

M. A. DEVELOPMENT ADMINISTRATION

SYLLABUS

With effect from July 2015



**DEPARTMENT OF POLITICAL SCIENCE AND
DEVELOPMENT ADMINISTRATION**

The Gandhigram Rural Institute – Deemed to be University
Gandhigram – 624 302. Tamil Nadu

M.A. (5 Yr.Integ.) DEVELOPMENT ADMINISTRATION

Backdrop of the Programme

In the era of globalization, the issues related to politics and governance such as the roles of the state, the market and the civil society in development have become central to the discourse of development. Neo-liberals have been questioning the central political role of the state in the development process, as the state-led strategies (both in the socialist and in the non-socialist world) have to a greater extent failed to solve the socio and economic problems of poverty, unemployment of human rights. They are now advocating the state to relinquish many of its previous roles, as it has limitations in optimizing efficiency, effectiveness and fair play. Similarly, the protagonists of civil society (social movements, ethnic and human rights, civil liberties, feminist and environment movements, etc) are too highly critical of the state for its ineffectiveness in fulfilling the needs of the poor and of the common men. They are seeking to enhance the vitality of the civil society in protecting the weak and in promoting equitable and sustainable development. As a result, many reforms are taking place in the state structures and their roles in order to enable the market and the civil society to promote sustainable development. Now, the state shall adopted the policy of working in collaboration with the market and the civil society in promoting development in a big way.

In this context, approaching social and economic development from the political governance perspective (particularly institutional aspects of good governance) will be quite rewarding. The relevant questions are: how do political institutions and processes (philosophy, values, institutions and actors in state and civil society) influence governance, administration and development? How does governance (democracy, decentralization, social capital, rule of law, bureaucracy and human rights) influence sustainable development? Politics, with positive attitude and approach towards development, provides the thrust and

direction to policies and programmes aiming at sustainable development. Good governance provides the necessary conditions and framework for translating policies into action. It is against this backdrop, the present academic programme is designed. It aims to mould the students into a cadre of administrators and researchers to work in organizations, institutions and Government Departments with new development perspectives to address the social economical problems as well as issues of governance and administration in the larger context of Globalization.

The Gandhigram Rural University has always been in the process of designing, restructuring and evolving new academic programmes based on the needs of the society. The current social, economic and political scenario warrants a totally different kind of executives and managers to administer and manage the development process as Globalization, Liberalization, Privatization and Decentralization take place simultaneously in almost all the third world countries. The new situation needs personnel with adequate skills and capacity to move in the development track in a totally different and changed development paradigm. In order to fulfill this need, this integrated programme is conceived and designed. The objective of this higher level programme is preparing middle level managers to administer development and social programmes of both governmental and non-governmental institutions. This programme provides enable opportunities to the students to understand the process of development in the new context. It also provides the students the scope for capturing the weaknesses in the development process; in institutions administering development. Rich menu of courses have been packed in to this programme with an option to students to choose areas of their career choice. The students have wider career option. They can prepare for civil service examinations or, for a career with NGO and may have entrepreneurial orientation in their choice of courses while doing this programme. Compulsory courses like computer skills for managers and administrators, courses on communication and soft skills; language skills in

English, Tamil and Hindi, select courses on management, social system and economic policies are included to provide the students. To meet the requirements of the student aspiring for civil service, three subjects namely Political Science, Public Administration and Sociology are included in the course design. The mode of teaching proposed is more of Antrogogy rather than pedagogy. Courses with field immersion devices are included adequately. As the programme is designed blending theory and practice appropriately the students will come out with needed skills and analytical ability to comprehend issues pertinent to governance and administration of social development programmes and institutions.

After the completion of the programme the graduates are expected to manage development programmes, institutions and organizations. They will have sufficient knowledge and middle level management exposure to occupy and leadership to in both government and non-government organizations. They will have the required competency to the scope for abnormal development. Succeed the civil service examinations. Campus interview necessary arrangement will be made for by business houses and NGOs to recruit personnel for their organizations.

To whom it is catering?

The programme is meant for the candidates from diverge aspiration backgrounds. First, the candidates who are aspiring to transform themselves to work with people through the development organizations and the bilateral and multilateral organizations. Second, candidates aspiring to enter into the civil service and other government services. Third, the candidates who want to become independent development consultants to development organizations and government departments. Fourth, the candidates who have aspiration to

become researchers and teachers in the field of development administration and Public Administration.

Building Perspective

Gandhigram Rural Institute strives to create Sarvodaya order-inclusive development. The students are expected to develop Gandhian perspective to socio-economic development. Courses are designed in such a way that students will gain proper perspective in working with people. The students will work for the poor, women, marginalized, nature, through an alternative approach to development. They will gain better knowledge and understanding as to how the excluded section are to be included and how to make them to lead a decent and dignified human life. Thus, the student will develop Gandhian development perspective through the programme.

Independent Outreach Programme

The department organizes project based, curriculum based and institution based outreach programmes. The outreach programmes provide ample opportunities to the students to link themselves with community for the total transformation of the communities. It also serves a tool for self exploration and exploration of the communities. The students have in the process enormous opportunities to build their skill to work with communities and more particularly with the marginalized groups.

Facilities for E-learning

The department has a well developed computer lab with 20 systems with internet connectivity. These systems and facilities are exclusively meant for students. The students will be guided to use the computers and internet connectivity during their entire programme. The student required to browse websites of difficult organizations, institutions and

government departments for updating their knowledge on the subject. Enormous amount of reading materials can be downloaded from the websites of the World Bank, UNDP and other multilateral and bilateral organizations. Every student should have a pen drive to take reading materials. These facilities are available in the hostel premises.

Partnership Enabled Learning

Our Department over the years has established links with a number of civil society organizations engaged in the fields of women empowerment, empowerment of the Dalits, environmental issues etc. Students are periodically attending the programmes organized by such civil society organizations. The resource persons are drawn from these organizations to conduct training programmes for our students. The students have opportunities to learn critical issues of development from their our close interaction with such organizations. To a few organizations:

- a) EKTA, Madurai
- b) EVIDENCE, Madurai
- c) SOCO Trust, Madurai
- d) PEACE Trust, Dindigul

UGC – SAP

The Department of Political Science and Development Administration has been recognized by the UGC for its specialization on Local Governance under the scheme called “Special Assistance Programme” – the first step towards becoming advanced centre of research on Local Governance. It is a national recognition and prestigious status. Now, the department is in the second phase of the programme. Number of research projects and Seminars, workshops, exchange programmes are organised under SAP in the Department. All

these will help the students in developing their knowledge. Eminent academics are invited from different Universities to deliver lectures under this scheme.

Rajiv Gandhi Chair

The Department established the Rajiv Gandhi Chair for Panchayati Raj Studies to do action research, built the capacity of the local body leaders and has been doing policy advocacy on local governance. Rajiv Gandhi Chair is the unit of the Department. It has been concentrating fully on action research and outreach activities. It organizes series of programmes in which students are participating actively. The chair focuses its attention on Decentralization and Democratization. It is an activity centre. It is publishing working papers, monographs, articles, books and reports on the subject chosen. It has got several facilities. A separate building has been constructed for the chair and they are being used effectively for the benefit of the students.

Adjunct Faculty

The Department has five adjunct faculty members drawn from civil service cadres and other research institutions for delivering lectures to the students. Adjunct faculty comes from the field of practice and hence their input in the form of knowledge sharing will be useful for the students. Former secretaries of Government of India, Government of Tamil Nadu and former faculty members of reputed social science Research Institutes and Universities are visiting Department periodically to interact with the students. It narrows down the knowledge gap between what is taught in the classroom and what is obtaining in the field.

Department Library

The Department has got its own library with both reference books and text books for the students and research scholars. The list of books and reports available in the Department

library are in every system provided in the computer laboratory. Books can be taken by the students for home study. Every working day evening after 4.45, they can come and take books from the Department Library.

Resource centre

In addition to the department library the department library the department has also created the resource library with good collection of books, reports, monographs, working papers on governance, development, administration, policies, decentralisation and local politics. Scholars pursuing research in various Universities are visiting this centre for reference work. The specialized reference books, documents, working papers, monographs, are drawn from research institutes on the subjects on development studies. These materials are procured for the projects and after the projects are over they are kept in the resource centre for the benefit of the students, scholars and faculty members.

Newspapers and Periodicals

Both English and Tamil daily news papers are procured to Department library for the benefits of the students. Since most of our students are from the rural areas, in order to cultivate the newspaper reading habit, this arrangement has been made in the Department.

Civil Service Coaching Centre

The Department takes necessary steps to prepare the students for civil service examination by establishing link with free coaching centre in Coimbatore Corporation run by an Academic working in Coimbatore Government Arts college. Students who wish to pursue civil service examination can opt for Public Administration stream as the entire syllabus meant for civil service has been incorporated in the syllabus of the integrated M.A Development Administration programme. It is a free coaching centre.

Students placement

After successful completion of the programme, the graduates are placed in lucrative position in a variety of fields. These includes Banks, Central Universities as Faculty, the State Government Departments, Police Service, Ethiopian Universities as Faculty members, Civil society organizations, Bilateral and Multi lateral organizations, Media and business Institutions. Some of our graduates have taken up self-employment as entrepreneurs and self-styled independent development consultations.

Foreign Collaborations

The department over the years have established functional collaboration with many institutions. I has active collaboration with Cologne University, Germany for exchange of faculty, students and researchers. A Scholar from Germany is doing research in the Department. Periodically, students are visiting the department as 'intern'. Foreign Scholars too visit the department periodically. They deliver lectures and interact with students. Our researchers are also visiting Germany under the exchange programme.

Collaboration in India

The Department has got active research collaboration with IRMA Anand and TATA Institute of Social Science, Mumbai. These measures enable our students to migrate to these institutions for higher studies. Our students are pursuing research programmes in these institutions.

Profile of the Faculty

Eminent, able and well qualified faculty, the department is staffed with six who work with a sense of commitment to deliver service and to engage the students actively in the academic programmes. Faculty members are highly qualified and they are in different

committees of the Government of India and Government of Tamil Nadu contributing to the policy development and national development.

Recognition

Government of Tamil Nadu, Higher Education (K2) Department has passed a Government order equating M.A Development Administration with M.A Public Administration for the benefit of the Department. The order enables the students to write Tamil Nadu Public Service Commission examinations. UGC provides opportunities to write national level education test to get scholarship and eligibility for becoming teachers in Higher Learning Institutions graduates completed them M. A Development Administration are in different reputed Universities pursuing their research programmes.

Mentoring System

For every twenty students, the department has a teacher as mentor. The teachers have personal interaction with each and every student. Parents can contact the concerned teacher to know the progress of the students in their studies. This system known as 'Guru Kula System' helps to students sort out both personal and academic related problems.

