

Devi Ahilya University, Indore
School of social science

**Master of Business Administration in
Public Administration and Policy
(Syllabus)
2020-2022**

Syllabus



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

SEMESTER-1

Sr. No.	Paper Code	Nomenclature of Paper	Credits
Core I	SS5F-501	Theories and Principal of Public Administration	4
Core II	SS5F-503	Introduction to Public Policy, Concepts and Models	4
Core III	SS5F-505	Essentials of Management	4
Soft Skills	SS5F-521	Social Communication & Personality Development	3
Skill Development	SS5F-523	Computer Application	3
Ability Enhancement	SS5F-525	Industry Academia Interface	4
Virtual Credit	SS5F-551	Comprehensive Viva Voce	4
		Total	26

SEMESTER-2

Sr. No.	Paper Code	Nomenclature of Paper	Credits
Core I	SS5F-502	Public Administration in India	4
Core II	SS5F-504	Economic Policy and Policy Analysis	4
Core III	SS5F-506	Development Administration	4
Elective Discipline Centric	SS5F-522	Law Ethics and Governance	3
Ability Enhancement	SS5F-524	Research Methodology	3
Ability Enhancement	SS5F-526	Industry Academia Interface	4
Virtual Credit	SS5F-552	Comprehensive Viva Voce	4
		Total	26

SEMESTER-3

Sr. No.	Paper Code	Nomenclature Of Paper	Credits
Core I	SS5F-601	Administrative Thinkers	4
Core II	SS5F-603	State and Social Welfare Administration with special reference to MP	4
Elective Generic	SS5F-621	Personnel Administration	4
Elective Generic	SS5F-623	Financial Administration	3
Ability Enhancement	SS5F-625	Industry Academia Interface	4
Ability Enhancement	SS5F-627	Summer Internship Report and Presentation	3
Virtual Credit	SS5F-651	Comprehensive Viva Voce	4
		Total	26

SEMESTER-4

Sr. No.	Paper Code	Nomenclature Of Paper	Credits
Core I	SS5F-602	Comparative Public Administration	4
Core II	SS5F-604	Social Policy, State, Market And Society	4
Core III	SS5F-606	E-Governance	4
Elective Discipline Centric	SS5F-622	Disaster Management	3
Elective Generic	SS5F-624	Elective Generic from other department/MOOC	3
Ability Enhancement	SS5F-626	Industry Academia Interface with MRP (based on Public Policy and Administration)	4
Virtual Credit	SS5F-652	Comprehensive Viva Voce	4
		Total	26

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 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

Learning Outcomes: After completion of this paper students will be able to:

- Discuss the major theories and concepts of Public Administration and its subfields.
- Discuss and evaluate the institutional structure and processes of the major national, state, and local political and Administrative institutions of policy making.
- Identify and describe the major theories of public organizations, and bureaucratic behavior.

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.

Introduction to Public Policy, Concepts and Models

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

Policy Making Process

UNIT 2: Approaches/ Theories to Public Policy

- a) Institutional approach and New Institutionalism
- b) Group theory
- c) System Approach
- d) Elite theory
- e) Public choice Approach
- f) Rationalistic Model

UNIT 3: Models of Public Policy

- a) John Rawls: A Theory Of Justice
- b) Harold Lasswell : Policy Sciences
- c) William Niskanen: Budget Maximizing Model

UNIT 4: Policy designs in India

- a) Environmental policy
- b) Education policy
- c) Health policy
- d) Social policy

Learning Outcomes: After completion of this paper students will be able to

- Making policy draft related to various fields. Based on various models of public policy making.
- participate as a civically engaged member of society;
- use electronic and traditional library resources to research key local, state, national and international policy issues and present results;

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.

ESSENTIALS OF MANAGEMENT

Course Objective: This subject enables the students to understand the basics of Management, formulation of strategy and various other concepts.

Learning Outcome: After completion of this unit students will be able to:

- Understand Concept of management
- Learn about strategic planning
- Discuss role of different types of leadership style
- Aware about communication barrier in management

UNIT I: Introduction to 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 II: Strategic Management and Planning

Planning- Objective of planning, planning process, Types of planning, Types of plans, Corporate planning, Management by Objective, Decision-making- types, process & techniques, making decision effective. Business policy and strategic management, basic steps in strategic management process

UNIT III: Organising and Staffing

Nature and purpose of organising, Organization structure: Formal and informal groups/Organization, Centralization and Decentralization.

Meaning and concepts of staffing, Nature & Scope of Staffing, Process of staffing

UNIT IV: Communication, Directing and Controlling

Concept and Definition, Process of communication and role of communication in Management

Meaning of Directing: Principles of Direction, issuing order / instruction.

