Name of the Department: Political Science and Public Administration

Name of the School: School of Humanities and Social Sciences

Programme Name : MA in Public Administration

Course Structure Details

Programme Name	:	MA in Public Administration
Programme Objective (POs)	:	1-To provide a comprehensive understanding of the discipline to the students at the undergraduate level in the university which will enhance their employability scope and play instrumental role in market-oriented skill development. 2- To make the students familiarize with various contemporary debates on key concepts like equality, freedom, democracy, citizenship, and justice, and so on and the application of these concepts to provide solutions of various problems faced by society at local, regional, national and global level. 3-To teach them the core areas of the discipline such as Indian Constitution, Political Theory, Comparative Politics, Indian and Western Political Thoughts, International Relations and Organizations, Human Rights and Governance Public Policy issues. The program also aims at spreading awareness among students regarding ethics, gender, human values and sustainability. 4-To enable them to explain and evaluate the functioning of political systems and governments of diverse kinds with their institutions, structures, and ideologies and meet the educational goals sets by NEP 2020. 5-To expose the students with interdisciplinary subjects to develop their broader understanding of the subject with multidisciplinary approach. 6 6- To understand the national interests of India in comprehensive terms and the country's endeavors and response to emerging challenges and issues in a dynamic global scenario both within and outside. 7-Overall objective of the Programme is to cultivate knowledge and skills within students to make them relevant for the market and enhance their employability
Programme outcome	:	1. The students will exhibit knowledge of the discipline; conduct guided academic inquiries in various areas of interest in the chosen discipline and would be able to apply theoretical knowledge into practice in different real-life situations by which

		they become competent to gain employment in public as well as private sector. 2. Students will identify the socio-economic structures that influence the politics and identify the implications of the same in the course of our existence and raise questions based on academic inquiry by which, they can solve various problems faced by society at local, regional, national and global level. . 3. With understanding of the subject, the students would play qualitative role in nation building and become aware about ethics, gender, human values and sustainability. 4. The students will effectively communicate based on the particular context within which one may be operating; develop soft skills in the discipline; function as a collaborating member/leader in different teams operational in multidisciplinary field to meet the educational goals sets by NEP 2020. 5. To demonstrate awareness of local, regional, national, and global political and socioeconomic need and engage with them in prevailing cultural contexts taking care of environmental needs
Programme Specific Outcome (SPOs)	:	1. The students will be able to answer questions that have long been central to research in Political Science including the challenges to democracy and democratic stability in certain social and economic contexts, the way countries vary in their political institutions (constitutional, electoral, administrative, and party systems) and the reasons these variations matter for. 2. The students will be able to understand foundational positions in policy development, implementation and evaluation, and the functions of government, non-governmental organizations, international organizations general management, leadership, organization management, strategic planning and so on. 3. - Students would gain advanced training in the theory and hands-on design of survey and public opinion, polling instruments and learn how to administer and analyze the results of survey instruments and polls; identify the way to make data accessible across various communities and the general public, as well as integrate polling and survey research so that it can be effective for a range of professional settings and workplace environments. 4. - This program also equips the student for competitive exams conducted by UPSC, State Public Service Commission, NET/JRF and SET examinations

Semester-I

Sl No.	PaperName	Credit	Code No.
	CorePapers		
1.	FundamentalsofPublic AdministrationTheory	4	PAM611010
2.	PublicPersonnelAdministrationandOrganisational Behaviour	4	PAM611020
3.	PublicFinancial Administration	4	PAM611030
	OptionalPapers		
4.	PoliticsandAdministration	4	PAM616040
5.	Political Theory	4	PAM616050
6.	ComparativePublic Administration	4	PAM616060
7.	Business Administration	4	PAM616070
8.	Environmental PolicyandAdministration	4	PAM616080
9.	PublicAdministrationandComputer Applications	4	PAM616090

Semester-II

Sl No.	PaperName	Credit	Code No.
	CorePapers		
1.	OrganisationalandAdministrative Issues	4	PAM621010
2.	FinancialManagement	4	PAM621020
3.	Administrative Thought	4	PAM621030
4.	IndustrialRelationsandLabourLaws	4	PAM621040
	OptionalPapers		
5.	DevelopmentAdministration	4	PAM626050
6.	Managementof VoluntaryAgencies	4	PAM626060
7.	CorporateGovernance	4	PAM626070
8.	Police Administration	4	PAM626080

Semester-III

Sl No.	PaperName	Credit	Code No.
	CorePapers		
1.	PublicAdministration in India	4	PAM711010
2.	PublicSectorManagement	4	PAM711020
3.	ResearchMethodology	4	PAM711030
	OptionalPapers		
4.	UrbanLocal Administration	4	PAM716040
5.	RuralLocalAdministration	4	PAM716050
6.	SocialWelfareAdministration	4	PAM716060
7.	InsuranceSector Administration	4	PAM716070

Semester-IV

Sl No.	PaperName	Credit	Code No.
	CorePaper		
1.	DissertationandViva-voce	16	PAM721070
	OptionalPapers		
2.	Issuesin Indian Administration	4	PAM726010
3.	PublicPolicyand Analysis	4	PAM726020
4.	PublicRelationsand Governance	4	PAM726030
5.	ElectronicGovernance	4	PAM726040
6.	Administrative Law	4	PAM726050
7.	HealthandHospitalAdministration	4	PAM726060

Note:(i)All theCorePapers are Compulsoryfor students.
(ii) Students are required to opt one or two more papers from the Optional Papers (depending on the number of core papers) in each semester or he/she may opt from other Departments.
(iii) Studentshavetoopt one paper alongwith Dissertationin theSemester-IV.
(iv) EachSemesterCoursesmustbeof20Credits.[4SemesterX20Credit=80CreditsinTotal]

Semester-I

CorePaper				
PaperTitle	FundamentalsofPublicAdministration Theory			
PaperCode	PAM611010	Semester:I	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: This course is designed to understand the elementary concepts of public administration and its evolution and growth as a discipline. It further provides conceptual outlook,basicprinciples,theoreticalparadigmsanddifferentapproachesofpublicadministration.

Unit-I:Introduction
i. PublicAdministration:meaning,scope,PublicandPrivate.
ii. Evolution of publicadministration.
iii. NewPublicAdministrationandNewPublicManagement.

Unit-II: Approaches/Agencies
i. Structuralfunctionalapproach
ii. EcologicalApproach
iii. Line,staffandauxiliaryagencies.

Unit-III:Principlesof Organization
i. Hierarchy,unityofcommand, spanof control, delegation.
ii. Authorityandresponsibility,controlandcoordination.
iii. Supervision,centralizationand decentralization.

Unit-IV:Administrative theories
i. Classical Theory.
ii. HumanRelationTheory.
iii. BehavioralTheory.

SuggestedReadings

1. Basu,Rumki,(2019),*PublicAdministrationinthe21stcentury:AGlobalSouth Perspective*, (New York and London: Routledge).
2. Basu,Rumki,(2018),*PublicAdministration,ConceptsandTheories*,(NewDelhi: Sterling).
3. Bevir,Mark,(2012),*Governance:AVeryShortIntroduction*,(OxfordUniversity Press).
4. Bhattacharya,Mohit,(2012).*NewHorizonsofPublicAdministration*,(NewDelhi: Jawahar Publishers).
5. Bhattacharya,Mohit,(2007).*RestructuringPublicAdministration:Essaysin Rehabilitation*, (New Delhi: Jawahar).
6. Chakravarty,Bidyut&Chand,Prakash,(2018).*PublicAdministrationinaGlobalizing World*, (New Delhi: Sage).
7. Chakravarty,Bidyut,&Bhattacharya,Mohit,(2005).*PublicAdministration:AReader*, (New Delhi: OUP).
8. Nicholas,Henri,(2013).*PublicAdministrationandPublicAffairs*,(NewJersey: Pearson).
9. Medury,Uma,(2010).*PublicAdministrationintheGlobalizationEra:TheNewPublic Management Perspective*, (New Delhi: Orient Blackswan).
10. Peters,B. Guy,(2018). *TheNext PublicAdministration: Debates&Dilemmas*, Sage.
11. Sahni, Pardeep &Vayunandan, Etakula, (2010). *Administrative Theory*, (New Delhi: PHI).
12. Sapru, R.K., (2013). *Administrative Theories and Management Thought*, (New Delhi: PHI).
13. Theodoulou, Stella Z. & Roy, Ravi K., (2016). *Public Administration: A Very ShortIntroduction*. (Oxford University Press).

Semester-I

<table>
<tr><td colspan="5" align="center">**CorePaper**</td></tr>
<tr><td>**PaperTitle**</td><td colspan="4">**PublicPersonnelAdministrationandOrganisation Behaviour**</td></tr>
<tr><td>**PaperCode**</td><td>**PAM611020**</td><td>**Semester:I**</td><td>**Credits**</td><td>**4**</td></tr>
<tr><td>**Programme**</td><td>**M.A.**</td><td>**Course Duration**</td><td colspan="2">**One Semester**</td></tr>
<tr><td>**Teaching Methods**</td><td colspan="4">**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**</td></tr>
<tr><td>**Evaluation Methods**</td><td colspan="4">**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**</td></tr>
</table>

Course Objective: First two units of the paper aim at familiarising students with the components of Personnel Administration like classification and recruitment. It further deals withPoliticalandPermanentexecutiverelationsandreformsinCivilServices.OthertwoUnits deal with concept, genesis, approaches and typologies of Organisational Behaviour. It further incorporates the concepts and theories of attitude, personality, motivation and challenges of organisational behaviour.

Unit-I:PublicPersonnelsystemin India-I
  i. ConstitutionalProvisions,Classification,Recruitment.
  ii. RecruitingagenciesattheUnionandStatelevels.
  iii. PerformanceAppraisal.

Unit-II:Public Personnelsystemin India-II
  i. CodeofConduct forAllIndiaCentral Servicesand StateCivil Services.
  ii. PoliticalandPermanentExecutive Relations
  iii. RecentCivilServiceReforms

Unit-III:OrganisationalBehaviour-I
  i. OrganisationalBehaviour(OB):MeaningandConcept
  ii. TraditionalandModernApproachestoOB.
  iii. TypologiesofOrganisation,Genesis,Needsand GoalsofOB.

Unit-IV:Organisational BehaviourII
  i. ConceptandTheories: Attitudeand Behaviour
  ii. ConceptandTheories:PersonalityandMotivation
  iii. ChallengesofOrganisational Behaviour

SuggestedReadings

1. Agarwal,R.D.(ed.).*DynamicsofPersonnelmanagementinIndia:ABookofReadings,* (NewDelhi:Tata-McGrawHill).
2. Aswathappa,K.,(2002**)**.*HumanResourcePersonnelManagement:TextandCases,* (NewDelhi:TataMacgrawHill).
3. Bach, Stephen and Keith Sisson, (2000). *Personnel Management: A Comprehensive Guide to Theory and Practice, (*Third Edition).
4. Berman,EvanM.,JamesS.Bowman,JonathanP.WestandMontgomeryR.VanWart, (2015). *Human Resource Management in Public Service: Paradoxes, Processes and Problems*, (Sage).
5. Das,S. K.,(2013). *TheCivil Servicesin India*,(New Delhi:Oxford UniversityPress).
6. Flippo, Edwin B., (1961). *Principles of Personnel Management,* (New York: Tata McGrawhill).
7. Goel,S.L.,(1989).*PublicPersonnelAdministration*,(NewDelhi:Sterling).
8. Pigors, Paul & Charles Hyers. *Personnel Administration: A Point and a Method*, (Macgraw Hill).
9. Varma, Arup. And Pawan S. Budhwar (eds.), (2013). *Managing Human Resources in Asia-Pacific*. (Routledge).
10. Moorhead Gregory& RickyW. Griffin., (2012). *Managing Organizational Behavior*, (South Western).
11. Colquitt Jason A, Jeffrey A Lepine, Michael J. Wesson, (2010). *Organizational Behavior: Improving Performance and Commitment in the Workplace.(*McGraw-Hill Higher Education).
12. Aswathappa, K., (2012). *Organizational Behaviour*, 10th Edition. (New Delhi: Himalaya Publishing House Pvt. Ltd.).
13. Mcshane, (2016). *Organizational Behavior,* 5th Edition, (McGraw Hill Education India,Pvt. Ltd.).
14. Kumar, Niraj, (2012). *Organizational Behavior: A New Look Concept*, *Theory and Cases*, (New Delhi: Himalaya).
15. Parikh, Margie and Rajen Gupta, (2010). *Organisational Behaviour*, (McGraw Hill Education (India) Pvt Ltd.).
16. RobbinsStephenP.,(2013).*OrganizationalBehavior*(NewDelhi:Pearson).
17. Prasad, L.M.,(2019).*OrganizationalBehavior*.(NewDelhi:SultanChandandSons).
18. Pershing, Sandra Parkes and Eric K. Austin., (2015). *Organization Theory and Governance for the 21st Century*, (New Delhi: Sage).

