PAD-101: ADMINISTRSTIVE THEORY -I

Course Objective

Atheory,tobeuseful,shouldaccuratelydescribearealworldeventorphenomenon. Thevalidityofany theorydependsonitscapacitytodescribe,toexplainandtopredict.Theoryinpublicadministrationmeans topresentevidencethroughdefinitions,concepts, andmetaphorsthatpromoteunderstanding. The chronologicalnarrationofadministrativetheoryfromorientalthoughtthroughclassicalandhumanrelations schoolhelpsthestudenttograsptheeclecticprescription.Thepresentationoftheindividualthinkerand theirstruggleforthesearchofknowledgewouldbeaninspiringepisode.

UNITI: AdministrativeTheory:
a)Significanceandimportanceoftheory
b)EvolutionandEmergingTrendsinAdministrativetheory
c)OrientalThought:KautilyaandSunTzu

UNITII:AdministrativeStructureandProcess:
a)HenriFayol-FoundationsofManagement
b)FrederickWinslowTaylor-ScientificManagement
c)LutherGulickandLyndallUrwick-ScienceofAdministration

UNITIII:ClassicalThought:Bureaucracy:
a)MaxWeber–Bureaucracy
b)KarlMarx–StateandBureaucracy
c)SamuelKrislovandDonaldKingsley–RepresentativeBureaucracy

UNITIV:SocialSystemThought:
a)MaryParkerFollett–ConstructiveConflictandLeadership
b)EltonMayo–HumanRelationsMovement
c)ChesterBarnard–FormalandInformalOrganizationsandFunctionsofExecutive

UNITV:WritersonAdministration:
a)RobertDahl–ProblemsofScienceofAdministration
b)DwightWaldo–TheAdministrativeStateandFutureofPublicAdministration
c)RobertT.Golembiewski–PublicAdministrationasDevelopingDiscipline

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102– INTRODUCTION TO PUBLIC POLICY

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Course Objective

The field of public policy has assumed considerable importance in response to the increasing complexity of the government activity. The advancements of technology, changes in the social organization structures, rapid growth of urbanization added to the complexities. The study of Public Policy aspires to provide an in-depth understanding of the ills prevailing in the society and aids to identify the solutions for them. Public policy is an important mechanism for moving a social system from the past to the future and helps to cope with the future. The main objective of this foundation course is to provide an opportunity to the student to learn the basic areas of public policy on the largest gamut of its canvas.

UNIT-I: Introduction:

a) Nature, Scope and Importance of Public Policy
b) Evolution of Public Policy and Policy Sciences
c) Public Policy and Public Administration

UNIT-II: Approaches to Public Policy Analysis

a) The Process Approach
b) The Logical Positivist Approach
c) The Phenomenological Approach
d) The Participatory Approach and Normative Approach

UNIT-III: Theories and Process of Public Policy Making

a) Theories and Models of Policy Making (Group Theory, Elite Theory, Rational Choice Theory, Game Theory)
b) Perspectives of Policy Making Process
c) Institutions of Policy Making

UNIT-IV: Policy Implementation and Evaluation

a) Concept of Policy Implementation
b) Techniques of Policy Implementation
c) Concept of Policy Evaluation
d) Constraints of Public Policy Evaluation

UNIT-V: Globalization and Public Policy

a) Global Policy Process
b) Transnational Actors: Impact on Public Policy Making
c) Impact of Globalization on Policy Making

Select References

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D-103: INDIANPOLITYANDADMINISTRATION

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Course Objective

Indianpolitydescribesthe studyof administrativesystemof Indianstate. This includesconstitutional framework, centralgovernment, systemofgovernment, stategovernment,constitutional andnon-constitutionalbodies andworkingoftheconstitution.TheConstitutionofacountrysetsoutthefundamental canonsofgovernancetobefollowedinthatcountry andalsodelineatesthedivisionofpower, privilegesand responsibilities betweendifferentorgansofgovernment.Thecoursestrivesforaholisticcomprehension of Indianpolityandadministration.

UNITI: HistoricalBackground

a)EvolutionofIndianAdministration
b)Socio-Economic,PoliticalandCulturalContextofIndianAdministration
c)IndianAdministration:ContinuityandChange

UNITII:ConstitutionalFrameworkofGovernment

a)ConstitutionalContextofIndianAdministration:Parliament,Executive,
    Judiciary–structures,functionsandworkprocesses
b)President,PrimeMinisterandCouncilofMinisters-
c) CabinetandCabinetCommittees

UNITIII:SystemofGovernment

a)FederalandUnitaryFeaturesoftheConstitution
b)Centre-StateRelationsandTrendsinCentre–StateRelations
c)InterStaterelations-EmergingIssuesandResolutionMechanism

UNITIV:Constitutional Authorities

a) ElectionCommission
b) FinanceCommission
c) UnionPublicServiceCommission
d) NationalCommission
    forScheduleCaste&NationalCommissionforSche
    duleTribes

UNITV: Statutoryand Non-StatutoryAuthorities

a)NITI AAYOG
b) NationalInformaticsCenter(NIC)
c) NationalHumanRights Commission,NationalCommissionfor Women,and NationalCommissionfor Minorities

SelectReferences:
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PAD-104-A   INTRODUCTION TO GOVERNANCE

Course Objective

Thetermgovernance hasmadeanimpressive careerinanumberofdisciplinesconcernedwithregulation, orderandlaw.Theword'Governance' appearsindiverseacademicdisciplines.Atgenerallevel,governance referstotheoriesandissuesofsocialcoordination andthenatureofallpatternsofrule.Thetheoriesof governance havechangedtheunderstanding ofvariousconceptsofstateanditsinstitutions.Newjargonof wordsemerged intothesocialscience literaturewithdifferent connotations.Inthisbackground, thepresent courseis aimedtoprovideanin-depthunderstandingofthebasictenetsandtrendsofGovernance.

UNIT-I:Introduction
a)Definitions,IssuesandControversies
b)ReinventingGovernment
c)ReformingInstitutions:TheState,MarketandPublicdomain

UNIT-II:StateandGovernance
a)OriginandtypesofState
b)DemocraticStateandDemocraticAdministration
c)Neo-LiberalismandRollingBackState- Market
d)PublicandPrivateGovernance:AnOverview

UNIT–III:CitizenandGovernance
a)RuleofLawandHumanRights
b)Accountability
c)Participation
d)Representation

UNIT-IV:TechniquesofGovernance
a)OpennessandTransparency
b)CitizenCharter
c)SocialAudit

SelectReferences:
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Bell,Stephen andAndrewHindmoor.(2009) RethinkingGovernance:TheCentralityoftheState inModern Society.Cambridge:CUP.
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& Francis.
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Society,ed. Maarten A.Hajer and HendrikWagenaar.Cambridge,UK:CambridgeUniversityPress.
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PAD-104-B: LOCAL GOVERNANCE IN INDIA

COURSE OBJECTIVE
Decentralization is a widely used concept, and it is closely linked with democracy, development and good governance. Local government is one form of a decentralized system which is affected by the transfer of authority or responsibility for decision making, management or resources allocation from higher level of government to its subordinate units This interdisciplinary course analyses the complexities of local governance, both rural and urban, in contemporary India. It discusses some of the lesser known aspects of the interface between panchayats and other institutions of local governance, whether district administration or parastatal agencies and civil society organizations.

