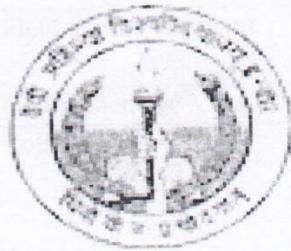


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Syllabus MBA Public Administration and Policy

**Master of Business Administration in
Public Administration and Policy**

**(Syllabus)
2018**

Syllabus



**School of Social Sciences
Devi Ahilya Vishwavidyalaya, Indore**

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SEMESTER-3

Sr. No.	Paper Code	Nomenclature Of Paper	Credits
Core I	MBAPA- 301	Administrative Theory -2	3
Core II	MBAPA- 302	Development Administration	3
Core III	MBAPA- 303	Law, Ethics And Governance	3
Core IV	MBAPA- 304	Public Policy And Analysis	3
	MBAPA-305	Civil Service In India	2
Soft Skills	MBAPA- 306	Local Government In India /Urban/Rural	2
Ability Enhancement		Field Work Practicum	4
Virtual Credit		Comprehensive Viva Voce	4
		Total	24

SEMESTER-4

Sr. No.	Paper Code	Nomenclature Of Paper	Credits
Core I	MBAPA- 401	Comparative Public Administration	3
Core II	MBAPA- 402	Social Welfare Administration	3
Core III	MBAPA- 403	Globalization In Public Policy	3
Core IV	MBAPA- 404	Social Policy,State,Market And Society	3
	MBAPA-405	Public Policy Case Studies/Project	2
Soft Skills	MBAPA- 406	E-Governance	2
Ability Enhancement		Field Work Practicum	4
Virtual Credit		Comprehensive Viva Voce	4
		Total	24

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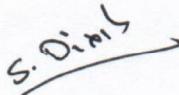
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SEMESTER-1

Sr. No.	Paper Code	Nomenclature Of Paper	Credits
Core I	MBAPA- 101	Theories And Principal Of Public Administration	3
Core II	MBAPA- 102	Introduction To Public Policy	3
Core III	MBAPA- 103	Elements Of Financial Administration	3
Core IV	MBAPA- 104	Management And Human Resource Management	3
	MBAPA-105	Constitution In India (Elective)	2
Soft Skills	MBAPA- 106	Social Communication & Personality Development	2
Ability Enhancement	MBAPA- 107	Computer Application	2
Ability Enhancement		Field Work Practicum	4
Virtual Credit		Comprehensive Viva Voce	4
		Total	26

SEMESTER-2

Sr. No.	Paper Code	Nomenclature Of Paper	Credits
Core I	MBAPA- 201	Administrative Thinkers-1	3
Core II	MBAPA- 202	Public Personnel Administration	3
Core III	MBAPA- 203	Public Administration In Ndia	3
Core IV	MBAPA- 204	Public Policy Concepts And Models	3
	MBAPA-205	Introduction To Governance	2
Soft Skills	MBAPA- 206	Research Methodology	2
Virtual Credit		Field Work Practicum	4
		Comprehensive Viva Voce	4
		Total	24

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SEMESTER-1

PAPER 1: MBAPA101- THEORIES AND PRINCIPLES OF PUBLIC ADMINISTRATION (CORE)

UNIT 1: Meaning, Nature, Scope And Significance Of PUBLIC ADMINISTRATION And Its New Horizons, Private And Public Administration: State Versus Market Debate. New Public Administration And New Public Management Perspective, Good Governance: Concept And Application.

UNIT 2: Evolution Of PUBLIC ADMINISTRATION As An Independent Discipline And Its Present Status, Public Administration As An Art And Science, Approaches And Methods To Study Of Public Administration, Public Administration And Developing Societies.

UNIT 3: Concept Of Organisation: Importance, Meaning, Basis; Formal And Informal Organisation. Theory And Approaches: Classical Theory, Bureaucratic Theory; Human Relation Movement And Behavioural Approach, System Approach.

UNIT 4: Principles Of Organisation: Hierarchy, Span Of Control, Unity Of Command, Authority And Responsibility, Authority And Influence, Supervision, Delegation, Coordination, Centralisation And Decentralisation

UNIT 5: Structure Of Organization: Chief Executive And Its Role In Organization, Staff And Auxiliary Agencies, Department, Public Corporation, Independent And Regulatory Commission, Board And Commission And Headquarter Field Relation

Recommended Books:-

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

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

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

4. C. David, Politics In Indian Administration From ICS To IAS, Oxford University Press, 1996.

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

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PAPER 2: MBAPA102- INTRODUCTION TO PUBLIC POLICY (ELECTIVE)

UNIT 1: Public Policy- Meaning, Types And Significance.

UNIT 2: Approaches To Public Policy

UNIT 3: Institutional Arrangements For Policy Making.

UNIT 4: Policy Making Process, Policy Implementation, Policy Education, Policy Monitoring And Evaluation.

UNIT 5: Policy Analysis

Recommended Books :-

- Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
Bardach, Eugene (1977), The Implementation Game: What Happens After A Bill Becomes A Law, Cambridge, MA: MIT
Bergerson, Peter J. (Ed.), (1991), Teaching Public Policy: Theory, Research And Practice, Westport, RI: Greenwood Press
Birkland Thomas A., (2005), An Introduction To The Policy Process: Theories, Concepts, And Models Of Public Policy Making, Armonk; M.E. Sharpe
Brewer, Gary D., And Peter De Leon (1983), The Foundations Of Policy Analysis, Homewood, IL.: The Dorsey Press.
Dahl, Robert And Charles Lindblom, (1976), Politics, Economics And Welfare, New York, Harper.
Dror.Y, (1989), Public Policy Making Re-Examined, 2nd Ed., San Francisco, Chandler.
Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.
Howlett, Michael, And M. Ramesh, (1995), Studying Public Policy: Policy Cycles And Policy Subsystems, OUP, Toronto.
Jones, C.O., (1970), An Introduction To The Study Of Public Policy, Belmont, Prentice -Hall.
Lerner, D. And H.D.Lasswell (Eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.
Lindblom, C.E., And E.J., Woodhouse, (1993), The Policy Making Process, 3rd Ed., New Jersey., Prentice - Hall.
Mccool, Daniel C. (Ed.), (1995), Public Policy Theories, Models, And Concepts: An Anthology, NJ: Prentice-Hall.
Moran Mitchel And Robert Goodin, (2006), The Oxford Handbook Of Public Policy, Oxford University Press, New York.
Nachmias, David, (1979), Public Policy Evaluation: Approaches And Methods, New York: St. Martin's Press.
Jay M. Shafritz (Ed) (1998), International Encyclopedia Of Public Policy And Administration, Westview Press

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PAPER 3 – MBAPA103 – ELEMENTS OF FINANCIAL ADMINISTRATION (CORE)

UNIT 1 – Introduction To Financial Systems, Financial Regulators, Financial Institutions, Financial Markets, Financial Products And Services, Securities Exchange Board Of India (SEBI)

UNIT 2 – Public Finance: Evolution, Meaning And Scope, Public Revenue, Budget: Types And Their Definitions, Principles Of Performance Budgeting, Performance Budgeting In India, PPBS, Zero Base Budgeting, Deficit Financing, Parliamentary Financing Committees.

