GU/Acad –PG/BoS -NEP/2024/714                          Date: 23.12.2024

## CIRCULAR

In supersession to the Circular No. GU/Acad–PG/BoS -NEP/2024/393 dated 05.08.2024, the Syllabus of the **Master of Arts in Public Administration** Programme is enclosed with following changes:

- Added Discipline Specific Elective Course in Semester I, PAD-527 'Urban Policy and Planning'

- Added Research Specific Elective Course in Semester IV, PAD-605 'Introduction to Data Management and Visualization'.

The Dean, Manohar Parrikar School of Law, Governance and Public Policy is requested to take note of the above and bring the contents of the Circular to the notice of all concerned.

ASHWIN VYAS LAWANDE
Digitally signed by ASHWIN VYAS LAWANDE
Date: 2024.12.23 12:12:29 +05'30'

(Ashwin V. Lawande)
Deputy Registrar – Academic

To,
1. The Dean, Manohar Parrikar School of Law, Governance and Public Policy, Goa University.
2. The Chairperson, BoS in Public Administration.
3. The Programme Director, M.A. in Public Administration, Goa University.

Copy to:
1. The Controller of Examinations, Goa University.
2. The Assistant Registrar, PG Examinations, Goa University.
3. Directorate of Internal Quality Assurance, Goa University for uploading the Syllabus on the University website.

**PUBLIC ADMINISTRATION PROGRAMME**
**MANOHAR PARRIKAR SCHOOL OF LAW, GOVERNANCE & PUBLIC POLICY**

**M.A. Public Administration Syllabus following the Choice-based Credit System**
**Total 80 credits**
**About the Programme**:
The M.A. Programme in Public Administration is a multi-disciplinary Programme taught over 4 semesters and designed to enable students to be absorbed into jobs in the public and NGO sectors. The Programme integrates theoretical and practical perspectives in the field of Public Administration.

**Prerequisites for Admission:**
The prerequisite for admission into the M.A. Public Administration Programme is the minimum prescribed percentage in a Bachelor's Degree in any subject and as per Goa University Ordinance for admission.

**Semesters and Courses**:
The Manohar Parrikar School of Law, Governance and Public Policy offers a two-year M.A. Programme in the subject of Public Administration taught over 4 semesters. The M.A. Programme is governed by Goa University Ordinances and in line with the National Education Policy 2020.

**M.A. Public Administration Programme**

**The Course and Credit Distribution is as follows:**

| Courses | SEM1 | SEM2 | SEM3 | SEM4 | Total Credits |
|---|---|---|---|---|---|
| **Discipline Specific Core Courses** | 16 | 16 | | | 32 |
| **Discipline Specific Elective Courses** | 4 | 4 | | | 08 |
| **Research Specific Elective Courses** | | | 8 | 4 | 12 |
| **Generic Elective Courses** | | | 12 | | 12 |
| **Discipline Specific Dissertation** | | | | 16 | 16 |
| **Total Credits** | 20 | 20 | 20 | 20 | 80 |

**One Credit is 15 contact hours**

**The MA Public Administration Programme Courses and Semester-wise Structure:**

| Course Code | Title of the Course | Credits |
|---|---|---|
| MA Public Administration Programme | |
| Semester I | |
| Discipline Specific Core Courses – DSC | |
| **Course Code** | **Title of the Course** | **Credits** |
| PAD-500 | Administrative Theory | 4 |
| PAD-501 | Public Finance and Financial Administration | 4 |
| PAD-502 | Political Economy of India | 4 |
| PAD-503 | Indian Administration | 4 |
| **Any One Discipline Specific Elective Course - DSE** | |
| PAD-521 | Governance: Theories and Concepts | 2 |
| PAD-522 | Development Administration | 2 |
| PAD-523 | Social Systems and Welfare Administration | 4 |
| PAD-527 | Urban Policy and Planning | 4 |
| | **Total Credits in Semester I** | **20** |
| Semester II | |
| Discipline Specific Core Courses – DSC | |
| **Course Code** | **Title of the Course** | **Credits** |
| PAD-504 | Local Governance in India | 4 |
| PAD-505 | Administrative Thought | 4 |
| PAD-506 | Public Personnel Administration | 4 |
| PAD-507 | Public Policy | 4 |
| **Any One Discipline Specific Elective Course- DSE** | |
| PAD-524 | International Political Economy | 4 |
| PAD-525 | Gender, Development and State | 4 |
| PAD-526 | Project Management | 4 |
| | **Total Credits in Semester II** | **20** |
| **Compulsory 3-week Internship in the break which is a non-credit mandatory part of the programme** | |

| Semester III | | |
|---|---|---|
| **Research Specific Elective Courses** | | |
| **Course Code** | **Title of the Course** | **Credits** |
| PAD-600 | Qualitative and Quantitative Research Methodology | 4 |
| PAD-601 | Policy Analysis: Monitoring and Evaluation | 2 |
| PAD-602 | Project Design and Management | 2 |
| PAD-603 | Community Engagement and Rural Development | 4 |
| **Three Generic Elective Courses** | | |
| PAD-621 | Citizen Centric Administration | 4 |
| PAD-622 | Environment Administration | 4 |
| PAD-623 | Corporate Governance | 4 |
| PAD-624 | Organisational Psychology | 4 |
| PAD-625 | Economic Administration | 4 |
| PAD-626 | Disaster Management | 4 |
| PAD-627 | Management of Disciplinary Proceedings | 4 |
| PAD-628 | Administration of NGOs | 4 |
| PAD-629 | Public Health Policy and Administration | 4 |
| PAD-630 | Ethics in Governance | 4 |
| PAD-631 | Education Policy and Administration | 4 |
| PAD-632 | Labour Policy and Administration | 4 |
| PAD-633 | Regulatory Governance | 4 |
| PAD-634 | Public Enterprise Management | 4 |
| PAD-635 | Police Administration | 4 |
| PAD-636 | Organisational Development and Administrative Improvement | 4 |
| PAD-637 | Administrative Law | 4 |
| PAD-638 | Office Management | 4 |
| | **Total Credits in Semester 3** | **20** |
| **Semester IV** | | |
| **Course Code** | **Title of the Course** | **Credits** |
| PAD-604 | Participatory Research Techniques and Practice | 4 |
| PAD-605 | Introduction to Data Management and Visualization | 4 |
| PAD-651 | Dissertation | 16 |
| | **Total Credits in Semester 4** | **20** |
| **Total Credits in all 4 Semesters of MA Public Administration Programme** | | **80** |

**COURSE OUTLINE FOR M.A. PUBLIC ADMINISTRATION (SEMESTER SYSTEM)**

**SEMESTER I & II**

**DISCIPLINE SPECIFIC CORE COURSES**

| | |
|---|---|
| **Name of the Programme** | : **M.A. Public Administration** |
| **Title of the Course** | : **Administrative Theory** |
| **Course Code** | : **PAD-500** |
| **Number of Credits** | : **4** |
| **Effective from AY** | : **2022-2023** |

| | | |
|---|---|---|
| **Pre-requisites for the Course:** | Nil | |
| **Course Objective:** | This course will introduce students to basic concepts of Public Administration in developed and developing countries. In addition, the course will also cover new areas and developments in the field of Public Administration and theories of organization. | |
| **Content:** | **Module 1:** Meaning, Nature and Scope of Public Administration; Evolution of the discipline and its present status in developed and developing countries; New Public Administration; New Public Management; Principal-Agent Theory Concept: New Public Service; Critical Theory | **15 hours** |
| | **Module 2:** Organization: Meaning; Types: Formal and Informal Organizations; Hierarchy; Unity of Command; Span of Control; Centralization; Decentralization; The Chief Executive: Types, Functions and Role | **15 hours** |
| | **Module 3:** Line and Staff Agencies; Headquarter and Field Relationships; Concept, Process and Barriers in Communication, Supervision and Coordination | **15 hours** |
| | **Module 4**: Accountability of Administration: Legislative, Executive and Judicial; Citizen and Administration Interface: Concept and Philosophy; Citizen Charter; Administrative Reforms: Concept and Philosophy; Good Governance: Concept, Application and Rationale | **15 hours** |
| **Pedagogy:** | Lectures, special talks/lectures from experts as well as practitioners will be organized to establish links between theory and practice and develop the student's critical skills. | |
| **References** | 1. Arora, R. K. (Ed.). (1979). Perspectives in Administrative Theory. New Delhi: Associated. <br> 2. Awasthi and Maheshwari (2017). Public Administration. Agra: Lakshmi Narain Agarwal Educational Publishers. <br> 3. Bhambri, C. P. (2010). Public Administration Theory and Practice (21st ed.). Meerut: Educational Publishers. <br> 4. Bhattacharya, M. (2000). Public Administration. Calcutta: World Press. <br> 5. Bhattacharya, Mohit (2016). New Horizons of Public Administration. New Delhi: Jawahar Publishers. | |

| | 6. Denhardt, Robert B. & Denhardt, Janet V. (2000). The New Public Service: Serving Rather than Steering. Public Administration Review. 60(6): 549-559 |
| | 7. Drucker, P. F. (1999). Management: Tasks, Responsibilities, Practices. Bombay: Allied Publishers. |
| | 8. Etzioni, A. (1995). Modern Organizations. New Delhi: Prentice Hall. |
| | 9. Fadia, B.L. and Fadia, Kuldeep (2017). Public Administration in India. Agra: SahityaBhawan. |
| | 10. Government of India Second Administrative Reforms Commission. (2008). First Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi |
| | 11. Henry, N. (2012). Public Administration and Public Affairs (12th ed.). New Jersey: Prentice Hall. |
| | 12. Hersey, P., & Blanchard, K. H. (2007). Management of Organisational Behaviour (5th ed.). New Delhi. |
| | 13. Nigro, F. A., &Nigro, C. (1989). Modern Public Administration (7th ed.). New York: Lloyd Harper and Row. |
| | 14. Osborne, D., & Gaebler, T. (1993). Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector. New York: Addison Wesley. |
| | 15. Polinaidu, S. (2014). Public Administration. New Delhi: Galgotia Publications |
| | 16. Robinson, Mark (2015). From Old Public Administration to the New Public Service – Implication for Public Sector Reform in Developing Countries. Singapore: UNDP Global Centre for Public Service Excellence |
| | 17. Sharma, M.P. and Sadana, B.L. (2010). Public Administration in Theory and Practice. New Delhi: Kitab Mahal. |

| | 6. Denhardt, Robert B. & Denhardt, Janet V. (2000). The New Public Service: Serving Rather than Steering. Public Administration Review. 60(6): 549-559 |
|---|---|
| | 7. Drucker, P. F. (1999). Management: Tasks, Responsibilities, Practices. Bombay: Allied Publishers. |
| | 8. Etzioni, A. (1995). Modern Organizations. New Delhi: Prentice Hall. |
| | 9. Fadia, B.L. and Fadia, Kuldeep (2017). Public Administration in India. Agra: SahityaBhawan. |
| | 10. Government of India Second Administrative Reforms Commission. (2008). First Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi |
| | 11. Henry, N. (2012). Public Administration and Public Affairs (12th ed.). New Jersey: Prentice Hall. |
| | 12. Hersey, P., & Blanchard, K. H. (2007). Management of Organisational Behaviour (5th ed.). New Delhi. |
| | 13. Nigro, F. A., &Nigro, C. (1989). Modern Public Administration (7th ed.). New York: Lloyd Harper and Row. |
| | 14. Osborne, D., & Gaebler, T. (1993). Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector. New York: Addison Wesley. |
| | 15. Polinaidu, S. (2014). Public Administration. New Delhi: Galgotia Publications |
| | 16. Robinson, Mark (2015). From Old Public Administration to the New Public Service – Implication for Public Sector Reform in Developing Countries. Singapore: UNDP Global Centre for Public Service Excellence |
| | 17. Sharma, M.P. and Sadana, B.L. (2010). Public Administration in Theory and Practice. New Delhi: Kitab Mahal. |
| **Course Outcomes** | At the end of the course, the student will be able to: <br> 1. Understand the meaning, significance and scope of public administration and its evolution. <br> 2. Understand the basic principles of public and private Organizations. <br> 3. Analyze the techniques of management and administrative behavior. <br> 4. Interpret the cumulative role and formal and informal systems of organization. |

Issued on: 23/12/2024

| Name of the Programme | : M. A Public Administration |
|---|---|
| Title of the Course | : Public Finance and Financial Administration |
| Course Code | : PAD-501 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| Pre-requisites for the Course: | Nil | |
|---|---|---|
| Course Objectives: | This course will introduce students to concepts in Public Finance as well as structures and processes of Financial Administration in India. | |
| Content: | **Module 1:** Meaning and Significance of Public Finance and Public Financial Administration; Principles of Taxation; Tax Administration Issues and Reforms in India; Resource Mobilization: Tax and Non-Tax Sources, Public Borrowings and Deficit Financing Budget: Concept, Principles | **15 hours** |
| | **Module 2:** Types of Budgets: Line-item Budgeting; Performance Budgeting; Zero-Base Budgeting; Budget as an Instrument of Financial Administration and Public Policy Budget Preparation, Authorization and Execution with special reference to India | **15 hours** |
| | **Module 3:** Union Ministry of Finance: Organization, Functions and Role; Union-State Financial Relations; Finance Commission: Composition, Role and Functions | **15 hours** |
| | **Module 4:** Audit: Concept and types; Comptroller and Auditor General of India Legislative Control over Finances with special reference to Parliamentary Committees; Significance of Monetary and Fiscal Policy | **15 hours** |
| Pedagogy: | Lectures, discussions, seminars and budgeting exercises | |
| References/ Readings | 1. Burkhead, J. (1956). Government Budgeting. New York: Wiley Sons.<br>2. Chand, P. (2010). Control of Public Expenditure in India (2nd edition). New Delhi: Allied Publishers.<br>3. Chand, P. (2010). Performance Budgeting (2nd edition). New Delhi: Allied Publishers.<br>4. Cox, Raymond, Vetter, Daniel E., Stout and R. Gene. (1996). Financial Administration and Control. New Jersey: Wiley.<br>5. Garner, C. William. (1991). Accounting and Budgeting in Public and Non-profit Organizations: A Manager's Guide. New Jersey: Wiley.<br>6. Green, Mark T. and Thompson, Fred (1998). Handbook of Public Finance. London: Routledge.<br>7. Gupta, B. N. (2006). Indian Federal Finance and Budgetary Policy. Allahabad: Chaitanya Publishing House.<br>8. Hillman, Arye L. (2009). Public Finance and Public Policy: Responsibilities and Limitations of Government 2nd Edition. Cambridge: Cambridge University Press.<br>9. Indian Administrative Reforms Commission. (1969). Report on: (i) Financial Administration (ii) Finance, Accounts and Audit (iii) Centre-State Relations. New Delhi: Manager of Publications, Government of India. | |

| | 10. Indian Institute of Public Administration. (1983). Special Number on Administrative Accountability, Vol. XXIX (3). New Delhi. |
| | 11. Lall, G. S. (1979). Public Finance and Financial Administration in India. New Delhi: Kapoor. |
| | 12. Mahajan, Sanjeev Kumar and AnupamaPuri Mahajan (2014). Financial Administration in India. New Delhi: PHI Learning. |
| | 13. Miller, Gerald J. (2011). Government Budgeting and Financial Management in Practice. London: Routledge. |
| | 14. Reed, B. J. and Swain, John W. (1996). Public Finance Administration. 2nd Edition. Sage. |
| | 15. Shome, Parthasarathi (ed.) (2013). Indian Tax Administration: A Dialogue. New Delhi: Orient Blackswan |
| | 16. Singh, Rajiva Ranjan (2016); Challenges Of Indian Tax Administration. Gurugram: Lexis Nexus |
| | 17. Sury, M. M. (1990). Government Budgeting in India. New Delhi: Commonwealth Publishers. |
| | 18. Thavaraj, M. J. K. (2001). Financial Administration in India (6th ed.). Delhi, Sultan Chand. |

| **Course Outcomes** | At the end of the course, the student will be able to<br>1. Understand the concept and significance of public finance and financial administration,<br>2. Explain the types of budgets and budget-procedure in India<br>3. Comprehend the role of the Union Ministry of Finance and the Finance Commission in the financial administration of the country,<br>4. Evaluate the significance of Audit and Fiscal and Monetary Policy,<br>5. Present reports and develop analytical skill regarding the monetary and fiscal system in India. |