Programme Package I Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
1.1	Language	15TAMI0101 15HINI0101 15MALI0101 15FREI0101	Language I (Tamil / Hindi / Malayalam / French)	3	3	40	60	100
1.2	Language	15ENGI01X1	Language II (English)	3	3	40	60	100
1.3	Language	15CHAI0101 15CTAI0101	Basic Language (Hindi / Tamil)	2	2	20	30	50
1.4	Foundation Course	15GTPI0001	Gandhi's Life, Thought and Work	2	2	20	30	50
1.5	Foundation Course	15EXNI0001	Extension Education	2	2	20	30	50
1.6	Core Course	15PSDI0101	Principles of Political Science	4	4	40	60	100
1.7	Core Course	15PSDI0102	Introduction to Public Administration	4	4	40	60	100
1.8	Compulsory Non-Credit Course	15PSDI01F1	Extension / Field visit		4	50		50
Total				20	24			

II Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
2.1	Language	15TAMI0201 15HINI0201 15MALI0201 15FREI0201	Language I (Tamil/ Hindi/ Malayalam/ French)	3	3	40	60	100
2.2	Language	15ENGI02X2	Language II(English)	3	3	40	60	100
2.3	Language	15CHAI0202 15CTAI0202	Basic Language Hindi/ Tamil)	2	2	20	30	50
2.4	Foundation Course	15NSSI0001/ 15SHSI0001/ 15FATI0001/ 15SPOI0001	NSS/ SS/ FA/ Sports	1	1	50		50
2.5	Foundation Course	15YOGI0001	Yoga	1	1	50		50
2.6	Foundation Course	15EVSI0001	Environmental Studies	3+1	3+2	40	60	100
2.7	Allied Course	15DRDI02B1	Rural Development in India: Policies and Programmes	4	4	40	60	100
2.8	Core Course	15PSDI0203	Development Administration: Concepts and Principles	4	4	40	60	100
2.9	Compulsory Non-Credit Course	15PSDI02F2	Extension / Field visit		4	50		50
Total				22	27			

III Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
3.1	Language	15TAMI0301 15HINI0301 15MALI0301 15FREI0301	Language I (Tamil/ Hindi/ Malayalam/ French)	3	3	40	60	100
3.2	Language	15ENGI03X3	Language II(English)	3	3	40	60	100
3.3	Skill based	15ENGI00C1	Communication and Soft Skills	2	2	20	30	50
3.4	Compulsory Non-Credit	15EXNI03V1	VPP	2		50		50
3.5	Core Course	15PSDI0304	Development Concepts and Principles	4	4	40	60	100
3.6	Core Course	15PSDI0305	Principles of Management	4	4	40	60	100
3.7	Core Course	15PSDI0306	Indian Constitution I	4	4	40	60	100
3.8	Compulsory Non-Credit Course	15PSDII03F3	Extension / Field visit		4	50		50
Total				22	24			

IV Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
4.1	Skill based	15CSAI04A1	Computer Fundamentals and Office Automation	3+1	3+2	24+24	36+16	100
4.2	Allied Course	15ECOI04B1	Elements of Economics	4	4	40	60	100
4.3	Core Course	15PSDI0407	Organizational Behaviour	4	4	40	60	100
4.4	Core Course	15PSDI0408	Indian Constitution II	4	4	40	60	100
4.5	Core Course	15PSDI0409	Administrative Thinkers	4	4	40	60	100
4.6	Compulsory Non-Credit Course	15PSDI04F4	Extension / Field visit		4	50		50
Total				20	25			

V Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
5.1	Skill based	15CSAI05A2	Fundamentals of Statistics and SPSS	4	3+2	24+24	36+16	100
5.2	Allied Course	15GEOI05B1	Geographical Information System Remote Sensing for planning	4	4	40	60	100
5.3	Core Course	15PSDI 0510	Indian Administration	4	4	40	60	100
5.4	Core Course	15PSDI 0511	Issues in Indian Polity	4	4	40	60	100
5.5	Electives	15PSDI00EX	Major Electives	4	4	40	60	100
5.6	Skill based		Skill based Electives	2	2	40	60	100
5.7	Compulsory Non-Credit Course	15PSDI05F5	Extension / Field visit		4	50		50
Total				22	27			

VI Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
6.1	Allied Course	15SOCI06B1	Social Dimensions of Development	4	4	40	60	100
6.2	Core Course	15PSDI 0612	Human Resource Administration	4	4	40	60	100
6.3	Core Course	15PSDI 0613	Public Financial Governance in India	4	4	40	60	100
6.4	Core Course	15PSDI 0614	Transformational Leadership	4	4	40	60	100
6.5	Electives		Non Major Electives	4	4	40	60	100
6.6	Compulsory Non-Credit Course	15PSDI06F6	Extension / Field visit		4	50		50
Total				20	24			

VII Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
7.1	Skill based	15CSAI07A3	Web Designing	3+1	3+2	24+24	36+16	100
7.2	Core Course	15APRI0001	Research Methods	4	4	40	60	100
7.3	Core Course	15PSDI 0715	Gandhian Frame work for Development	4	4	40	60	100
7.4	Core Course	15PSDI 0716	Non- Profit Sector in Development	4	4	40	60	100
7.5	Electives		Non-Major Electives	4	4	40	60	100
7.6	Compulsory Non-Credit Course	15ENGi00C2	Communication and Soft Skills		2	50		50
7.7	Compulsory Non-Credit Course	15PSDI07FF	Extension / Field visit		2	50		50
Total				20	25			

VIII Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
8.1	Core Course	15APRI0002	Applied Statistics	4	4	40	60	100
8.2	Core Course	15PSDI 0817	Comparative Public Administration	4	4	40	60	100
8.3	Core Course	15PSDI 0818	Governance Theory and Concepts	4	4	40	60	100
8.4	Electives	15PSDI00EX	Major Electives	4	4	40	60	100
8.5	Core Course	15PSDI08L1	Development Laboratory	4	8	100		100
8.6	Compulsory Non-Credit Course	15PSDI08F8	Extension / Field visit		2	50		50
Total				20	26			

IX Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
9.1	Modular Course	15PSDI09MX	Modular Course	2	2	50		50
9.2	Modular Course	15PSDI09MX	Modular Course	2	2	50		50
9.3	Core Course	15PSDI 0919	Decentralization Theory and Practice	4	4	40	60	100
9.4	Core Course	15PSDI 0920	Gender Issues and Development	4	4	40	60	100
9.5	Core Course	15PSDI 0921	Public Service Management	4	4	40	60	100
9.6	Electives		Non Major Electives	4	4	40	60	100
9.7	Compulsory Non-Credit Course	15PSDI09F9	Extension/ Field visit		2	50		50
Total				20	22			

X Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
10.1	Core Course	15PSDI 1022	Decentralization in India	4	4	40	60	100
10.2	Core Course	15PSDI 1023	Administrative Change	4	4	40	60	100
10.3	Electives	15PSDI00EX	Major Electives	4	4	40	60	100
10.4	Core Course	15PSDI10D1	Dissertation	6	12	75	75+50*	200
10.5	Core Course	15PSDI10FA	Field Placement	4		100		100
Total				22	24			
Total Credits: 208								

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

Major Electives

Sl. No.	Course Code	Course
1.	15PSDI00E1	Human Rights: Concept and Principles
2.	15PSDI00E2	Rights Based Development
3.	15PSDI00E3	Common Property Resource Management
4.	15PSDI00E4	Participation and Governance
5.	15PSDI00E5	Development Communication
6.	15PSDI00E6	Globalization and Development
7.	15PSDI00E7	Human Rights and Constitution of India
8.	15PSDI00E8	Project Formulation, Implementation and Evaluation
9.	15PSDI00E9	Participatory Rural Appraisal
10.	15PSDI00EA	Public Policy Analysis
11.	15PSDI00EB	Innovation in Governance

Modular Course offered by the Department

Sl. No.	Course Code	Course
1.	15PSDI09M1	Citizenship Building
2.	15PSDI09M2	Community Outreach and its Implication
3.	15PSDI09M3	Individual Community Collective Social Responsibility

Programme Package Abstract

S. No	Category	Course	Credits	Total Credits
1.	Foundation Course	1. Gandhian Thought 2. Extension Education 3. NSS/SS/FA/ Sports 4. Yoga 5. Environmental Science	2 2 1 1 4	10
2.	Language	1. Language I (Tamil/Hindi/Malayalam/French) 2. Language II (English) 3. Basic Language (Hindi/Tamil)	9 (3 Credits x 3 Courses)	22
3.	Allied Course	1. Rural Development 2. Economics 3. GIS 4. Sociology	4 4 4 4	16
4.	Core Course	1. Applied Research 2. Political Science and Development Administration 3. Field Placement 4. Development Laboratory 5. Dissertation	8 (4 Credits x 2 Courses) 92 (4 Credits x 23 Course) 4 4 6	114
5.	Electives	1. Non Major Electives 2. Major Electives	12 (4 Credit x 3 Courses) 12 (4 Credit x 3 Courses)	24
6.	Skill Based	1. Communication and Soft Skill 2. Computer Courses 3. Skill Based Electives	2 12 (4 Credits x 3 Courses) 2	16
7.	Modular Course	1. Citizenship Building 2. Community Outreach	2 2	4
8.	Extension	1. VPP	2	2
Total Credits				208

Semester- I

1.6 Principles of Political Science

Course Code: 15PSDI0101

Credits: 4

Objective

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

Specific Objectives of Learning

- Students will gain grip over the essence of state, society, community, nation and sovereignty
- 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

- Mahajan V.D, **Principles of Political Science**, New Delhi: S. Chand and Company, 1994.
- Kapoor A.C., **Principles of Political Science**, New Delhi: S. Chand and Company, 1997.

- Asirvatham, **Political Theory**, Lucknow: The Upper India Publishing House Ltd, 1985.
- Appadorai A, **Substance of Politics**, (latest edition) Delhi: Oxford University, 1998.
- Friedrich C.J., **Constitutional Government and Democracy**, New Delhi: Oxford University Press, 1989.
- Harold K.Laski., **A Grammar of Politics**, London : George Allen and Unwin, 1967.
- Corry J.A., Abraham, **Elements of Democratic Government**, New York: Oxford University Press, 1965.1

Lecture Schedule

Unit 1: State and Nation	Hours	Unit 2: Sovereignty	Hours
Meaning and Nature of Political Science	2	Meaning and definition of sovereignty	2
Scope of Political Science	2	Characteristics of sovereignty	2
Definition of State - Constituent elements of the state	3	Kinds of sovereignty	3
Distinction between state and society Distinction between state and community	2	Austin's theory of sovereignty	3
Common use of State, Nation and Nationality Definition and meaning of Nation and Nationality	2	Pluralistic theory of sovereignty	3
Elements of Nationalism	2		
Total	13	Total	13
Unit 3: Forms of Government		Unit 4: Constitutions and the Separation of Powers	
Meaning and Definition of Democracy Kinds of Democracy	3	Definition of Constitution Essentials of Good Constitution	2
Basic principles of Democracy Conditions for success for democracy Merits and Demerits of Democracy	4	Classification of Constitution: Written, unwritten, rigid and flexible, federal and unitary	9
Definition of Dictatorship Features of Dictatorship Merits and demerits of dictatorship	4	Theory of separation of powers	2
Devices of Direct Democracy	2		
Total	13	Total	13
Unit 5: Functions of the Government			
Functions of legislature Organization of legislature Unicameralism and Bicameralism	4		
Meaning and type of Executive Functions of Executive Mode of Choice of Executive Tenure of Executive	4		
Importance of Judiciary Functions of Judiciary Independence of Judiciary	4		
Total	12		

1.7 Introduction to Public Administration

Course Code: 15PSDI0102

Credits: 4

Objective

1. To introduce basic concepts of public administration

Specific Objectives of Learning

1. To help student to understand the fundamentals of public administration
2. To introduce the new trends in the public administration

Course Units

Unit 1 : Introduction

Meaning, Nature, Scope and importance of Public Administration - State and Evolution of Public Administration and present status - Politics & Administration
Dichotomy – Woodrow Wilson and F.J. Goodnow

Unit 2 : Approaches

Classical Approach- Human Relations and Behavioural Approach - Ecological Approach

Unit 3 : Principles of Public Administration

Division of Work and Coordination - Hierarchy, Unity of Command and Span of Control -Delegation, Centralization and Decentralization- Line and Staff

Unit 4 : Concepts of Public Administration

Administrative Planning - Leadership and Supervision - Communication and Public Relations

Unit 5 : Emerging Trends

Public Accountability and Social Accountability- New Public Administration: Minnow brook I, II& III - New Public Management - Public Administration in Transition

Suggested Reading

1. Avasthi & Maheshwari. **Public Administration** Agra: **Lakshmi Narayan Agarwal**, 2012

2. Arguden, Yilmaz, **Keys to Governance: Strategic Leadership for Quality of Life**, Hampshire: Macmillan, 2011.
3. Arndt Christiane and Charles Oman, **Uses and Abuses of Governance Indicators**, Paris: OECD, 2006.
4. Bhattacharya Mohit, **New Horizons of Public Administration**, New Delhi: Jawahar Publishers, 2013.
5. Donald Menzel and Harvey White (Eds.), **The State of Public Administration: Issues, Challenges and Opportunities**, New York: M. E. Sharpe. 2011.
6. Henry, Nicholas, **Public Administration and Public Affairs**, New Delhi: Prentice Hall of India, 2006.
7. Jan-Erik Lane, **New Public Management: An Introduction**, London: Routledge, 2000.
8. Ravindra Prasad, and et. al, **Administrative Thinkers**, New Delhi: Sterling, 2013.
9. Donald Menzel (Eds.). **The State of Public Administration: Issues, Challenges and Opportunity**, New York: M. E. Sharpe, 2011.
10. Frank J. Goodnow, **Politics and Administration: A Study in Government**, New York: Transaction Publishers, 2003
11. O’Leary, Rosemary et. Al, **The Future of Public Administration around the World: The Minnowbrook Perspective**, DC: George Town university Press, 2010
12. Martin Albrow, **Bureaucracy**, London: MacMillan, 1970.
13. UN, **Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development**, New York: UN, 1975.
14. Wilson Woodrow, *The Study of Administration*, **Political Science Quarterly**, 2 June 1887

Lecture Schedule

Unit 1: Introduction	Hours	Unit 2: Approaches	Hours
Meaning, Nature, Scope and importance of Public Administration	3	Classical Approach	3
State and Evolution of Public Administration and present status	3	Human Relations	3
Politics & Administration Dichotomy	4	Behavioural Approach	4

Woodrow Wilson and F.J. Goodnow			
Globalization and Public Administration	3	Ecological Approach	3
Total	13	Total	13
Unit 3: Principles of Public Administration		Unit 4: Concepts of Public Administration	
Division of Work and Coordination	3	Administrative Planning	3
Hierarchy, Unity of Command and Span of Control	4	Leadership and Supervision	4
Delegation, Centralization and Decentralization	4	Communication	3
Line and Staff	2	Public Relations	2
Total	13	Total	12
Unit 5: Emerging Trends			
Public Accountability and Social Accountability	3		
New Public Administration	3		
Minnow brook I, II& III	2		
New Public Management	3		
Public Administration in Transition	2		
Total	13		
Total Hours 64			

Semester - II

2.8. Development Administration: Concepts and Principles

Course Code: 15PSDI0203

Credits: 4

Objective

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

Specific Objectives of Learning

1. To help the students to gain grip over the importance and need for the Development Administration in the developing countries and more particularly in India.
2. To enables the students to appreciate the different perspectives and approaches to the development management.