Semester-I

CorePaper				
PaperTitle	**PublicFinancialAdministration**			
PaperCode	PAM611030	**Semester:I**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, **Case Studies**			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: This paper provides intricacies of financial administration performed by thestate.Itintroducesstudentstothebasicprinciplesandconceptsoffinancialadministration. ThepaperoffersaholisticviewofthefederalfinancesoftheIndianstatewhichismanagedby the Central Executive.

Unit-I:IntroductiontoPublicFinancial Administration
  i.   MeaningandSignificanceofPublicFinanceandPublicFinancialAdministration.
  ii. Modesof Public Financing
  iii. Introduction:Budget,CentreStateFinancialRelation

Unit-II:BudgetarySystems
  i.   Budget:Concept,Principlesand Budgetasan InstrumentofFinancialAdministration.
  ii. ConceptandTypesofBudgets:TraditionalBudgeting;PerformanceBudgeting;and Zero-Base Budgeting.
  iii. Budget:Preparation,AuthorisationandExecutionwithspecialreferencetoIndia

Unit-III:FinancialAdministrationand Control
  i.   UnionMinistryofFinance: Organisation,Functionsand Role.
  ii. ParliamentaryFinancialControlAgencies:PublicAccountsCommittees,Estimates Committees, Parliamentary Standing Committees
  iii. AccountingandAuditing.

Unit-IV:Union–StateFinancialRelations
  i.   ConstitutionalProvisions
  ii. FinanceCommission:Composition,FunctionsandRole.

iii.   IssuesofFiscalFederalism

SuggestedReadings

1. Burkhead,J(1956).*GovernmentBudgeting*,(WileySons:NewYork).

2. Chand,P(2010).*ControlofPublicExpenditureinIndia*,(2ndEdition),(Allied Publishers: New Delhi).

3. Chand,P(2010).*PerformanceBudgeting*,(2ndEdition),(AlliedPublishers:NewDelhi).

4. Frank,HowardA,(2006).*PublicFinancialManagement*,(1stEdition),(CRCPress, Taylor & Francis Group: New York).

5. Gupta,B.N.,(2006).*IndianFederalFinanceandBudgetaryPolicy*,(Chaitanya Publishing House: Allahabad).

6. IndianAdministrativeReformsCommission(1969),*ReportonCentre-StateRelations. (Manager of Publications*, Government of India, New Delhi).

7. Indian AdministrativeReformsCommission(1969).ReportonFinance, *Accountsand Audit. (Manager of Publications*, Government of India, New Delhi).

8. Indian Administrative Reforms Commission (1969) *Report on Financial Administration. (Manager of Publications*, Government of India, New Delhi).

9. Indian Institute of Public Administration (1983) *Indian Journal of Public Administration*, SpecialNumber on Administrative Accountability, Vol. XXIX, No. 3

10. Khan, Aman and Hildreth, W Bartley (2003)*Case Studies in Public Budgeting andFinancialManagement*,RevisedandExpanded(2ndEdition),(Routledge:NewYork).

11. Lall,G.S.,(1979).*PublicFinanceandFinancialAdministrationinIndia*,(HPJKapoor: New Delhi)

12. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri, (2014).*Financial Administration in India*,(PHI Learning: New Delhi).

13. Rabin,JackandStevens,GlennL,(2001).*HandbookofFiscalPolicy,*(1st Edition),(Routledge: London).

14. Sury,M.M.,(1990).*GovernmentBudgetinginIndia*,(CommonwealthPublishers:New Delhi).

15. Thavaraj,M.J.K.,(2001).*FinancialAdministrationinIndia,*(6thEdition),(Sultan Chand: Delhi).

16. Thompson, Fred and Green, Mark T (Eds.), (1998).*Handbook of Public Finance,* (1st Edition),(Marcel Dekker: New York).

Semester-I

OptionalPaper				
PaperTitle	Politicsand Administration			
PaperCode	PAM616040	Semester:I	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

CourseObjective: Thispaperprovidestheoreticalrealmofpoliticalandadministrative system. Politics has to do with the policies of the government and expression of state will.

Unit-I:Definition,ScopeandSignificance
   i. ApproachestotheStudyofPoliticalSystem:Concept–StructuralFunctionaland System Approach.
   ii. PoliticalSystem:Concept,CommonPropertiesofPoliticalSystem.
   iii. TheConceptofPoliticalCultureandModelsofPolitical System.

Unit-II:Political Systemsof Developing Countries
   i. ImportantFeatureswith specialreferencetoIndia
   ii. PoliticalParties,PressureGroups
   iii. ConceptofPoliticalDevelopment.

Unit-III:TheConceptofAdministrative System
   i. Politicsadministrationdichotomy:Wilsonian model
   ii. RelationshipbetweenAdministrativeandPoliticalSystem.
   iii. Models of Administrative System with special reference to the contribution of F.W.Riggs.

Unit-IV:BureaucracyandDevelopment
   i. Conceptofadministrative development
   ii. BureaucracyandPoliticalDevelopment.
   iii. TheConceptofAdministrative Change.

SuggestedReadings

1. Brecht, (1959). *Political Theory: The Foundations of Twentieth Century Political Thought*, (Princeton: Princeton University Press).
2. Roy,M.N.,(1960).*Parties,PoliticsandPowers*,(Calcutta:Renaissance Publication Private Limited).
3. Pye, Lucian W., (1966)*, Aspects of Political Development*, (New Delhi: Amerind Pub. Co. Pvt. Ltd.).
4. Goodnow,FrankJ.,(2003).*PoliticsandAdministration:AStudyInGovernment,* (Routledge:Taylorand Francis Ltd.).
5. Rabin,JackandBowman,JamesS.,(1984).*PoliticsandAdministration:Woodrow Wilson and American Public Administration*, (Markel Dekker, INC, USA).
6. Kettl,DonaldF.,(2020). *PoliticsofAdministrativeProcess*,(Texas:Sage Publication).
7. Dubhasi,P.R.,(2020).*PoliticsandPublicAdministration*,(Delhi:Kalpaz Publication).
8. Jain,R.B.,(1976),*ContemporaryIssuesinPublicAdministration*,(NewDelhi: Vishal Publications).
9. Johari,J.C.,(1977).*IndianGovernmentandPolitics*,(NewDelhi:Vishal Publications).

Semester-I

<table>
<tr><td colspan="5" align="center">OptionalPaper</td></tr>
<tr><td>PaperTitle</td><td colspan="4">PoliticalTheory</td></tr>
<tr><td>PaperCode</td><td>PAM616050</td><td>Semester:I</td><td>Credits</td><td>4</td></tr>
<tr><td>Programme</td><td>M.A.</td><td>Course Duration</td><td colspan="2">One Semester</td></tr>
<tr><td>Teaching Methods</td><td colspan="4">ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies</td></tr>
<tr><td>Evaluation Methods</td><td colspan="4">ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.</td></tr>
</table>

Course Objective: This course seeks to introduce the students to major approaches in theorizing political life and to the major concepts in politics. Political theories, being socio psychologicalstructures;themajoraimofthecoursewouldbetomakethestudentsunderstand and analyse the context of the emergence of the theoretical projects/structures.

Unit:I
  i.   PoliticalTheory:NatureandSignificanceofPoliticalTheory,DeclineofPolitical Theory: Contemporary Debates
  ii. Classical,BehaviouralandPostBehavioural Approaches
  iii. Systems,Structural-FunctionalandMarxistApproaches

Unit:II
  i.   TheNatureofState:Liberalvs.MarxistviewofState,ChangingNatureofStateinthe Contemporary World.
  ii. Sovereignty:Nature,evolutionandCharacteristicsof Sovereignty;Classificationof Sovereignty: Austin and pluralistic views of Sovereignty: Erosion of sovereignty.
  iii. Liberty,EqualityandJustice:ContemporaryDebates

Unit:III
  i.   PoliticalPower,LegitimacyandAuthority;PoliticalObligation,RajDharmaCivil Disobedience and Revolution
  ii. Liberalism,DemocraticSocialism, Nationalism
  iii. Fascism,Anarchismand Communism

Unit:IV
  i.   GandhismandSarvodaya.
  ii. RecentTrendsinPoliticalTheory:Communitarianism, Orientalism
  iii. Feminismand Environmentalism

SuggestedReadings:

1. Anderson,Benedict(1993).*ImaginedCommunities:ReflectionsontheOriginand Spread of Nationalism*. (New York: Verso).

2. Anderson,Perry(1976).*ConsiderationsonWesternMarxism*.(London:NewLeftBooks).

3. Balibar,Etienne,(1995).*ThePhilosophyofMarx; (Verso;NewYork).*

4. Barry,B. (2001),*CultureandEquality*.(Cambridge:Polity).

5. Schmitt,C.,(1996).*TheConceptofthePolitical*.(Chicago:UniversityofChicago Press).

6. Baumeister, Andrea T., (2000).*Liberalism and the Politics of Difference*.(Edinburgh: Edinburgh University Press).

7. Beran,Harry,(1987).*TheConsentTheoryofPoliticalObligation*.(London:Croom Helm).

8. Brown,Wendy(1995)*StatesofInjury:PowerandFreedominLateModernity.* Princeton,(NJ:PrincetonUniversityPress).

9. Butler,Judith,(1993).*BodiesThatMatter:OntheDiscursiveLimitsofSex*.(NewYork: Routledge).

10. Callan, Eamonn, (1997).*Creating Citizens: Political Education and Liberal Democracy*.(Oxford: Oxford University Press).

11. Connolly, William E., (1995).*The Ethos of Pluralization.* Minneapolis: University of Minnesota Press).

12. Dyson, Kenneth H. F., (1980).*The State Tradition in Western Europe*. (New York: Oxford University Press).

13. Freeden, M., (1996).*Ideologies and Political Theory: A Conceptual Approach*. (Oxford: Clarendon).

14. Freeden, M., (2001b), Twentieth-century liberal thought: development or transformation? In M. Evans, ed., *The Edinburgh Companion to Contemporary Liberalism.* (Edinburgh: Edinburgh University Press).

15. Galeotti,AnnaElisabetta,(1994).Aproblemwiththeory:arejoindertoMoruzzi. *Political Theory*

16. Gaus,G.F.,(2000a).Liberalismattheendofthecentury.*JournalofPoliticalIdeologies*, 5: 179–99.

17. Gellner,Ernest,(1983).*NationsandNationalism*.Ithaca,(NY:CornellUniversity Press).

18. Gill, Emily R., (2001).*Becoming Free: Autonomy and Diversity in the Liberal Polity*. Lawrence, (KS: University of Kansas Press).

19. Hall,JohnA.andG.JohnIkenberry,(1989).*TheState*,(MiltonKeynes:Open University Press).

20. Hart,H.L.A.,(1994).*TheConceptofLaw*,2ndedn.(Oxford:OxfordUniversityPress).

21. Hinsley, F. H., (1986).*Sovereignty*, 2nd edition., (Cambridge: Cambridge University Press).

22. Levine,Andrew,(1987).*TheEndoftheState*.(London:Verso.5).

झारखण्डकेन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)
(Established by an Act of Parliament of India in 2009)
Homepage:http://www.cuj.ac.in

23. Marx,K.,andF.Engels,(1974).*TheGermanIdeology*,ed.C.J.Arthur.(London: Lawrence and Wishart).
24. Morris,ChristopherW.,(1998).*AnEssayontheModernState*.(Cambridge:Cambridge University Press).
25. Nozick,Robert(1974) *Anarchy,State,and Utopia*.(NewYork: Basic).
26. Ollman,Bertel(1993)*DialecticalInvestigations*.(NewYork:Routledge).
27. Poulantzas,N.1978: *State,Power,Socialism,(*London:New Left Books).
28. Rawls, J. (1971) *A Theoryof Justice*.(Oxford: Oxford UniversityPress).
29. Rawls,J.(1993)*Political Liberalism*.(NewYork:ColumbiaUniversityPress).
30. Rawls,John(1996) *PoliticalLiberalism*. (NewYork: ColumbiaUniversityPress).
31. VanCreveld,Martin(1999)*TheRiseandDeclineoftheState*.(Cambridge:Cambridge University Press).

