File Ref.No.25629/GA - IV - B1/2021/Admn

**UNIVERSITY OF CALICUT**

<u>Abstract</u>

General and Academic - Faculty of Humanities- Scheme and Syllabus of BA Public Administration Programme w.e.f 2020 Admission onwards -Incorporating Outcome Based Education- Implemented - Subject to ratification by Academic Council -Orders Issued

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**G & A - IV - B**

| U.O.No. 5402/2021/Admn | Dated, Calicut University.P.O, 19.05.2021 |
|---|---|

*Read:*-1. U.O. No. 8481/2019/Admn Dated 30.06.2019
2. Minutes of the meeting of the BoS in Public administration (SB) held on 27.02.2021(Item No.1)
3. Remarks of the Dean Faculty of Humanities, dated 05.05.2021.

ORDER

1. The scheme and syllabus of BA Public Administration Programme under CBCSS UG Regulations 2019, w.e.f 2019 admission onwards has been implemented in the University, vide paper read (1) above.

2. The meeting of the Board of Studies in Public Administration (SB), held on 27.02.2021, vide paper read (2) above, has approved Out Come Based Education (OBE) in the existing syllabus of BA Public Administration Programme, under CBCSS UG Regulations 2019, without changing the content w.e.f 2020 admission onwards, Public Administration titled 'Public Administration in India' with two courses named 'Indian Administration' and 'Development Administration' for all UG programmes w. e. f. 2020 admission onwards.

3. The Dean Faculty of Humanities, vide paper read (3) above, has approved the above resolution of the Board of Studies in Public Administration (SB) held on 27.02.2021.

4. Considering the urgency in implementation of the syllabus, sanction has been accorded by the Vice Chancellor on 09-05-2021 to implement Outcome Based Education in the existing syllabus of BA Public Administration Programme (CBCSS UG 2019) without changing the content, along with the syllabus of complementary course in Public Administration titled 'Public Administration in India' for all UG programmes with effect from 2020 Admission onwards, subject to ratification by the Academic Council, vide paper read as (4) above.

5. The scheme and syllabus of BA Public Administration Programme under CBCSS UG Regulations 2019 incorporating Outcome Based Education (OBE) in the existing syllabus without changing the content, along with the Public Administration titled 'Public Administration in India' with two courses named 'Indian Administration' and 'Development Administration' for a l l U G programmes, is therefore implemented with effect from 2020 Admission onwards, subject to ratification by the Academic Council.

6. Orders are issued accordingly. (Syllabus appended)

Arsad M

Assistant Registrar

To
    The Principal, Affiliated Colleges.
    Copy to: PS to VC/PA to PVC/ PA to Registrar/PA to CE/JCE I/JCE II /EX and EG Sections/GA I F/ CHMK Library/Information Centres/IQAC/SF/DF/FC

Forwarded / By Order

# Learning Outcomes-based syllabus for BA Public Administration

**CHOICE BASED CREDIT AND SEMESTER SYSTEM (CBCSS) FOR UNDER GRADUATE (UG) PROGRAMME**

**BA PUBLIC ADMINISTRATION Under Restructured Curriculum and Syllabi As per CBCSS UG Regulations (2019)**
**(2020 Admissions Onwards)**

# University of Calicut

# Programme Specific Outcomes (PSO) for BA Public Administration

PSO1 - *Explain and evaluate the various administrative theories, approaches, models, process, methods, instruments, institutions, techniques and issues.*

PSO2 *-Analyze Indian Administration, Comparative Administration, Development Administration, Local Self-Government, Public Policy process, International Administration and Financial Administration*

PSO3 - *Examine and analyze the new trends in administration and an introduction to Human Rights and Police Administration*

PSO4 - *Develop capacities by knowledge on Human Resource Management & Personnel Administration.*

PSO5 - *Apply their knowledge to identify the research problems in Administration, collect relevant data and discover solutions.*

# UNIVERSITY OF CALICUT

The Under Graduate programme in **Public Administration** includes

(a) Common Courses

(b) Core Courses

(c) Complementary Courses

(d) Open Courses and

(e) Project

**1.1. Common Courses:** In general, every UG student shall undergo 10 common courses (total 38 credits) chosen from a group of 14 common courses listed below, for completing the programme:

| A01. Common English Course 1 | |
| --- | --- |
| | English courses A01-A06 applicable to BA/BSC Regular pattern |
| A02. *Common English Course II A03. Common English Course III A04. Common English Course IV A05. Common English Course V A06. Common English Course VI* | English courses A01-A04 applicable to Language Reduced Pattern (LRP) Programmes B.com, BBA, BBA (T), BBM, B.Sc. (LRP), BCA etc. |
| A07. *Additional Language Course I A08. Additional Language Course II A09.Additional Language Course III A10.Additional Language Course IV* | Addl.Language courses A07-A10 applicable to BA/B.Sc. Regular Pattern <br><br> Addl.Language courses A07-A08 applicable to Language Reduced Pattern (LRP) Programmes |
| A11. *General Course I A12. General Course II A13. General Course III A14. General Course IV* | Applicable to Language Reduced Pattern (LRP) Programmes |

Common courses A01-A06 shall be taught by English teachers and A07-A10 by teachers of additional languages respectively. General courses A11-A14 shall be offered by teachers of departments offering core courses concerned.

General courses I, II, III and IV shall be designed by the group of boards concerned.

The subjects under Language Reduced Pattern (LRP) (Alternative Pattern) are grouped into five and General Courses I, II, III & IV shall be the same for each group.

1. BBA, B.Com., Fashion Technology, Hotel Management.
2. Industrial Chemistry, Polymer Chemistry, Food Science and Technology.
3. Computer Science, Electronics, Instrumentation, Printing Technology, Computer

Application.
4. Biotechnology, Biochemistry, Aquaculture, Plant Science.
5. B.A Multimedia, B.A Visual Communication, B.A Film and Television.

**1.2. Core courses:** Core courses are the courses in the major (core) subject of the degree programme chosen by the student. Core courses are offered by the parent department.

**1.3. Complementary courses:** Complementary courses cover one or two disciplines that are related to the core subject and are distributed in the first four semesters. There shall be one complementary course in a semester for B.A Programmes. The complementary courses in first and fourth semester (Type 1) shall be the same. Similarly, the complementary courses in second and third semester (Type 2) shall be the same. The college can choose any complementary course either in Type 1 or in Type 2 for a programme. Once they choose the complementary courses that should be intimated to the university. If a college wants to change the complementary course pattern (Type 1 or Type 2) prior sanction has to be obtained. All other programmes, existing pattern will follow.

**1.4. Open courses:** There shall be one open course in core subjects in the fifth semester. The open course shall be open to all the students in the institution except the students in the parent department. The students can opt that course from any other department in the institution. Each department can decide the open course from a pool of three courses offered by the University. Total credit allotted for open course is 3 and the hours allotted is 3. If there is only one programme in a college, they can choose either language courses or physical education as open course.

**1.5. Common and open courses under SDE/Private Registration:** Existing pattern (as in CUCBCSSUG 2014) shall be followed under SDE/Private Registration.

**1.6. Ability Enhancement courses/Audit courses:** These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for class room study. The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions (Question Bank) set by the University. The students can also attain these credits through online courses like SWAYAM, MOOC etc (optional). The list of passed students must be sent to the University from the colleges

at least before the fifth semester examination. The list of courses in each semester with credits are given below.

| Course with credit | Semester |
|---|---|
| Environment Studies – 4 | 1 |
| Disaster Management – 4 | 2 |
| *Human Rights/Intellectual Property Rights/ Consumer Protection – 4 | 3 |
| *Gender Studies/Gerontology- 4 | 4 |

* Colleges can opt any one of the courses.

**1.7. Extra credit Activities:** Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in activities like NCC, NSS and Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

**1.8. Credits:** A student is required to acquire a minimum of 140 credits for the completion of the UG programme, of which 120 credits are to be acquired from class room study and shall only be counted for SGPA and CGPA. Out of the 120 credits, 38 (22 for common (English) courses + 16 for common languages other than English) credits shall be from common courses, 2 credits for project/corresponding paper and 3 credits for the open course. (In the case of LRP Programmes 14 credits for common courses (English), 8 credits for additional language courses and 16 credits for General courses). The maximum credits for a course shall not exceed 5. Dual core programmes are having separate credit distribution. Audit courses shall have 4 credits per course and a total of 16 credits in the entire programme. The maximum credit acquired under extra credit shall be 4. If more Extra credit activities are done by a student, that may be mentioned in the Grade card. The credits of audited courses or extra credits are not counted for SGPA or CGPA.

**1.9. Attendance:** A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the Department concerned. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by University remitting the required fee. Benefits of attendance may be granted to students who attend the approved activities of

the college/university with the prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate (within two weeks) in curricular/extracurricular activities (maximum 9 days in a semester). Students can avail of condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme). If a student fails to get 65% attendance, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, a **provisional registration** is needed. Such students can appear for supplementary examination for such semesters after the completion of the programme. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

**1.10. Grace Marks:** Grace marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. In addition, maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

**1.11. Project:** Every student of a UG degree programme shall have to work on a project of 2 credits under the supervision of a faculty member or shall write a theory course based on Research Methodology as per the curriculum. College shall have the liberty to choose either of the above. But SDE/Private Registration students shall write the Research Methodology course instead of project. Board of Studies concerned shall prepare the syllabus for the same.

