

Assam Don Bosco University
DETAIL SYLLABUS OF
Masters of Arts in Public Administration

Credits of the Program

Semester	No. of Courses	Total Credits
1	6	18
2	6	22
3	6	20
4	5	20
Total		80

Course List

SEMESTER I				
Type of Course	Category	Course Code	Course Title	Credits
Theory	DC	PASE0001	State and its Elements	3
	DC	PAIA0002	Introduction to the Public Administration	3
	DC	PACD0003	Comparative and Development Administration	3
	DC	PAPP0004	Public Policy	3
	DE	PAEP0005	Engaged Policy and Governance Elective Group I	3
	DE	PAPF0027	Policy Formulation- Structures and processes Elective Group II	3
	Total Credits			18
SEMESTER II				
Type of Course	Category	Course Code	Course Title	Credits
Theory	DC	PAAP0007	Administrative Theory and Principles	3
	DC	PAIA0008	Indian Administration	3
	DC	PAPP0009	Public Personnel Administration	3
	DC	PARM0010	Research Methodology	3
	DE	PAPI0033	Policy Implementation (PP) Elective Group I	3
	DE	PAOB0012	Organizational Behaviour (PP) Elective Group II	3
	Internship	Internship		Internship
Total Credits			22	

SEMESTER III				
Type of Course	Category	Course Code	Course Title	Credits
Theory	DC	PABF0013	Budget and Financial Administration in India	4
	DC	PASW0014	Social Welfare Administration	4
	DC	PAEG0015	Environmental Governance	3
	DC	PACA0016	Citizens and Administration	3
	DE	PAPO0035	Policy Analysis ELECTIVE GROUP I	3
	DC	PADP6001	Dissertation – Phase I	3
Value Added Course - II		PADV0031	Data Management and Visualization	
Value Added Course - III		PAIG0023	Innovation in Governance	
Non-Credit Course	Service Learning	PASL0200	Service Learning-(Community Engagement)	
		Total Credits		20
SEMESTER IV				
Type of Course	Category	Course Code	Course Title	Credits
Theory	DC	PADL0017	Decentralization and Local Governance	4
	DC	PAEG0018	E-Governance	4
	DE	PAPI0033	Policy Implementation (PP) ELECTIVE GROUP I	3
	DE		Tribal Development Policy In North East India	3
Project	DE	PADP6005	Dissertations-Phase II	6
	DE	PASL0200	Service-Learning Project	NON-CREDIT
		Total Credit		20
Grand Total Credits				80

DETAILED SYLLABUS

PASE0001: STATE AND ITS ELEMENTS

Credits: 3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Trace the evolution and emerging perspectives of the State (Remembering & Understanding)
2. Understand the relationship between State, Society and Public Administration (Understanding)
3. Analyze the origin and changing role of the state (Analyzing)
4. Evaluate the Interface between Citizens and Administration (Applying)

Module – I (15 hours)

Evolution and Perspectives of the State: Origin of the State, the Theory of Divine Origin, Force Theory, Matriarchal and Patriarchal Theory, Social Contract Theory, Evolutionary Theory; Elements and Functions of State; Changing Role of the

State; Liberal and Marxist Perspective of the State, Neo-liberal Perspective, and Gandhian Perspective; Autonomy of the indirect economy, and kindness economy.

Module - II (10 hours)

Concepts: Liberty, Equality, Justice, Rights, and Sovereignty, Contemporary Issues, Political Culture & Political Development, Political Socialization. Understanding concepts of Public, Common Good, Welfare, Public Interest, Morality, Empathy, Efficiency and Effectiveness.

Module – III (10 hours)

Governmental structure: Various Forms of Government: Monarchy, Democracy, Oligarchy, Authoritarianism, and totalitarianism; Parliamentary & Presidential, Unitary & Federal.

Module - IV (10 hours)

Relationship between State, Society and Public Administration; People’s Struggle for Democracy- Case Studies, Interface between Citizens and Administration; Political Parties, Pressure Groups, Electoral Reforms; Digital economy; Self-reliant theory.

Suggested Readings

1. An Introduction to Political Theory, Gauba · 2009 Publisher: Macmillan Publishers India Limited
2. Political theory ideas and concepts by Sushila Ramaswamy, 2010, Publisher: PHI Learning
3. Institutional Theory in Political Science: 2nd Edition, B. Guy Peters, 2005
4. Political Theory: An Introduction, by Rajeev Bhargava, Ashok Acharya, Pearson Education India
5. Political Man, The Social Bases of Politics (Classic Reprint), 2017
6. Rawls, R.H. - A Theory of Justice
7. Sharma, U., Sharma, S.K. - Principles & Theory of Political Science

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	L	L	H
CO 3	H	L	L	L
CO 4	L	L	L	H

PAIA0002: INTRODUCTION TO THE PUBLIC ADMINISTRATION

Credits: 3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand the meaning, nature and scope of Public Administration (Remembering & Understanding)
2. Comprehend the changing paradigms of Public Administration (Understanding)
3. Analyse the events that gave shape to the discipline (Analyzing)
4. Evaluate the concept of Good Governance and its implications (Applying)

Module – I (10 hours)

Meaning, nature, scope and significance of Public Administration; Relation with other disciplines of social sciences;

Module – II (10 hours)

Evolution of the discipline and its present status; Ecology, Public and Private Administration.

Module III (15 hours)

New Public Administration; Public Choice Theory; New Public Management; State vs. Market Debate

Module IV (10 hours)

Recent Developments in Public Administration; Challenges of Liberalization, Privatization and Globalization; Good Governance: concept and application; Good Governance indexes.

