

**PG DEPARTMENT OF PUBLIC ADMINISTRATION**  
**MPC AUTONOMOUS COLLEGE, TAKHATPUR, BARIPADA**



**CURRICULUM FRAMEWORK**  
**FOR**  
**M.A. PROGRAMME**  
**IN**  
**PUBLIC ADMINISTRATION**

BASED ON CBCS PATTERN

*With effect from 2023-2024*

PG DEPARTMENT OF PUBLIC ADMINISTRATION

MPC AUTONOMOUS COLLEGE, TAKHATPUR, BARIPADA

COURSE STRUCTURE FOR P.G. PROGRAMME IN PUBLIC ADMINISTRATION

AS PER CBCS

*With effect from 2023-2024*

FIRST SEMESTER

Sub	Course Code	Name of the Paper	Credit	Maximum Marks		Total Marks
				Semester –End	Mid-Sem	
Pub.Adm	CC-101	Principle of Public Administration	5	80	20	100
	CC-102	Indian Administration	5	80	20	100
	CC-103	Classical Administrative Thinkers	5	80	20	100
	CC-104	Public Personnel Administration	5	80	20	100
	CC-105	Rural Local Governance	5	80	20	100
		Total	25	400	100	500

SECOND SEMESTER

Sub	Course Code	Name of the Paper	Credit	Maximum Marks		Total Marks
				Semester –End	Mid-Sem	
Pub.Adm	CC-201	Recent Trends in Public Administration	5	80	20	100
	CC-202	Comparative Public Administration	5	80	20	100
	CC-203	Modern Administrative Thinkers	5	80	20	100
	CC-204	Organisational Behaviour and Management Process	5	80	20	100
	CC-205	State, Society and Public Administration	5	80	20	100
		Total	25	400	100	500

THIRD SEMESTER

Sub	Course Code	Name of the Paper	Credit	Maximum Marks		Total Marks
				Semester –End	Mid-Sem	
Pub.Adm	CC-301	Public Policy	5	80	20	100

	CC-302	Development Administration	5	80	20	100
	CC-303	Urban Local Governance	5	80	20	100
	CC-304	Research Methodology	5	80	20	100
	OEC-305 <i>Open Elective</i>	Technology and Governance	5	100	--	100
		Total	25	400	100	500

#### FOURTH SEMESTER

Sub	Course Code	Name of the Paper	Credit	Maximum Marks		Total Marks
				Semester –End	Mid-Sem	
Pub.Adm	CC-401	Issues in Public Administration	5	80	20	100
	CC-402	Ethics and Governance in Public Administration	5	80	20	100
	EC-403 A or	Human Resource Management	5	80	20	100
	EC-403 B or	Social Welfare Administration				
	EC-403 C or	Disaster Management				
	EC-403 D	Development and Governance				
	EC-404 A or	Public System Management	5	80	20	100
	EC-404 B or	Financial Administration				
	EC-404 C or	Tribal Administration				
	EC-404 D or	State Administration in India				
	CC-405	Project /Dissertation	5	100	--	100
		Total	25	420	80	500

## SYLLABUS

### M.A. PUBLIC ADMINISTRATION CHOICE BASED CREDIT SYSTEM (CBCS)

#### CC-101 : PRINCIPLE OF PUBLIC ADMINISTRATION

(5 Credits-100 Marks)

**Objective:** This paper aims to make student aware about the different theoretical perspectives on public administration and to help the students to develop a scientific temperaments in studying and understanding administration of a state

**Outcome:** This paper enables students to use appropriate theoretical lens to analyse different administrative issues. It will also help them to identify and compare the major perspectives in public administrative; recognise how each approach views administration and administrative behaviour.

#### Unit-I

- 1.1 Public Administration : Meaning, Nature, Scope and Importance, Evolution and Developments in Public Administration
- 1.2 Public and Private Administration
- 1.3 Role of Public Administration in Developing and Developed countries

#### Unit-II

- 2.1 Principles of Public Administration: Hierarchy, Span of Control, Unity of Command, Delegation, Co-ordination
- 2.2 Delegated Legislation, Administrative Adjudication

#### Unit-III

- 3.1 Development and Growth of Administrative Theories
- 3.2 Scientific Management Approach
- 3.3 Administrative Management Approach

#### Unit-IV

- 4.1 Organizational Theory of Bureaucracy, Critique of Weber's bureaucracy
- 4.2 Human Relations Theory

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

#### **Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

#### Suggested Readings:

1. Avasthi and Maheswari, "Public Administration", Agra, Laxmi Narayan Agarwal,1988.
2. Mohit Bhattacharya "Public Administration", World Press (Second Edition, 1991)
3. B.L. Fadia and Kuldeep Fadia, "Public Administration: Administrative Theories and Concepts", Agra, Sahitya Bhawan, 2014.
4. Rumki Basu, (2004) "Public Administration: Concepts and Theories" New Delhi, Sterling Publishers,
5. Bidyut Chakravorty (2013). "Public Administration", sage , New Delhi.
6. L. D. White (1948) Introduction of the study of Public Administration, New Delhi.

CC-102 : INDIAN ADMINISTRATION

(5 Credits-100 Marks)

**Objective:** Modern Indian administration initiates its journey through legacy of British colonialism. In fact there has been a wider acknowledgement that the practices of Indian administration date back to Kautilya's era. Hence the paper seeks to introduce to students the historical roots of Indian administration and its relationship with accountability, welfare and well being of the society. Secondly it deals with how the commencement of modern bureaucracy and its intersection with political structure has to be analyzed.

**Outcome:** The study of Indian Administration would enable students to identify the historical roots of modern Indian bureaucracy and the complexities associated with its functioning as an independent organ of the government.

