

**First Year**

| <b>Course Code</b> | <b>Course Name</b>                       | <b>Credits</b> |
|--------------------|--|----------------|
| MPA-011            | State, Society and Public Administration | 8              |
| MPA-012            | Administrative Theory                    | 8              |
| MPA-013            | Public Systems Management                | 8              |
| MPA-014            | Human Resource Management                | 8              |

**Second Year**

| <b>Course Code</b> | <b>Course Name</b>                    | <b>Credits</b> |
|--------------------|---------------------------------------|----------------|
| MSO-002            | Research Methodologies and Methods    | 8              |
| MPS-003            | India: Democracy and Development      | 8              |
| MPA-016            | Decentralisation and Local Governance | 8              |
| MPA-015            | Public Policy and Analysis            | 8              |
| MPA-017            | Electronic Governance                 | 4              |
| MPA-018            | Disaster Management                   | 4              |
| MPAP-002           | Project Work                          |                |

**State, Society and Public Administration**

The Course on State, Society and Public Administration familiarises the learners on the evolution and transformation of the State. It brings out the nature of the State and throws light on its different perspectives. The Course outlines the relationship between the State and Society, State and Administration as well as Society and Administration. The objective is to highlight the changing role of bureaucracy and Indian State, impact of globalisation on administration, societal perceptions of administration, problems of governability, rise of new managerialism, importance of conflict resolution, accent on good governance and many other pertinent issues underlying Public Administration.

Unit 1: Nature of the State

Unit 2: Relationship among State, Society and Public Administration

Unit 3: Changing Role of the State: Issues and Challenges

Unit 4: Liberal and Marxist Perspectives of the State

Unit 5: Neo-liberal Perspective

Unit 6: Gandhian Perspective

Unit 7: Interface between Citizens and Administration

Unit 8: Democratic Peoples' Struggles: Case Studies

Unit 9: Changing Norms of Social Equity, Participation, Flexibility and  
Autonomy

Unit 10: Social Participation: Issues of Gender, Weaker Sections and  
Environment

Unit 11: Changing Nature of Indian State

Unit 12: Role of Bureaucracy in Policy Formulation, Implementation and  
Analysis

Unit 13: Contemporary Context of Indian Bureaucracy

Unit 14: Impact of Globalisation on Administration

Unit 15: Challenges to Traditional Bureaucratic Paradigm

Unit 16: Emerging Concepts: New Public Management, Reinventing  
Government and Business Process Reengineering

Unit 17: Concept of Governance

Unit 18: Governmental Institutions: Towards Reforms

Unit 19: Growing Role of Civil Society Organisations

Unit 20: Redefinition of Conflict Resolution

Unit 21: Ethical Concerns in Public Administration

### Administrative Theory

This Course introduces the concepts and theories in Public Administration to the learners. It analyses different approaches to Public Administration such as the classical, bureaucratic, human relations, behavioural, socio-psychological, systems, new public administration, critical and public choice, etc. at length.

Unit 1: Public Administration – Meaning, Nature, Scope and Importance

Unit 2: Nature and Typologies of Organisation

Unit 3: Development and Growth of Administrative Theories

Unit 4: Scientific Management Approach

Unit 5: Administrative Management Approach

Unit 6: Max Weber's Theory of Bureaucracy

Unit 7: Critique of Bureaucracy

Unit 8: Human Relations Approach

Unit 9: Views of Herbert A. Simon on Decision-Making in an Organisation

Unit 10: Organisational Structure, Processes and Functioning

Unit 11: Socio-Psychological Approach: Views of Chris Argyris

Unit 12: Socio-Psychological Approach: Views of Abraham Maslow and Frederick Herzberg

Unit 13: Socio-Psychological Approach: Views of Douglas McGregor and Victor Vroom

Unit 14: Open and Cooperative Systems

Unit 15: Systems Approach: Views of David Easton and Chester Barnard

Unit 16: Concept of Learning Organisation

Unit 17: New Organisational Culture

Unit 18: New Public Administration

Unit 19: Perspective of Public Choice

Unit 20: Pertinence of Critical Theory

Unit 21: New Public Management Perspective

Unit 22: State of Administrative Theory in 21st Century

### Public Systems Management

The Course on Public Systems Management familiarises the learners with the concept, nature and scope of public systems management (PSM) as well as its political, Socio-economic context and the impact of new technologies on PSM. Governance that occupies a strategic place in the management of public systems, is dealt in a holistic manner covering its key features and institutions. The important techniques used in the management of public systems are highlighted. In the present scenario of liberalisation, with changes being ushered in various fields, the significant aspects of responsiveness of PSM towards reforms are highlighted.

