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## **M.A. Public Administration CBCS system 2017-18 and onwards**

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Format of the course content of discipline

[Abbreviations: HC=Hardcore: SC=Softcore: OE-Elective: Prj-Project: ]

Name of the Department: Department of Studies in Public Administration

Course : Master of Arts in Public Administration

I. Papers offered in 1<sup>st</sup> and 3<sup>rd</sup> Semester of the Academic Year 2017-18 onwards:

Semester :I

sl. No.	Title Of The Course	HC/SC/OE/	L	T	P	Total Credit
1	PUBLIC ADMINISTRATION	HC	3	1	0	04
2	ADMINISTRATIVE THOUGHT	HC	3	1	0	04
3	INDIAN ADMINISTRATION	HC	3	1	0	04
4	HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (HRDM)	SC	3	1	0	04
5	PLANNING AND DEVELOPMENT	SC	3	1	0	04
6	SOCIAL WELFARE ADMINISTRATION	SC	3	1	0	04
7	DEVELOPMENT POLITICS AND ADMINISTRATION	OE	3	1	0	04

Semester: III

sl. No.	Title Of The Course	HC/SC/OE/	L	T	P	Total Credit
1	URBAN GOVERNANCE IN INDIA	HC	3	1	0	04
2	PANCHAYATI RAJ INSTITUTIONS IN INDIA	HC	3	1	0	04
3	THEORIES OF BUREAUCRACY	HC	3	1	0	04
4	NEW PUBLIC MANAGEMENT	SC	3	1	0	04
5	DISASTER MANAGEMENT	SC	3	1	0	04
6	POLITICS AND POLITICAL PROCESS IN INDIA	OE	3	1	0	04
7	INDIAN ADMINISTRATIVE SYSTEM	OE	3	1	0	04

Format of the course content of discipline

[Abbreviations: HC=Hardcore: SC=Softcore: OE-Elective: Prj-Project: ]

Name of the Department: Department of Studies in Public Administration

Course : Master of Arts in Public Administration

I. Papers offered in 2<sup>nd</sup> and 4<sup>th</sup> Semester of the Academic Year 2017-18 onwards:

Semester :II

sl. No.	Title Of The Course	HC/SC/OE/	L	T	P	Total Credit
1	COMPARATIVE PUBLIC ADMINISTRATION	HC	3	1	0	04
2	DEVELOPMENT ADMINISTRATION	HC	3	1	0	04
3	PUBLIC PERSONNEL ADMINISTRATION	HC	3	1	0	04
4	KARANTAKA GOVERNMENT AND POLITICS	SC	3	1	0	04
5	FINANCIAL ADMINISTRATION IN INDIA	SC	3	1	0	04
6	GLOBALISATION AND PUBLIC POLICY	OE	3	1	0	04
7	PANCHAYAT RAJ INSTITUTIONS IN INDIA	OE	3	1	0	04

Semester: IV

sl. No.	Title Of The Course	HC/SC/OE/	L	T	P	Total Credit
1	RESEARCH METHODS IN PUBLIC ADMINISTRATION	HC	3	1	0	04
2	GLOBALIZATION AND PUBLIC ADMINISTRATION	HC	3	1	0	04
3	MINOR PROJECT	HC	3	1	0	04
4	GOOD GOVERNANCE	SC	3	1	0	04
5	ISSUES IN INDIAN ADMINISTRATION	SC	3	1	0	04
6	PUBLIC POLICY	OE	3	1	0	04

[Prof. Dayananda A Mane ]  
Professor & Chairman [BOS]

**2017-18 Syllabus for PUBLIC ADMINISTRATION**

Detailed Syllabus of papers offered to the students of 2017-18 batches under CBCS

**M.A. PUBLIC ADMINISTRATION**  
[CBCS 2017-18 ONWARDS]**First Semester: Paper 1, HC 4 Credits****PUBLIC ADMINISTRATION**

**Unit 1:** Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration, Evolution of Public Administration as a discipline, New Public Administration,

**Unit 2:** Approaches – Institutional, Behavioural, Systems, Structural-Functional, Public Choice,

**Unit 3:** Principles of Public Administration – Hierarchy, Unity of Command, Span of Control, Authority, Responsibility, Coordination, Delegation, Supervision, Centralisation and Decentralisation, Line and Staff

**Unit 4:** Administrative Behaviour – Decision Making, Leadership Theories, Communication and Motivation

**Unit 5:** New Public Administration – paradigms – Minnowbrook conferences 1968, 1988 and 2008, Washington conferences – Discussion and resolutions

## Books for Reference

1. Joseph L. Massie, Essentials of Management, Prentice Hall of India, New Delhi, 1987.
2. Mohit Bhattacharya, New Horizons of Public Administration, Jawahar Publishers, New Delhi, 2001.
3. Mohit Bhattacharya, Public Administration, World Press, Calcutta, 1981.
4. Rumki Basu, Public Administration – Concepts And Themes, Sterling Publishers, New Delhi, 2000.
5. Sharma and Sadana, Public Administration In Theory and Practice, Kitab Mahal, Allahabad, 2000.

