



FAKIR MOHAN UNIVERSITY
VYASA VIHAR, BALASORE

SYLLABUS FOR UNDERGRADUATE
COURSE IN
PUBLIC ADMINISTRATION

Effective from the academic session 2019-20

UNDER CHOICE BASED CREDIT SYSTEM

Framework of CBCS Syllabus for PUBLIC ADMINISTRATION (Honours) from 2019-20

Full Forms of Course Codes Used: CC = Core Course, AECC = Ability Enhancement Compulsory Course, SEC = Skill Enhancement Course, DSE = Discipline Specific Elective (Related to Core Subject), GE = Generic Elective (Not related to Core Subject; One subject with 4 papers or 2 different subjects of 2 papers each).

Total Marks: CC& DSE (1400+400) + AECC (200) + SEC (200) + GE (400) = 2600

Semester	cc 14 Papers 100 x 14 = 1400	AECC 2 Papers 100 x 2 = 200	SEC 2 Papers 100 x 2 = 200	DSE 4 Papers 100 x 4 = 400	4 Papers 100 x 4 = 400
I	CC-1: Concept and Approach in Public Administration	AECC 1 MIL Communication			GE A Paper 1/GE Paper 1 (Title as applicable)
	CC-2: Classical Administrative Thought				
II	CC-3: Indian Administration	AECC 2 Environmental Science			GE A Paper 2/GE Paper 2 (Title as applicable)
	CC-4: Modern Administrative Thought				
III	CC-5: Comparative Public Administration		SEC 1 (To be selected from the list of SEC courses)		GE B Paper 1/GE Paper 3 (Title as applicable)
	CC-6: State Administration in India				
	CC-7: Rural Governance in India				
IV	CC-8: Development Administration		SEC 2 (To be selected from the list of SEC courses)		GE B Paper 2 /GE Paper 4 (Title as applicable)
	CC-9: Urban Governance in India				
	CC-10: Social Welfare Administration				
V	CC-11: Organisational Behaviour			DSE-I: Citizen-Administration Interface	
	CC-12: Public Personnel Administration			DSE-2: Ethics, Integrity and Aptitude	
VI	CC-13: Financial Administration			DSE-3: Disaster Management	
	CC-14: Research Methodology			DSE-4: Tribal Administration in India	

Note: AECC and SEC Syllabi are meant for all. So they have been given separately

PUBLIC ADMINISTRATION Papers for HONOURS Students

Core course – 14 papers, Discipline Specific Elective – 4 papers

Generic Elective for non Public Administration students – 4 papers. In case University offers 2 subjects as GE, then papers 1 and 2 will be the GE paper.

Scoring System for Papers with Practical:

Marks per paper - Midterm: 15 marks, Practical: 25 marks, End term: 60 marks, Total: 100 marks

Credit per paper – 6, Teaching hours per paper – 40 hours theory + 20 hours practical

Scoring System for Papers without Practical:

Marks per paper - Midterm: 20 marks, End term: 80 marks, Total: 100 marks

Credit per paper – 6, Teaching hours per paper – 50 hours + 10 hours tutorial

CC-I

CONCEPTS AND APPROACHES IN PUBLIC ADMINISTRATION

Introduction:

The course is designed to provide the students a basic understanding of the principles of public administration. The students will be given exposure to concepts, terminology, principles, and theories that comprise an introductory course in public administration

Learning Objectives:

- To help the students know the sources and processes of development of public administration.
- To help the students develop a scientific temperament in studying and understanding administration of a state.

Expected outcomes: Students will be able to

- Define the term public administration and understand the basic terminology, concepts, and principles of the discipline.
- Gain knowledge of scientific methodology—the various ways in which administrative practices has been evaluated / interpreted.
- Identify and compare the major perspectives in public administration: Recognize how each approach views administration and administrative behaviour.

UNIT 1: Introducing Public Administration

- (i) Public Administration: Meaning, Is Public Administration a science? Public vs. Private Administration
- (ii) Evolution of the discipline of Public Administration and its Significance, Scope: Managerial and Integral View

UNIT 2: Principles of Organisation

- (i) Hierarchy, Unity of Command, Span of Control, Concept of Line and Staff, Delegation of Authority, Authority and Accountability
- (ii) Co-ordination, Centralisation versus Decentralisation,

UNIT 3: Concepts of Public Administration

- (i) Types of Organization: Formal and informal, Government and Non Government, organizations in organized and unorganized sectors
- (ii) Delegated Legislation- Salient features, causes of its growth, advantages and disadvantages; Administrative Adjudication- Salient features, causes of its growth, advantages and disadvantages

UNIT 4: Methods of studying Public Administration

- (i) Approaches to the Study of Public Administration, Traditional vs. Modern Approach Salient features of Classical Approach, Administrative Management Approach, Human Relations Approach
- (ii) Paradigms of Public Administration: Politico-administrative dichotomy, New Public Administration, New Public Management, Good Governance, New Public Service Approach, Feminist Approach to Public Administration

Practical:

- (i) Developing the structure of a formal organization, preparing the structure of informal organization
- (ii) Observation of the structure of a formal organization and preparing a report within 1000 words

Text Books

- Rumki Basu (2004), *Public Administration: Concepts and Theories*, Sterling Publishers Pvt. Ltd., New Delhi
- Mohit Bhattacharya (1997) *Restructuring Public Administration*, Jawahar Book Centre, New Delhi.

Reference Books

- Bidyut Chakravorty (2013), *Public Administration*”, Sage, New Delhi.
- Amita Singh 2002, “*Public Administration: Roots and Wings*” Galgotia Publishers, New Delhi
- L.D. White (1948) *Introduction to the study of Public Administration*, New Delhi, Macmillan Publication.
- S.P.Naidu (1996), *Public Administration: Concepts and Theories*, New Age International Publications, New Delhi.
- K.K. Ghai (2015), *Public Administration*, Kalyani Publishers, Cuttack, Odisha.

CC-II

CLASSICAL ADMINISTRATIVE THOUGHT

Introduction: The course is designed to provide the students a basic understanding of the development of administrative thought. The students will be given exposure to life of administrative thinkers and various concepts and theories propounded by them.

Learning Objectives:

- To help the students know the development of administrative situation in different era. To help the students develop an understanding of various paradigms in administration.

Expected outcomes: Students will be able to

- Understand the administrative philosophy given by different thinkers
- Gain knowledge of administrative practices and problems in different periods of history
- Compare the major thoughts in public administration

UNIT 1: Introduction to Classical Administrative Thought

- (i) Kautilya - Elements of State Administration
- (ii) Woodrow Wilson – Administrative Science, Politics and Administration, Comparative Method

UNIT 2: Administration and Management

- (i) Fredrick Taylor – Principles of Scientific Management, Functional Foremanship
- (ii) Henry Fayol - Principles of Management, Concept of Gangplank, Comparison between Fayol and Taylor

UNIT 3: Administration and Organization

- (i) Max Weber - Methodology of Ideal Type, Types of Authority, Bureaucracy, A critique of weberian bureaucracy
- (ii) Luther Gullick - Principles of Organization, Bases of Departmentalization

UNIT 4: Neo-classical Administrative Thought

- (i) Elton Mayo- Great Illumination experiment, social organization experiment, features of Human Relations School
- (ii) Mary Parker Follet - Power, Authority, Constructive Conflict

Text Books:

- D. Ravindra Prasad, V.S. Prasad, P. Satyanarayan, Y. Pardhasarathi (2014), *Administrative Thinkers*, New Delhi, Sterling Publishers.
- Shriram Maheswari (2003), *Administrative Thinkers*, Delhi, Macmillan.

Reference Books

- F.W.Taylor, (2006) *The Principles of Scientific Management*, Cosmo Classics, New York.
- Henry Fayol.(1949), *General and Industrial Management*, Pitman, London
- Henry Metcalf & L. Urwick,(1942), *Dynamic Administration:The Collected Papers of Mary Parker Follett*, Martino Fine Books
- Bidyut Chakravorty (2013), *Public Administration*”, Sage, New Delhi.

CC-III

INDIAN ADMINISTRATION

Introduction: The course is designed to provide the student a basic understanding of the evolution of Indian Administration, various provisions of Indian Constitution and structure and functioning of public institutions in India.

Learning Objectives:

- To help the students to understand the constitutional history of India
- To help the students gather knowledge about the structural and functional dynamics of Indian administration.

Expected outcomes: Students will be able to

- Understand the evolution of Indian Administration in terms of changes and continuities.
- Gain knowledge of the rights and duties of Indian Citizens
- Understand the structural and functional properties of various constitutional offices and public institutions and so on.

UNIT 1: Evolution of Indian administration

- (i) Indian Administration in British Era: Govt. of India Act 1935, Indian Independence Act 1947
- (ii) Preamble, Salient Features of Indian Constitution, Federalism in India

UNIT 2: Rights and Duties of Indian Citizens

- (i) Fundamental Rights (FRs)- its features and limitations
- (ii) Directive Principles of State Policy (DPSP), Distinction between Fundamental Rights and Directive principles of State Policy Fundamental Duties

UNIT 3: Union Government:

- (i) President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat Prime Minister's Office (PMO)
- (ii) Parliament: Lok Sabha and Rajya Sabha; Supreme Court, Women's participation in legislative politics

UNIT 4: Constitutional and Statutory Bodies: Their Composition and Functional Dynamics

- (i) Finance Commission, Election Commission,
- (ii) National Development Council (NDC), Inter-State Council, Planning Commission and NITI Aayog – Planning Commission- its vital role and significance till its dissolution and Difference between Planning Commission and NITI Aayog.

