





**OUTLINES OF TESTS, SYLLABI AND COURSES OF READING IN THE SUBJECT  
OF PUBLIC ADMINISTRATION FOR M.A. (PUBLIC ADMINISTRATION)  
SEMESTER SYSTEM (2021-22)**

**Optional Papers**

4. Organisational Psychology
5. Police Administration
6. Project Management
7. International Administration
8. MIS and E-Governance

**SEMESTER III****Core Papers**

1. Research Methods and Statistics
2. Local Governance in India
3. Social Systems and Welfare Administration

**Optional Papers**

4. Disaster Management
5. Management of Disciplinary Proceedings
6. Public Health Policy and Administration
7. Corporate Governance
8. Advanced Research Methods with Dissertation (**cannot be opted by Private Students**)

**Semester 1**  
**CORE PAPERS**  
**PAPER I: Administrative Theory**

**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:** This paper will familiarize the student with the basic concepts of Public Administration in developed and developing countries. In addition, the course will also cover new areas and developments in the field of Public Administration. The paper will also cover various theories of organization. Apart from regular classroom teaching, special talks/lectures from experts as well as practitioners will be organized to establish links between theory and practice and develop the student's critical skills.

**Unit I**

Meaning, Nature and Scope of Public Administration  
Evolution of the discipline and its present status in developed and developing countries  
New Public Administration; New Public Management; Principal-Agent Theory  
Concept: New Public Service; Post-modernism; Post-structuralism

**Unit II**

Organization: Meaning; Types: Formal and Informal Organizations;  
Hierarchy; Unity of Command; Span of Control; Centralisation; Decentralisation  
The Chief Executive: Types, Functions and Role

**Unit III**

Line and Staff Agencies; Headquarter and Field Relationships  
Communication: Concept, Process and Barriers  
Supervision: Concept, Process and Barriers  
Coordination: Concept, Process and Barriers

**Unit IV**

Accountability of Administration: Legislative, Executive and Judicial  
Citizen and Administration Interface: Concept and Philosophy; Citizen Charter  
Administrative Reforms: Concept and Philosophy  
Good Governance: Concept, Application and Rationale

### **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* (21<sup>st</sup> ed.). Meerut: Educational Publishers.

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

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

Bhattacharya, Mohit (2016).

- Fox, N.J. (2014). 'Post-Structuralism and Post-Modernism'. In Cockerham, W.C., Dingwall, R. and Quah, S.R. (eds.) *The Wiley Blackwell Encyclopedia of Health, Illness, Behaviour and Society*. Chichester: Wiley.
- Golembiewsky, R. T. (1977). *Public Administration as a Developing Discipline* (2<sup>nd</sup> ed.). New York: Marcel, Publisher CRC Press.
- Government of India, Cabinet Secretariat. *Performance Management*. Retrieved from <http://performance.gov.in/RFD.html>
- Gross, B. (1964). *The Managing of Organisations*. London: Free Press.
- Hicks, H. G., & Gutlet, R. C. (2008). *Organisations: Theory and Behaviour* (2<sup>nd</sup> ed.). New York: McGraw Hill.
- Kaushik, S. L., & Sahni, P. (Eds.). (1983). *Public Administration in India: Emerging Trends*. Allahabad: Kitab Mahal.
- Koontz, H., & O'Donnell, C. (1986). *Principles of Management*. 4<sup>th</sup> Edition. Tokyo: McGraw Hill.
- Marx, Fritz Morstein (Ed.) (1946). *Elements of Public Administration*. New York: Prentice Hall, Inc.
- Newman, W. M., Summer, C., & Warren, E. (1976). *Management: Concepts, Behaviour and Practice*. New Delhi: Prentice Hall.
- Niskanen, W. A. (2007). *Bureaucracy and Representative Government*. Chicago: Atherton.
- Osborne, D., & Gaebler, T. (1993). *Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector*. New York: Addison Wesley.
- Pfiffner, J., & Sherwood, F. (1984). *Administrative Organization*. New Delhi: Prentice Hall.
- Raadschelders, Jos C. N. (2011).

**PAPER-II**  
**Indian Administration**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**





**PAPER -III**  
**Comparative and Development Administration**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

The Maximum Marks for the paper will be 100. The question paper will be of 80



**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**

Concept of Citizen Centric Administration: Concept, Evolution, Features and Significance.

Rights and Obligations of Citizens: Civic Culture

Service providing and Developmental functions of the Government

**UNIT II**

Citizen Charter - Evolution, Features and Applications







- 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**



## **UNIT I**

### **Environment:**

Key Concepts and Issues: Climate, Biodiversity, Waste Management, Air, Water, Energy, Ecosystem Balance; Natural Resource Conservation & Management





### **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.
- Gopalkrishnan, P. (1999). *Handbook of Materials Management*. New Delhi: Prentice Hall of India.
- K. R, Sharma., Gupta, K. Shashi &Nayyar, Sushil. (2002). *Office Management*. Ludhiana: Kalyani Publishers.

