



ROYAL GLOBAL UNIVERSITY  
— GUWAHATI —

**ROYAL SCHOOL OF HUMANITIES &  
SOCIAL SCIENCES  
(RSHSS)**

**COURSE STRUCTURE**

**M.A. – Public Administration**

# Public Administration

## Course Structure

1st semester							
Sl. No.	Course Code	Names of subjects	L	T	P	C	TCP
<b>Core Subjects</b>							
1	PBA184C101	Administrative Theory	4	0	0	4	4
2	PBA184C102	Organizational Behaviour	4	0	0	4	4
3	PBA184C103	Financial Administration in India	4	0	0	4	4
4	PBA184C104	Indian Administration	4	0	0	4	4
<b>Discipline Specific Elective (4 Credit) any one</b>							
5	PBA184D101	Constitutional Law in India – I	4	0	0	4	4
5	PBA184D102	Corporate Governance	4	0	0	4	4
<b>Ability Enhancement Compulsory Courses (AECC)</b>							
6	CEN984A101	Communicative English I	1	0	0	1	1
7	BHS984A103	Behavioural Science –I	1	0	0	1	1
						22	22
<b>2nd semester</b>							
Sl. No.	Course Code	Names of subjects	L	T	P	C	TCP
<b>Core Subjects</b>							
1	PBA184C201	Industrial Relations and Labour Law	4	0	0	4	4
2	PBA184C202	Public Economics	4	0	0	4	4
3	PBA184C203	Comparative Public Administration	4	0	0	4	4
4	PBA184C204	Research Methodology and Statistics	4	0	0	4	4
<b>Discipline Specific Elective (4 Credit) any one</b>							
5	PBA184D201	Constitutional Law in India – II	4	0	0	4	4
5	PBA184D202	Project Management	4	0	0	4	4
<b>Project:</b>							
			0	0	4	0	4
<b>Ability Enhancement Compulsory Courses (AECC)</b>							
6	CEN984A201	Communicative English II	1	0	0	1	1
7	BHS984A203	Behavioural Science- II	1	0	0	1	1
<b>Ability Enhancement Elective Courses (AEEC) (Any One)</b>							
8	FLG994S202	Foreign language ( French – I)	2	0	0	2	2
8	COM044S207	Stress Management	2	0	0	2	2
8	ILD984S201	India – the land of diversity	2	0	0	2	2
8	CIT054S2011	Reasoning and Quantitative Aptitude – I	2	0	0	2	2
8	CIT054S2012	MATLAB	2	0	0	2	2

		<b>Total</b>			4	24	28
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3rd semester							
S. No.	Course Code	Names of subjects	L	T	P	C	TCP
<b>Core Subjects</b>							
1	PBA184C301	Organizational Development and Improvement	4	0	0	4	4
2	PBA184C302	Public Personnel Administration & Human Resource Management.	4	0	0	4	4
3	PBA184C303	Public Policy & Analysis	4	0	0	4	4
4	PBA184C321	Summer Project Report	0	0	4	0	4
<b>Discipline Specific Elective (any two)</b>							
5/6	PBA184D301	Rural Local Administration	4	0	0	4	4
5/6	PBA184D302	Organizational psychology	4	0	0	4	4
5/6	PBA184D303	Ethics in Public Administration	4	0	0	4	4
5/6	PBA184C304	Administrative Thought	4	0	0	4	4
5/6	PBA184C305	International Organizations					
<b>Ability Enhancement Compulsory Courses (AECC)</b>							
7	CEN984A301	Communicative English III	1	0	0	1	1
<b>Ability Enhancement Elective Courses (AEEC) Any One</b>							
8	FLG994S302	Foreign language ( French- II )	2	0	0	2	2
8	COM044S3013	Event Management	2	0	0	2	2
8	CIT054S3023	Reasoning and Quantitative Aptitude - II	2	0	0	2	2
8	ZOO144S311	Sericulture	2	0	0	2	2
8	CIT054S3012	Text Editing Tools	2	0	0	2	2
		<b>Total</b>			<b>4</b>	<b>23</b>	<b>27</b>
<b>4th semester</b>							
Sl. No.	Course Code	Names of subjects	L	T	P	C	TCP
<b>Core Subjects</b>							
1	PBA184C401	E-Governance and Administrative Reforms	4	0	0	4	4
2	PBA184C402	Economic Administration and Indian Economy	4	0	0	4	4
3	PBA184C403	Public Enterprise Management	4	0	0	4	4
4	PBA184C421	Dissertation	0	0	4	4	8
<b>Discipline Specific Subject (Any two)</b>							
5/6	PBA184D401	Urban Local Administration	4	0	0	4	4
5/6	PBA184C402	Administrative Law	4	0	0	4	4
5/6	PBA184D403	Social Policy and welfare Management	4	0	0	4	4
5/6	PBA184D404	Environment Administration	4	0	0	4	4
5/6	PBA184D405	International Relations					
<b>Ability Enhancement Compulsory Courses (AECC)</b>							
7	CEN984A401	Communicative English - IV	1	0	0	1	1
		<b>Total</b>			<b>4</b>	<b>25</b>	<b>29</b>

Summary of Credits							
Sem-I	22						
Sem-II	28						
Sem-III	27						
Sem-IV	29						
<b>TOTAL</b>	<b>106</b>						

## **Preamble**

The Learning Outcome based Curriculum Framework (LOCF) is designed to emphasize the teaching-learning process at the postgraduate (M.A) level in Public Administration to sensitize and train the students to develop a sound and systematic approach regarding theory and processes of natural and human activities. The focus is to help the students to understand the latest tools and techniques, which would help in giving focused and precise understanding of public administration and policy. The purpose is to enhance the capability of the students in perceiving, creating and analyzing sound bases and concepts of the subject.

This LOCF is designed to emphasize the teaching and learning process at the postgraduate M.A from teacher centric to student centric by strengthening the quality of teaching and learning in the present day real life scenario of global, regional and local level. It is considered learning as an activity of creativity and understanding. The main objective of this course is to introduce critical thinking on various theories and concepts of the Public Administration and its related subjects. The aim is to prepare students for the comprehensive understanding as well as practical application of various concepts of the Public administration.

## **Introduction**

The M. A. Public Administration Programme was introduced in Royal Global University in 2018 and is the first and only regular Postgraduate programme of its kind to be located in Assam. M.A. Public Administration or Master of Arts in Public Administration is a postgraduate Public Administration course. Public Administration is a comprehensive and thorough study of Public Administration as a discipline at an advanced level. M.A. (Public Administration) degree course covers the study of various theories of Administration, Public Organisations, Financial Administration, Public Services and the Constitutional Framework. In other words, M.A. in (Public Administration) degree course is a study involving the study of a system through which the government carries out its business of ruling and controlling effectively. The course duration is two years with four-semester syllabus.

The curriculum for MA Public Administration consists of core courses and electives. While core courses deal with the basic concepts related to Public Administration, electives are more about specialization in a particular field. Students also have to submit a project report at the end of the fourth semester. M.A. (Public Administration) degree course teaches and trains the students in democratic values such as equality, justice, security and order. It also prepares such human resources (called public administrators) who can critically analyse and review public policies of

the government. The students are also taught to take the responsibility of determining the policies and programmes of the government.

The discipline of Public Administration studies government-in-action and has acquired salience and popularity among students, particularly those aspiring to make a career in the rapidly changing political economy of India today. The Indian Civil services are an alternative area of career planning for the students of Public Administration besides the ever expanding private sector in post globalized India. The 20 papers of the Programme familiarize the student with the complexities of state and bureaucratic functioning as well as policy making and implementation with particular reference to India. The student learns about the concepts and theories of management and their application which is extremely relevant to the working of both public and private sector organizations. A Master's Programme in Public Administration additionally equips the student with a knowledge of the Indian constitution, the political system, institutions and their functioning besides giving an idea of how a government works at the central, state and local levels.

Papers in Personnel and Financial administration are also introduced. A working knowledge of Administrative Law and Public Enterprise Management form a part of the programme. The M. A. Programme has been repeatedly updated on account of disciplinary shifts, changing administrative realities and market exigencies. Accordingly many new topics of study have been added to enhance the skill set of the student ensuring newer inputs for academic engagement and research, besides added avenues of employment.

The courses in the Programme have been structured in a manner that they introduce the student to the canvas of subjects that comprise the umbrella discipline of Public Administration which has both theoretical and applied aspects. Beginning with a focus on concepts and theories which form the core courses, other courses are introduced to see how these concepts have been translated into Indian administrative practice.

Apart from the end semester exams that the University conducts on a biannual basis the internal assessment plan enables the teacher to understand and evaluate a student's thinking, writing and articulation skills. The assessment methods are:

- Assignment and Class Tests
- Class Presentations/ Discussions
- Internship
- Major Project Report and Viva.

There is a Project Report and Viva-Voce (8 credits) which tests the student's understanding of research tools for conducting survey research, in any case study that they might wish to present in their Project work.

Given this diverse basket of courses and skill sets that a student is expected to master in this M. A. Programme, the learning outcomes enable them to seek gainful employment and engagement

in diverse sectors of the economy such as teaching and research, civil services, journalism, law or executive work in private sector organizations.

**Level: Semester I**

**Course: C-1**

**Title of the Paper: Administrative Theory**

**Marks/ Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
To help the students to analyze the behaviouralism, organizational humanism, market theories of administration and the latest trends with emphasis on individual thinker. The course will also increase student's ability to comprehend the basic tenets and developments of administrative theory.	<ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Assignment</li> <li>3. Individual and Group Presentation</li> </ol>	The student will have an insight into the various schools of administrative thought and theories that shaped the emergence of modern bureaucracy.	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>

### **Course Outline**

#### **Unit I: Introduction**

**Periods: 14**

1. Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration.
2. Bureaucracy: Meaning, Types and Weberian model of Bureaucracy

3. Evolution of the Discipline of Public Administration: Its Growth and Development as an Academic Discipline.
4. Public Administration in Developed and Developing Countries.