Practical:

- (i) Designing of a mock Parliament, Functional Design of Lok Sabha and Rajya Sabha (ii) Organogram of PMO, Central Secretariat, Cabinet Secretariat

Text Books:

- B.L. Fadia and Kuldeep Fadia, (2014) *“Indian Administration”* Sahitya Bhawan, Agra
- Bidyut Chakrabarty, Prakash Chand, (2016), *“Indian Administration : Evolution and Practice”* , SAGE Publications, New Delhi

Reference Books

- Amita Singh, (2005), *Administration Reforms*, Sage Publications ,New Delhi
- Kuldeep Mathur,(2015), *Government to Governance*, National Book Trust
- Hoshiar Singh and Pankaj Singh (2011), *Indian Administration*, Pearson, Delhi.
- S.R. Maheswari (2011), *Indian Administration*, New Delhi, Orient Longman.
- Pratap Bhanu Mehta & Nirja Gopal Jayal (2011), *The Oxford Companion to Politics in India*, Oxford University Press, New Delhi.
- Padmalaya Mahapatra, (2013), *“Indian Administration: Central – State – District”*, Gyanayuga, Bhubaneswar

CC-IV

MODERN ADMINISTRATIVE THOUGHT

Introduction: The course is designed to provide the students a basic understanding of the development of administrative thought. The students will be given exposure to life of administrative thinkers and various concepts and theories propounded by them.

Learning Objectives:

- To help the students know the development of administrative situation in different era. To help the students develop a understanding of various paradigms in administration.

Expected outcomes: Students will be able to

- Understand the administrative philosophy given by different thinkers
- Gain knowledge of administrative practices and problems in different periods of history
- Compare the major thoughts in public administration

UNIT 1: Administrative Psychological Thought (i)

Abraham Maslow: Need Hierarchy Theory

(ii) McGregor: Theory X vs. Theory Y

(iii) Herzberg: Two Factor Theory

UNIT 2: Administrative Behavioural Thought

- (i) Chester Barnard: Features of Organization, Functions of Executive
- (ii) Herbert Simon: Decision-Making Model
- (iii) Chris Argyris: Maturity-Immaturity Theory, Organisational Learning

UNIT 3: Administrative State Thinkers

- (i) Karl Marx : Administrative state
- (ii) Mahatma Gandhi: Ideal State

UNIT 4: Administrative Development Thought

- (i) Fred Riggs: Prismatic Model
- (ii) Peter Drucker: Management by Objective

Text Books:

- D.Ravindra Prasad, V.S. Prasad, P. Satyanarayan, Y. Pardhasarathi (2014), *Administrative Thinkers*, New Delhi, Sterling Publishers.
- Shriram Maheswari (2003), *Administrative Thinkers*, Delhi, Macmillan.

Reference Books

- Chester Barnard, (1938), *Functions of Executive*, Harvard University Press
- Peter Drucker, (1954), *Principles of Management*, Harper collins
- Herbert Simon,(1947), *Administrative Behavior*, Macmillan, USA
- Fred Riggs,(1961), *The Ecology of Public Administration*, Asia Publishing House, London ²
- Bidyut Chakrabarty (2013), *Public Administration*, Sage, New Delhi.

CC-V

COMPARATIVE PUBLIC ADMINISTRATION

Introduction: The course is designed to provide the students a basic understanding of the comparative perspectives in public administration. The students will be given exposure to concepts, terminology, and theories that comprise an introductory course in comparative public administration

Learning Objectives:

- To help the students know the various techniques of public administration in major democracies in the world
- To help the students develop a scientific understanding of operation of various organ of government in different countries.

Expected outcomes: Students will be able to

- Define the term comparative public administration and understand the basic terminology, concepts, and paradigms of the discipline.
- Gain knowledge of select world constitutions..
- Compare the major administrative systems.
- Gather knowledge on various democratic views administration and administrative behaviour.

UNIT 1: Introduction to comparative public administration

- (i) Comparative Public Administration: Meaning, Significance and Evolution
- (ii) Fred Riggs: Models of Comparative Public Administration

UNIT 2: Comparative perspective of major democracies

- (i) Concept of Democracy: Meaning, Significance and Types
- (ii) Comparing the democratic political system of India, U.K., U.S.A. and Switzerland

UNIT 3: Executive systems of the World

- (i) Salient Features of the Democratic Constitutions of U.K. and U.S.A.
- (ii) Structural and Functional dynamics Executive Systems of U.K. – Crown. Prime Minister; President of US

UNIT 4: Comparative perspective of Legislative and Judicial Systems

- (i) Structure and Functional dynamic of British Parliament, structure and Functions of U.S.A. congress
- (ii) Comparing British Judiciary and American Judiciary

Text Books:

- Vishnoo Bhagwan, Vidya Bhushan (1998), *World Constitutions*, Sterling Publisher Private Limited.
- K.K. Ghai (2013), *Major Governments, Political System of U.K., USA, Switzerland, France and China*.

Reference Book:

- Ferrel Hardy, (2001), *Public Administration: A Comparative Perspective*, Marcel Dekker, USA
- Robert L. Maddex (1995), *Constitutions of the World*, Cq Press, 1995.
- U.N. Gupta (2009), *Select World Constitutions*, Atlantic Publishers & Distributors, New Delhi.
- Ramesh K. Arora (1998), *Comparative Public Administration*, Associated Publishing House.

CC-VI

STATE ADMINISTRATION IN INDIA

Introduction: 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.

Learning Objectives:

- To help the students to understand the dynamic relation between centre and state in Indian federation
- To help the students gather knowledge about the structural and functional dynamics of State judicial system

Expected outcomes: Students will be able to

- Understand the functioning of administrative institutions in a state.
- Gain knowledge of the judicial process in Indian States
- Understand the structural and functional dynamics of administrative institutions at district and block level.

UNIT 1: State Administration

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

UNIT 2: State Judiciary

- (i) Structure, Functions and powers of High Court
- (ii) Composition and functions of subordinate judiciary, Types of subordinate courts

UNIT 3: Relations between the Union and the States

- (i) Centre State Relations: Administrative, Legislative and Financial Relations
- (ii) Sarkaria Commission Recommendations

UNIT 4: Structure and Functions of Administration in Odisha

- (i) Role and functions of Chief Secretary, Board of Revenue, Revenue Divisional Commissioners
- (ii) District Administration- Composition and Changing Role of Collector, Composition and Role of Block Development Officer in Block Administration, Women's participation in administration

Practical:

- (i) Organization of Subordinate Judiciary
- (ii) Organization of Block and District Administration

Text Books:

- B.L. Fadia and Kuldeep Fadia (2014), *Indian Administration*, Sahitya Bhawan, Agra..
- Bidyut Chakrabarty, Prakash Chand (2016), *Indian Administration: Evolution and Practice*, SAGE Publications, New Delhi.

Reference Books

- Kuldeep Mathur,(2009),*Policy-Making in India: Who Speaks? Who Listens?*, Hindustan Publishing corporation.
- Hoshiar Singh and Pankaj Singh (2011), *Indian Administration*, Pearson, Delhi.
- S.R. Mahesswari (2011), *Indian Administration*, New Delhi, Orient Longman.
- Pratap Bhanu Mehta & Nirja Gopal Jayal (2011), *The Oxford Companion to Politics in India*, Oxford University Press, New Delhi.
- Padmalaya Mahapatra (2013), *Indian Administration: Central – State – District*, Gyanayuga, Bhubaneswar.

CC-VII

RURAL GOVERNANCE IN INDIA

Introduction: The course is designed to provide the student a basic understanding of local administration in India, the dynamics of relations between the State and local bodies

Learning Objectives:

- To help the students to understand the dynamic relation between state and local bodies in Indian federation
- To help the students gather knowledge about the structural and functional dynamics of Panchayati Raj institutions

Expected outcomes: Students will be able to

- Understand the functioning of administrative institutions at local level in a state.
- Gain knowledge of the functioning of administration at grassroot level
- Understand the structural and functional dynamics of administrative institutions at district and block level.

UNIT 1: Introduction to Local Self-government

- (i) Necessity of Local Governance, Difference between local government and local governance, Evolution of Local Self Government in India
- (ii) Evolution of Rural local self-government in India, Salient Features of 73rd Constitutional Amendment Act, Women and rural governance

UNIT 2: Structure of Rural local Governance

- (i) Structure and function of Gram Sabha, Role of Gram Sevak, Gram Panchayat: Structure, Functions and Sources of Finance
- (ii) Panchayat Samiti: Structure, Functions and sources of Finance; Zilla Parishad: Structure, Functions and sources of Finance, Women's participation in panchayat administration

UNIT 3: Implementation of Rural Development Programmes

- (i) Sarva Sikshya Abhiyan, MGNREGA
- (ii) National Health Mission, rural development programmes for Housing and Sanitation, Women's engagement in National Health Mission

UNIT 4: State-Local Relations

- (i) Status of devolution of power to local bodies, Autonomy and control of rural local bodies
- (ii) Structure and Functional dynamics of State Election Commission and State Finance Commission

Practical

- (i) Implementation of Sarva Sikshya Abhiyan in a Block, Implementation of MGNREGA in a Panchayat
- (ii) Implementation of National Rural Health Mission in a Panchayat, Implementation of PDS

Text Books:

- Bijoyini Mohanty (2012), *Glimpses of Local Governance*, Kunal Books..
• Kuldeep Mathur (2013), *Panchayati Raj*, Oxford, New Delhi.

Reference Books

- Sriram Maheswari (1971), *Local Government in India*, Orient Longman
- Manoj Sharma (2004), *Local Government - Rural and Urban*, Anmol Publications Pvt. Ltd, New Delhi.
- B.N. Ahuja, S.S. Chhabra (1993), *Panchayati Raj*, Surjeet Publications, New Delhi.

CC-VIII

DEVELOPMENT ADMINISTRATION

Introduction: The course is designed to provide the student a basic understanding of development and development administration. It initiates the discussion on changing role of Non-Governmental Organizations and bureaucracy in administration.

Learning Objectives:

- To help the students understand the dynamics of development administration.
- To help the students gather knowledge about the structural and functional dynamics of institutions engaged in development administration.

Expected outcomes: Students will be able to

- Understand the diverse perspectives on development adopted by nations.
- Gain knowledge of the goals and strategies of development adopted by India.
- Understand the structural and functional dynamics of administrative institutions engaged in making and implementing development programmes.