Course Units

Unit 1 Evolution of Administration in India

Emergence of Indian Republic - Central Government - Organization of Various Ministries - State Governments and their organizations - Developmental role of Public Administration in India since Independence

Unit 2 Concepts and Nature of Development

Changing Concept of Development - Development as a multidimensional concept - Economic, Social and Political Development

Unit 3 Development Administration

Definition, Distinction between Development Administration and General Administration - Nature, Concept, Theories and Assumptions of Development Administration

Unit 4 Bureaucracy and Development Administration

Bureaucracy and Development - Development of Administrative Capability - Bureaucracy and Development Administration in the context of Globalization, Liberalization and Privatization

Unit 5 Development Administration emerging issues

Education and Training in Development Administration with emphasis on behavioural change - inter-disciplinary and systems approach - Development Administration at various spatial levels

Suggested Reading

1. Pai Panandikar V.A., **Development Administration in India**, New Delhi: Macmillan, 1974.
2. Chatarjee S.K., **Development Administration with Special Reference to India**, New Delhi: Surjeet Publications, 1981.
3. Hari Mohan Mathur., **Administering Development in Third World Constraints and Choices**, New Delhi: Sage Publications India Pvt. Ltd., 1986.

4. Prayag Mehta, **Bureaucracy, Organizational Behaviour and Development**, New Delhi: Sage Publications India Pvt. Ltd., 1989.
5. Chaturvedi T.N., **Development Administration**, New Delhi: Indian Institute of Public Administration, 1984.
6. Fred W.Riggs (Eds.), **Frontiers of Development Administration**, Durham: Duke University Press, 1970.

Lecture Schedule

Unit 1: Evolution of Administration in India	Hours	Unit 2: Concepts and Nature of Development	Hours
Emergence of Indian Republic	2	Changing Concept of Development	3
Central Government - Organization of Various Ministries	5	Development as a multidimensional concept	3
State Governments and their organizations	3	Economic, Social and Political Development	6
Developmental role of Public Administration in India since Independence	3		
Total	13	Total	12
Unit 3: Development Administration		Unit 4: Bureaucracy and Development Administration	
Definition	1	Bureaucracy and Development	3
Distinction between Development Administration and General Administration	4	Development of Administrative Capability	4
Nature and Concept	4	Bureaucracy and Development Administration in the context of Globalization, Liberalization and Privatization	6
Theories and Assumptions of Development Administration	4		
Total	13	Total	13
Unit 5: Development Administration emerging issues			
Education and Training in Development Administration	5		
Inter-disciplinary and systems approach	4		
Development Administration at various spatial levels	4		
Total	13		
Total Hours 64			

Semester - III

3.5. Development: Concepts and Principles

Course Code: 15PSDI0304

Credits: 4

Objective

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

Specific Objectives of Learning

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. www.tutor2u.net/economics/content/topics/development/development-approaches-state.htm.
7. UNDP, **Human Development Report**, 1990, Oxford, OUP, 1990.
8. UNDP, **Human Development Report**, 1995, Oxford, OUP, 1995.

Lecture Schedule

Unit 1: Introduction	Hours	Unit 2: Economic Development	Hours
Development and Definition	2	Economic development, meaning and definition	6
State approaches to development	3	Concepts of development economics	6
Market approaches to development	3		
People centered development	2		
Right based development	3		
Total	13	Total	12
Unit 3: Human Development		Unit 4: Gender Development	
Human development, meaning, definition and concept	6	Gender in development process	6
Capability approach	6	Gender related terms and concept	7
Total	13	Total	13
Unit 5: Sustainable Development			
Sustainable development and concept	6		
Principles	7		
Total	13		
Total Hours 64			

3.6. Principles of Management

Course Code: 15PSDI0305

Credits: 4

Objective

1. To familiarize the principles of management

Specific Objectives of Learning

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 Organisations - 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.

Lecture Schedule

Unit 1: Nature and Functions of Management	Hours	Unit 2: Organization	Hours
Definition of Management	2	Principles of Organization	2
Management Functions	3	Process of Organization	2
Levels of Management	3	MBO Organization Structure	2
Importance of Management	3	Departmentalization: Meaning and types of Decision Making	3
Management - A Profession	2	Steps and Limits in Rational Decision Making Difficulties in Decision Making	4
Total	13	Total	13
Unit 3: Leadership		Unit 4: Control and Co-ordination	
Characteristics of Leadership	3	Need for control	2
Functions and Conditions of Effective Leadership	3	Steps in controlling and Management by exception	2
Approaches to studying Leadership	4	Requirement of effective control	2
Leadership styles in Indian Organizations	2	Meaning of Co-ordination and Co-operation	3
Leadership Assessment	1	Types of Co-ordination	2
		Principles of Co-ordination	2
Total	13	Total	13
Unit 5: Training and Development			
Types and Advantages of Training Programmes	3		
Training Methods	2		
Selection of Training Method	3		
Training Methods for Managers	2		
Evaluation of Training and Development	2		
Total	12		
Total Hours 64			

3.7. Indian Constitution I

Course Code: 15PSDI0306

Credits: 4

Objective

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

Specific Objectives of Learning

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.

Lecture Schedule

Unit 1: Making of Indian Constitution	Hours	Unit 2: Fundamental Rights and Directive Principles	Hours
Constitution making process	2	Fundamental Rights	6
Evolution of Indian Constitution	2	Directive Principles of State Policy	5
Constituent Assembly	2	Fundamental Duties	2
Philosophy	2		
Preamble	2		
Salient Features of Indian Constitution	3		
Total	13	Total	13
Unit 3: Union Executive		Unit 4: Union Legislature	
President- Election	3	Lok Sabha- Structure, Powers and Functions	4
Powers and Functions	3	Rajya Sabha - Structure, Powers and Functions	4
Council of Ministers	3	Speaker- Power and Functions	2
Prime Minister: Position and Powers	2	Procedures of Constitutional Amendment	3
Relationship between Prime Minister and President	2		
Total	13	Total	13
Unit 5: Judiciary in India			
Judiciary – Supreme Court	2		
Power and Functions	4		
Judicial Review	3		
Basic structure of the Constitution	3		
Total	12		
Total Hours 64			

Semester - IV

4.3. Organizational Behaviour

Course Code: 15PSDI0407

Credits: 4

Objective

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

Specific Objectives of Learning

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 McClelland'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.
6. Keith Devis, **Human Behaviour at Work**, New Delhi: Tata Mc Graw Hill, 1978.
7. Luthans Fred, **Organizational Behaviour**, New Delhi: McGraw Hill, INC, 1992.
8. Udai Pareek, **Organizational Behaviour Process**, Jaipur: Rawat Publications, 1988.

Lecture Schedule

Unit 1: Organizational Behaviour	Hours	Unit 2: The Individual Integration of Goals	Hours
Definition, Concepts, Nature and Scope	2	Foundations of Individual Behaviour Perception and	2
Organizational Goals	4	Individual decision making, Values, Attitudes and Job satisfaction	2
Determination of organizational goals	3	Motivation theories	2
Organization and individual goals	4	Maslow's Need Hierarchy	2
		Herzberg Two Factor Theory, Immaturity	2
		Maturity theory and Mc Clelland's theory.	3
Total	13	Total	13
Unit 3: The Group		Unit 4: The Organization System	
Foundations of Group Behaviour	2	Foundations of Organizational Structure	4
Classification of Groups: Group Structure - Group Processes - Group Tasks	2	Classifying Organizational Structure	4
Transactional analysis	3	Cultural Systems and development	4
Communication and Group decision	2		

making			
Leadership - Theories of Leadership	3		
Intergroup relations and conflict	2		
Total	14	Total	12
Unit 5: Organizational Change and Development			
The Change Process	4		
Resistance to change	3		
Organizational Development.	5		
Total	12		
Total Hours 64			

4.4 Indian Constitution II

Course Code: 15PSDI0408

Credits: 4

Objective

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

Specific Objectives of Learning

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.

Lecture Schedule

Unit 1: State Executive	Hours	Unit 2: State Legislature	Hours
Governor Powers and Functions	3	Structure – Legislative Assembly and Legislative Council	4
Council of Ministers	3	Legislative Assembly -Powers	4
Chief Minister- Position and Powers	3	Legislative Council -Functions	4
Relationship between Chief Minister and Governor.	3		
Total	12	Total	12
Unit 3: High courts and Subordinate Judiciary		Unit 4: Central-State Relations	
Judiciary – High Court	4	Legislative relation	4
High Court: Power and Functions	5	Administrative relation	3
Subordinate Court	4	Financial Relations	3
		Inter-state Relations	3
Total	13	Total	13
Unit 5: Independent Agencies			
Election Commission	3		
Finance Commission	1		
Union Public Service Commission	3		
State Public Service Commission	2		
Attorney General- Comptroller and Auditor General of India	2		

Special Provisions for Minorities	3		
Total	14		
Total Hours 64			

4.5 Administrative Thinkers

Course Code: 15PSDI0409

Credits: 4

Objective

1. To introduce the administrative thinkers

Specific Objectives of Learning

1. To familiarize students with the thoughts of different schools
2. To keep the student to learn the application of thoughts in public administration.

Course Units

Unit 1: Administrative Theory:

Significance and importance of theory- Evolution and Emerging Trends in Administrative theory - Oriental Thought: Kautilya and Sun Tzu

Unit 2: Administrative Structure and Process:

Henri Fayol: Foundations of Management - Frederick Winslow Taylor: Scientific Management - Luther Gulick and Lyndall Urwick: Science of Administration

Unit 3: Classical Thought: Bureaucracy:

Max Weber: Bureaucracy - Karl Marx: State and Bureaucracy - Samuel Krislov and Donald Kingsley: Representative Bureaucracy

Unit 4: Social System Thought:

Mary Parker Follett: Constructive Conflict and Leadership - Elton Mayo – Human Relations Movement- Chester Barnard – Formal and Informal Organizations and Functions of Executive

Unit 5: Writers on Administration:

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

Suggested Reading

1. Baker R J S, **Administrative Theory and Public Administration**, London: Huthinson, 1972.
2. Barnard, Chester, **The Functions of Executive**, Cambridge: Harvard University Press, 1969.

