

Department of Political Science
Faculty of Social Sciences
Jamia Millia Islamia



M.A. Public Administration
Syllabus
Choice Based Credit System (CBCS)

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- The M.A. programme in Public Administration will consist of 4 semesters over a period of 2 years with each semester consisting of 5 papers.
- Each semester will have 5 compulsory papers with a total of 20 papers being offered over 4 semesters.
- M.A. fourth semester will consist of 4 compulsory and one Project and Viva-Voce exam.
- Each paper is divided into 3 units. Each theory paper carries 25 marks for the mid-semester internal assessment and 75 marks for the end of semester exam, which will be subjective and of three hours duration.
- An updated reading list will be provided to the student by their respective subject teachers at the beginning of each semester.
- The first two semesters will have CBCS papers and the last two semesters will have CBCS along with Ability Enhancement and Skill Enhancement papers.

M.A. Programme in Public Administration

Semester-wise Number of Papers & Credits under the Choice Based Credits System (CBCS)

Sem.	Core Courses	Choice Based Courses (Elective)	Skill Enhancement Courses (SEC)	Project and Viva-voce	Ability Enhancement Courses	Total No of Papers	No of Credits	Total Credits
I	4	1	-	-	-	4+1=5	4 (4x5)	20
II	4	1	-	-	-	4+1=5	4 (4x5)	20
III	3	1	-	-	1	3+1+1=5	4 (4x5)	20
IV	2	1	1	1	-	2+1+1+1=5	4 (4x5)	20
No. of Papers	13	4	1	1	1	20	(4x20)	80
Total Credits	4x13=52	4x4=16	4x1=4	4x1	4x1=4	-	-	80

- Includes a Project work of 4 Credits

M.A. Public Administration
Semester Syllabus (Under Choice Based Credit System)
Each Course consists of 4 credits
Total Number of credits: 80

C O N T E N T S

Course Code	Title of Papers	Type of Course	P.N.
Semester I			
MPAS-101	Contemporary Political Theory	Core Course	08
MPAS-102	Public Administration and Governance: Concepts and Theories	Core Course	10
MPAS-103	Administrative Thinkers - I	Core Course	13
MPAS-104	Public Policy	Core Course	14
MPAX-1.1 (CBCS)	Ethics in Governance	Choice Based	16
Semester II			
MPA-201	Indian Political System: Constitution and Institutions	Core Course	19
MPA-202	Personnel Administration with special reference to India	Core Course	22
MPA-203	Administrative Thinkers - II	Core Course	24
MPA-204	Organizational Behavior	Core Course	26
MPAX-201 (CBCS)	Comparative Public Administration	Choice Based	28
Semester III			
MPAS-301	Indian Administration: Structure and Processes	Core Course	31
MPAS-302	Financial Administration in India	Core Course	33
MPAS-303	Rural and Urban Government in India	Core Course	35
MPAX-304 (CBCS)	Disaster Management in India	Choice Based	37
MPASX-304 (AECC)	Office Management and Administrative Improvement	Ability Enhancement	39
Semester IV			
MPA-405	Corporate Governance in India	Core Course	42
MPA-406	Development Administration in India	Core Course	44
MPA-408	Project and Viva-Voce	Core Course	
MPAX-401 (CBCS)	Political Economy of Development in India	Choice Based	46
MPA-407 (SECC)	Administrative Law	Skill Enhancement	48

M. A. PUBLIC ADMINISTRATION

Programme Objectives

The M. A. Public Administration Programme was introduced in the Political Science Department in 2003 and is the first and only regular Postgraduate programme of its kind to be located in Delhi. The discipline of Public Administration studies government-in-action and has acquired salience and popularity among students, particularly those aspiring to make a career in the rapidly changing political economy of India today. The Indian Civil services are an alternative area of career planning for the students of Public Administration besides the ever expanding private sector in post globalized India.

The 20 papers of the Programme familiarize the student with the complexities of state and bureaucratic functioning as well as policy making and implementation with particular reference to India. The student learns about the concepts and theories of management and their application which is extremely relevant to the working of both public and private sector organizations.

A Master's Programme in Public Administration additionally equips the student with a knowledge of the Indian constitution, the political system, institutions and their functioning besides giving an idea of how a government works at the central, state and local levels.

Papers in Personnel and Financial administration are also introduced. A working knowledge of Administrative Law and Office Management procedure form a part of the programme. The M. A. Programme has been repeatedly revised on account of disciplinary shifts, changing administrative realities and market exigencies. Accordingly many new topics of study have been added to enhance the skill set of the student ensuring newer inputs for academic engagement and research, besides added avenues of employment.

The courses in the Programme have been structured in a manner that they introduce the student to the canvas of subjects that comprise the umbrella

discipline of Public Administration which has **both theoretical and applied aspects**. Beginning with a focus on concepts and theories which form the core courses, other courses are introduced to see how these concepts have been translated into Indian administrative practice.

The transition from an era of government to governance has brought Public Administration to the forefront of seminal changes in the operational context of developed and developing countries in the 21st century. All these changes have been mapped to make the course relevant and meaningful to a student in today's times.

Apart from the end semester exams that the University conducts on a bi-annual basis the internal assessment plan enables the teacher to understand and evaluate a student's thinking, writing and articulation skills. The assessment methods are:

- Assignment and Class Tests
- Class Presentations
- Book Reviews
- Project Report and Viva.

There is a Project Report and Viva-Voce (4 credits) which tests the student's understanding of research tools for conducting survey research, in any case study that they might wish to present in their Project work.