UNIT 1: Introduction to Development Administration

- (i) Defining development administration, evolution of the concept, Difference between Development administration and administrative development.
- (ii) Features of development administration, Distinction between development administration and traditional administration, Need and Scope of Development Administration.

UNIT 2: Dynamics of Development

- (i) Dimensions of Development, Problems of Development.
- (ii) Features of Under Developed, Developing and Developed Countries, Administrative Capability for development.

UNIT 3: Development Planning

- (i) Meaning and nature of development planning, Mixed Economy Model.
- (ii) Planning Machinery in India: State Planning Board, District Planning Committee in India and NITI Aayog.

UNIT 4: Mechanisms of Development Administration

- (i) Role of Non-Governmental Organizations, Community Based Organisations (CBOs), Self Help Groups and Cooperatives in Rural Development, Women's participation in development administration.
- (ii) Role of Bureaucracy in development, People's Participation in development.

Text Books:

- R.K. Saprú (2014), *Development Administration*, Sterling Publishers, New Delhi.
- Mohit Bhattacharya (2011), *Social Theory and Development Administration*, Jawahar Publishers and Distributors, New Delhi.

Reference Books

- V.A. Pai Panandikar (ed) (1974), *Development Administration in India*, Macmillan, New Delhi.
- Rayanimana Pattanayak (1997), *Dynamics of Development Administration*, Anmol Publications Pvt. Ltd. New Delhi.
- Edward W. Weidner ,Ed. (1970),*Development Administration in Asia*.Durham, N.C.: Duke University Press,
- Kuldeep Mathur, (1996), *Development Policy and Administration: Readings in Indian Government and Politics*, Sage Publication

CC-IX

URBAN GOVERNANCE IN INDIA

Introduction: The course is designed to provide the student a basic understanding of urban development in India. It intends to initiate discussion among students about the mechanisms and methods on how the public service delivery is conducted through local level administrative institutions.

Learning Objectives:

- To help the students understand the dynamic relation between state and urban local bodies in Indian federation
- To help the students gather knowledge about the structural and functional dynamics of various urban local bodies in India

Expected outcomes: Students will be able to

- Understand the functioning of administrative institutions at local level in a state.
- Gain knowledge of the functioning of administration at grass root level in urban areas
- Understand the structural and functional dynamics of administrative institutions at district level for urban development

UNIT 1: Historical context of Urban governance in India

- (i) Meaning of urbanization, growth and problems of urbanization, necessity and evolution of Urban Local Government in India
- (ii) Salient Features of 74th Constitutional Amendment Act of 1992, women and urban governance

UNIT 2: Structure and functional dynamics of urban governance

- (i) Municipal Corporation (Mahanagar Nigam): Composition, Functions, Sources of Finance
Mayor and Deputy Mayor: Power, Functions and Position
- (ii) Municipality (Nagar Palika): Composition, Functions and sources of finance, Notified Area Council (Nagar Panchayat): Composition, functions and sources of finance, Women's participation in urban local bodies

UNIT 3: Various aspects of contemporary urban development in India

- (i) Urban Development Programmes for Education, Employment and Health
- (ii) Salient features of SMART City programme and Swatcha Bharat Mission

UNIT 4: Changing profile of urban governance in India

- (i) Problems and Prospects of Urban Local Administration
- (ii) People's Participation in Urban Local Administration

Practical:

- (i) Evaluation of implementation of a public policy for urban development in an urban area (ii) A case study of people's participation in urban local governance

Text Books:

- Bijoyini Mohanty (2012), *Glimpses of Local Governance*, Kunal Books.
- Sriram Maheswari (1971), *Local Government in India*, Orient Longman.

Reference Books

- Manoj Sharma (2004), *Local Government - Rural and Urban*, Anmol Publications Pvt. Ltd, New Delhi.
- Sharda Chopra (2005), *Dynamics of Municipal Administration*, Surjeet Publications, Delhi.

CC-X

SOCIAL WELFARE ADMINISTRATION

Introduction: The course is designed to provide the student a basic understanding of welfare administration in India as welfare is an essential aspect of development administration. It will expose the students to the wider scope of major welfare schemes working in our country, development and development administration.

Learning Objectives:

- To help the students understand the dynamics of social welfare administration.
- To help the students gather knowledge about the structural and functional dynamics of institutions engaged in social welfare administration

Expected outcomes: Students will be able to

- Understand the diverse perspectives on development adopted by nations.
- Gain knowledge of the goals and strategies of development adopted by India
- Understand the structural and functional dynamics of administrative institutions engaged in making and implementing development programmes.

UNIT 1: Introduction to social welfare

- (i) Definition of Social Welfare, Diverse perspectives on social welfare, distinction between Social welfare and development Administration
- (ii) Universal Declaration of Human rights as basis of social welfare, Gender and social welfare

UNIT 2: Dynamics of Social Welfare administration in India

- (i) Central Social Welfare Board and State Social Welfare Boards
- (ii) Human Rights Commissions: National-Level and State-Level

UNIT 3: Social Welfare Services in India

- (i) A critical analysis of provisions and implementation of National Health Mission, Right to Education Act, 2009
- (ii) Welfare, Development, Empowerment of women in India, National Commission for Women

UNIT 4: Welfare Programmes and Marginalised Groups in India

- (i) Welfare Programme -1 for Scheduled Caste (SC), Scheduled Tribe (ST), and Minorities: National Commission for Scheduled Castes, National Commission for Scheduled tribes
- (ii) Welfare Programmes -2 for Other Backward Class (OBC) and Socially & Educationally Backward Classes (SEBC), National Commission for OBC

Text Books:

- Dr. D.R. Sachdeva (2013), *Social welfare Administration in India*, Kitab Mahal.
- V.A. Pai Panandikar (1974), *Development Administration in India*, Macmillan, New Delhi.

Reference Books

- Jean Dreze (Ed.), (2016), *Social Policy*, New Delhi: Orient BlackSwan
- Kuldeep Mathur, (2015), *Public Policy and Politics in India: How Institutions Matter* (Oxford India Paperbacks)
- Vijay Kumar K.(2012), *Right to Education Act 2009: Its Implementation as to Social Development in India*, Akansha Publishing House, Delhi.
- Navneeta Rath, (2014) *Gender and Society*, Mayur Publications² S.K. Jena (2003), *Rural Sociology*, Elegant Publications, Bhubaneswar.

CC-XI

ORGANISATIONAL BEHAVIOUR

Introduction: The course provides an overview of the main fields of organizational and personnel behaviour. It focuses on topics such as organizational system; work behavior, attitudes and motivation as related to organizational set up; and finally development and evaluation of human resources for sustainable growth of an organizations.

Learning Objectives:

- To help students able to understand the structure, functions, and designs of different organizations.
- To make students understand the processes of group decision making and leadership functions in different organizations.
- To make students understand the theories of work motivation
- To help students demonstrate professional skills in the evaluation, management, and development of human resources in the organizations.

Expected outcomes: Students will be able to

- Understand different concepts and dynamics related to organizational system, behavior, and management.
- Identify steps managers can take to motivate employees in the perspectives of the theories of work motivation
- Understand significance of human resource development, evaluation and management for the interest and benefit of the organization.

UNIT 1: Historical context of Organizational Behaviour

- (i) Meaning and Scope of Organizational behaviour
- (ii) Various aspects of Organizational Culture and Dynamics of Organizational Development

UNIT 2: Making of decisions in an organization

- (i) Meaning of decision-making Factors influencing decision-making
- (ii) Different stages of decision-making, Types of decision, Models of decision-making

UNIT 3: Communication:

- (i) Meaning, Principles, Types and Process of Communication
- (ii) Meaning of control, Process and Techniques of control

UNIT 4: Dynamics of Leadership

- (i) Meaning, Styles and Functions of leadership, Theories of Leadership and Qualities of a good leader
- (ii) Importance of motivation in organizational efficiency and effectiveness

Text Books

- Aswathappa K, (2016), *Organisational Behaviour*, Himalaya Publishing House, Mumbai.
- Niranjana Pani (2009), *Management Concepts: Organizational Behaviour, Human Resource Management*, Kunal Books, New Delhi.

Reference Books

- Fred Luthans (2000), *Organisational Behaviour*, M.C. Graw- Hill, New York.
- L.M. Prasad (2014), *Organisational Behaviour*, Sultan Chand & Sons, New Delhi.
- S.S. Khanka (2011), *Organisation Behaviour*, S. Chand and Company Ltd., New Delhi.
- Kimberly D. Elsbach, Anna Kayes & D. Chris Kayes (2016), *Contemporary Organizational Behavior*, Pearson, Delhi.

CC-XII

PUBLIC PERSONNEL ADMINISTRATION

Introduction: The course provides an overview of public personnel administration in India. It focuses on topics such as civil service in developing countries, bureaucracy, recruitment, training and welfare of employees.

Learning Objectives:

- To help students able to understand the structure, functions, and designs of bureaucracy and civil service in India
- To make students understand the processes of recruitment and training for civil servants in the country
- To help students to gather knowledge with regard to the rights, duties and privileges of the civil servants.

Expected outcomes: Students will be able to

- Understand different concepts and dynamics related to bureaucracy and public personnel management.
- Identify the avenues for training for professional development of employees. ² Understand significance of civil service in developing societies.

UNIT 1: Introduction to Public Personnel Administration

- (i) Meaning of public personnel administration and its nature and scope
- (ii) Civil Service: Meaning, Features and Role in Developing Societies

UNIT 2: Bureaucracy

- (i) Definition of Bureaucracy, Types of Bureaucracy and Position Classification
- (ii) Recruitment: Meaning, Direct and indirect recruitment-its advantages and disadvantages, Composition and functions of Union Public Service Commission and State Public Service Commission, Methods of recruiting civil servants in India

UNIT 3: Dynamics of Personnel Development

- (i) Training: Meaning, Role and Objectives, Types of training, Techniques of training and names of premier Training Institutions in India
- (ii) Promotion: Meaning, Elements and Types, Principles of a sound promotion system and Promotion in India

UNIT 4: Personnel Welfare

- (i) Employees' Welfare: Pay and Service Conditions; Allowances
- (ii) Leave, Retirement Benefits and Rights and privileges of Civil Servants, Accountability of civil servants in India

Text Books:

- Rajesh K. Jha (ed) (2012), *Public Personnel Administration*, Pearson, New Delhi.
- Bata K. De (1991), *Personnel Administration in India: Retrospective Issues, Prospective Thought*, Uppal publications, New Delhi.