**First Semester: Paper 2, HC 4 Credits**

**ADMINISTRATIVE THOUGHT**

**Unit 1:** Scientific Management and Scientific Management Movement, Human Relations School – Elton Mayo and others, Classical Theory – Fayol, Gulick and Urwick

**Unit 2:** Weber's Bureaucratic Model – Its Critique and Post Weberian Developments

**Unit 3:** Dynamic Administration - Mary Parker Follet, Chester Barnard Functions of the Executive, Herbert Simon – Decision Making Theory

**Unit 4:** Participative Management – R. Likert, C. Argyris, D. McGregor

**Unit 5:** Koutilya and his views on Administration.

**Books for Reference**

1. R.K. Sapru, Administrative Theories and Management Thought, Prentice Hall of India, New Delhi, 2006.
2. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana Ed, Administrative Thinkers, Sterling Publishers, New Delhi, 1998.
3. S.R. Maheswari, Administrative Thinkers, Macmillan, New Delhi, 2000.
4. Shumsunnisa Ali, Eminent Administrative Thinkers, Associated Publishing House, New Delhi, 1998.
5. Koontz and Heinz Weilrich, Essentials of Management, McGraw-Hill, Singapore, 1990.
6. Dayanadamane and Chandrakanth Devappa. Issues in Indian administration, A.K Publisher New Delhi - 2014

**First Semester: Paper 3, HC 4 Credits**

**INDIAN ADMINISTRATION**

**Unit 1:** Evolution of Indian Administration –Ancient, medieval, British legacy and modern administration.

**Unit 2:** Philosophical and Constitutional framework of Government – Salient features and value premises, Constitutionalism, Political Culture, and, Bureaucracy and Development

**Unit 3:** Problem of autonomy, accountability, impact of Liberalization, Privatization and Globalization (LPG) on Indian administration.

**Unit 4:** Accountability and Control over administration – Popular Control, executive control and Judicial control,

**Unit 5:** Administrative Reforms in India – Need and significance of ARC in India, Veerappa Moily Commission Report.

**Books for Reference**

1. Mohit Bhattacharya, Indian Administration, World Press, Calcutta, 2000.
2. S.R. Maheswari, Indian Administration, Orient Longman, New Delhi, 2008.
3. Ramesh K. Arora Ed, The Indian Administrative System, Associated Publishers, New Delhi, 1978.
4. B.L. Fadia and Kuldeep Fadia, Indian Administration, Sahitya Bhawan Publications, Agra, 2009.
5. A. Arasthi and A.P. Arasthi, Indian Administration, Lakshmi Narain Agarwal, Agra, 1994.
6. *The Constitution of India, Professional Ethics and Human Rights*, October 2015, by Sage Text, SAGE India Publications Pvt Ltd, New Delhi.
7. Usha Mehtha and Usha Thakkar.. Koutilya and and his Arthashatra - S Chand,New Delhi 1980.
8. Dayanadamane and chandrakanth Devappa. Issues in Indian administration, A.K Publisher New Delhi - 2014

**First Semester: Paper 4, SC 4 Credits****HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT (HRDM)**

**Unit 1:** Concept, Nature, Scope and Significance of HRDM, Evolution of HRDM as a discipline.

**Unit 2:** Human Resource Development and its sub systems – Organizational Development of the HRD, relationship between HRD and HRM, HRD in Government organizations.

**Unit 3:** Human Resource Planning – Recruitment, Training, Supervision and Career Development.

**Unit 4:** Role of Management in HRD – Personnel functions, role and responsibilities of managers, policy formulation for HRD, Recent Trends.

**Unit 5:** HRDM in India – Development of HRDM in India - Role of Ministry of Human Resource Development [MHRD] and Planning Commission in the Formulation and Implementation of Policy for Human Resource Development and Management.

**Books for Reference**

1. V.S.P. Rao, Human Resource Management.
2. Keith Davis, Human Resource and Personnel Management.
3. T.V. Rao, Human Resource Management.
4. Satyadian S. Mirza, Human Resource Management.
5. Flippo, Personnel Management.

**First Semester: Paper 5, SC 4 Credits****PLANNING AND DEVELOPMENT**

**Unit 1:** Concept, Nature, Scope and Significance of Planning and Development, relationship between planning and development, qualities of good planning, advantages and disadvantages of planning.

**Unit 2:** Planning in Organization – Principles of planning – Levels of planning (top, middle and operational level), factors and types of planning.

**Unit 3:** Machinery for Planning and Development in India – Composition, powers and functions of planning commission and NDC in planning process.

**Unit 4:** Decentralization of planning – State and District Level Planning, importance of public participation.

**Unit 5:** Planning at Local Level – Importance role of various agencies.

**Books for Reference**

1. S. Chakravathy, Development Planning – The Indian Experience, Oxford University Press, New Delhi, 1987.
2. M.R. Biju Ed, Development Issues In Contemporary India, Concept Publishing Company, New Delhi, 2010.
3. Ashok Kumar, Planning and Development in Rural India, Anmol Publication, New Delhi, 1991.
4. Manmohan Prasad, Management Concepts and Practices, Himalaya Publishing House, New Delhi, 2003.
5. Joseph L. Massie, Essentials of Management, Prentice Hall of India, New Delhi, 1987.



