

**PUBLIC ADMINISTRATION & POLICY STUDIES (PG)**

**MASTER OF ARTS**

**PROGRAMME STRUCTURE AND SYLLABUS**



**PUBLIC ADMINISTRATION &  
POLICY STUDIES PROGRAMME  
STRUCTURE AND SYLLABUS**

**Under Mahatma Gandhi  
University PGCSS Regulations  
2019**

## **EXPERT COMMITTEE FOR MA PUBLIC ADMINISTRATION & POLICY STUDIES**

**(PG)**

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- 5) Dr.M R Biju, Professor and Head Department of Public Administration, Central University Kasargodu,Kerala
- 6) Dr.J Subramanian, Associate Professor Department of Political Science and Public Administration, Annamalai University Chidambaram, Tamil Nadu.
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## **MA PUBLIC ADMINISTRATION & POLICY STUDIES**

This master's program in Public Administration and Policy Studies aims to equip the students with critical knowledge in public administration and policy analysis to add value to the public service and advance in their careers. We are looking forward to making our students globally competent by building their administrative, analytical, and leadership skills. Our course curriculum offers an out-and-out and unique opportunity to parallelly delve into analytical and administrative dimensions of policy. Our holistic approach thereby enables the graduates to initiate good changes at international, national, and local levels.

During the study, students explore the key aspects of the creation of public policies- the way they are made, framed, brought to life, and also administered. Graduates will be thoroughly trained to flourish in public-sector, non-governmental, and international organizations. The course is designed in such a way that it is a comprehensive study of bureaucracy, administrative theories, gender and environmental politics, good governance, decentralization, and many more issues of policy concern. Our key aim is to produce graduates with high expertise in conducting utmost quality research in public policy and public administration.

### **1. OBJECTIVES OF THE PROGRAMME**

The program has been devised to achieve the following objectives:

- ❖ To provide the students with the knowledge and understanding of administrative theories, structures, and processes of governance at the local, national and international levels.
- ❖ To facilitate the understanding of public administration within the larger framework and debates of social sciences with an interdisciplinary perspective.
- ❖ To inculcate in students the methodological and analytical skills required to understand and analyze issues of administration, governance, and policy-making.
- ❖ To prepare students for careers and research in the areas of public policy and public administration.
- ❖ To train the students with the necessary skills required to drive positive changes in government education and non-profit organizations.
- ❖ To equip the students with the ability to communicate effectively on the challenges and issues of concern in the field.
- ❖ To critically examine public organizations and leaderships using the theories and concepts of collaborative systems.

## 2. PROGRAMME LEARNING OUTCOMES

<b>Programme Outcomes (PO) for MA Public Administration &amp; Policy Studies</b>	
<b>PO 1</b>	Understand the various concepts theories, postulates, models, process, methods, instruments, techniques, etc. in Public Administration and Public
<b>PO2</b>	Analyse the administrative structures in comparative perspectives, development administration in the age of globalization, decentralization and local self-government in India, financial administration in India, Indian Constitution & Human Rights.
<b>PO3</b>	Examine the practice and initiation of governance, Good governance & Digital Governance Analyse the different Stages of Policy Analysis, actors involved, global policy etc.
<b>PO 4</b>	Assess the nature and relationship between the state, society market, NGOs & pressure groups in the process of governance.
<b>PO5</b>	Apply their knowledge to identify the problems in administrative and social systems to give policy recommendations.
<b>PO6</b>	Develop the managerial capacities by empowering with knowledge on Human Resource Management & Personnel Administration, labour laws in India.
<b>PO7</b>	Provide a professional education for students by integrating Public Administration, and Public Policy. It also provide students with employment opportunities both in government, non-government and in the private sector .

## 3. ELIGIBILITY FOR ADMISSION

- Graduation in any subject in the Faculty of Social Sciences or graduation in the Faculty of Language and Literature with English (Model I/II/III) with a CGPA of not less than 1.8 out of 4 in the core group (Core + Open + Complementary).
- Graduation in any subject in the Faculty of Social Sciences or graduation in the Faculty of Language and Literature with English (Model I/II/III) with a CCPA of not less than 4.5 out of 10 in the core group (Core + Open + Complementary).

- Graduation in any subject in the Faculty of Social Sciences or graduation in the Faculty of Language and Literature with English (Model I/II/III) with not less than 45% marks in the Part III subjects (Main + subsidiaries).
- Admission to the programme and eligibility criteria for admission shall be subject to the rules and regulations of the University as announced from time to time.

### **Faculty under which the Degree is Awarded**

Faculty of Social Sciences

### **Note on Compliance with the UGC Minimum Standards for the Conduct and Award of Post Graduate Degrees**

The Programme Structure, Scheme and Syllabus of the M.A. Programme in Public Administration & Policy Studies is in compliance with the UGC Minimum Standards for the Conduct and Award of Post Graduate Degrees.

### **4. PROGRAMME DETAILS**

- ❖ The duration of the programme shall be of four semesters and shall consist of two types of courses – core courses and elective courses.
- ❖ There shall be 17 core courses and 3 elective courses for the programme.
- ❖ The elective courses will be undertaken during the fourth semester.
- ❖ There are four groups of elective courses with three courses each. Any one group from this shall be selected by the college. Selection of courses from different groups is not permitted.
- ❖ There shall be three groups of three Elective courses for the programme such as Group A, Group B and Group C.
- ❖ The total credits for the programme is 80.
- ❖ Every student shall undertake a dissertation.
- ❖ There shall also be an assignment, a seminar, and test papers for each course.

### **Assignments**

Every student shall submit one assignment as an internal component for every course with a weightage of 1. The assignment can consist of a book/article/film review, community/institution visit analysis, research paper or survey report.

### **Seminars**

Every student shall deliver one seminar lecture as an internal component for the course with a weightage of 2. The seminar lecture is expected to train the student in self-study, research, communication skills, collection of relevant data, editing, documentation and presentation.

### **Test Papers**

Every student shall undergo at least two class tests as an internal component for every course with a weightage of 1 each. The average grade of the best two test papers shall be considered.

### **University Examinations**

There shall be a University examination of three hours duration for each course at the end of each semester. Dissertation evaluation and viva voce shall be conducted at the end of the programme by two external examiners and one internal examiner.

### **Dissertation**

The dissertation shall be completed in the fourth semester by working outside the regular teaching hours. It shall be carried out under the supervision of a teacher in the Department concerned. A candidate may, however, in certain cases be permitted to work on the dissertation in a Research Organization on the recommendation of the Supervisor. The dissertation should be between 30,000 to 35,000 words. There shall be an internal as well as an external assessment for the dissertation.

### **Comprehensive Viva Voce**

A comprehensive viva voce shall be conducted at the end of the programme. This shall cover questions from all courses in the programme.

### **Study Tour**

The programme shall include a study tour for students, which can be done during any semester. The tour shall be to institutions/sites of political/social significance, extending for a maximum of five working days, excluding journey time.

### **Attendance**

The minimum requirement of aggregate attendance during a semester for appearing at the end-semester examination shall be 75%.

## 5. EVALUATION AND GRADING

There shall be an internal and external evaluation for each course. The ratio and weightage between internal and external evaluation is 1:3. There shall be no separate minimum grade point for internal evaluation. No separate minimum is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation. A minimum C grade is required for a pass in a course. There shall not be any chance for improvement for internal grade. The external evaluation of the dissertation shall be conducted by two external examiners from different colleges and an internal examiner from the college concerned. The comprehensive viva-voce shall be conducted at the end of the fourth semester of the programme and its evaluation shall be conducted by the examiners of the project evaluation.

**Direct Grading:** The direct grading for internal and external evaluation shall be based on 6 letter grades (A+, A, B, C, D, and E).

### **Grade Point Average (GPA):**

The internal and external components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the GPA of each course. Letter grades shall be assigned to each course based on a 7 point scale (A+, A, B+, B, C+, C, D).

### **EVALUATION – FIRST STAGE: EXTERNAL AND INTERNAL (TO BE DONE BY THE TEACHERS/EXAMINERS)**

EVALUATION – FIRST STAGE: EXTERNAL AND INTERNAL (TO BE DONE BY THE TEACHERS/EXAMINERS)

<b>Grade</b>	<b>Grade Points</b>	<b>Range</b>
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

### **Theory (External)**

Maximum weight for external evaluation is 30. Therefore the maximum Weighted Grade Point (WGP) is 150.

### Pattern of Questions

- a) Questions shall be set to assess the knowledge acquired, standard and application of knowledge, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted.
- b) The question setter shall ensure that questions covering all skills are set.
- c) A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.
- d) All questions shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E grades.
- e) Weight: Different types of questions shall be given different weights to quantify their range as follows:

Sl. No.	Type of Questions	Weight	Number of Questions to be Answered
1	Short Answer type questions	1	8 out of 10
2	Short Essay/problem solving type questions	2	6 out of 8
3	Long Essay type questions	5	2 out of 4

Example: Calculation of overall grade of an answer paper of a course.

Type of Question	Qn. No.	Grade Awarded	Grade Point	Weightage	Weighted Grade Poin
Short Answer	1	A+	5	1	5
	2	-	-	-	-
	3	A	4	1	4
	4	C	2	1	2
	5	A	4	1	4
	6	A	4	1	4
	7	B	3	1	3
	8	A	4	1	4
	9	B	3	1	3
	10	-	-	-	-

Short Essay	11	B	3	2	6
	12	A+	5	2	10
	13	A	4	2	8
	14	A+	5	2	10
	15	-	-	-	-
	16	-	-	-	-
	17	A	4	2	8
	18	B	3	2	6
Long Essay	19	A+	5	5	25
	20	-	-	-	-
	21	-	-	-	-
	22	B	3	5	15
			<b>Total</b>	<b>30</b>	<b>117</b>
Calculation: Overall grade of the theory paper = Sum of Weighted Grade Points / sum of the weightage: $117/30 = 3.90 = \text{Grade B+}$					

### For Theory (CE) (Internal)

#### Components

#### Weightage

1 Assignment.	2
2 Seminar	4
3 Best Two Test Papers	4 (2 each)
<b>Total</b>	<b>10</b>

**Theory (Internal): Components and Weightage.**

Maximum weight for Internal Evaluation is 10. Therefore Maximum Weighted Grade Point (WGP) is 50.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W x GP	Overall Grade of the Course
Assignment	2	A	4	8	WGP / Total weight = 48 /10 = 4.8
Seminar	4	A+	5	20	
Test paper 1	2	A+	5	10	
Test paper 2	2	A+	5	10	
<b>Total</b>	<b>10</b>			<b>48</b>	<b>A+</b>

**Theory (Internal): Components and Weightage**

Sl. No.	Components	Weightage
1	Assignment (Book/Film/Article Review, Community/Institution Visit Analysis, Research paper, Survey report)	2
2	Seminar	4
3	Best Two Test papers	4 (2 each)
	<b>Total</b>	<b>10</b>

**Dissertation (External): Components and Weightage**

<b>Sl. No.</b>	<b>Components</b>	<b>Weightage</b>
<b>i</b>	Relevance of the Topic	<b>1</b>
<b>ii</b>	Methodology	<b>2</b>
<b>iii</b>	Content	<b>4</b>
<b>iv</b>	Presentation	<b>4</b>
<b>v</b>	Project Viva-Voce	<b>4</b>
	Total	<b>15</b>

**Dissertation (Internal): Components and Weightage**

<b>Sl No</b>	<b>Components</b>	<b>Weightage</b>
<b>i</b>	Relevance of the topic	<b>1</b>
<b>ii</b>	Methodology	<b>1</b>
<b>iii</b>	Content	<b>2</b>
<b>iv</b>	Project Viva-Voce	<b>1</b>
	Total	<b>5</b>

**Comprehensive Viva Voce (External): Components and Weightage**

<b>Components</b>	<b>Weightag</b>
Course Viva Voce (All courses from first semester to fourth semester)	<b>15</b>
Total	<b>15</b>

**Comprehensive Viva Voce (Internal): Components and Weightage**

<b>Components</b>	<b>Weightage</b>
Course Viva Voce (All courses from first semester to fourth semester)	<b>5</b>
Total	<b>5</b>

## **EVALUATION – SECOND, THIRD AND FOURTH STAGES (TO BE DONE BY THE UNIVERSITY)**

The second, third and fourth stages of evaluation are to be done by the University. The second stage is the consolidation of the Grade Point Average (GPA) of a course, the third stage is the calculation of the Semester Grade Point Average (SGPA) and the final stage is the calculation of the Cumulative Grade Point Average (CGPA). In these stages, students are graded based on their performance at the examination on a 7-point scale as detailed below:

<b>Range</b>	<b>Grade</b>	<b>Indicator</b>
4.50 to 5.00	<b>A+</b>	Outstanding
4.00 to 4.49	<b>A</b>	Excellent
3.50 to 3.99	<b>B+</b>	Very good
3.00 to 3.49	<b>B</b>	Good
2.50 to 2.99	<b>C+</b>	Fair
2.00 to 2.49	<b>C</b>	Marginal
up to 1.99	<b>D</b>	Deficient(Fail)

For further details please see the Regulations of the Post Graduate Programmes Under Credit Semester System, 2019 (MGU PGCSS 2019)

## 6. PROGRAMME STRUCTURE

<b>SEMESTER – I</b>				
SL No	Course Code	Course Title	Hours per Week	Credit
1	PA 010101	Introduction to Public Administration (Core Course)	5	4
2	PA 010102	Introduction to Public Policy (Core Course)	5	4
3	PA 010103	Philosophy of Administration (Core Course)	5	4
4	PA 010104	Trends in Public Administration (Core Course)	5	4
5	PA 010105	Polity and Administration (Core Course)	5	4
		Total Credits		20

<b>SEMESTER – II</b>				
SL No	Course Code	Course Title	Hours per Week	Credit
1	PA 010201	Research Methodology (Core Course)	5	4
2	PA 010202	Modern Concepts of Administration (Core Course)	5	4
3	PA 010203	Administrative Reforms(Core Course)	5	4
4	PA 010204	Public Policy – Concepts and Models (Core Course)	5	4
5	PA 010205	Decentralization under Rural and Urban Governance in India (Core Course)	5	4
		Total Credits		20

<b>SEMESTER – III</b>				
SL No	Course Code	Course Title	Hours per Week	Credit
1	PA 010301	Comparative Administration (Core Course)	5	4
2	PA 010302	Disaster Management (Core Course)	5	4
3	PA 010303	Development Administration (Core Course)	5	4
4	PA 010304	Tribal Policy and welfare Administration ( Core Course)	5	4
5	PA 010305	Human Resources Administration (Core Course)	5	4
		Total Credits		<b>20</b>

<b>SEMESTER – IV</b>				
SL No	Course Code	Course Title	Hours per Week	Credit
1	PA 010401	Public Policy Analysis (Core Course)	5	4
2		Elective -1	5	3
3		Elective -2	5	3
4		Elective -3	5	3
5	PA 0104 02	Project		5
6	PA 010403	Comprehensive Viva –Voce		2
7		Total Credits		20
		Total Credits (Sem I + II + III +IV)		<b>80</b>

**Elective Bunch -A**

Sl No	Course Code	Course Title	Hours per Week	Credit	Course Category
1	PA 800401	Environment policy and Administration	5	3	Elective
2	PA 800402	Digital Governance	5	3	Elective
3	PA 800403	Civil Services in India	5	3	Elective

**Elective Bunch -B**

Sl No	Course Code	Course Title	Hours per Week	Credit	Course Category
1	PA 810401	Public Waste Management	5	3	Elective
2	PA 810402	Human Rights and Administration	5	3	Elective
3	PA 810403	Gandhian Framework for Development	5	3	Elective

**Elective Bunch -C**

Sl No	Course Code	Course Title	Hours per Week	Credit	Course Category
1	PA 820401	Media and Politics	5	3	Elective
2	PA 820402	Rural Development in India	5	3	Elective
3	PA 820403	Public Policy in Disaster Management	5	3	Elective

**SEMESTER – I**  
**DISCIPLINE CORE COURSE (DCE)**

**Course Code: PA 010101**

**Course Title: INTRODUCTION TO PUBLIC ADMINISTRATION**

**Credits: 4**

**Course Learning Outcomes**

CO1 – Understand the concepts, theories, approaches paradigm shifts in Public Administration

CO2 – Analyse the transition of Public Administration

CO3 – Understand the emerging trends in the field of Public Administration

CO4 – Analyse governance process and its challenges

CO5- To Know about Processing of administration

**Course Content**

**Unit I: Introduction**

Meaning, Nature, Scope and importance of Public Administration, State and Evolution of Public Administration and present status, Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow, Globalization and Public Administration, Public Choice Approach, Challenges of LPG, Good Governance , Concept and application, New Public Management .

**Unit II: Administrative Behaviour**

Process and Techniques of decision making, Communication, morale, Motivation theories, Theories of leadership: Traditional and modern, Organizations Theories – systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public – Private Partnerships.

**Unit III :Accountability and control**

Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society;Citizen’s Charters; Right to Information; Social audit. Administrative Law- Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

**Unit IV: Recent Trends**

New Public Administration: Minnowbrook I, II&III, New Public Management, New Public Service, Public Administration in Transition. Development Dynamics: Concept of development;

Changing profile of development administration; ‘Antidevelopment thesis’; Bureaucracy and development; Strong state versus the market debate; Impact of liberalisation on administration in developing countries; Women and development – the self-help group movement.

