

# **SYLLABUS & PROGRAMME STRUCTURE**

**M. A.**

**in**

**Public Administration**

**(Choice Based Credit System)**

(Effective from the Academic Session 2017-2018)

**DEPARTMENT OF PUBLIC ADMINISTRATION  
MAHARAJA BIR BIKRAM UNIVERSITY  
AGARTALA, TRIPURA: 799004**

### **Rules for the Semester Course**

- The M.A. Programme in Public Administration consists of 4 courses in every Semester spreading a total of 16 courses over 4 semesters in 2 years.
- In the First Three Semesters, all courses are compulsory. In the Fourth Semester the Department offers Specialisation in Public Policy and Developmental Studies. Students shall have to opt any one Specialisation.
- In the Fourth Semester, few Students (maximum 2 Students will be allotted to one Supervisor) may opt for Project Course and shall have to submit one Project on a topic as determined by the concerned Supervisor. Other few students may opt for Internship and shall have to submit a Report on the concerned Internship. And other Students shall have to opt for one Theoretical Course.
- Each Course is divided into 4 Units and carries 10 Marks in Internal Assessment and 40 Marks in the End semester Examination.

Note: The number of Specialisation to be offered to the Students in the Fourth Semester shall be Subject to availability of Teachers in the Department.

**PROGRAMME STRUCTURE**

**First Semester**

<b>Course Code</b>	<b>Title of the Course</b>	<b>Internal Assessment</b>	<b>Semester End</b>	<b>Total Marks</b>	<b>Credits</b>
PA-101	Theories of Public Administration	10	40	50	4
PA-102	Public Administration and Democracy	10	40	50	4
PA-103	Indian Administration	10	40	50	4
PA-104	Public Administration in Tripura	10	40	50	4

**Second Semester**

<b>Course Code</b>	<b>Title of the Course</b>	<b>Internal Assessment</b>	<b>Semester End</b>	<b>Total Marks</b>	<b>Credits</b>
PA-201	Comparative and Development Administration	10	40	50	4
PA-202	Administrative Thought	10	40	50	4
PA-203	Financial Administration	10	40	50	4
PA-204	Public-Personnel Administration	10	40	50	4
PA-205	Indian Political System: Constitution and Institutions (Choice Based/Minor)	10	40	50	4

**Third Semester**

<b>Course Code</b>	<b>Title of the Course</b>	<b>Internal Assessment</b>	<b>Semester End</b>	<b>Total Marks</b>	<b>Credits</b>
PA-301	Public Policy: Concept, Theories and Issues	10	40	50	4
PA-302	Research Methodology	10	40	50	4
PA-303	Human Resource Administration	10	40	50	4
PA-304	Environmental Administration	10	40	50	4
PA-305	Administrative Laws and Office Management (Choice Based/Minor)	10	40	50	4

**Fourth Semester**

<b>Course Code</b>	<b>Title of the Course</b>	<b>Internal Assessment</b>	<b>Semester End</b>	<b>Total Marks</b>	<b>Credits</b>
PA-401	Public Policy-I: Social Policy and Planning for Social Development	10	40	50	4
PA-402	Public Policy-II: Health and Education Policy in India	10	40	50	4
PA-403	Public Policy-III: Tribal Policy in India with Special Reference to North East India	10	40	50	4
PA-404	Public Policy-IV: Public Policy in Tripura	10	40	50	4

**PA-101**

**Theories of Public Administration**

Unit-I

1. Public Administration: Meaning, Nature, Evolution and Significance of Public Administration as a Discipline.
2. New Public Administration; New Public Management.
3. Emerging Issues in Public Administration: Feminism and Post Modernism.

Unit-II

4. Classical Theory, Scientific Management Theory and Public Choice Theory
5. Human Relations Theory (Elton Mayo and Others)
6. Behavioural and Systems Approaches.

Unit-III

7. Bureaucratic Theory: Max Weber and Karl Marx.
8. Bureaucracy in Policy Formulation-Bureaucratic Dysfunctions;
9. Motivation: Concept, Theories- Needs Hierarchy (Maslow's Theory)

Unit-IV

10. Globalisation: Concept, Impact of Globalisation on Public Administration.
11. Globalization and Good Governance and E-Governance; Impact of Globalisation on Administration in Developing Countries.
12. Ethics and Public Administration

**Recommended Books:**

- Bidyut Chakrabarty, *The Governance Discourse: A Reader* (Hardcover), Oxford University Press, 2008.
- F.Marini, *New Public Administration*, New York, Wilay, 1976.
- G.E. Caiden, *Dynamics of Public Administration: Guidelines to Current Transformation in Theory and Practice*, New York, Holt, 1971.
- J. Perry *Hand Book of Public Administration*, Jossey Bass, San Francisco, 1989.
- James W.Fesler, *Public Administration: Theory and Practice*, Englewood Cliffs, N.O. Prentice-Hall, 1990.
- M.P.Sharma, *Public Administration: Theory and Practice*, Allahabad, KitabMahal, 1990.
- M.R.Biju, *Good Governance and Administrative Practices*, N.Delhi, Mittal Publications, 2007.
- Mohit Bhattacharya, *New Horizons of Public Administration*, New Delhi, Jawahar Publishers and Distributors, 2001.
- Mohit Bhattacharya, *Public Administration: Structure, Process and Behaviour*, Calcutta, The World Press, 1991.
- Mohit Bhattacharya, *Public Administration: Structure, Process and Behaviour*, Calcutta, World Press, 1987.
- N. Henry, *Public Administration and Public Affairs*, New Delhi, Prentice Hall, 1999.
- Nicholas Henry, *Public Administration and Public Affairs* (paperback) Prentice-Hall Of India Private Limited 2006.
- P.R. Dubhashi, *Administrative Reforms*, B.R. Publishing Corporation, New Delhi 1986.
- P.R. Dubhashi, *The Profession of Public Administration*, (Pune, Subhadra, Saraswat), 1980.
- R.T. Golembewski, *Public Administration as a Developing Discipline: Perspectives on Past, Present and Futures*, New York, Marcel Dekker, 1977.
- Rumki Basu, *Public Administration, Concepts and Theories*, New Delhi, sterling Publishers Pvt Ltd, 2008.
- Susheela Kaushik, (Ed.), *Public Administration: An Alternative Perspective*, New Delhi, Ajanta International, 1984.
- Uma Medury, *Public Administration in the Globalisation Era: The New Public Management Perspective* Orient Blackswan, New Delhi, 2010.

**PA-102**

**Public Administration and Democracy**

Unit-I

1. Public Administration and Democracy: Meaning and Nature
2. Democratic Theories
3. Functions and Tools of Democratic Governments

Unit-II

4. Political Institutions and Public Administration
5. Administrative Organisation; Judicial Institutions: Towards Reforms
6. The Public in Public Administration: People's Participation and Representation

Unit-III

7. Decision Making,
8. Policy Process and Implementation: Diversity and Performance
9. Ethics of Bureaucratic Responsibility.

