

SYLLABUS & PROGRAMME STRUCTURE



M. A.

in

Public Administration

(Choice Based Credit System)

(Effective from the Academic Session 2019-2020)

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

About the Department:

The Department of Public Administration started its journey on 10th August, 2016. It is the Second Department in North East India to offer Master of Arts in Public Administration. The basic objective of the Department is to train Post Graduate Students thoroughly in all branches of the discipline. The curriculum of the Department focuses on the theoretical concepts as well as recent empirical aspects in the discipline. This is expected to enrich the students with necessary conceptual awareness to undertake further specialized studies and research activities. The first Post Graduate Syllabus of the Department was adopted in the Academic session 2016-2017 and continued up to 2018-2019 session.

The Department has modified the previous syllabus and introduced a new syllabus to make it effective from the academic session 2019-2020 with some changes of the previous syllabus and introduction of four more new courses.

About the Programme:

The Department and its Masters Programme in Public Administration is new academic field in Tripura. Yet, the programme has already received its acceptability among the students. Each year, the Department receives a significant number of applications for this programme, out of them the best are selected for admission to this programme.

The present programme includes different courses ranging from Theory to Practice of the discipline. However, the focus area of the Department is Public Policy.

Rules for the Semester Course

- The M.A. Programme in Public Administration consists of 5 courses in every Semester spreading a total of 20 courses over 4 semesters in 2 years.
- In the Fourth Semester, Students have to opt for Dissertation and shall have to submit one Dissertation on a topic as determined by the Departmental Committee.
- Each Course is divided into 4 Units and carries 10 Marks in Internal Assessment and 40 Marks in the End Semester Examination.
- Students shall have to attend 75% classes of the total classes conducted in a Semester. Attendance of 75% of Classes is mandatory, failing which a student may not be allowed to seat in the Semester End Examination.

PROGRAMME STRUCTURE

First Semester

Course Code	Title of the Course	Internal Assessment	Semester End	Total Marks	Credits
PA-101	Theories of Public Administration	10	40	50	4
PA-102	Advanced Political Theories	10	40	50	4
PA-103	Governance: Concepts, Theories and Issues	10	40	50	4
PA-104	Indian Administration	10	40	50	4
PA-105	Public Administration in Tripura	10	40	50	4

Second Semester

Course Code	Title of the Course	Internal Assessment	Semester End	Total Marks	Credits
PA-201	Administrative Thinkers-I	10	40	50	4
PA-202	Political Thought	10	40	50	4
PA-203	Comparative and Development Administration	10	40	50	4
PA-204	Financial Administration	10	40	50	4
PA-205	Personnel and Human Resource Administration	10	40	50	4
PA-206	Indian Political System: Constitution and Institutions (Choice Based/Minor)	10	40	50	4

Third Semester

Course Code	Title of the Course	Internal Assessment	Semester End	Total Marks	Credits
PA-301	Administrative Thinkers-II	10	40	50	4
PA-302	Public Policy: Theoretical Perspectives	10	40	50	4
PA-303	Theories and Approaches of International Relations	10	40	50	4
PA-304	Research Methodology	10	40	50	4
PA-305	Environmental Administration and Disaster Management	10	40	50	4
PA-305	Administrative Laws and Office Management (Choice Based/Minor)	10	40	50	4

Fourth Semester

Course Code	Title of the Course	Internal Assessment	Semester End	Total Marks	Credits
PA-401	Local Government in India	10	40	50	4
PA-402	Development Studies	10	40	50	4
PA-403	Public Policy in India: Social, Health and Education Policy	10	40	50	4
PA-404	Public Policy in the Northeast India	10	40	50	4
PA-405	Dissertation	10	40	50	4

PA-101

Theories of Public Administration

Theories are perspectives with which people make sense of their world experiences. It accentuates intellectual depth in the discipline. The course is designed to train the students with different theoretical perspectives available in Public Administration. The course is expected to provide cumulative experience and synthesize them to deepen their understanding about the discipline.

Unit-I Introduction

1. Meaning, Nature, Scope, Evolution and Significance of Public Administration as a Discipline.
2. Politics and Administration Dichotomy-A Century Debate
3. Role of Public Administration in Developed and Developing Societies

Unit-II Approaches-I

4. Classical and Neo Classical Approach,
5. Bureaucratic Approach; Decision Making Approach
6. Human Relations and Behavioural Approach

Unit-III Approaches-II

7. New Public Administration
8. Public Choice Approach, New Public Management Approach
9. Feminist Approach, Critical Theory

Unit-IV Contemporary Debates and Emerging Trends

10. Ethics and Public Administration
11. Globalization, Good Governance and E- Governance
12. Future of Public Administration.

Recommended Books:

- Bidyut Chakrabarty, *The Governance Discourse: A Reader* (Hardcover), Oxford University Press, 2008.
- Donald Menzel (eds.), *The State of Public Administration: Issues, Challenges and Opportunity*, New York: M. E. Sharpe, 2011.
- F. Marini, *New Public Administration*, New York, Wiley, 1976.
- F. W. Riggs, *The Ecology of Public Administration*, 5th Anniversary Edition, IIPA, New Delhi, 2011.
- 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, Kitab Mahal, 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.

Advanced Political Theories

The objective of this course is to increase understanding about politics, develop research and analytical skills including ability to think critically to construct logical arguments among the post graduate level students. It is intended to guide the students to collect, analyse and interpret evidence and data and to formulate reasoned conclusions linking them with some theoretical ideas.

