

M.A. IN PUBLIC ADMINISTRATION

(Self-Financing)

SYLLABUS

2023-25



BERHAMPUR UNIVERSITY

BHANJA BIHAR, 760007

ODISHA

M.A. IN PUBLIC ADMINISTRATION
Course Structure (2022-23)

Semester-I						
Paper Code	Paper	Credits	Core/ Elective	Mid-Sem	End-Sem	Marks
PA-101	Public Administration: Concepts and Principles	4	Core	20	80	100
PA-102	Classical Administrative Thought	4	Core	20	80	100
PA-103	Indian Administration	4	Core	20	80	100
PA-104	Decentralisation and Development	4	Core	20	80	100
PA-105	State, Society and Public Administration	4	Core	20	80	100
		20				500
Semester-II						
Paper Code	Paper	Credits	Core/ Elective	Mid-Sem	End-Sem	Marks
PA-201	Administrative Theories	4	Core	20	80	100
PA-202	Modern Administrative Thought	4	Core	20	80	100
PA-203	Comparative Public Administration	4	Core	20	80	100
PA-204	Public Personnel Administration	4	Core	20	80	100
PA-205	Organizational Behaviour	4	Core	20	80	100
	TOTAL	20	20			500
Semester-III						
Paper Code	Paper	Credits	Core/ Elective	Mid-Sem	End-Sem	Marks
PA-301	Development Administration	4	Core	20	80	100
PA-302	Financial Administration	4	Core	20	80	100
PA-303	Public Policy and Analysis	4	Core	20	80	100

PA-304	Rural and Urban Local Governance	4	Core	20	80	100
PA-305	Citizen-Administration Interface and E Governance	4	Core	20	80	100
		20	--	100	400	500
Semester-IV						
Paper Code	Paper	Hours Per Week	Credits	Mid-Sem	End-Sem	Marks
PA-401	Ethics and Governance in Public Administration	4	Core	20	80	100
PA-402	Climate Change and Disaster Management	4	Core	20	80	100
PA-403	Social Welfare Administration	4	Core	20	80	100
PA-404	Research Methodology	4	Core	20	80	100
PA-405	Project Work	4	Core	20	80	100
		20		100	400	500
Grand Total		---	---	400	1600	2000

SEMESTER-I

PA-101 PUBLIC ADMINISTRATION: CONCEPTS AND PRINCIPLES

Subject Code:	Subject Name	Credit	Mid-Sem	End-Sem
PA- 101	PUBLIC ADMINISTRATION: CONCEPTS AND PRINCIPLES	4	20	80
Objectives	This course has been designed to provide students with awareness about different theoretical perspectives on public administration. In this context, there is a need to introduce different concepts and principles of administration to the students highlighting the emergence of various forms and innovations in the study of administrative systems. Contextualizing these developments through historical and socio-political analyses would offer insight into the changing values and objectives of the society. The learning outcomes are to be assessed through its multidisciplinary manifestations.			

Detailed Syllabus

Units	Topic	Hours
Unit-I	Public Administration: Meaning, Nature, Scope and Significance Evolution and Developments in Public Administration and Six Paradigms in Public Administration, Development of Public Administration in India; Public vs Private Administration; Role of Public Administration in Developing and Developed Countries	13
Unit-II	Principles of Public Administration: Hierarchy, Span of Control, Unity of Command, Delegation, Co-ordination, Delegated Legislation, Administrative Adjudication	13
Unit-III	Nature & Typologies of Organizations: Formal & Informal, Line & Staff. Headquarter and Field Organizations Structure of Organizations-Centralization & Decentralization Processes of Organization, Departmentalization, Features of Bureaucratic and Matrix Organization	13
Unit-IV	Government and Governance, Authority, Regulatory Governance, Public Private Partnership, Network-Governance, Challenges to Public Administration in the 21 st Century	13
	Total	52

Essential Readings:

1. Rumki Basu (2021), *Public Administration: Concepts and Theories*, Sterling Publishers, Pvt. Ltd., New Delhi
2. Mohit Bhattacharya (1997), *Restructuring Public Administration*, Jawahar Book Centre, New Delhi
3. Avasthi and Maheswari (1988), *Public Administration*, Agra, Laxmi Narayan Agarwal Publications

4. Mohit Bhattacharya, (1991), *New Horizons of Public Administration*, World Press (Second Edition),
5. B.L. Fadia and Kuldeep Fadia, (2014), *Public Administration: Administrative Theories and Concepts*, Sahitya Bhawan, Agra
6. L. D. White, (1926), *Introduction to the Study of Public Administration*, Macmillan, University of California

PA-102: CLASSICAL ADMINISTRATIVE THOUGHT

Subject Code	Subject Name	Credit	Mid- Sem	End-Sem
PA- 102	CLASSICAL ADMINISTRATIVE THOUGHT	04	20	80

Objectives: There has been a consensus among scholars that the modern theoretical foundation of administrative knowledge got its genesis from Weberian conception of Bureaucracy. However, in subsequent years concern arises that mere focus on Law as the sole basis of Public Administration fails to address the efficiency of bureaucracy. In order to make bureaucracy efficient in ensuring service to the society begets it scientific enquiry through Wilsonian Paradigm. In further years it has opened up new philosophical debate on where the actual domain of public administration to be located? In this regard the paper introduces different classical and contemporary thinkers and their ideas to students.