UNIT - I: Introduction:
a) Nature, Scope and Definitions of Local Government
b) Philosophy and Significance of Local Government
c) Historical Developments and Land Marks in the growth of Local Government
d) Local Governments in the context of Globalization

UNIT – II: Theory of Decentralization:
a) Decentralization, Delegation: Deconcentration and Devolution
b) Elements of Decentralization and Democratic Development
c) Hurdles for Decentralization and trends of Recentralization

UNIT – III: Organization Structure:
a) Structures of Rural Local Government (73rd CAA)
b) Structures of Urban Local Government (74th CAA)
c) Local Governments – Community Development, Economic Development and Environmental Development

UNIT – IV: Accountability and Control
a) Executive Control, Legislative Control and Financial Control
b) State and Local Government Relations
c) Human Resource Management at Local level
d)) Reforms Process: Retrospect and Prospect

References:
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PAD-105- A: MANAGEMENT: Science & Techniques

UNIT I: Introduction:
1). Meaning, Scope and Importance of Management;
2). Evolution of Management;
3). Contribution of HenriFayol and F.W.Taylor

UNIT II: Concepts of Management:
1) Classical, Human Relations and Behavioural Schools
2) Systems Approach and Contingency Approach
3) Change Management
4) Time Management

UNIT III: Principles of Management:
1) Authority & Responsibility, Decentralization;
2) Decision-making, Communication, Leadership;
3) Planning, Division of Work and Coordination

UNIT IV: Techniques:
1) Work Study, Work Measurement and Work Simplification;
2) MBO, MBE and MIS
3) PERT & CPM
4) Cost-Benefit Analysis; Operations Research;

PAD-105-B: INDIANCONSTITUTIONAND ADMINISTRATION
(InterdisciplinaryCourse)

CourseObjective

The ConstitutionofIndia definesthebasic objectivesandfunctioningofthegovernment.Ithasprovisionsfor bringingaboutsocialchangeanddefiningthe relationshipbetweenindividualcitizenandthestate.Itlaysout certain idealsthatformthebasisofthekindofcountrythatweasacitizens aspire tolivein. Anin-depth analysisofvariousbasicareasofconstitutionisthe mainobjectiveofthisinterdisciplinarycourse.Thishelps thestudentstostrengthentheirunderstandingofIndianconstitutionandfunctioningofgovernment.

UNIT1:IndianConstitution:

a)NatureoftheConstitutionSalientfeatures–Preamble
b)FundamentalRights,DirectivePrinciples-FundamentalDuties
c)AmendmentsoftheConstitution:ProcedureforAmendment–EmergencyProvisions

UNITII:Centre–StateRelationsandLocalSelfGovernment

a)DistinctivefeaturesofIndianFederation
b)Legislative,AdministrativeandFinancialrelationsbetweentheUnionandtheStates
c)DecentralizationExperimentsinIndia–73rdand74thAmendmentsandtheirimplementation

UNITIII:StateGovernment

a)Governor,ChiefMinisterandCouncilofMinisters
b)SecretariatandDirectorates
c)ChangingNatureofDistrictAdministrationandtheroleofDistrictCollector

UNITIV:Accountability&Controla)

Legislative,andExecutiveControlb)
JudicialcontrolandJudicialReviewc)
RighttoInformationAct

SelectReferences:
Avasthiand Avasthi(2002),IndianAdministration,LaxmiNarain Aggarwal,Agra.
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SEMESTER – II   **-201: ADMINISTRATIVETHEORY – II**

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COURSE OBJECTIVE

Administrativetheoryisbasedonconceptualization ofexperienceofadministratorsorobservationofthe operationalsituationsinadministration. Thiscourseisextensionofthefirstsemestercoursetodiscussthe behaviouralism,organizationalhumanism,markettheoriesofadministrationandlatesttrendswith emphasis onindividualthinker.Aftercompletionofthecourse,studentsareinapositiontocomprehend thebasic tenetsanddevelopmentsof administrativetheory.

UnitI: Behaviouralism:
a)HerbertSimon:BehaviouralismandDecision-Making
b)GeoffreyVickers:AppreciativeSystem
c) WarrenBennis:ChangingOrganizations

UnitII:OrganizationalHumanism–I:
a)AbrahamMaslow:NeedsHierarchy
b)VictorVroom:ExpectancyTheoryofMotivation
c)DouglasMcGregor:TheoryXandTheoryY

UnitIII:OrganizationalHumanism–II:
a)FrederickHerzberg:HygieneandMotivationFactors
b)ChrisArgyris:IntegratingtheIndividualandtheOrganization
c)RensisLikert:SystemsManagement

UnitIV:MarketTheories:
a)VincentOstrom:PublicChoice
b)PeterDrucker:KnowledgeBasedOrganization
c)ElinorOstrom:GoverningtheCommons

UnitV:EmergingTrends:
a)CriticalSocialTheory
b)NewPublicService
c)PostModernismandPostStructuralism
d)AdministrativeTheory:ACriticalReview

References:
Argyris, Chris(1957),Personalityand Organization,Harper, NewYork
DonaldMenzelet.al(eds) (2011).TheStateof PublicAdministration:Issues,Challengesand Opportunity.M.E.Sharpe.
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Fox,RichardC(2005),Critical Social Theoryin PublicAdministration,PHI,NewDelhi
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202: COMPARATIVE PUBLIC ADMINISTRATION

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Course Objective

Comparative Public Administration is the youngest discipline among the family of social sciences. As an academic discipline, it came into existence in the post Second-World War period. The comparative study of administrative system has grown up with the comparative study of cross-cultural and cross-national settings. This course presents a comparative outlook of performance of government, bureaucracy and institutions of developed and developing countries.