Reference Books

- W. Procter Arthur (2017), *Principles of Public Personnel Administration*, Forgotten Books, London.
- R.D Aggarwal (2015), *Dynamics of Personnel Management in India*, Tata McGraw Hill Publishing Company, New Delhi.
- S.L. Goel (1984), *Public Personnel Administration*, Sterling, New Delhi.
- Jack Robin, Thomas Vocina, W Bartley Hildreth & Gerald J. Miller (1995), *Handbook of Public Personnel Administration*, Marcel Dekker Inc., New York.

CC-XIII

FINANCIAL ADMINISTRATION

Introduction: This course has been designed to enable the students to have basic knowledge of the Financial system of India. It focuses on topics, concepts and methods related to financial management, audit and budget.

Learning objectives:

- To help students to learn how finance management is conducted in the country.
- To guide students to understand the process of budget-making in India
- To encourage the students to learn ways to examine and evaluate financial propriety of public funds used in implementation of public policy

Expected outcomes: The students will be able to

- Understand the dynamics of budget preparation in India
- Gain knowledge about how audit is conducted in the
- Understand the significant aspects of monetary policy.

UNIT 1: Dynamics of Financial Administration

- (i) Different aspects of Financial Administration, meaning and forms of accounting, Principles of accounting in India, power and functions of Controller General of Accounts (CGA) in India
- (ii) Auditing: definition and types, nature of auditing in India, power and functions of Comptroller and Auditor General of India (CAGI)

UNIT 2: Parliamentary control over public expenditure

- (i) Budget: Concept and Principles
- (ii) Budget System in India, Budgetary Process in India: Preparation, Passing and Execution.
- (iii) Estimates Committee, Public Accounts Committee and Committee on Public Sector Undertakings

UNIT 3: Financial relationship between centre and states

- (i) Centre - State Financial Relationship, Functions of Reserve Bank of India
- (ii) Finance Ministry: History, Composition and Functions

UNIT 4: International Financial Institutions

- (i) International Monetary Fund (IMF) and World Bank (WB): Objectives, Composition and Functions.
- (ii) World Trade Organisation (WTO): Objectives, Composition and Functions.

Text Books:

- S.L. Goel, (1999), *“Financial Administration and Management”*, New Delhi, Sterling Publishers Private Limited
- D.M. Mithani, (2018), *“International Economics”*, Himalaya Publishing House

Reference Books

- Sahib Singh & Swinder Singh, *Public Personnel and Financial Administration*, New Academic Publishing Co., Jalandhar.
- Sanjeev Kumar Mahajan (2014), *Financial Administration in India*, PHI Learning.
- M.J.K. Thavaraj (2014), *Financial Administration in India*, Sultan Chand & Sons, New Delhi.

CC-XIV

RESEARCH METHODOLOGY

Introduction: The broad objective of designing this course is to enable the students to understand the utility and dynamics of scientific methods to do research in Social Sciences. It will educate the students in framing research problems and finding solutions by using research techniques.

Learning Objectives:

- To help students to learn how to develop scientific research designs in the study of public administration.
- To guide students to understand the previous research in their field of interest and review them to arrive at a research problem
- To encourage the students to learn ways to describe and evaluate public policy implementation.
- To help students understand the logic of hypothesis testing in both quantitative and qualitative research.

Expected outcomes: Students will be able to

- Prepare a research design to carry out a research project
- Review the related research papers to find out a research problem and relevant hypotheses
- Understand the various instruments of data collection
- Learn the use of statistical techniques for interpretation of data.
- Learn the use of Referencing styles to write reports

UNIT 1: Introduction to Social Science Research

- (i) Research: Meaning, Objectives, Methods vs. Methodology. Features of Scientific Research (ii) Different stages of Research
- (iii) Ethics in Research – An Brief Overview

UNIT 2: Research design and Hypothesis

- (i) Identifying the Research Problem, Hypothesis – its definition and types
- (ii) Types of Research Design and Characteristics

UNIT 3: Methods of data Collection

- (i) Sources of Data: Primary vs. Secondary Data, methods of data collection-questionnaire and schedule, interview; participant and non-participant observation
- (ii) Types of Sampling Design, Characteristics of a good Sample Design

UNIT 4: Data Analysis and Report writing

- (i) Research Reports: Structure, Components and Types, Characteristics of a Good Research Report, (ii) Bibliography and its Significance, APA referencing style

Text Books:

- O. R. Krishnaswamy (2013), *Methodology of Research in Social Sciences*, Himalaya Publishing House.
- Ranjit Kumar (2011), *Research Methodology: A Step by Step Guide for Beginners*, SAGE Publications India Pvt Ltd.

Reference Books

- Balaji Sathya Narayanan (2014), *Research Methodology - A Theoretical Approach*, Laxmi Publications Pvt. Ltd, Delhi.
- S.K.Mangal (2013), *Research Methodology in Behavioural Sciences*, Prentice Hall of India. ²
- C.R. Kothari (1990), *Research Methodology*, New Age International Publisher, New Delhi.

Discipline Specific Elective

DSE-Paper-I

CITIZEN-ADMINISTRATION INTERFACE

Introduction: The course is designed to provide the student a basic understanding of the relation between citizen and administration. It will expose the students to the wider scope of grievance redressal and accountability mechanism existing in a state.

Learning Objectives:

- To help the students to understand the dynamics of citizen's entitlements from administration.
- To help the students to gather knowledge about the grievance redressal mechanisms available to the citizens.

Expected outcomes: Students will be able to

- Understand the various provisions of Right to information Act and Right to public service Act, 2012
- Gain knowledge of the methods to assert their entitlements
- Understand the structural and functional dynamics of digital governance.

UNIT 1: The relation between state, administration and citizen

- (i) Necessity of Citizen's Participation in administration, historical context of Citizen's Charter, features of a citizen's charter, Right to Public Service Odisha Public Service Act, 2012

UNIT 2: Accountability Mechanisms

- (i) OMBUDSMAN –its features, composition, powers and functions of Lokapal in India
- (ii) Composition, powers and functions of Lokayukta with special reference to Odisha

UNIT 3: Right to Information

- (i) Evolution of Right to information, Defining right to information and limitations Me
- (ii) Salient provisions of Right to Information Act, 2005, Composition and functions of Central Information Commission and State information Commission

UNIT 4: Dynamics of Digital Governance

- (i) Definition and scope of E-Governance, National E-governance policy of India (ii) E-Governance Initiatives in Odisha: Core E-Governance Projects

Practical

- (i) Learning to use Right to Information (RTI) and Right to Public Service Act
- (ii) Experiencing Student Academic Management System (SAMS) **Text Books:**
 - Mohit Bhattacharya (2008), *New Horizons of Public Administration*, Jawahar Publishers & Distributors, New Delhi..
 - Rumki Basu, (2015), *Public Administration in India*, Sterling Publishers Ltd.

Reference books

- Laxminarayan Bindhani & Padmalaya Mohapatra (2012), *E-Governance in India*, Kunal Books, New Delhi
- N.C. Mahapatra, *Law of Right to Information*, The Law House, Cuttack.

Discipline Specific Elective DSE-Paper II ETHICS, INTEGRITY AND APTITUDE

Introduction: Ethics and integrity in social behavior helps to establish a strong administration and good governance. It is ultimately an important requirement to control and modulate changes in one's own life those are considered important to one's identity. The purpose of the course is to introduce to the students the basics of ethics in public sphere that lead to human empowerment.

Learning Objectives:

- To help students gain ideas about ethics, integrity in character and aptitude..
- To make students understand how integrity helps in ensuring dedication to public service, tolerance and compassion.
- To help students gain insight into ethical governance.

Expected outcomes: Students will be able to

- Know the structural components and functional dynamics of professional ethics and ethical governance.
- Understand the significance of accountability for an administrator.. ² Understand significant aspects of probity in governance.

UNIT 1: Introduction to Ethics and Integrity

- (i) Meaning of Ethics, Integrity and Aptitude, Ethics in Private and Public Relationship, Ethics vs. Professional Ethics
- (ii) Ethics and Human Interface: Essence and determinants, Consequences of Ethics in Human Actions, Dimensions of Ethics

UNIT 2: Aptitude and values for Civil Service

- (i) Integrity, Impartiality and Non-Partisanship
- (ii) Objectivity, Dedication to Public Service, Tolerance and Compassion

UNIT 3: Values in Administration

- (i) Ethical concerns and Dilemmas
- (ii) Accountability and Ethical Governance

UNIT 4: Probity in Governance

- (i) Philosophical Basis of Governance, Codes of Conduct for utilization of Public Funds, Challenges of Corruption

Text Books:

- Santosh Ajmera & Nanda Kishore Reddy (2014), *Ethics, Integrity and Aptitude*, McGraw Hill Education.
- M Karthikeyan (2017), *Ethics, Integrity and Aptitude*, McGraw Hill Education.

Reference Books

- G. Subba Rao & P N Roy Chowdhury (2017), *Ethics, Integrity and Aptitude*, Access Publishing.
- R Rajagopalan and Mukund Kaushal (2017), *Case Studies in Ethics, Integrity & Aptitude*

Discipline Specific Elective DSE-Paper-III DISASTER MANAGEMENT

Introduction: India is amongst the nations 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.

Learning Objectives:

- To help students to learn how Disaster risk reduction is designed..
- To guide students to understand the process of rescue and rehabilitation
- To encourage the students to learn ways to learn and develop community resilience in their own environment..
- To help students understand the Disaster laws.