Semester-I

OptionalPaper				
PaperTitle	ComparativePublicAdministration			
PaperCode	PAM616060	Semester:I	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: This paper provides a broad view about the existence of different governmentmodelsindevelopedanddevelopingcountriesalongwithananalyticaloutlookof the contemporary socio-political scenario.

Unit-I:ComparativePublic Administration
   i.   Meaning,CharacteristicsandScope.
   ii.   SignificanceofCPA.
   iii.   FactorsContributingtotheEmergenceof CPA.

Unit-II: Approaches/Models
   i.   Structural-Functional.
   ii.   Ecological
   iii.   RiggsianModels:Prismatic-SalaModel.

Unit-III:AdministrativeSystem-I
   i.   GreatBritain:Basicconstitutionalfeatures,Executive,Featuresof Administration.
   ii.   UnitedStatesofAmerica:Basicconstitutionalfeatures,Executive,Featuresof Administration.
   iii.   France:Basicconstitutionalfeatures,Executive,Featuresof Administration.

Unit-IV:AdministrativeSystem-II
   i.   China:Basicconstitutionalfeatures,Executive,Featuresof Administration.
   ii.   Japan:Basicconstitutionalfeatures,Executive,Featuresof Administration.
   iii.   Nigeria:Basicconstitutionalfeatures,Executive,FeaturesofAdministration.

SuggestedReadings:

1. Arora,RameshK.,(2008).*ComparativePublicAdministration,*(NewDelhi:Associated Publishing House).

2. Arora,R.K.andSharma,Sangeeta,(ed.),(1992).*ComparativeandDevelopment Administration,IdeasandActions,*(Jaipur:ArihantCentreforAdministrativeChange).

3. Berman,Evanetal.,(2010).*PublicAdministrationinEastAsia,*Francis&Taylor (China Chapter), (Routledge).

4. Dahiya,SewaSinghandSingh,Ravindra,(2014).*ComparativePublicAdministration*, (New Delhi: Sterling).

5. Ewoh, Andrew, *Public Administration Education and Training in Nigeria: Problems, Challenges & Prospects,* JPAE 20 (4), 455-468.

6. FederalRepublicofNigeria,(2004).*PublicAdministration:ACountryProfile,*DESA, UN.

7. Heady,Ferrel,(1996).*PublicAdministration:AComparativePerspective*,(NewYork:M Dekker).

8. Rowat, Donald E. *Public Administration in Developed Democracies,* Latest Edition, (New York: Marcel Dekker, Inc.)

9. Sabharwal,Meghna&Berman,EvanM.,(2013). *PublicAdministrationinSouthAsia,* (London:Francis&Taylor).

10. Sharma,R.D.(Ed.),(1999)*AdministrativeSystemsofDevelopingCountries,*(New Delhi: Mittal).

11. Viswanathan,V.N.,(1996).*ComparativePublicAdministration*.(NewDelhi:Sterling).

12. Wang,JamesC.F.,(2002).*ContemporaryChinesePolitics,*(NewJersey:Prentice Hall).

Semester-I

OptionalPaper				
PaperTitle	**Business Administration**			
PaperCode	**PAM616070**	**Semester:I**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

CourseObjective: Thepaperprovidesconceptsrelatedtoadministrationandmanagementof Business organisations along with processes. It also deals with concepts and elements of production and marketing which is vital for any business organisation.

Unit-I:AdministrationandManagement
  i. Administrative Process in Business: Basic Concepts – Business, Industry, Trade and Commerce
  ii. ImportanceofScientificManagementinDevelopedEconomies.
  iii. ImportanceofScientificManagementinDevelopingEconomies.

Unit-II:AdministrationandOrganisationofBusinessEnterprises
  i. AdministrativeTasksinBusinessEnterprises:Planning,Organising,Implementing, Coordinating and Controlling,
  ii. Goalsand PolicyFormulation.
  iii. MechanicsofOrganisinganewBusinessEnterprise:FormsofOrganisation,Natureof Business, Plant Location and Lay-out, Capital Budgeting and Financial

Unit-III:Decision-MakingandCommunicationinBusiness Organisation
  i. ProcessofDecision-MakinginBusinessOrganisation:IdentificationofProblem, Search for Alternative Solutions,
  ii. ComparativeAnalysisof AlternativesandtheFinalChoice.
  iii. BusinessCommunication:BasicFormsand Models.

Unit-IV:Productionand Marketing
  i. Production:Concept,ElementsofProductionManagement.
  ii. Planningand Control.
  iii. Marketing: Concept, Elements of Marketing Management with Special Reference to

Sales Promotion.

SuggestedReadings

1. Khera,S.S.,(1977).*GovernmentinBusiness*,(Delhi:National).
2. Paul, Samuel, (1982). *Managing Development Programmes: The Lessions of Succes*, (Boulder, West View).
3. C.Van, James, (2011). *Financial Management and Policy*, (New Delhi: Prentice Hall of India).
4. Aggrwala,D.J.,*ManagementPrinciples,Practices,Techniques*,(NewDelhi:Deepand Deep Pub).
5. Singh, K.R.P., (1987). *Organisation and Management of Public Enterprises*, (Delhi: Deep and Deep Pub).
6. Pfiffner&Sherwood,(1968), *AdministrativeOrganisation*,(NewDelhi).
7. Drucker,PeterF.,(1974).*ManagementTasks,Responsibilities*,(SelectChapters, Bombay).
8. Etzioni,Amitai,(1972).*ModernOrganisations*,(NewDelhi:Prentice Hallof India).
9. Palit,A.R.,*AnOutcomeofMaterialsManagement,*(Bombay:Academic BookLtd).
10. Kotler,Philip,(1976).*MarketingManagement–Analysis:PlanningandControl*,(New Delhi: Prentice Hall of India).
11. Edward W.Condiff Richard R., Still Normal A., V.Govoni, (1974). *Fundamentals of Modern Marketing*, (New Delhi: Prentice Hall of India).
12. Bilas,R.A.,(1971), *Micro-EconomicTheory*,(NewYork:McGrawHill).
13. A.R.C.,(Oct.1967). *Report on PublicSector Undertakings*, Govt. ofIndia.

Semester-I

OptionalPaper				
PaperTitle	EnvironmentPolicyand Administration			
PaperCode	PAM616080	Semester:I	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: The paper intents to discussvarious factors related to environment andecology and the administrative interventions to preserve and protect from further degrading.

Unit-I:Meaningandevolution
  i. Definingenvironmentandecology
  ii. SustainableDevelopment
  iii. Environmentalconcerns inDevelopedandDevelopingcountries

Unit-II:ForestlawsandWildlifeProtectionin India
  i. EnvironmentalproblemsinIndia
  ii. WildlifeprotectioninIndia
  iii. Forestlawsandimplementations

Unit-III:EnvironmentalPoliciesin India
  i. EnvironmentalProtectionagenciesinIndia
  ii. EnvironmentalpoliciesinIndia
  iii. Judicial norms andregulations.

Unit-IV:EnvironmentalMovementand activism
  i. Environmental movement inIndia
  ii. Environmentalactivism
  iii. Roleofcivil societyandNGO's

SuggestedReadings

1. Basil Ashok Ranjan and Paddiu Nath Gaudin, (1989). *Natural Heritage of India: Essays on Environment Management*, (Delhi: I.K. Publishers).

2. *Centre for Science and Environment The Stale of India's Environment*, Citizen'sReports-Since 1990.

3. Diwan Paras (ed.), (1987). *Environment Protection: Problems, Policy Administration*, (New Delhi, Deep and Deep).

4. Gupta,Nil(ed.), (1993).*SustainableDevelopment*,(Jaipur: Rawat).

5. TheIndianJournalofPublicAdministration,SpecialnumberonEnvironment,July-September, Vol. XXXV, No. 3, 1989.

6. IndianInstituteofPublicSelectedReadings:*EnvironmentandAdministration Development*, New Delhi, 2002.

7. Khushoo,T.N,(1977).*EnvironmentalConcernsandStrategies*,(NewDelhi:Times Press).

8. Pal,B.P,(1986).*EnvironmentalConcernsandStrategies*,(New Delhi).

9. Rama,Roa,(1976).*EnvironmentalProblemsofDevelopedandDeveloping Countries,* (Delhi, Economic and Scientific Research Foundation).

10. Sapru,R.K,(1987)*EnvironmentManagement inIndia*,(NewDelhi: Ashish).

11. Saxena,K.D,(1980).*EnvironmentalPlanning,PoliciesandProgrammesinIndia,* (Delhi:Shipra).

OptionalPaper				
PaperTitle	PublicAdministrationandComputerApplications			
PaperCode	PAM616090	Semester:I	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies, Practical			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: The course aims at familiarising students with the growing interface between Computer Applications and Public Administration. With the rise of Management Information System, the course deals with meaning, nature, evolution, role and various components of MIS. It covers important components of Computer and its application like OperatingSystems,MSOfficeSpreadSheetsetc.Italsodealswithconcepts,opportunitiesand challenges of E-Governance.

Unit-I:ManagementInformationSystem
   i.   Meaning,Nature,EvolutionandRoleofManagementthroughInformationSystem.
   ii.   ComponentsofMISwithspecialemphasisinReportingSystem,DataOrganisation, Concept of Data Base.
   iii. RoleofComputer TechnologyinDevelopment and Maintenanceof MIS.

Unit-II:IntroductiontoComputers
   i.   BriefdescriptionofVariousComponents
   ii.   IntroductiontoOperatingSystem
   iii. IntroductiontoWordProcessingandConcepts

Unit-III:IntroductiontoSpreadSheet
   i.   DataOrganisation Concepts usingMS-Excel, Graphs & Charts,
   ii.   VariousTypesof FunctionslikeStatistical,Mathematical&FinancialFunctionetc.
   iii. CreatingSpread-SheetsonthebasisofSimpleFormulas.

Unit-IV:ComputerApplicationinPublic Administration
   i.   RecordKeeping,ResearchandCommunication
   ii.   DataandDataProcessingOperation,Databasevs. InformationSystem.

iii. ElectronicGovernance:Concept,OpportunitiesandChallenges

SuggestedReadings

1. Gear,C.Williams,(1986).*ComputerOrganisationandProgrammingwithan Emphasis on Personal Computer,* (New York: McGraw Hill).
2. Sinha,P.K.,(2004).*ComputerFundamentals*,SixthEdition,(NewDelhi:BPB Publications).
3. Taxali,R.K.,(2017).*PCSoftwareWindows98MadeSimple*,(NewDelhi:Tata McGraw Hill).
4. Saxena&Steyer,(1970).*BasicprinciplesofDataProcessing*,SecondRevisededition, (New Delhi: Prentice Hall).
5. Murdic, Ross, (1977). *Introduction to Management Information System*, (New Delhi: Prentice Hall).
6. Sinha,P.K.,(1982).*FoundationsofComputing*,(NewDelhi:BPBPublications).
7. Bajendra,S.K.,(1995), *ComputerToday*,(Delhi:GalgotiaPublishersPvt.Ltd.).

Semester-II

Sl No.	PaperName	Credit	Code No.
	CorePapers		
1.	OrganisationalandAdministrative Issues	4	PAM621010
2.	FinancialManagement	4	PAM621020
3.	Administrative Thought	4	PAM621030
4.	IndustrialRelationsandLabourLaws	4	PAM621040
	OptionalPapers		
5.	DevelopmentAdministration	4	PAM626050
6.	Managementof VoluntaryAgencies	4	PAM626060
7.	CorporateGovernance	4	PAM626070
8.	Police Administration	4	PAM626080

Semester- II

CorePaper				
PaperTitle	OrganisationalandAdministrative Issues			
PaperCode	PAM621010	Semester:II	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: The paper provides students to understand the intricacies and issues in organisation and administration. It deals with meaning of Organisation and issues of Good Governancealongwithdecision-making,leadership,communicationmoraleandmotivationin Administrative Behaviour.

Unit-I:OrganisationandGoodGovernance
  i.   Organisation:Meaning, MeritsandDemerits.
  ii.   GoodGovernance: IssuesandProblems
  iii. CitizenCharterandRightto InformationAct2005

Unit-II:Administrative Behaviour
  i.   Decision-MakingandContributionsofHerbertSimon.
  ii.   LeadershipandCommunication.
  iii. Moraleand Motivation.

