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Master of Business
Public Administration
and Policy
(Syllabus)
2018



2020-2022
Syllabus

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Aravind

Vatya
S. Dixit

Devi Ahilya University, Indore
School of social science
Syllabus MBA Public Administration and Policy

School of Social Sciences

Devi Ahilya Vishwavidyalaya, Indore

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SEMESTER-31

Sr. No.	Paper Code	Nomenclature Of Paper	Credit
Core-I Skills —hancement ual Credit	MBAPA-301	Administrative Theory-2	2
	MBAPA-302	Development Administration	4
	MBAPA-303	Law, Ethics And Governance	4
	MBAPA-304	Public Policy And Analysis	4
	MBAPA-305	Civil Service In India	4
	MBAPA-306	Local Government In India /Urban/Rural	4
		Field Work Practicum	4
		Comprehensive Viva Voce	4
	Total	24	
Core I	SS5F-501	Principal of Public Administration	4
Core II	SS5F-503	Introduction to concepts of Public Policy, C and Models	4
Core III	SS5F-505	Essentials of Management	4
Soft Skills	SS5F-521	Social Communication & Perso	3

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			Development	
Skill Development	SS5F-523		Computer Application	3
Ability Enhancement	SS5F-525		Industry Academia Interface	4
Virtual Credit	SS5F-551		Comprehensive Viva Voce	4
			Total	26

SEMESTER 4

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

V. K. Patil

S. D. Desai

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SEMESTER-I

SEMESTER-2

<u>Sr. No.</u>	<u>Sr. No.</u>	<u>Paper Code</u>	<u>Nomenclature Of Paper</u>	<u>Credit</u>
	Core-I	MBAPA-101	Theories And Principal Of Public Administration	3
	Core-II	MBAPA-102	Introduction To Public Policy	3
	Core-III	MBAPA-103	Elements Of Financial Administration	3
	Core-IV	MBAPA-104	Management And Human Resource Management	3
		MBAPA-105	Constitution In India (Elective)	2
	Soft Skills	MBAPA-106	Social Communication & Personality Development	2
	Ability Enhancement	MBAPA-107	Computer Application	2
	Ability Enhancement		Field Work Practicum	4
	Virtual Credit		Comprehensive Viva Voce	4
			Total	26
	Paper C			
	Core I	SS5F-502	Administration in India	
	Core II	SS5F-504	Economic Policy and Policy Analysis	4
	Core III	SS5F-506	Development Administration	4
	Elective Discipline Centric	SS5F-522	Law Ethics and Governance	3

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Ability Enhancement	SS5F-524	Research	3
Ability Enhancement	SS5F-526		
Virtual Credit	SS5F-552		

SEMESTER-3

Sr. No.	Paper Code	Code	Nomenclature Of Paper	Credits
Core I	MBAPA-201	SS5F-601	Administrative Thinkers-I	3
Core II		SS5F-603	State and Social Welfare Administration with special reference to MP	4
Core I Elective Generic	MBAPA-202	SS5F-621	Public Personnel Administration	3
Core Elective Generic	MBAPA-203	SS5F-623	Public Financial Administration In India	3
Core IV	MBAPA-204	Public Policy Concepts And Models		3

MBAPA-205	Introduction To Governance	2
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MBAPA 206		
Skills Ability Enhancement	SS5F-625 Research Methodology Field Work Practicum	Industry Academia Interface + MR
Virtual Ability Enhancement Credit	SS5F-627	Summer Internship Report and Pre
Virtual Credit	SS5F-651	Comprehensive Viva Voce
		Total
		Total 24

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SEMESTER 2

SEMESTER-14

PAPER 1: MBAPAI01-

Sr. No.	Paper Code	Nomenclature Of Paper	Credits

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Core I	SS5F-602	Comparative Public Administration	4
Core II	SS5F-604	Social Policy, State, Market and Society	4
Core III	SS5F-606	E-Governance	4
Elective Discipline Centric	SS5F-622	Disaster Management	3
Elective Generic	SS5F-624	Elective Generic from other department/MOOC	3
Ability Enhancement	SS5F-626	Industry Academia Interface with MRP (based on Public Policy and Administration)	4
Virtual Credit	SS5F-652	Comprehensive Viva Voce	4
		Total	26

THEORIES AND PRINCIPLES OF PUBLIC ADMINISTRATION (CORE)

UNIT 1: Meaning, Nature, ~~scope~~Scope And Significance Of PUBLIC ADMINISTRATION And Its

New Horizons, Private And Public Administration: State Versus Market Debate. New Public Administration And New Public Management Perspective, Good Governance: Concept And [Application](#).

~~Application~~

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

~~UNIT 3:~~ Concept Of Organisation: Importance, Meaning, Basis; Formal And Informal

Organisation. Theory And Approaches: Classical Theory, Bureaucratic Theory; ~~Human~~Human Relation ~~Movement~~Movement And Behavioural Approach, System Approach.

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UNIT 4: Principles Of Organisation: Hierarchy, Span Of Control, Unity Of Command, :

~~Authority~~

Authority And Responsibility, Authority And Influence, Supervision, Delegation, Coordination. Centralisation And Decentralisation

~~UNIT 5:~~ Structure Of Organization: Chief Executive And Its Role In Organization, Staff And ~~Auxiliary~~

Auxiliary Agencies, Department, Public Corporation, Independent And Regulatory Commission, Board And Commission And ~~Headquarty~~Headquarter Field Relation

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

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

Recommended Books;-

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

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

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

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

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

~~PAPER 2: MBAPA102~~
~~INTRODUCTION TO PUBLIC~~
~~(ELECTIVE)~~

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Introduction to Public Policy, Concepts and Models

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

Policy Making Process

UNIT 2: Approaches To/ Theories to Public Policy

- a) UNIT 3- Institutional Arrangements For Policy Making-approach and New Institutionalism
- b) Group theory
- c) System Approach
- d) Elite theory
- e) Public choice Approach
- f) Rationalistic Model

UNIT 3: Models of Public Policy

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

UNIT 4: Policy Making Process, Policy Implimentation, Policy designs in India

- a) Environmental policy
- b) Education, Policy Monitoring And Evaluation. policy

UNIT 5: Policy Analysis

- c) Health policy
- d) Social policy

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

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

Recommended Books ;-

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston,Houghton
Bardach, Eugene (1977), The Implementation Game: What Happens After A Bill Becomes A Law, Cambridge, MA: MIT
Bergerson, Peter J. (Ed.), (1991), Teaching Public Policy: Theory, Research And Practice, Westport, RI: Greenwood Press

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~~Birkland~~ Birkland Thomas A., (2005), An Introduction To The Policy Process: Theories, Concepts, And

Models Of Public Policy Making, Armonk; M.E. Sharpe

Brewer, Gary D., And Peter De Leon (1983), The Foundations Of Policy Analysis, Homewood, IL: The Dorsey Press.