**First Semester: Paper 6, SC 4 Credits****SOCIAL WELFARE ADMINISTRATION**

**Unit 1:** Concept of Social Welfare and Social Justice – Evolution and Scope of Social Welfare Administration, Role of governmental Agencies.

**Unit 2:** Women and Child Welfare Administration – Concept, Laws, Policies, Programmes and Administrative Machinery.

**Unit 3:** Welfare administration for Scheduled Caste's and Scheduled Tribe's – The problems of categorization, Laws, Policies and Programmes and administrative machinery.

**Unit 4:** Welfare administration for Backward Classes and Minorities

**Unit 5:** Welfare administration – Concepts, Laws, Policies, Programmes, Administrative Machinery with special reference to Physically Challenged and Aged.

**Books for Reference**

1. S.L. Goel and R.H. Jain, Social welfare administration, Vol. I, Theory and Practice, Deep and Deep, New Delhi, 1998.
2. S.L. Goel and R.H. Jain, Social welfare administration, Vol. 2, Organization and Working, Deep and Deep, New Delhi, 1968.
3. The Central Social Welfare Board – A new Experiment in Welfare Administration, IIPA, New Delhi, 1961.
4. Reid E.W., Social Welfare Administration, Columbia University Press, New York, n.d.
5. Government of India, Study of Working of Voluntary Agencies in Social Welfare, Planning Commission, New Delhi, 1978.

**First Semester: Paper 7, OE 4 Credits****DEVELOPMENT POLITICS AND ADMINISTRATION**

**Unit 1:** Concept, nature, scope, evolution and significance of development politics and administration, constitutional framework for development politics and administration.

**Unit 2:** Dimensions of development politics and administration – Political and administrative dimensions, representative bureaucracy, neutrality vs. commitment, politics of planning, Top Level Management.

**Unit 3:** Development Politics and administration at the local level – rural and urban development, role of district administration in rural and urban development.

**Unit 4:** Democratic politics of development and administration – people's participation and role of elected representatives, role of NGOs in development.

**Unit 5:** Development Politics and International Agencies – IMF, World Bank, Aid agencies and Donor countries, Development politics.

**Books for Reference**

1. Tornquist Olle, Politics and Development: A Critical Introduction, Sage Publications, London, 1999.
2. Randall Vicky and Robin Theobald, Political Change And Under Development: A Critical Introduction To Third World Politics, Macmillan Press, London, 1985.
3. Sachs Ignacy, Understanding Development: People, Markets and The State In Mixed Economics, Oxford, New Delhi, 1999.
4. Rajni Kothari, The Crisis Of Modern State And The Decline of Democracy In India, Oxford New Delhi, 2001.
5. Nirja Gopal Ed, Democracy And Development In India: Oxford, New Delhi, 2001.

**Second Semester: Paper 1, HC 4 Credits**

**COMPARATIVE PUBLIC ADMINISTRATION**

**Unit 1:** Comparative Public Administration – Meaning, Nature, Scope and Significance of CPA, Evolution of CPA

**Unit 2:** Comparative Administration and Comparative Politics - Comparative Administrative Group [CAG] Administrative Theory and Comparative Administration.

**Unit 3:** Approaches to the study of Comparative Public Administration – Ecological Approach – Ferrel Heady, F.W. Riggs – their critique.

**Unit 4:** Administrative system in comparative perspective – Characteristics of Administration, Features of Chinese Administration, Features of UK administration and features of Indian administration.

**Unit 5:** Issues and problems of administration in developed and developing societies.

**Books for Reference**

1. F.W. Riggs, The Ecology of Public Administration, Asia Publishing House, New Delhi, 1961.
2. Ramesh K. Arora, Comparative Public Administration – An Ecological Approach, Associated Publishing House, New Delhi, 1972.
3. Ferell Heady, Public Administration – A Comparative Perspective, Marcel Dekker, New York, 1979.
4. Ramesh K. Arora, Comparative Public, Associated Publishing House, New Delhi, 2008.
5. F.W. Riggs, Administration in Developing Countries – A Theory of Prismatic Society, Houghton Mifflin, Boston, 1964.
6. M.P.Sharma & B.L.Sadhana- Public Administration in Theory and Practice , Allahabad, Kitab Mahal Agencies, 2012

**Second Semester: Paper 2, HC 4 Credits****DEVELOPMENT ADMINISTRATION**

- Unit 1:** Concept, nature, scope, significance and ecology of Development Administration, development debate.
- Unit 2:** Regional Planning and Development, Area Development – Urban Development administration and command area development administration.
- Unit 3:** Bureaucracy and Development, Bureaucratic Problems in Development, Citizen administration relationship, Bureaucratic response to development administration, Sustainable development.
- Unit 4:** Recent Trends in Development Administration – Anti development thesis, radical critique of development administration, strong state v/s market debate,
- Unit 5:** Impact of liberalization on administration in developing countries, women and development with special reference to focus on Self Help groups.