Suggested Readings

1. Henry, Nicholas - Public Administration and Public Affairs
2. Nigro, Felix, A. - Modern Public Administration
3. Dixit Manoj (et. al) - Public Administration
4. Awasthi & Maheshwari - Public Administration
5. Sharma & Sharma - Public Administration
6. Bhattacharya, M. - New Horizons of Public Administration
7. Bhambri, C.P. - Public Administration

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	M	M
CO 3	M	H	L	L
CO 4	L	M	L	H

PACD0003: COMPARATIVE AND DEVELOPMENT ADMINISTRATION

Credits: 3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand the Concept, Nature, Scope and Significance of Comparative Public Administration (Remembering & Understanding)
2. Understand the ecological impact on the Public Administration (Understanding)
3. Analyze the problems of Comparative Research and development administration (Analyzing)
4. Evaluate the Changing pattern of Development Administration (Applying)

Module – I (15 hours)

Concept, Nature, Scope and Significance of Comparative Public Administration; Comparative Studies –Influence of Globalization; Public Administration and its Environment. Approaches to the study of Comparative Administration: Institutional, Behavioral, Structural-Functional, Ecological and Systems Approaches

Module – II (10 hours)

Fred Riggs's Typology of Societies and Features; Problems of Comparative Research; Salient Features of the administrative systems of UK, USA, France and Japan

Module – III (15 hours)

Genesis of Development Administration; Development Administration: Meaning, characteristics, Traditional Administration versus Development Administration; Administration of Development and Development of Administration; Politics of Development Administration.

Module – IV (05 hours)

Temporal and Spatial Dimensions of Development Administration; Changing pattern of Development; A critique of Development Administration

Suggested Readings

1. Arora, R.K.- Comparative Public Administration
2. Chaturvedi, T.N.- Comparative Public Administration
3. Chatterjee, S.K. - Development Administration

4. Sapru, R.K.- Development Administration
5. Riggs, F.W.- The Ecology of Public Administration
6. Sharma, S.K. - Development Administration in India
7. Bhattacharya, Mohit – Bureaucracy & Development Administration

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	L	L
CO 3	H	H	H	M
CO 4	L	L	L	H

PAPP0004: PUBLIC POLICY

Credits: -3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. CO1: Understand the public policy process (Remembering & Understanding)
2. CO2: Understand the Models and Trends of Public Policy in India (Understanding)
3. CO3: Analyze the issues related to Policy formulation; Implementation and evaluation (Analyzing)
4. CO4: Evaluate the public policies in India (Applying)

Module – I (10 hours)

Public Policy: Articulation, significance and approaches; Public Policy Process

Module – II (10 hours)

Public Policy and Globalization; Public Policy process in India; Models and Trends of Public Policy in India

Module-III (10 hours)

Policy formulation; Implementation; evaluation

Module –IV (15 hours)

Environmental Policy in India; Education Policy in India; Public Health Policy in India; MSME Policy of India.

Suggested Readings

1. Anderson, James E. - Public Policy making, Praeger, New York, 1975
2. Dror, Y. - Public Policy Making Re-examined, Chancellor, Pennsylvania, 1968
3. Sahani, P. - Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987
4. Saigal, Krishna - Public Policy Making in India: An Approach to Optimisation, Vikas, New Delhi, 1983
5. Madan, K.D. et. al - Public Policy making in Government; Publication Division, Ministry of Information and Broadcasting, New Delhi, 1982
6. Bertch, Garg, K. Robert P. Clark and David M. Wood - Comparing Political System : Power and Policy in Three Worlds, Macmillan, New York, 1986
7. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation; Sterling, New Delhi, 2000

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	M	L	L
CO 2	L	H	L	L
CO 3	M	M	H	L

CO 4	L	L	L	H
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PAEP0005: ENGAGED POLICY AND GOVERNANCE

Credits: 3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand the concept of Participatory Governance (Remembering & Understanding)
2. Understand the Pitfalls in Participatory Governance (Understanding)
3. Analyze the issues related to Community engagement at the Grassroots Level (Analyzing)
4. Evaluate Issues of local Engagement and Participation (Applying)

Module I (10 hours)

Participatory Governance: An Overview; The Rationale of Participation: Concepts and Challenges; New Governance Paradigm: The Emerging Partnerships/Engagement Initiatives

Module II: (10 hours)

Democracy, Social Inclusion and Development: Democracy and Development; Political Regimes, Political Participation and Social Inclusion; Innovations and Pitfalls in Participatory Governance

Module III: (10 hours)

Engaged Governance: Government Transparency in Policy Decisions; Engaging the Community at Grassroots Level; Electronic Platforms for Receiving and Implementing Public Input

Module IV: (15 hours)

Participatory Local Governance: Participatory Governance Toolkits; Measuring Engagement or Participation; Issues in Engagement and Participation; Case Studies a) Kudumbashree in Kerala, India b) Grameen Bank in Bangladesh c) Participatory Budgeting, Brazil d) Watershed Development Programme in Ralegansiddhi, India