Issued on: 23/12/2024

| | |
|---|---|
| **Name of the Programme** | **: M. A. Public Administration** |
| **Title of the Course** | **: Political Economy of India** |
| **Course Code** | **: PAD-502** |
| **Number of Credits** | **: 4** |
| **Effective from AY** | **: 2022-2023** |

| | |
|---|---|
| **Prerequisites for the Course:** | Should have studied at the undergraduate level in social sciences or other disciplines with interest and knowledge of contemporary Indian politics. It is assumed that students have a basic understanding of major issues confronting India's political and economic system. |
| **Course Objective:** | The course intends to introduce students to some of the key issues relating to state and economic development in India from the independence period to the contemporary phase. It looks at both the aggregate and the sectoral spaces in India's public policy and performance with reference to the role of state, market and peoples movements and concerns. |

| **Content:** | **Unit 1: Understanding Political Economy:** Meaning Scope and Definition of Political Economy, Classical and Contemporary Approaches to Political Economy, New Political Economy | **10 hours** |
|---|---|---|
| | **Unit 2: State in India:** Historical Evolution of State, Planning, Public Sector, State in the Contemporary Sphere. | **10 hours** |
| | **Unit 3: Agriculture:** Agrarian Relations and Land Reforms, New Agricultural Strategy and Green Revolution, Agrarian Crisis | **10 hours** |
| | **Unit 4: Industry:** Inward Oriented /Import Substituting Industrialization and Licence Permit Raj, Industrial Policy Reforms, Economic Liberalization, Impact on Labour | **10 hours** |
| | **Unit 5: Social Movements in India:** Tribals, Women, Dalits, Environment | **10 hours** |
| | **Unit 6: Contemporary Concerns:** Conflicts over Water, Food Security, Digital Divide, Banking Crisis | **10 hours** |

| | |
|---|---|
| **Pedagogy:** | lectures/assignments/self-study |
| **References/ Readings** | 1. Brass, Paul R. (1992), "The Politics of India Since Independence", Cambridge University Press, Cambridge.<br>2. Byres, Terence, J. (Ed) (1994), "The State and Development Planning in India", Oxford University Press, Delhi.<br>3. Caporaso, James A, (1992),"Theories of Political Economy",Cambridge University Press.<br>4. Chatterjee, Partha (1997), "A Possible India: Essays in Political Criticism", Oxford University Press, Delhi.<br>5. Das, Arvind N. (1994),"India Invented: A Nation in the Making", Manohar, New Delhi.<br>6. Frankel, Francine R (2009),"India's Political Economy: 1947 – 2004", The Gradual Revolution, Princeton University Press, Princeton.<br>7. Khilnani, Sunil (1997),"The Idea of India, Hanush Hamilton", London.<br>8. Kohli, Atul (1990), "Democracy and Discontent: India's Growing Crisis of Governability", Cambridge University Press, Cambridge.<br>9. Kohli,Atul (2012),"Poverty amid Plenty in India", Cambridge University Press, Cambridge. |

| | 10. M, McCartney (2009), "India - The Political Economy of Growth, Stagnation and the State", 1951-2007, Routledge. |
|---|---|
| | 11. Nayyar, Deepak (1996), "Economic Liberalisation in India: Analytics, Experience and Lessons", in *R.C. Dutt Lectures on Political Economy*, Orient Longman. |
| | 12. Panagariya, Aravind (2008), "India the Emerging Giant", Oxford University Press. |
| | 13. Rudolph, L.l and S.H. (1987), "In Pursuit of Lakshmi: The Political Economy of the Indian State", University of Chicago Press, Chicago. |
| | 14. Vanaik, Achin (1990), "The Painful Transition: Bourgeois Democracy in India", Verso, London. |
| | 15. *Journals*: Economic and Political Weekly, Mainstream, Frontline |
| **Course Outcomes** | Students would be able to<br>1. Grasp the meaning and approaches to Political Economy.<br>2. Understand issues relating to state and economic development in India.<br>3. Understand Indian economy from a sectoral perspective.<br>4. Critically evaluate some of the contemporary problems that India faces. |

Issued on: 23/12/2024

| | | |
|---|---|---|
| **Name of the Programme** | : **M. A. Public Administration** | |
| **Title of the Course** | : **Indian Administration** | |
| **Course Code** | : **PAD-503** | |
| **Number of Credits** | : **4** | |
| **Effective from AY** | : **2022-2023** | |

| | | |
|---|---|---|
| **Prerequisites for the Course:** | Nil | |
| **Course Objective:** | To familiarize students with the Constitutional basis of the Indian Administrative system and critically engage with the Indian Administrative System; Case examples will be used to critically examine the institutions. | |
| **Content:** | **Module 1:** Philosophy and Features of the Indian Constitution; Union Executive: President, Prime Minister and Council of Ministers; Union Legislature – Lok Sabha and Rajya Sabha: Composition and Functions | **15 hours** |
| | **Module 2:** State Executive: Governor, Chief Minister, Council of Ministers; State Legislature: Legislative Assembly, Legislative Council; Centre-State Relations: Legislative and Administrative | **15 hours** |
| | **Module 3:** Central Secretariat: Structure, Functions and Role; Cabinet Secretariat: Significance, Functions and Role; Prime Minister's Office; Election Commission: Structure, Functions and Role; Electoral Reforms; Judiciary: Supreme Court; High Court; Judicial Review; Judicial Reforms | **20 hours** |
| | **Module 4:** Relationship between Political and Permanent Executive; Generalist and Specialist in Administration Indian Administration: Problems and Challenges | **10 hours** |
| **Pedagogy:** | Lectures, seminars, case studies and field trips | |
| **References** | 1. Arora, R.K. and Goyal R. (2020). Indian Administration: Institutions and Issues. New Delhi: New Age International.<br>2. Austin, G. (2009). Indian Constitution. Oxford: Claredon.<br>3. Avasthi, A.P. and Avasthi, A. (2017). Indian Administration. Delhi: Laxmi Narain Agarwal Publisher<br>4. Chakrabarty, B. and Chand, P. (2016), Indian Administration: Evolution and Practice, New Delhi: Sage Publication<br>5. Fadia, B.L. and Fadia, Kuldeep. (2014). Indian administration. New Delhi: Sahitya Bhavan<br>6. Fadia, B.L. and Fadia, Kuldeep. (2017). Public Administration in India. Agra: Sahitya Bhavan<br>7. Kapur, Devesh. Mehta, P.B. and Vaishnav, M. (eds.) (2007). Rethinking Public Institutions in India. New Delhi: Oxford University Press.<br>8. M. Laxmikant (2014). Governance in India. New Delhi: McGraw Hill Education.<br>9. Maheshwari (2001). Indian Administration. New Delhi: Orient Black Swan.<br>10. Sapru, Radhakrishna. (2018). Indian administration: A Foundation of Governance. New Delhi: Sage Publication. | |

| | |
|---|---|
| | 11. Sharma, M.P. and Sadana, B.L. (2010). Public Administration in Theory and Practice. New Delhi: Kitab Mahal.<br>12. Singh, H. (ed.). (2008). Indian Administration. Jaipur: Aalekh Publishers. |
| **Course Outcomes** | At the end of the course, The student will<br>1. Gain a critical, conceptual and historical understanding of the Indian Administration system.<br>2. Understand the Constitutional framework as the basis of Indian Administration,<br>3. Comprehend the functioning of the Union and State Executive,<br>4. Evaluate the relationship between the political and permanent executive,<br>5. Analyze contemporary issues in the working of administrative Institutions in India. |

| Name of the Programme | : M. A. Public Administration |
| Title of the Course | : Local Governance in India |
| Course Code | : PAD-504 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| Pre-requisites of the Course: | Nil | |
|---|---|---|
| Course Objective: | The course will help students develop an understanding of the concept and theories of deecentralization and the nature of local institutions both at the urban and rural level, including problems and challenges of urban and rural development. They will be familiarized with the various programmes implemented by local bodies. | |
| Content: | **Module 1:** Meaning and significance of Local Self Government; Historical development and landmarks in the evolution of Local Government; structures of local government in India and Goa. | **10 hours** |
| | **Module 2: Urban Governance:** Urbanisation: Concept, Trends & Challenges; Structure, Function and Role of Urban Local Bodies: Municipal Corporation; Municipal Council/Committee; Nagar Panchayat; Critical Evaluation of 74th Constitutional Amendment Act; Urban Development Programmes: Atal Mission for Rejuvenation and Urban Transformation (AMRUT); Deendayal Antyodaya Yojna – National Urban Livelihoods Mission (DAYNULM); Smart Cities | **18 hours** |
| | **Module 3: Rural Governance:** Rural Development: Perspectives, Policy & Strategies; Structure, Functions and Role of Panchayati Raj Institutions; Critical evaluation of the 73rd Constitutional Amendment Act; Rural Problems and Challenges; Rural Development Programmes: Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA); Deendayal Antyodaya Yojna – National Rural Livelihoods Mission (DAYNRLM) and major flagships programmes | **20 hours** |
| | **Module 4:** Rural-Urban Relationship; Local Government Finances; State Finance Commission; State Control over Local Bodies; Administrative Reforms in Local Governance; Decentralised Planning, District Planning Committees; Committees of urban and rural local bodies | **12 hours** |
| Pedagogy: | Lectures, discussions, presentations and field visits to understand the working of urban and rural local bodies. | |
| References | 1. Ahluwalia, Isher Judge. (2017). Urbanisation in India. New Delhi: Sage.<br>2. Arora, R. K. &Goyal, R. (1996). Indian Public Administration. New Delhi: Vishwa Prakashan.<br>3. Aziz, A. (1996). Decentralised Governance in Asian Countries. Ed. New Delhi: Sage.<br>4. Bhadouria, B. D. S. & Dubey, V. P. (1989). Panchayati Raj and Rural Development. New Delhi: Commonwealth Publishers.<br>5. Bhattacharya, Mohit. (1976). Management of Urban Government in India. New Delhi: Uppal. | |

| | 6. Burns, D. et. Al. (1994). The Politics of Decentralisation: Revitalising Local Democracy. London: Macmillan. |
| --- | --- |
| | 7. Cheema, G. S. & Ponoinelli D. (1983). Decentralisation and Development Policy Implementation in Developing Countries. Ed. London: Sage. |
| | 8. Hochgesang, T. W. (1994). Rural Local Self-Government in India. Hyderabad: NIRD. |
| | 9. Khanna, B. S. (1992). Rural Development in South Asia. 4 Volumes. New Delhi: Deep and Deep. |
| | 10. Maheshwari, S. R. (2003). Local Government in India. Agra: Lakshmi Narain Aggarwal. |
| | 11. Mathew, G. (1994). Panchayati Raj in India: From Legislation to Movement. New Delhi: ISS. |
| | 12. Mathur, S. N. (1997). Nyaya Panchayats as Instruments of Justice. New Delhi: ISS. |
| | 13. ---- (1986). Panchayati Raj Bureaucracy and Rural Development. New Delhi: IIPA. |
| | 14. ---- (1996). New Panchayati Raj in Action. New Delhi: Mittal Publication. |
| | 15. Oakley, P et. Al. (1984). Approaches to Participation in Rural Development. Geneva: I.L.O. |
| | 16. Oakley, P. (1991). Projects with People: The Practice of Participation in Rural Development. Geneva: I.L.O. |
| | 17. Oommen, M. A. & Datta, A. (1995). Panchayats and their Finance. New Delhi: ISS. |
| | 18. Oommen, M. A. (1995). Devolution of Resources from the State to the Panchayati Institutions. New Delhi: ISS. |
| | 19. Sachdeva, Pradep. (2011). Local Government in India. Delhi: Pearson |
| | 20. Sivaramakrishanan, K. C. (1993). Ed. Urbanisation in India: Basic Services and People's Participation. New Delhi: ISS.Chaturvedi, T. N &Datta, Abhijit. (1984). Local Government. New Delhi: IIPA. |

| **Course Outcomes:** | At the end of the course the student will be able to<br>1. Understand the origin, evolution and structure of local self-government in India,<br>2. To understand the concepts, trends and challenges in urban and rural governance in India,<br>3. To comprehend the nature of urban and rural development programmes<br>4. To understand the relationship between urban and rural institutions,<br>5. To analyze the role of local governance institutions in development of the state. |
| --- | --- |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
| :--- | :--- |
| **Title of the Course** | : Administrative Thought |
| **Course Code** | : PAD-505 |
| **Number of Credits** | : 4 |
| **Effective from AY** | : 2022-2023 |

| Pre-requisites for the Course: | Nil | |
| :--- | :--- | :--- |
| **Course Objective:** | This course will introduce students to theories of various classical, neo-classical and modern thinkers in the area of administration and organization. | |
| **Content:** | **Module 1:** Classical Approach: Kautilya (Principles and elements of public administration; Saptanga Theory of State; Recruitment and Training)**;** Principles of Management: Woodrow Wilson, Henri Fayol, Luther Gulick and L.B. Urwick; Scientific Management: Frederick Winslow Taylor; Bureaucratic Theory: Max Weber, Karl Marx | **20 hours** |
| | **Module 2:** Human Relations and Behavioural Approach: Elton Mayo (Hawthorne Experiments); Mary Parker Follett (Conflict and Leadership); Chester I. Barnard (Functions of Executive); Herbert Simon (Decision making) | **15 hours** |
| | **Module 3:** Chris Argyris (Immaturity-Maturity Theory); Rensis Likert (Systems Management); Motivation: Abraham Maslow (Needs Hierarchy), Frederick Herzberg (Motivation – Hygiene), Douglas McGregor (Theory X and Theory Y); Dwight Waldo (Administrative State) | **15 hours** |
| | **Module 4:** Fred W. Riggs (Ecological Approach); Peter Drucker (Modern Management); Vincent Ostrom (Public Choice Theory); Yehezkel Dror (Normative-Optimum Model | **10 hours** |
| **Pedagogy:** | Lectures, assignment writing and presentations. | |
| **References** | 1. Basu, Rumki. (2019). Public Administration: Concepts and Theories. New Delhi: Sterling Publications.<br>2. Dong, L. (2015). Public Administration Theories. New York: Palgrave Macmillan.<br>3. Goel S.L. (2008). Administrative and Management Thinkers. New Delhi: deep and Deep Publications.<br>4. Hooja R. And Arora, R. (2007). Administrative Theories: Approaches, Concepts and Thinkers in Public Administration. New Delhi: Rawat Publication.<br>5. Mahajan, A. (2020). Administrative Thinkers. New Delhi: Sage Publications.<br>6. Maheshwari, S.R. (2003). Administrative Thinkers (2nd Edition). Delhi: Macmillan India Limited.<br>7. Mitra, Subrata K. (2017). Kautilya's Arthashastra. New Delhi: Rupa Publications.<br>8. Naidu S.P. (2005). Public Administration: Concept and Theories. New Delhi: New Age International | |

| | 9. Ostrom, Vincent. And Allen, Barbara. (2007). The Intellectual Crisis in American Public Administration. Alabama: The University of Alabama Press. |
| | 10. Petrick, O. (2014). King, Governance and Law in Ancient India: Kautilya's Arthashastra. New Delhi: Oxford University Press. |
| | 11. Prasad, D., Prasad, V.S., Satyanaraya, P. and Pardhasaradhi, S. (ed.) (2011). Administrative Thinkers. New Delhi: Sterling |
| | 12. Pugh, Derek S. (ed.) (1990). Organization Theory: Selected Readings. (Third Edition). London: Penguin Business. |
| | 13. Riggs, Fred Warren. (1962). Ecology of Public Administration. USA: Asia Publishing House. |
| | 14. Riggs, Fred Warren. (1964). Administration in Developing Countries: The Theory of Prismatic Society. Boston: Houghton Mifflin. |
| | 15. Sahni, P. and Vayunandan, E. (2010). Administrative Theory. New Delhi: PHI Learning. |
| | 16. Sapru, R.K. (2006). Administrative Theories and Management Thought. New Delhi: PHI. |
| | 17. Waldo, D. (1948). The Administrative State. New York: The Ronald Press Company |

