OUTLINES OF TESTS, SYLLABI AND COURSES OF READING IN THE SUBJECT OF PUBLIC ADMINISTRATION FOR M.A. (PUBLIC ADMINISTRATION) SEMESTER SYSTEM (2019-20)

The M.A. Programme in Public Administration is multi-disciplinary and job oriented. The Curriculum integrates theoretical and practical perspectives in the field of Public Administration.

This is a four-semester programme. Each semester has three core papers and two optional papers. Each paper is of four (4) credits except fo

Semester 1
CORE PAPERS
PAPER I: Administrative Theory

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

Essential Readings

Arora, R. K. (Ed.). (1979). *Perspectives in Administrative Theory*. New Delhi: Associated.

Awasthi and Maheshwari (2017). *Lok Prashasan*. Agra: Lakshmi Narain Agarwal Educational Publishers.

Awasthi and Maheshwari (2017). *Public Administration.* Agra: Lakshmi Narain Agarwal Educational Publishers.

Bhambri, C. P. (2010). *Public Administration Theory and Practice* (21st ed.). Meerut: Educational Publishers.

Bhattacharya, M. (2000). *Public Administration*. Calcutta: World Press.

Bhattacharya, Mohit (2007). *LokPrashasanKeNayeAyaam*. New Delhi:Jawahar Publishers.

Bhattacharya, Mohit (2016). *New Horizons of Public Administration*. New Delhi: Jawahar Publishers.

Denhardt, Robert B. &Denhardt, Janet V. (2000). The New Public Service: Serving Rather than Steering. *Public Administration Review*. 60(6): 549-559

Drucker, P. F. (1999). *Management: Tasks, Responsibilities, Practices*. Bombay: Allied Publishers.

Etzioni, A. (1995). *Modern Organizations*. New Delhi: Prentice Hall.

Fadia, B.L. and Fadia, Kuldeep (2017). *Bharat Mein LokPrashasan*. Agra: SahityaBhawan.

Fadia, B.L. and Fadia, Kuldeep (2017). *Public Administration in India*. Agra: SahityaBhawan.

Government of India Second Administrative Reforms Commission. (2008). First Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi

Henry, N. (2012). *Public Administration and Public Affairs* (12th ed.). New Jersey: Prentice Hall.

Hersey, P., & Blanchard, K. H. (2007).

Fox, N.J. (2014). 'Post-Structuralism and Post-Modernism'. In Cockerham, W.C., Dingwall, R. and Quah, S.R. (eds.) *The Wiley BlackswellEncyclopedia of Health Illness, Behaviour and Society*.

PAPER-II
Indian Administration

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionatel

OPTIONAL PAPERS
PAPER–IV
Citizen-Centric Administration

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES
The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.
The Paper-Setter must put a note in question paper in this regard.
The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 15 marks.

Objectives of the Paper: The paper is designed to acquaint the student both with the participatory and rights based approaches. Good governance and citizen centric administration are inextricably linked. The paper will also cover various cases of citizen engagement initiatives. Apart from regular classroom teaching, special talks/lectures from experts as well as practitioners from the civil service will be organized to establish links between theory and practice and develop the student's critical skills.

UNIT I

Department of Information Technology Framework for Citizen Engagement in eGovernancehttp://indiagovernance.gov.in/files/citizen_engagement_in_egovernance.pdf

https://mygov.in/ http://righttoinformation.gov.in/rti-act.pdf http://rtspunjab.gov.in/Act.aspx

Social Audit: A Toolkit A Guide for Performance Improvement and Outcome Measurement

Five Year Plan Documents and Approach Papers. Planning Commission, New Delhi

Gangrade, K. D. and Jain S. (1995). *NGOs: Retrospect and Prospect*. New Delhi: Friedrich Ebert Stiftung.

Government of India (1994). An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART. New Delhi: Government of India. http:pcserver.nic.in/ngo/reports.aspx

Indian Red Cross http://www.indianredcross.org/

Jain, N. (2009).   *Handbook for NGOs: An Encyclopaedia for Non-Governmental Organisations and Voluntary Agencies*. (I & II). New Delhi: Nabhi Publications.

Kalima, R. (1992). *Where Women Are Leaders: The Sewa Movement in India*. New Delhi: Vistaar Publications.