UNIT- I

- 1.1 Evolution of Indian Administration : Ancient period, Medieval period, Modern Period up to 1947
- 1.2 Salient Features of Indian Constitution, Preamble
- 1.3 Federalism, Centre – State Relations (Administrative Legislative and Financial)

UNIT- II

- 2.1 Union Administration: President, Prime Minister, Parliament
- 2.2 Cabinet Secretariat, Prime Minister's Office, Judiciary

UNIT- III

- 3.1 State Administration: Governor, Chief Minister, State Legislature
- 3.2 Chief Secretary, District Collector and Emerging Role

UNIT-IV

- 4.1 Institutional Arrangement: Niti Aayog, NDC, Election Commission
- 4.2 Administrative Reform Commission

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Hoshier Singh and Pankaj Singh, "Indian Administration", Delhi, Pearson, 2011
2. B.L. Fadia and Kuldeep Fadia, "Indian Administration" Agra, Sahitya Bhawan, 2014
3. D.D. Basu, "Introduction to the constitution of India" New Delhi, Prentice Hall of India, 2014
4. S.R. Maheswari, "Indian Administration", New Delhi, Orient Longman, 2011.
5. S.Choudhury, M.Khosla & P.B. Mehta, 2016, (Eds.), Oxford Handbook of Indian Constitution, Oxford University Press
6. P. Mahapatra, 2015, "An Introduction to Indian Administration:Central,State &Local", Gyanjug Publications
7. Bidyut Chakrabarty & R.K.Pandey,2015, Indian Government & Politics, Sage

CC-103 : CLASSICAL ADMINISTRATIVE THINKERS

(5 Credits-100 Marks)

**Objective:** There has been a consensus among scholars that the modern theoretical foundation of administrative knowledge got its genesis from Weberian conception of Bureaucracy. However, in subsequent years concern arises that mere focus on Law as the sole basis of Public Administration fails to address the efficiency of bureaucracy. In order to make bureaucracy efficient in ensuring service to the society begets it scientific enquiry through Wilsonian Paradigm. In further years it has opened up new philosophical debate on where the actual domain of public administration to be located? In this regard the paper introduces different classical and contemporary thinkers and their ideas to students.

**Outcome:** Understanding the ideas of Classical Administrative Thinkers provides space to the students distinguishing between legal norms adopted over efficiency attributes of bureaucracy. It also adapts them rationalizing scientific enquiry in the broader sphere of philosophical debates encapsulating Public Administration as a separate discipline.

UNIT-I

- 1.1 Kautilya
- 1.2 Woodrow Wilson
- 1.3 F. W. Taylor

UNIT-II

- 2.1 Henri Fayol
- 2.2 Gullick and Urwick,

UNIT-III

- 3.1 Karl Marx
- 3.2 Max Weber

UNIT-IV

- 4.1 Elton Mayo
- 4.2 Mary Parker Follet

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. D. Ravindra Prasad, V.S. Prasad, P. Satyanarayan, Y. Pardhasarathi, "Administrative Thinkers", New Delhi, Sterling Publishers, 2014.
2. Shriram Maheswari, "Administrative Thinkers", Delhi, Macmillan, 2003.
3. R.K. Sapru, "Administrative Theories and Management Thought", New Delhi, PHI Learning Private Limited, 2013.
4. Bidyut Chakravorty, "Public Administration in a Globalized World", New Delhi, Sage Pub.

CC-104 :PUBLIC PERSONNEL ADMINISTRATION

(5 Credits-100 Marks)

**Objective:** This has been a universal fact that human resource is the foundation to institute any kind of organization. In fact in cases of public personnel though legality became the base to hold authority but their role assumed to serve the moral concern of society. In this context the knowledge on Public Personnel Administration in India requires to be relevant. Here the students need to be aware on the concept and its philosophical ground to study civil service system in India.

**Outcome:** Useful outcomes of learning Public personnel Administration capacitates students framing philosophical grounds and rationale for civil services system and their personal attributes holding any capacity to deliver better results with a motive of welfare.

UNIT-I

- 1.1 Public Personnel Administration: Concept and Objective of Public Public Personnel Administration
- 1.2 Scope and Significance of Public Personnel Administration

UNIT-II

- 2.1 Union Public Service Commission
- 2.2 State Public Service Commission
- 2.3 Staff Selection Commission

UNIT-III

- 3.1 Civil Services in India: Recruitment, Training, Promotion, Classification
- 3.2 Civil Services in India: Classification, Code of Conduct, Discipline, Performance Appraisal, Morale
- 3.3 Good Governance Initiatives

UNIT-IV

- 4.1 All India Services, Central Services
- 4.2 Employer-Employee Relationship, Civil Service neutrally

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Rajesh K. Jha (ed), "Public Personnel Administration", New Delhi, 2012
2. Bidyut Chakraborty and Mohit Bhattacharya (ed), "Public Administration – A Reader", New Delhi, Oxford, 2003.
3. K. Bata Dey, "Personnel Administration in India: Retrospective Issues, Prospective Thought", New Delhi, Uppal, 1991.
4. S.L. Goel, Public Personnel Administration, New Delhi, Sterling, 1984.
5. R.D Aggarwal (2015), Dynamics of Personnel Management in India, Tata McGraw Hill Publishing Company, New Delhi
6. Bata K. De (1991), Personnel Administration in India: Retrospective Issues, Prospective Thought, Uppal publications, New Delhi.
7. W. Procter Arthuer (2017), Principles of Public Personnel Administration, Forgotten Books, London.

CC-105 : RURAL LOCAL GOVERNANCE

(5 Credits-100 Marks)

**Objectives:** This paper deals with the wider debate on compatibility of democracy and development. It intends to initiate discussion among students about the mechanisms and methods on how the benefit of development to be shared by the local structure of our society, as there has been a general concern that democracy is subject to elite capture.

**Outcome:** The study of governance for both Rural and Urban encourages students modulating local structure of society dispelling the concern of democracy subjected to elite capture.

UNIT-I

- 1.1 Rationale and Necessity of Local Government, Local Government & Local Governance
- 1.2 Democratic Decentralization, Decentralized Planning, History of Local Governance

UNIT-II

- 2.1 Features of Rural Indian Society & Polity, Evolution of Rural Local Self Government
- 2.2 73<sup>rd</sup> Constitutional Amendment Act, PESA Act

UNIT-III

- 3.1 Structure and Process of Rural Local Bodies
- 3.2 Women participation in Panchayat Administration

UNIT-IV

- 4.1 Rural Poverty Alleviation Programmes , NRHM,NRLM
- 4.2 State Control over Rural Local Bodies, Problem and Prospects of Rural Local Self-government
- 4.3 Localisation, New Localism.