Detailed Syllabus:

Unit	Topics	Hours
Unit-I	Features of Classical Thought, Kautilya, Woodrow Wilson, F W Taylor	13
Unit-II	Henri Fayol, Luther Gullick and Lyndall Urwick	13
Unit-III	Karl Marx – State, Capitalism and Bureaucracy Max Weber- Authority, Legitimacy and Bureaucracy	13
Unit-IV	Features of Neo-Classical Thought, Elton Mayo, Mary Parker Follet	13
	Total	52

Essential Readings:

1. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayan, Y. Pardhasarathi, (2014), *Administrative Thinkers*, Sterling Publishers, New Delhi
2. Shriram Maheswari, (2003), *Administrative Thinkers*, Macmillan, Delhi
3. R.K. Sapru, (2013), *Administrative Theories and Management Thought*, PHI Learning Private Limited, New Delhi
4. Bidyut Chakrabarty, (2020) *Public Administration in a Globalizing World*, Sage Publications, India, Pvt. Ltd., New Delhi

5. F.W. Taylor, (2006), *The Principles of Scientific Management*, Cosmo Classics, New York.
6. Henry Fayol (1949), *General and Industrial Management*, Pitman, London

PA-103: INDIAN ADMINISTRATION

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem.
PA-103	INDIAN ADMINISTRATION	4	20	80
Objectives	Modern Indian administration initiates its journey through the legacy of British colonialism. There has been a wider acknowledgment that the practices of Indian administration date back to Kautilya's era. Hence the paper seeks to introduce to students the historical roots of Indian administration and its relationship with accountability, welfare and well-being of the society. Secondly, it deals with the question of how the commencement of modern bureaucracy and its intersection with political structure has to be analyzed.			

Detailed Syllabus:

Units	Topic	Hours
Unit-I	Evolution of Indian Administration: Ancient period, Medieval period, Modern Period up to 1947, Salient Features of Indian Constitution, Preamble, Fundamental Rights and DPSP	13
Unit-II	Union Administration: President, Prime Minister, Parliament, Cabinet Secretariat, Prime Minister's Office, Ministries and Departments, Federalism, Centre-State Relations (Administrative and Legislative). Sarkaria Commission Recommendations	13
Unit-III	State Administration: Governor, Chief Minister, State Legislature, Chief Secretary, District Collector. District and Block Administration, Directorate	13
Unit-IV	Judiciary: structure and processes. Institutional Arrangement: Niti Aayog, NDC, Election Commission, Finance Commission, Boards and Commissions, ARC I&II Recommendations	13
	Total	52

Essential Readings:

1. B.L. Fadia and Kuldeep Fadia, (2014), *Indian Administration*, Sahitya Bhawan, Agra
2. Bidyut Chakrabarty & R.K. Pandey (2015), *Indian Government and Politics*, 2e, Sage Publications, India, Pvt. Ltd., New Delhi
3. Bidyut Chakrabarty, Prakash Chand, (2016), *Indian Administration: Evolution and Practice*, Sage Publications, India, Pvt. Ltd., New Delhi
4. D.D. Basu (2014), *Introduction to the Constitution of India*, Prentice Hall of India, New Delhi
5. Hoshiar Singh and Pankaj Singh (2011), *Indian Administration*, Pearson, Delhi,

6. Nirja Gopal Jayal and Pratap Bhanu Mehta, (2011), *The Oxford Companion to Politics in India*, Oxford University Press, New Delhi
7. Padmalaya Mahapatra (2013), *Indian Administration: Central-State- District*, Gyanayuga, Bhubaneswar
8. Ramesh K. Arora and Rajni Goyal (2012), *Indian Public Administration: Institutions and Issues*, Wishwa Prakashan, Delhi
9. S.Choudhury, M.Khosla & P.B. Mehta (2016), *Oxford Handbook of Indian Constitution*, Oxford University Press, New Delhi
10. S.R. Maheshwari (2011), *Indian Administration*, Orient Longman, New Delhi

PA-104: DECENTRALISATION AND LOCAL GOVERNANCE

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-104	DECENTRALIZATION AND DEVELOPMENT	4	20	80
Objectives	The vast and diverse character of administrative systems in nations including India dictates the representation of heterogeneous groups and interests at multiple layers of administration coexisting in an integrated manner. Division of population into rural, urban, and scheduled areas signifies a case-specific approach to unique challenges existing in different societies. This paper attempts to highlight the challenges, objectives, and milestones in the journey of decentralization in India.			