UNIT 3 – Evolution And Objective Of Fiscal Policy In India, Resource Mobilization Under The Plans, Non Tax Revenue, Non Developmental Expenditure, Impact Of Fiscal Policy, Equality And Social Justice, Monetary Policy – Role Of RBI In Monetary Policy.

UNIT 4 – Principles Of Tax Administration, GST, Problem Of Tax Evasion, Reforming Tax Administrations, Religion And Indirect Taxation.

UNIT 5 – Finances Of Local Government: Budget Account And Audit, Audit Reforms In India, Types Of Audit, Internal And External Audits, Standards Of Public Accounting, Roles Of Comptroller And Auditor General In India (CAG).

Recommended Books:-

G.S. Lall Public Finance And Financial Administration In India, Kapoor Publishers, New Delhi 1976

S.L. Goel Public Financial Administration, Deep And Deep Publication, New Delhi, 2002

M. J.K. Thavraj, Financial Administration Of India, Sultan Chand And Sons, Newdelhi, 1981

S. Panda, Financial Administration And Personnel Management In Public Enterprises, Mittal Publications New Delhi, 1989

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UNIT 5 COMMUNICATION, DIRECTING AND CONTROLLING;

Communication And Directing: Concept And Definition, Importance, Process, Barriers To Effective Communication And Measures To Overcome Communication Barriers.
Controlling: Concept, Definition, Basic Control Process.

Recommended Books:-

Management & Organizations Behaviour — By Paul Hersey & Ken Blanchard
Essentials Of Management — By Koontz & O'Donald
Human Behavior At Work— By Kaith Devis
Organizational Behavior— By Robbins

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PAPER 4 – MBAPA104 – MANAGEMENT & HUMAN RESOURCE MANGEMENT

UNIT 1. INTRODUCTION TO MANAGEMENT FOUNDATIONS

Basics Of Management, Concept Of Management, Scope, Functions, Features, Principles Of Management, Concept And Role Of Manager In Organisation. Classification Of Business Activities And Elements By Henry Fayol, Evolution Of Management By Different Authors; Scientific And Classical Theories Of Management.

UNIT 2. PLANNING AND STRATEGIC MANAGEMENT

Define Planning, Business Policy And Strategic Management, Basic Steps In Planning Process I.E. Strategic Planning, Formulation Of Strategy (External And Internal Elements Of Firms), Strategic Analysis , Strategic Implementation Foundation Of Business Strategy; Ansoff 'S Growth Model, BCG Model, Porters Strategies, Swot And Tows Matrix, And Case Studies.

UNIT 3. ORGANISING AND ORGANISATION BEHAVIOUR

Nature And Purpose Of Organising, Organization Structure- Formal And Informal Groups/Organization, Centralization And Decentralization.

Organizational Behaviour; Concept And Significance; Relationship Between Management And Organisational Behaviour; Organizational Culture, Attitudes; Perception; Learning; Personality And Values; Emotions And Moods.

Motivation: Process Of Motivation; Theories Of Motivation - Need Hierarchy Theory, Theory X And Theory Y, Two Factor Theory, Alderfer's ERG Theory, Mc Cleland's Learned Need Theory, Victor Vroom's Expectancy Theory, Stacy Adams Equity Theory.

Leadership: Leadership: Concept; Leadership Styles; Theories -Trait Theory, Behavioral Theory, Fielder's Contingency Theory; Harsey And Blanchard's Situational Theory; Managerial Grid; Likert's Four Systems Of Leadership, Contemporary Issues In Leadership.

UNIT 4: STAFFING AND HUMAN RESOURCE MANAGEMENT

Nature & Scope Of Staffing, Manpower Planning, Job Analysis And Job Description.

Recruitment & Selection; Sources Of Recruits, Recruiting Methods, Selection Process, Selection Tests, Placement And Follow Up.

Performance Appraisal System; Importance And Objectives; Techniques Of Performance Appraisal System, New Trends

Compensation And Benefits; Job Evaluation Techniques, Wages & Salary Benefits, Fringe Benefits, Human Resource Records And Audit

Grievance Management : Importance And Process.

Kapil S. Dinkar

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PAPER 5:MBAPA105- CONSTITUTION SYSTEM IN INDIA-I(CORE)

UNIT1: Constitutional Development And Forming Of Constitution Of Republic In India, Salient Feature Of Indian Constitution, Preamble And Significance Of Indian Constitution.

UNIT 2: Federal System, Parliamentary Government, Socialism, Democracy, Fundamental Rights And Directive Principles Of State Policy, Fundamental Duties.

UNIT 3: The Judiciary: The Supreme Court, The High Court And Sub-Ordinate Courts, Appointment Of Judges Of The Supreme Court And High Court.

UNIT 4: CAG(Comptroller And Auditor General Of India), Attorney General, Advocate General And Election Commission, Administration Of Schedule And Tribal Areas.

UNIT 5: Constitutional Amendment Process, Main Features Of 42nd, 44th And 52nd Constitutional Amendment

Recommended Books:-

Subhash Kashyap ; Hmara Smvidhan

D.D.Basu, Introduction to constitution

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PAPER 6 -MBAPA -106 SOCIAL COMMUNICATION & PERSONALITY DEVELOPMENT

UNIT-1- FRAMEWORK TO BUSINESS COMMUNICATION :

Defining Communication, Process Of Communication, Principles Of Effective Communication, Importance And Objectives Of Business Communication, Physical, Mechanical And Psychological Barriers To Communication .