Unit-I

Introduction

1. Understanding Political Concepts and Political Theory, Political Theory in the 21st Century: Debate on Decline and Resurgence
2. Debate on the 'End of Ideology'
3. Positivism and Neo Positivism

Unit-II

Political Traditions-I

4. Liberalism: John Rawls and Robert Nozick
5. Conservatism
6. Marxism and Neo-Marxism

Unit-III

Political Traditions-II

7. Feminism; Post-Modernism
8. Green Political Theory
9. Multiculturalism

Unit-IV

Contemporary Democratic Theory and Critical Theory

10. Participatory Theory; Deliberative Theory;
11. Key debates in Contemporary Democratic Theory
12. Critical Theory: Herbert Marcuse; Habermas- Legitimation Crisis

Recommended Books:

- Arnold Brecht, *Political Theory*, New Jersey, 1950
- C. B. Macpherson, *The Political Theory of Possessive Individualism*, OUP, Oxford, 1962.
- David Miller, and Larry Siedentop (ed.), *The Nature of Political Theory*, Oxford, Clarendon Press, 1998.
- Jean Hampton, *Political Philosophy: An Introduction*, OUP, Delhi, 1998
- John Rawls, *A Theory of Justice*, Oxford University Press, 1971.
- John Rawls, *Political Liberalism*, CUP, New York, 1993.
- Leo Strauss, *What is Political Philosophy and Other Essays*, Free Press, 1959
- Linda J. Nicholson (ed.), *Feminism- Post-Modernism*, Routledge, New York, 1989
- Michael Sandel, *Liberalism and the Limits of Justice*, CUP, Cambridge, 1982
- Robert E Goodin and Phillip Pettit (ed.), *A Companion to Contemporary Philosophy*, OUP, Oxford, 1993

Governance: Concepts, Theories and Issues

The achievements of a government depend upon the quality and nature of goods and services it provides, its redistributive activities and the nature of its regulations on market, individual and organizational behaviour. Today there are persistent problems in public system management due to either less or lack of emphasis on humanism, a dilemma of incompatibility between bureaucracy and democracy, corruption in administration, politicization of economic and public policy. This course will draw the attention of various issues involved in the study of public sector governance and train the students to evaluate the existing mechanisms dealing with governance.

Unit-I Introduction

1. Concepts and Theories of Governance
2. Governance and Sustainable Human Development
3. Good Governance: Attributes and Challenges

Unit II Factors Pushing for Governance

4. Quest for Growth and Development
5. Globalization
6. Governance: Role of Bureaucracy and Political Executive, Legislature and Judiciary

Unit-III Regulatory Governance

7. Administrative Tribunals
8. National Water Tribunals
9. National Green Tribunal

Unit-IV Emerging Issues and Trends

10. Cyber Security and New Technologies
11. Development, Displacement and Rehabilitation; Human Security
12. Citizen Grievances Redressal Institutions and Mechanisms (Lokpal, Lokayukta, Central Vigilance Commission, RTI, Consumer Forums and Citizen Charters)

Recommended Books:

- A Kjaer, *Governance*, Cambridge, UK: Polity Press, 2004.
- Arthur Shacklock, Fredrik Galtung and Charles Samford, *Measuring Corruption (Law, Ethics and Governance)*, Routledge, 2006.
- Donald Morrison, “Public Administration and the Art of Governance”, *Public Administration Review*, 1945, 5:1:83-87.
- Guy B. Peters and Jon Pierre, “Governance without Government: Rethinking Public Administration”, *Journal of Public Administration Research and Theory*, 1998, 8 (2):223-43.
- Kant Mani, *Digest of Anti Corruption Laws*, Kamal Publishers, 2017.
- Matt Andrews, “Good Government Means Different Things in Different Countries”, *Governance: An International Journal of Policy, Administration, and Institutions*, 2010, 23:1:7-35.
- Mark Bevir (ed.), *The Sage Handbook of Governance*, Thousand Oaks, CA: Sage Publications, 2010.
- 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.
- Richard C Box, *Democracy and Public Administration*, Omaha: University of Nebraska, 2006.
- S. Bell and A. Hindmoor, *Rethinking Governance: The Centrality of State in Modern Society*, Cambridge: Cambridge University Press, 2009.
- William T Gormley and Steven J Balla, *Bureaucracy and Democracy: Accountability and Performance*, CQ Press, 2012.

Indian Administration

Administrative system of present India is a legacy of British Administration. The Constitution of India sets out the framework of powers, privileges, responsibilities and areas of functions of central government, state government and other bodies. This course aims to train the students giving a holistic idea about Indian polity and administration.

Unit-I Historical Background

1. Administrative System: Ancient and Mughal Period.
2. Administration during British Period: Administration of the East India Company; The Indian Councils Acts; The Government of India Act, 1858; The Government of India Act, 1919; The Government of India Act, 1935.
3. Administration in Independent India: Parliamentary Democracy; Federalism.

Unit-II Constitutional Framework of Government

4. Powers of Central and State Government: President and Prime Minister; Governor and Chief Minister; Council of Ministers.
5. Cabinet Committees; Central Secretariat; Cabinet Secretariat; Prime Minister's Office.
6. Election Commission and Electoral Reforms; Union State Relations.

Unit-III Civil Services in India

7. Accountability: Legislature, Executive and Judicial; Delegated Legislation in India.
8. Civil Services in India: All India Services, Central Services and State Services; Union Public Service Commission, State Public Service Commission; Capacity Building of Civil Servants and Civil Service Reforms.
9. Politician and Civil Servant Relations; Generalists and Specialists Debate and Combating Corruption.

Unit-IV Constitutional, Statutory and Non-Statutory Authorities

10. Judiciary: Indian Constitution and Independence of Judiciary; Supreme Court; High Court; Judicial Review; Public Interest Litigation; Judicial Reforms
11. National Development Council; NITI Aayog;
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*, Laxmi Narain Agarwal, Agra, 2016.
- Bidyut Chakrabarty and Prakash Chand, *Indian Administration-Evolution and Practice*, SAGE, New Delhi, 2016.
- C.P. Bhambri, *Bureaucracy and Politics in India*, Delhi, Vikas Publications, 1971.
- 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 BlackSwan, Hyderabad, 2017.
- 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

Public Administration in Tripura

The syllabus covers diverse aspects of public administration in Tripura beginning from the monarchical period to the present day. The basic objective of the course is to acclimatise the students on various dimensions of public administration in Tripura. Through this course the students will understand the structures and functions of major state administrative mechanisms. Most importantly, the course will enlighten the students on the organisational structures of local government in Tripura including the Tripura Tribal Areas Autonomous District Council.

Unit-I Administration of the Monarchy

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 Administration after Merger with the Indian Union

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 Administrative Mechanisms in Tripura

7. Tripura Public Service Commission: Composition and Functions; State Election Commission and State Finance Commission.
8. State Secretariat: Organisation and Functions; Role of Chief Secretary, Directorates and their Functions.
9. Police Administration in Tripura: Structures and Functions.

