M. A. DEVELOPMENT ADMINISTRATION

SYLLABUS

(with effect from July 2018)

DEPARTMENT OF POLITICAL SCIENCE AND DEVELOPMENT ADMINISTRATION
The Gandhigram Rural Institute – Deemed to be University
Gandhigram – 624 302. Tamil Nadu

M.A. Development Administration

Objectives of the Programme:

1. To prepare students for various competitive examinations conducted by UPSC and TNPSC (including I.A.S and Group–I)

2. To prepare students for teaching positions in Universities and Colleges.

3. To prepare students for Research in Social Sciences.

4. To prepare students for positions in Nongovernmental and Corporate organisations.

Special features of the programme:

1. The syllabus of the programme includes required inputs for competitive examinations (like I.A.S. and Group-I Service)

2. Internship opportunities for students in reputed organisation is arranged for students

3. Village placement programme is included to train students for community work.

4. Guest Lectures by distinguished I.A.S. Officers and eminent scholars are arranged.

5. Latest computer skills are given to increase the learning ability and employability of the students.

Department

The Department of Political Science and Development Administration is a nationally known centre for it's academic, Research and outreach activities. UGC under SAP (special assistance programme) gives special grants to the department for research and academic activities. The Department has distinguished retired I.A.S officers and eminent academicians as Adjunct professors. It has academic relationship with reputed institutions like Tata Institute of Social Sciences (TISS), Mumbai, Institute of Rural Management (IRMA), Anand, National Institute of Rural Development and Panchayati Raj (NIRD&PR), Hyderabad, Kerala Institute of Local Administration(KILA), Thrissur. It has a well equipped Library, Smart Classrooms, Seminar Halls and Computer labs for the use of students.

Programme Package
I Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
1.1	Language (Part I)	18TAMI0101 18HIDI0101 18MALI0101 18FREI0101	Language I (Tamil / Hindi /Malayalam / French)	3	3	40	60	100
1.2	Language (Part II)	18ENGI01F1	Language II (English)	3	3	40	60	100
1.3	Language (Part IV)	18CHAI0001 18CTAI0001 18CMLI0001	Language III (Core Hindi /Core Tamil/Core Malayalam)	2	2	20	30	50
1.4	Part V	18GTPI0001	Gandhi's Life, Thought and Work	2	2	20	30	50
1.5	Part V	18EXNI0001	Extension Education	2	2	20	30	50
1.6	Core Course (Part – III)	18PSDI0101	Principles of Political Science	4	4	40	60	100
1.7	Core Course (Part – III)	18PSDI0102	Introduction to Public Administration- I	4	4	40	60	100
1.8	Part - III	18PSDI0IF1	Extension / Field visit (Compulsory Non-Credit Course)		4	50		50
			Total	20	24			

II Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
2.1	Language (Part - I)	18TAMI0201 18HIDI0201 18MALI0201 18FREI0201	Language I (Tamil/Hindi/Malayalam/ French)	3	3	40	60	100
2.2	Language (Part - II)	18ENGI02F2	Language II(English)	3	3	40	60	100
2.3	Language (Part - IV)	18CHAI0002 18CTAI0002 18CMLI0002	Basic Language Core Hindi/Core Tamil/ Core Malayalam)	2	2	20	30	50
2.4	Part V	18NSSI0001 18FATI0001 18SPOI0001	NSS/FA/Sports	1	1	50		50
2.5	Part V	18YOGI0001	Yoga	1	1	50		50
2.6	(Part – IV	18EVSI0001	Environmental Studies	3+1	3+2	40	60	100
2.7	Allied Course (Part – III)	18DRDI02B1	Rural Development in India: Policies and Programmes	4	4	40	60	100
2.8	Core Course (Part – III)	18PSDI0203	Introduction to Public Administration - II	4	4	40	60	100
			Total	22	23			

III Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
3.1	Language (Part – I)	18TAMI0301 18HIDI0301 18MALI0301 18FREI0301	Language I (Tamil/Hindi/Malayalam/ French)	3	3	40	60	100
3.2	Language (Part – II)	18ENGI03F3	Language II(English)	3	3	40	60	100
3.3	Skill Development Course (Part – IV)	18ENGI00C1	Communication and Soft Skills	2	2	20	30	50
3.4	Part V	18EXNI03V1	VPP	2	**	50		50
3.5	Core Course (Part – III)	18PSDI0304	Development Administration: Concepts and Principles	4	4	40	60	100
3.6	Core Course (Part – III)	18PSDI0305	Principles of Management	4	4	40	60	100
3.7	Core Course (Part – III)	18PSDI0306	Panchayatraj system in India	4	4	40	60	100
	Total			22	20			

IV Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
4.1	Part – V	18SHSI0001	Shanthi Sena	1	1	50		50
4.2	Skill Development Course (Part IV)	18CSAI04A1	Computer Fundamentals and Office Automation	3+1	3+2	24+24	36+16	100
4.3	Allied Course (Part – III)	18ECOI04B1	Elements of Economics	4	4	40	60	100
4.4	Core Course (Part – III)	18PSDI0407	Organizational Behaviour	4	4	40	60	100
4.5	Core Course (Part – III)	18PSDI0408	Indian Constitution-I	4	4	40	60	100
4.6	Core Course (Part – III)	18PSDI0409	Administrative Thinkers-I	4	4	40	60	100
4.7	Part - III	18PSDI04F2	Extension / Field visit Compulsory Non-Credit Course		4	50		50
	Total			21	26			

V Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
5.1	Skill Development Course (Part IV)		Skill based Electives	2	2	50		50
5.2	Skill Development Course (Part IV)	18CSAI05A2	Fundamentals of Statistics and SPSS	4	3+2	24+24	36+16	100
5.3	Allied Course (Part – III)	18GISI05B1	Geographical Information System Remote Sensing for planning	4	4	100		100
5.4	Electives (Part – III)	18PSDI00EX	Major Electives	4	4	40	60	100
5.5	Core Course (Part – III)	18PSDI 0510	Indian Constitution-II	4	4	40	60	100
5.6	Core Course (Part – III)	18PSDI 0511	Administrative Thinkers-II	4	4	40	60	100
	Total			22	23			

VI Semester

S. No	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
6.1	Allied Course (Part – III)	18SOCI06B1	Social Dimensions of Development	4	4	40	60	100
6.2	Electives (Part – III)		Non Major Electives	4	4	40	60	100
6.3	Core Course (Part – III)	18PSDI 0612	Development: Concepts and Principle	4	4	40	60	100
6.4	Core Course (Part – III)	18PSDI 0613	Issues in Indian Polity	4	4	40	60	100
6.5	Core Course (Part – III)	18PSDI 0614	Indian Administration	4	4	40	60	100
6.6	Part - III	18PSDI06F3	Extension / Field visit Compulsory Non-Credit Course		4	50		50
	Total			20	24			

VII Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
7.1	Skill Development Course (Part IV)	18CSAI07A3	Web Designing	3+1	3+2	24+24	36+16	100
7.2	Part V	15GTPP0001	Gandhi in Everyday Life	2	2	50		50
7.3	Electives (Part – III)		Non-Major Electives	4	4	40	60	100
7.4	Core Course (Part – III)	17APRI0001	Research Methods	4	4	40	60	100
7.5	Core Course (Part – III)	18PSDI0715	Gandhian Frame Work for Development	4	4	40	60	100
7.6	Core Course (Part – III)	18PSDI0716	Human Resource Administration	4	4	40	60	100
7.7	Part - III	18PSDI07F4	Extension / Field visit Compulsory Non-Credit Course		4	50		50
	Total			22	27			

VIII Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
8.1	Part - III	18PSDI00MX	Modular Course	2	2	50		50
8.2	Electives (Part – III)	18PSDI00EX	Major Electives	4	4	40	60	100
8.3	Core Course (Part – III)	17APRI0002	Applied Statistics	4	4	40	60	100
8.4	Core Course (Part – III)	18PSDI 0817	Public Financial Governance in India	4	4	40	60	100
8.5	Core Course (Part – III)	18PSDI 0818	Development Administration in India	4	4	40	60	100
8.6	Core Course Part - III	18PSDI0819	Public Service Management	4	4	40	60	100
	Total			22	22			

IX Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
9.1	Part - III	18PSDI00MX	Modular Course	2	2	50		50
9.2	Electives (part – III)		Non Major Electives	4	4	40	60	100
9.3	Core Course (Part – III)	18PSDI 0920	Public Policy Analysis	4	4	40	60	100
9.4	Core Course (Part – III)	18PSDI 0921	Decentralization and Self Governance: Theory and Principles	4	4	40	60	100
9.5	Core Course (Part – III)	18PSDI 0922	Gender Issues and Development	4	4	40	60	100
9.6	Core Course (Part – III)	18PSDI 0923	Comparative Public Administration	4	4	40	60	100
9.7	Part - III	18PSDI09F5	Extension/ Field visit Compulsory Non-Credit Course		4	50		50
Total				22	26			

X Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
10.1	Electives (Part – III)	18PSDI00EX	Major Electives	4	4	40	60	100
10.2	Core Course (Part – III)	18PSDI 1024	Administrative Changes	4	4	40	60	100
10.3	Part – III	18PSDI10D1	Dissertation	6	12	75	75+50*	200
10.4	Part - III	18PSDI10IA	Internship	6	@	100		100
Total				20	20			
Total Credits: 213								

** VPP – Duration: One week

*External Valuation – 75 Marks; Viva-voce (Joint Sitting) – 50 Marks

@ Internship – Duration: One month

Major Electives

Sl. No.	Course Code	Course
1	18PSDI00E1	Human Rights: Concept and Principles
2	18PSDI00E2	Rights Based Development
3	18PSDI00E3	Common Property Resource Management
4	18PSDI00E4	Participation and Governance
5	18PSDI00E5	Development Communication
6	18PSDI00E6	Globalization and Development
7	18PSDI00E7	Human Rights and Constitution of India
8	18PSDI00E8	Project Formulation, Implementation and Evaluation
9	18PSDI00E9	Participatory Rural Appraisal
10	18PSDI00EA	Innovation in Governance
11	18PSDI00EB	Transformational Leadership
12	18PSDI00EC	Non Profit Sector in Development
13	18PSDI00ED	Modern India
14	18PSDI00EE	Legal Documentation

Modular Course offered by the Department

Sl. No.	Course Code	Course
1	18PSDI00M1	Citizenship Building
2	18PSDI00M2	Community Outreach and its Implication
3	18PSDI00M3	Individual Community Collective Social Responsibility

SEMESTER - I

1.6. Principles of Political Science

Course Code: 18PSDI0101   **Credits: 4**

Course Objective
1. Students are exposed to the fundamentals of Political Science in this course.

