

SYLLABUS
OF
COURSE
M.A. (PUBLIC ADMINISTRATION)
W.E.F. THE ACADEMIC YEAR
2021-22



PRIVATE EXAMINATION CELL
SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA,
SAMBALPUR, ODISHA - 768019

Syllabus & Courses M.A. Public Administration

SEMESTER I				
Sl. No.	Paper No.	Nomenclature of the Paper	Credit	Marks
1	PAD 411	Indian Administration: Structure and Processes	4	100
2	PAD 412	Principle of Public Administration	4	100
3	PAD 413	Administrative Thought-I	4	100
4	PAD 414	Organization and Management	4	100
5	PAD 415	Rural and Urban Government in India	4	100
Total			20	500
SEMESTER II				
Sl. No.	Paper No.	Nomenclature of the Paper	Credit	Marks
1	PAD 421	Administrative Theory	4	100
2	PAD 422	Administrative Thought-II	4	100
3	PAD 423	Modern Administrative System	4	100
4	PAD 424	Comparative Public Administration.	4	100
5	PAD 425	Management of Rural Development	4	100
Total			20	500
SEMESTER-III				
Sl. No.	Paper No.	Nomenclature of the Paper	Credit	Marks
1	PAD 431	Development Administration in India	4	100
2	PAD 432	Public Policy and Administration	4	100
3	PAD 433	Financial Administration in India	4	100
4	PAD 434	Corporate Governance in India	4	100
5	PAD 435	Office Management and Administrative Improvement	4	100
Total			20	500
SEMESTER-IV				
Sl. No.	Paper No.	Nomenclature of the Paper	Credit	Marks
1	PAD 441	Labour Welfare and Industrial Relations Administration	4	100
2	PAD 442	Administrative Law	4	100
3	PAD 443	Social Welfare Administration In India	4	100
4	PAD 444	Disaster Management in India	4	100
5	PAD 445	Health and Hospital Administration in India	4	100
Total			20	500
Grand Total			80	2000

FIRST SEMESTER

PAD 411 Indian Administration: Structure and Processes

Objectives:

This course tries to understand the theory, structure, functioning, rules and processes of Indian administration. The course focus and discuss the scope and the challenges of present administration on different levels of administration at the central, state and local levels to maintain rights and duties of administrators in a democratic context.

Unit I Constitution, Central and State Administration i) Constitutional Framework. ii) Administration at the Central level: Structure and Powers. iii) State Administration: Structure and Functions.

Unit II The District, Civil Services and the Public Sector i) District Collector and Emerging Role. ii) Central Civil Services-Structure, Recruitment and Training. iii) Public Sector Undertakings in India — Changing role.

Unit III Law and Order in Administration: Role of Central and State Agencies in Maintenance of Law and Order.

Unit IV Controls and Reforms in Administration: Legislative, Executive and Judicial, Administrative Reforms—Emerging Paradigm

Suggested Readings:

1. Arora, Ramesh K. (ed.). Public Administration in India: Tradition, Trends and Transformation. New Delhi: Paragon, 2006.
2. Arora, Ramesh K. and R. Goyal. Indian Administration: Institutions and Issues. New Delhi: New Age, 2016.
3. Bakshi, P.M. The Constitution of India, Delhi. Universal Law Publishing Co., 2018.
4. Barthwal, C.P. Indian Administration Since Independence. Lucknow: Bharat Publishers, 2003.
5. Basu, Rumki. Indian Administration: Structure, Performance and Reform. New Delhi: Adroit Publishers, 2019.
6. Chakravarty, Bidyut and Prakash Chand. Indian Administration: Evolution and Practice. New Delhi: Sage, 2016.
7. Das, S.K. The Civil Services in India. New Delhi: OUP, 2013.
8. Gupta, Bhuvanesh. State Administration in India. RBSA Publishers, 2012.
9. Maheswari, S.R. Indian Administration. New Delhi: Orient Black Swan, Sixth Edition, 2001.
10. Sapru, Radhakrishnan. Indian Administration: A Foundation of Governance, New Delhi: Sage: 2018

PAD 412 Principle of Public Administration

Objectives:

This course tries to understand the principles of Public Administration and discuss the scope and importance of Public Administration in Indian Context. The course seeks to the various principles of Organizations and administrative approaches.

Unit-I : Meaning nature, Scope and Importance of Public Administration. Evolution of Public Administration, New Public Administration, Relation of Public Administration With other social (political science, Economics, psychology and sociology) Public and private Administration.

Unit-II : Organization - Meaning, Importance, Types of organization, Formal and Informal Organization, Basis of Organization (4P). Principal of Organization: Hierarchy, Span of Control, Unity of Command.

Unit-III : Principles of Organization: Authority and responsibility and accountability. Centralization and decentralization. Delegation, Supervision and co-ordination Integration VS Disintegration.

Unit-IV : Administration Approaches: Classical approach, Behavioural approach, System approach.