Given this diverse basket of courses and skill sets that a student is expected to master in this M. A. Programme, the **learning outcomes** enable them to seek gainful employment and engagement in diverse sectors of the economy such as teaching and research, civil services, journalism, law or executive work in private sector organizations.

SEMESTER - I

M.A.

PUBLIC ADMINISTRATION

CONTEMPORARY POLITICAL THEORY

PAPER CODE: MPAS-101

Course Rationale:

The Course entitled Contemporary Political Theory seeks to explain the basic concepts and theories of contemporary political relevance. It covers most of the contemporary theoretical currents and debates within 20th century political theory extending up to the current times. It discusses the political ideas of major thinkers and important debates within liberal democracy and its critics. It also focuses on major alternative political theories such as, Marxism, feminism and green political theory.

Unit I

Approaches and Concepts

- i) Approaches to Political Theory
- ii) Liberty, Equality and Justice
- iii) Democracy and Rights

Unit II

Theories-I

- i) Liberalism
- ii) Marxism
- iii) Feminism

Unit III

Theories-II

- i) Post-Modernism
- ii) Multiculturalism
- iii) Green Political Theory

Suggested Readings:

- Bellamy, Richard (ed.). *Theories and Concepts of Politics: An Introduction*. Manchester University Press, 1993.
- Bhargava, Rajeev and Ashok Acharya (eds.). *Political Theory: An Introduction*. Pearson, 2008.
- Dryzek John S. et al (eds.). *The Oxford Handbook of Political Theory*. OUP, 2008.
- Farrelly, Colin. *Introduction to Contemporary Political Theory*. Sage Publications, 2004.
- Gaus, Gerald F. and Chandran Kukathas. *A Handbook of Political Theory*. Sage, 2004.
- Goodin, Robert E., Philip Pettit and Thomas Pogge. *A Companion to Contemporary Political Philosophy*. Blackwell Publishing, 2007.
- Heywood, Andrew. *Key concepts in politics*. London: Macmillan Education, 2000.
- _____. *Political Ideologies: An Introduction*. 6th edition. Palgrave, 2017.
- _____. *Political Theory: An Introduction*, 4th edition. Palgrave, 2015.
- Kymlicka, Will. *Contemporary Political Philosophy: An Introduction*, 2nd ed. Oxford University Press, 2002.
- Rawls, John. *A Theory of Justice*, (Chapters 1, 2 and 3), Revised edition. Harvard University Press, 1999.

PUBLIC ADMINISTRATION AND GOVERNANCE: CONCEPTS AND THEORIES

PAPER CODE: MPAS - 102

Course Rationale:

The course is an introduction to the concepts and theories of Public Administration and the paradigm shift in the study of state-society-economy relationships, public administration, and governance. The enriched discourse of governance and public administration sees the conceptualization of myriad perspectives for better management, state capacity both in policy formulation and facilitating implementation. The idea is to put in perspective the institutional structures and contemporary issues by looking at how major social trends can affect the political process, as well as how the myriad politico- social forces work together to bring about policy change.

Unit I

Public Administration: Meaning, Evolution and Scope

- (i) Public Administration: meaning, nature and scope, Public & Private administration, Challenges in developed and developing societies, Relation between the political and the permanent executive
- (ii) Evolution of the discipline: Different stages and ongoing concerns
- (iii) Principles of Organization: Span of control, Unity of command, Delegation, Authority and Responsibility, and Coordination.

Unit II

Organization Theory: Different Approaches

- (i) Structural Approach: Henri Fayol, F.W. Taylor, Max Weber
- (ii) Decision Making Approach: H.A. Simon
Human Relations Approach: Elton Mayo, Abraham Maslow, Douglas McGregor
- (iii) Ecological Approach: F.W.Riggs

Unit III

Contemporary Administrative Theory

- (i) State versus Market Debate: Public Choice, Entrepreneurial Government, Concept of good governance
- (ii) New Public Management, Feminist perspective
- (iii) The New Public Service; The Denhardtian Paradigm

Suggested Readings:

- Basu, Rumki. *Public Administration in the 21st century: A Global South Perspective*. New York and London: Routledge, 2019.
- _____. *Public Administration, Concepts and Theories*. New Delhi: Sterling, 2018.
- Bevir, Mark. *Governance: A Very Short Introduction*. OUP, 2012.
- Bhattacharya, Mohit. *New Horizons of Public Administration*. New Delhi: Jawahar Publishers, 2012.
- _____. *Restructuring Public Administration: Essays in Rehabilitation*. New Delhi: Jawahar, 2007.
- Chakravarty, Bidyut & Prakash Chand. *Public Administration in a Globalizing World*. New Delhi: Sage, 2018.
- _____, & Mohit Bhattacharya. *Public Administration: A Reader*. New Delhi: OUP, 2005.
- Nicholas, Henri. *Public Administration and Public Affairs*. New Jersey: Pearson, 2013.
- Medury, Uma. *Public Administration in the Globalization Era: The New Public Management Perspective*. New Delhi: Orient Blackswan, 2010.
- Peters, B. Guy. *The Next Public Administration: Debates & Dilemmas*. Sage, 2018.
- Sahni, Pardeep & Etakula Vayunandan, *Administrative Theory*, New Delhi PHI, 2010.
- Sapru, R.K. *Administrative Theories and Management Thought*. New Delhi: PHI, 2013.
- Theodoulou, Stella Z. & Ravi K. Roy. *Public Administration: A Very Short Introduction*. OUP, 2016.