Suggested Readings

1. Alexander, Jeffrey C. 2006. *The Civil Sphere*. New York: Oxford University Press.
2. Baiocchi, G., P. Heller, et al. 2011. *Bootstrapping Democracy: Transforming Local Governance and Civil Society in Brazil*. Stanford; Stanford University Press.
3. Barber, Benjamin. 1984. *Strong Democracy: Participatory Politics for a New Age*. Berkeley: University of California Press.
4. Boulding, C. and B. Wampler 2010. "Voice, Votes, and Resources: Evaluating the Effect of Participatory Democracy on Well-being." *World Development* 38(1): 125-135.
5. Bowler, S. and T. Donovan 2002. "Democracy, Institutions and Attitudes About Citizen Influence on Government." *British Journal of Political Science* 32(02): 371-390.
6. Diamond, L. J. 1999. *Developing Democracy: Toward Consolidation*. Baltimore, MD: Johns Hopkins University Press.
7. Fung A., E. Wright, et al. 2003. *Deepening Democracy: Institutional Innovations in Empowered Participatory Governance*. London: Verso Books.
8. Grindle, Merilee, 2007, *Going Local: Decentralization, Participation, and the Promise of Good Governance*. Princeton University Press.
9. Heller, P. 2000. "Degrees of Democracy: Some Comparative Lessons from India." *World Politics* 52(4): 484-519.
10. Isaac, T.M. Thomas and Patrick Heller. 2003. "Democracy and Development: Decentralized Planning in Kerala." In *Deepening Democracy: Institutional Innovations in Empowered Participatory Governance*. The Real Utopias Project IV. London: Verso.
11. Pateman, Carole. 1970. *Participation and Democratic Theory*. Cambridge: Cambridge University Press.
12. Sen, Amartya. 1999. *Development as Freedom*. Oxford: Oxford University Press.

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

PAAP0007: ADMINISTRATIVE THEORY AND PRINCIPLES (Core Course)

Credits: -3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Trace the evolution theories of Public Administration (Remembering & Understanding)
2. Understand the principles of Public Administration (Understanding)
3. Analyze the State of Administrative Theory in 21st Century (Analyzing)
4. Evaluate the theory and practice of public administration (Applying)

Module – I (15 hours)

Classical Perspectives: Woodrow Wilson: The Politics Administration-Dichotomy; Scientific Management: Taylor and the Movement; Classical Theory: Fayol, Urwick, Gulick and others; Bureaucratic Theory: Weber and his critics. Human relations perspectives/post-classical theorists: Elton Mayo and others; Mary Parker Follett; Behavioural approach: Chester Barnard, Chris Argyris, Douglas McGregor, Rensis Likert; Organizational development and system approach.

Module – II (10 hours)

Administrative Behaviour: Decision making – Herbert Simon; Communication; Control; Leadership Theories; Theories of Motivation: Abraham Maslow, Frederick Herzberg. Emerging theories: Geoffrey Vickers-Appreciative System; Warren Bennis-Changing Organizations; New Organisational Culture, Pertinence of Critical Theory, State of Administrative Theory in 21st Century

Module-III (10 hours)

Basic Principles: Organization; Hierarchy; Unity of Command; Span of Control; Authority and Responsibility; Coordination; Centralization and Decentralization.

Module –IV (10 hours)

Delegation; Supervision; Line and Staff; Accountability and Control: Concept; Legislative Control; Executive Control; Judicial Control; Citizen and Administration; Role of Civil Society; People's participation; Right to information

Suggested Readings

1. Henry, Nicholas - Public Administration and Public Affairs
2. Taylor, Frederick W. - The Principles of Scientific Management
3. Etzioni, Amitai - Modern Organizations
4. Bendix R., Max Weber - An Intellectual Portrait
- 5.
6. Blau, Peter H. - Bureaucracy in Modern Society
7. Nigro, Felix, A. - Modern Public Administration
8. Dixit Manoj (et. al) - Public Administration
9. Sahni, Pardeep (et. al) - Administrative Theory
10. Awasthi & Maheshwari - Public Administration

11. Sharma & Sharma - Public Administration
12. Bhattacharya, M. - New Horizons of Public Administration
13. Bhambri, C.P. - Public Administration

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	M	L	L
CO 2	L	H	L	L
CO 3	L	H	L	L
CO 4	M	M	M	H

PAIA0008: INDIAN ADMINISTRATION

Credits: -3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Trace the evolution of Indian Administration (Remembering & Understanding)
2. Understand the Structure & Functions of Public Administration in India (Understanding)
3. Analyze the role of District Administration in 21st Century (Analyzing)
4. Evaluate the Relationship between Police and Public (Applying)

Module – I (10 hours)

Evolution of Indian Administration: Mauryan, Mughal & British Period and British Legacies to Indian Administration.

Module – II (10 hours)

Central Administration: Structure & Functions of Central Secretariat: Cabinet Secretariat, Cabinet Secretary, Prime Minister's Office (PMO)

Module-III (10 hours)

State Administration: Structure & Functions of State Secretariat, Chief Secretary; State Secretariat Vs Directorate; Divisional Administration & The Divisional Commissioner.

Module –IV (15 hours)

District Administration; District Collector: Powers, Functions & Role, Law and Order in DM-SSP & Commissionery System, Relationship between Police and Public.

Suggested Readings

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshier - Indian Administration
3. Arora, R.K. & Goel. Rajni - Indian Public Administration
4. Johari, J.C. - Indian Govt & Politics
5. Maheshwari, S.R. - State Administration
6. Avasthi, A. & Avasthi, A.P. - Indian Administration
7. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
8. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
9. Basu, D.D. Introduction to the Constitution of India
10. Johari, J.C. - The Constitution of India
11. Ramchandran, Padma – Public Administration in India
12. Charabarty, Bidut& Chand, Prakash – Indian Administration

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	H	H
CO 3	L	L	L	H
CO 4	L	L	L	H

PAPP0009: PUBLIC PERSONNEL ADMINISTRATION

Credits: -3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Trace meaning, nature, scope and significance of Public Personnel Administration (Remembering & Understanding)
2. Understand the recruitment process in civil services (Understanding)
3. Analyze the Role of Civil services in Developing Countries (Analyzing)
4. Evaluate the issues related to Administrative Ethics and Reforms (Applying)

Module – I (05 hours)

Public personnel administration: meaning, nature, scope and significance

Module – II (10 hours)

Civil Services – Structure, Recruitment and training; Promotion; Pay and service conditions; Position Classification; Public Service Commissions; Union and state.