Dahl, Robert And Charles Lindblom, (1976), Politics, Economics And Welfare, New York, Harper, Harper.

Dror, Y., (1989), Public Policy Making Re-Examined, 2nd Ed., San Francisco, Chandler.

Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education

Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition. Howlett

Howlett, Michael, And M. Ramesh, (1995), Studying Public Policy: Policy Cycles And Policy Subsystems, OUP, Toronto.

Jones, C.O., (1970), An Introduction To The Study Of Public Policy, Belmont, Prentice - Hall.

Lerner, D. And Lasswell (Eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.

Lindblom, C.E., And E.J., Woodhouse, (1993), The Policy Making Process, 3rd Ed., New Jersey, Prentice - Hall. :

Mccool, Daniel C. (Ed.), (1995), Public Policy Theories, Models, And Concepts: An Anthology, NJ: Prentice-Hall.

Moran Mitchel And Robert Goodin, (2006), The Oxford Handbook Of Public Policy, Oxford University Press, New York.

Xachmias, David, (1979), Public Policy Evaluation: Approaches And Methods, New York: St. Martin's Press.

-

ESSENTIALS Jay M. Shafritz (Ed) (1998), International Encyclopedia Of Public Policy And Administration, Westview Press

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

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

x. X Ir 2 Public Finance: Evolution, Meaning And Scope, Public Revenue, Budget: Types And their Definitions, Principles Of Performance Budgeting, Performance Budgeting In India, P.PBS, Zero Base Budgeting, Deficit Financing, Parliamentary Financing Committees.

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

~~1.1.4 Principles Of Tax Administration, CJS"IT, Problem Of Tax Evasion, Reforming Tax Administrations, Religion And Indirect Taxation.~~

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

Recommended Books:-

~~S. Lal Public Finance And Financial Administration In India, Kapoor Publishers, New Delhi 1976
S.L. Goel Public Financial Administration, Deep And Deep Publication, New Delhi, 2002
M. LK. Thavraj. Financial Administration Of India. Sultan Chand And Sons, Newdelhi. 1981
S. Panda, Financial Administration And Personnel Management In Public Enterprises, Mittal Publications New Delhi, 1989~~

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~~NIT 5 COMMUNICATION, DIRECTING AND CONTROLLING;~~

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

Recommended Books:-

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

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**PAPER 4 MBAPA104 MANAGEMENT & HUMAN
RESOURCE MANGEMENT**

UNIT I. INTRODUCTION TO MANAGEMENT FOUNDATIONS

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Basics Of Management

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

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

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

UNIT I: Introduction to Management

Concept of management, scope, functions & features. Principles of management, Concept Of Management, Scope, Functions, Features, Principles Of Management, Concept And Role Of Manager In Organisation and Role of manager in organisation. Classification Of Business Activities And Elements Byof business activities and elements by Henry Fayol, Evolution Of Management By Different Authors; Scientific And Classical Theories Of

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Management of management by different authors, scientific and classical theories of management.

UNIT 2: PLANNING AND STRATEGIC MANAGEMENT

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

UNIT 3: ORGA^NISING AND ORGANISATION BEHAVIOUR

Nature And Purpose Of Organising Planning- Objective of planning, planning process, Types of planning, Types of plans, Corporate planning, Management by Objective, Decision-making- types, process & techniques, making decision effective. Business policy and strategic management, basic steps in strategic management process **UNIT III:**

Organising and Staffing

Nature and purpose of organising, Organization Structure-structure; Formal And Informal Groups and informal groups/Organization, Centralization And Decentralization. Organizational Behaviour; Meaning and concepts of staffing, Nature & Scope of Staffing, Process of staffing

UNIT IV: Communication, Directing and Controlling

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

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

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

UNIT V: Organizational Behaviour: Concept and Significance; Relationship Between Management And

Organisational Behaviour; Organizational Culture; between management and organisational behaviour; Attitudes; Perception; Learning; Personality And Values; Emotions And Moods.

Motivation: Process Of Motivation; of motivation; Theories Of Motivation- Need Hierarchy Theory, Theory X

And Theory Y, Two Factor Theory, Alderfer's ERG Theory, Mc Clelland's Learned Need Theory, Victor Vroom's Expectancy Theory, Steyer Adams Equity Theory.

Leadership: of motivation, Leadership: Concept; Leadership Styles: Concept; Leadership styles; Theories -Trait Theory, Behavioral Theory, fielder's Contingency Theory; Blakey And Blanchard's Situational Theory; Managerial Grid; of leadership, Organizational culture,

Four Systems Of Leadership. Contemporary Issues In Leadership.

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~~UNIT 4: STAFFING ————— HUMAN RESOURCE MANAGEMENT~~

~~Nature & Scope Of Staffing, Manpower Planning, Job Analysis And Job Description.
Recruitment & Selection; Sources Of Recruits, Recruiting Methods, Selection
Process, Selection Tests, Placement And Follow Up.
Performance Appraisal System; Importance And Objectives; Techniques Of
Performance Appraisal System, New Trends~~

~~Compensation And Benefits; Job Evaluation Techniques, Wages & Salary Benefits, Fringe~~

~~Benefits, Human Resource Records And~~

~~Audit and~~

~~Management : Importance And Process.~~

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

~~UNIT 1: Constitutional Development And Forming Of Constitution Of Republic In
India, Salient Feature Of Indian Constitution, Preamble And Significance Of Indian
Constitution.~~

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

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

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

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

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References:-

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

~~Recommended Books:-~~

Subhash Kashyap ; Hmara Smvidhan
Introduction to constitution

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~~PAPER 6 MBAPA 106~~ SOCIAL
COMMUNICATION & PERSONALITY DEVELOPMENT

~~UNIT 1 FRAMEWORK TO BUSINESS COMMUNICATION:-~~

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

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

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

UNIT I

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Defining Communication, Process ~~Of Communication. Principles Of Effective Communication.~~

~~Importance And Objectives Of Business Communication, Physical of communication, Principles of effective communication, importance and objectives of business communication, Physical, Mechanical And Psxehological Barriers To Communication and Psychological barriers to communication.~~

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

~~UNIT II~~

~~Communication Channels, Types of Communication: Verbal, Non-Verbalverbal, Formal, Informal, Internal, External And Communication Networks., communication networks, Effective Listening Types Andlistening – types and Essentials Of Effective Listeningof effective listening, Development Ofof intrapersonal And Interpersonal Skills Forand interpersonal skills for Personal Effectiveness-effectiveness.~~

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~~UNIT 3- ARTICULATION AND DRAFTING:~~

~~Definition & How To Articulate , Techniques For Better Articulation, Speak Clearly &~~

~~Distinctly, Basic Patterns Of UNIT III~~

~~Oral Communication Oral communication: What is oral Communication – principles of successful oral communication, Basic patterns of Business Letters & Its Drafting, Noticesits drafting, notices , Resumes, Sales Letter~~

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~~Writing Letters Of Bank Correspondence, Complaint Letters & Project Reports, Dealing With Print And Electronic Media, Writing A Press Release.~~