Unit-IV Local Government in Tripura:

10. District Administration: District Magistrate, Block Development Officer and Panchayati Raj System.
11. Urban Development and Administration: Composition and Functions of AMC and Role of Urban Local Bodies in Tripura.
12. TTAADC: Organisational Structures; Village Committee in Sixth Schedule 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.
- Vijay Hansaria, *Sixth Schedule to the Constitution*, New Delhi: Universal Law Publishing, 2001.

PA-201

Administrative Thinkers-I

The course is designed to provide comprehensive ideas about theories in Public administration reviewing administrative theory from classical to human schools. It is expected to help the students to grasp intending knowledge about the discipline. It will enable students to understand about theoretical foundations of administrative process and demonstrate their knowledge on the thoughts of social systems.

Unit-I Administrative Structure and Process

1. Woodrow Wilson: *The Politics Administration-Dichotomy*
2. Frederick Winslow Taylor-*The Scientific Management*
3. Henry Fayol-*Principles of Administration*
4. Luther Gullick and Lyndall Urwick: *Organizational Principles*

Unit-II Classical Thought-Bureaucracy

5. Max Weber-*The Bureaucratic Theory*
6. Karl Marx-*State and Bureaucracy*
7. Samuel Krislov and Donald Kingsley-*Representative Bureaucracy*

Unit-III Social System Thought

8. M. P. Follet-*Constructive Conflict and Leadership*
9. Elton Mayo-*Human Relations Movement*
10. Chestard Barnard-*Contribution Satisfaction Equilibrium*
11. Dwight Waldo-*The Administrative State and Future of Public Administration*

Unit-IV Behaviouralism

12. Herbert Simon-*Behaviouralism and Decision Making*
13. Geoffrey Vickers-*Appreciative System*
14. Warren Bennis-*Changing Organizations*

Recommended Books:

- Chester Barnard, *The Functions of the Executive*, Cambridge: Harvard University Press, 1969.
- D. Ravindra Prasad et. al., *Administrative Thinkers*, New Delhi: Sterling Publishers Pvt. Ltd, 2011.
- Donald Menzel (eds.), *The State of Public Administration: Issues, Challenges and Opportunity*, New York: M. E. Sharpe, 2011.
- H.A. Simon, *Administrative Behaviour: A Study of Decision-Making Process in Administration*, New York, the Free Press, 1957.
- R. K. Sapru, *Administrative Theories and Management Thought*, Delhi: PHI, 2016.
- 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.
- Uma Medury, *Public Administration in the Globalisation Era: The New Public Management Perspective* Orient Blackswan, New Delhi, 2010

PA-202

Political Thought

Philosophical writings of Political Thinkers are reflections of the socio-political problems of their time. This course is designed to acquaint students about philosophies of different political thinkers. This course will make students to understand historically written texts and use such ideas to solve contemporary socio-political problems by interpreting those philosophical writings.

Unit-I **Western Political Thought-Classical Tradition-I**

1. Plato: *The Republic*
2. Aristotle: *The Politics*
3. Machiavelli: *The Prince*

Unit-II **Western Political Thought-Classical Tradition-II**

4. Hobbes: *Leviathan*
5. Locke: *The Second Treatise of Government*
6. Rousseau: *Social Contract*

Unit-III **Western Political Thought-Modern Tradition**

7. Hegel: *Philosophy of Right*
8. John Stuart Mill: *Utilitarianism*
9. Hannah Arendt: *The Origins of Totalitarianism*

Unit-IV **Indian Political Thought**

10. Swami Vivekanand: *Vedantic Socialism*
11. Sri Aurobindo: *The Life Divine, Synthesis and Integration between Indian and Western Philosophy*
12. M.N. Roy: *New Humanism*
13. B. R. Ambedkar: *Hindu Social Order: Its Essential Principles*
14. Deendayal Upadhyaya: *The Idea of Integral Humanism*

Recommended Books:

- Aristotle's *Politics*, 2nd Edition. Translated and with an Introduction, Notes, and Glossary by Carnes Lord, University of Chicago Press, Chicago, 2013
- G. H Sabine, *A History of Political Theory*, George G. Harrap & Co. Ltd., London, 1946.
- G.W.F. Hegel, *The Philosophy of Right*, translated and with notes by T.M. Knox., Clarendon Press, 1942
- Jean-Jacques Rousseau, *On the Social Contract*, with Geneva Manuscript and Political Economy, ed. Roger D. Masters, trans. Judith R. Masters, St. Martin's Press, New York 1978
- John Locke, *Second Treatise of Government*, ed. C. B. Macpherson, Hackett Publishing, 1980
- John Rawls, *A Theory of Justice*, Original Edition, Harvard University Press, 1971
- John Stuart Mill, *On Liberty and Other Essays*, Edited with an Introduction by John Gray, Oxford University Press, 1991
- Leo Strauss, and Joseph Cropsey, *History of Political Philosophy*, Chicago, 1987
- Machiavelli, *The Prince*, 2nd Edition. Translated and with an Introduction by Harvey Mansfield Jr. University of Chicago Press, Chicago, 1998
- Mary Wollstonecraft, *A Vindication of the Rights of Woman* in Wollstonecraft, Political Writings, edited by Janet Todd, University of Toronto Press, 1993
- M.N. Roy, *New Humanism: A Manifesto*, Renaissance Publishers Private Limited, Calcutta, 1974
- Plato's *The Republic*, 2nd Edition. Translated with Notes and an Interpretive Essay by Allan Bloom, Basic Books, New York, 1991
- R.A. Sinari, *The Structure of Indian Thought*, OUP, Delhi, 1984
- Shamita Basu, *Religious Revivalism as Nationalist Discourse: Swami Vivekanand and New Hinduism in Nineteenth Century Bengal*, Oxford University Press, Delhi, 2002.
- Subrata Mukherjee, & Sushila Ramaswamy, *A History of Political Thought: Plato to Marx*, Prentice Hall of India Pvt. Ltd., New Delhi, 1999.
- T. Pantham and K.L. Deutsch (ed.), *Modern Indian Thought*, Sage Publications, Delhi, 1986.
- Thomas Hobbes, *Leviathan*, ed. C. B. Macpherson, Penguin Books, Baltimore 1968
- W.T. Blum, *Theories of Political systems: Classics of Ancient and Modern Political Thought*, Prentice Hall, New Delhi, 1981.
- William Ebenstein, *Modern Political Thought*, Oxford and IBH, 1974

Comparative and Development Administration

Comparative Public Administration came into existence in the post World War-II period. For an in-depth analysis of administrative systems, comparison is the best way in Social Sciences and to make Public Administration Scientific. With the increasing nature of welfare activities of government, functions of government have increased leading to expand the scope of developmental activities of administration. This course is expected to help the students to have a comparative outlook of functioning of government under different administrative systems and different institutions and also with issues related to development administration in developed and developing countries.