Books Recommended:

1. A.R.Tayagi : Public administration
2. M.P. Sharma sadana : Public administration.
3. B.L. Fadia :Public administration.
4. MohitBhattacharya : New Horizons of Public administration .
5. L.D. White :Introduction to the study of Public Administration.
6. F. M. Marx (E.D.) : Elements Of Public Administration

PAD 413 Administrative Thought-I

Objectives:

The objective of the course is to understand the seminal work of some thinkers from the classical, human relations and contemporary traditions highlighting their distinct contribution to the evolution of administrative thought through their discipline perspectives. Kautilya is the Indian thinker to be included in the course and other thinkers belong to different schools of thought.

Unit I Kautilya: Statecraft and Governance and Woodrow Wilson: Politics Administration – Dichotomy

Unit II i) Henri Fayol: Principles of Management ii) F.W. Taylor: Scientific Management Max Weber: Model of Bureaucracy

Unit III i) Luther Gullick and Lyndall Urwick: Administrative Principles ii) M.P. Follett: Leadership and Conflict iii) Elton Mayo: Human Relations Theory

Unit IV i) Chester Barnard: Contribution Satisfaction Equilibrium ii) Herbert Simon: Theory of Decision-Making iii) F.W. Riggs: Administrative Models and Approaches

Books Recommended:

1. Dr. Gugulothu Srinu, “Administrative Thought”
2. Herbert A. Simon, “Administrative Behaviour- “A Study of Decision Making Process in Administrative Organizations”
3. Rakesh Hooja and Ramesh K. Arora, “Administrative Theories: Approaches, concepts and thinkers in Public Administration”
4. R.K. Sapru, “Administrative Theories and Management Thought”

PAD 414 Organization and Management

Objectives:

The objective of the course is to study the different structures of Organizations in respect to the line agencies. The course holds the management pattern and tries to understand the various tools used in the process of Administrative management.

Unit-I Structure of Organization: Chief executive – Types, Role and Functions, Features of Good Chief executive. Line and Staff: Line Agency –Department- types, Important and need, Basis of Department Organization. Staff Difference –Staff- Types, Features, Functions, Merits and Demerits of Staff, Difference between Staff and Line.

Unit-II Line Agencies: Public Corporation- Definition, Purpose of establishment of corporation, Types, Difference between public corporation and department. Independent Regulatory Commission- meaning, Feature and function, Merits and demerits, suggestion for improvement.

Unit-III Management- Meaning Nature, significance and feature, Function of management, POSDCORB, Management by objective (MBO), management by exception (MBE), concept of New Public management.

Unit-IV Tools of Administrative management: Decision making (contribution of Herbert Simon), Administrative Leadership, Communication, Time management, Stress Management, Office Management.

Books Recommended:

1. M. Bertmgrose : Organization and their Meaning.
2. D. Givishioni : Organization and Management.
3. L. S. Shrinath : PERT & CPM- Principal and Application.
4. I.L.O. Introduction to work Study Development in India

PAD 415 Rural and Urban Government in India

Objectives:

This course deals with post- 73rd and 74th amendments that led to a new era of Indian federalism in the last decade of the 20th century. Rural and urban government in India gradually evolved as the third level of governance to acquire an understanding of the structure, laws, procedures, voting behaviour and contemporary issues at the ground level in the rural and urban governance of India.

Unit I Approaches and Debates i) Approaches to the study of Local Government. ii) Contemporary debates in rural and urban governance. iii) State-Local Relationship: Administrative and Financial.

Unit-II Rural Development: Concept, Objectives and Indicators Concept and Objectives of Rural Development; Rural-Urban Differences; Indicators of Rural Development; Rural Dynamics

Unit III Panchayati Raj Institutions i) 73rd Constitutional Amendment: Basic Features. ii) Organizational Structure of Rural Local Government. iii) Issues of Panchayati Raj Institutions (PRIs): Personnel, Finance, Capacity Building and Devolution Index, Gram Swaraj Abhiyan.

Unit IV Urban Governance i) 74th Constitutional Amendment: Basic Features. ii) Organisational Structure of Municipal Bodies and Reforms. iii) Contemporary issues of Urbanization and Urban governance: Smart Cities, Amrut

Suggested Readings:

1. Ahluwalia, Isher Judge, Ravi Kanbur, and P. K. Mohanty (Eds.). Urbanisation in India: Challenges, Opportunities and the Way Forward. New Delhi: Sage 2014.
2. Bardhan, P. and D. Mookherjee (Eds). Decentralization and Local Governance in Developing Countries: A Comparative Perspective. MIT Press, 2006.
3. Batra Lalit. A Review of Urbanization and Urban Policy in Post-Independent India. CSLG Working Paper Series, CSLG/WP/09/05, Centre for the Study of Law and Governance, Jawaharlal Nehru University, 2009.
4. Datta, Abhijit. Strategies for Municipal Decentralization in India: Functions, Finances and Autonomy, in Accountability and Decentralization in Urban Governance. National Workshop organized by the National Foundation for India. New Delhi: 7 October 1994, (Publication No.2/95).
5. Dhaliwal, S.S. Good Governance in Local Government. New Delhi: Deep & Deep Publications, 2004. • Jain, A.K. Urban Planning and Governance. Delhi: Bookwell, 2010.
6. Jain, Jasbir S. and R.P. Joshi, Panchayat Raj in India: Emerging Trends Across the States. Delhi: Rawat Publication, 2002.
7. Jain, L.C. Decentralization and Local Governance. Orient Black Swan, 2005.
8. Jayal, Niraja Gopal, Amit Prakash and Pradeep K. Sharma. Local Governance in India Decentralization and Beyond. Delhi: OUP, 2007.
9. Kumar, Girish. Local Democracy in India; Interpreting Decentralization. New Delhi: IIPA, 2006.
10. Maheshwari, S.R. Local Government in India. Lakshmi Narain Agarwal, 2014.