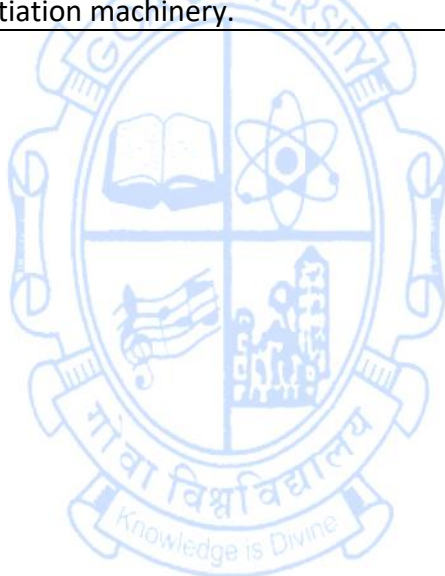| **Course Outcomes** | At the end of the course the student will be able to |
| --- | --- |
| | 1. Understand the Classical theories of PA and Fundamentals of Organization |
| | 2. Analyze the techniques of management and administrative behavior. |
| | 3. Illustrate the strategies and techniques of organizational development. |
| | 4. Interpret the rational of ecological approach, public choice, and idea of modern management. |

Issued on: 23/12/2024

| Name of the Programme | : M.A. Public Administration |
| Title of the Course | : Public Personnel Administration |
| Course Code | : PAD-506 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| | |
|---|---|
| **Pre-requisites for the Course:** | Nil |
| **Course Objective:** | Students will be introduced to concepts of Public Personnel Administration, career systems and personnel classification in India, various aspects of Human Resource Development, civil services, rules of service, code of conduct and ethics, disciplinary action and negotiation machinery |
| **Content:** | **Module 1:** Meaning and Significance of Public Personnel Administration; Role of Public Services; Career Systems – Concept and Types; Rank and Position Classification – Concept and Bases **10 hours** |
| | **Module 2:** Concepts and Significance: Government structures; Human Resource Development; cadres; Manpower Planning, Recruitment, Training, Promotion and Performance Appraisal. **20 hours** |
| | **Module 3:** Constitutional Provisions regarding Civil Services in India; Pay Commissions in India; Union Public Service Commission (UPSC): Role and Functions; Capacity Building Commission – role and functions; emerging trends in Civil Service **15 hours** |
| | **Module 4:** Code of Conduct; Disciplinary Action; Employer-Employee Relations: Staff Associations and Unions; Administrative Tribunals; Ombudsman; Joint Consultative and Negotiation Machinery **15 hours** |
| **Pedagogy:** | Presentations, interaction with experts, case studies, departmental visits and discussions |
| **References:** | 1. Bhayana, S. S. and Singh S. (2016). Public Personnel and Financial Administration (4th ed.). Jalandhar: New Academics. 2. Davar, Rustom S. (2008). Personnel Management and Industrial Relations in India (2nd ed.). New Delhi: Vikas Publishing House. 3. Flippo, E. (2008). Principles of Personnel Management (4th ed.). Kogakusha: McGraw Hill. 4. Goel, S. L. and Rajneesh, S. (2002). Public Personnel Administration. New Delhi: Sterling. 5. Government of India, 2nd Administrative Reforms Commission. (2010). 10th Report: Refurbishing of Personnel Administration - Scaling New Heights. New Delhi: Manager of Publications. https://darpg.gov.in/sites/default/files/personnel_administration10.pdf 6. Government of India. (1988). Report of the Commission on Centre-State Relations. Nasik: General Manager. 7. Koontz, H and O'Donnell, Cyril. (2008). Principles of Management (5thed). Tokyo: McGraw Hill. |

Issued on: 23/12/2024

| | 8. Pigors, P. and Myers, C.A. (1969). Personnel Administration: A Point of View and a Method (6thed). Kogakusha: McGraw Hill.<br>9. Rouse, John E. (2008). Public Administration in American Society. Michigan: Gale Research. Saxena, A.P. (2010). Training and Development in Government. New Delhi.<br>10. Stahl, O. Glenn. (1971). Public Personnel Administration (6th ed.). New Delhi: Oxford and IBH Publishing.<br>11. United Nations. (2008). New Approaches to Personnel Policy for Development. New York. |
|---|---|
| **Course Outcomes:** | At the end of the course the student will be able to:<br>1. Understand the concept and significance of public personnel administration in India,<br>2. Obtain an understanding of the importance of recruitment, training, promotion and appraisal of public personnel administration,<br>3. Analyze the Constitutional Provisions regarding Civil Services in India,<br>4. Attain critical understanding of issues such as employer-employee relations, administrative tribunals and joint consultative and negotiation machinery. |

| Name of the Programme | : M. A. Public Administration |
| :--- | :--- |
| **Title of the Course** | **: Public Policy** |
| **Course Code** | **: PAD-507** |
| **Number of Credits** | **: 4** |
| **Effective from AY** | **: 2022-2023** |

| Pre-requisites for the Course: | Nil | |
| :--- | :--- | :--- |
| **Course Objective:** | This course comprehensively introduces the concept and significance of public policy, the history of policy sciences and the public policy process. 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:** Public Policy: Concept, Significance and Scope; Evolution of Policy Sciences; Policy Transfer: Concept, Rationale, Types (Copying, Adaptation, Hybridization and Synthesis). Policy Analysis: Concept and Significance. Public Policy Approaches and Models with special reference to the Incrementalist and Rationalist Paradigms | **15 hours** |
| | **Module 2:** Public Policy Making Process: Role of Legislature, Executive, Judiciary, Planning Machinery at the Central and State levels in Policy Making. Role of other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass-media, Civil Society and International Agencies. | **15 hours** |
| | **Module 3:** Public Policy Implementation, Monitoring and Control: Approaches to Policy Implementation. Role of Executive (with special reference to Bureaucracy), Legislature, Judiciary, Non-Governmental Organisations, Pressure Groups. Issues in Policy Implementation | **15 hours** |
| | **Module 4:** Policy Evaluation: Approaches to Policy Evaluation. Policy Impact Criteria for Evaluation. Role of Staff, CAG, Parliamentary and Departmental Committees in Evaluation. Issues in Policy Evaluation | **15 hours** |
| **Pedagogy:** | Lectures, case studies, policy analysis exercises, seminars and presentations | |
| **References** | 1. Anderson, J E. (2005). Public Policy Making (6th ed.). New York: Houghton Mifflin Co.<br>2. Ayyar, Vaidyanathan R V. (2009). Public Policy Making in India. New Delhi: Pearson.<br>3. Basu, D.D. (2011). Constitution of India (20th ed.). New Delhi: Prentice Hall of India.<br>4. Chakraborty, Bidyut & Chand, Parkash (2016). Public Policy: Concept, Theory and Practice. New Delhi: Sage<br>5. Chakraborti, Rajesh (2017). Public Policy in India. New Delhi: Oxford University Press<br>6. 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 | |

Issued on: 23/12/2024

|  | 7. Dubhashi, P.R. (1986). Policy and Performance. New Delhi: Sage Publications. |
|  | 8. Dye, T. (2002). Understanding Public Policy. New Delhi: Pearson Education Singapore (Pte) Ltd. |
|  | 9. Farzmand, Ali. (ed.) (2018). Global Encyclopaedia of Public Administration, Public Policy and Governance. Berlin: Springer |
|  | 10. Gerston, Larry N. (2010); Public Policy Making: Process and Principles. (3rd Edition); U.K.: Routledge |
|  | 11. Henry, N. (2009). Public Administration and Public Affairs (11th ed.). New Jersey: Prentice Hall. |
|  | 12. Hill, Michael & Frédéric Varone. (2016). The Public Policy Process. London: Routledge. |
|  | 13. Hillman, Arye L. (2009); Public Finance and Public Policy: Responsibilities and Limitations of Government 2nd Edition; U.K.: Cambridge University Press |
|  | 14. Madan, K.D. (1982). Policy Making in Government. New Delhi: Publications Division, Government of India. |
|  | 15. Mathur, K. (1996). Development Policy and Administration. New Delhi: Sage. |
|  | 16. Munger, M.C. (2000). Analysing Policy: Choices, Conflicts and Practices. New York: W.W. Norton & Company. |
|  | 17. Nagel, S.S. (1991). Public Policy: Goals, Means and Methods. New York: St. Martin Press. |
|  | 18. Nedley, A. (2004). Policy Transfer and the Developing Country Experience Gap: Taking a Southern Perspective. In Mark Evans (Ed.), Policy Transfer in Global Perspective. (pp. 165-187). New York: Routledge. |
|  | 19. Page, E.C. (January 2000). Future Governance and the Literature on Policy Transfer Lesson Drawing. Prepared for the ESRC Future Governance Programme Workshop on Policy Transfer. London: Britannia House. Retrieved from: http://personal.lse.ac.uk/Pagee/Papers/EdPagePaper1.pdf |
|  | 20. Sapru, R.K. (2011). Public Policy: Art and Craft of Policy Analysis (2nd ed.). New Delhi: Prentice Hall of India learning. |
|  | 21. Stone, D. (2000). Learning Lessons, Policy Transfer and the International Diffusion of Policy Ideas. http://poli.haifa.ac.il/~levi/res/stone-2000.pdf |
|  | 22. Rabin J., Hildreth, W. & Miller, G. (2007). Handbook of Public Administration (3rd ed.). Florida: Taylor & Francis Group. |
|  | 23. Rose, R. (1993). Lesson-Drawing in Public Policy: A Guide to Learning Across Time and Space. New Jersey: Chatham House. |
| **Course Outcomes** | At the end of the course the student will understand<br>1. Understand the meaning of public policy and policy analysis.<br>2. Analyze the significance and different stages of the public policy process in terms of the theoretical formulations as well as the working of this process with special reference to India. |

| | 3. Interpret the issues of policy formulation and implementation in India. |
| | 4. Analyzing evaluation and monitoring methods of administrative and political bureaucracy. |
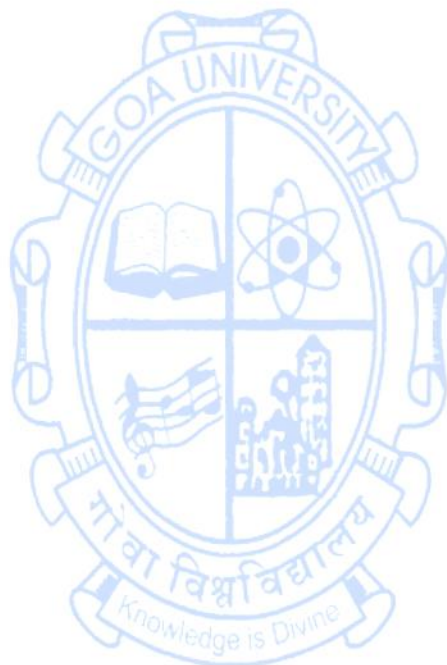
Issued on: 23/12/2024

**DISCIPLINE SPECIFIC ELECTIVE COURSES**
**Name of the Programme** : **M. A. Public Administration**
**Title of the Course** : **Governance: Theories and Concepts**
**Course Code** : **PAD-521**
**Number of Credits** : **2**
**Effective from AY** : **2022-23**

| Prerequisites for the course: | Nil | |
|---|---|---|
| Course Objectives: | The course intends to introduce students to the basic concepts, theories and recent developments in the subject with an intention to enhance their understanding and ability to analyse conceptual and theoretical questions related to governance. | |
| Content: | **Module 1:** Governance: meaning and evolution of the concept; Theories – Public Choice, Discourse, Institutional, Meta-governance; Information and Governing | **10 hours** |
| | **Module 2:** Practices of Governance: Governing without Government, Governance and institutional flexibility, Governance and administrative reforms, Public Management, Non-governmental organisations, Global Governance | **10 hours** |
| | **Module 3:** Dilemmas of Governance: Legitimacy, Collaborative Governance, Capacity Building, Network Management, Social Inclusion | **10 hours** |
| Pedagogy: | Lectures, special talks/ lectures from experts as well as practitioners will be organized to establish links between theory and practice and develop the students critical skills | |
| References: | 1. Ansell, Christopher and Torfing, Jacob. (ed.) (2022), Handbook on Theories of Governance, UK: Edward Elgar Publishing Limited<br>2. Bevir, Mark. (2009), Key Concepts in Governance, London: Sage<br>3. Bevir, Mark. (ed.) (2011), The Sage Handbook of Governance, London: Sage<br>4. Chakrabarty & Bhattacharya (2008), The Governance Discourse: A Reader, OUP, New Delhi<br>5. Chhotray, Vasudha and Stoker, Gerry. Governance Theory and Practice: A Cross-Disciplinary Approach, New York: Springer<br>6. Hyden G. (2005), Making Sense of Governance, Vikas Books, New Delhi<br>7. Kjaer, A.M. (2004), Governance, New Jersey: Wiley<br>8. Levi-Faur, David. (2012), The Oxford Handbook of Governance, New York: Oxford University Press.<br>9. Peters G. (2006), Handbook of Public Administration, Sage Publication | |
| Course Outcomes | At the end of the course, the student will be able to:<br>1. Understand the theoretical base of governance,<br>2. Analyze the conceptual and theoretical issues related to governance,<br>3. Comprehend the significance of various practices of governance,<br>4. Evaluate the dilemmas of governance and the need for collaborative governance. | |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
| Title of the Course | : Development Administration |
| Course Code | : PAD-522 |
| Number of Credits | : 2 |
| Effective from AY | : 2022-23 |