Unit-I Introduction and Approaches

1. Comparative Public Administration: Concept, Nature, Scope, Evolution and Significance.
2. Approaches to the study of Comparative Public Administration; Comparative Studies- Influence of Globalisation; Problems of Comparative Research
3. (a) Riggs Model, (b) Montgomery and (c) Ferrel Heady

Unit-II Comparative Administrative Systems

4. Administrative Systems: UK, USA, PRC and India.
5. Political Executives: UK, USA, PRC and India
6. Control Mechanisms over Administration: UK, USA, PRC and India.

Unit-III Development Administration-An Introduction

7. Development Administration: Concept, Nature, Scope, Objectives, Characteristics, Significance.
8. Approaches to Development- Sustainable Development and Anti-Development; Sustainable Development Goals
9. Development Administration: Development and its Dimensions; Development and Modernisation; Bureaucracy and Development Administration

Unit-IV Issues of Development Administration

10. Ecology of Development Administration; Dwight Waldo and Edward Widener.
11. Globalisation and Development Administration; Emergence of Non-State Actors in Development Administration; Public-Private Partnerships.
12. Corporate Social Responsibility.

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.
- Brahmadeo 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. Jabra and O.P. Dwivedi (eds.), *Public Service Accountability: A Comparative Perspective*, West Hartford, Kumarian Press, 1998.
- N. Lewis and P. Birkesshaw, *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.

Financial Administration

Finance is the base of any Government and Administration. All the functions and policies of government require money. At the same time, financial expenditure in different governmental activities require proper accounting and auditing. This course will orient students about different aspects of finances in India, Centre-State Financial Relations, Financial Control, Auditing of Finances and issues related to the Economic Policy in India.

Unit-I Introduction

1. Financial Administration: Meaning, Nature, Scope and Significance
2. Budget: Meaning, Purpose and Significance; Types- PPBS, Deficit Budget, Performance Budget and Zero-Base Budget, Gender Budget; Significance of Audit and Accounting
3. Budgetary Process-Preparation, Enactment and Execution; Fiscal Responsibility and Budget Management Act and Sunset Legislation.

Unit-II Fiscal Federalism and Taxation

4. Fiscal Federalism: Union-State Financial Relations; Finance Commission
5. Public Expenditure: Issues, Concerns and Reasons for its growth; Canons and Classification of Public Expenditure
6. Theories of Taxation; Taxation Policies-Principles of Taxation-Progressive and Proportional Taxation; Reforms in Taxation Policies; Public Revenue: ASWOT Analysis

Unit-III Financial Control Mechanism

7. Financial Control: Legislature and Executive; Parliamentary Committees
8. Finance Ministry-Organization and Working; Reserve bank of India
9. Management of Public Debt in India

Unit-IV Economic Policies

10. Accounting and Audit System: Concept, Types, Emerging Trends in Accounting System- Role of CA & G
11. Indian Economy in Post-liberalization Era: Mixed Economy to Liberalisation, Privatisation and Globalisation (LPG); New Economic Policy; Industrial Policy since Independence
12. Government in Business: Public Enterprises-Concept, Growth and Forms of Public Enterprise; Management, Problem of Accountability and autonomy; disinvestment Policies.

Recommended Books:

- B P R Vithal and M Sastri *Fiscal Federalism in India*, OUP, New Delhi, 2004.
- D. N. Gadgok, *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, NewDelhi, 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*, 5th 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-205

Personnel and Human Resource Administration

Public-Personnel and Human Resource Administration is an important area which managed human resource planning, staffing, development, and compensation. Through this course, the students are expected to amplify their knowledge and understanding on the general pattern of human resource administration. Accordingly, the syllabus covers the major themes and issues connecting with human resource administration with special reference to India.

Unit-I Introduction

1. Public Personnel Administration: Concept, Nature, Scope and Importance.
2. Human Resource Administration: Concept, Nature, Scope and Importance.
3. Manpower Planning; Job Analysis and Job Design.

Unit-II Personnel Administration-I

4. Training: Objectives, Types, Methods, Techniques and Training Needs Assessment.
5. Recruitment: Principles, Methods and Selection Process.
6. Classification of civil services: Rank and Position Classification; Merits and Demerits.

Unit-III Personnel Administration-II

7. Motivation: Concepts and Theory, Tools and Applications.
8. Grievance Redressal Mechanisms, Collective Bargaining and Performance Appraisal Schemes.
9. Promotion and Transfer: Concepts, Types and Needs; Demotion: Causes.

Unit-IV Issues of Human Resource Administration in India

10. Wage and Salary Administration: Objective, Principles and Methods; Wage Legislation in India.
11. Employee Unions and Right to Strike in India; Neutrality and Ethics in Civil Services.
12. Emerging Trends in Public Personnel Administration in India.