Planning Commission. (2002)**.** *Proceedings of the All India Conference On The Role Of The Voluntary Sector In National Development.* http:pcserver.nic.in/ngo/reports.aspx

Prasad, K. (ed.). (2000). *NGOs and socio-Economic Development Opportunities*. New Delhi: Deep and Deep Publications Pvt. Ltd.

GOI. (2002). Report of the Steering Committee on Voluntary Sector for The Tenth Five-Year Plan (Planning Commission). New Delhi: http:pcserver.nic.in/ngo/reports.aspx

Smith-Sreen, P. (1995). *Accountability in Development Organisations: Experiences of Women Organisations in India* New Delhi: Sage Publication.

Voluntary Organisations Database and Reports http:pcserver.nic.in/ngo/

PAPER– VI
Environment Administration

setting up and working of an efficient and cost-effective office by familiarizing him with the core areas and issues of office administration.

UNIT-I

Administrative and Office Management: Nature and scope
Office organization: Role, functions and qualifications of office supervisor/office manager
Office layout and Space management

UNIT-II

Physical and Psychological factors in the office – colour, light, noise, air-conditioning, safety
Office Furniture, Machines and Equipment
Office Stationery and Supplies: standardization and codification; purchase, receipt, issue, disposal; store layout and store accounting

UNIT-III

Office communication: Role, Types & Means; handling incoming and outgoing mail
Records Management: Features of good records management; Filing, Classification and Indexing of records; Records Retention Schedules; Preservation of records and Disposal of unwanted records; Centralized and Decentralized record keeping systems

UNIT-IV

Office procedure and office manuals; forms designing and control
Quantitative and Qualitative office work control
Statutory and other Meetings: Drafting, Circulation, Preparation of agenda; Preparation and Confirmation of minutes and proceedings of meetings

Essential Readings

Chopra, K. R. (2008). *Office Management.* Mumbai: Himalaya Books.

Ghosh, Prasanta K. (2003). *Office Management: Principles and Practice.* New Delhi: Sultan Chand & Sons.

K, Zane &Qiible. (1977). *Introduction to Administrative Office Management.* Cambridge: Winthrop Publishers.

N. P, Reddy & R.H, Appannaiah. (1990). *Office Organisation and Management.* New Delhi: Himalaya Publishing House.

R. G, Terry. (1958). *Office Management and Control: The Administrative Managing of Information.* Irwin: Home Wood.

Rachel, Littlefield. (1981). *Management of Office Operations.* New Delhi: Prentice Hall.

Robinson, M. E & I. H. W, Leffingwel. (1986). *Text Book of Office Management.* New Delhi: McGraw Hill.

S, Gadkari. (1997). *Office Management for Public Administration-Principles and Techniques.* New Delhi: Concept Publishing Company.

Relevant Websites /Internet Sources

Further Readings

Carl, Heyel. (1972). *Handbook of Office Management and Administrative Services*. New York: McGraw Hill.

G, Whitehead. (1982). *Office Practice Made Simple*. London: The English Language Book Society.

SEMESTER II
CORE PAPERS

PAPER-I
Administrative Thought

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES
The Maximum Marks for the paper will be 100. The question paper will be of 80

Vincent Ostrom (Public Choice Theory)
Kautilya (Principles and elements of public administration; Saptanga Theory of State; Recruitment and Training)

Essential Readings

Maheshwari, S. R. (2003). Administrative Thinkers (2nd Edition). Delhi: Macmillan India Limited

Ostrom, Vincent. (1975). Public Choice Theory: A New Approach to Institutional Economics; *American Journal of Agricultural Economics*, Vol. 57, No. 5, Proceedings Issue (Dec., 1975), pp. 844-850

Ostrom, Vincent and Allen, Barbara. (2007). *The Intellectual Crisis in American Public Administration*. Alabama: The University of Alabama Press.

Etzioni, A. (1964). *Modern Organizations*. New Delhi: Prentice Hall.

Prasad, D. R. & Prasad, V.S., Satyanarayana, P., Pardhasaradhi, Y. (2017). *Administrative Thinkers*. New Delhi: Sterling.

Sapru, R.K. (2006). Administrative Theories and Management Thought. New Delhi: PHI

Gross, B. (1968). *Organizations and their Managing*. New York: Free Press.