3. Donald Menzel and Harvey White (Eds.), **The State of Public Administration: Issues, Challenges and Opportunity**, New York: M. E. Sharpe, 2011.
4. Frank Marini, **Towards a New Public Administration: The Minnowbrook Perspective**, University of Columbia: Chandler Publications, 1971.
5. George H. Fredrickson et. al. **The Public Administration Theory Primer**, West view Press, 2003.
6. Golembiewski, Robert T, **Public Administration as a Developing Discipline**, Marcel Dekkar. 1977
7. Golembiewski, Robert T. *Public Administration as a Field: Four Developmental Phases*, **Politics & Policy**, Vol 2, Issue 1, pages 21–49, March 1974.
8. Henry Fayol, **General and Industrial Management**, London: Issac Pitman, 1957.
9. Henry Nicholas, **Public Administration and Public Affairs**, New Delhi: Prentice Hall of India, 2007.
10. Jay M. Shafritz (Ed), **International Encyclopedia of Public Policy and Administration**, Westview Press, 1998.
11. Luther Gulick & Lyndall Urwick (Eds.), **Papers on Science of Administration**, New York: New York Institution of Public Administration, 1937
12. Lyndall Urwick & E F L Brech, **The Making of Scientific Management**, London: Issac Pitman, 1955
13. Lyndall Urwick, **The Elements of Administration**, London: Issac Pitman & Sons, 1947.
14. Martin Albrow, **Bureaucracy**, London: MacMillan, 1970.
15. Prasad, Ravindra. D et. al. (Eds.), **Administrative Thinkers**, New Delhi: Sterling Publishers, 2013.
16. Waldo, Dwight, **The Study of Public Administration**, New York: Random house, 1968.
17. White, Jay D. and Guy B. Adams, **Research in Public Administration: Reflections on theory and Practice**, Sage 1994

Lecture Schedule

Unit 1: Administrative Theory	Hours	Unit 2: Administrative Structure and Process	Hours
Significance and importance of theory	4	Henri Fayol- Foundations of Management	5
Evolution and Emerging Trends in Administrative theory	4	Frederick Winslow Taylor: Scientific Management	5
Oriental Thought: Kautilya	3	Luther Gulick and Lyndall Urwick: Science of Administration	3
Sun Tzu	3		
Total	14	Total	13
Unit 3: Classical Thought:		Unit 4: Social System	

Bureaucracy		Thought	
Max Weber: Bureaucracy	4	Mary Parker Follett: Constructive Conflict and Leadership	4
Karl Marx: State and Bureaucracy	5	Elton Mayo- Human Relations Movement	4
Samuel Krislov and Donald Kingsley: Representative Bureaucracy	4	Chester Barnard , Formal and Informal Organizations and Functions of Executive	4
Total	13	Total	13
Unit 5: Writers on Administration			
Robert Dahl, Problems of Science of Administration	4		
Dwight Waldo- The Administrative State and Future of Public Administration	4		
Robert T. Golembiewski, Public Administration as Developing Discipline	4		
Total	12		
Total Hours 64			

Semester-V

5.3 Indian Administration

Course Code: 15PSDI0510

Credits: 4

Objective

1. To introduce the basics of the Indian administrative system

Specific Objectives of Learning

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.

Lecture Schedule

Unit 1: Structure of Central Administration	Hours	Unit 2: Public Services	Hours
Cabinet Secretariat Ministries and Departments	5	All India Services	3
Boards and Commissions	4	Central Services	3
Field Organisations	3	State Services	3
		Local Services	2
		Union Service Commission	2
Total	12	Total	13
Unit 3: Public Undertakings		Unit 4: Issue Areas in Indian Administration	
Forms of Management	5	Relations between Political Executive and Permanent Executive	6
Control and Problems	7	Generalists Vs Specialists	6
Total	12	Total	12
Unit 5: Peoples Participation in			

Administration			
State and civil society in development	4		
Citizen's grievances and their redressal integrity in Administration	4		
Corruption in Administration	3		
Lok Pal	1		
Lok Ayukta	1		
Administrative Reforms in India	2		
Total	15		
Total Hours 64			

5.4 Issues in Indian Politics

Course Code: 15PSD10511

Credit: 4

Objectives

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

Specific Objectives of Learning

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.

Lecture Schedule

Unit 1: Nation State Formation	Hours	Unit 2: Identity Politics	Hours
Democratization of Indian Politics and Society	4	Communalism	4
Deficiencies in Indian Democracy	4	Regionalism	2
Discontents in Indian Democracy	4	Language	3
		Ethnicity	3
Total	13	Total	12
Unit 3: Issues of Social Justice		Unit 4: Development dilemma	
Disparities and Discriminatory Practices	4	Indian Experiments in Development Models	4
Issues of Dalits	4	Economic Marginalization and Displacement	5
Issues of Tribal	3		
Issues of Minorities	4	Farmers and Fishermen	4
Total	15	Total	13
Unit 5: Crisis to National integration			
Tribulations in North Eastern States	5		
Kashmir Issue	3		
Maoism Terrorism	4		
Total	12		
Total Hours 64			

Semester - VI

6.2 Human Resource Administration

Course Code: 15PSDI0612

Credits: 4

Objective

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

Specific objectives of learning

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 - Out Sourcing 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.& Rajneesh, Shalini, **Public Personnel Administration**, New Delhi: Deep & Deep, 2003
6. Government of India, **Second ARC**, Tenth Report on ‘Refurbishing of Personnel Administration’

7. Jack Robin, et al (Eds.), **Handbook of Public Personnel Administration**, New York: Taylor & Francis, 1994
8. Jain, R.B., **Aspects of Personnel Administration**, New Delhi: IIPA, 1994.
9. Maheswari Sriram, **Public Administration in India: The higher Civil Service**, New Delhi: Oxford University Press, 2005.
10. Naff, Katherine C., Norma M. Riccucci, **Personnel Management in Government: Politics and Process**(Seventh Edition), New York: CRC, Taylor & Francis, 2014
11. Riccucci, Norma, **Public Personnel Administration and Labor Relations**, New York: M.E. Sharpe, 2007
12. Shafritz, Jay M et.al., **Personnel Management in Government**, New York: Marcel Dekker, 2001
13. Stahl O. Glenn, **Public Personnel Administration**, Harper & Row, 1983
14. Tead, Ordway, **Personnel Administration**, University of California Libraries, 1920

Lecture Schedule

Unit 1: Introduction	Hours	Unit 2: Classification and Recruitment	Hours
Human Resource Administration, Importance, Scope and Perspectives	4	Man Power Planning	3
Concept of Meritocracy	3	Classification of Services	2
Public Service: Concept and Role in Modern State	2	Competency Mapping	2
Public Institutional Theory	3	Recruitment: Principles, Methods and Selection Process	4
		Planning - Personnel Agencies	2
Total	12	Total	13
Unit 3: Training and Development		Unit 4: Pay and Conditions of Services	
Training: Objectives, Types, Methods, Techniques and Training Needs Assessment	5	Pay and Pay Principles	4

Performance Evaluation	4	Agencies and Mechanisms for Pay Determination	4
Traditional and Modern methods	2	Conduct, Discipline and Superannuation	4
Capacity Building- Institutional Building	2		
Promotion, Principles and Practices	2		
Total	15	Total	12
Unit 5: Concepts and Emerging Trends			
Neutrality, Anonymity and Integrity	4		
Out Sourcing and Downsizing and Talent Management	4		
Human Resource Accounting and Audit	4		
Total	12		
Total Hours 64			

6.3 Public Financial Governance in India

Course Code: 15PSDI0513

Credits: 4

Course Objective

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

Specific objectives of learning

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. Brigham Eugene F., **Financial Management: Theory and Practice**, India: Cengage Learning, 2011.
2. CABRI/OECD, **Survey of Budget Practices and Procedures**. OECD, 2008.
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.
6. Government of India, *Second Administrative Reforms Commission*, Fourteenth Report, **Strengthening Financial Management, Systems**, April 2009.
7. Jha L.K., **Economic Administration in India – Retrospect’s and Prospect**, New Delhi: IIPA, 1986.
8. Lee Robert D. Jr., et al (Eds.), **Public Budgeting Systems**, Jones & Bartlett Learning 2007.
9. Mahajan Sanjeev Kumar and Anupama Puri Mahajan, **Financial Administration in India**, New Delhi: PH Learning, 2014.
10. Mikesell, John, **Fiscal Administration**, Cengage Learning, 2010.

11. Pritchard W, **Taxation and state building: Towards Governance Focused tax Reform Agenda**. IDS Working Paper, 2010.
12. R.K. Lekhi and Joginder Singh, **Public Finance**, New Delhi: Kalyani Publishers, 2013.
13. Rabin Jack, et. al. **Handbook of Public Financial Management**, New York: Taylor & Francis Group, 2006.
14. Sharma M.K., **Financial Administration**, New Delhi: Anmol Publications, 2006.
15. Steppan J. Beiley, **Public Sector Economics: Theory, Policy and Practice**, London, 1995.
16. Wang Xiaohu, **Financial Management in the Public Sector: Tools, Applications, and Cases**, M. E. Sharpe, 2010.
17. World Bank, **Strengthening World Bank group Engagement on Governance and Anticorruption**. Washington DC, 2007.

Lecture Schedule

Unit 1: Introduction	Hours	Unit 2: Budget and Governance	Hours
Public Finance: Evolution, Meaning and Scope	4	Public Budget: Meaning, Purpose and Significance	3
Public Revenue: Meaning, Need, Classification and Principles of Revenue	5	Budget Preparation, Enactment and Execution	3
Public Expenditure: Meaning, Need and Classification	4	Types of Budget: Line-Item Budget, Performance Budget, PPBS and Zero –Based Budgeting	4
		Gender Budget, Green Budget and Sun Set Legislation	3
Total	13	Total	13
Unit 3: Financial Management in India		Unit 4: Tax Governance	
Fiscal Federalism	4	Tax Governance in India	4
Center State Financial Relations, Distribution of Resources	3	Principles of Taxation	3
Finance Commission – Composition, Powers, Functions and Role	2	Tax Administration in India	4
Fiscal Management: Public Debt and Deficit Financing	2	Priorities for Improving Tax Governance	2
Monetary Policy and Fiscal Policy	2		
Total	13	Total	13

Unit 5: Control over Finances			
Accounting and Audit Reforms in India	4		
Types of Audit- Internal and External Audit	3		
Standards of Public Accounting	3		
Parliamentary Financial Committees and Comptroller & Auditor General of India	2		
Total	12		
Total Hours 64			

6.4 Transformational Leadership

Course Code: 15PSDI0614

Credits: 4

Course Objective

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

Specific Objectives of Learning

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.

Lecture Schedule

Unit 1: Leadership Meaning and Concept	Hours	Unit 2: Leadership Characteristics and competencies	Hours
Concept Definition	4	Essential Characteristics	4
Components of leadership	4	Traits of Leadership	5
Perspectives	3	Leadership Competencies	4
Studies on leadership	2		
Total	13	Total	13
Unit 3: Leadership at Grassroots		Unit 4: Transformational Leadership	
Leadership for representation	4	Definition of Transformational Leadership	5
Leadership for Transformation	3	Transformational Leadership Factors	4
Leadership for management	3	Transformational Approaches	4
Leadership for Participation	3		
Total	13	Total	13
Unit 5: Emerging Leadership patterns at the grassroots			
Leadership process	4		
Emerging trends	3		
Leadership schools	3		
Capacity Building and Leadership	2		

orientation			
Total	12		
Total Hours 64			

Semester - VII

7.3. Gandhian Framework for Development

Course Code: 15PSDI0715

Credits: 4

Course Objective

1. To introduce the Gandhian framework for development.

Specific Objectives of Learning

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

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

Lecture Schedule

Unit 1: Development: Concept, Scope and Issues	Hours	Unit 2: Gandhian Approach to Modern Civilization and Development	Hours
Development concept, definition and dimensions	2	Thoughts of Leo Tolstoy Thoreau and Ruskin	2
Development and Economic growth	2	Challenging modern civilization, enslaving individuals and nations, violence and hegemony	3
limits to economic growth	3	Approach to freedom and development	2
Issues of sustainability	2	Individual, community and nation	2
Equity inter and intra-generational	2	Democracy as self-governance	2
Harmony and Peace in Development	2	Pyramidal structure of democracy	3
Total	13	Total	14
Unit 3: Economy of Permanence		Unit 4: Development Alternatives	
Types of economies	4	Model of low entropy development	5
Limits to wants and Swadesi	5	Ecological villages bioregions, biotic community and land ethics	4
Culture of cooperation, collective action and Sarvodaya	4	Local citizenship	2
Total	13	Total	12
Unit 5: Technology and Education and well being			
Appropriate technology	4		
Transformative education	5		
Key to health and well being	3		
Total	12		
Total Hours 64			

7.4. Non Profit Sector in Development

Course Code: 15PSDI0716

Credits: 4

Course Objective

1. To introduce significance of nonprofit sector development.

Specific Objectives of Learning

1. To help students in understanding the contributions of nonprofit sector development in contemporary society
2. To explain the impact of the nonprofit 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.
6. Anuradha Maharishi and Rasna Dhillon (Eds.), **A Common Cause NGOs & Civil Society**, New Delhi: National Foundation for India, 2002.
7. PRIA, **Exploring the Non Profit Sector in India: Some Glimpses from Tamil Nadu**, New Delhi: PRIA, 2002.
8. Srivastava S.S. and Rajesh Tandon “How Large is India’s Non Profit Sector?” **Economic and Political Weekly**, Vol. XL No: 19 (May, 2005).
9. OECD, **The Non-Profit Sector in a changing Economy**, France, OECD, 2003.

