UNIVERSITY OF CALICUT

Abstract

General and Academic- Faculty o f Humanities- Syllabus o f MA Public Administration Programme under CBCSS PG Regulations 2019 with effect from 2019 Admission onwards - Implemented- Orders Issued.

G & A - IV - B

U.O.No. 8659/2019/Admn	Dated, Calicut University.P.O, 02.07.2019

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*Read:-*1.UO. No. 4487/2019/Admn Dated: 26.03.2019)
2.Minutes of the meeting of the Board of Studies in Political Science-PG held on 13.06.2019 (Item no.1)
3.Minutes of the meeting of Faculty of Humanities held on 19.06.2019 (Item No.5)

ORDER

The Regulations for Choice Based Credit and Semester System for Post Graduate (PG)Curriculum-2019 (CBCSS PG Regulations 2019), for all PG Programmes under Affiliated Colleges and SDE/Private Registration with effect from 2019 Admission has been implemented in the University of Calicut vide paper read first above.

The meeting of Board of Studies in Political Science PG held on 13.06.2019, vide Item no.1 has approved the Syllabus of MA Public Administration programme in tune with new CBCSS PG Regulation implemented with effect from 2019 Admission onwards, vide paper read second above.

The Faculty of Humanities at its meeting held on 19.06.2019 has approved the minutes of the meeting of the Board of Studies in Political Science-PG held on 13.06.2019 vide paper read third above.

Under these circumstances, considering the urgency, the Vice Chancellor has accorded sanction to implement the Scheme and Syllabus of MA Public Administration Programme in accordance with the new CBCSS PG Regulations 2019, in the University of Calicut with effect from 2019 Admission onwards, subject to ratification by the Academic Council.

Sanction is therefore accorded for implementing the Scheme and Syllabus of MA Public Administration Programme in accordance with CBCSS PG Regulations 2019, in the University with effect from 2019 Admission onwards.

Orders are issued accordingly. (Syllabus appended)

Biju George K

Assistant Registrar

To

1.The Principals of all Affiliated Colleges 2. Director, SDE
Copy to: PS to VC/ PA to PVC/ PA to Registrar/PA to CE/JCE I/JCE V/JCE VIII/DoA/EX and EG Sections/ GA I F/CHMK Library /Information Centres/SF/DF/FC

Forwarded / By Order

Section Officer

UNIVERSITY OF CALICUT

POSTGRADUATE PROGAMME

IN

PUBLIC ADMINISTRATION

CHOICE BASED CREDIT SEMESTER SYSTEM-2019

(CBCSS-2019)

SCHEME & SYLLABUS

(2019 Admission onwards)

UNIVERSITY OF CALICUT

MA PUBLIC ADMINISTRATION (CBCSS -2019)

SCHEME AND SYLLABUS

Structure of the Programme

Students in the M.A. programme are required to take 17 courses (13 Core courses and 4 Elective courses) + Project /Dissertation and Comprehensive Viva Voce. Students are also expected to do 2 Audit Courses. Students have to choose 2 elective course of 3 credits each in 3rd Semester, and 2 elective courses of 3 credits each in 4th semester. The minimum requirements of attendance during a semester shall be 75% for each course.

Programme Duration	4 Semesters
Minimum credits required from core courses	60
Minimum credits required from elective courses	12
Project / Dissertation	6
Comprehensive Viva Voce	2
Accumulated Minimum credits required for successful completion of programme	**80**

Eligibility: 1.Any Degree in Social Sciences with 45% in Mark System or CGPA equivalent to 50% in Grade System. 2. Any Degree in Language/ Science/ Commerce etc; with 55% in Mark System or CGPA equivalent to 60% in Grading System. 5% weightage shall be given to Public Administration or Political Science Degree Holders. OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.

Evaluation

The evaluation scheme for each paper shall contain two parts:

    (1) Internal evaluation   : 20%

    (2) External evaluation   : 80%

The question paper for external examinations may contain short answer, short essays and long essay type questions.

Regulations of the 'Calicut University Choice Based Credit Semester System (CBCSS -PG-2019) is applicable in the implementation of the M.A. Political Science Programme

SCHEME

Semester I

Course code	Course Title	Course Type	Credits	Hours/Week
PUB1C01	Public Administration: Theories and Concepts	Core	5	7
PUB1C02	Polity And Administration In India	Core	4	6
PUB1C03	Administrative Thinkers	Core	5	6
PUB1C04	Public Personnel Administration	Core	4	6
PUB1A01	Ability Enhancement Course (AEC) • Basics of Computer	Audit	4	Nil

Semester II

Course No.	Course Title	Course Type	Credits	Hours/Week
PUB2C05	Decentralization and Development Administration	Core	5	6
PUB2C06	Financial Administration	Core	5	6
PUB2C07	E-Governance	Core	5	7
PUB2C08	Labour Welfare Administration	Core	5	6
PUB2A02	Professional Competency Course (PCC) • Field Survey and Data Analysis	Audit	4	Nil

Semester III

Course No.	Course Title	Course Type	Credits	Hours/Week
PUB3C09	Disaster Management	Core	5	6
PUB3C10	Research Methodology	Core	4	6
PUB3C11	Public Policy Analysis	Core	5	7

Electives: Students may choose any 2 courses from the following

Course No.	Course Title	Course Type	Credits	Hours/Week
PUB3E01	Environmental Administration	**Elective**	3	6
PUB3E02	Economic Policy and Administration	**Elective**	3	6
PUB3E03	International Organizations and Administration	**Elective**	3	6

Semester IV

Course No.	Course Title	Course Type	Credits	Hours/Week
PUB4C12	Governance in Kerala	**Core**	4	7
PUB4C13	Management Techniques of Public Administration	**Core**	4	6
PUB4P01 PUB4V01	Project Work and Comprehensive Viva Voce	**Core**	6+2	Nil

Electives: Students may choose any two courses from the following

Course No.	Course Title	Course Type	Credits	Hours/ Week
PUB4E04	Human Rights and Administration	**Elective**	3	6
PUB4E05	Administrative and Constitutional Law	**Elective**	3	6
PUB4E06	Women Empowerment and Gender Justice	**Elective**	3	6
PUB4E07	Comparative Public Administration	**Elective**	3	6

Study Tour Programme

Study tour to destinations of administrative importance in third semester is part the completion of the programme.This includes Governmental Institutions, Constitutional Institutions, Legislatures, Premier institutions of Public Administration, places of Historical importance, Administrative Training and Research Institutions across India.

<div align="center">

Semester: I

Course Code: PUB1C01

PUBLIC ADMINISTRATION: THEORIES AND CONCEPTS

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<div align="right">

Credits:5

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MODULE I:

Meaning, Nature, Scope and Role of Public Administration,

Evolution and Development of Public Administration: New Public Administration; New Public Management. New Public Service.

MODULE II:

Theories of Administration: Scientific, Classical, Bureaucratic, Human Relations, Behavioral, Decision Making, Systems and Post Modern theories

MODULE III:

Principles of Organisation: Hierarchy, Span of Control, Unity of Command, Communication, Centralisation and Decentralisation.

MODULE IV:

Citizen and Administration Interface: Concept and Philosophy; Citizen Charter

Administrative Reforms: Concept and Philosophy.

Performance Measurement in Government

MODULE V:

Theories of Governance, Concepts and Practice

Good governance, E-Governance, M-Governance

MODULE V: Contemporary Discourses, Entrepreneurial Government, Development Administration, Peoples' Participation in Administration

Suggested Readings

Alka Dhameja and Sweta Mishra, Public Administration: Approaches and Applications, Noida, Pearson, 2016. Bidyut Chakrabarty and Prakas Chand, Public Administration in a Globalising World: Theories and Concepts, New Delhi, Sage Publications, 22016.

Amitai Etzioni Modern Organizations (New Delhi: Prentice Hall, 1995)

Bertram Gross The Managing of Organisations (London: Free Press, 1964.)

C.P. Bhambri Public Administration (Theory and Practice (Meerut: Educational Publishers, 21th edition 2010.)