**Unit V: Personnel Administration**

Importance of human resource development; Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions; employer-employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics. Techniques of Administrative Improvement-Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

**Course Code: PA 010101**

**Course Title: Introduction to Public Administration**

**Credits: 4**

SL NO	Outcome Statement	Cognitive Level	Knowledge Category	Class sessions (approx.) (Hrs.)	Assessment task
1	Understand the concepts, theories, approaches, principles and paradigm shifts in Public Administration	Understand	Conceptual	20	Tutorial and Assignment
2	Analyse the transition of Public Administration	Understand	Conceptual	15	Tutorial Assignment Discussion
3	Understand the emerging trends in the field of Public Administration	Understand	Conceptual	18	Tutorial Assignment Discussion
4	Analyse governance process and its challenges	Understand	Conceptual	17	Tutorial Assignment Discussion
5	To know about administrative system and Implementation	Understand	Conceptual	20	Tutorial Assignment Discussion

### **Suggested Readings**

- i. Avasthi&Maheshwari (2012), Public Administration, Lakshminarayan Agarwal,  
Agra
- ii. Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life,  
Macmillan,  
Hampshire
- iii. Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators,  
OECD,  
Paris. Bhattacharya
- iv. Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- v. Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues,  
Challenges and Opportunities, New York, M. E. Sharpe.
- vi. Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India,  
New  
Delhi.
- vii. Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge,  
London. Ravindra Prasad
- viii. D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.),( 2013), Administrative  
Thinkers, Sterling, New Delhi.
- ix. Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges and  
Opportunity. New York: M.E. Sharpe.
- x. Frank J. Goodnow, Politics and Administration: A Study in Government,  
xi. Transaction Publishers, New York, 2003
- xii. O’Leary, Rosemary etal. (2010), The Future of Public Administration around the World: The  
Minnbrook Perspective, George Town university Press
- xiii. DC Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970 UN,
- xiv. Department of Economic and Social Affairs
- xv. Wilson, Woodrow, “The Study of Administration,” Political Science Quarterly 2 (June 1887)

**SEMESTER – I**  
**DISCIPLINE CORE COURSE (DCE)**  
**Course Code: PA 010102**  
**Course Title: INTRODUCTION TO PUBLIC POLICY**  
**Credits: 4**

**Course Learning Outcomes**

CO1– Understand the concept of Public Policy

CO2– Explain the Approaches of Public Policy Analysis

CO3– Examine the Theories and Process of Public Policy Making

CO4 – Analyse the process of Policy Implementation and Evaluation

CO5– Understand Public Policy in the context of Globalisation and the role of transnational actors in Global Policy Process

**Course Content**

**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 Concepts of Public Policy**

- a) Theories and Concepts of Policy Making- Institutionalism-Incrementalism-Game Theory Group Theory- Systems Approach-Elite Theory- - Process theory- Public Choice- Rational Approach- Normative Optimum Approach- Mixed Scanning Method
- b) Strategic Planning

**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

**Course Code: PA 010102**

**Course Title: Introduction to Public policy**

**Credits: 4**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
1	Understand the concept of Public Policy	Understand	Conceptual	18	Assignment on scope nature and significance of public policy
2	Explain the Approaches of Public Policy Analysis	Understand	Conceptual	16	Tutorial Assignment on the Process; Approach and the Logical Positivist; Approach; Phenomenological Approach And the Participatory Approach and Normative Approach
3	Analyse the process of Policy Implementation and Evaluation	Understand	Conceptual	18	Assignment on the process of Policy Implementation and Evaluation
4	Understand Public Policy in the context of Globalisation	Understand	Conceptual	20	Assignment on Impact on Transnational actors on public policy
15	Understand Process of Policy in the context of Globalisation	Understand	Conceptual	18	Assignment on Impact on Transnational actors on public policy

### **Suggested Readings:**

- i. Bergerson, Peter J. (ed.), (1991), *Teaching Public Policy: Theory, Research and Practice*, Westport, RI: Greenwood Press
- ii. Birkland Thomas A., (2005), *An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making*, Armonk; M.E. Sharpe
- iii. Brewer, Gary D., and Peter de Leon (1983), *The Foundations of Policy Analysis*, Homewood, IL.: The Dorsey Press.
- iv. Dahl, Robert and Charles Lindblom, (1976), *Politics, Economics and Welfare*, New York, Harper. Dror.Y, (1989), *Public Policy making Re-examined*, 2nd ed., San Francisco, Chandler.
- v. Dye Thomas (2008), *Understanding Public Policy*, Singapore, Pearson Education Hill Michael, (2005), *The Public Policy Process*, Harlow, UK; Pearson Education, 5th Edition.
- vi. Howlett, Michael, and M. Ramesh, (1995), *Studying Public Policy: Policy Cycles and Policy Subsystems*, OUP, Toronto.
- vii. Jones, C.O., (1970), *An Introduction to the Study of Public Policy*, Belmont, Prentice -Hall. Lerner,
- viii. D. and H.D.Lasswell (eds.), (1951), *The Policy Sciences*, Stanford, Stanford University Press.
- ix. Lindblom, C.E., and E.J., Woodhouse, (1993), *The Policy making Process*, 3rd ed.,New Jersey., Prentice - Hall.
- x. McCool, Daniel C. (ed.), (1995), *Public Policy Theories, Models, and Concepts: An Anthology*, NJ: Prentice-Hall.
- xi. Moran Mitchel and Robert Goodin, (2006), *The Oxford Handbook of Public Policy*, Oxford University Press, New York.
- xii. Nachmias, David, (1979), *Public Policy Evaluation: Approaches and Methods*, New York: St. Martin's Press.
- xiii. Jay M. Shafritz (ed) (1998), *International Encyclopedia of Public Policy and Administration*, Westview Press.

**SEMESTER – I**  
**DISCIPLINE CORE COURSE (DCE)**  
**Course Code: PA 010103**  
**Course Title: Philosophy of Administration**  
**Credits: 4**

**Course Learning Outcomes:**

CO1 – Understand the evolution, significance and importance of Public Administration.

CO2 – Understand the basic concepts, principles and Administrative Structure Public Administration

CO3 – Evaluate analyse the fundamental structure of the bureaucracy, and criticism of Karl Marx.

CO4 – Understand the Human relation theories in Human relation approach perspective.

CO5 – Understanding about the Contemporary discourses in administrative theories in contemporary writers point of view.

**Course Content**

**UNIT I:Administrative Theory:**

Oriental Thought: Kautilya, Administrative Thought      Scientific      Management      and Scientific Management movement; Classical Theory; Weber’s bureaucratic model – its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon’s decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).

**UNIT II: Administrative Law**

Administrative Law    Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

**UNIT III: Administrative Structure and Process:**

Luther Gulick and LyndallUrwick- Science of Administration, Karl Marx – State and Bureaucracy , Samuel Krislov and Donald Kingsley– Representative Bureaucracy

**UNIT IV:Writers on Administration:**

Robert Dahl – Problems of Science of Administration ,Dwight Waldo – The Administrative State and Future of Public Administration , Robert T. Golembiewski – Public Administration as Developing Discipline

**UNIT V:Thoughts of Public Administration**

Thoughts of Chris Argyris, Thought of Peter Ferdinand Drucker, Thoughts of Paul Appleby, Thought of Reinhard Bendix.Thoughts of Chris James M. Buchanan,Lynton K. Caldwell,O. P. Dwivedi.Graham T. Allison

**Course Code: PA 010103**

**Course Title: Philosophy of Administration**

**Credits: 4**

SL NO	Outcome Statement	Cognitive Level	Knowledge Category	Class sessions (approx.) (Hrs.)	Assessment task
1	Understand the evolution, significance and importance of Public Administration, students enabled to understand the advent of Public Administration	Understand	Conceptual	18	Assignment on scope nature and significance of public policy
2	Students able to understand the principles and structure and procedure of the administration	Understand	Conceptual	14	Tutorial Assignment on the Process Approach and the Logical Positivist Approach Phenomenological Approach And the Participatory

					Approach and Normative Approach
3	Able to evaluate the fundamental structure and functions of bureaucracy	Understand	Conceptual	14	Assignment on the process of Policy Implementation and Evaluation
4	Able to understand the Human relation theories in Human relation approach perspective recognized the significant of Human Relation Theories.	Understand	Conceptual	16	Assignment on Impact on Transnational actors on public policy
5	Able to Understand about contemporary discourse in Administrative Theories.	Understand		12	Tutorial Assignment on the Process Approach and the Logical

### **Suggested Readings:**

- i. Baker R J S (1972), *Administrative Theory and Public Administration*, Huthinson, London  
Barnard, Chester(1969), *The Functions of Executive*, Cambridge, Harvard University Press
- ii. Donald Menzel and Harvey White (eds) (2011). *The State of Public Administration:Issues, Challenges and Opportunity*. New York: M. E. Sharpe.
- iii. Frank Marini, (1971). *Towards a New Public Administration: The MinnowbrookPerspective*, Chandler Publications, University of Columbia.
- iv. George H. Fredrickson (et al).(2003). *The Public Administration Theory Primer*, Westview Press  
Golembeiwskhi, Robert T, (1977). *Public Administration as a Developing Discipline*,

Marcel Dekkar. Henry Nicholas (2007), Public Administration and Public Affairs, Prentice Hall of India, New Delhi

v. Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press

vi. Luther Gulick & Lyndall Urwick (eds.) (1937), Papers on Science of Administration, New York Institution of Public Administration, New York.

vii. Lyndall Urwick & E F L Brech (1955), The Making of Scientific Management, Issac Pitman, London  
Lyndall Urwick (1947), The Elements of Administration, Issac Pitman & Sons, London  
Martin Albrow, Bureaucracy (1970), MacMillan, London

viii. Prasad, Ravindra. D (et al) eds (2013). Administrative Thinkers , Sterling Publishers, New Delhi.  
Waldo, Dwight (1968), The Study of Public Administration, Random house, New York  
White,

ix. Jay D. and Guy B. Adams (1994), Research in Public Administration: Reflections on theory and Practice, Sage

**SEMESTER – I**  
**DISCIPLINE CORE COURSE (DCE)**  
**Course Code: PA 010104**  
**Course Title: Trends in Public Administration**  
**Credits: 4**

**Course Learning Outcomes**

CO1– Understand the influence of new Trends in Administration

CO2– Examine the pioneers of Administration culture

CO3– Understand and analyse the role of New Bureaucracy-quality assurance, Organisations, accountability and corporate lobby in Administration

CO4 – Understand and analyse the role of New Public Administration and New Public management

**COURSE CONTENT**

**UNIT-I: New Public Administration**

- a) Causes of Genesis
- b) Evolution of New Public Administration
- c) Philosophical Context and Goals of New Public Administration
- d) different conferences under New Public Administration

**UNIT-II: Recent Trends In Public Administration**

- a) Recent Trends in the study of Public Administration
- b) Emerging fields under administration

**UNIT-III:Public Choice Approach**

- a) Meaning ,nature and scope of Public Choice Approach
- b) ) Salient features of Public Choice Approach
- c) Critical Estimate

**UNIT-IV:New Public Management**

- a) Evolution of New Public Management

b) Key Concerns of the NPM

c) Implementation of NPM: Experience of the UK,USA, Newzealand ,Canada,Malaysia

**Unit V Ecology of Public Administration**

a) Meaning and Significance

b) Ecological Approach

c) Political, Economic and social environment of Public Administration

**Course Code: PA 010104**

**Course Title: Trends in Public Administration**

**Credits: 4**

<b>1</b>	Understand the influence Trends in public Administration	Understand	Conceptual	20	Assignment on the concept and significance of Trends in public Administration
<b>2</b>	Examine the pioneers in New Public Administration	Understand	Conceptual	17	Assignment on the concept of New Public Administration
<b>3</b>	Understand and analyse New Public Management under trends	Understand	Conceptual	17	Discussions, debates, practical sessions and assignments on analysis of trends
<b>4</b>	Understand and analyse the role of Public Choice approach under new trends of Pulic Administration	Understand	Conceptual	20	Discussions, debates, practical sessions and assignments on analysis of New public Management
<b>5</b>	To Study about Ecological Trends under Public Administration	Understand	Conceptual	16	Assignment on the concept and significance of Ecology

**Suggested Readings:**

i. Robert Dahl –“The Science of Public Administration: Three Problems

ii. Fred W Riggs –Administration in developing Countries

iii. Ferrel heady-Public Administration : A comparative Perspective

- iv. Ramesh K Arora New Public Administration premises and performance
- v. Mohit bhattacharya –Public Administration
- vi. Mancur olson –The Logic of Collective Action
- vii. David Osborn and Ted Gaebler Reinventing Government
- VIII: Aggregate and Individual Governance Indicators, Policy Research Working Paper:  
Washington DC, World Bank
- viii. ShantayananDevarajan (2008), Two Comments on “Governance Indicators: Where Are We, Where Should We Be Going?” by Daniel KaufmannandAartKraay, The World Bank Research Observer, Vol.23, No.1 (Spring), pp.31-36.
- ix. Public Policy in India, IIPA, New Delhi
- x. Manfred B. Steger, Globalization the New Market Ideology, Rawat Publications, New Delhi, 2004.
- xi. AnkieHoogvelt, Globalization and the Post-Colonial World, Palgrave Publication, 2001.
- xii. Debendra K. Das, Globalization and Development Experiences and Challenges, Deep and Deep Publication, New Delhi, 1999.
- xiii. R.K. Sapru, Public Policy – Art and Craft of Policy Analysis, PHI Learning Pvt. Ltd, New Delhi, 2010

**SEMESTER – I**  
**DISCIPLINE CORE COURSE (DCE)**  
**Course Code: PA 010105**  
**Course Title: POLITY AND ADMINISTRATION**  
**Credits: 4**

**Course Learning Out Comes:**

CO1– Understand the evolution and features of Indian Constitution

CO2–Understand and analyse the Fundamental Rights, Duties and Directive Principles

CO3– Analyze the role of executives, functions of Parliament, State Cabinet, State Legislative Assemblies, and evaluate the nature and conduct of Centre-State relations in India

CO4 – Analyse the role of judiciary in India

CO5 – Understand and analyse various roles played by Constitutional & Statutory Bodies in India

**Course Content**

**Unit – I:Evolution & Features of Indian Constitution**

- a. Evolution & Making of Indian Constitution
- b. Structure of the Constitution
- c. Preamble & Philosophy of the Constitution
- d. Silent Features

**Unit – II: Rights, Duties and the State**

- a. Fundamental Rights
- b. Fundamental Duties
- c. Directive Principles of State Policy

**Unit – III:Union & State**

- a. President, Vice President, Prime Minister & Union Cabinet;
- b. Parliament – Lok Sabha & Rajya Sabha – structure, powers and conduct of business
- c. Governor, Chief Minister & State Cabinet;
- d. State Legislative Assemblies & State Legislative Councils

e. Centre – State Relations

**Unit – IV: Judiciary**

a. Supreme Court; High Court; Lower Courts

b. Powers & Constitutional Provisions

c. Judicial Review & Judicial Activism

d. Public Interest Litigation

**Unit – V: Constitutional & Statutory Bodies**

a. Constitutional Bodies: Election Commission of India; Union Public Service Commission; State Public Service Commissions; Finance Commission; National Commission for SCs; National Commission for STs; Comptroller & Auditor General of India.

b. Statutory Bodies: National Human Rights Commission; National Commission for Women; National Commission for Minorities; National Commission for Backward Classes; National Law Commission.

**Course Code: PA 010105**

**Course Title: Polity and Administration**

**Credits: 4**

SL NO	Outcome Statement	Cognitive Level	Knowledge Category	Class sessions (approx.) (Hrs.)	Assessment task
1	Understand the evolution and features of Indian Constitution	Understand	Conceptual	18	Assignment
2	Understand and analyse the Fundamental Rights, Duties and Directive Principles	Understand	Conceptual	18	Assignment /Discussion
3	Analyze the role of executives, functions of Parliament, State Cabinet, State	Understand	Conceptual	18	Assignment /Discussion

	Legislative Assemblies, and evaluate the nature and conduct of Centre State relations in India				
4	Analyse the role of judiciary in India	Understand	Conceptual	18	Assignment/ Discussions
5	Understand and analyse various roles played by Constitutional & Statutory Bodies in India	Understand	Conceptual	18	Assignment on the current status of Centre-state relation

### Suggested Readings

- (i) Avasthi and Avasthi (2002), Indian Administration, LaxmiNarain Aggarwal, Agra.
- (ii) Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.
- (iii) Fadia and Fadia, Indian Administration (2012), SahityaBhavan Publications, Agra.
- (iv) Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi.
- (v) Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad
- (vi) Maheswari, S.R. (2004) The Public Service of India: Current Good Practices and New Developments in India, Common Wealth Secretariat.
- (vii) Pylee, M.V (2009), An Introduction to the Constitution of India, Vikas, New Delhi
- (viii) Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.
- (ix) Sarkar Jadunath (2009), The Mughal Administration, Six Lectures, BiblioLife
- (x) Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press.
- (xi) Sibransan Chatterjee (1997), Restructuring Centre-State Relations: The Sarkaria Commission and Beyond, Minerva Associates, Calcutta.

(xii) Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House

(xiii) Subash C. Kashyap (1994), Our Constitution: An Introduction to India's Constitution and Constitutional Law, National Book Trust, New Delhi.

(xiv) Subash C. Kashyap (1997), Coalition Government and Politics in India, Uppal Publishing House, New Delhi.