Lecture Schedule

Unit 1: Non Profit Sector in Development	Hours	Unit 2: Contemporary Scenario	Hours
Nature and Scope of Non Profit Sector in Development Action	3	Opportunities and Challenges	4
State	2	Increased Roles	5
Market	3	Increased Loads	4
Civil Society	2		
Contextual Role	3		
Total	13	Total	13
Unit 3: Voluntary Action in development		Unit 4: Civil Society	
Voluntary Action and the State	4	Civil Society	5
Areas of Action	3	State Capability to Manage Development	4
Interfaces	4	Capacity of Organizations and Institutions	4
Complementarities	2		
Total	13	Total	13
Unit 5: Non- profit sector in Tamil Nadu			
Status of NPS in Tamil Nadu	4		
Achievements	5		

Challenges	3		
Total	12		
Total Hours 64			

Semester - VIII

8.2 Comparative Public Administration

Course Code: 15PSDI0817

Credits: 4

Course Objective

1. To introduce the significance of comparative public administration.

Specific Objective of Learning

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.
6. Pai Panandikar, V.A., *Development administration: An Approach*, **Indian Journal of Public Administration**, 10(1), 34-44, 1964.
7. Raphaeli, N., **Readings in Comparative Public Administration**, Boston Massachusetts: Allyn and Bacon, 1967.
8. Riggs, F. W., **The Ecology of Administration**, Bloomington: Indiana University, 1970.
9. Riggs, F.W. (1956). **Public Administration: A Neglected Factor in Economic Development**, *Annals of the American Academy of Political and Social Sciences*, No.305, *Agrarian Societies in Transition*, 70-80, 1956.
10. Swerdlow, I., (Ed.) **Development Administration: Concepts and Problems**, Syracuse, New York: Syracuse University Press, 1963.
11. W.E. Weidner (Ed.), **Development administration in Asia**, Durham, North Carolina: Duke University Press, 1970.
12. Waldo, D., **Comparative Public Administration Prologue, Performance and Problems**. *Indian Journal of Political Science*, 24(3), 177-216, 1963.
13. Weidner, W. E., (Ed.), **Development Administration in Asia**, Durham, North Carolina: Duke University Press, 1970.

Lecture Schedule

Unit 1: Introduction	Hours	Unit 2: Approaches	Hours
Nature, Scope, Characteristics and Importance of Comparative Public Administration	3	Bureaucratic Approach	4
Evolution of Comparative Public Administration	3	General Systems Approach	3
International Comparative Public Administration	3	Decision Making Approach	4
Critique of Comparative Public Administration	4	Ecological Approach	2
Total	13	Total	13
Unit 3: CPA: Contributions of F. W. Riggs		Unit 4: Comparative Administrative Systems	
Structural-Functional Approach	4	Classical Administrative System: France	3
Theory of Prismatic Society	5	Developing Administrative System: India	3
Development Models	4	Developed Administrative Systems: USA and UK	4
		Modern Administrative Systems: Japan and Korea	3
Total	13	Total	13
Unit 5: Development Administration			
Nature, Scope and Elements of Development Administration	4		
Goals and Challenges of Development Administration	3		
Models of Development Administration: Sustainable Development	3		
Human Development & Inclusive Development	2		
Total	12		
Total Hours 64			

8.3 Governance: Theories and Concepts

Course Code: 15PSDI0818

Credits: 4

Course Objective

1. To introduce concepts and theories of governance

Specific Objectives of Learning

1. To help students to understand theories of governance
2. To facilitate students to understand the role of state and market in governance and development.

Course Units

Unit 1: Concepts and Evolution

The concept of Governance - Evolution of the concept of governance as part of the neo-liberal discourse and its critique

Unit 2: Theories of Governance

Theoretical approaches to the study of governance – The public and the private: an overview of theories and concepts – Rational Choice and Collective Choice – New Institutionalism – Policy Networks and Policy Instruments – Discourse Analysis

Unit 3: State and Governance

The State – State capacity, adaptability, strength and weakness – Role of the state in economic development – embedded autonomy – The Rule of Law and access to Justice – Corruption and rent seeking

Unit 4: State and Markets

States and Markets – Governing the Market – Regulatory framework and institutions

Unit 5: Evaluation of Governance

Measuring Governance – An introduction to the various measures of the quality of governance that have been devised and their limitations – Assessing indicators for developed and developing countries

Suggested Reading

1. Martin Doornbos, *Good Governance: The Rise and Decline of a Policy Metaphor*, **Journal of Development Studies**, Vol. 37: No.3, 2001.
2. Niraja Gopal Jayal, *The Governance Agenda: Making Democratic Development Dispensable*, **Economic and Political Weekly**, Vol. XXXII, No.2, 1997.
3. Guy Peters B., **The Future of Governing**, Lawrence: University of Kansar Press, 2001.

4. Jan Kooiman, **Modern Governance: New Government-Society Interaction**, New Delhi: Sage Publications, 1994.
5. Pierre J. and B.G. Peters, **Governance, Politics and the State**, London: Macmillan, 2000.
6. Peter. B. Evans **Embedded Autonomy: States and Industrial Transformation**, Princeton: NJ Princeton University Press, 1995.
7. Rober Wade, **Governing the Market**: Princeton: NJ Princeton Press, 1990.
8. Daniel Kaufmann, **Governance Matters II: Updated Indicators, Policy Research Working Paper 2772**, Washington DC.

Lecture Schedule

Unit 1: Concepts and Evolution	Hours	Unit 2: Theories of Governance	Hours
The concept of Governance	5	Theoretical approaches to the study of governance	3
Evolution of the concept of governance as part of the neo-liberal discourse and its critique	6	The public and the private: an overview of theories and concepts	3
		Rational Choice and Collective Choice	2
		New Institutionalism	2
		Policy Networks and Policy Instruments, Discourse Analysis	4
Total	11	Total	14
Unit 3: CPA: State and Governance		Unit 4: State and Markets	

The State	2	States and Markets	4
State capacity, adaptability, strength and weakness	4	Governing the Market	4
Role of the state in economic development	3	Regulatory framework and institutions	4
Embedded autonomy	2		
The Rule of Law and access to Justice	3		
Corruption and rent seeking	2		
Total	14	Total	12
Unit 5: Evaluation of Governance			
Measuring Governance	4		
An introduction to the various measures of the quality of governance that have been devised and their limitations	4		
Assessing indicators for developed and developing countries	5		
Total	13		
Total Hours 64			

Semester-IX

9.3 Decentralization: Theory and Practice

Course Code: 15PSDI0919

Credits: 4

Course Objective

1. To teach theory and practice of decentralization

Specific Objectives of Learning

1. To help the students to understand decentralization pattern in different parts of the world.
2. To develop on challenges and opportunities to decentralizations

Course Units

Unit 1: Conceptual discourse on Decentralization.

Deconcentration, Democratic Decentralization and Fiscal Decentralization: Forms of Democratic Decentralization.

Unit 2: Decentralization in USA, UK, France, Switzerland and Japan.

Approaches to Decentralization- institutions of decentralization – achievement and challenges.

Unit 3: Decentralization in Developing Countries.

New vision of Local Governance and Evolving Rules of Local Governments – Comparative overview of Local Government – organization and finance

Unit 4: Emerging trends in Decentralization in the world.

Critical conditions for Local Governance success - barriers in the process of local governance

Unit 5: Decentralization and Democratization.

Promises of Decentralization - Limitations of Decentralization

Suggested Reading

1. James Manor, **Political Economy of Democratic Decentralization**, Washington DC: The World Bank, 1999.
2. Anwar Shah, **Decentralization in Industrial Countries**, Washington DC: The World Bank, 2006.
3. Anwar Shah, **Local Governance in Developing Countries**, Washington DC: The World Bank, 2006.
4. Palanithurai G., *Restructuring Local Governance in Globalization*, ICFAI, **Journal of Governance and Public Policy**, Vol 3: No 1, March, 2008.
5. European Commission, **Supporting Decentralization and Local Governance in Third Countries**, Brussels: European Commission, 2007.

Lecture Schedule

Unit 1: Conceptual discourse on Decentralization.	Hours	Unit 2: Decentralization in Industrialized countries	Hours
Deconcentration	3	Local Government to Local Governance	3
Fiscal Decentralization	3	Conceptual perspective on Local Governance	4
Democratic Decentralization: Forms of Democratic Decentralization.	6	Comparative overview of Local Government	4

		Organization and finance	2
Total	12	Total	13
Unit 3: CPA: Decentralization in Developing Countries		Unit 4: Emerging trends in Decentralization in the world	
New vision of Local Governance	2	Critical conditions for Local Governance success	6
Evolving Rules of Local Governments	5	Barriers in the process of local governance	7
Comparative overview of Local Government	3		
Organization and finance	3		
Total	13	Total	13
Unit 5: Decentralization and Democratization			
Promises of Decentralization	7		
Limitations of Decentralization	6		
Total	13		
Total Hours 64			

9.4. Gender Issues and Development

Course Code: 15PSDI0920

Credits: 4

Course Objective

1. To introduce the role of gender in development.

Specific Objectives of Learning

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. Paipandiker 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.
6. M.Subhamma, **Women, Tradition and Culture**, New Delhi: Sterling Publishers Pvt. Ltd., 1987.
7. A.S.Altekar, **The Position of Women in Hindu Civilization**, New Delhi: Motilal Banarsidass, 1959.
8. I.Mahindra, **The Rebellious Homemakers**, Bombay: SNDT Women’s University, 1980.
9. M.N.Srinivas, **The Changing Position of Indian Women**, Delhi: Oxford University Press, 1978.
10. S.Radhakrishnan, **Report of the University Education Commission 1949** (Volume I), New Delhi: Publication Division, Government of India, 1949.
11. Sebesti L., Raja (Ed.), **Quest for Gender Justice**, Madras: T.R. Publications for Satya Nilayam Publications, Satya Nilayam, 1991

12. Sushamma Sahay, **Women and Empowerment: Approaches and Strategies**, New Delhi: Discovery Publishing House, 1998.
13. Ram Ahuja, **Rights of Women: A Feminist Perspective**, New Delhi: Rawat Publications, 1992.
14. Michele Barrett, **Women's Oppression Today**, London: Verso, 1980.
15. Janet K.Boles (Ed.), **American Feminism**, New York: Sage Publications, 1991.
16. Alfred Desouza (Ed), **Women in Contemporary India and South Asia**, New Delhi: Manohar Publications, 1980.
17. Rehana Ghadially, **Women in Indian Society**, New Delhi: Sage Publications, 1988.
18. Ruth Wallace (Ed.), **Feminism and Sociological Theory**, New York: Sage Publications, 1989.
19. Everett, Jana Matson, **Women and Social Change in India**, New Delhi: Heritage Publishers, 1981.
20. Shamim Aleem (Ed.), **Women's Development Problems and Prospects**, New Delhi: APH Publishing Corporation, 1996.
21. Devaki Jain (Ed.), **Indian Women Publications Division**, Ministry of Information and Broadcasting, Government of India.
22. Maithreyi Krishna Raj (Ed.), **Women's Studies in India**, Bombay: Popular Prakashan, 1986.
23. Amit Kumar Gupta (Ed.), **Women and Society the Developmental Perspective**, New Delhi: Criterion Publications, 1986.

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
6. Report of the National Committee on Women's Education, Ministry of Education, Government of India, Delhi, 1959.

Lecture Schedule

Unit 1: Gender and Feminism	Hours	Unit 2: Gender Issues	Hours
Introduction and Feminism-Meaning-definition	2	Women's oppression: Meaning	3
Theories of Feminism	4	Oppressive Values and Structures	2
Gender: Meaning	2	Liberation: Meaning and Liberation Process	3
Gender justice in Ancient India	4	Social, Economic, Political and Religious Context	2
		GLP and Women	3
Total	13	Total	13
Unit 3: CPA: Women's Movement		Unit 4: Women's Development	
A Global Perspective	4	Meaning and Definition	2
Women's Movement in India since 20 th century	5	Women's Development in Educational, Social, Economic, Political and Administrative spheres	3
Contribution of Social Reformers	4	Gandhiji and Women	2
		Women's rights in Indian Constitution	2
		Gender in Indian Planning	2
		Commissions for Women's Development	2
Total	13	Total	13
Unit 5: Empowerment of Women			
Empowerment: Meaning and definition	2		
Nature and Needs – various approaches for empowerment	4		
Role of Panchayati Raj in the Political Empowerment of Women	3		

Women in Central, State and Local levels	2		
An overview of the role of women in development	2		
Total	12		
Total Hours 64			

9.5. Public Service Management

Course Code: 15PSDI0921

Credits: 4

Course Objective

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

Specific Objectives of Learning

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 Thatcher'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 Blackwell, 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.
6. Brian D. Loader (Ed.), **The Governance of Cyberspace – Politics, Technology and Global Restructuring**, Routledge Publications, 1997.