Expected outcomes: Students will be able to

- Understand different concepts and methods related to disaster management.
- Identify the disaster-prone zones and take risk-reduction measures. Understand various laws relating to disaster management..

UNIT 1: Fundamentals of disaster management

- (i) Disaster vs. Hazard, Types of Hazard
- (ii) Disaster Management: Meaning, scope and significance

UNIT 2: Types of Disaster

- (i) Earthquake and Tsunami: Concepts, Causes and Consequences, Flood and Cyclone: Concepts, Causes and Consequences
- (ii) Drought and Landslide: Concepts, Causes and Consequences, Snake Bite and Lightening: Concepts, Causes and Consequences

UNIT 3: International and national efforts for managing Disasters

- (i) International Convention-Kobe framework and Sendai Declaration
- (ii) National Disaster Management Policy; Disaster Management Act 2005, National Disaster Management Authority, National Institute of disaster management

UNIT 4: Disaster Mitigation in Odisha

- (i) Disaster Mitigation Measures: Before, During and After Disaster
- (ii) Disasters in Odisha and Approaches to Disaster Management, Odisha State Disaster Management Authority

Text Books:

- Ayaz Ahmad (2003), *Disaster Management: Through the New Millennium*, Anmol Publications.
- Arvind Kumar (2007), *Disaster Management - Recent Approaches*, Anmol Publications, Delhi.

Reference Books

- Arun Kumar (2008), *Global Disaster Management*, SBS Publication, Delhi. B. Narayan (2000), *Disaster Management*, A.P.H. Publishing Corporation, Delhi.
- Amita Singh,(2017), *Disaster Laws: The Emerging Thresholds*, Routledge Publications

Discipline Specific Elective DSE-Paper-IV TRIBAL ADMINISTRATION IN INDIA

Introduction: The course is designed to provide the student a basic understanding of the nature of tribal problems and difficulties in the development of tribal areas in India as tribal welfare is an essential aspect of development administration. It will expose the students to the wider scope of major welfare schemes working in our country for development of tribal communities.

Learning Objectives:

- To help the students to understand the dynamics of tribal welfare administration.
- To help the students to gather knowledge about the structural and functional dynamics of institutions engaged in tribal welfare administration

Expected outcomes: Students will be able to

- Understand the diverse perspectives on tribal development adopted by nations.
- Gain knowledge of the goals and strategies of tribal development adopted by India
- Understand the structural and functional dynamics of major public policies meant for tribals in India

Unit: 1 Conceptual Understanding of Tribes

- (i) Defining a Tribe, Tradition of tribal ethnography in India.
- (ii) Tribes in India- Classification of tribes, Territorial distribution, Features of a Tribal Society

Unit 2: Approaches to Tribal Development

- (i) Tribal Development Strategies : Isolation, Assimilation and Integration
- (ii) Constitutional Provisions for Scheduled Tribes, Five Year Plans and Tribal Development, Tribal Sub-plan Approach

Unit 3: Issues of Tribal Development

- (i) Displacement, Rehabilitation and resettlement; Empowerment of Tribal women
- (ii) Migration: Issues and challenges, Trafficking of tribal Girl child, Climate change and its impact on tribal livelihood, Political process and tribals

Unit 4.: Major Public Policies for Tribal Development

- (i) Panchayat Extension to Scheduled Areas Act, 1996: Issues and challenges, Tribal Women's participation in Grass root democracy
- (ii) Forest Rights Act, 2006, Joint Forest Management : Problems and prospects; Food Security Act and Tribals

Text Books:

- S.N.Tripathi, (2007), *Tribal Development: Issues and Policy Options*, Anmol Publishers.
- Govinda Chandra Rath, (ed.) (2008), *Tribal Development in India: The Contemporary Debate*, Sage publications

Reference Books:

- Dr. Taradatt, (2002), *Tribal Development in India*, Gyan Publishing house
- Nupur Tiwari, (2016), *Tribal Self-Governance: PESA and Its Implementation*, Rawat Publications
- Dr. Akula Kishan & Prof. Dr. V.R.C. Krishnaiah (2017), *Forest Rights Act, 2006*, Asia Law House
- L.K.Mahapatra, (1994), *Tribal Development in India: Myth and Reality*, Vikas Publishing House.

OR

DSE Paper – IV

Dissertation/ Research Project (College can give this choice only for students with above 60% aggregate marks)

DISSERTATION / RESEARCH PROJECT

Introduction: The research experience of students is greatly enriched by early exposure to conducting research. There are numerous benefits of undergraduate students who get involved in research. They are better off in understanding published works, determine an area of interest, can discover their passion for research and may start their career as a researcher. Further students will be able to develop ability for scientific inquiry and critical thinking, ability in the knowledge base and communication. This course is included to promote above mentioned abilities among the students.

Learning Objectives:

- To help students to learn how to develop scientific research designs in the study of public administration.
- To guide students to understand the previous research in their field of interest and review them to arrive at a research problem
- To encourage the students to learn ways to describe and evaluate public policy implementation.
- To help students understand the logic of hypothesis testing in both quantitative and qualitative research.
- To make students to learn the methods of writing a research report.

Expected outcomes: Students will be able to

- Independently prepare a research design to carry out a research project
- Review the related research papers to find out a research problem and relevant hypotheses
- Understand the dynamics of citizen – administrative interface and administrative behaviours.
- Learn the use of statistical techniques for interpretation of data.^[2] Learn the APA style of reporting a research project.

A student is required to carry out a project on an issue of interest to him / her under the guidance and supervision of a teacher. In order to do so s/he must have the knowledge in research methodology and of steps in planning and conducting a research. The supervisors may help the students to go on field study / study tour relevant to their work. Thirty hours of class may be arranged in the routine to help students understand research methodology, and planning, conduction and reporting on the research. An external examiner with the supervisor as the internal examiner will evaluate the research project on the basis of scientific methodology in writing the report, and presentation skill and performance in the viva.

- **Format**

- **Abstract** – 150 words including problem, method and results.
- **Introduction** – Theoretical considerations leading to the logic and rationale for the present research
- **Review**- Explaining current knowledge including substantive findings and theoretical and methodological contributions to the topic, objectives and hypotheses of the present research
- **Method** – Design, Sample, Methods of data collection,, Procedure
- **Results**- Quantitative analysis of group data (Raw data should not be attached in Appendix) Graphical representation of data wherever required.[□] Qualitative analysis wherever done should indicate the method of[□] qualitative analysis.
- **Discussion**
- **References (APA Style)**
- & Appendices**

- Project should be in Soft binding. It should be typed in Times New Roman 14 letter size with 1.5 spacing on one sides of the paper. Total text should not exceed 50 pages (References & Appendices extra).
- Two copies of the project should be submitted to the College.
- *Project - American Psychological Association (APA) – Publication Manual 2006 to be followed for project writing*

Mark distribution for dissertation / Research project

	Identification	Review of Methodology	Analysis	Findings	Viva-voce	Total n of problem
Literature	10	10	10	25	20	25
						100

Broad areas identified for Project: Rural and urban governance in Odisha, E-governance initiatives in Odisha, Social welfare administration in Odisha, Disaster Management in Odisha, Implementation of ORTPS, 2012, RTE, 2009, Food Security Act, 2013, FRA, 2007 and rehabilitation of displaced in Odisha

Generic Elective Paper I /Generic Elective A P.I/ Generic Elective B P.I

CONCEPTS AND APPROACHES IN PUBLIC ADMINISTRATION

Introduction: The course is designed to provide the students a basic understanding of the principles of public administration. The students will be given exposure to concepts, terminology, principles, and theories that comprise an introductory course in public administration

Learning Objectives:

- To help the students know the sources and processes of development of public administration.
- To help the students develop a scientific temperament in studying and understanding administration of a state.

Expected outcomes: Students will be able to

- Define the term public administration and understand the basic terminology, concepts, and principles of the discipline.
- Gain knowledge of scientific methodology—the various ways in which administrative practices has been evaluated / interpreted.
- Identify and compare the major perspectives in public administration: Recognize how each approach views administration and administrative behaviour.

UNIT 1: Introduction to Public Administration

- (i) Public Administration: Meaning, Is Public Administration a science? Public vs. Private Administration
- (ii) Evolution of the discipline of Public Administration and its Significance, Scope: Managerial and Integral View

UNIT 2: Principles of Organisation

- (i) Hierarchy, Unity of Command, Span of Control, Concept of Line and Staff, Delegation of Authority, Authority and Accountability
- (ii) Co-ordination, Centralisation versus Decentralisation,

UNIT 3: Concepts of Public Administration

- (i) Types of Organization: Formal and informal, Government and Non Government, organizations in organized and unorganized sectors
- (ii) Delegated Legislation- Salient features, causes of its growth, advantages and disadvantages; Administrative Adjudication- Salient features, causes of its growth, advantages and disadvantages

UNIT 4: Methods of studying Public Administration

- (i) Approaches to the Study of Public Administration, Traditional vs. Modern Approach Salient features of Classical Approach, Administrative Management Approach, Human Relations Approach
- (ii) Paradigms of Public Administration: Politico-administrative dichotomy, New Public Administration, New Public Management, Good Governance, New Public Service Approach, Feminist Approach to Public Administration

Practical:

- (i) Developing the structure of a formal organization, preparing the structure of informal organization
- (ii) Observation of the structure a formal organization and preparing a report within 1000 words

Text Books

- Rumki Basu (2004), *Public Administration: Concepts and Theories*, Sterlin Publishers Pvt. Ltd., New Delhi.
- Mohit Bhattacharya (1997), *Restructuring Public Administration*, Jawahar Book Centre, New Delhi.

