation and Development. New Delhi: Sage Publications. Mishra, S.K. and Puri, V.K. (2010). Indian Economy: Its Development Experience. New Delhi: Himalaya Publishing House. Ministry of Finance, https://www.finmin.nic.in/ Ramanadham, V.V. (1965). The Working of Public Sector. Bombay: Allied Publishers. Ray, Partha (2013), Monetary Policy, Oxford Press, New Delhi United Nations. (1974). Organisation, Management and Supervision of Public Enterprises in Developing Countries. New York: U.N. https://sustainabledevelopment.un.org/?menu=1300 World Bank. (1995). Bureaucrats in Business: The Economics and Politics of Government Ownership. New York: World Bank.	
Learning Outcomes	Students will get a deeper insight into economic models of the market and the economy, industrial policies and economic legislations	

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Programme: M. A. Public Administration
Title of the Course: Disaster Management
Course Code: PATE-506
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme
Objective:	This course will introduce students to different types of disasters and their management in India.

Content:	Module 1: Disaster: Concept & Dimensions Natural Disasters: Earthquakes, Volcanic Eruptions, Floods, Cyclones, Climate Change. Man-made Disasters: Anthropogenic, Soil degradation, Desertification, Deforestation	15 hours
	Module 2: Disaster Management Act 2005. Organisational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority)	15 hours
	Module 3: Role of Information and Communication Technology Systems in Disaster Management. Interstate and International Cooperation for Disaster Management. Role of NGOs and Army in Disaster Management	15 hours
	Module 4: Disaster Risk Reduction – Sustainable Development; Disaster Preparedness; Relief and Rehabilitation; Disaster Management Training	15 hours
Pedagogy:	Lectures, case studies, role plays, mock drills, field visits, documentaries and interaction with experts in the field of disaster management	
Recommended Readings	Goel, S. L. (2006). Encyclopedia of Disaster Management. New Delhi: Deep and Deep. Govt. of India/UNDP. (2002-07). Disaster Risk Management Programme: Community Based Disaster Preparedness and Risk Reduction through Participation of Committees and Local Self Governments www.ndmindia.nic.in/EQProjects/goiundp2.0.pdf Monappa, K. C. (2004). Disaster Preparedness. New Delhi: Akshay Public Agencies. Narayan, B. (2009). Disaster Management. New Delhi: A.P.H. Publishing	
Learning Outcomes	Students will understand disasters and factors contributing to them. They will develop leadership and management skills in disaster management	

Programme: M. A. Public Administration
Title of the Course: Management of Disciplinary Proceedings
Course Code: PATE-507
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	This course will introduce students to Disciplinary Proceedings and the remedies available to public servants in India.	
Content:	Module 1: Disciplinary Proceedings: Concept and Significance. Position of Public Servants under the Constitution and Statutes. Meaning and Scope of Reasonable Opportunity. Conduct Rules	15 hours
	Module 2: Major Punishments: Suspension; Dismissal; and Termination. Minor Punishments: Censure; Withdrawal of Promotion	15 hours

	and Incentives; Pay Recovery. Fundamentals of Departmental Enquiries **Module 3:** Role and Scope of Rules of Natural Justice in Disciplinary Proceedings. Corruption/Embezzlement in Public Services. Application of Legal Measures	15 hours
	Module 4: Remedies for Public Servants against Unconstitutional and Illegal Actions of the State: 1) Departmental Remedies 2) Tribunal Remedies 3) Ombudsmanic Remedies 4) Court Remedies	15 hours
Pedagogy:	Lectures and case study method	
Recommended Readings	Basu, D. D. (2008). Constitution of India. New Delhi: Wadhwa and Company Law Publishers. Ghaiye, R. K. (1988). Law and Procedure of Departmental Enquiries. Lucknow: Eastern Book Company. Maheshwari, S.R. (2002). Administrative Reforms in India. New Delhi: Macmillan India Ltd. Massey, I.P. (1985). Administrative Law. Lucknow: Eastern Book Co. Muthuswamy, P. (1993). Swamy's Manual on Disciplinary Proceedings. Madras: Swamy Publishers. Wade, R.W. R. (1981). Administrative Law. Oxford: Clarendon .	
Learning Outcomes	The students would understand the procedures of enquiries, punishments and application of other legal measures available to employees and the employer.	