ADMINISTRATIVE THINKERS-I

PAPER CODE: MPAS - 103

Course Rationale:

The objective of the course is to look at the seminal work of some thinkers from the classical, human relations and contemporary traditions to highlight their distinct contribution to the evolution of administrative thought and understand the journey of the discipline through their perspectives. Kautilya is the only Indian thinker to be included in the course. Arthshastra remains to this day the longest ever written treatise on public administration. The other thinkers belong to different schools of thought that originated either in Europe or in the USA.

Unit I

Thinkers - I

- i) Kautilya: Statecraft and Governance.
- ii) Woodrow Wilson: Politics Administration - Dichotomy
Henri Fayol: Principles of Management
- iii) F.W. Taylor: Scientific Management
Max Weber: Model of Bureaucracy

Unit II

Thinkers - II

- i) Luther Gullick and Lyndall Urwick: Administrative Principles
- ii) M.P. Follett: Leadership and Conflict
- iii) Elton Mayo: Human Relations Theory

Unit III

Thinkers - III

- i) Chester Barnard: Contribution Satisfaction Equilibrium
- ii) Herbert Simon: Theory of Decision-Making
- iii) F.W. Riggs: Administrative Models and Approaches

Suggested Readings:

- Ali, Shum Shun Nisa. *Eminent Administrative Thinkers*. New Delhi: Associated Publishing House, 1998.
- Goel, S.L. *Administrative and Management Thinkers: Relevance in New Millennium*. New Delhi: Deep & Deep, 2008.
- Kumar, Umesh. *Kautilya's Thought on Public Administration*. Delhi: NBO, 1990.
- Mahashwari, M. *Administrative Thinkers*. New Delhi: Macmillan, 2009.
- Mehta, V.R. *Foundations of Indian Political Thought*. Delhi: Manohar, 1999.
- Pinto, Marina R. *Management Thinkers*. Mumbai: Allied Publishers, 1989.
- Pollard Harold R. *Further Developments in Management Thought*. London: Heinemann, 1978.
- Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana & Y. Pardhasaradhi (eds.). *Administrative Thinkers*. New Delhi: Sterling, 2010.
- Pugh, D.S. & D.J. Hickson. *Writers on Organizations*. Penguin, 2007.
- Sapru, R.K. *Administrative Theories and Management Thought*. New Delhi: PHI, 2013.
- Sharma, Manoj. *Administrative Thinkers*. New Delhi: Anmol Publication, 2004.

PUBLIC POLICY

PAPER CODE: MPAS - 104

Course Rationale:

The course is designed to introduce students to the idea of public policy designing, implementation and evaluation. It further introduces the basic principles and concepts of policy analysis. The course considers the relationship between public goals and policy design, surveys the use of generic policy tools such as regulation, contracting, privatization, inducements, markets, and subsidies. These concepts will be presented using practical examples involving public policy issues.

Unit I

Public Policy: Models and Theories

- i) Theories: Lasswell's concept of Policy Science, Multiple Streams Framework Model, Punctuated Equilibrium Theory
- ii) Models: Incremental, Systems, Institutional, Elite, Rational, Public Choice and Group Theories.
- iii) Determinants of Public Policy: Political, Economic, Socio Cultural, Administrative.

Unit II

Policy design and Implementation

- i) Role of Political parties, Legislature, Bureaucracy, Judiciary
- ii) Role of Interest Groups, Mass Media, Social Movements, Non Governmental Agencies and International Agencies.
- iii) Constraints in Policy Design and Implementation.

Unit III

Policy Evaluation

- i) Social Welfare Administration: Concept and Approaches.
- ii) Social Welfare Policies: Education and Health.
- iii) Policy Evaluation: Cost Benefit Analysis, Policy Audit, Gender Audit

Suggested Readings

- Ayyar, R.V. Vaidnatha. *A Public Policy Making in India*. New Delhi: Pearson, 2012.
- Birkland Thomas A. *An Introduction to the Policy Process*. M.E. Sharpe, 2011
- De, P.K. *Public Policy and Systems*. New Delhi: Pearson, 2012.
- Dreze, Jean (ed). *Social Policy*. New Delhi: Orient Blackswan, 2016.
- Dunn, William N. *Public Policy Analysis: An Introduction*. Prentice-Hall, 2003.
- Dye, Thomas R. *Understanding Public Policy*. New Delhi: Pearson, 2006.
- *Elementary Education in India: Progress Towards UEE*, New Delhi: NUEPA, 2013.
- Govinda R. (ed). *Who Goes To School? Exploring Exclusion in Indian Education*. New Delhi: OUP, 2011.
- K. Vijaya Kumar. *Right to Education Act 2009: Its Implementation as to Social Development in India*. Delhi: Akansha Publishers, 2012.
- Kapur, Devesh et al. *Rethinking Public Institutions in India: Performance and Design*. New Delhi: OUP, 2017.
- Kishore, Jugal. *National Health Programs of India: National Policies and Legislations, Century Publications, 2005*.
- Mathur, Kuldeep. *Public Policy and Politics in India*. OUP, 2013.
- Moran, Michael, Martin Rein & Robert E. Goodin. *The Oxford Handbook of Public Policy*. OUP, 2008.
- Sapru, R.K. *Public Policy: Art and Craft of Policy Analysis*. New Delhi: PHI, 2013.
- Sathyamala, C. (ed). *Securing Health for All: Dimensions and Challenges*. New Delhi: IHD, 2006.
- Surendra, Munshi and Biju Paul Abraham (eds.). *Good Governance, Democratic Societies and Globalisation*. Sage Publishers, 2004.
- Stone, Deborah. *The Policy Paradox: The Art of Policy Decision Making*. W. W. Norton, 1997.