Detailed Syllabus:

Unit	Topics	Hours
Unit-I	Decentralization and development, Concept, Evolution and Significance of Democratic Decentralization, Contextualizing Democratic Decentralization- Political, Constitutional and Administrative	13
Unit-II	Local Government and Local Governance, Rationale and Necessity of local self-governance, Decentralizing Planning, Local Governance in UK, USA and China	13
Unit-III	The institutional mechanism in India for decentralization: Structure of Urban Election Commission, State Finance Commission, District Planning Committee, Metropolitan Planning Committee	13
Unit-IV	Contemporary Dimensions of Democratic Decentralization-II Empowerment and Participatory Governance, Joint Forest Management, Glocalization and New Localism.	13
	Total	52

Essential Readings:

1. Atul Kohli (2010), *Democracy and Development in India*, Oxford University Press, New Delhi
2. Bidyut Chakrabarty, (2020) *Public Administration in a Globalizing World*, Sage Publications, India, Pvt. Ltd., New Delhi
3. B.L. Fadia and Kuldeep Fadia, (2014), *Indian Administration*, Sahitya Bhawan, Agra

4. R. K. Sapru, (2015), *Development Administration*, Sterling Publications Pvt. Ltd., New Delhi

PA-105: STATE, SOCIETY AND PUBLIC ADMINISTRATION

Subject Code	Subject Name	Credit	Mid-Sem	Mid-Sem
PA-105	STATE, SOCIETY AND PUBLIC ADMINISTRATION	4	20	80

Detailed Syllabus:

Units	Topics	Hours
Unit-I	Nature of State, Relationship between State, Society and Public Administration,	13
Unit-II	Diverse Perspectives of State: Liberal, Marxist, Neo-liberal and Gandhian	13
Unit-III	Civil Society: Gramscian and other Ideas, the Growing Role of CSOs, Civil Society Partnerships in Governance, State vs. Market	13
Unit-IV	Challenges to Traditional Bureaucratic Paradigm, Bureaucracy in Contemporary India, Changing Nature of Indian State, Challenges before Indian Administration in 21 st Century.	13
	Total	52

Essential Readings:

1. Bidyut Chakrabarty & Mohit Bhattacharya (2003), *Public Administration: A Reader*, Oxford University Press, New Delhi
2. Alaka Dhameja (2003), *Contemporary Debates in Public Administration*, PHI, New Delhi
3. Ramesh K. Arora (2004), *Public Administration: Fresh Perspectives*, Aalekh Publishers, Jaipur
4. Bidyut Chakrabarty, (2020) *Public Administration in a Globalizing World*, Sage Publications, India, Pvt. Ltd., New Delhi
5. Atul Kohli (2010), *Democracy and Development in India*, Oxford University Press, New Delhi

SEMESTER-II

PA-201: ADMINISTRATIVE THEORIES

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-201	ADMINISTRATIVE THEORIES	4	20	80
Objectives	This paper aims to make students aware of different theoretical perspectives on public administration. Introducing different thinkers and their theories, this paper attempts to collaborate various concepts into a universal organizational framework. It also includes an examination of emerging approaches in the field through its multidisciplinary manifestations.			

Detailed Syllabus:

Units	Topics	Hours
Unit-I	Development and Growth of Administrative Theories, Difference between Classical and modern theory, Features of classical theory Scientific Management Approach Administrative Management Approach	13
Unit-II	Organizational Theory of Bureaucracy, Critique of Weber's Bureaucracy Neo-classical approach: Human Relations Theory, Socio-psychological approach	13
Unit-III	Features of Behavioural Approaches to the study of public Administration, Systems Approach- Closed and Open system, David Easton's view of the political system and Chester Bernard's view of Organization	13
Unit-IV	The Minnowbrook perspectives - New Public Administration, New Public Management, New Public Service Approach, Good Governance Approach, Feminist Approach State of Administrative Theory in the 21 st Century	13
	Total	52

Essential Readings:

1. Alaka Dhameja (2003), *Contemporary Debates in Public Administration*, PHI, New Delhi
2. Arun Kumar Behera (2012), *Public Administration: Theory and Practice*, Pearson, Delhi
3. Bidyut Chakrabarty, (2020) *Public Administration in a Globalizing World*, Sage Publications, India, Pvt. Ltd., New Delhi
4. Rumki Basu (2021), *Public Administration: Concepts and Theories*, Sterling Publishers, Pvt. Ltd., New Delhi
5. Avasthi and Maheswari (1988), *Public Administration*, Laxmi Narayan Agarwal, Agra

PA-202: MODERN ADMINISTRATIVE THOUGHT

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-202	MODERN ADMINISTRATIVE THOUGHT	4	20	80
Objectives	This paper aims to make students aware of different theoretical perspectives on public administration. In this context, there is a need to introduce different concepts and principles of administration to the students. The outcomes are to be assessed through its multidisciplinary manifestations.			

Detailed Syllabus:

Units	Topics	Hours
Unit –I	Chester Barnard, Herbert Simon	13
Unit-II	Abraham Maslow, Douglas McGregor, Frederick Herzberg	13
Unit-III	Fred Riggs, Rensis Likert	
Unit- IV	Peter Drucker, Y. Dror	13
Total		52

Essential Readings:

1. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayan, Y. Pardhasarathi, (2014), *Administrative Thinkers*, Sterling Publishers, New Delhi
2. Shriram Maheswari, (2003), *Administrative Thinkers*, Macmillan, Delhi.
3. R.K. Sapru (2013), *Administrative Theories and Management Thought*, PHI, New Delhi,
4. Bidyut Chakrabarty, (2020) *Public Administration in a Globalizing World*, Sage Publications, India, Pvt. Ltd., New Delhi

PA-203: COMPARATIVE PUBLIC ADMINISTRATION

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA -203	COMPARATIVE PUBLIC ADMINISTRATION	4	20	80
Objective	The paper intends to develop a comparative assessment of bureaucracy and its relationship with different forms of constitutional government. The content has been formed to aware students of the critical perspectives on how the conceptualization of modern administration and its applicability in different states and societies meted with variations.			