Programme: M. A. Public Administration
Title of the Course: Public Health Policy and Administration
Course Code: PATE-508
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	This course will introduce students to theoretical issues related to the challenges of Public Health Administration and implementation.	
Content:	**Module 1:** Public Health Administration – Nature, Significance and Scope. Challenges of Public Health Administration. Implementation and Evaluation of Healthcare Policies and Programmes	15 hours
	Module 2: Union Ministry of Health and Family Welfare: Organization, Functions and Role. Health Administration at the State Level: Organization, Functions and Role of Department of Health. Administration of Primary Healthcare at the Local Level	15 hours
	Module 3: Healthcare Programmes in India – Family Welfare Programme; Reproductive Child Healthcare; Immunization Programme; National Health Mission (NHM). Hospital Management: Organization, Function and Role	15 hours
	Module 4: National Institute of Health and Family Welfare: Structure, Functions and Role. Medical Council of India: Structure,	15 hours

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	Functions and Role. WHO: Structure, Functions and Role in Asia**;** Role of State Institute of Health and Family Welfare
Pedagogy:	Lectures, seminars, workshops and field trips
Recommended Readings	Ballabh, C. (2007). Health Care Services in Hospital. New Delhi: Alfa Publication. Goel, S.L. (1980). Health Care Administration. New Delhi: Sterlhoursing Publishers Goel, S.L. (2010). Organisational Structure of Health Care System and Hospital Administration. New Delhi: Deep & Deep.
Learning Outcomes	Students will understand healthcare policies and programmes including health care organization at the union, state and local levels.

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Programme: M. A Public Administration
Title of the Course: Corporate Governance
Course Code: PATE-509
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	This course will introduce students to the concept and theories of corporate governance.	
Content:	**Module 1:** Corporate Governance: Concept, Rationale and Evolution in India. Theories of Corporate Governance: Stakeholders Theory; Agency Theory; Sociological Theory. Principles of Corporate Governance with special reference to Principles of Organisation for Economic Co-operation and Development (OECD)	15 hours
	Module 2: Structure and Forms of Organisations – Ministries/Departments, Corporations, Companies, Boards and Commissions, Adhoc & Advisory Bodies, Regulatory Authorities, Public Private Partnerships; Corporate Social Responsibility	15 hours
	Module 3: Board of Directors: Types; Composition & Functions. CEO: Appointment, Functions & Role. Rights and Privileges of Share Holders and Investors	15 hours
	Module 4: Corporate Governance in Public Enterprises. Corporate Governance in NGOs. Future Trends of Corporate Governance in India	15 hours
Pedagogy:	Lectures, Discussion and field trips	
Recommended Readings	Bansal, C.L. (2005). Corporate Governance – Law Practice & Procedures with Case Studies. New Delhi: Taxman Allied Services Pvt. Ltd. Bhatia, S.K. (2004). Business Ethics and Corporate Governance . New Delhi: Deep and Deep Publication Pvt. Ltd.	

	Dewan, S.M. (2006). Corporate Governance in Public Sector Enterprises. New Delhi: Dorling Kindersley India Pvt. Ltd. Millin, C.A. (2007). Corporate Governance. New Delhi: Oxford University Press Prasad, D. (2006). Corporate Governance. New Delhi: Prentice Hall of India Pvt. Ltd.
Learning Outcomes	The student will understand various structures of corporate governance as per the nature of the organisation. Also an understanding will be gained of various aspects of corporate governance such as ethics, corporate social responsibility and current issues and problems in India.