Learning outcomes
1. Students will gain grip over the essence of state, society, community, nation and sovereignty.
2. Students will get comprehensive view on the forms, powers and functions of government.

Course Units

Unit – 1 : State and Nation

Meaning, Nature and Scope of Political Science – State and Society – State and Community – Nation – Nationality – Elements of Nationalism.

Unit – 2 : Sovereignty

Definition – Characteristics of Sovereignty – Kinds of Sovereignty – Austin's Theory of Sovereignty – Pluralism.

Unit - 3 : Forms of Government

Democracy and Dictatorship - Direct Legislation - Devices of Direct Democracy - Initiative, Referendum, Plebiscite, Recall.

Unit – 4 : Constitutions and the Separation of Powers

Written and Unwritten Constitution, Rigid and Flexible Constitution - Federal and Unitary Constitutions - Theory of Separation of Powers.

Unit – 5 : Functions of the Government

Legislature - Executive – Judiciary.

Suggested Reading

1. Mahajan V.D, Principles of Political Science, New Delhi: S. Chand and Company, 1994.
2. Kapoor A.C,. Principles of Political Science, New Delhi: S. Chand and Company, 1997.
3. Asirvatham, Political Theory, Lucknow: The Upper India Publishing House Ltd, 1985.
4. Appadorai A, Substance of Politics, (latest edition) Delhi: Oxford University, 1998.
5. Friedrich C.J., Constitutional Government and Democracy, New Delhi: Oxford University Press, 1989.

1.7. Introduction to Public Administration – I

Course Code: 18PSDI0102   **Credit: 4**

Course Objective
1. To introduce the basic concepts of organization and management in Public Administration.

Learning outcomes
1. To help student to understand the Fundamentals of Public Administration.
2. To introduce the new trends in Public Administration.

Unit – 1 : Introduction
Meaning, nature, scope and significance of Public Administration – Evolution of Public Administration - Public and Private Administration - New Dimensions of Public Administration: New Public Administration and New Public Management.

Unit – 2 : Organizational Concepts
Principles of Organization: Hierarchy – Unity of Command – Span of Control – Group Dynamics –Specialization – Centralization and Decentralization – Delegation.

Unit – 3 : Organization – Principles and Structure
Organization and its Principles: Line, Staff and Auxiliary Agencies – Department, Corporation, Companies, Bureau, Boards and Commissions – Field Establishments – Advisory Bodies – Ad-hoc Committees – Public Enterprises.

Unit – 4 : Management

Nature and objectives of Management – Policy Formulation – Decision Making – Leadership – Planning – Supervision – Coordination – Public Relations.

Unit – 5 : Administrative Improvement

Administrative Procedure – Organization and Method (O & M), O and M in India – Techniques of O and M – Work Simplifications.

Suggested Reading

1. Vishnoo Bhagwan and Vidya Bhushan, Public Administration, S.Chand and Company, New Delhi, 2016.
2. Avasthi and Maheswari, Public Administration, L.N.Agarwal Publishers, New Delhi, 2012.
3. Battacharya, Mohit, New Horizons of Public Administration, New Delhi, Jawahar Publishers, 2013.
4. Hendry, Nicholar, Public Administration and Public Affairs, Prentice Hall of India, New Delhi, 2006.
5. Frant J.Goodnow, Politics and Administration: A study in government, New York: Transaction Publishers, 2003.

SEMESTER – II

2.8. Introduction to Public Administration – II

Course Code: 18PSDI0203   **Credit: 4**

Course Objective
1. To educate students in the dynamics and working of Public Administration.

Learning outcomes
1. To help students to understand and the need for responsible administration and integrity in administration.
2. To introduce the functions of Personnel and Financial Administration.

Unit – 1 : Personnel Administration

Evolution of Civil Service – Bureaucracy – Recruitment, Train ing – Position Classification – Promotion – Machinery for Personnel Administration – Reforms in Personnel Administration – Generalist vs Specialist.

Unit – 2 : Administrative Law and Procedures

Administrative Legislations – Delegated Legislation – Administrative Law vs Rule of Law – Administrative Adjudication – Administrative Tribunal – Bases of Control – Administrative Procedures.

Unit – 3: Financial Administration

Financial Administration – Budgetary Process – Legislation of Budget – Money Bill – Financial Committees – Parliament Control over Finance –Accounting and Audit.

Unit – 4 : Administrative Responsibility

Forms of Administrative Control: Parliament Control over Administration – Executive Control over Administration - Judicial Control over Administration – Legal Remedies – Writ Petitions– Public control over Administration.

Unit – 5 : Integrity in Administration

Integrity in Administration – Corruption in Administration – Citizen and Administration – RTI – Right to Services – ARC's and its recommendations in India.

Suggested Reading

1. Vishnoo Bhagwan and Vidya Bhushan, Public Administration, S.Chand and Company, New Delhi, 2016.
2. Avasthi and Maheswari, Public Administration, L.N.Agarwal Publishers, New Delhi, 2012.
3. Battacharya, Mohit, New Horizons of Public Administration, New Delhi, Jawahar Publishers, 2013.
4. Hendry, Nicholar, Public Administration and Public Affairs, Prentice Hall of India, New Delhi, 2006.
5. Frant J.Goodnow, Politics and Administration: A study in government, New York: Transaction Publishers, 2003.

SEMESTER – III

3.5. Development Administration: Concepts and Principles

Course Code:18PSDI0304   **Credit: 4**

Course Objective
1. To introduce basic concepts and principles of Development Administration.

Learning outcomes
1. To help students to understand basic concepts and significance of Development Administration
2. To help students the comprehend the special nature of Development Administration.

Unit – 1 : Introduction

Meaning and Growth of Development Administration – Scope and Significance of Development Administration – Administration for Development.

Unit – 2 : Thrust Areas

Thrust Areas: Political Development, Social Development and Economic Development – Development in International Context – Changing nature of Development Administration.

Unit – 3 : Concepts

Growth and Development – Sustainable Development – Capacity Building – Human Development – Gender Development.

Unit – 4 : Theories and Models

Distinction between Development Administration and General Administration – Riggs model of Development Administration – Ecological dimensions of Development Administration – Theories and assumptions of Development Administration.

Unit – 5 : Emerging Issues

Bureaucracy and development – Development in the era of Liberalization, Privatization and Globalization – Impact of Globalization on Development Administration in developing Countries – Development Administration at various spatial levels.

Suggested Reading

1. Paleker, S.A. Development Administration, PHI Learning, New Delhi, 2012
2. Hari Mohan Mathur, Administering Development in Their World Constraints and Choices, New Delhi, Sage Publications in India Pvt Ltd., 1986
3. Chaturvedi, T.N, Development Administration, IIPA, 1984
4. Fred W.Riggs, Frontiers of Development Administration, Durham; Duke University Press, 1970.
5. Prayag Mehta, Bureaucracy, Organizational Behavior and Development, Sage Publications India Pvt.Ltd., 1989.

3.6. Principles of Management

Course Code: 18PSDI0305   **Credits: 4**

Course Objective
   1. To familiarize the principles of management.

Learning outcomes
   1. To enable the students to learn the concepts and principles of management.
   2. To teach the students to apply the tools in managing organization.

Course Units

Unit – 1: Nature and Functions of Management
   Definition of Management - Management Functions - Principles of Management - Importance of Management - Management - A Profession.

Unit – 2 : Organization
   Principles of Organization - Process of Organization - MBO Organization Structure - Departmentalization - Meaning and types of Decision Making - Steps and Limits in Rational decision making difficulties in decision making.

Unit – 3 : Leadership
   Characteristics of Leadership - Functions and Conditions of Effective Leadership - Approaches to Leadership. Leadership styles in Indian Organizations - Leadership Assessment.

Unit - 4: Control and Co-ordination
   Significance of control, Steps in controlling, Management by exception - Requirement of effective control - Meaning - Co-ordination - Co-operation - Types of Co-ordination - Principles of Co-ordination.

Unit - 5: Compensation, Training and Development
   Compensation, significance and types of compensations- Training and Development- Types and Advantages of Training Programmes - Training Methods - Selection of Training Method - Training Methods for Managers - Evaluation of Training and Development

Suggested Reading
   1. Tripathi P.C. and Reddy P.N., Principles of Management, New Delhi: Tata McGraw - Hill Publishing Company Ltd., 1993.

2. Harold Koontz & Heinz Weihrich., Essentials of Management, New Delhi: McGraw - Hill Publishing Company, 1990.
3. Harald Koontz D and Cyril J.O' Donell, Principles of Management: An Analysis of Managerial Functions, Tokyo: McGraw Hill, 1972.
4. Shyamal Banarjee, Principles and Practice of Management, New Delhi: Oxford and IBH Publishing Company, 1981.

3.7. Panchayati Raj System in India

Course Code: 18PSDI0306   **Credit: 4**

Course Objective:
1. To give a bird's eye view on the evolution of Panchayati Raj System in India.

Learning outcomes
1. To help students to understand the historical settings of Panchayats system.
2. To make familiar the major changes in Panchayati Raj System after 73rd Amendment.

Course Units
Unit – 1

Historical Setting - Sabhas and Samitis of Vedic Age – Janapadas of Lichavis, Shakyas and yadhavas – Oor and Sabha in Chola Period - The tradition of Self Governing Villages in Pre-British Period.

Unit – 2

Dismantling of Village Autonomy in British Administration - Reforms of Lord Rippon and Mayo - District Boards, Taluk Boards and Village Panchayats in British India.

Unit – 3

Panchayats in Constitutional Assembly Debates – Panchayats in Directive Principles of State Policy - Balwantrai Mehta Committee Report and Establishment of Three Tier System in Different States and Decline - Ashok Mehta Committee Report and Progress in Karnataka and West Bengal.