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~~UNIT 4- ENHANCEMENT SKILLS / EMPLOYABILITY SKILLS:~~

~~Effective Presentation Skills: Body Language, Eye Contact, Gesticulation, Use Of Audio Visual~~

~~Aids, Handling Audience, Conduct During Presentation Interview Skills:~~

~~Types Of Interview~~

~~Preparing For AD Interview, How To Handle Stress Interview, Attire~~

~~For An Interview, Learn How To Say No, Positive Thinking Hips & Tricks,~~

~~Have An Effective Brain Storming Session. UNIT 5- PRACTICAL EXERCISES~~

~~letter writing, letters of bank correspondence, complaint letters & project reports, Dealing with print and electronic media, writing a press release.~~

~~UNIT IV~~

~~Effective presentation skills: body language, eye contact, gesticulation, use of audio visual aids, Handling audience, conduct during presentation Interview skills: types of interview, preparing for an interview, how to handle stress interview, attire for an interview.~~

~~UNIT V~~

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Spoken ~~Exercises Listen & repeat And Tongue Twister~~ exercises listen & repeat and tongue twister, Group ~~Discussions~~ discussions, Mock ~~Meetings & Interviews~~ meetings & interviews, Presentations ~~On A Technical Topic, Role Plays~~ on a technical topic, role plays, Confidence ~~Building Exercises, ind Submission Of Reports Prepared~~ building exercises, and submission of reports prepared. Note: At ~~Least Five Cases Should Be Discussed In The Class~~ least five cases should be discussed in the class.

~~Recommended Books:~~

References:

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

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Essentials of

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~~h:Uiting And Deleting Slides — Types Of Slides — Slide Views — Formatting — Insertion Of Objects ind Charts In Slides — Custom Animation And Transition.~~

~~SP^S & PPT Presentation~~

~~Fundamentals Of Information Technology. (Text Book)~~

4. vikas Business Communication – Rajendra Pal, Sultanchand Publication, 2000

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Recommended Books:-

Sushila Madan:

1. Ramesh Behl:

2. Alexis And:

By, Mathews Leon

Information Technology By, Taxmann Allied Services (P) Ltd.

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Information Technology For Management By, Tata Mc Graw Education Pvt. Ltd.

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5. Paper-7 MBAPA-107 Business Communication-- R.K.Madhurkar, Vikas Publishing House Pvt. Limited, Latest

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Syllabus MBA Public Administration and Policy

COMPUTER APPLICATIONS: THEORY AND PRACTICAL

U.NIT 1 Introduction To Computer

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

U.NIT 2 Memory And Devices

Devices: Input Device, Output Device, Storage Device.

Memory Introduction. I types Of Memory, RAM & ROM. UNIT 3- (operating System):

Definition. Meaning, Functions And Types (of) OS, Process, Introduction To DOS, indows, Application Software And Its Types.

IAIT 4-

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

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

- Understand basic computer fundamentals.
- Learn about resources of computer.
- Discuss role of operating system

Proficient in operating MS Word:-

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

• UNIT 5, MS Excel, MS PowerPoint.
Of MS Excel — Spread Sheet / Worksheet, Workbook, Cell. Cell Pointer. Cell Address

Etc., — Parts Of MS Excel Window — Saving, Opening And Closing Workbook — Insertion And Deletion Of Worksheet — Entering And Editing Data In Worksheet — Cell Range — Formatting — Nuto Fill • Formulas And Its Advantages References — Relative. Absolute And Mixed — I Qinctions: Meaning And Advantages Of Functions, Different Types Of Functions Available In Excel — Templates — Charts — Graphs — Data Sorting, Filtering. Validation,

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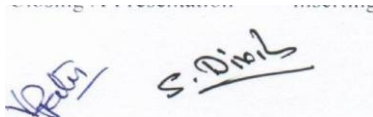
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UNIT 6 Ms Power Point:

Features, Advantages And Application Of Ms Power Point — Parts Of MS Power Point Window
Menus And Tool Bars — Creating Presentations Through Auto Content Wizard.
Templates and manually Slide Show Saving. Opening And Closing A Presentation
Insertion



SEMESTER 2

PAPER 1 MBAPA 201 ADMINISTRATIVE THINKERS I

UNIT I: Administrative Theory:

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

UNIT II: Administrative Structure And Process:

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

UNIT III: Classical Thought: Bureaucracy:

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

UNIT IV: Social System Thought:

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

UNIT V: Writers On Administration:

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

(1972), Administrative Theory And Public Administration, Huthinson, London
32. Bernard, Chester (1969), The Functions Of Executive, Cambridge, Harvard
University Press Donald Menzel And Harvey White (Eds) (2011). The State
(of Public Administration: Issues, Challenges And Opportunities. New York: M. E.
Sharpe.

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~~Frank Marini, (1971). Towards A New Public Administration: The Minnowbrook
Perspective, Chandler Publications, University Of Columbia.
George H. Fredrickson (Et Al).(2003). The Public Administration Theory Primer,
Westview~~

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PAPER-2-MBAPA-202-PUBLIC PERSONNEL ADMINISTRATION

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

UNIT 2 Classification Of Civil Services — Rank And Position Classification Merits And

Demerits, Recruitment And Training.

UNIT 3 Promotion, Pay And Service Conditions, Retirement Benefits

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

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

- Able to access Internet
- Learn about various latest technologies.

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

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

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

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

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

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

Recommended Books:-:

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~~2. Rajaraman, V, Fundamentals of Computers, Prentice Hall of India, New Delhi.~~

~~3. Techniques and Applications, Prentice Hall, Englewood Cliffs, NJ.~~

~~4. Wood, M.B., Introduction To The Study Of Public Administration, Eurasia Publishing House, Computer Security, Broadman Associates, Delhi, 1982.~~

~~5. Sushila Madan, Information technology by, Taxmann allied services (P) Ltd.~~

~~6. Ramesh Behl: Information technology for management by, Tata McGraw Hill education Pvt. Ltd. 3. S. R. Sadasivan, Productivity And Efficiency In Administration, Phoenix Publishing House, New Delhi, 2002.~~

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

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

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PAPER 3 MBAPA 203

PUBLIC ADMINISTRATION IN INDIA

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Syllabus MBA Public Administration and Policy

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UNIT I: Historical Background

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

-NIT-II

UNIT II: Constitutional Framework Of Government

- A) ~~X~~ Constitutional Context Of Indian Administration: Parliament, Executive, Judiciary — Structures, Functions And Work Processes
- B) 3) President, Prime Minister And Council Of Ministers- Cabinet And Cabinet Committees C) Constitutional And Other Agencies

+NIT-III

UNIT III: System Of Government

- A) ~~X~~ Federal And Unitary Features Of The Constitution
- B) 3) Centre-State Relations And Trends In Centre — State Relations ⇄
- C) Inter State Relations- Emerging Issues And Resolution Mechanism