Programme: M. A. Public Administration
Title of the Course: Ethics in Governance
Course Code: PATE-510
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	The aim of this course is to acquaint the students with the concept and philosophy of ethics with special reference to ethics in public life and accountability of public services in India.	
Content:	**Module 1:** Ethics: Concept and Significance; Introducing Key Concepts: Right, Duty, Obligation, Virtue, Freedom, Equality, Compassion, Fraternity, Karma, Purusharthas, Dharma, Rta (Cosmic Order). Contribution of Kautilya (Character Building, Measures to tackle Corruption), Vivekananda (Practical Vedanta and Idea of Daridra-Narayana) and Mahatma Gandhi (Satyagraha and Truth). Contribution of Western Administrative Thinkers to Ethics with special reference to Socrates (Moral Theory), Immanuel Kant (Deontological Theory) and J.S. Mill (Utilitarianism)	15 hours
	Module 2: Presuppositions of Ethics: Freewill, Self, God. Applied Ethics: Issues of Inequality, Prejudice & Discrimination, Abortion, Foeticide, Suicide, Animal Killing, Environment Degradation, Capital Punishment. Nature of Moral Dilemmas	15 hours
	Module 3: Ethics in Public Life: Civil Service Neutrality and Anonymity. Significance of Ethical and Moral Values in Governance. Code of Ethics and Code of Conduct for Civil Services in India	15 hours
	Module 4: Probity in Governance – Corruption: Concept and Causes. Overview of Institutional Arrangements for fighting Corruption in India. Work Culture – Concept, Significance and Characteristics of a good work culture. Case Studies on Ethics in Public Administration	15 hours
Pedagogy:	Lectures and discussions	

Recommended Readings	Arora, R. K. (2008). Ethics in Governance: Innovations Issues and Instrumentalities. Jaipur: Rawat. Arora, Ramesh K. (Ed.) (2014) Ethics, Integrity and Values in Public Service. New Delhi: New Age International Bhattacharya, Mohit. (2007). LokPrashasanKeNayeAyaam. New Delhi: Jawahar Publishers and Distributors. Fox, W. (2009). A Theory of General Ethics – Human Relationships, Nature and The Built Environment. New Delhi: PHI Learning Gandhi, Mahatma (2009). Hind Swaraj. Delhi: Rajpal& Sons Ghere, R. K. & Frederickson, H. G.(Eds.). (2007). Ethics in Public Management. New Delhi: PHI Learning. Lillie, William (1948). Introduction to Ethics. Methuen: London Rangarajan, L.N. (ed.) (1987). The Arthashastra. New Delhi: Penguin Books Vivekananda (3rd Vol.). Complete Works of Swami Vivekananda. Kolkatta: Advaitya Ashram. http://www.advaitaashrama.org/cw/content.php
Learning Outcomes	This course will help students develop and understand about the importance of integrity in public life and the problem solving approach to issues and conflict. It will enhance their skills of ethical decision making.

Programme: M. A. Public Administration
Title of the Course: Education Policy and Administration
Course Code: PATE-511
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	To familiarize the students with the concepts of various systems of education and educational administration in India.	
Content:	**Module 1:** Educational Administration: Concept, Significance and Scope. Concepts: Universalization of Elementary Education, Non-Formal Education, Vocationalization of Secondary Education, Autonomous Colleges. Problems and Challenges of Educational Administration	15 hours
	Module 2: National Policy on Education, 1986 as modified in 1992 (Plan of Action, 1992); NEP 2020. Education and Five-Year Plans: Approaches, Priorities and Investments; RTE Main Features; Organisation and administration of an Indian University	15 hours
	Module 3: Organization and Administration of Education at the Central Level with special reference to the Ministry of Education. University Grants Commission: Structure, Functions and Role. National Council of Educational Research and Training: Structure, Functions and Role	15 hours
		15 hours

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	Module 4: Socio-economic Problems of Educational Development – Equality of Opportunity, Employment and Productivity. Nation Building and Citizenship; Globalization and Education. Implementation and Evaluation of Sarva Siksha Abhiyan
Pedagogy:	Lectures, case studies, policy analysis exercises, seminars and presentations.
Recommended Readings	Goel, S. L. (1994). Education Policy and Administration. New Delhi: Deep and Deep Publication. Government of India. (1966). Report of the Education Commission. Manning, Kathleen. (2017). Organisational Theory in Higher Education. New York: Routledge. Mukherji, S. N. (1962). Administration of Education, Planning and Finance. Baroda: Acharya Book Depot.
Learning Outcomes	Students will understand the Education Policy in India as well as schemes and programmes introduced to promote access to education and quality education.