UNIT I: Introduction:

a) Nature, Scope, Characteristics and Importance of Comparative Public Administration
b) Evolution of Comparative Public Administration c) International Comparative Public Administration d) Critique of Comparative Public Administration

UNIT II: Approaches

a) Bureaucratic Approach
b) General Systems Approach
c) Decision Making Approach
d) Ecological Approach

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

a) Structural-Functional Approach
b) Theory of Prismatic Society
c) Development Models

UNIT IV: Comparative Administrative Systems a)

Classical Administrative System – France
b) Developing Administrative System – India
c) Developed Administrative Systems – USA and UK
d) Modern Administrative Systems – Japan and Korea

UNIT V: Development Administration

a) Nature, Scope and Elements of Development Administration b) Goals and Challenges of Development Administration
c) Models of Development Administration: Sustainable Development, Human Development & Inclusive Development

References:
Ali Farazmand,(2001)Handbook of Comparative and Development Public Administration, Marcel Dekker, NY.
Esman, Milton J.(1970).CAG and the study of public administration. In F.W. Riggs (Ed.), The frontiers of development administration (pp.41-71). Durham, North Carolina: Duke University Press.
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PAD-*2*03:   INDIAN ADMINISTRATIVE SYSTEMS

Course Objective

UNIT- I: Constitutional Profile of State Administration:
a) Central-State Relations,
b) Role of Governor,
c) State Legislature and Council of Ministers,
d) Role of Chief Minister

UNIT- II: State Administration:
a) Secretariat: Position and Role,
b) Chief Secretary and GAD,
c) Directorate: Relationship between Secretariat and Directorate

UNIT- III: State Services:
a) Components of Civil Service: All India Services, State Services, Inter-relationship and Inter Linkages,
b) Classification of State Services,
c) Recruitment of State Civil Services,
 d) Composition, Functions and role of State Service Commission

UNIT –IV: Administration at Local Level:
a) District Administration and District Collector
b) Mandal Administration (Revenue and Development)
c) Village Administration (Revenue and Development)
d) Decentralization Debate

UNIT- V: Emerging Issues:
a) State Finances
b) Permanent and Political Executives
c) Generalist and Specialists
d) Pressure Groups
e) Citizen Grievances: Corruption

SelectReferences:
Avasthiand Avasthi(2002),IndianAdministration,LaxmiNarain Aggarwal,Agra.
Basu,D.D.(2000),Introduction totheConstitutionofIndia,Wadhwaand Company,New Delhi.
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PAD-204-A: LAW, ETHICS&GOVERNANCE

Ethicsisasetof standardsthatasocietyplaceonitselfandwhichhelpsguidebehaviour,choicesand actions. Intherealworld,bothvaluesandinstitutions matter.Valuesareneededtoserveasguidingstars,andthey exist in abundanceinour society.Asenseofright andwrongisintrinsictoour cultureand civilization.Inthis backdropthiscourseexamineslawandethicsasaninstrumentofgovernance. Themajorpartofthecourse outlinesthekeyconceptsanddebatesassociatedwiththelaw,ethicsandgovernance andalsocoverthe contemporarytrends.

UNIT–I:LegalFoundations
a)FundamentalsofAdministrativeLaw
b)RelationshipbetweenLawandAdministration
c)GovernanceasExecutionofLaw–ValuesandContextofLegalandAdministrativeProcess
d)Constitution,RuleofLawandAdministrativeLaw–French,BritishandGermanContexts

UNIT-II:LawandGovernance
a)Conceptsrelatingtoadministrativelaw-RuleofLaw,DoctrineofSeparationofPowers, PrinciplesofChecksandBalances,DoctrineofUltra-vires
b)DelegatedLegislation,PrinciplesofNaturalJustice.
c)AdministrativeAdjudication,ReviewofAdministrativeactsandredressofgrievances– VigilanceandControl

UNIT–III:GovernanceandEthics
a)EthicalfoundationsofGovernance
b)CodesandNormsofEthicsinIndia:PublicServiceandBusinessOrganizations
c)ConstitutionalValuesanditsrelationshipwithethics
d)Family,Society,EducationandEthics

UNIT-IV:Quasi-JudicialGovernance
a)AdministrativeTribunals
b)NationalWaterTribunal
c)NationalGreenTribunal
d) WomenProtection:CriminalLaw(Amendment)Act,2013(NirbhayaAct)

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PAD 204-B   DEVELOPMENT: CONCEPT AND MODELS

Course Objective

Unit – I   **Introduction**
   a) Concept of Development
   b) Conditions of Development
   c) Models of Development

Unit – II   **Poverty**
   a) Poverty: Definitions and Nature
   b) Poverty: Inequality and growth
   c) Major Anti-Poverty efforts in India

Unit – III: **Development Models**
   a) South Korean Model
   b) Chinese Model
   c) Indian Model

Unit – IV   **Development Bureaucracies**
   a) Capabilities of Bureaucratic Organizations
   b)Strategies for enhancing Capabilities
   c) Challenges to administrative Capabilities

PAD-205-A: PUBLICPOLICY-CONCEPTS ANDMODELS

CourseObjective

Publicpolicymakingisnotmerelyatechnicalfunctionofgovernment; ratheritisacomplexinteractive processinfluencedbythediversenatureofsocio-political andotherenvironmental forces.Publicpoliciesin thedevelopingcountriespossesscertainpeculiaritiesof theirown by virtueof being influencedby an unstablesocio-politicalenvironment,and face various problems and challenges. This courseoutlineof concepts and models provide useful guidance and helps the students to undertake a comprehensive investigationforthesuitablemodelstoanalyzeourpolicymakingprocess.

UNIT-I: ModelsofPublicPolicy-I

a)VilfredoPareto:OptimalityandImprovement
b)JohnRawls:ATheoryofJustice
c)AlmondGabriel:InterestAggregationandArticulation

UNIT-II:ModelsofPublicPolicy-II

a)HaroldLasswell: PolicySciences
b)YehezkelDror: MegaPolicyandMetaPolicy
c)CharlesLindblom:Incrementalism

UNIT-III:ModelsofPublicPolicy-III

a)WilliamNiskanen:BudgetMaximizingModel
b)ElinorOstrom:InstitutionalRationalChoice
c)AmartyaSen:DevelopmentasFreedom

UNIT-IV:ConceptsofPublicPolicy:

a)Institutionalism
b)Process:PolicyasaPoliticalActivity
c)PublicChoice
d)StrategicPlanning

SelectReferences

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PAD-205-B: CIVIL SERVICES IN INDIA
(InterdisciplinaryCourse)

CourseObjective

Theterm'civil services' coversthelargenumberofpermanentofficialsrequiredtorunthe machineryofgovernment.Thecoreofparliamentarygovernment,whichwehaveadoptedinIndia, isthattheultimateresponsibilityforrunning theadministrationrestswiththeelected representativesofthepeople.Ministerslaydown thepolicyand itisforthecivil servantstocarry outthispolicy.Thisinterdisciplinarycourseaimstopresentanoverviewofthestructure,trends andissuesrelated to the civil servicesinIndia.

UNIT-I:CivilServices:ConceptandEvolution

a)Concept,SignificanceandEvolutionofCivilServices

b)ClassificationofCivilServices(AllIndiaServices,CentralServices,StateServicesandLocal Services)

c)UnionPublicServiceCommissionandOtherServiceCommissions

UNIT–II:Bureaucracy

a)ConceptofBureaucracy–HistoricalEvolution

b)CivilService:NeutralityandCommitment

c)RelationshipbetweenPoliticiansandCivilServants

UNIT-III:PublicPersonnelAdministration

a)Recruitment:MethodsandSignificance

b)TrainingofPublicServantsinIndia-PromotionSysteminIndia

c)DisciplinaryProcedureforCivilServants

UNITIV:IndianCivilServices:MajorIssues

a)GeneralistsandSpecialistsControversy

b)CivilServicesinthecontextofGlobalisation

c)CivilServiceReforms-IIndARCRecommendations

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Armstrong,Michael (2007),AHandbookof HumanResourceManagementPractice,KoganPage,London.