Unit-III:AdministrativeLaw andDelegatedLegislation
  i.   AdministrativeLaw:Conceptand ImportanceofAdministrative Law
  ii.   DelegatedLegislation:Meaning,Types,Advantages,Limitationsand Safeguards.
  iii. Administrative Adjudication.

Unit-IV:CitizensandAdministration
  i.   AdministrativeEthicsand Transparencyin Administration.
  ii.   OmbudsmanSystem, Anti-Corruption
  iii. PublicServicesGuarantee Acts.

SuggestedReadings

1. AwasthiandMaheshwari,(1988).*PublicAdministration*,(Agra:LaxmiNarain Aggarwal).
2. Singh,Hoshiar& Sachdeva,Pardeep,(2005).Administrative Theory,(Kitab Mahal, New Delhi)
3. Sharma,M.P.andSadana,B.L.,(1988).*PublicAdministrationinTheoryandPractice*, (Allahabad: Kitab Mahal).
4. Straussman,J.D.,(1985).*PublicAdministration*,(NewYork:Holt,Rinehartand Winslow).
5. Bhattacharya,Mohit,(1991).*NewHorizonsofPublicAdministration*,(NewDelhi: Jawahar Publishers & Distributors).
6. Tyagi, A.R., (1992). *Public Administration – Principles and Practices*, (Delhi: Atma Ram & Sons).
7. Goel, S.L., (2003).*Public Administration (Theory & Practice),* (New Delhi: Deep & Deep Publications).
8. Bhambhari, C.P., (1992-93). *Public Administration – Theory and Practice*, (Meerut: Jaiparkash Nath Publishers).

Semester- II

CorePaper				
PaperTitle	FinancialManagement			
PaperCode	PAM621020	Semester:II	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: The paper is designed to encourage students to understand the intricacies of financial management performed bythe state and introduce students tothe basic principles and concepts of financial management.

Unit-I:EvolutionofIndustrial Policies
  i.   IndustrialPoliciesSinceIndependence
  ii.   PlanningEra1950 to1990: Eraof mixedeconomy
  iii. NewEconomicPolicy(NEP): Liberalisation,Privationandglobalisation

Unit-II:PublicInvestmentandExpenditure
  i.   PublicBorrowingsandDeficit Financing
  ii.   TaxAdministration:Principles,Issuesand Reforms.
  iii. PublicExpenditureandFiscalDiscipline

Unit-III:PublicEnterprises
  i.   PublicEnterprise:Concept,GrowthandForms
  ii.   Management,Problemof AccountabilityandAutonomy
  iii. Disinvestment Policies.

Unit-IV:FinancialAuditandControl
  i.   Audit:Conceptand Significance
  ii.   RoleofComptroller andAuditor General
  iii. Legislativecontrolover financeswithspecialreferencetoParliamentaryCommittees

SuggestedReadings

1. Burkhead,J,(1956).*GovernmentBudgeting*. (WileySons:New York).

2. Chand,P.,(2010).*ControlofPublicExpenditureinIndia,*(2ndEdition),(AlliedPublishers: New Delhi).

3. Chand,P.,(2010).*PerformanceBudgeting*,(2ndEdition),(AlliedPublishers:New Delhi).

4. Frank, Howard A, (2006). *Public Financial Management,* (1st Edition). CRC Press,(Taylor & Francis Group: New York)

5. Gupta,BN,(2006).*IndianFederalFinanceandBudgetaryPolicy*,(ChaitanyaPublishing House: Allahabad).

6. IndianAdministrativeReformsCommission (1969),*ReportonCentre-StateRelations. Manager of Publications*,(Government of India, New Delhi).

7. Indian Administrative Reforms Commission (1969),*Report on Finance, Accounts and Audit. Manager of Publications*, (Government of India, New Delhi).

8. Indian Administrative Reforms Commission (1969),*Report on Financial Administration. Manager of Publications*,(Government of India, New Delhi).

9. IndianInstituteofPublicAdministration(1983),*IndianJournalofPublic Administration*, SpecialNumber on Administrative Accountability, Vol. XXIX, No. 3

10. Khan, Aman and Hildreth, W Bartley, (2003). *Case Studies in Public Budgeting and FinancialManagement*,RevisedandExpanded(2ndEdition).(Routledge:NewYork)

11. Lall,G.S.,(1979).*PublicFinanceandFinancialAdministrationinIndia*,(HPJKapoor: New Delhi).

12. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri, (2014). *Financial Administration in India*,(PHI Learning: New Delhi).

13. Rabin, Jack and Stevens, Glenn L, (2001). *Handbook of Fiscal Policy* (1st Edition).(Routledge: London).

14. Sury,M.M.,(1990).*GovernmentBudgetinginIndia*,(CommonwealthPublishers:New Delhi).

15. Thavaraj, M. J. K., (2001). *Financial Administration in India,* (6th Edition),(SultanChand: Delhi).

16. Thompson,Fredand Green,Mark T (Eds.), (1998).*HandbookofPublic Finance,* (1st Edition),(Marcel Dekker: New York).

Semester- II

CorePaper				
PaperTitle	AdministrativeThought			
PaperCode	PAM621030	Semester:II	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
EvaluationMethods	Continuous Internal Evaluation (Class participation, class roomtests,take-homeassignments,mid-semestertests,term papers, presentations) 40 marks + End Semester 60 marks.			

CourseObjective: The objectiveofthe paperistolookattheseminalworkofsomethinkers from the classical, human relations and contemporary traditions to highlight their distinct contribution to the evolution of administrative thought and understand the journey of the discipline through their perspectives.

Unit-I:Thinkers
- i. Kautilya:Statecraftand Governance.
- ii. WoodrowWilson:PoliticsAdministration–Dichotomy
- i. F.W.Taylor:ScientificManagementand HenriFayol:Principlesof Management

Unit-II:Thinkers– II
- ii. MaxWeber:Modelof Bureaucracy
- iii. M.P.Follet:Conflictand Leadership.
- iv. EltonMayo:HumanRelationsTheory

Unit-III:Thinkers–III
- i. ChesterBarnard:ContributionSatisfactionEquilibrium
- ii. HerbertSimon:Theoryof Decision-Making
- iii. F.W.Riggs:AdministrativeModelsandApproaches

Unit-IV:Thinkers-IV
- i. AbrahamMaslow:NeedHierarchyConcept
- ii. DouglasMcGregor:ManagerialTheoriesof'X'and'Y'
- iii. FrederickHerzberg:HygieneMotivation Theory

SuggestedReadings:

1. Ali,ShumShunNisa,(1998).*EminentAdministrativeThinkers*,(NewDelhi: Associated Publishing House).
2. Goel,S.L.,(2008).*AdministrativeandManagementThinkers:RelevanceinNew Millennium*, (New Delhi: Deep & Deep).
3. Kumar,Umesh,(1990). *Kautilya'sThoughtonPublicAdministration*,(Delhi:NBO).
4. Mahashwari,M.,(2009).*AdministrativeThinkers*.(NewDelhi:Macmillan).
5. Mehta,V.R.,(1999).*Foundationsof IndianPoliticalThought,*(Delhi: Manohar).
6. Pinto,MarinaR.,(1989).*ManagementThinkers*,(Mumbai:Allied Publishers).
7. Pollard, Harold R., (1978). *Further Developments in Management Thought*, (London: Heinemann).
8. Prasad,RavindraD.,Prasad,V.S.,Satyanarayana,P.,&Pardhasaradhi,Y.(eds.), (2010). *Administrative Thinkers*, (New Delhi: Sterling).
9. Pugh,D.S. &D.J. Hickson, (2007).*Writerson Organizations*. Penguin.
10. Sapru, R.K., (2013). *Administrative Theories and Management Thought*, (New Delhi: PHI).
11. Sharma,Manoj,(2004).*AdministrativeThinkers*,(NewDelhi:AnmolPublication).

Semester- II

CorePaper				
PaperTitle	IndustrialRelationsandLabourLaws			
PaperCode	PAM621040	**Semester:II**	**Credits**	**4**
Programme	M.A.	**Course Duration**	**One Semester**	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: The paper's objective is to discuss importance and constituents of Industrial Relations. It also throws light on Industrial Disputes by covering employee grievancesandcounselling.ItfurtherhighlightsimportantprovisionsofselectedLabourLaws.

Unit-I:Industrial Relations
  i.   Meaning, Nature,Objectives,andImportance
  ii.   ConstituentsofIndustrialRelations
  iii. RoleofStateinIndustrialRelations

Unit-II:IndustrialDisputesand Relations
  i.   EmployeeGrievances:Meaning,Nature, Causes.
  ii.   ProcedureofGrievance Redressal.
  iii. EmployeeCounselling: Meaning, NatureandFunctionsofCounselling

Unit-III:TradeUnionismandWorker'sParticipation
  i.   Meaning,Functions,GrowthandProblems ofTradeUnionisminIndia
  ii.   Worker'sParticipationinManagement–Concept,Need,Nature, Importanceand
  iii. FormsofWorkersParticipation

Unit-IV:LabourLaws:ImportantProvisions
  i.   TradeUnionsAct, 1926.
  ii.   TheIndustrialDisputesAct, 1947.
  iii. TheFactoriesAct,1948.

SuggestedReadings

1. Puri,S.K.,(2017).*AnIntroductiontoLabourandIndustrialLaws*,(Faridabad:Allahabad Law Agency)
2. Singh B.P., Chhabra, T.N., and Taneja, P.L., *Personnel Management and IndustrialRelations*, (New Delhi: Dhanpat Rai & Co. Educational & Technical Publishers)
3. Saxena,R.C.,(1988).*LabourProblemsandSocialWelfare*,(Meerut:K.NathandCo.).
4. Monga,M.L.,(1984).*IndustrialRelationsandLabourLawsinIndia*,(NewDelhi, Deep & Deep).
5. Sharma,G.K.,(1972).*LabourMovementinIndia*,(NewDelhi:SterlingPublishers).
6. Malik,S.,(1983).*IndustrialLaw*,(Delhi:EasternBook Company).
7. Mishra,S.N.,(1976).*LabourandIndustrialLaws*,(Faridabad:AllahabadLaw Agency).
8. Memoria,C.B.&Memoria,S.,(1987).*DynamicsofIndustrialRelationsinIndia*, (Bombay: Himalaya Publishing House).
9. Sharma,D.C.andSharma,R.C.,(1988).*PersonnelManagementandIndustrialRelations*, (Meerut: SJ Publishers).

Semester- II

OptionalPaper				
PaperTitle	**DevelopmentAdministration**			
PaperCode	**PAM626050**	**Semester:II**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

CourseObjective: Thepaperdealswiththemeaning,scopeandsignificanceofDevelopment Administration in the country. It will also deal with formulation and implementation of development strategies in context with India.

Unit-I:DevelopmentAdministration:Concepts,Models,and Policies
  i.   DevelopmentAdministration:Concepts,Features,ModelsandChallenges.
  ii.   SustainableDevelopment**,**Environment andSustainableDevelopment
  iii. AdministrationofDevelopment:Plans,ProgrammesandPolicies

Unit-II:DemocraticDecentralization,SocialWelfare Administration
  i.   DemocraticDecentralization:ConceptandEmergingPatterns.
  ii.   SocialWelfareAdministration:Conceptand,Nature
  iii. SocialWelfareAdministration:PoliciesandPurposeofSocialService

Unit–III:BureaucracyandDevelopment Administration
  i.   BureaucracyandDevelopment,Developmentof Administrative Capability
  ii.   BureaucracyandDevelopmentAdministrationinthecontextofGlobalization, Liberalizationand Privatization
  iii. ChangingroleofBureaucracyinthe contextof Liberalizationand Globalization.

Unit-IV:CivilSocietyand Reforms
  i.   CivilSociety:Definition
  ii.   Role ofCivil Societyin administrative reforms
  iii. CurrentadministrativereformsinIndia

SuggestedReadings

1. Banerjee,ArpitaandKumar,Pravat(2015).*DevelopmentDisparitiesinIndia:An Enquiry into Convergence*, (Springer Publications).

2. Gable,RichardW.,(2008).*DevelopmentAdministration:Background,Terms, Concepts, Theories, and a New Approach*,(ASPA),

3. Goel, S.L., (2010). *Development Administration–Potentialities and Prospects*, (New Delhi: Deep & Deep Publication).

4. Gupta,Akhil,(1998).*PostcolonialDevelopments:AgricultureintheMakingofModern India*, (Duke University Press).

5. Palekar,S.A.,(2012).*DevelopmentAdministration*,(NewDelhi:PHI).

6. Parmar,M.S.andParmar,Mary,(2000).*IssuesinDevelopmentAdministration*, (Reliance,Majestic Books).

7. Sapru,R.K.,(2012).*DevelopmentAdministration*,(NewDelhi:SterlingPublications).

8. Singh, Surat &Singh, Mohinder (Eds.), (2006). *Rural Development Administration in the 21st Century*, (New Delhi: Deep & Deep Publications).