**1.12. Study Tour Programme**

Study tour is compulsory either in 5 th or in 6 th Semesters to destinations of administrative importance. This includes Governmental Institutions, Constitutional Institutions, Legislatures, Premier institutions of Public Administration, places of Historical importance, Administrative Training and Research Institutions across India.

**2. EXAMINATION**

**2.1.** There shall be University examinations at the end of eachsemester.

**2.2.** Practical examinations shall be conducted by the University as prescribed by the

Board of Studies.

**2.3.** External viva-voce, if any, shall be conducted along with the practical examination/project evaluation.

**2.4.** The model of question papers may be prepared by the concerned Board of Studies. Each question should aim at – (1) assessment of the knowledge acquired (2) standard application of knowledge (3) application of knowledge in new situations.

**2.5.** Different types of questions shall possess different marks to quantify their range. A general scheme for the question paper is given in Annexure III.

**2.6.** Project evaluation shall be conducted at the end of sixth semester. 20% of marks are awarded through internal assessment.

**2.7.** Audit course: The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions set by the University. The students can also attain the credits through online courses like SWAYAM, MOOC etc. The College shall send the list of passed students to the University at least before the commencement of fifth semester examination.

**2.8. Improvement course:** Improvement of a particular semester can be done only once. The student shall avail of the improvement chance in the succeeding year after the successful completion of the semester concerned. The students can improve a maximum of two courses in a particular semester (for SDE/Private registration students also). The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination (for regular students). If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained.

Improvement and supplementary examinations cannot be done simultaneously.

**2.9. Moderation:** Moderation is eligible as per the existing rules of the Academic Council.

**3. EVALUATION AND GRADING**

**3.1.** Mark system is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given in Annexure-1

**3.2. Course Evaluation**

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2) External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall

be for the external evaluation.

## Internal Assessment

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned. The internal assessment shall be based on a predetermined transparent system involving written tests, Class room participation based on attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses. Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Components with percentage of marks of Internal Evaluation of Theory Courses are- Test paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%. For practical courses - Record 60% and lab involvement 40% as far as internal is concerned. (if a fraction appears in internal marks, nearest whole number is to be taken)

For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and Head of the Department.

The Split up of marks for Test paper and Class Room Participation (CRP) for internal evaluation are as follows.

### Split up of marks for Test paper

| Range of Marks in test paper | Out of 8 (Maximum internal marks is 20) | Out of 6 (Maximum internal marks is 15) |
|---|---|---|
| Less than 35% | 1 | 1 |
| 35%- 45% | 2 | 2 |

| | | |
|---|---|---|
| 45% - 55% | 3 | 3 |
| 55% - 65% | 4 | 4 |
| 65% -85% | 6 | 5 |
| 85% -100% | 8 | 6 |

## Split up of marks for Class Room Participation

| Range of CRP | Out of 4 (Maximum internal mark is 20) | Out of 3 (Maximum internal mark is 15) |
|---|---|---|
| 50% ≤CRP <75% | 1 | 1 |
| 75% ≤CRP <85% | 2 | 2 |
| 85 % and above | 4 | 3 |

**Internal Assessment for SDE/Private Registration:** Regarding internal component, the student will have to attend a fill in the blank type/multiple choice type examination of 20 marks along with the external examination in SDE mode. The attendance component of internal marks is not mandatory for such students.

### External Evaluation

External evaluation carries 80% of marks. All question papers shall be set by the University. The external question papers may be of uniform pattern with 80/60 marks (The pattern is given in the Annexure III). The courses with 2/3 credits will have an external examination of 2 hours duration with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks.

The external examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two examiners – one internal and an external, the latter appointed by the University. The project evaluation with viva can be conducted either internal or external which may be decided by the Board of Studies concerned. (Guidelines are given in the Annexure II).

After the external evaluation only, marks are to be entered in the a n s w e r scripts.

All other calculations including grading are done by the University.

**Revaluation:** In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CBCSSUG 2019.

Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/scrutiny/revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

## 4. INDIRECT GRADING SYSTEM

**4.1.** Indirect grading System based on a 10-point scale is used to evaluate the performance of students.

**4.2.** Each course is evaluated by assigning marks with a letter grade (O, A+, A, B+, B, C, P, F, I or Ab) to that course by the method of indirect grading. (Annexure I).

**4.3.** An aggregate of P grade (after external and internal put together) is required in each course for a pass and also for awarding a degree (A minimum of 20% marks in external evaluation is needed for a pass in a course. But no separate pass minimum is needed for internal evaluation). No separate grade/mark for internal and external will be displayed in the grade card; only an aggregate grade will be displayed. Also, the aggregate mark of internal and external are not displayed in the grade card.

**4.4.** A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch.

**4.5.** After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

SGPA of the student in that semester is calculated using the formula

## 5. CALICUT UNIVERSITY SOCIAL SERVICE PROGRAMME (CUSSP)

In this programme, a student has to complete 12 days of social service. This has to be completed in the first four semesters; 3 days in each semester. For the regular programme the student has to work in a Panchayath or Local body or in a hospital/ poor home or old age home or in a Pain & palliative centre or any social work assigned by the College authorities. Students who engaged in College Union activities and participate in sports and cultural activities in Zonal level have to undergo only 6 days of CUSSP during the entire programme. The whole documents regarding the student should be kept in the college and the Principal should give a Certificate for the same. The list of students (successfully completed the programme) must be sent to the

University before the commencement of the fifth semester examinations. A College level Co- Ordinator and a Department level Co-ordinator shall be appointed for the smooth conduct of the programme.

**5.1. CUSSP for SDE/Private students:** For SDE/Private students, out of the 12 days, the student has to undergo 6 days in a Panchayath or Local body and the remaining 6 days in a Hospital/ Old age home or in a Pain and palliative centre. The respective certificate should upload to the University (before the commencement of fifth semester examinations) in respective student portal and the University should provide an Online Certificate for thesame.

$$SGPA = \frac{\textit{Sum of the credit points of all courses in a semester}}{\textit{Total credits in that semester}}$$

**5.2.** The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$$CGPA = \frac{\textit{Total credit points obtained in six semesters}}{\textit{Total credits acquired (120)}}$$

**5.3.** SGPA and CGPA shall be rounded off to three decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA

The number of Courses for the restructured U.G. Programme in Public Administration should contain common Courses, 15 Core Courses including one Choice based course from the Electives, eight Complementary Courses from the relevant subjects for complementing the Core of the study, an Open Course offered by other streams and a Project.

**Question paper type**

**Scheme of Examinations:**

The external QP with 80 marks and Internal examination is of 20 marks. Duration of each external examination is 2.5 Hrs. The pattern of External Examination is as given below.

The students can answer all the questions in Sections A&B. But there shall be Ceiling in each section.

**Section A**

Short answer type carries 2 marks each - 15 questions          Ceiling - 25

**Section B**

Paragraph/ Problem type carries 5 marks each - 8 questions Ceiling - 35

**Section C**

Essay type carries 10 marks (2 out of 4)                    2X10=20

**Question  paper  type  2**

**Scheme of Examinations:**

The external QP with 60 marks and Internal examination is of 15 marks. Duration of each external examination is 2 Hrs. The pattern of External Examination is as given below. The students can answer all the questions in Sections A & B. But there shall be Ceiling in each section.

**Section A**

Short answer type carries 2 marks each - 12 questions          Ceiling - 20

**Section B**

Paragraph/ Problem type carries 5 marks each - 7 questions          Ceiling - 30

**Section C**

Essay type carries 10 marks (1 out of 2)                    1X10=10

The detailed syllabi of the programme are appended.