(xv) Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta,

(xvi) Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi

**SEMESTER – II**

**DISCIPLINE CORE COURSE (DCE)**

**Course Code: PA 010201**

**Course Title: RESEARCH METHODOLOGY**

**Credits: 4**

**Course Learning Outcomes**

CO1– Understand the philosophy of social science Research

CO2 – Understand and Exemplify different methods of research

CO3 – Learn and apply various research designs

CO4 – Understand and apply methods of data collection- the sampling types and techniques

CO5- Introducing various methods of data analysis, role computers in Social Research and how to write a research report

**Course Content**

**UNIT –I**

Foundations of Research: Meaning, Objectives, Concept of theory, empiricism, deductive and inductive theory. Characteristics of scientific method –Variable. Research Process - Qualitative and Quantitative Research: Qualitative research – Quantitative research – Concept of measurement, causality, generalization, replication. Merging the two approaches. Paradigm and theory in social science research -Positivism-postmodernism

**UNIT - II:**

Research Design: Concept and Importance in Research – Features of a good research design – Exploratory Research Design – concept, types and uses, Descriptive Research Designs – concept, types and uses. Experimental Design: Concept of Independent & Dependent variables.

**UNIT – III:**

Problem Identification & Formulation – Research Question – Investigation Question – Measurement Issues – Hypothesis – Qualities of a good Hypothesis –Null Hypothesis & Alternative Hypothesis. Hypothesis Testing – Logic & Importance. Measurement: Concept of measurement– what is measured? Problems in measurement in research – Validity and Reliability. Levels of measurement – Nominal, Ordinal, Interval, Ratio.

**UNIT - IV:**

Sampling: Concepts of Statistical Population, Sample, Sampling Frame, Sampling Error, Sample Size, Non Response. Characteristics of a good sample. Probability Sample – Simple Random Sample, Systematic Sample, Stratified Random Sample & Multi-stage sampling. Determining size of the sample – Practical considerations in sampling and sample size. Data Analysis: Data Preparation – Univariate analysis (frequency tables, bar charts, pie charts, percentages), Bivariate analysis – Cross tabulations and Chi-square test including testing hypothesis of association.

**UNIT - V: Data Analysis and Report Writing**

Interpretation of Data and Paper Writing – Layout of a Research Paper, Journals in Computer Science, Impact factor of Journals, When and where to publish ? Ethical issues related to publishing, Plagiarism and Self-Plagiarism. Use of tools / techniques for Research: methods to search required information effectively, Reference Management Software like Zotero/Mendeley, Software for paper formatting like LaTeX/MS Office, Software for detection of Plagiarism.

**Course Code: PA 010201****Course Title: RESEARCH METHODOLOGY****Credits: 4**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
1	Understand Concept of Research	Understand	Conceptual	18	Assignment
2	Understand methods of Research	Understand	Conceptual	18	Assignment /Discussion
3	Analyze design of Research	Understand	Conceptual	18	Assignment /Discussion
4	Analyse the Method of data Collection	Understand	Conceptual	18	Assignment/ Discussions
5	Understand and analyse data analysis and reporting	Understand	Conceptual	18	Assignment on the current status of Centre-state relation

## Suggested Readings:

1. Boyle JS. Styles of ethnography. In: JM Morse, editor. Critical issues in qualitative research methods.. Thousand Oaks, CA: Sage, 1994:159–85.
2. Coughlan M., Cronin P. and Ryan F. (2007). Step-by-step guide to critiquing research. Part 1: quantitative research. British journal of Nursing 16 (11).
3. Creswell, JW. (1998). Qualitative Inquiry and Research Design Choosing Among Five Traditions. Thousand Oaks, CA: Sage Publications.
4. Crotty, M. (1998). The Foundations of social research: Meaning and perspective in the research process. London: Sage.
5. Denzin, NK. (1978). Sociological Methods. New York: McGraw-Hill.
6. Hanson WE, JW Creswell, VL Plano Clark, KS Petska and JD Creswell. Mixed Methods Research Designs in Counseling Psychology. Journal of Counseling Psychology, 2005, Vol. 52, No. 2, 224–235. [http://www.preciousheart.net/chaplaincy/Auditor\\_Manual/13casesd.pdf](http://www.preciousheart.net/chaplaincy/Auditor_Manual/13casesd.pdf)
- 7 Johnson & Christensen. (2004). Educational Research: Quantitative, qualitative and mixes approaches, 2nd Ed. Boston: Allyn & Bacon.
- 8 Kothari C., R. (2004). Research Methodology: Methods and Techniques. New Delhi. New Age International (P) Limited, Publishers.
- 9 Krueger, A. R. (1994). Focus Groups: A Practical guide for Applied Research, Thousand Oaks, CA: Sage Publications.
- 10 L., L. Espinosa and M. Yamashita (2015). EvaluationToolkit. Evaluation Guide. Analyze Data. Retrieved from: <http://toolkit.pellinstitute.org/evaluation-guide/analyze/analyze-qualitative-data/>
- 11 Neuman, W. L. (2000). Social research methods. Qualitative and Quantitative approaches (4th Ed.). Boston: Allyn and Bacon.
- 12 Patton, MQ. (1999). "Enhancing the quality and credibility of qualitative analysis." HSR: Health Services Research. 34 (5) Part II. pp. 1189-1208.
- 13 Patton, MQ. (2001). Qualitative Evaluation and Research Methods (2nd Edition). Thousand oaks, CA: Sage Publications.
- 14 Strauss, A. & Corbin, J. (1994). "Grounded Theory Methodology." In NK Denzin & YS Lincoln (Eds.) Handbook of Qualitative Research (pp. 217-285). Thousand Oaks, Sage Publications.
- 15 Strauss, A. & Corbin, J. (1994). "Grounded Theory Methodology." In NK Denzin & YS Lincoln (Eds.) Handbook of
- 16 Taket A. 2010. In Liamputtong L (ed). Research methods in health: Foundations for evidence-based practice. Oxford University Press: South Melbourne.
- 17 Texas State Auditor's Office, Methodology Manual, rev. 5/95 (2015). Accountability Modules. Data Analysis: Analyzing Data - Case Studies. Retrieved from: [http://www.preciousheart.net/chaplaincy/Auditor\\_Manual/14conted.pdf](http://www.preciousheart.net/chaplaincy/Auditor_Manual/14conted.pdf)

**SEMESTER – II**

**DISCIPLINE CORE COURSE (DCE)**

**Course Code: PA 010202**

**Course Title: Modern Concepts of Administration**

**Credits: 4**

**Course Learning Outcomes**

CO1 – Understand the behavioral theories, and understand how behavioral theories Relevant to organizations.

CO2 – Understand the basic concepts of human sides of organizations, and understand the Predictions of behavioral theories about the organization behavior.

CO3 – Understand about the motivation theories and motivating factors which has been Motivating the employees in the organizations.

CO4 – Understand the market theories like Public choice approach, knowledge based Organizations and governing the commons.

CO5 – Understanding about the emerging trends in Public Administration in a critical point of view.

**Course Content**

**Unit I: Behaviouralism**

- a) Herbert Simon: Behaviouralism and Decision-Making
- b) Warren Bennis: Changing Adaptive Organizations

**Unit II: Organizational Humanism – I**

- a) Abraham Maslow: Needs Hierarchy
- b) Alderfer: ERG theory
- c) Victor Vroom: Expectancy Theory of Motivation
- d) Douglas McGregor: Theory X and Theory Y

**Unit III: Organizational Humanism – II**

- a) Frederick Herzberg: Hygiene and Motivation Factors
- b) Chris Argyris: Integrating the Individual and the Organization
- c) Rensis Likert: Systems Management

**Unit IV:Market Theories**

- a) Vincent Ostrom: Public Choice
- b) Peter Drucker : Knowledge Based Organization
- c) Elinor Ostrom: Governing the Commons
- d) David Osborne and Ted Gaebler

**Unit V:Emerging Trends**

- a) Critical Social Theory
- b) New Public Service
- c) Post Modernism and Post Structuralism
- d) Administrative Theory: A Critical Review

**Course Code: 010202**

**Course Title:** Modern Concepts of Administration

**Credits: 4**

SL NO	Outcome Statement	Cognitive Level	Knowledge Category	Class sessions (approx.) (Hrs.)	Assessment task
1	Students able to understand the behavioural theories, and understand how behavioural theories relevant to organisations	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
2	Students able to understand the basic concepts of human sides of organisations, and understand the predictions of behavioural theories about the organisation	Understand	Conceptual	18	Tutorial, Discussion, and Assignment

	behaviour.				
3	Students able to understand about the motivation theories and motivating factors which has been motivating the employees/workers in the organisations.	Understand	Conceptual	19	Assignment /Discussion
4	Able to understand the market theories like Public choice approach, knowledge based organisations, and governing the commons.	Understand	Conceptual	13	Assignment/ Discussions
5	Students able to Understanding about the emerging trends in Public Administration in a critical point of view.	Understand		15	Assignment on the current status of Centre-state relation

**Suggested Readings:**

- i. Argyris, Chris (1957), *Personality and Organization*, Harper, New York
- ii. Donald Menzel et.al (eds) (2011). *The State of Public Administration: Issues, Challenges and Opportunity*. M. E. Sharpe.
- iii. Drucker, Peter (2012), *Management Challenges for the 21st Century*, Harper business.
- iv. Fox, Richard C (2005), *Critical Social Theory in Public Administration*, PHI, New Delhi
- v. George Frederickson (2008), *The Public Administration Primer*, Westview Press.
- vi. Herbert A. Simon (1965), *Administrative Behavior: A Study of Decision-making Process in Administrative Organizations*, Free Press, New York.

- vii. Janet V. Denhardt and Robert B. Denhard (2007), *The New Public Service, Serving, Not Steering*, M.E.Sharpe, New York
- viii. Likert, Rensis (1976), *New Patterns of Management*, McGraw-Hill, New York
- ix. Luthans, Fred, (2005) *Organizational Behaviour*, McGraw- Hill, New York
- x. Maslow, Abraham (1954), *Motivation and Personality*, Harper & Row, NY
- xi. McGregor, Douglas( 1960), *The Human Side of Enterprise*, McGraw- Hill, New York
- xii. Miller, H and Fox.CJ (2007), *Post Modern Public Administration*, ME Sharp, New York
- xiii. Ostrom, Elinor (2003), *Governing the Commons- The Evolution of Institutions for collective Action*, Cambridge
- xiv. Ostrom, Vincent (1973) *The Intellectual Crisis in American Public Administration*. University of Alabama Press: Alabama.
- xv. Prasad, Ravindra D (et al) eds. *Administrative Thinkers* (2013), Sterling Publishers, New Delhi
- xvi. Vroom, Victor H (1964), *Work Motivation*, John Wiely and Sons, New York Waldo,
- xvii. Dwight (1968), *The Study of Public Administration*, Random house, New York
- xviii. Warren Bennis (2005), *Reinventing Leadership: Strategies to Empower the Organization*, HarperBusiness, NY
- xix. Warren Bennis, (1993), *Beyond Bureaucracy: Development and Evolution of Human Organization*, John Wiley & Sons, NY

**DISCIPLINE CORE COURSE (DCE)**

**Course Code: PA 010203**

**Course Title: Administrative Reforms**

**Credits: 4**

**Course Learning Outcomes**

CO1 – Understand to the significant issues in Indian Administration:

CO2 – Examine to the techniques of administrative improvement

CO3 – Discuss Philosophical and constitutional frame work of Government

CO4 – Discuss elaborately with regard to the Administrative Reform Commissions in india

CO5 – Assess the plans and priorities

**Course Content**

**UNIT I:Significant issues in Indian Administration:**

Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen administration interface; Corruption and administration;

**UNIT II:Techniques of Administrative Improvement**

Organization and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

**UNIT III:Philosophical and Constitutional framework of Government**

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

**UNIT IV:Administrative Reforms since Independence:**

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

**UNIT V:Plans and Priorities,Machinery of planning;** Role, composition and functions of the Planning Commission and the National Development Council; ‘Indicative’ planning; Process of

plan formulation at Union and State levels; Constitutional Amendments (1992) and decentralized planning for economic development and social justice.

**Course Code: PA 010203**

**Course Title: administrative Reforms**

**Credits: 4**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
1	Students able to understand the different values and significance of indian administration	Understand	Conceptual	15	Tutorial, Discussion, and Assignment
2	Students able to understand the basic the techniques of administrative improvement	Understand	Conceptual	14	Tutorial, Discussion, and Assignment
3	Students able to understand about the Philosophical and constitutional frame work of Government	Understand	Conceptual	12	Assignment /Discussion
4	Able to understand the Administrative Reforms since Independence	Understand	Conceptual	10	Assignment/ Discussions

5	Students able to Understanding And Assess the plans and priorities	Understand	Conceptual	13	Assignment on the current status of Centre-state relation
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### **Suggested Reading**

1. Lakshmikant Public Administration
2. Mohit Bhattacharya: New horizon of public administration
3. Awasti and Maheshwari: Public administration theory and practice public administration
4. Alka and Dhamija: Public Administration
5. Mohit Bhattacharya: Development Administration.
- Indian Administration- RajniGoyal and Arora
6. Indian Administration- RumkiBasu
7. IGNOU Material
- 8 Administrative Thinkers by Prasad and Prasad
- .9. Indian Public Administration – Arora and Goyal
- 10.Public Administration – Fadia and Fadia
11. Public Administration In India 1st Edition – Maheshwari
- 12.Public Administration In India – B L Fadia
- 13.Public Administration – Laxmikant
- 14.Public Administration and Public Affairs 12th Edition – Nicholas Henry

15. Essentials Of Organizational Behaviour 10th Edition – Robbins, Sanghi and Judge

16. Pub Ad A new look- Mohit Bhattacharya

17. Public Administration: Concepts and Theories- BasuRumki

**SEMESTER – II**

**DISCIPLINE CORE COURSE (DCE)**

**COURSE CODE: PA 010204**

**COURSE TITLE: PUBLIC POLICY – CONCEPTS AND MODELS**

**CREDITS: 4**

**Course Learning Outcomes**

CO1 – Understand the concepts of Public Policy

CO2 – Examine the Models of Public Policy

CO3 – Evaluate the Major Theories of Public Policy

CO4 – Analyse Institutionalism, Political Activity and Planning under Public Policy

**COURSE CONTENT**

**UNIT-I: Models of Public Policy-I**

- a. Vilfredo Pareto: Optimality and Improvement
- b. John Rawls: A Theory of Justice
- c. Gabriel Almond: Interest Aggregation and Articulation

**UNIT-II: Models of Public Policy-II**

- a. Harold Lasswell: Policy Sciences
- b. Yehezkel Dror: Meta Policy
- c. Charles Lindblom: Incrementalism

**UNIT-III: Models of Public Policy-III**

- a. William Niskanen: Budget Maximizing Model
- b. Elinor Ostrom: Institutional Rational Choice
- c. Amartya Sen: Development as Freedom

**UNIT-IV: Concepts of Public Policy**

- a. Institutionalism
- b. Process: Policy as a Political Activity
- c. Public Choice
- d. Strategic Planning

**Course Code: PA 010204**

**Course Title: Public Policy – Concepts and Models**

**Credits: 4**

<b>1</b>	Understand the concepts of Public Policy	Understand	Conceptual	18	Assignment on the concept and significance of disaster management
<b>2</b>	Examine the Models of Public Policy	Understand	Conceptual	<b>14</b>	Assignment on disaster management system in India Tutorial on reading articles on different policies and programmes for disaster management in India

<b>3</b>	Evaluate the Major Theories of Public Policy	Understand	Conceptual	<b>15</b>	Discussions, debates, practical sessions and assignments on analysis of Climate change Policy of India and Kerala
<b>4</b>	Analyse Institutionalism, Political Activity and Planning under Public Policy	Understand	Conceptual	<b>14</b>	Discussions, debates, practical sessions and assignments on analysis of Flood Management Policy of India and Kerala

### **Suggested Readings**

- (i) Anderson J.E., (2006) Public Policy -Making: An Introduction, Boston, Houghton
- (ii) Ashford, Doug(ed.), (1992), History and Contextin Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press
- (iii) Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT
- (iv) 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.
- (v) Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision for Managingin Government, UCP, Berkeley, CA
- (vi) Bergerson, Peter J.(ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press
- (vii) Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M. E. Sharpe
- (viii) Dror. Y, (1989), Public Policy making Re-examined,2nded.,San Francisco, Chandler.
- (ix) Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
- (x) Fischer, Frank, (1995), Evaluating Public Policy Chicago: Nelson Hall.