+MF

UNIT IV: State Government

- A) ~~X~~ Governor, Chief Minister And Council Of Ministers ~~Secretary~~ Secretariat
- B) Secretariat And Directorates
- C) ⇄ Changing Nature Of District Administration And The Role Of District Collector +NIT

UNIT V: Constitutional, Statutory And Non-Statutory Authorities

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

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

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

- To understand the form and substance of Indian Administration;

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Recommended Books:-

- Avasthi And Avasthi (2002), Indian Indian Administration, Laxmi Narain Aggarwal, Agra.
Basu, D.D. (2000), Introduction To The Constitution Of India, Wadhwa And Company, New Delhi.
Fadia And Fadia (2012), Indian Administration (2012), Sahitya Bhavan Publications, Agra.
Granville Austin (1999), The Indian Constitution — Corner Stone Of A Nation, OUP, New Delhi.
Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad.
Maheswari, S.R. (2004) The Public Service Of India: Current Good Practices And New Developments In India, Common Wealth Secretariat.
Pyle, M.-V (2009), An Introduction To The Constitution Of India, Vikas, New Delhi.
Ramesh K. Arora And Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.
Sarkar Jadunath (2009), The Mughal Administration, Six Lectures, Bibliolife,

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PAPER 4 MBAPA 204 — PUBLIC

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Syllabus MBA Public Administration and Policy

ECONOMIC POLICY CONCEPTS AND MODELS POLICY ANALYSIS

~~Unit- I: Models Of Public~~ **Unit-I**

Economic development and Economic Planning

Planning Machinery in India

Planning Machinery in state level

Economics Policy –I

Public Enterprises in India: Evolution and Types

New Trends in Economic Field

Unit-II

Theoretical Perspectives

A) Policy Cycle Framework

B) Policy Process Network

C) Political Feasibility UNIT- III:

Actors in Policy Analysis

a) Government Institutions

b) International Donor Agencies

c) Multinational and Transnational Agencies

d) Media and Civil Society

UNIT- IV: Techniques

Cost Benefit Analysis A) Vilfredo Pareto: Optimality And Improvement

a)

b) Management by Objectives (MBO)

c) Operations Research

d) Programme Evaluation and Review Technique (PERT) & Critical path Method (CPM)

~~B) UNIT- V: Constraints on~~ John Rawls: A Theory Of Justice

~~U^N IT- II: Models Of Public~~
Policy –II

~~A) Harold Lasswell : Policy Sciences~~

~~B) Yehekel Dror : Mega Policy And Meta Policy~~

~~C) Charles Lindblom: Incrementalism~~

~~a) –III: Models Of Economic Constraints on~~ Public Policy –III

b) Political Feasibility: Interests and Power

~~A) William Niskanen: Budget Maximizing Model~~

~~B) C) Elinor Ostrom : Institutional Rational Choice C) Amartya Sen : Development As Freedom U^N IT- IV: Concepts Of Public~~
Constraints on Policy:

d) Social and Cultural Factors: Constraining and Enabling Policy Reversals

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

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

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Recommended Books:-

~~X) Institutionalism~~

~~B) Process: Policy As A Political Activity~~

~~C) Public Choice~~

~~D) Strategic Planning UNIT~~

~~V: Theories~~

~~Game Theory~~

~~B) Group Theory~~

~~C) Elite Theory~~

~~D) systems Theory~~

Recommended Books:-

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Anderson J. ~~E.~~ (2006) Public Policy-Making: An Introduction, Boston, ~~Houghton~~ Houghton

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Ashford, Doug (Ed.), (1992), History And Context In Comparative Public Policy, Ithaca, NY:

University Of Pittsburgh Press.

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Bardach, Eugene (1977), The ~~Implementation~~ Implementation Game: What Happens After A Bill Becomes A ~~Law~~ Law, Cambridge, MA: MIT

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Barker, Anthony, And B. Guy Peters (Eds.), (1993), The Politics Of Expert Advice: Creating, Using, And Manipulating Scientific Knowledge For Public Policy, Ithaca, NY: University Of Pittsburgh Press.

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~~Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision For Managing In Government, UCP, Berkeley, (ZA)~~

Bergerson, Peter J. (Ed.), (1991), Teaching Public Policy: Theory, Research And Practice, ~~Westport~~ Westport,

RI: Greenwood Press

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~~Birkland Thomas A., (2005), An Introduction "IQ) The Policy Process: Theories, Concepts, And Models Public Policy Making. Armonk; M.I.I. Sharpe~~

~~Chandler. (1989), Public Policy Making Re-Examined, 2nd Ed., San Francisco. Chandler.~~

~~Dye Thomas Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education fischer, I Tank, (1995), Evaluating Public Policy Chicago: Nelson Hall.~~

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~~Gerston Larry N.,(2004), Public Policy Making: Process And Principles, Armonk, M.E.Sharpe~~

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~~Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education., 5th~~

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Howlett, Michael, And M. Ramesh, (1995), Studying Public Policy: Policy Cycles And Policy Subsystems, OUP, Toronto.

Jay M. Shafritz (Ed) (1998), International Encyclopedia Of Public Policy And Governance
to GOVERNANCE PAPER 5 MBAPA 205-INTRODUCTION

I: Introduction

A) Definitions, Issues And Controversies

B) Reinventing Government

C) Reforming Institutions: The State, Market And Public Domain

UNIT-II: State And Governance

A) Origin And Types Of State

Democratic State And Democratic

B) Administration

C) Neo Liberalism And Rolling Back State

D) Governance As Government

III: Citizen And Governance

X) Rule Of Law And Human Rights

B) Accountability C)

Participation

D) Representation

UNIT-IV: Techniques Of Governance

1) Openness And Transparency

2) Citizen Charter

C) Social Audit

UNIT-V: Emerging Trends

X) Public And Private Governance: An Overview

3) Market, Civil Society C) Information And Communication Technology

Recommended Books:-

Recomn

Bell, S., And Hindmoor, A. (2009) Rethinking Governance: The Centrality Of The State In Modern Society. Cambridge: Cambridge, University

Bell, Stephen And Andrew Hindmoor. Rethinking Governance: The Centrality Of The State In Modern Society. CambridgeWUP.

Hess, Mark (2009), Key Concepts In Governance, Sage, London.

Hess, Mark, Ed. (2010) The Sage Handbook Of Governance. Thousand Oaks, CA: Sage

Publications.

Bovaird, Tony And Elke Löffler, Eds. (2009) Public Management And Governance Second Edition. London: Routledge.

Harmand, Ali And Jack Pinkowski, Eds. (2006) Handbook Of Globalization, Governance, And Public Administration. London: CRC/Taylor & Francis.

Harmand, M.