Recommended Books:

- A.R.C. – *Report on Personnel Administration*, Publications Division, Govt. of India, 1970.
- 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.
- Meir Liraz, *Complete Guide to Human Resource Management*, Miami: Liraz Publishing, 2013.
- P. Ghosh, *Personnel Administration in India*, Sudha Publications, New Delhi, 1973.
- Seema Sanghi, *Human Resource Management*, New Delhi: Vikash Publishing, 2014.
- S.L. Goel, *Public Personnel Administration*, Deep and Deep Publication, New Delhi 2002
- S.S. Khanka, *Human Resource Management*, S. Chand and Company, New Delhi: 2012
- Stephen Bach (ed.), *Managing Human Resources: Personnel Management in Transition*, 4th Edition, Wiley-Blackwell, 2009.
- S.W. Hays and R.C. Kearney, *Public Personal Administration: Problems and Prospects*, Prentice Hall, Englewood Cliffs, NJ, 2003.
- Susan Cartwrigth, *Human Resource Management*, New Delhi: Mittal Publications, 2002.

Indian Political System: Constitution and Institutions

Constitution of India is the most fundamental document, which defines the structure, powers and framework of functioning of different organs of governments and encompassing the central, state and local governments. The course aims to give students ideas about the basis of Indian Constitution and functioning of governments and other organs of governments in India.

Unit-I Basics of Indian Constitution

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 Constitutional Organs

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 System of Government

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 Local Self Government

10. Local Self Governments-Rural and Urban in India: Meaning, Nature, Scope; Evolution of Local Government in India-British and Post Independence Scenario.
11. 73rd and 74th Constitutional Amendment Acts: Basic Features, Problems and Issues of Rural and Urban Governance (Funds and Capacity Building).
12. Functions and Role of Local Self 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, Montreal: Queen's University Press, pp.166-197.
- Vijay Hansaria, *Sixth Schedule to the Constitution*, New Delhi: universal Law Publishing, 2001.

PA-301

Administrative Thinkers-II

The course is designed to provide comprehensive ideas about theories in Public administration. It reviews administrative theory from organizational humanism to application of market oriented theories in Public Administration. The course also includes five Indian administrative thinkers outlining their contribution in building general administrative theory and development of administrative processes in India. It is expected to further deepen and grasp intending knowledge about the discipline. It will enable students to understand about theoretical foundations of administrative process and demonstrate their knowledge on the thoughts of social systems.

Unit-I Organizational Humanism-I

1. Abraham Maslow-Needs Hierarchy Theory
2. Victor Vroom-Expectancy Theory of Motivation
3. Douglas McGregor-Theory of X and Y

Unit-II Organizational Humanism-II

7. Fredrick Herzberg-Hygiene and Motivation Factors
8. Chris Argyris- Integrating the Individual and the Organization
9. Rensis Linkert-New Patterns of Management

Unit-III Market Theories

10. Vincent Ostrom-Public Choice
11. Peter Drucker-Knowledge Based Organization
12. Elinor Ostrom-Governing the Common

Unit-IV Indian Administrative Thinkers

13. Kautilya-Statecraft
14. M. K. Gandhi-Swaraj
15. J. L. Nehru-A Moderate Approach to Administration
16. Chakraborti Raja Gopalachari- Good Governance and Good Administrator
17. Sardar Vallabhbhai Patel-Founder of Modern All India Services System

Recommended books:

- Abraham Maslow, *Motivation and Personality*, New York: Harper & Row, 1954.
- Chris Argyris, *Personality and Organization*, New York: Harper, 1957.
- D. Ravindra Prasad et. al., *Administrative Thinkers*, New Delhi: Sterling Publishers Pvt. Ltd, 2011.
- Douglas McGregor, *The Human Side of Enterprise*, New York: McGraw Hill, 1960.
- Donald Menzel (eds.), *The State of Public Administration: Issues, Challenges and Opportunity*, New York: M. E. Sharpe, 2011.
- Elinor Ostrom, *Governing the Commons-The Evolution of Institutions for Collective Action*, Cambridge, 2003.
- H.A. Simon, *Administrative Behaviour: A Study of Decision-Making Process in Administration*, New York, the Free Press, 1957.
- H. Miller and CJ Fox, *Post Modern Public Administration*, New York: ME Sharp, 2007.
- Rensis Linkert, *New Patterns of Management*, New York: McGraw Hill, 1976.
- R. K. Sapru, *Administrative Theories and Management Thought*, Delhi: PHI, 2016.
- 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.
- Warren Bennis, *Reinventing Leadership: Strategies to Empower the Organization*, New York: Harper Business.
- Warren Bennis, *Beyond Bureaucracy: Development and Evolution of Human Organization*, New York: John Wiley.

Public Policy: Theoretical Perspective

The discipline of public policy has gained momentum with increase of government developmental activities. Public Policy aims to give solutions to social, political and economic problems. It also helps in identifying the way to move towards future. The main objective of this course is to train students about the different basic aspects of public policy, background and issues related to public policy formulation and implementation.

Unit-I **Introduction**

1. Public Policy: Meaning, Nature, Scope, Evolution and Significance;
2. Types of Public Policy: Distributive, Re-distributive, Regulatory and Substantive.
3. Public Policy and Public Administration; Policy Science and Policy Analysis

Unit-II **Approaches and Theories**

4. Approaches to Public Policy: Process Approach, Logical Positivism, Phenomenological Approach, Participatory and Normative Approaches.
5. Theories of Public Policy-I: Incremental Theory, System Analysis, Elite Theory, Institutional Theory
6. Theories of Public Policy-II: Group Theory, Rational Theory.

Unit-III **Public Policy Making and Implementation: Structure and Processes**

7. Policy Formulation: Official Policy-makers and Unofficial Participants.
8. Implementation: Meaning, Implementation Techniques, Conditions for Successful Implementation; Approaches to Policy Implementation
9. Major Constraints in Policy Formulation and Implementation.

Unit-IV **Policy Evaluation**

10. Policy Evaluation: Functions of Evaluation, Criteria for Evaluation
11. Techniques of Evaluation.
12. Approaches to Policy Evaluation and Policy Impact.

Recommended Books:

- Bidyut Chakrabarty and Prakash Chand, *Public Policy-Concept, Theory and Preactice*, SAGE, New Delhi, 2016.
- 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.
- 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, Houghton, Mifflin, 1990.