Pugh D.S., Hickson D.J. &Hinings C.R. (2007). *Writers on Organizations*. Harmondsworth: Penguin.

Evans, Michael. (2004). *Karl Marx*. London: Routledge.

Fadia, B.L. and Fadia, Kuldeep. (2017). *LokPrashasan*. Agra: SahityaBhawan.

Pugh, Derek S. (Ed.) (1990). *Organization Theory: Selected Readings*. Third Edition. London: Penguin Business

Riggs, Fred Warren. (1962). *Ecology of Public Administration*. USA: Asia Publishing House

Riggs, Fred W. (1964). *Administration in Developing Countries: The Theory Of Prismatic Society*. Boston: Houghton Mifflin.

Further Readings

Allen, V.L. (1975). *Social Analysis*. London: Longman.

Blau, P. M. (1987). *Bureaucracy in Modern Society*. New York: Random House.

Dubhashi, P.R. (2016). *Administrative Reforms.* Delhi: B.R. Publishing Corporation.

Foucault, M. (1975). *Discipline and Punishment*. Hammondsworth: Penguin.

George, C.S. (1974). *The History of Management Thought*. New Delhi: Prentice Hall.

Hofstede, G. &Kassem, M.S. (1976). *European Contributions to Organization Theory*. Assen: Van Gorcum.

Jerzy, Z. (1922). *History of Social Thought.* West post: Greenwood.

Mouzelis, N. P. (2009). *Organization and Bureaucracy – An Analysis of Modern Theories*. London: Routledge.

Ostrom (2015). *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge University Press: Cambridge, U.K.

Peters, T. (1994). *Liberation Management*. New York: Fawcett Columbine.

Pollard, H.R. (1978). *Further Development in Management Thought*. London: Heinemann.

Pollard, S. (1965). *The Genesis of Modern Management*. London: Arnold.

Silverman, D. (2008). *The Theory of Organizations*. London: Heinemann.

Waldo, D. (1948). *The Administrative State*. New York: Ronald.

White, Leonard D. (1948). *Introduction to the Study of Public Administration* (3rd edition). New York: Macmillan Company

Wren, D. A. (2009). *The Evolution of Management Thought*. New York: Ronald.

PAPER– II
Public Finance and Financial Administration

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES
The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks

Miller, Gerald J. (2011).

marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 15 marks.

Objectives of the Paper: The paper will make the students familiar with the basic concepts of Organisational Psychology. Functional aspects of Organizational Psychology like human relations, employment, attitudes, groups, personality and work stress would be taught to the students. Course material will be supplemented by activities like role play, case study discussions and interaction with experts. Public speaking, critical thinking, group work, presentation skills will be developed during these activities.

UNIT-I

Organisational and Industrial Psychology: Concept, Nature and Scope
Leadership: Concept; Theories – Trait; Situational; Behavioural
Employee Needs: Concept, Hierarchy of Needs and Need Satisfaction

UNIT-II

Attitude: Concept, Nature and Significance
Industrial Morale: Concept, Nature and Determinants
Motivation of Industrial Employees: Concept and Determinants

UNIT-III

Personality: Concept, Significance and Types
Job Satisfaction: Concept, Significance and Determinants
Groups: Concept, Types and Inter-Group Relations

UNIT-IV

Fatigue: Concept, Causes and Remedies
Monotony and Boredom: Concept, Causes and Effects
Work Stress and its Management

Essential Readings

Buchanan, David A. (Ed.) (2016). Organizational Behaviour (9th edition). U.K.: Boffin

Cooper, Cary L. (Ed.) (2000). Industrial and Organi

Essential Readings

Chaturvedi, J. C. (2006). *Police Administration and Investigation of Crime*. New Delhi: Isha Books.

Ghosh, G. (2010). *Re-legitimizing Indian Police.* New Delhi: Radha Publication.

Ghosh, S. (1973). *Police Administration: Organization and Procedure*. Eastern Law House.

Ghosh, S.K. & Hummer, Don. (2008). *Encyclopedia of Police in India.* Volume I. New York:

course is derived from this context and the objectives are to impart a deep understanding of all the stages of project management and the techniques supporting project management.