11. Raghunandan, T.R. Decentralization and Local Governments: The Indian Experience. Orient Black Swan, 2012.
12. Rao, P.S.N. Urban Governance and Management: Indian Initiatives. Delhi: Kanishka, 2006
13. Hoggart, H. Buller, 1987, Rural Development: A Geographical Perspective, Routledge
14. K. Singh, 2009, Rural Development: Principles, Policies and Management, Sage Publications

SECOND SEMESTER

PAD 421 Administrative Theory

Objectives:

Theory is the base of any subject. This course deals with evolution process of public administration followed by evaluating various theories of administration to understand its behaviour.

Unit - I Introduction Meaning, Nature, Scope and Significance of Public Administration- Evolution of Public Administration- Public Administration Versus Private Administration- Public Administration and Its Relation with other disciplines - Public Administration is an Art or Science - Approaches to the study of Public Administration.

Unit-II Theories of Administration Classical Theory - Scientific Management Theory- Human Relations Theory - Theories of Bureaucracy- New Public Administration

Unit- III Principles of Organization Principles of Organization- Hierarchy - Span of Control- Unity of Command - Delegation Centralization and Decentralization- Line and Staff and Auxiliary Agencies

Unit- IV Structure of Administration Chief Executive- Types of Chief Executives- Departmental Organizations - Public Corporations- Independent Regulatory Commissions- Boards

Books Recommended:

1. Bhartacharya, Mohit., (2002) New Horizons Public Administration.
2. Geol, S.L. (2002) Advanced Public Administration, New Delhi: Deep and Deep.
3. Jena, Saroj Kumar.; (2001) Fundamentals of Public Administration, New Delhi: Anmol Publications (P) Ltd.
4. Maheswari, Sri Ram, (199S) Administrative Theory: An Introduction, New Delhi: Macmillan India Ltd.
5. Raimann Pattanayak, (2002) Modern Public Administration, New Delhi Anmol Publications (P) Ltd.
6. Singh, Amit, (2002) Public Administration: Roots and Wings, New Delhi: Galgatia Publishing Company

PAD 422 Administrative Thought-II

Objectives:

This course is the introduction to prominent administrative thinkers of the 20th century whose thinking and writings have enriched the realm of administrative thought. Students will be introduced to three thinkers from the Neo-Human Relations group, Management and Policy Science School, Public Choice, New Public Management and the New Public Service paradigms respectively.

Unit I i) Abraham Maslow: Need Hierarchy Concept ii) Douglas Mc Gregor: Managerial Theories of 'X' and 'Y' iii) Frederick Herzberg: Hygiene Motivation Theory

Unit II P.F. Drucker: Management by Objectives, Yehezkel Dror: Ideas on Policy Sciences and William Ouchi: Theory 'Z'

Unit III Public Choice, Entrepreneurial Government and NPS i) Vincent Ostrom: Public choice approach and the theory of democratic administration ii) David Osborne and

Unit IV Ted Gaebler: Concept of entrepreneurial government and Robert and Janet Denhardt: The New Public Service

Suggested Readings

1. Ali Shum, Shun Nisa. Eminent Administrative Thinkers. New Delhi: Associated Publishing House, 1998.
2. Denhardt, Janet and Robert Denhardt. The New Public Service: Serving, Not Steering. Steering Routledge, 2015.
3. Dror, Yehezkel. Public Policy Making Reexamined. Transaction Publishers, 1983.
4. Drucker, Peter F. The Practice of Management. Harper Business, 2010.
5. George, Claude S. The History of Management Thought. New York: Prentice Hall, 1968.
6. Goel, S.L. Administrative and Management Thinkers: Relevance in New Millennium, New Delhi: Deep & Deep, 2008.
7. Osborne, David and Ted Gaebler, Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector, Plume 1993
8. Ostrom, Vincent. The Intellectual Crisis in American Public Administration. University of Alabama Press, 2008
9. Ouchi, William G. Theory Z: How American Business Can Meet the Japanese Challenge. Avon, 1981.
10. Pinto, Marina R. Management Thinkers, Mumbai: Allied Publishers, 1989.
11. Pollard, Harold R., Further Developments in Management Thought. London, Heinemann, 1978.
12. Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana & Y. Pardhasaradhi (eds.). Administrative Thinkers. New Delhi: Sterling, 2010.
13. Pugh, D.S. & D.J. Hickson. Writers on Organizations. Penguin, 2007.
14. Sapru, R.K. Administrative Theories and Management Thought. New Delhi: PHI, 2013.
15. Sharma, Manoj. Administrative Thinkers, New Delhi: Anmol Publication. 2004

PAD 423 Modern Administrative System

Objectives:

This course aims analyse both the modern administrative system followed in different governmental system.