David Osborne and T. Gaebler Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector (New York: Addison

Wesley, l993)

Felix, A. Nigro and C. Nigro Modern Public Administration (New York: Lloyd Harper and Row, 7th edition, 1989)

G. Tullock The Politics of Bureaucracy (Washington, DC: Public Affairs Press, 1987)

Government of India, Cabinet Secretariat, Performance Management

http://performance.gov.in/RFD.html

H. Koontz and Cyril O'Donnell Principles of Management, (Tokyo: McGraw Hill, 4th ed, 1986)

Herbert G. Hicks and Ray C. Gutlet Organisations : Theory and Behaviour (New York : McGraw Hill, 2nd edition 2008)

J.S. Vickers and George K. Yarrow Privatization: An Economic Analysis (Cambridge: MIT Press, 7th edition, 1997)

John Pfiffiner and Frank Sherwood Administrative Organization (New Delhi: Prentice Hall, 1984)

Mohit Bhattacharya Public Administration (Calcutta: World Press, 2000)

Nicholas Henry Public Administration and Public Affairs, (New Jersey: Prentice Hall, 12th edition 2012)

P. Herseay and K.H. Blanchard Management of Organisational Behaviour (New Delhi: 5th ed.2007)

Peter F. Drucker Management: Tasks, Responsibilities,Practices (Bombay: Allied Publishers, Reprinted 1999)

Ramesh, K. Arora (ed.) Perspective in Administrative Theory (New Delhi: Associated, 1979)

Robert T. Golembiewsky Public Administration as a Developing Discipline (New York: Marcel, Publisher CRC Press, 2nd ed.1977)

S. Krislov Representative Bureaucracy, (Englewood Cliffs, NJ: Prentice Hall, 2010)

S.C. Blumenthal Management Information System: A

Framework for Planning and Development, (Englewood Cliffs NJ: Prentice Hall, 5th edition, 1960)

S.L. Kaushik and Pardeep Sahni (eds.) Public Administration in India: Emerging Trends (Allahabad: Kitab Mahal, 1983)

W.M. Newman, C. Summer and E. Warren Management: Concepts, Behaviour and Practice (New Delhi: Prentice Hall, 1976)

William A.Niskanen Bureaucracy and Representative Government (Chicago: Atherton, 2007)

POLITY AND ADMINISTRATION IN INDIA

Credits:4

MODULE 1:

Evolution of Indian Administration: Ancient, Mughal Period and British Influences on Indian Administration; Constitutional Framework and of Features of Indian Administration. Federation and Parliamentary characteristics in Indian Administration

MODULE II:

Administrative Reforms: Important Committees and Commissions
Constituent assembly, Preamble, Fundamental Rights and Duties, Directive principles of state policy
Political Executive at the Union Level: President; PrimeMinister

MODULE III:

Parliament: Lok Sabha and Rajya Sabha – Composition, Functions, Powers and Relationship.State Legislature: Vidhan Sabha and Vidhan Parishad –Composition, Powers, Functions andRelationships. Role of Governor, state legislature, Chief Minister and Council of Ministers. District Administration: Role and Functions

MODULE IV:

Organization and working of the Central Secretariat , Cabinet Secretariat and PMO. Organization and functions of the Ministry of Home, Finance and Personnel Judiciary : Supreme Court and High Court –Organisation, Powers, Functions and Role .Key functionaries in indian administration-C&AG, Election Commission , Finance Commission

MODULE V: Significant issues in Indian Administration: Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen administration interface; Corruption and administration.

Suggested Readings

Bidyut Chakrabarty and Rajendra Kumar Pandey, Indian Government and Politics, New Delhi, Sage Publications, 2016

Hoshiar Singh and Pankaj Singh, Indian Administration, Noida, Pearson, 2016.

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

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

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

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

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

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

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

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

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

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

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

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

<div align="center">**Semester : I**

Course Code: PUB1C03

ADMINISTRATIVE THINKERS</div>

<div align="right">**Credits:5**</div>

MODULE I: Classical Thinkers

Woodrow Wilson

Frederick Winslow Taylor

Henri Fayol

Luther Gulick and Lyndall Urwick

MODULE II: Thoughts on Bureaucracy:

Max Weber

 Karl Marx

Samuel Krislov

 Donald Kingsley

MODULE III: Behavioral School of Thought

Herbert Simon

Robert Dahl

Dwight Waldo

Geoffrey Vickers

Warren Bennis

MODULE IV: Organizational Humanism

Victor Vroom

Chris Argyris

MODULE V: Modern And Post Modern Theories, New Trends

Vincent Ostrom

Elinor Ostrom

Peter Drucker

Post Modernism, Post Structuralism and liberal philosophies

Suggested Readings

Baker R J S (1972), Administrative Theory and Public Administration, Huthinson, London

Barnard, Chester(1969), The Functions of Executive, Cambridge, Harvard University Press

Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe.

Donald Menzel et.al (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. M. E. Sharpe.

Drucker, Peter (2012), Management Challenges for the 21st Century, Harper business.

Dwight (1968), The Study of Public Administration, Random house, New York

Fox, Richard C (2005), Critical Social Theory in Public Administration, PHI, New Delhi

Frank Marini, (1971). Towards a New Public Administration: The Minnowbrook Perspective, Chandler Publications, University of Columbia.

George Frederickson (2008), The Public Administration Primer, Westview Press.

George H. Fredrickson (et al).(2003). The Public Administration Theory Primer, Westview Press Golembeiwskhi, Robert T, (1977). Public Administration as a Developing Discipline, Marcel Dekkar. Henry Nicholas (2007), Public Administration and Public Affairs, Prentice Hall of India, New Delhi

Herbert A. Simon (1965), Administrative Behavior: A Study of Decision-making Process in Administrative Organizations, Free Press, New York.

Janet V. Denhardt and Robert B. Denhard (2007), The New Public Service, Serving, Not Steering, M.E.Sharpe, New York

Jay D. and Guy B. Adams (1994), Research in Public Administration: Reflections on theory and Practice, Sage

Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press

Likert, Rensis (1976), New Patterns of Management, McGraw-Hill, New York

Luthans, Fred, (2005) Organizational Behaviour, McGraw- Hill, New York

Luther Gulick & Lyndall Urwick (eds.)(1937), Papers on Science of Administration, New York Institution of Public Administration, New York.

Lyndall Urwick & E F L Brech (1955), The Making of Scientific Management, Issac Pitman, London Lyndall Urwick (1947), The Elements of Administration,Issac Pitman & Sons, London

Martin Albro, Bureaucracy (1970), MacMillan, London

Maslow, Abraham (1954), Motivation and Personality, Harper & Row, NY

McGregor, Douglas(1960), The Human Side of Enterprise, McGraw- Hill, New York

Miller, H and Fox.CJ (2007), Post Modern Public Administration, ME Sharp, New York

Ostrom, Elinor (2003), Governing the Commons- The Evolution of Institutions for collective Action, Cambridge

Ostrom, Vincent (1973) The Intellectual Crisis in American Public Administration. University of Alabama Press: Alabama.

S. R. Maheswari, Administrative Thinkers, Delhi, MacMillan India Ltd.,

Prasad, Ravindra. D (et al) eds (2013). Administrative Thinkers , Sterling Publishers, New Delhi.

Waldo, Dwight (1968), The Study of Public Administration, Random house, New York White,

Vroom, Victor H (1964), Work Motivation, John Wiely and Sons, New York Waldo,

Warren Bennis (2005), Reinventing Leadership: Strategies to Empower the Organization, HarperBusiness, NY

Warren Bennis, (1993), Beyond Bureaucracy: Development and Evolution of Human Organization, John Wiley & Sons,NY

Semester : I

Course Code: PUB1C04

Credits:4

PUBLIC PERSONNEL ADMINISTRATION

MODULE I: Introduction

Meaning, Nature, objectives Scope and Significance of Public Personnel Administration
Bureaucracy: Meaning, Nature, Characteristics, Recent trends and its role in modern system .
Human Resource Development: Concept, Meaning, Scope, Dimensions,Importance,Strategies &
Techniques. Challenges of Human Resource in Public Administration.

MODULE II: Recruitment System in India

Recruitment in India: Meaning, Types, Procedure, Features, Problems and Prospects; Union
Public Service Commission : Organisation & Functions State Public Service Commission :
Organisation & Functions. Joint Public Service Commission ,Organisation and Functions.
Conduct and Discipline in India: Service Conditions of Civil Services; Conduct Rules of Civil
Services; Types and Procedure of Disciplinary Actions for Civil Services.