**Unit II: Theories and Approaches to the Study of Public Administration: Periods: 10**

1. Administrative Thought: Concept and Evolution.
2. **Early School of Management Thought:** The Scientific Management School, The Classical Theory of Management/ Administrative Management Theory.
3. **Early School of Administrative Thought:** Human Relations Theory: Elton Mayo, Rational Decision Making Theory: Herbert Simon, Ecological Approach: Fred Riggs.

**Unit III: Structure of Organisation**

**Periods: 8**

1. Chief Executive – Role and Functions: Line and Staff Agencies.
2. Forms and Bases of Organisation, Departments, Corporations, Companies, Boards and Commissions.

**Unit IV: Contemporary Developments**

**Periods: 8**

1. **New Public Administration-** The Minnowbrook Perspective and Public Administration in a Time of Turbulence
2. Non-Weberian perspectives, Value Questions.
3. **Indian School of thought:** Indian Contribution: Kautilya and Gandhi. Indian Administration in the Era of Mughal and British Period.

**Total Periods: 40**

Keywords: Public Administration, Discipline, Developments, Organisations

Text Books

1. Arora, R. K. (Ed.). (1979). Perspectives in Administrative Theory. New Delhi: Associated. Awasthi and Maheshwari (2017). Lok Prashasan. Agra: Lakshmi Narain Agarwal Educational Publishers.
2. Awasthi and Maheshwari (2017). Public Administration. Agra: Lakshmi Narain Agarwal Educational Publishers.

3. .

**References:**

1. Chakrabarty Bidyut and Mohit Bhattacharya (ed), (2003), Public Administration: A Reader, Oxford University Press, New Delhi.
2. Bhattacharya, Mohit, (1999), Restructuring Public Administration: Essays in Rehabilitation, Jawahar Publishers & Distributors, New Delhi

**Level: Semester I, Course: C-2**

**Title of the Paper: Organizational Behavior**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
To impart a theoretical understanding of the nature of individual and group behavior within organizations, such that one possesses mastery of this knowledge, To increase one's ability to draw conclusions and develop inferences about attitudes and behavior, when confronted with different situations that are common in modern organizations	1. Lecture 2. Assignment 3. Individual and Group Presentation	To increase one's skills in identifying motives and in discriminating between different behavioral and attitudinal mechanisms that affect members of organizations, to cultivate one's abilities and skills in critical thinking, written communications, verbal discussion and debate, teamwork, and decision making	A. Semester end examination : 70 marks B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)

**Course outline:**

**Unit 1: Introduction**

**Periods: 8**



1. Nature of organizations, why organizations exist, organizational effectiveness, nature or organizational behavior, (OB),
2. Foundations of OB, importance and shortcomings of OB, historical roots of OB, interdisciplinary focus, approaches to OB

### **Unit 2: Foundation of Behaviour**

**Periods : 14**

1. Foundations of individual behavior, personal factor, environmental factor, psychological factors.
2. Personality - Structure, determinants, personality traits and OB, transactional analysis ,Johari window
3. Perception - Perceptual process, attribution, errors in perception
4. Learning - how learning occurs, principles of learning. Attitudes - formation, factor, changing attitudes
5. Motivation - challenges, importance, theories of motivation. Work Stress - stress model, cause, consequences, coping strategies. Emotional Intelligence and Emotional Quotient.

### **Unit 3: Interpersonal Behaviour**

**Periods: 8**

1. Group and Interpersonal behavior - group dynamics - why groups form, types, group norms, cohesiveness, decision making / styles, special types of groups, types of teams,
2. Power and political behaviour - sources of power, forces creating political behaviour, forces creating political behaviour.
3. Leadership - styles, contemporary developments.

### **Unit 4: Organizational Design, Change and Culture**

**Periods: 10**

1. Organizational design - types and their behavioral implications.
2. Organizational change - cause for change, why change resisted - managing change.
3. Organization culture - how is culture created and sustained.
4. OB - Emerging challenges, managing diversity, globalization, technology transformation, promoting ethical behavior

**Periods: 40**

**Keywords:** *Organizational behavior, perception, leadership, organizational culture*

**Text Books**

Buchanan, David A. (Ed.) (2016). Organizational Behaviour (9th edition). U.K.:

Boffin Cooper, Cary L. (Ed.) (2000). Industrial and Organizational Psychology: Linking Theory with Practice. USA: John Wiley and Sons

Luthans, Fred. (2010). Organizational Behavior. New York: McGraw-Hill Education

**References:**

- Robbins S P, Judge TA., Vohra N (2012) Organizational Behaviour, , 14<sup>th</sup> Edition, Pearson Education Inc, New Delhi.
- Bhattacharjee, DK , (2009) Organizational Behaviour, 5<sup>th</sup> Edition, Oxford university press, New Delhi

**Level: Semester I**

**Course: C-3**

**Title of the Paper: Financial Administration in India**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
The course on Financial Administration in India will teach the students about the concept, nature and scope of the Financial Administration in India. The course will also provide insight on various concepts and institutions on Financial	1. Lecture 2. Assignment 3. Individual and Group Presentation	After completion of this course the students will be able to understand the importance and relevance of financial Administration in Public Administration. The students will also learn about various concepts of Financial Administration	A. Semester end examination : 70 marks  B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)

Administration like budgeting, accounting and audit system.		in Indian context.	
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## Course Outline

### Unit 1:

**Periods: 14**

1. **Financial Administration:** Meaning, Scope, Significance of Financial Administration, Agencies involved in Financial Administration
2. **Budget:** Concept, Types and Forms, Principles of Budget Making.
3. **Budgetary Process:** Formulation, Enactment and Execution, Zero Based Budgeting, Performance Budgeting, Gender Budgeting , Budgetary Process in India, Budget as a political instrument

### Unit 2:

**Periods: 8**

#### Fiscal Federalism

Issues and Objectives of the Fiscal Policy, Tax Administration at Union Level, Centre-State Financial Relations.

### Unit 3:

**Periods: 14**

1. **Parliamentary Financial Control Agencies:** Public Accounts Committees, Estimates Committees, Parliamentary Standing Committees.
2. **Finance Ministry:** Monetary and Fiscal Policies; Role of Finance Ministry; RBI, Parliamentary control over public expenditure, Resource Mobilization and Division of Resources, Tax Reforms

### Unit 4:

**Periods: 10**

1. **Accounting and Audit System:** Concept, Types, Emerging Trends in Accounting System, Role of C.A.G. of India
2. **Financial Accountability;** Audits and Accounts; Social Audit, Gender Auditing

**Total Periods: 40**

**Keywords:** *Financial Administration, accounting, auditing, fiscal federalism*

*Text Books*

1. Chand, P. (2010). Control of Public Expenditure in India (2nd edition). New Delhi: Allied Publishers.
2. Chand, P. (2010). Performance Budgeting (2nd edition). New Delhi: Allied Publishers.
3. Goel, S. L. (2002). Public Financial Administration. New Delhi: Deep and Deep Publications

**References:**

1. A. Sarapa (2004) Public Finance in India, , Kanishka Publishers Distributors, New Delhi.
2. MJK Thavaraj:, (1996) Financial Administration in India, , Delhi, Sultan Chand & Sons.
3. Ruddar Dutt & K.P. Sundharam, (1997) Indian Economy, S. Chand & Co. Pvt. Ltd., New Delhi
4. R.N. Srivastave, (1982) Management of Financial Institutions, 1982, Bombay, Himalaya Publishing House
5. S. L.Goel, (2004) Public Financial Administration, 2004, Deep & Deep Publications, New Delhi.

**Level: Semester I**

**Course: C-4**

**Title of the Paper: Indian Administration**

**Marks/ Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation

<p>This paper attempts to familiarize the student of Public Administration with the basic philosophy and features of the Indian Constitution, particularly those serving as the basis of the administrative set up in India.</p>	<p>4. Lecture 5. Assignment 6. Individual and Group Presentation</p>	<p>The students will also be familiarized with the institutions that make up the system alongwith a conceptual and historical understanding</p>	<p>A. Semester end examination : 70 marks B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>
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### **Course Outline**

#### **UNIT I**

**Period-10**

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

#### **UNIT II**

**Period-10**

State Executive: Governor, Chief Minister, Council of Ministers State Legislature: Legislative Assembly, Legislative Council Centre-State Relations: Legislative and Administrative

#### **UNIT III**

**Period-10**

Central Secretariat: Structure, Functions and Role Cabinet Secretariat: Significance, Functions and Role; Prime Minister Office, Election Commission: Structure, Functions and Role; Electoral Reforms Judiciary: Supreme Court; High Court; Judicial Review; Judicial Reforms

#### **UNIT IV**

**Period-10**

Relationship between Political and Permanent Executive, Generalist and Specialist in Administration, Indian Administration: Problems and Challenges

**Total Period-40**

**Keywords:** Union Executive, Council of Ministers, Central Secretariat, Election Commission, Judicial Review

Text Books:

1. Arora, R. K. and Goyal, R. (1997). Indian Public Administration. New Delhi: VishwaParkashan.
2. Austin, G. (2009). Indian Constitution. Oxford: Claredon.
3. Avasthi and Avasthi. (2001). Indian Administration. Agra: LuxmiNarain Aggarwal

Reference Books:

1. Sharma, M.P. and Sadana, B.L. (2010). Public Administration in Theory and Practice. New Delhi: Kitab Mahal.
2. Singh, H. (ed.). (2008). Indian Administration. Jaipur: Aalekh Publishers.
3. Singh, M and Singh, H. (1989). Public Administration in India. New Delhi: Sterling Publishers.