**Books for Reference**

1. M. Umapathy, Development Administration, Smitha Publication, Mysore, 1993.
2. Mohit Bhattacharya, Bureaucracy And Development Administration In India, Uppal Publishers, New Delhi, 1973.
3. Mohit Bhattacharya, Development Administration, Jawahar Publishers, New Delhi, 1997.
4. Jan Nederveen Pieterse, Development Theory – Deconstructions/Reconstructions, Vistaar Publications, New Delhi, 2001.
5. Mohit Bhattacharya, Social Theory and Development Administration, Jawahar Publishers, New Delhi, 2002.

**Second Semester: Paper 3, HC 4 Credits**

**PUBLIC PERSONNEL ADMINISTRATION IN INDIA**

**Unit 1:** Meaning, Nature, Scope, Evolution and Significance of Public Personnel Administration.

**Unit 2:** Classification of civil services – Rank and Position Classification – Merits and Demerits, Recruitment and Training.

**Unit 3:** Promotion, Pay and Service Conditions, Retirement Benefits.

**Unit 4:** Discipline and Punishment – Code of Conduct, Morale, administrative ethics.

**Unit 5:** Employer – Employee relations – Employees associations and unions, problem of political affiliation, right to strike.

**Books for Reference**

1. O.G. Stahl, Public Personnel Administration, Oxford University Press, New Delhi, 1971.
2. L.D. White, Introduction To The Study of Public Administration, Eurasia Publishing House, New Delhi, 1982.
3. S.N. Sadasivan, Productivity And Efficiency In Administration, Phoenix Publishing House, New Delhi, 2002.
4. C. David, Politics in Indian Administration From ICS to IAS, Oxford University Press, 1996.
5. Hoshir Singh and D.P. Singh Ed, Indian Administration, Alekh Publishers, Jaipur, 1990.
6. Vishnu Bhagavan and Awasti Maheshwari

**Second Semester: Paper 4, SC 4 Credits**

**KARANTAKA GOVERNMENT AND POLITICS**

**Unit 1:** Politics and Administration in the Princely State of Mysore, Karnataka Unification Movement – Factors and forces leading to Unification.

**Unit 2:** Government in Karnataka – The role of Congress and Non-Congress Governments and Party Politics in Karnataka.

**Unit 3:** Politics and Socio-Economic Movements – Politics of Backward Classes and Dalit Movements, Peasant Movement, Language Movement, Environmental Movement..

**Unit 4:** Politico Administrative Changes – Administrative Reforms and Democratic Decentralization.

**Unit 5:** Innovative programmes of Karnataka- Government, Annabhagya , Sakala, Bhoomi yojane, and health programmes.

Book for Reference

1. Karantaka State Gazetteer, Part-1 (1982), Part-2 (1983), Government Printing Press, Bangalore-1982/83.
2. Kuppaswamy, D., Backward Class Movement in Karantaka, Bangalore University, Bangalore, 1978.
3. Prof.Chandrakanth and Prof.Dayananda A Mane Dynamics of Indian administration, – A.K Publisher, dariyaganj, New Delhi -2014
4. Dr.Chandrakan Devappa, Public Administration – A.K Publisher, dariyaganj, New Delhi -2014
5. Prof. Dayananda A Mane: Babasaheb Ambedkar and Dalit movement (kannada), Dr.B.R Ambedkar Research Academy , Mysore 2000 and 2015
6. Harish Rangaswamy, s.h Patil and S.S Patagundi. Karnataka Government and Politics. Concept Publicsher New Delhi – 2006.

**Second Semester: Paper 5, SC 4 Credits****FINANCIAL ADMINISTRATION IN INDIA**

**Unit 1:** Structure - role and functions of Financial administration.

**Unit 2:** Budget as a Political Instrument – Meaning, role and Types of Budget, Budgetary Process, Evaluation and advantages.

**Unit 3:** performance budgeting – concept, objectives, Characteristics, stages, advantages and problems.

**Unit 4:** Control over Financial administration, Accounts and Audit, Parliamentary, executive and popular control.

**Unit 5:** Control over Public Expenditure – Estimates Committee and Public Accounts Committee, Critical Appraisal.

**Books for Reference**

1. M.J.K. Thavarajan, Financial Management of Government, S. Chand and Co., New Delhi, 1978.
2. M.J.K. Thavarajan and K.L. Handa, Financial Control And Delegation, IIPA, New Delhi, 1973.
3. Arjun Rao, Financial Policy Development in Urban Government, Man, Hyderabad, 1985.
4. B.N. Gupta, Indian Federal Finance And Budgetary Process, Chaitanya, Allahabad, 1970.
5. R.K. Simha, Fiscal Federalism In India, Sterling, New Delhi, 1987.
6. M.P.Sharma & B.L.Sadhana- Public Administration in Theory and Practice , Allahabad, Kitab Mahal Agencies, 2012

**Second Semester: Paper 6, OE 4 Credits**

**GLOBALISATION AND PUBLIC POLICY**

**Unit 1:** Meaning, Nature, Scope and Significance of Globalization – Evolution of Globalization.

**Unit 2:** Role of Global Institutions in Public Policy – United Nations, IMF, World Bank, WTO.

**Unit 3:** Globalization and Public Policy Interface in India – Agricultural Policy in India, Industrial Policy, Trade Policy, Policy Information Technology (IT Policy).