Structure of Courses for B.A. programmes

| | |
|---|---|
| Common courses | 38 credits |
| Core courses including Project (2) & Elective (4) | 63 credits |
| Complementary courses | 16 credits |
| Open courses | 03 credits |
| Total | 120 |

**Semester 1**

| Sl. No | Course code Title of courses | Hours/week | No. of credits |
|---|---|---|---|
| 1 | Common English Course –I (AOI) | | |
| 2 | Common English Course –II(AO2) | | |
| 3 | Additional Language Course –I (AO7) | | |
| 4 | Core course – 1 | 6 | 5 |
| 5 | Complementary – 1 | 6 | 4 |

**Semester 2**

| 6 | Common English Course –III (AO3) | | |
|---|---|---|---|
| 7 | Common English Course –IV (AO4) | | |
| 8 | Additional Language Course –II (AO8) | | |
| 9 | Core course – 2 | 6 | 5 |
| 10 | Complementary – 2 | 6 | 4 |

**Semester 3**

| 11 | Common English Course –V (AO 5) | | |
|---|---|---|---|
| 12 | Additional Language Course -III (AO 9) | | |
| 13 | Core course – 3 | 4 | 4 |
| 14 | Core course - 4 | 5 | 4 |
| 15 | Complementary – 2 | 6 | 4 |

**Semester 4**

| 16 | Common English Course –VI (AO 6) | | |
|---|---|---|---|
| 17 | Additional Language Course –X (AO 10) | | |
| 18 | Core course – 5 | 4 | 4 |
| 19 | Core course -6 | 5 | 4 |
| 20 | Complementary – 1 | 6 | 4 |

**Semester 5**

| 21 | Core course – 7 | 5 | 4 |
|----|-----------------|---|---|
| 22 | Core course -8 | 5 | 4 |
| 23 | Core course – 9 | 5 | 4 |
| 24 | Core course -10 | 5 | 4 |
| 25 | Open course | 3 | 3 |
| 26 | Project | 2 | * |
|    | **Total** | 25 | 19 |

**Semester 6**

| 31 | Core course – 11 | 5 | 4 |
|----|------------------|---|---|
| 32 | Core course -12 | 5 | 4 |
| 33 | Core course – 13 | 5 | 4 |
| 34 | Core course -14 | 5 | 4 |
| 35 | Elective course | 3 | 3 |
| 36 | Project | 2 | 2 |
|    | **Total** | **25** | **21** |

Total Credits: **120**

# B.A. PUBLIC ADMINISTRATION SYLLABUS

**Core Courses**

| No. | Name of Semester | Course Code | Hours/week | Name of the Core Course |
|-----|------------------|-------------|------------|-------------------------|
| I | I | PUB1 B01 | 6 | Principles of Public Administration |
| II | II | PUB2 B01 | 6 | Indian Government and Politics |
| III | III | PUB3 B01 | 5 | Administrative Thought |
| IV | III | PUB3 B02 | 4 | Decentralization and Local Self Government |
| V | IV | PUB4 B01 | 5 | Indian Administration |
| VI | IV | PUB4 B02 | 4 | Major Administrative Systems |
| VII | V | PUB5 B01 | 5 | Research Methodology |
| VIII | V | PUB5 B02 | 5 | Public Financial Administration |
| IX | V | PUB5 B03 | 5 | Public Personnel Administration |
| X | V | PUB5 B04 | 5 | Emerging Trends in Public Administration |
| XI | VI | PUB6 B01 | 5 | Public Policy Analysis |
| XII | VI | PUB6 B02 | 5 | Human Resource Management |
| XIII | VI | PUB6 B03 | 5 | Development Administration |
| XIV | VI | PUB6 B04 | 5 | Comparative Public Administration |

**Complementary Course – PUBLIC ADMINISTRATION IN INDIA.**

| No. | Name of Semester | Course Code | Credits | Name of the Complementary Course |
|-----|------------------|-------------|---------|----------------------------------|
| I | I/II | PUB1(2) C01 | 4 | Indian Administration |
| II | III/IV | PUB3(4) C02 | 3 | Development Administration |

**Open Courses (V<sup>th</sup> Semester) For students from other streams.**
**Select any one course.**

| No. | Name of Semester | Course Code | Hours/week | Name of the Core Course |
|-----|------------------|-------------|------------|-------------------------|
| I | V | PUB5 D01 | 3 | Indian Administration |
| II | V | PUB5 D02 | 3 | Human Resource Management |
| III | V | PUB5 D03 | 3 | Decentralization and Local Self Government |

**Elective Courses (VI<sup>th</sup> Semester).  Select any one course.**

| No. | Name of Semester | Course Code | Hours/ week | Name of the Core Course |
|-----|------------------|-------------|-------------|-------------------------|
| I | VI | PUB6 B05 | 3 | Human Rights |
| II | VI | PUB6 B06 | 3 | International Organizations and Administration |
| III | VI | PUB6 B07 | 3 | Police Administration |

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**Semester I**

**CORE COURSE I**

**Code No: PUB1 B01**

**Principles of Public Administration**

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<div align="right">

**Credits:5**

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**Course Learning Outcomes:**

*CO1 - Explain the basic concepts of Public Administration.*

*CO2 - Evaluate different approaches in Public Administration.*

*CO3 - Analyze the evolution and recent concepts of Public Administration.*

*CO4 - Examine and analyze principles of organization*

*CO5 - Explain and evaluate the structure of Government organisations*

<u>**Course Content**</u>

**Module I: Public Administration**

Meaning, nature, scope & significance, Public Administration as an Art, Science, and Philosophy

Public and Private administration, Role of Public Administration in Developed and Developing countries

**Module II: Approaches to the study of Public Administration**

Historical, Legal, Philosophical, Case method, Institutional, Behavioural, Structural Functional, Ecological, System, Decision-making

**Module III: Evolution of Public Administration**

Evolution of Public Administration as a discipline-New Public Administration, New Public Management

**Module IV: Principles of Organization**

Hierarchy, Division of work, Unity of Command, Authority and Responsibility, Coordination, Span of Control, Supervision, Delegation, Centralization and Decentralization, Bases of Organisation

**Module** V: **Structure of Organizations**

Headquarters and Field relationship

Chief Executive, Types of Chief Executives and their functions

Line, Staff and Auxiliary agencies

Departments, Corporations, Companies

Boards and Independent Regulatory Commissions

**Reading List**

1. Avasti and Maheswari, Public Administration (Agra: Lakshmi Narain, 1998)

2. Mohit Bahattacharya, New Horizons of Public Administration, 2002 Jawahar Publications, New Delhi.

3. Shriram Maheswari, Administrative Theory: An Introduction (New Delhi: Macmillan India Ltd.1998)

4. Prasad, L.M., Organisational Theory and Behaviour.

5. Harmon, M.M. and Mayer, R.T. Organisational Theory for Public Administration

6. Agarwal, R.D, Organisation and Management.

7. White L.D., Introduction to the Study of Public Administration.

8 Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.

9. Smita Srivatava, Theory and Practice of Public Administration, Pearson, 2011.

10. Hoshiar Singh and Pradeep Sachdeva, Public Administration through Practice, Pearson, 2010.

11. S Polinaudu, Public Administration, Galgotias, New Delhi,2014

# CORE COURSE II

## Code No:PUB2 B01

### Indian Government and Politics

**Credits:5**

**Course Learning Outcomes:**

*CO1 - Examine the Constitutional history of India*

*CO2 - Analyze and evaluate the salient features of Indian Constitution.*

*CO3 - Examine and analyze the different aspects of Indian Federalism*

*CO4 - Describe the structure of Governance at Union and State level*

*CO5 - Analyze and evaluate the Judicial System in India.*

## Course Content:

**Module. I.** An overview of Constitutional Development with reference to Government of India act 1909, 1919, 1935 and Indian Independence Act 1947, The Constituent Assembly of India.

**Module II.** Salient features of the Indian Constitution - The Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental duties.

**Module III.** Indian federalism, Union- State relations, Division of legislative powers, Administrative and financial relations between the Union and the States, GST, The Finance Commission, NITI Ayog.

**Module IV. Government Structure:**

   a) The Union Executive: The President and the Vice President, The Council of Ministers and the Prime Minister.
   b) The Union Legislature: The Parliament, The Lok Sabha and the Rajya Sabha, composition, Powers and functions – the role of the Speaker.
   c) State Executive- The Governor -The Council of Ministers and the Chief Minister
   d) The State Legislature: State Legislative Assembly and State Legislative Council- composition, powers and functions.
   e) Local self-governments, Significance of 73rd and 74th Amendment acts.

**Module V.** The Indian Judicial System, the Supreme Court and the High Courts: composition, jurisdiction and functions, Judicial review, Judicial activism, Independence of Judiciary in India.

**Reading List**

1. D. D. Basu. Introduction to The Constitution of India. (Prentice Hall, 2010)
2. Dr. M. V. Pylee. India's Constitution (Vikas, New Delhi 2010)
3. Dr.B.L.Fadia. Indian Government and Politics. (Sahitya Bhavan Publications, 2010)
4. Dr.A.P.Avasthi. Indian Government and Politics. (LakshmiNarayan Agarwal, 2012)
5. J.C.Johari. Indian Political System (Anmol Publications, 2008)
6. Grenville Austin. Indian Constitution: A cornerstone of a Nation. (Oxford, 2008)
7. Brij Kishore Shama, Introduction to the Constitution of India. Prentice Hall, New Delhi, 2007.
8. Bidyut Chakrabarthi & Indian Government and Politics. Sage, New Delhi 2008 Rajendra Kumar Pandey
9. Lakshmi Kanth, Indian Politiy TATA Magrow.
10. A.G. Noorani, Constitutional and Citizen's Rights, Oxford, New Delhi, 2006.