**Level: Semester I**

**Course: DSE-1**

**Title of the Paper: Constitutional Law I**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
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<ol style="list-style-type: none"> <li>1. To provide a thorough concept of the salient features, sources and the form of government in the country.</li> <li>2. To highlight the nature of the Constitution with focus on the center-state relationship etc. in the federal structure.</li> <li>3. To provide an idea on the role administrative bodies under the Constitution.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Assignment</li> <li>3. Individual and Group Presentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Studying the Constitutional Law of India will enable the students to make their legal base strong</li> <li>2. To know more and more about the legal and political foundation of the Country.</li> </ol>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>
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**Course Outline:**

**Unit 1: Introduction:**

**Periods: 10**

1. Organs and forms of Government – Parliamentary, Unitary and Federal
2. Salient Features of the Constitution
3. Preamble
4. Union and its territory of India
5. Fundamental Rights and Judicial Review

**Unit 2: Civil Services, Part IV and IV-A of the Constitution**

**Periods: 8**

1. Directive Principles of the State Policy
2. Fundamental Duties
3. Constitutional Protection to Civil Servants in India
4. Administrative Tribunals

**Unit 3: Administrative Law**

**Periods: 14**

1. Rule of Law and its Application in India
2. Separation of Powers in India

3. Doctrine of Ultra Vires
4. Election Commission, Finance Commission, NITI Ayog
5. Comptroller and Auditor General of India
6. Union and State Public Service Commission
7. National Commission for SC and STs
8. Central Vigilance Commission

**Unit 4: Right to Information Act, 2005**

**Periods: 8**

1. Definitions, Request for obtaining information, Exemption from disclosure of information  
Grounds for rejection to access in certain cases
2. Central Information Commission, State Information Commission
3. Powers and functions of the information commissions, appeal and penalties.

**Total Periods: 40**

**Keywords:** *Constitution, Administrative law, Right to Information*

**References:**

1. Dr. J. N. Pandey, (2014) Constitutional Law of India, Central Law Agency
2. V.N. Shukla, (2014) Constitution of India, Eastern Book Agency
3. D.D. Basu, (1994) Introduction to the Indian Constitution of India, Prentice Hall of India Private Ltd., New Delhi

**Level: Semester I**

**Course: DSE-2**

**Title of the Paper: Corporate Governance**

**Marks/ Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
The Objectives of this paper is to acquaint the	4. Lecture	Students will able to act as good share holders or	A. Semester end examination : 70 marks



<p>student with the concept and theories of corporate governance. The student will also be instructed about the various aspects of corporate governance with focus on ethics, corporate social responsibility and current issues and problems, primarily focusing on India.</p>	<p>5. Assignment</p> <p>6. Individual and Group Presentation</p>	<p>investor, active participant in the governance.</p>	<p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>
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## Course Outline

### UNIT I

**Period -10**

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)

### UNIT II

**Period -10**

Structure and Forms of Organisations – Ministries/Departments, Corporations, Companies, Boards and Commissions, Adhoc& Advisory Bodies, Regulatory Authorities, Public Private Partnerships Corporate Social Responsibility

### UNIT III

**Period -10**

Board of Directors: Types; Composition & Functions CEO: Appointment, Functions & Role Rights and Privileges of Share Holders and Investors

### UNIT IV

**Period -10**

Corporate Governance in Public Enterprises Corporate Governance in NGOs Future Trends of Corporate Governance in India

**Total Period-40**

**Keywords:** Stakeholders Theory, Public Private Partnerships, Corporate Social Responsibility, Privileges of Share Holders

Text Books

1. Bansal, C.L. (2005). Corporate Governance – Law Practice & Procedures with Case Studies. New Delhi: Taxman Allied Services Pvt. Ltd.
2. Bhatia, S.K. (2004). Business Ethics and Corporate Governance . New Delhi: Deep and Deep Publication Pvt. Ltd.

**ReferenceBooks**

1. Fernando, A.C. (2009). Corporate Governance – Principles, Policies & Practices (3rd ed.). India: Dorling Kindersley Pvt. Ltd.
2. Kumar, S. (2002). Corporate Governance – A Question of Ethics. New Delhi: Galgotia Publishing Company.
3. Mathur, U.C. (2005). Corporate Governance and Business Ethics. New Delhi: Macmillan India Ltd.

**Level: Semester II**

**Course: C-1**

**Title of the Paper: Industrial Relations and Labour Laws**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>

<p>The course is designed to give inputs to the students on the relevant aspects of social legislation from different perspectives, which will go a long way in guiding them when they take over as managers. To familiarize the students with the understanding of industrial and labour related social security laws. To teach the student their application in the organization to maintain employee relations.</p>	<ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Assignment</li> <li>3. Individual and Group Presentation</li> </ol>	<p>This course will expose the students to a variety of IR situations with and other related matters and equip them with the necessary tools to apply the law to a given a set of facts.</p> <p>The students will be familiarized with the administration of labour laws in India at the Central and State levels</p> <p>Enhance their understanding on functioning of labour related departments that enforce various labour laws in India.</p>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>
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### Course Outline:

#### Unit 1: Introduction to Industrial Relations:

**Periods: 8**

1. Definition of Industrial Relations, Actors in IR, Process of Collective Bargaining,
2. Definition of Trade Unions, Problems faced by trade unions in India, Measures to Overcome the Problems, Status of Industrial Relations in India

#### Unit 2: Social Security Laws

**Periods: 14**

1. *Employees State Insurance Act, 1948*: Objectives and applicability of the scheme; Definitions
2. *Payment of Gratuity Act, 1972*: Applicability and non- applicability of the Act; Definitions.
3. *Employee's Compensation Act, 1923*: Definitions, scope ,applicability
4. *The Employees Provident Fund & Miscellaneous Provisions Act, 1952*: Definitions; Schemes under the act.
5. *Employee's Compensation Act, 1923*: Definitions: Dependent, employer, partial and total disablement, workmen, injury, accident; employer's liability for compensation; amount of

**Unit 3: Legislations for maintenance of Industrial Relations:**

**Periods: 8**

1. *Factories Act, 1948*: Definitions; Authorities under the factories Act; Health; Safety; Provisions relating to hazardous processes; Welfare; Working hours of adults; Employment of young persons; Annual leave with wages; Penalties and procedure
2. *Industrial Disputes act 1947*-dispute settlement machineries,
3. *Trade Unions Act 1926*-aim, scope, registration of a Trade union
4. *Payment of Bonus act 1965*-Minimum and Maximum Bonus, Set-off and Set-on.
5. *Minimum Wages Act 1948*-Scope and Application.

**Unit 4: Social Legislations for Indian Mangers:**

1. *Child Labour Prohibition and Regulation Act, 1986*-Meaning, Socio-Legal analysis, Judicial Approach, National Norms;
2. *Sexual Harassment at Workplace*-Meaning and definition, Legal Analysis, National Norms Gender Justice-Constitutional Aspects, Legal Aspects (Appointment, Conditions of Employment etc.)

**Periods: 10**

**Total Periods: 40**

**Keywords:** *Labour Laws, legislations, Industrial Relations, employments*

**References:**

1. Padhi (2012) *Labour and Industrial Laws*, Padhi, 2nd Edition, PHI Learning Private Limited, New Delhi
2. Monappa A, Nambudiri R, Selvaraj P (2013) “*Industrial Relations and Labour Laws*”, 2<sup>nd</sup> Edition, McGraw Hill Education India Pvt .Ltd, New Delhi
3. Sinha, Sinha and Shekhar, (2013) “*Industrial Relations Trade Unions and Labour Legislations*”, 2<sup>nd</sup> Edition, 2013, Pearson, New Delhi.

**Level: Semester II**

**Course: C-2**

**Title of the Paper: Public Economics**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
The course is designed to give inputs to the students on the relevant aspects of social legislation from different perspectives, which will go a long way in guiding them when they take over as managers. To familiarize the students with the understanding of industrial and labour related social security laws.	4. Lecture 5. Assignment 6. Individual and Group Presentation	1. This course will expose the students to a variety of IR situations with and other related matters and equip them with the necessary tools to apply the law to a given a set of facts. 2. The students will be familiarized with the administration of labour laws in India at the Central and State levels 3. Enhance their understanding on functioning of labour related departments	A. Semester end examination : 70 marks B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)

Unit I

**Periods 8**

Nature and scope of Public Finance, Role of Government in the economy and scope of fiscal action. Optimal budgeting. Theory of public expenditure on social goods. Effects of public expenditure on production and distribution. Private and social goods.

Unit II

**Periods 8**

Public Revenue : Taxation: Canons of Taxation. Justice in Taxation, equi-absolute, equi-proportional classifications of Government budget. major trends in public expenditure in India (Growth and composition).

Unit III

**Periods 12**

Taxation- The incidence of taxation under Monopoly and perfect Competition. Effects of commodity taxation on production via relative price and resource allocation. Effects of direct taxation on production in taxes. Overall progressiveness of the whole tax system. Salient features of the Indian Tax System, major taxes, main trends in the revenues of the Central and State Governments in India, Major changes in the tax structure if a developing economy with special reference to India. Non-tax revenues. Profits from Public Enterprises.