Lecture Schedule

Unit 1: Public Administration and Public Service Management	Hours	Unit 2: Neo-Liberal policies of Governance	Hours
Shift from Public Administration to Public Service Management	3	De-regulation	3
Margaret Thatcher's contribution	3	Cuts in Public expenditure	5
Public Choice theory Neo-Liberal Perspective	4	Privatization Rural Public Services	5
Globalization	3		
Total	13	Total	13
Unit 3: CPA: Basic Assumptions		Unit 4: Goals and Objectives	
Basic Assumptions of Public Service Management	3	Goals of Public Service Management	4
Responsiveness	3	Change in inputs	2
Flexibility	4	Focus on output	3
Innovation	3	Entrepreneurial Government	4
Total	13	Total	13
Unit 5: ICT in Public Services			
Information	4		
Electronic Software Distribution (ESD)	5		
Use of ICT in public service management	4		
Total	12		
Total Hours 64			

Semester- X

10.1 Decentralization in India

Course Code: 15PSDI1022

Credits: 4

Course Objective

1. To introduce the history and significance of the process of decentralization in India

Specific Objectives of Learning

1. To learn the recommendations of various committees on decentralization in India
2. To evaluate and critically understand the decentralization process in India

Course Units

Unit 1: Historical Background of Local Self Government in India.

Local Governance in Ancient India – Local Governance during colonial Administration – Local Governance in Independent India – contending views and perspective of leaders

Unit 2: New Context and Background for new Local Governance.

Balwantray Mehta Committee (1957) – Ashok Mehta Committee (1977) GVK Rao Committee (1985) – P. K Thungon Committee (1986) – LM Singhvi Committee (1987)

Unit 3: The Constitutional Amendments towards Local Government.

Rajiv Gandhi Initiatives – Failure – 64th Constitutional Amendment Bill – Two Major Amendment to the Constitution - 73rd and 74th Amendments

Unit 4: New Local Governance in Action.

Activities of the centre and state government in establishing decentralized Governance

Unit 5: Evaluation and Assessment of Impact.

Impact assessment on Service Delivery – Women Empowerment – Democratization – Empowerment of Marginalized

Suggested Reading

1. Niraja Gopal Jayal: Amit Prakash and Pradeep K. Sharma, (Eds.), **Local Governance in India: Decentralization and Beyond**, New Delhi: Oxford University Press, 2006.
2. Satyajit Singh and Pradeep K Sharma (Eds.) **Decentralization: Institutions and Politics in Rural India**, New Delhi: Oxford University Press, 2007.

3. Pranab Bardhan and Dilip Mookherjee, (Eds.) **Decentralization and Local Governance in Developing Countries: A Comparative Perspective**, New Delhi. Oxford University Press, 2007.

Lecture Schedule

Unit 1: Historical Background of Local Self Government in India	Hours	Unit 2: New Context and Background for new Local Governance	Hours
Local Governance in Ancient India	3	Balwantray Mehta Committee (1957)	3
Local Governance during colonial Administration	3	Ashok Mehta Committee (1977)	5
Local Governance in Independent India	4	GVK Rao Committee (1985)	5
Contending views and perspective of leaders	3	P. K Thungon Committee (1986)	
		LM Singhvi Committee (1987)	
Total	13	Total	13
Unit 3: CPA: The Constitutional Amendments towards Local Government		Unit 4: New Local Governance in Action	
Rajiv Gandhi Initiatives: Failure 64 th Constitutional Amendment Bill	5	Activities of the centre in establishing decentralized Governance	6
73 rd Constitutional Amendment	4	State government in establishing decentralized Governance	7
74 th Constitutional Amendment	4		
Total	13	Total	13
Unit 5: Evaluation and Assessment of Impact			
Impact assessment on Service Delivery	4		
Women Empowerment	3		
Democratization	4		
Empowerment of Marginalized	2		
Total	12		
Total Hours 64			

10.2 Administrative Change

Course Code: 15PSDI1023

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.

Specific Objectives of Learning

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.
6. Rajni Kothari, **State against Democracy: In search of Human Governance**, Delhi: Ajanta, 1998.
7. World Bank, **Reforming Public Institutions and strengthening Governance: A World Bank strategy**, Washington D.C, World Bank, 2000.

Lecture Schedule

Unit 1: Conceptualization of Administrative change in the context of Globalization	Hours	Unit 2: Administrative Reforms in the new context and in History	Hours
Administrative change	4	Types of Administrative Reforms	3
Theoretical inputs New Concepts	5	Four Phases Of Changes	3
Prime Agents for such changes	4	Implementation	3
		Evaluation- Globalization and Administrative change	4
Total	13	Total	13
Unit 3: CPA: Innovation in Government in the World		Unit 4: Administrative Reform in India	
Meaning of Innovation	3	Colonial legacy	3
Historical Perspective	3	Early phase of Reform	3
Causes of reforms movements	4	Failures	4
Lesson from two decades government reform	2	Renewal of efforts – Implications	3
Total	13	Total	13
Unit 5: Public Management Reform in India			
Civil Services Reform	2		
Redefining state process	3		
Constrains and potentials	3		
Empowerment and Equality	2		
Rethinking Reforms	2		

Total	12		
Total Hours 64			

Major Electives

1. Human Rights: Concepts and Principles

Course Code: 15PSDI00E1

Credits: 4

Course Objective

1. to expose the students on the basic elements, concepts and principles of Human Rights

Specific Objectives of Learning

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. Clearance J. Dias, **Initiating Human Rights Education at the Grass roots Asian Experience**, Bangkok: Asian Cultural forum on Development.
5. Vijay K. Gupta (Ed.), **Perspectives on Human Rights**, New Delhi: Vikas Publishing House Pvt. Ltd., 1996.
6. Dossier on Human Rights, Madurai: SOCO.
7. Human Rights Education for Citizenship, Amnesty International, 1997.

Lecture Schedule

Unit 1: Introduction to Human Rights	Hours	Unit 2: Global Perspective	Hours
Definition of Human Rights	3	United Nation Human Rights Commission	7
Theories of Human Rights	6	Universal Declaration of Human Rights	6
Rights and Obligations	4		
Total	13	Total	13
Unit 3: Human Rights in India		Unit 4: Civil Rights in India	
National Commission on Human Rights	6	Status of Civil Rights and Political Rights in India	6
State Human Rights Commission	4	Role of civil society in protection of civil rights	7
Human Rights Courts	2		
Total	12	Total	13
Unit 5: Economic Rights			
Rights for Livelihood, Entitlement and Development	3		
Social Rights	3		
Cultural Rights	3		
Rights of Minorities	4		
Total	13		
Total Hours 64			

Major Electives

2. Rights Based Development

Course Code: 15PSDI00E2

Credits: 4

Course Objective

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

Specific Objectives of Learning

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.

Lecture Schedule

Unit 1: Concepts and Nature of right based approach to development	Hours	Unit 2: Livelihood Rights	Hours
Introduction to right based approach to development	3	Rights to food, health and education - definition and concept	4
Evolution of right based approach to development	3	Obligations of the state	4
Content of right based approach to development	3	Interdependence of rights	5
Right based development and other development approaches and frame works	4		
Total	13	Total	13
Unit 3: Rights for equity in development		Unit 4: Human rights	
Rights of marginalized groups	4	Human rights in India	6
Women's right, international framework, institutional arrangements for women rights	4	India's international commitments on human rights	7
Rights of minorities and marginalized groups	5		
Total	13	Total	13
Unit 5: Status in Indian Constitution			
Indian constitutional and legal framework for protection of fundamental rights and human rights	4		
Rights of women, minorities and SC & ST people	4		
States obligations for the rights to development of women, minorities, SC & ST people	4		
Total	12		
Total Hours 64			

Major Electives

3. Common Property Resource Management

Course Code: 15PSDI00E3

Credits: 4

Course Objective

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

Specific objectives of Learning

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.

Lecture Schedule

Unit 1: Introduction	Hours	Unit 2: Theories of Management of CPR	Hours
Meaning, Nature and scope of Common Property Resources (CPR)	7	Ecological disasters and Theories on CPR	2
Different types of properties,	3	Hardin's Theory of Tragedy of Common	4
Significance of CPR in ecological security	3	Game Theories of CPR management and game of Prisoners dilemma	4
		Olson's Logic of collective action	4
Total	13	Total	14
Unit 3: Techniques of CPR Management		Unit 4: Livelihood security of poor and CPR	
Design principles of Ostrom for self-governing institutions	4	Relationship between CPR and women, Tribal, Craftsmen and other eco system people	6
Risk and scarcity principle of Robert Wade	4	CPR and Rural economy	7
Transactional cost principles	4		
Total	12	Total	13
Unit 5: Institutional arrangements for CPR Management			
Nationalization	3		
Privatization	3		
Community based management	3		
Role of Panchayats and user groups	3		
Total	12		
Total Hours 64			

Major Electives

4. Participation and Governance

Course Code: 15PSDI00E4

Credits: 4

Course Objective

1. To understand significance of participation in strengthening democracy

Specific Objectives of Learning

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.

Lecture Schedule

Unit 1: Participation – Meaning, Scope, Nature	Hours	Unit 2: Participation in Governance	Hours
Definition of the concept participation	4	Governance Structure	7
Evolution of participation	4	Scope for Participation	6
Expected Implications	5		
Total	13	Total	13

Unit 3: Participation for Development		Unit 4: Structure of Participation	
Development	7	Modes of participation	6
Opportunities for participation	6	Nature of participation	7
Total	13	Total	13
Unit 5: Analysis of Participation			
Measuring participation	4		
Grading participation	4		
Assessing implication	4		
Total	12		
Total Hours 64			

Major Electives

5. Development Communication

Course Code: 15PSDI00E5

Credits: 4

Course Objective

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

Specific Objective of Learning

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, Macmillian, 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.
6. Wilbre Schramee, **Process and Effects of Mass Communication**, Illinois: University of Illinois, 1955.
7. Karl Deutch, **Nationalism and Social Communication**, Cambridge: MIT Press, 1966.

Lecture Schedule

Unit 1: Development communication: Theories and Principles	Hours	Unit 2: Perspectives	Hours
Communication - Definition	3	New perspectives on communication	7
Its importance	4	Development communication process	6
Theories and Principles of effective communication	5		
Total	12	Total	13
Unit 3: Communication and Development		Unit 4: Media in Communication	
Communication for Social	2	Modern Medias	3
Communication for Political	2	Press	3
Communication for Educational	2	Electronics	3
Communication for Economic	2	ICT	2
Moral development	4	Social media	3
Total	13	Total	15
Unit 5: Contemporary issues			
Communication explosion	4		
Communication Manupulation	4		

Communication in Political and Social Transformation	4		
Total	12		
Total Hours 64			

Major Electives

6. Globalization and Development

Course Code: 15PSDI00E6

Credits: 4

Course Objective

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

Specific Objectives of Learning

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 marginalised 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 Frrtjoe, **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.

Lecture Schedule

Unit 1: Theoretical Foundations	Hours	Unit 2: Institutional arrangements	Hours
Role of liberty	2	GATT, WTO, IMF, World Bank, Trade related intellectual property rights	7
Freedom and market in the development of Economy	3	Nature and role of Multinationals	6
Technology and Human life	2		
Privatization, Liberalization	3		
Market economy and global development	3		
Total	13	Total	13
Unit 3: Development in the context of globalization		Unit 4: Nation State and Globalization	
Development: definition, scope and multi dimensions.	2	National Sovereignty and Democratic choice over	4

		Development priorities and strategies	
Development beyond economic growth and limits to economic growth	2	Impact on class structure and Social dynamics	4
Sustainability and equity approach to development	2	Ecological capital and economic growth	5
Human, Social and Ecological dimensions of development	2		
Freedom and capability as strategies of development	2		
Place for marginalised and disadvantages in development	3		
Total	13	Total	13
Unit 5: People and Self Governance			
Right for Self governance and governance of local resources.	3		
Choices over livelihood security and livelihood opportunities	3		
Impact on culture, values and social capital	3		
Building local governance and alliances	3		
Total	12		
Total Hours 64			

Major Electives

7. Human Rights and Constitution of India

Course Code: 15PSDI00E7

Credits: 4

Course Objective

1. To provide knowledge on the constitutional rights and duties

Specific objectives of Learning

- To facilitate the learners to appreciate constitutional values on human rights.
- 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.
6. Khan Mumtaz Ali, **Scheduled Castes and their Status in India**, New Delhi: Uppal Publishing, 1980.
7. Kananikil Jose, **Scheduled Caste and the Struggle against Inequality**, New Delhi: Indian Social Institute, 1983.
8. Mathew P.D., **The Law to Protect Human Rights in India**, New Delhi: Indian Social Institute, 1984.
9. Shariful Hassan, **Supreme Court Fundamental Rights and Directive Principles**, New Delhi: Deep & Deep Publications, 1998.
10. Basu D.D., **Human Rights in Constitutional Law**, New Delhi: Prentice Hall of India Private Ltd, 1995.