ETHICS IN GOVERNANCE
PAPER CODE: MPAX - 1.1
(CBCS)

Course Rationale:

This course looks at the rationale for ethical decision making in public bodies and corporate governance. Some ethical dilemmas in the changing role of public administration in the context of globalization are examined. Government efforts to enforce ethics in corporate governance, combat corruption and enforce human rights through several acts and e-governance have been discussed. Institutional structures to combat corruption, redress citizen grievances and enforce accountability are taught along with a detailed reading of the ARC II's 4th Report on Ethics and Governance.

Unit I

Rationale for Ethics

- i) Role of Ethics in Evolving Public Administration
- ii) Debates and Ethical Dilemmas in Public Organizations
- iii) Changing Ethical Contexts: Historical, Socio-cultural Legal-judicial, Economic and political.

Unit II

Enforcing Ethics

- i) Enforcing Ethics in Corporate Governance - SEBI
- ii) Enforcing SMART Governance - Digital India Programme
- iii) Enforcing Human Rights in Governance - NHRC

Unit III

Ethics, Accountability and Good Governance

- i) Legal and Institutional Structure: CBI, CVC and Anti-corruption Acts
- ii) Citizen Grievances and Public Accountability:
Lokpal, Right to Information, Social Audit, Citizen's Charters and Public Service Guarantee Acts
- iii) ARC II's 4th Report on "Ethics and Governance" - Recommendations

Suggested Readings:

- Arora, Ramesh K. (ed). *Ethics, Integrity and Values in Public Service*. New Delhi: New Age International, 2014.
- Das, S.K. *Building a World Class Civil Service for Twenty First Century India*: New Delhi: OUP, 2010.
- Dwivedi, O.P. “Ethics and values of public responsibility and accountability” *International Review of Administrative Science*, 51, pp. 64-66, 1985.
- Godbole, M.G. *Good Governance Never on India’s Rada.*, New Delhi: Rupa Publishing House, 2014.
- Patts, Steven. *Ethics in Public Service: An Idea Whose Time Has Come*, in *Public Sector Ethics: Finding and Implementing Values* Noel Preston and Charles Sampford (eds.). New York: Routledge, 1998.
- Samuel, Paul (ed.). *Fighting Corruption: The Way Forward*. New Delhi: Academic Foundation, 2013.
- Second ARC 4th Report *Ethics in Governance* Government of India, 2006.
- Sharma, Sangeeta. “Public Service Ethics in India” in Meghna Sabharwal and Evan M. Berman (ed.). *Public Administration in South Asia*. Taylor & Francis, 2013, pp 91-109, 2013.
- Upadhyaya, Ranvijay. *Ethics, Integrity and Aptitude in Governance*. New Delhi: Sage 2018.

SEMESTER - II

M.A.

PUBLIC ADMINISTRATION

**INDIAN POLITICAL SYSTEM:
CONSTITUTION AND INSTITUTIONS
PAPER CODE: MPA - 201**

Course Rationale

The course will exercise a political lens to trace out the evolution of constitutional democracy in India. The course employs a historical -institutional perspective to highlight the prominent ideas that have influenced India's political trajectory. We shall discuss how major public institutions in India have contributed to shape and are in turn shaped by the changing political landscape.

Unit I

Fundamentals of the Indian Constitution

- (i) Nature of Indian Constitution**
 - a) Assessment of the Constituent Assembly
 - b) Democracy and the activist state.

- (ii) Fundamental Rights and Directive Principles**
 - a) Relations between Fundamental Rights and Directive Principles.
 - b) Individual and Group Rights

- (iii) Secularism**
 - a) Nature and Challenges of Indian Secularism.
 - b) Secularism and its critics.

Unit II

Institutional Framework - I

- (i) Executive**
 - a) President & Prime Minister
 - b) Union Cabinet

- (ii) Judiciary**
 - a) Structure of Judiciary
 - b) Judicial Review and Judicial Activism

- (iii) Legislature**

- a) Norms of Representation
- b) Parliamentary Sovereignty and Performance

Unit III

Institutional Framework - II

(i) Federalism

- a) Strong Centre Framework.
- b) Centre-State Relations.

(ii) Decentralization

- a) Panchayati Raj Institutions.
- b) Local Self Government Institutions

(iii) Bureaucracy and the Defense Forces

- a) Nature of Bureaucracy
- b) Civil-Military Relations

Suggested Readings:

- Bhatia, Gautam. *The Transformative Constitution: A Radical Biography in Nine Acts*. New Delhi: Harper Collins, 2019
- Chandoke, Neera. *Rethinking Pluralism, Secularism, and Tolerance*. New Delhi: Sage, 2019.
- Chandrachud, Abhinav. *The Informal Constitution: Unwritten Criteria in Selecting Judges for the Supreme Court of India*. New Delhi: Oxford University Press, 2014.
- De, Rohit. *A People's Constitution: The Everyday Life of Law in the Indian Republic*. New Delhi: Oxford University Press, 2018.
- Jayal, Niraja Gopal. *The Oxford Companion to Politics in India*. New Delhi: Oxford University Press, 2011.
- Kapur, Devesh, et.al. *Rethinking Public Institutions in India*. New Delhi: Oxford University Press, 2017.
- Khosla, Madhav. *The Indian Constitution*. New Delhi: Oxford University Press, 2012.
- Khosla, Madhav et.al. *The Oxford Handbook of Indian Constitution*. New Delhi: Oxford University Press, 2016.
- Kohli, Atul, et.al. *Routledge Handbook of Indian Politics*. New Delhi: Routledge, 2018.
- Wilkinson, Steven. *Army and the Nation*, Ranikhet: Permanent Black, 2017.