UNIT-2- CHANNELS, TYPES AND FORMS OF COMMUNICATION:

Channels, Verbal, Non-Verbal, Formal, Informal, Internal, External And Communication Networks, Effective Listening – Types And Essentials Of Effective Listening, Development Of Intrapersonal And Interpersonal Skills For Personal Effectiveness.

UNIT-3- ARTICULATION AND DRAFTING:

Definition & How To Articulate , Techniques For Better Articulation, Speak Clearly & Distinctly, Basic Patterns Of Business Letters & Its Drafting, Notices , Resumes, Sales Letter Writing, Letters Of Bank Correspondence, Complaint Letters & Project Reports, Dealing With Print And Electronic Media, Writing A Press Release.

UNIT-4- ENHANCEMENT SKILLS/ EMPLOYABILITY SKILLS:

Effective Presentation Skills: Body Language, Eye Contact, Gesticulation, Use Of Audio Visual Aids, Handling Audience, Conduct During Presentation Interview Skills: Types Of Interview, Preparing For An Interview, How To Handle Stress Interview, Attire For An Interview, Learn How To Say No, Positive Thinking Tips & Tricks, Have An Effective Brain Storming Session.

UNIT-5-PRATICAL EXERCISES

Spoken Exercises Listen & Repeat And Tongue Twister, Group Discussions, Mock Meetings & Interviews, Presentations On A Technical Topic, Role Plays, Confidence Building Exercises, And Submission Of Reports Prepared. Note: At Least Five Cases Should Be Discussed In The Class.

Recommended Books:

1. Business Communication – K.K.Sinha, Galgotia Publishing Company, Latest Edition
- 2..Business Communication – Chhabra.T.N. , Sun India Publication, 2005
3. Business Communication – Paragdiwan, Excel Books, Latest Edition

Nehru *S.Dua*

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*Editing And Deleting Slides –Types Of Slides - Slide Views- Formatting –Insertion Of Objects
And Charts In Slides- Custom Animation And Transition.*

SPSS & PPT Presentation

Recommended Books:-

- | | | |
|-----------------------------------|---|---|
| Sushila Madan | : | Information Technology By, Taxmann Allied Services (P) Ltd. |
| 1. Ramesh Behl | : | Information Technology For Management By, Tata Mc Graw Hill Education Pvt. Ltd. |
| 2. Alexis And
By, Mathews Leon | : | Fundamentals Of Information Technology. (Text Book)
Vikas Publication |

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Paper: 7- MBAPA -107-COMPUTER APPLICATIONS: THEORY AND PRACTICAL

UNIT-1-Introduction To Computer

Evolution Of Computer, Definition Of Computers, Block Diagram Of Computer, Characteristics Of Computers, Advantage And Limitation, Elements Of Computer, Classification Of Computer, Van Neuman Architecture-, Computer Language, Internet And Its Introduction.

UNIT-2-Memory And Devices

Devices: Input Device, Output Device, Storage Device.

Memory: Introduction, Types Of Memory, RAM & ROM.

UNIT-3-Operating System:

Definition, Meaning, Functions And Types Of OS, Process, Introduction To DOS, Windows, Application Software And Its Types.

UNIT-4-MS Word:

MS Word & Word Processing : Meaning And Features Of Word Processing – Advantages And Applications Of Word Processing - Parts Of MS Word Application Window – Toolbars – Creating, Saving And Closing A Document – Opening And Editing A Document - Moving And Copying Text – Text And Paragraph Formatting, Applying Bullets And Numbering – Find And Replace – Insertion Of Objects, Date And Time, Headers, Footers And Page Breaks – Auto Correct – Spelling And Grammar Checking , Mail Merge : Meaning, Purpose And Advantages – Creating Merged Letters, Mailing Labels, Envelops And Catalogues- Working With Tables – Format Painter.

UNIT-5-MS Excel:

Features Of MS Excel – Spread Sheet / Worksheet, Workbook, Cell, Cell Pointer, Cell Address Etc., - Parts Of MS Excel Window – Saving, Opening And Closing Workbook – Insertion And Deletion Of Worksheet – Entering And Editing Data In Worksheet – Cell Range – Formatting – Auto Fill –Formulas And Its Advantages – References : Relative, Absolute And Mixed – Functions: Meaning And Advantages Of Functions, Different Types Of Functions Available In Excel – Templates –Charts –Graphs –Data Sorting, Filtering, Validation,

UNIT-6-MS Power Point:

Features, Advantages And Application Of Ms Power Point – Parts Of MS Power Point Window – Menus And Tool Bars – Creating Presentations Through Auto Content Wizard, Templates And Manually – Slide Show – Saving, Opening And Closing A Presentation – Inserting,

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SEMESTER-2

PAPER-1- MBAPA-201- ADMINISTRATIVE THINKERS-I

UNIT I: Administrative Theory:

- A) Significance And Importance Of Theory
- B) Evolution And Emerging Trends In Administrative Theory
- C) Oriental Thought: Kautilya And Sun Tzu

UNIT II: Administrative Structure And Process:

- A) Henri Fayol- Foundations Of Management
- B) Frederick Winslow Taylor- Scientific Management
- C) Luther Gulick And Lyndall Urwick- Science Of Administration

UNIT III : Classical Thought: Bureaucracy:

- A) Max Weber – Bureaucracy
- B) Karl Marx – State And Bureaucracy
- C) Samuel Krislov And Donald Kingsley– Representative Bureaucracy

UNIT IV: Social System Thought:

- A) Mary Parker Follett – Constructive Conflict And Leadership
- B) Elton Mayo – Human Relations Movement
- C) Chester Barnard – Formal And Informal Organizations And Functions Of Executive

UNIT V: Writers On Administration:

- A) Robert Dahl – Problems Of Science Of Administration
- B) Dwight Waldo – The Administrative State And Future Of Public Administration
- C) Robert T. Golembiewski – Public Administration As Developing Discipline

Recommended Books:-

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.

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

George H. Fredrickson (Et Al).(2003). The Public Administration Theory Primer, Westview Press

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PAPER-2-MBAPA-202-PUBLIC PERSONNEL ADMINISTRATION

UNIT-1 Meaning, Nature, Scope, Evolution And Significance Of Public Personnel Administration.

UNIT-2-Classification Of Civil Services – Rank And Position Classification – Merits And Demerits, Recruitment And Training.

UNIT-3-Promotion, Pay And Service Conditions, Retirement Benefits

UNIT-4-Discipline And Punishment – Code Of Conduct, Morale, Administrative Ethics.