MODULE III: Public Personnel System in India

Training: Meaning, Objectives, Types, Methods, Problems and Remedies; Training Process in
India: Indian Administrative Services, Indian Police Services. Promotion: Meaning, Types,
Principles and Methods . Remuneration in Public service- Role of Pay commissions- Types of
Incentives-Employee benefits- Pension Scheme

MODULE IV: Comparative Public Personnel Administration

Personnel Administration in Great Britain: Recruitment, Training, Promotion, ConductRules and
Disciplinary Action. Personnel Administration in U.S.A. and France: Recruitment, Training,
Promotion, Conduct Rules and Disciplinary Action, Political Rights of Civil Servants.
Administrative Courts in France.

MODULE V: Citizen and Adminstration

Public Services and their Importance in Modern Society; Political Rights to Indian Civil Services

Machinery for Grievances Redressal:- Employees Associations: Meaning, Objectives, Functions .

Lokpal and Lokayuktha, Right to Information, Right to service Act

Suggested Readings

Rajesh K. Jha (ed.) Public Personnel Administration, Noida, Pearson, 2016.

Basu, Rumki.,. Public Administration: Concepts and Theories, New Delhi:Sterling Publishers Pvt. Ltd.1990

Bhattacharya, Mohit (RPA),   Restructuring Public Administration, New Delhi: Jawahar Publishers.1997

Bhattacharya, Mohit, . New Horizons of Public Administration, New Delhi: Jawahar Book Centre.2009

David .C, Politics in Indian Administration From ICS to IAS, Oxford University Press, 1996.

Chakrabarty, Bidyut and Mohit Bhattacharya (eds.),. Public Administration: A Reader, New Delhi:Oxford University Press 2003 .

Henry, Nicholas. Public Administration and Public Affairs, New Delhi; Prentice-Hall of India 2004

Edwin B. Flippo Principles of Personnel Management Mc GrawHill, Kogakusha, 4th Edition, 2008

Glenn Stahl Public Personnel Administration New Delhi: Oxford and IBH Publishing, 6th Edition 1971

Hoshir Singh and D.P. Singh Ed, Indian Administration, Alekh Publishers, Jaipur, 1990.

John E. Rouse Public Administration in American Society (ed.)Michigan: Gale Research, 2008

Koontz H and Cyril O'Donnell Principles on Management, Tokyo: McGrawHill, 5th ed. 2008

L.D. White, Introduction To The Study of Public Administration, Eurasia Publishing House,New Delhi, 1982.

O.G. Stahl, Public Personnel Administration, Oxford University Press, New Delhi, 1971.

Paul Pigors and C.A. Myers Personnel Administration: A Point of View and Method McGraw Hill, Kogakusha, 6thEdition 1969

Rustom S. Davar Personnel Management and Industrial Relations in India New Delhi: Vikas Publishing House,2nd Edition, 2008

S.N. Sadasivan, Productivity And Efficiency In Administration, Phoenix Publishing House, New Delhi, 2002.

S.L. Goel and Shalini Rajneesh Public Personnel Administration ,New Delhi: Sterling

Administrative Reforms Commission Report on Personnel Administration New Delhi: 2010

Government of India Report of the Commission on Centre-State Relations Nasik: General Man

DECENTRALIZATION AND DEVELOPMENT ADMINISTRATION

MODULE I: CONCEPT OF DEVELOPMENT ADMINISTRATION

Nature and Scope Problems Pre-requisites of Development Administration. Traditional Vs Development Administration, Importance of Development Administration Constitutional framework for development administration.

MODULE II;   ADMINSTRATIVE CAPABILITY

  Administrative Capability,Meaning, Importance & Measures to enhance it Ecology of Development Administration - Interaction of the Administrative System with Political, Cultural and Economic System. Role of bureaucracy in sustainable development

MODULE III: DECENTRALISED ADMINISTRATION AND ROLE OF OVERNMENT.

  Social Development in India, Role of Government and.Ministries of Rural Development in Sustainable Development, Administration of Development Programs in urban and rural areas, Democratic Decentralization and Development - Panchayathi Raj and Nagarapalika- Reforms in Panchayati Raj (73rd Constitutional Amendment and after) and Nagarapalika (74th Constitutional Amendment and after)

MODULE IV: PROCESS OF DEVELOPMENT PLANNING

  Process of Development Planning, Plan Formulation Implementation and Evaluation Administrative Organisation for Development at Centre, State and Local levels, Rural and Urban development, Rural and Urban Poverty Alleviation programmes Rural and Urban Development: Issues and Challenges.

MODULE V: DEVELOPMENT ADMINSTRATION AND NEW DIRECTIONS FOR EMPOWERMENT

Civil Society and Role of IMF, World Bank, Aid agencies and Donor countries, Challenges and Remedies Special Purpose Agencies. Role of district administration in rural and urban development. – people's participation and role of elected representatives, role of NGOs in development.

Suggested Readings

Pradeep Sachdeva, Local Government in India, Noida, Pearson, 2016.

Braibhanti Rand J.S.Spengler: Administration and Economic Development in India, Duke Univ. Press.

C.N.Bhalerao (ed.): Administration, Politics and Development in India, Bombay, Lal, Pani Publishing House, 1972.

Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.

Randall Vicky and Robin Theobald, Political Change And Under Development: A Critical Introduction To Third World Politics, Macmillan Press, London, 1985.

Sachs Ignacy, Understanding Development: People, Markets and The State In Mixed Economics, Oxford, New Delhi, 1999.

Palambra, Joseph La, Bueaucracy and Political Development, Princeton, N.J. University Press, 1967.

.Pai Panadikar, V.A. Development Administration in India, Delhi Macmillan, 1974.

Preeta Joshi, Vikash Prashashan, Jaipur: RBSA, 1991

Sapru, R.K. Development Administration, New Delhi. Sterling, 1994.

S.K.Sharma (ed.), Dynamics of Development (Two volumes), New Delhi: Concept Publishing House.

Swerdlow Irwing, Development Administration: Concept and Problems Syracuse, Syracuse University Press, 1963.

Waldo, Dwight, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.

Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.

UNO: Development Administration: Current Approaches and Trends in Public Administration for National Development, New York, UNI 1975.

FINANCIAL ADMINISTRATION   **Credits: 5**

MODULE I: Basic Concepts

Meaning, Nature Scope and Importance of Financial Administration

Fiscal and Monetary Policy.

Budget : Functions, Types

Significance of Accounting and Audit.

MODULE II: Public Expenditure: Canons and Issues.

Public Expenditure: Types, Growth, Classification

Issue of Budgetary Subsidies.

MODULE Ill: Public Revenue and Contemporary Issues

Public Revenue: Canons of Taxation

Deficit Financing and Public Debt.

Public Revenue and Expenditure: A SWOT Analysis.

Contemporary Issues in Public Finance.

MODULE IV: Budget and Centre-State Financial Relations

Budgetary Process at the Centre.

Centre-State Financial Relations.

Tax reforms in India Post Independence; VAT, GST

Post-Liberalisation Issues in Fiscal Federalism.

MODULE V: Financial Regulatory Bodies in India

Parliamentary Financial Committees and Comptroller & Auditor-General of India

FSDC, RBI, SEBI, PFRDA, and IRDA

Suggested Readings

B.N. Gupta Indian Federal Finance and Budgetary Policy

(Allahabad: Chaitanya Publishing House, 2006)

G.S. Lall Public Finance and Financial Administration in

India (New Delhi: Kapoor, 1979)

Indian Administrative Reforms Report on:

Commission (i) Financial Administration

(ii) Finance, Accounts and Audit

(iii) Centre-State Relations (New Delhi:

Manager of Publications, Government of India, 1969)

Indian Institute of Public Administration Special Number on Administrative

Accountability (New Delhi: Vol.XXIX, No.3, 1983)

Jesse Burkhead Government Budgeting (New York: Wiley Sons,1956)

M.J.K. Thavaraj Financial Administration in India (Delhi, Sultan Chand, 6th edition, 2001)

M.M. Sury Government Budgeting in India (New Delhi: Commonwealth Publishers, 1990

Prem Chand Control of Public Expenditure in India (New Haitiva K N *Financial Administration in India, Haryana Sahitya Academy,* Chandigarh, 1993.

Goel S.L. *Public Financial Administration,* New Delhi, Deep & Deep, 2002.

Handa K.L. *Financial Administration in India,* IIPA, New Delhi, 1988.

Lal G.S. *Financial Administration In India,* Delhi, Sterling, 2004.