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SEMESTER-III

PAD – 301: HUMANRESOURCEADMINISTRATION

CourseObjective
Humanresourceadministrationconcernshumanresourcemanagementasitappliesspecificallyto thefieldofpublicadministration.Humanresourcesadministrationinpublicandnonprofitsettings Includeshumanresourceplanning, staffing, development, and compensation. The function of humanresourcesadministrationistoprovidetheemployeeswiththe capability and capacityto achievelong termgoalsandplans.The course seekstoacclimatizethestudentswiththe fundamental and advanced perceptsof humanresource administration.

UNIT-I: Introduction:
a)HumanResourceAdministration:Importance,ScopeandPerspectives
b)ConceptofMeritocracy-PublicService:ConceptandRoleinModernState
c)PublicInstitutionalTheory

UNIT-II:ClassificationandRecruitment:
a)ManPowerPlanning,ClassificationofServices,CompetencyMapping
b)Recruitment:Principles,MethodsandSelectionProcess;CareerPlanning
c)PersonnelAgencies

UNIT-III:Trainingand Development:
a)Training:Objectives,Types,Methods,TechniquesandTrainingNeedsAssessment
b)PerformanceEvaluation–TraditionalandModernmethods
c)CapacityBuilding-InstitutionalBuilding
d)Promotion,PrinciplesandPractices

UNIT–IV:PayandConditionsofServices:
a)PayandPayPrinciples
b)AgenciesandMechanismsforPayDetermination
c)Conduct,DisciplineandSuperannuation

UNIT–V:ConceptsandEmergingTrends:
a)Neutrality,AnonymityandIntegrity
b)OutSourcingandDownsizingandTalentManagement
c)HumanResourceAccountingandAudit

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PAD-302: PUBLICFINANCIAL GOVERNANCEIN INDIA

Financeisthe fuelfor the engineofpublicadministrationanditwasdefinedasgovernmentisfinance.This is quitecorrect,becausealmosteverythingthegovernment does,requiremoney.Thiscourseprovidesan overviewoftheactivities,participants, andpoliticsinvolvedinthecollection,custody,andexpenditure of publicrevenueatvariouslevelsofgovernment.Uponsuccessfulcompletionofthiscourse,studentsshouldbe abletohaveknowledge ofbasicprinciplesinpublicfinance,accounting, andauditingthatrelatetopublic budgetingandthebudgetaryprocess.

UNIT-I: Introduction
a)PublicFinance:Evolution,MeaningandScope
b)PublicRevenue:Meaning,Need,ClassificationandPrinciplesofRevenue
c)PublicExpenditure:Meaning,NeedandClassification

UNIT-II:BudgetandGovernance
a)PublicBudget:Meaning,PurposeandSignificance
b)BudgetPreparation,EnactmentandExecution
c)TypesofBudget:Line-ItemBudget,PerformanceBudget,PPBSandZero –BasedBudgeting
d)GenderBudget,GreenBudgetandSunSetLegislation

UNIT-III:FinancialManagementinIndia
a)FiscalFederalism-CenterStateFinancialRelations,DistributionofResources
b)FinanceCommission–Composition,Powers,FunctionsandRole
c)PublicDebtandDeficitFinancing
d)MonetaryPolicyandFiscalPolicy

UNIT-IV:TaxGovernance
a)TaxGovernanceinIndia
b)PrinciplesofTaxationandTaxAdministrationinIndia
c)PrioritiesforImprovingTaxGovernance

UNIT-V:ControloverFinances
a)AccountingandAuditReformsinIndia
b)TypesofAudit-InternalandExternalAudit-StandardsofPublicAccounting
c)ParliamentaryFinancialCommittesandComptroller&AuditorGeneralofIndia

SelectReferences:
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PAD – 303: GLOBALIZATION AND PUBLIC ADMINISTRATION

UNIT I. Introduction
a) Globalization – Meaning and Understandings
b) Theoretical Analysis of Globalization
c) Globalization and Governance

UNIT II. Implications for Public Administration
a) Challenge of Globalization for Public   Administration
b) Globalization and Regulation of Professions and Occupations
c) Globalization and Planning for Change

UNIT III. Governance
a) Governance: Ideology, Theory and Practice
b) ICT and Democratic Governance
c) Good Governance: Theory and Practice

UNIT IV. Administrative Reform and Reorganization
a) Global Reform and Transformations
b) Global Reform and Administrative Modernizations
c) Global Ethics in 21st Century

UNIT V. Global Public Administration
a) Transnational Corporations and Development
b) The Effects of Governance on Competitiveness
c) Crisis in Public Service and Administration

PAD-304-A: EMPLOYEE – EMPLOYER RELATIONS

Unit - I: Introduction
  a) Employee-Employer Relations- Conceptions
  b) Union Management Perspective,
  c) Theories of Public Employer and Employee Relations

UNIT – II: Workers Participation in Management
  a) Evolution, Structure and Process, Design and Dynamics of Participation Forms,
  b) Strategies and Planning for Implementation Participation
  c) Origin and Growth of Workers Participation in Management in India

UNIT – III: Regulatory Mechanism Guiding Industrial Relations
  a) Administrative Tribunal for Disciplinary Proceedings;
  b) Trade Unionism, Dynamics of Conflict and Collaboration,
  c) Conciliation, Arbitration and Adjudication

UNIT – IV: Grievance Procedure
  a) Employees Associations and Unions – Right to Strike,
  b) Negotiating Machinery – Whitely Councils – Collective Bargaining
  c) Consultative Machinery in India, USA and UK

PPPA-304-B: PUBLIC POLICY ANALYSIS

Course Objective
The course is designed to introduce students to the analysis of public policy with a comprehensive perspective on the field. It assesses key incentives and constraints that are inherent in the policy process and introduces models that seek to provide an analytical framework. It also presents an approach and fundamental techniques to perform policy analysis is and enable students to decide on appropriate methods of policy analysis. The guiding theme throughout the course is running through the contemporary debates of the field.