UNIT I

Project Management: Organisation, Planning including Prerequisites for Successful Project Implementation and Control

Project Planning: Resource Allocation Framework; Generation and Screening of Project Ideas

UNIT II

Project Analysis: Market and Demand Analysis; Technical Analysis; Financial Analysis

Project Selection I: Project Appraisal Criteria – Project Cash Flow; Time Value of Money; Cost of Capital

UNIT III

Project Selection II:

Project Risk Analysis;

Social cost benefit analysis: Rationale and approaches

Shadow Pricing applications in India

UNIT IV

Project Implementation:

Project Management Techniques: Network Analysis (PERT/CPM),

Project Monitoring and Review: Integrated Cost Planning and Budgeting; Monitoring Information; Reporting System and Evaluation

PAPER– VII
International Administration

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 15 marks.

Objectives of the Paper: The important international organisations at the global and regional

Banerjee, Ajit M. &Murari R. Sharma. (2007). *Reinventing the United Nations.* New Delhi: Prentice Hall of India

Cable, V. (1999). *Globalization and Global Governance*. London: Royal Institute of International Affairs.

Goel, S.L. (1976). *International Administration.* New Delhi: Sterling Publishers.

Pease, Kelly-Kate S. (2017). *International Organisations.* New York: Routledge.

Relevant Websites including www.un.org/, www.saarc-sec.org/, www.ilo.org/, www.aseansec.org/

Further Readings

Krasvo, Jean E. (Ed.) (2005). *The United Nations: Confronting the Challenges of a Global Society.* New Delhi: Viva Books

Narasimhan, C. V. (1988). *The United Nations: An Inside View*

Operations and Management Classification of Information Systems; MIS and Decision Making
Building and Maintaining Information Systems; The Information Systems Department

UNIT II

DBMS and RDBMS
Data Mining and Data Warehousing
Networking; Local and Wide Area Networks
Internet and Internet customer interfaces

UNIT III

E - Governance: Concept, Evolution, Significance and Scope
E-Governance Models: Broadcasting/ Wider Dissemination Model, Critical Flow Model, Comparative Analysis Model, Mobilisation and Lobbying Model, Interactive service Model
Computer Security, Crime and Ethics

UNIT IV

Significant features of IT Act 2000
Digital India Program – An overview
Case studies:
Agriculture: e Agriculture;Gyandoot
Land: BHOOMI; CARD
Public service: PRAJA; Rural E-Seva;LokMitra

Essential Readings

Basandra, S.K. (1999). *Computers Today.* New Delhi: Galgotia Publishers Pvt. Ltd.

Bedi, K., Singh, P. & Srivastava, S. (2001). *Government@net.* New Delhi: Sage Publications.

Bhatnagar, S. (2004). *E Government: From Vision to Implementation (A Practical Guide with Case Studies.* New Delhi: Sage Publications.

Bhattacharya, J. (2012). *E-Gov2.0: Policies, Progresses and Technologies*. New Delhi, Tata McGraw-Hill

Brien, J &Marakas, G. M. (2011). *Management Information Systems*. India: Tata McGraw Hill Publishing Company Limited.

Hodson, P. (1998). *Local Area Networks.* New Delhi: BPB (Retreived from http://www.msofficetutorial-training.com/)

Laudon, K. C. & Laudon, J. P. (2011). *Management Information Systems: Managing the Digital Firm (*12th ed)*.* New Delhi: Pearson Education. Prabhu, C.S.R. (2011). *E Governance, Concepts and Case Studies.* New Delhi, Prentice Hall.

Relevant websites

Further Readings

Davis, G. B., Olson & Margrethe, A. (1985). *Management Information Systems: Conceptual Foundations, Structure and Development.* New York: Tata McGraw Hill.

Leon, A & Leon, M. (1999). *Introduction to Computers.* New Delhi: Vikas Publishing House Pvt. Ltd.

UNIT IV

Regression Analysis

Tests of Significance; Parametric Tests- t, F and Z tests

Chi-Square (χ^2) and goodness of fit

Essential Readings

Ahuja, Ram (2003). SamajikSarvekshanEvamAnusandhan. Jaipur: Rawat

Ahuja, Ram (2003). Research Methods. Jaipur: Rawat

Bajpai, S. R. (1960). Methods of Social Survey and Research. New Delhi: KitabGhar.