Detailed Syllabus:

Units	Topics	Hours
Unit-I	Concept, Nature, Scope and Approaches to the Study of Comparative Public Administration, Emerging Trends in Comparative Public Administration. Theories and Models of Comparative Public Administration	13
Unit-II	Comparative Study of Executive, Legislative and Judiciary (U.K. & U.S.A)	13
Unit-III	Citizen and Administration: A comparative study of various mechanisms for Redressal of Citizens' Grievances in the U.K., U.S.A., India	13
Unit-IV	Accountability and Control Mechanisms: U.K. & U.S.A., Parliamentary control over the executive in India, Lokpal and Lokayukta	13
Total		52

Essential Readings:

1. Ramesh k. Arora (2021) 2e, *Comparative Public Administration*, New Age International, Pvt. Ltd., New Delhu
2. J. A. Chandler (2014) 2e, *Comparative Public Administration*, Routledge Publications
3. Sabine Kuhlmann (2014), *Introduction to Comparative Public Administration*, Edward Elgar Publishing
4. K.K. Ghai, (2013), *Major Governments, Political System of U.K., USA, Switzerland, France and China*, Kalyani Publishers, New Delhi
5. Sabir Kuhlmann, (2014), *Introduction to Comparative Public Administration*, Edward Elgar Publishing
6. Nimrood Raphael (1976), *Readings in Comparative Public Administration*, Allyn and Bacoli, Boston
7. Eric E. Otenyo and Nancy S. Lind, (2006), *Comparative Public Administration: The Essential Readings*, Research in Public Policy Analysis and Management, Volume 15, Elsevier, Jai

PA-204: PUBLIC PERSONNEL ADMINISTRATION

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-204	PUBLIC PERSONNEL ADMINISTRATION	4	20	80
Objectives	This has been a universal fact that human resource is the foundation to institute any kind of organization. In fact, in cases of public personnel though legality became the base to hold authority their role was assumed to serve the moral concern of society. In this context, the knowledge of Public Personnel Administration in India requires to be relevant. Here the students need to be aware of the concept and its philosophical ground to study the civil service system in India.			

Detailed Syllabus:

Units	Topics	Hours
Unit-I:	Public Personnel Administration: Concept, Scope, Significance and Objective Problems of Public Personnel Administration	13
Unit-II:	Civil Services in India: Constitutional provisions, Recruitment, Training, Promotion, Classification, Union Public Service Commission, State Public Service Commission	13
Unit-III:	Civil Services in India: Code of Conduct, Discipline, Performance Appraisal, Pay and Service Conditions, Morale, Good Governance Initiatives	13
Unit-IV:	All India Services, Central Services, Employer-Employee Relationship, Joint Consultative Machinery in India, Civil Service neutrally, recent challenges and changes in Civil services administration	13
	Total	52

Essential Readings:

1. Rajesh K. Jha (2012), *Public Personnel Administration*, New Delhi
2. Bidyut Chakraborty and Mohit Bhattacharya (2003), "Public Administration – A Reader", Oxford, New Delhi.
3. K. Bata Dey, (1991) "*Personnel Administration in India: Retrospective Issues, Prospective Thought*", Uppal, New Delhi, Uppal
4. S.L. Goel, *Public Personnel Administration*, Sterling, New Delhi

PA-205: ORGANISATIONAL BEHAVIOUR

Sub Code	Subject Name	Credit	Mid-Sem	Mid-Sem
PA-205	ORGANISATIONAL BEHAVIOUR	4	20	80
Objectives	Organizational behavior is a discipline, which offers insight into the principles and processes of personnel management in compatibility with organizational goals and objectives. It is the study and application of knowledge about human behavior in the organization as it relates to other system elements, such as structure, technology and external social system. Therefore, it is relevant to familiarize ourselves with the tools and techniques of Organization and Behavioural Management to understand the innovations in the field of personnel management and managerial efficiency.			

Detailed Syllabus

Unit	Topics	Hours
Unit-I	Organizational Behaviour- Meaning, Nature and Challenges, Organizational Structure and Design, Concept of Learning Organisation	13
Unit-II	Organizational Culture- Old & New, Organizational Development, Organizational Change	13
Unit-III	Management- Meaning, Functions and Challenges of Managers, Motivation and its theories, Leadership, Communication.	13
Unit-IV	Job designing and enlargement, job satisfaction, Employer-employee relationship, Whitley Council, Joint consultative machinery, Conflict Management, Total Quality Management, Strategic Management and Management of Change.	13
	Total	52

Essential Readings:

1. Niranjan Pani, (2009), *Management Concepts: Organizational Behaviour, Human Resource Management*, Kunal Books, New Delhi,
2. S.S. Khanka (2011), *Organisation Behaviour*, S. Chand and Company Ltd., New Delhi
3. Fred Luthans (2000), *Organisational Behaviour*, M.C. Graw- Hill, New York
4. David J Cherrington (1989), *Organisational Behaviour*, Allyn and Bacon, Boston

SEMESTER-III

PA-301: DEVELOPMENT ADMINISTRATION

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-301	DEVELOPMENT ADMINISTRATION	4	20	80
Objectives	This course gives an idea about the diverse perspectives on Development and Development Administration. It initiates the discussion on changing role of Non-Governmental Organizations and bureaucracy in administration as well as in the policy-making process.			