PERSONNEL ADMINISTRATION WITH SPECIAL REFERENCE TO INDIA

PAPER CODE: MPA - 202

Course Rationale

The course aims at familiarising the student with the concept, nature, functions and significance of Personnel Administration. Since Civil Services play a crucial role in the present day administrative system, the course deals with the development of public services, besides analysing problems and issues of Personnel Agencies and Personnel Management. It covers important components of Personnel Administration like recruitment, training, promotion, motivation and morale. It also deals with ethics, integrity, employer- employee relations in public organizations specially in the context of India.

Unit I

Definition, Scope and Significance

- i) Public Personnel Administration: Definition, Scope, Functions and Significance.
- ii) Manpower Planning and Human Resource Development: Concept and its application in government.
- iii) Role of Public Services in Administrative System: Neutrality & Ethics in Civil Services.

Unit II

Job Design, Motivation and Evaluation

- i) Job Design and Job Analysis
- ii) Motivation and Morale, Employer - Employee Relations (J.C.M.)
- iii) Job Evaluation and Remuneration: Bases and Principles.

Unit III

Personnel Management / Personnel Agencies / Mechanisms

- i) Recruitment and Training of Civil Servants: Methods and Significance.
- ii) Promotion: Methods and Performance Appraisal Schemes.
- iii) Grievance Redressal Mechanism: Tribunals

Suggested Readings

- Agarwal, R.D. (ed.). *Dynamics of Personnel management in India: A Book of Readings*. New Delhi: Tata-McGraw Hill, Latest Edition.
- Aswathappa, K. *Human Resource Personnel Management: Text and Cases*. New Delhi: Tata Macgraw Hill, 2002.
- Bach, Stephen and Keith Sisson. *Personnel Management: A Comprehensive Guide to Theory and Practice*, Third Edition, 2000.
- Berman, Evan M., James S. Bowman, Jonathan P. West and Montgomery R. Van Wart. *Human Resource Management in Public Service: Paradoxes, Processes and Problems*, Sage, 2015.
- Das, S. K. *The Civil Services in India*. OUP, 2013
- Flippo, Edwin B. *Principles of Personnel Management*. New York: Tata McGrawhill, Latest Edition.
- Goel, S.L. *Public Personnel Administration*. New Delhi: Sterling, 1989.
- Pigors, Paul & Charles Hyers. *Personnel Administration: A Point and a Method*. Macgraw Hill, Latest Edition.
- Varma, Arup. And Pawan S. Budhwar eds. *Managing Human Resources in Asia-Pacific*. Routledge, 2013.

ADMINISTRATIVE THINKERS-II

PAPER CODE: MPA - 203

Course Rationale:

This course is the second in a two series introduction to prominent administrative thinkers of the 20th century whose thinking and writings have enriched the realm of administrative thought. Students will be introduced to three thinkers from the Neo-Human Relations group, in the first unit, three from the Management and Policy Science School in the second unit and in the last unit, the three thinkers represent the Public Choice, New Public Management and the New Public Service paradigms respectively. Special emphasis will be made to teach and highlight the unique contribution of each of the nine thinkers included in the course.

Unit I

Neo-Human Relations

- i) Abraham Maslow: Need Hierarchy Concept
- ii) Douglas Mc Gregor: Managerial Theories of 'X' and 'Y'
- iii) Frederick Herzberg: Hygiene Motivation Theory

Unit II

MBO, Policy Science and Theory Z

- i) P.F. Drucker: Management by Objectives
- ii) Yehezkel Dror: Ideas on Policy Sciences
- iii) William Ouchi: Theory 'Z'

Unit III

Public Choice, Entrepreneurial Government and NPS

- i) Vincent Ostrom: Public choice approach and the theory of democratic administration
- ii) David Osborne and Ted Gaebler: Concept of entrepreneurial government
- iii) Robert and Janet Denhardt: The New Public Service

Suggested Readings

- Ali Shum, Shun Nisa. *Eminent Administrative Thinkers*. New Delhi: Associated Publishing House, 1998.
- Denhardt, Janet and Robert Denhardt. *The New Public Service: Serving, Not Steering*. *Steering Routledge*, 2015.
- Dror, Yehezkel. *Public Policy Making Reexamined*. Transaction Publishers, 1983.
- Drucker, Peter F. *The Practice of Management*. Harper Business, 2010.
- George, Claude S. *The History of Management Thought*. New York: Prentice Hall, 1968.
- Goel, S.L. *Administrative and Management Thinkers: Relevance in New Millennium*, New Delhi: Deep & Deep, 2008.
- Osborne, David and Ted Gaebler, *Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector*, Plume 1993
- Ostrom, Vincent. *The Intellectual Crisis in American Public Administration*. University of Alabama Press, 2008
- Ouchi, William G. *Theory Z: How American Business Can Meet the Japanese Challenge*. Avon, 1981.
- Pinto, Marina R. *Management Thinkers*, Mumbai: Allied Publishers, 1989.
- Pollard, Harold R., *Further Developments in Management Thought*. London, Heinemann, 1978.
- Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana& Y. Pardhasaradhi (eds.). *Administrative Thinkers*. New Delhi: Sterling, 2010.
- Pugh, D.S. & D.J. Hickson. *Writers on Organizations*. Penguin, 2007.
- Sapru, R.K. *Administrative Theories and Management Thought*. New Delhi: PHI, 2013.
- Sharma, Manoj. *Administrative Thinkers*, New Delhi: Anmol Publication. 2004.