Goode, W. J. &Hatt, P.K. (2006). *Methods in Social Research*. New Delhi: McGraw Hill Series.

Gupta, S.P. (2001). *Statistical Methods*. New Delhi: Sultan Chand & Sons.

Kothari, C.R. (2004). Research Methodology: Methods and Techniques. New Delhi: New Age International.

Nachmias, D. &Nachmias, C. (1981). *Research Methods in the Social Sciences*. New York: St. Martin's Press.

Rawat, Harikrishna. (2013). Samajik Shod Ki Vidhiyan. New Delhi: Rawat Publications

Young, P. V. (2007). *Scientific Social Research and Surveys*. India: Asia Publishing House.

Further Readings

Bowley, A. L. (1937). *Elements of Statistics*. New York: Staples Press Inc.

Johnston, Erik, W.(Ed.). (2015). Governance in the Information Era: Theory and Practice of Policy Informatics). New York: Routledge.

Miller, D. C. &Salkind, N. J. (1981). *Handbook of Research Design and Social Measurement*. New Delhi: Sage.

Moser, C.A. &Kalton, G. (1993). *Survey Methods in Social Investigation*. London: The English Language Book Society and Heinemann.

Seltiz, C. & Cook, S. W. (1964). *Research Methods in Social Relations*. New York: Holt Rinehart and Winston.

Spiegel, M. R. (2008). *Theory and Problems of Statistics*. New York: Mc Graw-Hill.

Thiel, Sandra Van (2014). *Research Methods in Public Administration and Public Management: An Introduction.* London: Routledge.

PAPER– II
Local Governance in India

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 15 marks.

Objectives of the Paper: The course will help students develop an understanding of the concept and theories of decentralisation and the nature of local institutions both at the urban and rural level. Apart from covering problems and challenges of urban and rural development, various programmes for the same will be studied. The important pedagogical tools in this paper include discussions, presentations and field visits to have a feel of working of urban and rural local bodies. The students will be able to critically evaluate the functioning of these institutions and make constructive suggestions.

UNIT I

Meaning and Significance of Local Government
Historical Development and Landmarks in evolution of Local Government
District Administration: Role of Divisional Commissioner; Deputy Commissioner (DC); District Development and Panchayat Officer (DDPO); Block Development and Planning Officer (BDPO)

UNIT II

Urban Governance:
Urbanisation: Concept, Trends & Challenges
Structure, Function and Role of Urban Local Bodies: Municipal Corporation; Municipal Council/Committee; Nagar Panchayat
Critical Evaluation of 74th Constitutional Amendment Act
Urban Development Programmes: Atal Mission for Rejuvenation and Urban Transformation (AMRUT);DeendayalAntyodayaYojna – National Urban Livelihoods Mission (DAY-NULM); Smart Cities

UNIT III

Rural Governance:
Rural Development: Perspectives, Policy & Strategies
Structure, Functions and Role of Panchayati Raj Institutions
Critical evaluation of the 73rd Constitutional Amendment Act
Rural Problems and Challenges
Rural Development Programmes: Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA); DeendayalAntyodayaYojna – National Rural Livelihoods Mission (DAY-NRLM)

UNIT IV

Issue Areas:

Bhattacharya, Mohit. (1976). *Management of Urban Government in India*. New Delhi: Uppal.

Sachdeva, Pradep. (2011). Local Government in India. Delhi: Pearson

Maheshwari, S. R. (2003). *Local Government in India*. Agra: Lakshmi Narain Aggarwal.

Maheshwari, S.R. (2017); Bharat Me SthaniyaShasan; Agra: Lakshmi Narain Agarwal

Mathew, G. (1994). *Panchayati Raj in India: From Legislation to Movement*. New Delhi: ISS.

Oommen, M. A. &Datta, A. (1995). *Panchayats and their Finance*. New Delhi: ISS.

Oommen, M. A. (1995). *Devolution of Resources from the State   to   the   Panchayati Institutions*. New Delhi: ISS.

Further Readings

Burns, D. et. al. (1994). *The Politics of Decentralisation: Revitalising Local Democracy*. London: Macmillan.

Chaturvedi, T. N &Datta, Abhijit. (1984). *Local Government*. New Delhi: IIPA.