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Kjaer, A

Zajac, Maafien, And Hendrik Wagenaar (2003) "Introduction." In Deliberative Policy Analysis:

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Understanding Governance In The Network Society, Ed. Maarten A. Hajer And Hendrik A. Grooten. Cambridge, UK: Cambridge University Press.
Maarten A. (2004) Governance. Cambridge, UK: Polity Press.
Kooiman, Jan Ed. (1993) Modern Governance: New Government Society Interactions. London:

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PAPER-6 M-BAPA-206 RESEARCH METHODOLOGY

UNIT— I Introduction

X) Meaning, Objectives, Scope And Importance Of Social Science Research 3) Types Of Research

C) Objectivity In Social Science Research

1) Trends On Research In Public Policy And Governance

UNIT— II: Methods Of Research

X) Scientific Method

3) Case Study Method

C) Survey Method

a) Content Analysis

UNIT— III: Research Design

X) Identification Of Research Problem

3) Hypothesis And Procedure Of Hypothesis Testing And Estimation

C) Preparation Of Research Design

—IV: Methods Of Data Collection

x) Methods Of Data Collection Primary Sources

3) Observation; Questionnaire And Interview

1) Secondary Sources Of Data Collection Use Of Library And Internet

UNIT— V: Sampling And Report Writing

X) Sampling, Sampling Techniques And Scales Of Measurement

1) Analysis Of Data And Use Of Computers In Social Science Research

1) Citing And Ethics Of Research In Public Administration

1) Research Report Writing

Recommended Books:-

Elton Elton (Eds.) (2000) Research Training For Social Scientists, Sage Publications, New

Alan Social Research Methods, Delhi: Oxford University Press.

Elton Elton (Eds.) (2000) Research Training For Social Scientists, Sage Publications, New

Deepak And Neena Sondhi (2014). Research Methodology— Concepts And Cases. Vikas Publishing, New Delhi.

New Delhi.

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ode William J. And Paul K. Hatt (2006), Methods In Social Research, McGraw Hill Book n. z: pany. USA.

S.P (201 1), Statistical Methods, Sultan Chand And Sons, New Delhi.

r.ari. C.R. And Gaurav Garg (20 14), Research Methodology Methods And Techniques, New New Delhi.

SEMESTER 3

PAPER I MBAPA 301 ADMINISTRATIVE THINKERS — II

Unit I: Behaviouralism

1) Herbert Simon: Behaviouralism And Decision Making

P.) Geoffrey Vickers: Appreciative System B)

Warren Bennis: Changing Organizations Unit

II: Organizational Humanism — I.

A) Abraham Maslow: Needs Hierarchy

B) Victor Vroom: Expectancy Theory Of Motivation

C) Douglas Megregor: Theory X And Theory Y

Unit III: Organizational Humanism — II:

-X) Frederick Herzberg: Hygiene And Motivation Factors

B) Chris Argyris: Integrating The Individual And The

Organization C) Rensis Likert: Systems Management Unit IV:

Market Theories:

X) Vincent Ostrom: Public Choice

B) Peter Drucker : Knowledge Based Organization C) Illinor Ostrom:

Governing The Commons Unit V: Emerging Trends: X) Critical Social

Theory

P.) New Public Service

C) Post Modernism And Post Structuralism

1) Administrative Theory: A Critical Review

Recommended Books:-

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

Donald Menzel Et.Al (Eds) (201 1). The State Of Public Administration: Issues, Challenges And Opportunity. M. E. Sharpe.

Drucker, Peter (2012), Management Challenges For The 21 st Century. Harper Business.

Fox, Richard C (2005), Critic'al Social Theory In Public Administration, PHI, New Delhi

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

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~~Herbert A. Simon (1965), Administrative Behavior: A Study Of Decision Making Process In Administrative Organizations, Free Press, New York.~~
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~~V. Denhardt And Robert B. Denhard (2007). The New Public Service, Serving, Not steering. M.E. Sharpe. New York~~

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

~~athans, Fred, (2005) Organizational Behaviour, McGraw Hill, New York~~

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

~~Mcgregor, Douglas (1960), The Human Side Of Enterprise, McGraw Hill, New York~~

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

PAPER 2 MBAPA 302 DEVELOPMENT ADMINISTRATION

UNIT 1 - UNIT-1--1. Development Administration: Meaning, Concept, Nature, Scope And and

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Significance;

Development Administration And Traditional Administration; Characteristics Of Administration In Developed And Developing Countries; ~~Issues And Constraints- Population Explosion, Caste, Corruption, Regionalism, Work Culture, Poverty, Environmental Protection And Sustainable~~

Development.

~~UNIT 2 - 2. Development Planning: Features, Plan Formulation. Implementation And~~

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

~~UNIT-3- Bureaucracy And Development Administration: Role Of Bureaucracy In Plan~~

~~Formulation Formulation And Its Implementation.~~

~~UNIT 3 - 4. Interactions Among Bureaucrats, Politicians, Technocrats. Social Scientists, Educationists And Journalists; People's Participation In Development. 5.~~

~~Role Of Various Agencies In Development: Voluntary Agencies, Co-Operative Institutions.~~

~~UNIT-4 - 6. International Aid And Technical Assistance Programmes: World bank, WHO, IMF, IBRD, WTO. 7.OECD, ADB~~

~~Right To Development; Right To Education; Right To Health; Right To Food; Millennium Development Goals~~

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

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

Recommended Books;-

1. George F. Grant, Development Administration: Concepts, Goals And Methods, The University Of Wisconsin Press, Wisconsin, 1979. 2. Lucian W. Pye, Aspects Of Political

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School of social science

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Development. Development, Amerind Pub Co. Ltd., New Delhi, 1966. 3. Faisal S. A. Al-Salem, New

The

Ecological Dimension Of Development Administration, Associated Publishing House, New

New

Delhi, 1977. 4.

Sukhamoy Sukhamoy Chakravarty, Development Planning: The Indian Experience, Oxford University Press, New Delhi, 1987. 5. R. K. Sapru, Development Development

Administration,

Sterling Publishers Pvt.

Delhi, New Delhi, 1994. 6. S.P. Verma and And S.K.Sharma (Ed.), Development

Administration, New

Delhi, Delhi, IIPA, 7. C.N.

Administration, Politics And

Lal

Pani Publishing House,

1972. 8.