Reference Books

- Mohit Bhattacharya (2008), *New Horizons of Public Administration*, New Delhi, Jawahar Publishers & Distributors.
- L.D. White (1948), *Introduction to the study of Public Administration*, New Delhi, Macmillan Publication.
- S.P.Naidu (1996), *Public Administration: Concepts and Theories*, New Age International Publications, New Delhi.
- K.K. Ghai (2015), *Public Administration*, Kalyani Publishers, Cuttack, Odisha

Generic Elective P.II/ Generic Elective A Paper II / / Generic Elective B Paper II

INDIAN ADMINISTRATION

Introduction: The course is designed to provide the student a basic understanding of the evolution of Indian Administration, various provisions of Indian Constitution and structure and functioning of public institutions in India.

Learning Objectives:

- To help the students to understand the constitutional history of India
- To help the students gather knowledge about the structural and functional dynamics of Indian administration.

Expected outcomes: Students will be able to

- Understand the evolution of Indian Administration in terms of changes and continuities.
- Gain knowledge of the rights and duties of Indian Citizens
- Understand the structural and functional properties of various constitutional offices and public institutions and so on.

UNIT 1: Evolution of Indian administration

- Indian Administration in British Era: Govt. of India Act 1935, Indian Independence Act 1947
- Preamble, Salient Features of Indian Constitution, Federalism in India

UNIT 2: Rights and Duties of Indian Citizens

- Fundamental Rights (FRs)- its features and limitations
- Directive Principles of State Policy (DPSP), Distinction between Fundamental Rights and Directive principles of State Policy Fundamental Duties

UNIT 3: Union Government:

- President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat Prime Minister's Office (PMO)
- Parliament: Lok Sabha and Rajya Sabha; Supreme Court, Women's participation in legislative politics.

UNIT 4: Constitutional and Statutory Bodies: Their Composition and Functional Dynamics

- Finance Commission, Election Commission,
- National Development Council (NDC), Inter-State Council, Planning Commission and NITI Aayog – Planning Commission- its vital role and significance till its dissolution and Difference between Planning Commission and Niti Aayog.

Practical:

- (i) Designing of a mock Parliament, Functional Design of Lok Sabha and Rajya Sabha (ii) Organogram of PMO, Central Secretariat, Cabinet Secretariat

Text Books:

- B.L. Fadia and Kuldeep Fadia, (2014) *Indian Administration* Sahitya Bhawan, Agra
- Bidyut Chakrabarty, Prakash Chand, (2016), "*Indian Administration : Evolution and Practice*", SAGE Publications, New Delhi

References:

- Kuldeep Mathur,(2018), *Recasting Public Administration in India: Reform, Rhetoric and Neoliberalism*, Oxford University Press.
- Hoshiar Singh and Pankaj Singh (2011), *Indian Administration*, Pearson, Delhi.
- S.R. Maheswari (2011), *Indian Administration*, New Delhi, Orient Longman.
- Pratap Bhanu Mehta & Nirja Gopal Jayal. (2011), *The Oxford Companion to Politics in India*, Oxford University Press, New Delhi.
- Padmalaya Mahapatra, (2013), *Indian Administration: Central – State – District*", Gyanayuga, Bhubaneswar

Generic Elective Paper III
STATE ADMINISTRATION IN INDIA

Introduction: 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.

Learning Objectives:

- To help the students to understand the dynamic relation between centre and state in Indian federation
- To help the students gather knowledge about the structural and functional dynamics of State judicial system

Expected outcomes: Students will be able to

- Understand the functioning of administrative institutions in a state.
- Gain knowledge of the judicial process in Indian States
- Understand the structural and functional dynamics of administrative institutions at district and block level.

UNIT 1: State Administration

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

UNIT 2: State Judiciary

- (i) Structure, Functions and powers of High Court
- (ii) Composition and functions of subordinate judiciary, Types of subordinate courts

UNIT 3: Relations between the Union and the States

- (i) Centre- State Relations: Administrative, Legislative and Financial Relations (ii) Sarkaria Commission Recommendations

UNIT 4: Structure and Functions of Administration in Odisha

- (i) Role and functions of Chief Secretary, Board of Revenue, Revenue Divisional Commissioners
- (ii) District Administration- Composition and Changing Role of Collector Composition and Role of Block Development Officer in Block Administration

Practical:

- (i) Organization of Subordinate Judiciary
- (ii) Organization of Block and District Administration

Text Books:

- B.L. Fadia and Kuldeep Fadia (2014), *Indian Administration*, Sahitya Bhawan, Agra.
- Bidyut Chakrabarty and Prakash Chand (2016), *Indian Administration: Evolution and Practice*, SAGE Publications, New Delhi.

Reference Books

- Hoshiar Singh and Pankaj Singh (2011), *Indian Administration*, Pearson, Delhi.
- S.R. Mahesswari (2011), *Indian Administration*, New Delhi, Orient Longman.
- Pratap Bhanu Mehta & Nirja Gopal Jayal (2011), *The Oxford Companion to Politics in India*, Oxford University Press, New Delhi.
- Padmalaya Mahapatra (2013), *Indian Administration: Central – State – District*, Gyanayuga, Bhubaneswar

Generic Elective Paper IV

SOCIAL WELFARE ADMINISTRATION

Introduction: The course is designed to provide the student a basic understanding of welfare administration in India as welfare is an essential aspect of development administration. It will expose the students to the wider scope of major welfare schemes working in our country. development and development administration.

Learning Objectives:

- To help the students to understand the dynamics of social welfare administration.
- To help the students to gather knowledge about the structural and functional dynamics of institutions engaged in social welfare administration

Expected outcomes: Students will be able to

- Understand the diverse perspectives on development adopted by nations.
- Gain knowledge of the goals and strategies of development adopted by India
- Understand the structural and functional dynamics of administrative institutions engaged in making and implementing development programmes.

UNIT 1: Introduction to social welfare

- (i) Definition of Social Welfare, Diverse perspectives on social welfare, distinction between Social welfare and development Administration
- (ii) Universal Declaration of Human rights as basis of social welfare

UNIT 2: Dynamics of Social Welfare administration in India

- (i) Central Social Welfare Board and State Social Welfare Boards
- (ii) Human Rights Commissions: National-Level and State-Level

UNIT 3: Social Welfare Services in India

- (i) A critical analysis of provisions and implementation of National Health Mission, Right to Education Act, 2009
- (ii) Welfare programmes for women in India-

UNIT 4: Welfare Programmes and Marginalised Groups in India

- (i) Welfare Programme 1 for Scheduled Caste (SC), Scheduled Tribe (ST), and Minorities: National Commission for Scheduled Castes, National Commission for Scheduled tribes
- (ii) Welfare Programmes 2 for Other Backward Class (OBC) and Socially & Educationally Backward Classes (SEBC), National Commission for OBC

Text Books:

- Dr. D.R. Sachdeva (2013), Social welfare Administration in India, Kitab Mahal.
- V.A. Pai Panandikar (1974), Development Administration in India, Macmillan, New Delhi.

- Reference Books

- Jean Dreze (Ed.), (2016), Social Policy, New Delhi: Orient BlackSwan
- Kuldeep Mathur, (2015), Public Policy and Politics in India: How Institutions Matter (Oxford India Paperbacks)
- Vijay Kumar K.(2012), Right to Education Act 2009: Its Implementation as to Social Development in India, Akansha Publishing House, Delhi.
- Navneeta Rath, (2014) Gender and Society, Mayur Publications
- S.K. Jena (2003), Rural Sociology, Elegant Publications, Bhubaneswar.

Framework of CBCS Syllabus for PUBLIC ADMINISTRATION (Pass) from 2019-20

Full Forms of Course Codes Used: DSC = Discipline Specific Core, AECC = Ability Enhancement Compulsory Course, SEC = Skill Enhancement Course, DSE = Discipline Specific Elective (Related to Core Subject), GE = Generic Elective (not related to DSC-B nor DSC-C)

Total Marks: DSC (1200) + AECC (200) + SEC (400) + DSE (400) + GE(200)= 2400

Semester	DSC 12 Papers 100 x 12 = 1200	AECC 2 Papers 100x 2 = 200	SEC 4 Papers 5100 x 4 = 400	DSE 6 Papers 100 x 6 = 600	GE
I	DSC-A-English-P-I	AECC 1 MIL Communication			
	DSC-B-I				
	DSC-C-I				
II	DSC-A-English-P-II	AECC 2 Environmental Science			
	DSC-B-II				
	DSC-C-II				
III	DSC-A-MIL(Odia/Hindi/Urdu/Sans)- P-I		SEC I (To be selected from the list of SEC courses)		
	DSC-B-III				
	DSC-C-III				
IV	DSC-A- MIL(Odia/Hindi/Urdu/Sans) -P-II		SEC II (To be selected from the list of SEC courses)		
	DSC-B-IV				
	DSC-C-IV				
V			SEC III (To be selected from the list of SEC courses)	DSE(P)-B-P-I	GE-P-I Concepts and approaches in Public Administration
				DSE(P)-C-P-I	
VI			SEC IV (To be selected from the list of SEC courses)	DSE(P)-B-P-II	GE-P-II Indian Adminstration
				DSE(P)-C-P-II	

Note: AECC and SEC Syllabi are meant for all. So they have been given separately.

DSE(P)-B is the same subject as chosen for DSC-B

Similarly, DSE(P)-C is the same subject as chosen for DSC-C

PUBLIC ADMINISTRATION Papers for PASS students

Discipline Specific Core – 4 papers & Discipline Specific Elective – 2 papers

Scoring System for Papers with Practical:

Marks per paper - Midterm: 15 marks, Practical: 25 marks, End term: 60 marks, Total: 100 marks
Credit per paper – 6, Teaching hours per paper – 40 hours theory + 20 hours practical

Scoring System for Papers without Practical:

Marks per paper - Midterm: 20 marks, End term: 80 marks, Total: 100 marks
Credit per paper – 6, Teaching hours per paper – 50 hours + 10 hours tutorial

Discipline Specific Core

DSC-Paper I

CONCEPTS AND APPROACHES IN PUBLIC ADMINISTRATION

Introduction:

The course is designed to provide the students a basic understanding of the principles of public administration. The students will be given exposure to concepts, terminology, principles, and theories that comprise an introductory course in public administration

Learning Objectives:

- To help the students know the sources and processes of development of public administration.
- To help the students develop a scientific temperament in studying and understanding administration of a state.