- (xi) Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.
- (xii) Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press
- (xiii) John Rawls (1971), A Theory of Justice, Harvard University Press.
- (xiv) John, Peter ,(2012),AnalysingPublicPolicy,2nd ed., Routledge, Taylor and Francis Group, London.
- (xv) Lasswell Harold, (1971), A Preview of Policy Sciences, New York, Elsevier.
- (xvi) Lerner, D. and H.D. Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.
- (xvii) Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3 rd , New Jersey, Prentice –Hall

## **SEMESTER – II**

### **DISCIPLINE CORE COURSE (DCE)**

#### **Decentralization under Rural and Urban Governance in India (Core Course)**

**PA 010205**

**Credits: 4**

#### **Course Learning Outcomes**

- CO1– Understand the concept of decentralization and rural development
- CO2–Understand and analyse the role of Panchayati Raj institutions
- CO3– Analyze the role of resources and rural development programmes
- CO4 – Analyse various issues in rural governance

#### **Course Content**

##### **Unit I: Introduction**

- a) Democratic Decentralization and Development
- b) Rural Development: Perspectives, Policies and Strategies

c) Rural Development and Panchayati Raj

**Unit II: Rural Governance Under 73<sup>rd</sup> Constitutional Amendment Act**

a) Panchayati Raj in India – An Evaluation

b) Salient Features of Panchayati Raj

c) Local Government in Kerala

d) Electoral Politics at Grass root

e) Women in Panchayati Raj Institution

**Unit III: Urban Governance Under 73<sup>rd</sup> Constitutional Amendment Act**

a) 74<sup>th</sup> Amendment Act of 1992

b) Salient Features

c) Type of Urban Governance

d) Development Programmes: IRDP, SGSY, MGNREGA, NRHM, JANRUM

**Unit IV: Issues in Rural Governance**

a) Land Reforms and Rural Unrest: Caste, Class and Gender

b) Governing Elite and Rural Social Change

c) Village Administration: Stakeholder Committees

**Unit V :Rural Governance and Development**

Rural Governance and Development Marginalization, Poverty and Decentralization- PRIs and Social Security- Gender and Governance in Rural Kerala- Kudumbashree and SHGs- Gender mainstreaming Programmes- PRIs and Management of Natural Resources-Rural initiatives in Kerala for the Development of Weaker Sections- Women in Local Governance

**Decentralization under Rural and Urban Governance in India (Core Course)**

**PA 010205**

**Credits: 4**

SL NO	Outcome Statement	Cognitive Level	Knowledge Category	Class sessions (approx.) (Hrs.)	Assessment task
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1	Understand the concept of decentralization and rural development	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
2	Understand and analyse the role of Panchayati Raj institutions	Understand	Conceptual	18	Tutorial, Discussion, and Assignment
3	Analyze the role of resources and rural development programmes	Understand	Conceptual	15	Assignment /Discussion
4	Analyse various issues in rural governance	Understand	Conceptual	20	Assignment/ Discussions
5	Understand the Fundamentals of Rural Governance in Kerala	Understand		17	Assignment on the current status of Centre-state relation

### **Suggested Readings:**

- i. Bandhopadyaya D (1997) People's Participation in Planning: Kerala Experiment. Economic and Political Weekly, 27 September:2450–54
- ii. Chathukulam J, John MS (2002) Five Years of Participatory Planning in Kerala: Rhetoric and Reality. Economic and Political Weekly, 7 December
- iii. Chaudhuri S, Harilal KN, Heller P (2004) Does Decentralization Make a Difference?: A Study of the People's Campaign for Decentralised Planning in the Indian State of Kerala. Project Report, Centre for Development Studies, Thiruvananthapuram

- iv. Das MK (2000) Kerala's Decentralized Planning: Floundering Experiment. *Economic and Political Weekly*, 2 December:4300–03
- v. Franke WR, Chasin HB (1992) Kerala: Development Through Radical Reform. Promilla Publishers, New Delhi
- vi. Franke R, Chasin B (1997) Power to the Malayalee People. *Economic and Political Weekly* 31
- vii. George KK (1993) Limits to Kerala Model of Development: An Analysis of Fiscal Crisis and Its Implications. Centre for Development Studies, Thiruvananthapuram
- viii. Heeks, R. (1999). Reinventing government in the information age. London: Routledge.
- ix. Heller P (1996) Social Capital as Product of Class Mobilisation and State Intervention: Industrial Workers in Kerala, India. *World Development* 24
- x. Isaac Thomas TM, Franke RW (2000) Local Democracy and Development: People's Campaign for Decentralized Planning in Kerala. Left Word, New Delhi
- xi. Isaac Thomas TM, Harilal KN (1997) Planning for Empowerment: People's Campaign for Decentralized Planning in Kerala. *Economic and Political Weekly*, January:53–58.
- xii. Krishnan, C. (2009). Information communication technology and governance in Kerala. In K. Rajan (Ed.), *Kerala economy: Trends during the post reform period*. New Delhi: Serials Publication
- xiii. Mohan Kumar S (2002) From People's Plan to Plan Sans People. *Economic and Political Weekly* 37:1492–97
- xiv. Nair GND (2000) People's Planning in Kerala: A Case Study of Two Village Panchayats. Kerala Research Programme on Local Level Development Discussion Paper No 16, February, Centre for Developing Studies, Thiruvananthapuram
- xv. Oommen, M A (2006), —Fiscal Decentralisation to the Sub-State Level Governments||, *Economic and Political Weekly*, Vol. XLI, No. 10 [13].

- xvi. Rajasekharan, K (2008), —Local Government Finance in Kerala, In M R Biju (ed), Financial Management of Panchayati Raj System, New Delhi :Kanishka
- xvii. Ramachandran VK (1996) On Kerala's Development Achievements. In: Dreaze J, Sen A (eds) Indian Development: Selected Regional Perspectives. Oxford University Press, New Delhi
- xviii. Rehman K, Rehman MM (1998) Participation in Rural Development. International Labour Office, Geneva
- xix. State Finance Commission (2001) Second State Finance Commission Report, Kerala, Part-I. Government of Kerala, Thiruvananthapuram
- xx. UNDP (1993) Human Development Report. Oxford University Press, New York

**SEMESTER – III**  
**DISCIPLINE CORE COURSE (DCE)**  
**PA 010301**  
**Comparative Administration**  
**(Core Course)**  
**Credits: 4**

**Course Learning Outcomes**

- CO1– Understand the philosophy and nature of comparative administration
- CO2 – To study about the approaches comparative administration
- CO3 – Learn about contribution of Riggs
- CO4 – Understand about comparative administrative system

CO5-To study about approaches of development administration

**Course Content**

**UNIT I: Introduction**

- a) Nature, Scope, origin and tradition of CPA, Characteristics and Importance of CPA
- 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: Contribution of F. W. Riggs**

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

**UNIT V: Comparative Administration Philosophy**

- A) Conceptual Framework of Comparative Public Administration
- B) Type of Comparative Public Administration
- C) Comparative Public Administration :Pre Requisites of Comparative method

**UNIT V: 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

**Course Code:PA 010301**

**Course Title: Comparative Administration**

**Credits: 4**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
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1	Understand introduction to the subject of Comparative and Development Public Administration	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
2	Analyze the various approaches to Comparative and Development Administration	Understand	Conceptual	18	Tutorial, Discussion, and Assignment
3	Evaluation of contributions of F.W. Riggs to Comparative Public Administration (CPA)	Understand	Conceptual	15	Assignment /Discussion
4	Compare and analyze different administrative systems of given nations	Understand	Conceptual	20	Assignment/ Discussions
5	Understand the concept of Development Administration inclusively	Understand	Conceptual	17	Assignment on the current status of Centre-state relation

### **Suggested Readings:**

- i. Ali Farazmand,(2001)Handbook of Comparative and Development Public Administration, Marcel Dekker, NY.
- ii. Esman,Milton J.(1970).CAG and the study of public administration. InF. W. Riggs (Ed.)3.
- iii. The frontiers of development administration(pp.41-71). Durham, North Carolina: Duke University Press
- iv. Heady,F(1996).Public Administration: A comparative perspective (5thed.).New York: Marcel Dekker.
- v. Heaphey, J. (1968). Comparative Public Administration: Comments on current characteristics. Public Administration Review, 28(3),242-249.
- vi. Montgomery, J. (1966). Approaches to Development politics, Administration and change, New York: Mc Graw Hill.
- vii. PaiPanandikar, V.A. (1964). Development Administration: An approach. Indian Journal of Public Administration,10(1),34-44.
- viii. Raphaeli, N. (1967). Readings in comparative public Administration, Boston,Massachusetts: Allynand Bacon.
- ix. Riggs,F.W.(1970).The ecology of a Administration. Bloomington: Indiana University.
- x. Riggs,F.W. (1956). Public Administration: A neglected factor in economic Development.
- xi. Annals of the American Academy of Political and Social Sciences, No.305, Agrarian Societies in Transition (May1956),70-80.
- xii. Swerdlow,I.(1963).(Ed.)Development Administration: Concepts and problems. Syracuse, NewYork: Syracuse University Press.
- xiii. W.E.Weidner (Ed.)(1970),Development Administration in Asia, Durham, North Carolina: Duke University Press.
- xiv. Waldo,D.(1963).Comparative Public Administration prologue, performance and problems. Indian Journal of Political Science, 24(3), 177-216.
- xv. Weidner,W.E.(1970a).(Ed.), Development Administration in Asia, Durham, North Carolina: Duke University Press.
- Xvi Pulic Administration B.L Fadia,Dr KuldeepFadia

**SEMESTER – III**  
**DISCIPLINE CORE COURSE (DCE)**

**PA 010302**

**Disaster Management**

**Credit 4**

**Course Learning Outcomes**

CO1 – Understand the basic concepts, perspectives of Disaster Management

CO2 – Examine the system of Disaster Prevention and Mitigation process

CO3 – To study about Input tax and provision in India

CO4 – understand about National Disaster Management Framework

CO5 – Study about Man-made Disasters and Management

**Course Content**

**UNIT-I**

Introduction to Disaster and Disaster Management: Disaster definition, types, their Variation, causal factors, disaster management concept, Disaster Management cycle and Developmental considerations.

**UNIT-II**

Disaster Prevention and Mitigation: Primary and secondary prevention, objectives, means of emerging management actions, mitigation, objectives and various mitigation measures.

**UNIT –III**

National Disaster Management Framework: National Vision, High Powered Committee report, Road Map of Disaster Management.

**UNIT-IV**

Natural Disasters and Management: Coping with Tsunami and floods Earthquake Mitigation, Climate Change and Disasters

**UNIT-V**

Man-made Disasters and Management: Coping with Man-made disasters, Awareness and Motivation, Training in Disaster Management

**PA 010302**  
**Disaster Management**  
**Credit 4**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
1	Understand introduction to the subject of Introduction to Disaster and Disaster Management	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
2	Analyze the various approaches to Disaster Prevention and Mitigation	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
3	Evaluation of National Disaster Management Framework	Understand	Conceptual	18	Assignment /Discussion
4	Understand the concept of Natural Disasters and Management	Understand	Conceptual	15	Assignment/ Discussions
5	Understand the concept of Man-made Disasters and Management	Understand		17	Assignment on the current status of Centre-state relation

### **Suggested Readings:**

1. Disaster Management: Text and Case Studies - DBN Murthy, Deep and Deep Publication, New
- 2“ Natural Hazards and Disaster Management: Vulnerability and Mitigation” by R B Singh. ...
- 3“ Disaster Management and Mitigation” by Prof R B Singh.
- 4“ DISASTER MITIGATION: EXPERIENCES AND REFLECTIONS” by AlkaDhameja and PardeepDhameja
- 6 “Disaster Management” Ghosh, G K, APH Publishing Corporation, 2006
7. “Disaster Management” Harsh K Gupta
8. “ Environment Engineering and Disaster Management”Dr. Sanjay K Sharma
9. Disaster Management and Sustainable Development by Dr. Niranjana Sahoo (English)
10. Environment, Climate Change & Disaster Management by Dr N. Mani (English) Hardco
11. Introduction to International Disaster Management (eBook, PDF)
12. Disaster Management and Preparednessby Larry R. Collins and Thomas D. Schneid
13. Natural Disasters Preparedness, Mitigation and Management. G.B. Pant Institute of Himalayan Environment and Development

**SEMESTER – III**  
**DISCIPLINE CORE COURSE (DCE)**

**PA 010303**

**Development Administration**

**Credit 4**

**Course Learning Outcomes**

CO1 – This course is designed to make the students to understand the contours of Development Administration.

CO2 - To help the students to gain grip over the importance and need for the Development Administration in the developing countries and more particularly in India.

CO3 – To enables the students to appreciate the different perspectives and approaches to the development management.

CO4 – To familiarize the students with different approaches to development and their characteristics.

CO5 – To provide comprehensive and inclusive picture of development in the present context.

**Unit 1** Introduction to development administration

Meaning -Definition ,Concept, Origin and Evolution ,Nature of Development administration - market approaches to development – people centered development, right based development

**Unit 2** Economic Development Economic development – meaning, definition, concepts of development economics

**Unit 3** Human Development and Sustainable Development

Human development – meaning – definition – concept, capability approach, Sustainable development, concept, principles and models

**Unit 4** Theories and Approaches to development administration

Theories of Edward weidner and FW Riggs ,Approaches-Regional, Area Development, Target Group, People Centered ,Minimum Needs Program

**Unit 5** Development administration in india

Critical analysis of various instruments of Development: Social Policies, Social legislations and Social welfare programmes for weaker sections — An evaluation of institutional and organizational mechanisms of development: Planning Commission, Five-Year Plans, and NGOs — Moving from top-down and centralized development planning to Participatory and inclusive social development

**PA 010303**

**Development Administration**

**Credit 4**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
<b>1</b>	Understand subject of Introduction to Development Administration	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
<b>2</b>	Study About the Concept of Economic Development	Understand	Conceptual	17	Tutorial, Discussion, and Assignment
<b>3</b>	Study About the Concept of Human Development and Sustainable Development	Understand	Conceptual	18	Assignment /Discussion
<b>4</b>	Understand the concept of Theories and Approaches to development administration	Understand	Conceptual	17	Assignment/ Discussions
<b>5</b>	Understand the concept of Development administration in india	Understand		18	Assignment on the current status of Centre-state relation

## **Suggested Reading**

1. New Delhi: Oxford University Press, 2003.
2. Amartya Sen, Development as Freedom, New Delhi: Oxford University Press, 2000.
3. The World Bank, Engendering Development, Washington D.C: The World Bank, 2001.
4. The World Bank, Sustainable Development in a Dynamic World, World Development Report – 2003 Washington D.C: The World Bank, 2003.
5. Jan Nederneen Pieterse, Development Theory: Deconstruction/Reconstruction, New Delhi: Vistaar Publication, 2002.
6. [www.tutor2u.net/economics/content/topics/development/development-approachesstate.htm](http://www.tutor2u.net/economics/content/topics/development/development-approachesstate.htm).
7. UNDP, Human Development Report, 1990, Oxford, OUP, 1990.
8. UNDP, Human Development Report, 1995, Oxford, OUP, 1995.
9. Ankie, Hoogvelt. The sociology of development: London: Macmillan, 1998
10. Deb, Debal. Beyond Developmentality: Constructing inclusive freedom and sustainability. Earthscan, 2009
11. Fernandes.W. Development with people, Indian Social Institute, New Delhi, 1991.
12. Gupta, Dipankar) Development without Growth, Oxford University Press.Delhi, 2010.
13. Ravi Shankar Kumar Singh: Role of NGOs in Developing Countries (Potentials, Constraints and Policies), Deep & Deep Publications (P) Ltd., New Delhi. 2003. (B.T.B.).
14. Handbook for NGOs: Nabhi Publications, New Delhi. 2003.
15. Madan.G.R., Village Development in India: A Sociological Approaches, Allied Publishers Pvt., Ltd., New Delhi, 1992.
16. Sharma. S.L. Development-Socio-Cultural Dimension, Rawat Publications, Jaipur, 1988.

**SEMESTER – III**  
**DISCIPLINE CORE COURSE (DCE)**  
**PA 010304**  
**Tribal Policy and welfare Administration (Core Course)**  
**Credit 4**

**Course Learning Outcomes**

CO1 – Understand the History of Tribal Administration

CO2 – Examine the Tribal Problems

CO3 – To study about TRIBAL Education and Health

CO4 – understand about TRIBAL Displacement, Rehabilitation

CO5 – Study about TRIBAL WELFARE

**Unit I THE HISTORY OF ADMINISTRATION**

Introduction, Tribal Administration in Pre-Independence Period, Legislations of British, Tribal Administration in Post-Independence Period, Administration at Centre and State-level, Issues of Acculturation ,Assimilation, Integration

**Unit II TRIBAL PROBLEMS**

Introduction, Land Alienation ,Land for Tribals, Forms of Land Alienation,Internal Transfer of Land,Alienation of Land by External Forces,Alienation of Land by Non-tribals,Methods of Land Alienation,Alienation of Land by Development Projects,Debt-Bondage,History of Debt-bondage, Problem after Independence, Methods Followed by Non-tribals for Lending Money to Tribals,Causes of Debt-bondage,Constitutional and Legal Provisions,Problems in Implementation of Legislations, Alternative and Remedial Measures

**Unit III TRIBAL Education and Health**

Constitutional Mandate on Education to STs,Main Causes of Low Literacy in Tribal Areas ,Suggestions to Improve Tribal Education, Health, Health Status ,Cultural Factors in Health and Medicine, Modern Health Care.

**Unit IV TRIBAL Displacement, Rehabilitation**

TRIBAL Displacement, Rehabilitation, Issues of Environmental Degradation ,Forms and Causes of Environmental Degradation, Forest Degradation.

**Unit V TRIBAL WELFARE: CONSTITUTIONAL PROVISIONS AND DEVELOPMENT MEASURES**

Introduction, Constitutional Provisions and Protective Measures, Constitutional Provisions ,Fifth Schedule and Sixth Schedule, Committees and Commissions, Planning Commission and NITI Aayog ,Development Measures

**PA 010304**

**Tribal Policy welfare Administration ( Core Course  
Credit 4**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
<b>1</b>	Understand subject of the history of tribal Administration administration	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
<b>2</b>	Analyze the various approaches to tribal problems	Understand	Conceptual	18	Tutorial, Discussion, and Assignment
<b>3</b>	Evaluation of tribal education and Health	Understand	Conceptual	17	Assignment /Discussion
<b>4</b>	Understand the concept of tribal Displacement, Rehabilitation	Understand	Conceptual	18	Assignment/ Discussions
<b>5</b>	Understand the concept of tribal welfare: constitutional provisions and development measures	Understand		17	Assignment on the current status of Centre-state relation

### **Suggested Reading**

Hasan, A. 1988. Tribal Administration in India. New Delhi: B.R. Publications. Annual Report, 2018-19. Ministry of Tribal Affairs, Government of India.