Unit – 4

73rd Constitutional Amendment Act - Constitutional Status and Basic Features - Social Justice and Panchayats - Self Governance and Development - PESA Act - Critical Review of the Acts.

Unit - 5

Working of Panchayats in Select states - Kerala: Experiments on People's participation in Planning and development in Panchayats.
Tamilnadu: Panchayats as Agencies of State for Development.
Determinants of self governance – Legal, Political and Social.

Suggested Reading

1. Palanithurai, G. (ed.) Dynamics of New Panchayati Raj Systems in India Vol. I & II, New Delhi: Concept Publishing House, 2002.
2. Palanithurai, G., New Panchayati Raj in Tamil Nadu (with the Act in original) New Delhi: Concept Pub., 2003
3. Sanyal, B.M. India: decentralised planning, themes and issues, Concept, New Delhi, 2001.
4. Pattnayak , Raimann (ed.) Local Government Administration Reform, New Delhi: Anmol Publications, 2002.
5. Verma, B.M. Social Justice and Panchayati Raj, New Delhi: Mittal Publications, 2002.

SEMESTER – IV

4.4. Organizational Behaviour

Course Code: 18PSDI0407   **Credits: 4**

Course Objective

1. To introduce the behavioral aspects of the working of organization.

Learning outcomes

1. To familiarize student on the relationship between the behavioral issues and the outcomes of organization.
2. To help student to use the tools of obtaining changes and development on organization.

Course Units

Unit 1: Organizational Behaviour

Definition - Concepts, Nature and Scope: Organizational Goals - Determination of organizational goals, Organization and individual goals.

Unit 2: The Individual Integration of Goals

Foundations of Individual Behaviour Perception and individual Decision Making - Values, Attitudes and Job satisfaction - Motivation theories - Maslow's Need Hierarchy, Herzberg Two Factor Theory, Immaturity - Maturity theory and Mc Clelland's theory.

Unit 3: The Group

Foundations of Group Behaviour - Classification of Groups - Group Structure - Group Processes - Group Tasks - Transactional analysis - Communication and Group decision making. Leadership - Theories of Leadership - Intergroup relations and conflict.

Unit 4: The Organization System

Foundations of Organizational Structure - Classifying Organizational Structure - Cultural Systems and development.

Unit 5: Organizational Change and Development

The Change Process - Resistance to change - Organizational Development.

Suggested Reading

1. Stephen P. Robbins, Organizational Behaviour, Concepts, Controversies and Application, New Delhi: Prentice Hall of India Private Ltd., Latest Edition, 1993.
2. Lorch J.W. (Ed.), Hand Book of Organizational Behaviour, New Delhi: Prentice Hall of India, 1987.
3. Prasad L.M., Organization Theory and Practice, New Delhi, S. Chand and Company, 1993.
4. Hodge B.J. and Johnson H.J., Management and Organizational Behaviour: A Multidimensional Approach to Management, New York: John Wiley and Sons, 1970.
5. Henry P. Sims & Peter Lorenz., The New Leadership Paradigm, Social Learning and Cognition in Organisations, New Delhi: Sage Publications India Private Limited, 1992.

4.5. Indian Constitution - I

Course Code: 18PSDI0408   **Credits: 4**

Course Objective
1. To introduce the basic principles and features of the Indian Constitution.

Learning outcomes
1. To familiarize students on the fundamental rights and their application
2. To help students to understand the working of executive, legislature and Judiciary in India.
3. To discuss the contemporary issues in the functioning of the Indian Constitution.

Course Units

Unit – 1 : Making of Indian Constitution

Evolution of Indian Constitution - Constitution making process- Constituent Assembly- Philosophy- Preamble- Salient Features of Indian Constitution.

Unit – 2 : Fundamental Rights and Directive Principles

Fundamental Rights- Directive Principles of State Policy – Fundamental Duties.

Unit – 3 : Union Executive

President – Election- Powers and Functions- Council of Ministers- Prime Minister- Position and Powers- Relationship between Prime Minister and President.

Unit – 4 : Union Legislature

Structure, Powers and Functions – Speaker - Power and Functions - Procedures of Constitutional Amendment.

Unit – 5 : Judiciary in India

Judiciary - Supreme Court Composition of Judiciary - Power and Functions - Judicial Review- Basic structure of the Constitution.

Suggested Reading
1. Basu D.D., Introduction to Indian Constitution, New Delhi: Prentice Hall of India Private Limited, 1994.
2. Pylee M.V., Constitutional Government in India, New Delhi: S. Chand and Company, 1984.
3. Basu D.D., Shorter Constitution of India, New Delhi: Prentice Hall, 1981.
4. Johari, Indian Government and Politics, Delhi: Vishal Publications, 1984.
5. Siwach J.R., Dynamics of Indian Government and Politics, New Delhi: Sterling Publishers Private Limited, 1985.

4.6. Administrative Thinkers – I

Course Code: 18PSDI0409   **Credit: 4**

Course Objectives
1. To familiarize students on the contributions of Administrative Thinkers in Public Administration.

Learning outcomes
1. To help students to learn important Administrative Theories.
2. To educate students in Leadership Theories.

Course Units
Unit – 1 : Introduction
Significance of Administrative Theory – Evolution and Emerging Trends in Administrative Theory – Woodrow Wilson (Politics and Administrative Dichotomy).

Unit – 2 : Classical Theories
F.W.Taylor (Scientific Management) – Hendry Fayol (Principles of Organization) – Luther Gullick (Principles of Management).

Unit – 3 : Human Relation Theory
Elton Mayo (Human Relations Theory) – Herbert A.Simon (Decision Making Theory) - Chester I.Bernard (Theory of Authority).

Unit – 4 : Bureaucratic Theory
Max Weber and Karl Marx (Bureaucratic Theory).

Unit – 5 : Leadership Theories
Renisis Likert (Linking Pin Model of Organization) – Peter Drucker (Modern Management Theory).

Suggested Reading

1. Prasad, Ravindra, D., Prasad.V.D., Sathyanarayana, Administrative Thinkers, Sterling Publishers(P) Ltd., New Delhi, 2017.
2. Chaturvedi, T.N., in Arora, Ramesh k., (Ed), Administrative Theory, IIPA 1984.,
3. Baker R.J.S., Administrative Theory and Public Administration, Huthinson, London, 1972.

4. Waldo, Dwight, The study of Public Administration, Random House, New York, 1968.
5. Rakesh Hooja, Administrative Theories: Approaches, Concepts and Thinkers in Public Administration, Rawat Publication, 2007.

SEMESTER – V

5.5. Indian Constitution - II

Course Code: 18PSDI0510   **Credits: 4**

Course Objective
1. To introduce the basic principles and features of Indian constitution

Learning outcomes
1. To familiarize students on the fundamental rights and their application
2. To help students to understand the working of executive, legislature and Judiciary in the Indian Constitution.
3. To discuss the contemporary issues in the administration affecting society in India.

Course Units
Unit – 1 : State Executive
   Governor Powers and Functions- Council of Ministers- Chief Minister- Position and Powers- Relationship between Chief Minister and Governor.

Unit – 2 : State Legislature
   Structure, Powers and Functions.

Unit – 3 : High courts and Subordinate Judiciary
   Judiciary- High Court- Power and Functions- Subordinate Court.

Unit – 4 : Central-State Relations
   Legislative, Administrative and Financial Relations - Inter-state Relations.

Unit – 5 : Independent Agencies
   Election Commission – Finance Commission – Union Public Service Commission – State Public Service Commission- Attorney General- Comptroller and Auditor General of India- Special Provisions for Minorities.

Suggested Reading

1. Basu D.D., Introduction to Indian Constitution, New Delhi: Prentice Hall of India Private Limited, 1994.
2. Pylee M.V., Constitutional Government in India, New Delhi: S. Chand and Company, 1984.
3. Basu D.D., Shorter Constitution of India, New Delhi: Prentice Hall, 1981.
4. Johari, Indian Government and Politics, Delhi: Vishal Publications, 1984.
5. Siwach J.R., Dynamics of Indian Government and Politics, New Delhi: Sterling Publishers Private Limited, 1985.

5.6. Administrative Thinkers – II

Course Code: 18PSDI0511   **Credit: 4**

Course Objectives
1. To familiarize students in the modern developments on theories in Public Administration.

Leaning outcomes
1. To help students to learn scientific theories in Public Administration.
2. To help students to appreciate contemporary development in Administrative theories.

Course Units
Unit – 1 : Social Psychological Theory
      Abraham Maslow (Hierarch of Needs Theory) – Fredric Herzberg (Two Factor Theory) – Douglas Mc Gregor (Theory X and Theory Y).

Unit – 2 : Development Theory
      Fred W.Riggs (Theory of Development) – Yezel Dror (Theory of Public Policy).

Unit – 3 : Contingency Theory
      J.D.Thompson (Organisations in Action) – Lewis (Contingency)

Unit – 4 : Modern School of Thought - I
      Dwight Waldo (Future of Public Administration) – Robert Dahl (Problem of Science of Administration) – Robert T.Golembiewski (Public Administration as Developing Discipline).

Unit – 5 : Modern School of Thought - II
　　L.D.White (Introduction to the Study of Public Administration) – Willoughby (works on budgeting) – H.J.Laski (Authority in the Modern State) – Paul H.Appleby (Public Administration for a Welfare State).

Suggested Reading

1. Prasad, Ravindra, D., Prasad.V.D., Sathyanarayana, Administrative Thinkers, Sterling Publishers(P) Ltd., New Delhi, 2017.
2. Chaturvedi, T.N., in Arora, Ramesh k., (Ed), Administrative Theory, IIPA 1984.
3. Baker R.J.S., Administrative Theory and Public Administration, Huthinson, London, 1972.
4. Waldo, Dwight, The study of Public Administration, Random House, New York, 1968.
5. Rakesh Hooja, Administrative Theories: Approaches, Concepts and Thinkers in Public Administration, Rawat Publication, 2007.
6. Maheswari, S.R., Administrative Thinkers, Trinity Publishers, 2014

SEMESTER – VI

6.3. Development: Concepts and Principles

Course Code: 18PSDI0612　　　　　　　　　　　　　　　　**Credits: 4**

Course Objective
1. To familiarize the students with different approaches to development and their characteristics.
2. To introduce core principles of development

Learning outcomes
1. To provide comprehensive and inclusive picture of development in the present context.
2. To familiarize students in multiple dimension of development

Course Units

Unit - 1: Introduction

Development – Definition – State Approaches to development, 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

Human Development – Meaning – Definition – Concept, Capability Approach.