*Note: Semester End Examination-80 Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Bidyut Chakravarty, "Public Administration: in a Globalized world", New Delhi, Sage, 2014
2. Bijoyini Mohanty, "Glimpses of Local Governance", New Delhi, Kunal Books, 2012.
3. Anirban Kashyap, "Panchayati Raj, Views of Founding Fathers and Recommendations of different committees, Lancer Books, 1989.
4. M. Venkatragaya and M. Pattabhiram, "Local Government in India", New Delhi, Allied Publishers, 1969
5. S.R. Maheswari, "Local Government in India", Agra, Lakshmi Narain Agarwal, 1984.
6. Kuldeep Mathur (2013), Panchayati Raj, Oxford, New Delhi.
7. Manoj Sharma (2004), Local Government - Rural and Urban, Anmol Publications Pvt. Ltd, New Delhi.
8. B.N. Ahuja, S.S. Chhabra (1993), Panchayati Raj, Surjeet Publications, New Delhi



CC-201 : RECENT TRENDS IN PUBLIC ADMINISTRATION

(5 Credits-100 Marks)

**Objective:** This paper aims to make student aware about the recent trends in administrative theory. The manifestation of such trend is not only to be discussed in the context of structure of public organisation but also through the contemporary approaches and practices.

**Outcome:** Students would be able to understand how behavioural and post behavioural approaches are critical to recent administrative practices. They would also aware about the distinction between different forms of organisations and how their functioning overlaps each other's domain in social reality.

UNIT-I

- 1.1 Nature & typologies of Organizations: Formal & Informal ,Line & Staff Structure of Organizations-Centralization & Decentralization
- 1.2 Processes of Organization, Departmentalization

UNIT-II

- 2.1 Behavioural Approach,- Chris Argyris, Herbert Simon, New Public Administration
- 2.2 Systems Approach- Closed and Open system, Chester Bernard

UNIT-III

- 3.1 Public Choice Approach, New Public Management
- 3.2 Good Governance. Public Service Approach, Feminist Approach

UNIT-IV

- 4.1 Administrative Practices-Governance, Regulatory Governance, Citizen Charter
- 4.2 Public Private Partnership, State of Administrative Theory in 21<sup>st</sup> Century

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Alaka Dhameja (Ed), "Contemporary Debates in Public Administration", New Delhi, 2003.
2. Arun Kumar Behera, "Public Administration: Theory and Practice", Delhi, Pearson, 2012
3. Bidyut Chakravarty, "Public Administration: in a Globalized world", New Delhi, Sage, 2014
- 4 . A. R. Tyagi, Public Administration

CC-202 : COMPARATIVE PUBLIC ADMINISTRATION

(5 Credits-100 Marks)

**Objectives:** This paper intends to develop a comparative assessment on bureaucracy and its relationship with other organs under a constitutional government. The content has been formed to aware students about the critical perspectives on how conceptualization of modern administration and its applicability in different states and societies meted with variations.

**Outcome:** Students would be able to get a comprehensive understanding on comparative context on functioning of executive in different societies. This paper would equip students with critical observation of concept and practice from divergent frames of reference.

UNIT-I

- 1.1 Concept, Nature, Scope and Approaches to the Study of Comparative Public Administration, Emerging Trends in Comparative Public Administration.
- 1.2 Theories and Models of Comparative Public Administration: Fred Riggs and Ferrel Heady.

UNIT-II

- 2.1 Structural and functional Dynamics of Executive Systems of U.K. and U.S.A.
- 2.2 Structural and functional Aspects of British Parliament and U.S.A. Congress
- 2.3 Comparative study of British Judiciary and American Judiciary

UNIT-III

- 3.1 Citizen and Administration: Concept and perspectives
- 3.2 Comparative study of various mechanisms for Redessal of citizens'grievances in U.K. & U.S.A.

UNIT-IV

- 4.1 Control Mechanisms over Administration in U.K.
- 4.2 Control Mechanisms over Administration in U.S.A.

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Ramesh k. Arora," Comparative Public Administration", 1996.
2. J. A. Chandler (ed), "Comparative Public Administration", Routledge Publications, 2010
3. Sabine Kuhalmann, "Introduction to Comparative Public Administration", Edward Elgar Publishing, 2014.
4. K.K. Ghai, "Major Governments, Political System of U.K., USA, Switzerland, France and China",New Delhi, Kalyani Publishers, 2013.
5. J. A. Chandler (ed), "Comparative Public Administration", Routledge Publications, 2010
6. Sabir Kuhalmann, Introduction to Comparative Public Administration, Edward Elgar Publishing, 2014.
7. Nirmood Rapheli (ed), Reading in Comparative Public Administration, 1970
8. Vishnoo Bhagwan, Vidya Bhushan (1998), World Constitutions, Sterling Publisher Private Limited.
9. U.N. Gupta (2009), Select World Constitutions, Atlantic Publishers & Distributors, New Delhi

CC-203 : MODERN ADMINISTRATIVE THINKERS

(5 Credits-100 Marks)

**Objective :** This paper aims to provide how great minds have contributed towards the development of public administration as a discipline. It deals with contemporary philosophical debate on where the actual domain of public administration to be located. In this regard the paper introduces different classical and contemporary thinkers and their ideas to students.

**Outcome :** Students would get perspective of different thinkers to analyse various issues of public administration.

UNIT-I

- 1.1 Chris Argyris
- 1.2 Chester Barnard
- 1.3 Herbert Simon

UNIT-II

- 2.1 Abraham Maslow
- 2.2 Douglas McGregor
- 2.3 Frederick Herzberg

UNIT-III

- 3.1 M.K. Gandhi
- 3.2 Michael Foucault

UNIT-IV

- 4.1 Peter Drucker
- 4.2 Rensis Likert
- 4.3 Y. Dror

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. D.Ravindra Prasad, V.S. Prasad, P. Satyanarayan, Y. Pardhasarathi, “Administrative Thinkers”, New Delhi, Sterling Publishers, 2014.
2. Shriram Maheswari, “Administrative Thinkers”, Delhi, Macmillan, 2003.
3. R.K. Sapru, “Administrative Theories and Management Thought”, New Delhi, PHI Learning Private Limited, 2013.
4. Bidyut Chakrabarty, “Public Administration in a Globalized World”, New Delhi, Sage

CC-204 : ORGANISATIONAL BEHAVIOUR AND MANAGEMENT PROCESS

(5 Credits-100 Marks)

**Objective:** Organizational behaviour is a discipline, which provided the organizational behaviour list to find out some ways and means to establish acceptable behaviour. It is a study and application of knowledge about human behaviour in organization as it relates to other system elements, such as structure, technology and external social system. Therefore, it is relevant to introduce this paper in the Masters programme in Public Administration.