# CORE COURSE III

## Code No: PUB3 B01

## Administrative Thought

**Credits:4**

**Course Learning Outcomes:**

*CO1 - Explain and evaluate the contribution of Classical Thinkers of Administration*

*CO2 - Examine the ideas and Concepts of Bureaucratic thinkers in Public Administration*

*CO3 - Analyses the Human Relations theories of Public administration*

*CO4 - Interpret the ideas of Behavioural thinkers of Public Administration.*

*CO5 - Assess the contributions of given motivation thinkers.*

**Course Content**

**Module I: Classical Theorists**

Woodrow Wilson, F. W. Taylor, Henry Fayol, Luther Gullick and Lyndall Urwick

**Module II: Bureaucratic Theorists**

Max Weber, Karl Marx

**Module III: Human Relation Theorists**

Elton Mayo, M.P. Follet

**Module IV:  Behavioural Theorists**

Chester I. Bernard, Herbert A. Simon, Rensis Likert

**Module V:  Motivation Theorists**

Frederick Herzberg, Douglas Mc Gregor, Abraham Maslow

**Reading List**

1. Hoshair & Pardeep Sanchedeva, Administration Theory Kitab mahal Publication , New Delhi,2005.

2. Goel.S.L, Public Administration, Deep & Deep Publishers,New Delhi,2003.

3. Sapru, R.k, Administrative, Theories and Mangemaent Throught, Prentice Hall, New Delhi,2001.

4. Avasthi & Maheswari, Public Administration, Laxmi Narian Aggarwal , Publishers, Aggra–2001.

5. Vikram singh, Public Administrative Throught, Practice Mannual, Jawahar Publisherm, New Delhi, 2003.

6.  Ravindra Prasad, D.V.S, Prasad & P. Sathya Narayana, Administrative Thinkers, Sterling Publishers, New Delhi, 1989.

7. Singh, R. N., - Management Thought and Thinkers, S. Chand & Co., New Delhi, 1977.

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**Semester III**

**CORE COURSE IV**

**Code No: PUB3 B02**

**Decentralization and Local Self Government**

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**Credits:4**

**Course Learning Outcomes:**

*CO1 - Explain the nature and scope of Local Government and understand the committees on Panchayath raj in India*

*CO2 - Examine and analyze different forms of Rural Local Government*

*CO3 - Examine and analyse the different types of Urban Local Government*

*CO4 - Compare and evaluate the structure of Local government in given countries*

*CO5 - Explain and evaluate major issues in local Government.*

<u>**Course Content**</u>

**Module I**: **Introduction**

Meaning, Nature & Scope of Local Government – Democratic Decentralization –Committees on Panchayath raj in India

**Module II: Rural Local Government**

Rural Local Government -73rd Amendment – Role, Function and Powers of Zilla Parishad – Panchayat Samiti - Village Panchayats and Grama Sabha, Control over Rural Local Government.

**Module III: Urban Local Government**

Urban Local Government – 74th Amendment –Types of Urban local governments. Control over Urban Local Bodies.

**Module IV: Local Governments around the world**

Major features and Structure of Local government in UK, USA and France

**Module V: Issues in Local Government**

Role of Political Parties in Local Bodies-Financial issues and autonomy- Women

Representation in Local Bodies – People's Participation - Social Audit-

**Reading List**

1. Dhliwal.S.S – Municipal Administration, Deep & Deep, New Delhi,1999

2. Goel S.L and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice, Deep & Deep Publications, New Delhi,2009.

3. Maheswari.S.R-Local Government in India ,Laxmi Narain Agarwal , New Delhi,2010-1011.

4. M.P Sharma:Local self-Government in india- Munshiram -1977-

**5.** U.B.Singh Functioning of Local Government in South India- Gyan Publishing house - **2001.**

6. Pradeep Sachdeva, Local Govt. in India, Pearson, 2010.

7. Richard C. Crook & James Honor, Democracy and Decentralization in South Asia and West Africa, Cambridge University Press, New Delhi, 2011.

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**Semester IV**

**CORE COURSE V**

**Code No: PUB4 B01**

**Indian Administration**

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**Credits:4**

**Course Learning Outcomes:**

*CO1 - Examine the evolution of Indian Administration*

*CO2 - Evaluate administration at the Union and State Level*

*C03 - Analyse and evaluate aspects of Civil Service in India*

*CO4 - Explain and appraise the major institutions in Indian Administration*

*CO5 - Examine and assess the issues and challenges in Indian Administration*

<u>**Course Content**</u>

**Module I: Evolution of Indian Administration:**

Kautilya's Arthashastra; Mughal administration, British Legacy, Post Independent Period

**Module II: Administration at the Union and State Level**

Central Secretariat, Cabinet Secretariat, PMO, State Secretariat, Chief Secretary, District Collector: Changing role

**Module III: Civil Service in India**

Structure of Civil Service, Constitutional position, All India Service, Central Services

State Services, Recruitment Agencies – UPSC, SPSC & Staff Selection Commission

**Module IV: Major Institutions in Indian administration**

Election Commission of India

Finance Commission

Comptroller and Auditor General of India,

Planning commission and NITI Ayog, National Development Council

**Module V**: **Issues and Challenges in Indian Administration**

Political and Permanent Executive Relationship, Generalist Vs. Specialist, Integrity in Administration, Corruption in Administration, Redressal Mechanisms –Central Vigilance Commission, CBI, Lokpal, Lokayuktha,

**Reading List**

1. Austin Granville, The Indian Constitution, Corner Stone of a Nation, Oxford: Clarendon Press, 1966.
2. Anurud Prasad, Centre and State Powers Under Indian Federation, New Delhi: Deep & Deep Publications.
3. Bombwall, K.R, Government and Politics in India, Ambala Cantt.: Modern Publications, 1981.
4. B.K. Gokhle, The constitution of India and Its Working, Meerut City: Educational Publishers
5. B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
6. D.D. Basu, Constitutional Law of India, Bombay: Prentice Hall of India, 2015
7. B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
8. S.C. Dube (Ed.), Public Services and Social Responsibility, New Delhi: Vikas, 1979.
9. Morris-Jones, W.H., The Government and Politics in India, Bombay: B.I. Publishing, 1971.
10. M.V. Pylee, Indian Constitution, Madras: Vishvanathan Publishers, 1985.
11. Palmer-Norman, D., Elections and Political Development, New Delhi: Vikas, 1976.
12. Shiva Rao., The Framing of Indian Constitution, Bombay: N.M. Tripathi & Co., 1969.

## CORE COURSE VI

## Code No PUB4 B02

## Major Administrative Systems

**Credits:4**

**Course Learning Outcomes:**

*CO1 - Define various types of constitution and forms of Governments.*

*CO2 - Examine and evaluate the salient features of British Administrative system*

*CO3 - Examine and evaluate the salient features of US Administrative system*

*CO4 - Examine and evaluate the salient features of French Administrative system*

*CO5 - Examine and evaluate the salient features of Swiss Administrative system*

**Course Content**

**Module I: Nature of Government**

Introduction- Constitution and its classifications- Written and Unwritten and Flexible and Rigid Parliamentary and Non-Parliamentary form of Government

**Module II: British Administrative System.**

Salient features of the constitution, Powers and Position of the Monarch, Prime Minister, Council of Ministers, Parliament, Process of Law making, Judiciary and rules

**Module III: Federal Administrative System (USA)**

Introduction- President and American Cabinet, Congress Committee System, Law making and Supreme Court

**Module IV: French Administrative System**

Introduction-President of the Republic, Prime Minister, Parliament, law making Procedure, Judiciary, Administrative Law – Party System

**Module V: Swiss Administrative System**

Main features of the Constitution, Federal Council and Federal Assembly, Federal Tribunal, Direct Democracy- Party System

**Reading List**

1. S. N. Ray: Modern Comparative Politics: Approaches, Methods and Issues. Forth Printing, Prentice Hall of India, 2007.
2. 2 Kenneth Newton & Jan W. Van Dath, Foundations of Comparative Politics, Cambridge University Press, 2005.
3. Almond Gabriel, et al: Comparative Politics Today – Pearson Education, Delhi, 2003
4. Daniele Caramani, Comparative Politics, Oxford University Press, New Delhi, 2010.
5. Macridis, Roy C: Modern Political Regimes, Patterns and Institutions, Boston, little Brown and Company, 1986
6. Ray, Samirendra N: Modern Comparative Politics: Approaches, Methods and Issues, New Delhi, Prentice Hall of India 1999.
7. Bara Judith & Mark Pennigton (ed), Comparative Politics, Sage, New Delhi, 2009.
8. Rekha Saxena (ed), Varieties of Federal Governance, Cambridge University Press, New Delhi, 2011.
9. Prabir Kumar De (ed), Comparative Politics, Pearson, 2010

**CORE COURSE VII**

**Code No PUB5 B01**

**Research Methodology**

**Credits:4**

**Course Learning Outcomes:**

*CO1 - Examine the basic concepts in Research Methodology*

*CO2 - Classify and categorize different types of research*

*CO3 - Identify and analyze concepts and variables in research*

*CO4 - Distinguish and choose the types of research design*

*CO5 - Analyze and assess the sampling methods and Data collection technique*

*CO6 - Develop report writing skills*

**Course Content**

**Module I** : (A) Research Method and Research Methodology. Social Science Research

(B) Hypothesis: functions and importance; Characteristics of good Hypothesis

(C)Concepts and variables: A brief analysis.