ORGANISATIONAL BEHAVIOUR

PAPER CODE: MPA - 204

Course Rationale:

In this course the functioning and behaviour of an organization towards its employees and the ordinary public is a matter of study. The study of theories, functioning, rule and norms of various organizations constitute the objective of the paper. It will also take up best practices, scope, problems and challenges of organizations.

Unit I

Concept, Approaches, Goals and Challenges

- i) Organisational Behaviour (OB): Meaning and Concept, Traditional and Modern Approaches to OB.
- ii) Typologies of Organisation, Genesis, Needs and Goals of OB.
- iii) Challenges of Organisational Behaviour

Unit II

Attitude, Personality and Motivation

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

Unit III

Power, Stress Management and Organizational Change

- i) Power and Politics: Concept, Significance, Concentration and Types of power, Reasons and Management of Organizational Politics.
- ii) Stress Management: Concept, Causes and Effects of Stress, Coping Strategies.
- iii) Organizational Change: Nature, Factors and Resistance to Change.

Suggested Readings

- Moorhead Gregory & Ricky W. Griffin. *Managing Organizational Behavior*, South Western. Tenth edition, 2012.
- Colquitt Jason A, Jeffrey A Lepine, Michael J. Wesson *Organizational Behavior: Improving Performance and Commitment in the Workplace*. McGraw-Hill Higher Education, 2010nd edition.
- Aswathappa, K. *Organizational Behaviour*, 10th Edition. New Delhi: Himalaya Publishing House Pvt. Ltd., 2012.
- Mcshane, *Organizational Behavior* (5th Edition). McGraw Hill Education (India) Pvt. Ltd, 2016.
- Kumar, Niraj. *Organizational Behavior: A New Look Concept, Theory and Cases*. New Delhi: Himalaya 2012.
- Parikh, Margie and Rajen Gupta. *Organisational Behaviour*. McGraw Hill Education (India) Pvt Ltd, 2010.
- Robbins Stephen P. *Organizational Behavior* 15 Paperback, New Delhi: Pearson 2013.
- Prasad, L.M. *Organizational Behavior*. New Delhi: Sultan Chand and Sons, 2019.
- Pershing, Sandra Parkes and Eric K. Austin. *Organization Theory and Governance for the 21st Century*. New Delhi: Sage, 2015.

COMPARATIVE PUBLIC ADMINISTRATION

PAPER CODE: MPAX-201

(Choice-Based)

Course Rationale:

This course aims to aid understanding both the similarities as well as the distinct and unique features of administrative systems in different parts of the world. It introduces different approaches to the study of comparative public administration and the contribution of two of the greatest comparativist thinkers. Moreover, the administrative structure and functions of three western developed countries are considered in addition to administrative systems of two Asian and one African developing countries.

Unit I

Introduction

- i) Meaning, Scope and Importance, Challenges in developed/developing countries.
- ii) Approaches: Ecological, Structural Functional, Behavioural.
- iii) Contribution of F.W. Riggs and Ferrel Heady

Unit II

Administrative Systems I

- i) Britain
- ii) U.S.A.
- iii) France

Unit III

Administrative Systems II

- i) China
- ii) Bangladesh
- iii) Nigeria

Suggested Readings:

- Arora, Ramesh K. *Comparative Public Administration*. New Delhi: Associated Publishing House, 2008.
- Arora, R.K. and Sangeeta Sharma. *Comparative and Development Administration, Ideas and Actions* (ed.). Jaipur: Arihand Centre for Administrative Change, 1992.
- Berman, Evan et al. *Public Administration in East Asia*, Francis & Taylor (China Chapter) Routledge, 2010.
- Dahiya, Sewa Singh and Ravindra Singh. *Comparative Public Administration*. New Delhi, Sterling, 2014.
- Ewoh, Andrew. *Public Administration Education and Training in Nigeria: Problems, Challenges & Prospects* JPAE 20 (4), 455-468.
- Federal, Republic of Nigeria. *Public Administration: A Country Profile*, DESA, UN, 2004.
- Heady, Ferrel. *Public Administration: A Comparative Perspective*, M Dekker, 1996.
- Rowat, Donald E. *Public Administration in Developed Democracies*, New York: Marcel Dekker, Inc., Latest Edition
- Sabharwal, Meghna & Evan M. Berman. *Public Administration in South Asia*. London: Francis & Taylor, 2013.
- Sharma, R.D. (Ed.). *Administrative Systems of Developing Countries*. New Delhi: Mittal, 1999.
- Viswanathan, V.N. *Comparative Public Administration*. New Delhi: Sterling, 1996.
- Wang, James C.F. *Contemporary Chinese Politics*, New Jersey: Prentice Hall, 2002.

SEMESTER - III

M.A.

PUBLIC ADMINISTRATION

INDIAN ADMINISTRATION: STRUCTURE AND PROCESSES

PAPER CODE: MPAS - 301

Course Rationale:

This course seeks to understand the theory, structure, functioning, rules and processes of Indian administration. The objective of the course is to discuss the scope and the challenges of administration in today's India. The course also focuses on different levels of administration at the central, state and local levels besides discussing rights and duties of administrators in a democratic context.