| | | |
|---|---|---|
| **Prerequisites for the course:** | Nil | |
| **Course Objective:** | The course will equip students with knowledge and understanding of the concept the development and its evolution through various stages and the interplay between various concepts related to development administration. | |
| **Content:** | **Module 1**: Development Administration: Meaning, Nature and Stages; Features of Development, Development Theory, Models of Development Administration (Weidner and Riggs) | **8 hours** |
| | **Model II:** Good Governance and Development, Bureaucracy and Development, Environment and Development, Organization Development and Development Administration, Public Management, Public Private Partnership | **12 hours** |
| | **Module III:** Human Development, Human Development Index, Sustainable Development, Sustainable Development Goals, Participatory Development, Development and Opportunities | **10 hours** |
| **Pedagogy:** | Lectures, expert talks, Group tasks, assignments, presentations | |
| **References/Readings** | 1. Bhattacharya, M. (2006), Social Theory, Development Administration and Development Ethics, New Delhi: Jawahar Publisher<br>2. Dwivedi O.P. (1994), Development Administration, London: Palgrave Macmillan<br>3. Hooja R. And Arora, R. (2007), Administrative Theories: Approaches, Concepts and Thinkers in Public Administration, New Delhi: Rawat Publication<br>4. Mahajan A. P. (2019), Development Administration in India, New Delhi: Sage Publication<br>5. Mathur, Kuldeep (1996), Development Policy and Administration, Sage Publications<br>6. Mitra, Subrata (2006), The Puzzle of India's Governance, Routledge<br>7. Naidu S.P. (2005), Public Administration: Concept and Theories, New Delhi: New Age International<br>8. Palekar, S.A. (2012), Development Administration, New Delhi: PHI Learning<br>9. Rathod, R. (2004), Elements of Development Administration, ABD Publisher<br>10. Sahni, P. and Vayunandan, E. (2010), Administrative Theory, New Delhi: PHI Learning<br>11. Sapru R.K. (2015), Development Administration, Sterling Publisher<br>12. Sen, Amartya (1999), Development as Freedom, New Delhi: Oxford University Press<br>13. Sen & Dereze (1999), The Amartya Sen and Jean Dreze Omnibus, New Delhi: Oxford University Press. | |

| | |
|---|---|
| | 14. Singh, Shivani (ed.,) (2016), Governance: Issues & Challenges, Sage Publication |
| **Course Outcomes** | At the end of the course the student will be able to<br>1. Understand the concept of development administration and its approaches,<br>2. Analyze the relationship of good governance, bureaucracy and environment with development,<br>3. Comprehend the significance of Human Development, Sustainable Development and Participatory Development,<br>4. Apply understanding of the idea of development and development administration to the practical issues and problems/challenges related to development administration. |

| | | |
|---|---|---|
| **Name of the Programme** | : **M.A. Public Administration** | |
| **Title of the Course** | : **Social Systems and Welfare Administration** | |
| **Course Code** | : **PAD-523** | |
| **Number of Credits** | : **4** | |
| **Effective from AY** | : **2022-2023** | |

| | | |
|---|---|---|
| **Prerequisites for the course:** | Nil | |
| **Course Objectives:** | This course is designed to help the student understand the multidisciplinary nature of the subject of Public Administration and the relationship between Sociology and Public Administration. The students will be introduced to the basic concepts of social structure, social change in contemporary Indian Society and social tensions and their relevance in the field of Public Administration. | |
| **Content:** | **Module 1:** Relevance of Sociology to Public Administration. Concept and Elements of Social Structure: Groups; Status and Role; Norms and Values. Social Stratification: Caste; Class - Difference and Convergence. Welfare State: Concept & Philosophy | **15 hours** |
| | **Module 2:** Social Change: Concept; Sources; Resistance. Social Change in Contemporary Indian Society. Social Tensions and Resolutions – Communalism; Regionalism; Violent Class Struggle | **15 hours** |
| | **Module 3:** Social Policy and Legislation in India: An Overview with special focus on SDGs. Reservation for SC, ST and OBC: Critical Analysis of Policy and Administration. Protection of Women from Domestic Violence Act, 2005. The Juvenile Justice (Care and Protection of Children) Act, 2013 | **15 hours** |
| | **Module 4:** Structures for Implementation of Social Policy: Union Ministry of Social Justice and Empowerment; State Social Welfare Department; Central Social Welfare Board; State Social Welfare Board.  Major programmes implemented | **15 hours** |
| **Pedagogy:** | Lectures, presentations and documentaries (audio-visual aids), case studies and special lectures by experts. | |
| **References:** | 1. Bulsara, J.F. &Verma (2006). Perspective in Social Welfare in India. New Delhi: S. Chand & Co. <br> 2. Chowdhary, D.P. (1976). Social Welfare Administration. Delhi: Atma Ram and Sons. <br> 3. Dreze, Jean. (2017). Social Policy. Hyderabad: Orient Blackswan Encyclopedia of Social Change. Vol. 5. (n.d.). New Delhi: Anmol Publishers. <br> 4. Dube, S.C. (2009). Modernization and Development: The Search for Alternative Paradigms. 2nd ed. New Delhi: Sage Publishers. <br> 5. Friedlander, W. &Apte, R. (2006). Introduction to Social Welfare. 5th Ed. New Delhi: Prentice Hall. <br> 6. Gangrade, K.D. (1978). Social Legislation in India. Delhi: Concept Publishing House. | |

| | |
|---|---|
| | 7. Kuppuswamy, B. (2006). Social Change in India. Delhi: Konark Publisher Pvt. Ltd. |
| | 8. Madan, G.R. (2006). Indian Social Problems. Vol. II: Social Work. New Delhi: Allied Publishers Ltd. |
| | 9. Mendelbaum, David G. (1972). Society in India. Bombay: Popular Prakashan. |
| | 10. Ministry of Information and Broadcasting (1987). Encyclopedia of Social Welfare in India. Vol. IV. New Delhi: GoI Publications Division. |
| | 11. Ministry of Social Justice & Empowerment Govt. of India, Recent Annual Reports Planning Commission (2007-12). Eleventh Five Year Plan. New Delhi: Government of India. |
| | 12. Moore, W.E. (1965). Social Change. New York: Prentice Hall. |
| | 13. Pandey, Tejaskar and Pandey, Baleshwar (2019). SamajKalyanPrashasan. Jaipur: Rawat. |
| | 14. Relevant Acts of Parliament and Reports of Commission, Committees & Study Teams. Research, Reference and Training Division (2010). A Reference Manual. New Delhi: GOI Publications Division. |
| | 15. Robson, W. A. (1976). Welfare State and Welfare Society: Illusion and Reality. 2nd ed. London: Allen and Unwin. |
| | 16. Roy, K. (2000). Women and Child Development. New Delhi: Commonwealth Publishers. |
| | 17. Sachdeva, D.R. (2009). Social Welfare Administration. Allahabad: Kitab Mahal. |
| | 18. Sankhdher, M.M. (1995). Welfare State. New Delhi: Deep & Deep. |
| | 19. Sharma, G. D., (2016). Indian Social System. Delhi: Wisdom Press. |
| | 20. Singh, Y. (1986). Indian Sociology: Social Conditioning and Emerging Concerns. New Delhi: Vistaar Publications. United Nations. https://sustainabledevelopment.un.org/?menu=1300 |
| | 21. Smelser, Neil J. (1970). Introduction to Sociology. New York: Wiley. |
| **Course Outcomes** | At the end of the course the student will understand<br>1. Understanding about history, volunteerism, philanthropy & professionalism.<br>2. Develop fundamental conceptualization of social policies and welfare ideologies.<br>3. Assess the different values, apparatus to monitor and evaluate social policy.<br>4. Analyze the structures of policy implementation in expedition of social policy and governance. |

Issued on: 23/12/2024

| Name of the Programme | : M.A. Public Administration |
|---|---|
| Course Code | : PAD-524 |
| Title of the Course | : International Political Economy |
| Number of Credits | : 4 |
| Effective from AY | : 2022-23 |

<table>
<tr><td><strong>Prerequisites for the course:</strong></td><td colspan="2">Open to all students who have a B.A. in social sciences or related disciplines. A basic understanding of the major international economic issues is expected.</td></tr>
<tr><td><strong>Course Objectives:</strong></td><td colspan="2">The course seeks to familiarize the students with the evolution, concepts and issues pertaining to International Political Economy, as a very dynamic field of enquiry within international relations. It helps the students to locate intersections between global power politics and economic interdependencies that shape not just bilateral, but regional and multilateral global relations, with an appropriate mix of theories and case studies. This would also deepen the understanding of issues of International Administration and Comparative Public Administration.</td></tr>
<tr><td rowspan="6"><strong>Content:</strong></td><td><strong>Module 1: International Political Economy:</strong> Definition and Theories (Liberalism, Realism, Marxism and their contemporary contexts), Critical IPE, Feminist IPE; Evolution and Schools of IPE</td><td><strong>10 hours</strong></td></tr>
<tr><td><strong>Module 2: Multilateral Economic Institutions and Problems</strong>: World Trade Organization (WTO); IMF and World Bank, Structures, Evolution and Problems.</td><td><strong>10 hours</strong></td></tr>
<tr><td><strong>Module 3: Political Economy of Regionalism</strong>: Theorizing Regionalism and its variants, European Union, ASEAN, NAFTA, RCEP, BRICS, Regionalism versus Globalism</td><td><strong>10 hours</strong></td></tr>
<tr><td><strong>Module 4: Non-State Actors in International Political Economy:</strong> Transnational Corporations (TNCs); Non-Governmental Organizations (NGOs)—National and International; Protest Movements.</td><td><strong>10 hours</strong></td></tr>
<tr><td><strong>Module 5: Transnational Issues:</strong> Migration, Climate Change; Human Rights, Poverty, Food Security, Energy Security.</td><td><strong>10 hours</strong></td></tr>
<tr><td><strong>Module 6: Contemporary Debates in IPE</strong>: Globalization and its discontents, Global Financial Crisis, Digital Technology and impact on IPE (Virtual Communities, Artificial Intelligence, Crypto-currencies)</td><td><strong>10 hours</strong></td></tr>
<tr><td><strong>Pedagogy:</strong></td><td colspan="2">Lectures/ Tutorials/Assignments/Self- Study /Discussions/Audio-Visuals</td></tr>
<tr><td><strong>Recommended Reading:</strong></td><td colspan="2">1. Adams, N.B. (1993), Worlds Apart: The North-South Divide and the International System, London: Zed.<br>2. Baldwin, D. ed. (1993), Neorealism and Neoliberalism: The Contemporary Debate, NewYork: Columbia University Press.<br>3. Barker, D. and J. Mander (1996), Invisible Government: The World Trade Organisation: Global Government for the Millennium, San Francisco, CA: International Forum on Globalisation.<br>4. Borzel, T. Lukas Goltermann and Kei Striebinger (2016), Roads to Regionalism: Genesis, Design, and Effects of Regional Organizations, London: Routledge.</td></tr>
</table>

Issued on: 23/12/2024

| | |
|---|---|
| | 5. Boyer, R and D. Drache Eds. (1996), States Against Markets: The Limits of Globalisation, New York: Routledge.<br>6. Cavahagh. J et al. Eds. (1994), Beyond Bretton Woods: Alternatives to the Global Economic Order, London: Pluto Press.<br>7. Cox, R.W. Ed. (1997),The New Realism: Perspectives on Multilateralism and World Order, New York: St.Martins.<br>8. Frieden, J,David Lake and J. Lawrence Broz, (2017), International Political Economy: Perspectives on Global Power and Wealth, New York: W.W. Norton &Co.<br>9. Halperin, Sandra (2013) Re-envisioning Global Development: A Horizontal Perspective, London: Routledge.<br>10. Li Xing, Li (2014), The BRICS and Beyond: The International Political Economy of the Emergence of a New World Order, London: Routledge.<br>11. Mitchell Seligson, John T and Passe Smith eds., (2013), Development and Underdevelopment: The Political Economy of Global Inequality, Boulder: Lynne Rienner Publishers.<br>12. Pettman, Ralph (2012), Handbook on International Political Economy, Singapore: World Scientific Publishing Co.<br>13. Ravenhill, John (2011), Global Political Economy, Oxford: Oxford University Press.<br>14. Shaw, Timothy and Emmanuel Fanta Eds. (2013), Comparative Regionalisms for Development in the 21st Century: Insights from the Global South, London: Routledge.<br>15. Thorsten Olesen, Helge Pharo and Kristian Paaskesen (2013), Saints and Sinners: Official Development Aid and its Dynamics in Historical and Comparative Perspective, Bergen, Norway: Fagbokforlaget Publishers.<br>16. Veltmeyer, Henry,(2016), New Perspectives on Globalization and Anti-globalization: Prospects for a New World Order?, London: Routledge. |
| **Course Outcomes** | 1. The students should be able to understand the inter-linkages between international relations and international economics<br>2. Students would be able to compare the theories and approaches to study International Political Economy.<br>3. The students would be able to analyse the role of both state and non state actors in IPE<br>4. Students would be able to critically analyse some contemporary issues in IPE |