Unit - 4: Gender - Development

Significance of Gender in development– Gender – Related Terms and Concepts.

Unit - 5: Sustainable Development

Sustainable Development, Concept, Principles and Models.

Suggested Reading

1. Sakiko Fukuda-Parr, A.K.Shivakumar (Eds.,), Readings in Human Development, 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.

6.4. Issues in Indian Polity

Course Code: 18PSD10613

Credit: 4

Course Objectives

1. This course provides functional dimensions of Indian Politics. It enables the students to familiarize with the theoretical proposition of Indian Politics.

Learning outcomes

1. To help the students to familiarize on the issues in Democratic setup
2. To exposes the students about the real problems faced by the vulnerable masses

Course Units

Unit - 1: Nation State Formation
Democratization of Indian Politics and Society - Deficiencies and Discontents in Indian Democracy.

Unit - 2: Identity Politics
Communalism and Regionalism - Language and Ethnicity.

Unit - 3: Issues of Social Justice
Social Disparities and Discriminatory Practices - Issues of Dalits, Tribal and Minorities.

Unit - 4: Development dilemma
Indian Experiments in Development Models - Economic development Marginalization and Displacement – Farmers, Tribal and Fishermen –Poverty Issues.

Unit - 5: Crisis to National integration
Tribulations in North Eastern States - Kashmir Issue – Maoism – Terrorism.

Suggested Reading

1. Siwach J.R., Dynamics of Indian Government and Politics, New Delhi: Sterling Publishers Private Limited, 1985.
2. Gupta D.C., Indian Government and Politics, New Delhi: Vikas Publishing, 1993.
3. Rajini Kothari, Politics in India, New Delhi: Orient Longman, 1986.
4. Kothari J.C., Indian Government and Politics, New Delhi: Vishal Publishers, 1994.

6.5. Indian Administration

Course Code: 18PSDI0614   **Credits: 4**

Course Objective
1. To introduce the basics of the Indian administrative system

Learning outcomes
1. To help the student to know the details of the administrative arrangement in India
2. To explain the operational aspects of Indian Administration

Course Units
Unit – 1 : Structure of Central Administration
Cabinet Secretariat Ministries and Departments, Boards and Commissions, Field Organisations.

Unit - 2: Public Services
All India Services – Central Services – State Services – Local Services – Union Service Commission.

Unit - 3: Public Undertakings
Forms of Management – Control and Problems.

Unit – 4 : Issue Areas in Indian Administration
Relations between Political Executive and Permanent Executive, Generalists Vs Specialists.

Unit – 5 : Peoples Participation in Administration
State and Civil Society in Development – Citizen's Grievances and their redressal integrity in Administration – Corruption in Administration – Lok Pal, Lok Ayukta and Administrative Reforms in India.

Suggested Reading
1. Shriram Maheswari, Indian Administration, New Delhi: Orient Longman Limited, 1984.
2. Paramatma Sharan, Theory and Practice of Public Administration, New Delhi: Meenakshi Prakashan, 1977.

3. Padma Ramachandran, (Eds.), Issue in Indian Public Administration, New Delhi: Oxford & IBH Publishing Company, 1986.
4. Rumki Bassu, Public Administration, An introduction Concept and Principles, New Delhi: Sterling Publishers Private Ltd., 1986.

SEMESTER – VII

7.5. Gandhian Framework for Development

Course Code: 18PSDI0715   **Credits: 4**

Course Objective

1. To introduce the Gandhian framework for development.

Learning outcomes

1. To familiarize students in the Gandhian models of development
2. To introduce development alternatives and poor friendly sustainable models

Course Units

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.

Suggested Reading

1. Gandhi M.K., Hind Swaraj or Indian Home Rule, 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, Entropy: A New World View, New York: Viking Press, 1980.
5. Kumarappa, J.C., Economy of Permanence, Tanjore: Sarvodaya Prasuralaya, 1952.

Websites

1. Club of Rome: www.clubofrome.org
2. World Watch Institute: www.worldwatch.org
3. Entropy: www.foet.org
4. Sustainable Development: www.sustainableliving.org, www.sdgateway.net
5. Bioregions: www.bioregions.org
6. Bioregional Development Group www.bioregional.com

7.6. Human Resource Administration

Course Code: 18PSDI0716   **Credits: 4**

Course Objective

1. To familiarize the students with the administration of Human Resources

Learning outcomes

1. To enable the students to acquire the knowledge in human resource planning, staffing, development, and compensation
2. To impart skills related to Human Resource Administration

Course Units

Unit- 1: Introduction:

Human Resource Administration: Importance, Scope and Perspectives - Concept of Meritocracy - Public Service: Concept and Role in Modern State - Public Institutional Theory

Unit - 2: Classification and Recruitment:
　　Man Power Planning, Classification of Services, Competency Mapping - Recruitment: Principles, Methods and Selection Process; Career Planning - Personnel Agencies.

Unit - 3: Training and Development:
　　Training: Objectives, Types, Methods, Techniques and Training Needs Assessment - Performance Evaluation – Traditional and Modern Methods - Capacity Building- Institutional Building - Promotion, Principles and Practices.

Unit – 4: Pay and Conditions of Services:
　　Pay and Pay Principles - Agencies and Mechanisms for Pay Determination - Conduct, Discipline and Superannuation.

Unit – 5: Concepts and Emerging Trends:
　　Neutrality, Anonymity and Integrity – Outsourcing and Downsizing and Talent Management - Human Resource Accounting and Audit.

Suggested Reading

1. Armstrong, Michael, A Handbook of Human Resource Management Practice, London: Kogan Page, 2007.
2. Aswathappa K., Human Resource Management: Text and Cases, New Delhi: McGraw Hill, 2013.
3. Farazmand , Ali, Handbook of Bureaucracy, Taylor & Francis, New York: 1994
4. Flippo Edvin B., Principles of Personnel Management, New Delhi: McGraw-Hill, 1976.
5. Goel, S.L.& Rajneeesh, Shalini, Public Personnel Administration, New Delhi: Deep & Deep, 2003

SEMESTER – VIII

8.4. Public Financial Governance in India

Course Code: 18PSDI0817　　　　　　　　　　　　　　　　**Credits: 4**

Course Objective

1. To provide an overview of public financial governance in India

Learning outcomes

1. To familiarize the students the basic principles in public finance, accounting, auditing and budgeting
2. To facilitate the students to understand the details of financial governance in India

Course Units

Unit - 1: Introduction
Public Finance: Evolution, Meaning and Scope - Public Revenue: Meaning, Need, Classification and Principles of Revenue - Public Expenditure: Meaning, Need and Classification.

Unit - 2: Budget and Governance
Budget: Meaning, Purpose and Significance - Budget Preparation, Enactment and Execution - Types of Budget: Line-Item Budget, Performance Budget, PPBS and Zero –Based Budgeting - Gender Budget, Green Budget and Sun Set Legislation.

Unit - 3: Financial Management in India
Fiscal Federalism- Center State Financial Relations, Distribution of Resources - Finance Commission – Composition, Powers, Functions and Role - Fiscal Management: Public Debt and Deficit Financing - Monetary Policy and Fiscal Policy.

Unit - 4: Tax Governance
Tax Governance in India- Principles of Taxation and Tax Administration in India- Priorities for Improving Tax Governance.

Unit - 5: Control over Finances
Accounting and Audit Reforms in India - Types of Audit- Internal and External Audit- Standards of Public Accounting - Parliamentary Financial Committees and Comptroller & Auditor General of India.

Suggested Reading

1. Mahajan Sanjeev Kumar and Anupama Puri Mahajan, Financial Administration in India, New Delhi: PH Learning, 2014.
2. Brigham Eugene F., Financial Management: Theory and Practice, India: Cengage Learning, 2011.
3. Campos E & Pradhan S, Budgetary institutions and expenditure outcomes, Washington DC: World Bank, 1995.
4. Carlos, Santiso, The Political Economy of Government Auditing, New York: Taylor and Francis, 2009.
5. Chen Greg G et. al. (Eds.), Budget Tools: Financial Methods in the Public Sector, CQ Press, 2008.

8.5. Development Administration in India

Course Code: 18PSDI0818   **Credit: 4**

Course Objective
1. To introduce current status of Development Administration in India.

Learning outcomes
1. To sensitize students on the challenges to development administration in India.
2. To educate them on the role of development administration in bringing fundamental changes in Administration.

Course Units

Unit – 1 : Introduction
Meaning, Nature, Growth and Significance of Development Administration – Development Administration and Public Administration – Emergence of Development Administration in India.

Unit – 2 : Constitutional Context
Constitutional Context of Development Administration – Central and State Governments – Ministry of Rural Development and Panchayati Raj – Ministry of Social Justice and Empowerment – Development role of Public Administration in India since 1947.

Unit – 3 : Development Programmes
Development Programmes – Types of Development Programmes: Area Development Programme, Tribal Development Programmes – Problems of Development in India – Dimensions in Development Administration.

Unit – 4 : Bureaucracy and Development in India
Role of Bureaucracy in Development – Administrative Capabilities – Citizen and Development Administration – NGO and Civil Society role in Development Administration – Panchayati Raj Institutions' role in Development.

Unit – 5 : Development Planning in India
Meaning of Development Planning – History of Development Planning in India – Five Year Plans and Development Planning – Machinery for Planning – Issues in Development Planning in India.

Suggested Reading

1. Paleker, S.A. Development Administration, PHI Learning, New Delhi, 2012
2. Hari Mohan Mathur, Administering Development in Their World Constraints and Choices, New Delhi, Sage Publications in India Pvt Ltd., 1986
3. Pai Panandikar V.A., Development Administration in India, Macmillan, 1974.
4. Chaturvedi, T.N, Development Administration, IIPA, 1984
5. Chatarjee SK., Development Administration with special reference to India, New Delhi; Surjeet Publications; 1981

8.6. Public Service Management

Course Code: 18PSDI0819   **Credits: 4**

Course Objective

1. To introduce the concepts, nature and significance of public service management

Learning outcomes
1. To familiarize the students on ongoing to ends in the delivers of public services
2. To introduce the assumptions and goals of Public service management.