**Module II** : Types of Research: Pure and Applied, Historical and Analytical. Survey Research: features, merits and demerits.

**Module III** : Research Design. Meaning and importance. Types of Research Design: Exploratory, Descriptive, Experimental and Action Research.

**Module IV** : Sampling: Meaning and importance. Types of sampling- Probabaility and Non probability sampling – Random sampling, Stratified sampling and Systematic sampling.

**Module V :** (a) Data collection- Interview, Schedule, Questionnaire, Participant Observation, Data Analysis , Report writing

**Reading List**
1. Bahnanes & Peter Caputi, Introduction to Quantitative Research Methods, Sage, New Delhi, 2010.
2. Bridget Somek, Lewin, Research Methods in the Social Sciences, Vistaar Publications, New Delhi, 2008.
3. Ghosh B.N, Scientific Method and Social Research, Sterling, New Delhi, 2000
4. Goode and Hatt, Methods in Social Research, Mc Graw-Hill, New York, 1952.

5. Gopal Lal Jain, Research Methodology : Methods Tools and Techniques. Mangal Deep Publications, Jaipur, 2003.

6. Kerlinger F.W, Foundations of Behavioural Research. Revised edition, Surjeeth Publications, New Delhi.

7. Kothari.C.R, Research Methodology : Methods and Techniques. New Age International, New Delhi, 2004.

8. Krishnaswamy O.R& Rangananthan M : Methodology of Research in Social Sciences, Himalaya, 2006.

9. Sharma B.A.V.Prasad & Satyanarayana.P (ed); Research Methods in Social Sciences, Sterling, New Delhi, 1983.

10. 10.Young P.V : Scientific Social Surveys and Research, revised edition, Asia publishing House, Bombay 1997.

11. Zina O Leary, The Essential Guide to Doing Research, Vistaar, New Delhi, 2008.

12. Burnett, Judith, Doing Your Social Science Dissertation, Sage, New Delhi, 2009.

## CORE COURSE VIII

### Code No PUB 5 B02

### Public Financial Administration

**Credits:4**

**Course Learning Outcomes:**

*CO1 - Explain the Scope, nature, role & evolution of public financial administration*

*CO2 - Examine and illustrate budget as an instrument of economic development*

*CO3 - Analyze the budgetary procedure, accounting and auditing in India*

*CO4 - Examine and evaluate the legislative control over the finance.*

*CO5 - Assess and appraise tax administration in India*

*CO6 - Analyze and evaluate the Economic policies and the aspects of Fiscal federalism in India*

<u>Course Content</u>

**Module I:**

Meaning, Nature and Scope of Public Financial Administration - Evolution of Financial Administration in India, Ministry of Finance: Organization, Functions and Role.

**Module II:** Budget: Concept, Types and Essential Principles; Budget as an Instrument of Management and Economic Development, Budgeting Procedure: Formulation, Enactment and Execution, Auditing and Accounting, Comptroller and Auditor General.

**Module III:** Legislative Control over Finance, Public Accounts Committee, Estimates Committee, Committee on Public Undertakings.

**Module IV:** Tax Administration: Characteristics of good taxation system, Problems of Tax Administration.

**Module V:** Public Monetary and fiscal policies-Public debt- Deficit Financing- Aspects of Fiscal Federalism in India- Centre-State Financial Relations. Finance Commission: Composition, Functions and Role

**Reading List**

1. Sarapa.A. Public Finance In India, Kanishka Publishers, Distributros, New Delhi,2004.

2. R.Duff And K.P. Sundharam, Indian Economy, S.CDhand & Company,New Delhi,2004.

3. Goel.S.L, Public Financial Administration, Deep & Deep Publishers,New Delhi,2004

4. Tavaraj M.J.K, Financial Administration in India, Suttan chand,& sons, New Delhi,2000.

5. Tyagi.B.P. Public Finance, Jai Prakashs Nath Publishers, Meerat, 2003.

6. Fadia B. L. & Kuldip Faida: Public Administration, Theories and Concepts, Sahitya Bhavan Publications, Agra 2008

7. Raja J Chellaiah: Essays in Fiscal and Financial Sector

8. Fadia B. L. & Kuldip Faida: Indian Administration, Sahitya Bhavan Publications, Agra 2008.

9. Sharma K. K., Financial Administration in Government, New Delhi 1996.

## CORE COURSE IX

## Code No PUB5 B03

## Public Personnel Administration

**Credits:4**

**Course Learning Outcome**

*CO1 - Describe and introduce Public Personnel Administration*

*CO2 - Explain and classify various types of personnel system*

*CO3 - Examine the recruitment and training procedures of public personnel*

*CO4 - Assess the methods and mechanisms of promotion and performance appraisal of public personnel*

*CO5 - Analyse and evaluate the aspects and issues of Public Personnel*

*CO6 - Discuss the retirement, discipline, conduct, morale etc of public personnel*

**Course Content**

**Module I**: Meaning, Functions and Importance of Public Personnel Administration-Tenure System, Spoil System and Merit System, Bureaucracy- Meaning and types, Evils of bureaucracy, Max Weber and Bureaucracy

**Module II**: Position Classification - Rank-Classification – Different types of Personnel system-Bureaucratic, Aristocratic, Democratic, - Recruitment: Meaning and types, Training: meaning and Types

**Module III:** Promotion: Meaning and Principles -Methods of Performance appraisal, Pay Commission and other service conditions.

**Module IV:** Compensation and Method of compensation-various allowances to the employees-Rights of employees, employee association in various countries, Generalists Versus Specialists.

**Module V:** Conduct, Discipline, Prestige and Morale – Retirement

**Reading List**

1. Sharma, M.P. (1998) Public Administration Theory and Practice, Kitab Mahal, Allahabad.

2. Avasthi-Maheswari, (1998) Public Administration, Lakshmi Narayan Agarwal, Agra.

3. Tyagi. A.R. (1987) Public Administration.

4. Vishnu Bhagawan and Vidhya Bhutan, (1994) Public Administration, S.Chand & Company, New Delhi

5. S.L. Goel : Public Personnel Administration

6. Rajesh K. Jha, Public Personnel Administration, Pearson, 2010.

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**Semester V**

**CORE COURSE X**

**Code No PUB5 B04**

**Emerging Trends in Public Administration**

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**Credits:4**

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**Course Learning Outcome**

*CO1 - Explain the new trends and concepts of Public Administration*

*CO2 -Examine and explain the Emerging models and Techniques of administrative improvement*

*CO3 - Analyse and evaluate the concept of Governance*

*CO4 - Examine and evaluate various measures of transparency and accountability in administration*

*CO5 - Compare and appraise the changing role of various stakeholders in administration*

**Course Content**

**Module I**: Introduction

 Public Administration and Globalization, Post modernism in Public Administration, Network theory, Feminism in Public Administration

**Module II**: Public Administration in transition: UN perspective, Four Emerging models in Public Administration, Techniques of administrative improvement: Work and Method Study, Time Study, PERT and CPM

**Module III** Good Governance, E-governance, M- Governance, Citizen Charter, Disaster Management, Environmental Governance, Corporate Governance

**Module IV**: Right to Information, Right to services, Social Audit, Ethics in Administration

**Module V:** Role of Civil Society in Administration, Role of Media in Administration, Role of NGOs in Administration,

**Reading List**

1. Frederick . K.S. Lane , Current Issues in Public Administration Wadsworth Publishing Company,1999.

2. Laxmikanth, Public Administration, Tata McGraw Hill, New Delhi,2012

3. Mohit Bhattacharya :New Horizons of Public Administration, Jawahar Publishers, New Delhi,2011

4. Ramesh K. Arora and Rajni Goyal, Indian Administration: Institution and Issues, New Age International 1995.

6.  Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.

7. S Polinaudu, Public Administration, Galgotias, New Delhi,2014

**Credit:4**

**Course Learning Outcome**

*CO1 - Perceive and examine the concept and theories of Public Policy*

*CO2 - Explain and evaluate the process of Public Policy making and the role of*

*different stake holders in it.*

*CO3 - Illustrate and assess different aspects of Implementation of Public policy.*

*CO4 - Evaluate and analyse the concepts and approaches of Policy Monitoring*

*CO5 - Examine and appraise the Process, Criteria and Techniques of Policy Evaluation*

**Course Content**

**MODULE I**

Public Policy: History and Origin, Meaning, Nature, Scope and Importance, Types of Public Policies.

Analysis: Stages in the Policy Analysis. Models for Public Policy Analysis. – Institutional Model, Group theory, Elite theory, Game theory, Public Choice Theory, System Theory, Lindblom's Incremental Model, Dror's Model, Simon's Model.

**Module – II**

Public Policy Making, Policy making techniques, Policy making power within executive, Power and Role of Non-officials in Policy making, Role of Judiciary,- Policy Making Process in India.