Issued on: 23/12/2024
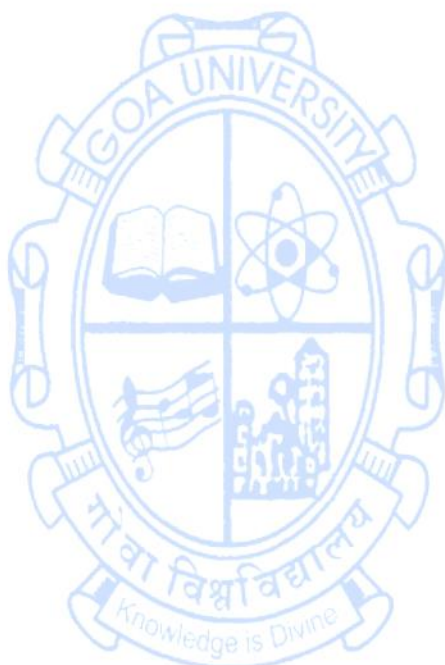
| Name of the Programme | : M.A. Public Administration |
|---|---|
| Course Code | : PAD-525 |
| Title of the Course | : Gender, Development And The State |
| Number of Credits | : 4 |
| Effective from AY | : 2022-23 |

| Prerequisites for the course: | Open to all students who have a B.A. in social sciences or related disciplines. | |
|---|---|---|
| Course Objectives: | This course will introduce students to development concepts and debates and the perspective of engendering development. Students will be introduced to the politics of development in India, gender analysis frameworks, (gender blind, gender neutral and gender redistributive policies), gender mainstreaming and gender budgeting. This course will also introduce the students to a critical understanding of gender issues in Goa in particular as well as the response of the state and women's organisations to these issues. The course will also aim to develop in the students the capacity to identify linkages between social issues, needs, policies and programmes. Case studies of tourism and mining and other local development projects in Goa will be analysed. | |
| Content: | **Module 1 :** The 4th World Conference on Women held in Beijing, China in 1995, Platform for Action and the emergence of the empowerment approach to women's development- Women in/and Development (WID and WAD), Gender and Development (GAD), Structural Adjustment Programme, Women Empowerment: Meaning, concepts and objectives of women empowerment. Theories of Development. Globalization and Women in India. National Policy for Women. | **15 hours** |
| | **Module 2 :** Women and land rights, feminization of labour : formal and informal labour, issues of livelihood and gender, feminization of poverty, female headed household. MDGs, Gender and Sustainable Development Goals, and its critique. | **15 hours** |
| | **Module 3 :** Gender analysis frameworks, gender mainstreaming and gender budgeting. Analysing policy and programme : Gender blind, gender neutral and gender redistributive policies. Development Policy in India: Five year plans, NITI Aayog, National Commission for Women, Ministry of Women and Child Development, Mahila Shakti Kendra, State Policies and Programmes for Women. Women and micro-finance policies, Self-Help Groups - a critique. | **15 hours** |
| | **Module 4 :** Analysing Goa's budget, Gender and Development Policy in Goa: Analysing tourism policy, mining, construction, casinos, alcohol, SEZ, Regional Plan, Nylon 66, Mopa airport, etc. | **15 hours** |
| Pedagogy: | Lectures/ Tutorials/Assignments/Self- Study /Discussions/Audio-Visuals | |

| | |
|---|---|
| **Recommended Reading:** | 1. Afshar Haleh.1991.Women, Development and Survival in the Third World. London: Longman<br>2. Agarwal Bina et.al. 2007.Capabilities, Freedom & Equality: Amartya Sen's work from a Gender Perspective. Oxford University Press.<br>3. Alvares Claude. 2002. Fish curry and rice: A sourcebook on Goa, its ecology and life-style. Goa: The Goa Foundation<br>4. Baviskar Amita.2004. In the Belly of the River: Tribal Conflicts over Development in the Narmada River. Oxford University Press.<br>5. Boserup Ester. 2007(Reprint). Women's Role in Economic Development. USA: Earthscan.<br>6. Das Bhaswati. 2009. Gender Issues in Development. Jaipur: Rawat Publications.<br>7. Department of Women's Studies, Goa University. 2018. Course pack on Development.<br>8. Eswaran Mukesh.2014. Why Gender Matters in Economics. Princeton University Press.<br>9. Golombok Susan. 1994. Gender Development. Cambridge: Cambridge University Press.<br>10. Gupta Amit. 1986.Women and Society: The Developmental Perspective. New Delhi: Criterion Publications.<br>11. Heptulla Najma. 1992. Reforms for Women: Future Options. New Delhi: Oxford & IBH.<br>12. Kalpagam U. 2011.Gender and Development in India. Jaipur: Rawat Publications.<br>13. Kapadia Karin. 2003. The Violence of Development. New Delhi, Zubaan.<br>14. Kelkar Govind. 2005. Development Effectiveness through Gender Mainstreaming. EPW Vol. XL No.44-45.<br>15. Krishna Sumi. 2003. Livelihood and Gender: Equity in Community Resource Management. New Delhi: Sage.<br>16. Phadke Shilpa et.al. 2011. Why Loiter? Women and Risk on Mumbai Streets. New Delhi: Penguin.<br>17. Rai Shirin. 2008. The Gender Politics of Development. New Delhi: Zubaan.<br>18. Samyukta A Journal of Women's Studies 2005, Vol. 5(1)<br>19. Singh Navsharan and Maitrayee Mukhopadhyay. 2007. *Gender Justice, Citizenship, Development*. Delhi: Zubaan.<br>20. Tsikata Dzodzi and Pamela Golah. 2010. Land Tenure, Gender and Globalisation. New Delhi: Zubaan and IDRC.<br>21. UNDP 2016. How to Conduct a Gender Analysis.<br>22. Vishvanathan Nalini et. al. (eds.) 1998.The Women, Gender and Development Reader. London: Zed Books.<br>23. World Bank. 2002. Engendering Development. Oxford: Oxford University Press. |
| **Course Outcome** | 1. Students will be able to understand the process of development of different approaches to women's development and thus develop a critical perspective on development |

Issued on: 23/12/2024

| | 2. Students will be able to understand the impact of various development policies particularly the New Economic Policy on women |
| --- | --- |
| | 3. Students will be able to analyse the challenges faced by the working women and role of SHGs, PRIs in Women's development |
| | 4. Students will be able to understand the politics of development issues in Goa and will develop skills to conduct gender analyses of policy and programme. |

| Name of the Programme | : M. A. Public Administration |
| Title of the Course | : Project Management |
| Course Code | : PAD-526 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| | | |
|---|---|---|
| **Prerequisites for the course:** | Nil | |
| **Course Objective:** | To impart a deep understanding of all the stages of project management and the techniques required for project management | |
| **Content:** | **Module 1:** Project Management: Organisation, Planning including Prerequisites for Successful Project Implementation and Control. Project Planning: Resource Allocation Framework; Generation and Screening of Project Ideas | **15 hours** |
| | **Module 2:** Project Analysis: Market and Demand Analysis; Technical Analysis; Financial Analysis. Project Selection I: Project Appraisal Criteria – Project Cash Flow; Time Value of Money; Cost of Capital | **15 hours** |
| | **Module 3:** Project Selection II: Project Risk Analysis; Social cost benefit analysis: Rationale and approaches. Shadow Pricing applications in India | **15 hours** |
| | **Module 4:** Project Implementation: Project Management Techniques: Network Analysis (PERT/CPM), Project Monitoring and Review: Integrated Cost Planning and Budgeting; Monitoring and Reporting Systems and Evaluation | **15 hours** |
| **Pedagogy:** | Lectures and practical exercises | |
| **References** | 1. Burke, Rory (2004). Project Management: Planning and Control Techniques. Singapore: John Wiley & Sons Asia (Pvt Ltd.).<br>2. Choudhry, Sadan (1988). Project Scheduling and Monitoring in Practice. Delhi: South Asian Publishers.<br>3. Clifton, David S. and Fyefe, David E. (1977). Project Feasibility Analysis. New York: John Wiley.<br>4. Harrison, F.L. (1992). Advance Project Management (2nd ed.). London: Gower.<br>5. Little, I.M.D. and Mirlees, J.A. (1976). Project Appraisal and Planning for Development Countries. London: Heinemann Educational Books.<br>6. Lock, Dennis (2007). Project Management. England: Gower.<br>7. Planning Commission (1975). Guidelines for Preparation of Feasibility Reports of Industrial Projects. Delhi: Government of India.<br>8. Prasanna, Chandra (1995). Projects: Preparation; Appraisal, Implementation. New Delhi: Tata McGraw Hill<br>9. Srinath, L.S. (1996). PERT and CPM – Principles and Applications. New Delhi: Affiliated East West Press.<br>10. UNIDO (1978). Guide to Practical Project Appraisal: Social Benefits Cost Analysis, Project Formulation and Evaluation. Delhi: Oxford and IBH. | |
| **Course Outcomes** | At the end of the course the student will understand | |

Issued on: 23/12/2024

| | 1. understand the processes and techniques of project management and |
| --- | --- |
| | 2. obtain practical knowledge about project management |
| | 3. Apply project management terminologies and concept. |
| | 4. Acquire skill in designing project proposal for various domains. |
| | 5. Develop the abilities in project evaluation techniques like PERT, CPM etc. |

Issued on: 23/12/2024
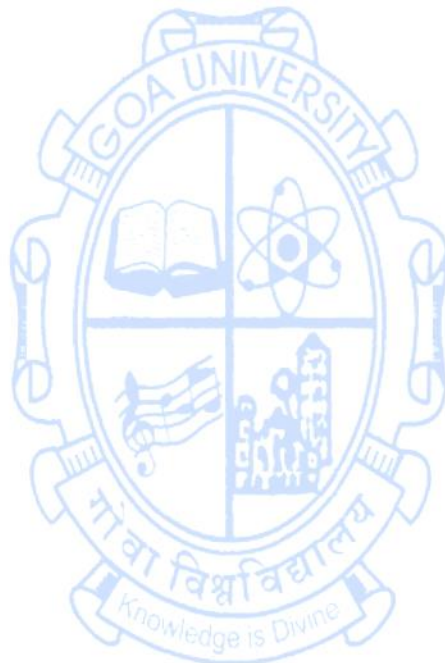
| Name of the Programme | : M.A Public Administration |
| Title of the Course | : Urban Policy and Planning |
| Course Code | : PAD-527 |
| Number of Credits | : 4 |
| Effective from AY | : 2024-25 |

| Prerequisites for the course: | Registration in the MA Public Administration Programme | |
|---|---|---|
| Objective: | The course will help students develop an understanding of urban theory and its implication. The students will also develop a critical understanding of Urban Planning Process and Urban trends and will be familiarized with the various Issues in Urban Planning | |
| Content: | **Module 1:** Introduction to Urban Theory: Definition, Importance, Evolution; Classical Urban Theories: Weber, Tonnies, Simmels; Marxist Urban Theory: Henry Lefebvre and David Harvey- Right to the City; Saskia Sassen: The Global City; Global South Perspective: Ananya Roy: Urban Informality and Global South Cityscapes, Postcolonial Urbanism | **15 hours** |
| | **Module 2:** Urban Trends in the Developed World and Developing world: Suburbanization, Urban Growth; Peri-Urban areas; Rural-urban Links, Urban migration; Gentrification and Displacement; Inner City Decay; Urban decline and revitalization; Sustainable Cities | **15 hours** |
| | **Module 3:** Urban Policy Framework: Major Urban Policies in India; Smart Cities and Sustainable Development; Citizen Participation in Urban Planning; Public-private partnerships in Urban Development; Role of Technology in Urban Planning; Climate Change and Urban Resilience | **15 hours** |
| | **Module 4:** Urban Poverty and Inequality; Water and Sanitation in Urban India; Urban Housing and Land Use: The Challenges of Slums and Forced Evictions; Urban Transportation; Urban Insecurity; Urban Public Health; Waste Management; Urban Development Programmes | **15 hours** |
| Pedagogy: | Lectures, discussions, case studies, field visits, special talks/ lectures from experts as well as practitioners will be organized to establish links between theory and practice | |
| References: | 1. Ahluwalia, Isher Judge, (2014), 'Transforming Our Cities – Post Cards of Change', Harper Collins, New Delhi. <br> 2. Amita Bhide and Himanshu Burte, 'Smarter Urbanisation, Not (just) Smart Cities,' Published by National Centre for Advocacy Studies, Pune. <br> 3. Bhattacharya, Mohit. (1976). Management of Urban Government in India. New Delhi: Uppal. <br> 4. Chigbu, U. E. (2021). Urban-Rural Land Linkages: A Concept and Framework for Action. UN-Habitat | |

| | 5. Desai, R. (2012) Governing the Urban Poor: Riverfront Development, Slum Resettlement and the Politics of Inclusion in Ahmedabad, Economic and Political Weekly, Vol. 47, No. 2, pp. 49-56. |
| | 6. Freire, M. and Stren, R. (2001) The Challenges of Urban Government: Policies and Practices, World Bank, Washington, D.C |
| | 7. Harding, A., & Blokland, T. (2014). A critical introduction to power, cities and urbanism: Theory in the 21st century. SAGE Publications. |
| | 8. Harvey, D. (2008), The Right to the City, New Left Review, 53, Sept Oct, 2008. |
| | 9. Jayne, M., & Ward, K. (2016). A twenty-first century introduction to urban theory. Routledge. |
| | 10. Kharola, P. S., (2013), Analysing the Urban Public Transport Policy Regime in India, Economic and Political Weekly, Vol. 48, No. 48. |
| | 11. Lefebvre, H. (1996). Writings on cities. Blackwell Publishing. |
| | 12. Nath, V., (1997), Redefining Urban Politics, Economic and Political Weekly, Vol. 32, No.44/45. |
| | 13. Sassen, S. (2001). The global city: New York, London, Tokyo. Princeton University Press. |
| | 14. Simmel, G. (1950). The sociology of Georg Simmel. Free Press. |
| | 15. Tonnies, F. (1957). Community and society. Easton Press. |

| **Course Outcomes** | At the end of the course the students will be able to: <br> 1. Understand foundational concepts of urban theory and analyse their relevance in contemporary urbanization processes. <br> 2. Identify and compare urbanization trends in both developed and developing countries, and assess the developmental challenges. <br> 3. Interpret major urban policies and planning processes in India and other countries. <br> 4. Analyse urban planning issues and reforms in India. |

Issued on: 23/12/2024

SEMESTER III
RESEARCH-SPECIFIC ELECTIVE COURSES

| Name of the Programme | : M.A. Public Administration |
|---|---|
| Title of the Course | : **Qualitative and Quantitative Research Methodology** |
| Course Code | : **PAD-600** |
| Number of Credits | : **4** |
| Effective from AY | : **2022-2023** |

| Prerequisites for the course: | Nil | |
|---|---|---|
| Course Objective: | To equip students with skills in quantitative and qualitative research methods | |
| **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, Sensitivity Analysis. | **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) | |
| **References:** | 1. Ahuja, Ram (2003). Research Methods. Jaipur: Rawat <br> 2. Denzin, N. K., & In Lincoln, Y. S. (2018). The Sage handbook of qualitative research. Thousand Oaks: Sage Publication <br> 3. Goode, W. J. &Hatt, P.K. (2006). Methods in Social Research. New Delhi: McGraw Hill Series. <br> 4. Gupta, S.P. (2001). Statistical Methods. New Delhi: Sultan Chand & Sons. <br> 5. Kothari, C.R. (2004). Research Methodology: Methods and Techniques. New Delhi: New Age International. <br> 6. Nachmias, D. &Nachmias, C. (1981). Research Methods in the Social Sciences. New York: St. Martin's Press. Rawat, <br> 7. Salkind, N. J. (2000). Statistics for people who (think they) hate statistics. Thousand Oaks, Calif: Sage Publications, Inc. <br> 8. Silverman, David (ed.) (2012) Qualitative Research: Issues of Theory, Method and Practice. 3rd ed. New Delhi: Sage Publications <br> 9. Young, P. V. (2007). Scientific Social Research and Surveys. India: Asia Publishing House. | |

| | At the end of the course, the student will be able to: |
|---|---|
| **Course Outcomes:** | 1. Understand the steps, concepts and types of research, <br> 2. Comprehend the various methods, tools and sources of qualitative research, <br> 3. Attain understanding of various methods and tools of quantitative research, <br> 4. Design research projects using both qualitative and quantitative methods, <br> 5. Utilize data analysis software such as Gretl. |