Controlling: Concept, Definition, Basic control process, Different control techniques, Management by exception

UNIT V: Organizational Behaviour: Concept and Significance; Relationship between management and organisational behaviour; Attitudes; Perception; Learning; Personality, Motivation: Process of motivation; Theories of motivation, Leadership: Concept; Leadership styles; Theories of leadership, Organizational culture,

References:-

1. Management & Organizations Behaviour — by Paul Hersey & Ken Blanchard
2. Essentials of Management — by Koontz & O'Donald
3. Human Behavior at Work— by Kaith Devis
4. Organizational Behavior— by Robbin

SOCIAL COMMUNICATION & PERSONALITY DEVELOPMENT

Course Objective: This subject enables the students to understand the basics of business communication, Drafting letter and various other concepts.

Learning Outcome: After completion of this unit students will be able to:

- Understand Concept of Communication
- Learn about forms of communication
- Discuss role of different types of letter style
- Aware about communication barrier
- Give Presentation and interview

UNIT I

Defining Communication, Process of communication, Principles of effective communication, importance and objectives of business communication, Physical, Mechanical and Psychological barriers to communication.

UNIT II

Communication Channels, Types of Communication: Verbal, Non-verbal, Formal, Informal, Internal, External, communication networks, Effective listening – types and Essentials of effective listening, Development of intrapersonal and interpersonal skills for Personal effectiveness.

UNIT III

Oral Communication Oral communication: What is oral Communication – principles of successful oral communication, 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 IV

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,

UNIT V

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.

References:

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
4. Essentials of Business Communication – Rajendra Pal, Sultanchand Publication, 2000
5. Business Communication-- R.K.Madhurkar, Vikas Publishing House Pvt. Limited, Latest

COMPUTER APPLICATIONS

Course Objective: This subject enables the students to understand the theory and practical aspect of computer applications.

Learning Outcome: After completion of this unit students will be able to:

- Understand basic computer fundamentals.
- Learn about resources of computer.
- Discuss role of operating system
- Proficient in operating MS Word, MS Excel ,MS PowerPoint.
- Able to access Internet
- Learn about various latest technologies.

Unit I - Anatomy of computer, operating system concepts, hardware, software concepts & terminology, networking--- definition, types, applications, Introduction to GUI.

Unit II - Introduction to MS-Office— MS Word: creating documents, formatting features, standard toolbar, text formatting, header & footer, mail-merge, macro, insertion of files & pictures.

Unit III - MS-Excel :Construction of worksheet and inserting data according to its characteristics, creation of charts and graphs .Use of statistical tools including measures of central tendency, coefficient of correlation and regression.

Unit IV - MS- Power point – Create power point presentation with the help of different presentation styles, editing slides, various views of PowerPoint presentation, insertion of chart and pictures, animation and transition effects, creation of photo album.

Unit V- Internet basics& Applications—Internet & its uses, Intranet & Extranet, web pages, websites, web servers, web browser, internet domains, URL's, IP address, search engines.

Unit VI - Introduction to IT and its development – Virtual reality, GPS, GIS, Mobile technology – 1G, 2G, 3G, 4G. Wi-Fi, Bluetooth.

Recommended Books:

- 1.Pradeep K.Sinha. Priti Sinha Computer Fundamentals, Fourth Edition, BPB Publications.
- 2.Rajaraman , V ,Fundamentals of Computers , Prentice Hall of India , New Delhi .
- 3.Techniques and Applications, Prentice Hall, Englewood Cliffs, NJ.
- 4.Wood, M.B., Introduction Computer Security, Broadman Associates, Delhi.
- 5.Sushila Madan , Information technology by, Taxmann allied services (P) Ltd.
- 6.Ramesh Behl :Information technology for management by, Tata McGraw Hill education Pvt. Ltd.

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

Learning Outcomes: After completion of this paper students will be able to:

- To understand the historical evolution and socio-economic, political, cultural and global context of Indian Administration;
- To identify the transformative role of Indian Administration;
- To make out the multi-dimensionality of problems and processes of Indian

Administration;

- To understand the form and substance of Indian Administration;

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,

ECONOMIC POLICY AND POLICY ANALYSIS

Unit-I

Economic development and Economic Planning
Planning Machinery in India
Planning Machinery in state level
Economics Policy
Public Enterprises in India: Evolution and Types
New Trends in Economic Field

Unit-II

Theoretical Perspectives

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

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

Learning Outcomes: After completion of this paper students will be able to

- clearly and with purpose on issues of management, administration and public policy;
- analyze administrative and policy problems and formulate policy options;
- Demonstrate critical thinking, including the ability to form an argument, detect fallacies, and marshal evidence, about key issues of public policy and administration.