9. Singh, Birkeshwar Prasad and Singh, Sakendra Prasad, (1981), "Development AdministrationinIndiaSomeEssentialPrerequisites",*TheIndianJournalofPolitical Science*, Vol. 42, No. 1.

10. Verma,S.P.,(1983).*DevelopmentAdministration*,(NewDelhi:IIPA).

<table>
<tr><td colspan="5" align="center">**OptionalPaper**</td></tr>
<tr><td>PaperTitle</td><td colspan="4">**ManagementofVoluntary Agencies**</td></tr>
<tr><td>PaperCode</td><td>**PAM626060**</td><td>**Semester:II**</td><td>**Credits**</td><td>**4**</td></tr>
<tr><td>Programme</td><td>**M.A.**</td><td>**Course Duration**</td><td colspan="2">**One Semester**</td></tr>
<tr><td>Teaching Methods</td><td colspan="4">**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**</td></tr>
<tr><td>Evaluation Methods</td><td colspan="4">**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**</td></tr>
</table>

CourseObjective: Thispaperhelpstomotivatethestudenttobroadentheirhorizonrelatedto their understanding of management of voluntary agencies and administration.

Unit-I:Definition,ScopeandSignificance
   i.   VoluntaryOrganisations –Concept,Need, Types,
   ii. RolesandFunctions.
   iii. VoluntaryAgencyTrendsinIndia.

Unit-II:OrganisationalStructureofVoluntaryOrganisations.
   i.   OrganisationalStructureofVoluntaryOrganisations
   ii. Legaland PolicyEnvironmentIncludingRegistration, StatutoryReturn
   iii. WelfareSchemesandVoluntaryOrganisations.

Unit-III:VoluntaryOrganisationsandMobilizationofLocalResources.
   i.   ManagementAccounting.
   ii. ForeignCurrencyAccounting,
   iii. Procurementof GoodsandServices.

Unit-IV:ProjectManagement
   i.   ProjectCycleApproach,LogicalFrameworkAnalysis.
   ii. HumanResource Management.
   iii. ProjectAppraisal,MonitoringandEvaluation.

SuggestedReadings:

1. Chaudhary, D.Paul, (1985). *Profile of Social Welfare and Development in India*, (New Delhi: M.N.Publishers & Distributors).
2. Mathivaanan, (1991). *VoluntaryAgenciesand SocialChange*,(NewDelhi: Menas Publications).
3. Stephan,Hatch*,*(1980).*OutsidetheState:VoluntaryOrganisationsinThree English Towns*, (London: Croomhelm).
4. AvasthiandMaheshwari,(1988).*PublicAdministration*,(Agra:LaxmiNarain Aggarwal).
5. Narman,Johnson,(1981).*VoluntarySocialServices*,BasilBlackwelland MortinRoberton Oxford.
6. Kapoor,Usha,(1995).*WomenWelfare:AStudyofVoluntaryAgencies*,(New Delhi: Indus Publishing Company).
7. Kulkarni,P.D.,(ed.),(1991).*Voluntary Action:MythandReality,*(NewDelhi: NIPCCD).
8. Jain, R.B., (ed.), (1995). *N.G.Os in Development Perspective*, (New Delhi: Vikas Publishing House).
9. Naryana, E.A., (1990). *Voluntary Organisations and Rural Development in India*, (New Delhi: Uppal Publishing House).
10. IIPA:SpecialIssue, Vol.33,No.3, July–September, 1987.
11. Goel,S.L.,(2003).*PublicAdministration:TheoryandPractice*,(NewDelhi:Deep & Deep Publications).

Semester- II

OptionalPaper				
PaperTitle	CorporateGovernance			
PaperCode	PAM626070	Semester:II	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: The objective of the paper is to understand the functioning of various corporate bodies, their responsibilities towards their stake holders and public and corporate responsibilities towards society with special reference to India.

Unit-I:FeaturesandTheoriesofCorporateGovernance

i. CorporateGovernance:Concept,Objectives,Featuresand Evolution.
ii. TheoriesofCorporateGovernance:StakeholdersTheory,StewardshipTheoryand Agency Theory.
iii. PrinciplesofCorporateGovernancewithspecial referencetoPrinciplesof OECD.

Unit-II:CorporateGovernanceand Ethics
i. CorporateGovernanceCode,Advantages.
ii. CorporateGovernanceandEthics,CorporateSocialResponsibility,
iii. CorporateGovernancein PublicEnterprise

Unit-III:Boardof DirectorsandChiefExecutiveOfficer
i. BoardofDirectors: Types,Compositionand Functions.
ii. Appointment,FunctionsandRole.
iii. ChiefExecutiveOfficer

Unit-IV:CorporateGovernance:IssuesandChallenges
i. RightsandPrivilegesof ShareHolders andInvestors.
ii. CorporateGovernance:Issues,Challengesand
iii. FutureTrends.

SuggestedReadings

1. PacesAlessioM.,(2012).*RethinkingCorporateGovernance:TheLawandEconomics of Control Powers*, (Routledge).
2. Bhatia, S.K., (2004). *Business Ethics and Corporate Governance*, (New Delhi: Deep and Deep Publication Pvt. Ltd.).
3. Bhattacharya,AsishK.,(2016).*CorporateGovernanceinIndia:Changeand Continuity*, (New Delhi: Oxford).
4. Bhayana,Sanjay,(2007).*CorporateGovernancePracticesinIndia*,(NewDelhi:Regal Books).
5. Bansal,C.L.,(2005).*CorporateGovernance–LawPractice&ProcedureswithCase Studies*, (New Delhi: Taxmann Allied Services Pvt. Ltd.).
6. Mallin,ChristineA., (2012). *CorporateGovernance*, (OxfordUniversityPress).
7. Das,SubhashChandra,(2013).*CorporateGovernance:Codes,Systems,Standardsand Practices*, (New Delhi: Prentice Hall India).
8. Dewan,S.M.,(2006).*CorporateGovernanceinPublicSectorEnterprises*,(Delhi: Doeling Kindersley India Pvt. Ltd).
9. Sarkar,JayatiandSarkar,Subrata,(2012).CorporateGovernanceinIndia,(NewDelhi: Sage).
10. Kumar, Surendar, (2002).*Corporate Governance – A Question of Ethics*, (New Delhi: Galgotia Publishing Company).

Semester- II

OptionalPaper				
PaperTitle	PoliceAdministration			
PaperCode	PAM626080	Semester:II	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

CourseObjective: This paperisdesignedtofamiliarisestudentsPoliceadministrationwhich is an important aspect of Public administration who is primarily responsible to maintain law and order.

Unit-I:Definition,ScopeandSignificance
   i. NeedandConceptofPolicein Society.
   ii. EvolutionandGrowthof PoliceSystem–Ancient,Medieval, British period.
   iii. Post-IndependencePeriod.

Unit-II:PoliceFunctioning
   i. PoliceandPolicinginIndia –An Overview.
   ii. PoliceandUnionGovernment:MinistryofHome Affairs,IndianPolice Service,
   iii. CentralVigilanceCommission.

Unit-III:EmergingIssueinPolice Administration
   i. PoliceandExecutive.
   ii. PoliceandHumanRights.
   iii. PoliceandE-Governance.

Unit-1V:ProblemsandIssues.
   i. IssuesofCorruptioninPoliceAdministration.
   ii. ReportsonPolice Reform
   iii. ImplementationsofPoliceReforms:SupremeCourtdirectives.

SuggestedReadings

1. Sen,Shanker,(1994).*IndianPoliceToday*,(New Delhi:AshishPublishingHouse).
2. Khan,SultanAkhar,(1983).*Power,PoliceandPublic*,(Kurukshetra:VishalPublications).
3. Mathur,K.M.,(1989).*InternalSecurityChallengersandPoliceinaDeveloping Society*, (Jaipur: RBSA).
4. Hale, Charles D., (1977), *Fundamentals of Police Administration*, (Boston: Helbrook Press).
5. Mishra,S.C., (1970).*PoliceAdministrationin India*.
6. Bayley, D.H., (1969). *The Police and Political Development in India*, (New Jersey:Princeto University Press).
7. Wilson, O.W., &McLaran, Roy Clinton, (1972). *Police Administration*, (MacGrawHill).
8. Mathur,K.M.,(1987).*ProblemsofPolice inaDemocraticSociety*,(Jaipur:RBSA Publishers).
9. Saksena,N.S.,(1987). *LawandOrder inIndia*,(New Delhi:Abhinav Publications).
10. Sharma,P.D.,*IndianPolice–ADevelopmentApproach*,IndianPoliticalScience Association, vol. 38, No. 2,April-June 1977.

Semester-III

Sl No.	PaperName	Credit	Code No.
	CorePaper		
1.	PublicAdministration in India	4	PAM711010
2.	PublicSectorManagement	4	PAM711020
3.	ResearchMethodology	4	PAM711030
	OptionalPaper		
4.	UrbanLocal Administration	4	PAM716040
5.	RuralLocalAdministration	4	PAM716050
6.	SocialWelfareAdministration	4	PAM716060
7.	InsuranceSector Administration	4	PAM716070

Semester- III

CorePaper				
PaperTitle	**PublicAdministrationInIndia**			
PaperCode	**PAM711010**	**Semester:III**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

Course Objective: This paper acquaints the students with the evolution of administration in India through the conceptual analysis of the theoretical and analytical aspect of the subject. It addresses the new issues and challenges in the field of public administration in India through critical analysis of its growth and development since Independence.

Unit-I:Unit-I:Introduction:EvolutionofIndian Administration
 i. Evolutionofpublicadministration:Ancient,MughalandBritish Era.
 ii. ConstitutionalFramework:Indian Administration.
 iii. FeaturesofIndian Administration

Unit-II:AdministrationatUnion Level
 i. PoliticalExecutiveattheUnionLevel:President;PrimeMinisterandCouncilOf Ministers.
 ii. PMO:CabinetSecretariatandCentralSecretariat.
 iii. Ministries,Departments &Boards atUnionGovernmentLevel.

Unit-III:StateGovernment Administration
 i. Governor,ChiefMinster andCouncilof Ministers.
 ii. StateAdministration:StateSecretariat;ChiefSecretaryandDirectorate.
 iii. Departmentsand Boards atState Level.

Unit-IV:AdministrationofLawandOrder.
 i. RoleofCentralagencies
 ii. Role ofStateagencies
 iii. Roleofcivilianagencies inadministrationoflawand order.

SuggestedReadings

1. Arora,RameshK.,(ed.),(2006).*PublicAdministrationinIndia:Tradition,Trendsand Transformation*, (New Delhi: Paragon).

2. Arora,RameshK.andGoyal,R.,(2016).*IndianAdministration:Institutionsand Issues*, (New Delhi: New Age).

3. Awasthi, (1988). *Central Administrative*, (New Delhi: Tata McGraw Hill, Publishers Co. Put. Ltd.).

4. Bakshi,P.M.,(2018).*The Constitutionof India*,(Delhi: UniversalLawPublishingCo.).

5. Barthwal, C.P., (2003). *Indian Administration since Independence*, (Lucknow: Bharat Publishers).

6. Basu,Rumki.(2019).*IndianAdministration:Structure,PerformanceandReform*, (New Delhi: Adroit Publishers).

7. Chakravarty,BidyutandChand,Prakash,(2016).*IndianAdministration:Evolutionand Practice*, (New Delhi: Sage).

8. Das,S.K., (2013). *TheCivil Servicesin India*, (NewDelhi: Oxford UniversityPress).

9. Pilani,G.P.,&Singh,Hoshiar,(1990).*Administration&SocialChanges*,(Jaipur: Printwell Publishers).

10. Gupta,Bhuvanesh,(2012).*StateAdministrationinIndia,*(RBSA Publishers).

11. Singh, Hoshiar& Singh, Mohiner, (1990). *Public Administration in India: Theoryand Practice,* (New Delhi: Sterling Pub.).