UNIT- I Introduction Concept of Modern Administration - Meaning and Classification of Constitution Parliamentary System - Presidential System - Collegiate System

UNIT – II United Kingdom Salient features of British Administrative System - Executive - Legislative- Judicial Branches - Powers and Functions - British Civil Service - Rule of Law Party System - Pressure Groups

UNIT - III United States of America Salient Features of American Administrative System - Executive, Legislative and Judicial Branches - Powers and Functions - Separation of Powers - Judicial Review

UNIT – IV France Salient Features of the French Administrative System- Executive- Legislative and Judicial Branch - Powers and Functions - Administrative Law - Political Party - Public Services

Books recommended:

1. Johari A.C. - Major Modern Political Systems
2. Kapur A.C. - Select Constitutions, New Delhi — S.Chand and Co.,

PAD 424 Comparative Public Administration

Objectives:

This course aims to aid understanding both the similarities as well as the distinct and unique features of administrative systems in different parts of the world. It introduces different approaches to the study of comparative public administration and the contribution of two of the greatest comparativist thinkers. Moreover, the administrative structure and functions of three western developed countries are considered in addition to administrative systems of two Asian and one African developing countries.

Unit I Introduction, Meaning, Scope and Importance of Comparative Public Administration Challenges in developed/developing countries.

Unit II Approaches: Ecological, Structural Functional, Behavioural. Contribution of F.W. Riggs and Ferrel Heady

Unit III Administrative Systems I i) Britain ii) U.S.A. iii) France

Unit IV Administrative Systems II i) China ii) Bangladesh iii) Nigeria

Suggested Readings:

1. Arora, Ramesh K. Comparative Public Administration. New Delhi: Associated Publishing House, 2008.

2. Arora, R.K. and Sangeeta Sharma. Comparative and Development Administration, Ideas and Actions (ed.). Jaipur: Arihand Centre for Administrative Change, 1992.
3. Berman, Evan et al. Public Administration in East Asia, Francis & Taylor (China Chapter) Routledge, 2010.
4. Dahiya, Sewa Singh and Ravindra Singh. Comparative Public Administration. New Delhi, Sterling, 2014.
5. Ewoh, Andrew. Public Administration Education and Training in Nigeria: Problems, Challenges & Prospects JPAE 20 (4), 455-468.
6. Federal, Republic of Nigeria. Public Administration: A Country Profile, DESA, UN, 2004.
7. Heady, Ferrel. Public Administration: A Comparative Perspective, M Dekker, 1996.
8. Rowat, Donald E. Public Administration in Developed Democracies, New York: Marcel Dekker, Inc., Latest Edition
9. Sabharwal, Meghna & Evan M. Berman. Public Administration in South Asia. London: Francis & Taylor, 2013.
10. Sharma, R.D. (Ed.). Administrative Systems of Developing Countries. New Delhi: Mittal, 1999.
11. Viswanathan, V.N. Comparative Public Administration. New Delhi: Sterling, 1996.
12. Wang, James C.F. Contemporary Chinese Politics, New Jersey: Prentice Hall, 2002

PAD 425 Management of Rural Development

Objectives:

This course aims to hold the importance of rural Development and involvement of various agencies of Rural Development. This course even notes the concept of rural development under structure of 73rd Amendment act.

Unit-I Rural Development-Meaning, Nature, Importance and Scope Rural Development-Structure, Functions and Role, Finances Agency of Rural Development.

Unit-II Concept of Rural Development Approaches to Rural Development, Community Development, Area Development.

Unit-III Integrated Rural Development, Centralization and Decentralization, Role of Cooperatives.

Unit-IV Structure of Rural Development, 73rd Constitution Amendment Act., Forms of Rural Development at the District, Block and Village level Master Plan, National Capital Region, Development Authorities, Slums

Books Recommended:

1. Amarendra, (1998) Poverty, Rural Development and Public Policy, New Delhi: Deep and Deep.
2. Chattarjee.S.K., Development Administration, Sujeet Publications, Delhi
3. Maheswari, Sriram., (1997) Local Governments in India, Agra: Lakshmi Narayan Aggarwal.
4. Maheswari,Sriram.,(2001) Indian Administration, New Delhi: Orient Longman.

5. Mathur, B.L. (2000) Rural Development and Cooperation, Jaipur: RBSA Publishers.
6. Pattanayak, Raiman, (2002) Local Government Administration Reform. New Delhi: Anmol Publications (P) Ltd.
7. Singh, Amit. (2002) Public Administration Roots and Wings, New Delhi: Galgatia Publishing Company.