Detailed Syllabus:

Unit	Topics	Hours
Unit-I	Development Administration: Conceptual Analysis and Features, Development Administration and Administrative Development, Features of Developed and Developing Countries, Structural Adjustment Programme, Changing Profile of Development Administration.	13
Unit-II	Theories of Development and Underdevelopment: Liberal, Centre-periphery model, Gandhian, Development indicators- HDI, GDI, GEM, Millenium Development Goals and SDGs, Various Development Strategies: Mixed Economy Model and Market Economy model, Communist model,	13
Unit-III	Bureaucracy and Development, Cooperative movement in India and Specialized Development Agencies. Corporate Governance- Features and Significance, Corporate Social Responsibility	13
Unit-IV	Planning- Features and significance, Planning in India Mechanisms of Development Administration in India: Self-Help Group (SHG) movement, Displacement for Development and Rehabilitation Policy (LARR Act), National Food Security Act	13
	Total	52

Essential Readings:

1. R.K. Sapru, (2014), *Development Administration*, Sterling Publishers, New Delhi
2. Mohit Bhattacharya, (1979), *Development Administration*. World Press, Kolkata
3. V.A. Pai Panandikar (1974), *Development Administration in India*, Macmillan, New Delhi
4. S.A. Palekar (2012), *Development Adminisartion*, PHI, New Delhi

PA-302: FINANCIAL ADMINISTRATION

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-302	FINANCIAL ADMINISTRATION	4	20	80
Objectives	Management of resources and the financial health of an organization as well as a country holds significance in the evaluation of the public administrative system. In this regard, it is imperative to familiarize ourselves with the processes of financial allocation, management and control in the country along with the agencies involved in monitoring and formulation of financial policies.			

Detailed Syllabus:

Units	Topics	Hours
Unit-I:	Concept of Budget, Types - Performance Budgeting, Zero Budgeting, Gender Budgeting etc., Budget as a socio-political instrument. Preparation, enactment and execution of budget in India	13
Unit-II:	Monetary and Fiscal Policies; Role of Finance Ministry; RBI, Parliamentary control over public expenditure- Parliamentary committees, Resource Mobilization and Division of Resources, Tax Reforms	13
Unit-III:	Finance Commission, Fiscal Federalism, Financial relation between centre and State, Banking system	13
UnitIV	Financial Accountability; Audits and Accounts; Comptroller and Auditor General of India, Social Audit, Gender Auditing. Green Audit	13
	Total	52

Essential Readings:

1. Kaushik Basu (2010), *The Concise Oxford Companion to Economics in India*, Oxford University Press, New Delhi
2. Pranab Bardhan (1998), *The Political Economy of Development in India*, Oxford University Press, New Delhi
3. Gaurav Datt and Ashwani Mahajan (2015), *Indian Economy*, S. Chand Publications, New Delhi
4. Rumki Basu (2018), *Public Administration in India*, Sterling Publications, Pvt. Ltd, New Delhi

PA-303: PUBLIC POLICY AND ANALYSIS

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-303	PUBLIC POLICY AND ANALYSIS	4	20	80
Objectives	Democratic governance and socio-economic development depend on effective public policy processes. Therefore, this course makes the students aware of the theoretical perspectives on public policy and changing techniques of monitoring and implementation of public policy.			

Detailed Syllabus:

Units	Topics	Hours
Unit-I	Public Policy-Meaning, Types and Significance, Models of Public Policy-making	13
Unit-II	Institutional Arrangement for Policy Making in India	13
Unit-III	Mechanisms of Policy Implementation and Policy Monitoring (Incremental Theory, Systems Theory, Public Choice Theory, Punctuated Equilibrium Theory)	13
Unit-IV	Techniques of Policy-Evaluation, Policy Analysis, Problem and Prospects of Public Policy	13
Total		52

Essential Readings:

1. R.K. Saprú, (2012), *Public Policy: Foundation, Implementation and Evaluation*, New Delhi, Sterling, New Delhi
2. R.K. Saprú (2013), *Public Policy: Art and Craft of Policy Analysis*”, PHI Learning, Delhi
3. Y. Dror (1989), *Public Policy Making Re-examined*, Transaction Publishers, New Jersey
4. Aaron Wildavsky, (1980), *The Art and Craft of Policy Analysis*, Macmillan, London.
5. Bidyut Chakrabarty & Mohit Bhattacharya (2003), *Public Administration: A Reader*, Oxford University Press, New Delhi
6. Alaka Dhameja (2003), *Contemporary Debates in Public Administration*, New Delhi
7. Ramesh K. Arora (2004), *Public Administration: Fresh Perspectives*, Aalekh Publishers, Jaipur
8. Bidyut Chakrabarty, (2020) *Public Administration in a Globalizing World*, Sage Publications, India, Pvt. Ltd., New Delhi

PA-304: RURAL AND URBAN LOCAL GOVERNANCE

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-304	RURAL AND URBAN LOCAL GOVERNANCE	4	20	80
Objectives	This paper deals with the wider debate on the compatibility of democracy and development. It intends to initiate debates on the utility of the mechanisms and methods of sharing of benefits of development through the participation of local structures in the administrative system.			