Programme: M. A. Public Administration
Title of the Course: Labour Policy and Administration
Course Code: PATE-512
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	This course covers the theory and policy of Labour in India. It covers the institutional structure dealing with labour administration at union and state levels in India.	
Content:	**Module 1:** State and Labour: Theoretical Aspects. Indian Labour: Characteristics. Industrialization and Growth of Indian Labour	15 hours
	Module 2: Evolution of Labour Policy in India. Labour Policy and Five Year Plans. Labour Policy with special reference to Terms and Conditions of Employment; Industrial Relations and Wages	15 hours
	Module 3: Organisation, Functions and Role of Union Ministry of Labour and Employment; Labour Bureau and Directorate General of Labour Welfare of Government of India; Labour Department at the State Level	15 hours
	Module 4: Labour Policy and Legislation in India. Employee Welfare: Concepts; Significance; Approaches. Second National Commission on Labour	15 hours

Pedagogy:	Lectures, self-study method, audio visuals techniques, brainstorming on various issues, power point presentation, study visits to industries
Recommended Readings	Government of India. (1969). Report of the National Commission on Labour. Jagdish (ed.) (2004). Labour Welfare Administration: Theories and Legal Provisions. New Delhi: Akansha. Kumar, Anil. (2003). Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws. New Delhi: Deep and Deep Publication.
Learning Outcomes	Students will understand concepts and dimensions related to labour policy and administration, employee welfare.

Programme: M. A. Public Administration
Title of the Course: Regulatory Governance
Course Code: PATE-513
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	The course deals with rationale of regulatory governance. The key areas covered are the theoretical perspectives of regulatory governance and some key sectors where regulatory agencies have been set up in India post 1991.	
Content:	**Module 1:** Regulation – Concept, Rationale and Theories. Regulatory Governance: Concept, significance and limitations. Independent Regulatory Commission: Concept and Rationale	15 hours
	Module 2: Regulatory Failure: Reasons and Remedies. Independence of Regulator Transparency and Accountability of Regulator	15 hours
	Module 3: Sectoral Regulation: Telecom Regulatory Authority of India (TRAI) – Structure, Functions and Role; Insurance Regulatory and Development Authority of India (IRDAI) – Structure, Functions and Role; Central Electricity Regulatory Commission (CERC) – Structure, Functions and Role.	15 hours
	Module 4: University Grants Commission (UGC): Composition, Functions and Role. Food Standards and Safety Authority of India (FSSAI): Structure, Functions and Role. Central Pollution Control Board (CPCB): Composition, Functions and Role	15 hours
Pedagogy:	Lectures, seminars, group work, assignment writing, tutorials and presentations	
Recommended Readings	Baldwin, R., Cave, M., & Lodge, M. (2011) Understanding Regulation: Theory, Strategy and Practice (2 nd ed.). London: Oxford University Press. Government of India, (2006) Second Administrative Reforms Commission, Creating an Effective Regulatory Framework, 13th Report Chapter 6, New Delhi: Ministry of Personnel. Public Grievances and Pensions, Department of Administrative reforms and Public Grievances Government of India, Approach to Regulation: Issues and Options, Planning commission New Delhi.	