Verma, R.C. 1990. Indian Tribes Through the Ages. Publication Division. Ministry of Information and Broadcasting, Government of India. (Third Reprint 2007).

Vidyarthi, L.P and Rai, B.K. 1976. The Tribal Culture of India. New Delhi: Concept Publishing Company.

Majumdar, D.N. and Madan, T.N. 1956. An Introduction to Social Anthropology. Bombay: Asia Publishing House. <https://tribal.nic.in/writereaddata/AnnualReport/AREnglish1819.pdf>

Cernea, Michael (1997) The Risks and Reconstruction Model for Resettling Displaced Populations. World Development, Vol. 25, No. 10, pp. 1569–87.

Chauduri, Sarit (1998) “Home Grown Development: The Education of Tribal peoples”. In Ferraro, Gary (ed.), Applying Cultural Anthropology: Readings. Belmont, CA: Wadsworth Publishing Company.

Dubey, S.N. and RatnaMurdia (eds.) (1977) Land Alienation and Restoration in High Level Committee (2014) Report of the High Level Committee on socio- Tribal Problems economic, health and educational status of tribal communities of India. Ministry of Tribal Affairs, Government of India.

Jaysawal, Neelmani and Sudeshna Saha (2018) Impact of displacement on livelihood: a case study of Odisha. Community Development Journal, Vol. 53, No 1, pp. 136–154.

Koteswara Rao, K (2018) “Tribal Areas: Pre and Post-Independence” In Sharma, BV, N. Sudhakar Rao, and K. Koteswara Rao (eds.), Source Book for Functionaries in Tribal Areas – Volume 2: Land and Identity Issues in Tribal Areas. Hyderabad: Centre for Innovations in Public Systems. <http://www.cips.org.in/publications/>

Koteswara Rao, K (2018) “Land Acquisition in Tribal Areas and Acts of Land Acquisition.” In Sharma, BV, N. Sudhakar Rao, and K. Koteswara Rao (eds.), Source Book for Functionaries in Tribal Areas: Volume 2 Land and Identity Issues in Tribal Areas. Hyderabad: Centre for Innovations in Public Systems. <http://www.cips.org.in/publications/>

Koteswara Rao, K (2018) “Resettlement and Rehabilitation Policy and its

Implementation.” In Sharma, BV, N. Sudhakar Rao, and K. Koteswara Rao (eds.), Source Book for Functionaries in Tribal Areas: Volume 2 Land and Identity Issues in Tribal Areas. Hyderabad: Centre for Innovations in Public Systems.<http://www.cips.org.in/publications/>

Mahapatra, L. K (1994) “Development in Reverse: Displacement of Tribal Population for Development.” In Tribal Development in India: Myth and Reality. New Delhi: Vikas Publishing House.

Mohanty, Biswaranjan (2005) Displacement and Rehabilitation of Tribals. Economic and Political Weekly, Vol. 40, Issue 13, March 26, 2005, pp. 1318–20.

Nayak, Arun Kumar (2013) Development, Displacement and Justice in India: Study of Hirakud Dam. Social Change, 43(3): 397–419.

Pandey, G.D., V.R. Tirkey, and R.S. Tiwary (1999) Some aspects of health seeking behaviour in Birhors - A primitive tribe of Madhya Pradesh. Man in India, 79(3-4): 291–299.

Sharma, BV, N. Sudhakar Rao, and K. Koteswara Rao (eds.) (2018) Source Book for Functionaries in Tribal Areas – Volume 4: Health and Women and Child Welfare. Hyderabad: Centre for Innovations in Public Systems. <http://www.cips.org.in/publications/>

Sharma, BV, N. Sudhakar Rao, and K. Koteswara Rao (eds.) (2018) Source Book for Functionaries in Tribal Areas – Volume 9: Formal Education. Hyderabad: Centre for Innovations in Public Systems. <http://www.cips.org.in/publications/>

Verma, R. C (2017) “Tribal Land.” In Indian Tribes Through the Ages. Publications Division, Ministry of Information and Broadcasting, Government of India.

Verma, R. C (2017) “Exploitation of Tribals by Money-lenders.” In Indian Tribes Through the Ages. Publications Division, Ministry of Information and Broadcasting, Government of India.

Tribal Communities in India, New Delhi: Himalaya Publishing House.

**SEMESTER – III**  
**DISCIPLINE CORE COURSE (DCE)**  
**Human Resources Administration (Core Course)**  
**PA 010305**  
**Credit 4**

**Course Learning Outcomes**

- CO1 – Understand the basic concepts, perspectives and principles in HRA
- CO2 – Examine the Human Resource Administration planning
- CO3 – Discuss the recruitment with regard to public services in India
- CO4 – Discuss elaborately with regard to the HRA training
- CO5 – Assess the HRA motivation

**Course Content**

**Unit I: Introduction**

- A) Meaning, Nature, objectives, Scope and significance of Human Resource Administration (HRA)
- B) The Human Resource Administration: A Historical Perspective
- C) Principles of Human Resource Administration

**Unit-II:HRA Planning**

- A) HRA Planning: Need and Importance
- B) Process of HRA Planning
- C) Aspects of HRA Planning: Job analysis, Job description and Job specification

**Unit-III: HRA Recruitment**

- A) Essentials, Sources, and Steps in recruitment
- B) Civil service recruitment in India
- C) Recruitment Agencies in India: Placement and Promotion

**Unit-IV: HRA Training**

- A) Training: Objectives, Types, Methods and Steps
- B) Performance Evaluation methods
- C) Public service in India: Performance appraisal practices and Capacity Building

**Unit-V: HRA Motivation**

- A) Remuneration in Public service

B) Role of Pay commissions

C) Types of Incentives, Employee benefits and Pension Scheme

**Course Code: PA 010305**

**Course Title: Human Resources Administration**

**Credits: 4**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (Hrs.)</b>	<b>Assessment task</b>
<b>1</b>	Understand the basic concepts, perspectives and principles in HRA	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
<b>2</b>	Examine the Human Resource Administration planning	Understand	Conceptual	17	Tutorial, Discussion, and Assignment
<b>3</b>	Discuss the recruitment with regard to public services in India	Understand	Conceptual	19	Assignment /Discussion
<b>4</b>	Discuss elaborately with regard to the HRA training	Understand	Conceptual	15	Assignment/ Discussions
<b>5</b>	Assess the HRA motivation	Understand	Conceptual	19	Assignment on the current status of Centre-state relation

### **Suggested Readings:**

- i. Aswathappa, K (2005) Human Resource and Personnel Management: Text and Cases, New Delhi, Tata McGraw Hill Publishing Company Limited.
- ii. Goel S.L. & Rajneesh Shalini (2008), Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications Pvt.Ltd.
- iii. M.Scott Norton (2008), Human Resources Administration for Educational Leaders, California, Sage Publications, INC.
- iv. Prof.M.N.Rudrabasavaraj(2013), Dynamic Personnel Administration-Management of Human Resources, Mumbai, Himalaya Publishing House.
- v. Goel, S.L. (2002), Public Personnel Administration, New Delhi, Deep and Deep Publications.
- vi. Verma, S.P. and S.K. Sharma (1985), Comparative Public Administration, New Delhi, Indian Institute of Public Administration (IIPA).
- vii. Aswathappa K. (2013), Human Resource Management: Text and Cases, New Delhi, McGraw Hill Education (India) Private limited.
- viii. Armstrong Michael and Taylor Stephen (2014), Armstrong's Hand Book of Human Resource Management Practice, (13th edition), London, Kogan Page Limited.
- ix. Farazmand , Ali (1994), Handbook of Bureaucracy, New York, Routledge: Taylor &Francis Group
- x. FlippoEdvin B. (1976), Principles of Personnel Management, New York, McGrawHill
- xi. Goel, S.L.&Rajneeesh, Shalini (2003), Public Personnel Administration, New Delhi, Deep & Deep Publications.
- xii. Jack Rabin, Thomas Vocino , W. Bartley Hildreth and Gerald J.Miller (editors) (1994), Handbook of Public Personnel Administration, New York, Routledge: Taylor &Francis Group
- xiii. Jain, R.B. (1994), Aspects of Personnel Administration, New Delhi, Indian Institute of Public Administration (IIPA).
- xiv. Maheswari, S.R. (2012), Public Administration in India: The Higher Civil Service, New Delhi, Oxford University Press.
- xv. Katherine C. Naff, Norma M. Riccucci, Siegrun Fox Freyss with the assistance of David H.Rosenbloom and Albert C. Hyde(2019) ,Personnel Management

**SEMESTER – IV**  
**DISCIPLINE CORE COURSE (DCE)**

**Course Code: PA 010401**

**PUBLIC POLICY ANALYSIS**

**CREDITS: 4**

**Course Learning Outcomes**

CO1– Understand the Public Policy Cycle Framework, different methods of policy analysis, and enable students to decide on appropriate methods of policy analysis

CO2– Explain the Actors in Public Policy Analysis

CO3– Understand the determinants (factors influencing) of Public Policy Analysis in India

CO4 – Analyse various constraints on Public Policy

**COURSE CONTENT**

**UNIT- I: Introduction**

- a) Policy Cycle Framework
- b) Policy Process Network
- c) Empirical and Normative Policy Analysis
- d) Retrospective and Prospective Analysis

**UNIT- II: Actors in Policy Analysis**

- a) Government Institutions- Legislature, Executive and Judiciary
- b) International Donor Agencies
- c) Multinational and Transnational Agencies
- d) Political Parties, Media and Civil Society

**UNIT- III: Determinants of Public Policy Analysis in India**

- a) Political Culture- Gabriel Almond and Sydney Verba
- b) Socio-economic factors
- c) Political and governance factors

**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

**Course Code: PA 010401**  
**Course Title: Public Policy Analysis**  
**Credits: 4**

1	Understand the Public Policy Cycle Framework, different methods of policy analysis, and enable students to decide on appropriate methods of policy analysis	Understand	Conceptual	18	Assignment on the concept and significance of disaster management
2	Explain the Actors in Public Policy Analysis	Understand	Conceptual	14	Assignment on disaster management system in India Tutorial on reading articles on different policies and programmes for disaster management in India
3	Understand the: Determinants of Public Policy Analysis in India	Understand	Conceptual	15	Discussions, debates, practical sessions and assignments on analysis of Climate change Policy of India and Kerala
4	Constraints on Public Policy	Understand	Conceptual	14	Discussions, debates, practical sessions and assignments on analysis of Flood Management Policy of India and Kerala

### **Suggested Readings:**

- i. Anderson J.E., (2006) *Public Policy-Making: An Introduction*, Boston, Houghton
- ii. 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.
- iii. Bergerson, Peter J. (ed.), (1991), *Teaching Public Policy: Theory, Research and Practice*, Westport, RI: Greenwood Press
- iv. Dye Thomas (2008), *Understanding Public Policy*, Singapore, Pearson Education
- v. Gerston Larry N.,(2004), *Public Policy Making: Process and Principles*, Armonk, M.E.Sharpe
- vi. Hill Michael, (2005), *The Public Policy Process*, Harlow, UK; Pearson Education, 5th Edition.
- vii. Howlett, Michael, and M. Ramesh, (1995), *Studying Public Policy: Policy Cycles and Policy Subsystems*, OUP, Toronto.
- viii. Jay M. Shafritz (ed) (1998), *International Encyclopedia of Public Policy and Administration*, Westview Press
- ix. John, Peter, (2012), *Analyzing Public Policy*, 2nd ed., Routledge, Taylor and Francis Group, London.
- x. Michael Howlett and M.Ramesh (2003), *Studying Public Policy*, (Ontario: Oxford University Press),
- xi. Pal, Leslie A., (1992), *Public Policy Analysis: An Introduction*, Toronto: Nelson.
- xii. Xun Wu et.al (2013), *The Public Policy Primer*, Routledge, London

**SEMESTER – IV**

**Course Code: PA 010402**

**Course Title: PROJECT**

**Credits: 5**

**Course Learning Outcomes**

CO1– To prepare synopsis on a topic selected

CO2– Collection of secondary data and literature review

CO3– Questionnaire preparation and field visits to collect primary data

CO4 – Analyse the data collected

CO5– understand report writing

**Course Content**

**Unit I:Synopsis Preparation**

Selection of topic, different stages of synopsis preparation

**Unit II:Collection of secondary data and literature review**

Secondary data collection from libraries and web sources, preparing literature review

**Unit III:Questionnaire preparation and field visits to collect primary data**

Preparing questionnaire, pilot study and survey

**Unit IV:Data Analysis**

Analyse the collected data using statistical methods and techniques

**Unit V:Report Writing**

Title page, Certificate, Preface with Acknowledgement (Acknowledgement is not mandatory) and Contents with page numbers, Introduction, chapters, conclusion and List of Selected Bibliography

**Course Code:PA 01042**

**Course Title: PROJECT**

**Credits: 5**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Procedure</b>	<b>Cognitive Level</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
1	To prepare synopsis on a topic selected	PO1	Understand	00	Tutorial/synopsis preparation
2	Collection of secondary data and literature review	PO2 PO5	Apply	10	writing literature review
3	Questionnaire preparation and field visits to collect	PO2 PO4	Apply	15	Preparation of questionnaire
4	Analyse the data collected	PO1 PO5 PSO3	Apply	10	Write your Research Report
5	understand report writing	PO1 PO3	Apply	00	Writing the project report

**ELECTIVE BUNCH A**

**SEMESTER – IV  
DISCIPLINE SPECIFIC ELECTIVE**

**Environment policy and Administration**

**PA 800401**

**Credit 3**

**Course Learning Outcomes**

Co-1 Understand significant environmental policies

Co-2 Develop skills in critical thinking and policy analysis

Co-3 Understand the policy process

Co-4 Understand interest group behavior for environmental issues

**Unit I Environment Definitions, Acts and policy**

Environment definition in Indian law- Different environmental protection legislations- History of Environmental protection in India - Provisions in Indian Penal Code for Environmental protection-The constitutions of India – Union list- State list – Concurrent list - Panchayats and Municipalities role

**Unit II Challenges for Environmental Policy and Administration**

Cause, effects and control measures of :- a. Air pollution b. Water pollution c. Soil pollution d. Marine pollution e. Noise pollution f. Thermal pollution g. Nuclear hazards , Solid waste Management : Causes, effects and control measures of urban and industrial wastes. , Role of an individual in prevention of pollution. , Pollution case studies. , Disaster management: floods, earthquake, cyclone and landslides

**Unit III Role of Government in Environmental Policy**

Environment and pollution - definition as per Environmental law-General powers of Central and state Government under EPA-Important Notification in EPA 1986- The Indian Forest Act 1927- Forest Conservation Act 1980 - Wild Life (Protection) Act - Constitution of Pollution Control Boards - Powers, functions, Accounts, Audit etc. – Equitable remedies for pollution control

**Unit IV Citizen and Interest Group Involvement**

Citizen Involvement, Local Efforts to Protect the Environment, Judicial Intervention and Policymaking Introduction to Environmental Impact Assessment, EIA – Infrastructure Projects & Environment

### Unit-V:Energy and Environment

Sun as source of energy; solar radiation and its spectral characteristics. Fossil fuels: classification, Principles of generation of hydro-power, tidal energy, ocean thermal energy conversion, wind power, geothermal energy, solar energy, Nuclear energy - fission and fusion, Nuclear fuels, Nuclear reactor, Bioenergy: methods to produce energy from biomass.

#### PA 800401

#### Environment policy and Administration (Elective)

#### Credit 3

SL NO	Outcome Statement	Cognitive Level	Knowledge Category	Class sessions (approx.) (Hrs.)	Assessment task
1	Understand about to the Environmental Policy	Understand	Conceptual	20	Tutorial, Discussion, and Assignment
2	To study about Challenges for Environmental Policy and Administration	Understand	Conceptual	19	Tutorial, Discussion, and Assignment
3	Discuss the Role of Government in Environmental Policy	Understand	Conceptual	17	Tutorial , Assignment /Discussion
4	To study about Citizen and Interest Group Involvement In environment Policy	Understand	Conceptual	16	Tutorial /Assignment/ Discussions
5	Assess Energy and Environment Policy	Understand	Conceptual	18	Tutorial /Assignment/ Discussions

**Suggested Readings:**

Environmental Policy: New Directions for the Twenty-First Century, 8th ed. (2012). Vigand Kraft, CQ Press (ISBN 978-1933116013).

2. The Environmental Case: Translating Values into Policy, 3rd ed. (2011). Layzer, CQPress (ISBN 978-1604266122).

3. Collaborative Environmental Management: What Roles for Government? (2004) Koontz, T., T. Steelman, J. Carmin, K.S. Korfmacher, C. Moseley, C. Thomas. 2004. Washington D.C.: Resources for the Future (ISBN 978-1891853821).