Unit-IV

10. Governance: Three Sectors Influencing Policy-Government, Private and Non-Profit.
11. Accountability and Transparency: Evolving Democratic System; Administrative Reforms.
12. Decentralisation and Local Autonomy: Participatory Governance.

**Recommended Books:**

- C. B. Macpherson, *Democratic Theory: Essays in Retrieval*, Oxford University Press, 2014.
- Carole Pateman, *Participation and Democratic Theory*, Cambridge University Press, 1975.
- Frederick C. Mosher, *Democracy and the Public Services*, Oxford University Press, 1982
- Jean-Michel Eymeri-Douzans and Jon Pierre, *Administrative Reforms and Democratic Governance*, Routledge, 2011.
- Jurgen Grote and Bernard Gbikpi, *Participatory Governance: Political and Societal Implications*, Leske+Budrich, 2002.
- Purnendu Sekhar Das (ed.) *Decentralized Planning and Participatory Rural Development*, Delhi: Impact Publisher and Distributors, 2005.
- Richard C Box, *Democracy and Public Administration*, Omaha: University of Nebraska, 2006.
- William T Gormley and Steven J Balla, *Bureaucracy and Democracy: Accountability and Performance*, CQ Press, 2012.

PA-103

### Indian Administration

#### Unit-I

1. Administrative System at the Advent of British Rule: Mauryan and Gupta Administration; Major Characteristics & Structure of Moghul Administration.
2. British Administration: The Nature of Administration of the East India Company; The Indian Councils Acts; The Government of India Act, 1935.
3. Administration in Independent India: Parliamentary Democracy; Federalism.

#### Unit-II

4. Powers of Central Government: Working of Political Executive, President and Prime Minister; Prime Minister's Office and Cabinet Secretariat.
5. Central Secretariat: Organisation and Functions.
6. Control over Indian Administration: Parliamentary and Judicial Control, Delegated Legislation in India.

#### Unit-III

7. Union Public Service Commission: Evolution, Composition and Functions of UPSC.
8. All India Service and Central Services, Training, Promotion of Civil Servants.
9. Lokpal and Lokayukta

#### Unit-IV

10. Economic Planning in India: Concept, Features and Evolution; Role of Finance Commission.
11. NITI Aayog and National Development Council of India: Composition, Functions and Role.
12. Budget in India: Concept, Formulation, Enactment and Execution.

**Recommended Books:**

- A.S. Upadhyaya (ed.) *Electoral Reforms in India*, Concept Publishers, New Delhi, 2005.
- Avasthi and Avasthi, *Indian Administration*, Agra: LaxmiNarain Agarwa, 1992.
- C.P. Bhambri, *Bureaucracy and Politics in India*, Delhi, Vikas Publications, 1971.
- D. D. Basu, *Introduction to the Constitution of India*, Wadhwa Publications, Nagpur, 2003 *IIPA, Organisation of the Government of India*, New Delhi.
- D.D. Nanda, *Municipal Administration in India*, Ganga Kaveri Publishing House, Varanasi, 1998.
- Gyani Kapoor, *The Chief Minister: As An Administrator*, Jaipur, Arihant Publication, 1991.
- Meena Sogani, *The Chief Secretary in India*, New Delhi, Associated, 1997.
- O.P.Dwivedi and R.B.Jain, *India's Administrative State*, Delhi, Geetanjai Publishing House, 1995.
- R.B.Jain, *Contemporary Issues in Indian Administration*, Delhi, Vishal, 1996.
- R.K. Arora, and R. Goyal *Indian Public Administration*, Vishwa Prakashan, New Delhi 2002.
- Ramesh K.Arora (Ed.) *Administrative Change in India*, Jaipur, Alekh Publishers, 1994.
- S. Mishra *Changing Pattern of District Administration*, Mittal Publication, New Delhi, 1996.
- S.R. Maheshwari, *Evolution of Indian Administration*, Agra, Lakshmi Narain Aggarwal, 1970.
- S.R. Maheshwari, *Indian Administration*, Orient Longman, New Delhi 2000.
- S.R. Maheshwari, *Local Government in India*, Laxmi Narain Agrawal, Agra, 2003
- S.R. Maheshwari, *State Governments in India*, Macmillan India Ltd., New Delhi, 2000

PA-104

### Public Administration in Tripura

#### Unit-I

1. Salient Features and Evolution of Manikya Administration in Tripura
2. British Relation with Tripura and its impact on the Administration.
3. Steps of Modernization in Tripura Administration- A Review of Monarchical Administration.

#### Unit-II

4. Merger of Tripura with Indian Union and Administrative Issues.
5. Constraints to Development of administration in Tripura-Consequences *in* Post Independent Period and Trends of Development.
6. Administrative Reforms in Tripura- Past and Present Scenario.

#### Unit-III

7. Tripura Public Service Commission: Evolution, Composition and Function.
8. Policy of Recruitment-Training and Service Conditions.
9. State Secretariat: Organisation and Functions-Role of Chief Secretary, Directorates and their Functions.

#### Unit-IV

10. Village Administration in Tripura: Types and Evolution; District Administration: District Magistrate and Block Development Officer.
11. Urban Development and Administration: AMC: its Composition and Functions- Role of Urban Local Bodies in Tripura
12. TTAADC and Village Committee in Tribal Areas

**Recommended Books:**

- D.K. Choudhury, (ed). *Administrative Report of the Political Agency, Hill Triperah, 1877-1878*, Agartala, 1996.
- Directorate of Education, Government of Tripura, *Tripura Gazette Sankalan*, Agartala, 1976.
- Hirendra Kumar Sur, *British Relations with the State of Tripura, 1760-1947*, Book Depot, Calcutta, 1986.
- Jagadish Gon Choudhuri, *Tripurar Itihas*, Agartala, 2000.
- Kailash Chandra Singha, *Rajmala*, Saraswati Press, Calcutta, 1896.
- Mahadev Chakraborti, (ed)., *Administrative Report of Tripura State 1994-1996*, 4 Vols., New Delhi.
- Mahadev Chakraborti, et. al, *Rajmala*, Barnamala Prakashani, Agartala, 1986.
- Nityananda Das *Grassroot Democracy and Panchayati Raj in Tripura*, Prograssive Publishers, Kolkata 2012.
- Vijay Hansaria, *Sixth Schedule to the Constitution*, New Delhi: Universal Law Publishing, 2001.

**PA-201**

**Comparative and Development Administration**

**Unit-I**

1. Comparative Public Administration: Concept, Nature, Scope, Evolution and Significance.
2. Development Administration: Concept, Nature, Scope, Evolution and Significance.
3. Characteristics of Administration in Developed and Developing Countries.

**Unit-II**

4. Theories and Approaches to the study of Comparative Public Administration
5. (a) Riggs Model, (b) Montgomery and (c) Ferrel Heady
6. Bureaucracy and Development Administration- Role of Bureaucracy in Plan Formulation and its Implementation.