Unit 1: Public Systems Management: Concept, Nature, Scope and Characteristics

Unit 2: Distinctiveness of Public Systems Management

Unit 3: Public Systems Management : Constitutional Context

Unit 4: Public Systems Management: Political Context

Unit 5: Public Systems Management: Socio-economic Context

Unit 6: New Technologies and Public Systems Management

Unit 7: Concept of Governance: An Introduction

Unit 8: Governance: Role of Bureaucracy and Political Executive

Unit 9: Governance: Role of the Legislature and the Judiciary

Unit 10: Inter-governmental Relations in the Process of Governance

Unit 11: Financial Management

Unit 12: Materials / Logistics Management

Unit 13: Strategic Management

Unit 14: Key Management Tools

Unit 15: Management Information System

Unit 16: Work Measurement

Unit 17: Selective Market Techniques

Unit 18: Future Designing Techniques

Unit 19: Accountability

Unit 20: Responsiveness in Public Systems Management

Unit 21: Transparency and Right to Information

Unit 22: Networking and Inter-institutional Coordination in Governance

Unit 23: Reforms and Change Management

Unit 24: Empowerment

Unit 25: Continuity and Change in Public Systems Management

### Human Resource Management

The Course deals with the concept and significance of human resource management. The key components of the public personnel management that include human resource planning, recruitment, promotion, performance appraisal and remuneration are discussed. Employer- employee relations, human resource development, assessment of the effectiveness of human resource management form part of this part of this Course.

Unit 1: Human Resource Management: Meaning, Nature, Scope and Significance

Unit 2: Strategic Human Resource Management

Unit 3: Human Resource Planning and strategy

Unit 4: Job Analysis and Job Design

Unit 5: Recruitment. Selection, Appointment and Promotion

Unit 6: Performance Appraisal

Unit 7: Remuneration and Salary System

Unit 8: Rewards and Incentive Management

Unit 9: Employee Benefits

Unit 10: Training and Development

Unit 11: Redeployment and Reskilling

Unit 12: Learning and Development

Unit 13: Management Development

Unit 14: Employee Capacity Building Strategies

Unit 15: Total Quality Management

Unit 16: Employee Health and Safety

Unit 17: Human Resource Management and Employee Involvement

Unit 18: Human Resource Management and Industrial Relations

Unit 19: Discipline and Grievances

Unit 20: Assessing Human Resource Management Effectiveness

Unit 21: Human Resource Audit

Unit 22: Managing Change at the Work Place

Unit 23: Stress Management

## India: Democracy and Development

### Book-I

Unit 01 Legacy of National Movement with reference to Development, Rights and Participation

Unit 02 Debates on Models of Development

Unit 03 Constitution and Social Transformation

Unit 04 Diversity and Pluralism

Unit 05 Inequality: Caste and Class

Unit 06 Political Economy of Development

Unit 07 Structure and Growth of Economy (Poverty, Surplus and Unevenness)

Unit 08 Legislature

Unit 09 Bureaucracy, Police and Army

Unit 10 Legal System and Judiciary

Unit 11 Federalism

Unit 12 Devolution of Powers and Local Self-Government

Unit 13 Political Parties and Participation

Unit 14 Workers and Peasants Movements

Unit 15 Media and Public Policy

Unit 16 Interest Groups and Policy Making

Unit 17 Identity Politics (caste, religion, language and ethnicity)

Unit 18 Civil Society: Social Movements, NGOs and Voluntary Action

## Book-II

Unit 19 Human Development: Health, Education and Social Security

Unit 20 Gender and Development

Unit 21 Regional Imbalance

Unit 22 Migration and Development

Unit 23 Environment and Sustainable Development

Unit 24 Economic Reforms and Globalisation

Unit 25 Religious Politics

Unit 26 Ethnicity and Nation - State

Unit 27 Democracy and Development in India: An Assessment

## Public Policy and Analysis

This course deals with the significance of public policy and the role of different agencies in policy making. It also highlights the models of public policy, policy implementation process, policy monitoring, policy evaluation and policy analysis. It throws light on a few case studies in order to bring out the strategies and constraints involved in the policy process.