UNIT-I: Theoretical Perspectives
a) Policy Cycle Framework
b) Policy Process Network
c) Political Feasibility

UNIT-II: Types of Policy Analysis
a) Empirical, Normative Policy Analysis
b) Retrospective/Prospective Analysis
c) Prescriptive and Descriptive Analysis

UNIT-III: Actors in Policy Analysis
a) Government Institutions
b) International Donor Agencies
c) Multinational and Transnational Agencies
d) Media and Civil Society

UNIT-IV: Constraints on Public Policy
a) Economic Constraints on Public Policy
b) Political Feasibility: Interests and Power
c) Institutional Constraints on Policy
d) Social and Cultural Factors: Constraining and Enabling Policy Reversals

Select References
Anderson J.E.,(2006) Public Policy-Making: An Introduction, Boston, Houghton
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PAD-305 -A: ORGANISATIONAL BEHAVIOUR

UNIT - I: Introduction:
1) Concept and Scope;
2) Evolution and Importance;
3) Understanding behaviour, Individual – group and organization

UNIT - II: Models of Organizational Behaviour:
1)SOBC Model;
2) Cognitive Model;
3) Reinforcement Model and Psycho -analytical Model

UNIT - III: Individual Behaviour:
1)Aspects of individual behaviour: Personality, Perception, Motivation, Goals, Attitudes, Aptitudes and Values;
2) Personality Development, Determinants, Theories of personality;
3) Learning: Concept, Theories and Principles

UNIT - IV: Group Behaviour:
1)Group dynamics, Formation of groups, Stages in group formation;
2) Structure, Types, functions, Dysfunctions;
3) Formal and informal groups, Models of small group behaviour

PAD-305-B: URBAN GOVERNANCE
(Inter Disciplinary Course)

Course Objective

The Globalization has great impact on the country like India, which increases the economic growth of the country, and because of this, we are seeing a growing urbanized India. Although, urbanization in India has been underpinned by the rapid growth in the economy especially from the last decade of the 20th Century, and there is transformation from rural economy, based on agriculture and its allied activities to the modern economy related to industrial activities. The negative impacts on the urban areas, by way of lack of basic facilities like infrastructure, drinking water, housing, transport etcar e visible. Thus, this course aims to present the urbanization, and also gives particular attention to the emerging issues and challenges, associated with the urbanization process in India.

UNIT –I: Urbanization and Urban Strategies
a) Urbanization Trends and Challenges
b) Good Urban Governance – Concept and Principles
c) Urban Policies and Strategies

UNIT - II: Urban Governance
a) ULBs - Forms and Functions -Councils and Committees
b) Municipal Finance Framework & Municipal Financial Management
c) Metropolitan Governance
d) Recent Trends in Urban Governance: e-Governance

UNIT – III: Urban Poverty
a) Concept, Trends and, Strategies
b) Urban Poverty Programmes
c) Urban Housing
d) Institutional arrangement for urban poverty reduction

UNIT - IV: Administration of Urban Services
a) Administration of Development Programmmes
b) Water supply, drainage, sewerage, sanitation
c) Urban Transportation
d) Urban Environment and Knowledge Management

Select References:
Aziz Abdul (ed.), (1996), Decentralised Governance in Asian Countries, Sage New Delhi.
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Sivaramakrishanan K.C., et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS, New Delhi.

PAD-401: PUBLIC ADMINISTRATION & INFORMATION TECHNOLOGY

Course Objective:
Electronicgovernmentor"e-Government"isdefined astheuseofinformationandcommunicationtechnologies (ICTs)in governmenttoprovidepublicservicesandtoimprovemanagerialeffectiveness.GovernmentsuseICTsfortheexchange ofinformationwith citizensandbusinesses. E-Government utilizestechnologytoaccomplish reformbyfostering transparency, eliminating distance and other divides, and empowering people to participate in the political and administrativeprocessesthataffecttheirlives.Thepreliminaryobjectiveofthiscourseistointroducethetechnologyof e-government with anin-depth examinationofvarious government initiatives andtrainthestudent to developthe ability to discusscurrent electronicgovernment issues andtrends.

UNIT – I: Introduction:
a) Public Administration and Information Technology
b) Information Technology: Evolution and Significance
c) National Policy on Information Technology 2012 and National Cyber Security Policy 2013

UNIT – II: IT and Administration:
a) Information Systems: Issues in Centralization and Decentralization
b) IT Systems and Inter Governmental Coordination
c) Computer Net working and Citizen Participation

UNIT – III: IT in Administration:
a) IT Techniques in Administration
b) Capacity Building for IT
c) E-Governance: Opportunities and Challenges

UNIT - IV: IT Administration at State Level:
a) Computerization of Mandal Revenue Administration,
b) Computer – Aided Administration of Registration Department (CARD)
c) E-Seva and MeeSeva

UNIT – V: IT and Development:
a) Technology, Social Progress and Empowerment
b) Human Factors and Information Technology
c) Cybernetic State and Digital Governance: Perspectives

SelectReferences:
Anthony,EliasTsougranis,(2001)'MeasuringInformatization:ALongitudinalCross-nationalExploration',Maxwell School,Syracuse, University, NewYork
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D-402: RURALDEVELOPMENT & PANCHAYATHI RAJ

P
A

Course Objective

Ruraldevelopmenthasalways been animportantissuein alldiscussionspertainingtoeconomicdevelopment, especially ofdevelopingcountries, throughout theworld. Althoughmillionsofrural peoplehaveescaped poverty asaresult ofrural developmentinmanyAsiancountries,alargemajorityofruralpeoplecontinuetosufferfrompersistentpoverty.The termruraldevelopmentconnotesoveralldevelopmentofruralareastoimprovethequality oflifeofruralpeople.Asa discipline,itismulti-disciplinaryinnature,representinganintersectionofagriculture,social,behavioural,engineering andmanagement sciences. Themainobjectiveofthiscourseistosensitizestudents tomajorissues andchallenges inthe rural sector and to provideanopportunitytosystematicallystudytheseissuesinthefield.

UNITI: Introduction

a)Democracy,Developmentand Decentralization
b)Rural Development:Perspectives
c)Rural Policiesand Strategiesin India
d)Rural DevelopmentandPanchayathRaj

UNITII:RuralInstitutions-PanchayatRaj

a)Panchayat Rajin India– An Evaluation
b)Reformsin PanchayatRaj(73rdCAAandafter)
c)Panchayat Rajin Telangana State
d) e-Panchayats

UNITIII:Resourcesand Development

a)RuralCredit and Cooperatives
b)Self – HelpGroups
c)Technical Assistance inRuralGovernance

UNITIV:RuralDevelopmentProgrammesandAgencies

a)Rural DevelopmentProgrammes: IRDP,SGSY&MGNREGA
b)Governance inTribalandScheduledAreas
c)VillageAdministration:StakeHolderCommittees

UNITV:IssuesinRuralGovernance

a)LandReforms
b)Rural Unrest:Caste,Class andGender
c)GoverningEliteandRural SocialChange
d)Bureaucracy

SelectReferences:
Chambers,Robert(1998),Rural Development:PuttingtheLast First,Harlow:Longman.
Deaton,Angusand ValerieKozel(eds.)(2005),TheGreatIndian PovertyDebate,Macmillan IndiaLtd.,NewDelhi.
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TheWorldBank(2010),OfTaps&Toilets:EvaluatingCommunityDemand–DrivenProjectsinRuralIndia,TheWorldBank,SouthAsia Region,Washington,D.C.
Tiwari,RameshKumar(2011),HumanRightsand   Law:BondedLabour   inIndia,CambridgeUniversityPress,NewDelhi.