Module-III (20 hours)

Role of Civil services in Developing Countries. Civil Services-Citizenry Interface: Civil Society and Administration; Technology and Changing Nature of Public Services; Ethics and Accountability

Module –IV (10 hours)

Generalist and Specialist; Minister-Civil servant relationship; Administrative Ethics;(ADDED THE WORD ACCOUNTABILITY) AND Administrative Reforms.

Suggested Readings

1. Yoder, Dale - Personnel Management & Industrial Relations
2. Flippo, Edwin B. - Principles of Personnel management
3. Davar, Rustom S. - Personnel Management & Industrial Relations
4. Second Administrative Reforms Commission Report.
5. Monappa, Arun & Mirza, S.Saiyadain - Personnel Management.
6. Stahl, O Glenn - Public Personnel Administration
7. Hays, S.W. & Kearney, R.C. - Public Personnel
8. Goel, S.L. - Public Personnel Administration
9. Sinha, V.M. - Public Personnel Administration
10. P. N. Parashar- History and Problems of Civil Services in India
11. Yogendra Narain- Civil Services: Challenges And Resolutions
12. Abhay Prasad Singh & Krishna Murari - Constitutional Government and Democracy in India
13. S.K. Das - The Civil Services in India
14. Lohit Matani, Vishal - An Introduction to Civil Services
15. S.N. Singh - Politician Civil Servant Relationship and Public Administration in India
16. Sandeep Sharma- Indian Civil Service And Public Administration

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

PARM0010: RESEARCH METHODOLOGY

Credits: -3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Trace the role of Research in Theory-building (Remembering & Understanding)
2. Understand the Scientific Methods in Social Science Research (Understanding)
3. Analyze the role Sampling and Sampling Techniques (Analyzing)
4. Evaluate trends of Research in Public Policy and Governance; (Applying)

Module – I (15 hours)

Social Science Research: Meaning, Objectives, Scope and Importance of Social Science Research, Normativity and Objectivity in Social Science Research; Distinction between Method and Methodology; Role of Research in Theory-building; Types of Research: Quantitative Research, Qualitative Research, Applied Research, Basic Research, Problem Oriented and Problem Solving.

Module – II (10 hours)

Scientific Methods in Social Science Research; Problem Formulation and Hypothesis; Identification of Variables, Concepts and Operationalization of Concepts; Hypothesis and Procedure of Hypothesis Testing and Estimation; Data: Sources- Primary and Secondary, Methods of Data Collection.

Module-III (15 hours)

Sampling and Sampling Techniques; Scales of Measurement: Measures of Central Tendency and Dispersion, Mean, Mode and Median, Standard Deviation, Correlation; Tools of Data Collection: Observation, Questionnaire, Interview Schedules; Processing and Analysis of Data; Research Design and Research Report Writing; Citation Pattern and Bibliography

Module –IV (05 hours)

Trends of Research in Public Policy and Governance; Ethics of Research in Public Administration; Use of Computers in Social Science Research.

Suggested Readings

1. L. Nagar and R. K. Das, Basic Statistics, New Delhi: Oxford University Press, 2000.
2. C. R. Kothari, Research Methodology: Methods and Techniques, New Delhi: Vishwa Prakashan, 1990.
3. David Dooley, Social Research Methods, (4th ed.), Upper Saddle River, NJ: Prentice Hall, 2001.
4. David E. Gray, Doing Research in the Real World, London: Sage Publications, 2004.
5. E. R. Babbie, The Basic of Social Research, (4th ed.), Australia: Thomson, 2007.

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L

CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

PAOB0012: ORGANIZATIONAL BEHAVIOUR

Credits: 3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand the concepts and approaches to organizational behaviour (Remembering & Understanding)
2. Understand the concepts of Attitude, Personality and Motivation (Understanding)
3. Analyze the Stress Management and Organizational Change (Analyzing)
4. Evaluate resistance to Change (Applying)

Module I (10 hours)

Concepts and Approaches: Organisational Behaviour (OB) - Meaning and Concept, Traditional and Modern Approaches to OB; Typologies of Organisation, Genesis, Needs and Goals of OB; Challenges of Organisational Behaviour

Module II (15 hours)

Attitude, Personality and Motivation: Attitude- Concept, Factors in Attitude formation, Attitude and Behaviour; Personality: Concept, Theories and determinants, Personality and Behaviour; Motivation: Concept, Theories, Motivation and Behaviour, Motivational system and Incentives, Quality Work Life (QWL), Job Design and Motivation.

Module III (10 hours)

Stress Management and Organizational Change: Power and Politics - Concept, Significance, Concentration and Types of power, Reasons and Management of Organizational Politics.

Module IV (10 hours)

Stress Management: Concept, Causes and Effects of Stress, Coping Strategies; Organizational Change: Nature, Factors and Resistance to Change.

Suggested Readings

1. Kumar, Niraj. Organizational Behavior: A New Look Concept, Theory and Cases. New Delhi: Himalaya 2012.
2. Parikh, Margie and Rajen Gupta. Organisational Behaviour. McGraw Hill Education (India) Pvt Ltd, 2010.
3. Robbins Stephen P. Organizational Behavior 15 Paperback, New Delhi: Pearson 2013.
4. Prasad, L.M. Organizational Behavior. New Delhi: Sultan Chand and Sons, 2019.
5. Pershing, Sandra Parkes and Eric K. Austin. Organization Theory and Governance for the 21st Century. New Delhi: Sage, 2015.