UNIT-5-Employer – Employee Relations – Employees Associations And Unions, Problem Of Political Affiliation, Right To Strike

Recommended Books:-

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

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PAPER-3-MBAPA-203 – PUBLIC ADMINISTRATION IN INDIA

UNIT I: Historical Background

- A) Evolution Of Indian Administration
- B) Socio - Economic, Political And Cultural Context Of Indian Administration
- C) Indian Administration: Continuity And Change

UNIT II: Constitutional Framework Of Government

- A) Constitutional Context Of Indian Administration: Parliament, Executive, Judiciary – Structures, Functions And Work Processes
- B) President, Prime Minister And Council Of Ministers- Cabinet And Cabinet Committees
- C) Constitutional And Other Agencies

UNIT III: System Of Government

- A) Federal And Unitary Features Of The Constitution
- B) Centre-State Relations And Trends In Centre – State Relations
- C) Inter State Relations- Emerging Issues And Resolution Mechanism

UNIT IV: State Government

- A) Governor, Chief Minister And Council Of Ministers
- B) Secretariat And Directorates
- C) Changing Nature Of District Administration And The Role Of District Collector

UNIT V: Constitutional, Statutory And Non-Statutory Authorities

- A) Election Commission, Finance Commission And Union Public Service Commission; National Commission For Schedule Caste & National Commission For Schedule Tribes
- B) Planning Commission, B) National Development Council, National Informatics Center (NIC)
- C) National Human Rights Commission, National Commission For Women, And National Commission For Minorities

Recommended Books:-

Avasthi And Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra.

Basu, D.D. (2000), Introduction To The Constitution Of India, Wadhwa And Company, New Delhi.

Fadia And Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra.

Granville Austin (1999), The Indian Constitution – Corner Stone Of A Nation, OUP, New Delhi.

Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad

Maheswari, S.R. (2004) The Public Service Of India: Current Good Practices And New Developments In India, Common Wealth Secretariat.

Pylee, M.V (2009), An Introduction To The Constitution Of India, Vikas, New Delhi

Ramesh K. Arora And Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.

Sarkar Jadunath (2009), The Mughal Administration, Six Lectures, Bibliolife,

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PAPER-4-MBAPA-204 - PUBLIC POLICY-CONCEPTS AND MODELS

UNIT- I: Models Of Public Policy -I

- A) Vilfredo Pareto: Optimality And Improvement
- B) John Rawls: A Theory Of Justice
- C) Almond Gabriel : Interest Aggregation And Articulation

UNIT- II: Models Of Public Policy - II

- A) Harold Lasswell : Policy Sciences
- B) Yehezkel Dror : Mega Policy And Meta Policy
- C) Charles Lindblom: Incrementalism

UNIT- III: Models Of Public Policy - III

- A) William Niskanen: Budget Maximizing Model
- B) Elinor Ostrom : Institutional Rational Choice
- C) Amartya Sen : Development As Freedom

UNIT- IV: Concepts Of Public Policy:

- A) Institutionalism
- B) Process: Policy As A Political Activity
- C) Public Choice
- D) Strategic Planning

UNIT- V: Theories

- A) Game Theory
- B) Group Theory
- C) Elite Theory
- D) Systems Theory

Recommended Books:-

- Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston,Houghton
Ashford, Doug (Ed.), (1992), History And Context In Comparative Public Policy, Ithaca, NY:
University Of Pittsburgh Press.
Bardach, Eugene (1977), The Implementation Game: What Happens After A Bill Becomes A
Law. Cambridge, MA: MIT
Barker, Anthony, And B. Guy Peters (Eds.), (1993), The Politics Of Expert Advice: Creating,
Using, And Manipulating Scientific Knowledge For Public Policy, Ithica, NY: University Of
Pittsburgh Press.
Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision For Managing In
Government, UCP, Berkeley, CA
Bergerson, Peter J. (Ed.), (1991), Teaching Public Policy: Theory, Research And Practice,
Westport, RI: Greenwood Press
Birkland Thomas A., (2005), An Introduction To The Policy Process: Theories, Concepts, And
Models Of Public Policy Making, Armonk; M.E. Sharpe
Dror, Y, (1989), Public Policy Making Re-Examined, 2nd Ed., San Francisco, Chandler.
Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
Fischer, Frank, (1995), Evaluating Public Policy Chicago: Nelson Hall.
Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.

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PAPER-5-MBAPA-205- INTRODUCTION TO GOVERNANCE

UNIT - I: Introduction

- A) Definitions, Issues And Controversies
- B) Reinventing Government
- C) Reforming Institutions: The State, Market And Public Domain

UNIT - II: State And Governance

- A) Origin And Types Of State
- B) Democratic State And Democratic Administration
- C) Neo-Liberalism And Rolling Back State
- D) Governance As Government

UNIT – III: Citizen And Governance

- A) Rule Of Law And Human Rights
- B) Accountability
- C) Participation
- D) Representation

UNIT - IV: Techniques Of Governance

- A) Openness And Transparency
- B) Citizen Charter
- C) Social Audit

UNIT - V: Emerging Trends

- A) Public And Private Governance: An Overview
- B) Market, Civil Society
- C) Information And Communication Technology

Recommended Books:-

- Bell, S., And Hindmoor, A. (2009) Rethinking Governance: The Centrality Of The State In Modern Society, Cambridge: Cambridge University
- Bell, Stephen And Andrew Hindmoor. (2009) Rethinking Governance: The Centrality Of The State In Modern Society. Cambridge: CUP.
- Bevir, Mark (2009), Key Concepts In Governance, Sage, London.
- Bevir, Mark, Ed. (2010) The Sage Handbook Of Governance. Thousand Oaks, CA: Sage Publications.
- Bovaird, Tony And Elke Löfler, Eds. (2009) Public Management And Governance Second Edition. London: Routledge.
- Farazmand, Ali And Jack Pinkowski, Eds. (2006) Handbook Of Globalization, Governance, And Public Administration. London: CRC/Taylor & Francis.
- Hajer, Maarten, And Hendrik Wagenaar (2003) "Introduction." In Deliberative Policy Analysis: Understanding Governance In The Network Society, Ed. Maarten A. Hajer And Hendrik Wagenaar. Cambridge, UK: Cambridge University Press.
- Kjaer, A (2004) Governance. Cambridge, UK: Polity Press.
- Kooiman, Jan Ed. (1993) Modern Governance: New Government-Society Interactions. London: Sage.