**Unit-III**

7. Comparative Analysis of Administrative Systems: Salient Features of Administrative Systems of UK, USA, PRC and India.
8. Comparative Study of Political Executives of UK, USA, PRC and India
9. Control Mechanisms over Administration in UK, USA, PRC and India.

**Unit-IV**

10. Comparative Analysis of Role of Bureaucracy, Political Parties, Pressure Groups in UK, USA, PRC and India.
11. Citizen and Administration: Machinery for Redressal of Citizens Grievances in UK, USA, PRC and India.
12. People's Participation in Development: UK, USA, PRC and India

**Recommended Books:**

- Almond, G.A. and G.B. Powell Jr. *Comparative Politics: A Development Approach*, New Delhi, Amerind Publishing Company, 1966.
- Arvind K. Sharma & Indu Sharma, (*Inducing Client Focus in Bureaucracy: The Citizen Charter in India*), IIPA, New Delhi, 2002.
- B. Stone, (*Administrative Accountability in the Westminster Democracies: Towards a new conceptual framework*), *Governance*, 8(4), Oct., 1995.
- Brahmdeo Sharma, (*Sahbhagita, Vikendrikaran auk Vikas*), IIPA, New Delhi, 1997
- D. Wilson and C. Game, *Local Govt. in the United Kingdom*, Palgrave, Basing stoke, 2002.
- Ferrel Heady, *Public Administration: A Comparative Perspective*, New Delhi, Prentice hall India (P) Ltd. 1996.
- H. Mander and M Asif, *Good Governance*, Books for Change, Bangalore, 2004.
- H. Singh, *Theory and Practice of Local Government*, Sterling Publishers, New Delhi, 1996.
- H.B. Gartz (eds.), *Structural Adjustment, Public Policy and Bureaucracy in Developing Societies*, New Delhi, Har Anand Publications, 1994.
- J.G. Jabbara and O.P. Dwivedi (eds.), *Public Service Accountability: A Comparative Perspective*, West Hartford, Kumarian Press, 1998.
- N. Lewis and P. Birkeshaw, *When Citizens Complain: Reforming Justice and Administration*, Buckingham, Open University Press, 1999.
- P. Sachdeva, *Urban Local Government in India*, Allahabad, Kitab Mahal, 2002.
- R. Khator, *Bureaucracy-Citizen Interface: Conflict and Consensus*, Delhi, B.R. Publishing, 1999.
- R. Paddison and S. Bailey (ed.) *Local Government Finance: International Perspectives*, Routledge, New York, 1988.
- R.B. Jain (ed.), *Public Services in a Democratic Context*, New Delhi, IIPA, 1983.
- R.K. Arora and Sharma (eds.) *Comparative and Development Administration: Ideas and Action*, Jaipur, Arihant, 1992.
- R.K. Arora, *Comparative Public Administration (An Ecological Perspective)*, New Delhi, Associated Publishing House, 1972.
- S. Krislov, *Representative Bureaucracy*, Englewood Cliffs N.J., Prentice Hall, 1974.
- S.L. Goel, *Urban Administration in India*, New Delhi, Deep and Deep Publications, 2003.
- T.N. Chaturvedi (ed.), (*Towards Good Governance*), IIPA, New Delhi, 1999.
- T.N. Chaturvedi, *Comparative Public Administration*, Jaipur, Research Publications, 1999.
- V.N. Vishwanathan, *Comparative Public Administration*, New Delhi, Sterling Publishers Pvt. Ltd. 1997.

PA-202

### Administrative Thought

#### Unit-I

1. Woodrow Wilson: *Politics Administration-Dichotomy*
2. Luther Gullick and Lyndall Urwick: *Administrative Principles*
3. Max Weber: *Models of Bureaucracy*
4. Vincent Ostrom: *Public Choice Approach and the Theory of Democratic Administration.*

#### Unit-II

5. M.P. Follet: *Leadership and Conflict*
6. Chester Barnard: *Contribution Satisfaction Equilibrium*
7. Herbert Simon: *Theory of Decision Making*
8. Dwight Waldo: *Fact-Value Dichotomy, Theory of Bureaucratic Government*
9. Rensis Linkert: *New Patterns of Management*

#### Unit-III

10. D.H. McGregor: *Managerial Theories of 'X' and 'Y'*
11. Abraham Maslow: *Need Hierarchy Concept*
12. Frederick Herzberg: *Hygiene Motivation Theory*
13. Chris Argyris: *Theory of Motivation*
14. Karl Marx: *German Ideology, 18<sup>th</sup> Brumaire*
15. V.I. Lenin: *State, Economy*

#### Unit-IV

16. Kautilya: *Statecraft*
17. M.K.Gandhi: *Swaraj*
18. Chakravarti Rajagopalchari: *Good Governance and Good Administrator*
19. J.L. Nehru: *Vision for Future India*

**Recommended Books:**

- G.F. Grant, *Development Administration: Concepts, Goals, Methods, Madison*, University of Wisconsin Press, 1979.
- H.A. Simon, *Administrative Behaviour: A Study of Decision-Making Process in Administration*, New York, The Free Press, 1957.
- M. Bhattacharya, *New Horizons of Public Administration*, New Delhi, Jawahar Publishers and Distributors, 2001.
- M. Bhattacharya, *Restructuring Public Administration: Essays in Rehabilitation*, New Delhi, Jawahar, 1990.
- M. Blau, *Bureaucracy in Modern Society*, New York, Random House, 1962.
- N. Henry, *Public Administration and Public Affairs*, New Delhi, Prentice Hall, 1999.
- P.B. Heymann, *The Politics of Public Management*, London, Yale University Press, 1987.
- Peter Self, *Administrative Theories and Politics*, George Allen and Unwin, London, 1977.
- R.W. Cox, *Public Administration in Theory and Practice*, Englewood Cliffs, N.J. Prentice Hall, 1994.
- S.R. Maheshwari, *Administrative Thinkers*, Macmillan, New Delhi 2000.

**PA-203**

**Financial Administration**

**Unit-I**

1. Financial Administration: Meaning, Nature and Scope
2. Fiscal and Monetary Policy
3. Types of Budget: Deficit Budget, Performance and Zero based budgeting, Significance of Audit and Accounting

**Unit-II**

4. Public Expenditure- Issues, Concerns and Reasons for its growth
5. Canons and Classification of Public Expenditure
6. Theories of Taxation, Public Revenue: ASWOT Analysis

**Unit-III**

7. Parliamentary Financial Control Agencies: Public Accounts Committee(PAC), Estimate Committee (EC),Parliamentary Standing Committees
8. Finance Ministry: Organization and Working
9. Management of Public Debt in India

**Unit-IV**

10. Accounting and Audit System: Concept, Types, Emerging Trends in Accounting System- Role of CA & G
11. Indian Economy in Post-liberalization Era: Issues and Trends
12. Changing Pattern of Centre-State Financial Relations