Cheema, G. S. &Ponoinelli D. (1983). *Decentralisation and Development Policy Implementation in Developing Countries*. Ed. London: Sage.

Hochgesang, T. W. (1994). *Rural Local Self-Government in India*. Hyderabad: NIRD.

Khanna, B. S. (1992). *Rural Development in South Asia*. 4 Volumes. New Delhi: Deep and Deep.

Mathur, S. N. (1997). *Nyaya Panchayats as Instru*(A)-6.020Vi Indi*DthaD*   *Intrf DNew*

which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of

Further Readings

Anderson, J. (2008). *Public Policy Making: An Introduction*. 5th ed. Boston: Houghton-Mifflin.

Asian Development Bank. (1991). *Disaster Mitigation in Asia and the Pacific.* Manila: ADB.

Dynamics of the Emergency Management System. *Public Administration Review.*56(3) 235-244.

Govt. of India/UNDP. (2002-07). *Disaster Risk Management Programme: Community Based Disaster Preparedness and Risk Reduction through Participation of Committees and Local Self Governments* www.ndmindia.nic.in/EQProjects/goiundp2.0.pdf

Princen, T. Y. (1994). *Environmental NGO's in World Politics.* London: Routledge.

Sahni, P. Ariyabandu, M. Malagoda, M. (2003). *Disaster Risk Reduction in South Asia*. New Delhi: Prentice Hall.

Satendra and Sharma,V. K. (2004). *Sustainable Rural Development for Disaster Management.*New Delhi:

Schnneider, Saundra K. (2009). *Flirting with Disaster: Public Management in Crisis Situations*. NY:

Wamsley, Gary L. and Aaron D. (May/June 1996). Escalating in a Quagmire: Changing

structure and role of the National Institute of Health and Family Welfare and Medical

Essential Readings

Bansal, C.L. (2005).

VIII(b): DISSERTATION

(i)   Students will submit the proposed title and brief synopsis of their dissertation within

and presentations. Thus, the student will develop a critical understanding of the policy process as well as the capacity to undertake policy analysis in substantive areas of public policy.

UNIT I

Public Policy: Concept, Significance and Scope; Evo

PAPER– II

Administrative Law

Essential Readings

Diwan, P. (2007). *Indian Constitution* (2ⁿᵈ ed.). Allahabad: Law Agency.

Massey, I.P. (2008). *Administrative Law*. New Delhi: Eastern Book Company.

Upadhyaya, J.J.R. (2016). Administrative Law. Prayagraj: Central Law Agency

Upadhyaya, J.J.R. (2017). PrashasnikVidhi. Prayagraj: Central Law Agency

Suggested Readings

Chhabra, S. (1990). *Administrative Tribunals.* New Delhi: Deep and Deep.

Kagzi, M. C. J. (2008). *Indian Administrative Law* (2ⁿᵈ ed.). Delhi: Metropolitan.

Mehta, S.M. (1990). *Indian Constitutional Law*. New Delhi: Deep and Deep.

Sathe, S.P. (1998). *Administrative Law* (6ᵗʰ ed.). Bombay: Tripathi.

Sharma, S.K. (2007). *Directive Principles and Fundamental Rights*. New Delhi: Deep and Deep.

Swami, P.M. (1989). *Swami's Manual of Disciplinary Proceedings for Central Government Employees.* Madras: Swami Publishers.

PAPER– III
Organisational Development and Administrative Improvement

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 15 marks.

Objectives of the Paper: Organisational Development and Administrative improvement are important aspects of administrative management. The objectives of this paper are to comprehensively deal with the varied reference points leading to promoting administrative efficiency. The students will therefore gain an understanding of the ways in which change can be managed in an organisation at the operations and policy planning levels. A thorough study of the reports of the Government of India Commissions on Administrative Improvement and Reforms and the working of the O&M Division of the Government of India will link the theoretical and operational aspects of administrative improvement in public administration.