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	H
CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

PABF0013: BUDGET AND FINANCIAL ADMINISTRATION IN INDIA

Credits: 4 (60 lectures) (60 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand the concept and significance of Budget (Remembering & Understanding)
2. Understand the Budget Policy orientation in India (Understanding)
3. Analyze the Budgetary Process in India (Analyzing)
4. Evaluate Central-State Financial Relations (Applying)

Module – I (10 hours)

Meaning, nature and scope of Financial Administration; Concept of Budget; Definitions of Budget; Significance of Budget; Types of Budget

Module – II (10 hours)

Budget Policy Orientation in India; Major actors in Budgetary Process in India

Module-III (10 hours)

Budget system in India; Budgetary Process in India; Financial Management in India;

Module –IV (15 hours)

Budget system reforms in India; Financial System reforms in India; Finance Commission; Central-State Financial Relations.

Suggested Readings

1. Lall. G.S. - Public Finance & Financial Administration in India
2. Mokherjee, S.S. - Financial Administration in India
3. Chand, Prem - Performance Budgeting
4. Handa, K.L. - Financial Administration
5. Sury, M. M. Government Budgeting in India
6. Geol, S.L. - Public Financial Administration
7. Thavaraj, M.J.K. - Financial Administration of India
8. Tyagi, B.P. - Public Finance
9. S.K. Mahajan and A.P. Mahajan: Financial Administration in India

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

PASW0014: SOCIAL WELFARE ADMINISTRATION

Credits: -4 (60 lectures) (60 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand the concept and significance of social welfare administration in India (Remembering & Understanding)
2. Understand the Social Welfare Administration in New Economic Order (Understanding)
3. Analyze the role of various agencies in social welfare administration (Analyzing)
4. Evaluate the role of International Agencies for Social Welfare (Applying)

Module – I (10 hours)

Social Welfare Administration: Meaning, Scope & Significance, Approaches/Models; Meaning, Social Welfare State-meaning; Social Change and Social Justice; Social Welfare Administration in New Economic Order; Social Welfare in Democratic and Authoritarian States.

Module – II (10 hours)

Social Welfare Administration at Union Level: Composition and Functions of Ministry of Social Justice and Empowerment; Ministry of Tribal Affairs; Ministry of Women and Child Development, Ministry of Minority Affairs; CSWB & SSWAB; Social welfare administration at the state level.

Module-III (15 hours)

Social Welfare Policies and Programmes for SC/ST, OBCs, Women, Child, Disabled and Aged at Central & State level; Composition and Functions of National Commission: for SC/ST, Women, Other Backward Classes and Minorities; Sub Plan strategies for Welfare of Weaker Section.

Module –IV (10 hours)

International Agencies for Social Welfare: Composition and Functions of UNESCO, UNICEF, ILO, WHO (with special reference to India).

Suggested Readings

1. Mukherjee, Radhakamal - Social Welfare Administration
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Sachdeva, D.R. - Social Welfare Administration
4. Prasad, R. - Encyclopedia of Social Welfare Administration
5. Shukla, K.S. - Social Welfare Administration in India
6. Chandra, Sushil - Social Work in Uttar Pradesh
7. Annual Reports of Ministry of Social Justice & Empowerment, Government of India.
8. Goel, S.L. - Social Welfare Administration.

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	H	L	L	L
CO 3	L	H	L	H
CO 4	L	L	L	H

PAEG0015: ENVIRONMENTAL GOVERNANCE

Credits: -3 (45 lectures) (45 hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand the concept of Global Environmental Governance (Remembering & Understanding)
2. Understand the Development and Environmental issues in India (Understanding)
3. Analyze the Impact of urbanization on Environment (Analyzing)
4. Evaluate the Urban Environmental Governance in India (Applying)

Module – I (10 hours)

Development – Environment Discourse; Global Environmental Governance

Module – II (15 hours)

Development and Environmental issues in India; Environmental Policy in India; Role of Judiciary in Environmental governance in India; Civil Society and Environmental protection in India

Module-III (10 hours)

Urban Environmental governance and politics in India; Impact of urbanization on Environment and Public Health.

Module –IV (10 hours)

Urban Environmental Governance: Major initiatives; Environmental politics in Urban India; Environmental Protection and Peoples right.

Suggested Readings

1. Ajith Sankar- Environmental Management
2. Bruckmeier, Karl - Global Environmental Governance: Social-Ecological Perspectives
3. Arild Vatn- Environmental Governance: Institutions, Policies and Actions
4. J.P. Evans - Environmental Governance
5. Jean-Frederic Morin, Amandine Orsini- Essential Concepts of Global Environmental Governance
6. Frank Biermann, Philipp H. Pattberg - Global Environmental Governance Reconsidered
7. Prakash Chand Kandpal- Environmental Governance in India: Issues and Challenges
8. Albert Breton- Environmental Governance and Decentralisation

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

PACA0016: CITIZENS AND ADMINISTRATION

Credits: -3 (45 lectures) (45 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand the Interaction between Citizens and Administration (Remembering & Understanding)
2. Understand the Preconditions for Citizens-centric Administration (Understanding)
3. Analyze the Mechanism for Redressal of Public Grievances (Analyzing)
4. Evaluate the Changing role of Citizens (Applying)

Module – I (10 hours)

Interaction between Citizens and Administration; Citizens' Perception about Administration

Module – II (10 hours)

Preconditions for Citizens-centric Administration; Peoples participation in India

Module-III (10 hours)

Administrative Accountability; Mechanism for Redressal of Public Grievances

Module –IV (15 hours)

Grievance Redressal Mechanism in India; Governance Discourse and the Changing Role of Citizens.