S.K.Sharma (Ed.), Dynamics Of Development (Two

Volumes), Concept Publishing Publishing House,

New Delhi, 1998. 9. Irwing, Swndlow (Ed.),

Development Development Administration: Concepts And

Problems, Syracuse: NY Syracuse University Press, 1963. 10. Preeta Joshi, Vikash

Prashashan, RBSA, Jaipur, 1991. 11. Gabriel Almond And

G.B. Well, Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New

Delhi, 1976

PAPER 3 MBAPA 303

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Bhalerao (Ed.),

Development In India,

Bomb'ayBombay,

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LAW, ETHICS & GOVERNANCE

UNIT

UNIT -I: Legal Foundations

A) Fundamentals Of Administrative Law

B) Relationship Between Law And Administration

C) Governance As Execution Of Law — Values And Context Of Legal And Administrative Process

D) Constitution, Rule Of Law And Administrative Law — French, British And German Contexts

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UNIT - III: Law And Governance

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

Vigilance And Control

UNIT - III: Governance And Ethics

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

UNIT - IV: Quasi-Judicial Governance

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

UNIT - V: Emerging Trends

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

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

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

Recommended Books:-

Appleby Paul (1952), Morality And Administration In Democratic Government, Baton Rouge,

Louisiana State University Press

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Theoretical Perspectives

~~1) Policy Cycle Framework~~

~~B) Policy Process Network C) Political Feasibility~~

~~-II: Types Of Policy Analysis~~

~~X) Empirical, Normative Policy Analysis B)~~

~~Retrospective/Prospective Analysis C)~~

~~Prescriptive And Descriptive Analysis~~

~~UNIT-III: Actors In Policy Analysis X)~~

~~Government Institutions~~

~~3) International Donor Agencies~~

~~C) Multinational And Transnational Agencies~~

~~D) Media And Civil Society~~

~~C.NIT-IV: Techniques~~

~~X) Cost-Benefit Analysis~~

~~3) Management By Objectives (MBO)~~

C) Operations Research Methodology-Qualitative and Quantitative

~~Programme Evaluation And Review Technique (PERT) & Critical Path Method (CPM)~~

~~UNIT- V: Constraints On Public Policy~~

~~X) Economic Constraints On Public Policy~~

~~Political Feasibility: Interests And Power~~

~~Institutional Constraints On Policy Social And Cultural Factors:~~

~~Constraining And Enabling Policy Reversals~~

~~Recommended Books:-~~

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

Unit 2 Data source and data structure and Sampling:

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

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

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

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

Note: Students can refer more models for extra learning

Recommended Books:-

Brent Edward E., Jr. Ronal E.

Anderson J.E., (2006) Public Policy Making: An Introduction, Boston, Houghton Mifflin Harcourt
 Ashford, Doug (Ed.), (1992), History And Context In Comparative Public Policy, Ithaca, NY: University Of Pittsburgh Press.
 Bardach, Eugene (1977), The Implementation Game: What Happens After A Bill Becomes A Law, Cambridge, MA: MIT
 Barker, Anthony, And B. Guy Peters (Eds.), (1993), The Politics Of Expert Advice: Creating, Using And Manipulating Scientific Knowledge For Public Policy. Ithica, NY: University Of Pittsburgh Press.
 Ferguson, Peter J. (Ed.), (1995), Teaching Public Policy: Theory, Research And Practice, Westport, RI: Greenwood Press
 Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
 Merston Larry N., (2004), Public Policy Making: Process And Principles, Armonk, M.E.Sharpe : II Michael, (2005), The Public Policy Process, Harlow, UK: Pearson Education. 5th Edition.
 Crosslett, Michael, And M. Ramesh, (1995), Studying Public Policy: Policy Cycles And Policy Systems, (OUI) Toronto.

Anderson (1990), Computer Applications In The Social Sciences, Mcgraw-Hill.
 Bryman, Alan (2004), Social Research Methods, Newbury Park, CA: Sage Publications.
 (1998), International Encyclopedia Of Public Administration, Westview Press
 PAPER 5 MBAPA 305 CIVIL SERVICES IN INDIA

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- UNIT I: Civil Services: Concept And Evolution
- A) Concept, Significance And Evolution Of Civil Services
 - B) Classification Of Civil Services (All India Services, Central Services, State Services And Local Services)
 - C) Union Public Service Commission And Other Service Commissions
- UNIT II: Bureaucracy
- A) Concept Of Bureaucracy — Historical Evolution
 - B) Civil Service: Neutrality And Commitment
 - C) Relationship Between Politicians And Civil Servants
- UNIT III: Public Personnel Administration
- A) Recruitment: Methods And Significance

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- ~~B) Training Of Public Servants In India – Promotion System In India~~
- ~~C) Disciplinary Procedure For Civil Servants~~
- ~~U.NIT – IV: Civil Services – Citizenry Interface~~
 - ~~A) Civil Society And Administration~~
 - ~~B) Technology And Changing Nature Of Public Services~~
 - ~~C) Ethics And Accountability~~
- ~~UNIT V: Indian Civil Services: Major Issues~~
 - ~~A) Generalists And Specialists Controversy~~
 - ~~B) Civil Services In The Context Of Globalisation~~

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~~C) Civil Service Reforms – Ind ARC Recommendations~~

~~Recommended Books:-~~

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

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

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

~~Flippo Edwin B., (1976), Principles Of Personnel Management, McGraw Hill~~

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

~~Government Of India, Second ARC, Tenth Report On 'Refurbishing Of Personnel Administration'~~

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

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

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

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

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

~~U.NIT – I: Introduction:~~

~~A) Nature, Scope And Definitions Of Local Government~~

~~B) Philosophy And Significance Of Local Government~~

~~C) Historical Developments And Land Marks In The Growth Of Local Government~~

~~U.NIT – II: Theory Of Decentralization:~~

~~X) Decentralization, Delegation, Deconcentration And Devolution~~

~~3 i Elements Of Decentralization And Democratic Development~~

~~Y) Hurdles For Decentralization And Trends Of Recentralization~~

~~U.NIT – III: Organization Structure:~~

~~Structures Of Rural Local Government (73rd CAA)~~

~~Structures Of Urban Local Government (74th CAA)~~

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C) Local Governments — Community Development, Economic Development And Environmental Development
 t NIT — IV: Accountability And Control
 Executive Control, Legislative Control And Financial Control
 • State And Local Government Relations
) Human Resource Management At Local Level
 h) Policy Analysis At Local Level
 ■ NIT — V: Issue Areas
 ■ Functional And Financial Imbalance
 ■ Official And Non-Official Relationship
) Reforms Process: Retrospect And Prospect
 ■ Local Governments In The Context Of Globalization

Recommended Books:-

S. Altekar (1958), State And Government In Ancient India, Motilal Banarsi Dass, Delhi.
 X. Abdul Aziz (Ed.): (1996), Decentralised Governance In Asian Countries, Burton, Dawn (Eds.) (2000) Research Training For Social Scientists, Sage Publications, New Delhi.
 M.S. Bhadouria Chawla Deepak And V.P. Qubey (1989), Panchayati Raj Neena Sondhi (2011), Research Methodology- Concepts And Rural Publishers Cases, Vikas Publishing, New Delhi.
 B.S. Khanna, (1992), Rural development In South Asia Deep And Deep, New Delhi. S.S. Khanna, Garson G. David (1999), Rural local Government In India And South Asia, Deep And Deep Publication, New Delhi.
 Burns, Et. Al. (1994), The Politics Of Decentralisation: Revitalising Local Democracy Maemillan, London.
 George Mathew (1994), Panchayati Raj In India: From Legislation To Movement, ISS, New Delhi.
 n L.C. Et. Al (1986), Grass Without Roots: Rural Development Under Government Auspices, Delhi

SEMESTER 4

EXPER 1 .VIBAPA 401 COMPARATIVE PUBLIC ADMINISTRATION

t NIT I: Introduction:

• Nature, Scope, Characteristics And Importance Of Comparative IT And Computer Applications In Public Administration
 • Evolution Of Comparative, Idea Group Inc. Gerber Eller (2013), Public Administration Research Methods- Tools For Evaluation And Evidence Based Practices, Routledge, NY.
 Goode, William J. And Paul K. Hatt (2006), Methods In Social Research, Mcgraw International Comparative Public Administration
 ■ Critique Of Comparative Public Administration

t NIT II: Approaches

■ Bureaucratic Approach

V. Patil
S. D. D. D.

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3: General Systems Approach Decision Making Approach

1) Ecological Approach

UNIT II: CPA Hill Book Company, USA.