Course Units

Unit - 1: Public Administration and Public Service Management
> Shift from Public Administration to Public Service Management - Marget Tatcher's Contribution - Public Choice theory Neo-Liberal Perspective – Globalization.

Unit - 2: Neo-Liberal policies of Governance
> De-regulation - cuts in Public expenditure - Privatization of Public Services.

Unit - 3: Basic Assumptions

> Basic Assumptions of Public Service Management - Responsiveness – Flexibility – Innovation.

Unit - 4: Goals and Objectives

Goals of Public Service Management - Reduce the Role of the State - Change in inputs - Focus on output - Entrepreneurial Government.

Unit - 5: ICT in Public Services

Information – Electronic Software Distribution (ESD) – Use of ICT in Public Service Management.

Suggested Reading

1. David Osborne and Gaebler, Reinventing Government, London: Addison-Wesley Publications, 1992.
2. Pollitt C., Managerialism and the Public Services: The Anglo-American Experience, Oxford: Basil Blascwell, 1990.
3. Richard Boyle, Towards a New Public Service, Dublin: Institute of Public Administration, 1995.
4. Janos Bertok, Trust in Government: Ethics Measures in OECD Countries, OECD, 2000.
5. David Harvey, A Brief History of Neo-liberalism, Oxford: Oxford University Press, 2005.

SEMESTER – IX

9.3. Public Policy Analysis

Course Code: 18PSDI0920
Credit: 4

Course Objective:

1. To familiarize students in the Analysis of Public Policy.

Learning outcomes

1. To help students to learn the process of Policy Making in Government
2. To help students to learn the significance of Policy Science.

Course Units

Unit – 1 : Public Polity

Public Policy: Meaning and Nature – Policy making and decision making – Policies and goals – policy making and planning – Policy analysis and Policy Advocacy – Policy inputs and policy outcomes – Institutional Development for policy.

Unit – 2 : Policy Science and Policy Analysis

Policy Science: meaning, nature and utility of policy science – Basic assumptions of Policy Science – Criticism of Policy Science: Approach and Alternatives - Policy Analysis: Meaning and issues of policy analysis – models for policy analysis – system model – institutional approach – rational policy making model – constraints to rationality.

Unit – 3 : Policy Making Process

Policy making agencies: Role of Media, Pressure Groups and Political Parties – Bureaucracy and Policy Making – Optimal Model of Policy Making – Policy Making process in India: Planning Commission, NDC and NITI Aayog.

Unit – 4 : Policy Implementation

Meaning and elements in Policy implementation – Policy implementers – Policy implementation techniques – Conditions for successful implementation.

Unit – 5 : Policy Evaluation

Functions of policy evaluation – Criteria for Evaluation – Forms of Policy Evaluation – Issues in acceptability of evaluation results – Problems in policy evaluation.

Suggested Reading

1. R.K.Sapru, Public Policy: Formulation, Implementation and Evaluation, Sterling Publishers, 2014.
2. R.K.Sapru, Public Policy : Art and Craft of Policy Analysis, Prentice-Hall Of India Pvt. Limited, 2010
3. Anderson, James, Public Policy-Making, New York, Praeger, 1975
4. Maheshwari, S.R., Public Policy Making in India, IJPS, Vol.48, No.3, 1987,

9.4. Decentralization and Self Governance: Theory and Principles

Course Code: 18PSDI0921   **Credit: 4**

Course Objective
>   1. To help students to understand major theories and principles of decentralization and self governance.

Learning outcomes
>   1. To introduce various approaches and frameworks for Decentralization
>   2. To help students to learn science and self governance.

Course Units
Unit – 1 : Concepts and Approaches
>   Deconcentration of Power - Separation of Power, Division, Delegation, Devolution, Decentralization - Neo-Liberal approach - Theory of Civic Tradition and Reciprocity - State – Citizen Dichotomy and Limited Government.

Unit – 2 : Administrative Decentralization
>   Theory of Subsidarity - Reduction of State – Privatization – Public Private Partnership - Fiscal Decentralization - Decentralization for Good Governance - Local Government as Agencies

Unit – 3 : Participation in Governance

>   Citizens' Participation in Administration and Governance – Participation ladder of Arnstein - Ostroms design Principles - From participation to self governance - Opportunities, Challenges and Limitations.

Unit – 4 : Self Governance and Pyramidal democracy – Gandhian Framework

>   Self Governance and Self determination - Building empowered Citizens - State from below, Positive Anarchism – State- Citizens Power Dichotomy - Self Governing Village Republics- Picture of Village Swaraj.

Unit – 5 : Self Governance for Social Justice and Choice for Development

>   Social justice and empowering the Marginalized- women, SC and ST- Peoples' choice in development – Planning for Development - Sustainable Development at the Grassroots.

Suggested Reading

1. Arnstein, Sherry.R., A Ladder of Citizens Participation, JAIP, Vol.35, No.4, July 1969 PP216-244
2. Narayanan, Jayaprakash, A Plea for construction of Indian Polity, Sarva Seva Sangh, Prakashan, Varanasi, 1961.
3. Gandhi, M.K., Village Swaraj, Navajivan Publishers, Ahmadabad, 1962.
4. Kawame Badu Antwi – Boasiako and others, The Theories of Decentralization and Local Government: Implementation, Implication and Realities – a Global Perspectives, Stephen F.Austein University Press, 2014.
5. Diana Conyers, Decentralization; The latest fashion in Development Administration?, Public Administration and Development Vol.3, Issue 2, PP 97-109, April-June, 1983, Wiley Online Library.

9.5. Gender Issues and Development

Course Code: 18PSDI0922 **Credits: 4**

Course Objective
1. To introduce the role of gender in development.

Learning outcomes
1. To teach students on the relationship between status of women and gender and development.
2. To help the students the significance of women empowerment.

Course Units

Unit - 1:Gender and Feminism
   Introduction - Feminism-Meaning-definition-Theories of Feminism - Gender-meaning and Gender justice in Ancient India

Unit - 2: Gender Issues
   Women's oppression – Meaning – Oppressive Values and Structures – Liberation -Meaning and Liberation Process - Social, Economic, Political and Religious Context, GLP and Women.

Unit - 3: Women's Movement
   A Global Perspective – Women's Movement in India since 20th century – Contribution of Social Reformers.

Unit - 4: Women's Development

Meaning and Definition – Women's Development in Educational, Social, Economic, Political and Administrative spheres - Gandhiji and Women - Women's rights in Indian Constitution - Gender in Indian Planning – Commissions for Women's Development.

Unit - 5: Empowerment of Women

Empowerment – Meaning and definition – Nature and Needs – various approaches for empowerment - Role of Panchayati Raj in the Political Empowerment of Women, Women in Central, State and Local levels - An overview of the role of women in development.

Suggested Reading

1. Paipanandiker V.A. and Arun Sud, Changing Political Representation in India, New Delhi: Uppal Publishing House, 1983.
2. Gustavo Gutierrez, A Theology of Liberation, New York: Orbis Books, 1973.
3. Natalie H. Bluestone, Why Women Cannot Rule: Sexism in Plato Scholarship, Philosophy of the Social Sciences, 18, 1988.
4. Betty Rozak, Women's Liberation, in James Rachels (Ed.), Moral Problems: A Collection of Philosophical Essays, New York: Harper and Row, 1979.
5. Wilfred Malenbaum, Who does the Planning? in R.L. Park and I. Tinker, (Ed.), Leadership and Political Institutions in India, New York: Greenwood Press, 1969.

Reports

1. Ministry of Education and Social Welfare, Government of India, Towards Equality - Report of the Committee on the Status of Women in India, New Delhi, 1974.
2. Ministry of Education and Social Welfare, Government of India, The Indian Women: A Statistical Profile, New Delhi, 1975.
3. ICSSR, Status of Women in India: A Synopsis of the Report of the National Committee (1971 – 74), Government of India, New Delhi: Allied Publishers, 1975.
4. ICSSR, Critical Issue on the Status of Women, New Delhi, 1977.
5. Equality, Development and Peace (bulletin No.11), United Nations Decade for Women, Special Conference Issue, July, 1985

9.6 Comparative Public Administration

Course Code: 18PSDI0923   **Credits: 4**

Course Objective

1. To introduce the significance of Comparative Public Administration.

Learning outcomes

1. To familiarize students on various approaches to Comparative Public Administration

2. To help the students to learn various Models of Administration

Course Units

Unit - 1: Introduction:
Nature, Scope, Characteristics and Importance of Comparative Public Administration - Evolution of Comparative Public Administration - International Comparative Public Administration - Critique of Comparative Public Administration.

Unit - 2: Approaches
Bureaucratic Approach - General Systems Approach - Decision Making Approach - Ecological Approach.

Unit - 3: CPA: Contributions of F. W. Riggs
Structural-Functional Approach - Theory of Prismatic Society - Development Models.

Unit - 4: Comparative Administrative Systems
Classical Administrative System: France - Developing Administrative System:
India -Developed Administrative Systems: USA and UK - Modern Administrative Systems: Japan and Korea.

Unit - 5: Development Administration
Nature, Scope and Elements of Development Administration - Goals and Challenges of Development Administration - Models of Development Administration: Sustainable Development, Human Development & Inclusive Development.

Suggested Reading

1. Ali Farazmand, Handbook of Comparative and Development Public Administration, New York: Marcel Dekker, 2001.
2. Esman, Milton J., CAG and the Study of Public Administration. In F. W. Riggs (Ed.), The frontiers of development administration (pp.41-71). Durham, North Carolina: Duke University Press, 1970.
3. Heady, F, Public administration: A comparative perspective (5th ed.). New York: Marcel Dekker, 1996.
4. Heaphey, J., Comparative Public Administration: Comments on current Characteristics. Public Administration Review, 28(3), 242-249, 1968.
5. Montgomery, J., Approaches to Development Politics, Administration and Change, New York: McGraw Hill, 1966.

SEMESTER – X

10.2. Administrative Changes

Course Code: 18PSDI1024   **Credits: 4**

Course Objective

1. To enable the students to realize the need of such change and innovation administration in the context of globalization of economy and empowerment of the people.