**Recommended Books:**

- B P R Vithal and M Sastri *Fiscal Federalism in India*, OUP, New Delhi, 2004.
- D. N. Gadhok, *Parliamentary Control Over Government Expenditure*, Sterling, 1976.
- D.D.Basu, *Introduction to the Constitution of India*, Delhi, Prentice-Hall, 1984.
- G.S. Lall *Public Finance and Financial Administration in India*, Kapoor Publishers, New Delhi 1976
- G.S. Lall, *Public Finance and Financial Administration in India*, Kapoor Publishers, New Delhi 1996.
- H.L.Batia, *Public Finance in India*, Vikas Publishing House, New Delhi, 2000.
- K.K.Sharma, (ed.), *Financial Administration in Government*, Vikas Publication, New Delhi.
- K.M.Baisye, *Financial Administration*, OSOMA Publishers, New Delhi, 1992.
- M M Suri *Government Budgeting in India*, Commonwealth Publishers, New Delhi, 1990.
- M. J.K. Thavraj, *Financial Administration of India*, Sultan Chand and Sons, New Delhi, 1981.
- M. J.K. Thavraj, *Financial Administration of India*, Sultan Chand and Sons, New Delhi, 1981.
- M.J.K. Thavaraj, *Performance Budgeting Research Publications*, New Delhi, 1970.
- P L Joshi and V.P. Raja, *Techniques of Zero Base Budgeting*, Himalaya Publishing House, Bombay, 1988.
- R.N.Bhargava, *The Theory and Working of Union Finance in India*, 5<sup>th</sup> Ed., Allahabad, Chaitanya Publishing House, 1977.
- S. Panda, *Financial Administration and Personnel Management in Public Enterprises*, Mittal Publications New Delhi, 1989.
- S. Panda, *Financial Administration and Personnel Management in Public Enterprises*, Mittal Publications New Delhi, 1989.
- S.L. Goel *Public Financial Administration*, Deep and Deep Publication, New Delhi, 2002

**PA-204**

**Public-Personnel Administration**

**Unit-I**

1. Public Personnel Administration-Concept, Nature, Scope and Importance in Modern State.
2. Manpower Planning, Recruitment and Training of Civil Servants: Principles, Methods and Significance
3. Neutrality and Ethics in Civil Services.

**Unit-II**

4. Motivation and Morale, Employer- Employee Relations: Conceptions and Theories.
5. Job Evaluation and Remuneration: Bases and Principles.
6. Promotion: Methods and Performance Appraisal Schemes; Discipline and Grievance Redressal Mechanisms: Collective Bargaining and Consultative Machinery in India, USA and UK.

**Unit-III**

7. Public-Personnel Administration in India: Classification of Services, Recruitment and Recruitment Agencies-UPSC and State Public Service Commission.
8. Training, Promotion and Performance Evaluation of Civil Servants in India; Pay and Pay Commission, Administrative Reforms Commission.
9. Public Services and their Role in Administrative System in India.

**Unit-IV**

10. Motivation and Morale, Rights of Public Servants, Employee Unions in India.
11. Emerging Trends in Public Personnel Administration in India: Importance of Ethics, Participative Management and Right to Strike.
12. Role of Different Agencies: (a) Home, (b) Finance, (c) Ministry of Personal Affairs and (d) Ministry of External Affairs

**Recommended Books:**

- A.R.C. – *Report on Personnel Administration*, Publications Division, Govt. of India, 1970.
- B.C. Smith, *Bureaucracy and Political Power*, St. Martins Press, New York, 1988.
- C.P. Bhambri, *Administrators in Changing Society*, National Publishing House, New Delhi, 1972
- Diana Woodhouse, *In Pursuit of Good Administration, Ministers, Civil Servants and Judges*, Clarendon Press, Oxford, 1997
- Glenn O'Stahl , *Public Personnel Administration.*, Harper and Row Publishers, New York, 1983.
- P. Ghosh, *Personnel Administration in India*, Sudha Publications, New Delhi, 1973.
- *Report of the Fifth Central Pay Commission*, Government of India, Publications Division, 1996.
- S.L. Goel, *Public Personnel Administration*, Deep and Deep Publication, New Delhi 2002
- S.W. Hays and R.C. Kearney, *Public Personal Administration: Problems and Prospects*, Prentice Hall, Englewood Cliffs, NJ, 2003.

PA-205

**Choice Based Course**

**Indian Political System: Constitution and Institutions**

Unit-I

1. Framing of Indian Constitution: Issues and Challenges, Role of the Constituent Assembly, Democracy and Activist State.
2. Fundamental Rights and Directive Principles of State Policy: Relations between Fundamental Rights and Directive Principles of State Policy, Judiciary and Fundamental Rights, Individual and Group Rights.
3. Secularism: Nature of Indian Secularism and its Critics.

Unit-II

4. Executive and Legislature: President, Prime Minister, Governor, Chief Minister; Norms of Representation, Parliamentary Sovereignty.
5. Judiciary: Structure, Judicial Review and Judicial Activism.
6. Bureaucracy and the Defence Forces: Civil-Military Relations, Nature of Indian Bureaucracy.

Unit-III

7. Practice of Federalism in India: Nature of Working Centre-State Relations, Recommendations of Commissions.
8. Democracy, Electoral Process, Election Commission & Electoral Reforms in India.
9. Coalition Politics: Implications on Indian Politics and Administration

Unit-IV

10. Local Governments-Rural and Urban in India: Meaning, Nature, Scope; Evolution of Local Government in India-British and Post Independence Scenario.
11. 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendment Acts: Basic Features, Problems and Issues of Rural and Urban Governance (Funds and Capacity Building).
12. Functions and Role of Local Governments in India, State-Local Relations in India.

**Recommended Books:**

- B. Shankar and V. Rodrigues, 'The Changing Conception of Representation: Issues, Concerns and Institutions,' in the *Indian Parliament: A Democracy at Work*, New Delhi: Oxford University Press, pp.105-173.
- D.D. Basu,, *Introduction to the Constitution of India*, New Delhi, Lexis Nexis, 2012.
- J.R. Raghunandan, *Decentralisation and Local Governments: The Indian Experience*, New Delhi: Orient Black Swan, 2012.
- M. Singh and R. Saxena (eds.), 'Towards Greater Federalization,' in *Indian Politics: Constitutional Foundations and Institutional Functioning*, Delhi: PHI Learning Private Ltd., pp 166-195.
- P. Desouza, 'Decentralisation and Local Government: The Second Wind of Democracy in India' in Z. Hasan et.al., *India's Living Constitution: Ideas, Practices and Controversies*, New Delhi: Permanent Black, pp.370-404.
- R. Bhargava, 'Introduction: Outline of Political Theory of the Indian Constitution', in R. Bhargava (ed.), *Politics and Ethics of the Indian Constitution*, New Delhi: Oxford University Press, pp.1-40.
- R. Dhavan, and R. Saxena, 'The Republic of India', in K. Roy, C. Saunders and J. Kincaid (eds.), *A Global Dialogue on Federalism*, Volume 3, MoOntreal: Queen's University Press, pp.166-197.
- Vijay Hansaria, *Sixth Schedule to the Constitution*, New Delhi: universal Law Publishing, 2001.