12. Singh,Hoshiar&Singh,D.P.,(1990).*IndianAdministration:CurrentIssuesand Problems*, (Jaipur: Aalekh Publishers).

13. Maheswari,S.R.,(2001).*IndianAdministration*,SixthEdition,(NewDelhi:Orient Black Swan).

14. Sapru, Radhakrishnan, (2018). *Indian Administration: A Foundation of Governance*, (New Delhi: Sage).

15. Jain,R.B.,(1976).*ContemporaryIssuesinIndianAdministration*,(Delhi:Vishal Publishers).

16. Rao, V. Bhaskara and Venkateshwarlu, B., (ed.), (1987). *Parliamentary DemocracyinIndia: Trends and Issues*, (Delhi, Mittal Publication).

Semester- III

CorePaper				
PaperTitle	PublicSector Management			
PaperCode	PAM711020	Semester:III	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: This paper is designed to familiarise students with growing importance Public Sector Management under the ambit of Public Administration. It deals with introduction, growth and rationale of Public Sector Management.

Unit-I:Introduction

  i. Definition,GrowthandEnvironmentofPublicEnterprises.
  ii. Rationaleand Objectives.
  iii. Government'sPolicytowardsPublicEnterprises.

Unit-II:RoleofPublicSectorin India
  i. OrganisationalForms:PublicCorporation,PublicCompany,DepartmentFormand other Forms.
  ii. BoardofDirectors –itsConstitutionandFunctions.
  iii. StateandPublicSector Enterprises

Unit-III:Management ofPublic Enterprises
  i. FinancialManagement.
  ii. PersonnelManagement-RecruitmentandTraining.
  iii. PublicRelationsand Profitabilityand Efficiency

Unit–IV:Performanceand Evaluation
  i. PrivatisationofPublic Enterprises.
  ii. AutonomyandAccountabilityofPublicEnterprises.
  iii. BusinessEthicsandCorporateResponsibility.

SuggestedReadings

1. Aggarwal,A.N.,(1987).*IndianEconomy*,(Delhi:WileyEasternLtd).
2. Ghosh, A., *Indian Economy – its Nature and Problems*, (Calcutta: The World PressPvt.).
3. DuttandSundharam,(2004).IndianEconomy,(Delhi: S.Chand& Co.).
4. Mathur,B.L.,(1990).*EconomicPolicyandAdministration(Hindi)*,(Jaipur:RBSA Publishers).
5. Singh, Hoshiar, & Singh, Mohinder, (1990). *Public Enterprises in India – A Plea for Reforms*, (New Delhi: Sterling Publishers).
6. Singh, Mohinder (ed.), (1993). *Some Aspects of Public Enterprises in India – a Plea for Reforms*, (New Delhi: Uppal Publishing House).
7. Ramanadhan,V.V.,(ed.),(1984).*PublicEnterprisesandDevelopingWorld*,(London: Groom Helm).
8. Hansen,A.H.,(1972).*PublicEnterprisesandEconomicDevelopment*,(London: Routledge and Kegan).
9. Narain,Laxmi,*PrinciplesandPracticeofPublicEnterprisesManagement*,(New Delhi: S.Chand& Co.).
10. Kuchhal,S.C.,(1987).*TheIndustrialEconomyofIndia*,(Agra:ChitanyaPub.House).
11. Basu,PrahladKumar,(1982).*PublicEnterprises:PolicyPerformanceand Professionalism*, (New Delhi: Allied).

Semester- III

CorePaper				
PaperTitle	**ResearchMethodology**			
PaperCode	**PAM711030**	**Semester:III**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

Course Objective: This paper is designed to provide fundamental knowledge of research methodology and ability to understand the issues and challenges of research in Public Administration.

Unit-I:IntroductiontoResearch Methodology
  i. Meaning, SignificanceandObjectivesofResearch
  ii. Methods:Scientificmethod,Observationalmethod, Interview method
  iii. Questionnairemethodand Surveymethod

Unit-II:ResearchProcess
  i. Researchproblem:Meaning,Importanceand sources
  ii. ConsiderationsinresearchandStepsinvolvedinformulatinga researchproblem
  iii. ResearchMotivationsandtypesof research

Unit-III:ResearchDesign
  i. Hypothesis:Meaning,characteristicsandtypes
  ii. ResearchDesign:Meaning,Importanceandfeatures
  iii. Problemsofresearch design

Unit–IV:EthicsandProblemsin research
  i. MeaningandConcept
  ii. Majorethicalissues:No harm,Consent,Plagiarism,ConfidentialityandAnonymity.
  iii. Criteriaof goodresearchand problemsfacedbyresearchers.

SuggestedReadings

1. Kothari, C R and Garg, G (2018). *Research Methodology: Methods and Techniques*, (New Delhi: New Age International Publishers).

2. Kumar,Ranjit(2011).*ResearchMethodology:AStepbyStepGuideforBeginner*, (London: Sage Publications).

3. McNabb,DavidE(2017). *ResearchMethodsinPublicAdministrationandNon-profit Management,* 4th Edition, (Routledge: UK).

4. Miller,GJandYang,K(Eds.)(2007).*HandbookofResearchMethodsinPublic Administration*, (New York: CRC Press).

5. Nachmias,CVandNachmias,D(2005).*ResearchMethodsinSocialSciences*, (London: Hodder Headline Group).

6. Young,deTimandPerlman,BruceJ(1984).*TeachingResearchMethodologyin Public Administration*, Teaching Political Science, Vol.11, Issue 2, pp. 63-69.

WebResources

1. Research Methodology: Approaches & Techniques - Video & Lesson... https://study.com/academy/.../research-methodology-approaches-techniques-quiz.html

2. ResearchMethodology–SlideSharehttps://www.slideshare.net/sh_neha252/research-methodology

Semester- III

OptionalPaper				
PaperTitle	**UrbanLocalGovernment**			
PaperCode	**PAM716040**	**Semester:III**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

Course Objective: This paper provides an understanding of urban local government in India which signifies the governance of an urban area by the People through their elected representatives.

Unit-I:Meaning
  i. ScopeandSignificanceofUrbanLocalGovernment.
 ii. Urbanization:ChallengesandChallenges
iii. SpecialPurpose Agencies.

Unit-II:FeaturesofUrbanLocalGovernmentin India.
  i. Structure,Organisationand
 ii. FunctionsofUrbanLocalGovernmentinIndia.
iii. LocalGovernmentReformsinIndia.

Unit-III:MunicipalPersonnel Administration.
  i. Varioustypes.
 ii. RecruitmentofMunicipalpersonnelinIndia.
iii. Capacitybuildingofpersonnel

Unit-IV:MunicipalPolitics.
  i. People'sParticipation.
 ii. IssuesandproblemsinMunicipalLeadership.
iii. State-LocalRelationshipin India.

SuggestedReadings:

1. Sachdeva,Pardeep,(2000).*UrbanLocalGovernmentandAdministrationinIndia*, (New Delhi: Kitab Mahal).

2. Singh,Hoshiar,(1997).*LocalGovernmentinIndia,Britain,FranceandUSA*, (Allahabad: Kitab Mahal).

3. Kaushik, S.L., (1989). *Leadership in Urban Government in India*, (Allahabad: Kitab Mahal).

4. Singh,SahibandSingh,Swinder,(1991).*LocalGovernmentinIndia*,(Jalandhar:New Academic Publishing Co.).

5. Sachdeva,Pardeep, (1991). *Dynamics ofMunicipalGovernmentand PoliticsinIndia*, (New Delhi: Kitab Mahal).

6. Wilson,David,Game,Chris&Others,(1994).*LocalGovernmentintheUnited Kingdom*, (London: Macmillan).

7. Byrne,Tony,(1990).*LocalGovernmentinBritain*,(London:PenguinPress).

8. Ostrom,VincentandOthers,(1987).*LocalGovernmentintheUnitedStates*,(San Francisco, California: ICS Press).

9. Keating,Michael,(1992).*ComparativeUrbanPolitics*,(Hampshire:EdwardElgar Publishing Ltd.).

10. Chandler,D.A.,(Ed.),(1992).*LocalGovernmentinLiberalDemocracies:An Introductory Survey,* (London: Routledge).

Semester- III

OptionalPaper				
PaperTitle	**Rural Local Government**			
PaperCode	**PAM716050**	**Semester:III**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

Course Objective: The paper intent to discuss Rural Local Government (Gram Panchayat) under the three-tier system of democratic decentralization of Panchayat Raj, Gram Panchayat function at village level.

Unit-I:Meaning,ConceptandScopeof RuralLocalAdministration.
   i.   GrowthofRuralAdministrationInstitutionsof India.
   ii.   CommunityDevelopmentProgramme,BalwantRaiMehtaandAshokMehta Committees Reports.
   iii. Organisationandworkingof GramPanchayatSamitiandZila Parishad.

Unit-II:Administrative Machinery.
   i.   AdministrativeMachineryforRuralDevelopmentatNational,State,DistrictandBlock levels.
   ii.   PanchayatiRajtill1992.
   iii. 73rdConstitutionalAmendmentAct:Structureandfeatures

Unit-III:Development Programmes:
   i.   DroughtProneDevelopmentProgramme,RuralEnergyProgramme.
   ii.   NationalRuralEmploymentGuaranteeScheme (NREGS)
   iii. SwaranJayantiGramSwarojgarYojana (SGSY).

Unit-IV:AgricultureandRural Development.
   i.   RoleofDistrictIndustryCentreandRuralIndustrialization.
   ii.   Ministryof RuralDevelopment andPanchayati Raj Organisation.

iii.   ChallengesofRural Local government.

SuggestedReadings

1. Singh, Hoshiar, (1995). *Administration of Rural Development in India*, (New Delhi,Sterling Publishers).
2. Maheswari,S.R.,(1984).*LocalGovernmentinIndia*,(NewDelhi:OriginLongman).
3. Bhatnagar,(1978).*RuralDevelopmentinIndia*,(NewDelhi:LightandLife Publishers).
4. Singh,Hoshiar,(1985).*RuralDevelopment inIndia*,(Jaipur:Printwell Publishers).
5. Maheswari,S.R.,(1985).*RuralDevelopmentinIndia:APublicPolicyApproach*,(New Delhi: Sage Publications).
6. Mishra,S.N.,(1989*).NewHorizonsinRuralDevelopmentAdministration*,(New Delhi: Mittal Publications).
7. Khanna,B.S.,(1982).*RuralDevelopmentinIndia*,(NewDelhi:Deep&DeepPublications).
8. Singh, Mohinder, (1992). *Rural Development in India – Current Perspectives*, (New Delhi: Intellectual Publishing House).
9. Kurukshetra:*AjournalofRuralDevelopment*,(Governmentof India).
10. Journalof RuralDevelopment,*NationalInstitute ofRural Development*,(Hyderabad).
11. Singh,SahibandSingh,Swinder,(1992).*LocalGovernmentinIndia*,(Jalandhar:New Academic Publishing Co.).
12. Malik,A.S.,(1995).*ConceptandStrategyofRuralIndustrialDevelopment*,(New Delhi: M.D. Publications).
13. Singh, Surat and Singh, Mohinder (Eds.), (2006). *Rural Development Administration in 21stCentury: A Multi Dimensional Study,* (New Delhi: Deep & Deep Publications).

Semester- III

OptionalPaper				
PaperTitle	SocialWelfareAdministration			
PaperCode	PAM716060	Semester:III	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: This paper is designed to familiarise students with growing emphasis of welfare administration in the realm of Public Administration. It deals with introduction and principles of social administration and institutions involved in it.

Unit-I:Introduction
 i. Socialwelfare:MeaningandNature.
 ii. ScopeandsignificanceofSocial Administration.
 iii. PrinciplesofSocialAdministration.

Unit-II:Administrationof Social Welfare
 i. NationalCommissionforScheduledCastesandScheduledTribes.
 ii. MinoritiesandWomen'sCommissions.
 iii. CentralSocialWelfareBoards:CompositionandFunctions

Unit-III:SocialJusticeand Empowerment
 i. MinistryofSocialJusticeandEmpowerment:OrganisationandFunctions.
 ii. DepartmentofWomenandChildDevelopmentatCentralLevel.
 iii. DirectoratesofSocialJusticeand Empowerment

Unit–IV:SocialWelfareProgrammes

 i. ProgrammesfortheDevelopmentofScheduledCastesandScheduledTribesand Women.
 ii. WelfareoftheDisabled and Aged.
 iii. RoleofVoluntary/Non-GovernmentalAgenciesinSocio-economic Development.