37

| Name of the Programme | : **M. A. Public Administration** |
| Title of the Course | : **Policy Analysis: Monitoring and Evaluation** |
| Course Code | : **PAD-601** |
| Number of Credits | : **2** |
| Effective from AY | : **2022-2023** |

| | | |
|---|---|---|
| **Prerequisites for the course:** | Nil | |
| **Course Objectives:** | 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 | |
| **References:** | 1. Anderson, J E. (2005). Public Policy Making (6th ed.). New York: Houghton Mifflin Co.<br>2. Ayyar, Vaidyanathan R V. (2009). Public Policy Making in India. New Delhi: Pearson.<br>3. David L. Weimer, Aidan R. Vining. (2015). Policy Analysis: Concepts and Practice, Routledge, New York<br>4. 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.<br>5. Farazmand, Ali. (ed.) (2018). Global Encyclopaedia of Public Administration, Public Policy and Governance. Berlin: Springer<br>6. Frank Fischer, Gerald J. Miller · (2017). Handbook of Public Policy Analysis: Theory, Politics, Taylor & Francis Group.<br>7. Gerston, Larry N. (2010), public Policy Making: Process and Principles.(3rd Edition)<br>8. Henry, N. (2009). Public Administration and Public Affairs (11th ed.). New Jersey: Prentice Hall.<br>9. Hill, Michael & Frédéric Varone. (2016). The Public Policy Process. London: Routledge.<br>10. Nagel, S.S. (1991). Public Policy: Goals, Means and Methods. New York: St. Martin Press.<br>11. Rabin J., Hildreth, W. & Miller, G. (2007). Handbook of Public Administration (3rd ed.). Florida: Taylor & Francis Group.<br>12. Radin Beryl. (2019). Policy Analysis in the Twenty-First Century: Complexity, conflict and cases, Routledge. | |

| | 13. Sapru, R.K. (2011). Public Policy: Art and Craft of Policy Analysis (2nd ed.). New Delhi: Prentice Hall of India learning. |
|---|---|
| **Course Outcomes:** | At the end of the course the student will be able to<br>1. Provide a balanced and coherent map of theoretical and methodological major perspectives underlying the policy design, implementation, and evaluation.<br>2. apply the tools and techniques for data collection, monitoring and evaluation of policy and programmes.<br>3. critique public policy and existing example of policy analysis<br>4. provide policy recommendations with a clear set of well-documented arguments. |

| Name of the Programme | : M. A. Public Administration |
| Title of the Course | : Project Design and Management |
| Course Code | : PAD-602 |
| Number of Credits | : 2 |
| Effective from AY | : 2022-2023 |

| | | |
|---|---|---|
| **Prerequisites for the course:** | Nil | |
| **Course 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** |
| | **Module 2:** Project Management process; techniques | **5 hours** |
| | **Module 3:** Preparing a project plan for an organization | **10 hours** |
| | **Module 4**: Project monitoring; concept and methods | **5 hours** |
| **Pedagogy:** | Lectures, field visits, group work | |
| **References** | 1. Burke, Rory (2004). Project Management: Planning and Control Techniques. Singapore: John Wiley & Sons Asia (Pvt Ltd.). <br> 2. Lester Albert. (2013). Project Management, Planning and Control: Managing and control. Elsevier Science Publication <br> 3. Prasanna, Chandra (1995). Projects: Preparation; Appraisal, Implementation. New Delhi: Tata McGraw Hill <br> 4. Srinath, L.S. (1996). PERT and CPM – Principles and Applications. New Delhi: Affiliated EastWest Press. <br> 5. UNIDO (1978). Guide to Practical Project Appraisal: Social Benefits Cost Analysis, Project Formulation and Evaluation. Delhi: Oxford and IBH. | |
| **Course Outcomes** | 1. Gain knowledge in essential elements of project design and management <br> 2. Understand and analyze different techniques of project management. <br> 3. prepare a project framework or charter to plan the project in advance and set targets and timelines to ensure successful completion <br> 4. develop capability to monitor a smooth functioning of the project | |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
|---|---|
| Title of the Course | : Community Engagement and Rural Development |
| Course Code | : PAD-603 |
| Number of Credits | : 4 |
| Effective from AY | : 2022 – 2023 |

| Prerequisite for the course: | Nil | |
|---|---|---|
| Course Objectives: | 1. To enable students to understand ruralsociety<br>2. To familiarise students with community development programmes and train them to prepare proposals for community development<br>3. To train students in participatory research methods<br>4. To enable students to understand rural institutions and their functioning by engaging with these institutions<br>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: | 1. Chatterjee, Shankar (2011)., Implementation of Rural Development, New Delhi: Serials Publication Pvt. Ltd.<br>2. Desai, A.R. (2009). Rural Sociology in India, Mumbai: Popular Prakashan.<br>3. Desai, Vasant (2012). Rural Development in India, Mumbai: Himalaya Publishing House.<br>4. M.J. Vinod and Meena Deshpande (2013). Contemporary Political Theory, New Delhi: Axis Publications. | |

Issued on: 23/12/2024

| | |
|---|---|
| | 5. Mukerjee, Neela (2003). Participatory Rural Appraisal, New Delhi: Concept Publisher<br><br>6. Narayanaswamy, N. (2009). Participatory Rural Appraisal: Methods and Application, New Delhi: Sage Publication<br><br>7. Rani, K.S. (2011). Peoples Participation in Development, New Delhi: Discovery Publishing House.<br><br>8. Singh, Preeti (2010).Panchayati Raj Institutions and Rural Development, Delhi: AxisPublication<br><br>9. Somesh Kumar (2002). Methods for Community Participation: A complete guide for practitioners.Vistaar<br><br>10. Sudharshu, Shekhar (ed.) (2003), Regional Planning in India, vol-I and II, New Delhi: Anmol Publications.<br><br>11. Vijayakumar, K. (2011). Empowerment of weaker section future planning and strategies for Rural Development in India, New Delhi: Serials Publication Pvt. Ltd.<br><br>12. Government Reports on Rural Development of Goa and IndiaEPW Issue on Rural Affairs Vol. 53, Issue No. 51, 29 Dec, 2018 Participation Pays by Praxis (http://www.praxisindia.org/PARTICIPATIONPAYS.php)<br><br>13. The Human Rights based approach to development in the era of globalisation, (https://www.ohchr.org/Documents/Issues/Development/RTDBook/ PartIIChapter8.pdf)<br><br>14. Rural Community Engagement, National Council of RuralInstitute, Department of Higher Education, MHRD |
| **Course Outcomes:** | Students will be able to<br>1. Understand theoretical and practical aspects of rural planning and development.<br>2. Prepare community development plans.<br>3. Carry out research on rural development and engage with rural institutions<br>4. Understand the human and social dimension of planning |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
| Title of the Course | : Participatory Research Techniques and Practice |
| Course Code | : PAD-604 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| | | |
|---|---|---|
| **Prerequisite for the course:** | Nil | |
| **Course 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 | |
| **References:** | 1. Creswell, John W. (1994). Research Design: Qualitative, Quantitative and Mixed Methods: Approaches. London: Sage Publications. <br> 2. Goode, William J. &Hatt, Paul K. (2006). Methods in Social Research. USA: McGraw Hill Book Company, 1st Indian Reprint. <br> 3. Mukherjee Amitava. (2015). Frontiers in Participatory Rural Appraisal and Participatory Learning Action, Practical Action Publishing, <br> 4. N Narayanasamy (2009). Participatory Rural Appraisal: Principles, Methods and application, Sage Publication <br> 5. Nachmias, David & Nachmias, Chava. (2008). Research Methods in the Social Sciences. (7th edition). New York: St. Martin's Press Inc. <br> 6. Pai Panandikar, V.A. (Ed.). (1997). A Survey of Research in Public Administration 1980- 1990. Delhi: Konark Publishers Pvt. Ltd. <br> 7. Somesh Kumar, Methods of Community Participation, A complete guide for practioners. (2002), Vistaar Publication Ltd <br> 8. Young, Pauline V. (2008). Scientific Social Surveys and Research (4th Edition). New Delhi: PHI Learning. <br> 9. Silverman, David (Ed.) (2012), Qualitative Research: Issues of Theory, Method and Practice. New Delhi: Sage Publications India Pvt. Ltd. <br> 10. Singleton Jr, Royce A.& Straits, Bruce C. (1999). Approaches to Social Science Research, Oxford: Oxford University Press. <br> 11. UK Commission on Social Sciences. (2004). Great Expectations: The Social Sciences in Britain. London: Transaction Publishers. <br> 12. White, Jay D. & Adams, Guy B. (Eds.). (1994). Research in Public Administration Reflection on Theory and Practices. London: Sage Publications. |

| | |
|---|---|
| **Course Outcomes** | At the end of the course, the student will be able to: <br> 1. Understand the theoretical basis and practical application of participatory research, <br> 2. Comprehend the significance of participatory research appraisals tools and techniques, <br> 3. Analyze PRA tools for monitoring and evaluation of programmes and projects <br> 4. Obtain knowledge and skills for conducting development research using participatory methods. |

**Name of the Programme** : M.A. Public Administration
**Title of the Course** : Introduction to Data Management and Visualization
**Course Code** : PAD-605
**Number of Credits** : 4
**Effective from AY** : 2024-2025

| | |
|---|---|
| **Prerequisite for the course:** | The prerequisites for an Introduction to Data Management and Visualization course typically include basic computer skills, along with a fundamental understanding of statistics. These foundational skills will help students grasp the key concepts in data management and visualization effectively. |
| **Course Objective:** | This course provides an introduction to the fundamentals of data management and visualization. Students will learn essential techniques for cleaning and preparing data, creating effective visualizations, and communicating data insights to diverse audiences. Emphasis will be placed on hands-on exercises and practical applications using data visualization software. |
| **Content:** | **Module 1: Introduction to Data Management** <br> Basic terminologies of data; Types of data; Data collection method; Definition and importance of data management; Data Lifecycle Management; Types of Data Management; Overview of the Data Management Process, Data Quality, Integrity, and Security; Data Governance and Ethical Considerations. | **15 hours** |
| | **Module 2: Data Preparation** <br> Data entry and formatting, Cleaning and Organising data: Handling Missing Data and Outliers; Data transformation techniques; Data Integration from Multiple Sources; Data Analytics: terminologies and basic application, Exploratory Data Analysis (EDA); | **15 hours** |
| | **Module 3: Data Visualization** <br> Principles of effective Data Visualization; Data Visualization Techniques: Creating basic charts and graphs; Accessibility in Data Visualization; Data visualization software; Best Practices for Visualization Design. | **15 hours** |
| | **Module 4: Communicating Data Insights** <br> Techniques in compelling narratives from data; Presenting data insights to diverse audiences; Data-Driven Decision Making; Guidelines in effective storytelling with data. | **15 hours** |
| **Pedagogy:** | Course combines active learning, project-based learning, and the flipped classroom model. In-class sessions will be dedicate towards hands-on exercises using tools like Orange, Excel, Tableau and Power BI allowing students to apply concepts to real datasets. In addition, talks/lectures from experts as well as practitioners will be organized. |
| **References** | 1. Benoit, G. (2019). Introduction to Information Visualization: Transforming Data Into Meaningful Information. United States: Rowman & Littlefield Publishers. |

2. Berengueres, J., Sandell, M. (2019). Introduction to Data Visualization & Storytelling: A Guide for the Data Scientist. United States: Independently Published.

3. Berinato, S. (2016). *Good charts: The HBR guide to making smarter, more persuasive data visualizations*. Harvard Business Review Press.

4. Briney, K. (2015). *Data management for researchers: Organize, maintain, and share your data for research success*. Pelagic Publishing.

5. Dasu, T., & Johnson, T. (2003). *Exploratory data mining and data cleaning*. Wiley-Interscience.

6. Data Analytics Basics: A Beginner's Guide. (2020). (n.p.): IndraStra Whitepapers.

7. Hartwig, F., Dearing, B. E. (1979). Exploratory Data Analysis. India: Sage.

8. Healy, K. (2019). *Data visualization: A practical introduction*. Princeton University Press.

9. Hyman, J. A., Massaron, L., McFedries, P., Mueller, J. P., Pierson, L., R eichental, J., Schmuller, J., Simon, A. R., Taylor, A. G. (2024). Data Analytics & Visualization All-in-One For Dummies. United Kingdom: Wiley.

10. Kirk, A. (2016). Data Visualisation: A Handbook for Data Driven Design. United Kingdom: SAGE Publications.

11. Knaflic, C. N. (2015). *Storytelling with data: A data visualization guide for business professionals*. Wiley.

12. Nussbaumer Knaflic, C. (2019). *Storytelling with data: Let's practice!* Wiley.

13. Pyle, D. (1999). *Data preparation for data mining*. Morgan Kaufmann.

| | |
|---|---|
| **Course Outcomes** | At the end of this course, learners will be able to:<br>1. Classify and manage different types of data effectively.<br>2. Prepare and clean data for analysis using industry-standard techniques.<br>3. Create insightful data visualizations using software and tools.<br>4. Communicate data insights through compelling storytelling and clear presentations, making data understandable for any audience. |

**GENERIC ELECTIVE COURSES**
**Name of the Programme** : M. A. Public Administration
**Title of the Course** : Citizen-Centric Administration
**Course Code** : PAD-621
**Number of Credits** : 4
**Effective from AY** : 2022-2023

| Prerequisite for the course: | Nil |
|---|---|
| Course 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' 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) | 15 hours |
| | 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. |
|---|---|

| References | 1. Bakshi, P.M. (2008). Consumer Protection and Professionals reported in Law India, the ILI Publication. |
|---|---|
| | 2. Biswal, T. (2016). Governance and Citizenship. Jaipur: Rawat |
| | 3. Chaudhary, R.N.P. (2010). Consumer Protection Law: Provisions and Procedure. Deep & Deep, New Delhi. |
| | 4. Chakrabarty, Bidyut and Prakash Chand. (2016). Public Policy: Concept, Theory and Practice. New Delhi: Sage |
| | 5. 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. |
| | 6. 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. |
|---|---|
| | 7. 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. |
| | 8. Public Affairs Centre. (2007). India's Citizen's Charters- A Decade of Experience, Public Affairs Centre: Bangalore |
| | 9. Singh, Shivani. (Ed.) (2016). Governance: Issues and Challenges. Sage: New Delhi |
| **Course Outcomes** | At the end of the course, the student will be able to: |
| | 1. Understand the concept, evolution, features and significance of Citizen Centric Administration |
| | 2. Comprehend the significance of citizen participation in administration, |
| | 3. Analyze citizen grievance redressal mechanisms, |
| | 4. Obtain knowledge on the concept and rationale of consumer protection. |

Issued on: 23/12/2024

**Name of the Programme** : **M. A. Public Administration**
**Title of the Course** : **Environment Administration**
**Course Code** : **PAD-622**
**Number of Credits** : **4**
**Effective from AY** : **2022-2023**

| Prerequisite for the course: | Nil |
|---|---|
| Course 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 |
| References | 1. Bhatt, M.S., Ashraf, S., &Illiyan, A. (Eds.) (2008). Problems and Prospects of Environment Policy: Indian Perspective. Delhi: Aakar Books.<br>2. Divan, S., &Rosencranz, A. (2001). Environmental Law & Policy in India (18th edition). New Delhi: Oxford University Press.<br>3. Dwivedi, O.P. (1997). India's Environmental Policies, Programmes and Stewardship. London, UK: Palgrave Macmillan.<br>4. Krishnamoorthy, B. (2017). Environmental Management: Text and cases (3rd ed.). New Delhi: PHI Learning Private Limited.<br>5. Kulkarni, V., & Ramachandra, T.V. (2006). Environmental Management. New Delhi: TERI Press.<br>6. Roberts, J. (2011). Environmental Policy (2nd ed.). Abingdon, Oxon: Routledge |