**Unit 4:** Health policy, Education Policy, Investment Policy and India's Foreign Policy

**Unit 5:** Current Issues in Public Policy under Globalization – Development, Disparity, Immigration, Ethnic Conflict, Security Issues.

**Books for Reference**

1. Public Policy in India – IIPA, New Delhi.
2. Manfred B Steger, Globalization the New Market Ideology, Rawat Publication, New Delhi, 2004.
3. Ankie Hooguelts, Globalisation and the Post Colonial World, Palgrave Publication, 2001.
4. Debendra K. Das, “Globalization and Development Experience and Challenges”, Deep and Deep Publications, New Delhi, 1999.
5. Sapru, R.K., Public Policy – Art and Craft of Policy Analysis, PHI Learning Pvt. Ltd., New Delhi, 2010.



## Second Semester: Paper 7, OE 4 Credits

### PANCHAYAT RAJ INSTITUTIONS IN INDIA

- Unit 1 : Evolution of Panchayat Raj Institutions, Constitutional Provisions, Recommendations of Balwant Raj and Importance of Ashok Mehta Committee Report, 73<sup>rd</sup> Amendment in the revitalization of Panchayat Raj Institutions.
- Unit 2: Structure and Organisation of Panchayati Raj Institutions in India with special reference to Karantaka – Salient Features of Karanataka Panchayat Raj Acts of 1983 and 1993. Powers and Functions of the Panchayati Raj Institutions with special reference to Karantaka.
- Unit 3: Financial Resources of Panchayati Raj Institutions with special reference to karantaka-recommendations of the State Finance commissions, problems of financial autonomy.
- Unit 4: Role of panchayati Raj Institutions in rural development- Different welfare Schemes, Self help groups- An Assessment.
- Unit 5: Development programmes of Indian government, MGNAREGA, Aashraya yojana, Pradhan Mantri gram sadak yojana.

#### Book for Reference

1. Shakuntala Sharma, Grass Root Politics and Panchayat Raj Deep and Deep, New Delhi, 1994.
2. George Mathew, Status of Panchayat Raj in the State in India, Concept, New Delhi, 1995.
3. Abdul Aziz et al., Decentralised Governance and planning – A Comparative Study in Three South Indian States, Macmillan, New Delhi, 2002.
4. Vinod Vyasalu, Panchayats, Democracy and Development, Humant Publishers, New Delhi, 2003.
5. Mukesh Sharma, Panchayats, Democracy and Development, Humant Publishers, New Delhi, 2003.
6. Dr. Chandrakant D S A and Prof. Dayananda A Mane- Dyanamic Indian Administration , A.K Publisher New Delhi- 2014.
7. Dr. Chandrakant D S A Public Administration, A K Publisher New Delhi 2014.
8. *The Constitution of India, Professional Ethics and Human Rights*, October 2015, by Sage Text, SAGE India Publications Pvt Ltd, New Delhi.

**Third Semester: Paper 1, HC 4 Credits****URBAN GOVERNANCE IN INDIA**

**Unit 1:** Concept, Nature, Scope, Significance and History of Urban Governance in India, Phases of Urban Governance in India.

**Unit 2:** Committees and Commissions on Urban Governance in Post Independence Period in India, Types of Urban Local Bodies – Municipal Corporation, Municipality, Notified Area, Town Area Committee, Cantonment Board, Improvement Trusts – Powers and Functions.

**Unit 3:** Structure of Urban Governance in India – Constitutional Provisions, 74<sup>th</sup> Amendment Act, Twelfth Schedule – Salient Features.

**Unit 4:** Problems of Urban Local Government – Financial Problems and recommendations of State Finance Commissions.

**Unit 5:** Urbanization, Erosion of Municipal Functional Domain, Weak Executive System, Mobilization of Resources, relationship between elected representatives and Bureaucrats.

**Books for Reference**

1. John Hesselberg Ed, Issues in Urbanisation, Rawat Publication, New Delhi, 2002.
2. M.K. Dubey, Rural and Urban Development in India, Commonwealth, New Delhi, 2000.
3. V.P. Dubey, Urban Development Administration, Deep and Deep, New Delhi, 1990.
4. A.S. Ansari, Urban Renewal and Development, Rawat, New Delhi, 2000.
5. S.Y. Patil, Dynamics of Urban Development in India, Jaipur, 1993.