Suggested Readings

1. S. N. Sadasivan - Citizen and Administration
2. Nita Sanghvi - Administration and the Citizen
3. Citizen, Customer, Partner, Engaging the Public in Public Management, by John Clayton Thomas · 2014
4. Citizens and the New Governance: Beyond New Public Management, by Luc Rouban
5. Avasthi A & Maheshwari, S.R., Public Administration; Lakshmi Narain ' Agarwal: Agra.
6. Barnabas, A.P., Citizens' Grievances and Administration; IIPA, New Delhi.
7. Bhattacharya, Mohit, 1987. Public Administration-Structure, Process and Behaviour
8. Chaturvedi T.N. & Sadasivan S.N. (Eds), 1984. Citizen and Administration; IIPA: New Delhi.

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

PADL0017: DECENTRALIZATION AND LOCAL GOVERNANCE

Credits: -4 (60 lectures) (60 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand various approaches of decentralization (Remembering & Understanding)
2. Understand the concept of democratic decentralization (Understanding)
3. Analyze the implication of the 73rd and 74th Amendment Acts (Analyzing)
4. Evaluate the role of Peoples participation in Rural and Urban Development (Applying)

Module – I (10 hours)

Decentralization: The concept; the significance of decentralization; Approaches to Decentralization

Module – II (10 hours)

Types of Decentralization; Democratic decentralization and local governance in India

Module-III (10 hours)

Rural local government; Urban local government; Implication of 73rd and 74th Amendment Acts; Critical appraisal

Module –IV (15 hours)

Peoples participation in Rural and Urban development; Major Rural and Urban development programmes.

Suggested Readings

1. Pranab Bardhan, Dilip Mookherjee - Decentralization and Local Governance in Developing Countries – A Comparative Perspective
2. T. R. Raghunandan - Decentralisation and Local Governments: The Indian Experience
3. Rémi de Bercegol - Small Towns and Decentralisation in India: Urban Local Bodies in the Making

4. D. Rajasekhar, M Devendra Babu, R Manjula - Decentralisation in Contemporary India: Status, Issues and the Way Forward
5. Chandan Sengupta, Stuart Corbridge - Democracy, Development and Decentralisation in India: Continuing Debates

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

PAEG0018: E-GOVERNANCE

Credits: -4 (60 lectures) (60 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Understand Electronic Service Delivery mechanism (Remembering & Understanding)
2. Understand the Models of E-Governance (Understanding)
3. Analyze the Evolution in E-Governance (Analyzing)
4. Evaluate the significance of Technological Infrastructural Preparedness (Applying)

Module – I (10 hours)

Introduction to E-Government and E-Governance: Difference between E-Government and E-Governance; E-Government as Information System; Benefits of E-Government; E-Government Life Cycle; Online Service Delivery and Electronic Service Delivery; Evolution, Scope and Content of E-Governance; Present Global Trends of Growth in E-Governance

Module – II (15 hours)

Models of E-Governance: Introduction; Model of Digital Governance: Broadcasting / Wider Dissemination Model, Critical Flow Model, Comparative Analysis Model, Mobilization and Lobbying Model, Interactive – Service Model / Government-to- Citizen-to-Government Model (G2C2G); Evolution in E-Governance and Maturity Models: Five Maturity Levels; Characteristics of Maturity Levels; Towards Good Governance through E-Governance Models

Module-III (10 hours)

E-Government Infrastructure Development: Network Infrastructure; Computing Infrastructure; Data centres; E-Government Architecture; Interoperability Framework; Cloud Governance; E-readiness; Data System Infrastructure; Legal Infrastructural Preparedness; Institutional Infrastructural Preparedness; Human Infrastructural Preparedness; Technological Infrastructural Preparedness

Module –IV (10 hours)

Case Studies: E-Government Initiatives in USA, UK and India.

Suggested Readings

1. R.P. Sinha- E-governance in India: Initiatives and Issues
2. Prabhu- E-Governance: Concepts and Case Studies
3. Sri Ram Khanna- Digital Drive, E-governance and Internet Services in India: Quality Dimensions
4. Suri, P.K., Sushil - Strategic Planning and Implementation of E-Governance

5. Basandra, S.K - Computers Today Galgotia Publishers Pvt. Ltd
6. Bhatnagar S.S. - E-government: From Vision to Implementation
7. Bhattacharya, J. - E-gov2.0: policies, progress and technologies
8. Brien, J and Marakas G.M - Management Information System: India(TMh)
9. B. Srinivas - E-Governance Technique

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	H	L	L	L
CO 2	L	H	L	L
CO 3	L	L	H	L
CO 4	L	L	L	H

Internship

Credits: -4

Every student shall undertake a research project work which has bearing on his/her area under the supervision and guidance of a faculty member. The preliminary work may begin in the third semester. The students are expected to complete the Literature Survey and Synopsis before going for data collection. The thesis is to be submitted to the department before the date notified. The mode and components of evaluation and the weightages attached to them shall be published by the Department/Institute at the beginning of the 2nd semester.

PASL0200: SERVICE LEARNING

Course Code: Credits: 2 (30 lectures) (60 Hours)

COURSE OUTCOMES

At the end of this course students are able to:

1. Learn the concept of service learning and community engagement. (Remembering)
2. Understand the importance of service learning and community engagement for developing the skills of addressing real life issues in one's own community. (Understanding)
3. Develop an understanding of the importance of communication skills in interacting with community members. (Understanding)
4. Be exposed to and empathize with people who are less fortunate than they are, politically, economically, socially, academically etc. (Applying)
5. Organize awareness programmes, rallies, campaigns, social service etc. (Analysing)
6. Develop the skills of problem solving and reflective thinking. (Analysing)
7. Realize one's potentiality to make a difference in the life of their community members. (Evaluating)
8. Understand and experience various political and administrative issues that exist in the Society. (Evaluating)

Module I: Introduction to Service learning (10 hours)

Nature, Objectives, Historical Overview, Models, Qualities, Role of Higher Education Institutions (HEIs), Benefits, Challenges and Opportunities of Service Learning.