Pyhrr Peter A. *Zero-Base Budgeting,* New York, John Wiley and Sons, 1973:

Narayan B.N. *Public Finance,* New Delhi, Anmol, 2002.

Sharnia Kamal (ed.) *Financial Administration,* New Delhi, Deep & Deep, 2002.

Sundaram K.P.M. *Indian Public Finance and Financial Administration,* New Delhi, Latest Edition

Srivastava D.K. *Issues in Indian Public Finance,* New Delhi, New Century publication, 2005.

I ha anti M.J.K. *Financial Administration of India,*

Delhi. Sultan Chand & Sons, 1999. Wattal P.K. *Parliamentary Financial Control in India,* Bombay, Minerva Book Depot, Latest Edition

Semester: II

Course Code: PUB2C07

E-GOVERNANCE

Credits:5

MODULE 1:

E-Governance: Definition, Scope and Significance, types

Governance in Digital era

Role of E-Governance,Shift from traditional system of Administration to E-Governance

MODULE II:

Perspectives and Theories of E-Governance:

Models of E-Governance (the General Information Dissemination Model, the Critical

Information Dissemination Model, the Advocacy Model, the Interactive Model)

MODULE III:

Technique of E-Governance: GIS based Management, Citizen Database and Human Development, Video Conferencing

MODULE IV:

 E-Governance in India: Legal and Policy Framework, E-Governance Policy

MODULE V:

Applications of E- Governance: E-Literacy: 'Akshaya' in Kerala, Citizen and government interface, LSGs and E- Governance

UNIT VI:

Challenges of E- Governance: Security, Digital Divide, E-Readiness, Infrastructural facilities, Connectivity, Adaptation of Technology and Administrative Reforms, Skill , Competency , Attitude and Commitment of Bureaucrats.

Suggested Readings

Bellamy, Christine, and John, A. Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press.

Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi.

Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi.

C.S.R. Prabhu, E-Governance: concept and case study, prentice hall of India, New Delhi (2004).

G. David Garson (ed.) information Technology and computer Application in public administration: issue and Trends, Idea Enron Publishing, Heresey, USA 1998.

Kiran Bedi & Others : Government and Net in New Governance Opportunities for India, New Delhi, Sage Publications, 2001.

Kiran Bedi, et al., Govt.@net: new Governance Opportunities,Sage Publications 2002.

M.P. Sharma, Towards E-Governance Management Challenges, Tata McGraw Hills publication, New Delhi 2000.

Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routledge, Taylor and Francis group, New York.

Panneervel P. E-Governance: A Change Management Tool, Rawat Publications, Jaipur , New Delhi 1998.

Pardhasaradhi,Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. Satyanarayana, J, (2004), E-Government: The Science of the Possible, PHI Learning Pvt Ltd, New Delhi.

Prabhu, C., S., R., 2004, E-Governance: Concepts and Case Studies, Prenthice-Hall of India Private Ltd., New Delhi.

Rajiv Shukla : Information Technology in New Millennium, New Delhi, 2000.

Richard Hecks, Implementing and Managing E- Governance ,Vistar Publication.

Robert Schwore. Case Studies from India, World Bank Institute Working Papers, WBI Publications, 2000.

S.K.Bansal : Information Technology and Globalization.

S.L.Sah : Information Technology, New Delhi, Gujan Publication House, 1999.

Satyanarayan, E- Government, Prentice Hall of India, New Delhi,(2004).

Satyanarayana, J., 2004, E-Government… The Science of the Possible, Prentice-Hall of India Private Ltd., New Delhi.

Subash Bhatnagar & : Information and Communications in Rural Development:

Subash Bhatnagar : E-Government , New Delhi, Sage Publications, 2004.

Subhash Bhatnagar , E-Government, Sage publication, New Delhi,2001.

Zahid Hussain and Media and the Communication in the Third World, New Delhi,

LABOUR WELFARE ADMINISTRATION

Credits:5

MODULE I:

Labour Welfare: Concept, Scope, and Significance.

Social Security: Meaning, Objectives,

Social Security measures undertaken for Labour in India.

MODULE II:

Industrial Relations: Causes of Industrial Disputes, Methods of resolving disputes.

Trade Unionism: History and role of Trade Union Movement in India.

Worker's Participation in Management: Concept, Significance and Mode of Participation.

MODULE III:

Labour in Organised and Unorganised Sectors: Issues

Problems of Unemployment

and Child Labour

MODULE IV:

Labour Administration: Organisation and Functions of Union Ministry of Labour and

State Department of Labour.

ILO : Origin, Objectives, Structure, Functions and Role in Labour Welfare.

MODULE V:

Legislations on Employee Welfare and Wages: PF Act, ESI Act, Compensation Act, Minimum

Wages Act, Payment of Wages Act, Gratuity Act, Factories Act,   Industrial Disputes Act

MODULE V: Labour Legislation and Administration in Kerala: Role & function of Welfare

Boards (Kshemanidhi Boards)- Employment Guarantee Schemes for Women, Minorities,

Scheduled Castes and Scheduled Tribes.

Suggested Readings

Bhagoliwal T.N . (1982) Economic of Labour and Industrial Relations ,Sahithya Bhavan

  Gowsami V.G   (10Ed 2015). Labour and Industrial Laws , Central Law agency.

Bhatnagar Deepak Labour Welfare & Social Security Legislation in India Deep and Deep New

Delhi)

C. B. Mamoria & S.R. Mamoria, *Social Security, Labour Welfare & Industrial Peace in India.*

Charles A. Myers, *Industrial Relations in India*, Bombay, Asia Publishing House, 1990.

Crouch Harold, Trade Union and Politics in India, Bombay: Manaktal, 1966.
G. Sharma, *Labour Movement in India*, New Delhi, Sterling Publishers.
Government of India, *Report of Royal Commission on Labour*, 1931.

Government of India, *Report of the Labour Investigation Committee*, 1946.

Government of India, *Report of the National Commission on Labour*, Ministry of Labour, Employment and Rehabilitation, 1989.
House

John Zechariah, *Administration of Industrial Disputes,* Delhi : Ashish Publishing House,

K Vaid, *Labour Welfare in India,* New Delhi, Sri Ram Centre for Industrial Relations.

K. M. Subramaniam, *Labour Management Relations in India*, Bombay, Asia Publishing

K.K. Chand, *Industrial Relations,* Delhi, Ashish Publishing House, 1989
Labour Economics, Vol. 37 No.4, October–December, 1994.
Mamoria C B &.Mamoria S (2016) Social Security Labour Welfare and Industrial Relations in India,,Himalaya Publishing House , Bombay
Mehrota S.N, (1976) Labour Problems in India,S Chand Publications
Mishra S.N (2013)Labour& Industrial Laws   Allahabad Law agency)
N.F. Dufly, *Industrial Relations in India.* Bombay: Allied Publishers, 1964.
N.L.Ganguly,*Worker's Participation in Management.* Delhi,BMS, 1979

R.C. Saxena, *Labour Problems and Social Welfare*, Meerut, K. Nath and Co.

RatnaSen (2003)Industrial Relations in India : Shifting Paradigms Macmillan India Ltd. , New Delhi,.
S. N. Mishra, *Labour and Industrial Laws*, Allahabad Law Agency.

Sanosh Sood, *Trade Union Leadership in India*, Delhi: Deep & Deep Publications, 1984.

Sharma : A.M. Aspects of Labour Welfare and Social Security, Himalaya publishing house

Sharma G K Labour Movement in India (Sterling Publishers, New Delhi)

Srivastava S C Industrial Relations and Labour Laws Vikas Publishing House, Noida.

Subramanium K M Labour Management Relations in India Asia Publishing House, Bombay

T N. Bhagoliwal, *Economic of Labour and Industrial Relations*

<p align="center">**Semester: III**</p>
<p align="center">**Course Code: PUB3C09**</p>
<p align="center">**DISASTER MANAGEMENT**</p>

Credits:5

MODULE 1:

 Meaning and classification of Disaters, Disaster: Concept & Dimensions Natural Disasters: Earthquakes, Volcanic Eruptions, Floods, Cyclones, Climate Change Man-made Disasters: Anthropogenic, Soil degradation, Desertification,

MODULE II:

Deforestation, Disaster Management Act 2005, Organisational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority)

MODULE III:

Disaster management recent trends - Role of Information and Communication Technology Systems in Disaster Management Interstate and International Cooperation for Disaster Management Role of NGOs and Army in Disaster Management

MODULE IV:

Disaster Risk Reduction – Sustainable Development Disaster Preparedness; Relief and Rehabilitation Disaster Management Training, Rehabilitation and Reconstruction.Recent Trends in Disaster Information Provider, Role of Media in Disasters.