Detailed Syllabus:

Unit	Topics	Hours
Unit-I	Features of Rural Society, Problems of Rural Society- Poverty, migration and backwardness, Growth of Urbanization and its consequences, Rural-Urban Fringe, Rural-Urban Divide, Rural-Urban Migration	13
Unit-II	Evolution of Local Self Government: Rural, Urban and Scheduled Areas 73 rd & 74 th Constitutional Amendment Acts, PESA Act,	13
Unit-III	Structure and Process of Rural and Urban Local Bodies, 11 th and 12 th Schedule of Constitution of India Sources of Finance, of these Bodies, Women's participation in Panchayats and Municipalities	13
Unit-IV	Rural Poverty Alleviation Programmes, NRHM, PMAY Urban Development Programmes, JNNURM, NHM, Urban Land Use & Housing, Development of sub-urban areas Slum Management, Urban Sanitation State Control over Local Bodies Problem and Prospects of Local Self-government	14
	Total	52

Essential Readings:

1. Bidyut Chakrabarty, (2020) *Public Administration in a Globalizing World*, Sage Publications, India, Pvt. Ltd., New Delhi
2. Bijoyini Mohanty (2012), *Glimpses of Local Governance*, Kunal Books, New Delhi
3. Anirban Kashyap (1989), *Panchayati Raj, Views of Founding Fathers and Recommendations of Different Committees*, Lancer Books, New Delhi
4. M. Venkatranga and M. Pattabhiram (1969), *Local Government in India*, Allied Publishers New Delhi
5. S.R. Maheswari (1984), *Local Government in India*, Lakshmi Narain Agarwal, Agra
6. A.R. Desai (2019) 5e, *Rural Sociology in India*, Sage Publications India, Pvt. Ltd., New Delhi

7. Nirja Gopal Jayal and Pratap Bhanu Mehta, (2011), *The Oxford Companion to Politics in India*, Oxford University Press, New Delhi
8. Nirja Gopal Jayal and Sudha Pai (2001), *Democratic Governance in India: Challenges of Poverty, Development and Identity*, Sage Publication, New Delhi.
9. Gurpreet Mahajan (2003), *The Public and the Private: Issues of Democratic Citizenship*, Sage Publications, New Delhi

PA-305: CITIZEN -ADMINISTRATION INTERFACE AND E-GOVERNANCE

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-305:	CITIZEN -ADMINISTRATION INTERFACE AND E-GOVERNANCE	4	20	80
Objectives	The state and its administration work for securing the well-being of its citizens. Unless and until citizens and administration interact through an institutionalized platform good governance can't be ensured. The process has become more complicated with the development of e-governance. This paper will help the students to get insights into the processes for the citizen-administration interface			

Detailed Syllabus:

Units	Topics	Hours
Unit-I:	Concept of Citizen-Centric Administration: Concept, Evolution, Features and Significance. Rights and Obligations of Citizens Citizen's participation in Administration- various forms Government, governance and Democracy, Civic Culture, Preconditions for participatory governance	13
Unit-II:	Citizen Charter - Evolution, Features and Applications Social Audit - Evolution, Features and Applications Administrative accountability- Time bound Act, Odisha Right to Public Service Act, 2012, Right to Information Act 2005 Citizen Engagement initiatives of GoI (My-Govt.) at the national level.	13
Unit-III:	E-Governance: Philosophy, theory and Practice Contextualizing the Evolutionary Trajectory of e-governance, ICT and Public Administration. The journey of e-governance in India, the structural framework, The digital divide,	13
Unit-IV:	Development and e-governance: empowering rural citizens, Empowering women through e-governance, Application of e-governance- common service centres, Techniques of e-governance Administrative Organization Culture towards ICT Based Reforms, Improving Self- Governance at local bodies through ICT	13

	National policy on Information and technology, challenges of E-governance and its prospects	
	Total	52

Essential Readings:

1. Sangita Dhal (2022), *E-governance and Civic Engagement: New Directions in Public Administration*, Sage Publications, New Delhi
2. Atul Kohli (1991), *Democracy and Discontent: India's Growing Crisis of Governability*, Cambridge University Press, Cambridge, U.K.
3. Renu Budhiraja (2001), *Electronic Governance — A Key Issue in the 21st Century*' Ministry of Information Technology, India.
4. Government of India (2001) *E-Governance. Ministry of Personnel, Public Grievances and Pensions.*
5. Subhas Bhatnagar (2004), *E-Government: From Vision to Implementation A Practical Guide with Case Studies*, Sage, New Delhi
6. Gupta, MP, Prabhat, Kumar, and Jaijit, Bhattacharya (2004), *Government Online Opportunities and Challenges*, Tata McGraw-Hill Publishing Company Ltd., New Delhi
7. Richard Heeks (1998a) *Information Age Reform of the Public Sector: The Potential and Problems of IT for India*, Working Paper No. 6. Manchester: Institute for Development Policy and Management, University of Manchester.
8. Sanjay Jaju (2006), *E-Governance Projects and Experiments at National level*, in *E-Governance*, IGNOU, New Delhi
9. Stuart Corbridge, et.al. (2005), *Seeing the State: Governance and Governmentality in India*, Cambridge University Press: New York.