Unit IV

**Periods 12**

Public Debt and Federal Finance - Theory of public det. Economic effects of large public dept. Loans and savings as source of finance for development Internal and external public dept. of India. Theory of Federal finance. Financial relations between the Central and State Governments in India. Major criteria for allocation of Central transfers in the Reports of the finance Commission. N.D.C. formula for plan Allocation. Main recommendations of latest Finance Commission. Fiscal policy for developing economies: Arguments and prospects for resource mobilization by direct an indirect taxation. Borrowing as means of financing, Recent fiscal policy of India

**Total Periods 40**

**Keywords:** Public Debt, Federal Finance, Taxation, Public Revenue

#### **Text Books**

- Musgrave, R.A. & P. Musgrave : Public Finance in Theory & Practice.
- Gandhi, V.P. Some Aspects of India's Tax Structure, Vore & Co., Mumbai
- Bhargave, R.N. Indian Public Finance.
- Prem Prakash Sharma : Principle of Public Finance, Hindi Granth- Academy, Jaipur (Hindi)

## Reference Books

- Ganguly, S. : Public Finance.
- Tilak Narain Hajela : Principle of Public Finance (Hindi)
- Bhatia H.L. : Public Finance. (Hindi & English)
- Houghton, R.W. : Public Finance

**Level: Semester II**

**Course: C-3**

**Title of the Paper: Comparative Public Administration**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
<p>1. This course will help the students to understand the connection between democracy and Public administration,</p> <p>2. This course will help students to identify the political and administrative possibilities inherent in democracy and analyze the issues relating to the governance.</p>	<p>1. Lecture</p> <p>2. Assignment</p> <p>3. Individual and Group Presentation</p>	<p>1. This course will enable the students to understand the close relationship between public administration and Democracy.</p> <p>2. Students will be familiar with various concepts like people's participation, accountability, and governance.</p>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance: 05)</p>

## Course Outline

**Unit 1: Comparative Public Administration****Periods: 10**

1. Concept, Nature, Scope, Evolution and Significance.
2. Development Administration: Concept, Nature, Scope, Evolution and Significance.
3. Characteristics of Administration in Developed and Developing Countries.

**Unit 2: Theories and Approaches to the study of Comparative Public Administration****Periods: 10**

1. Riggs Model, (b) Montgomery and (c) Ferrel Heady
2. Bureaucracy and Development Administration-
3. Role of Bureaucracy in Plan Formulation and its Implementation

**Unit 3: Comparative Analysis of Administrative Systems:****Periods: 10**

1. Salient Features of Administrative Systems of UK, USA, PRC and India.
2. Comparative Study of Political Executives of UK, USA, PRC and India,
3. Control Mechanisms over Administration in UK, USA, PRC and India.

**Unit 4: Citizen and Administration****Periods: 10**

1. Comparative Analysis of Role of Bureaucracy, Political Parties, Pressure Groups in UK, USA, PRC and India.
2. **Citizen and Administration:** Machinery for Redressal of Citizens Grievances in UK, USA, PRC and India.
3. **People's Participation in Development:** UK, USA, PRC and India

**Total Periods: 40****Keywords:** *Comparative administration, People's participation, Role of Bureaucracy**Text Books*



- N. Lewis and P. Birkeshaw, (1999) When Citizens Complain: Reforming Justice and Administration, Buckingham, Open University Press.
- T.N. Chaturvedi, (1999) Comparative Public Administration, Jaipur, Research Publications.
- V.N. Vishwanathan, (1997) Comparative Public Administration, New Delhi, Sterling Publishers Pvt. Ltd.,

***References:***

- Arvind K. Sharma & Indu Sharma, (2002) Inducing Client Focus in Bureaucracy: The Citizen Charter in India, , IIPA, New Delhi
- B. Stone (1995) Administrative Accountability in the Westminster Democracies: Towards a new conceptual framework, Governance, 8(4), Oct .

**Level: Semester II**

**Course: C-4**

**Title of the Paper: Research Methodology and Statistics**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>

<p>This paper aims to acquaint the student with the knowledge of rationale and methodology of conducting good quality research in social sciences with special reference to Public Administration. The major Objectives of this paper is to prepare students for undertaking quality research at Masters' level and a basis for pursuing research as a career.</p>	7. Lecture	<p>The course seeks to equip students in structuring research design, formulating research questions/hypotheses, tools to collect data and analyze it with the help of suitable statistical techniques.</p>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>
	8. Assignment		
	9. Individual and Group Presentation		

### **UNIT I**

**Period-10**

Meaning and Objectives of Research; Steps in Research Types of Research: Fundamental; Applied; Evaluative Concepts and Theory; Variables and Unit of Analysis Hypotheses: Definition; Features and Types; Testing Procedures

### **UNIT II**

**Period-10**

Research Design: Definition; Contents; Types Sampling: Concept and Types Methods of Data Collection: Documents, Observation, Interview and Questionnaire Data Processing: Editing, Coding and Tabulation

### **UNIT III**

**Period -10**

Measures of Central Tendency: Mean, Median and Mode Dispersion Linear and Rank Correlation

### **UNIT IV**

**Period-10**

Regression Analysis Tests of Significance; Parametric Tests- t, F and Z tests Chi-Square ( $\chi^2$ ) and goodness of fit .

Total Period -40

**Keywords:** Research Design, Hypothesis, data collection, Regression Analysis

Text Books

1. Ahuja, Ram (2003). SamajikSarvekshanEvamAnusandhan. Jaipur: Rawat Ahuja,
2. Ram (2003). Research Methods. Jaipur: Rawat
3. Goode, W. J. &Hatt, P.K. (2006). Methods in Social Research. New Delhi: McGraw Hill Series.

Reference books

1. Young, P. V. (2007). Scientific Social Research and Surveys. India: Asia Publishing House
2. Bowley, A. L. (1937). Elements of Statistics. New York: Staples Press Inc.
3. Johnston, Erik, W.(Ed.). (2015). Governance in the Information Era: Theory and Practice of Policy Informatics). New York: Routledge.
4. Miller, D. C. &Salkind, N. J. (1981). Handbook of Research Design and Social

**Level: Semester II**

**Course: DSE-1**

**Title of the Paper: Constitutional Law II**

**Marks/ Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation

<ol style="list-style-type: none"> <li>1. To gain a detailed understanding of the salient features, sources and form of government in the country by studying the provisions of the Constitution of India.</li> <li>2. To study the nature of the Constitution by focusing on the center-state relationship in the federal structure of the country.</li> <li>3. To understand the role and functions of the administrative bodies under the Constitution</li> </ol>	<ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Assignment</li> <li>3. Individual and Group Presentation</li> </ol>	<ol style="list-style-type: none"> <li>A. Studying the Constitutional Law of India will strengthen the legal base of students.</li> <li>B. It will deepen their understanding of the legal and political foundation of the country.</li> </ol>	<ol style="list-style-type: none"> <li>A. Semester end examination : 70 marks</li> <li>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</li> </ol>
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### **Course Outline:**

#### **Unit 1: The Union and the State, Privileges**

**Periods: 8**

1. The President: Election, Term of Office, Powers, Function, Procedure of Impeachment
2. Governor: Appointment, Powers and Functions,
3. Nature, Scope and Extent of Executive Power of the union and states
4. Privileges and immunities of Parliament/State Legislatures and its members (Articles 105, 194)

#### **Unit 2: Indian Judiciary**

**Periods: 10**

1. Appointment of Chief Justice of India and judges of the Supreme Court
2. Jurisdiction of Supreme Court
3. Appointment and transfer of judges of High Courts
4. Jurisdiction of High Courts
5. Independence of judiciary, power of judicial review
6. Judicial Activism and Public Interest Litigation

**Unit 3:Financial Administration****Periods: 8**

1. Freedom of trade, commerce and intercourse within the territory of India
2. Liabilities of the Government
3. Attorney General of India
4. Advocate General of India

**Unit 4:Relation between Union and States, Amendment, etc****Periods: 14**

1. Legislative Relation
2. Administrative Relation
3. Panchayats and Municipalities
4. Emergency Provisions
5. Constitutional amendment process
6. Landmark and latest amendments of the Constitution of India
7. Basic Structure Doctrine

**Total Periods: 40****Keywords:** *Indian judiciary, administration, amendments, financial administration***References:**

- D.D. Basu, (2011) Introduction to the Constitution of India, Lexis Nexis
- V.N. Shukla, (2014) Constitution of India, Eastern Book Agency
- M.P. Jain, (2013) Indian Constitutional Law, , New Delhi, Lexis Nexis
- H.M. Seervai, (2013) Constitutional Law of India, Universal Law Publishing Co., Reprint
- Granville Austin, (1999) The Indian Constitution – Cornerstone of a Nation, Oxford University Press
- P.M. Bakshi, (2014) The Constitution of India, 2014, Universal Law Publishing.

**Level: Semester II**

**Course: DSE-2**

**Title of the Paper: Project Management**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
The relevance of the course is and the objectives are to impart a deep understanding of all the stages of project management and the techniques supporting project management.	1. Lecture 2. Assignment 3. Individual and Group Presentation	Project Management continues to grow as a profession. Project management techniques are now used outside the traditional project industries and a management-by-project approach has increasingly been adopted in development projects funded by the UN, World Bank and other international agencies; it is also sought to be adopted in government funded welfare and development projects.	A. Semester end examination : 70 marks B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance: 05)

UNIT I

**Periods 10**

Project Management: Organisation, Planning including Prerequisites for Successful Project Implementation and Control Project Planning: Resource Allocation Framework; Generation and Screening of Project Ideas

UNIT II

**Periods 10**

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

UNIT III

**Periods 10**

Project Selection II: Project Risk Analysis; Social cost benefit analysis: Rationale and approaches Shadow Pricing applications in India

UNIT IV

**Periods 10**

Project Implementation: Project Management Techniques: Network Analysis (PERT/CPM), Project Monitoring and Review: Integrated Cost Planning and Budgeting; Monitoring Information; Reporting System and Evaluation

**Total Periods: 40**

**Keywords:** Project Planning, Project Analysis, Project Risk Analysis, Project Implementation

**Text Books**

1. Burke, Rory (2004). Project Management: Planning and Control Techniques. Singapore: John Wiley & Sons Asia (Pvt Ltd.).
2. Prasanna, Chandra (1995). Projects: Preparation; Appraisal, Implementation. New Delhi: Tata McGraw Hill
3. Srinath, L.S. (1996). PERT and CPM – Principles and Applications. New Delhi: Affiliated EastWest Press.