MODULE V:

Disaster Management Strategies Risk Assessment and Disaster Response, Quantification Techniques, NGO Management and Strategies, & Risk Management, , Awareness and Safety Programmes, in disaster management Psychological and Social Dimensions in Disasters, Trauma and Stress, Emotional Intelligence.

Suggested Readings

Anderson, James E. Public Policy Making: An Introduction, 3ʳᵈ Boston: Houghton-Mifflin, 5th ed. 2008

Asian Development Bank. Disaster Mitigation in Asia and the Pacific Manila: ADB, 1991

Goel, S.L Encyclopedia of Disaster Management New Delhi: Deep and Deep, 2006

Monappa,K.C. Disaster Preparedness Akshay Public Agencies: New Delhi, 2004

Narayan, B. Disaster Management A.P.H. Publishing Corporation: New Delhi, 2009

Princen T.Y. Environmental NGO's in World Politics, London: Routledge, 1994

Sahni,P.and Ariyabandu, Disaster Risk Reduction in South Asia,New M.M., Malagoda,M.(eds.) Delhi: Prentice Hall, 2003

Satendra and Sharma,V.K. Sustainable Rural Development for Disaster Management, (New Delhi: Concept, 2004)

Schnneider, Saundra K Flirting With Disaster: Public Management in Crisis Situations ,Armonk, NY :M.E. Sharpe, l995

Sharma, V.K. Disaster Management New Delhi: IIPA,2009

Wamsley, Gary L. and Aaron D. Schroeder Escalating in a Quagmire: ChangingDynamics of the Emergency Management System, Public Administration Review, Vol.56, No.3 (May/June 1996):235-244

Course Code: PUB3C10
RESEARCH METHODOLOGY

Credits:4

MODULE I:

Concept of Social Science Research, Objectivity and Subjectivity in Social Research, Value – Fact relationship, Qualitative vs. Quantitative research.

MODULE II: Concepts – Definition and Functions

Hypotheses-Definition; Features and Types

Variables- Definition and types

Selection and Formulation of Research Problem

MODULE III: Synopsis Preparation, Research Design: Definition, Contents and Types

MODULE IV: Sampling- Concept and types of Sampling: Probability and Non-probability methods

MODULE V: Data Collection**,** Classification and Tabulation of Data, Use of Statistics & Computer in Social Research: SPSS

Suggested Readings

Bahnanes & Peter Caputi, Introduction to Quantitative Research Methods, Sage, New Delhi, 2010.

Bernard Russell H. (2012) *Social Research Methods*, New Delhi, Sage.

Bridget Somek, Lewin, Research Methods in the Social Sciences, Vistaar Publications, New Delhi, 2008.

Denzin N. K. (2011) *The Sage Handbook of Qualitative Research*, New Delhi, Sage.

Goode & Hatte: Methods of Social Research, New Delhi, McGrow Hill Book Company,

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

Johnson J. B. and H. T. Reynolds (2012) *Political Science Research Methods*, New Delhi, CQ Press Publication.

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

Kothari C.R. (2008) *Research Methodology: Methods and Techniques*, Delhi, New Age International.

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

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

Kumar Ranjit (2013) *Research Methodology: A Step-by-Step Guide for Beginners*, New Delhi, Pearson.

Lewins A. (2002) *"Computer Assisted Qualitative Data Analysis"* in Gilbert N. (ed.) *Researching Social Life*, London, Sage.

MukherjiParthaNath (2000) *Methodology in Social Research*, New Delhi, Sage Publications.

Ritchie J. Lewis (2003), *Qualitative Research Practice*. London, Sage.

Seale. C. (ed.) (2004) *Researching Society and Culture*, London, Sage.

Thakur, Devendra, (1998) *Research Methodology in Social Science*, New Delhi, Deep and Deep.

Walliman Nicholas, (2004) *Your Undergraduate Dissertation: Essential Guide for Success*, New Delhi, Sage.

Young Pauline V. and Calvin F. Schmidt (2001) *Scientific Social Surveys and Research* New Delhi, Prentice Hall.

Semester: III

Course Code: PUB3C11

Credits:5

PUBLIC POLICY ANALYSIS

MODULE I: Meaning, Approaches and Models.

Public Policy: Meaning and Significance.

Distinction between Policy, Decision and Goal.

Models: Institutional, Rational, Systems and Others.

MODULE II: Public Policy Making:

Structure and Processes.

Intergovernmental Relations.

Role of the Political, Executive, Legislature, Bureaucracy and Judiciary.

Major Determinants: Political Parties, Interest Groups, Mass

Media, Social Movements, NGO's and International Agencies.

MODULE III: : Public Policy Implementation.

Role of Legislature, Executive, Judiciary and Bureaucracy.

Role of Voluntary Organizations, Interaction between Government and NGOs.

Major Constraints in Policy Implementation.

MODULE IV: Policy Evaluation

Need and Problems.

Criteria for Evaluation—Cost Benefit Analysis, Equity and Responsiveness.

Forums for Evaluation—Parliamentary Committees and Public Enquiry Commissions.

MODULE V: Globalisation and Public Policy

Meaning, Nature, Scope and Significance of Globalization – Evolution of Globalization

Role of Global Institutions in Public Policy – United Nations, IMF, World Bank, WTO

Current Issues in Public Policy under Globalization – Development, Disparity,

Immigration, Ethnic Conflict, Security Issues.

Suggested Readings

An Introduction to Public Policy, Englewoodcliff; Prentice Hall, 1986.

An Introduction to the Public Policy Process, New York, M.E. Sharpe, 2005

Public Policy in India – IIPA, New Delhi.

Dynamics of Formulation of Policy in Government of India, Delhi, 1976 &Hie Policy Analysis, Prentice Hall, 2004.

Globalization the New Market Ideology Manfred B Steger,, Rawat Publication, New Delhi, 2004.

Globalisation and the Post Colonial World, Ankie Hooguelt Palgrave Publication, 2001.

"Globalization and Development Experience and Challenges", Debendra K. Das Deep and Deep Publications, New Delhi, 1999.

Parliament of India: Myths and Realities, New Delhi, National, 1988

Public Policy and Administrative Studies, University of Guelph, Canada, 1984.

Policy and Performance, New Delhi, Sage, 1984.

Public Policy: Scope and Logic, Englewoodcliff Prentice Hall, 1979.

Public Policy Making, New York, M.E. Sharpe, 2004.

The Public Policy Predicament, New Delhi, Allied 1979.

The State, Political Processes & Identity, New Delhi, Sage, 1989.

Public Policy – Art and Craft of Policy Analysis, Sapru, R.K., PHI Learning Pvt. Ltd., New Delhi, 2010.

Understanding Public Policy, New Jersey, Prentice Hall, 1972.

Ventures in Policy Sciences: Concepts and Application, New York, American Elseric, 1971.

Course Code: PUB4C12
GOVERNANCE IN KERALA

Credits:4

MODULE I: Governance in Kerala: Historical Perspective, Administrative Reform Committees, Modernizing Government Programme (MGP)

MODULE II: Governance and Development**:** Health and Education ,Kudumbashree, Implementation of Citizens' Charters

MODULE III: ICT and Governance**:** Akshaya, E-District, FRIENDS, 'Sutharyakeralam'

MODULE IV: Decentralized Governance **:** People's Participation: Planning and Auditing, Civil Society Activism, Issues and Challenges

MODULE V: Kerala Model of development**,** Issues- challenges- reality, Micro finance in Kerala

MODULE VI: Gender Equality: Analysis of gender policy, Gender in administration an analysis, Gender representation in politics

Suggested Readings

Ahuja Kanta, A.K.Ojha (Ed.) (2008), *Governance and Reforms*, Jaipur, Aalekh Publishers.

Baghel C.L., Yogendra Kumar (2006), *Good Governance: Concept and Aproaches*, New Delhi, Kanishka Publications.

Banerjee, Ajit, M., Chandrasekharan, K.A (1996), *Renewing Governance: Issues and Options*, New Delhi, McGraw-Hill. .