THIRD SEMESTER

PAD 431 Development Administration in India

Objectives:

The course deals with the meaning, scope and significance of Development Administration in the country. It aims at familiarising the students with formulation and implementation of development strategies in the context of India. The course highlights the social background of bureaucracy, its expanding role and significance and its relationship with the citizens and administration. The course also gives an idea about the role of social service organizations in bringing about development in the country.

Unit- I Introduction Meaning, Nature, Scope of Development Administration- Development Administration and Administration of Development- Administrative machinery for Development- Approaches to Development Administration

Unit- II Context of Development Administration Contents of Development-Administration - Development Administration in the International context- Context of Development Administration- Political, Economic, Cultural, Administrative and Social

Unit- III Development of Administration Development of Administration- Bureaucracy and Development Administration Development Planning- Training for Development -Citizen and Administration

Unit- IV Administration of Development Decentralization of Powers in India- State Planning- District level Planning- District Administration and Field Agencies – Development Programmes in India- Community Development Programme

Books Recommended:

1. Bhattacharya, Mohit : Bureaucracy & Development Administration
2. Chatejee S.K.,(1990) Development Administration, Sultan Chand, Delhi
3. Riggs, F.W., The Ecology of Public Administration
4. Riggs.F.W., Frontiers of Development Administration
5. Sapru, R K., (2002) Development Administration, New Delhi Sterling Publications.
6. Sharma, S.K., Development Administration in India
7. Smith, Swindar., Development Administration

PAD 432 Public Policy and Administration

Objectives:

The course is designed to introduce students to the idea of public policy designing, implementation and evaluation. It further introduces the basic principles and concepts of policy analysis. The course considers the relationship between public goals and policy design, surveys the use of generic policy tools such as regulation, contracting, privatization, inducements, markets, and subsidies. These concepts will be presented using practical examples involving public policy issues.

Unit- I Introduction Nature, Scope and Significance of Public Policy- National Character and Culture- Policy Orientation- Organization for Policy formulation

Unit II Public Policy: Models and Theories i) Theories: Lasswell's concept of Policy Science, Multiple Streams Framework Model, Punctuated Equilibrium Theory ii) Models: Incremental, Systems, Institutional, Elite, Rational, Public Choice and Group Theories. iii) Determinants of Public Policy: Political, Economic, Socio Cultural, Administrative.

Unit III Policy design and Implementation i) Role of Political parties, Legislature, Bureaucracy, Judiciary ii) Role of Interest Groups, Mass Media, Social Movements, Non Governmental Agencies and International Agencies. iii) Constraints in Policy Design and Implementation.

Unit IV Policy Evaluation i) Social Welfare Administration: Concept and Approaches. ii) Social Welfare Policies: Education and Health. iii) Policy Evaluation: Cost Benefit Analysis, Policy Audit, Gender Audit

Suggested Readings:

1. Ayyar, R.V. Vaidnatha. A Public Policy Making in India. New Delhi: Pearson, 2012.
2. Birkland Thomas A. An Introduction to the Policy Process. M.E. Sharpe, 2011
3. De, P.K. Public Policy and Systems. New Delhi: Pearson, 2012.
4. Dreze, Jean (ed). Social Policy. New Delhi: Orient Blackswan, 2016.
5. Dunn, William N. Public Policy Analysis: An Introduction. Prentice-Hall, 2003.
6. Dye, Thomas R. Understanding Public Policy. New Delhi: Pearson, 2006.
7. Elementary Education in India: Progress Towards UEE, New Delhi: NUEPA, 2013.
8. Govinda R. (ed). Who Goes To School? Exploring Exclusion in Indian Education. New Delhi: OUP, 2011.
9. K. Vijaya Kumar. Right to Education Act 2009: Its Implementation as to Social Development in India. Delhi: Akansha Publishers, 2012.
10. Kapur, Devesh et al. Rethinking Public Institutions in India: Performance and Design. New Delhi: OUP, 2017.
11. Kishore, Jugal. National Health Programs of India: National Policies and Legislations, Century Publications, 2005.
12. Mathur, Kuldeep. Public Policy and Politics in India. OUP, 2013.
13. Moran, Michael, Martin Rein & Robert E. Goodin. The Oxford Handbook of Public Policy. OUP, 2008.
14. Sapru, R.K. Public Policy: Art and Craft of Policy Analysis. New Delhi: PHI, 2013.

15. Sathyamala, C. (ed). Securing Health for All: Dimensions and Challenges. New Delhi: IHD, 2006.
16. Surendra, Munshi and Biju Paul Abraham (eds.). Good Governance, Democratic Societies and Globalisation. Sage Publishers, 2004. • Stone, Deborah. The Policy Paradox: The Art of Policy Decision Making. W. W. Norton, 1997

PAD 433 Financial Administration in India

Objectives:

The course is designed to encourage students to understand the intricacies of financial administration performed by the state. The purpose of this course is to introduce students to the basic principles and concepts of financial administration. The students have to study the concepts of planning, budgeting, auditing and the role of the Finance Ministry in formulating the budget and in the macro management of the Indian economy. The course offers a holistic view of the federal finances of the Indian state which is managed by the Central Executive.

Unit I Concept and Scope i) Meaning and Scope ii) Components of Financial Administration. iii) Budget as a Political Instrument.