**Reference Books**

1. Choudhry, Sadan (1988). Project Scheduling and Monitoring in Practice. Delhi: South Asian Publishers.
2. John Wiley. Harrison, F.L. (1992). Advance Project Management (2nd ed.). London:
3. Lock, Dennis (2007). Project Management. England: Gower. Planning Commission (1975). Guidelines for Preparation
- 4.

**Level: Semester III**

**Course: C-1**

**Title of the Paper: Organizational Development and Administrative Improvement**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
Organisational Development and Administrative improvement are important aspects of administrative management. The objectives of this paper are to comprehensively deal with the varied reference points leading to promoting administrative efficiency. The students will therefore gain an understanding of the ways in which change can be managed in an organisation at the operations and policy planning levels..	1. Lecture 2. Assignment 3. Individual and Group Presentation	A thorough 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	A. Semester end examination : 70 marks  B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)

**UNIT I**

**Periods 10**

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

**UNIT II**

**Periods 10**



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

### UNIT III

**Periods 8**

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

### UNIT IV

**Periods 12**

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

**Total Periods: 40**

**Keywords:** Administrative Improvement, Organizational Change, Performance Appraisal,  
Organisation Development

#### Text Books

1. M. & Jones, B. B. (2006). The NTL Handbook of Organization Development and  
Change: Principles, Practices, and Perspectives.
2. Wiley Cummings, T. G. & Worley C. G (2008). Organization Development & Change  
(9th ed.). Cengage Learning.
3. Maheshwari, S. R. (2002). Administrative Reforms in India. New Delhi: Macmillan India  
Ltd.
4. Maheshwari, S. R. (2006). Indian Administration. New Delhi: Orient Longman Private  
Limited

## Reference Books

1. Government of India. (2008). Ministry of Personnel, Public Grievances and Pension.
2. Government of India. (2008). Second Administrative Reforms Commission Reports.
3. Srinath, L.S. (1996). PERT and CPM – Principles and Applications. New Delhi: Affiliated East-West Press. United Nations.
4. Armstrong, Michael. (1995). Handbook of Management Techniques. New Delhi: Excel Books. Page 56 of 65 Brazzel,
5. Department of Personnel and Administrative Reform: Administrative Reforms Wing. Department of Personnel and Training: Report of Sixth Pay Commission.
6. Gopalkrishnan, P. (1999). Handbook of Materials Management. New Delhi: Prentice Hall of India. 7. Government of India. Management in Government. Quarterly Journal published by the I.L.O. (2008). Introduction to Work Study. Oxford & IBN Publishing Co. Pvt. Ltd.

**Level: Semester III**

**Course: C-2**

**Title of the Paper: Public Personnel Administration & Human Resource Management.**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
The course will also provide insight on Human resource management, Employees, Capacity building, Strategies and assessing Human Resource management effectiveness.	<ol style="list-style-type: none"><li>1. Lecture</li><li>2. Assignment</li><li>3. Individual and Group Presentation</li></ol>	The students could also opt for specialization on Human Resource Management after learning the basic concepts.	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>

Unit – I

**Periods 8**

Public Personnel Administration – Concept, Nature, Scope and Significance. Bureaucracy: Meaning, Concepts, Types, Recent Trends and its Role in Modern Society.

Unit – II

**Periods 12**

Public Personnel System in India with Reference to Civil Services: Recruitment, Training, Promotion and Salary Administration.

Unit – III

**Periods 8**

Human Resource Management: Meaning, Nature, Scope and Significance. Human Resource Planning and Strategy. Job Analysis and Job Design.

Unit – IV

**Periods-12**

Employees' Capacity Building Strategies. **Total Quality Management. Human Resource Management and Employment Involvement.** Code of Conduct, Discipline and Grievances. **Assessing Human Resource Management Effectiveness. Human Resource Audit.** Managing Change at Work Place. Stress Management.

**Total Periods-40**

**Keywords:** Human Resources Management, Governance, Total Quality Management, Bureaucracy

Text Books:

1. C.M.Jain, Public Personnel Administration, Jaipur, College Book Depot, 2003.
2. V.M.Sinha: Personnel Administration, (English & Hindi) Jaipur, RBSA Swai Man Singh Highway, 1985. 3. S.L.Goel: Public Personnel Administration, New Delhi, Deep & Deep Publisher rs, 2004.
4. K.Aswhathappa: Human Resource Management. Tata McGraw Hill, New Delhi, 2008.

5. V.S.P.Rao, Human Resource Management, Excel Books, New Delhi, 2007.
6. A.K.Singh et. Al: Human Resource Management, Sun India Publications, New Delhi, 2005.
7. C.L.Chaturvedi: Manav Sansadhan Parbandh, Shri Mahavir Book Depot, 2603, Nai Sarak, Delhi.
8. Shahib Singh & Swinder Singh: Public Financial Administration, New academic Publisher Company, Jalandhar, 2007.

**Level: Semester III**

**Course: C-3**

**Title of the Paper: Public Policy & Analysis**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>
<ol style="list-style-type: none"> <li>1. The course aims to give the students a detailed insight into Public Policy, Policy Formulation, Policy implementation and evaluation, Policy analysis.</li> <li>2. The idea is to introduce the comprehensive framework of Public Policy to the students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Assignment</li> <li>3. Individual and Group Presentation</li> </ol>	<ol style="list-style-type: none"> <li>1. The students will be able to understand Public Policy and its formulation and Public Policy in Indian context.</li> <li>2. In addition, learning various approaches and types of Public Policy will create more curiosity among the students to opt for research in the future.</li> </ol>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>

**Course Outline:**

**Unit 1: Public Policy****Periods: 10**

1. Meaning, Nature, Scope, Importance and Types. Public Policy in Indian Context  
Types of Public Policy – Distributive, Re-distributive, Regulatory, Liberal, conservative and substantive
2. Institutional Arrangement for Policy Making
3. Approaches to public policy – Incremental Theory, System Analysis, Elite Theory, Institutional Theory, Group Theory, Rational Theory, Public Choice Theory

**Unit 2: Policy Formulation Policy Implementation:****Periods: 8**

1. Process, Concept, Constitutional Framework for Policy Making, Role of Political parties, pressure groups, mass media and citizens.
2. Role of Bureaucracy, Legislature and Judiciary and Political Parties in Policy Formulation making. Policy change

**Unit 3: Policy Implementation and Evaluation:****Periods: 8**

1. Meaning Elements in Implementation;
2. Implementation Techniques. Policy Evaluation: Meaning, Problems and Approaches in Policy Evaluation.

**Unit 4: Policy Analysis:****Periods: 14**

1. Approaches, Models of Policy Analysis, Participatory, normative, ideological, scientific and professional.
2. A Study of Policies Relating to: (a) Urban Development and Housing Policy and (b) Educational Policy.
3. A Study of Policies Relating to (a) Employment Policy. Environmental Policy: (a) Water Pollution, (b) Disposable Wastage
4. Select Policy Studies in India – New Economic Policy, Reservation Policy, National Educational Policy

**Periods: 40**

**Keywords:** *Public Policy, implementation, policy analysis, evaluation*

**References:**

1. E. Lindblom Charles, Englewood Cliffs (1986) The Policy Making Process, NJ Prentice Hall Incorporation.
2. E. Jacob Charles: (1967) Policy and Bureaucracy, P. Van Nostrand Co.
3. Jones Charles O (1986) An Introduction to the Study of Public Administration Policy., Brooks Cole Pub. Co., Monterey California (3rd Ed.)
4. O. Pardeep Sahni: (1987) Public Policy, Conceptual Dimension, Allahabad: Kitab Mahal.
5. Richard M. Hodgetts and Jr. Max. S. Wortman (1969) : Administrative Policy – Text and Cases in the Policy Science, New York: Wiely. George A. Steiner: Top Management Planning, Macmillan.
6. R.B. Jain: (2014) Policy and Parliament in India, Indian Institute of Public Administration, New Delhi.

**Level: Semester III**

**Course: DSE 1**

**Title of the Paper: Rural local Administration**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
This course will provide an introduction to the theory and practice of rural development. It will use examples of topical issues from developed and developing nations to illustrate the range of challenges facing rural areas in different parts of the world. It will focus on the origins of key	1. Lecture 2. Assignment 3. Individual and Group Presentation	After completion of this course, the students in MA in Public Administration will be able to understand the Rural local administration in general and India in Particular and able to pursue research on the Rural local administration	A. Semester end examination : 70 marks B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation:

issues and the factors influencing the ways in which solutions are identified and implemented will be analysed through a series of case studies.		and its issues and prospects.	05, Class Participation: 05, Attendance: 05)
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## Course Outline

### Unit 1: Understanding the concept of Development

**Period 14**

1. Theories of Development in the context of rural development;
2. Indicators of development & rural development and their measurements;
3. Recent advances in rural development theories;
4. Concept of sustainable rural development.
5. U.N., World Bank and IMF sponsored Rural Development experiments in Asian, African and Latin American countries.

### Unit 2: Rural development experiences

**Period: 10**

1. Experiments in rural development before independence: Sriniketan, Martandam, Sevagram, Baroda, Firka Development, Nilokheri and Etawa pilot project,
2. Relevance of Gandhi and Tagore's Approaches to rural development;
3. Approaches of rural development in selected developed countries: USA, Britain, Japan, China, South Korea, Russia

### Unit 3: Rural Development

**Period 8**

1. Concept, Nature and Scope;
2. Organizational Strategies at State, District, Block and SIRD, DRDA;
3. Village Level; Rural Cooperative Societies and Rural Banking,
4. NABARD.

### Unit 4: Policies and Programmes for Rural Development in India

**Period 8**

1. Rural Health Programmes,
2. Literacy Programmes;

3. Role of Civil Society Organizations and International Organizations for Rural Development.
4. Sharing of the Best Practices in Rural Development

**Total Periods: 40**

**Keywords: *Rural Administration, Development, Rural Health***

Text Books

1. P.G. Bailey, (1990) Tribe, Caste and Nation, Bombay, Oxford.
2. S.C. Dubey (ed.), (1997) Tribal Heritage of India: Ethnicity, Identity and Integration,. New Delhi, Vikas.
3. S.C. Dubey and Tarna Murdia, (Eds.) (1997) Land Alienation and Restoration in Tribal Communities in India, Bombay, Himalaya.
4. , K.Suresh Singh, (Ed.), (1992) Tribal Movements, New Delhi.