SEMESTER-IV

PA-401 ETHICS AND GOVERNANCE IN PUBLIC ADMINISTRATION

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-401	ETHICS AND GOVERNANCE IN PUBLIC ADMINISTRATION	4	20	80
Objectives	Ethics and values compatible with the principles of good governance play a key role in the smooth functioning of public administration systems and function as indicators of the efficiency of public institutions worldwide. However, ensuring accountability in governance and adhering to ethical practices are difficult tasks that are to be safeguarded through constitutional mechanisms monitored through institutional vigilance and encouraged through public participation and culture. The levels of ethics in governance are dependent on the social, economic, political, cultural, legal-judicial and historical contexts of the country. In this context, this paper will discuss the meaning, evolution, foci, theoretical and practical connotations, ethical codes and concerns relevant to Governance and Public Administration.			

Detailed Syllabus:

Unit	Topics	Hours
Unit-I	Introduction to Ethics in Public Administration: Meaning and Relevance, Evolution of Ethical Concerns in Administration, Significance of Ethics in Public Administration, Code of Administrative Ethics, Dimensions of Ethics and key concepts	13
Unit-II	Understanding Governance and ethics of Governance, Models of Ethical Decision Makings, Principles of Ethical Governance theories of ethics and governance Philosophical Ethics Recommendations of commissions on ethics in administration – Hoover Commission in USA, Fulton Committee in UK,	13
Unit-III	Corruption in Administration and measures to counter it. Nature of work ethics. Public/ Civil Services Values and Ethics in Public Administration. Ethical Issues in Public Services, Committees on Ethics in Administration in India- ARC recommendations	13
Unit-IV	Code of Ethics, Importance and Rules of Code of Conduct and Integrity for Public/ Civil Services, Social Responsibility and Good Governance in Public Administration.	13
	Total	52

Essential Readings:

1. Patrick J. Sheeran (1993), *Ethics in Public Administration: A Philosophical Approach*, Praeger, Westport, Connecticut, London
2. Dean Geuras and Charles Garofalo 3ed (2010), *Practical Ethics in Public Administration*, Berrett-Koehler Publishers, Oakland, USA
3. Eric K. Austin (2016), *Administrative Theory of Ethics In: Farazmand, A. (eds) Global Encyclopaedia of Public Administration, Public Policy, and Governance*, Springer, Cham.
4. Ramesh K Arora (2014), *Ethics, Integrity and Values in Public Service*, New Age international Private Limited, New Delhi
5. Raymond W. Cox III (2009), *Ethics and Integrity in Public Administration: Concepts and Cases*, (eds), Routledge, England
6. Terry Cooper (1994), *Handbook of Administrative Ethics*, Marcel Dekker Inc, New York City.
7. Mohammed Ali Rafath (2012), *Bureaucracy and Politics: Growth of Service Jurisprudence in All India Services*, Rawat Publications, Jaipur, India

PA-402: DISASTER MANAGEMENT

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-402	CLIMATE CHANGE, AND DISASTER MANAGEMENT	4	20	80
Objectives	India is amongst nations most vulnerable to natural hazards. The basic responsibility for undertaking rescue, relief and rehabilitation measures in the event of natural disasters is that of the state government concerned. Therefore, this course has been designed to educate the students in disaster management administration			

Detailed Syllabus:

Units	Topics	Hours
Unit-I	Conceptualizing climate change, Reasons for climate change, Disaster and its type, Climate change and policies to counter it, COP communiqués, Disaster Management Cycle: Rehabilitation, Reconstruction and Recovery, Approaches to DM- DRM, DRR Recent Trends, Vulnerability Analysis and Risk Assessment	13
Unit-II	Disaster preparedness- The Indian Context, Disaster Management in India, Disaster Management Act 2005 and its implementation,	13
Unit-III	Institutional mechanisms for Disaster Management in India- NIDM, NDMI, Climate Cell, Odisha Disaster Management authority, Go-NGO collaboration in disaster management, ODRAF, NDRF	13
Unit-IV	Environment Movement in India, Environment Governance, National Policy Environment, Green Tribunal, Significance of Green Audit	13

Total	52
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Essential Readings:

1. J.M. Albala-Bertrand (1993). *The Political Economy of Large Natural Disasters: With Special Reference to Developing Countries*, Clarendon Press Oxford, England
2. David C. Alexander (1993), *Natural Disasters*, Routledge, England
3. David C. Alexander (2000), *Confronting Catastrophe*. Oxford University Press, United Kingdom
4. J.E. Anderson (1994), *Public Policy making: An Introduction*, MA: Houghton Mifflin Company, Boston
5. W. Anderson (1998), *A History of Social Science Earthquake Research: From Alaska to Kobe*. In The EERI Golden Anniversary Volume 1948-1998. Oakland, CA, Earthquake Engineering Research Institute. Pp. 29-33.

PA-403: SOCIAL WELFARE ADMINISTRATION

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-403	SOCIAL WELFARE ADMINISTRATION	4	20	80
Objectives	Social Welfare is an essential aspect of Development Administration. In the context of India with wide social and economic gap between various groups, Welfare policies hold significance in political and administrative debates. With the objectives of an equitable society and ensuring minimum livelihood support to all, these policies have become crucial in the development of socio-economic policies in India. The learners will gain insight into the need and rationale behind these welfare policies in India as well as the contentions and politics around such policies in this contemporary era.			