PAD-403:   **RESEARCH METHODS**

Course Objective
Research in common parlance refers to a search for knowledge. We can define research as a scientific and systematic search for pertinent information on a specific topic. In fact, research is an art of scientific investigation. Research Methods for Social Science explains different research methods used today for conducting research in particular with public administration, governance and public policy. This course is intended as a sound introduction to study the research methods with an objective of understanding the difference between qualitative and quantitative research and able to use appropriative tools and techniques for problem solving.

UNIT –I Introduction
a) Meaning, Objectives, Scope and Importance of Social Science Research
b) Types of Research
c) Objectivity in Social Science Research
d) Trends on Research in Public Policy and Governance

UNIT - II: Methods of Research
a) Scientific Method
b) Case Study Method
c) Survey Method
d) Content Analysis

UNIT – III: Research Design
a) Identification of Research Problem
b) Hypothesis and Procedure of Hypothesis testing and Estimation
c) Preparation of Research Design

UNIT - IV: Methods of Data Collection
a) Methods of Data Collection Primary Sources
b) Observation; Questionnaire and Interview
c) Secondary sources of Data Collection - Use of Library and Internet

UNIT - V: Sampling and Report Writing
a) Sampling, Sampling Techniques and Scales of Measurement
b) Analysis of Data and Use of computers in Social Science Research
c) Citing and Ethics of Research in Public Administration
d) Research Report Writing

Select References
Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill. Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press.
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McNabb David E (2013). Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, M.E. Sharpe.
Miller Gerald J., Kaifeng Yang(2007) Handbook of Research Methods in Public Administration, CRC Press. Mishra S.K., J.C. Binwal(1991), Computer in Social Science Research, Har- Anand, New Delhi.

White Jay (Eds.)(1994), Research in Public Administration: Reflection on Theory and Practice, Sage London.

PAD-404-A: PUBLIC POLICIES IN INDIA

Course Objective
Increasingly complex social, scientific and technological challenges call for carefully considered policy solutions underpinned by reliable knowledge and appropriate methods. Reducing poverty and accelerating development progress require improved policies. A better understanding of how research can contribute to pro-poor policies, and systems to put it into practice, could improve development outcomes. For this reason, the link between research and policy in development is of increasing interest, to both researchers and policy-makers. The presented case studies in this course provide an in-depth understanding of public policy making and implementation in India.

UNIT- I: Introduction
a) Importance of Case Studies in Public Policy b) Case Study as a Representative Sample
c) Building Theory from Case Studies

UNIT- II: Education Policy
a) National Education Policy -1986
b) Public Expenditure on Education in India c) Right to Education Act
c) Corporatization of Education System

UNIT- III: Economic Policy
a) New Economic Policy of 1991
b) Liberalization and Growth of Indian Economy
c) Mixed Economy to Globalization - Impact

UNIT- IV: Protective Discrimination
a) Democratization of Power: Reservations
b) Women Reservation's Bill
c) Reservations in Corporate Sector

Select References:
Agarwal, J. C. (2009), Education policy in India, Neha Publishers & Distributors.
Anne O. Krueger , (2002), Economic Policy Reforms and the Indian Economy (ed.), University of Chicago Press, Chicago. Bijoy Chandra Mohapatra (2013), Reservation Policy in India, Neha Publishers & Distributors.
Dev ,Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays.
Dube ,Akhilesh (1997), Commercialization of education in India: Policy, law, and justice, A.P.H. Pub. Corp.
Esharenana E. Adomi, (2010), Frameworks for ICT Policy: Government, Social and Legal Issues, IGI Global Snippet. Government of India, National Cyber Security Policy, 2013.
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Kim J. Andreasson , (2011), Cybersecurity: Public Sector Threats and Responses, CRC Press, Taylor and Francis Group, Boca Raton. P. T. Bauer, (2011), Indian Economic Policy and Development, Routlidge, New York.
S. K. Modi (2013), Discrimination Caste System And Reservation Policy of Modern India, Neha Publishers & Distributors Sen , Amartya (2000), Social Exclusion: Concept, Application and Scrutiny, Papers No.1. Asian Development Bank. Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration, Sage.
SiddheswarPrasad(1993), New Economic Policy: Reforms and Development, Mittal Publications, New Delhi.
Thorat, Sukhadeo and Umakant (2004), Caste, Race and Discrimination – Discourses in International Context, Indian Institute of Dalit
Studies and Rawat Publishers, New Delhi and Jaipur.
Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), Reservation and Private Sector-Quest for Equal Opportunity and Growth, RawatPublications , Jaipur.
ZeinabKarake-Shalhoub, Lubna Al Qasimi , (2010), Cyber Law and Cyber Security in Developing and Emerging Eonomies, Edward Elgar Publishing House, Cheltenham, UK.

PAD-404-B: HUMAN DEVELOPMENT AND GOVERNANCE

Course Objective
Theuseofindicators,as   appliedtodevelopingcountries,hasgrownspectacularlyinrecentyears. Thegovernanceindicatorscontributetothegrowingempiricalresearchofgovernancewithadvocacytools forpolicyreformandmonitoring.Theindicators,andtheunderlyingdatabehindthem,arepartofthe currentresearchandopinionsthathavereinforced   theexperiences   andobservations   ofreform-minded individualsingovernment,civil society,andthe privatesector. The mainobjectiveofthis courseistopresent variousmethodologiesofmeasuring   governanceandfacilitate   thestudents   tohaveknowledgeoftheHuman Development   Indicators,   CorruptionperceptionsIndexwithacomparative   outlookofdevelopingand developedcountries.

UNIT - I: Introduction:
a)Human Development Concepts
b) Human Development Indicators
c) Human Development in Changing World

UNIT - II: Poverty:
a)The Nature and Dimensions
b) Growth, Inequality and Poverty
c) The Politics of Poverty

UNIT - III: Development:
a)Infrastructure and Development
b) Environmental Priorities for Development
c) International Aid and Technical Assistance Programmes
d)Civil Society: It's Emerging Role

UNIT - IV: Protective Discrimination:
a)Social Welfare and Social Justice
b) Democratization of Power: Reservations
c) Reservations in Corporate Sector

SelectReadings:

AliFarazamand(2004),Sound Governance:Policyand AdministrativeInnovations,PraegerPublishers,West Port.

Bevir,Mark,2013,TheSageHandbookofGovernance,SagePublicationsLtd, London.