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PAPER-6-MBAPA-206- RESEARCH METHODOLOGY

UNIT -I Introduction

- A) Meaning, Objectives, Scope And Importance Of Social Science Research
- B) Types Of Research
- C) Objectivity In Social Science Research
- D) Trends On Research In Public Policy And Governance

UNIT - II: Methods Of Research

- A) Scientific Method
- B) Case Study Method
- C) Survey Method
- D) Content Analysis

UNIT – III: Research Design

- A) Identification Of Research Problem
- B) Hypothesis And Procedure Of Hypothesis Testing And Estimation
- C) Preparation Of Research Design

UNIT - IV: Methods Of Data Collection

- A) Methods Of Data Collection Primary Sources
- B) Observation; Questionnaire And Interview
- C) Secondary Sources Of Data Collection - Use Of Library And Internet

UNIT - V: Sampling And Report Writing

- A) Sampling, Sampling Techniques And Scales Of Measurement
- B) Analysis Of Data And Use Of Computers In Social Science Research
- C) Citing And Ethics Of Research In Public Administration
- D) Research Report Writing

Recommended Books:-

Brent Edward E., Jr. Ronald E. Anderson(1990), Computer Applications In The Social Sciences, McGraw-Hill.

Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press.

Burton,Dawn (Eds.) (2000)Research Training For Social Scientists, Sage Publications, New Delhi..

Chawla Deepak And Neena Sondhi (2011), Research Methodology- Concepts And Cases, Vikas Publishing, New Delhi.

Garson G. David(1999), IT And Computer Applications In Public Administration, Idea Group Inc.

Gerber Eller (2013), Public Administration Research Methods- Tools For Evaluation And Evidence Based Practices, Routledge, NY.

Goode William J. And Paul K. Hatt (2006), Methods In Social Research, McGraw Hill Book Company, USA.

Gupta S.P. (2011), Statistical Methods, Sultan Chand And Sons, New Delhi.

Kothari, C.R. And Gaurav Garg (2014), Research Methodology- Methods And Techniques, New Age, New Delhi.

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S. Dixit*

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SEMESTER 3

PAPER-1-MBAPA-301- ADMINISTRATIVE THINKERS – II

Unit I: Behaviouralism:

- A) Herbert Simon: Behaviouralism And Decision-Making
- B) Geoffrey Vickers: Appreciative System
- B) Warren Bennis: Changing Organizations

Unit II: Organizational Humanism – I:

- A) Abraham Maslow: Needs Hierarchy
- B) Victor Vroom: Expectancy Theory Of Motivation
- C) Douglas McGregor: Theory X And Theory Y

Unit III: Organizational Humanism – II:

- A) Frederick Herzberg: Hygiene And Motivation Factors
- B) Chris Argyris: Integrating The Individual And The Organization
- C) Rensis Likert: Systems Management

Unit IV: Market Theories:

- A) Vincent Ostrom: Public Choice
- B) Peter Drucker : Knowledge Based Organization
- C) Elinor Ostrom: Governing The Commons

Unit V: Emerging Trends:

- A) Critical Social Theory
- B) New Public Service
- C) Post Modernism And Post Structuralism
- D) Administrative Theory: A Critical Review

Recommended Books:-

Argyris, Chris (1957), Personality And Organization, Harper, New York

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.

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

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

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

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

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

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

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PAPER-2-MBAPA-302-DEVELOPMENT ADMINISTRATION

UNIT-1--1. Development Administration: Meaning, Concept, Nature, Scope And Significance; Development Administration And Traditional Administration; Characteristics Of Administration In Developed And Developing Countries; Issues And Constraints-Population Explosion, Caste, Corruption, Regionalism, Work Culture, Poverty, Environmental Protection And Sustainable Development.

UNIT-2- 2. Development Planning: Features, Plan Formulation, Implementation And Evaluation. **3.** Bureaucracy And Development Administration: Role Of Bureaucracy In Plan Formulation And Its Implementation.

UNIT-3- 4. Interactions Among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists And Journalists; People's Participation In Development. **5.** Role Of Various Agencies In Development: Voluntary Agencies, Co-Operative Institutions.

UNIT-4-- 6. International Aid And Technical Assistance Programmes: IMF, IBRD, WTO. **7.** Right To Development; Right To Education; Right To Health; Right To Food; Millennium Development Goals

Recommended Books:-

- : 1. George F. Grant, Development Administration: Concepts, Goals And Methods, The University Of Wisconsin Press, Wisconsin, 1979. 2. Lucian W. Pye, Aspects Of Political Development, Amerind Pub Co. Ltd., New Delhi, 1966. 3. Faisal S. A. Al-Salem. The Ecological Dimension Of Development Administration, Associated Publishing House, New Delhi, 1977. 4. Sukhamoy Chakravarty, Development Planning: The Indian Experience, Oxford University Press, New Delhi, 1987. 5. R. K. Sapru, Development Administration, Sterling Publishers Pvt. Ltd, New Delhi, 1994. 6. S.P. Verma And S.K.Sharma (Ed.), Development Administration, New Delhi, IIPA. 7. C.N. Bhalerao (Ed.), Administration, Politics And Development In India, Lal Pani Publishing House, Bombay, 1972. 8. S.K.Sharma (Ed.), Dynamics Of Development (Two Volumes), Concept Publishing House, New Delhi, 1998. 9. Irving, Swndlow (Ed.), Development Administration: Concepts And Problems, Syracuse: NY Syracuse University Press, 1963. 10. Preeta Joshi, Vikash Prashasan, RBSA, Jaipur, 1991. 11. Gabriel Almond And G.B. Well, Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New Delhi, 1976

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PAPER-3-MBAPA-303:- LAW, ETHICS & GOVERNANCE

UNIT -I: Legal Foundations

- A) Fundamentals Of Administrative Law
- B) Relationship Between Law And Administration
- C) Governance As Execution Of Law – Values And Context Of Legal And Administrative Process
- D) Constitution, Rule Of Law And Administrative Law – French, British And German Contexts

UNIT - II: Law And Governance

- A) Concepts Relating To Administrative Law- Rule Of Law, Doctrine Of Separation Of Powers, Principles Of Checks And Balances, Doctrine Of Ultra-Vires
- B) Delegated Legislation, Principles Of Natural Justice.
- C) Administrative Adjudication, Review Of Administrative Acts And Redress Of Grievances – Vigilance And Control