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

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

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~~Contributions Of F. W. Riggs Structural Functional Approach Theory Of Prismatic Society~~

~~Development Models~~

UNIT IV: Comparative Administrative Systems

Classical Administrative System France Thinkers

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Unit I: Behaviouralism:

A) Herbert Simon: Behaviouralism And Decision-Making

B) Geoffrey Vickers: Appreciative System

B) Warren Bennis: Changing Organizations Unit

II: Organizational Humanism – I:

A) Abraham Maslow: Needs Hierarchy

B) Victor Vroom: Expectancy Theory Of Motivation C) Douglas

Mcgregor: Theory X And Theory Y Unit III: Organizational

Humanism – II:

V. V. V. S. Diml

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

- A) Vincent Ostrom: Public Choice
- B) Peter Drucker : Knowledge Based Organization C) Elinor Ostrom: Governing The Commons **Unit V: Emerging Trends:**

- A) Critical Social Theory
- B) New Public Service
- C) Post Modernism And Post Structuralism 3: Developing
- D) Administrative System—India Theory: A Critical Review

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

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

Recommended Books:-

Argyris, Chris (1957), Personality And Organization, Harper, New York
Donald Menzel Et. Al (Eds) (2011). The State Of Public Administration: Issues, Challenges And Opportunity. M. E. Sharpe.) Developed
Drucker, Peter (2012), Management Challenges For The 21st Century, Harper Business. Fox,
Richard C (2005), Critical Social Theory In Public Administration, PHI, New Delhi. George
Frederickson (2008), The Public Administration Primer, Westview Press.
Herbert A. Simon (1965), Administrative Systems—USA And UK
1) Modern Behavior: A Study Of Decision-Making Process In Administrative Systems—Japan
And Korea Organizations, Free Press, New York.
Janet V. Denhardt And Robert B. Denhard (2007), The New Public Service, Serving, Not
Steering, M.E.Sharpe, New York
Likert, Rensis (1976), New Patterns Of Management, Mcgraw-Hill, New York
Luthans, Fred, (2005) Organizational Behaviour, Mcgraw- Hill, New York
Maslow, Abraham (1954), Motivation And Personality, Harper & Row, NY

Mcgregor, Douglas(1960), The Human Side Of Enterprise, Mcgraw- Hill, New
York
NIT V: Development Administration
 Nature, Scope And Elements Of Development Administration
 3) Goals And Challenges Of Development Administration
 C; Models Of Development Adminidration: Sustainable Development, I human Development & nelusive Development

Recommended Books:-

(2001) Handbook Of Comparative

Miller, H And Development Public Administration,

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Ali Farazmand,
Marcel Dekker, NY

Esman, Milton
University Press,
New York, NY

Leach, J. (1970).
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Syllabus MBA Public Administration and Policy

~~Fox, C.J. (2007). Post Modern. Milton J. (1970). CAG And The Study Of Public Administration. In F. W. Riggs (Ed.), The Frontiers Of Development Administration (Pp.41-71). ME Sharp, New York. Durham, North Carolina: Duke leady, F (1996). Public Administration: A Comparative Perspective (5th Ed.). New York: Leach, J. (1970). Public Adminis~~

State and Social Welfare Administration with special reference to MP

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

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

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

~~PAPER-2 MBAPA-402- SOCIAL WELFARE ADMINISTRATION~~

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

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

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

~~UNIT-4- Welfare Administration For Backward Classes And Minorities~~

~~UNIT-5-~~

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

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

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

Recommended Books;-

S.L.

S.L. Goel And R.H. Jain, Social Welfare Administration, Vol. I, Theory And Practice, Deep And Deep, New Delhi, 1998. 2.

S.L. Goel And R.H. Jain, Social Welfare Administration, Vol. 2,

Organization Organization And

Working, Deep And Deep, New Delhi, 1968. 3. The Central Social Welfare

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Experiment In Welfare Administration, IIPA, New Delhi, 1961. 4. Reid E.W., Social Welfare

Social Welfare Administration, Columbia University Press, New York, N.D. 5. Government Of India, Study Of Working Of Voluntary Agencies In Social Welfare, Planning Commission, New Delhi, 1978

Welfare

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PAPER 3 MBAPA 403 GLOBALIZATION And PUBLIC POLICY

UNIT I: Introduction

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

UNIT II: Globalization And Public Policy: An Analytical Framework

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

UNIT III: Pioneers In Global Public Policy

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

UNIT IV: The New Bureaucracy

- A) Quality Assurance — New Occupation
- B) Organizations And Accountability

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Syllabus MBA Public Administration and Policy

C) Corporate Lobby Groups In The Policy Process

UNIT V: Emerging Trends

A) Learning Organizations

B) Network Organizations

C) Business Process Reengineering

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PERSONNEL ADMINISTRATION

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

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

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

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

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

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

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

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

Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.

Facilitate and support effective employee and labour relations in both non-union and union environments.

Recommended Books:-

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Anderson J.E., (2006) O.G. Stahl, Public Policy Making: An Introduction. Boston Houghton Mifflin Harcourt, (1992), History And Context In Comparative Public Policy, Ithaca, NY: Of Pittsburgh Press.

Ashford, Eugene (1977), The Implementation Game: What Happens After A Bill Becomes A Law, Cambridge, MA: MIT Press.

Bardach, Eugene (1977), The Implementation Game: What Happens After A Bill Becomes A Law, Cambridge, MA: MIT Press.
Barker, Anthony, And B. Guy Peters (Eds.), (1993), The Politics Of Expert Advice: Creating, Using, And Manipulating Scientific Knowledge For Public Policy, Ithaca, NY: Cornell University Press.

Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision For Managing In Government, UCP, Berkeley, CA.
Delhi, 1971.

Bergerson, Peter J. (Ed.), (1996), Teaching Public Policy: Theory, Research And Practice, Westport, RI: Greenwood Press

Birkland Thomas A., (2005), An Introduction To The Policy Process: Theories, Concepts, Study Of Public Administration, Eurasia Publishing House, New Delhi, 1982.