**SEMESTER – IV**  
**DISCIPLINE SPECIFIC ELECTIVE**  
**PA 800402 - Digital Governance (Elective)**  
**Credit 3**

**Course Learning Outcomes**

CO1 – Understand Evolution and Fundamentals of Law and Administration

CO2 – Examine the Legal and Administrative Process in the Execution of Law

CO3 – Evaluate the Basic Concepts of Governance and Ethics

CO4 – Understand Quasi – Judicial Governance

**COURSE CONTENT**

**UNIT- I: Introduction**

- a. Governance in Digital Age -Introduction of ICT in administration
- b. Meaning, Scope and Importance of E-Governance
- c. Evolution of E-Governance

**UNIT – II: Concepts**

- a. Perspectives and Theories of E-Governance
- 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, Geographic, Economic, Social and Political)
- c. E-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models)
- d. E- Governance: Issues and Challenges

### Unit V National e-Governance Plan

Aadhaar-Digital Biometric Identity Infrastructure, Digital Locker, Open Data, Government Procurement - Government e-Marketplace (GeM), State Wide Area Network (SWAN), eTaal, Open Forge Project, E-Government Development Index (EGDI) under Global Indices, e-Kranti

**PA 800402**  
**Digital Governance (Elective)**  
**Credit 3**

SL NO	Outcome Statement	Cognitive Level	Knowledge Category	Class sessions (approx.) (Hrs.)	Assessment task
1	Understand the significance and evolution of e-governance	Understand	Conceptual	18	Tutorial, Discussion, and Assignment
2	Analyze the theory and practice of e-governance	Understand	Conceptual	19	Tutorial, Discussion, and Assignment
3	Evaluate the emerging cases of e-governance implementation in India	Understand	Conceptual	18	Tutorial , Assignment /Discussion
4	Examine the issues and challenges of e-governance in India	Understand	Conceptual	17	Tutorial /Assignment/ Discussions
5	To study about different government programs	Understand		18	Tutorial /Assignment/ Discussions

### Suggested Readings

i. Bellamy, Christine, and John, A. Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press.

- ii. Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi.
- iii. Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi.
- iv. Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organizations, Sage Publications, London.
- v. Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage
- vi. Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA.
- vii. Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routledge, Taylor and Francis group, New York.
- viii. Pardhasaradhi, Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi.
- ix. Satyanarayana, J, (2004), E-Government: The Science of the Possible, PHI Learning PvtLtd, New Delhi.

## **DISCIPLINE SPECIFIC ELECTIVE**

**Course Code: PA 800403**  
**Course Title: CIVIL SERVICES IN INDIA**  
**Credits: 3**

### **Course Learning Outcomes**

- CO1 – Understand the concepts, evolution and significance of Civil Services in India
- CO2 – Examine the Constitutional Status of Civil Service
- CO3 – Evaluate the Technological advances in the Changing Nature of Civil Service
- CO4 – Understand Civil Services under Globalisation

### **COURSE CONTENT**

#### **UNIT – I: CIVIL SERVICES: Concept and Evolution**

- a. Concept, Evolution and Significance of Civil Services
- b. Classification of Civil Services in India
- c. Constitutional Status

#### **UNIT – II: Bureaucracy – Changing Times**

- a. Weberian Bureaucracy under Challenge – Pandemic Era
- b. Civil Service: Neutrality
- c. Relationship between Politician and Civil Servants

#### **UNIT – III: Personnel Administration**

- a. Recruitment
- b. Training
- c. Promotion
- d. Disciplinary Procedure

#### **UNIT – IV: Civil Services – Citizenry Interface**

- a. Civil Society and Administration
- b. Technology in Public Services
- c. Ethics and Accountability

#### **UNIT – V: Indian Civil Service: Major Issues**

- a. Civil Service under Globalisation
- b. Issues before the Civil Servants
- c. Civil Service Reforms

**Course Code: PA 800403**

**Course Title: Civil Services in India**

**Credits: 3**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
<b>1</b>	Understand the concepts, evolution and significance of Civil Services in India	Understand	Conceptual	15	Tutorial, Discussion, and Assignment
<b>2</b>	Examine the Constitutional Status of Civil Service	Understand	Conceptual	14	Tutorial, Discussion, and Assignment
<b>3</b>	Evaluate the Technological advances in the Changing Nature of Civil Service	Understand	Conceptual	12	Tutorial , Assignment /Discussion
<b>4</b>	Understand Civil Services under Globalisation	Understand	Conceptual	10	Tutorial /Assignment/ Discussions

### **Suggested Readings**

- (i) 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
- (ii) Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York
- (iii) FlippoEdvin B., (1976), Principles of Personnel Management, McGraw-Hill
- (iv) Goel, S.L.&Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi
- (v) Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- (vi) Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.
- (vii) Jain, R.B. (1994), Aspects of Personnel Administration, IIPA, New Delhi
- (viii) MaheswariSriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
- (ix) Naff, Katherine C., Norma M. Riccucci, (2014), Personnel Management in Government: Politics and Process (Seventh Edition), CRC, Taylor & Francis, New York.
- (x) Riccucci, Norma (2007), Public Personnel Administration and Labour Relations, M.E. Sharpe, New York. Shafritz,
- (xi) Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.
- (xii) Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.
- (xiii) Tead, Ordway (1920), Personnel Administration, University of California Libraries

## **Elective Bunch B**

### **SEMESTER – IV**

#### **DISCIPLINE SPECIFIC ELECTIVE**

#### **PA 810401 - Public waste Management (Elective)**

#### **Credit 3**

#### **Course Learning Outcomes**

CO1 – Understand Evolution and Fundamentals of waste management

CO2 – Examine the Legal and Administrative Process in the Execution of Law

CO3 – Evaluate the Basic Concepts of waste management and Ethics

CO4 – Understand relevance of waste management system

CO5-Analyze the theory and practice of waste management

#### **COURSE CONTENT**

**Unit – IIntroduction to waste management** Need for hazardous waste management – Sources of hazardous wastes – Effects on community – terminology and classification – Storage and collection of hazardous wastes – Problems in developing countries – Protection of public health and the environment.

#### **Unit-IIMunicipal solid waste**

Definition - Sources and types of solid waste- composition and its determinants of Solid waste-factors influencing generation-quantity assessment of solid wastes-methods of sampling and characterization.

#### **Unit - IIICollection and Transfer Collection:**

Collection of Solid waste – collection services – collection system, equipments – time and frequency of collection – labour requirement – factors affecting collection – analysis of collection system – collection routes – preparation of master schedules. Transfer and Transport: Need for transfer operation – transfer stations – types – transport means and methods

**Unit - IVProcessing** Techniques and Recovery of Energy Processing techniques – purposes mechanical volume reduction – necessary equipments – chemical volume reduction – incinerators – mechanical size reduction selection of equipments – components separation – methods – drying and dewatering.

**Unit - VDisposal of Solid Wastes Refuse disposal** – various methods – incinerations – principle features of an incinerator – site selection and plant layout of an incinerator - sanitary landfill-

methods of operation – advantages and disadvantages of sanitary land fill - site selection – reactions accruing in completed landfills – gas and leachate movement and control – equipment necessary.

### **Public waste Management**

**PA 810401**

**Credit 3**

<b>SL NO</b>	<b>Outcome Statement</b>	<b>Cognitive Level</b>	<b>Knowledge Category</b>	<b>Class sessions (approx.) (Hrs.)</b>	<b>Assessment task</b>
1	Understand the significance and evolution of Waste management	Understand	Conceptual	15	Tutorial, Discussion, and Assignment
2	Analyze the theory and practice of waste management governance	Understand	Conceptual	14	Tutorial, Discussion, and Assignment
3	Evaluate acts and Policy waste management	Understand	Conceptual	12	Tutorial , Assignment /Discussion
4	Examine the issues and challenges of waste management	Understand	Conceptual	10	Tutorial /Assignment/ Discussions
5	To study about different types waste management programs	Understand	Conceptual	13	Tutorial /Assignment/ Discussions

### **Suggested Readings:**

- 1) George Tchobanoglous et al, "Integrated Solid Waste Management" McGraw - Hill, 1993.
- 2) Tchobanoglous Thiesen Ellasen; Solid Waste Engineering Principles and Management, McGraw - Hill 1997.
- 3) R.E. Landrefh and P.A. Rebers, "Municipal Solid Wastes-Problems & Solutions", Lewis, 1997.
- 4) Manual on Municipal Solid Waste Management, CPHEEO, Ministry of Urban Development, Govt. Of. India, New Delhi, 2000.
- 5) Bhide A.D. & Sundaresan, B.B, "Solid Waste Management in Developing Countries", INSDOC, 1993.
- 6) Ecology Science and Practice; Claude Fourie, Christian Ferra, Paul Medori, Tean Devaux, Oxford and IBH Publishing Co (Pvt) LTD, special Indian edition.
- 7) Principles of Ecology- P.S. Verma, V.K. Agarwal. S. Chand & Company (Pvt)
- 8) LTD 19J. Glynn Henry and Gary. W. Heinke, "Environmental Science and Engineering", Prentice Hall of India, 2004.
- 9) A. D. Bhide and B.B. Sundaresan, "Solid Waste Management – Collection, Processing and disposal" Mudrashilpa Offset Printers, Nagpur, 2001
- 10) Biomedical waste (Management and Handling) Rules, 1998.89.

**DISCIPLINE SPECIFIC ELECTIVE**

**Course Code : PA 810402**

**COURSE TITLE: HUMAN RIGHTS AND ADMINISTRATION**

**CREDITS: 3**

**Course Learning Outcomes**

CO1 – Understand the Origin and Evolution of Human Rights

CO2 – Examine the Theories and Constitutional Status of Human Rights

CO3 – Evaluate the Functioning of Human Rights Commission and Forums

CO4 – Understand Constitutional Remedies for Violation of Human Rights

**COURSE CONTENT**

**Unit I: Introduction**

- a. Origin and History of Human Rights
- b. Nature and Scope of Human Rights and Indian context
- c. Relation and dichotomy with Human Duties

**Unit II: Theories and Generations**

- a. Theories of Human Rights
- b. Classification of Human Rights
- c. Emerging areas of Human Rights

**Unit III: Human Rights: Constitutional Perspective**

- a. Preamble
- b. Fundamental Rights and Directive Principles of State Policy
- c. Constitutional Remedies for Violation of Human Rights

**Unit IV: Administration of Human Rights**

- a.) National Human Rights Commission (NHRC) and State Human Rights Commissions (SHRCs)
- b). Human Rights Courts, Non-Governmental Actors and Whistle Blowers
- c). Lok Pal and LokAyukta (d). Directorate of Public Grievances and Consumer Forums

**Course Code: PA 810402**

**Course Title: Human Rights and Administration**

**Credits: 3**

<b>1</b>	Understand the Origin and Evolution of Human Rights ,Examine the Theories and Constitutional Status of Human Rights	Understand	Conceptual	15	Tutorial, Discussion, and Assignment
<b>2</b>	Examine the Theories and Constitutional Status of Human Rights	Understand	Conceptual	14	Tutorial, Discussion, and Assignment
<b>3</b>	Evaluate the Functioning of Human Rights Commission and Forums	Understand	Conceptual	12	Tutorial , Assignment /Discussion
<b>4</b>	Understand Constitutional Remedies for Violation of Human Rights	Understand	Conceptual	10	Tutorial /Assignment/ Discussions

**Suggested Readings**

(i) Mary Ann Glendon, A World Made New: Eleanor Roosevelt and the Universal Declaration of Human Rights, Random House Trade, 2002

(ii) Rosa Freedman, The United Nations Human Rights Council: A Critique and Early Assessment (Routledge Research in Human Rights Law), Routledge, 2013

(iii) Luisa Blanchfield, The United Nations Human Rights Council: Issues for Congress BiblioGov, 2013

- (iv) Hilary Charlesworth , Human Rights and the Universal Periodic Review: Rituals and Ritualism, Cambridge University Press, 2015
- (v) Ann Marie Clark, Diplomacy of Conscience: Amnesty International and Changing Human Rights Norms, Princeton University Press, 2001
- (vi) Aarti Singh and Shivani Singh, National Human Rights Commission: Prevention of Human Rights Violation, LAP LAMBERT Academic Publishing, 2014
- (vii) Human Rights Watch World Reports, Seven Stories Press (2008-13)
- (viii) Leonard Besselink, Human Rights Commissions and Ombudsman Offices: National Experiences Throughout the World, Springer, 2001
- (ix) Martine Boersma (Editor), Hans Nelen (Editor), Corruption & Human Rights: Interdisciplinary Perspectives (Maastricht Series in Human Rights), Intersentia, 2010
- (x) Parsa Venkateshwat Rao, Lokpal: Facts & Arguments, Har-Anand Publications Pvt. Ltd 2011
- (xi) R. K. Dhawan, Public Grievances and the Lokpal, Synergy Books India, 2012
- (xii) C. Raj Kumar, Corruption and Human Rights in India: Comparative Perspectives on Transparency and Good Governance, Oxford University Press, 2012
- (xiii) Prashant Sharma , Democracy and Transparency in the Indian State: The Making of the Right to Information Act, (Routledge/Edinburgh South Asian Studies Series), Routledge, 2014
- (xiv) Christina M. Akrivopoulou , Nicolaos Garipidis (Editors), Human Rights and Risks in the Digital Era: Globalization and the Effects of Information Technologies, IGI Global, 2012
- (xv) William T Gormley and Steven J Balla, Bureaucracy and Democracy: Accountability and Performance, CQ Press College, 2012
- (xvi) Bard Andreassen and Stephen P. Marks, Development as a Human Right: Legal, Political and Economic Dimensions, Intersentia, 2010
- (xvii) Micheline Ishay, The History of Human Rights: From Ancient Times to the Globalization Era, University of California Press, 2004 51
- (xviii) Lynn Hunt, Inventing Human Rights: A History, W. W. Norton & Company, 2008
- (xix) Dr. S. Mehertaj Begum, Human Rights in India – Issues and Perspectives, APH Publishing Corporation, New Delhi, 2000.
- (xx) Akira Iriye, Petra Goedde and William I. Hitchcock, The Human Rights Revolution: An International History (Reinterpreting History), Oxford University Press, 2012

**DISCIPLINE SPECIFIC ELECTIVE**

**COURSE CODE: PA 810403**

**COURSE TITLE: Gandhian Framework for Development**

**Credits: 3**

**Course Learning Outcomes**

CO-1.To introduce the Gandhian framework for development. Specific Objectives of Learning

CO-2. To familiarize students in the Gandhian models of development

CO-3. To introduce development alternatives and poor friendly sustainable models

**Unit 1:** Development: Concept, Scope and Issues Development concept, definition and dimensions - Development and Economic growth – limits to economic growth - Issues of sustainability - Equity inter and intra-generational. Harmony and Peace in Development

**Unit 2:** Gandhian Approach to Modern Civilization and Development Thoughts of Leo Tolstoy Thoreau and Ruskin - Challenging modern civilization, enslaving individuals and nations, violence and hegemony - Approach to freedom and development - Individual, community and nation - Democracy as self-governance – pyramidal structure of democracy.

**Unit 3:** Economy of Permanence Types of economies -Limits to wants and Swadesi - Culture of cooperation, collective action and Sarvodaya

**Unit 4:** Development Alternatives Model of low entropy development - Ecological villages bioregions, biotic community and land ethics- Local citizenship

**Unit 5:** Technology and Education and well being Appropriate technology - Transformative education - Key to health and well being

**Course Code: PA 810403**

**Course Title: Gandhian Framework for Development**

**Credits: 3**

<b>1</b>	Understand Evolution and Fundamentals of Gandhian Framework for Development	Understand	Conceptual	18	Tutorial, Discussion, and Assignment
<b>2</b>	Examine the Legal and Administrative Process in the Gandhian Approaches	Understand	Conceptual	14	Tutorial, Discussion, and Assignment
<b>3</b>	Evaluate the Basic Concepts of Gandhian Philosophy	Understand	Conceptual	15	Tutorial , Assignment /Discussion
<b>4</b>	Study About Development alternative model	Understand	Conceptual	14	Tutorial /Assignment/ Discussions
<b>5</b>	Evaluate Technology and Education Under Gandhian Perspective	Understand	Conceptual	14	Tutorial /Assignment/ Discussions

### **Suggested Reading**

1. Gandhi M.K., Hind Swaraj or Indian Home Rul, Ahmadabad: Navajivan Publishing House, 2005.
2. Iyer Ragavan, Moral and Political Thought of Mahatma Gandhi, New Delhi: Oxford, 2000.
3. Schumacher E.F., Small is Beautiful, A Study of Economics as if people matters, London: Vintage, 1993. 4. Rifkin, Jermy, Entrophy: A New World View, New York: Viking Press, 1980.
5. Kumarappa, J.C., Economy of Permanence, Tanjore: Sarvodaya Prasuralaya, 1952.
6. Gandhi M.K., Key to Health, Ahamedabad: Navajeevan Publishing House, 2002.
7. Lisa Kivirist, and John Ivanko, Rural Renaissance: Renewing the quest for good life, Cabriola Island: New Society Publications, 2005.
8. Survey, Bioregional Foundation: Bioregional Solutions for living on One Planet,.
9. Kirkpatrick Sale, Dwellers in the Land, Philadelphia: New Society Publishers 1991.
10. Dennis Meadows et. al., Limits to Growth, New York: Club of Rome, Universe Books, 1972

## **Elective Bunch C**

### **DISCIPLINE SPECIFIC ELECTIVE (DSE)**

**Course Code: PA 820401**

**Course Title: Media and Politics**

**Credits: 3**

Co-1 To Analyze the relationship between media and politics/political actors

Co-2 To Understand theorizing of Media

Co-3 Understand the basics of journalism and recognize the contributions of the renowned journalists to the field of print media.