UNIT I

Introduction to Organisation Development: Concept, Relevance, History & Evolution; Concept of Organizational culture
The Nature of Planned Change: Theories, Models, Types & Change Agents

Brazzel, M. & Jones, B. B. (2006). The NTL Handbook of Organization Development and

Contribution of Kautilya (Character Building, Measures to tackle Corruption), Vivekananda (Practical Vedanta and Idea of Daridra-Narayana) and Mahatma Gandhi (Satyagraha and Truth)
Contribution of Western Administrative Thinkers to Ethics with special reference to Socrates (Moral Theory), Immanuel Kant (Deontological Theory) and J.S. Mill (Utilitarianism)

UNIT II

Presuppositions of Ethics: Freewill, Self, God
Applied Ethics: Issues of Inequality, Prejudice & Discrimination, Abortion, Foeticide, Suicide, Animal Killing, Environment Degradation, Capital Punishment
Nature of Moral Dilemmas

UNIT III

Ethics in Public Life: Civil Service Neutrality and Anonymity
Significance of Ethical and Moral Values in Governance
Code of Ethics and Code of Conduct for Civil Services in India

UNIT IV

Probity in Governance- Corruption: Concept and Causes
Overview of Institutional Arrangements for fighting Corruption in India
Work Culture- Concept, Significance and Characteristics of a good work culture
Case Studies on Ethics in Public Administration

Essential Readings

Arora, R. K. (2008). *Ethics in Governance: Innovations Issues and Instrumentalities*. Jaipur: Rawat.

Arora, Ramesh K. (Ed.) (2014) *Ethics, Integrity and Values in Public Service*. New Delhi: New Age International

Bhattacharya, Mohit. (2007). LokPrashasanKeNayeAyaam. New Delhi: Jawahar Publishers and Distributors.

Fox, W. (2009). *A Theory of General Ethics – Human Relationships, Nature and The Built Environment.* New Delhi: PHI Learning

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Vivekananda (3rd Vol.). *Complete Works of Swami Vivekananda*. Kolkatta: Advaitya Ashram.
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Suggested Readings

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Chaturvedi, T.N.(Eds.). (1996). *Ethics in Public Life*. New Delhi: IIPA.

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Godbole, M. (2003). *Public Accountability and Transparency: The Imperatives of Good Governance*

Unit I

Educational Administration: Concept, Significance and Scope
Concepts: Universalization of Elementary Education, Non-Formal Education,
Vocationalization of Secondary Education, Autonomous Colleges
Problems and Challenges of Educational Administration

Unit II

National Policy on Education, 1986 as modified in 1992 (Plan of Action, 1992)
Education and Five-Year Plans: Approaches, Priorities and Investments; RTE
Main Features, Organisation and administration of an Indian University

Unit III

Organization and Administration of Education at the Central Level with special reference to
the Department of Education
University Grants Commission: Structure, Functions and Role
National Council of Educational Research and Training: Structure, Functions and Role

Unit IV

Socio-economic Problems of Educational Development – Equality of Opportunity,
Employment and Productivity, Nation Building and Citizenship; Globalization and Education
Implementation and Evaluation of SarvaSikshaAbhiyan

Essential Readings

Goel, S. L. (1994). Education Policy and Administration. New Delhi: Deep and Deep
       Publication. Government of India. (1966).

Report of the Education Commission. Selected Chapters.

Manning, Kathleen. (2017). Organisational Theory in Higher Education. New York: Routledge.

Mukherji, S. N. (1962). Administration of Education, Planning and Finance. Baroda: Acharya
       Book Depot.

Suggested Readings

Ghosh, Suresh Chandra. (2015). The History of Education in Modern India 1757-2012 Fourth
       Edition. New Delhi: Orient Blackswan.

Kapur, Devesh and Mehta, PratapBhanu. (Ed.) (2017). Navigating the Lab .D ation

Jagdish (ed.) (2004). *Labour Welfare Administration: Theories and Legal Provisions*. New Delhi: Akansha.

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UNIT III

Sectoral Regulation

Telecom Regulatory Authority of India (TRAI); Structure, Functions and Role
Insurance Regulatory and Development Authority of Ic

UNIT III

Pricing and Public Enterprises
Public Sector Reforms: Rationale;
Performance Contract System/Memorandum of Understanding (MOU);
Professionalisation of Boards of Governance in India

UNIT IV

Disinvestment: Objectives, Methods, Machinery and Assessment
Privatisation: Theory, Objectives, Methods, Procedure, and Assessment; Lessons from the
U.K. Experience
Contracting Out: Concept & Rationale; Contracting Out Local Services

Essential Readings

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