11. Basu D.D., **An Introduction to Indian Constitution**, New Delhi: Prentice Hall of India Private Limited, 1994.
12. Basu D.D., **Shorter Constitution of India**, New Delhi: Prentice Hall, 1981.
13. Pylee M.V., **Constitutional Government in India**, New Delhi: S. Chand and Company, 1984.

Lecture Schedule

Unit 1: Human Rights in Constitution of India	Hours	Unit 2: Fundamental Rights	Hours
Constitution – Preamble	4	Universal Declaration of Human Rights	6
Insight into the development of the concept of fundamental rights in the Indian Constitution with special reference to constituent assemble debates	8	A comparative analysis fundamental rights in U.S.A. U.K and India	7
Total	12	Total	13
Unit 3: Directive Principles		Unit 4: Rights for the Marginalized	
Concept of enforceable, non-enforceable rights	5	Rights related to SC and ST, women, children minorities and others	5
merging of these two area leading from the supreme court of India and High Courts	7	Rights related to women	3
		Rights related to children	3
		Rights related to minorities and others	3
Total	12	Total	14
Unit 5: Developments of Human Rights			
Human rights and Amendments to the constitution	4		
Basic structure of the Constitution	3		
Theory and separation of powers	3		
Judiciary in India/Judicial Review in India	3		
Total	13		
Total Hours 64			

Major Electives

8. Project Formulation, Implementation and Evaluation

Course Code: 15PSDI00E8

Credits: 4

Course Objective

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

Specific Objectives of Learning

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, Formulationand 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.
6. Prasann Chandra., **Projects-Preparation Appraisal Budgeting and Implementation**, New Delhi: Tata Mc. Graw Hill, 1984

Lecture Schedule

Unit 1: Introduction	Hours	Unit 2: Formulation	Hours
Conceptual clarity on project	6	Formulating a project	7
Critical assessment of problems and their dimensionality	7	proposal major steps to be followed in formulating an action project	6
Total	13	Total	13
Unit 3: Implementation		Unit 4: Evaluation	
Implementation of the project	7	Methodology of project evaluation	3
key steps to be followed in implementation and monitoring of project activities	6	Key steps to be followed in evaluating the projects	4
		Output and outcome evaluation	3
		Key initiatives of output and outcome	3
Total	13	Total	13
Unit 5: Project Application			
Identifying a problem and formulating a project proposal	4		
evaluating an ongoing project	4		
Assessing the outcome of a completed project and submit a report	4		
Total	12		
Total Hours 64			

Major Electives

09. Participatory Rural Appraisal

Course Code: 15PSDI00E9

Credits: 4

Course Objective

1. To introduce students the methodology of participatory rural appraisal

Specific Objectives of Learning

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. Gerard J. Gil., O.K., **The Datas Lousy, But its all Weve Got - Being a Critique of Conventional Methods**, London: IIED, Gatekeeper Series, 1993.
2. Joachim Thesis and Heather Grady M., **Participatory Rural Appraisal for Community Development - A Training Manual**, London: IIED, 1991.
3. Jules N. Pretty., **Regenerating Agriculture - Politics and Practices for Sustainability and Self-reliance**, London: Earthscan Publications, 1995.

4. Amitava Mukherjee., **Participatory Rural Appraisal: methods and Applications in Rural Planning**, New Delhi: Vikas Publishing House Pvt. Ltd, 1995.
5. Neela Mukherjee, **Participatory Rural Appraisal: Methodology and Applications**, New Delhi: Concept Publishing House, 1992.
6. **Papers and Proceedings, Training Programme in Participatory Rural Appraisal**, Gandhigram: Gandhigram Rural Institute - PRA Unit, 1994.
7. **Gramiya Makkal Pankerpu Mathipeedu - A Hand Book for PRA Practitioners**, Gandhigram: Gandhigram Rural Institute, PRA Unit, 1995.
8. Robert Chambers, **Rural Development - Putting the Last First**, London: Longman 1992.
9. Robert Chambers and et. al. **Farmer First**, London: Intermediate Technology Publications.
10. Hugo Slim and Paul Thompson, **Listening for a Change**, London: Pans Publications Ltd., 1993.
11. Philip Towsley., **A Manual on Rapid Appraisal Methods for Coastal Communities**, Madras: Bobp, 1993.
12. Jules N.Pretty et al., **Participatory Learning and Action**, London: A Trainers Guide, IIED, 1995.
13. Donald. A. Messerschmidt, **Rapid Appraisal for Community Forestry: The RA Process and Rapid Diagnostic Tools**, London: IIED, 1995.

Journals

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

Lecture Schedule

Unit 1: Challenges to Research Methods	Hours	Unit 2: Genesis of PRA	Hours
Research Methods: Meaning & Purpose, types of research: conventional methods of research	4	Genesis of Participatory Rural Appraisal	3
Advantages and Limitations	3	RRA, PRA, PLA	3
Need for alternative rural appraisal methods	3	Concepts and Principles of PRA	3
Biases associated with rural development professionalism	3	Attitude and Behaviour that enhance community	4

		participation	
Total	13	Total	13
Unit 3: Menus and Methods I		Unit 4: Menus and Methods II	
Application of PRA Tools/Methods	2	Methods related to time: Time line, Trend change, Seasonal calendar, Daily routine	2
Focus Group Discussion (FGD)	2	Methods related to situations and conditions: Problem inventory, Wealth ranking, Venn Diagram	2
Semi-structured interviews (SSI)	2	Methods for planning, monitoring and evaluation	3
Guidelines, individual errors, team errors	2	Modeling, Ranking and scoring	3
Steps/Process of conducting FGD	2	Sustainability Analysis and Malady Remedy Analysis	3
Methods related to space : Social mapping, Transect walk, Resource mapping, and Linkages	3		
Total	13	Total	13
Unit 5: Applications			
Ascertaining the trust worthiness of PRA Results	2		
Analysis of qualitative data	2		
Writing PRA Report	2		
Application and Implementations	3		
Limitations of PRA Methods	3		
Total	12		
Total Hours 64			

10. Public Policy Analysis

Course Code: 15PSDI00EA

Credits: 4

Course Objective

1. To equip students to analyses the process of making of public policies.

Specific Objectives of Learning

1. To familiarize students on approaches to policy making
2. To build capacity for understanding the tools and techniques for policy making

Course Units

Unit- I: Theoretical Perspectives

Policy Cycle Framework - Policy Process Network - Political Feasibility

Unit- II: Types of Policy Analysis

Empirical, Normative Policy Analysis - Retrospective/Prospective Analysis - Prescriptive and Descriptive Analysis

Unit- III: Actors in Policy Analysis

Government Institutions - International Donor Agencies - Multinational and Transnational Agencies - Media and Civil Society

Unit- IV: Techniques

Cost Benefit Analysis - Management by Objectives (MBO)- Operations Research - Programme Evaluation and Review Technique (PERT) & Critical path Method (CPM)

Unit- V: Constraints on Public Policy

Economic Constraints on Public Policy - Political Feasibility: Interests and Power - Institutional Constraints on Policy - Social and Cultural Factors: Constraining and Enabling Policy Reversals

Suggested Reading

1. Anderson J.E., **Public Policy-Making: An Introduction**, Boston,Houghton, 2006.
2. Ashford, Doug (ed.), **History and Context in Comparative Public Policy**, Ithaca, NY: University of Pittsburgh Press, 1992.
3. Bardach, Eugene, **The Implementation Game: What Happens After a Bill Becomes a Law**, Cambridge, MA: MIT, 1977.
4. Barker, Anthony, and B. Guy Peters (eds.), **The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy**, Ithica, NY: University of Pittsburgh Press, 1993.
5. Bergerson, Peter J. (ed.), **Teaching Public Policy: Theory, Research and Practice**, Westport, RI: Greenwood Press, 1991.
6. Dye Thomas, **Understanding Public Policy**, Singapore, Pearson Education, 2008.
7. Gerston Larry N., **Public Policy Making: Process and Principles**, Armonk, M.E. Sharpe, 2004.

8. Hill Michael, **The Public Policy Process**, Harlow, UK; Pearson Education, 5th Edition, 2005.
9. Howlett, Michael, and M. Ramesh, **Studying Public Policy: Policy Cycles and Policy Subsystems**, OUP, Toronto, 1995.
10. Jay M. Shafritz (Ed.), **International Encyclopedia of Public Policy and Administration**, Westview Press, 1998.
11. John, Peter, **Analysing Public Policy**, 2nd ed., Routledge, Taylor and Francis Group, London, 2012.
12. Lindblom, C.E., and E.J., Woodhouse, **The Policy making Process**, 3rd ed., New Jersey., Prentice – Hall, 1993.
13. McCool, Daniel C. (Ed.), **Public Policy Theories, Models, and Concepts: An Anthology**, NJ: Prentice-Hall, 1995.
14. Michael Howlett and M.Ramesh, **Studying Public Policy**, Ontario: Oxford University Press, 2003.
15. Moran Mitchel and Robert Goodin, **The Oxford Handbook of Public Policy**, Oxford University Press, New York, 2006.
16. Pal, Leslie A., **Public Policy Analysis: An Introduction**, 2nd ed. Toronto: Nelson, 1992.
17. Xun Wu et.al, **The Public Policy Primer**, Routledge, London, 2013.

Lecture Schedule

Unit 1: Theoretical Perspectives	Hours	Unit 2: Types of Policy Analysis	Hours
Policy Cycle Framework	4	Empirical, Normative Policy Analysis	4
Policy Process Network	4	Retrospective/Prospective Analysis	4
Political Feasibility	5	Prescriptive and Descriptive Analysis	5
Total	13	Total	13
Unit 3: Actors in Policy Analysis		Unit 4: Techniques	
Government Institutions	3	Cost Benefit Analysis	2
International Donor Agencies	3	Management by Objectives	3

		(MBO)	
Multinational and Transnational Agencies	3	Operations Research	2
Media and Civil Society	4	Programme Evaluation and Review Technique (PERT)	3
		Critical path Method (CPM)	3
Total	13	Total	13
Unit 5: Constraints on Public Policy			
Economic Constraints on Public Policy	3		
Political Feasibility: Interests and Power	3		
Institutional Constraints on Policy	3		
Social and Cultural Factors: Constraining and Enabling Policy Reversals	3		
Total	12		
Total Hours 64			

11. Innovations in Governance

Course Code: 15PSDI00EB

Credits: 4

Course Objective

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

Specific Objectives of Learning

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 - I: 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 - II: Understanding Innovations

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

Unit - III: 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. Governance Innovators Network.
Retrieved from <http://www.innovations.harvard.edu/>
5. **Innovations in Governance and Public Administration: Replicating what works**, New York: Department of Economic and Social Affairs, United Nations, 2006
6. Jean Hartley, **Innovation in Governance and Public Services: Past and Present**, Public Money & Management, 2005.

7. Newman, J., et. al., **Innovation in Local Government: A Good Practice Guide** DETR, London, 2000.
8. Peters, B. Guy, **The Future of Governance: Four Emerging Models**, 1996.
9. Pollitt, C. and Bouckaert, G., **Public Management Reform: A Comparative Analysis** Oxford University Press, Oxford, 2000.
10. Sandford Borins, ed., **Innovations in Government Research, Recognition, and Replication**, Brookings Institution Press, 2008.
11. Stephen P. Osborne, Ed., **The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance**. London: Routledge, 2001
12. Walker, R., et. al. **Measuring innovation: Applying the Literature based Innovation output Indicator to Public Services**. Public Administration, 2002.

Lecture Schedule

Unit 1: Introduction	Hours	Unit 2: Understanding Innovations	Hours
Innovations in Governance: Perspectives and Challenges	4	Innovation for Achieving a Quality of Life	4
Characteristics and Patterns of Innovations	4	Methodological Approach for studying best Practices	4
Institutional Framework for Promoting Innovations	5	Capacities for Innovation and Best Practices	5
Public Governance and Innovations: Administrative Reform to Innovation Discourse			
Total	13	Total	13
Unit 3: Innovations in Governance and Public Services		Unit 4: Transferability of Best Practices and Innovations	
Innovations in Public Services: An Historical Perspective	3	The Ombudsman against Corruption	3
Innovation Capacity in Organizations	3	Technology and Changing Nature of Organizations	3
Leadership and Innovation	3	Best Practices of Knowledge Management Framework	4
Innovations in different sectors – General Administration, Urban Administration, Health Administration, Private Sector, Agriculture, etc	4	Diffusion of Innovation in a Development Context	3
Total	13	Total	13
Unit 5: Issue Areas			
Originality and Replication of	3		

Innovations			
Innovation with or Without Improvement	3		
Citizen Participation in Government Innovations	3		
Research in Innovative Governance	3		
Total	12		
Total Hours 64			

III. Modular Course

1. Citizenship Building

Course Code: 15PSDI09M1

Credits: 2

Course Objective

1. To introduce the significance of citizenship in building democracy

Specific Objectives of Learning

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 I: Conceptual discussion on Citizenship.