**References:**

1. B.Pakem, (Ed.), (1999) Ethnicity, Nationality and Cultural Identity, Delhi, OMSON.
2. D.D. Basu, (1995) Introduction to the Constitution of India, Delhi, Prentice-Hall of India.
3. S. Sarkar & S. K. Chaudhury (2014) Autonomous District Council and Tribal Welfare(North East India),Kalpaz Publications.

**Level: Semester III**

**Course: DSE 2**

**Title of the Paper: Organisational Psychology**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
The paper will make the students familiar with the basic concepts of Organisational Psychology. Functional aspects of Organizational Psychology like	1. Lecture 2. Assignment 3. Individual and	Students will be able to understand to manage work stress, traits of personality, significance of right attitude.	A. Semester end examination : 70 marks B. Internal Assessment:



<p>human relations, employment, attitudes, groups, personality and work stress would be taught to the students.</p>	<p>Group Presentation</p>	<p>.</p>	<p>30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance: 05)</p>
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## Course Outline

### UNIT-I

**Periods 10**

Organisational and Industrial Psychology: Concept, Nature and Scope Leadership: Concept; Theories – Trait; Situational; Behavioural Employee Needs: Concept, Hierarchy of Needs and Need Satisfaction

### UNIT-II

**Periods 10**

Attitude: Concept, Nature and Significance Industrial Morale: Concept, Nature and Determinants Motivation of Industrial Employees: Concept and Determinants

### UNIT-III

**Periods 10**

Personality: Concept, Significance and Types Job Satisfaction: Concept, Significance and Determinants Groups: Concept, Types and Inter-Group Relations

### UNIT-IV

**Periods 10**

Fatigue: Concept, Causes and Remedies Monotony and Boredom: Concept, Causes and Effects Work Stress and its Management

**Total Periods: 40**

**Keywords:** Personality, Fatigue, Attitude, Industrial Psychology

### Text books

1. Buchanan, David A. (Ed.) (2016). Organizational Behaviour (9th edition). U.K.:
2. Boffin Cooper, Cary L. (Ed.) (2000). Industrial and Organizational Psychology: Linking Theory with Practice. USA:
3. John Wiley and Sons Luthans, Fred. (2010). Organizational Behavior. New York: McGraw-Hill Education
4. Norman, R. F. Maier. (1970). Psychology in Industry. Oxford and IBH.
5. Stephan P. Robbins, SeemaSanghi, Timothy Judge. (2009). Organizational Behaviour: Concepts, Controversies and Applications. New Delhi: Pearson 13th Edition.

**Reference Books**

1. Ganguli, H.C. (1983). Structure and Process of Organization. Mumbai: Asia Publishing House.
2. McShane, Steven, Lattimore (2015); Organisational Behaviour, 5th edition; New York: Mcgraw-Hill S
3. Zedeck, Sheldon (2011). APA Handbook of Industrial and Organizational Psychology (Part of the APA Handbooks in Psychology Series and APA Reference Books Collection). USA

**Level: Semester III**

**Course: DSE 3**

**Title of the Paper: Ethics in Public Administration**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
<p>The aim of the paper 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.</p> <p>The paper through teaching in case studies will enhance the problem solving skills on</p>	<ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Assignment</li> <li>3. Individual and Group Presentation</li> </ol>	<ol style="list-style-type: none"> <li>1. The students will learn to effectively communicate ethics and governance concepts and arguments in a</li> </ol>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment: 30 marks</p> <p>(Assignment: 15, Assignment</p>

situations relating to integrity, probity in public life and problem solving approach to various issues and conflicts face by him in dealing with society.		logical manner.	Presentation: 05, Class Participation: 05, Attendance: 05)
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## Course Outline

### Unit 1: Ethics

**Periods: 10**

1. Concept and Significance;
2. Importance of Ethical Values in Public Life Contribution of Kautilya, Vivekananda and Mahatma Gandhi to Ethics in Administration Contribution of Western Administrative Thinkers to Ethics with special reference to Plato and Immanuel Kant

### Unit 2: Ethics and Human Interface

**Periods: 10**

1. Essence, Determinants and Consequences of Ethics in Human Actions
2. Significance of human values and Attitudes in Ethical Development
3. Morality: Concept and Issues in Public service

### Unit 3: Ethics and Human Interface

**Periods: 10**

1. Civil Service Neutrality and Anonymity Significance of Ethical and Moral Values in Governance Code of Ethics.
2. Code of Conduct for Civil Services in India

### Unit 4: Probity in Governance- Corruption

**Periods 10**

1. Concept and Causes;
2. Mechanism for Fighting Corruption
3. Work Culture- Concept
4. Significance and Characteristics of a good work culture;
5. Case Studies relating to Ethics in Public Administration

**Total Periods: 40**

**Keywords:** Ethics, Morality, Work Culture, anti-corruption

### Text Books

1. Arora, R. K. (2008). Ethics in governance: innovations issues and instrumentalities, Jaipur : Rawat Publications.
2. Bhargava,R. (2006). Politics and ethics of the Indian Constitution, New Delhi: OUP.
3. Chaturvedi, T. N. (Ed.)(1996). Ethics in public life. New Delhi: IIPA.

### Reference Books

4. Fox, W.(2009). A theory of general ethics – human relationships, nature, and the built environment. New Delhi: PHI Learning.
5. Ghere,R.K. and Frederickson, H.G. (Eds.) . (2007). Ethics in Public Management. New Delhi: PHI Learnin

**Level: Semester III**

**Course: DSE 4**

**Title of the Paper: Administrative Thought**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
To make the student aware of theories and thoughts of various classical, neo-classical and modern thinkers in the area of administration and organization.	1. Lecture 2. Assignment 3. Individual and Group Presentation	It will equip the student with a deep understanding of the historical evolution of administrative thought, various conceptualizations and their application.	A. Semester end examination : 70 marks B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance: 05)

UNIT I

**Periods 10**

Classical Approach Identity of Public Administration: Woodrow Wilson Principles of Management: Henri Fayol, Luther Gulick and L.B. Urwick Scientific Management: Frederick Winslow Taylor Bureaucratic Theory: Max Weber, Karl Marx

## UNIT II

**Periods 10**

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)

## UNIT III

**Periods 10**

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)

## UNIT IV

**Periods 10**

Fred W. Riggs (Ecological Approach) Peter Drucker (Modern Management) Vincent Ostrom (Public Choice Theory) Kautilya (Principles and elements of public administration; Saptanga Theory of State; Recruitment and Training)

**Total Periods: 40**

**Keywords:** Classical Approach , Human Relations and Behavioural Approach, Motivation, Ecological Approach

### **Text Books**

1. Maheshwari, S. R. (2003). Administrative Thinkers (2nd Edition). Delhi: Macmillan India Limited
2. Ostrom, Vincent and Allen, Barbara. (2007). The Intellectual Crisis in American Public Administration. Alabama: The University of Alabama Press.
3. Prasad, D. R. & Prasad, V.S., Satyanarayana, P., Pardhasaradhi, Y. (2017). Administrative Thinkers. New Delhi: Sterling.

4. Sapru, R.K. (2006). Administrative Theories and Management Thought. New Delhi:

**Reference Books**

- 1.Pugh, Derek S. (Ed.) (1990). Organization Theory: Selected Readings. Third Edition. London: Penguin Business  
 2. Mouzelis, N. P. (2009). Organization and Bureaucracy – An Analysis of Modern Theories. London: Routledge.

**Level: Semester III**

**Course: DSE 5**

**Title of the Paper: International Organizations**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
To enhance the ability to analyze the role of International Organizations, Non-State Actors, World Financial Institutions .	1. Lecture 2. Assignment 3. Individual and Group Presentation	It will equip the student with a deep understanding of the role and relationships of International Financial Institutions Breton Woods System WTO	A. Semester end examination : 70 marks B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance: 05)

**Unit-1**

**Period-8**

Introduction to International Organizations and Global Governance Rationale and Scope

**Unit-2**

**Period-12**

Historical Legacy of International Organization and Global Governance  
 The League of Nations  
 The United Nations  
 United Nations in the Post-Cold Cold War Era Reforming the United Nations  
 Peacekeeping Operation UN and Humanitarian Intervention

UN and Global Environmental Issues

**Unit-3**

**Period-8**

International Financial Institutions Breton Woods System WTO

**Unit-4**

**Period-12**

Non States Actors in Global Governance Globalization and Non-StatesActors

- Global Civil Society
- Sports and International Organization,MNCs,TNCs

**Text Books**

1. Abbot, Kenneth and Snidal, Duncan, "Why States Act Through Formal Organizations", Journal of Conflict Resolution Vol. 42, No. 1 February 1998, pp. 3-32
2. Albrecht Schnabel & Ramesh Thakur, "From An Agenda for Peace to the Brahmi Report: Towards a New Era of UN Peace Operation"

**Reference Books**

1. Barnett, Michael and Duvall, Raymond (Eds), Power in Global Governance (Cambridge University Press)
2. Devesh Kapur, "The IMF: A Cure or a Curse?" Foreign Policy, No 111 (summer, 1998) , pp 114-129
3. Fred Haliday, "Global Governance: Prospects and Problems, Citizenship Studies, Vol 4, No 1, 2000
4. Inis Claude, Swords into Plowshares: The Problems and Progress of International Organizations (Delhi: Anupam Publications (reprint), 1987)