Chakrabarty, Bidyut, Mohit Bhattacharya(ed.)(2008), *The Governance Discourse: A Reader*, New Delhi, Oxford University Press.

Chaturvedi,T.N., (ed.) (1991), *Good Governance*, New Delhi, Indian Institute of Public Administration.

Chaudhary, Kameshwar, (ed.) (2007), *Globalization, Governance Reforms and Development in India*, New Delhi, Sage Publications.

Ciulla Kamarck, Elaine and Joseph S. Nye Jr (ed.),(2002) **,** *Governance. Com: Democracy in the Information Age*, Washington, Bookings Institution Press.

Clarke, Michael and John Stewart (eds.),(1996), *Renewing Public Management: An Agenda for Local Governance*, London, Pitman.

Dey, Bata K., (2002), *Good Governance, Parametric Issues: A Futures Vision*, New Delhi, Uppal.

Dhameja,Alka,(ed.)(2003), *Contemporary Debates in Public Administration*, New Delhi, Prentice Hall of India Private Limited.

Gill, S.S. (1998), *The Pathology of Corruption*, New Delhi, Harper Collins.

Godbole, Madhav (2003), *Public Accountability: the Imperatives of Good Governance*, New Delhi, Orient Longman.

Jain, R.B.(2001), *Public Administration in India, 21ˢᵗ Century Challenges for Good Governance* , New Delhi, Deep and Deep Publications Pvt. Ltd.

Medury, Uma (2010), *Public Administration in the Globalization Era: The New Public Management Perspective,* New Delhi, Orient Blackswan.

Mehta, Vinod (Ed.) (2000), *Reforming Administration in India,* New Delhi, Har Anand and ICSSR.

Ramachandran Nair, K. (2007), *Governance Reforms and Development in Kerala in the Context of Globalisation* in Kameswar Chaudhary (ed.) , *Globalisation, Governance Reforms and Development in India,* Sage Publications, New Delhi,

Course Code: PUB4C13

MANAGEMENT TECHNIQUES OF PUBLIC ADMINISTRATION

Credits:4

MODULE I:

Work study: Meaning, objectives and functions.

Work Measurement: Meaning, Objectives, Essentials of Work measurement.

Time Management: Techniques of effective time management, Strategies for effective time management

Stress Management: concept of stress, causes of Stress, Effect of Stress, Coping Strategies for Stress.

MODULE II:

Quality circles: Introduction, benefits of quality circles, Problems in the implementation of quality circles,

Total Quality Management.; The concept, objectives, components,

Management Information System, Objectives, Essentials of good information system, Functions, Role of MIS in Planning and control

MODULE III:

Administrative Improvement – O & M Approach. Objectives, functions of O&M, Functions, essentials of O&M Units.

 O&M in India

Ethical and Moral Techniques: Encouraging morality through ethics and moral techniques in administration.

MODULE IV:

Management by Objective, Process, Benefits, Problems and limitations of MBO, its application in Public Administration

Job Analysis: Concept of Job analysis, objectives of job analysis, Process & Techniques of job analysis, Uses. Network Analysis, SWOT Analysis, PERT and CPM

Suggested Readings

Goel, S.L., Modern Management Techniques, Deep & Deep Publications Pvt. Ltd. 2000

Gupta C. B.,Human Resource Management, Sultan Chand & Sons, New Delhi,2005.

Management in Government, Quarterly Journal published by the Department of Personnel and Administrative Reform (Administrative Reforms Wing)

Michael Armstrong, Handbook of Management Techniques (New Delhi: Excel Books, 1995)

Milward, G.E, Organization and Methods –Macmillan London, 1960.
Rao, V.S.P., Organization Theory and Behaviour, Konark Publishers private limited, New Delhi 1999,
Srinath, D.S., Pert and CPM: Principles and applications East West Press , New Delhi , 1975.

United Nations:

Use of Modern Management Techniques in Public Administration, Developing countries.

ELECTIVES

Semester: III

Students may choose any two course from the following in semester III

(PUB3E01/ PUB3E02/ PUB3E03)

Course Code: PUB3E01

ENVIRONMENTAL ADMINISTRATION

Credits:3

MODULE I:

INTRODUCTION

Environment Meaning, Definition,Scope and Significance, Environment Ethics, Eco-system, Ecology and Biosphere. Environment Problems, Environmental Pollution: Causes and factors. Defining Sustainable Development.

MODULE II:

ENVIRONMENTAL MANAGEMENT IN INDIA.

Environment policy and administration in India,-Department of Environment, Forest and Wild life. Constitutional provisions Relating to EnvironmentalProtection. Environment Challenges in India. Environmental Governance: Stockholm (1972) to the present.

MODULE III:

ENVIRONMENT LAWS AND PLANNING

Environment Laws and Planning- in India. Air Quality Management, Pollution Control, Pollution and Eco-System. Environment Control Administrative Machinery at the National, State and DistrictLevel. Judicial Remedies and new regulatory techniques

MODULE IV:

SECTORAL ENVIRONMENT PLANNING

Sectoral Environment policies and their implementation,Forestry Sector, Wild Life and Pollution. The Problems of Large Multipurpose Projects and Hazardous Substances. Urban Environmental Problems. Environmental Legislation, Environmental Auditing and Assesment

MODULE V:

ENVIRONMENTAL ACTIVISM

Globalization and Liberalization: Impact on Environment. Environmental Movements in India: Impact on Public Policy. Environmental issues: People‟s Participation in Environment Protection Role of NGO in Environment Protection,Development and deployment of green technologies Green technology policies and initiatives

Suggested Readings

A.K. Tiwari, Environmental Laws in India, New Delhi: Deep & Deep, 2006.

D B.N. Murthy, Environmental Planning and Management, New Delhi: Deep & Deep, 2005.

A.K. and A. Sharma (ed.): Impact of the Development of Science and Technology on Sharma Environment, Indian Science Congress Association, 1981.

Bhatia S C (ed.): Papers in Environmental Education, Indian University Association for Continuing Education, 1981.D.B.N. Murthy, Environmental Awareness and Protection: A Base Book on EVS, NewDelhi: Deep and Deep, 2004.

Desh Bandhu: Environmental Management, Indian Environmental Society, 1981.

K. Thakur, Environmental Protection Law and Policy in India, New Delhi: Deep & Deep, 2005.

H.N.Tiwari: Environmental Law, Allahabad Law Agency, Faridabad, 2001.

Hoshiar Singh (ed.): Environment Policy and Administration, Jaipur, Printwell Publishers, 1992.

Shyam Divan & Annin Rosenerang: Environmental Law and Policy in India, Oxford University Press, New Delhi, 2001.

Shekhar Singh (ed.): Environmental Policy in India, New Delhi, IIPA 1984.

UNESCO: "Environmental Education in Asia and the Pacific" Bulletin of the UNESCO Regional Office for Education in Asia and the Pacific 1981.

V.N. Srivastava & B.P. Rai, Environment and Ecology, Vasundra Publications, Gorakhpur, 1998 Report of the Committee for Recommending Legislative Measures and Administrative Machinery for Ensuring Environmental Protection, Department of Science and Technology, 1980.

India, NCEP: Draft Report of the State of the Environment, Delhi, December 1981.

Course Code: PUB3E02

Credits:3

ECONOMIC POLICY AND ADMINISTRATION

MODULE I:

Meaning and types of Economy- Capitalistic, Socialistic and Mixed Economy. Economy of Developed and developing countries. Role of governments in economic development. Planning and its types.

MODULE II:

Economic planning- meaning, types and importance. Economic planning in India. Composition and Functions of NITI Aayog and National development Council. Five year and Annual Plans. Acheivements and Failures of Five Year Plans of India. Planning Process- Formulation, implementation and evolution. State Planning and decentralised planning. District Planning in India.

MODULE III:

Meaning and components of economic policy. Salient features of economic policies of India-1948 to 1990, 1991 onwards. Rationle and Impact of economic reforms in India.

MODULE IV:

Public Enterprises- Evolution, types and importance. Major forms of Public Enterprises-Departmental organisations, corporations and public companies. Management boards of Public Enterprises.

MODULE V:

Performance assessment of Public enterprises. Price policy, resource mobilisation, personnel adminsitration and control system over public enterprises. Impact of globalisation on Public enterprises in India.

Suggested Readings

B.L. Mathur : Aarthik Niti and Prashasan.