**PA-301**

**Public Policy: Concepts, Theories and Issues**

Unit-I

1. Public Policy: Meaning, Nature, Scope and Significance;
2. Types of Public Policy: Distributive, Re-distributive, Regulatory and Substantive.
3. Policy Science in Governance: Concept, Consequences and Importance; Public Policy and Administration.

Unit-II

4. Theories of Public Policy: Incremental Theory, System Analysis, Elite Theory, Institutional Theory, Group Theory, Rational Theory and Public Choice Theory.
5. Importance of Case Studies in Public Policies, Selected Public Policy Studies in India: New Economic Policy, New Education Policy and Reservation Policy.
6. Building Theories from Case Studies.

Unit-III

7. Policy Formulation: Process and Role of Political Parties, Pressure Groups, Mass Media, NGOs and International Agencies.
8. Implementation: Role of Legislature, Executive, Judiciary.
9. Major Constraints in Policy Formulation and Implementation.

Unit-IV

10. Public Policy Analysis: Role of Government Institutions, International Donor Agencies, Multinational and Transnational Agencies, Media and Civil Society
11. Policy Evaluation and Measurement: Role of Ethics, Accountability and Good Governance as Indicators.
12. Policy Evaluation: Needs and Problems, Criteria for Evaluation- Cost Benefit, Analysis, Equity and Responsiveness.

**Recommended Books:**

- B.A.V.Sharma and K.M.Reddy (Eds.), *Reservation Policy in India*: New Delhi, Light and Life, 1982.
- Charles E.Jacob, *Policy and Bureaucracy*, D.VanNostrand Company, INC, 1996.
- Charles E.Lindblom, *The Policy Making Process*, Englewood Cliffs, N.J.Prentice-Hall, 1998.
- GraigLiskie and others, *Public Policy: Issues, Theories and Methods*, 1990.
- H.A. Aaron, T.E. Mann & Taylor (ed.), *Values and Public Policy*, Washington D.C., Braking Institution, 1994.
- Harold D.Lassewell, “*Policy Sciences*” in *International Encyclopaedia of Social Sciences*, Vol.12, pp. 181-189.
- J.E. Anderson, *Public Policy making*, Boston, Haughton, Miffin, 1990.
- J.E.Anderson, *Public Policy Making*, Boston, Haughton, Miffin, 1990.
- K. Disch, *Policy Making in India*, New Delhi, Publication Division, 1990.
- L.N. Gerston *Public Policy Making: Process and Principles*, London, M. E. Sharpe, 1997.
- L.N.Gerston, *Public Policy Making: Process and Principles*, London, M.E.Sharpe, 1997.
- P.K. Saxena (ed) *Comparative Public Policy*, Jaipur Rawat Publication 2000
- Paul H.Appleby, *Policy and Administration*, The University of Alabama Press, 1999.
- Pradeep Sahni, *Public Policy Conceptual Dimensions*, New Delhi, KitabMahal, 1987.
- Pradeep Saxena, *Public Policy Administration*, Jaipur, RBSA Publications, 2005.
- R.K. Sapru, *Public Policy: Formulation, Supplementation and Evaluation*, New Delhi, Sterling 1984.
- R.K.Sapru, *Public Policy Formulation, Supplementation and Evaluation*, New Delhi, Sterling, 1994.
- R.S.Ganapathy, S.R.Ganesh, R.M.Maru, Samuel Paul, Ram Mohan Rao, (Eds.), *Public Policy and Policy Analysis*, New Delhi, Sage Publications.
- Ramesh Kumar Tiwari, AashaKapur Mehta, *Public Policy and Administration: Formulation, Implementation and Evaluation*, Gyan Publishing House, 2012
- T. Dye, *Understanding Public Policy*, Englewood Cliffs New Jersey, Prentice Hall, 1997.
- Thomas R.Dye, *Understanding Public Policy*, New Jersey, Prentice-Hall, 1991.
- W.N. Dunn *Public Policy Analysis: An Introduction*, Prentice Hall, New Jersey, 1993.
- W.N.Dunn, *Public Policy Analysis: An Introduction*, Prentice Hall, New Jersey, 1993.

PA-302

### Research Methodology

#### Unit-I

1. Social Science Research: Meaning, Objectives, Scope and Importance of Social Science Research, Normativity and Objectivity in Social Science Research.
2. Types of Research: Quantitative Research, Qualitative Research, Applied Research, Basic Research, Problem Oriented and Problem Solving
3. Research Methods on Social Sciences: Scientific Method, Case Study Method, Survey Method, Sampling Techniques, Content Analysis.

#### Unit-II

4. Hypothesis: Hypothesis and Procedure of Hypothesis Testing and Estimation.
5. Data: Sources-Primary and Secondary, Methods of Data Collection.
6. Scales of Measurement, Measures of Central Tendency and Dispersion- Mean, Mode and Median, Standard Deviation, Correlation, Coefficient, Error Measurement, Chi-Square Test, t-Test, z-Test.

#### Unit-III

7. Processing and Analysis of Data
8. Observation, Questionnaire, Interview, Processing of Data.
9. Research Design and Research Report Writing.

#### Unit-IV

10. Trends of Research in Public Policy and Governance.
11. Ethics of Research in Public Administration.
12. Use of Computers in Social Science Research.

**Recommended Books:**

- A. L. Nagar and R. K. Das, *Basic Statistics*, New Delhi: Oxford University Press, 2000.
- C. R. Kothari, *Research Methodology: Methods and Techniques*, New Delhi: Vishwa Prakashan, 1990.
- David Dooley, *Social Research Methods*, (4<sup>th</sup> ed.), Upper Saddle River, NJ: Prentice Hall, 2001.
- David E. Gray, *Doing Research in the Real World*, London: Sage Publications, 2004.
- E. R. Babbie, *The Basic of Social Research*, (4<sup>th</sup> ed.), Australia: Thomson, 2007.
- Edward E. Brent and Ronald E. Anderson, *Computer Applications in the Social Sciences*, Philadelphia, PA: Temple University Press, 1992.
- Fred. N. Kerlinger, *Foundations of Behavioural Research*, Delhi: Surjeet Publications, 2004.
- Martyn Denscome, *The Good Research Guide for Small Scale Social Research Projects*, (3<sup>rd</sup> ed.), Maidenhead, UK: Open University Press, 2007.
- Morley D. Glicken, *Social Research: A Simple Guide*, Boston, MA: Allyn and Bacon, 2002.
- Ranjit Kumar, *Research Methodology: A Step by Step Guide for Beginners*, New Delhi: Sage Publications, 2011.

**PA-303**

**Human Resource Administration**

Unit-I

1. Human Resource Administration: Meaning, Nature, Scope, Significance.
2. Concept of Meritocracy-Public Service: Concept and Role in Modern State
3. Public Institutional Theory.