**Module – III**

Public Policy Implementation, Role of Political Executive, Legislature, Bureaucracy and Judiciary , Problems in Policy implementation, Conceptual Problems, Political Problems, Administrative Problems, Condition for successful implementation.

**Module – IV**

Public Policy Monitoring, Steps in monitoring, Approaches to policy monitoring, techniques of policy monitoring, measures for effective policy monitoring.

**Module – V**

Public Policy Evaluation, Policy evaluation, purposes and role of evaluation, Policy Evaluation Process, Criteria for evaluation, Types of evaluation, Evaluating Agencies

**Reading List**

1. Prabir Kumar De, Public Policy and Systems, Pearson, 2010.

2. Shweta Mishra, Citizen Centric Public Systems, Pearson, 2011. Bagchi, Amaresh (ed.) (2005), Readings in Public Finance, Oxford University Press, New Delhi, Chapters 1-9 & 24.

3.  Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.

 4. Fischer, Frank; Gerald J. Miller and Mara S. Sidney (ed.) (2007),

5. Handbook of Public Policy Analysis: Theory, Politics and Methods, Taylor & Francis, Boca Ration, London, New York.

6. Dunn, William N. (2004), Public Policy Analysis – An Introduction, New Jersey, Prentice Hall.

7. Duff, Lois (1997), The Economics of Governments and Markets, Longman, London.

8. Friedman, Lee (2002), The Microeconomics of Public Policy Analysis, Princeton University Press, Princeton and Oxford.

9. Hyman, David N. (2005), Public Finance, Thomson, Australia.

10. Niskanen, William A. (1994), Bureaucracy and Public Economics, Edward Elgar.

11. Dror, Y. (1983), Public Policy Reexamined, Transaction Publishers.

12. Robbins, Donijo (ed.) (2005), Handbook of Public Sector Economics, Taylor & Francis, London Chapters 3,4,5,6.

13. Stratton, Hugh & Lionel Orchard (1994), Public Goods, Public Enterprise, Public Choice, St.  Martin's Press, London.

14. W. Parsons (1995), Public Policy: An Introduction to the Theory and of Policy Analysis, Cambridge.

**CORE COURSE XII**

**Code No: PUB6 B02**

**Human Resource Management**

**Credits:4**

**Course Learning Outcome:**

*CO1 - Describe and analyze the fundamentals of Human Resource Management*

*CO2 - Explain and evaluate human resource planning.*

*CO3 - Analyze recruitment and training in Human Resource Management*

*CO4 - Examine different aspects and control measures in Human Resource management.*

*CO5 - Assess the important aspects of industrial relations.*

**Course Content**

**Module I  Fundamentals of HRM**

Meaning, Definition, Objectives, Scope and Functions-Personnel Management and Human Resource Management-Human Resource Development (HRD)-HR accounting - HR auditing – HRIS

Factors affecting Global Human Resource Management - Migration, Brain drain, Outsourcing.

**Module II HR Planning**

Definition Need and Importance of HR planning-Barriers to HRP-Job Analysis , Job Design, Job evaluation and Job satisfaction

**Module III Recruitment and Training**

Recruitment- Meaning and definition and Methods of recruitment, Selection, Placement, Concept of Training - Methods of training - Types of training.

**Module IV Measures of Controlling Human Resources**

Promotion, Transfer, Demotion, Separation, Employee discipline - Procedures of disciplinary action. Morale, Code of Conduct and Discipline

**Module V  Industrial Relations and Personnel Administration in India**

Employer – Employee Relations-Trade Unionism- Social Unionism, Collective Bargaining

**Reading List**

1. K.K.Ahuja Balvinder Shukla:  Human Resource Management, Kalyani Publishers, New Delhi-2007
2. Stephen P Robbins, Mary Coulter, Management, Pearson Prentice Hall, New Delhi-2008
3. Gary Dessler & Biju Varkkey, Human Resource Management, Pearson Prentice Hall, New Delhi – 2010
4. KK Ahuja, Human Resources Management, Kalyani Publishers, Madras, 2010
5. A M Sheikh, Human Resource Development and Management, S Chand and Co., New Delhi, 2008
6. Bhatia & Singh, Personal Management, Deep and Deep Publishers, New Delhi, 2009

## CORE COURSE XIII

## Code No: PUB6 B03

## Development Administration

**Credit:4**

**Course Learning Outcomes**

*CO1 - Examine the different aspects of development administration*

*CO2 - Assess the different models and approaches of development administration*

*CO3 - Analyze the concept, mechanism and process of development planning*

*CO4 - Examine and analyse role of bureaucracy in development administration*

*CO5 - Describe and appraise the system of district administration in India*

*CO6 - Evaluate the socio-economic development programmes in rural and urban areas*

## Course Content

**Module I:** Development: Meaning and Nature-Development Administration: Concept, nature, scope, significance, characteristics and approaches, Difference between Development Administration and Traditional Administration, Difference between Development of Administration and Administration of Development

**Module II:** Models of Development Administration: Riggs and Weidner, Problems of Development Administration, Changing profile of Development Administration, Sustainable Development.

**Module III:** Development Planning: Meaning, Development Planning in India, Planning Process: Plan formulation, Plan implementation, Plan Evaluation, Machineries for Planning, Decentralized Planning.

**Module IV:** Bureaucracy and Development Administration, Representative Bureaucracy, Neutral Vs Committed Bureaucracy,

**Module V:** District Administration: Changing role of the District Collector, Socio-economic Development Programmes: Rural and Urban

**Reading List**

1. Amithav Mukherjee; Decentralisation; Panchayats in the Ninetees, Vikas, New Delhi, 1994.
2. Atul Kohli: State and Poverty in India: The politics of reform. Orient Longman, New delhi,1987
3. Jan Dreze & Amerthya Sen: Indian development: Oxford University Press, Calcutta, 1996.
4. George Mathew, Panchayat Raj: From Legislation to Movement, Concept Publications New Delhi, 1994.

5. Institute for Social Sciences: status of Panchayat Raj in the states and Union Territories of India, Concept Publications New Delhi, 2000.

6. Richard C. Crook & James Manor: Democracy and decentralization in South Asia and West Africa: Participation, accountability and Performance. Cambridge University Press, 1998.

7. Biju. M.R. : Politics of democracy and Decentralisation in India. A case study of Kerala, Atlantic, New Delhi, 1997.

8. Sharma. A.K. & Bhaskar Roa (ed) : Research in Public Administration: An Overview. Vikas, New Delhi, 1996.

9. Pai Panardiker.V.: Bureaucracy and Development Administration, Center for Policy Research, New Delhi, 1978.

**Semester VI**

**CORE COURSE XIV**

**Code No. PUB6 B04**

**Comparative Public Administration**

**Credits:4**

**Course Learning Outcomes:**

*CO1 – Explain the basic aspects of Comparative Public Administration*

*CO2 – Analyse and evaluate various Approaches to Comparative Public Administration*

*CO3 – Compare and analyse the administrative systems of given countries*

*CO4- Compare and evaluate the personnel administration system of given countries*

*CO5- Compare and appraise the control mechanisms of given countries*

**Course Content**

**Module I:** Meaning of Comparative Public Administration—Comparative Administration and comparative Politics-Importance of the study of Comparative Public Administration.

**Module II:** Approaches to the Study of Comparative Public Administration, Institutional & Neo Institutional, Systems, Structural - Functional, Ecological.

**Module III:** Salient features of Administrative System of U.K., U.S.A. and France.- A comparative perspective.

**Module IV:** Personnel Administration in Great Britain, USA and France—A comparative Perspective

**Module V:** Control mechanisms in Great Britain, USA and France—A comparative perspective.

**Reading List**

1. Esman, MiltonJ.(1970). CAG and the study of public administration .In F.W.Riggs(Ed.) ,The frontiers of development administration (pp.41-71). Durham, North Carolina: Duke University Press.

2. Heady, F (1996) .Public administration: A comparative perspective(5thed.) .NewYork: Marcel Dekker.

3. Heaphey, J. (1968). Comparative publicadministration: Comments on current characteristics. Public Administration Review, 28(3),242-249.

4. Montgomery, J. (1966). Approaches to development politics, administration and change, New York: McGrawHill.

5. Pai Panandikar,V.A. (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1),34-44.

6. Raphaeli,N.(1967). Readings in comparative publica dministration, Boston, Massachusetts: Allynand Bacon.

7. Riggs,F.W.(1970).The ecology of administration. Bloomington: IndianaUniversity.

8. Riggs,F.W.(1956). Publicadministration: A neglected factor in economic development. Annals of the American Academy of Political and Social Sciences, No.305, Agrarian Socities in Transition(May1956),70-80.

9. Swerdlow,I.(1963).(Ed.) Development administration: concepts and problems. Syracuse, NewYork: Syracuse University Press.

10. W.E.Weidner (Ed.) (1970), Development administration in Asia, Durham, North Carolina: Duke University Press.

11. Waldo,D.(1963).Comparative public administration prologue, performance and problems. Indian Journal of Political Science,24(3), 177-216.