Learning outcomes
1. To familiarize the students to understand the governance, political process, and development made in the administration
2. To make the students to have are understanding of the transformation that takes place in the realm of Public Administration in the world

Course Units

Unit -1: Conceptualization of Administrative change in the context of Globalization.
Administrative change Theoretical inputs New Concepts – prime Agents for such changes

Unit - 2: Administrative Reforms in the new context and in History.
Types of Administrative Reforms – four phases of changes. Implementation – Evaluation - Globalization and Administrative change

Unit - 3: Innovations in Government in the World.
    Meaning of Innovation – Historical Perspective - causes of reforms movements – lesson from two decades of government reforms

Unit - 4: Administrative Reform in India.
    Colonial legacy – Early phase of Reform – Failures – Renewal of efforts - Implications

Unit - 5: Public Management Reform in India.
    Civil Services Reform – Redefining state process – constrains and potentials – Empowerment and Equality – Rethinking Reforms

Suggested Reading

1. Bidyut Chakrabarty and Mohit Bhattacharya (Eds.), Administrative Change and Innovation, New Delhi: Oxford University Press, 2005
2. Ali Farazmand, Administrative Reforms in Global Perspective: A Symposium, International Journal and Public Administration, Vol. 22: No 6, 1999.
3. United Nation, Rethinking Public Administration: An Overview, New York: United Nation, 1998.
4. Mark Turner and David Hume, Governance, Administration and Development: Making the state Works, London: Macmillan, 1997.
5. Agarwal U.C. (Ed.), Public Administration Vision and Reality, New Delhi: Indian Institute of Public Administration, 2003.

II. Major Electives

1. Human Rights: Concepts and Principles

Course Code: 18PSDI00E1   **Credits: 4**

Course Objective
1. To expose the students on the basic elements, concepts and principles of Human Rights

Learning outcomes
1. To familiarize the students on the universal declaration of human rights and its implications.

2. To introduce the students on National, State Human Rights commission and human rights courts.

Course Units

Unit - 1: Introduction to Human Rights
Definition of Human Rights – Theories of Human Rights – Rights and Obligations.

Unit - 2: Global Perspective
United Nation Human Rights Commission – Universal Declaration of Human Rights.

Unit - 3: Human Rights in India
National Commission on Human Rights – State Human Rights Commission – Human Rights Courts.

Unit - 4 Civil Rights in India
Status of Civil Rights and Political Rights in India - Role of civil society in protection of Civil Rights.

Unit 5: Economic Rights
Rights for Livelihood, Entitlement and Development - Social Rights – Cultural Rights – Rights of Minorities.

Suggested Reading

1. Basu D.D., Human Rights in Constitutional Law, 1995.
2. Subramanian S., Human Rights Training, New Delhi: Manas Publications, 1999.
3. Subramanian S., Human Rights: International Challenges, New Delhi: Manas Publications, 1999.
4. Vijay K. Gupta (Ed.), Perspectives on Human Rights, New Delhi: Vikas Publishing House Pvt. Ltd., 1996.
5. Human Rights Education for Citizenship, Amnesty International, 1997.

Major Electives

2.Rights Based Development

Course Code: 18PSDI00E2   **Credits: 4**

Course Objective
1. To enable the students to understand the concept and practice of Right based development.

Learning outcomes
1. To familiarize the student on the evolution of the concept of RBD.
2. To introduce various instruments for ensuring RBD to the marginalized.

Course Units

Unit - 1: Concepts and Nature of right based approach to development
Introduction to Right Based Approach to Development - Evolution of Right Based Approach to Development - Content of Right Based Approach to Development – types of RBD.

Unit - 2: Livelihood Rights
Rights to Food, Employment, Health and Education - Definition and Concept, obligations of the State.

Unit - 3: Rights for equity in Development
Rights of marginalized groups – Women's right, International Framework, Institutional Arrangements for Women Rights - Rights of Minorities and Marginalized Groups.

Unit - 4: Right for good governance
Right to Information, Public Service Delivery Guarantee – Social Auditing – Public hearing and Right for Self Governance.

Unit - 5: Status in Indian Constitution
Indian constitutional and Legal Framework for protection of Fundamental Rights and Human Rights - Rights of Women, Minorities and SC & ST People - States obligations for the rights to Development of Women, Minorities, SC & ST People.

Suggested Reading

1. Centre for Development and Human Rights, The Right to Development – A Primer, New Delhi: Sage Publications, 2004.
2. Naila Kabeer (Ed.,), Geetha B. Nambissan, Ramya Subramanian, Child Labour and the Right to Education in South Asia, New Delhi: Sage Publications, 2003.
3. Basu D.D., Shorter Constitution, Prentice Hall, New Delhi, 2003.
4. UNDP Bank, Human Development Report, New Delhi, 2003.

Major Electives

3. Common Property Resource Management

Course Code: 18PSDI00E3   **Credits: 4**

Course Objective
1. To introduce students the theories and practice of management of Common Property Resources.

Learning outcomes
1. To familiarize students in management system of Common property resources.
2. To sensitize students on the significance of Common property resources in the life of rural poor.

Course Units

Unit - 1: Introduction

Meaning, nature and scope of Common Property Resources (CPR) and different types of properties - Significance of CPR in Ecological Security.

Unit - 2: Theories of Management of CPR

Ecological degradation – depletion of natural resources- Theories on CPR - Hardin's Theory of Tragedy of Common - Game Theories of CPR management and game of Prisoners dilemma.

Unit - 3: Principles and Techniques of CPR Management

Olson's Logic of collective action- Design principles of Ostrom for self-governing institutions - Risk and scarcity principle of Robert Wade- Transactional cost principles.

Unit - 4: Livelihood security of the poor and CPR

Relationship between CPR and women, Tribal, Craftsmen and other eco system people - CPR and Rural economy.

Unit - 5: Institutional arrangements for CPR Management

Nationalization – Privatization - Community Based Management - Role of Panchayats and user groups.

Suggested Reading

1. Jodha, Rural Common Property Resources: A Growing Crisis, London: International Institute for Environment and Development, 1992.
2. Robert Wade, Village Republic, New Delhi: Orient Longman Ltd., 1989.
3. Gupta A.K., Why poor do not cooperate; Lessons from traditional organizations with implications on Modern organizations in Clare D.Wanger (Ed), Research Relationship with Politics and Practice of Social Research, London : George Allen and Unwin, 1987.
4. Katar Singh, Managing Common Pool Resources - Principles and Case Studies, New Delhi: Oxford University Press, 1994.

Major Electives

4. Participation and Governance

Course Code: 18PSDI00E4   **Credits: 4**

Course Objective
1. To understand significance of participation in strengthening democracy

Learning outcomes
1. To teach students various means and methods of participation and democracy
2. To familiarize on tools available for people to participate in development.

Course Units

Unit - 1: Participation – Meaning, Scope, Nature
Definition of the concept participatory governance - Evolution of participation in governance – Expected Implications.

Unit - 2: Participation in Governance
Governance Structure – Scope for Participation

Unit - 3: Participation for Development
Development- opportunities for participation

Unit - 4: Structure of Participation
Modes of participation – Nature of participation

Unit - 5: Analysis of Participation
Measuring participation – Grading participation – Assessing implication

Suggested Reading

1. Rose Mary, McGee, Legal Frameworks for Citizens Participation: Synthesis Report, IDS, Logo Link, Publications, 2003.
2. Peter Clarke and et. al., Citizen Participation and Local Governance: Annotated Bibliography and Review, Brighton: IDS, University of Sussex, 2002.
3. A.Fung and E.D,.Wight, Deepening Democracy: Innovations in Empowered participatory Governance, Politics and Society, Vol.29: No.1, 2001.

Major Electives

5. Development Communication

Course Code: 18PSDI00E5   **Credits: 4**

Course Objective
1. To make students understand the role of communication in development.

Learning outcomes
1. To make students appreciate the importance of development communication.
2. To make students familiar with various techniques and methods of Development Communication.

Course Units

Unit 1 : Development communication: Theories and Principles
Communication – Definition – its importance – Theories and Principles of effective communication.

Unit 2 : Perspectives
New perspectives on communication and development communication process.

Unit 3:   Communication and Development
Communication for Social, Political, Educational, Economic and Moral Development.

Unit 4 : Media in Communication
Modern Medias- Press – Electronics – ICT – Social media - Traditional Medias.

Unit 5: Contemporary Issues

Communication explosion – Communication Manipulation – Communication in Political and Social Transformation.

Suggested Reading

1. Carlesworth (ed.), Contemporary Political Analysis, New York: Free Press, Macmillan, 1979.
2. Dhama O.P. and Bhatnagar O.P., Education and Communication for Development, New Delhi: Oxford and IBH Publishing Company Pvt. Ltd., 1988.
3. Dale Edger, Audio Visual Methods, New York: Holt Rinehort and Winston, 1964.
4. Guy De Mallac, Non-violent Strategies for today a Handbook, Gandhigram: Gandhigram Rural Institute, 1989.
5. David K. Berlo, The Process of Communication, New York: Holt Rinehort Winston Inc., 1960.

Major Electives

6.Globalization and Development

Course Code: 18PSDI00E6   **Credits: 4**

Course Objective
1. To familiarize the students with the Globalization and its implications.

Learning outcomes
1. To provide a perspective on the broad aspects and institutions of Globalization.
2. To enable the students to understand the implications of Globalization for third world development.
3. To sensitize the students on issues affecting poor in the context of globalization.

Course Units

Unit - 1: Theoretical Foundations
    Basic assumptions and key concepts: Privatization, Liberalization, Market Economy and Global Development.

Unit - 2: Institutional arrangements
    GATT, WTO, IMF, World Bank, Trade related Intellectual Property Rights - Nature and role of Multinationals.

Unit - 3: Development in the context of globalization

Development: Definition, Scope and Multi Dimensions - Development beyond economic growth and Limits to Economic Growth - Sustainability and equity Approach to Development - Human, Social and Ecological Dimensions of development - Freedom and Capability as Strategies of Development - Place for Marginalized and Disadvantages in Development.

Unit - 4 : Nation State and Globalization

National Sovereignty and Democratic choice over Development Priorities and Strategies. Impact on Class Structure and Social Dynamics. Ecological Capital and Economic Growth.