Unit II Public investment and Expenditure i) Public Expenditure and Fiscal Discipline ii) Government Revenue. iii) Role of the Central Bank (RBI) iv) Rural and Micro finance

Unit III Indian Budgetary System Aspects of Indian Budgetary System- Indian Budgetary Procedure- Control over Public Expenditure in India-Administrative- Parliamentary - Audit-Finance Ministry.

Unit- IV Indian Public Finance Finance Commission- Union- State Financial Relations- Resource Mobilization - Tax Administration in India- Public Debt Management in India- Local Finances in India.

Suggested Readings:

1. Basu, Kaushik. Fiscal policy as an instrument of investment and growth. World Bank Policy Research Working Paper 6850, 2014.
2. Chelliah, Raja J. Fiscal Policy in Underdeveloped Countries: With Special Reference to India. Routledge, 2011.
3. Centre for Budget and Governance Accountability, Annual Reports.
4. Goel, S.N. Public Financial Administration. New Delhi: Deep and Deep, Latest Addition.
5. Hansen, James A. and Sanjay Kathuria (eds.). India: A Financial Adjustment for the Twenty First Century. OUP, 1999.
6. Kumar, K. Gopa. "Historical Evolution of Federal Finances in India" Federal Governance 9, No. 1, 2012.
7. Mathur, B.P. Government Accountability and Public Audit. New Delhi: Uppal, 2007.
8. Mahajan Sanjeev K & A.P. Mahajan. Financial Administration in India. New Delhi: PHI, 2014.
9. Paswan, Pooja. Financial Administration of India. New Delhi: Sage Publications, 2019.
10. Sarapa, A. Public Finance in India. New Delhi: Kanishka, 2004.

11. Lall. G.S. - Public Finance & Financial Administration in India
12. Mookerjee, S.S., Financial Administration in India, Delhi: Surjeet Publications.
13. Singh., S.K., Public Finance in Developed and Developing Countries

PAD 434 Corporate Governance in India

Objectives:

The objective of the course is to understand the functioning of various corporate bodies, their responsibilities towards their stake holders and public and corporate responsibilities towards society with special reference to India. With the introduction of corporate responsibility the field of study would become more interesting and more relevant to the students of Public Administration.

Unit I Features and Theories of Corporate Governance i) Corporate Governance: Concept, Objectives, Features and Evolution. ii) Theories of Corporate Governance: Stakeholders Theory, Stewardship Theory and Agency Theory. iii) Principles of Corporate Governance with special reference to Principles of OECD.

Unit II Corporate Governance and Ethics i) Corporate Governance Code, Advantages. ii) Corporate Governance and Ethics, Corporate Social Responsibility, Corporate Governance in Public Enterprise iii) CEO: Appointment, Functions and Role.

Unit III Corporate Governance: Issues and Challenges i) Rights and Privileges of Share Holders and Investors. ii) Board of Directors: Types, Composition and Functions. iii) Corporate Governance: Issues, Challenges and Future Trends.

Unit – IV RTI and Corporate Governance; CG Reporting; CG and Corporate Social Responsibility. Implication of CG, Measures for Effective Corporate Governance.

Suggested Readings:

1. Paces Alessio M. Rethinking Corporate Governance: The Law and Economics of Control Powers. Routledge, 2012.
2. Bhatia, S.K. Business Ethics and Corporate Governance. New Delhi: Deep and Deep Publication Pvt. Ltd., 2004.
3. Bhattacharya, Asish K. Corporate Governance in India: Change and Continuity. Oxford: 2016.
4. Bhayana, Sanjay. Corporate Governance Practices in India. New Delhi: Regal Books, 2007.
5. Bansal, C. L. Corporate Governance – Law Practice & Procedures with Case Studies. New Delhi: Taxmann Allied Services Pvt. Ltd., 2005.
6. Mallin, Christine A., Corporate Governance. Oxford University Press, 2012.
7. Das, Subhash Chandra. Corporate Governance: Codes, Systems, Standards and Practices. New Delhi: Prentice Hall India, 2013.
8. Dewan, S.M. Corporate Governance in Public Sector Enterprises. Doeling Kindersley India Pvt. Ltd., 2006.
9. Sarkar, Jayati and Subrata Sarkar. Corporate Governance in India. New Delhi: Sage, 2012.

10. Kumar, Surendar. Corporate Governance – A Question of Ethics. New Delhi: Galgotia Publishing Company, 2002

PAD 435 Office Management and Administrative Improvement

Objectives:

The course covers the basic concepts associated with office organization and related techniques required to manage it. It covers the concepts of office procedure and communication with record management and also gives an overview of latest techniques. Thus the paper enables the students to get an overview of all important office procedures in any organization.

Unit I Office Organization: Layout and Space Management i) Office Procedure and Office Manuals: Forms, Designing and Control. ii) Office Communication: Handling Mail and Electronic Communication System iii) Records Management: Classification, Indexing and Preservation of Records.

Unit II Administrative Improvement: Techniques i) O and M Approach, Work Study and Work Measurement. ii) Operational Research and Use of Information Technology.