Co- 4 The students will be able to understand concepts in communication and shall be able to implement them in not only their professions but everyday life.

#### **Unit -1 Media and Politics:**

Theoretical Perspectives

Theorising Media: Liberal – Marxist – Feminist Approaches to Media and Politics

Development Communication Theory

Media and Public Sphere

Marshall McLuhan: Global Village

Johan Galtung: Peace Journalism

#### **Unit-2 Political Economy of the Media**

Media Systems: State vs Private Ownership

Manufacturing Consent“: The Propaganda Model

Benedict Anderson: Print Capitalism

Globalisation and the Mass Media: International News Agencies

Struggle for NIIO

#### **Unit -3 Media, State and Democracy**

Informational Democracy: Manuel Castells

Media, Democracy and Human Rights: Role of Fourth Estate

Determinants of News Reporting – Framing of News

State and Media Regulation

Alternative/Resistance Media: Al Jazeera

Media Representations of Communalism, Dalits, Women and LGBTQI in India

**Unit -4 Media and Politics in Global Perspective**

Media and Political Change: Arab Spring

CNN Effect and Humanitarian Intervention

Media and Multiculturalism

Media and International Conflict: Reporting the „War on Terror“

Politics of Global Communication Governance: WSIS, ICANN, IGF

**Unit-5 Media and Politics in the Digital Ag**

Digital Communication and Global Civil Society: Social Media Activism – Wikileaks

Populism and Social Media

The Digital Divide

Net Neutrality

State Regulation of Cyberspace: Questions of Surveillance

**Course Code: PA 820401**

**Course Title: Media and Politics**

**Credits: 3**

<b>1</b>	Understand the influence of Theoretical Perspectives	Understand	Conceptual	20	Assignment on the concept and significance of Theoretical Perspectives
<b>2</b>	Examine the pioneers in Political Economy of the Media	Understand	Conceptual	17	Assignment on Political Economy of the Media
<b>3</b>	Understand and analyse Media, State and Democracy	Understand	Conceptual	17	Discussions, debates, practical sessions and assignments on analysis of Media, State and Democracy
<b>4</b>	Understand and analyse the role of Media and Politics in Global Perspective	Understand	Conceptual	20	Discussions, debates, practical sessions and assignments on analysis of Media and Politics in Global Perspective

5	To Study about Media and Politics in the Digital Age	Understand	Conceptual	16	Assignment on the concept and significance of Media and Politics in the Digital Age
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### Suggested Readings:

- i. Agarwal, J. C. (2009), Education policy in India, Neha Publishers & Distributors.
- ii. 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.
- iii. Dev, Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays.
- iv. Dube, Akhilesh (1997), Commercialization of education in India: Policy, law, and justice, A.P.H. Pub. Corp.
- v. Esharenana E. Adomi, (2010), Frameworks for ICT Policy: Government, Social and Legal Issues, IGI Global Snippet. Government of India, National Cyber Security Policy, 2013
- vi. Government of India, National Policy on Information and Communication Technology, 2012.
- vii. Kim J. Andreasson, (2011), Cybersecurity: Public Sector Threats and Responses, CRC Press, Taylor and Francis Group,
- viii. Boca Raton. P. T. Bauer, (2011), Indian Economic Policy and Development, Routledge, New York.
- ix. S. K. Modi (2013), Discrimination Caste System And Reservation Policy of Modern India, Neha Publishers & Distributors
- x. Sen, Amartya (2000), Social Exclusion: Concept, Application and Scrutiny, Papers No.1. Asian Development Bank.
- xi. Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration, Sage.
- xii. Siddheswar Prasad (1993), New Economic Policy: Reforms and Development, Mittal Publications, New Delhi.
- xiii. 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.
- xiv. Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), Reservation and Private Sector- Quest for Equal Opportunity and Growth, Rawat Publications, Jaipur.

xv. ZeinabKarake-Shalhoub, Lubna Al Qasimi , (2010), Cyber Law and Cyber Security in Developing and Emerging Economies, Edward Elgar Publishing House, Cheltenham, UK.

**DISCIPLINE SPECIFIC ELECTIVE (DSE)**

**COURSE CODE: PA 820402**

**COURSE TITLE: RURAL DEVELOPMENT IN INDIA**

**CREDITS: 3**

**Course Learning Outcomes:**

CO1 – Understand the concept and approaches of Rural Development

CO2 – Discuss about rural development problems

CO3 – Analyse the linkages between rural development and Local Self Government

CO4–Examine rural transformation through Panchayati Raj

CO5 – Assess current trends of rural development programs and strategies

CO6 –Analyse the role of NGOs in Rural Development

**Course Content**

**Unit I:** Definition, Approaches and Scope of Rural Development in India

(a) Meaning of Rural Development, Definition, Features,

(b) Approaches - Broad Front, Sectoral, Area, Target Group, Integrated, Holistic;

(c) Scope of Rural Development

**Unit II:** Rural Development Problems

(a) Rural Poverty, Rural Unemployment, Rural Housing, Human Resources

(b) Major Concerns in HRD in Rural Areas

(c) Measures for Improving Levels of HRD in Rural Areas.

**Unit III:** Linkages between Rural Development and Local Self Government

(a) Evolution of Local Self Government in India

(b) Constitutional Status – Mehta Committees – 64th Constitutional Amendment Bill, 73rd Constitutional Amendment Act

(c) Progress of PRIs after the Constitutionalisation.

**Unit IV: Social Transformation and Rural Development**

(a) Factors of Social Transformation in Rural Areas, Trends in Rural Change, Emerging Village Leadership

(b) Its Patterns, Problems

(c) Socio-Cultural Barriers of Rural Development

(d) Elite Capture in Rural Development Programs.

**Unit V: Current Trends of Rural Development Programs and Strategies**

(a) SwarnaJayanthi Gram SwarojgarYojana,

(b) MGNREGS,

(c) National Rural Health Mission (NRHM),

(d) Social Security for Unorganised Workers

**Unit VI: NGOs and Rural Development**

(a) Types of NGOs, Role of NGOs in Rural Development

(b) Interface between GOs and NGOs,

(c) Social Help Group

(d) Corporate Social Responsibility at Rural Areas.

**Course Code: PA 820402**

**Course Title: Rural Development in India**

**Credits: 3**

1	Understand the concept and approaches of Rural Development	Understand	Conceptual	14	Tutorial, Discussion, and Assignment
2	Discuss about rural development problems	Understand	Conceptual	15	Tutorial, Discussion, and Assignment
3	Analyse the linkages between rural development and Local Self Government	Understand	Conceptual	17	Tutorial , Assignment /Discussion
4	examine rural transformation through Panchavati Raj	Understand	Conceptual	16	Tutorial /Assignment/ Discussions
5	Assess current trends of rural development programs and strategies	Understand	Conceptual	15	Assignment and discussion
6	Analyse the role of NGOs in Rural Development	Understand	Conceptual	13	Presentation and discussion

**Suggested Readings:**

i. Singh, Katar (2000). Rural Development: Principles, Policies and Management, Sage, New Delhi.

- ii. SatyaSundaram (2002). Rural Development, Himalaya, Mumbai.
- iii. Pal, Mahi (1998). Panchayats in Election Manifestos: A Comparative Analysis, EPW, Vol. 33 (12): 631-632.
- iv. World Bank (1992). Gender and Poverty in India, Washington, D C.
- v. Sreedhar, G. &Dasaratharamaiah (2006). “Farmers Committing Suicide”, International Journal of Women, Social Justice and Human Rights, Vol. 1 No. 1.
- vi. Rajasekhar D (2004) Poverty Alleviation Strategies of NGOs, Concept, New Delhi
- vii. Rajasekhar D. (2004) Micro Finance and Poverty Alleviation Issues Relating to NGO Programms in South India, ISEC Working Paper No. 146
- viii. Sreedhar G &Rajasekhar D (2014). Rural Development in India: Strategies and Processes, Concept, New Delhi.
- ix. UNDP (2014) Human Development Report, Oxford University Press, New York
- x. Heeks, R(1999) Reinventing Government in the Information Age, Routledge, London
- xi. Das M K (2000) Kerala’s Decentralised Planning: Floundering Experiment, EPW, 2 December, 4300 – 03
- xii. M.R.Biju, Dynamics of New Panchayati Raj System; Reflections and Retrospections, Kanishka, 1998.
- xiii. M.R.Biju, Resurgent Rural India; Decade after the Constitutionalisation of Panchayati Raj, Authors Press, 2007

**DISCIPLINE SPECIFIC ELECTIVE (DSE)**

**COURSE CODE: PA 820403**

**COURSE TITLE: PUBLIC POLICY IN DISASTER MANAGEMENT**

**CREDITS: 3**

**Course Learning Outcomes:**

CO1 – Understand the concept of Disaster Management

CO2 – Discuss elaborately on various Policies, programmes and institutional mechanisms for disaster management in India

CO3 – Analyse the Climate change Policy of India and Kerala

CO4 – Analyse the Flood Management Policy of India and Kerala

**Course Content****Unit I:**

Disaster Management- meaning- nature- significance- Concepts- Disaster-EmergencyRisk-Crisis- Hazard-Vulnerability- Types of Disasters- Natural and Man-made disastersDisaster Management Cycle-preparedness-crisis-response-recovery (rehabilitation and resettlement)-prevention (mitigation)

**Unit II:**

Disaster Management- Legal - Institutional Mechanisms- Disaster Management Act 2005 & 2009- Disaster Management Authority at National, State and District levels- Roles and responsibilities of Govt. Authorities including Local Self Govt.- National/State Disaster Response Force- National Institute of Disaster Management (NIDM); Disaster Management Centres (DMC) in every State; Centres of Excellence.

**Unit III:**

Climate Change Policy- Climate change- concept-causes-impact- India's International Commitments on Climate Change- National Action Plan on Climate Change (NAPCC, 2008) - Kerala State Climate change policy - Gender and Climate Change Policy

**Unit IV:**

Flood Management Policy- flood- causes-impact- Institutions- National Flood Commission 1976- Central Water Commission (CWC) - Ganga Flood Control Commission (GFCC) - Brahmaputra Board- India Meteorological Department - National Remote Sensing Centre- National Commission for water resources 1999 - National water policy 2012- Flood management in Kerala- flood vulnerability- Integrated flood management- problems in Dam management- measures to control floods- Integrated Water Resource Management (IWRM)- Urban and Rural flood issues

**Course Code: PA 820403**

**Course Title: Public Policy in Disaster Management**

**Credits: 3**

<b>1</b>	Understand the concept of Disaster Management	Understand	Conceptual	<b>13</b>	Assignment on the concept and significance of disaster management
<b>2</b>	Discuss elaborately on various Policies and programmes for disaster management in India Analyse the Climate change Policy of India and Kerala	Understand	Conceptual	<b>14</b>	Assignment on disaster management system in India Tutorial on reading articles on different policies and programmes for disaster management in India
<b>3</b>	Analyse the Climate change Policy of India and Kerala	Understand	Conceptual	<b>16</b>	Discussions, debates, practical sessions and assignments on analysis of Climate change Policy of India and Kerala
<b>4</b>	Analyse the Flood Management Policy of India and Kerala	Understand	Conceptual	<b>15</b>	Discussions, debates, practical sessions and assignments on analysis of Flood Management Policy of India and Kerala

**Suggested Readings:**

- i. Disaster Management Guidelines, GOI-UND Disaster Risk Program (2009-2012)
- ii. Coppola D P, 2007. Introduction to International Disaster Management, Elsevier Science (B/H), London.
- iii. Disaster Management Act 2005, Publisher by Govt. of India
- iv. Publications of National Disaster Management Authority (NDMA) on Various Templates and Guidelines for Disaster Management  
High Power Committee Report, 2001, J.C. Pant

- vi. Gupta A.K., Niar S.S and Chatterjee S. (2013) Disaster management and Risk Reduction, Role of Environmental Knowledge, Narosa Publishing House, Delhi.
- vii. Murthy D.B.N. (2012) Disaster Management, Deep and Deep Publication PVT. Ltd. New Delhi.
- viii. Modh S. (2010) Managing Natural Disasters, Mac Millan publishers India LTD.
- ix. Schneider, Sandra K (1995) Flirting With Disaster: Public Management in Crisis Situations, Armonk, NY: M.E. Sharpe
- x. Sharma, V.K. (2009) Disaster Management New Delhi: IIPA
- xi. Ashley R., Garvin S., Pasche E. and Vassilopoulos A (2007), Advances in Urban Flood Management, Balkema
- xii. Saul A (1992), Floods and Flood Management, Springer.
- xiii. Field Notes from a Catastrophe: Man, Nature, and Climate Change by Elizabeth Kolbert, Bloomsbury Publishing Plc, December 2006
- xiv. Climate Change Policy of Government of India
- xv. Climate Change Policy of Government of Kerala

## ACKNOWLEDGEMENTS

The Expert committee for MA Public Administration & policy studies (PG) is deeply indebted to a number of individuals for their whole hearted support, interventions and suggestions in the preparation of this Programme Structure and Syllabus. We also acknowledge the institutional support received from the officials of Mahatma Gandhi University. We particularly thank the following experts and resource persons, as well as the participants of the online workshop organised in connection with the restructuring of the syllabus of the M.A. Programme.

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# **MODEL QUESTION PAPERS**

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies) Degree (C.S.S) Examination,.....**

**First Semester Faculty of Social Sciences**

**PA010101 – Introduction to Public Administration**

Time: Three hours

Max. Weight: 30

**Section- A**

(Answer any **eight** questions. Each question carries a weight of 1)

Write short notes on:-

- 1) New Public Management
- 2) Decision making?
- 3) Good Governance
- 4) Public Choice Approach
- 5) New Public Administration
- 6) New Public Service
- 7) PERT
- 8) performance appraisal
- 9) Civil society
- 10) Citizen's Charters

( 8 x 1 = 8 )

**Section B**

(Answer any **six** questions. Each question carries a weight of 2)

- 11) Define Public Administration. Discuss the evolution of Public Administration
- 12) Critically analyse Challenges of LPG
- 13) Examine Public Choice Approach
- 14) Explain the theories of New Public Management.

15) Examine the major characteristics of Techniques of decision making?

16) Explain Organizations Theories?

17) Examine the basic tenets of Concepts of accountability and control?

18) Discuss Minnowbrook I, II&III (6 x 2 = 12)

### **Section C**

**(Answer any two questions. Each question carries a weight of 5)**

19) Bring out the importance of human resource development. Discuss role of Recruitment, training in Public Administration

20) Critically analyze the concepts of accountability and control?

21) Differentiate between New Public Administration and New Public Management?

22) Discuss major theories of Organization (2 x 5 = 10)

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies) Degree (C.S.S) Examination, .....**

**First Semester Faculty of Social Sciences**

**PA010102 – Introduction to public policy**

Time: Three hours

Max. Weight: 30

**Section- A**

(Answer any **eight** questions. Each question carries a weight of 1)

- 1) What you mean by public policy input?
- 2) What is policy cycle approach?
- 3) Describe the process of public policy analysis?
- 4) Explain the concept of policy impact?
- 5) Describe various techniques of public monitoring?
- 6) Examine the methods by which the legislature and judiciary exercise their influence in policy implementation?
- 7) What is incremental approach?
- 8) Explain about the Logical Positivist Approach ?
- 9) Describe the method of mixed scanning?
- 10) Examine Elite Theory?

( 8 x 1 = 8 )

**Section B**

(Answer any **six** questions. Each question carries a weight of 2

- 11) Critically analyse normative approach?
- 12) Examine the features of the Process Approach?
- 13) What are the main features of Systems Approach?
- 14) Critically analyse Normative Optimum Approach?
- 15) Bring out the significance of policy implementation.

- 16)** Describe about Transnational Actors?  
17) Write a short note on impact of globalization on policy making?  
18) What are the major techniques of policy implementation? (6 x 2 = 12)

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Examine the contributions of Lindbloom Instrumentalism approach?  
20) Critically evaluate Theories and Concepts of Public Policy?  
21) Discuss, Approaches to Public Policy Analysis?  
23) Write an essay on Theories and Concepts of Public Policy? (2 x 5 = 10)

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies) Degree (C.S.S) Examination, .....**

**First Semester Faculty of Social Sciences**

**PA010103 – Philosophy of Administration**

Time: Three hours

Max. Weight: 30

**Section- A**

(Answer any **eight** questions. Each question carries a weight of 1)

- 1) Write a short note on Kautilya's Oriental thoughts?
- 2) Define Scientific Management?
- 3) What is scalar chain?
- 4) What you mean by delegation?
- 5) What is POSDCORB?
- 6) Write a short note on Administrative Tribunals.
- 7) What are the major principles of Scientific Management?
- 8) What you mean by span of control?
- 9) Describe about the system of functional autonomy.
- 10) Define Hierarchy?

8 X 1=8

**Section B**

(Answer any six questions. Each question carries a weight of 2)

- 11) Briefly explain about classical theory?
- 12) Examine the impact of human relation theory in public administration?
- 13) Write a short note on Bureaucratic theory.
- 14) Examine to the role of fayoles contribution in administrative thought?
- 15) State the comparison between classical theory and neo classical theory?

16) Describe the moment of scientific management?

17) Write a short note on contribution of Mary parker follet in public administration.

18) Examine the concept of Weber's bureaucratic model?