# OPEN COURSES

## (Semester V – For Students from other streams)

## Open Course I

## Code No PUB5 D01

## Indian Administration

**Credits:3**

**Course Learning Outcome:**

*CO1 - Examine the administration and its institutions at Union level*

*CO2 - Examine the administration and its institutions at State level*

*CO3 - Explain and evaluate constitutional and structural mechanisms of Civil Service in India.*

*CO4 - Analyze and appraise various institutions in Indian Administration.*

**Course Content:**

**Module I: Administration at the Union Level**

President, Vice-President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, PMO

**Module II: Administration at the State Level**

Governor, Chief Minister, Council of Ministers, State Secretariat, Chief Secretary,

**Module III: Civil Service in India:**

Structure of Civil Service, Constitutional position, All India Service, Central Services

State Services, Recruitment Agencies – UPSC, SPSC & Staff Selection Commission

**Module IV: Major Institutions in Indian administration**

Election Commission of India, Finance Commission, Comptroller and Auditor General of India, NITI Ayog

**Reading List**

1. Austin Granville, The Indian Constitution, Corner Stone of a Nation, Oxford: Clarendon Press, 1966.
2. Anurud Prasad, Centre and State Powers Under Indian Federation, New Delhi: Deep & Deep Publications.
3. Bombwall, K.R, Government and Politics in India, Ambala Cantt.: Modern Publications, 1981.

4.  B.K. Gokhle, The constitution of India and Its Working, Meerut City: Educational Publishers
5.  B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
6.  D.D. Basu, Constitutional Law of India, Bombay: Prentice Hall of India, 2015
7.  B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
8.  S.C. Dube (Ed.), Public Services and Social Responsibility, New Delhi: Vikas, 1979.
9.  Morris-Jones, W.H.,  The Government and Politics in India, Bombay: B.I. Publishing, 1971.
10. M.V. Pylee,  Indian Constitution, Madras: Vishvanathan Publishers, 1985.
11. Palmer-Norman, D.,  Elections and Political Development, New Delhi: Vikas, 1976.
12. Shiva Rao., The Framing of Indian Constitution, Bombay: N.M. Tripathi & Co., 1969.

<div align="center">

**Open Course II**

**Code No: PUB5 DO2**

**Human Resource Management**

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**Credits:3**

**Course Learning Outcome:**

*CO1 - Describe and analyze the fundamentals of Human Resource Management*

*CO2 - Explain and evaluate human resource planning.*

*CO3 - Analyze recruitment and training in Human Resource Management*

*CO4 - Examine different aspects and control measures in Human Resource management.*

<u>**Course Content**</u>

**Module I  Fundamentals of HRM**

Meaning, Definition- Objectives- Scope and Functions-Personnel Management and Human Resource Management-Human Resource Development (HRD)

**Module II HR Planning**

Definition Need and Importance of HR planning-Barriers to HRP-Job Analysis , Job Design, Job evaluation and Job satisfaction

**Module III Recruitment and Training**

Meaning and definition-Methods of recruitment, Selection - Placement

Concept of Training - Methods of training - Types of training.

**Module IV Measures of Controlling Human Resources**

Promotion, Transfer, Demotion, Separation

**Reading List**

1. K.K.Ahuja Balvinder Shukla:  Human Resource Management, Kalyani Publishers, New Delhi-2007

2. Stephen P Robbins, Mary Coulter, Management, Pearson Prentice Hall, New Delhi-2008

3. Gary Dessler & Biju Varkkey, Human Resource Management, Pearson Prentice Hall, New Delhi – 2010

4. KK Ahuja, Human Resources Management, Kalyani Publishers, Madras, 2010

5. A M Sheikh, Human Resource Development and Management, S Chand and Co., New Delhi, 2008

6. Bhatia & Singh, Personal Management, Deep and Deep Publishers, New Delhi, 2009

# Open Course III.

## Code No: -PUB5 D03

## Decentralization and Local Self Government

**Credits:3**

**Course Learning Outcomes:**

*CO1 - Explain nature and scope of Local Government and understand the committees on Panchayath raj in India*

*CO2 - Examine and analyze different forms of Rural Local Government*

*CO3 - Examine and analyse the different types of Urban Local Government*

*CO4 - Compare and evaluate the structure of Local government in given countries*

<u>Course Content</u>

**Module I**: **Introduction**

Meaning, Nature & Scope of Local Government – Powers and Functions- Democratic Decentralization

**Module II: : Rural Local Government**

Rural Local Government -73rd Amendment – Role, Function and Powers of Zilla Parishad – Panchayat Samiti - Village Panchayats and Grama Sabha.

**Module III : Urban Local Government**

Urban Local Government – 74th Amendment –Types of Urban local governments.

**Module IV: Local Governments around the World**

Major features and Structure of Local government in UK, USA and France

**Reading List**

1. Dhliwal.S.S – Municipal Administration, Deep & Deep, New Delhi,1999

2. Goel S.L and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice, Deep & Deep Publications, New Delhi,2009.

3. Maheswari.S.R-Local Government in India ,Laxmi Narain Agarwal , New Delhi,2010-1011.

4. M.P Sharma:Local self-Government in india- Munshiram -1977-

**5.** U.B.Singh Functioning of Local Government in South India- Gyan Publishing house - **2001.**

6. Pradeep Sachdeva, Local Govt. in India, Pearson, 2010.

7. Richard C. Crook & James Honor, Democracy and Decentralization in South Asia and West Africa, Cambridge University Press, New Delhi, 2011

**ELECTIVE COURSES**

SEMESTER VI (Select One)

**ELECTIVE COURSE I**

**Code No:PUB6 B05**

**HUMAN RIGHTS**

**Credits:3**

**Course Learning Outcomes:**

CO1 **-** *Analyze the importance and various approaches to the study of human rights*

*CO2 - Examine and evaluate the role of UNO in human rights protection.*

*CO3 - Evaluate and appraise various provisions for human rights protection in India*

*CO4 - Examine and evaluate the role of various institutions in protecting human rights*

*CO5 - Evaluate and appraise the role various human rights organizations in human rights protection*

*CO6 - Analyze the various challenges to Human rights protection.*

<u>**Course Content**</u>

**Module I: Human Rights**

Meaning, evolution and importance, Approaches to the study: Western, Marxian, Feminist and Third World.

**Module II: UNO and Human Rights**

Universal Declaration of Human Rights ( UDHR).

International Covenant on Civil and Political Rights (**ICCPR**) and International Covenant on Economic, Social and Cultural Rights (**ICESCR**).

**Module III: Human Rights in India**

Constitutional provisions, Right to Information Act

**Module IV: Instrumentalities for the protection of Human Rights**

National Human Rights Commission, Judiciary and Media.

**Module V: Human Rights Organisations and Movements**

Amnesty International, World Watch, Asia Watch, Peoples Union for Civil Liberties, Environmental Movements.

**Module VI: Challenges to Human Rights**

Terrorism, Religious fundamentalism, Police atrocities against women, children and other marginalized sections.

**Reading List**

1. Andrew Clapham: Human Rights: A Very Short Introduction, Oxford University Press, New York, 2007.

2. Chiranjeevi Nirmal: Human Rights in India, Oxford University Press, New Delhi, 1997.

3. Darren J.O Byrne, (ed): Human Rights: An Introduction, Pearson Education Pvt Ltd, New Delhi, 2004.

4. Janusz Symonides (ed): New Dimensions and Challenges for Human Rights, Rawat Publications, Jaipur, 2006.

5. Johari J.C: Human Rights and New World Order, Anmol Publications, New Delhi, 1998.

6. Krishna Iyer.V.R: Minorities, Civil Liberties and Criminal Justice, People's Publishing House, New Delhi, 1980.

7. Shashi Motilal & Bijayalaxmi : Human Rights, Gender and Environment, Allied Publishers, New Delhi, 2006

8. South Asia Human Rights Documentation Centre : Introducing Human Rights, Oxford University Press, New Delhi, 2007.

9. Ujjwal Kumar Singh (ed): Human Rights and Peace: Ideas, Laws, Institutions and Movements, Sage, New Delhi, 2009.

10. Upendra Baxi: Inhuman wrongs and Human Rights, Har Anand, New Delhi, 1994

11. Upendra Baxi: The Right to be Human, Lancer International, New Delhi, 1987.

12. Darren O'Byrne, Human Rights, Pearson, 2012.

**Course Code: PUB6 B06**

**International Organizations & Administration**

**Credits:3**

*Course Learning Outcomes:*

*CO1 - Examine the evolution of International Organizations and an introduction to League of Nations*

*CO2 - Explain and analyse the structure and functions of United Nations Organization*

*CO3 - Analyse & evaluate Peacekeeping, collective security and Disarmament efforts under UNO*

*CO4 - Describe and evaluate the New International Economic Order and Issue areas of UNO*

## Course Content

**Module I:**

Evolution of International Organisations, League of Nations: Structure and achievements; Failure of League of Nations.

**Module II:**

United Nations Organizations: purposes and principles, Structure and functions of Principal Organs,

specialized agencies, Changing role of Secretary General.