Issued on: 23/12/2024

| | At the end of the course, the student will be able to: |
|---|---|
| **Course Outcomes** | 1. Understand the concepts and issues in environment administration, |
| | 2. Comprehend environmental policies and its impact, |
| | 3. Understand the laws and institutions for environmental administration in India, |
| | 4. Analyze the global agenda for environment conservation. |
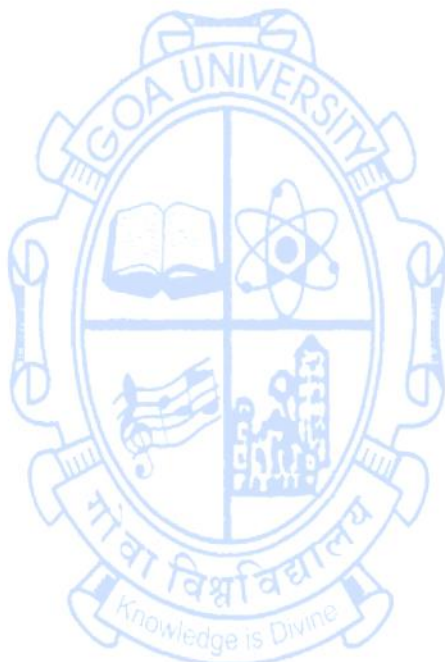
**Name of the Programme** : M. A Public Administration
**Title of the Course** : Corporate Governance
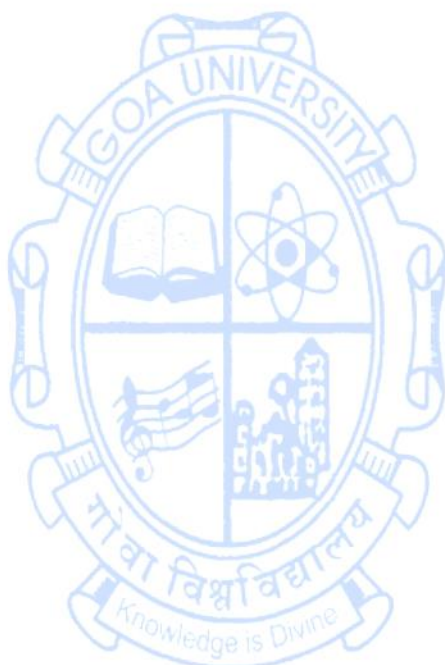**Course Code** : PAD-623
**Number of Credits** : 4
**Effective from AY** : 2022-2023

| | | |
|---|---|---|
| **Prerequisite for the course:** | Nil | |
| **Course 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 | |
| **References** | 1. Bansal, C.L. (2005). Corporate Governance – Law Practice & Procedures with Case Studies. New Delhi: Taxman Allied Services Pvt. Ltd.<br>2. Bhatia, S.K. (2004). Business Ethics and Corporate Governance . New Delhi: Deep and Deep Publication Pvt. Ltd.<br>3. Dewan, S.M. (2006). Corporate Governance in Public Sector Enterprises. New Delhi: Dorling Kindersley India Pvt. Ltd.<br>4. Millin, C.A. (2007). Corporate Governance. New Delhi: Oxford University Press<br>5. Prasad, D. (2006). Corporate Governance. New Delhi: Prentice Hall of India Pvt. Ltd. | |
| **Course Outcomes** | At the end of the course, the student will be able to:<br>1. To demonstrate a solid understanding of the purpose and nature of corporate governance from a theoretical perspective.<br>2. To evaluate different stakeholders' roles and significance in relation to corporate governance.<br>3. To explain the importance of regulation, markets, and information in corporate governance.<br>4. To assess trends in corporate governance and concept of corporate social responsibility. | |

| Name of the Programme | : M. A. Public Administration |
|---|---|
| **Title of the Course** | **: Organizational Psychology** |
| **Course Code** | **: PAD-624** |
| **Number of Credits** | **: 4** |
| **Effective from AY** | **: 2022-2023** |

| Prerequisite for the course: | Nil | |
|---|---|---|
| **Course 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** |
| | **Module 4:** Fatigue: Concept, Causes and Remedies. Monotony and Boredom: Concept, Causes and Effects. Work Stress and its Management | **15 hours** |
| **Pedagogy:** | Lectures, role play, case studies, discussions and interaction with experts. | |
| **References** | 1. Brown, J.A.C. (1954). The Social Psychology of Industry. U.K.: Penguin. <br> 2. Buchanan, David A. (Ed.) (2016). Organizational Behaviour (9th edition). U.K.: Boffin <br> 3. Cooper, Cary L. (Ed.) (2000). Industrial and Organizational Psychology: Linking Theory with Practice. USA: John Wiley and Sons <br> 4. Ganguli, H.C. (1983). Structure and Process of Organization. Mumbai: Asia Publishing House. <br> 5. Katz and Kahn.(1979). Social Psychology of Organizations. USA: Wiley. <br> 6. Luthans, Fred. (2010). Organizational Behavior. New York: McGraw-Hill Education <br> 7. McShane, Steven, Lattimore (2015); Organisational Behaviour, 5th edition; New York: Mcgraw-Hill <br> 8. Norman, R. F. Maier. (1970). Psychology in Industry. Oxford and IBH. <br> 9. Schein, Edgar. (1988). Organizational Psychology. USA: Prentice Hall. <br> 10. Stephan P. Robbins, Seema Sanghi, Timothy Judge. (2009). Organizational Behaviour: Concepts, Controversies and Applications. New Delhi: Pearson 13th Edition. <br> 11. 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. | |
| **Course Outcomes** | At the end of the course, the student will be able to: <br> 1. To understand the human and psychological aspect of organisation. | |

| | 2. To examine critically the conceptual and theoretical frameworks relating to organizational psychology. |
| | 3. To engage in ethical and lawful decision making and problem-solving about people at work. |
| | 4. To apply organizational psychology to specific organizational situations |

Name of the Programme    : M. A. Public Administration
Title of the Course      : Economic Administration
Course Code              : PAD-625
Number of Credits        : 4
Effective from AY        : 2022-2023

| Prerequisite for the course: | Nil | |
|---|---|---|
| Course 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. | |
| References | 1. Bailey, S. J. (2001). Public Sector Economics: Theory, Policy and Practice (2nd ed.). London: Palgrave. <br> 2. Chakraborty, Lekha S. (2016). Fiscal Consolidation, Budget Deficits and the Macro Economy. New Delhi: Sage. <br> 3. Jha, L.K. (1986). Economic Administration in India – Retrospect and Prospect. New Delhi: IIPA. <br> 4. Kuchhal, S.C. (1989). Industrial Economy of India. Allahabad: Chaitanya Publishing House. <br> 5. Marathey, S.S. (1986). Regulation and Development. New Delhi: Sage Publications. <br> 6. Mishra, S.K. and Puri, V.K. (2010). Indian Economy: Its Development Experience. New Delhi: Himalaya Publishing House. <br> 7. Ministry of Finance, https://www.finmin.nic.in/ Ramanadham, V.V. (1965). The Working of Public Sector. Bombay: Allied Publishers. <br> 8. 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 <br> 9. World Bank. (1995). Bureaucrats in Business: The Economics and Politics of Government Ownership. New York: World Bank. |
| **Course Outcomes** | At the end of the course, the student will be able to: <br> 1. Understand the significance of economics in public administration, <br> 2. Analyze the role of Sustainable Socio-economic Development, <br> 3. Comprehend the nature and scope of Economic Administration, <br> 4. Obtain a deeper insight into economic models of the market and the economy, industrial policies and economic legislations. |

**Name of the Programme** : M. A. Public Administration
**Title of the Course** : Disaster Management
**Course Code** : PAD-626
**Number of Credits** : 4
**Effective from AY** : 2022-2023

| Prerequisite for the course: | Nil | |
|---|---|---|
| Course 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 | |
| References | 1. Goel, S. L. (2006). Encyclopedia of Disaster Management. New Delhi: Deep and Deep. <br> 2. 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 <br> 3. Monappa, K. C. (2004). Disaster Preparedness. New Delhi: Akshay Public Agencies. <br> 4. Narayan, B. (2009). Disaster Management. New Delhi: A.P.H. Publishing | |
| Course Outcomes | At the end of the course, the student will be able to: <br> 1. Understand disasters and factors contributing to them, <br> 2. Distinguish between natural and man-made disasters, <br> 3. Understand the Organizational Framework for Disaster Administration in India at the Union, State and Local levels, <br> 4. Analyze Interstate and International Cooperation for Disaster Management, <br> 5. Comprehend the need for Disaster Risk Reduction, <br> 6. Develop leadership and management skills in disaster management. | |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
| :--- | :--- |
| Title of the Course | : Management of Disciplinary Proceedings |
| Course Code | : PAD-627 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| Prerequisite for the course: | Nil | |
| :--- | :--- | :--- |
| Course 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 and Incentives; Pay Recovery. Fundamentals of Departmental Enquiries | **15 hours** |
| | **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:<br>1) Departmental Remedies<br>2) Tribunal Remedies<br>3) Ombudsmanic Remedies<br>4) Court Remedies | **15 hours** |
| Pedagogy: | Lectures and case study method | |
| References | 1. Basu, D. D. (2008). Constitution of India. New Delhi: Wadhwa and Company Law Publishers.<br>2. Ghaiye, R. K. (1988). Law and Procedure of Departmental Enquiries. Lucknow: Eastern Book Company.<br>3. Maheshwari, S.R. (2002). Administrative Reforms in India. New Delhi: Macmillan India Ltd.<br>4. Massey, I.P. (1985). Administrative Law. Lucknow: Eastern Book Co.<br>5. Muthuswamy, P. (1993). Swamy's Manual on Disciplinary Proceedings. Madras: Swamy Publishers.<br>6. Wade, R.W. R. (1981). Administrative Law. Oxford: Clarendon . | |
| Course Outcomes | At the end of the course, the student will be able to:<br>1. Understand the concept and significance of disciplinary proceedings,<br>2. Analyze the procedures of enquiries, punishments and application of other legal measures available to employees and the employer,<br>3. Comprehend the Role and Scope of Rules of Natural Justice in Disciplinary Proceedings,<br>4. Understand the Remedies for Public Servants against Unconstitutional and Illegal Actions of the State. | |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
|---|---|
| Title of the Course | : Administration of NGOs |
| Course Code | : PAD-628 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| Prerequisite for the course: | Nil | |
|---|---|---|
| Course 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 | |
| References | 1. Bava, N. (ed.) (1997). Non-Government Organisations in Development: Theory and Practice. New Delhi: Kanishka Publishers.<br>2. Chandra, Suresh. (2015). Non-Government Organisations. Jaipur: Rawat.<br>3. Dantwala, M. L., Sethi Harsh and Pravin Visaria (eds.) (1998) Social Change Through Voluntary Action. New Delhi: Sage.<br>4. 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.<br>5. Handy, C. (1990). Understanding Voluntary Organizations – How to make them Function Effectively. London: Penguin Books.<br>6. Jain, R. B. (1995). NGOs in Development Perspective. New Delhi: Vivek Prakashan. Self Employed Women's Association http://www.sewa.org/<br>7. 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<br>8. NanavatyMeher and Kulkarni P. (1998). NGOs in the Changing Scenario. New Delhi: Uppal Publishing House | |

| | |
|---|---|
| | 9. OXFAM India.www.oxfamindia.org. SEWA sewa.org Voluntary Action Network India. www.vaniindia.org. (VANI) |
| **Course Outcomes** | At the end of the course the student will be able to:<br>1. Attain understanding of the commonly adopted organizational forms and governance structures of NGO,<br>2. Understand issues of governance, capacity building and accountability; funding sources, making grant applications and project proposals<br>3. Comprehend the NGO-Government interface and its impact on the working of NGOs<br>4. Analyze Case studies of international and domestic NGOs which will equip them to work as managers in the NGO sector. |

**Name of the Programme** : M. A. Public Administration
**Title of the Course** : Public Health Policy and Administration
**Course Code** : PAD-629
**Number of Credits** : 4
**Effective from AY** : 2022-2023

| Prerequisite for the course: | Nil | |
|---|---|---|
| Course 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, Functions and Role. WHO: Structure, Functions and Role in Asia; Role of State Institute of Health and Family Welfare | **15 hours** |
| Pedagogy: | Lectures, seminars, workshops and field trips | |
| References | 1. Ballabh, C. (2007). Health Care Services in Hospital. New Delhi: Alfa Publication.<br>2. Goel, S.L. (1980). Health Care Administration. New Delhi: Sterlhoursing Publishers<br>3. Goel, S.L. (2010). Organisational Structure of Health Care System and Hospital Administration. New Delhi: Deep & Deep. | |
| Course Outcomes | At the end of the course, the student will be able to:<br>1. To understand the nature, significance, and scope of Public Health administration.<br>2. To examine the structure of healthcare organizations at the union, state, and local levels.<br>3. To evaluate healthcare policies and programmes in Indian context.<br>4. To describe the importance of financial and resource management in public health and health care organisations. | |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
| --- | --- |
| Title of the Course | : Ethics in Governance |
| Course Code | : PAD-630 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| Prerequisite for the course: | Nil | |
| --- | --- | --- |
| Course 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 | |
| References | 1. Arora, R. K. (2008). Ethics in Governance: Innovations Issues and Instrumentalities. Jaipur: Rawat.<br>2. Arora, Ramesh K. (Ed.) (2014) Ethics, Integrity and Values in Public Service. New Delhi: New Age International<br>3. Bhattacharya, Mohit. (2007). LokPrashasanKeNayeAyaam. New Delhi: Jawahar Publishers and Distributors.<br>4. Fox, W. (2009). A Theory of General Ethics – Human Relationships, Nature and The Built Environment. New Delhi: PHI Learning<br>5. Gandhi, Mahatma (2009). Hind Swaraj. Delhi: Rajpal& Sons Ghere, R. K. & Frederickson, H. G.(Eds.). (2007). Ethics in Public Management. New Delhi: PHI Learning.<br>6. Lillie, William (1948). Introduction to Ethics. Methuen: London | |

| | |
|---|---|
| | 7. 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 |
| **Course Outcomes** | At the end of the course, the student will be able to:<br>1. To develop an understanding about the importance of integrity in public life and the problem-solving approach to issues and conflict.<br>2. To understand the role of accountability from a public administrator's perspective and from a citizen's perspective.<br>3. To identify ethical standards and values associated with the public service.<br>4. To critically think about contemporary events relating to governance, accountability, and ethics in public administration.<br>5. To recognize unethical behavior in organizations. |