Unit III Evaluation, Development and Change i) Program Evaluation and Performance Measurement: New Indicators and Methods. ii) Management by Objectives and its Application in Public Administration.

Unit IV i) Organization Development and Change – TQM, Reengineering, Benchmarking and Empowerment ii) Programme Evaluation and Review Techniques (PERT) and Critical Path Method

Suggested Readings:

1. Arora, S.P. Office Organisation and Management, 2nd Ed. New Delhi: Vikas Publishing House, 2009.
2. Balanchandran, V., & Chandrasekaran. V. Office Management. Tata McGraw Hill, 2009.
3. Bhatia, R.C. Principles of Office Management. New Delhi: Lotus Press, 2005.
4. Chopra, R.K. Administrative Office Management 2 nd Ed. New Delhi: Himalaya Publishing House, 2010.
5. Dubey, N.B. Office Management, New Delhi: Global India Publications Pvt. Ltd., 2009.
6. Ferrera, E.J. Fundamental of Office Management. Juta Academic, 2011.
7. Gadkari, S.S. Office Management for Public Administration. New Delhi: Concept, 1997.
8. Gibson, P. Administrative Office Management, 13th Ed. South Western Cengage Learning, 2004.
9. Keeling, B.L., & Kallaus, N.F. Administrative Office Management SouthWestern Educational Pub., 1996.
10. Thukaram, M.E., Office Organization and Management. New Delhi: Atlantic Publishers and Distributors, 2000.
11. Zone, K. Quible. Administrative Office Management. Prentice Hall, 2001

FOURTH SEMESTER

PAD 441 Labour Welfare and Industrial Relations Administration

The course covers the basic concepts associated with Labour Welfare Administration to manage labour interest. It covers the concepts of labour wages, security and conflict management.

Unit- I Introduction Meaning, Nature, Scope and Significance of Labour Welfare Administration-Labour Legislation and Labour Policy- Labour Administration- Wages - Social Security- National Labour Commission - International Labour Organization

Unit- II Industrial Relations Definitions and objectives of Industrial Relations- Theories of Industrial Relations- Causes of Industrial Disputes- Machinery for Prevention and Settlement of Industrial Disputes Industrial Disputes Act, 1947

Unit -III Trade Unions Need for the formation of Trade Unions- Structure and Functions of Trade Unions- Trade Unions Act, 1926

Unit -IV Issues in Industrial Relations Management of Industrial Relations - conflicts- Integrating Human Resource Development into Industrial Relations- impact of Liberalization on Industrial Relations and Emerging issues of Globalization- Need for change the Labour Laws and New Economic Policy

Books Recommended:

1. Mahrotra, S.N., Problems in India, New Delhi: Sultan Chand and Company Ltd.
2. Saxena,(1999) labour Problems and Social Welfare, Lucknow: Prakasan Kendra.
3. Sharma, A M.(2001) Aspects of Labour Welfare and Social Security. Delhi: Himalaya Publishers.
4. Singh, Nirmal and S.K.Bhatia., (2000) Industrial Relations and Collective bargaining, Theory and Practice, Delhi: Deep and Deep.
5. Tyagi, B.P.,(2000) Labour Economics and Social Welfare, Meerut: Jaiprakash Nath and Co.

PAD 442 Administrative Law

Objectives:

This course examines the legal and practical foundations of the modern administrative state. It will cover these topics through a combination of cases and examples drawn primarily from separation of powers doctrine; the constitutional law of due process; separation of powers and rule of law. The central theme of the course is how administrative law balances "rule of law" values against the often competing values of political accountability, democratic participation, and effective administrative governance.

Unit - I Introduction Meaning, Nature and Scope of Administrative Law-Constitutional Law and Administrative Law-Growth of Administrative Law

Unit- II Executive and Administrative Law Government Liability - Classification of Administrative Actions Discretion- Administrative Law and Privileges

Unit - III Legislature and Administrative Law Delegated legislation-Types of Delegated legislation-Control over Delegated legislation

Unit - IV Judiciary and Administrative law Distinction between Judicial and Quasi - Judicial Functions-Principles of Natural JusticeAdministrative Tribunals-Judicial Remedies, Judicial Review of Administrative Action, Accountability, Ombudsman- Lok Pal and Lok Ayukta-Media Control

Books Recommended:

1. Durga Das Basu : Administrative Law, Prentice Hall of India Pvt Ltd, New Delhi, 1986.
2. Jain.M.P. and Jain S.N., Principles of Administrative Law
3. Kesari.U.P.D., Lectures on Administrative Law
4. Takwani,C.K., Lectures on Administrative Law, Eastern Book Company, Lucknow, 2001.

PAD 443 SOCIAL WELFARE ADMINISTRATION IN INDIA

This course examines and believes on social welfare administration as an important part of executive in India. The central theme of the course is understand various social welfare boards engaged in planning social policy in formulation and implementation for democratic people's participation and effective role played by the administrators.