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

Unit II: Citizenship from the perspectives of the state Constitutional provision.

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

Unit III: Citizenship and Social Movements.

Citizenship in Action, Mobilization of Citizens for development activities, political activities and governance activities

Unit IV: Citizenship and Participation.

Transformation and Citizenship – participation of Citizens – Semi Citizenship

Unit V: Citizenship and Empowerment.

Citizenship and identity – Citizenship measurement – Citizenship and Empowerment

Suggested Reading

1. Lisa Thompson and Chris Tapscott (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: Lynce **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.
6. Russel J. Dalton, **The Good Citizen: How a Younger Generation is Reshaping American Politics**, Washington DC: QC Press, 2009.
7. Richard Bellarmy and Antonino Palumbo (Eds.) **Citizenship**, England: Ashgate, 2010.
8. Elizaeth F. Cohen, **Semi- Citizenship in Democratic Politics**, Delhi: Cambridge University Press, 2009.
9. Ranjitha Mohanty and Rajesh Tandon (Eds.), **Participatory citizenship: Identity, Exclusion and Inclusion**, New Delhi: Sage Publication, 2006.

Lecture Schedule

Unit 1: Conceptual discussion on Citizenship	Hours	Unit 2: Citizenship from the perspectives of the state Constitutional provision	Hours
Citizenship Definition	1	Kinds of Citizenship	2
Citizenship in Theory	2	Social Transformation and Citizenship	2
Citizenship in History	2	Citizenship in the Constitution	2
Citizenship Norms	1		
Citizenship and the state	1		
Total	7	Total	6
Unit 3: Citizenship and Social Movements		Unit 4: Citizenship and Participation	

Citizenship in Action	2	Transformation and Citizenship	2
Mobilization of Citizens for development activities	2	Participation of Citizens	2
Political activities and governance activities	3	Semi Citizenship	2
	4		
Total	7	Total	6
Unit 5: Citizenship and Empowerment			
Citizenship and identity	2		
Citizenship measurement	2		
Citizenship and Empowerment	2		
Total	6		
Total Hours 32			

2. Community Outreach and its Implication

Course Code: 15PSDI09M2

Credits: 2

Course Objective

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

Specific Objectives of Learning

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 I: Conceptual Discussion on outreach Programme and activities.

Extension and its meaning – changing nature of the activities – New paradigm of extension

Unit II: Different Kinds of Community Engagements.

Strategies and approaches of community engagements – modes of civic engagements

Unit III: Transformation through Information.

Enabling transformational activities – internal and external transformation

Unit IV: Citizenship Building.

Working for citizenship building – working for empowerment of marginalized

Unit V: 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.

Lecture Schedule

Unit 1: Conceptual Discussion on outreach Programme and activities	Hours	Unit 2: Different Kinds of Community Engagements	Hours
Extension and its meaning	2	Strategies and approaches of community engagements	4
Changing nature of the activities	2	Modes of civic engagements	3
New paradigm of extension	2		
Total	6	Total	7
Unit 3: Transformation through Information		Unit 4: Citizenship Building	
Enabling transformational activities	3	Working for citizenship building	3
Internal and external transformation	3	Working for empowerment of marginalized	3
Total	6	Total	6
Unit 5: Assisting Democratic practices in society			
Enabling the communities to adopt	3		
Democratic practice for decision making	4		
Total	7		
Total Hours 32			

3. Individual Community Collective Social Responsibility

Course Code: 15PSDI09M3

Credits: 2

Course Objectives

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

Specific Objectives of Learning

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 I: 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 II: 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 III: 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 IV: Citizenship Building

Building social citizenship- expanding the social space for the citizens 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*, **Queen's 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.

Lecture Schedule

Unit 1: Theories	Hours	Unit 2: Perspectives	Hours
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Citizenship history and theory	2	Views and perspective on the role of individuals and communities in social action	3
History of enlightened collective action	1	Rules and responsibilities mandated and volunteered	2
Individual life and collective life	1	Focus on collective well being and individual's protection	2
Maintenance of civil to in social actions	1		
Discharging responsibilities	2		
Total	7	Total	7
Unit 3: Empowerment		Unit 4: Citizenship Building	
Empowerment consciousness and democracy promotion	3	Building social citizenship	3
strategies for building up collective consciousness among the citizens and enabled them to participate in the process of development	3	Expanding the social space for the citizens action to protect ecology and environment	3
Total	6	Total	6
Unit 5: Citizenship for Development and Social Transformation			
Citizenship and transformation: reconstruction work, Deconstruction work	2		
Engagement of citizens in community work	2		
Evolving individuals through Transformation – Building civic values	2		
Total	6		
Total Hours 32			

Item No.2

Non-Major Electives offered by the Department

Sl. No.	Course Code	Course
1.	15PSDI00N1	Indian Constitution
2.	15PSDI00E1/ 15PSDI00N2	Human Rights: Concepts and Principles
3.	15PSDI00E2/ 15PSDI00N3	Rights Based Development
4.	15PSDI00E5/ 15PSDI00N4	Globalization and Development

1. Indian Constitution

Course Code: 15PSDI00N1

Credits: 4

Objective

2. To introduce the basic principles and features of Indian constitution

Specific Objectives

4. To familiarize students on the fundamental rights and their application
5. To help students to understand the working of executive, legislature and Judiciary in the Indian Constitution.
6. To discuss the contemporary issues in the administration affecting society in India.

Course Units

Unit 1:

Constituent Assembly - Philosophy - Preamble - Salient Features of Indian Constitution

Unit 2:

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. State Executive – Governor – Powers and Functions, Chief Minister – Position and Powers, Relationship between Chief Minister and Governor

Unit 4:

Union Legislature - Structure, Powers and Functions - Speaker - Powers and Functions - Procedures of Constitutional Amendment - State Legislature – Structure, Powers and Functions

Unit 5:

Judiciary - Supreme Court - Powers and Functions – High Court – Powers and Functions – Judicial Review

Suggested Reading

6. D.D.Basu, **An Introduction to Indian Constitution**, New Delhi: Prentice Hall of India Private Limited, 1994.
7. M.V.Pylee, **Constitutional Government in India**, New Delhi: S.Chand and Company, 1984.
8. D.D.Basu, **Shorter Constitution of India**, New Delhi: Prentice Hall, 1981.
9. Johari, **Indian Government and Politics**, Delhi: Vishal Publications, 1984.
10. J.R.Siwach, **Dynamics of Indian Government and Politics**, New Delhi: Sterling Publishers Private Limited, 1985.

Item No. 3

Panel of Examiners

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Item No -4

M.Phil in Development Administration – Syllabus

First Semester

- 1.1 Research Methodology
- 1.2 Contemporary Issues in Development
- 1.3 Specialized Area of Study

Second Semester

- 2.1 Dissertation

Eligibility

A pass in PG Degree with 55% marks in any Social Science discipline.

M. Phil in Development Administration

Semester	Course Code	Courses	Credits	Hours	Evaluation		
					CFA	ESE	Total
I	15APRM0001	1.1 Research Methodology	4	64	50	50	100
	15PSDM0101	1.2 Contemporary Issues in Development	4	64	50	50	100
	15PSDM01S1	1.3 Specialized Area of Study	4	64	50	50	100
II	15PSDM02D1	2.1 Dissertation	12	--	75	75*	
						50**	200
		Total Credits 24					

* External Valuation

** Viva-voce (Joint Sitting)

Specialized Area of Study

1. Decentralization and Development
2. Decentralization and Democratization
3. Decentralization and service delivery
4. Decentralization and Social Justice
5. Decentralization and Natural Resource Management
6. Decentralization and Gender Justice
7. Decentralization and Gender Gap
8. Decentralization and Empowerment
9. Decentralization and Globalization
10. Decentralization and participatory governance

1.1 RESEARCH METHODOLOGY

Course Code - 15APRM0001

Credit: 4

Objectives

To develop expertise and skills to undertake independent research in the area of specialization and application of statistical tools

Specific Objectives of Learning: Upon completion of the course, the scholars will be able to:

- Identify and formulate a problem for research.
- Prepare suitable research design, choose appropriate tools and techniques of data collection
- Process the data collected and do analysis using appropriate statistical methods
- Write research report independently and professionally

Course Units

Unit - 1: Scientific basis of Research – methods of acquiring knowledge - Inductive and Deductive Reasoning, scientific method and its applications.

Selection of problem for Research, review of literature, formulation of Hypotheses, nature and types of variable.

Unit - 2: Research Design and Methods: Purpose and preparation of research design. Types of research design – Historical, Descriptive, and Experimental. Field surveys, diagnostic and evaluation research. Qualitative and quantitative methods, problem-solving, development and inter-disciplinary research.

Unit - 3: Sampling and Data Collection: Probability and non-probability sampling techniques, sampling and non-sampling errors. Tools and techniques of data collection – Observation, interview, Inquiry Forms, Psychological tests, Projective techniques, rating scales, Likert and Thurstone, Guttman type scales. Sociometry, Focus Group discussion, and PRA. Validity, reliability and feasibility. Structure and qualities of a Research Report, Dissemination of research findings, Evaluation of Research Report.

Unit - 4: Data Analysis – Categorization, Presentation of data: Diagrams and Frequency distributions. Central measures, Dispersion measures, Skewness and kurtosis.

Correlation and regression analysis, multiple correlation and regression, Factor analysis, and discrete analysis.

Unit - 5: Testing of Hypothesis: Basics and steps in hypothesis testing; Concept of Sampling distribution and Standard Error. Statistical Tests – large and small sample tests, Chi-square test of significance, ANOVA

References

1. Vijayalakshmi G. & Sivapragasam C., **Research Methods: Tips and Techniques**, Chennai : MJP Publishers, 2009.
2. R.S.Dwivedi : **Research Methods in Behavioral Sciences Delhi** : Macmillan, 1997.
3. Dooley, David, **Social Research Methods**, New Delhi : Prentice Hall, 1996.
4. Runyon, R.Petal, **Fundamentals of Behavioural Statistics**, New Delhi : McGraw Hill, 1996.
5. Britaha Mikkelson, **Methods for Development work and Research and a Guide for Practitioners**.New Delhi : Sage Publications, 1995.
6. Kuttan Mahadeven and Parameswara Krishnan, **Methodology for Population Studies and Development**. New Delhi : Sage Publications, 1993.
7. Arun Kumar Singh, Tests, **Measurements and Research Methods in Behavioural Sciences**,New Delhi : Tata McGraw Hill, 1986.
8. Y.P.Aggarwal : **Statistical Methods: Concepts, Applications and Computations**, New Delhi: Sterling Publishing Company, 1988.
9. N.Kerlinger : **Foundations of Behavioural Research**,Delhi : Surjeet Publications, 1983.
10. H.E.Garett: *Statistics in Psychology and Education*, Bombay: Vakils, Feffer and Simons, 1981.

1.2 Contemporary Issues in Development

Course Code: 15PSDM0101

Credit: 4

Objective

This course is designed to introduce the students in the discourse on contour and the complexities of development and their implication in the society as society witness more of crises and issues.

Specific Objective of Learning

- This course will enable the students to look in to different dimensions and implications of development models propounded by the mainstream economist and institutions.
- It will help the students to look at the development issues from environment and ecological perspective.

Course Units

Unit I: Development, Definitions and Theories

Defining development - Modernization theory - Dependency theory

Unit II: Discourse of development

Construction of backwardness and poverty, Participation and community

Unit III: State and Civil society

NGOs Social movements - Role of media and other institutions

Units IV: India's development experience

Experience of planned development - Human development- Gandhian frame work of development

Unit V: Environmental politics

Environmental degradation - Themes of sustainable development - Environment and society

References

1. Charles Webber(Ed.,) **The Political Economy of Development and Under development**, New Delhi: Random House, 1988
2. Amartya Sen, **Development as Freedom**, New Delhi: Oxford University Press, 1999

3. Waller stein Immanuel, **The Modern World System**, New York: Academic press, 1984.