Unit-II

4. Human Resource Planning and strategy; Job Analysis and Job Design.
5. Recruitment: Principles, Methods and Selection Process; Career Planning; Personnel Agencies; Promotion.
6. Training: Objectives, Types, Methods, Techniques and Training Needs Assessment; Performance Evaluation; Employees Capacity Building Strategies.

Unit-III

7. Remuneration and Salary System: Pay and Pay Principles; Agencies and Mechanisms for Pay Determination; Pay Commissions.
8. Rewards and Incentive Management; Employee Benefits; Conduct, Discipline and Superannuation.
9. Total Quality Management; Employee Health and Safety; Stress Management

Unit-IV

10. Neutrality, Anonymity and Integrity.
11. Outsourcing and Talent Management; Managing Change at the Work Place
12. Human Resource Accounting and Audit

**Recommended Books:**

- D. K. Bhattacharyya, *Human Resource Planning*, New Delhi: Excel Books India, 2009.
- George W. Bohlander and Scott A. Snell, *Principles of Human Resource Management*, Delhi: Cengage India Pvt. Ltd, 2016.
- Manmohan Joshi, *Human Resource Management*, London: Bookboon, 2013
- Meir Liraz, *Complete Guide to Human Resource Management*, Miami: Liraz Publishing, 2013.
- Seema Sanghi, *Human Resource Management*, New Delhi: Vikash Publishing, 2014.
- Stephen Bach (ed.), *Managing Human Resources: Personnel Management in Transition*, 4<sup>th</sup> Edition, Wiley-Blackwell, 2009.
- Susan Cartwrigth, *Human Resource Management*, New Delhi: Mittal Publications, 2002.

PA-304

### Environmental Administration

#### Unit-I

1. Environment: Meaning, Nature and Aspects; Environment Administration: Concept and Theory.
2. Environmental Conservation for Survival; Public Health Concern-Air and Water Pollution.
3. Environmental Issues: Population, Technology, Global Warming and Climate Change, Sustainable Development, Environmental Protection Verses Development.

#### Unit-II

4. Environmental Protection in the World: Role of UNEP, World Bank.
5. International Environmental Laws and Conventions
6. Global Environmental Policy and Politics: Politics over Development and Environment; Problems in International Cooperation.

#### Unit-III

7. Climate Change and Multilevel Governance: The Evolving State and Local Roles in India, Role of Legislature, Executive, Judiciary and Civil Society.
8. Agencies and Institutions for Environmental Protection in India, Education, Information and Training for Environmental Management.
9. Environmental Issues and Concern in North East India; Environmental Policies of Government of Tripura.

#### Unit-IV

10. Impact of Urbanisation and Industrialisation on Environment, Deforestation, Soil Erosion and Social Forestry.
11. Wildlife Conservation; Wasteland and Watershed Development, Solid Waste Management and Recycling
12. Awareness Generation and Campaign for Environmental Protection: Towards a Sustainable Environmental Movement; Causes for Success or Failure of Governmental Policies.

**Recommended Books:**

- A.K.Jain, *A.Sustainable Vision for Urban India*, New Delhi: Gyan Books, 2008.
- George Monbiot, *Heat: How to Stop the Planet from Burning*, Cambridge: South End Press, 2007.
- Gopal Bhargava, *Environmental Pollution and Law*, Bombay, Commerce Pamphlets, 1991.
- Guy Benveniate, *Regulation and Planning: The Case of Environmental Politics*, Boyd and Fraser, 1990.
- J.WilliamBaumol and Dates E.Wallace, *The Theory of Environment Policy*, Cambridge: Cambridge University Press, 1998.
- Kothari, et. al., *Renewable Energy Sources and Emerging Technologies*, New Delhi: Prentice-Hall of India, 2008.
- KrishanSaigal, *Sustainable Development*, New Delhi: Gyan Books, 2008.
- Lincoln Allison, *Environmental Planning: A Political and Philosophical Analysis*, London: George Allen and Unwin, 1995.
- N.L.Richard Andrews, *Environmental Policy and Administrative Change: Implementation of the National Environmental Policy Act*, Lexington: Lexington Books, 1995.
- P. S. Jaswal and Nishtha Jaswal, *Environmental Law, Environmental Protection, Sustainable Development and Law*, Delhi: Pioneer Publications, 1999.
- Paras Diwan (ed.), *Environment Protection: Problems Policy Administration*, New Delhi, Deep and Deep. 1997.
- Paul Q Watchman, *Climate Change: A Guide to Carbon Law and Practice*, London: Globe Business Publishing Ltd, 2008.
- Peter Bartelmus, *Environment and Development*, London, Allen and Unwin, 1996.
- R.Frederick Anderson, *Environmental Improvement through Economic Incentives*, Baltimore, John Hopkins, 1998.
- Rana, *Essentials of Ecology and Environmental Science*, New Delhi: Prentice Hall of India, 3<sup>rd</sup> Edition, 2008.
- S. Bhat, *Environmental Protection and Sustainable Development*, New Delhi: APH Publishing, 2004.
- Sengar, *Environmental Laws*, New Delhi: Prentice-Hall of India, 2008.
- Stiling, *Ecology-Theories and Applications*, New Delhi: Prentice-Hall of India, 4<sup>th</sup> Edition, 2008.

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**Choice Based Course**

**Administrative Laws and Office Management**

Unit-I

1. Administrative Law: Origin, Concept, Nature, Scope and Importance;
2. Rule of Law; Droit Administration, Doctrine of Separation of Power; Principles of Check and Balances;
3. Relations between Constitutional Law and Administrative Law.

Unit-II

4. Administrative Authorities: Political Executive; Civil Service and Local Government.
5. Delegated Legislation: Its Growth, Meaning, Need and Scope.
6. Judicial Control of Administrative Powers: Doctrine of Ultra Vires; Judicial Review; Rights and Remedies; Writs.

Unit-III

7. Administrative Tribunal; Reasons for its Growth, General Structure and Procedure.
8. Types of Administrative Tribunals: Tribunal Determining Law and Facts; Trade Tribunals; Regulatory Tribunals.
9. Administrative Tribunals in India: Railway Rates of Tribunal, Income Tax Appellate Tribunals, Central Administrative Tribunals; Telecom Regulatory Authority of India (TRAI) and Insurance and Development Authority (IRDA).

Unit-IV

10. Office Management-Concept, Scope and Significance; Office Automation: Use of Computer, Internet; Programme Evaluation and Review Techniques (PERT).
11. Office Procedures and Manuals: Forms, Designing and Control; Record Management and Account Management.
12. Human Relations and Co-ordination in Office Management; Office Supervision and Man Power Management; Use of Green Technology.