Unit- I Introduction Meaning Nature, Scope and Significance of Social Welfare Administration- Evolution of Social Welfare Administration- Theoretical Basis of Social Welfare Administration- Social Work and Social Welfare Administration

Unit- II Administration of Social Welfare Central Social Welfare Board- State Social Welfare Board- Role of Voluntary Organizations and Non- Governmental Organizations in Social Welfare- Panchayat Raj in the sphere of Social Welfare.

Unit- III Social Welfare Policies Social Planning and Social Policy- Formulation and Implementation of Social Policy- Social Welfare and Five year Plans in India, Public Relation Activities and Social Welfare Agencies

Unit- IV Social Welfare Programmes Community Development Programme and Social Welfare in India-Child and Women Development in India- Health and Family Planning in India-Welfare of Disabled in IndiaSocial Welfare Scheme for Weaker Sections in India.

Books Recommended:

1. Annual Report of Ministry of Social Justice and Empowerment, Government of India.
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
4. Goel, S.L. and R.L.Jain , Social Welfare Administration Voll and II, New Delhi: Deep and Deep.
5. Jacob,K.K (1989) Policy in India, Udaipur: Himalaya' Publications.
6. Mukherjee, Radhakamal - Social Welfare Administration
7. Prasad, R. - Encyclopaedia of Social Welfare Administration
8. Sachdeva, D.R., Social Welfare Administration. Kitab Mahal.
9. Shukla, K.S. - Social Welfare Administration in India

PAD 444 Disaster Management in India

Objectives:

The course introduces disaster management as a means to understand the nature, scope and impacts of natural and man-made disasters. It covers the psychological, socio-economic and political effects of the same. The course also deals with disaster preparedness and its phases and includes the role and responsibilities of the State and Society in disaster management in India. Topics related to the response and recovery processes, analysis, design and enforcement of emergency Plans are also covered.

Unit I Understanding Disaster Management i) Disaster Management: Concept and Scope ii) Understanding Natural and Man-Made Disasters iii) Psychological and Socio-political impacts

Unit II Disaster Preparedness i) Concept, Nature and Phases ii) Disaster Preparedness: Mitigation and Preparedness iii) Role and Responsibilities of State, NGOs, Community and Media

Unit III Disaster Response and Recovery i) Disaster Response Plan: State, Union and Local ; NDRF ii) Communication, Participation and Enforcement of Emergency Plans iii)

Unit IV International Models of Change: State and Private Agencies (Australia, Chile, Japan, Indonesia, Philippines, USA)

Suggested Readings:

1. Blaikie P. and others. At Risk: Natural Hazards, People's Vulnerability and Disaster. London: Routledge, 2005.
2. Carter, W. Nick. Disaster Management: A Disaster Managers Handbook. Asian Development Bank, 1992.
3. Centre for Science and Environment; Down to Earth, Vol. 10, No. 6, New Delhi; 2001.
4. Cohen, D. Aftershock: The Psychological and Political Consequences of Disaster. Paladin Publication, 1991.
5. Drake, F. Global Warming: The Science of Climate Change. Oxford University Press, 2000.
6. Khan, Amir Ali, Anshu Sharma and Manu Gupta. Role of NGOs in Disaster Management in India. New Delhi: Mimeo, 1996.
7. Munasnigha, Mohan. Natural Disasters and Sustainable Development: Linkage and Policy Options. Washington D.C.: World Bank, 1996.
8. Shukla P. R., S. K. Sharma and P. Venkatraman (Eds.). Climate Change and Indian Issues, Concerns and Opportunities. New Delhi: Tata McGraw Hill, 2002.
9. Smith, K. Environmental Hazards, Assessing Risks and Reducing Disasters. Routledge, 1996.
10. World Disaster Report, ICRC and Red Crescent, Oxford Press, 2000.

PAD 445 Health and Hospital Administration in India

Objectives:

This course examines the health and hospital administration and management in India. Further the course looks upon the policy making on health care and other health agencies.

Unit- I Introduction Nature, Scope and Meaning of Health Administration- the Basis for Public Health Government and Public Health- law and Public Health

Unit- II Health care Organization: Administration at the Union-State and Local Levels Administration of Primary Health Care health Centre- Voluntary –Health Agencies

Unit- III Policy Making and Planning for Health Care Policy Making for Health care Administration- Planning for Health Care- Personnel Management-Financial Management- Public Relations.

Unit- IV Hospital Administration Hospital Planning and Administration- Administration of Out- Patient and In- Patient (wards) Services- Emerging services in Hospitals- Manpower Planning in Hospitals-Medical Practice and Law- Medical Legal Cases. Role of World Health Organization- Quality Health Care in India- Health insurance

Books Recommended:

1. Goel, S.L. and R.Kumar (1986) Hospital Administration and Management, (in three volumes), New Delhi: Deep and Deep.
2. Goel, S.L., (1984) Hospital Administration., Delhi: Sterling Publishers Pvt, Ltd.
3. Kumar, Arun., (2000) Health Administration, New Delhi: Anmol Publications.
4. Kumar, Arun., (2000) Encyclopedia of Hospital Administration and Development, (in Three Volumes), Delhi: Anmol Publications.