**Level: Semester IV**

**Course: C 1**

**Title of the Paper: E-Governance and Administrative Reforms**

**Marks/ Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
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<p>1.Delineating the constitutional provisions and dynamics of union - state relationships</p> <p>2.Awareness about the institutions and mechanism in force for citizen-state interface</p>	<p>1.Lecture</p> <p>2. Assignment</p> <p>3. Individual and Group Presentation</p>	<p>1.Knowledge about the evolution and growth of Indian Administration</p> <p>2.Familiarity with the constitutional framework on which Indian Administration is based.</p> <p>3.Grasping the role of Union Executive</p> <p>4.Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general.</p>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>
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### Course Outline

#### UNIT-1

**Period-10**

Meaning, Definitions, Scope (Including stages and types of interactions in e-Governance) and Significance of e-Governance, Theories of e-Governance (Six perspectives and six theories). Models of e-Governance (The General Information Dissemination Model, the Critical Information Dissemination Model, the Advocacy Model, the Interactive Model). Growth of e-Governance initiatives in India, Pre -National e-Governance Plan and Post NeGP (NeGP 2006). e-Governance Initiatives in the area of Government to Citizens (G2C), Government to Business (G2B) and Government to Government (G2G)

#### UNIT – 2

**Period-10**

**Legal Framework, Issues & Challenges for e-Governance:** I T Act – 2001 (ICT Act and important features of the Act); Information and Cyber Security. e-Readiness;



Digital Divide (Gender, Geographic, Economic, Social and Political); Challenges; Resistance to Change, Capacity Building, Adaptation of Technology and Administrative Reforms. **Significant issues in Indian Administration:** Values in public service; Regulatory Commissions; National Human Rights Commission;

### **UNIT-3**

**Period-10**

**Problems of administration :**Problems of administration in coalition regimes;

1. Citizen-administration interface;
2. Corruption and administration;
3. Disaster management

### **UNIT-4 Administrative Reforms since Independence**

**Period-10**

1. Major concerns; Important Committees and Commissions;
2. Reforms in financial management and human resource development;
3. Problems of implementation.

**Total Periods:40**

**Keywords:** *Values in public service, Regulatory Commissions, National Human Rights Commission, Administrative Reforms, e-governance.*

#### **Text Books:**

1. Public Administration: A Reader, Chakrabarty Bidyut and Mohit Bhattacharya (ed), 2003, Oxford University Press, New Delhi.
2. Panchayat Raj in India: Emerging Trends Across the States, Joshil. R. P. and G.S. Narwani, 2002, Rawat Publications, Jaipur, New Delhi.

#### **Reference Books:**

1. Vayunandan E, Mathew D, "Good Governance: Initiatives in India", 2003, Prentice Hall of India Private Limited, New Delhi.
2. Mishra, S.N, Mishra, Sweta, "Decentralised Governance," 2002, Shipra Publications, New Delhi.

**Level: Semester IV**

**Course: C 2**

**Title of the Paper: Economic Administration and India Economy**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
During the course of study the student will be familiarized with the economic models of the government, industrial policies and economic legislations. In addition, the students would be taught about the promotional role of State by referring to various promotional and infrastructural public sector undertakings	1. Lecture 2. Assignment 3. Individual and Group Presentation	Student will develop critical thinking about the market completion and acquire knowledge about the economic administration	A. Semester end examination : 70 marks B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance: 05)

**UNIT I**

**Period-10**

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

**UNIT II**

**Period-10**

Sustainable Socio-economic Development; SDGs and the Indian economy Structure and Growth of the Indian Economy Indian Economic Reforms: Concept, Rationale and Evaluation

**UNIT III**

**Period-10**

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

**Unit IV**

**Period-10**

Economic Legislation: Rationale, Philosophy and Overview Industrial (Development and Regulation) Act, 1951 Foreign Exchange Management Act, 1999 Competition Act, 2002

**Total Periods: 40**

**Keywords:** Market Mechanism, Perfect Competition, Monetary Policy, Fiscal Policy.

**Text Books:**

1. Bailey, S. J. (2001). Public Sector Economics: Theory, Policy and Practice (2nd ed.). London: Palgrave.
2. Chakraborty, Lekha S. (2016). Fiscal Consolidation, Budget Deficits and the Macro Economy. New Delhi: Sage.
3. Jha, L.K. (1986). Economic Administration in India – Retrospect and Prospect. New Delhi: IIPA.
4. Kuchhal, S.C. (1989). Industrial Economy of India. Allahabad: Chaitanya Publishing House.
5. Marathey, S.S. (1986). Regulation and Development. New Delhi: Sage Publications.
6. Mishra, S.K. and Puri, V.K. (2010). Indian Economy: Its Development Experience. New Delhi: Himalaya Publishing House.
7. Ray, Partha (2013), Monetary Policy, Oxford Press, New Delhi

**Reference Books**

1. Five Year Plan Documents Padmanabhan, G (2013), " Administering FEMA (Foreign Exchange Management Act) – evolving challenges", Inaugural Address at the Authorised Dealers' Conference, Agra, 30 November 2013 online available at <https://www.bis.org/review/r131206b.pdf>
2. Vaishmapayan, J.V. (2013). SamashtiArthashastra. SiddhantEvamNeeti. Lucknow: New Royal Book Company

**Level: Semester IV**

**Course: C 3**

**Title of the Paper: Public Enterprise Management**

**Marks/Credits: 100/4**

	<b>Teaching Learning</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
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<b>Course Objectives</b>	<b>Process</b>		
<p>This paper covers various aspects of Public Sector and Public Sector Undertakings in India.</p> <p>In particular, the paper covers various forms of organization, governing boards, privatization and performance of central public sector enterprises in India.</p>	<p>1. Lecture</p> <p>2. Assignment</p> <p>3. Individual and Group Presentation</p>	<p>This course will enable students to understand functioning of various aspects of Public Sector and Public Sector Undertakings in India.</p>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment: 30 marks</p> <p>(Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance: 05)</p>

### **Course Outline**

#### **Unit 1: Public Enterprise**

**Periods: 8**

1. Concept, Rationale and Objectives Role of Public Sector in the Indian Economy
2. Organisational Forms: Departmental Undertaking; Public Corporation; and Government Company

#### **Unit 2: Governing Boards**

**Periods: 8**

1. Types, Functions, Size and Composition
2. Legislative Control over Public Enterprises
3. Ministerial Control over Public Enterprises

#### **Unit 3: Pricing and Public Enterprise Reforms**

**Periods: 8**

1. Rationale; Performance Contract System/Memorandum of Understanding (MOU)
2. Professionalisation of Boards of Governance in India

#### **Unit 4: Disinvestment**

**Periods: 10**

1. **Disinvestment** Objectives, Methods, Machinery and Assessment Privatisation: Theory, Objectives, Methods, Procedure, and Assessment;
2. Lessons from the U.K. Experience Contracting Out: Concept & Rationale; Contracting Out Local Services

**Total Periods: 40**

**Keywords:** *Public Enterprise, Governing Boards, Disinvestment, Mou*

References:

1. Dubhashi, P.R. (1976). Economics, planning and public administration, Bombay: Somaiya, Publications, Pvt. Ltd.
2. Bailey, S.J. (2001).. Public sector economics: theory, policy and practice, 2nd ed. London: Palgrave.
3. Bos, D. (1991) Privatization: a theoretical treatment .Oxford: Oxford University Press.
4. Administrative Reforms Commission. (1967). Report of study team on public sector undertakings .New Delhi: Government of India.

**Level: Semester IV**

**Course: DSE- 1**

**Title of the Paper: Urban Local Administration**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
This course aims to give the students an idea about the Urban local administration as a whole and the various elements involved in understanding the nature and functioning of the Urban Local administration as general and particularly in India.	1. Lecture 2. Assignment 3. Individual and Group Presentation	After completion of this course, the students in MA in Public Administration will be able to understand the urban local administration in general and India in Particular and able to pursue research on the urban local administration	A. Semester end examination : 70 marks B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation:

		and its issues and prospects.	05, Class Participation: 05, Attendance: 05)
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### **Course Outline**

#### **Unit 1: Urban Development and Administration**

**Periods: 10**

1. Local government and urban local government: Concept, Nature and Scope;
2. Organizational Strategies at State and District Level
3. State Urban Development Agency and District Urban Development Agency;
4. State Department of Urban Development and Poverty Alleviation – Structure and Functions

#### **Unit 2: Policies and Programmes of Urban Development and Administration.**

**Periods: 10**

1. Town Planning; Development Authority;
2. Sanitation and Water Supply; Slum Development;
3. Pollution; Housing; Traffic Management, Waste Management;
4. Migratory Pressure; Sharing of Best Practices in Urban Development.

#### **Unit 3: Urban local Administration**

**Periods: 10**

1. Salient features of urban local government in USA, France, Britain and India
2. Historical overview of commissions and committees
3. Council of state ministers
4. Center-state and local relationships
5. Urban reforms

#### **Unit 4: Urban Local Administration in India**

**Periods: 10**

1. 74<sup>th</sup> constitutional amendment Act: provisions, problems and challenges
2. Urban Local Bodies: Municipal corporation, Municipal council and Municipal Committee-meaning, features role and significance
3. State finance commission: financial resources and problems

**Total Periods: 40**

**Keywords:** Urban Local Bodies, State finance commission, 74<sup>th</sup> constitutional amendment Act, Town Planning

**References:**

1. M.A. Muttalib, (1997) *The Municipal Commissioner, Royal Institute of Public Administration*, London, Autumn No.1997.
2. Mohit Bhattacharya, (1996) *Management of Urban Government in India*, Delhi, Uppal.
3. A. Avasthi, (Ed.), (1992) *Municipal Government and Administration in India*, 1992, Agra, LaxmiNarain and Company.