**Third Semester: Paper 2, HC 4 Credits****PANCHAYATI RAJ INSTITUTIONS IN INDIA**

**Unit 1:** Meaning, Nature, Scope, Significance of Panchayati Raj Institutions in India

**Unit 2:** Growth of Panchayati Raj Institutions in India – Ancient, Medieval, British Period and After Independence

**Unit 3:** Committees and Commissions on Panchayati Raj Institutions – Balwantray Mehta Committee, Study Teams and Commissions, Ashok Mehta Committee, G.V.K. Rao Committee, L.M. Singhvi Committee.

**Unit 4:** Structure of Panchayati Raj Institutions – Constitutional Provisions – 73<sup>rd</sup> Amendment Act and after, Eleventh Schedule, Powers and functions of Panchayati Raj Institutions in India.

**Unit 5:** Problems of Panchayati Raj Institutions in India – Relationship between State Government and Panchayati Raj Institutions, relationship between elected representatives and administrators of Panchayati Raj Institutions, mobilization of resources, financial autonomy.

**Books for Reference**

1. Shakuntala Sharma, Grass root Politics and Panchayat Raj, Deep and Deep, New Delhi, 1994.
2. M. Aslam, Panchayati Raj In India, NBT, New Delhi, 2007.
3. G. Pallanithurai, Dynamics of New Panchayati Raj System in India, Concept, New Delhi, 2005.
4. V. Ramachandran, Local Government And Poverty, Alleviation, Abhijeet Publications, New Delhi, 2009.
5. Manoj Sharma, Local Government – Rural And Urban, Anmol Publications, New Delhi, 2004.

**Third Semester Paper 3 HC 4 Credits**

**THEORIES OF BUREAUCRACY**

**Unit 1:** Bureaucracy – Concept, Origin, Nature, Scope and Significance of theories of Bureaucracy.

**Unit 2:** Weberian and post Weberian, Pluralistic Theory of Bureaucracy –.

**Unit 3:** Marxian Theory – Marx, Lenin, Stalin and Mao.

**Unit 4:** Democracy vs. Bureaucracy, Ruling Bureaucracy and Representative Bureaucracy.

**Unit 5:** Role of Bureaucracy in Development with special reference to developed and developing countries.

**Books for Reference**

1. Martin Albrow, Bureaucracy, Macmillan, London, 1970.
2. C.B. Bhambri, Bureaucracy and Politics in India, Vikas, New Delhi, 1971.
3. Mohit Bhattacharya, Bureaucracy And Development Administration, Uppal, Delhi, 1973.
4. Marshall W. Meyer, Bureaucratic Structure And Authority, Harper and Row, New York, 1972.
5. Bidyut Chakrabarty and Mohit Bhattacharya Ed, Public Administration – A Reader, Oxford University Press, New Delhi, 2003.

**Third Semester: Paper 4, SC 4 Credits**

**NEW PUBLIC MANAGEMENT**

**Unit 1:** Concept, Evolution of New Public Management, Traditional Public Administration, Key Concerns of New Public Management.

**Unit 2:** Post Weber / Post Wilson Conception of Public Administration, Changes in advanced countries, the CAPAM Conference.

**Unit 3:** Components of NPM, Theoretical Bases for New Public Management, Features of New Public Management.

**Unit 4:** Implementation of NPM: Experiences of UK, USA, New Zealand, Canada, Malaysia.

**Unit 5:** New Public Management- emerging trends- Discipline In resource uses and management practices, etc.

**Books for Reference**

1. R.K. Sapru, Administrative Theories And Management Thought, Prentice Hall of India Ltd., New Delhi, 2006.
2. Manchur Olson, The Logic Of Collective Action, Cambridge, Mass, Harvard University Press, 1965.
3. B.L. Fadia and Kuldeep Fadia, Public Administration – Administrative Theories And Concepts, Sahitya Bhavan Publications, Agra, 2009.
4. Rumki Basu, Public Administration – Concepts and Theories, Sterling Publishers, New Delhi, 2000.
5. Mohit Bhattacharya, New Horizons of Public Administration, Jawahar Publishers, New Delhi, 2001.
6. Rakesh Pooja, Hooja/ Ramesh K. Aroora, Administrative Theories, Rawat Publications, New Delhi 2007.

**Third Semester: Paper 5, SC 4 Credits****DISASTER MANAGEMENT**

**Unit 1:** Contextualising disaster, impact of disasters, organization for disaster administration.

**Unit 2:** Emerging Approaches in Disaster Management – preparedness, prevention, mitigation and rehabilitation.

**Unit 3:** Public Administration for disaster management – need for effective public administration for disaster management, streamlining administration, effective preparedness, participation and cooperation of people, concern for people, prompt and fast administration, difference between good and poor administration.