UNIT – III: Governance And Ethics

- A) Ethical Foundations Of Governance
- B) Codes And Norms Of Ethics In India: Public Service And Business Organizations
- C) Constitutional Values And Its Relationship With Ethics
- D) Family, Society, Education And Ethics

UNIT - IV: Quasi-Judicial Governance

- A) Administrative Tribunals
- B) National Water Tribunal
- C) National Green Tribunal

UNIT - V: Emerging Trends

- A) Local Bodies Ombudsman
- B) Protection Of Whistleblowers
- C) Women Protection: Criminal Law (Amendment) Act, 2013 (Nirbhaya Act)

Recommended Books:-

- Appleby Paul H(1952), Morality And Administration In Democratic Government, Baton Rouge, Louisiana State University Press
- Aradhe, Alok And G P Singh(2013), Principles Of Administrative Law , Lexisnexus.
- Barnwal SP(1993), Ethics In Work In India-Tradition In Relation To Man And Society, IIPA, New Delhi
- Bentham Jeremy(1948), Introduction To Principles Of Morals And Legislation, New York 1948
- Boulding Kenneth E (1968), Beyond Economics-- Essays In Society, Religion And Ethics, Ann Arbor
- Cane, Peter (2011) , Administrative Law, Oxford University Press, New York.
- Chapman Richard (Ed)(2000), Ethics In Public Service For The New Millennium, Aldershot, Ashgate
- Chkrabarty S K (1998), Values And Ethics For Organization- Theory And Practice –OUP, New Delhi

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PAPER-4-MBAPA-304- PUBLIC POLICY ANALYSIS

UNIT- I: Theoretical Perspectives

- A) Policy Cycle Framework
- B) Policy Process Network
- C) Political Feasibility

UNIT- II: Types Of Policy Analysis

- A) Empirical, Normative Policy Analysis
- B) Retrospective/Perspective Analysis
- C) Prescriptive And Descriptive Analysis

UNIT- III: Actors In Policy Analysis

- A) Government Institutions
- B) International Donor Agencies
- C) Multinational And Transnational Agencies
- D) Media And Civil Society

UNIT- IV: Techniques

- A) Cost Benefit Analysis
- B) Management By Objectives (MBO)
- C) Operations Research
- D) Programme Evaluation And Review Technique (PERT) & Critical Path Method (CPM)

UNIT- V: Constraints On Public Policy

- A) Economic Constraints On Public Policy
- B) Political Feasibility: Interests And Power
- C) Institutional Constraints On Policy
- D) Social And Cultural Factors: Constraining And Enabling Policy Reversals

Recommended Books:-

- Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
Ashford, Doug (Ed.), (1992), History And Context In Comparative Public Policy, Ithaca, NY: University Of Pittsburgh Press.
Bardach, Eugene (1977), The Implementation Game: What Happens After A Bill Becomes A Law, Cambridge, MA: MIT
Barker, Anthony, And B. Guy Peters (Eds.), (1993), The Politics Of Expert Advice: Creating, Using, And Manipulating Scientific Knowledge For Public Policy, Ithica, NY: University Of Pittsburgh Press.
Bergerson, Peter J. (Ed.), (1991), Teaching Public Policy: Theory, Research And Practice, Westport, RI: Greenwood Press
Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
Gerston Larry N.,(2004), Public Policy Making: Process And Principles, Armonk, M.E.Sharpe
Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.
Howlett, Michael, And M. Ramesh, (1995), Studying Public Policy: Policy Cycles And Policy Subsystems, OUP, Toronto.
Jay M. Shafritz (Ed) (1998), International Encyclopedia Of Public Policy And Administration, Westview Press

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PAPER-5-MBAPA-305- CIVIL SERVICES IN INDIA

UNIT - I: Civil Services: Concept And Evolution

- A) Concept, Significance And Evolution Of Civil Services
- B) Classification Of Civil Services (All India Services, Central Services, State Services And Local Services)
- C) Union Public Service Commission And Other Service Commissions

UNIT – II: Bureaucracy

- A) Concept Of Bureaucracy – Historical Evolution
- B) Civil Service: Neutrality And Commitment
- C) Relationship Between Politicians And Civil Servants

UNIT - III: Public Personnel Administration

- A) Recruitment: Methods And Significance
- B) Training Of Public Servants In India- Promotion System In India
- C) Disciplinary Procedure For Civil Servants

UNIT - IV: Civil Services-Citizenry Interface

- A) Civil Society And Administration
- B) Technology And Changing Nature Of Public Services
- C) Ethics And Accountability

UNIT V: Indian Civil Services: Major Issues

- A) Generalists And Specialists Controversy
- B) Civil Services In The Context Of Globalisation
- C) Civil Service Reforms- Ind ARC Recommendations

Recommended Books:-

Armstrong, Michael (2007), A Handbook Of Human Resource Management Practice, Kogan Page, London.

Aswathappa K. (2013), Human Resource Management: Text And Cases, McGraw Hill, New Delhi

Farazmand , Ali (1994), Handbook Of Bureaucracy, Taylor & Francis , New York.

Flippo Edvin B., (1976), Principles Of Personnel Management, McGraw-Hill

Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi

Government Of India, Second ARC, Tenth Report On ‘Refurbishing Of Personnel Administration’

Jack Robin, Et Al (Eds) (1994), Handbook Of Public Personnel Administration, Taylor & Francis, New York.

Jain, R.B.(1994). Aspects Of Personnel Administration, IIPA, New Delhi

Maheswari Sriram (2005), Public Administration In India: The Higher Civil Service, Oxford University Press, New Delhi

Naff , Katherine C., Norma M. Riccucci, (2014) ,Personnel Management In Government: Politics And Process(Seventh Edition), CRC, Taylor & Francis, New York.