	Government of India, Report of the Working Group on Business Regulatory Framework, Towards Optional Regulatory Government in India, New Delhi: Government of India . Retrieved from planningcommission.nic.in/aboutus/committee/.../wg,,,brf 2013.pdf Government of India, Approach to Regulation of Infrastructure, Planning commission Retrieved from infrastructure.gov.in/event-Regulation_Law_and_Policy_final.pdf . Rosenbloom, D.H. (1989) Public Administration: Understanding Management, Politics and Law in the Public Sector, New York : McGraw-Hill Book Company. Online Sources: www.trai.gov.in www.cercind.gov.in www.fssai.gov.in www.ugc.ac.in www.irdai.gov.in www.cpcb.nic.in
Learning Outcomes	Students will understand the importance and systems of regulatory governance

Programme: M. A. Public Administration
Title of the Course: Public Enterprise Management
Course Code: PATE-514
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	This course discusses the concept and role of public sector enterprises, governing boards, privatization and performance of central public sector enterprises in India. Issues of management, control, pricing and finally public sector reforms will also be covered in this course.	
Content:	**Module 1:** Public Enterprise: Concept, Rationale and Objectives. Role of Public Sector in the Indian Economy. Industrial Policy Resolutions and Public Sector Enterprises	15 hours
	Module 2: Governing Boards: Types, Functions, Size and Composition. Legislative Control over Public Enterprises. Ministerial Control over Public Enterprises.	15 hours
	Module 3: Pricing and Public Enterprises. Public Sector Reforms: Rationale; Performance Contract System/Memorandum of Understanding (MOU); Professionalisation of Public Enterprise Boards of Governance in India	15 hours
	Module 4: Disinvestment: Objectives, Methods, Machinery and Assessment. Privatisation: Theory, Objectives, Methods, Procedure, and Assessment; Lessons from the U.K. Experience. Contracting Out: Concept & Rationale; Contracting Out Local Services	15 hours
Pedagogy:	Course material will be supplemented by activities like case study discussions and interaction with experts.	

Recommended Readings	Bailey, S.J. (2001). Public Sector Economics: Theory, Policy and Practice. 2nd ed. London: Palgrave Bos, D. (1991). Privatization: A Theoretical Treatment. Oxford: Oxford University Press. Dubhashi, P.R. (1976). Economics, Planning and Public Administration. Bombay: Somaiya Publications Pvt. Ltd. Jha, L.K. (1986). Economic Administration in India – retrospect and prospect. New Delhi: IIPA Khera, S.S. (1977). Government in Business. New Delhi: National Publishing House Relevant websites including dpe.nic.in; finmin.nic.in .
Learning Outcomes	The student will develop public speaking, critical thinking, group work and presentation skills

Programme: M. A. Public Administration
Title of the Course: Police Administration
Course Code: PATE-515
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objective:	This course will introduce students to the complex role of police in contemporary society.	
Content:	**Module 1:** Police Administration: Evolution; Concept and Significance. Police: Powers and Functions. Reforms in Police Administration after Independence. Crime: Types, Causes and Remedies	15 hours
	Module 2: Police set up at National Level: Organisation, Functions and Role. Police set up at State Level: Organisation, Functions and Role. Police set up at District Level: Organisation, Functions and Role. Police set up at Local Level: Organisation, Functions and Role	15 hours
	Module 3: Police Personnel: IPS and State Police Service. Recruitment, Promotion, Training, Conduct and Discipline	15 hours
	Module 4: Community Policing: Concept, Role and Significance. Police and Human Rights: Emerging Issues and Challenges. Police and Women	15 hours
Pedagogy:	Lectures, discussions, short films, role plays, field visits, case studies, visits to police stations.	
Recommended Readings	Chaturvedi, J. C. (2006). Police Administration and Investigation of Crime. New Delhi: Isha Books. Ghosh, G. (2010). Re-legitimizing Indian Police. New Delhi: Radha Publication.	