6 X 2=12

### **Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

**19)** Critically examine classical theory and human relation school?

**20)** Compare the contribution of Mary parker Follet and weber in management theory.

**21)** . Examine the significance of Administrative Structure and Process in the organization.

**22)** Describe role and Thoughts of Chris Argyris in public administration.

2 X 5=10

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies) Degree (C.S.S) Examination, .....**

**First Semester Faculty of Social Sciences**

**PA010104 –Trends in Public Administration**

Time: Three hours

Max. Weight: 30

**Section- A**

(Answer any **eight** questions. Each question carries a weight of 1)

- 1) Define new Public Administration?
- 2) Describe Public Choice Approach?
- 3) What do you mean by New Public Management?
- 4) Describe about Ecological Approach?
- 5) What are the major concerns NPM ?
- 6) What are the different conferences under New Public Administration?
- 7) Discuss about scope of Public Choice Approach?
- 8) Distinguish between New Public Administration and New Public Management.
- 9) Comparison between Public Choice Approach and New Public Management.
- 10) Describe about Political, Economic and social environment of Public Administration.

( 8 x 1 = 8 )

**Section B**

(Answer any **six** questions. Each question carries a weight of 2)

- 11) What are the major Salient features of Public Choice Approach?
- 12) Examine the challenges to New Public Management.
- 13) Attempt a critique of the structure and functioning of Public Choice Approach.
- 14) Critically evaluate the role of New Public Administration in the field administration.
- 15) Examine the issues and challenges involved in the evolution of public administration.
- 16) What was the purpose of the establishment of minnowbrook conference?

17) Critically analyse the different implications of Political, Economic and social environment of Public Administration

18) Discuss the changing nature public administration.

(6 x 2 = 12)

### **Section C**

**(Answer any two questions. Each question carries a weight of 5)**

19) Attempt a critique of the structure and functioning of new public administration and new public management

20) Discuss to the changes and growth of new public administration.

21) Discuss the role of public administration under the LPG Era.

22) Briefly discuss and explain evolution of new public administration, new public management and public choice approach.

(2 x 5 = 10)

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**

**First Semester Faculty of Social Sciences**

**PA010105 – POLITY AND ADMINISTRATION**

Time: Three hours

Max. Weight: 30

**Section- A**

(Write short notes on **eight** questions. Each question carries a weight of 1)

- 1) “Fundamental Duties” in the Indian Constitution.
- 2) Citizenship
- 3) What is “Impeachment”?
- 4) ‘Doctrine of Pleasure’
- 5) All India Services.
- 6) Equal Protection of laws.
- 7) Certiorari
- 8) Fundamental duties of citizens
- 9) Right against exploitation
- 10) Rule of law

(8 x 1 = 8)

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) Describe the composition and functions of the Union Public Service Commission.
- 12) Discuss in brief the various writs that can be issued by a High Court in India.
- 13) Explain the privileges and immunities of Parliament and its members.
- 14) What are the emergency provisions relating to the failure of the constitutional machinery in the states?
- 15) Discuss in brief the collective responsibility of the Council of Ministers.
- 16) Describe the powers and functions of the Supreme Court of India?

- 17) “The Directive Principles of State Policy constitute a comprehensive political, social and economic program for a modern democratic welfare State”. Examine.
- 18) “Powers of the Parliament to amend the Constitution is wide but not unlimited”. Explain this statement.

(6 x 2 = 12)

### Section C

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) What is Preamble? Is it a Part of the Constitution? Can it be used for interpretation of the Constitution? Also explain its significance.
- 20) Explain the procedure of election and removal of the President of India.
- 21) Distinguish between an ‘Ordinary Bill’ and ‘Money Bill’. Discuss the procedure to be followed for passing of an ‘Ordinary Bill’.
- 22) Under what circumstances can the Parliament make laws on matters contained in the State List of the Seventh Schedule? How long such laws can continue to be in force?

(2 x 5 = 10)

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies) Degree (C.S.S) Examination, .....**

**Second Semester Faculty of Social Sciences**

**PA010201– Research Methodology**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Answer any eight questions. Each question carries a weight of 1)**

1. Briefly examine content analysis as a method of research.
2. Differentiate between primary and secondary sources of data. Bring out the level of dependence of these two sources.
3. Define „focus group discussion“, bringing out its advantages.
4. Examine the features of a good research design.
5. What are the precautions to be taken while writing a research report.
6. Explain the importance of review of literature in research.
7. Critically evaluate the significance of the empirical method in social science research.
8. List the advantages of observation method of data collection.
9. Bring out the significance of SPSS in social science research.
10. What are the guiding considerations in the construction of a questionnaire? Explain.

( 8 x 1 = 8 )

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) What do you mean by a hypothesis? Examine the various types of hypotheses in social science research
- 12) Critically examine the idea of Objectivity in research. How far is objectivity possible in studying political realities.
- 13) Identify the different techniques of research. Explain the need for questionnaire in Surveys.
- 14) Discuss Karl Popper“s philosophy of science.
- 15) Explain feminist research methodology.
- 16) Differentiate between the different styles of reference. Write a short note on the APA style.
- 17) Distinguish between the inductive and deductive methods of social research.
- 18) Explain Ethnographic research. How does it help in studying multicultural political formations.

(6 x 2 = 12)

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Explain Qualitative and Quantitative research in Political Science. Justify the need for identifying the depth of political issues in a multicultural society through qualitative analysis.
- 20) Elucidate the transition in the nature and scope of research in Political Science.
- 21) Examine the different types of random sampling methods.
- 22) Define Research Design. Make a research design for studying the Issue of Citizenship Register in Assam, 2018.

(2 x 5 = 10)

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies) Degree (C.S.S) Examination, .....**

Second Semester Faculty of Social Sciences

**PA010202 – Modern Concepts of Administration**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes on eight questions. Each question carries a weight of 1)**

- 1) Decision-making process
- 2) Bounded Rationality
- 3) Type of Decision
- 4) Zone of acceptance
- 5) Characteristics of Organisation
- 6) Matrix organization
- 7) Job Enrichment
- 8) Peer Group
- 9) Morale
- 10) Informal Organisation

8 X 1=8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) What is Organisation ? Discuss various types of organization
- 12) What is Organisation structure? Describe its various components.
- 13) Describe the criticisms of Simon on principles of classical theory.
- 14) Discuss Post Modernism and Post Structuralism
- 15) Write a short note on contributions of David Osborne and Ted Gaebler
- 16) Explain Vincent Ostrom views on: Public Choice theory.
- 17) Explain about Motivation-Hygiene Theory.
- 18) Describe about Theory X.

6X2=12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Analyse the Impact of motivational theories of Abraham Maslow and Frederick Herzberg on organizational processes.
- 20) Discuss the characteristics of hygiene and motivation seekers of Frederick Herzeberg.
- 21) Discuss the Victor Vroom's expectancy theory and its implication on organization processes.
- 22) Analyse the assumption of theory X and theory Y

2 X 5=10

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**

**Second Semester Faculty of Social Sciences**

**PA010203 – Administrative Reforms**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes oneight questions. Each question carries a weight of 1)**

- 1) Citizens Charter
- 2) Network theory
- 3) Social Audit
- 4) PERT
- 5) Good Governance
- 6) NGOs
- 7) Post modernism
- 8) CPM
- 9) M-Governance
- 10) Green Tribunal

8 X 1=8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) Explain the concept of ethics in Public Administration
- 12) Describe briefly the four emerging models of administration
- 13) Discuss the role and importance of civil society in public administration
- 14) Differentiate PERT and CPM techniques of administrative improvement.
- 15) Evaluate role of Planning commission and NDC
- 16) Discuss the reforms in financial management.
- 17) Explain the role of National Human right commission.
- 18) Discuss the Process of plan formulation at Union and State levels .

6 X 2=12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Discuss various administrative reforms in India.
- 20) Evaluate Corruption and administration in India
- 21) Discuss the function of Regulatory Commissions in India
- 22) Discuss various measures undertaken by India in the implementation of E-Governance.

2 x 5=10

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**

Second Semester Faculty of Social Sciences

**PA010204– PUBLIC POLICY – CONCEPTS AND MODELS**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes oneight questions. Each question carries a weight of 1)**

- 1) Discuss the meaning, nature and significance of public policy.
- 2) Examine the various models of public policy making.
- 3) Policy cycle write a short note
- 4) Write short note on Optimality and Improvement
- 5) Describe Meta Policy
- 6) What is Public choice?
- 7) Define Strategic Planning
- 8) Explain Budget Maximizing Model
- 9) What is public policy
- 10) Describe the process of public policy

8 x 1=8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) What do you understand by public policy and policy analysis?
- 12) What are the major models employed in the analysis of the public policy ?Examine.
- 13) Explain Dror's models of public policy.
- 14) Explain various models of policy decision making.
- 15) Explain the systems model and its significance in the study of public policy.
- 16) Examine the main features of incremental decision-making theory.
- 17) Analyse the role of bureaucracy in policy execution.
- 18) How are public resources mobilised? What are its limitations.

6 x 2= 12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Discuss the impact of Public opinion on the formulation of Public Policy.
- 20) Describe the important evaluative criteria for Public Policies.
- 21) Examine the suggestions of Yegezkal Dror for improving Public Policy making.
- 22) What is social movement ? Discuss the role of social movement in policy formulation.

2 x 5=10

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**

Second Semester Faculty of Social Sciences

**PA010205– Decentralization under Rural and Urban Governance in India**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes on eight questions. Each question carries a weight of 1)**

- 1) L M Singhvi Committee
- 2) Grama Panchayath
- 3) State Finance Commission
- 4) District Collector
- 5) Social Audit
- 6) District Planning Committee
- 7) Citizen Participation
- 8) Social Audit
- 9) Decentralization
- 10) Naya Panchayath

8 x 1 = 8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) What are the characteristics of local government ?
- 12) Discuss about the role of Municipal Commissioner
- 13) Analyse the types of local government units in France.
- 14) Explain the various types of urban government.
- 15) Bring out the importance of local participation in administration.
- 16) Write a short note on the contribution of Balwant Rai Mehta Committee.
- 17) Discuss the importance and objectives of State Election Commission.
- 18) Explain the 74th constitution amendment act.

6 x 2 = 12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Explain the meaning, nature and scope of local governments
- 20) Examine the features and importance of 73rd constitutional amendment
- 21) Evaluate the role of local self-government in India for social equity.
- 22) Discuss about major commission for local governance in India.

2 x 5 = 10

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**

Second Semester Faculty of Social Sciences

**PA010301– Comparative Administration**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes on eight questions. Each question carries a weight of 1)**

- 1) Due process of law
- 2) Shadow cabinet
- 3) Pocket veto
- 4) Magna Carta
- 5) Whitley councils
- 6) Institutional Approach
- 7) Impeachment
- 8) Commune
- 9) Patronage system
- 10) Separation of powers

8 x 1 =8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) Explain briefly the American budgetary system.
- 12) Discuss the major powers of a French president.
- 13) What is Whitley council? Explain.
- 14) Describe the major features of the British administrative system.
- 15) Examine the difference between the due process of law and procedure established by law.
- 16) Write a note on French local administration
- 17) What are the salient features of a presidential form of government?
- 18) Explain the checks and balances in the American constitution. 6 x 2=12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) In your opinion which form of governmental system is suited for India? Explain your answer based on a comparative analysis between the British parliamentary system and the US presidential system.
- 20) Explain the major features of the US constitution.
- 21) Discuss various approaches to the study of comparative public administration.
- 22) Explain the control mechanisms in Britain, the USA and France. 2 x 5 =10

QP Code Reg.  
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No. .... Name

**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**

Third Semester Faculty of Social Sciences

**PA010302– Disaster Management**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes oneight questions. Each question carries a weight of 1)**

- 1) Define emergency management system.
- 2) What is the full form of NDMA and GIS
- 3) What is the difference between hazards and disaster .
- 4) How tornados can be classified
- 5) How the risk assessment is carried out.
- 6) What are the flash flood.
- 7) What is blister agents.
- 8) List the roles of NGO's in disaster management .
- 9) Define the term rehabilitation.
- 10) How tsunami is different from flood.

8 x 1 =8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) Explain about natural human induced and human made disaster .
- 12) Briefly explain the emergency medical and essential public health service.
- 13) What is the role of knowledge based expert system in hazard scenario?
- 14) Mention the various points that are generated from experiences in rehabilitation and reconstruction activates in disaster management.
- 15) Explain ecological and sustainable development models for disaster management
- 16) Short note on disaster management act.
- 17) Short note on armed forces.
- 18) What are the factors to be considered while planning and rebuilding works after a major disaster due to earthquake?

6 x 2=12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Bring out the prerequisites of an effective disaster preparedness plan.
- 20) Examine the key strategies for operationalising community based disaster preparedness plan.
- 21) Assess the role of Remote Sensing Technology in disaster preparedness.
- 22) Sustainable development can go a long way in mitigating disasters'. Comment.

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies) Degree (C.S.S) Examination, .....**

Third Semester Faculty of Social Sciences  
**PA010303– Development Administration**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes oneight questions. Each question carries a weight of 1)**

- 1) Development Administration
- 2) Sustainable Development
- 3) Bureaucracy
- 4) Decentralized Planning
- 5) Development
- 6) Panchayath Raj
- 7) Administrative Development
- 8) Traditional Approach
- 9) Structural Functional approach
- 10) Administrative Ecology

8 x 1 =8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) Explain the meaning and nature of development administration.
- 12) Elucidate various approaches of development administration.
- 13) Briefly describe the contribution of Edward W. Weidner in development administration.
- 14) Differentiate traditional administration and development administration.
- 15) Discuss about the various models of development administration.
- 16) Analyse the different problems of development administration
- 17) Discuss about the process of plan formulation in India.
- 18) Write a note on the merits and demerits of decentralised planning in India.

6 x 2=12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Explain the role of bureaucracy in development administration.
- 20) Discuss the changing role of District Collector in India.
- 21) Describe the machinery for planning in India.
- 22) Analyse the role of local bodies in the socio economic development in India.

2 x 5=10

QP Code Reg.

No. .... Name

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**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**

Third Semester Faculty of Social Sciences  
**PA010304– Tribal Policy and welfare Administration**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes on eight questions. Each question carries a weight of 1)**

- 1) Land Alienation
- 2) Debt-bondage
- 3) TRIBAL Displacement
- 4) Forest Degradation
- 5) Environmental Degradation
- 6) Tribal Education
- 7) Modern Health Care
- 8) Fifth Schedule and Sixth Schedule
- 9) NITI Aayog
- 10) Tribal Planning

8 x 1 =8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) Evaluate the provisions of fifth schedule of constitution
- 12) Explain the provision of Sixth Schedule of constitution.
- 13) Evolution of Tribal education policy in India.
- 14) Discuss Environment degradation
- 15) Examine Tribal displacement and Rehabilitation issues.
- 16) What are the measures taken by the government for the tribal Health?
- 17) Examine Tribal development problems in India.
- 18) Explain the issues of Acculturation .

6 x 2=12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Discuss Tribal Administration in Pre-Independence Period
- 20) Evaluate Legislations of British for tribal development in India.
- 21) Discuss the policy of Administration at Centre and State-level governments
- 22) Explain the Forms of Land Alienation.

2 x5 =10

QP Code Reg.  
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No. .... Name

**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**

Third Semester Faculty of Social Sciences  
**PA010305– Human Resources Administration**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes on eight questions. Each question carries a weight of 1)**

- 1) HR auditing
- 2) Placement
- 3) Outsourcing
- 4) Separation
- 5) Employee morale
- 6) Transfer
- 7) Job evaluation
- 8) Job design
- 9) Brain drain
- 10) Personnel management

8 x 1 =8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) Assess the process of collective bargaining.
- 12) Evaluate the procedures of disciplinary action in an organisation.
- 13) Discuss the factors affecting Global Human Resource Management.
- 14) Describe different methods of training.
- 15) Explain social unionism.
- 16) Examine the barriers to HR planning
- 17) Describe the significance of HR accounting.
- 18) Write a note on employer employee relations.

6 x 2=12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Discuss the need and importance of human resource planning
- 20) Examine trade unionism in India.
- 21) Describe scope and functions of Human Resource Management.
- 22) Explain the meaning and methods of recruitment in organizations.

(2×10 = 20)

QP Code Reg.  
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No. .... Name

**M.A. (Public Administration & Policy Studies ) Degree (C.S.S) Examination, .....**  
Fourth Semester Faculty of Social Sciences  
**PA01401– Public Policy Analysis**

Time: Three hours

Max. Weight: 30

**Section- A**

**(Write short notes oneight questions. Each question carries a weight of 1)**

- 1) Group Theory.
- 2) Policy Analysis
- 3) Decision Making
- 4) Elite Theory
- 5) Regulatory Public Policy
- 6) Functional Approach
- 7) Cost-Benefit Analysis
- 8) Public Policy Process
- 9) Incremental model
- 10) Public -Choice theory

8 x 1 =8

**Section B**

**(Answer any six questions. Each question carries a weight of 2)**

- 11) Discuss the role of official policy makers in public policy formulation
- 12) Bring out the importance of National Development Council
- 13) Analyse the factors influencing policy formulation
- 14) Bring out the role of bureaucracy in policy implementation
- 15) What are the different types of public policies
- 16) Trace out the various approaches to policy implementation
- 17) Discuss the significance of Public Policy
- 18) What are the major categories for policy evaluation?

6 x 2=12

**Section C**

**(Answer any two questions. Each question carries a weight of 5.)**

- 19) Explain the challenges in Policy formulation
- 20) Analyse the institutional arrangements of policy making
- 21) Discuss the various models of policy making
- 22) Examine the scope and importance of Public Policy studies

(2×10 = 20)