**Unit 4:** Types of Disasters – earthquakes, Tsunami, cyclones, floods, drought, accidents.

**Unit 5:** Disasters management in India - national and state policies and authorities for Disasters Management – National disaster management Authority – NDRF and State disaster response force ( SDRF )

**Books for Reference**

1. S.C. Goel, Disaster Administration – Theory and Practice, Deep and Deep Publications, New Delhi, 2009.
2. Sanjay Sharma, “Union and State Responsibilities In Disaster Management In India: Critical Reflections On Disaster Management Act, 2005”, New Delhi, Indian Journal of Federal Studies, 1/2010, pp. 92-106.
3. R.B. Singh Ed, Disaster Management, Rawat Publication, New Delhi, 2000.
4. R.K. Gupta Ed, Disaster Management, Universities Press, India, 2003.
5. M.C. Gupta, Manuals On Natural Disaster Management In India, National Centre for Disaster Management, IIPA, New Delhi, 2001.

**Third Semester: Paper 6, OE 4 Credits****POLITICS AND POLITICAL PROCESS IN INDIA**

**Unit 1:** Philosophy, Basic Structure of India Constitution, Fundamental Rights and Duties and Directive Principles of State Policy, Judicial Independence and Judicial Activism.

**Unit 2:** Government Machinery – Powers and Position of President, Prime Minister and the Cabinet, Powers and Position of Governor and Chief Minister.

**Unit 3:** Parliament and State Legislatures – Law Making Process and Reasons for the decline of Legislature.

**Unit 4:** Federal System- Centre, State Relations, Autonomy Demands, Main Recommendation of Sarkaria Commission and Electoral reforms in India.

**Unit 5:** Coalition politics in India- role of regional political parties, role of pressure and interest groups in Indian politics.

**Books of Reference**

1. M.Y Pylee, constitutional government in india, S.Chand and Co., New Delhi, 1984
2. Granvile Austin, Working a Democratic Constitution: The Indian Exoeruebcm OUP, New Delhi, 2000.
3. J.C.Johari, Indian Government and Politics , Vishal Pub, New Delhi, 2001
4. Atul Kohli, Democracy and Discontent, Cambridge University Press, New Delhi, 1992.
5. Zoya Hassan, Politics and State in India, Sage, 2000.
6. *The Constitution of India, Professional Ethics and Human Rights*, October 2015, by Sage Text, SAGE India Publications Pvt Ltd, New Delhi.

## **INDIAN ADMINISTRATIVE SYSTEM**

**Unit 1:** Structure of Indian Administration since British Regime, Salient features of Indian Administrative System

**Unit 2:** All India Services – Their role in India Administration, Generalist vs. Specialist Controversy, Committed and Neutral Bureaucracy.

**Unit 3:** Accountability and Control over Administration and Administrative Integrity- Popular Control, Executive Control, Judicial Control, Corruption and agencies to Control- Lokayukta, Central Vigilance Commission.

**Unit 4:** Administrative Reforms – ARC Report, Veerappa Moily Commission Report.

**Unit 5:** Central- State relationship, Administrative relationship, financial relationship.

### **Books for Reference**

1. Padma, Ramchandram, Public Administration, National Book Trust, New Delhi, 1998.
2. T.N.Chaturvedi, Fifty years of Indian Administration, IIPA, New Delhi, 1998.
3. M.Wadhvani and R.K.Tiwari, Indian Administration: The Changing Scenario, IIPA, New Delhi, 1995.
4. Shailendra D. Sharma, Development and Democracy in India, Lynne Rienner, Colorado, 1999.
5. Jagmohan, Governmance in India, Allied, New Delhi, 2005.
6. Dayanadamane and chandrakanth Devappa. Issues in Indian administration, A.K Publisher New Delhi - 2014



**Fourth Semester: Paper 1, HC 4 Credits****RESEARCH METHODOLOGY AND COMPUTRE APPLICATION**

**Unit 1:** Meaning, nature, scope, significance and relevance of social science Research in Public Administration, Research and Teaching in Public Administration, Forms of Social Science Research – Pure and Applied.

**Unit 2:** Research Process in Public Administration – Types of Research and Formulation of Research Problem, Operational Research, Research Design and its outline, Hypothesis, Survey of literature.

**Unit 3:** Techniques of Research – Data Collection, Interview, Questionnaire, Sampling, Survey.

**Unit 4:** Tabulation and Research Report writing, steps, problems of Report writing

**Unit 5:** Statistical analysis, SPSS Package and use of Computers in Social Science Research.

**Books for Reference**

1. Mohit Bhattacharya, Restructuring Public Administration, Jawahar Publishers, New Delhi, 2001.
2. T.S. Wilson and P.L. Bhandarkar, Methodology and Techniques of Social Research, Himalaya Publishers, New Delhi, 1984.
3. Partha Nath Mukherjee, Methodology In Social Research, Sage, New Delhi, 1999.
4. P. Saravanavel, Research Methodology, Kitab Mahal, New Delhi, 2000.
5. B.N. Gosh, Scientific Method and Social Research, Sterling Publishers, New Delhi, 1982.

**Fourth Semester: Paper 2, HC 4 Credits****GLOBALIZATION AND PUBLIC ADMINISTRATION**

**Unit 1:** Introduction – Concept of globalization, changing role of the state, impact of globalization on public administration, management orientation in Public Administration.