**Recommended Books:**

- D.J. Gayle and J.N. Goodrich (ed.) *Privatization and Deregulation in Global Perspective*, London, Pinter, 1990
- Harold Koontz and Heinz Weihrich, *Essential of Management*, McGraw Hill Publishing Co., Singapore, 1992.
- Peter Drucker, *Management: Challenges of the Twenty First Century*, Oxford, Butterworth Heinemann, 2001
- R.D. Agrawal, *Organization and Management*, Tata McGraw-Hill, New Delhi, 1997
- S.L. Goel, *Modern Management Techniques*, New Delhi, Deep and Deep Publication, 2002

**PA-401**

**Public Policy-I: Social Policy and Planning for Social Development**

Unit-I

1. Concept of Social Policy: Definition, Meaning, Importance and Scope
2. Approaches to Social Policy: Unified Approach, Integrated Approach, Sectoral Approach.
3. Important Concepts: Welfare Statism, Rights' Based Approach, Welfare Approach, Volunteerism, Re-Distribution, Democracy and Accountability

Unit-II

4. Important Social Policies in India: Children's Policy in India-Important Components in the Policy; Efforts, Schemes, Projects and Programmes as Per NFYPs
5. Legal Standpoint: Juvenile Justice (Care & Protection) Act 2003, Child Labour (Restraint & Prevention) Act, Child Marriage (Restraint & Prevention) Act, Critical Review of Governmental & Non-Governmental Efforts.
6. Policy for Welfare of Weaker Sections in India: Identifying and Defining Weaker Sections, Ministry of HRD, Social Justice & Empowerment and the Weaker Sections; Concept, Importance and Implementation of the Reservation Policy in India: Social-Re-Integration, Positive Discrimination

Unit-III

7. Social Legislations and Women's Rights in India: Marriage Acts, Divorce Acts, The Sexual Harassment of Women at Work Places (Prevention, Prohibition and Redressal) Act, 2013, Protection of Women from Domestic Violence Act, 2005.
8. Rights of the Disabled, Rights of Accused, Educational and Employment Rights for the: HIV+;
9. Labour Rights: Domestic Workers, Waste & Rag Pickers, Construction-Site Workers

Unit-IV

10. Social Policy and Planning: Role of Media Advocacy, Accountable Governance, Corporate Social Responsibility in India
11. Social Policy and Planning: Role of Important Institutional Machineries -NITI Aayog, Legislature, Executive
12. Evaluation of Social Policy in India.

**Recommended Books:**

- Alfred J. Kahn, *Theory and Practice of Social Planning*, New York: Russell Sage Publication, 1969.
- Anthony L Hall and James Midgley, *Social Policy for Development*, New Delhi: Sage, 2004.
- Debal K Singharoy, *Social Development and the Empowerment of Marginalized Groups: Perspectives and Strategies*, Edition 1, New Delhi: Sage Publications, 2002.
- Gangadhar B. Sonar, *Social Policy, Planning and Development: An Indian Experience*, Mannheim, Germany: Lap Lambert Academic Publishing, 2016.
- James Midgley, *Social Development: Theory and Practice*, Thousand Oaks, CA: Sage Publications, 2014.
- Jean Dreze, *Social Policy*, New Delhi: Orient Blackswan Private Limited, 2016.
- John Baldock et. al., *Social Policy*, London: Oxford University Press, 2011.
- Mohinder Singh (ed.), *Social Policy and Administration*, New Delhi: M D Publications Pvt Ltd, 1996.
- P. D. Kulkarani, *Social Policy and Social Development in India*, Association of Schools of Social Work in India, 1979.
- Sukhamoy Chakraborty, *Development Planning: The Indian Experience*, Oxford University Press, 1977.
- V. Subramanyam and K Sekhar (ed.), *Social Exclusion, Integration and Inclusive Policies*, Jaipur: Rawat Publications, 2010.

PA-402

**Public Policy-II: Health and Education Policy in India**

Unit-I

1. Health and Health Education: Definition, Examining the Relationships: Health Education, Health Promotion and Health Literacy
2. Important Components of Health Policy- WHO & Health Ministry, Government Health Services Machinery, Social Perspectives and Communicable Diseases (including HIV/AIDS, Polio, TB)
3. Health & Human Rights; Indigenous Practices v/s Global Practices, Health & Gender, Community Health, Mental Health; Critical Review Of Governmental and Non-Governmental Efforts.

Unit-II

4. India and International Health Agreements, Human Resources in Health, Health Sector Reforms
5. National Health Policy and Programmes, National Rural Health Mission (NRHM)-Role and Objectives, National Aids Prevention and Control Policy, National Vaccine Policy.
6. Private Sector and Health: Regulating Private Health Sector, Role of Public-Private Partnerships / Civil Society in Health Management

Unit-III

7. Important Components of Education Policy: UNICEF, Education Ministry and Ministry of HRD.
8. Indian Constitution and Education, Fundamental Rights and Education, Directive Principles and Education
9. Issues related to Education: Access to Education; Amenities, Infrastructure and Resources; Literacy v/s Education; Employment v/s Education; Education and Migration (Immigration, Emigration)

Unit-IV

10. Education Policy in India, SSA, RMSA, RUSA, New Education Policy.
11. Challenges of Universalisation of Elementary and Secondary Education (National Policy on Education, 1986).
12. Towards a Health and Education Governance: Rights and Entitlements under the Right to Education Act 2009- Its Implementation, Issues and Challenges.

**Recommended Books:**

- DK Taneja, *Health Policies and Programmes in India*, (13<sup>th</sup> Edition), JAYPEE, 2017.
- J. Kishore, *National Health Programs of India: National Policies and Legislation Related to Health*, (12<sup>th</sup> Edition), Century Publications, 2016.
- Jandhyala B, G. Tilak (ed.), *Education, Society and Development: National and International Perspectives*, New Delhi: APH Publishing Corporation, 2003.
- M Dash, *Education in India: Problems and Perspectives*, New Delhi: Atlantic Publishers and Distributors, 2000.
- Madhvi Gupta (et al.), *Democracy, Civil Society and Health in India*, Palgrave Macmillan, 2015.
- Manju Narula, *Quality in School Education: Secondary Education and Education Boards*, New Delhi: Shipra Publications, 2006.
- R Govinda and Rashmi Diwan, (ed.), *Community Participation and Empowerment in Primary Education*, New Delhi: Sage Publications, 2003.
- Ved Prakash and K. Biswal (ed.), *Perspectives on Education and Development: Revisiting Education Commission and After*, New Delhi: Shipra Publications, 2009.
- Y. P. Aggarwal and Sarika Sibb, *Educating Scheduled Castes*, New Delhi: NIEPA, 1992.
- Yazali Josephine, *Globalization and Challenges for Education*, New Delhi: Shipra Publications, 2003.

PA-403

**Public Policy-III: Policies on Tribes in India with Special Reference to North East India**

Unit-I

1. Tribal Society in India: Definition, Societal Structure and Features.
2. Tribal Problems in India: Land Alienation, Depletion of Resources; Poverty; Unemployment; Indebtedness and Economic Bondage; Cultural Identity Crisis.
3. Approaches to Tribal Development-Right Based Welfare, Development and Empowerment.

Unit-II

4. Policy of National Government: Constitutional Safeguards and Protective Legislation for Tribals; Commissions and Committees; Five Year Plans and Tribal Development;
5. Draft National Policy on Tribals; Tribal Development Policy-2004; Concept of Integrated Development and Tribal Sub-Plan;
6. Tribal Development; Role of Tribal Development Corporation, Forest Rights Act.