Expected outcomes: Students will be able to

- Define the term public administration and understand the basic terminology, concepts, and principles of the discipline.
- Gain knowledge of scientific methodology—the various ways in which administrative practices has been evaluated / interpreted.
- Identify and compare the major perspectives in public administration: Recognize how each approach views administration and administrative behaviour.

UNIT 1: Introducing Public Administration

- (i) Public Administration: Meaning, Is Public Administration a science? Public vs. Private Administration
- (ii) Evolution of the discipline of Public Administration and its Significance, Scope: Managerial and Integral View

UNIT 2: Principles of Organisation

- (i) Hierarchy, Unity of Command, Span of Control, Concept of Line and Staff, Delegation of Authority, Authority and Accountability
- (ii) Co-ordination, Centralisation versus Decentralisation,

UNIT 3: Concepts of Public Administration

- (i) Types of Organization: Formal and informal, Government and Non Government, organizations in organized and unorganized sectors
- (ii) Delegated Legislation- Salient features, causes of its growth, advantages and disadvantages; Administrative Adjudication- Salient features, causes of its growth, advantages and disadvantages

UNIT 4: Methods of studying Public Administration

- (i) Approaches to the Study of Public Administration, Traditional vs. Modern Approach
Salient features of Classical Approach, Administrative Management Approach, Human Relations Approach
- (ii) Paradigms of Public Administration: Politico-administrative dichotomy, New Public Administration, New Public Management, Good Governance, New Public Service Approach, Feminist Approach to Public Administration

Practical:

- (i) Developing the structure of a formal organization, preparing the structure of informal organization
- (ii) Observation of the structure of a formal organization and preparing a report within 1000 words

Text Books

- Rumki Basu (2004), *Public Administration: Concepts and Theories*, Sterling Publishers Pvt. Ltd., New Delhi
- Mohit Bhattacharya (1997) *Restructuring Public Administration*, Jawahar Book Centre, New Delhi.

Reference Books

- Bidyut Chakravorty (2013), *Public Administration*”, Sage, New Delhi.
- Amita Singh 2002, “*Public Administration: Roots and Wings*” Galgotia Publishers, New Delhi
- L.D. White (1948) *Introduction to the study of Public Administration*, New Delhi, Macmillan Publication.
- S.P.Naidu (1996), *Public Administration: Concepts and Theories*, New Age International Publications, New Delhi.
- K.K. Ghai (2015), *Public Administration*, Kalyani Publishers, Cuttack, Odisha.

Discipline Specific Core DSC-Paper II INDIAN ADMINISTRATION

Introduction: The course is designed to provide the student a basic understanding of the evolution of Indian Administration, various provisions of Indian Constitution and structure and functioning of public institutions in India.

Learning Objectives:

- To help the students to understand the constitutional history of India
- To help the students gather knowledge about the structural and functional dynamics of Indian administration.

Expected outcomes: Students will be able to

- Understand the evolution of Indian Administration in terms of changes and continuities.
- Gain knowledge of the rights and duties of Indian Citizens
- Understand the structural and functional properties of various constitutional offices and public institutions and so on.

UNIT 1: Evolution of Indian administration

- (i) Indian Administration in British Era: Govt. of India Act 1935, Indian Independence Act 1947
- (ii) Preamble, Salient Features of Indian Constitution, Federalism in India

UNIT 2: Rights and Duties of Indian Citizens

- (i) Fundamental Rights (FRs)- its features and limitations
- (ii) Directive Principles of State Policy (DPSP), Distinction between Fundamental Rights and Directive principles of State Policy Fundamental Duties

UNIT 3: Union Government:

- (i) President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat Prime Minister's Office (PMO)
- (ii) Parliament: Lok Sabha and Rajya Sabha; Supreme Court, Women's participation in legislative politics

UNIT 4: Constitutional and Statutory Bodies: Their Composition and Functional Dynamics

- (i) Finance Commission, Election Commission,
- (ii) National Development Council (NDC), Inter-State Council, Planning Commission and NITI Aayog – Planning Commission- its vital role and significance till its dissolution and Difference between Planning Commission and Niti Aayog.

Practical:

- (i) Designing of a mock Parliament, Functional Design of Lok sabha and Rajya Sabha
- (ii) Organogram of PMO, Central Secretariat, Cabinet Secretariat

Text Books:

- B.L. Fadia and Kuldeep Fadia, (2014) "*Indian Administration*" Sahitya Bhawan, Agra
- Bidyut Chakrabarty, Prakash Chand, (2016), "*Indian Administration : Evolution and Practice*" , SAGE Publications, New Delhi

Reference Books

- Amita Singh, (2005), *Administration Reforms*, Sage Publications ,New Delhi [□] Kuldeep Mathur,(2015), *Government to Governance*, National Book Trust[□] Hoshiar Singh and Pankaj Singh (2011), *Indian Administration*, Pearson, Delhi.
- S.R. Mahesswari (2011), *Indian Administration*, New Delhi, Orient Longman.
- Pratap Bhanu Mehta & Nirja Gopal Jayal (2011), *The Oxford Companion to Politics in India*, Oxford University Press, New Delhi.
- Padmalaya Mahapatra, (2013), "*Indian Administration: Central – State – District*", Gyanayuga, Bhubaneswar

Discipline Specific Core
DSC-Paper III
COMPARATIVE PUBLIC ADMINISTRATION

Introduction: The course is designed to provide the students a basic understanding of the comparative perspectives in public administration. The students will be given exposure to concepts, terminology, and theories that comprise an introductory course in comparative public administration

Learning Objectives:

- To help the students know the various techniques of public administration in major democracies in the world
- To help the students develop a scientific understanding of operation of various organ of government in different countries.

Expected outcomes: Students will be able to

- Define the term comparative public administration and understand the basic terminology, concepts, and paradigms of the discipline.
- Gain knowledge of select world constitutions..
- Compare the major administrative systems.
- Gather knowledge on various democratic views administration and administrative behaviour.

UNIT 1: Introduction to comparative public administration

- (i) Comparative Public Administration: Meaning, Significance and Evolution
- (ii) Fred Riggs: Models of Comparative Public Administration

UNIT 2: Comparative perspective of major democracies

- (i) Concept of Democracy: Meaning, Significance and Types
- (ii) Comparing the democratic political system of India, U.K., U.S.A. and Switzerland

UNIT 3: Executive systems of the World

- (i) Salient Features of the Democratic Constitutions of U.K. and U.S.A.
- (ii) Structural and Functional dynamics Executive Systems of U.K. – Crown. Prime Minister; President of US

UNIT 4: Comparative perspective of Legislative and Judicial Systems

- (i) Structure and Functional dynamic of British Parliament, structure and Functions of U.S.A. congress
- (ii) Comparing British Judiciary and American Judiciary

Text Books:

- Vishnoo Bhagwan, Vidya Bhushan (1998), *World Constitutions*, Sterling Publisher Private Limited.
- K.K. Ghai (2013), *Major Governments, Political System of U.K., USA, Switzerland, France and China*.

Reference Book:

- Ferrel Hardy, (2001), *Public Administration: A Comparative Perspective*, Marcel Dekker, USA
- Robert L. Maddex (1995), *Constitutions of the World*, Cq Press, 1995.
- U.N. Gupta (2009), *Select World Constitutions*, Atlantic Publishers & Distributors, New Delhi.
- Ramesh K. Arora (1998), *Comparative Public Administration*, Associated Publishing House.

Discipline Specific Core

DSC-Paper IV

DEVELOPMENT ADMINISTRATION

Introduction: The course is designed to provide the student a basic understanding of development and development administration. It initiates the discussion on changing role of Non-Governmental Organizations and bureaucracy in administration.

Learning Objectives:

- To help the students understand the dynamics of development administration.
- To help the students gather knowledge about the structural and functional dynamics of institutions engaged in development administration.

Expected outcomes: Students will be able to

- Understand the diverse perspectives on development adopted by nations.
- Gain knowledge of the goals and strategies of development adopted by India.
- Understand the structural and functional dynamics of administrative institutions engaged in making and implementing development programmes.

UNIT 1: Introduction to Development Administration

- (i) Defining development administration, evolution of the concept, Difference between Development administration and administrative development.
- (ii) Features of development administration, Distinction between development administration and traditional administration, Need and Scope of Development Administration.

UNIT 2: Dynamics of Development

- (i) Dimensions of Development, Problems of Development.
- (ii) Features of Under Developed, Developing and Developed Countries, Administrative Capability for development.

UNIT 3: Development Planning

- (i) Meaning and nature of development planning, Mixed Economy Model.
- (ii) Planning Machinery in India: State Planning Board, District Planning Committee in India and NITI Aayog.

UNIT 4: Mechanisms of Development Administration

- (i) Role of Non-Governmental Organizations, Community Based Organisations (CBOs), Self Help Groups and Cooperatives in Rural Development, Women's participation in development administration.
- (ii) Role of Bureaucracy in development, People's Participation in development.

Text Books:

- R.K. Saprú (2014), *Development Administration*, Sterling Publishers, New Delhi.
- Mohit Bhattacharya (2011), *Social Theory and Development Administration*, Jawahar Publishers and Distributors, New Delhi.

Reference Books

- V.A. Pai Panandikar (ed) (1974), *Development Administration in India*, Macmillan, New Delhi.
- Rayanimana Pattanayak (1997), *Dynamics of Development Administration*, Anmol Publications Pvt. Ltd. New Delhi.
- Edward W. Weidner ,Ed. (1970), *Development Administration in Asia*.Durham, N.C.: Duke University Press,
- Kuldeep Mathur, (1996), *Development Policy and Administration: Readings in Indian Government and Politics*, Sage Publication
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Discipline Specific Elective (P) Paper I
PUBLIC PERSONNEL ADMINISTRATION

Introduction: The course provides an overview of public personnel administration in India. It focuses on topics such as civil service in developing countries, bureaucracy, recruitment, training and welfare of employees.