	Ghosh, S. (1973). Police Administration: Organization and Procedure. Eastern Law House.
	Ghosh, S.K. & Hummer, Don. (2008). Encyclopedia of Police in India. Volume I. New York: Taylor & Francis Group.
	Hunter, R.D., Barker, T & Mayhall, P.D. (2010). Police Community Relations and the Administration of Justice. Prentice Hall.
	Jim, R &Rustamji, K.F. (1993). Handbook of Police Administration. CSR Press. New Delhi: Ashish Publishing House.
	Rohit, C. (2009). Policing: Reinventing Strategies in a Marketing Framework. New Delhi: Sage Publication.
	Rohtagi, M. (2007). Spy System in Ancient India. New Delhi: Gyan Books Pvt. Ltd
	Srivastava, A. (1999). Role of Police in a Changing Society. New Delhi: APH Publishing.
	Subramanian, K. S. (2007). Political Violence and the Police in India. SAGE Publications India.
	Swanson, C. R., Territo, L., & Taylor, R. W. (2011). Police Administration: Structures, Processes, and Behavior. Prentice Hall
Learning Outcomes	The students will develop analytical and critical skills and develop an understanding of working of police administration.

Programme: M. A. Public Administration
Title of the Course: Organisational Psychology
Course Code: PATE-516
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme	
Objectives:	This course will introduce students to basic concepts of Organisational Psychology including functional aspects of Organizational Psychology such as human relations, employment, attitudes, groups, personality and work stress.	
Content:	**Module 1:** Organisational and Industrial Psychology: Concept, Nature and Scope. Leadership: Concept; Theories – Trait; Situational; Behavioural. Employee Needs: Concept, Hierarchy of Needs and Need Satisfaction	15 hours
	Module 2: Attitude: Concept, Nature and Significance. Industrial Morale: Concept, Nature and Determinants. Motivation of Industrial Employees: Concept and Determinants	15 hours
	Module 3: Personality: Concept, Significance and Types. Job Satisfaction: Concept, Significance and Determinants. Groups: Concept, Types and Inter-Group Relations	15 hours
		15 hours

	Module 4: Fatigue: Concept, Causes and Remedies. Monotony and Boredom: Concept, Causes and Effects. Work Stress and its Management
Pedagogy:	Lectures, role play, case studies, discussions and interaction with experts.
Recommended Readings	Brown, J.A.C. (1954). The Social Psychology of Industry. U.K.: Penguin. Buchanan, David A. (Ed.) (2016). Organizational Behaviour (9th edition). U.K.: Boffin Cooper, Cary L. (Ed.) (2000). Industrial and Organizational Psychology: Linking Theory with Practice. USA: John Wiley and Sons Ganguli, H.C. (1983). Structure and Process of Organization. Mumbai: Asia Publishing House. Katz and Kahn.(1979). Social Psychology of Organizations. USA: Wiley. Luthans, Fred. (2010). Organizational Behavior. New York: McGraw-Hill Education McShane, Steven, Lattimore (2015); Organisational Behaviour, 5th edition; New York: Mcgraw-Hill Norman, R. F. Maier. (1970). Psychology in Industry. Oxford and IBH. Schein, Edgar. (1988). Organizational Psychology. USA: Prentice Hall. Stephan P. Robbins, Seema Sanghi, Timothy Judge. (2009). Organizational Behaviour: Concepts, Controversies and Applications. New Delhi: Pearson 13th Edition. Zedeck, Sheldon (2011). APA Handbook of Industrial and Organizational Psychology (Part of the APA Handbooks in Psychology Series and APA Reference Books Collection). USA: APA.
Learning Outcomes	This course will help students understand the human and psychological aspect of organisation. In the course of the semester they will develop skill in public speaking, critical thinking, group work and presentation skills.

Programme: M. A. Public Administration
Title of the Course: Organisational Development and Administrative Improvement
Course Code: PATE-517
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme
Objective:	To promote the understanding of administrative efficiency; organisational development and administrative improvement are important aspects of administrative management. A study of the reports of the Government of India Commissions on Administrative Improvement and Reforms and the working of the O&M Division of the Government of India will link the theoretical and operational aspects of administrative improvement in public administration.