Unit-III

7. The Idea of North East- Colonial Historiography of North East; British Policy on the Northeast Frontier Tribes: Inner Line Regulation, 1873; Excluded Areas and Partially Excluded Areas Provisions under the Government of India Act, 1935.
8. Challenges of Political and Cultural Integration of North East in Independent India: Ethnic and Cultural Diversity; Nationalist Discourse in the Region and Demand for Autonomy.
9. India's Policy on the Northeast Tribes: Constitutional Mechanisms of Integration of North East India; Two Models of Autonomy- Sixth Schedules and States under the Indian Constitution.

Unit-IV

10. North East India and Neighbouring Countries: Borders and Frontiers in a Globalised World,
11. North East India: Look East and Act East Asia Policy
12. Implementation of Policies and Programmes for Tribals in North East India- Prospects, Future Plans and Challenges.

**Recommended Books:**

- A.G. McCall, *Lushai Chrysalis*, London, Luzac and Co, Ltd. 1999.
- Animesh Ray, *Mizoram Dynamic of Change*, Calcutta, Pearl Publishers, 1982.
- APRSO, *Nationality Question in India*, Hyerabad, Peace Book Centre, 1992.
- B. Datta Ray, (Ed.), *The Emergence and Role of the Middle Class in North East India*, Delhi, COSMO, 1983.
- B.D.Sharma, *Administration for Tribal Development*, 1996.
- B.D.Sharma, *Planning for Tribal Development*, New Delhi, PrachiPrakashan, 1994.
- B.D.Sharma, *Tribal Development: The Concept and the Frame*, New Delhi, Prachi Prakashan, 1994.
- B.Pakem, (Ed.), *Ethnicity Nationality and Cultural Identity*, Delhi, OMSONS, 1989.
- B.Pakem, (Ed.), *Ethnicity, Nationality and Cultural Identity*, Delhi, OMSON, 1999.
- D.D. Basu, *Introduction to the Constitution of India*, Delhi, Prentice-Hall, 1984.
- E.A. Gait, *A History of Assam*, Calcutta, Thaker Spink, 1963.
- J. K.Patnaik, *Mizoram: Dimensions and Perspectives*, New Delhi, Concept, 2008.
- J.K.Patnaik, *Peace and Development in Mizoram*, Aizawl :Deptt. Of Pol.Science, MZU, 2008.
- K. Singh Suresh, (Ed.), *Tribal Situation in India*, Indian Institute of Advanced Studies, Simla, 1972.
- K.Suresh Singh, (Ed.), *Tribal Movements*, New Delhi, 1992.
- L.S. Gassah, (Ed), *Autonomous District Council*, New Delhi, OMSONS Publications, 1997.
- L.S. Gassah, (Ed.), *Regional Political Parties in North-East India*, Delhi, OMSONS, 1992.
- Lalneihzovi, *District Administration in Mizoram*, New Delhi : Mittal, 2006.
- P.G.Bailey, *Tribe, Caste and Nation*, Bombay, Oxford, 1990.
- R.N.Prasad, *Government and Politics in Mizoram*, Delhi Northern Book Centre, 1987.
- S.C.Dubey (ed.), *Tribal Heritage of India: Ethnicity, Identity and Integration*, New Delhi, Vikas, 1997.
- S.C.Dubey and Tarna Murdia, (Eds.), *Land Alienation and Restoration in Tribal Communities in India*, Bombay, Himalaya, 1997.
- S.K.Chaube, *Hill Politics in North-East India*, Culcutta Orient Longman, 1993.
- V.V.Rao, *A Century of Tribal Politics in North-East India*, Delhi, S.Chand and Company.
- V.V.Rao, et.al, *A Century of Politics in North-East India*, Vol.I (Assam), Vol.II (Meghalaya), Vol.III (Mizoram).

PA-404

**Public Policy-IV: Public Policy in Tripura**

Unit-I

1. Policies in Tripura: Policy Formulation and Implementation Process.
2. Children's Policy in Tripura-Important Components in the National Policy Implementations; Tripura Commission for Protection of Child Rights;
3. Policy for Welfare of Weaker Sections in Tripura: Role Directorate of Social Welfare and Social Education of Tripura; Reservation Policy in Tripura, Schemes and Projects for Unemployed and Widows.

Unit-II

4. Women in Tripura: Role of Tripura Commission for Women, the Sexual Harassment of Women at Work Places (Prevention, Prohibition and Redressal) Act, 2013, Protection of Women from Domestic Violence Act, 2005,
5. Health Policies in Tripura: Department of Health: Role and Objectives, Implementation of National Health Policy and Programmes-National Rural Health Mission (NRHM), National Aids Prevention and Control Policy, National Vaccine Policy.
6. Health & Gender, Community Health, Mental Health and Health Education; Evaluation of Governmental and Non-Governmental Efforts in Health Sector in Tripura.

Unit-III

7. Education Policy in Tripura: Important Components-Education Ministry (School & Higher), Ministry of Social Welfare and Social Education, Teachers' Recruitment Board in Tripura (TRBT)
8. Tripura on National Education Policy: SSA, RMSA, RUSA, New Education Policy.
9. Towards Education Governance in Tripura: Rights and Entitlements under the Right to Education Act 2009- Its Implementation, Issues and Challenges.

Unit-IV

10. Industrial Policy of Government of Tripura, Role of Rubber Board, Road and Connectivity with Bangladesh and Tripura's Neighbours, Implementation of Central Government's Plans and Programmes on Transportation in Tripura;
11. Policies on Urban and Rural Development: Role of AMC, Municipalities, Nagar Panchayat, Panchayati Raj Institutions.
12. Policies on Tribal Development and Empowerment: Role of TTAADC, the Tripura Land Revenue and Land Reforms Act, 1960; Forest Right Act, 2006.

**Recommended Books:**

- B Pakem (ed.), *Education, Government of Tripura and Insurgency in North-East India*, New Delhi: Omsons Publications, 1997.
- *Book of Industrial Policy and Statistics: 2008-2009*, Office of the Economic adviser, Department of Industrial Policy and Promotion, Government of India.
- Chandrika Basu Majumder, “*Tripura Tribal Areas Autonomous District Council: Relations of TTAADC with State Government*”, in Amalesh Banerjee (ed.), *Decentralized Planning and Development: New Directions*, New Delhi: Kanishka Publishers, 2004.
- Kiran Sankar Chakraborty, *Empowerment and Status of Women in Tripura*, New Delhi: Akansha Publishers, 2008.
- Malabika Das Gupta, *Review of Status Tribal Women in Tripura*, New Delhi: Vikas Publishing House, 1993.
- Sukendu Debbarma, “*Refugee Rehabilitation and Land Alienation in Tripura*,” in Walter Fernandes and Sanjoy Barbora, (ed.), *Land, People and Politics: Contest over Tribal Land in Northeast India*, Guwahati: North Eastern Social Research Centre, 2008.