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PAPER-6-MBAPA-306-LOCAL GOVERNANCE IN INDIA

UNIT - I: Introduction:

- A) Nature, Scope And Definitions Of Local Government**
- B) Philosophy And Significance Of Local Government**
- C) Historical Developments And Land Marks In The Growth Of Local Government**

UNIT – II: Theory Of Decentralization:

- A) Decentralization, Delegation: Deconcentration And Devolution**
- B) Elements Of Decentralization And Democratic Development**
- C) Hurdles For Decentralization And Trends Of Recentralization**

UNIT – III: Organization Structure:

- A) Structures Of Rural Local Government (73rd CAA)**
- B) Structures Of Urban Local Government (74th CAA)**
- C) Local Governments – Community Development, Economic Development And Environmental Development**

UNIT – IV: Accountability And Control

- A) Executive Control, Legislative Control And Financial Control**
- B) State And Local Government Relations**
- C) Human Resource Management At Local Level**
- D) Policy Analysis At Local Level**

UNIT – V: Issue Areas

- A) Functional And Financial Imbalance**
- B) Official And Non-Official Relationship**
- C) Reforms Process: Retrospect And Prospect**
- D) Local Governments In The Context Of Globalization**

Recommended Books:-

- A.S. Altekar (1958), State And Government In Ancient India. Motilal Banarsi Dass, Delhi.
- Abdul Aziz (Ed.), (1996), Decentralised Governance In Asian Countries, Sage Publications, New Delhi.
- B.D.S. Bhadouria And V.P. Dubey (1989), Panchayati Raj And Rural Development, Commonwealth Publishers, New Delhi.
- B.S. Khanna , (1992), Rural Development In South Asia Deep And Deep, New Delhi.
- B.S. Khanna, (1999), Rural Local Government In India And South Asia, Deep And Deep Publication, New Delhi.
- Danny Burns, Et. Al. (1994), The Politics Of Decentralisation: Revitalising Local Democracy Macmillan, London.
- George Mathew (1994), Panchayati Raj In India: From Legislation To Movement, ISS, New Delhi.
- Jain L.C, Et.Al (1986), Grass Without Roots: Rural Development Under Government Auspices, Sage, New Delhi

SEMESTER 4

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PAPER-1-MBAPA-401- COMPARATIVE PUBLIC ADMINISTRATION

UNIT I: Introduction:

- A) Nature, Scope, Characteristics And Importance Of Comparative Public Administration
- B) Evolution Of Comparative Public Administration
- C) International Comparative Public Administration
- D) Critique Of Comparative Public Administration

UNIT II: Approaches

- A) Bureaucratic Approach
- B) General Systems Approach
- C) Decision Making Approach
- D) Ecological Approach

UNIT III: CPA: Contributions Of F. W. Riggs

- A) Structural-Functional Approach
- B) Theory Of Prismatic Society
- C) Development Models

UNIT IV: Comparative Administrative Systems

- A) Classical Administrative System – France
- B) Developing Administrative System – India
- C) Developed Administrative Systems – USA And UK
- D) Modern Administrative Systems – Japan And Korea

UNIT V: Development Administration

- A) Nature, Scope And Elements Of Development Administration
- B) Goals And Challenges Of Development Administration
- C) Models Of Development Administration: Sustainable Development, Human Development & Inclusive Development

Recommended Books:-

- Ali Farazmand, (2001) Handbook Of Comparative And Development Public Administration, Marcel Dekker, NY.
- Esman, Milton J. (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 (5th Ed.). New York: Marcel Dekker.
- Heaphy, J. (1968). Comparative Public Administration: Comments On Current Characteristics. Public Administration Review, 28(3), 242-249.

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PAPER-2-MBAPA-402- SOCIAL WELFARE ADMINISTRATION

UNIT-1-Concept Of Social Welfare And Social Justice – Evolution And Scope Of Social Welfare Administration, Role Of Governmental Agencies.

UNIT-2-Women And Child Welfare Administration – Concept, Laws, Policies, Programmes And Administrative Machinery.

UNIT-3- Welfare Administration For Scheduled Caste's And Scheduled Tribe's – The Problems Of Categorization, Laws, Policies And Programmes And Administrative Machinery.

UNIT-4-Welfare Administration For Backward Classes And Minorities

UNIT-5-Welfare Administration – Concepts, Laws, Policies, Programmes, Administrative Machinery With Special Reference To Physically Challenged And Aged.

Recommended Books:-

S.L. Goel And R.H. Jain, Social Welfare Administration, Vol. I, Theory And Practice, Deep And Deep, New Delhi, 1998. 2. S.L. Goel And R.H. Jain, Social Welfare Administration, Vol. 2, Organization And Working, Deep And Deep, New Delhi, 1968. 3. The Central Social Welfare Board – A New Experiment In Welfare Administration, IIPA, New Delhi, 1961. 4. Reid E.W., Social Welfare Administration, Columbia University Press, New York, N.D. 5. Government Of India, Study Of Working Of Voluntary Agencies In Social Welfare, Planning Commission, New Delhi, 1978

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PAPER-3-MBAPA-403- GLOBALIZATION And PUBLIC POLICY

UNIT- I: Introduction

- A) Neo-Liberalism And Public Policy-New World Order
- B) Reforming Institutions: The State, Market And Public Domain
- C) Globalization Of Economic Activity

UNIT- II: Globalization And Public Policy: An Analytical Framework

- A) Interdependence: Challenges To External Sovereignty
- B) Globalization: Challenges To Internal Sovereignty
- C) Global Public Policy

UNIT- III: Pioneers In Global Public Policy

- A) Global Financial Markets
- B) Global Crime And Public Policy
- C) Trade In A Globalizing Industry

UNIT- IV: The New Bureaucracy

- A) Quality Assurance – New Occupation
- B) Organizations And Accountability
- C) Corporate Lobby Groups In The Policy Process

UNIT- V: Emerging Trends

- A) Learning Organizations
- B) Network Organizations
- C) Business Process Reengineering

Recommended Books:-

- Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston.Houghton
- Ashford, Doug (Ed.), (1992), History And Context In Comparative Public Policy, Ithaca, NY: University Of Pittsburgh Press.
- Bardach, Eugene (1977), The Implementation Game: What Happens After A Bill Becomes A Law, Cambridge, MA: MIT
- Barker, Anthony, And B. Guy Peters (Eds.), (1993), The Politics Of Expert Advice: Creating, Using, And Manipulating Scientific Knowledge For Public Policy, Ithica, NY: University Of Pittsburgh Press.
- Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision For Managing In Government, UCP, Berkeley, CA
- Bergerson, Peter J. (Ed.), (1991), Teaching Public Policy: Theory, Research And Practice, Westport, RI: Greenwood Press
- Birkland Thomas A., (2005), An Introduction To The Policy Process: Theories, Concepts, And Models Of Public Policy Making, Armonk; M.E. Sharpe
- Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
- Fischer, Frank, (1995), Evaluating Public Policy Chicago: Nelson Hall.
- John, Peter, (2012), Analysing Public Policy, 2nd Ed., Routledge, Taylor And Francis Group, London.