### **PAPER–VIII Economic 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.

**Objective of the Paper:**During the course of study the student will be familiarized with the economic models of the government, industrial policies and economic legislations. In addition, the students would be taught about the promotional role of State by referring to various promotional and infrastructural public sector undertakings. Apart from regular classroom teaching, special talks/lectures from experts as well practitioners from the civil service/industry will be organized to establish links between theory and practice and develop the student's critical skills.

#### **UNIT I**

Relevance of Economics to Public Administration

Concepts: Market Mechanism, Perfect Competition, Monopoly, Monopolistic Competition, National Income

Concept and Features: Free Market Economy; Centrally Planned Economy; Mixed Economy

#### **UNIT II**

Sustainable Socio-economic Development; SDGs and the Indian economy

Structure and Growth of the Indian Economy

Indian Economic Reforms: Concept, Rationale and Evaluation

#### **UNIT III**

Economic Administration: Nature and Scope

Market Failure: The Rationale for Government Intervention; State versus Market Debate

Monetary Policy: Objectives, Instruments and Administration  
Fiscal Policy: Objectives, Instruments and Administration

**Unit IV**

Economic Legislation: Rationale, Philosophy and Overview

**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 marks and internal assessment of 20 marks. Time al



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





- Miller, Gerald J. (2011). *Government Budgeting and Financial Management in Practice*. London: Routledge.
- Reed, B. J. and Swain, John W. (1996). *Public Finance Administration*. 2nd Edition. Sage.
- Sury, M. M. (1990). *Government Budgeting in India*. New Delhi: Commonwealth Publishers.

**PAPER– III**  
**Public Personnel Administration**

## UNIT IV

Code of Conduct

Disciplinary Action

Employer-Employee Relations: Staff Associations and Unions; Joint Consultative and Negotiation Machinery

### Essential Readings

Bhayana, S. S. and Singh S. (2016). *Public Personnel and Financial Administration* (4<sup>th</sup> ed.). Jalandhar: New Academics.

Davar, Rustom S. (2008). *Personnel Management and Industrial Relations in India* (2<sup>nd</sup> ed.). New Delhi: Vikas Publishing House.

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

Goel, S. L. and Rajneesh, S. (2002). *Public Personnel Administration*. New Delhi: Sterling.

Government of India, 2nd Administrative Reforms Commission. (2010). *10th Report: Refurbishing of Personnel Administration - Scaling New Heights*. New Delhi: Manager of Publications.  
[https://darp.gov.in/sites/default/files/personnel\\_administration10.pdf](https://darp.gov.in/sites/default/files/personnel_administration10.pdf)

Government of India. (1988). *Report of the Commission on Centre-State Relations*. Nasik: General Manager.

Stahl, O. Glenn. (1971). *Public Personnel Administration* (6<sup>th</sup> ed.). New Delhi: Oxford and IBH Publishing.

United Nations. (2008). *New Approaches to Personnel Policy for Development*. New York.

### Further Readings

Flippo, E. (2008). *Principles of Personnel Management* (4<sup>th</sup> ed.). Kogakusha: McGraw Hill.

Koontz, H and O'Donnell, Cyril. (2008). *Principles of Management* (5<sup>th</sup> ed.). Tokyo: McGraw Hill.

Pigors, P. and Myers, C.A. (1969). *Personnel Administration: A Point of View and a Method* (6<sup>th</sup> ed.). Kogakusha: McGraw Hill.

Rouse, John E. (2008). *Public Administration in American Society*. Michigan: Gale Research.

Saxena, A.P. (2010). *Training and Development in Government*. New Delhi.

## OPTIONAL PAPERS

### PAPER-IV

**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



### **UNIT III**

Police Personnel IPS and State Police Service  
Recruitment, Promotion, Training, Conduct and Discipline

### **UNIT IV**









**Objectives of the paper:** The paper aims to develop an understanding of the concept, development and applications of MIS in organisations; discuss the relevance of MIS in context of various functional areas of organization. Understanding data and its management along with networking is basic to understanding e governance systems. Thus, this will provide a sound basis for understanding the concept of e-governance, its evolution, scope and significance, and how different models lead to different outcomes of information flow. The students will learn to critically evaluate different e-governance projects implemented in India. The pedagogical tools used will include lectures, case studies, seminars and presentations.

### **UNIT I**

Meaning, Role, Evolution of Management Information Systems

Components and activities of an Information System

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.msoffice-tutorial-training.com/>)

Laudon, K. C. & Laudon, J. P. (2011). *Management Information Systems: Managing the Digital Firm* (12th ed). New Delhi: Pearson Education. Prabh, 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.