**Outcome:** Study of the acceptable human behaviour and hyphenating organization into the behaviour management spectre provides enhanced application capacity to the students.

UNIT-I

- 1.1 Organizational Behaviour- Meaning, Nature and Challenges
- 1.2 Organizational Structure and Design, Concept of Learning Organisation

UNIT-II

- 2.1 Organizational Culture- Old & New, Organizational Development
- 2.2 Concept of Organizational Change

UNIT-III

- 3.1 Management- Meaning, Functions and Challenges of Managers
- 3.2 Motivation, Leadership, Communication.

UNIT-IV

- 4.1 Conflict Management, Total Quality Management
- 4.2 Strategic Management and Management of Change.

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Aswathappa K, (2016), Organisational Behaviour, Himalaya Publishing House, Mumbai.
2. Niranjana Pani, "Management Concepts: Organizational Behaviour, Human Resource Management" New Delhi, Kunal Books,2009.
3. S.S. Khanka "Organisation Behaviour", New Delhi, S. Chand and Company Ltd., 2011.
4. Fred Luthans, "Organisational Behaviour", New York, M.C. Graw- Hill, 2000. 4. David J Cherrington, "Organisational Behaviour", Allyn and Bacon, Boston, 1989
5. L.M. Prasad (2014), Organisational Behaviour, Sultan Chand & Sons, New Delhi.
6. S.S. Khanka (2011), Organisation Behaviour, S. Chand and Company Ltd., New Delhi
7. Kimberly D. Elsbach, Anna Kayes & D. Chris Kayes (2016), Contemporary Organizational Behavior, Pearson, Delhi.

CC-205 : STATE, SOCIETY AND PUBLIC ADMINISTRATION

(5 Credits-100 Marks)

**Objective:** This course takes a holistic view of public administration and its juxtaposition with state on the one hand and society on the other. It introduces the students the pertinent points of convergence between society, politics and administration.

**Outcome:** The points of convergence between politics, society and administration adapt students dealing with trends of administrative theory and enhanced understanding of multi-disciplinarity.

UNIT-I

- 1.1 Nature of State, Changing nature of Indian state
- 1.2 Relationship between state, society and public Administration

UNIT-II

- 2.1 Perspectives of State: Liberal and Marxist
- 2.2 Neo-liberal and Gandhian Perspective

UNIT-III

- 3.1 Challenges to Traditional Bureaucratic Paradigm
- 3.2 Contemporary context of Indian bureaucracy

UNIT-IV

- 4.1 Civil Society Organizations: Gramscian Ideas
- 4.2 Growing role of civil society organizations, Civil Society partnerships in Governance

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Bidyut Chakrabarty & Mohit Bhattacharya (Eds), 2003, Public Administration: A Reader, Oxford University Press, New Delhi
2. Alaka Dhameja (Ed), "Contemporary Debates in Public Administration", New Delhi, 2003.
3. Ramesh K. Arora(Eds.), 2004, Public Administration: Fresh Perspectives, Aalekh Publishers, Jaipur
4. Bidyut Chakravorty, "Public Administration in a Globalized World", New Delhi, Sage

CC-301 : PUBLIC POLICY

(5 Credits-100 Marks)

**Objective:** Democratic governance and socio-economic development depend on effective public policy process. Therefore, this course makes the students aware of the theoretical perspectives on public policy and changing techniques of monitoring and implementation of public policy.

**Outcome :** This paper equip students to monitor and self-examine both the nature and efficiency of public policy.

UNIT-I

- 1.1 Public Policy-Meaning, Types and Significance
- 1.2 Approaches to Public Policy

UNIT-II

- 2.1 Concept of Policy Making
- 2.2 Institutional Arrangement for Policy Making

UNIT-III

- 3.1 Policy Implementation
- 3.2 Policy Monitoring and Evaluation

UNIT-IV

- 4.1 Policy Analysis
- 4.2 Recent Policies : New Economic Policy, National Health Policy, New Education Policy
- 4.3 Problem and Prospects of Public Policy

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. R.K. Sapru, Public Policy “Public Policy: Foundation,Implementation and evaluation”, New Delhi, Sterling,2012.
2. R.K. Sapru, “Public Policy: Art and Craft of Policy Analysis” Delhi, PHI Learning, 2013
3. Y. Dror, “Public Policy Making Re-examined”, New Jersey, Transaction Publishers, 1989.
4. Aaron Wildavsky, “The Art and craft of Policy Analysis”,

CC-302 : DEVELOPMENT ADMINISTRATION

(5 Credits-100 Marks)

**Objective:** This course gives an idea about the diverse perspectives on Development Administration. It examines various development strategies and how Indian bureaucracy is facilitator towards it.

**Outcome:** Students would be able to identify the context of Development in Indian society as a developing state. In this process, they will also get an understanding on how Indian bureaucracy has acted both as a facilitator and collaborator with other agencies in shaping the development goals of India.

UNIT-I

- 1.1 Development Administration: Conceptual Analysis, Development Administration and Administrative Development
- 1.2 Features of Developed and Developing Countries
- 1.3 Structural Adjustment Programme, Changing profile of Development Administration.

UNIT-II

- 2.1 Various Development Strategies, Mixed Economy Model,
- 2.2 Goals of Development

UNIT-III

- 3.1 Decentralization and Development, Planning : National and State and District
- 3.2 Mechanisms of Development Administration in India : Self-Help Group (SHG)
- 3.3 Displacement for Development and Rehabilitation Policy

UNIT-IV

- 4.1 Bureaucracy and Development
- 4.2 Role of NGOs, Cooperatives and Specialized Development Agencies

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. R.K. Sapru, "Development Administration", New Delhi, Sterling Publishers, 2014.
2. Mohit Bhattacharya, "Development Administration", Kolkata, World Press, 1979.
3. V.A. Pai Panandikar (ed) "Development Administration in India", New Delhi, Macmillan,1974.
4. S.A. Palekar, "Development Administration

CC-303 : URBAN LOCAL GOVERNANCE

(5 Credits-100 Marks)

**Objectives:** The course is designed to provide the student a basic understanding of urban development in India. This paper deals with the wider debate on urban development. It intends to initiate discussion among students about the mechanisms and methods on how the benefit of development to be shared by the local structure of our society.