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

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;

UNIT -2 Sustainable Development- concept, Basic Principals, SDG AGENDA 2030, SDG implementation in India, NITI Aayog

UNIT-3- Bureaucracy and Development Administration: Role of Bureaucracy In Plan Formulation And Its Implementation.

UNIT-4. World bank, WHO, IMF, OECD, ADB

Learning Outcomes: After completion of this paper students will be able to:

- understand the historical evolution and socio-economic, political, cultural and global context of Administration;
- identify the role of development Administration;

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. Saprú, 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. Irwing, Swndlow (Ed.), Development Administration: Concepts And Problems, Syracuse: NY Syracuse University Press, 1963. 10. Preeta Joshi, Vikash Prashashan, RBSA, Jaipur, 1991. 11. Gabriel Almond And G.B. Well, Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New Delhi, 1976

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)

Learning Outcomes: After completion of this paper students will be able to:

- student should acquire a solid command of relevant theories of governance and a comprehensive understanding of the notion of multilevel governance as a theoretical concept
- Students should possess basic skills and competences to analyze contemporary politics.

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 , Lexisnexis.

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

Research Methodology-Qualitative and Quantitative

Unit 1-Introduction to Research: Meaning and definition of research; scope and importance of research; Types of research, The process of research, Research problem and objective formulation, types of variables, Research applications in social, psychological, political, and business sciences; Features of a Good research study,

Unit 2 Data source and data structure and Sampling:

Types and methods of Primary and secondary data collection, Review of Literature, qualitative and quantitative data, Survey method----sampling and sampling methods

Unit 3: Measurement and Scaling, Classification and presentation of data through charts, frequency distribution and graphs, Correlation and Regression

Unit 4: Hypothesis and hypothesis testing for large and small sample, t-test, z-test, Chi-square test

Unit 5: Report writing , Synopsis Writing and ethics in research

Note: Students can refer more models for extra learning

Recommended Books;-

Brent Edward E., Jr. Ronal 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.

Administrative Thinkers

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

Learning Outcomes: After completion of this paper students will be able to:

Ability to summarize and explain difficult ideas and concepts. Ability in writing that reflects careful attention to language, logic, and subtleties of reasoning. Ability to write philosophical essays that have coherent theses and reasonable supporting arguments. Ability to understand reality from different perspectives and thus to understand that different people will define issues in different ways.

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

State and Social Welfare Administration with special reference to MP

UNIT 1- Planning administration at the state level in Madhya Pradesh, plan formulation implementation, monitoring and coordination.

UNIT 2 - Secretariat-Directorate relationship; state secretariat Organization and its working ; Departments and function Cabinet secretariat ; Role of chief secretary

UNIT-3- Concept Of Social Welfare And Social Justice – Evolution And Scope Of Social Welfare Administration, Role Of Governmental Agencies. Women And Child Welfare Administration – Concept, Laws, Policies, Programmes And Administrative Machinery.

UNIT-4-Welfare Administration – Concepts, Laws, Policies, Programmes, Administrative Machinery With Special Reference To Physically Challenged And Aged.

Learning Outcomes: After completion of this paper students will be able to:

- Resolve Administration Health Organization subjects and Social Welfare.
- Analyse and use procedures for the promotion of Social Welfare.
- Prepare, comment and present data that they have designed and collected.
- Approach with professionalism rules and values that govern the Social Welfare.

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

PERSONNEL ADMINISTRATION

UNIT1: Personnel administration Meaning, nature, scope of public personnel administration, meaning of HRM, difference between HRM & Personnel Management, importance of human resource development.

Unit: 2 Man power planning Definition, need, objectives, Methods of man power planning, Process, Manpower plan components, limitations of Man power planning, classification of civil services (rank and position based).Employer-employee relations, problems and right to strike of union.

Unit 3 Recruitment, Selection Meaning, objectives & factors affecting Recruitment, Theories regarding Recruitment, Methods of recruitment steps on recruitment process, Nature and importance, difference between recruitment and selection & steps in selection process, Placement, Induction, promotion and transfer.

Unit 4: Training and Development Meaning, Nature and importance of training and development Training process, how training needs is identified, Methods of training, Effectiveness of training programme.

Performance Appraisal Meaning nature, importance & Purpose of Performance Appraisal, Methods of Performance Appraisal, Challenges and legal issues in Performance appraisal. Promotion, transfer and demotion. Job satisfaction, job Enrichment, Job empowerment.

Unit 5: Wages and salary Administration Objective of wages and salary administration, principles of wage and salary administration Different components of wage and salary administration, Theories of wages, Factors that influence wage and salary, retirement benefits. **Employee Safety and Health** Meaning and importance of employee health, occupational Hazards and diseases, Industrial accidents and industrial injury, Safety programme/ Measures and Statutory provision for industrial health.