FrancisFukuyama(2013),WhatisGovernance?,Working Paper314,CenterforGlobal Development, NW,Washington,DC**.**
KatheCallahan(2007),ElementsofEffectiveGovernance:Measurement,AccountabilityandParticipation,CRCPress,TaylorandFrancis Group,BocaRaton.

Katherine Berschaand Sandra Botero(2014), Measuring Governance: Implications of Conceptual Choices, *European Journal of Development Research* Vol.26,pp.124–141

Kaufmann,Daniel,FrannieLeautier,andMassimoMastruzzi.(2005),"GovernanceandtheCity:AnEmpiricalExplorationintoGlobal Determinants ofUrban Performance." Policy Research Working Paper3712.World Bank,Washington,D.C.

Kaufmann, Daniel, Kraay, Aart, and Mastruzzi, Massimo (2009), Governance Matters VIII : Aggregate and Individual Governance Indicators,Policy Research Working Paper:WashingtonDC,WorldBank.

ShantayananDevarajan(2008),TwoCommentson"GovernanceIndicators:WhereAreWe,WhereShouldWeBeGoing?"byDaniel Kaufmannand AartKraay,TheWorld BankResearchObserver,vol.23,No.1(Spring), pp.31-36.

www.worldbank.org/index

www.globalintegrity.org

www.hdr.undp.org

www.transparency.org

405-A: E-Governance/ PROJECT WORK

Course Objective
E-governance is a new concept and implies upgrading of the efficiency and effectiveness of the administrative machinery through the combination of ICT to deliver better, cost effective and speedy services to the citizen. Transition to electronic delivery of services in government not only involve changes to the systems, procedures and processes of relevant services but also affects the way in which the public and business community deals with the government. The aim of this course is to introduce the major discourses on e-governance with case studies for better understanding its implementation in India.

UNIT- I: Introduction
a) Governance in Digital Age (Introduction of ICTs in administration, Technological Adaptation, Reorganization of Administrative Structures and institutions)
b) Meaning, Scope and Importance of e-Governance (Meaning, Definitions, Scope, and Importance of e-Governance)
c) Evolution of e-Governance (Evolution of Computer and Internet – Application to Administrative Systems)

UNIT – II: Concepts
a) Theories of e-Governance (Six perspectives and Six theories)
b) Models of e-Governance (The General Information Dissemination Model, the Critical
Information Dissemination Model, the Advocacy Model, the Interactive Model)
c) National E-Governance Plan

UNIT – III: Cases
a) e-Literacy: Akshaya in Kerala
b) Electronic Citizen Services: A Comparative outlook
c) Digitalization of Land Records Administration: Bhoomi in Karnataka d) Automizing District Administration: The e-district project

UNIT– IV: Issues
a) e-Readiness
b) Digital Divide (Gender, Geographical, Economical, Social and Political)
c) e-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models)
d) e- Governance: Issues and Challenges (Resistance to Change, Laws, Skills, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms)

Select References:
Bellamy, Christine, and John, A.,Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press.
Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi. Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi. Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organisations, Sage Publications, London.
Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage
Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA.
Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routlidge, Taylor and Francis group, New York.
Pardhasaradhi,Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi.
Satyanarayana, J, (2004), E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.

PAD-405-B:E-GOVERNMENT (InterdisciplinaryCourse)

CourseObjective:
Electronicgovernmentor"e-Government"isdefined astheuseofinformationandcommunicationtechnologies (ICTs)in governmenttoprovidepublicservicesandtoimprovemanagerialeffectiveness.GovernmentsuseICTsfortheexchange ofinformationwith citizensandbusinesses. E-Government utilizestechnologytoaccomplish reformbyfostering transparency, eliminating distance and other divides, and empowering people to participate in the political and administrativeprocessesthataffecttheirlives.Thepreliminaryobjectiveofthiscourseistointroducethetechnologyof e-government with anin-depth examinationofvarious government initiatives andtrainthestudent to developthe ability to discusscurrent electronicgovernment issues andtrends.

UNITI: Introduction
a)e-Government:DefinitionandScope
b)Evolutionofe-Government
c)e-GovernmentandDevelopingCountries

UNITII:ApproachesandImpact
a)e-Democracy,e-Participation,e-Servicesande-Learning
b)Transparency&Accountability
c)AdministrativeReformsinGovernment
d)TimeandCostBenefits

UNITIII:FutureChallenges
a)TechnologyandSociety
b)DigitalDivide
c)RiskManagement

UNITIV:CaseStudies
a)ElectronicCitizenServices(E-Seva)inAndhraPradesh
b)DigitalizationofLandRecordsinIndia-CaseofBhoomiinKarnataka
c)SocialEmpowermentthroughIT:AkshayaprogrammeinKerala

SelectReferences:
Anthony,EliasTsougranis,(2001)'MeasuringInformatization:ALongitudinalCross-nationalExploration',Maxwell School,Syracuse University, NewYork
Bellamy,Cand Taylor JA,(1998)GoverningintheInformationAge,Buckingham andPhiladelphia,PA:Open UniversityPress
BhatnagarS.C,(2004),E-Government:FromVisiontoImplementation,Sage,New Delhi
BhatnagarSC,(2003)E-Government:TransparencyandCorruption–DoesE-GovernmentHelp?,CommonwealthHumanRightsInitiative Report forCHOGM
Gosling,P,(1997),Governmentin theDigital Age,London,Bowerdean
Heeks,Richard(1998),InformationSystemsforPublicManagement:InformationTechnology andPublicSectorCorruption,Working Paper No.4,Manchester:IDPM–UniversityofManchester
Kooiman,J,(ed.)(1993),Modern Governance: NewGovernment–SocietyInteractions,London:SagePublications
Layne,Kand LeeJ(2001),Developing FullyFunctional e-Government:AFourStageModel,GovernmentInformationQuarterly,Vol.18, No.ER2
Pardhasaradhi,Y.,(2009)E-GovernanceandIndian Society,Kanishka,New Delhi
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Boardof StudiesinPublicAdministration

ApprovedSyllabus

DepartmentofPublicAdministration
OsmaniaUniversity, Hyderabad
May 2016

Contents

1.Introduction

2. Course Matrix

3.IstSemester Courses

4.IInd Semester Courses

5.IIIrd Semester Courses

5.IVth Semester Courses

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Introduction

PublicAdministrationisthestudy ofhowgovernmentworksandhowgovernment canworkbetter. Itisthemost'applied'ofallthedisciplinesofSocialSciencesandisvery usefulforstudentsplanningacareerinpublicserviceorpolitics.Studentsof Public Policy &Administration studyvarious aspects of government operations, from how governments makepolicy decisionstohowpoliciesareimplemented.Someofthemostprominenttopics studiedinpublicadministrationinclude:thestyleandstructure ofpolicy-making,the organizationaldesignof government,the values andethicsof public service,the dynamicsof policy implementation,constitutionalcontextandthepreservationofdemocratic accountability,amongstothers.Public Administrationencompassesallthreelevels of government(federal,state,andlocalbodies) andaddressesthemostimportant contemporaryissues in economic, social andpolitical domains.