**Outcome:** Students would get a detail understanding on structure and process of local governance in the urban sphere. Further, it would be beneficial to develop their skill in addressing complexities with different issues of urban governance.

UNIT-I

- 1.1 Growth of Urbanization and its consequences, Rural-Urban Fringe, Rural-urban migration
- 1.2 Features of Urban India: Evolution of Urban Local Self Government, 74<sup>th</sup> Constitutional Amendment Act

UNIT-II

- 2.1 Structure and Process of Urban Local Bodies, Sources of Finance of ULBs
- 2.2 State Election Commission, State Finance Commission

UNIT-III

- 3.1 Urban Planning and Policies, Urban Transport, JNURUM, Urban Land Use & Housing, Development of sub-urban areas
- 3.2 Slum Management, Urban Sanitation, Specialized Development Agencies

UNIT-IV

- 4.1 Urban Poverty Alleviation Programmes , Urban Public Health
- 4.2 State Control over Urban Local Bodies, Problem and Prospects of Urban Local Self-government

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Bijoyini Mohanty, "Glimpses of Local Governance", New Delhi, Kunal Books, 2012.
2. Anirban Kashyap, "Panchayati Raj, Views of Founding Fathers and Recommendations of different committees, Lancer
3. M. Venkatrangaya and M. Patil, "Local Government in India", New Delhi, Allied Publishers, 1969.
4. S.R. Maheswari, "Local Government in India", Agra, Lakshmi Narain Agarwal, 1984.
5. Manoj Sharma (2004), Local Government - Rural and Urban, Anmol Publications Pvt. Ltd, New Delhi.
6. Sharda Chopra (2005), Dynamics of Municipal Administration, Surjeet Publications, Delhi.



CC-304 : RESEARCH METHODOLOGY

(5 Credits-100 Marks)

**Objective:** This Course offers familiarity with research tools and techniques in Social Sciences Research.

**Outcome:** Students would be able to identify relevant research problems along with hypotheses formation. They will be also get an understanding on how to apply different research tools to collect and analyse data.

UNIT-I

- 1.1 Meaning, Objective, Importance and Features of Research in Social Science
- 1.2 Scientific Method: Characteristics, Process and Limitation

UNIT-II

- 2.1 Research Problem, Hypotheses
- 2.2 Research Design

UNIT-III

- 3.1 Sampling: Process and Types, Scaling
- 3.2 Data Collection: Questionnaire, Observation Survey and Schedule Methods

UNIT-IV

- 4.1 Data Analysis Techniques
- 4.2 Report writing. Different styles of writing

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings :

1. Coughlan M., Cronin P. and Ryan F. (2007). Step-by-step guide to critiquing research. Part 1 quantitative research. British journal of Nursing 16 (11).
2. Creswell, JW. (1998). Qualitative Inquiry and Research Design Choosing Among Five Traditions. Thousand Oaks, CA: Sage Publications.
3. Crotty, M. (1998). The Foundations of social research: Meaning and perspective in the research process. London: Sage.
4. Kothari C., R. (2004). Research Methodology: Methods and Techniques. New Delhi. New Age International (P) Limited, Publishers.
5. Denzin, NK. (1978). Sociological Methods. New York: McGraw-Hill
6. Upagade Vijay and Shende Arvind(2015), "Research Methodology", S.Chand Publishing, New Delhi

OEC-305 : TECHNOLOGY AND GOVERNANCE

(5 Credits-100 Marks)

**Objective:** E-Governance has been developed as an instrument of ‘Good Governance’. This course has been designed to educate the students in the role ICT in developing administration and citizen services.

**Outcome:** Students would be able to get a practical understanding on how application of technology is essential to ensure public service accountability.

UNIT-I

- 1.1 E-Governance: Concept and significance
- 1.2 Information and Communication Technology: Concepts and Components

UNIT-II

- 2.1 ICT: Roles and Applications
- 2.2 Role of ICT in Administration and Rural Development

UNIT-III

- 3.1 E-Learning: Role of ICT in Education and Training
- 3.2 Delivery of Citizen Services: Role of ICT,
- 3.3 Role of ICT in Local Governance

UNIT-IV

- 4.1 Information Policy: RTI Act 2005, E-Commerce
- 4.2 ICT implementation in Governance: Issues and Challenges, Citizen-Government Interface

*Note: Semester End Examination-100Marks(3 hours)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings :

1. Budhiraja, Renu (2001) ‘Electronic Governance — A Key Issue in the 21st Century’, Ministry of Information Technology, India.
2. Government of India (2001a) E-Governance. Ministry of Personnel, Public Grievances and Pensions.
3. Bhatnagar, Subhash, 2004, E-government: From Vision to Implementation A Practical Guide with Case Studies, Sage, New Delhi
4. Gupta, MP, Prabhat, Kumar, and Jaijit, Bhattacharya, 2004, Government Online Opportunities and Challenges, Tata McGraw-Hill Publishing Company Ltd., New Delhi
5. Heeks, Richard (1998a) ‘Information Age Reform of the Public Sector: The Potential and Problems of IT for India’, Working Paper No. 6. Manchester: Institute for Development Policy and Management, University of Manchester.
6. Jaju, Sanjay, E-Governance Projects and Experiments at National level, in E-Governance

CC-401 : ISSUES IN PUBLIC ADMINISTRATION

(05 Credits-100 Marks)

**Objective:** The course is designed to provide the student a basic understanding about issues of public administration. It initiates the discussion on changing role of Non-Governmental Organizations and bureaucracy in administration. It also discuss the concept of good governance and grievances redress institutions.

**Outcome:** Students would get an idea on various issues of public administration. The relevance of the concepts, institutions and acts will help the student of public administration in the contemporary administrative set up.