**Unit 2:** Theoretical Underpinnings – New right philosophy, public choice theory, principal-agent theory, transaction cost theory.

**Unit 3:** New Public Management, Principles and characteristics, techniques – Contractualization, Corporatization, Privatization, Appraisal.

**Unit 4:** Towards New Public Service and Good Governance – Concept of New Public Service, Concept of Good Governance,

**Unit 5:** Civil Society as a supplementary Democratic Model, Creating State – Society Synergy.

**Books for Reference**

1. Uma Medury, Public Administration In The Globalisation Era: The New Public Management Perspective, Orient Blackswan, New Delhi, 2010.
2. Janet Denhardt and Robert Denhardt, The New Public Service, M.E. Sharpe, New York and London, 2003.
3. Ali Farazmand, “Globalisation and Public Administration”, Public Administration Review, Vol. 59, No. 6 (Nov-Dec, 1999).
4. Peter Self, Government by the Market ? The Politics of Public Choice, Macmillan, London, 1993.
5. Mohit Bhattacharya, New Horizons of Public Administration, Jawahar Publications, New Delhi, 2006.

**Fourth Semester: Paper 3, HC 4 Credits****MINOR PROJECT**

The student has to submit a Minor Project for 100 marks (4 Credits) which includes dissertation and internal viva-voce examination.

**Fourth Semester: Paper 4, SC 4 Credits****GOOD GOVERNANCE**

**Unit 1:** Concept, Nature, Scope, Significance and evolution of good governance, Re-inventing Government for good governance, agenda for good governance.

**Unit 2:** Elements and Requirements of good governance – Key elements in good governance, Requirements – Political and administrative requirements, Reforms for good governance.

**Unit 3:** Perspectives of good governance – Human Rights Perspective, Globalisation, New Public Management.

**Unit 4:** Operationalizing good governance – People’s participation, Role of NGOs in good governance,.

**Unit 5:** Challenges of Good Governance – Empowerment, Regional diversity and Delivery services.

**Books for Reference**

1. Kanak Kanti Bagchi, Good Governance and Development, Abhijeet Publications, New Delhi, 2009.
2. C.P. Bharthwal Ed, Good Governance In India, Deep and Deep, New Delhi, 2003.
3. Dhameja Alka Ed, Contemporary Debates In Public Administration, Prentice Hall of India, New Delhi, 2003.
4. World Bank, Governance and Development, 1992, Washington, D.C.
5. Niraja Gopal Jayal, Ed, Democratic Governance In India, Sage, New Delhi, 2003.

**Fourth Semester: Paper 5, SC 4 Credits**

**ISSUES IN INDIAN ADMINISTRATION**

**Unit 1:** Generalist v/s Specialist Debate, Relation between Line Staff and Auxiliary Agencies.

**Unit 2:** Relation between political and permanent executives, ethics and values in public service, corruption and administration, Lokpal and Lokayukta.

**Unit 3:** Regulatory Commissions, National Human Rights Commission, National Commission for SC/ST and Women.

**Unit 4:** Problems of administration in coalition regimes, Role of regional Political Parties in Sharing Political Power.

**Unit 5:** Impact of Information and Communication Technology on Indian administration, e-governance in India.

**Books for Reference**

1. S.R. Maheswari, Indian Administration, Orient Longman, New Delhi, 2008.
2. Ramesh K. Arora, Ed., The Indian Administrative System, Associated Publishers, New Delhi, 1978.
3. Padma Ramachandran, Public Administration, NBT, New Delhi, 1998.
4. Mohit Bhattacharya, Indian Administration, World Press, Calcutta, 2000.
5. B.L. Fadia and Kuldeep Fadia, Indian Administration, Sahitya Bhawan Publications, Agra, 2009.

**Fourth Semester: Paper 6, OE 4 Credits**

**PUBLIC POLICY**

**Unit 1:** Concept, Nature, Scope and Significance of Public Policy, Determinants of Public Policy.

**Unit 2:** Theories of Public Policy – Elite, Group, Systems, Institutional, Incremental, Public Choice, Rational Policy Making.

**Unit 3:** Formulation of Public Policy – role of cabinet, Bureaucracy, political parties and interest groups, civil society

**Unit 4:** Implementation and evaluation of public policies : role of various agencies – Cabinet, Boards and Commissions (Central advisory) and mass media.

**Unit 5:** Policy Analysis and Research – Role of Research Institutions, Policy Making in selected Sectors – Health, Education and Housing.

**Books for Reference**

1. Yehezkel Dror, Public Policy Making Re-Examined, Transaction Publishers, New Jersey, 1983.
2. R.S. Ganapathy et al., Eds, Public Policy And Policy Analysis In India, Sage, New Delhi, 1985.
3. Jean Dreze and Amartya Sen, India – Development and Participation, Oxford University Press, New Delhi, 2005.
4. Baver Raymond and Kenneth Gergen Ed, The Study Of Policy Formation, Free Press, New York, 1968.
5. Kuldeep Mathur and J.N. Bjorkman, Policy Makers In India, Concept, New Delhi, 1994.