Content:	**Module 1:** Introduction to Organisation Development: Concept, Relevance, History & Evolution; Concept of Organizational culture. The Nature of Planned Change: Theories, Models, Types & Change Agents. Challenges of Organizational Change: Cultural, Institutional and Technological	15 hours
	Module 2: Organizational Learning and Transformation; Determinants of Organizational Design. Diagnosing the Problem Intervention strategies for organization development – Individual, Group & Interpersonal Interventions. Organisational Analysis and Development of Organisational Structure	15 hours
	Module 3: Human Resources: Systems and Processes. Role of Human Resource in Organizational Change and Development. HRM Interventions: Goal Setting, Performance Appraisal and Reward Systems. Managing Workforce Diversity	15 hours
	Module 4: Techniques of Administrative Improvement: Organisation and Methods; Qualitative and Quantitative Work Control. Innovations in Management: Quality Circles, Total Quality Management; Management by Objectives. Performance Measurement in Administration: Working of O&M Division of Government of India; Pay Commissions and Administrative Improvement	15 hours
Pedagogy:	Lectures and Discussions	
Recommended Readings	Currie, R. and Faraday. (1972). Work Study. London: Pitman. Government of India. (2008). Ministry of Personnel, Public Grievances and Pension. Government of India. (2008). Second Administrative Reforms Commission Reports. Maheshwari, S. R. (2002). Administrative Reforms in India. New Delhi: Macmillan India Ltd. Maheshwari, S. R. (2006). Indian Administration. New Delhi: Orient Longman Private Limited. Reddin, W.J. (1971). Effective Management by Objectives. New York: McGraw Hill. Srinath, L.S. (1996). PERT and CPM – Principles and Applications. New Delhi: Affiliated East-West Press. United Nations. (1972). Use of Modern Management Techniques in the Public Administration of Developing Countries. New York.	
Learning Outcomes	The students will develop an understanding of the ways in which change can be managed in an organisation at the operations and policy planning levels	

Programme: M. A. Public Administration
Title of the Course: Administrative Law
Course Code: PATE-518
Number of Credits: 4
Effective from Academic Year: 2022-2023

Course prerequisite:	Registration in the MA Public Administration Programme
Objective:	To develop in students an understanding of the various components of administrative law along with the principles of natural justice, rule of law, administrative legislation and adjudication. Administrative Law is an integral part of Public Administration and the basis of administrative activity and its control.
Content:	**Module 1:** Meaning, Growth and Scope of Administrative Law. Distinction between Constitutional Law and Administrative Law (Droit Administratif). Concept of Rule of Law and Principles of Natural Justice. **15 hours** **Module 2:** Delegated Legislation: Need, Classification and Safeguards. Judicial Review of Administrative Action; Principles and Modes Liability of the Administration; Contract **15 hours** **Module 3:** Administrative Tribunals: Concept, Rationale and Types. Central Administrative Tribunal: Structure, Function and Role. Central Vigilance Commission: Structure, Functions, Role and Significance **15 hours** **Module 4:** Institution of Ombudsman: Concept and Genesis. Lok Pal and Lok Ayukta in India: Significance, Functions and Role. Fundamentals of Departmental Proceedings: Suspension, Charge sheet, Enquiry and Penalties **15 hours**
Pedagogy:	Study and analysis of case law
Recommended Readings	Diwan, P. (2007). Indian Constitution (2nd ed.). Allahabad: Law Agency. Kagzi, M. C. J. (2008). Indian Administrative Law (2nd ed.). Delhi: Metropolitan. Massey, I.P. (2008). Administrative Law. New Delhi: Eastern Book Company. Mehta, S.M. (1990). Indian Constitutional Law. New Delhi: Deep and Deep. Sathe, S.P. (1998). Administrative Law (6th ed.). Bombay: Tripathi. Sharma, S.K. (2007). Directive Principles and Fundamental Rights. New Delhi: Deep and Deep. Swami, P.M. (1989). Swami's Manual of Disciplinary Proceedings for Central Government Employees. Madras: Swami Publishers. Upadhyaya, J.J.R. (2016). Administrative Law. Prayagraj: Central Law Agency
Learning Outcomes	By the end of the course, a student would comprehend the significance of the rule of law, administrative law and the quasi-legislative, quasi-judicial procedures within administration