UNIT-I

- 1.1 Bureaucracy: Theories ,Types and Role
- 1.2 Relationship between Permanent and Political Executive
- 1.3 Generalists Vs Specialist Debate
- 1.4 Politicization of Higher Civil Services in India – Neutrality Vs Commitment

UNIT-II

- 2.1 Line and Staff Agencies and their role
- 2.2 Types of Organisation: Formal and Informal, Forms of Organisation-Department , Corporation and Board
- 2.3 Control over Financial Administration

UNIT-III

- 3.1 Delegated Legislation , Administrative Tribunals
- 3.2 Right to Information(RTI)
- 3.3 Grievance Redress Institutions- Ombudsman, Lokpal and Lokayukta

UNIT-IV

- 4.1 Good Governance; Administrative Corruption
- 4.2 E-Governance-Impact, Benefits and Limitations
- 4.3 People's Participation in Administration

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Reading

1. Recent Trends in Public Administration- P.R. Dubasi
2. Ideas and Issues in Indian Administration – H. Rai & S.P. Singh
3. E-Government- S. Bhatnagar
4. Bureaucracy and Politics in India – C.P.Bhambri
5. Indian Public Administration- R.K.Arora
6. Public Administration- Rumki Basu
7. Administrative Theories and Management Thought- R.K.Sapru
8. Public Administration-Today and Tomorrow- Arun Kumar
9. Public Administration- M.P.Sharma & B.L.Sadana
10. Contemporary Issues in Indian Indian Administration- R.B.Jain
11. The Role of Generalists and Specialists in Publiv Administration- Raj Swami

CC-402 : ETHICS AND GOVERNANCE IN PUBLIC ADMINISTRATION

(05 Credits-100 Marks)

**Objective:** Ethics and values has key role in smooth functioning of public administration system. It is recognised as a preferred way of measuring how public institutions conduct public affairs and manage public resources based on the needs of a specific town, state or country. However, administering accountability in governance and ethical practices are a difficult task. These specific factors influence ethics and good governance in public administrative systems. This paper provides the understanding about the above complexities.

**Outcome:** Students would get an idea on different levels of ethics in governance and how they are dependent on the social, economic, political, cultural, legal-judicial and historical contexts of the country.

UNIT-I

- 1.1 Introduction to Ethics in Public Administration: Meaning and Significance, Evolution of Ethical Concerns in Administration
- 1.2 Issue of Ethics: Foci and Concerns, Code of Administrative Ethics, Dimensions of Ethics and key concepts, Future Perspective of ethics in Public Administration

UNIT-II

- 2.1 Administrative theories of ethics and governance
- 2.2 Governance and ethics in Public services, Philosophical Ethics

UNIT-III

- 3.1 Understanding Governance and ethics of Governance, Models of Ethical Decision Makings, Principles of Ethical Governance
- 3.2 Nature of work ethics. Public/ Civil Services values and ethics in Public Administration. Ethical Issues in Public services, Committees on Ethics in Administration

UNIT-IV

- 4.1 Code of Conduct, Code of Ethics, Importance and Rules of Code of Conduct and integrity for Public/ Civil Services
- 4.2 Social Responsibility and Good Governance in Public Administration.

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Patrick J. Sheeran, Ethics in Public Administration: A Philosophical Approach
2. Dean Geuras ,Practical Ethics in Public Administration
3. Dhameja, Alka, Role of Ethics in Public Administration
4. Eric K. Austin, Administrative Theory of Ethics
5. Ramesh K Arora, Ethics, Integrity and Values in Public Service
6. M.E. Sharpe, Ethics and integrity in Public Administration: Concepts and Cases
7. Terry Cooper, Handbook of Administrative Ethics
8. Mohammed Ali Rafath, Bureaucracy and Politics: Growth of Service Jurisprudence in All India Services

CC-403A : HUMAN RESOURCE MANAGEMENT

(05 Credits-100 Marks)

**Objective:** Any Organisation has three important resources- men, material and money. Out of these the human resource occupies a pivotal position as it is the human resource which makes an efficient use of money and material. Therefore, it was thought important to introduce this paper in the Masters Programme in Public Administration.

**Outcome :** Study of the acceptable human behaviour and hyphenating organization into the behaviour management spectre provides enhanced application capacity to the students.

UNIT-I

- 1.1 Human Resource Management – Meaning, Nature and Evolution
- 1.2 Functions of HRM and New Trends in HRM.

UNIT-II

- 2.1 Human Resource Planning, Job Analysis, Work Design
- 2.2 Recruitment, Promotion and Transfer

UNIT-III

- 3.1 Concept of HRD, Training and Development
- 3.2 Career Planning and Career Development .

UNIT-IV

- 4.1 Performance Appraisal, Compensation, Employment Relations – Collective Bargaining.
- 4.2 Human Resource Information System (HRIS), Human Resource Audit (HRA)
- 4.3 Future of HRM, Issue of HRM- Stress Management

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Niranjana Pani, “Management Concepts, Organisational Behaviour, Human Resource Management”, New Delhi, Kunal Books, 2009.
2. T.N. Chhabra, “Human Resource Management; Concepts and Issues”, Delhi, Dhanpatirao and Co. 2012.
3. K.B. Aswathappa, “Personnel and Human Resource Management,” Tata Mc. Graw Publishing House, 2003
4. P. Subha Rao “Essentials of Human Resource Management and Industrial Relation”,Himalaya Publishers,Mumbai,2010

CC-403B : SOCIAL WELFARE ADMINISTRATION

(05 Credits-100 Marks)

**Objectives:** Welfare is an essential objective of Public Administration in a democratic state. With an expansion of citizenship rights, the role of bureaucracy has also been transformed. Now one of its primary objective is to deliver welfare with an effective manner. Thus, the paper aims to provide both the conceptual idea on welfare and how it has been applied in case of social groups and different sectors.

**Outcome :** Students would get an idea about how welfare initiatives has been taken both in a targetted and universal manner. In this process, they also get the knowledge about the role of various institutions.