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PAPER-4-MBAPA-404- SOCIAL POLICY: STATE, MARKET AND SOCIETY

UNIT- I: Introduction

- A) State And Social Theory
- B) Classical And Contemporary Perspectives
- C) State, Government And Governance

UNIT- II: Social Justice

- A) Social Justice & Inclusion: Concept And Philosophy
- B) Exclusion And Denial: A Critical Inquiry
- C) Equity And Inclusion
- D) Affirmative Action And Inclusion: The Global Experience

UNIT- III: Social Development

- A) Policy For Inclusive Development: Growth With Equity
- B) Changing Norms Of Social Equity And Participation
- C) Social Participation: Issues Of Gender, Weaker Sections And Environment

UNIT- IV: Social Policies At Global Level

- A) Mdgs And HDI: The Global Targets
- B) Refugees And Migrants
- C) Human Trafficking

UNIT- V: Emerging Trends

- A) Growing Role Of Civil Society Organizations
- B) Democratic People's Struggles: Case Studies
- C) Ethical Concerns In Social Policy Making

Recommended Books:-

- Baldock John, Et Al, (2011), Social Policy, Oxford University Press.
Bochel , Hugh And Guy Daly (2014), Social Policy, Routledge.
Dev , Mahendra (2008), Inclusive Growth In India, Oxford Collected Essays.
Kennedy , Patricia (2013)Key Themes In Social Policy, Routledge.
Morales Daniel A. Gomez (1999), Transnational Social Policies, IDRC/CRDI
Miller , David (1976), Social Justice, Clarendon Press ,Oxford
Naila, Kabeer (2006), Social Exclusion And The Mdgs.The Challenge Of 'Durable Inequalities'
In The Asian Context, Institute Of Development Studies And Overseas Development Studies
Institute.
Sah , D.C. & Y. Sisodia (2004), Tribal Issues In India, Saujanya Books, Jaipur.
Sharma Arvind (2005),Reservation And Affirmative Action: Models Of Social Integration In
India And The United States, Sage.
Sen , Amartya (2009), The Idea Of Justice, Allen Lane & Harvard University Press.
Sen , Amartya (2000), Social Exclusion: Concept, Application And Scrutiny, Social
Development Papers No.1. Asian Development Bank.
Thorat, Sukhadeo & Narendra, Kumar(2008), In Search Of Inclusive Policy: Addressing Graded
Inequality, Rawat Publications, New Delhi & Jaipur.

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PAPER-5-MBAPA-405- PUBLIC POLICY: CASE STUDIES

UNIT- I: Introduction

- A) Importance Of Case Studies In Public Policy
- B) Case Study As A Representative Sample
- C) Building Theory From Case Studies

UNIT- II: Education Policy

- A) National Education Policy -1986
- B) Public Expenditure On Education In India
- C) Right To Education Act
- C) Corporatization Of Education System

UNIT- III: Economic Policy

- A) New Economic Policy Of 1991
- B) Liberalization And Growth Of Indian Economy
- C) Mixed Economy To Globalization - Impact

UNIT- IV: Protective Discrimination

- A) Democratization Of Power: Reservations
- B) Women Reservation's Bill
- C) Reservations In Corporate Sector

UNIT- V: ICT And Cyber Security

- A) National Policy On Information Technology 2012
- B) National Cyber Security Policy 2013
- C) Cyber Crime And Cyber Activism

Recommended Books:-

Agarwal, J. C. (2009), Education Policy In India, Neha Publishers & Distributors.

Anne O. Krueger , (2002), Economic Policy Reforms And The Indian Economy (Ed.), University Of Chicago Press, Chicago.

Bijoy Chandra Mohapatra (2013), Reservation Policy In India, Neha Publishers & Distributors.

Dev , Mahendra (2008), Inclusive Growth In India, Oxford Collected Essays.

Dube , Akhilesh (1997), Commercialization Of Education In India: Policy, Law, And Justice, A.P.H. Pub. Corp.

Esharenana E. Adomi, (2010), Frameworks For ICT Policy: Government, Social And Legal Issues, IGI Global Snippet.

Government Of India, National Cyber Security Policy, 2013.

Government Of India, National Policy On Information And Communication Technology, 2012.

Kim J. Andreasson , (2011), Cybersecurity: Public Sector Threats And Responses, CRC Press, Taylor And Francis Group, Boca Raton.

P. T. Bauer, (2011), Indian Economic Policy And Development, Routledge, New York.

Ram Ayodhya Singh (2012), Caste Based Reservation Policy And Human Development In India, Globus Press.

S. K. Modi (2013), Discrimination Caste System And Reservation Policy Of Modern India, Neha Publishers & Distributors

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PAPER-6-MBAPA-406- E - GOVERNANCE

UNIT- I: Introduction

- A) Governance In Digital Age (Introduction Of Icts In Administration, Technological Adaptation, Reorganization Of Administrative Structures And Institutions)
- B) Meaning, Scope And Importance Of E-Governance (Meaning, Definitions, Scope, And Importance Of E-Governance)
- C) Evolution Of E-Governance (Evolution Of Computer And Internet – Application To Administrative Systems)

UNIT – II: Concepts

- A) Theories Of E-Governance (Six Perspectives And Six Theories)
- B) Models Of E-Governance (The General Information Dissemination Model, The Critical Information Dissemination Model, The Advocacy Model, The Interactive Model)
- C) National E-Governance Plan

UNIT – III: Applications

- A) E-Governance In Rural Development
- B) E-Governance In Urban Administration
- C) E-Governance In Economic Development

UNIT – IV: Cases

- A) E-Literacy: Akshaya In Kerala
- B) Electronic Citizen Services: A Comparative Outlook
- C) Digitalization Of Land Records Administration: Bhoomi In Karnataka
- D) Automizing District Administration: The E-District Project

UNIT– V: Issues

- A) E-Readiness
- B) Digital Divide (Gender, Geographical, Economical, Social And Political)
- C) E-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature Of PPP Models)
- D) E- Governance: Issues And Challenges (Resistance To Change, Laws, Skills, Competency, Capacity Building, Adaptation Of Technology And Administrative Reforms)

Recommended Books:-

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.

Bouwman, Harry, And Et.Al., (2005), Information And Communication Technology In Organisations, Sage Publications, London.

Heeks, R. (2006) Implementing And Managing Egovernment: An International Text, Sage

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