Thepost-graduatePublicAdministrationprogramprovidesawiderangeof theoreticalandapplicationorientedinputsonvariousaspectsofmanagingpublicpolicy and public-systems.The programisauniqueintegrationofconcepts,toolsandtechniqueswith stressonpublicpolicy formulation,analysisandimplementation,includingthedesignand execution ofdeliverysystems. It'sthrust is on interdisciplinaryapproaches in learning, strategicthinking,globalorientation,sensitivity andinnovation.Theprogramaimstotrain presentandfutureleaders,functionariesandactivists ingovernmentandnon-government agenciesandcivilsociety memberstoinitiate,guideandinfluencepublicpolicy formulation andimplementation.

Objectives oftheDepartment

1. Tointroducecoursesandthesyllabiasperlatestdevelopmentsinthesubjectaimedat balancingthe theoreticaland practical aspects of thediscipline.

2. TopromoteresearchinthefieldofPublicAdministrationthatcan guide policymakers for effectiveplanning.

3. To train thestudents forthe civil serviceexaminations at National and State levels

4. Tomotivatestudentsandpractitionersforresearchtoexploreandgaininsightsinto administrativeprocesses;

5. To act as a platform for providing skilled human resources for policy making and administration.

Vision

TheDepartmentofPublicAdministrationisintendedforimproving governanceandpublicpolicy inIndiawithastrongdesiretoleadpolicy thinkingandpolicy formulation suggestingsolutions to the emerging policy issues and problems. The Departmentaspirestoenhancescholasticabilitiesandestablishitasapolicy thinktankthat develops and promotes alternative solutions to the issues concerned with society and critically evaluatepublicpolicies,toassesstheperformanceofthepublicauthoritiesandto organizeprogrammes forraisingthecompetenciesofstudents, facultyandadministrators.

Missionstatement

TheDepartmentaimstotransformitselfintoareputableinstitutiondealingwithpolicy and administrationissuesto helpgovernmentsatalllevelsto improvegovernanceandalso formulatestrategicpolicy making.Itaspirestobealeadinginstitutionofstudents, practitioners,alumni,faculty,andstaffdevelopingknowledgethroughteaching,research, andprofessionaldevelopmentemphasizing innovativemanagementofpublicpolicy and services.

Employment Opportunities

Postgraduatesinpublicadministrationwillhavewideremployment opportunitiesapartfromcontinuing furtherstudiesinsocialsciencesthroughresearch programslikeMPhil/PhD.They canavailemploymentopportunitiesinawiderangeof occupationsinpolicy thinktanks,advocacygroups,non-governmentalandcivilsociety organizations, media, publishing, government– international, national andlocal, planning and environmental management organizations, etc.

Eligibility

The programisopentoallbachelordegree holders insocialsciences with specialization of Public Administration,obtaining at least 55% marks.

Duration

TwoAcademicYears with foursemesters of 18 weeks each.

MediumofInstruction

Themedium of instruction and examination shallbeEnglish.

Pedagogy

Theprogram integrates lectures, discussions andpresentations togetherwith short-writing and reading assignments,libraryand onlinesearch, in-class and off-classactivities, case studyanalysis, dissertation and examinations.

SchemeofInstruction

All theprogrammes of thestudyinthe Universityshall bebased on aComprehensive Choice-Based CreditSystem (CBCS). Forsuccessful completion ofaprogrammeof study, astudent shall berequired to accumulate atotal of96 Credits.

SchemeofExamination

The studentswill be evaluatedonthebasis ofawrittenexaminationatthe endofeach SemesterandcontinuousInternalAssessment during theSemester.EachendSemester Question Paper shallbeof three hoursdurationand80marks. TheInternal AssessmentforeachCourse willbeof20marks.

COURSE MATRIX:SEMESTER I

Course Code	Course Title	Type of Course	Credits	IA	ESE	Total Marks
PAD-101	Administrative Theory-I	CC	5	20	80	100
PAD-102	Introduction to Public Policy	CC	5	20	80	100
PAD-103	Indian Polity and Administration	CC	5	20	80	100
PAD-104-a	Introduction to Governance	EC	4	20	80	100
PAD-104-b	Local Governance in India	EC	4	20	80	100
PAD-105-a	Management Science & Techniques	EC	4	20	80	100
PAD-105-b	Indian Constitution and Administration	IDC	4	20	80	100
PAD-106	Tutorials/Seminar		1			

CC: Core Course; IDC: Inter Disciplinary Course; EC: Elective Course

COURSE MATRIX:SEMESTER II

Course Code	Course Title	Type of Course	Credits	IA	ESE	Total Marks
PAD-201	Administrative Theory-II	CC	5	20	80	100
PAD-202	Comparative Public Administration	CC	5	20	80	100
PAD-203	Indian Administrative Systems	CC	5	20	80	100
PAD-204-a	Law, Ethics and Governance	EC	4	20	80	100
PAD-204-b	Development- Concept and Models	EC	4	20	80	100
PAD-205-a	Public Policy, Concepts & Models	EC	4	20	80	100
PAD-205-b	Civil Services in India	IDC	4	20	80	100
PAD-206	Tutorials/Seminar		1			

CC: Core Course; IDC: Inter Disciplinary Course; EC: Elective Course

Master'sinPublicAdministration:CourseStructure

COURSE MATRIX:SEMESTER III

Course Code	Course Title	Type of Course	Credits	IA	ESE	Total Marks
PAD-301	Human Resource Administration	CC	5	20	80	100
PAD-302	Financial Administration	CC	5	20	80	100
PAD-303	Globalization & Public Administration	CC	5	20	80	100
PAD-304-a	Employee-Employer Relations	EC	4	20	80	100
PAD-304-b	Public Policy Analysis	EC	4	20	80	100
PAD-305-a	Organizational Behaviour	EC	4	20	80	100
PAD-305-b	Urban Governance in India	IDC	4	20	80	100
PAD-306	Tutorials/Seminar		1			

CC: Core Course; IDC: Inter Disciplinary Course; EC: Elective Course

Master'sinPublicAdministration:CourseStructure

COURSE MATRIX:SEMESTER IV

Course Code	Course Title	Type of Course	Credits	IA	ESE	Total Marks
PAD-401	ICT and Public Administration	CC	5	20	80	100
PAD-402	Rural Development &Panchayathi Raj	CC	5	20	80	100
PAD-403	Research Methods	CC	5	20	80	100
PAD-404-a	Public Polices in India	EC	4	20	80	100
PAD-404-b	E-Governance/Project Work	EC	4	20	80	100
PAD-405-a	Human Development and Governance /Project	EC	4	20	80	100

PAD-405-b	E-Government	IDC	4	20	80	100
PAD-406	Presentation/ Seminar		1			

CC: Core Course; IDC: Inter Disciplinary Course;   EC: Elective Course