UNIT-I

- 1.1 Social Welfare: Meaning and Significance
- 1.2 Concept of a Welfare State and Welfare Administration , Social Welfare and Social Justice
- 1.3 Constitutional Provision and Institutions in India; Central Social Welfare Board, State Social welfare Board, Human Rights Commission, Issues and Trends

UNIT-II

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

UNIT-III

- 3.1 Universal Welfare and Social Sectors: Health and Education
- 3.2 Role of NGOs/Voluntary Organisations for Social Welfare

UNIT-IV

- 4.1 Welfare Policies for Scheduled Caste, Scheduled Tribes, Other Backward Classes, Minority and Women
- 4.2 Reservation in Services: Merits and Demerits

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Nirja Jayal, Welfare and Indian States, EPW
2. Nirja Jayal, Citizenship and Its Discontents, OUP, 2015
3. Anil Saxena, 2006, Encyclopaedia of social welfare, Vol., Anmol Publishers, New Delhi
4. Dr. Ravi Prakash Yadav, 2010, Social Welfare Practices Wilensky, H. 1975 The Welfare State and Inequality. Berkeley: University of California Press
5. Iversen, T. and Cusack, T. 2000. 'The causes of welfare state expansion'. World Politics, 52
6. Esping-Andersen, G. 1990 The Three Worlds of Welfare Capitalism. Cambridge: Polity Press
7. Vidhu Verma.2012. Non-discrimination and Equity in India: Contesting Social Justice, Rutledge: London. Boundaries of
8. Gurpreet Mahajan, Difference and Social Justice in India, Oxford University Press.

CC-403C : DISASTER MANAGEMENT

(05 Credits-100 Marks)

**Objective:** India is amongst the nation's most vulnerable to natural hazards. The basic responsibility for undertaking rescue, relief and rehabilitation measures in the event of natural disasters is that of the state government concerned. Therefore, this course has been designed to educate the students in disaster management administration.

**Outcome:** Students would get a basic understanding on how knowledge on disaster management is critical towards the possibility of a sustainable society.

UNIT-I

- 1.1 Disaster and its type: Flood, Draught, Cyclone,
- 1.2 Geographical Disaster: Earthquake, Landslide, Avalanches, Volcanic Eruptions,
- 1.3 Climatic Disaster-Heat and Cold Wave, Climate Change, Global Warming, Sea level Rise, Ozone Depletion

UNIT-III

- 2.1 Disaster Management Cycle, Disaster Management –Recent trends
- 2.2 Vulnerability analysis and Risk assessment

UNIT-III

- 3.1 Disaster Preparedness- The Indian Context, Disaster Prevention
- 3.2 Disaster Mitigation- Institutional Arrangements at National level and State levels.

UNIT-IV

- 4.1 Disaster Management Strategies with reference to Odisha, Role of ODRAF
- 4.2 Disaster Response: Rehabilitation, Reconstruction and Recovery

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings :

1. Albala-Bertrand, J.M. 1993. The Political Economy of Large Natural Disasters. Oxford: Clarendon Press.
2. Alexander, D.A. 1993. Natural Disasters. New York: Chapman and Hall.
3. Alexander, D.A. 2000. Confronting Catastrophe. New York: Oxford University Press.
4. Anderson, J.E. 1994. Public Policy making: An Introduction. Boston, MA: Houghton Mifflin Company.
5. Anderson, W. 1998. A history of social science earthquake research: From Alaska to Kobe. In The EERI Golden Anniversary Volume 1948-1998. Oakland, CA, Earthquake Engineering Research Institute. Pp. 29-33.

CC-403D : DEVELOPMENT AND GOVERNANCE

(05 Credits-100 Marks)

**Objective :** This paper aims to discuss the association between development and governance.

**Outcome :** Students would get a critical perspective on how governance matters in development. They would be able to identify key parameters of good governance and different e-governance initiatives.

UNIT-I

- 1.1 Development and Governance: Concepts and Approaches
- 1.2 Development and Governance Interface and Contemporary Debates
- 1.3 Development Strategies in the era of Globalisation, Role of Civil society in Development

UNIT-II

- 2.1 Good Governance as Reform: Modern Practices, Public Service Approach and Technological Application
- 2.2 Technology and Governance and E-Governance in Global Sphere

UNIT-III

- 3.1 E-Governance : Concept, Types and Significance
- 3.2 E-Governance in Indian States: Bhumi Experiment, E SISHU.

UNIT- IV

- 4.1 Contemporary trends in Governance
- 4.2 Problems and prospects of Governance.

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Nirja Jayal and Pratap Bhanu Mehta, Oxford Companion to Politics, 2010
2. Nirja Jayal and Sudha Pai, Democratic Governance in India: Challenges of Poverty, Development and Identity, Sage Publication: New Delhi.
3. Gurpreet Mahajan, 2003. The Public and the Private: Issues of Democratic Citizenship, Sage:New Delhi.
4. Atul Kohili, Democracy and Discontent: India's Growing crisis of Governability,Princeton University.IGNOU, New Delhi, 2006
5. Stuart Corbridge, et.al. 2005. Seeing the State: Governance and Governmentality in India,Cambridge University Press: New York.



CC-404A : PUBLIC SYSTEM MANAGEMENT

(05 Credits-100 Marks)

**Objective:** This course introduces the student to the new paradigm of Public System Management with its design and operation of public services. This will enable the students the traditional practice of public administration and the changing discourse on development.

**Outcome:** Student would get an idea on operational aspect of public service system and generate an understanding on the relevance of transparency in this process.

UNIT-I

- 1.1 Public Systems Management: Concept, Nature and Scope
- 1.2 Characteristics and Distinctiveness of Public system Management

UNIT-II

- 2.1 Social & Political Context of Public system Management
- 2.2 Concept of Governance, Intergovernmental Relations in governance

UNIT-III

- 3.1 Strategic Management :Management of Information System
- 3.2 Responsiveness in Public system Management-Accountability

UNIT-IV

- 4.1 Transparency in Public System Management
- 4.2 Transparency & Right to Information: Empowerment through Networking and inter-institutional Coordination

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Bidyut Chakrabarty & Mohit Bhattacharya (Eds), 2003, Public Administration: A Reader, Oxford University Press, New Delhi
2. Alaka Dhameja (Ed), "Contemporary Debates in Public Administration", New Delhi, 2003.
3. Ramesh K. Arora(Eds.), 2004, Public Administration: Fresh Perspectives, Aalekh Publishers, Jaipur

CC-404B : FINANCIAL ADMINISTRATION

(05 Credits-100 Marks)

**Objective:** This paper aims to discuss various concepts, policies and institutional framework associated with financial administration in India.

**Outcome:** With the completion of this paper, students would have an substantive understanding on how finance as a resource support is critical to the efficacy of different policies.