Unit - 5 : People and Self Governance in the era of globalization

Right for Self Governance and Governance of Local Resources. Choices over Livelihood Security and Livelihood Opportunities - Impact on Culture, Values and Social Capital. Building Local Governance and Alliances.

Suggested Reading

1. Bagavathi Jagadish, In defense of Globalization, New Delhi: Oxford University Press, 2004.
2. Stiglitz, E Joseph, Globalization and its discontents, New Delhi: Penguin books 2004.
3. Kay Jhon, The Truth about Markets Why Some Countries are Rich and others Remain Poor, New Delhi: Penguin books, 2004.
4. Wolt Martil, Why Globalization Works, New Delhi: Yale University, 2004.
5. Capra Frttjoe, Uncommon Wisdom, New Delhi: Banthom books 2001.
6. Rifkin, Jerry, Entrophy, New Delhi: Banthom Books 2002.
7. Stiglitz, E.Joseph, Making Globalization work, New Delhi: Allen Lane, an imprint of Penguin Books, 2006.

Major Electives

7. Human Rights and Constitution of India

Course Code: 18PSDI00E7   **Credits: 4**

Course Objective
   1. To provide knowledge on the constitutional rights and duties
Learning outcomes
   1. To facilitate the learners to appreciate constitutional values on human rights.
   2. To enable the learners to use the constitutional tools to protect human rights.

Course Units

Unit - 1: Human Rights in Constitution of India
Constitution – Preamble – insight into the development of the concept of Fundamental Rights in the Indian Constitution with special reference to Constituent Assembly debates.

Unit - 2: Fundamental Rights
Universal Declaration of Human Rights – A comparative analysis Fundamental Rights in U.S.A. U.K and India.

Unit - 3: Directive Principles
Concept of Enforceable, Non-Enforceable rights – Merging of these two area leading from the supreme court of India and High Courts.

Unit - 4: Rights for the Marginalized
Rights related to Marginalized Sections (SC, ST) Women, Children, Minorities and others.

Unit - 5: Developments of Human Rights
Human Rights and Amendments to the Constitution – Basic structure of the Constitution, theory and Separation of Powers, Judiciary in India - Judicial Review in India.

Suggested Reading

1. Bhatta Charjee A.M., Equality, Liberty and Property under the Constitutional of India, New Delhi: Eastern Law House, 1997.
2. Antony M.J., Women Rights, New Delhi: Clarion Book, 1994.
3. Srivasta T.N., Women and the Law, New Delhi: Prentice Hall of India Private Ltd, 1994.
4. Government of India, The Scheduled Castes and Scheduled Tribes, Prevention and Atrocities Act, 1989.
5. Mathew P.D., Fundamental Rights in Actions, New Delhi: Indian Social Institute, 1996.

Major Electives

8. Project Formulation, Implementation and Evaluation

Course Code: 18PSDI00E8   **Credits: 4**

Course Objective
   1. To familiarize the students with the process of formulating, implementing and evaluating the projects.

Learning outcomes
1. To develop skills of project formulation
2. To teach the methods of monitoring and evaluation of projects

Course Units

Unit - 1: Introduction

Conceptual clarity on Project - Critical assessment of problems and their Dimensionality.

Unit - 2: Formulation

Formulating a Project - Proposal Major Steps to be followed in Formulating an Action Project.

Unit - 3:Implementation

Implementation of the project – Key steps to be followed in implementation and monitoring of Project Activities.

Unit - 4: Evaluation

Methodology of Project Evaluation - Key steps to be followed in evaluating the projects - Output and outcome evaluation - Key initiatives of output and outcome.

Unit - 5: Project Application

Identifying a problem and formulating a project proposal - Evaluating an ongoing Project - Assessing the outcome of a completed project and submit a report.

Suggested Reading

1. Moder J.J and Philips, Project Management with C.P.M and PERT, Nelyor: Reinhold Publishing Corp., 1964.
2. Bhargava B.S. and et.al. Project Identification, Formulation and Appraisal-With Emphasis on Industry, Bangalore: Institute for Social and Economic Change, 1977.
3. Putuswamiaiah K., Project, Evaluation Criteria and Cost- Benefit Analysis, New Delhi: Oxford &IBH Publishing Co., 1980.
4. Putuswamaiah. K. Fundamentals of Applied Evaluation, New Delhi: Oxford & IBH, Publishing Co., 1979.
5. Lettle, I.M.O.and Mirreles, Project Appraisal and Planning for Developing Countries, New Delhi: Oxford and IBH Publishing Co., 1974.

Major Electives

9. Participatory Rural Appraisal

Course Code: 18PSDI00E9   **Credits: 4**

Course Objective
1. To introduce students the methodology of Participatory Rural Appraisal.

Learning outcomes
2. To sensitize students on the significance of people Participation in Rural Appraisal.
3. To develop skills for conducting Participatory Rural Appraisal in the field.

Course Units

Unit - 1: Challenges to Research Methods

Research Methods: Meaning & Purpose, Types of Research: Conventional Methods of research - Advantages and Limitations - Need for Alternative Rural Appraisal Methods.

Unit - 2: Genesis of PRA

Genesis of Participatory Rural Appraisal- RRA, PRA, PLA- Concepts and Principles of PRA - Attitude and Behaviour that enhance Participatory Research.

Unit - 3: Menus and Methods I

Application of PRA Tools/Methods - Focus Group Discussion (FGD) - Semi-structured interviews (SSI) - Guidelines, individual errors, team errors - Steps/Process of conducting FGD - Methods related to space : Social mapping, Transect walk, Resource mapping, and Linkages.

Unit - 4: Menus and Methods II

Methods related to time: Time Line, Trend Change, Seasonal Calendar, Daily Routine - Methods related to Situations and Conditions: Problem Inventory, Wealth Ranking, Venn diagram, Sustainability Analysis, and Malady Remedy Analysis – Innovating new tools.

Unit - 5: Applications

Ascertaining the trust worthiness of PRA Results - Analysis of Qualitative Data - Writing PRA Report – Application and Implementations - Limitations of PRA Methods.

Suggested Reading

1. Joachim Thesis and Heather Grady M., Participatory Rural Appraisal for Community Development - A Training Manual, London: IIED, 1991.
2. Jules N. Pretty., Regenerating Agriculture - Politics and Practices for Sustainability and Self-reliance, London: Earthscan Publications, 1995.
3. Amitava Mukherjee., Participatory Rural Appraisal: methods and Applications in Rural Planning, New Delhi: Vikas Publishing House Pvt. Ltd, 1995.
4. Neela Mukherjee, Participatory Rural Appraisal: Methodology and Applications, New Delhi: Concept Publishing House, 1992.
5. Papers and Proceedings, Training Programme in Participatory Rural Appraisal, Gandhigram: Gandhigram Rural Institute - PRA Unit, 1994.

Journals

1. PLA Notes, IIED, London
2. Participation in Action, Action Aid, Bangalore
3. Search News, Bangalore.

Major Electives

10. Innovations in Governance

Course Code: 18PSDI00EA   **Credits: 4**

Course Objective
1. To sensitize students on the role of innovations in governance.

Learning outcomes
1. To familiarize the students in the ongoing innovations in Governance and Public Services in various countries.
2. To encourage students to get the interest, skill and initiatives in developing projects related to the innovations in governance.

Course Units
Unit - 1: Introduction
    Innovations in Governance: Perspectives and Challenges - Characteristics and Patterns of Innovations - Institutional Framework for Promoting Innovations-

Public Governance and Innovations: Administrative Reform to Innovation Discourse.

Unit - 2: Understanding Innovations

Innovation for Achieving a Quality of Life - Methodological Approach for studying best Practices - Capacities for Innovation and Best Practices.

Unit - 3: Innovations in Governance and Public Services

Innovations in Public Services: An Historical Perspective - Innovation Capacity in Organizations - Leadership and Innovation - Innovations in different sectors – General Administration, Urban Administration, Health Administration, Private Sector, Agriculture, etc.

Unit – IV: Transferability of Best Practices and Innovations

The Ombudsman against Corruption - Technology and Changing Nature of Organizations -Best Practices of Knowledge Management Framework - Diffusion of Innovation in a Development Context.

Unit - V: Issue Areas

Originality and Replication of Innovations - Innovation with or Without Improvement- Citizen Participation in Government Innovations - Research in Innovative Governance.

Suggested Reading

1. Anttiroiko et.al. (Eds.), Innovations in Public Governance, IOS Press, 2011.
2. Bevir, Mark, (Ed.) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications, 2010.
3. Borins, S., The Challenge of Innovating in Government PricewaterhouseCoopers Endowment for the Business of Government, 2001
4. Innovations in Governance and Public Administration: Replicating what works, New York: Department of Economic and Social Affairs, United Nations, 2006
5. Jean Hartley, Innovation in Governance and Public Services: Past and Present, Public Money & Management, 2005.

   Governance Innovators Network.
   Retrieved from http://www.innovations.harvard.edu/

Major Electives

11. Transformational Leadership

Course Code: 18PSDI00EB   **Credits: 4**

Course Objective

1. To expose the students on the role of transformative leaders in transforming the state, society and market.

Learning outcomes

1. To familiarize the students to seeks the role of leadership for transforming the society, market and state.
2. To inculcate the students on the leadership at various level.

Course Units

Unit - 1: Leadership Meaning and Concept

Concept Definition – Components of leadership – perspectives – studies on leadership.

Unit - 2: Leadership Characteristics and competencies

Essential Characteristics – Traits of Leadership – Leadership Competencies.

Unit - 3: Leadership at Grassroots

Leadership for representation – Leadership for Transformation – Leadership for management – Leadership for Participation.

Unit - 4: Transformational Leadership

Definition of Transformational Leadership - Transformational Leadership Factors – Transformational Approaches.

Unit - 5: Emerging Leadership patterns at the grassroots

Leadership process – Emerging trends – Leadership schools – Capacity Building and Leadership orientation.

Suggested Reading

1. Peter G. Northouse, Leadership: Theory and Practice, New Delhi: Sage Publication, 2007.
2. G. Palanithurai, G and et. al., Change Makers at Grassroots, New Delhi: Concept Publishing Company, 2007.