Surendra Kataria : Aarthik Niti and Prashasan

L.N. Nathuramka : Bhartiya Aarthvyavastha.

Neelima Deshmukh : Aarthik Niti and Prashasan

T.K. Jain and Sunil Saxena : Bharat mein Lok Udhyam.

Ramesh Singh, Indian Economy, Tata MC Grawhill Publications

D. Sundram: Indian Economy

INDIA- Annual publication of publication department, Govt. of India.

Yojna Monthly

Course Code: PUB3E03

Credits:3

INTERNATIONAL ORGANISATIONS AND ADMINISTRATION

MODULE I:

International Administration: Origin, Objectives and Role of United Nations: Historical Legacy and Evaluation

United Nation: Organisation, Functions and Role

MODULE II:

International Institutions: Functions, Role and Problems of WTO (World Trade Organisation)

World Bank (WB) and International Monetary Fund (IMF)

Regional Institutions: Functions, Role and Problems of SAARC, ASEAN etc.

MODULE III:

UN Secretariat: Organisation, Functions and Working

Future of the United Nations

Globalization and Global Governance

MODULE IV

Machinery to Settle International Disputes

Organs and Specialized Agencies of the United Nations: Function, Programmes and Role with special reference to UNESCO, UNICEF, ILO, WHO, UNDP

Suggested Readings

C.V.Narsimhan The United Nations: An Inside View (New Delhi: Vikas, 1988).

K.P.Saksena Reforming the United Nation: The Challenge of Relevance (New Delhi: Sage, 1993)

S.L. Goel International Administration (New Delhi: Sterling Publishers, 1976)

V. Cable Globalization and Global Governance (London: Royal Institute of International Affairs, 1999)

Students may choose any two courses from the following in semester IV
(PUB4E04/ PUB4E05/ PUB4E06/ PUB4E07)

Course Code: PUB4E04

HUMAN RIGHTS AND ADMINSTRATION

Credits:3

MODULE I:

Meaning , Nature and Definition of Human Rights –Historical Development Introduction to Human Rights, Principles and Theories of Rights, International Relations, Democracy and Human Rights

MODULE II:

International Organisations, and Human Rights , Role of UNO, Amnesty International,European Commission on Human Rights,, Asia Watch , Systems of Protection of Human Rights

MODULE III:

Indian Constitution and Human Rights, Fundamental Rights and Duties, Directive Principles of State Policy,Civil and Political Right, Human Righhts in India,Human Rights and Media, Media as a Promoter of Human Rights in India

MODULE IV:

Human Rights in Global and Regional Presspective, Rethinking and Redesigning Human Rights, Human Right Activism and Role of NGOs, Implementation , Enforcement and Realisation of Human Rights, Role of Judiciary,Public Interest Litigation in protecting Human Interest

MODULE V:

Specific themes in Human Rights- issues of child, women, religion, and population, Human rights provision- international, national , regional .Implementation of Human rights- Reforms and Remedies

Suggested Readings

Alison Brys (2002) Globalization and Human Rights, California: University of California.

Alston Philip,(1992) The United Nations and Human Rights: A Critical Appraisal, Oxford, Clarendon.

Alston, P.,(1995) The United Nations and Human Rights: A Critical Appraisal, Oxford, The Clarendon Press.

Arjun Dev Etal, (1996) (ed.): Human Rights: A Source Book, New Delhi, NCERT.

Arnold, Christopher,(1978) Ideas and Ideology : Human Rights, Edward Arnold.

Austin Sarat & Thomas R. Kearns (Eds.) (2002) Human Rights: Concepts, Contests Contingencies, Michigan: University of Michigan Press.

Baxi, Upendra (1987) (ed.), The Right to be Human, Delhi, Lancer.

Beetham, Devid (1995) (ed.), Politics and Human Rights, Oxford, Blackwell.

Brownlie, I., (1992) (ed.), Basic Documents on Human Rights, Oxford, The Clarendon Press.

Chattarjee, Debi, Sucheta Ghosh and Sumita Sen,(2002) Human Rights Theory and Practice, South Asian Publishers, New Delhi.

Christian Tomuschat(2008) Human Rights: Between Idealism and Realism, Oxford: Oxford University Press.

David B. Forsythe (Ed.) (2009) Encyclopedia ofHuman Rights: Thirty Years After the Universal Declaration, New York: Oxford University Press.

David Selli, (1987) Human Rights, Cambridge, Cambridge University Press.

Davidson, S., (2002) Human Rights, Buckingham and Philadelphia, Open University Press.

Lobo, George V (1991) Human Rights in Indian Situation, New Delhi: Justice PeaceCommission.

Macfarlane L.J (1985) The Theory and Practice of Human Rights, London: Maurice Temple South)

Makau Mutua (2002) Human Rights: Apolitical & Cultural Critique, Pennsylvania: University of Pennsylvania Press.

Marjorie Agosí (2002) Women, Gender, and Human Rights: A Global Perspective, London: Rutgers.Maurice Cranston (1973) What are Human Rights, London: The Bodley Head.

Melden, I., (1970) (ed.), Human Rights, Belmont California, Wadsworth. Michael Freeman (2011) Human Rights: An Interdisciplinary Approach, Malden: Polity Press.

Michael J Perry (1998) The Idea of Human Rights, New York: OUP

Nicke, J. W. (1987) , Making Sense of Human Rights: Philosophical Reflections on the Universal Declaration of Human Rights, Berkeley, University of California Press.

Noam Chomsky and Edward S. Harman (1979) The Political Economy of Human Rights: The Washington Connection and The Third World Fascism, Boston: South End Press.

Patrick Thornberry (2002) Indigenous Peoples and Human Rights, Manchester: Manchester University Press.

Ramcharan B.G. (Ed.) (1979) Human Rights: Thirty Years After the Universal Declaration, The Hague: Martinus Nijhoff Publishers.

Rentein, Alison Dundes, (1990) International Human Rights : Universalism vs Relativism, Sage,

Rhoda E. Howard-Hassmann (2010)Can Globalization Promote Human Rights?, Pennsylvania: University of Pennsylvania Press.

Sally Engle Merry (2006)Human Rights and Gender Violence: Translating International Law into Local Justice, Chicago: Chicago University Press.

Sharma, S.L., Children and the Human Rights, Commonwealth Publishers, New Delhi.

Siri Gloppen and Lise Rakner (1993) Human Rights and Development, Bergen: Michelson Institute.

Syed Mehartaj Begum (Ed) (2000)Human Rights in India: Issues and Perspectives, New Delhi: APH Publishing.

Tim Dunne, Nicholas J. Wheeler (Eds.) Human Rights in Global Politics, Cambridge: Cambridge University Press.

UNESCO (ed.), Human Rights, Comments and Interpretations, London and New York, Alan Wingatet.

Course Code: PUB4E05

ADMINISTRATIVE AND CONSTITUTIONAL LAW   Credits:3

MODULE I:

Administrative Law: Meaning , Nature, Scope and growth of Administrative Law.

Constitutional Law & Administrative Law. Rule of Law: Concept of Rule of Law and Indian constitution,   Principles of Natural Justice & their Judicial interpretation .

MODULE II:

Administrative discretion and Judicial control.

Delegated Legislation: Meaning & Need of delegated Legislation Control ; Parliamentary procedural & Judicial.

Liability of Administration: Liability in contract & Tort .

MODULE III:

Judicial Review : Principles and modes.

Institution of Ombudsman in India : Lok Pal & Lokayukta .

Constitutional Protection for Civil Services in India.

MODULE IV:

Amendment of Indian Constitution: Procedure , Basic Structure Concept.

Fundamental Rights.

Fundamental duties.

Suggested Readings

Justice C.K. Thakker Lecturer on Administrative law (Eastern Book Co. Lucknow)

J. N. Pandey Constitutional Law in Law (Central law Agency)

 Lakshmikanth,Indian Polity, Tata McGrawhill Publication, New Delhi

P M Bhakshi , Constitution of India, Universal Law Publishing

S. Chhabra Administrative Tribunals (New Delhi0

S. M. Mehta Constitutional Law in India (Law Delhi)

S.P. Sathe Administrative Law (N.M. Tripathis Pvt. Ltd.) latest edition

I.P. Massey Administrative Law (New Delhi) latest edition

U.P.D. Kesri Lectures on Administrative Law (Central Law Publications) latest edition.