**Module III:**

Peace keeping operations under UNO: A brief analysis Collective Security measures undertaken by UNO: Korean and Iraq experiences. Disarmament efforts under UN: A critical analysis

**Module IV.**

New International Economic Order: Challenges and prospects. Revision of the UN charter and democratization of Security council.

**Reading List**

1. Charles W.Kegley,etc (ed): World Politics : Trends and Transformation, St:Martins Publication, New York, 2000.

2. David J.Wittaker : The Terrorism: A Reader, Routledgs, London,2001.

3. Hans J.Margenthau : Politics among Nations: Struggle for power and peace, Revised edition, Kalyani publishers, New Delhi, 1989.

4. John Allphin Moore Jr. : The New United Nations : International organization in & Jerry Pubants the 21st century, Pearson Education, New Delhi, 2008.

5. John Baylis, Steve Smit : The Globalization of World Politics : An Introduction etc; (ed) to International Relations, 4th edition, Oxford University Press, New York, 2008.

6. Mahendra Kumar : Theoretical Aspects of International Politics, Shiva Lal Agarwal & Company, New Delhi.

7. Palmer and Perkins : International Relations, AITBS Publishers, New Delhi,2002.

8. Samuel Huntinghton : The Clash of civilizations and the Remaking of World Order, Penguin Books, New Delhi, 2008.

9. Saxena K.P : Reforming the United Nations : The Challenges and Relevance, Sage, New Delhi, 2003.

10. Stegner B.Manfred : Globalisation : A very short Introduction, Oxford University press, Pondichery, 2009.

## Course Code: PUB6 B07

## Police Administration

**Credit: 3**

## Course Learning Outcomes

*CO1 - Describe and analyze the concepts, approaches and importance of Police Administration*

*CO2 - Evaluate the system of Police Administration in India with an evolutionary perspective*

*CO3 - Analyse & evaluate objectives and functions of Police in society*

*CO4 - Examine the structure and functions of police at State Level*

*CO5 - Examine the structure and functions various police organizations*

*CO6 - Examine and evaluate issue areas in Police Administration*

*CO7 - Assess the importance of women police and the recruitment and training of various police personnel.*

## Course Content

### Module I Police Administration

Nature, scope and significance of police administration, Approaches to Police Administration, Role of Police in the Contemporary Society.

### Module II Police in India

Evolution of Police in India Pre-British System of police in India Indian Police Act1861 – Central Police Organisations: Their structure and functions - IB-CBI-CRPF- RPF-BSF – and CISF, Report of the National Police Commission (1979-82)

### Module III Protection of society

Police objectives, Protection of the society – Through Maintenance of peace and order, protection of life property. Functions of the police - Prevention of crime, Patrolling, Surveillance, Intelligence, Maintenance of law and order - upholding human rights etc

### Module IV Police organisation

State level police: Its structure and function, Other police organizations - CID, Finger Print Bureau, Dog Squad, DVAC

### Module V Accountability of Police

Issue area: Autonomy and d Accountability of police, Police neutrality - Corruption police – Role of Police in society

Women police - their need and importance, Recruitment and training of constables, Sub-Inspectors and Deputy Superintendent of police.

**Reading List**

1. Gupta, Anandswarup, The Police in British India :1861-1947, Bureau of Police Research & Development, New Delhi, 2007.

2. Srivastava, Aparna , Role of Police in a Changing Society, A.P.H. Publishing Corporation, New Delhi, 1999.

3. Sharma, P.D., Indian Police-A Development Approach, Research  Publications, New Delhi, 1977.

4. Sen, Shankar,  Indian Police Today, Ashish Publishing House, New  Delhi, 1994.

5. K.P.Singla , Police Gyan Vigyan Bright Law House, New Delhi,  2004.

6.  Vadackumchery, James, National Police Commission: Issues for Rethinking, APH Publishing Corporation, New Delhi, 1998.

7. Saxena, Anil K., Professionalism in Indian Police, A.P.h.Publishing Corporation, New Delhi, 1997.

8. Chaturvedi, J.C., Police Administration and Investigation of Crime, Isha Books, Delhi, 2006.

9. Bailey, David, H., The Police and Political Development in India, Princeton University Press, New Jersey, 1969.

<p align="center">**Semester VI**</p>

<p align="center">**Course Code:**</p>

<p align="center">**Project Work**</p>

<p align="right">**Credit : 2**</p>

**Course Learning Outcomes:**

*CO1 - Develop a meaningful research problem*

*CO2 - Design and develop appropriate methodology and research design*

*CO3 - Apply appropriate research methods*

*CO4 - Choose and adopt suitable data collection methods*

*CO5 - Analyse and interpret the collected data*

*CO6 - Conclude and defend the results of the study*

**Complementary Course-** *Public Administration in India*

**Semester I/II**

**PUB1(2)C01- Indian Administration**

**Credits :4**

**Course Learning Outcomes:**

*CO1- Examine the evolution of Indian Administration*

*CO2- Evaluate the administration at the Union Level*

*C03- Evaluate the administration at the State Level*

*CO4- Evaluate the administration at the District Level*

*CO5- Explain and evaluate constitutional and structural mechanisms of Civil Service in India.*

**Course Content**

**Module I: Evolution of Indian Administration:**

Kautilya's Arthashastra; Mughal administration, British Legacy, Administrative Reforms Commissions.

**Module II: Administration at the Union Level:**

President, Vice-President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, PMO,

**Module III: Administration at the State Level:**

Governor, Chief Minister, Council of ministers, Chief Ministers Office, Secretariat, Chief Secretary

**Module IV:  District and local Administration:**

District Collector: Changing role, Local Governments; Rural and Urban

**Module V: Civil Service in India:**

Structure of Civil Service, Constitutional position, All India Service, Central Services

State Services, Recruitment Agencies – UPSC, SPSC & Staff Selection Commission

**Reading List**

1. Austin Granville, The Indian Constitution, Corner Stone of a Nation, Oxford: Clarendon Press, 1966.

2. Anurud Prasad, Centre and State Powers Under Indian Federation, New Delhi: Deep & Deep Publications.

3. Bombwall, K.R, Government and Politics in India, Ambala Cantt.: Modern Publications, 1981.

4. B.K. Gokhle, The constitution of India and Its Working, Meerut City: Educational Publishers

5. B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.

6. D.D. Basu, Constitutional Law of India, Bombay: Prentice Hall of India, 2015

7. B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.

8. S.C. Dube (Ed.), Public Services and Social Responsibility, New Delhi: Vikas, 1979.

9. Morris-Jones, W.H., The Government and Politics in India, Bombay: B.I. Publishing, 1971.

10. M.V. Pylee, Indian Constitution, Madras: Vishvanathan Publishers, 1985.

11. Palmer-Norman, D., Elections and Political Development, New Delhi: Vikas, 1976.

12. Shiva Rao., The Framing of Indian Constitution, Bombay: N.M. Tripathi & Co., 1969.

## PUB3(4)C02-Development Administration

**Credit:4**

## Course Learning Outcome

*CO1 - Describe and examine the basic aspects of development administration*

*CO2 - Evaluate the process of Development planning at Center, State and Local Level.*

*CO3 - Summarise the various dimensions of development dynamics*

*CO4 - Identify and discuss the issues and new dimensions of development administration*

*CO5 - Identify and evaluate the new perspectives on Development*

## Course Content

### Module I: Introduction to Development Administration

Concept, Nature, Scope and Significance of Development Administration, Evolution of Development administration, Development Administration and Administrative development.

### Module II: Process of Development Planning

Process of Development Planning, Development Planning at Centre, State and Local levels, Rural and Urban Development: Issues and Challenges.

### Module III: Development Dynamics

Bureaucracy and development, Impact of liberalization on development administration, Women and development of the self-help group movement, Sustainable Development and Anti -Development.

### Module IV: Issues of Development Administration

 Traditional Vs Development Administration, Emergence of Non-State Actors in Development Administration, People's participation in Development.

### Module V: New Perspectives on Development

 Public Private Partnership, Corporate Social Responsibility, Inclusive Development, Sustainable Development Goals (SDGs), Human Development Indicators, Social Audit.

## Reading List

1. Barnett, A Doak and Riggs, Fred Warren (1970) Frontiers of Development Administration. Duke University Press: USA.

2. Dwivedi,O P (1994) Development Administration: From Under-development to Sustainable Development. Macmillan: UK

3. Palekar, S L (2012) Development Administration, PHI Learning: New Delhi

4. Puri, K K and Barara, G S (2013) Development Administration in India (Hindi).

 5. Bharat Prakashan: Jalandhar Ramulu, Ch. Bala (2016) Governance of Food Security Policies in India, Kalpaz Publications: New Delhi

6. Ramulu, Ch. Bala (2000) Technology and Rural Development, Rawat Publications: Jaipur

7. Ramulu, Ch. Bala (1999) International Organizations and Rural Employment Programs in India: Emerging Trends. Om Publishers: Faridabad, New Delhi

8. Sapru, R K (2008) Development Administration.