SuggestedReadings

1. Kataria,Surendra, (2002).*SocialAdministration(Hindi)*,(Jaipur:RBSAPublishers).
2. Barthwal,C.P.,(Ed.),(1998).*SocialJusticeinIndia*,(Lucknow:BharatBookCentre).
3. Sachdeva,D.R.,(2004).*SocialWelfareAdministration(EnglishandHindi)*, (Allahabad: Kitab Mahal).
4. March,DavisC.,(1965).*AnIntroductiontoSocialAdministration*,(London: Routledge and Kegan Paul).
5. Kulkarni,P.D., (1961).*CentreSocialWelfare Board*,(New Delhi:AsiaPublishing House).
6. Jaganadhan, V.,(1966).*Social WelfareOrganisation*,(NewDelhi:IIPA).
7. Mishra,D.K.,(1990).*SocialAdministration(Hindi),*(Jaipur:CollegeBookDepot).
8. Chowdhury, D. Paul, (1979). *Social Welfare Administration*, (New Delhi, Atma Ram & Sons).
9. Goel, S.L., and Jain, R.K. (1988). *Social Welfare Administration*, Vol. I, (New Delhi: Deep & Deep).
10. Chaturvedi, T.N. and Chandra, S.K., (1980). *Social Administration Development and Change*, (New Delhi, IIPA).
11. Chowdhury,D.P.,(1992). *SocialWelfareAdministration*,(Delhi:AtmaRam&Sons).
12. Singh,Mohinder(ed.),(1996).*SocialPolicyandAdministrationinIndia*,(NewDelhi: M.D. Publications Pvt. Ltd.).

Semester- III

OptionalPaper				
PaperTitle	InsuranceSectorAdministrationin India			
PaperCode	PAM716070	Semester:III	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: This paper is designed to provide students with insurance sector and administration in India as a subject matter of Public Administration. The course deals with concept, significance and importance of Life Insurance.

Unit-I:LifeInsurance
  i.   ConceptandSignificance,NeedofSecurityagainsteconomicdifficulties,riskand uncertainty.
  ii. LifeInsurancePolicies: Types andTheirapplicabilitytodifferentsituations.
  iii. ImportantLifeInsurance PoliciesissuedbytheLifeInsuranceCorporation ofIndia.

Unit-II:TypesofInsurance-I
  i.   General Insurance: Introduction to risk and insurance: (a) Risk (b) The treatment ofrisk.
  ii. GeneralInsuranceCorporationandotherInsuranceInstitutions-WorkingofGICin India
  iii. FireandMaineInsurance:FireInsurancePolicies,Issueandrenewalofpolicies& different kinds of risks covered.

Unit-III:Typesof Insurance-II
  i.   HealthInsurance:IndividualHealthInsuranceandGroupHealth Insurance.
  ii. Motor Insurance: Multiple line and All-line Insurance such as Rural Insurance-HullInsurance, etc.
  iii. Property and Liability Insurance: Nature of property and liability insurance, Crop and Cattle Insurance, Types of liability insurance, Reinsurance.

Unit–IV:Insurance, Financeand Legislation

i. Investmentpolicyof LICandGICinIndia.

ii.   Legislation:ABriefstudyofIndianInsuranceCorporationofIndiaAct,1956;General Insurance Corporation of India Act,

iii.   ExportCreditandGuaranteeCorporationAct.

SuggestedReadings

1. Huebner S.S., and Kenneth Black Jr., *Life Insurance,* (New Jersey: Prentice-Hall Inc. Englewood Chiffs,).

2. MeharRobert,L.,*LifeInsurance:TheoryandPractice,*(Texas:BusinessPublication).

3. Gupta,O.S.,*LifeInsurance,*(NewDelhi:FrankBrother).

4. Mishra,M.N.,*Insurance PrincipleandPractice,* (DelhiVikasPublishingHouse).

5. Palande,P.S.et.al, *InsuranceinIndia,*(NewDelhi:Sage Publication).

6. Srivastava,S.S., *InsuranceAdministrationandLegislationinIndia,* (Allahabad:Asia Book Depot).

7. Govt.ofIndia,(1956).LifeInsuranceCorporationofIndiaAct.

8. Govt.ofIndia,(1956). GeneralInsuranceCorporationofIndiaAct.

Semester-IV

Sl No.	PaperName	Credit	Code No.
	CorePaper		
1.	DissertationandViva-voce	16	PAM721070
	OptionalPapers		
2.	Issuesin Indian Administration	4	PAM726010
3.	PublicPolicyand Analysis	4	PAM726020
4.	PublicRelationsand Governance	4	PAM726030
5.	ElectronicGovernance	4	PAM726040
6.	Administrative Law	4	PAM726050
7.	HealthandHospitalAdministration	4	PAM726060

Semester- IV

CorePaper				
PaperTitle	DissertationandViva-voce			
PaperCode	PAM721070	Semester:IV	Credits	16
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Every student enrolled in the M.A. programme, shall have to mandatorily submit a concise research dissertation (not exceeding 150 pages) at least a fortnight before the commencement ofend semesterexaminationofthe4th semester.Everystudent shallpresentasynopsisofthe researchtopicattheDepartment.Thepresentationwouldbeopeninnature.Studentsshallhave anoptiontopresenttheirsynopsiseitherinthethirdsemesterorinthebeginningofthefourth semester. Dissertation shall be completed under the supervision of an assigned faculty of the Department.Thedissertationshallbeof16creditscarrying100markswhichshallbeevaluated by one external examiner (who shall not be an employee of the University) and Supervisor. However, Head/Coordinator of the Department shall be the Chairperson of the evaluation board. This 100 marks evaluation shall be as per Ordinance of the University and strictly restricted only to the assessment of the quality of dissertation. Based on the prepared dissertation, every student shall make a presentation (preferably Power Point) of at least 20 minutes duration describing about the findings of the conducted study followed by the viva-voce examination of the student.

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Semester- IV

<table>
<tr><td colspan="5" align="center">**OptionalPaper**</td></tr>
<tr><td>**PaperTitle**</td><td colspan="4">**IssuesIn IndianAdministration**</td></tr>
<tr><td>**PaperCode**</td><td>**PAM726010**</td><td>**Semester:IV**</td><td>**Credits**</td><td>**4**</td></tr>
<tr><td>**Programme**</td><td>**M.A.**</td><td>**Course Duration**</td><td colspan="2">**One Semester**</td></tr>
<tr><td>**Teaching Methods**</td><td colspan="4">**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**</td></tr>
<tr><td>**Evaluation Methods**</td><td colspan="4">**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**</td></tr>
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CourseObjective: Thispaperdealswiththecurrentadministrativescenario.Itinvolves government, private sector and people's associations or civil society.

Unit-I:PublicServices
  i.   AllIndiaServicesConstitutionalPosition,roleandfunctions.
  ii.   Services:NatureandfunctionsUPSC,
  iii. StateServicesandStatePublicService Commissions.

Unit-II:AccountabilityandTraining
  i.   Trainingespeciallyin thechangingcontext of theGovernance.
  ii.   AccountabilityinPublicAdministration:Parliamentary,Executive&Judicialcontrol over Indian Administration.
  iii. EthicsandValuesinAdministration.

Unit-III:IntegrityinAdministration
  i.   PreventionofCorruptionAct1988.
  ii.   Rightto InformationAct, 2005.
  iii. Lokpaland Lokayukta.

Unit-IV:GoodGovernance
  i.   PoliticalandPermanent Executive.
  ii.   Generalistsand Specialists
  iii. Administrative Reforms.

SuggestedReadings

1. Singh, Hoshiar& Singh, Mohinder, (1990). *Public Administration in India: Theory & Practice*, (New Delhi: Sterling Pub).

2. Singh,Hoshiar&Singh,D.P.,(1990).*IndianAdministration:CurrentIssuesand Problems*, (Jaipur: Aalekh Publishers).

3. G.P.Pilani&HoshiarSingh,(1990).*Administration&SocialChanges*,Jaipur;Printwell Publishers.

4. Awasthi, (1988). *Central Administrative*, (New Delhi: Tata McGraw Hill, Publishers Co. Put. Ltd).

5. Jain,R.B.,(1976).*ContemporaryIssuesinIndianAdministration*,(Delhi:Vishal Publishers).

6. Maheshwari,S.R.,(1989).*IndianAdministration*,(Delhi:OrientLongman).

7. Bhambri,C.P.,(1973).*PublicAdministrationinIndia*,(Delhi:Vikas).

8. Rao,V.BhaskaraandVenkateshwarlu,B.,(ed.),(1987).*ParliamentaryDemocracyin India: Trends and Issues,* (Delhi: Mittal Pub).

9. Sharan,Pramatama,(1978).*PublicAdministrationinIndia*,(Meerut:Meenakshi Publications).

Semester- IV

OptionalPaper				
PaperTitle	**PublicPolicyAnalysis**			
PaperCode	**PAM726020**	**Semester:IV**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: The paper deals with the idea of public policy designing, implementationand evaluation. It further introduces the basic principles and concepts of policy analysis.

Unit-I:Introduction

i. PublicPolicy:Concept, Significanceand Scope.
ii. PolicyAnalysis:Conceptand Significance.
iii. DeterminantsofPublicPolicy:Political,Economic,SocioCultural,Administrative.

Unit-II:Public Policy:ModelsandTheories
i. Theories:Lasswell'sconceptofPolicyScience,
ii. MultipleStreamsFrameworkModel,Punctuated EquilibriumTheory.
iii. Models: Incremental, Systems, Institutional, Elite, Rational, Public Choice and Group Theories.

Unit-III:Policydesign
i. RoleofPoliticalparties,Legislature,
ii. Bureaucracy,Judiciary.
iii. RoleofInterestGroups:MassMedia,SocialMovements,Non-GovernmentalAgencies and International Agencies.

Unit–IV:Public PolicyImplementation andEvaluation
i. Approaches to Policy Implementation, Role of Executive (with special reference to Bureaucracy), Legislature, Judiciary, Non-Governmental Organisations, and Pressure Groups.

ii.   Issuesin PublicPolicyImplementation.

iii.   Policy Evaluation: Approaches to Policy Evaluation, Criteria and issues in Policy Evaluation

SuggestedReadings

1. Anderson, J. E., (2005). *Public Policy Making,* 6th Edition, (New York: Houghton Mifflin).
2. Ayyar, Vaidyanathan R. V., (2009). *Public Policy Making in India*, (New Delhi: Pearson).
3. Chakraborti, Rajesh, (2017). *Public Policy in India*, (New Delhi: Oxford University Press).
4. Chakraborty,BidyutandChand,Prakash,(2016). *PublicPolicy:Concept, Theoryand Practice*, (New Delhi: Sage).
5. Dolowitz, D P and Marsh, D, (2000). "Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making", *Governance: An International Journal of Policy and Administration*, 13(1), Pp.5-24.
6. Dubhashi,P R,(1986).*PolicyandPerformance*,(NewDelhi:Sage).
7. Dye,Thomas,(2002).*UnderstandingPublicPolicy*,(Singapore/NewDelhi:Pearson).
8. Ghuman,BS,(1994).*TheUseofInput-OutputAnalysisinRegionalPlanning:ACase Study of Punjab*, (Delhi: Ajanta Publications).
9. Henry,Nicholas,(2009).*PublicAdministrationandPublicAffairs,*11thEdition,(New Jersey: Prentice Hall).
10. Laxmikanth,M,(2011).*GovernanceinIndia*,(NewDelhi:TataMcGrawHill Education).
11. Sapru,RK,(2011).*PublicPolicy:Artand CraftofPolicyAnalysis*,2nd Edition,(New Delhi: Prentice Hall of India).
12. Sarwar, LateefK, (2016). *Evolutionof WorldBank'sThinkingonGovernance*,World Development Background Paper. (World Bank: Washington DC).

Semester- IV

OptionalPaper				
PaperTitle	**PublicRelationsandGovernance**			
PaperCode	**PAM726030**	**Semester:IV**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

Course Objective: This paper's objective is to develop an understanding of public relations and governance which is an important function of state with reference to India.

Unit-I:Introduction

i. PublicRelations:Meaning,NeedandRole.
ii. GrowthandDevelopment ofPublicRelationsinIndia.
iii. PublicRelations:ToolsandMethods.

Unit–II:Advertising

i. Advertising:Meaning, Functionsand Types.
ii. GrowthandDevelopmentofAdvertisinginIndia.
iii. SocialandEconomicRoleof Advertising.

Unit-III:Communication

i. Communication:FormsofCommunication.
ii. EffectiveandIneffective Communication.
iii. Complexityof Communication Techniquesfor Communication.

Unit-IV:Institutional Framework

i. PublicRelationsDepartment:StructureandFunctions.
ii. PublicRelations:LawsandEthics.
iii. PublicRelationsand Globalisation.