Unit 6: Grievance Mechanism Grievance Handling Procedure, Objective, and benefits. Moral and administrative ethics

Learning Outcomes: After completion of this paper students will be able to-

- Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
- Facilitate and support effective employee and labour relations in both non-union and union environments.

\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

ELEMENTS OF FINANCIAL ADMINISTRATION

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).

Learning Outcomes: After completion of this paper students will be able to:

- knowledge of economics and accounting in addition to finance
- demonstrate the ability to organize, analyze and draw appropriate conclusions from financial information
- apply foundation knowledge and skills necessary to identify problems and generate feasible alternatives

- demonstrate the ability to apply financial information to recommend and justify solutions to financial problems

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

COMPARATIVE PUBLIC ADMINISTRATION

UNIT I: Introduction: Nature, Scope, Characteristics And Importance Of Comparative Public Administration , Evolution Of Comparative Public Administration

UNIT II: Contributions Of F. W. Riggs

- A) Structural-Functional Approach
- B) Theory of Prismatic Society
- C) Revised Prismatic Theory

UNIT III: Comparative Administrative Systems -I

Classical Administrative System – France
Developing Administrative System – India

UNIT IV: Comparative Administrative Systems -II

Developed Administrative Systems – USA And UK
Modern Administrative Systems – Japan

Learning Outcomes: After completion of this paper students will be able to:

- The students understand the basic principles of Politics including governing institutions and branches, political wings and organizations,
- Study political behavior and the operation of government at both the national and state levels.
- Understanding government and politics in a comparative perspective
- Understand government and politics in a global context.

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.

Heaphey, J. (1968). Comparative Public Administration: Comments On Current Characteristics. Public Administration Review, 28(3), 242-249.

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

Learning Outcomes: After completion of this paper students will be able to:

- Describe the broad history, features and developments of social policy
- Explain the development and consequences of key national policy interventions
- Identify and evaluate the diverse ethical and ideological positions informing Australian social policy developments
- Explain how and why social policy interventions have adopted particular interpretations and traditions

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.

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 , E-Literacy

UNIT – III: Applications

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

UNIT – IV: Issues

- A) E-Readiness
- B) Digital Divide (Gender, Geographical, Economic, 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)

UNIT– V: Techniques of Governance & E-Governance

- A) Openness and Transparency
- B) Citizen Charter
- C) Social Audit
- D) Information & Communication Technology

Learning Outcomes: After completion of this paper students will be able to:

- understand the concept of e-government, and the associated benefits and drawbacks
- understand how a relational database differs from a flat database, including the function and construction of a joining tabl

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 .

Disaster Management

Unit-1 Disaster Management: Meaning, Concepts, Principles, Scope, Objectives and Approaches Elements of Disaster Management

Unit-2 Disaster Mitigation: Hazard Assessment, Vulnerability Assessment, Risk Assessment, Protective Measures and Public Information Disaster Preparedness: Disaster Plan. Damage Inspection. repair and Recovery Procedures, Communication and Control Centers. Disaster Forecasting, Warning and Prediction.

Unit-3 Disaster Relief: Rapid Damage Assessment, Search and Rescue Operations, Evacuation and Shelter, Food and Medical Supply, Mass Media Coverage, Relief Aid, Maintaining Public Order Reconstruction Planning: Meaning and Significance, Economic and Social Rehabilitation.

Unit-4 National Agencies: Disaster Management Cell (Ministry of Home Affairs, Govt. of India) , National Civil Defense Organization, Bharat Scouts and Guides.

Unit-5

- .National Center for Disaster Management
- .National Institute of Disaster Management
- .United Nations office for Disaster Risk Reduction (UNISDR)
- .Hyogo Framework for Action (HFA)
- .United Nations Disaster Management Team (UNDMT)

Recommended Books;-

- R.B.Singh (Ed) Environmental Geography, Heritage Publishers New Delhi,1990
- Savinder Singh Environmental Geography, Prayag Pustak Bhawan, 1997
- Kates,B.I & White, G.F The Environment as Hazards, oxford, New York, 1978
- R.B. Singh (Ed) Disaster Management, Rawat Publication, New Delhi, 2000
- H.K. Gupta (Ed) Disaster Management, Universiters Press, India, 2003
- R.B. Singh, Space Technology for Disaster Mitigation in India (INCED), University of Tokyo, 1994
- Dr. Satender , Disaster Management t in Hills, Concept Publishing Co., New Delhi, 2003
- A.S. Arya Action Plan For Earthquake,Disaster, Mitigation in V.K. Sharma (Ed) Disaster Management IIPA Publication New Delhi, 1994

R.K. Bhandani An overview on Natural & Man made Disaster & their Reduction
,CSIR, New Delhi

M.C. Gupta Manuals on Natural Disaster management in India, National Centre
for Disaster Management,IIPA, New Delhi, 2001