3. Narendra Kumar and Manoj Rai, Leadership in Panchayats, New Delhi: Rawat Publications, 2006.
4. Agaz Academy, Leadership to Lead: Exploring Leadership Education, Bhopal: Agaz Academy, 2009.
5. S. K. Charaborty and Pradip Bhattacharya, (Eds.,), Leadership and Power: Ethical Explorations, New Delhi: Oxford University Press, 2001.

Major Electives

12.Non Profit Sector in Development

Course Code: 18PSDI00EC   **Credits: 4**

Course Objective
   1. To introduce significance of nonprofit sector development.

Learning outcomes
   1. To help students in understanding the contributions of nonprofit sector development in contemporary society.
   2. To explain the impact of the non-profit sector in the development of India.

Course Units

Unit - 1: Non Profit Sector in Development
   Nature and Scope of Non Profit Sector in Development Action – State – Market – Nonprofit sector – contextual Role.

Unit - 2: Contemporary Scenario
   Opportunities and Challenges – Increased Roles – Increased Loads.

Unit - 3: Voluntary Action in development
   Voluntary Action and the State – Areas of Action – Interfaces – Complementarities.

Unit - 4: Civil Society

Civil Society and the State Capability to Manage Development – Capacity of Organizations and Institutions.

Unit - 5: Non- profit sector in Tamil Nadu

Status of NPS in Tamil Nadu-Achievements and Challenges.

Suggested Reading

1. Rajesh Tandon, Voluntary Action, Civil Society and the State, New Delhi: Mosaic 1300 ks, 2002.
2. Mahajan, V., Voluntary Action in India: A Retrospective Overview, New Delhi: Vani, 2000.
3. PRIA, Defining Sector in India, Voluntary, Civil or Non Profit, New Delhi: PRIA, 2000.
4. PRIA, Legal Framework for Non Profit Institutions in India, New Delhi: PRIA, 2001.
5. PRIA, Historical Background of Non Profit Sector in India, New Delhi: PRIA, 2001.

Major Electives
13. Modern India

Course Code: 18PSDI00ED   Credit: 4

Course Objective
1. To facilitate students to understand the process of formation of Modern India.

Learning Outcomes
1. To learn the roots and strengths of Constitutional and Liberal Democracy in India.
2. To help students for preparing for Civil Service Examination.
3. To help students to understand the historical background of Modern India.

Unit – 1 : Colonial Rule and its Impact
Establishment of British Rule – Colonial Policy: Land Tenure, Trade and Commerce impact on India – First War of Independence and its Political Effect.

Unit – 2 : Indian National Movements
Emergence of Indian National Congress – Militants and Moderates – Gandhi and Mass Struggle – Social and Economic bases of Indian National Movement and Communal Dimension.

Unit – 3 : Constitutional Developments from 1909 to 1947
Demand for Reforms – Act of 1909, 1919, 1935 and 1947.

Unit – 4 : Indian Culture
Foundations of Indian Culture – Coexistence Unity in diversity and Pluralism – Issues of Social Disparities – Secularism and Democracy – Constitutional Polity – Strengths and Deficiencies.

Unit – 5 : India and World
Foundation of India's Foreign Policy - India and its Neighbour - India's Security issues and Nuclear Policy.

Suggested Readings
1. A.R.Desai, Social Bases of Indian Nationalism, Bombay, Popular Prakasan, 1983
2. Bipin Chandra, Modern India, New Delhi, NCERT, 1992.
3. India Year Book, New Delhi, Publication Division, Ministry of Information and Broadcasting, Government of India.
4. Appadorai, A., Essays in Indian Politics and Foreign Policy, Delhi, Vikas Publications, 1971.
5. Bandyopadhyaya, J., The Making of Indi's Foreign Policy, New Delhi, Allied Publishers, 1975.

Major Electives

14. Legal Documentation

Course Code: 18PSDI00EE   **Credits: 4**

Course Objective
   1. To train students in Legal Documentation.
Learning outcomes
   1. To give skills in writing legal documents.
   2. To familiarize students in legal procedures.

Course Units
Unit – 1: Introduction to Legal Documents
   Legal Document - Significance of Legal Documents – Types of Legal Documents -Fundamentals of Legal Documents- Process Manual – Documentation Resources.

Unit – 2: Legal Language
   Understanding of Legal Language: Concepts and usages of legal phrases – Legal Glossary -Legal Terminology - Understanding Judgments.

Unit – 3: Drafting of Conveyance - I

Agreement to Sell – Deed of Sale – Deed of Settlement - Deed of Release - Deed of dissolution – Deed of Mortgage – Deed of Exchange – Deed of Gift – Deed of Partition.

Unit – 4: Drafting of Conveyance - II

Deed of Partnership – Deed of Lease/Rent – Will of different kinds - Drafting of contracts and agreements –Hypothecation –MoA – MoU.

Unit – 5: Drafting for Judicial Process

Drafting of legal Notices – Petitions – Drafting Affidavits – Documents related to Legal Remedies - Drafting in Litigation Practice - Complaints – Motions – Pleadings – Public Interest Litigation process.

Suggested Reading

1. Lifco's Documents-drafting & registration, Little Plavar Kampeni Publishers, Little Flower Co. Madras, 1961.
2. M. Arulselvam and B.Prakasam., The Tamil Nadu Registration Manual, Malathi Publications, 2017.
3. A. Chandrasekaran and G.C.V. Subba Rao, Transfer of Property's Act, Publisher: C. Subbiah Chetty & Co, 2018.

III. Modular Course

1.Citizenship Building

Course Code: 18PSDI00M1   **Credits: 2**

Course Objective

1. To introduce the significance of citizenship in building democracy

Learning outcomes

1. To familiarize students in concept of citizenship and its various role.
2. To learn use of citizenship to build nation and achieve development

Course Units

Unit - 1: Conceptual discussion on Citizenship.

Citizenship Definition - Citizenship in Theory - citizenship in History – Citizenship Norms – Citizenship and the state.

Unit - 2: Citizenship from the perspectives of the state Constitutional provision.

Kinds of Citizenship – Social Transformation and Citizenship - Citizenship in the Constitution.

Unit - 3: Citizenship and Social Movements.

Citizenship in Action, Mobilization of Citizens for development activities, Political Activities and Governance Activities.

Unit – 4 : Citizenship and Participation.

Transformation and Citizenship – Participation of Citizens – Semi Citizenship.

Unit – 5 : Citizenship and Empowerment.

Citizenship and identity – Citizenship Measurement – Citizenship and Empowerment.

Suggested Reading

1. Lisa Thompson and Chris Tapscolt (Eds.,) Citizenship and Social Movement, London: Zed Books, 2010.
2. Vignaraja P. (Ed.,) New Social Movements in the South: Empowering the People, New Delhi: Ristaar Publication, 1993.
3. Edwards M. and Gaventa J. (Eds.,), Global Citizens Action, London: Lynee Rienner, 2001.
4. Kabeer N., (Ed.,), Inclusive Citizenship: Meanings and Expressions, London: Zed Books, 2015.
5. John Gaventa and Rosemary McGee (Eds.,) Citizenship Action an National Policy Reforms, London: Zed Books, 2010.

2. Community Outreach and its Implication

Course Code: 18PSDI00M2   **Credits: 2**

Course Objective

1. To generate conceptual discussion on outreach programme and activities.

Learning outcomes

1. To familiarize the students in various forms of community engagements.
2. To help students to develop interest and techniques in community outreach projects.

Course Units

Unit - 1: Conceptual Discussion on outreach Programme and activities.
Extension and its meaning – Changing nature of the activities – New paradigm of extension.

Unit - 2: Different Kinds of Community Engagements.
Strategies and approaches of community engagements – modes of civic engagements.

Unit - 3: Transformation through Information.
Enabling transformational activities – internal and external transformation.

Unit - 4: Citizenship Building.
Working for citizenship building – working for empowerment of marginalized.

Unit - 5: Assisting Democratic practices in society.
Enabling the communities to adopt – democratic practice for decision making.

Suggested Reading
1. Palanithurai G., Social Relevance of Higher Learning Institutions, New Delhi: Concept Publishing Company, 2012.
2. Palanithurai G., Village Placement Programme: An Experiential Learning, New Delhi: Concept Publishing Company, 2015.
3. Palanithurai G.,"Larger Role of Academics in Rural Human Life" University News Vol. 47: No 16, 2006.
4. P. V. Narasimha Rao, "Rural Universities my vision" Inaugural Address, Hyderabad: National Council of Rural Institutes, 1995.
5. Palanithurai G., "Rural Universities in the Era of Globalization" University News Vol 47: No 33, 2009.

3. Individual Community Collective Social Responsibility

Course Code: 18PSDI00M3   **Credits: 2**

Course Objectives

1. To understand the significance of individual community collective social responsibility

Learning outcomes

1. To familiarize students on concepts and theories related to collective social responsibilities
2. To familiarize students on methods and tools for generating collective action for development.

Course Units

Unit - 1: Theories

Citizenship history and citizenship theory- theory- history of enlightened collective action- Individual life and collective life- Maintenance of civil to in social actions- discharging responsibilities.

Unit - 2: Perspectives

Views and perspective on the role of individuals and communities in social action – rules and responsibilities mandated and volunteered- focus on collective well being and individual's protection.

Unit - 3: Empowerment

Empowerment consciousness and democracy promotion- strategies for building up collective consciousness among the citizens and enabled them to participate in the process of development.

Unit - 4: Citizenship Building

Building social citizenship- expanding the social space for the citizen's action to protect ecology and environment.

Unit V: Citizenship for Development and Social Transformation

Citizenship and transformation: reconstruction work- deconstruction work- engagement of citizens in community work- evolving individuals through transformation- building civic values.

Suggested Reading

1. Gandhi M.K., Constructive Programme, Ahmadabad, Navjeevan Publication, 1960
2. Pocock J.G.A., The Ideal Citizenship Since Classical Times, Queens Quarterly, 1992
3. Michael Mann, Ruling Class Strategies and Citizenship, Sociology, Vol. 21 pp 339-354
4. Amy Gutmann, Civic Education and Social Diversity, Ethics, 1989 Vol. 99. Pp 250
5. Muhammad Yunus, Banker to the Poor, New Delhi: Penguin, 2007.