**Level: Semester IV**

**Course: DSE- 2**

**Title of the Paper: Administrative Law**

**Marks/Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evolution</b>
In this paper the concept of administrative law will be discussed in detail. It will highlight the use of delegated legislation, judicial review and Lokpal and Lokayuktas in India. It will also focus on the administrative difference among different countries which will give a comparative idea to the students.	1. Lecture 2. Assignment 3. Individual and Group Presentation	Administrative law will enable the students to learn the importance of studying <i>droit administrative</i> and hence they will get a clear picture of the modes by which the administration of India as well as the other democracies are run.	A. Semester end examination : 70 marks B. Internal Assessment: 30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance: 05)

**Course Outline**

**Unit 1: Administrative Law****Periods: 10**

1. Definition, Nature, Scope and Functions
2. Growth of Administrative Law in India
3. Basic Constitutional Principles: Indian Perspectives
4. Natural Justice principles
5. Rule of Law
6. Separation of Powers

**Unit 2: Delegated Legislation:****Periods: 14**

1. Importance, Need and Constitutionality of Delegated Legislation
2. Conditional Legislation
3. Controls on Delegated Legislation
4. The Concept of Judicial Review
5. Judicial Review of Legislation
6. Judicial Review of Administrative Actions Grounds.
7. Scope – Permissibility of Merits Review
8. Limits on Judicial Review
9. Doctrine of Political Questions
10. Constitutional Framework for Judicial Review of Administrative Actions
11. Power and Jurisdiction of the Supreme Court
12. Power and Jurisdiction of High Courts
13. Subordinate Courts and Judicial Review
14. Judicial Activism as an Extension of Power of Judicial Review, Exclusion of Judicial Review.

**Unit 3: Accountability:****Periods: 8**

1. *Lokpal* and *Lokayukta*
2. Right to Information
3. Vigilance Commission
4. Comptroller and Auditor - General of India
5. Commissions of Inquiry Ombudsman



**Unit 4: Comparative Administrative Law.**

**Periods: 8**

1. French concept of Separation of Powers and Administrative Courts.
2. *Droit Administratif*
3. Administrative courts in France
4. Scope of Judicial Review in UK
5. Scope of Judicial Review in US
6. Public Interest Litigation in India and US
7. Global Administrative Law: Perspectives of Developing Countries
8. Globalization and Global Governance (Public, Private and Hybrid)

**Total Periods: 40**

**Keywords:** *Administrative Law, Accountability, Comparative Law, PIL*

*Text Books*

1. O Hood Philips, 2001 - *Constitutional Law and Administrative Law*, Sweet & Maxwell; 8th edition
2. M. P. Jain, S. N. Jain, 1986, - *Principles of Administrative Law*, Indian Law Institute
3. M. P. Jain, 1972 - *The Evolving Indian Administrative Law*, Indian Law Institute

*References Books*

1. D. D. Basu, 2014 - *Comparative Administrative Law*, Lexis Nexis, New Delhi
2. Dicey, 1992 - *Introduction to Law of the Constitution*, Oxford University Press, London

**Level: Semester IV**

**Course: DSE- 3**

**Title of the Paper: Social Policy and Welfare Administration**

**Marks/ Credits: 100/4**

<b>Course Objectives</b>	<b>Teaching Learning Process</b>	<b>Learning Outcomes</b>	<b>Course Evaluation</b>

<p>The paper attempts to familiarize the students with various aspects of social welfare in India by emphasizing on policy, programmes and administration of the weaker sections, the administrative set up and the legislations in this area. The students will learn about various policies and programmes for welfare of women, children and other disadvantaged groups as well as the role of non-governmental organizations in social welfare and its administration.</p>	<ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Assignment</li> <li>3. Individual and Group Presentation</li> </ol>	<p>After completion of their course, the students will be able to understand and solve social welfare needs and problems in the society.</p>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>
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**Course Outline:**

**Unit 1: Social Welfare**

**Periods: 8**

1. Concept and Significance Welfare State: Concept and Philosophy Social Welfare Administration: Nature, Scope and Significance

**Unit 2: Social Legislation in India**

**Periods: 8**

1. An Overview Protection of Women from Domestic Violence Act, 2005
2. The Juvenile Justice (Care and Protection of Children) Act, 2013

**Unit 3: Organisation and Functions**

**Periods: 10**

Union Ministry of Social Justice and Empowerment; State Social Welfare Department; Central Social Welfare Board; State Social Welfare Board Role of NGOs/Voluntary Organisations for Social Welfare

**Unit 4: Policy, Programs and Administration**

**Periods: 14**

1. Welfare of SC/ST Policy,
2. Programmes and Administration for Welfare of Women and Children Policy,
3. Programmes and Administration for Welfare of Aged Policy,

4. Programmes and Administration for Welfare of Drug Addicts

**Total Periods: 40**

**Keywords:** *Social Welfare Administration, Welfare Organizations, Policies*

**References:**

1. Social Welfare Administration, . D.P. (1976). Delhi: Atma Ram and Sons. Encyclopedia of Social Change. Vol. 5. New Delhi: Anmol Publishers.
2. Social Welfare Administration, Sachdeva. D.R. (2009). Allahabad: KitabMahal. Sankhdher
3. Bulsara, J.F. &Verma (2006). Perspective in Social Welfare in India. New Delhi: S. Chand & Co. Chowdhary,

**Level: Semester IV**

**Course: DSE- 4**

**Title of the Paper: Environment Administration**

**Marks/ Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
<p>1. Knowledge pertaining to environment, energy and natural resources especially in scientific, economic, political and institutional perspectives</p> <p>2. An understanding of the Indian environment policies and their implementation</p>	<p>1. Lecture</p> <p>2. Assignment</p> <p>3. Individual and Group Presentation</p>	<p>Students will able to understand environmental problems and ; Interstate and International Cooperation for Environment Protection</p>	<p>A. Semester end examination : 70 marks</p> <p>B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)</p>

**Course Outline**

UNIT – I

**Period-15**

Conceptual constructs: Environment, Healthy Environment, Climate, Biodiversity, Waste Management, Ecosystem Balance; Natural Resource Conservation & Management; Environmental Hazards and Risk Management. Population and Environment: Basic Issues, Environmental Impact of Population Growth and Agenda for Action

UNIT - II

**Period-15**

Environment Policies and Evaluation: National Environment Policy, 2006; Environmental Impact Assessment; and Impact Prediction, Evaluation and Mitigation

UNIT - III

**Period-15**

Environmental Administration: Ministry of Environment; Central Pollution Control Board – Structure, Functions and Role; State Pollution Control Board – Structure, Functions and Role; National Green Tribunal

UNIT – IV

**Period-15**

International Perspective: Global Environment Issues – Water Contamination, Atmospheric Pollution, Acid Rain, Noise Pollution and control strategies thereof. Important International conferences on Environment – Rio Earth Summit, 1992; Kyoto Protocol, 1997; Interstate and International Cooperation for Environment Protection – Role of UNEP; Sustainable Development Goals and Environment

**Total Period-60**

**Keywords:** Natural Resource Conservation, National Environment Policy, Environmental Administration, Central Pollution Control Board, Global Environment Issues

**Text Books**

1. Bhatt, M S; Ashraf, S; and Illiyani, A (Eds.) (2008) Problems and Prospects of Environment Policy: Indian Perspective. Aakar Books: Delhi
2. Divan, S and Rosencranz, A (2001) Environmental Law and Policy in India (18th Edition). Oxford University Press: New Delhi
3. Dwivedi, O P (1997) India's Environmental Policies, Programmes and Stewardship. Palgrave Macmillan: London, UK
4. Krishnamoorthy, B (2017) Environmental Management: Text and Cases (3rd Edition). PHI Learning: New Delhi

**Reference Books**

1. Kulkarni, V and Ramachandra, T V (2006) Environmental Management. TERI Press: New Delhi
2. Roberts, J (2011) Environmental Policy (2ndEdition). Routledge: Abingdon, Oxon
3. Uberoi, N K (2007) Environmental Management (2ndEdition). Excel Books: New Delhi
4. UNEP (2015) Embedding the Environment in Sustainable Development Goals. Post 2015 Discussion Paper 1

**Course: DSE- 5**

**International Relations**

**Marks/ Credits: 100/4**

Course Objectives	Teaching Learning Process	Learning Outcomes	Course Evaluation
To enhance the ability to explain the nature of International Relations	1.Lecture 2. Assignment 3. Individual and Group Presentation	Students will able to understand Approaches in International Relations Post-positivist Approach	A. Semester end examination : 70 marks  B. Internal Assessment:30 marks (Assignment: 15, Assignment Presentation: 05, Class Participation: 05, Attendance : 05)

**Course Outline**

**UNIT – I**

**Period-10**

The Nature of International Relations :Theory History and scope of the Discipline Traditional and Scientific Approaches in International Relations Post- positivist Approach

**UNIT – 2**

**Period-10**

State, Sovereignty; Power/Hegemony, National interest; Security, Anarchy Civil Society; Citizenship, Identity; Gender;Cosmopolitanism Globalisation, Poststructuralism, Green Politics Traditional Theories in IR Realisms Liberalisms Marxism International Society/English School

**UNIT – 3**

**Period-10**

Emerging Theories in IR: An Introduction Critical TheoriesConstructivism Post-Structural Theories

Major Theories in Contemporary IR Constructivism Normative Approaches Feminist Theories  
Postmodernism and IR Theory Post-colonialism and IR

**Text Books:**

- q. Bajpai, Kanti and Siddharth Mallavarapu (eds.), International Relations  
In India: Bringing Theory Back Home (New Delhi: Orient Longman, 2005)
- r. Baldwin, David, ed., Neorealism and Neoliberalism: The Contemporary  
Debate (New York: Columbia University Press, 1993).

**Reference Books:**

1. Barnett, Michael, "Social Constructivism," The Globalization of World Politics,  
pp. 251-270.

Baylis, John and Steve Smith, (eds.) The Globalization of World Politics: An  
Introduction to International Relations. 3rd ed. Oxford: Oxford University  
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