UNIT-I

- 1.1 Concept of Budget, Types and Forms, Performance Budgeting, Zero Budgeting, Gender Budgeting
- 1.2 Budgetary Process in India, Budget as a political instrument.

UNIT-II

- 2.1 Monetary and Fiscal Policies; Role of Finance Ministry; RBI
- 2.2 Parliamentary control over public expenditure, Resource Mobilization and Division of Resources, Tax Reforms

UNIT-III

- 3.1 Fiscal Federalism : Nature and Issues
- 3.2 Role of Finance Commission

UNIT-IV

- 4.1 Financial Accountability; Audits and Accounts
- 4.2 Social Audit, Gender Auditing.

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings:

1. Kausik Basu, Oxford Companion to Economics
2. Pranab Bardhan, Development and Democracy in India Dutta and Sundaram, Indian Economy
3. Rumki Basu, An Introduction to Public Administration
4. S.L. Goel, (1999),“Financial Administration and Management”, New Delhi, Sterling Publishers Private Limited
5. Sanjeev Kumar Mahajan (2014), Financial Administration in India, PHI Learning.
6. Chelliah, Raja J. Fiscal Policy in Underdeveloped Countries: With Special Reference to India. Routledge, 2011.
7. Sahib Singh & Swinder Singh, Public Personnel and Financial Administration, New Academic Publishing Co., Jalandhar.
8. Paswan, Pooja. Financial Administration of India. New Delhi: Sage Publications, 2019.
9. Sarapa, A. Public Finance in India. New Delhi: Kanishka, 2004

CC-404C : TRIBAL ADMINISTRATION

(05 Credits-100 Marks)

**Objective:** This paper has the core objective to discuss different administrative strategies undertaken by the government towards tribal development in India.

**Outcome:** Student would get an idea who could be identifies as tribe in India. They will also get an understanding on how various development initiatives has been taken by the government for tribal welfare.

UNIT-I

- 1.1 Tribal Development Strategies: Phases of Isolation, Assimilation and Integration
- 1.2 Tribal Development through Five Year Plans:- ITDP, MADA

UNIT-II

- 2.1 Constitutional Provisions for Schedule Tribes
- 2.2 Tribal Development Programmes: Its Implementation, Problem and Challenges

UNIT-III

- 3.1 Issues of Tribal Development : Displacement, Rehabilitation and resettlement; Empowerment of Tribal women
- 3.2 Migration: Issues and challenges, Trafficking of tribal Girl child, Climate change and its impact on tribal livelihood,

UNIT- IV

- 4.1 Tribal Development Institutions: Tribal Development Commissioner, TDCCOL, LAMP, THRTI.
- 4.2 Role of NGOs in Tribal Development, Need for Tribal Participation in Development and Inclusive Growth, Role of Tribal in Forest Development and Afforestation

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Readings :

1. Singh AK 1999. Tribal Development in India. 2nd Edition. New Delhi: Classical Publishing Co.
2. Singh Sakendra Prasad 1983. Development programmes for the tribals: Need for new approach. The Indian Journal of Public Administration, 29(4): 898-906.
3. Sreekumar SS 2001. Tribal development administration in the islands. The Indian Journal of Public Administration, 47(4): 715-726.

CC-404D : STATE ADMINISTRATION IN INDIA

(05 Credits-100 Marks)

**Objective:** The course is designed to provide the student a basic understanding of State Administration in India, the dynamics of relations between Union and the States.

**Outcome:** Students will be able to understand the functioning of administrative institutions in district as well as state. It will also help the students to understand the structural and functional dynamics of state judicial system.

UNIT-I

- 1.1 State Executive-Powers and Functions of Governor, Chief Minister and Council of Ministers
- 1.2 Structural and functional dynamics of State Vidhan Sabha and Vidhan Parishad, Women's participation in Legislative politics

UNIT –II

- 2.1 Structure, Functions and powers of High Court
- 2.2 Composition and functions of subordinate judiciary, Types of subordinate courts

UNIT -III

- 3.1 Relations between the Union and the States, Centre- State Relations: Administrative, Legislative and Financial Relations
- 3.2 Sarkaria Commission Recommendations

UNIT-IV

- 4.1 Structure and Functions of Administration in Odisha: Role and functions of Chief Secretary, Board of Revenue, Revenue Divisional Commissioners
- 4.2 District Administration- Composition and Changing Role of Collector Composition and Role of Block Development Officer in Block Administration

*Note: Semester End Examination-80Marks(3 hours) & Mid-Semester examination-20 Marks (1 hour)*

**Question Pattern (Semester End Exam):Long answer type questions with alternative from each Unit**

Suggested Books:

1. B.L. Fadia and Kuldeep Fadia (2014), Indian Administration, Sahitya Bhawan, Agra.
2. Bidyut Chakrabarty and Prakash Chand (2016), Indian Administration: Evolution and Practice, SAGE Publications, New Delhi.
3. Hoshiar Singh and Pankaj Singh (2011), Indian Administration, Pearson, Delhi.
4. S.R. Maheswari (2011), Indian Administration, New Delhi, Orient Longman.
5. Pratap Bhanu Mehta & Nirja Gopal Jayal (2011), The Oxford Companion to Politics in India, Oxford University Press, New Delhi.
6. Padmalaya Mahapatra (2013), Indian Administration: Central – State – District, Gyanayuga, Bhubaneswar

CC-405 : PROJECT WORK/ DISSERTATION

(05 Credits-100 Marks)

1. Every student shall have to do project work/dissertation under supervision of a teacher (preferably regular) of the department concerned.
2. The dissertation topic and the name of the Supervisor shall be assigned to the student by the Head of the Department in consultation with other teachers of the Department during the 3<sup>rd</sup> Semester to enable the students to plan and carry out the work and complete the same before the commencement of 4<sup>th</sup> Semester Examination.
3. The distribution of Marks is as follow: 75 Marks for dissertation Write-up or Project work and 25 marks for presentation and viva voce. However, consolidated marks out of 100 shall be reflected in the mark sheet and that is to be submitted to the COE accordingly.
4. The dissertation must be typed in one side of A-4 size papers and the model thesis/write up shall not be less than 5000 words.
5. The thesis/write up shall be based on the basic standard steps of Research Methodology.
6. The date of the presentation /viva voce shall be notified by the HOD in consultation with COE.