SuggestedReadings

1. ChhunawallaandSethia,(1986).*FoundationsofthetheoryandPracticeofAdvertising*, (Bombay: Himalaya Publisher).
2. Gillian,Dyer,(1982). *AdvertisingasCommunication*,(NewYork:Mathuen).
3. Kumar,KevalJ.,(1992).*Advertising:ACriticalApproach*,(Pune,NiraaliPrakashan).
4. Otto,Kleppner,(1986).*AdvertisingProcedure,SimonSchusterProcedure*,Simon Schuster Inglewood.
5. RathorB.S.,(1986).*AdvertisingManagement*,(Bombay:Himalaya Publishers).
6. WillshurstJohn,(1986).*TheFundamentalsofAdvertising*,(London: Henemann).
7. CutlipandCentre,(1982).*EffectivePublicRelations*,(NewJersey:PrenticeHall).
8. Black,Sam,(1976).*PracticalPublicRelations*,(NewDelhi:UniversalBookHouse).

Semester- IV

OptionalPaper				
PaperTitle	ElectronicGovernance			
PaperCode	PAM726040	Semester:IV	Credits	4
Programme	M.A.	Course Duration	One Semester	
Teaching Methods	ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies			
Evaluation Methods	ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.			

Course Objective: Objective of this paper is to provide the integration of **Information and Communication Technology (ICT)**in all the processes, with the aim of enhancing government ability to address the needs of the general public.

Unit-I:E– Governance:
  i.   Concept,Stages,LegalandPolicyFrameworkand
 ii.   Models,
iii.   Significance.InformationandCommunicationTechnology:Conceptand Components.

Unit-II:Roleof ICTin Administration.
  i.   AdministrativeOrganisationCulture:TowardsICTBased Reforms.
 ii.   ICTs:Roleand Applications.
iii.   RoleofICTinRuralDevelopment.

Unit-III:PanchayatiRajInstitutions:
  i.   ImprovingSelf-GovernancethroughICT
 ii.   E–Learning:RoleofICTinEducationandTraining.
iii.   E– Commerce.

Unit-IV
  i.   InformationPolicy.RighttoInformationAct,2005
 ii.   Rightto PrivacyAct.
iii.   ImplementationinGovernance;Issuesand Challenges.

SuggestedReadings

1. Annual Report, (2008-09). *Department of Information Technology*, Government of India.

2. GovernmentofIndia,*InformationTechnologyAct,2000,* No.21of 2000.

3. Kroenke, David, (1992)*. Management Information Systems*, (New Delhi: McGraw Hill).

4. Srivastawa,P.,(2004).*ManagementInformationSystems:ANewFramework*,(Jaipur: Shree Niwas Publication).

5. Menon, N., V., C., (2003). *Applications of Information Technology in Disaster RiskReduction*, in P., Sahni, and Madhavi MalagodaRiyabandu, (eds.) *Disaster RiskReduction in South Asia,* (New Delhi: Prentice Hall of India).

6. Kapoor,Jagdish,(July-September2000),*ITandGoodGovernance*,IJPA,Vol.,XLVI, No. 3.

7. Gupta, M., P., Kumar, P., and J., Bhattacharya, (2004). *Government Online-Opportunities and Challenges*, (New Delhi: Tata McGraw-Hill Publishing Company Ltd.).

8. Bhatnagar, Subhash, (2004). *E-Government-Form Vision to Implementation-APractical Guide with Cast Studies*, (New Delhi: Sage).

9. Bhatnagar, Subhash, and Robert, Schware, (2000). *Information and Communication Technology: Cases from India*, (Sage: New Delhi).

10. Prabhu, C. S. R., (2004).*E-Governance: Concepts and Case Studies*, (New Delhi: Prentice- Hall of India Private Ltd.).

11. Satyanarayana, J., (2004). *E-Government: The Science of the Possible*, (New Delhi: Prentice-Hall of India Private Ltd.).

12. Vayandan,E.,andDollyMathew,(Ed.),(2003).*GoodGovernanceInitiativesinIndia,* (NewDelhi:Prentice-Hallof IndiaPrivate Ltd.).

13. *Indian Journal of Public Administration*, (Jan-March, 2004), "Special Number on Governance for Development", New Delhi, Vol. No. 9.

14. *Indian Journal of Public Administration*, (July-Sept., 2003), "Special Number on IT and Indian Administration", New Delhi, Vol. XLVI, No. 3.

15. Karim,MuhmmadRaisabdu,(June,2003).*TechnologyandimprovedServiceDelivery*: *Learning Points from the Malaysian Experience, International Review of Administrative Sciences*, Vol.69, Number 2, SAGE Publication.

16. Agarwal, Sunil, (March 2002). "Technology Development and Transfer at Grassroots Level", *Kurukshetra*, Vol. 50, No. 5.

17. Ghosh, Souvik, (November 2001), "Information and Communication Technologies in Rural Development", *Kurukshetra*.

18. Prabha, C., S., R., (2004*). E-Governance: Concepts and CaseStudies*, (New Delhi: Prentice-Hall of India Private Ltd.).

19. Jha,Rajesh,K.*,*(August2004)."E-Panchayat:RoleofITinEmpoweringPRIs", *Kurukshetra*,Vol.52, No.10,pp. 34-38.

20. Gupta, N., and R., Singhal,(6-9 Oct. 2003), *Appropriate Strategy for E-Training in Government, paper presented in Eastern Regional Organisation of PublicAdministration*, Nineteenth General Assembly and Conference, New Delhi.

21. Goel,S.L.,(2008).*RighttoInformation Act,2005*,(NewDelhi:Deep& Deep).

OptionalPaper				
PaperTitle	**AdministrativeLaw**			
PaperCode	**PAM726050**	**Semester:IV**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

Course Objective: The paper aims at examining the legal and practical foundations of the modern administrative state.

Unit-I:Introduction
   i. AdministrativeLaw:Concepts,definitionscopeandrecent.
   ii. Constitutional Concepts in Relation to Administrative Law: Rule of Law; Doctrine of Separation of Powers; Principles of Checks and Balances; and Principles of Natural Justice.
   iii. Classification of Administrative Power: Rules making power, Adjudicatory power, Administrative power.

Unit-II:ClassificationofAdministrative Functions
   i. FunctionsofAdministration:DelegatedLegislation–itsMeaning,Natureand
   ii. CausesforitsGrowth:FormsandClassificationofDelegatedLegislation.
   iii. ConstitutionalityofLegislativeDelegation,ControloverDelegated Legislation.

Unit-III:DoctrineandUltra-Vires
   i. RelationbetweenConstitutional LawandAdministrativeLaw.
   ii. ConceptandCourtsofAdministrativeLaw(DroitAdministrative)inFrance,including Courts of Conflicts
   iii. JudicialControloverDelegated Legislation.

Unit-IV:Judicialreview andRedressofPublicgrievancesandOmbudsman
   i. Constitutionalremedies.

ii.   Ombudsman:LokpalandLokayukta.

iii.   PublicadministrationandroleofCivilServiceinIndia

SuggestedReadings:

1. Craig,PaulP,(2016).*AdministrativeLaw,* (Sweet& Maxwell).
2. Croley,Steven.P,(2009).*RegulationandPublicInterests*:*ThePossibilityofGood Regulatory Government*, (Princeton University Press).
3. Guissani,(2008).Elizabeth.*ConstitutionalandAdministrativeLaw*,(Sweetand Maxwell).
4. Jain,M.P.,(2011).*Principlesof AdministrativeLaw*,(Delhi: Universal).
5. Leyland, Peter and Gordon Anthony, (2012).*Administrative Law,* (Oxford University Press).
6. Massey,I.P.,(2012).*AdministrativeLaw,* (EasternBookCompany).
7. Rosedar,S.R.A.,(2012).*AdministrativeLaw*,(LexisNexis).
8. Sathe,S.P.,(2010).*AdministrativeLaw,* (Delhi:Butterworth).
9. Schuck,Peter.H.,(2000).*TheLimitsofLaw*:*EssaysonDemocraticGovernance*. (Westview Press).
10. Wade,H.W.R&Forsyth,C.F.,(2009).*AdministrativeLaw*,(VIIEd.),(Oxford University Press).

Semester- IV

OptionalPaper				
PaperTitle	**HealthandHospitalAdministration**			
PaperCode	**PAM726060**	**Semester:IV**	**Credits**	**4**
Programme	**M.A.**	**Course Duration**	**One Semester**	
Teaching Methods	**ClassRoomTeaching,Seminars,PaperPresentations,Active Learning, Case Studies**			
Evaluation Methods	**ContinuousInternalEvaluation(Classparticipation,classroom tests, take-home assignments, mid-semester tests, term papers, presentations) 40 marks + End Semester 60 marks.**			

CourseObjective: Thispaperisdesignedtodevelopanunderstandingofthetheoreticalissues related to healthcare policies. It covers various governmental programs, institutions, organizations at state, national and international levels.

Unit-I:Introduction

  i. PublicHealthAdministration:Nature, SignificanceandScope
  ii. SustainableDevelopmentGoals(SDGs)andPublic Health
  iii. WorldHealthOrganization(WHO):Structure,FunctionsandRoleinAsia

Unit-II:InstitutionalFrameworkof HealthAdministrationatnationallevel

  i. UnionMinistryofHealth andFamilyWelfare: Organization,Functionsand Role
  ii. HealthcareProgrammesinIndia:FamilyWelfareProgramme,ReproductiveChild Healthcare, Immunization Programme, National Health Mission (NHM)
  iii. AyushmanBharat:Implementation Issues

Unit-III:InstitutionalFrameworkof HealthAdministrationatstate level

  i. Organization,Functionsandroleofthe DepartmentofHealth
  ii. HealthProgrammesatstatelevel
  iii. AdministrationofPrimaryHealthcareat thelocallevel

Unit–IV:OtherHealthcareInstitutions

  i. NationalInstituteofHealthandFamilyWelfare:Structure,FunctionsandRole
  ii. MedicalCouncilofIndia:Structure,FunctionsandRole
  iii. ChallengesofPublicHealthAdministration

SuggestedReadings

1. Ahmad,Aliaand Lalitha,N.,(Eds.),(2013). *AnInstitutionalPerspectiveonProvision of Health Care in India and Bangladesh*, (New Delhi: Academic Foundation).

2. Ballabh,C,(2007).*Health CareServicesinHospital*, (NewDelhi:Alfa Publication).

3. Banerjee,Baratati(Ed.),(2017).*DKTaneja'sHealthPolicies&ProgrammesinIndia,* 15[th]Edition,(NewDelhi:JaypeeBrothersMedical Publishers).

4. Bergerhoff, Petra; Lemann,Dieter; Novak, P (Eds.), (1990). *Primary Health Care: Public Involvement, Family Medicine, Epidemiology and Health Economics*, (Berlin and Heidelberg: Springer-Verlag).

5. Burci, Gian Luca and Vignes, Claude-Henri, (2004). *World Health Organization*, (London/New York: Kulwer Law International).

6. Ghosh, B, (1948). *A Treatise on Hygiene and Public Health*. (Calcutta: Scientific Publishing Company).

7. Hanlon, John H, (2008). *Principles of Public Health Administration*, (St. Louis: C V Mosley Co. Mahal).

8. Henry, ZodinlianaPachuau, (2015). *Children under Institutional Care in North-East India*, (New Delhi: Lambert Academic Publishing).

9. Kishore, Jugal, (2016). *National Health Programs of India, National Policies and Legislations related to Health,* 12th Edition, (New Delhi: Century Publications).

10. Monk, Abraham (Ed.), (2016). "Health Care of the Aged: Needs, Policies, and Services", *Journal of Gerontological Social Work*, Vol. 15, Nos.3-4., (New York: Routledge).

11. Packard,RandallM,(2016).*AHistoryofGlobalHealthInterventionsintotheLivesof Other People*, (Baltimore: John Hopkins University Press).

12. Rout, Himanshu Sekhar, (Ed.), (2011). *Health Care Systems: A Global Survey*, (New Delhi: New Century Publications).

13. Sanjivi, K. S., (2007). *Planning India's Health*, (Orient Longman: University of California).

14. Terry, McNulty and Ferlie, Ewan, (2004). *Re-engineering Health Care*, (New Delhi: Oxford University Press).

15. World Health Organization (2017) *World Health Statistics 2017: Monitoring Health for the SDGs. Sustainable Development Goals*, World Health Organization: USA

WebResources

1. http://www.searo.who.int/india/about/en/

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