Learning Objectives:

- To help students able to understand the structure, functions, and designs of bureaucracy and civil service in India
- To make students understand the processes of recruitment and training for civil servants in the country
- To help students to gather knowledge with regard to the rights, duties and privileges of the civil servants.

Expected outcomes: Students will be able to

- Understand different concepts and dynamics related to bureaucracy and public personnel management.
- Identify the avenues for training for professional development of employees. ² Understand significance of civil service in developing societies.

UNIT 1: Introduction to Public Personnel Administration

- (i) Meaning of public personnel administration and its nature and scope
- (ii) Civil Service: Meaning, Features and Role in Developing Societies

UNIT 2: Bureaucracy

- (i) Definition of Bureaucracy, Types of Bureaucracy and Position Classification
- (ii) Recruitment: Meaning, Direct and indirect recruitment-its advantages and disadvantages, Composition and functions of Union Public Service Commission and State Public Service Commission, Methods of recruiting civil servants in India

UNIT 3: Dynamics of Personnel Development

- (i) Training: Meaning, Role and Objectives, Types of training, Techniques of training and names of premier Training Institutions in India
- (ii) Promotion: Meaning, Elements and Types, Principles of a sound promotion system and Promotion in India

UNIT 4: Personnel Welfare

- (i) Employees' Welfare: Pay and Service Conditions; Allowances
- (ii) Leave, Retirement Benefits and Rights and privileges of Civil Servants, Accountability of civil servants in India

Text Books:

- Rajesh K. Jha (ed) (2012), *Public Personnel Administration*, Pearson, New Delhi.
- Bata K. De (1991), *Personnel Administration in India: Retrospective Issues, Prospective Thought*, Uppal publications, New Delhi.

Reference Books

- W. Procter Arthur (2017), *Principles of Public Personnel Administration*, Forgotten Books, London.
- R.D Aggarwal (2015), *Dynamics of Personnel Management in India*, Tata McGraw Hill Publishing Company, New Delhi.
- S.L. Goel (1984), *Public Personnel Administration*, Sterling, New Delhi.
- Jack Robin, Thomas Vocina, W Bartley Hildreth & Gerald J. Miller (1995), *Handbook of Public Personnel Administration*, Marcel Dekker Inc., New York.

Discipline Specific Elective (P) Paper II

FINANCIAL ADMINISTRATION

Introduction: This course has been designed to enable the students to have basic knowledge of the Financial system of India. It focuses on topics, concepts and methods related to financial management, audit and budget.

Learning objectives:

- To help students to learn how finance management is conducted in the country.
- To guide students to understand the process of budget-making in India
- To encourage the students to learn ways to examine and evaluate financial propriety of public funds used in implementation of public policy

Expected outcomes: The students will be able to

- Understand the dynamics of budget preparation in India
- Gain knowledge about how audit is conducted in the
- Understand the significant aspects of monetary policy.

UNIT 1: Dynamics of Financial Administration

- (i) Different aspects of Financial Administration, meaning and forms of accounting, Principles of accounting in India, power and functions of Controller General of Accounts (CGA) in India
- (ii) Auditing: definition and types, nature of auditing in India, power and functions of Comptroller and Auditor General of India (CAGI)

UNIT 2: Parliamentary control over public expenditure

- (i) Budget: Concept and Principles
- (ii) Budget System in India, Budgetary Process in India: Preparation, Passing and Execution.
- (iii) Estimates Committee, Public Accounts Committee and Committee on Public Sector Undertakings

UNIT 3: Financial relationship between centre and states

- (i) Centre - State Financial Relationship, Functions of Reserve Bank of India
- (ii) Finance Ministry: History, Composition and Functions

UNIT 4: International Financial Institutions

- (i) International Monetary Fund (IMF) and World Bank (WB): Objectives, Composition and Functions.
- (ii) World Trade Organisation (WTO): Objectives, Composition and Functions.

Text Books:

- S.L. Goel, (1999), *“Financial Administration and Management”*, New Delhi, Sterling Publishers Private Limited
- D.M. Mithani, (2018), *“International Economics”*, Himalaya Publishing House

Reference Books

- Sahib Singh & Swinder Singh, *Public Personnel and Financial Administration*, New Academic Publishing Co., Jalandhar.
- Sanjeev Kumar Mahajan (2014), *Financial Administration in India*, PHI Learning.
- M.J.K. Thavaraj (2014), *Financial Administration in India*, Sultan Chand & Sons, New Delhi.

Generic Elective

GE-Paper I

CONCEPTS AND APPROACHES IN PUBLIC ADMINISTRATION

Introduction: The course is designed to provide the students a basic understanding of the principles of public administration. The students will be given exposure to concepts, terminology, principles, and theories that comprise an introductory course in public administration

Learning Objectives:

- To help the students know the sources and processes of development of public administration.
- To help the students develop a scientific temperament in studying and understanding administration of a state.

Expected outcomes: Students will be able to

- Define the term public administration and understand the basic terminology, concepts, and principles of the discipline.
- Gain knowledge of scientific methodology—the various ways in which administrative practices has been evaluated / interpreted.
- Identify and compare the major perspectives in public administration: Recognize how each approach views administration and administrative behaviour.

UNIT 1: Introduction to Public Administration

- (iii)Public Administration: Meaning, Is Public Administration a science? Public vs. Private Administration
- (iv)Evolution of the discipline of Public Administration and its Significance, Scope: Managerial and Integral View

UNIT 2: Principles of Organisation

- (iii)Hierarchy, Unity of Command, Span of Control, Concept of Line and Staff, Delegation of Authority, Authority and Accountability
- (iv)Co-ordination, Centralisation versus Decentralisation,

UNIT 3: Concepts of Public Administration

- (iii)Types of Organization: Formal and informal, Government and Non Government, organizations in organized and unorganized sectors
- (iv)Delegated Legislation- Salient features, causes of its growth, advantages and disadvantages; Administrative Adjudication- Salient features, causes of its growth, advantages and disadvantages

UNIT 4: Methods of studying Public Administration

- (iii)Approaches to the Study of Public Administration, Traditional vs. Modern Approach Salient features of Classical Approach, Administrative Management Approach, Human Relations Approach
- (iv)Paradigms of Public Administration: Politico-administrative dichotomy, New Public Administration, New Public Management, Good Governance, New Public Service Approach, Feminist Approach to Public Administration

Practical:

- (iii)Developing the structure of a formal organization, preparing the structure of informal organization
- (iv)Observation of the structure a formal organization and preparing a report within 1000 words

Text Books

- Rumki Basu (2004), *Public Administration: Concepts and Theories*, Sterlin Publishers Pvt. Ltd., New Delhi.
- Mohit Bhattacharya (1997), *Restructuring Public Administration*, Jawahar Book Centre, New Delhi.

Reference Books

- Mohit Bhattacharya (2008), *New Horizons of Public Administration*, New Delhi, Jawahar Publishers & Distributors.
- L.D. White (1948), *Introduction to the study of Public Administration*, New Delhi, Macmillan Publication.
- S.P.Naidu (1996), *Public Administration: Concepts and Theories*, New Age International Publications, New Delhi.
- K.K. Ghai (2015), *Public Administration*, Kalyani Publishers, Cuttack, Odisha

Generic Elective

GE-P.II

INDIAN ADMINISTRATION

Introduction: The course is designed to provide the student a basic understanding of the evolution of Indian Administration, various provisions of Indian Constitution and structure and functioning of public institutions in India.

Learning Objectives:

- To help the students to understand the constitutional history of India
- To help the students gather knowledge about the structural and functional dynamics of Indian administration.

Expected outcomes: Students will be able to

- Understand the evolution of Indian Administration in terms of changes and continuities.
- Gain knowledge of the rights and duties of Indian Citizens
- Understand the structural and functional properties of various constitutional offices and public institutions and so on.

UNIT 1: Evolution of Indian administration

- (iii) Indian Administration in British Era: Govt. of India Act 1935, Indian Independence Act 1947
- (iv) Preamble, Salient Features of Indian Constitution, Federalism in India

UNIT 2: Rights and Duties of Indian Citizens

- (iii) Fundamental Rights (FRs)- its features and limitations
- (iv) Directive Principles of State Policy (DPSP), Distinction between Fundamental Rights and Directive principles of State Policy Fundamental Duties

UNIT 3: Union Government:

- (iii) President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat Prime Minister's Office (PMO)
- (iv) Parliament: Lok Sabha and Rajya Sabha; Supreme Court, Women's participation in legislative politics.

UNIT 4: Constitutional and Statutory Bodies: Their Composition and Functional Dynamics

- (iii) Finance Commission, Election Commission,
- (iv) National Development Council (NDC), Inter-State Council, Planning Commission and NITI Aayog – Planning Commission- its vital role and significance till its dissolution and Difference between Planning Commission and Niti Aayog.

Practical:

- (i) Designing of a mock Parliament, Functional Design of Lok sabha and Rajya Sabha (ii) Organogram of PMO, Central Secretariat, Cabinet Secretariat

Text Books:

- B.L. Fadia and Kuldeep Fadia, (2014) *Indian Administration* Sahitya Bhawan, Agra
- Bidyut Chakrabarty, Prakash Chand, (2016), “*Indian Administration : Evolution and Practice*” , SAGE Publications, New Delhi

References:

- Kuldeep Mathur,(2018), *Recasting Public Administration in India: Reform, Rhetoric and Neoliberalism*, Oxford University Press.
- Hoshiar Singh and Pankaj Singh (2011), *Indian Administration*, Pearson, Delhi.
- S.R. Mahesswari (2011), *Indian Administration*, New Delhi, Orient Longman.
- Pratap Bhanu Mehta & Nirja Gopal Jayal. (2011), *The Oxford Companion to Politics in India*, Oxford University Press, New Delhi.
- Padmalaya Mahapatra, (2013), *Indian Administration: Central – State – District*”, Gyanayuga, Bhubaneswar