Unit I

Constitution, Central and State Administration

- i) Constitutional Framework.
- ii) Administration at the Central level: Structure and Powers.
- iii) State Administration: Structure and Functions.

Unit II

The District, Civil Services and the Public Sector

- i) District Collector and Emerging Role.
- ii) Central Civil Services-Structure, Recruitment and Training.
- iii) Public Sector Undertakings in India – Changing role.

Unit III

Law and Order, Controls and Reforms

- i) Role of Central and State Agencies in Maintenance of Law and Order.
- ii) Controls over Administration: Legislative, Executive and Judicial.
- iii) Administrative Reforms—Emerging Paradigm.

Suggested Readings

- Arora, Ramesh K. (ed.). *Public Administration in India: Tradition, Trends and Transformation*. New Delhi: Paragon, 2006.
- Arora, Ramesh K. and R. Goyal. *Indian Administration: Institutions and Issues*. New Delhi: New Age, 2016.
- Bakshi, P.M. *The Constitution of India*, Delhi. Universal Law Publishing Co., 2018.
- Barthwal, C.P. *Indian Administration Since Independence*. Lucknow: Bharat Publishers, 2003.
- Basu, Rumki. *Indian Administration: Structure, Performance and Reform*. New Delhi: Adroit Publishers, 2019.
- Chakravarty, Bidyut and Prakash Chand. *Indian Administration: Evolution and Practice*. New Delhi: Sage, 2016.
- Das, S.K. *The Civil Services in India*. New Delhi: OUP, 2013.
- Gupta, Bhuvanesh. *State Administration in India*. RBSA Publishers, 2012.
- Maheswari, S.R. *Indian Administration*. New Delhi: Orient Black Swan, Sixth Edition, 2001.
- Sapru, Radhakrishnan. *Indian Administration: A Foundation of Governance*, New Delhi: Sage: 2018.

FINANCIAL ADMINISTRATION IN INDIA

PAPER CODE: MPAS - 302

Course Rationale:

The course is designed to encourage students to understand the intricacies of financial administration performed by the state. The purpose of this course is to introduce students to the basic principles and concepts of financial administration. The students have to study the concepts of planning, budgeting, auditing and the role of the Finance Ministry in formulating the budget and in the macro management of the Indian economy. The course offers a holistic view of the federal finances of the Indian state which is managed by the Central Executive.

Unit I

Concept and Scope

- i) Meaning and Scope
- ii) Components of Financial Administration.
- iii) Budget as a Political Instrument.

Unit II

Public investment and Expenditure

- i) Public Expenditure and Fiscal Discipline
- ii) Government Revenue.
- iii) Role of the Central Bank (RBI)

Unit III

Centre State Financial Relations

- i) Issues of Fiscal Federalism.
- ii) Rural and Micro finance.
- iii) Financial Audit.

Suggested Readings:

- Basu, Kaushik. *Fiscal policy as an instrument of investment and growth. World Bank Policy Research Working Paper 6850*, 2014.
- Chelliah, Raja J. *Fiscal Policy in Underdeveloped Countries: With Special Reference to India*. Routledge, 2011.
- Centre for Budget and Governance Accountability, Annual Reports.
- Goel, S.N. *Public Financial Administration*. New Delhi: Deep and Deep, Latest Addition.
- Hansen, James A. and Sanjay Kathuria (eds.). *India: A Financial Adjustment for the Twenty First Century*. OUP, 1999.
- Kumar, K. Gopa. “Historical Evolution of Federal Finances in India” *Federal Governance* 9, No. 1, 2012.
- Mathur, B.P. *Government Accountability and Public Audit*. New Delhi: Uppal, 2007.
- Mahajan Sanjeev K & A.P. Mahajan. *Financial Administration in India*. New Delhi: PHI, 2014.
- Paswan, Pooja. *Financial Administration of India*. New Delhi: Sage Publications, 2019.
- Sarapa, A. *Public Finance in India*. New Delhi: Kanishka, 2004.

RURAL AND URBAN GOVERNMENT IN INDIA

PAPER CODE: MPAS - 303

Course Rationale:

This course deals with post- 73rd and 74th amendments that led to a new era of Indian federalism in the last decade of the 20th century. Rural and urban government in India gradually evolved as the third level of governance with a backing of financial powers and Constitutional provisions. The objective of this paper is to acquire an understanding of the structure, laws, procedures, voting behaviour and contemporary issues at the ground level in the rural and urban governance of India.

Unit I

Approaches and Debates

- i) Approaches to the study of Local Government.
- ii) Contemporary debates in rural and urban governance.
- iii) State-Local Relationship: Administrative and Financial.

Unit II

Panchayati Raj Institutions

- i) 73rd Constitutional Amendment: Basic Features.
- ii) Organizational Structure of Rural Local Government.
- iii) Issues of Panchayati Raj Institutions (PRIs): Personnel, Finance, Capacity Building and Devolution Index, Gram Swaraj Abhiyan.