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Semester: IV

Course Code: PUB4E06

WOMEN EMPOWERMENT AND GENDER JUSTICE

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Credits:3

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MODULE I:

Women's Studies as an interdisciplinary area, as an emerging discipline--Definition, Scope and Controversies. Women's rights as human rights,UN Conventions, Convention on the Elimination of all forms of Discrimination against Women (CEDAW), Millennium Development Goals (MDGs), etc.

MODULE II:

Women's Rights in the Indian Constitution Fundamental Rights, Directive Principles, etc. Protective legislation for women in the Indian constitution- Anti dowry, SITA, PNDT, and Prevention Sexual Harassment at Workplac, Domestic violence, (Prevention) Act,

MODULE III:

Women and environment- eco-feminist movements, women and globalization- women's labour, discriminatory wages, changing working conditions and work place related issues. Growth and development of Women's Studies as a discipline internationally and in India. Women's issues, missing girls, feminization of poverty, violence against women, empowerment measures

MODULE IV:

Social construction of gender and gender roles- Socialisation- institutions of socialization- changing content and context of gender-need for re-socialization. Women's Rights to property, Uniform Civil Code, Property rights according to religions , background Muslim, Christian, etc.

MODULE V:

Women's Studies in India—Educational initiatives -- Centers for Women's Studies- Capacity building for Women leaders in education—Women development cells-- Women's Studies in the XIth Plan. Implementation of women's rights, police stations, court procedures, women's health and safety provisions, hospital procedures, Women's Commissions, etc.

Suggested Readings

Agnes, Flavia et. al. Women and Law in India. New Delhi: OUP, 2004.

Calman, Leslie. Towards Empowerment: Women and Movement Politics in India. UK: Westview ,1992.

Chen, Martha, Alter. Widows In India: Social Neglect and Public Action. New Delhi: Sage, 1998.

Desai, Neera and Maithrey Krishnaraj. Women and Society in India. Delhi: Ajantha,1987

Devgan Aadesh. Crime Against Women and Children: An Emerging Social Problem. New Delhi: Cyber Tech, 2008.

Goonesekere Savitri (Ed) Violence, Law and Women's Rights in South Asia. New Delhi: Sage, 2004.

Goswami Sambodh. Female Infanticide and Child Marriage. Jaipur: Rawat, 2007.

Gutmann, Amy. Liberal Equality. New York: Cambridge University Press, 1978.

Khullar, Mala. Writing the Women's Movement: A Reader ed. New Delhi: Zubaan,2005

Mukherjee, Roma. Women, Law and Free Legal Aid. New Delhi: Deep and Deep,1999

Nagla, Bhupendra Kumar. Women, Crime and Law. Rawat: New Delhi, 1991.

Omvedt, Gail. Violence against Women: New Movements and New Theories in India. New Delhi: 1990.

Saxena, Shobha. Crime against Women and Protective Laws. New Delhi: Deep and Deep, 1999.

Singh, Alka. Women in Muslim Personal Law. Jaipur: Rawat, 1991.

Srinivas M.N. Village, Caste, Gender and Method: Essays in Indian Social Anthropology. Delhi: OUP, 1998.

Thakur B.S., Binod. C.Agarwal. Media Utilisation for the Development of Women and Children. New Delhi: Concept, 2004

COMPARATIVE PUBLIC ADMINISTRATION

Credits:3

MODULE I: Introduction:

 Nature, Scope, Characteristics of Comparative Public Administration

 Significance of Comparative Public Administration

 Evolution of Comparative Public Administration

MODULE II: Globalisation and CPA

 International Comparative Public Administration

CAG origin and evolution

CPA and globalisation

Critique of Comparative Public Administration

MODULE III: CPA: Contributions of F. W. Riggs and Ferrel Heady

Structural-Functional Approach

Theory of Prismatic Society

Models of Comparative Public Administration with special reference to Agraria– Industria
Models, Fused– Prismatic– Diffracted Model, Prismatic– Sala Model, Bazaar Canteen Model.

Ferrel Heady on Comparative Public Administration.

MODULE IV: Comparative Administrative Systems

a) Classical Administrative System–France

b) Developing Administrative System–India

MODULE V:

Characteristics of Administrative systems in developed and developing countries.

Suggested Readings

Ali Farazmand,(2001) Handbook of Comparative and Development PublicAdministration, MarcelDekker, NY.

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.

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

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

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

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

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

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

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.

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

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

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

AUDIT COURSES

Semester: I
Course Code: PUB1A01
ABILITY ENHANCEMENT COURSE (AEC)

Credits:4

Internship / Seminar presentation /Publications / Case study analysis /Industrial or Practical Training/Community linkage programme /Book reviews etc.

Semester: II
Course Code: PUB2A02
PROFESSIONAL COMPETENCY COURSE (PCC)

Credits:4

To test the skill level of students like testing the application level of different softwares such as SPSS/R/ Econometrics / Pythan/Any software relevant to the programme of study / Translations

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Ability Enhancement Course – Political Science

Course Title: Basics of Computer

Course Objective: The major objective of this course is to give students a general awareness on basic computer skills and its use in education. Completion of the course will result in MS Office applications knowledge and skills.

Course Description: The course aims to equip a student with fundamental 'Computer Literacy' mainly for the academic purpose – study/learning and research. The student will learn to use Windows on the PC-compatible computers as well as MS Office which has the following applications: word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS Power Point) and Database (MS Access). This course is intended for students requiring 'hands-on' knowledge of computer applications.
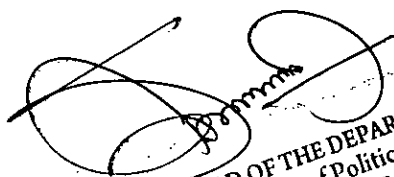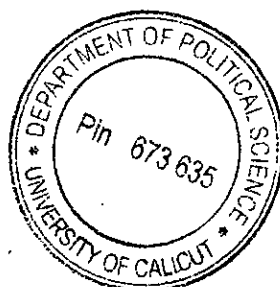
Student learning outcome
Upon completion of this course, the student will be able to apply technical knowledge and perform technical skills with regard to computers for their higher studies/research. Also, the candidate would be capable to utilize the Internet Web resources for knowledge.

Method of evaluation: 30% weightage for written exam, 20% weightage for Viva and remaining 50% for practical examination

Scheme of Course:

Module 1: Know your computer - various parts of a computer – Software, Hardware
Installing and Uninstalling
Essential Programmes - MS Office – Word, Excel
Downloading, Scanning, Printing, Formatting

Module II: Use of Internet - browser navigation, bookmarks, web addresses and hyperlinks - searching – use of search engines
email -sending, receiving and replying to email
Online Courses – information & registration process - MOOC
Collecting Academic resources/Data collection from reliable websites
Translation through website – common softwares
Changing document formats – Word to PDF, PDF to Word, JPG to Word etc
Access to Online sources – Journals/Books, Articles, Documents, Reports
Info-net – e library, J-store
Use of Websites for information on higher studies

HEAD OF THE DEPARTMENT
Department of Political Science
University of Calicut

Pin 673 635

UNIVERSITY OF CALICUT

Department of Political Science

Professional Competency Course – MA Political Science
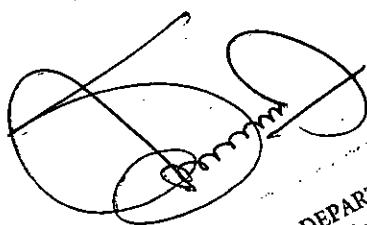
Title of the Course: FIELD SURVEY AND DATA ANALYSIS

Objective:

This course aims to develop a strong understanding on conducting survey and analyzing the data through field based activities which would certainly increase the professional competency of a Political Science student. The student would undergone through different stages of effective conduct of a social science survey includes planning, defining the main objectives of the survey, setting the frame of the survey, sample design and drawing the sample, designing the statistical form, data collection and processing, use of tools and techniques of data analysis etc.

The major aim of the course is to give training to a student on following aspects:
Design a survey, Collection of survey data, analysis of survey results, interpret data from a survey, analyze survey data, methods of data analysis, survey results calculation, write an analysis of data, analysis of quantitative and qualitative survey data etc.

The entire course is designed as a field based one. Students are divided into different groups and conduct a field survey to collect data on a particular theme. Then a report is prepared after analyzing the data collected through survey. During the process the student will be trained on various aspects of field based research and data collection, data analysis and report writing.

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