Lucas, H. C. Jr. (2000). *Information Technology for Management*. New Delhi: Tata McGraw-Hill.

Murdick, R., Ross, C., Joel E. & Claggett, J. R. (1984). *Information Systems for Modern and Management*. New Delhi: Prentice Hall.

Norton, P. (2006). *Introduction to Computers*. New Delhi: Tata Publications.

**Semester III  
CORE PAPERS**

**PAPER– I  
Research Methods and Statistics**

**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:** This paper aims to acquaint the student with the knowledge of rationale and methodology of conducting good quality research in social sciences with special reference to Public Administration. The major Objec

## **UNIT IV**

Regression Analysis

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

Chi-Square ( $\chi^2$ ) and goodness of fit

**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







## **Further Readings**

Dreze, Jean. (2017). *Social Policy*.



- 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](http://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:
- Schneider, Sandra 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

**PAPER– V**  
**Management of Disciplinary Proceedings**

**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.

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**Objectives of the Paper:** This paper covers an important area of Public Administration relating to Disciplinary Proceedings and the remedies available to public servants in India. The students would be made familiar with the procedures of enquiries, punishments and application of other legal measures. Apart from lectures case study method will be used to explain different proceedings to the students.

**UNIT-I**

Disciplinary Proceedings: Concept and Significance  
Position of Public Servants under the Constitution and Statutes  
Meaning and Scope of Reasonable Opportunity  
Conduct Rules

**UNIT-II**

Major Punishments: Suspension; Dismissal; and Termination  
Minor Punishments: Censure; Withdrawal of Promotion and Incentives; Pay Recovery  
Fundamentals of Departmental Enquiries

**UNIT-III**

Role and Scope of Rules of Natural Justice in Disciplinary Proceedings  
Corruption/Embezzlement in Public Services  
Application of Legal Measures

**UNIT-IV**

Remedies for Public Servants against Unconstitutional and Illegal Actions of the State

- 1) Departmental Remedies
- 2) Tribunal Remedies
- 3) Ombudsmanic Remedies
- 4) Court Remedies

**Essential Readings**

Basu, D. D. (2008). *Constitution of India*. New Delhi: Wadhwa and Company Law Publishers.

Ghaiye, R. K. (1988). *Law and Procedure of Departmental Enquiries*. Lucknow: Eastern Book Company.



**PAPER-VII**  
**Corporate Governance**





The compulsory question shall comprise of 8 short-



### **VIII(b): DISSERTATION**

- (i) Students will submit the proposed title and brief synopsis of their dissertation within four weeks from the date of notification to them, but not later than 15th November of the respective year, to be placed before the Postgraduate Board of Studies for approval.
- (ii) Each student opting for dissertation from University School of Open Learning will have to be in contact with the supervisor for a minimum of eight weeks.
- (iii) All candidates opting for dissertation will submit the thesis one week prior to the commencement of final examination.
- (iv) Panel of examiners for this course will be appointed by the PG Board of Studies.
- (vii) The evaluation of the dissertation will be by an External Examiner and an Internal



- Hill, Michael & Frédéric Varone. (2016). *The Public Policy Process*. London: Routledge.
- Hillman, Arye L. (2009); *Public Finance and Public Policy: Responsibilities and Limitations of Government* 2nd Edition; U.K.: Cambridge University Press
- Nagel, S.S. (1991). *Public Policy: Goals, Means and Methods*. New York: St. Martin Press.
- Rabin J., Hildreth, W. & Miller, G. (2007).

## **PAPER– II**

### **Administrative Law**

#### **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:** Administrative Law is an integral part of Public Administration and the basis of administrative activity and its control. The student is expected to develop an understanding of the various components of administrative law along with the principles of natural justice, rule of law, administrative legislation, adjudication and much more. In this paper the most important pedagogical tool is the study and analysis of case law. By the end of the course, a student should be able to specify the significance of administrative law, rule of law and the quasi-legislative, quasi-judicial procedures within administration.

#### **UNIT I**

Meaning, Growth and Scope of Administrative Law  
Distinction between Constitutional Law and Administrative Law  
Droit Administratif  
Concept of Rule of Law and Principles of Natural Justice

#### **UNIT II**

Delegated Legislation: Need, Classification and Safeguards  
Judicial Review of Administrative Action: Principles and Modes  
Liability of the Administration; Contract and Tort

#### **UNIT III**

Administrative Tribunals: Concept, Rationale and Types  
Central Administrative Tribunal: Structure, Function and Role  
Central Vigilance Commission: Structure, Functions, Role and Significance

#### **UNIT IV**

Institution of Ombudsman: Concept and Genesis  
Lok Pal and LokAyukta in India: Significance, Functions and Role  
Fundamentals of Departmental Proceedings: Suspension, Charge sheet, Enquiry and Penalties









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

Gandhi, Mahatma (2009). *Hind Swaraj*. Delhi: Rajpal& Sons

Ghere, R. K. & Frederickson, H. G.(Eds.). (2007). *Ethics in Public Management*. New Delhi: PHI Learning.