Module II: Social Responsibilities of HEIs (10 hours)

Understanding Social Responsibilities of HEIs, Community-University Engagement, Engaged Teaching, Research and Service, Principles for Community Engagement, Forms of Community Engagement, Community Based Participatory

Research.

Module III: Understanding Rural Society (20 hours)

Rural Life Style, Rural Society, Rural Economy and Livelihood, Rural Institutions (Traditional Rural Organisations, Self-Help Groups, Panchayati Raj Institutions), Rural Development Programmes (Sarva Siksha Abhiyan, Beti Bachao Beti Padhao, Swatchh Bharat, Ayushman Bharat, MNREGA etc.).

Module IV: Practices for Service learning and Community (10 hours)

Internship, Community Mobilization, Awareness/Advocacy campaign, community meetings, rural reporting, case studies.

Suggested Readings

1. Berryman, S., and Bailey, T. (1992): The Double & elix of Education and the Economy. New York: The Institute on Education and thd Economy, Teachers College, Columbia University.
2. Blum, R. E. (May 10, 1995): Learning and Teaching: Our Work Together. Draft Concept Paper. Portland, OR: Northwest Regional Educational Laboratory.
3. Carnevale, A.; Gainer, L.; and A. Meltzer. (1990): Workplace Basics: The Essential Skills Employers Want. San Francisco: Jossey-Bass Publishers.
4. Collins, A., Brown, J.S. and S. Newman. "Cognitive Apprenticeship: Teaching the Craft of Reading, Writing and Mathematics", in L.B. Renick (ed.) Knowing Learning and Instruction: Essays in honour of Robert Glaser. Hillsdale, Erlbaum. Druian, G., Owens, J. and S. Owen. "Experiential Education: Search for Common Roots". in R. Kraft and Y. Kielomeier (eds.) Experiential Learning in Schools and Higher EducationJ'. Dubuque, IAI KendalVHunt Publishing Co. (1995), pp. 17-25.
6. Dukehart, L. (1994). Community as Classroom: A Report Based on Presentations at the Work Now and in the Future 11 Conference". 7th Portland, OR Northwest Regional Educational Laboratory.
7. Hamilton, S.F. (1990). Apprenticeship for Adulthood: Preparing Youth for the Future. New York: Free Press.
8. Zellidin, S. (1995). School to Work and Youth Development: Identifying Common Ground. Boston, M;A. High.

Mapping of COs to Syllabus

Course Outcomes	Module 1	Module 2	Module 3	Module 4
CO 1	L	H	L	L
CO 2	L	H	L	L
CO 3	L	L	L	H
CO 4	L	L	H	H
CO 5	L	L	H	H

CO 6	L	L	L	H
CO 7	L	L	L	H
CO 8	H	H	H	H

PAPF0027: POLICY FORMULATION- STRUCTURES AND PROCESSES (PP)

Credits: 3 (45 Hours)

Course Outcomes:

At the end of this course, students would be able to:

CO1- Recall the basic concepts and types of public policy (Understanding).

CO2- Identify the role of different institution in policy formulation (Applying)

CO3- Examine the agencies involved in policy formulation process(Analysing)

Module I (15 Hours) Introduction to Public Policy

Meaning, Nature and Scope of Public Policy; Significance of Public Policy; Types of Policy; Public Policy and Public Administration; Policy Cycle.

Module II (15 hours)Policy Formulation Structures

Inter-Governmental Relations; Role of Legislature; Role of Executive; Role of Judiciary; Role of Bureaucracy; Challenges in Policy Formulation.

Module III (15 Hours) Policy Formulation Processes

Techniques of Policy Formulation; Approaches/ Models of Policy Formulation; Agencies involved in Policy Formulation; Informal Channels of Policy Formulation; Role of International Organizations.

References:

1. R.K Sapru, Public Policy: A Contemporary Perspective, Sage Publications India Pvt Ltd, 2017.
2. Bidyut Chakrabarty and Prakash Chand, Public Policy: Concept, Theory and Practice, Sage Publications India Pvt Ltd, 2016.
3. Maniram sharma, Public Policy in India, Mahaveer Publications, 2023.
4. Haridwar Shukla,Public Policy and Administration in India, Mahaveer Publications, 2021
5. Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press, 2015
6. Ramesh Kumar Tiwari and Aasha Kapur Mehta, Public Policy and Administration, Gyan Publishing House 2012.
7. Christoph Knill and Jale Tosun, Public Policy: A New Introduction, Red Globe Press, London, 2020.

DE 3 : Elective Group II - Choose anyone

PAPP0030: PUBLIC POLICY IN INDIA (PP)

Credits: 3 (45 Hours)

Course Outcomes:

At the end of this course students are able to:

CO 1: Recall the various stages and determinants of public policy(Remembering). CO

2: Explain the various determinants of Public Policy (Understanding)

CO 3: Identify India's developmental policies (Applying).

CO 4: Examine the policies for weaker and marginalized sections (Analysing).

Module I (15 Hours): Introduction to Public Policy in India

Historical perspectives and developments of Public Policy (Five Year Plans); Socio-economic and political determinants of Public Policy; Technology and Public Policy; Ethics in Public Policy

Module II (15 Hours) India's Developmental Policies

Education Policy; Health Policy; Environmental Policy; IT Policy; Economic Policy.