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

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

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

Vishnu Bhagavan And Awasti Maheshwari

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ELEMENTS OF FINANCIAL ADMINISTRATION

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

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

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

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

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

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

- knowledge of economics and accounting in addition to finance
- demonstrate the ability to organize, analyze and draw appropriate conclusions from financial information

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- apply foundation knowledge and skills necessary to identify problems and generate feasible alternatives
- demonstrate the ability to apply financial information to recommend and justify solutions to financial problems

Recommended Books:-

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

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

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

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

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COMPARATIVE PUBLIC ADMINISTRATION

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

UNIT II: Contributions Of F. W. Riggs

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Structural-Functional Approach Models Of Public Policy Making, Armonk; M.Iz. Sharpe

A) Thomas (2008)-

B) Theory of Prismatic Society

C) Revised Prismatic Theory

UNIT III: Comparative Administrative Systems -I

Classical Administrative System – France

Developing Administrative System – India

UNIT IV: Comparative Administrative Systems -II

Developed Administrative Systems – USA And UK

Modern Administrative Systems – Japan

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

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

Recommended Books:-

Ali Farazmand, (2001) Handbook Of Comparative And Development Public Administration, Marcel Dekker, NY.

Esman, Milton J. (1970). CAG And The Study Of Public Administration. In F. W. Riggs (Ed.), The Frontiers Of Development Administration (Pp.41-71). Durham, North Carolina: Policy, Singapore. Pearson Education lischer, l'rank, (1 995), Evaluating

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Duke University Press.

Heady, F (1996). Public Policy Chicago: Nelson Hall. Administration: A Comparative Perspective (5th Ed.). New York:

Marcel Dekker.

Heaphey, J. (1968). Comparative Public Administration: Comments On Current

Characteristics. John, Peter, (2012), Analysing Public Policy, 2nd Ed., Routledge, Taylor And Francis Group,

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PAPER 4 MBAPA 404 Public Administration Review, 28(3), 242-249.

SOCIAL POLICY: STATE, MARKET AND SOCIETY

UNIT- I: Introduction

- A) State And Social Theory
- B) ~~Classical~~ Classical And Contemporary Perspectives
- C) State, Government And Governance
- ~~UNIT - II~~ **UNIT- II: Social Justice**

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

~~UNIT - III~~ **UNIT- III: Social Development**

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

~~UNIT - IV~~ **UNIT- IV: Social Policies At Global Level**

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

~~UNIT - V~~ **UNIT- V: Emerging Trends**

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

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

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

Recommended Books:-

Recommended Books:-

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

PAPER 5 MBAPA 405 PUBLIC POLICY: CASE STUDIES

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E- GOVERNANCE

UNIT- I: Introduction

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

U.NIT- II: Education Policy

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

U.NIT- III: Economic Policy

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

U.NIT- IV: Protective Discrimination

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

U.NIT- V: ICT And Cyber Security

N) National Policy On Information Technology 2012

- B) National Cyber Security Policy 2013
- C) Cyber Crime And Cyber Activism

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Xgarwal, J. C. (2009), Education Policy In India, Neha Publishers & Distributors.
Xnne O. Krueger , (2002), Economic Policy Reforms And The Indian Economy (Ed.), University Of Chicago Press, Chicago.
Bijov Chandra Mohapatra (2013), Reservation Policy In India, Neha Publishers & Distributors.
Dev . Mahendra (2008), Inclusive Growth In India, Oxford Collected Essays.
Dube , Akhilesh (1997), Commercialization Of Education In India: Policy, Law, And Justice. X.P.II. Pub. Corp.
sharenana E. Adomi. (201 (M, Frameworks For ICT Policy: Government, Social And Legal Issues. IGI Global Snippet.
Of India, National Cyber Security Policy. 2013.
Of India. National Policy On Information And Communication Technology. 2012.
Andreasson , (2011), Cybersecurity: Public Sector Threats And Responses, CIRC Press, Taylor And Francis Group, Boca Raton.
Bauer. (2011), Indian Economic Policy And Development, Routledge, New York.
Ayodhya Singh (2012), Caste Based Reservation Poliev And Human Development In India.
S. K. Modi (2013), Discrimination Caste System And Reservation Policy Of Modern India, Neha Publishers & Distributors

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PAPER-6 MBAPA-406 E-GOVERNANCE

U.NIT - I: Introduction

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

UNIT - II: Concepts

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

UNIT - III: Applications

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

UNIT - IV: Cases
E-Literacy: Akshaya In Kerala
Electronic Citizen Services: A Comparative Outlook

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~~C) Digitalization Of Land Records Administration: Bhoomi In Karnataka~~

~~Z) Automating District Administration: The E-District Project~~

~~UNIT - IV: Issues~~

~~A) E-Readiness~~

~~B) Digital Divide (Gender, Geographical, Economical/Economic, Social And Political)~~

~~C) E-Governance — Critical Factors (Technology, People, Process, Resources: Infrastructure,~~

~~Infrastructure, Nature Of PPP Models)~~

~~D) E-Governance: Issues And Challenges (Resistance To Change, Laws, Skills,~~

~~Competency, Capacity Building, Adaptation Of Administrative~~

~~Reforms)~~

UNIT- V: Techniques of Governance & E-Governance

A) Openness and Transparency

B) Citizen Charter

C) Social Audit

D) Information & Communication Technology And Administrative Reforms)

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

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

Recommended Books:-

Bellamy, Christine, And ~~Jedna~~ John, A., Taylor, (1998). Governing In The Information Age, Buckingham, Open University Press.

Bhatnagar, S.C. (2004) E-Government — From — From Vision to Implementation: A Practical Guide with Case Studies, Sage Publications, New Delhi.

Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, Cases And Practical Insights, Sage Publications, New Delhi.

Bowman, Harry, And Et.Al., (2005), Information And Communication

Technology In Organisations, Sage Publications, London.

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

Disaster Management

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

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

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

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

Unit-5

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

Recommended Books:-

- R.B.Singh (Ed) Environmental Geography, Heritage Publishers New Delhi,1990
- Savinder Singh Environmental Geography, Prayag Pustak Bhawan, 1997
- Kates,B.I & White, G.F The Environment as Hazards, oxford, New York, 1978
- R.B. Singh (Ed) Disaster Management, Rawat Publication, New Delhi, 2000
- H.K. Gupta (Ed) Disaster Management, Universiters Press, India, 2003
- R.B. Singh, Space Technology for Disaster Mitigation in India (INCED), University of Tokyo, 1994
- Dr. Satender, Disaster Management t in Hills, Concept Publishing Co., New Delhi, 2003
- A.S. Arya Action Plan For Earthquake,Disaster, Mitigation in V.K. Sharma (Ed) Disaster Management IIPA Publication New Delhi, 1994
- R.K. Bhandani An overview on Natural & Man made Disaster & their Reduction, CSIR, New Delhi
- M.C. Gupta Manuals on Natural Disaster management in India, National Centre for Disaster Management,IIPA, New Delhi, 2001

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