- Unit 1: Understanding Public Policy
- Unit 2: Policy cycle
- Unit 3: Models of Public Policy
- Unit 4: Importance of Public Policy: Contemporary Context
- Unit 5: Policy Sciences
- Unit 6: Inter-governmental Relations
- Unit 7: Role of Planning Commission and National Development Council
- Unit 8: Role of Cabinet Secretariat and prime Minister's Office
- Unit 9: Role of Civil Society Organisations
- Unit 10: Role of International Agencies
- Unit 11: Constraints in Policy Making
- Unit 12: Public Policy: Implementation System and Models
- Unit 13: Role of Various Agencies in Public Implementation
- Unit 14: Policy Implementation Problems
- Unit 15: Monitoring of Public Policy – I
- Unit 16: Monitoring of Public Policy – II
- Unit 17: Understanding Policy Evaluation
- Unit 18: Ascertaining Policy Impact
- Unit 19: Policy Analysis
- Unit 20: Policy Analysis: Methods and Techniques – I
- Unit 21: Policy Analysis: Methods and Techniques – II
- Unit 22: Policy Analysis: Optimisation Studies
- Unit 23: Disinvestment Policy
- Unit 24: Telecom Policy

### Electronic Governance

This Course deals with application of the Information and Communication Technology (ICT) in the day-a-day governance. It discusses the concept and role of ICT and brings out the problems and challenges in the area.

- Unit 1: Concept and Significance of E-governance
- Unit 2: Concept and Components of Information and Communication Technology

- Unit 3: Applications of ICT in Governance
- Unit 4: Role of ICT in Governance
- Unit 5: Role of E-governance in Administration
- Unit 6: Reforms in Bureaucratic Culture
- Unit 7: Applications in Local Self Government
- Unit 8: Rural Development Programme and ICT
- Unit 9: Application of E-governance in Educational Programmes, Training and Research
- Unit 10: E-governance in Economic Development
- Unit 11: Citizen and Government Interface
- Unit 12: Projects and Experiments at National Level
- Unit 13: Projects and Experiments at State Level
- Unit 14: Challenges to E-Governance
- Unit 15: Information Policy

### Disaster Management

The Aim of the course is to introduce the concept, characteristics and key aspects of management of disasters to the learners.

- Unit 1: Meaning and Classification of Disasters
- Unit 2: Disaster Management Cycle
- Unit 3: Disaster Management: Recent Trends
- Unit 4: Disaster Management: System in Indian Preparedness
- Unit 5: Disaster Prevention and Preparedness
- Unit 6: Vulnerability Analysis and Risk Assessment
- Unit 7: Resource Analysis and Mobilisation
- Unit 8: Disaster Mitigation

Unit 9: Community Based Disaster Management

Unit 10: Search, Rescue and Evacuation

Unit 11: Temporary Shelters and Warehousing and Stock Piling

Unit 12: Distribution of Relief Material

Unit 13: Emergency Operation Centers

Unit 14: Damage Assessment

Unit 15: Rehabilitation and Reconstruction

Unit 16: Disasters and Development

Unit 17: First Responders

Unit 18: Disaster Managers

Unit 19: Strategies for Effective Disaster Management

### Project Work

The aim of this course is to provide to the MPA students with the basic methodology for undertaking research in Public Administration. Learners get an opportunity to write a 10, 000 to 15, 000-work dissertation (excluding bibliography) on any topic within the field of MPA programme studied. The broad list of topics of dissertation shall be sent to the learners along with the M.A. II year course material.

The dissertation should be an independent examination of an issue in which the candidate already has an interest. It need not be an account of original research and may rely on secondary sources, but it should be the product of work done independently and unaided by the candidate. Candidates are, however, free to use original material such as unpublished documents, newspapers, files or

personal interviews.

The topic and the research proposal have to be approved by the University's Faculty. A Handbook containing detailed advice on preparation of the proposal and other aspects of the dissertation writing will be sent to you.

Approval for the topic should be sought within three to four month's time from registration for the Second Year.

An evaluation committee set up by the Faculty of Public Administration evaluates all dissertations at the headquarters. There is no oral examination and defence of the dissertation.