Module III (15 Hours) Policies for Weaker and Marginalized Sections

Tribal Development; Children Welfare; Women Empowerment; Policies for Senior Citizens; Transgender Inclusion;

References:

1. Rajesh Chakrabarti and Kaushiki Sanyal, Public Policy in India, Oxford University Press, 2016.
2. Bidyut Chakrabarty and Prakash Chand, Public Policy: Concept, Theory and Practice, Sage Publications India Pvt Ltd, 2016.
3. Maniram sharma, Public Policy in India, Mahaveer Publications, 2023.
4. Haridwar Shukla, Public Policy and Administration in India, Mahaveer Publications, 2021
5. Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press, 2015
6. Veerendra Mishra, Transgenders in India: An Introduction, Taylor and Francis Group, Routledge Publications, 2023.
7. John Baldock et. al., Social Policy, London: Oxford University Press, 2011.

PADV0031: DATA MANAGEMENT AND VISUALIZATION

Credits: 2 (L.T.P 1-0-1) 15+30 hours

Course Outcomes:

At the end of this course, students would be able to:

CO 1: Exhibit a basic understanding of data management and visualization (Understanding)

CO 2: Apply knowledge of data management and visualization to solve a business problem. (Applying)

Module – I Data Management & Visualisation:

Meaning and significance of data management; Data Management Platforms and software.

Meaning and significance of data visualization; Data Visualization tools and software.

Module -II Data Management & Visualisation – Practical:

SAS - Statistical Analysis System

Visualization software (Tableau, Excel, Power BI)

Suggested Reading:

1. Strengtholt, Piethein. Data Management at Scale. N.p., O'Reilly Media, 2020.
2. International, Dama. DAMA-DMBOK: Data Management Body of Knowledge. United States, Technics Publications, 2017.
3. Data Visualization: Trends and Challenges Toward Multidisciplinary Perception. Germany, Springer Nature Singapore, 2020.
4. Grant, Robert. Data Visualization: Charts, Maps, and Interactive Graphics. United States, CRC Press, 2018.

Mapping of COs to Syllabus

	Module 1	Module 2	Module 3	Module 4
CO 1	H	H		
CO 2			H	H

PAPI0033: POLICY IMPLEMENTATION (PP)

Credits: 3 (45 Hours)

Course Outcome:

At the end of this course students are able to:

CO 1: Explain the policy implementation system, models and approaches (Understanding).

CO 2: Identify policy implementation techniques and challenges (Applying).

CO 3: Examine the impact of public policy through case studies (Analysing).

Module I (15 Hours) Policy Implementation System

Policy Implementation as a Concept; Systems and Issues of Policy Implementation; Approaches/ Models in Policy Implementation;

Module II (15 Hours) Implementation Techniques

Conditions for Successful Implementation of Public Policy; Agencies in Policy Implementation; Challenges in Policy Implementation.

Module III (15 Hours) Case Studies in Policy Implementation

Suggested areas- Education, Health, Tribal Development, Weaker Sections. Evaluation and Feedback: Monitoring and Social Audit.

Suggested Readings

1. Bidyut Chakrabarty and Prakash Chand, Public Policy: Concept, Theory and Practice, Sage Publications India Pvt Ltd, 2016.
2. Christoph Knill and Jale Tosun, Public Policy: A New Introduction, Red Globe Press, London, 2020.
3. Paul Cairney, Understanding Public Policy: Theories and Issues, Red Globe Press, London, 2020
4. Jaideep Singh, Case Studies in Public Administration, Indian Institute of Public Administration, 1983.
5. Maniram sharma, Public Policy in India, Mahaveer Publications, 2023.
6. Haridwar Shukla, Public Policy and Administration in India, Mahaveer Publications, 2021.
7. Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press, 2015

PAPO0035: POLICY ANALYSIS (PP)

Credits: 3 (45 Hours)

Course Outcome:

At the end of this course students are able to:

CO 1: Explain the basic concept and framework of policy analysis (Understanding) CO

2: Identify methods and techniques of Policy Analysis (Applying).

CO 3: Examine the various issues involved in policy analysis (Analyzing).

Module I (15 Hours) Introduction to Policy Analysis

Meaning of Policy Analysis; Stages in Policy Analysis; Types of Policy Analysis; A Framework of Public Policy Analysis in Indian Context.

Module II(15 Hours)

Policy Analysis Scenario: Policy Sciences: Nature, Scope and Utility; Methods and Techniques of Policy Analysis; Civil Societies and democratization of Policy Analysis;

Module III (15 Hours)

Issues in Policy Analysis: Ethics in Policy Analysis, Key elements of Policy Analysis (Stuart S. Nagel); The major Dimensions of policy analysis; Policy Analysis and Emerging Crisis

References:

1. Jean Dreze, Social Policy, New Delhi: Orient Blackswan Private Limited, 2016.
2. V. K. Agnihotri, Public Policy: Analysis and Design, Concept Publishing Company, 1995.
3. Rachel Meltzer and Alex Schwartz, Policy Analysis as Problem Solving: A Flexible and Evidence-Based Framework, Routledge, 2018.
4. Bidyut Chakrabarty and Prakash Chand, Public Policy: Concept, Theory and Practice, Sage Publications India Pvt Ltd, 2016.
5. Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press, 2015
6. Ramesh Kumar Tiwari and Aasha Kapur Mehta, Public Policy and Administration, Gyan Publishing House 2012.
7. Rajesh Chakrabarti and Kaushiki Sanyal, Public Policy in India, Oxford University Press, 2012.