Detailed Syllabus:

Units	Topics	Hours
Unit-I	Welfare and Equality: Conceptual Debates, State, Social Justice and Social Change Welfare Administration, Constitutional Provision and Institutions in India; Ministry of Social Justice and Empowerment, Central Social Welfare Board, State Social welfare Board, Human Rights Commission	13
Unit-II	Welfare Policies and Rights of the vulnerable: Exploring Categories in India Scheduled Caste, Scheduled Tribes, Gender, Minority, unorganized labour	13
Unit-III	Poverty and Universal Welfare, Rights of children and disabled, Rights of the poor Welfare administration in Social Sector: Health and Education	13

Unit-IV	Welfare to Entitlement: Empowerment thesis, Women's Participation in Development, Tribal participation in Development and Governance of Scheduled Areas, Forest Rights Act 2006, Role of NGOs in Development in India	13
Total		52

Essential Readings:

1. Nirja Gopal Jayal (1998), *Democracy and the State: Welfare, Secularism and Development in Contemporary India*, Oxford University Press, India.
2. Nirja Gopal Jayal (2017), *Citizenship and Its Discontents: An Indian History*, The Orient Blackswan Pvt. Ltd., Hyderabad
3. Anil Saxena (2010), *Encyclopedia of Social Welfare*, SBS Publishers, Delhi
6. Rameswari Devi and Ravi (2010), *Social Work: Methods, Practices and Perspectives*, Mangal Deep Publications, Jaipur, Rajasthan
7. H. Wilensky (1975), *The Welfare State and Inequality*. Berkeley: University of California Press
8. T. Iversen T. and Cusack (2000). *The Causes of Welfare State Expansion. World Politics*, 52
9. G. Esping-Andersen (1990), *The Three Worlds of Welfare Capitalism*, Cambridge: Polity Press
10. Vidhu Verma (2012), *Non-Discrimination and Equity in India: Contesting Boundaries of Social Justice*, Rutledge: London.
11. Gurpreet Mahajan (2000), *Democracy, Difference and Social Justice in India*, Oxford University Press, India

PA-404: Research Methodology

Subject Code	Subject Name	Credit	Mid-Sem	End-Sem
PA-404:	Research Methodology	4	20	80
Objectives	<p>Indian Administration is a context driven response to problems confronting Indian society.</p> <p>It has become an endeavor on the part of public administrators for building specific skill and formulating public policies, which are required to address the identified problems in the Indian socio-economic and political systems. In this context the paper seeks to enlighten the students on the current issues and problems of Indian administration and guides them towards various methods and techniques of research in public administration.</p>			

Detailed Syllabus:

Unit	Topics	Hours
Unit-I	Meaning and Need for Research, Philosophical Evolution of Social Science Research, Traditional and Scientific Method Types of Research: Fundamental and Applied, Feminist Research Public policy Research: Its History and Utility	13
Unit-II	Formulation of Research Problem Meaning and Types of Research Design, Literature Review: Sources and Use of Information Technology Hypothesis: Formulation, Characteristics and Types, Features of an ideal Hypothesis	13
Unit-III	Research Methods: Qualitative and Quantitative, Mixed method research Sampling and its types Methods of Data Collection: Case Study Method, Empirical Method Survey Research: Meaning, Types, Steps and Limitations, Observations, Questionnaire, and Interviewing, Techniques of Focus Group Discussion, Ethnography	13
Unit-IV	Quantitative data analysis: Rating scales, measures of central tendency, weightage average, Chi-square for hypothesis testing Report Writing, Presenting the Material: citation, referencing style- MLA APA, in-text citation etc. notes	14
		52

Essential Readings:

1. Ranjit Kumar (2011), *Research Methodology: a step-by-step guide for beginners*, Sage Publications India, Pvt. Ltd.
2. M. Coughlan, P. Cronin and F. Ryan (2007)., *Step-by-step guide to critiquing research. Part 1: quantitative research*. British journal of Nursing 16 (11).
3. JW. Creswell (1998), *Qualitative Inquiry and Research Design Choosing Among Five Traditions*. Thousand Oaks, CA: Sage Publications.
4. M. Crotty (1998), *The Foundations of Social Research: Meaning and Perspective in the Research Process*. London: Sage.
5. C. R. Kothari (2004), *Research Methodology: Methods and Techniques*. New Delhi. New Age International (P) Limited, Publishers.
6. NK. Denzin (1978), *Sociological Methods*, McGraw-Hill, New York

PA-405: PROJECTWORK

Subject Code	Subject Name	Credit	Total Marks
PA-405:	PROJECT WORK (DISSERTATION & VIVA)	4	75+25(Viva)
Objectives	A Dissertation tests the ability of a student to carry out independent research. In broad ways it demonstrates that a student is capable of identifying an area of interest, able to explore the research area and use the appropriate research tools. Since a dissertation involves a different set of ideas or different point of views, it enhances the critical, analytical and research skills of a student. However, the student must choose a topic of research related to the given syllabus.		