Issued on: 23/12/2024
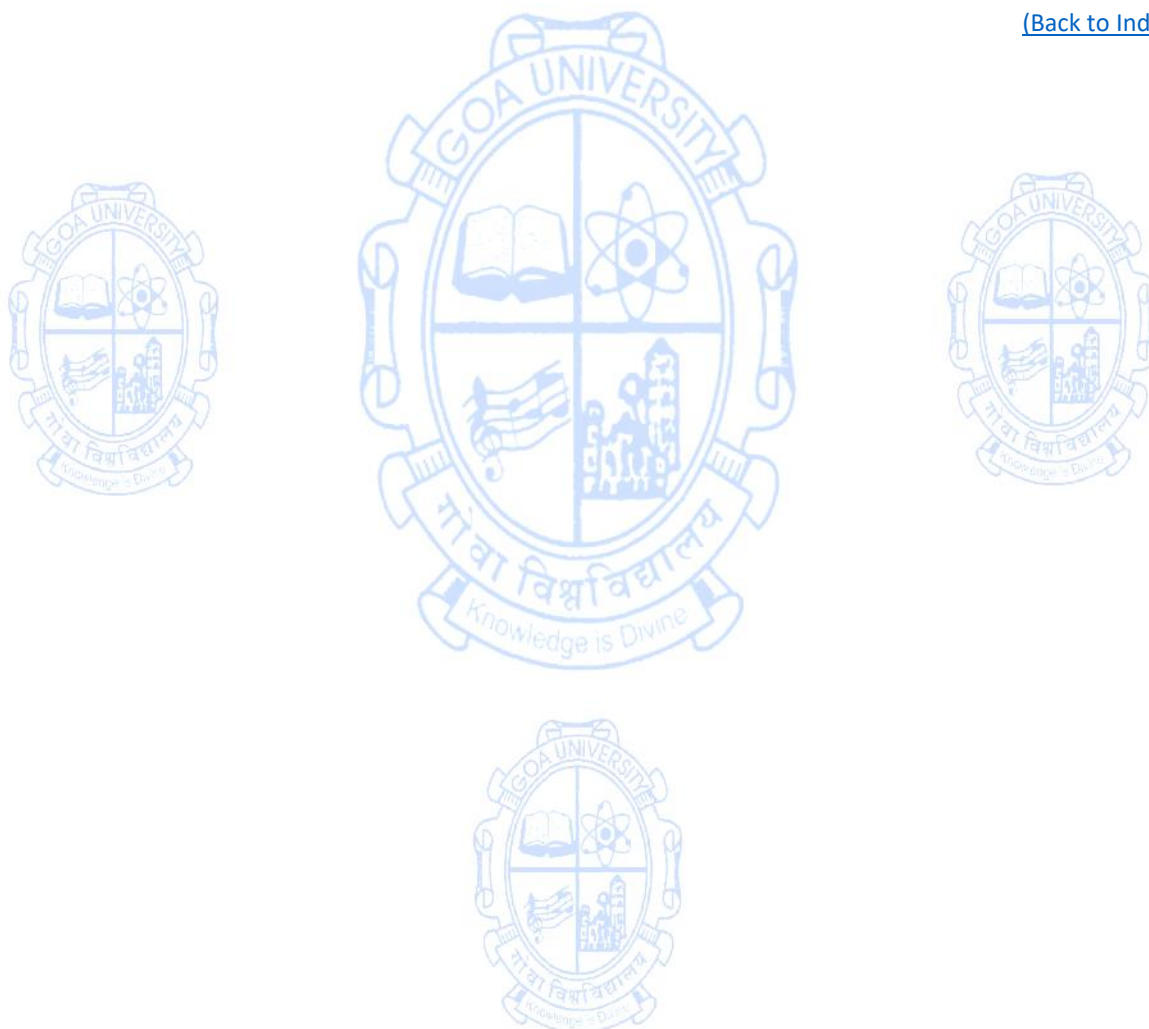
**Name of the Programme** : **M. A. Public Administration**
**Title of the Course** : **Education Policy and Administration**
**Course Code** : **PAD-631**
**Number of Credits** : **4**
**Effective from AY** : **2022-2023**

| Prerequisite for the course: | Nil | |
|---|---|---|
| Course 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** |
| | **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 | **15 hours** |
| **Pedagogy:** | Lectures, case studies, policy analysis exercises, seminars and presentations. | |
| **References** | 1. Goel, S. L. (1994). Education Policy and Administration. New Delhi: Deep and Deep Publication. <br> 2. Government of India. (1966). Report of the Education Commission. <br> 3. Manning, Kathleen. (2017). Organisational Theory in Higher Education. New York: Routledge. <br> 4. Mukherji, S. N. (1962). Administration of Education, Planning and Finance. Baroda: Acharya Book Depot. | |
| **Course Outcomes** | At the end of the course, the student will be able to: <br> 1. To understand the concept, significance, and scope of educational administration. <br> 2. To analyze the evolution trajectory of educational administration in India with the five-year plans and New Education Policy. <br> 3. To interpret the role of departments under education administration <br> 4. To evaluate the Education Policy in India and schemes and programmes introduced to promote access to education and quality education. | |

| Name of the Programme | : M. A. Public Administration |
|---|---|
| Title of the Course | : Labour Policy and Administration |
| Course Code | : PAD-632 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| | |
|---|---|
| **Prerequisite for the course:** | Nil |
| **Course 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 |
| **References** | 1. Government of India. (1969). Report of the National Commission on Labour.<br>2. Jagdish (ed.) (2004). Labour Welfare Administration: Theories and Legal Provisions. New Delhi: Akansha.<br>3. Kumar, Anil. (2003). Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws. New Delhi: Deep and Deep Publication. |
| **Course Outcomes** | At the end of the course, the student will be able to:<br>1. Understand theoretical aspects pertaining to State and Indian labor.<br>2. Analyze the role of five-year plans with respect to the evolution of labour policy in India.<br>3. Explain the functions of various departments involved in the process of labour policy framework.<br>4. Examine the need for labour policy legislation in India in contemporary times. |

| Name of the Programme | : M. A. Public Administration |
|---|---|
| Title of the Course | : Regulatory Governance |
| Course Code | : PAD-633 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| | |
|---|---|
| Prerequisite for the course: | Nil |
| Course 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 |
| References | 1. Baldwin, R., Cave, M., & Lodge, M. (2011) Understanding Regulation: Theory, Strategy and Practice (2 nd ed.). London: Oxford University Press.<br>2. 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.<br>3. 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<br>4. Government of India, Approach to Regulation of Infrastructure, Planning commission Retrieved from infrastructure.gov.in/event-Regulation_Law_and_Policy_final.pdf<br>5. Rosenbloom, D.H. (1989) Public Administration: Understanding Management, Politics and Law in the Public Sector, New York: McGraw-Hill Book Company. |

| | |
|---|---|
| | 6. 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 |
| **Course Outcomes** | At the end of the course, the student will be able to:<br>1. To understand the basic tools and techniques for regulation and regulatory governance.<br>2. To articulate the critical issues in regulation and regulatory governance.<br>3. To analyze the impacts of regulation and regulatory governance on consumers, firms, environment, government administration, public health and safety, and social welfare.<br>4. To demonstrate the theory and practice of regulation and regulatory governance using real world examples. |

| Name of the Programme | : M. A. Public Administration |
|---|---|
| Title of the Course | : Public Enterprise Management |
| Course Code | : PAD-634 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| Prerequisite for the course: | Nil | |
|---|---|---|
| Course 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. | |
| References | 1. Bailey, S.J. (2001). Public Sector Economics: Theory, Policy and Practice. 2nd ed. London: Palgrave<br>2. Bos, D. (1991). Privatization: A Theoretical Treatment. Oxford: Oxford University Press.<br>3. Dubhashi, P.R. (1976). Economics, Planning and Public Administration. Bombay: Somaiya Publications Pvt. Ltd.<br>4. Jha, L.K. (1986). Economic Administration in India – retrospect and prospect. New Delhi: IIPA<br>5. Khera, S.S. (1977). Government in Business. New Delhi: National Publishing House<br>6. Relevant websites including dpe.nic.in; finmin.nic.in . | |
| Course Outcomes | At the end of the course, the student will be able to:<br>1. To understand the role of the Public Sector in the Indian Economy.<br>2. To explain the dynamics of e-Commerce and its application to e-Government.<br>3. To comprehend the concepts of entrepreneurial government and reinvention and describe how to apply them to challenges in the public sector.<br>4. To prepare for challenges and changes of public sectors. | |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
| Title of the Course | : Police Administration |
| Course Code | : PAD-635 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| Prerequisite for the course: | Nil | |
|---|---|---|
| Course 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. | |
| References | 1. Chaturvedi, J. C. (2006). Police Administration and Investigation of Crime. New Delhi: Isha Books.<br>2. Ghosh, G. (2010). Re-legitimizing Indian Police. New Delhi: Radha Publication.<br>3. Ghosh, S. (1973). Police Administration: Organization and Procedure. Eastern Law House.<br>4. Ghosh, S.K. & Hummer, Don. (2008). Encyclopedia of Police in India. Volume I. New York: Taylor & Francis Group.<br>5. Hunter, R.D., Barker, T & Mayhall, P.D. (2010). Police Community Relations and the Administration of Justice. Prentice Hall.<br>6. Jim, R &Rustamji, K.F. (1993). Handbook of Police Administration. CSR Press. New Delhi: Ashish Publishing House.<br>7. Rohit, C. (2009). Policing: Reinventing Strategies in a Marketing Framework. New Delhi: Sage Publication.<br>8. Rohtagi, M. (2007). Spy System in Ancient India. New Delhi: Gyan Books Pvt. Ltd<br>9. Srivastava, A. (1999). Role of Police in a Changing Society. New Delhi: APH Publishing.<br>10. Subramanian, K. S. (2007). Political Violence and the Police in India. SAGE Publications India.<br>11. Swanson, C. R., Territo, L., & Taylor, R. W. (2011). Police Administration: Structures, Processes, and Behaviour. Prentice Hall | |

| **Course Outcomes** | At the end of the course, the student will be able to:<br>1. To acquaint themselves with history and basic organization of Indian Police.<br>2. To acquire information regarding various departments and divisions concerning Indian Police.<br>3. To understand various aspects related with recruitment, training, reforms, powers, and duties in policing.<br>4. To analyze present scenario and emerging challenges in police administration |
|---|---|

Issued on: 23/12/2024

| | |
|---|---|
| **Name of the Programme** | : M. A. Public Administration |
| **Title of the Course** | : Organisational Development and Administrative Improvement |
| **Course Code** | : PAD-636 |
| **Number of Credits** | : 4 |
| **Effective from AY** | : 2022-2023 |

| | | |
|---|---|---|
| **Prerequisite for the course:** | Nil | |
| **Course 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 | |
| **References** | 1. Currie, R. and Faraday. (1972). Work Study. London: Pitman.<br>2. Government of India. (2008). Ministry of Personnel, Public Grievances and Pension.<br>3. Government of India. (2008). Second Administrative Reforms Commission Reports.<br>4. Maheshwari, S. R. (2002). Administrative Reforms in India. New Delhi: Macmillan India Ltd.<br>5. Maheshwari, S. R. (2006). Indian Administration. New Delhi: Orient Longman Private Limited.<br>6. Reddin, W.J. (1971). Effective Management by Objectives. New York: McGraw Hill. | |

Issued on: 23/12/2024

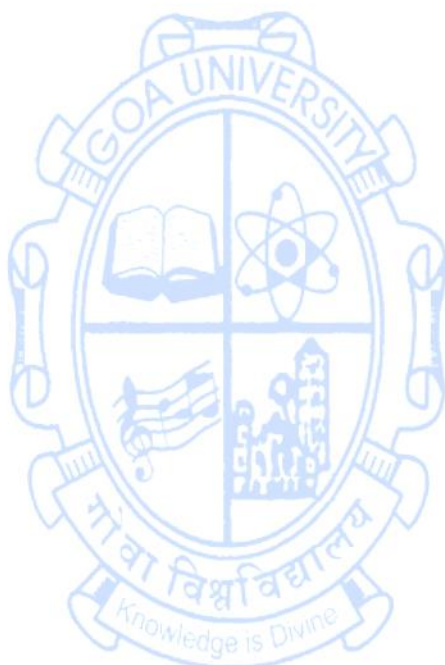| | 7. Srinath, L.S. (1996). PERT and CPM – Principles and Applications. New Delhi: Affiliated East-West Press.<br>8. United Nations. (1972). Use of Modern Management Techniques in the Public Administration of Developing Countries. New York. |
|---|---|
| **Course Outcomes** | At the end of the course, the student will be able to:<br>1. To develop a basic understanding of how organizations behave and react to change.<br>2. To comprehend ways in which change can be managed in an organisation at the operations and policy planning levels.<br>3. To analyze systems and processes of incorporating diversity<br>4. To demonstrate the techniques of administrative improvement to devise new interventions. |

Issued on: 23/12/2024

| Name of the Programme | : M. A. Public Administration |
| Title of the Course | : Administrative Law |
| Course Code | : PAD-637 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| | |
|---|---|
| **Prerequisite for the course:** | Nil |
| **Course 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 |
| **References** | 1. Diwan, P. (2007). Indian Constitution (2nd ed.). Allahabad: Law Agency. <br> 2. Kagzi, M. C. J. (2008). Indian Administrative Law (2nd ed.). Delhi: Metropolitan. <br> 3. Massey, I.P. (2008). Administrative Law. New Delhi: Eastern Book Company. <br> 4. Mehta, S.M. (1990). Indian Constitutional Law. New Delhi: Deep and Deep. <br> 5. Sathe, S.P. (1998). Administrative Law (6th ed.). Bombay: Tripathi. <br> 6. Sharma, S.K. (2007). Directive Principles and Fundamental Rights. New Delhi: Deep and Deep. <br> 7. Swami, P.M. (1989). Swami's Manual of Disciplinary Proceedings for Central Government Employees. Madras: Swami Publishers. <br> 8. Upadhyaya, J.J.R. (2016). Administrative Law. Prayagraj: Central Law Agency |
| **Course Outcomes** | At the end of the course, the student will be able to: <br> 1. To comprehend the significance of the rule of law, <br> 2. To understand the concept, principles, and evolution of administrative law |

| | 3. To appreciate the quasi-legislative, quasi-judicial procedures within administration |
| | 4. Demonstrate knowledge of the working of administrative institutions within the norms of good governance and accountability. |

| Name of the Programme | : M. A. Public Administration |
|---|---|
| Title of the Course | : Office Management |
| Course Code | : PAD-638 |
| Number of Credits | : 4 |
| Effective from AY | : 2022-2023 |

| Prerequisite for the course: | Nil | |
|---|---|---|
| **Course 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; Preparation and Confirmation of minutes and proceedings of meetings | **15 hours** |
| **Pedagogy:** | Lectures, site visits, guest lectures and discussions | |
| **References** | 1. Chopra, K. R. (2008). Office Management. Mumbai: Himalaya Books.<br>2. Ghosh, Prasanta K. (2003). Office Management: Principles and Practice. New Delhi: Sultan Chand & Sons.<br>3. K, Zane &Quible. (1977). Introduction to Administrative Office Management. Cambridge: Winthrop Publishers.<br>4. N. P, Reddy & R.H, Appannaiah. (1990). Office Organisation and Management. New Delhi: Himalaya Publishing House.<br>5. R. G, Terry. (1958). Office Management and Control: The Administrative Managing of Information. Irwin: Home Wood.<br>6. Rachel, Littlefield. (1981). Management of Office Operations. New Delhi: Prentice Hall.<br>7. Robinson, M. E & I. H. W, Leffingwell. (1986). Text Book of Office Management. New Delhi: McGraw Hill. | |

| | 8. S, Gadkari. (1997). Office Management for Public Administration- Principles and Techniques. New Delhi: Concept Publishing Company. |
| | 9. Relevant Websites /Internet Sources |
| **Course Outcomes** | At the end of the course, the student will be able to:<br>1. Understand the core components of office management and their significance for effective working<br>2. Comprehend the physical and psychological factors in the office,<br>3. Analyze the significance, types and means of office communication,<br>4. Obtain understanding of office procedure and office manuals. |