- K. Disch, *Policy Making in India*, New Delhi, Publication Division, 1990.
- Kuldeep Mathur, *Public Policy and Politics in India*, New DelhiOxford university Press, 2017
- 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.
- Michael Moran, Martin Rein and Robert E. Goodin, *The Oxford Handbook of Public Policy*, Oxford University Press, New Delhi, 2018
- P.K. Saxena (ed) *Comparative Public Policy*, Jaipur Rawat Publication 2000
- Paul H.Appleby, *Policy and Administration*, The University of Alabama Press, 1999.
- Prabir Kumar De, *Public Policy and Systems*, New Delhi, Pearson, 2012.
- 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, Implementation and Evaluation*, New Delhi, Sterling, 2016.
- 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
- Rajesh Chakrabarti and Kaushiki Sanyal, *Public Policy in India*, Oxford University Press, New Delhi, 2017.
- T. Dye, *Understanding Public Policy*, Englewood Cliffs New Jersey, Prentice Hall, 1997.
- 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.

International Relations: Theories and Approaches

The objective of this course is to enable students to acquire knowledge of International Relations as an evolving discipline. It is expected to guide the students to establish a relationship between IR Theory and IR practice to organise and sharpen their ideas and assumptions of international politics and advance more swiftly in their study of IR.

Unit-I International Relations as an Academic Subject

1. International Relations: An Introduction
2. Realism and Neo-realism
3. Liberalism-Basic Liberal Assumptions; Liberalism and World Order; Neo-liberalism: Institutions and Interdependence
4. Constructivism in International Relations

Unit II International Political Economy

5. International Political Economy: An Introduction; The Relationship between Politics and Economies
6. Theoretical Developments in International Political Economy
7. Economic Globalization and Changing Role for States
8. Development and Underdevelopment in the Developing Countries: Contemporary Debates

Unit III Major Issues in International Relations

9. International Terrorism
10. Environment
11. Gender
12. Human Rights

Unit IV Methodological Debates

13. The Classical Approach and Scienticism in International Relations
14. Positivist Methodology in International Relations
15. Post Positivist Methodology in International Relations International Relations: The Current Research Agenda

Recommended Books:

- Hans J Morgenthau, *Politics among Nations: The Struggle for Power and Peace*, McGraw Hill Education, 2005.
- John Baylis and Steve Smith, *The Globalization of World Politics: An Introduction to International Relations*, New York: Oxford University Press, 2016.
- Robert Jackson and Geogr Sorensen, *Introduction to International Relations: Theories and Approaches*, New York: Oxford University Press, 2007.
- Scott Burchill, Andrew Linklater et al., *Theories of International Relations*, Palgr Mac, 2015.
- M. Zehfuss, *Constructivism in International Relations: The Politics of Reality*, Cambridge: Cambridge University Press, 2002.

Research Methodology

Research is the basis for development of any discipline. Through research, one can make scientific and systematic study of a particular issue of the discipline. It is an art of scientific investigation. This course will enable students to understand the basic idea about social science research, different methods of scientific research.

Unit-I **Introduction**

1. Social Science Research: Meaning, Objectives, Scope and Importance of Social Science Research, Normativity and Objectivity in Social Science Research.
2. Distinction between Method and Methodology; Role of Research in Theory-building
3. Types of Research: Quantitative Research, Qualitative Research, Applied Research, Basic Research, Problem Oriented and Problem Solving

Unit-II **Scientific Method in Research**

4. Scientific Methods in Social Science Research.
5. Problem Formulation and Hypothesis; Identification of Variables, Concepts and Operationalization of Concepts; Hypothesis and Procedure of Hypothesis Testing and Estimation.
6. Data: Sources-Primary and Secondary, Methods of Data Collection.

Unit-III **Use of Statistics**

7. Sampling and Sampling Techniques; Scales of Measurement, Measures of Central Tendency and Dispersion, Mean, Mode and Median, Standard Deviation, Correlation.
8. Observation, Questionnaire, Schedule, Interview, Processing and Analysis of Data.
9. Research Design and Research Report Writing; Citation Pattern and Bibliography

Unit-IV **Research in Public Administration**

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*, (4th 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*, (4th 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*, (3rd 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.

Environmental Administration and Disaster Management

Environmental pollution is now recognized as a serious global problem. It is causing severe environmental disasters in many parts of the world every now and then. An effective environmental administration at global, national and local level has become the most urgent need of the hour to save all living creatures and make the earth a live able place without further endangering the environment. The objective of the course is to draw the attention of the students about this menace, train them in the mechanisms for its mitigation and to initiate debates, dialogues and directions of thinking about politico-administrative reforms for evolving an environmental state structure to the pursuit of 'good life'.

Unit-I Introduction

1. Environment: Meaning, Nature and Aspects; Environment Administration: Concept and Significance.
2. Approaches to Environmental Administration: Ethical Approach, Legal Approach and Multi Disciplinary Approach
3. Environmental Governance: Stockholm (1972) to the Present

Unit-II Agencies for Environmental Administration

4. Role of UNEP, World Bank
5. Role of Pollution Control Board, Bio-diversity Authority, State and Local government in Environmental Administration in India
6. Public Participation and Role of NGOs and Judiciary in Environmental Administration

Unit-III Human Affairs and Environment

7. Growth and Control of Human Population, Health and Environment
8. Rural and Urban Challenges in Environmental Administration (Deforestation, Soil Erosion, Solid Waste Management)
9. Environmental Issues: Global Warming and Climate Change, Sustainable Development, Environmental Protection Verses Development

Unit-IV Disaster Management

10. Meaning, Nature and Types of Disasters; Elements of Disaster Management; Disaster and Environment
11. Disaster Mitigation (Risk Assessment, Protective measures and Public Information), Disaster preparedness (Disaster Plan, Disaster Forecasting, Warning and prediction)
12. Role of Government and NGOs in Economic and Social Rehabilitation during Disasters (Shelter, Food and medical Supply, Mass Media Coverage, Maintenance of Public Order)

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.
- Nawneet Vibhaw, *Environmental Law: An Introduction*, Gurgaon: Lexis Nexis, 2016.
- 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, 3rd Edition, 2008.
- R. B. Singh, *Natural Hazards and Disaster Management*, Rawat, 2006.
- 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, 4th Edition, 2008.
- Vinod Kumar Sharma, *Disaster Management*, Medtech Publisher, 2019.