Lillie, William (1948). *Introduction to Ethics*. Methuen: London

Rangarajan, L.N. (ed.) (1987). *The Arthashastra*. New Delhi: Penguin Books

Vivekananda (3<sup>rd</sup> Vol.). *Complete Works of Swami Vivekananda*. Kolkatta: Advaitya Ashram.  
<http://www.advaitaashrama.org/cw/content.php>

## Suggested Readings

Bhargava, R. (2006). *Politics and Ethics of the Indian Constitution*. New Delhi: OUP.

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

- Godbole, M. (2003). *Public Accountability and Transparency: The Imperatives of Good Governance*. New Delhi: Orient Longman.
- Hooja, R. (2008). *Corruption, Ethics and Accountability Essays by an Administrator*. New Delhi: IIPA
- Huberts, L. W. J. C. *et.al.* (2008). *Ethics and Integrity of Governance: Perspectives Across Frontiers*. (New horizons in public policy series). California: Edward Elgar Publishers.
- Martinez, J. M. (2009) *Public Administration Ethics for the 21st Century*. Santa Barbara: ABC-CLIO.
- Mathur, B.P. (2014). *Ethics for Governance: Reinventing Public Services*. New Delhi: Routledge Taylor and Francis Group.
- Menzel, D. C. (2010)

### **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 Ci

**PAPER- VI**  
**Labour Policy and Administration**

### **Essential Readings**

Government of India. (1969). *Report of the National Commission on Labour*.

Jagdish (ed.) (2004).

## **UNIT II**

Regulatory Failure: Reasons and Remedies  
Independence of Regulator  
Transparency and Accountability of Regulator

## **UNIT III**

### **Sectoral Regulation**

Telecom Regulatory Authority of India (TRAI); Structure, Functions and Role  
Insurance Regulatory and Development Authority of India (IRDAI): Structure, Functions and Role  
Central Electricity Regulatory Commission (CERC): Structure, Functions and Role.

## **UNIT IV**

University Grants commission(UGC): Composition, Functions and Role  
Food Standards and Safety Authority of India (FSSAI): Structure, Functions and Role  
Central Pollution Control Board (CPCB): Composition, Functions and Role

### **Essential Readings**

Baldwin, R., Cave, M., & Lodge, M. Understanding Regulation: Theory, Strategy and Practice (2<sup>nd</sup> ed.). London: Oxford University Press. 2011

Government of India, Second Administrative Reforms Commission, Creating an Effective Regulatory Framework, 13th Report Chapter 6, New Delhi: Ministry of Personnel. Public Grievances and Pensions, Department of Administrative reforms and Public Grievances

Government of India, Approach to Regulation: Issues and Options, Planning commission New Delhi, 2006.

Government of India, Report of the Working Group on





## **UNIT I**

Public Enterprise: Concept, Rationale and Objectives  
Role of Public Sector in the Indian Economy  
Industrial Policy Resolutions and Public Sector Enterprises

## **UNIT II**

Governing Boards: Types, Functions, Size and Composition  
Legislative Control over Public Enterprises  
Ministerial Control over Public Enterprises

## **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**

- Bailey, S.J. (2001). *Public Sector Economics: Theory, Policy and Practice*. 2<sup>nd</sup> ed. London: Palgrave
- Bos, D. (1991). *Privatization: A Theoretical Treatment*. Oxford: Oxford University Press.
- Dubhashi, P.R. (1976). *Economics, Planning and Public Administration*. Bombay: Somaiya Publications Pvt. Ltd.
- Jha, L.K. (1986). *Economic Administration in India – retrospect and prospect*. New Delhi: IIPA
- Khera, S.S. (1977). *Government in Business*. New Delhi: National Publishing House
- Relevant websites including [dpe.nic.in](http://dpe.nic.in); [finmin.nic.in](http://finmin.nic.in)

### **Suggested Reading**

Narain, L. (1980). *Principles and Practices of Public Enterprises Management*. New Delhi: S. Chand.

Planning Commission. *Five Year Plan Documents*. GOI.

Ramanadham, V.V. (1988). *The Working of Public Sector*. Bombay: Allied Publishers.

United Nations Organisation. (1974). *Management and Supervision of Public Enterprises in Developing Countries*. New York: V.N.

United Nations (1970). *Measures for Improving the Performances of Public Enterprises in Developing Countries*. New York: V.N.