Administrative Laws and Office Management

The main objective of administrative law is to protect the interest of the public when they interact with the government. Administrative laws govern the internal operations of different agencies of government and ensure that they do not abuse their power. Thus they act as check and balances between the administrative actions and citizens rights. The course is designed to train the students about the basics of administrative laws that will help students to learn about procedures of office management.

Unit-I Introduction

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 Administrative Authorities

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 Administrative Tribunal

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 Office Management

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

Local Government in India

Local Self-Government is an important unit of administration that ensures the participation of the community in the local governance. Hence, the objective of the course is to impart in dept knowledge and understanding on the institution of local self-government in India. Through this course the students will have understanding on the structures, functions, sources of fund and resource mobilisation at the rural and urban local government. In due course, the students would be able to come out with new ideas and arguments on diverse issues of local-self government and identify the challenges encountered by the institutions.

Unit- I **Introduction**

1. Local Self Government: Concept, Theory and Dimensions
2. Local Self Government and Its Evolution in India
3. The 73rd and 74th Constitutional Amendment Acts.

Unit- II **Rural Local Self-Government in India**

4. Gram Panchayat: Structures, Functions, Sources of Fund and Resource Mobilisation
5. Panchayat Samiti: Structures and Composition, Role and Sources of Fund.
6. Zila Parishad: Structures, Functions, Sources of Fund.

Unit- III **Urban Local Self-Government in India**

7. Nagar Panchayat: Structure and Functions
8. Municipal Council: Composition and Functions
9. Municipal Corporation: Structure and Role; Metropolitan Governance.

Unit- IV **Issues of Local Governance Mechanism in India**

10. District Planning Committee: Concept and Functions; DRDA: Role and Functions.
11. State-Local Relationship: Administrative and Financial
12. Local Self Government in the Age of Globalisation.

Recommended Books:

- Bajpai A. *Panchayati Raj in India: A New Thrust*, Delhi: Sahitya Prakashan, 1995.
- Bandhopadhyay D. & Amitava Mukherjee, *New Issues in Panchayati Raj*, New Delhi, 2004.
- Bhayana Sahib Singh, *Local Government in India*, Jalandhar: New Academic Publishing Company, 1991.
- Chaubey P.K., *Urban Local Bodies in India: Governance with Self-Reliance*, New Delhi, IIPA, 2004.
- Dhalimal S.S., *Good Governance in Local Self- Government*, New Delhi, Deep & Deep, 2004.
- Hust Evelin & Michael Mann, (ed.), *Urbanization and Governance in India*, New Delhi, Manohar, 2005.
- Jain L.C. (ed.) *Decentralisation & Local Governance*, New Delhi, Orient Longman, 2005.
- Jha S.N. & P.C. Mathur (ed.) *Decentralisation and Local Politics*, New Delhi: Sage 1999.
- Kumay Amnia & Anitha L. *Financing of Urban Local Government*, Jaipur: Printwell, 1995.
- Maheshwari S.R. *Local Government in India*, Agra: Lakhshmi Narain, 1993.
- Mishra S.N. *New Panchayati Raj in Action*, New Delhi: Mittal Publications, 1996.
- Oomen M.A. *Devolution of Resources from the State to the Panchayati Institutions*, New Delhi: ISS,1995.
- Oomen M.A. and Abhijit Datta *Panchayats and their Finance*, New Delhi: ISS, 1995.
- Rao P.S.N. (ed.) *Urban Governance and Management*, New Delhi, IIPA, Kanishka, 2006.
- Sachdeva Pradeep *Urban-Local Government & Administration in India*, Allahabad, Kitab Mahal, 1993.
- Singh U.B. *Urban Administration in India*, New Delhi: Serials Publications, 2004.

Development Studies

Development Studies is a multidisciplinary branch of Social Science and is being taught in different Universities especially in the third world countries. The issue has become an important area of academic research as the developmental aspect of a country is having correlative and causal relationship with numerous other issues affecting the ultimate development called 'sustainable development.' The paper therefore, intends to impart conceptual and theoretical knowledge to the students relating to diverse aspects of development. Through the understanding of conceptual and theoretical basis, the students would acclimatise themselves on the current debates relating to the relationship of development with gender, environment and tribal issues.

Unit-I **Introduction**

1. Development: Ideas, Concepts
2. Politics and history of Development: capitalism, colonialism, liberalism, democracy, the Anthropocene
3. Capabilities and Human development

Unit-II **Development: Theories and Approaches**

4. Classical and Neo-Liberal Approaches
5. Gandhian model, Marxian and Dependency Approaches
6. Alternative and Participatory Approaches

Unit-III **Gender, Environment and Industrial Development**

7. Gender Approach to Development
8. Environment and Sustainable Development
9. Industry and Development: Politics of industrial policy, Labour laws and the labour movement in India

Unit-IV **Issues and Challenges of Development**

10. Social Exclusion and Social Justice; Development and Displacement
11. Unemployment, Inequality, Poverty
12. Corruption, Crimes and Compliance

Recommended Books:

- Andrew Sumner, 'What Is Development Studies?', *Development in Practice*, Vol.16, No. 6 (Nov., 2006), pp. 644-650
- Christine Sylvester , 'Development Studies and Postcolonial Studies: Disparate Tales of the 'Third World'', *Third World Quarterly*, Vol. 20, No. 4 (Aug., 1999), pp. 703-721
- David Simon , 'Development Reconsidered; New Directions in Development Thinking' , *Human Geography*, Vol. 79, No. 4, Current Development Thinking (1997), pp. 183-201
- J. Schuurman Frans, 'Paradigms Lost, Paradigms Regained? Development Studies in the Twenty-First Century' , *Third World Quarterly*, Vol. 21, No. 1 (Feb., 2000), pp. 7-20
- Jan Nederveen Pieterse, 'After Post-Development' , *Third World Quarterly*, Vol. 21, No. 2 (Apr., 2000), pp. 175-191
- Jon Harald Sande Lie, 'Post-Development Theory and the Discourse-Agency Conundrum' , *Social Analysis: The International Journal of Social and Cultural Practice*, Vol. 52, No. 3 (Winter 2008), pp. 118-137
- Michael Edwards, 'The Irrelevance of Development Studies', *Third World Quarterly*, Vol. 11, No. 1 (Jan., 1989), pp. 116-135
- Indra Munshi, 'Environment' in Sociological Theory', *Sociological Bulletin*, Vol. 49, No. 2 (September 2000), pp. 253-266
- Bapuji, M. (1993). *Tribal Development Administration*. Delhi: Kanishka Publication.
- Bera, G.K. (Ed.). (2009). *Tribal Development in Tripura*. Guwahati: EBH Publication.
- Behura, N.K., & Panigrahi, N. (2006). *Tribals and the Indian Constitution: Functioning of Fifth Schedule in the State of Orissa*. Jaipur: Rawat Publication.
- Bhandari, J.S., & Channa, S.M. (Ed.). (1997). *Tribes and Government Policies*. New Delhi: Cosmo Publication.
- Bose, A., Nongbri, T., & Kumar, N. (1990). *Tribal Demography and Development in North-East India*. Delhi: B.R. Publication.
- Chaudhuri, B. (Ed.). (1982). *Tribal Development in India: Problems and Prospect*. Delhi: Inter-India Publication.
- Chaudhary, S.N. (Ed.). (2009). *Tribal Development since Independence*. New Delhi, Concept Publication.
- Das, S.T. (1993). *Tribal Development and Socio-Cultural Metric*. Delhi: Kanishka Publication .
- Dutta, S.K. (2002). *Functioning of Autonomous District Council in Meghalaya*. New Delhi: Akansha Publication.
- Gassah, L.S. (Ed.). (1997). *The Autonomous District Council*. New Delhi: Omsons Publications.
- Hasan, A. (1992). *Tribal Development in India*. Lucknow: Print House Publication.
- Kaur, H. (1995). *Tribal Development Administration*. Udaipur: Shiva Publication.
- Mahapatra, L.K. (1997). *Tribal Development in India: Might and Reality*. New Delhi: Vikash Publication.
- Pati, R.N., & Jena, B. (Ed.). (1991). *Tribal Development in India*. New Delhi: Ashish Publication.

Public Policy in India: Social, Health and Education Policy

In the post-independent era, the government of India has undertaken massive developmental activities in the form of policy for social welfare of women, children and other vulnerable sections of society with special focus on health and education. This course will orient students about theoretical concepts of social policy as well as different policies initiated for the social development and promotion of health and educational sectors in India.

Unit-I Introduction

1. Concept of Social Policy: Meaning, Characteristics, Objectives, 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 Policies for Welfare of Children and Women

4. Food Security; Employment Security; Social Security.
5. Children Rights in India: Policy, Efforts, Schemes, Projects and Programmes
6. Women and other Weaker Sections in India: Policy, Efforts, Schemes, Projects, Acts and Programmes; Problems of Inequality and Social Exclusion in India.

Unit-III Health Policies

7. Health and Health Education: Definition and Relationship;
8. Health Administration: Role of WHO, Ministry of Health and Non-governmental Efforts in India,
9. National Health Policy and Programmes [National Rural Health Mission (NRHM), National Aids Prevention and Control Policy, National Vaccine Policy]; Role of Private Sector in Health Management in India.

Unit-IV Education Policies

10. Educational Administration in India: Role of UNICEF and Ministry of Human Resource Development.
11. Education and Indian Constitution: Education Policy (SSA, RMSA, RUSA, Right to Education Act, 2009)
12. Towards Health and Education Governance: Reforms in Educational Sector, Issues Related to Education- Literacy v/s Education; Employment v/s Education.

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.

Public Policy in the North East India

The North Eastern Region (NER) has been politically and geographically very sensitive in the nation building process in independent India. The Government of India has adopted various administrative interventions in the form of public policy to deal with these issues. An assessment on these administrative initiatives by revisiting the people's faith will further help to understand about NER. The course-Public Policy in the North East India-is designed to enable the students to be familiar, explain and manage social, economic and political issues that are subject to public debate in the NER today and come up with comprehensive suggestions to these issues.

Unit-I The Idea of Northeast India

1. 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.
2. Challenges of Political and Cultural Integration of North East in Independent India
3. Nationalist Discourse in the Region and Demand for Autonomy.

Unit-II Tribal Development in the Northeast

4. Constitutional Mechanisms of Integration of North East India: Two Models of Autonomy- Sixth Schedules and States under the Indian Constitution,
5. Constitutional Safeguards and Protective Legislation for Tribals; Concept of Integrated Development and Tribal Sub-Plan,
6. Forest Rights Act, 2006, Tribal Customary Law in the Northeast India.

Unit-III Development Imperatives and Challenges

7. Conflict in the Northeast: Issues, Causes and Concerns
8. Industry and Infrastructure Development, Role of the Ministry of Development of the North-Eastern Region,
9. Tourism in the Northeast: Prospects, Developmental Challenges and Issues Associated with Its Sustainability.

Unit-IV Globalization and Northeast India

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. Foreign Investments in the Northeast India and Role of International Institutions.

Recommended Books:

- 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, Prachi Prakashan, 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: Department of Political 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.
- Sajal Nag, *India and North East India: Mind, Politics and the Process of Integration 1946-1950*, New Delhi: Regency Publications, 1998.
- 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).

Dissertation

This course is basically practice-oriented. It will orient students in academic reading, writing and formal presentation. This course will expose students to the new learning tools of exploring research in the discipline of Public administration. The students will also have a sense of hands-on training, by undertaking some limited research ideas, and experiment the same through field study.

All students shall have to write and submit one dissertation (neatly typed, Font size: 12, single Line Spacing, A4 Size paper, 1 cm margin in all the four sides) on a particular topic as decided by the Departmental Committee with minimum of 10,000 (Ten Thousand) words under the guidance of one faculty member of the Department.

Besides submitting the Dissertation, all students shall have to give one presentation of the work done in the seminar on a stipulated date that shall be notified by the Department.

The dissertation should include following points: 1) Brief Introduction about the Topic; 2) Statement of the Problem; 3) Concepts; 4) Literature Review/Book Review; 5) Research Questions/Hypothesis; 6) Methodology; 7) Central Argument; 8) Conclusion with Recommendations; 9) References.