Unit III

Urban Governance

- i) 74th Constitutional Amendment: Basic Features.
- ii) Organisational Structure of Municipal Bodies and Reforms.
- iii) Contemporary issues of Urbanization and Urban governance: Smart Cities, Amrut

Suggested Readings:

- Ahluwalia, Isher Judge, Ravi Kanbur, and P. K. Mohanty (Eds.). *Urbanisation in India: Challenges, Opportunities and the Way Forward*. New Delhi: Sage 2014.
- Bardhan, P. and D. Mookherjee (Eds). *Decentralization and Local Governance in Developing Countries: A Comparative Perspective*. MIT Press, 2006.
- Batra Lalit. *A Review of Urbanization and Urban Policy in Post-Independent India*. CSLG Working Paper Series, CSLG/WP/09/05, Centre for the Study of Law and Governance, Jawaharlal Nehru University, 2009.
- Datta, Abhijit. *Strategies for Municipal Decentralization in India: Functions, Finances and Autonomy, in Accountability and Decentralization in Urban Governance*. National Workshop organized by the National Foundation for India. New Delhi: 7 October 1994, (Publication No.2/95).
- Dhaliwal, S.S. *Good Governance in Local Government*. New Delhi: Deep & Deep Publications, 2004.
- Jain, A.K. *Urban Planning and Governance*. Delhi: Bookwell, 2010.
- Jain, Jasbir S. and R.P. Joshi, *Panchayat Raj in India: Emerging Trends Across the States*. Delhi: Rawat Publication, 2002.
- Jain, L.C. *Decentralization and Local Governance*. Orient Black Swan, 2005.
- Jayal, Niraja Gopal, Amit Prakash and Pradeep K. Sharma. *Local Governance in India Decentralization and Beyond*. Delhi: OUP, 2007.
- Kumar, Girish. *Local Democracy in India; Interpreting Decentralization*. New Delhi: IIPA, 2006.
- Maheshwari, S.R. *Local Government in India*. Lakshmi Narain Agarwal, 2014.
- Raghunandan, T.R. *Decentralization and Local Governments: The Indian Experience*. Orient Black Swan, 2012.
- Rao, P.S.N. *Urban Governance and Management: Indian Initiatives*. Delhi: Kanishka, 2006.

DISASTER MANAGEMENT IN INDIA

PAPER CODE: MPAX - 304

(Choice-Based)

Course Rationale:

The course introduces disaster management as a means to understand the nature, scope and impacts of natural and man-made disasters. It covers the psychological, socio-economic and political effects of the same. The course also deals with disaster preparedness and its phases and includes the role and responsibilities of the State and Society in disaster management in India. Topics related to the response and recovery processes, analysis, design and enforcement of emergency Plans are also covered. International State-run and private agencies working as models of change are considered with special reference to Australia, Chile, Japan, Indonesia, Philippines and the USA.

Unit I

Understanding Disaster Management

- i) Disaster Management: Concept and Scope
- ii) Understanding Natural and Man-Made Disasters
- iii) Psychological and Socio-political impacts

Unit II

Disaster Preparedness

- i) Concept, Nature and Phases
- ii) Disaster Preparedness: Mitigation and Preparedness
- iii) Role and Responsibilities of State, NGOs, Community and Media

Unit III

Disaster Response and Recovery

- i) Disaster Response Plan: State, Union and Local ; NDRF
- ii) Communication, Participation and Enforcement of Emergency Plans
- iii) International Models of Change: State and Private Agencies
(Australia, Chile, Japan, Indonesia, Philippines, USA)

Suggested Readings:

- Blaikie P. and others. *At Risk: Natural Hazards, People's Vulnerability and Disaster*. London: Routledge, 2005.
- Carter, W. Nick. *Disaster Management: A Disaster Managers Handbook*. Asian Development Bank, 1992.
- Centre for Science and Environment; *Down to Earth*, Vol. 10, No. 6, New Delhi; 2001.
- Cohen, D. *Aftershock: The Psychological and Political Consequences of Disaster*. Paladin Publication, 1991.
- Drake, F. *Global Warming: The Science of Climate Change*. Oxford University Press, 2000.
- Khan, Amir Ali, Anshu Sharma and Manu Gupta. *Role of NGOs in Disaster Management in India*. New Delhi: Mimeo, 1996.
- Munasnigha, Mohan. *Natural Disasters and Sustainable Development: Linkage and Policy Options*. Washington D.C.: World Bank, 1996.
- Shukla P. R., S. K. Sharma and P. Venkatraman (Eds.). *Climate Change and Indian Issues, Concerns and Opportunities*. New Delhi: Tata McGraw Hill, 2002.
- Smith, K. *Environmental Hazards, Assessing Risks and Reducing Disasters*. Routledge, 1996.
- World Disaster Report, *ICRC and Red Crescent*, Oxford Press, 2000.

OFFICE MANAGEMENT AND ADMINISTRATIVE IMPROVEMENT

PAPER CODE: MPASX - 304

(Ability Enhancement)

Course Rationale:

The course covers the basic concepts associated with office organization and related techniques required to manage it. It covers the concepts of office procedure and communication with record management and also gives an overview of latest techniques like PERT, TQM, CPM and MOB used in almost all the offices across different fields in the market sphere. Thus the paper enables the students to get an overview of all important office procedures in any organization

Unit I

Office Organization: Layout and Space Management

- i) Office Procedure and Office Manuals: Forms, Designing and Control.
- ii) Office Communication: Handling Mail and Electronic Communication System
- iii) Records Management: Classification, Indexing and Preservation of Records.

Unit II

Administrative Improvement: Techniques

- i) O and M Approach, Work Study and Work Measurement.
- ii) Operational Research and Use of Information Technology.
- iii) Programme Evaluation and Review Techniques (PERT) and Critical Path Method

Unit III

Evaluation, Development and Change

- i) Program Evaluation and Performance Measurement: New Indicators and Methods.
- ii) Management by Objectives and its Application in Public Administration.
- iii) Organization Development and Change - TQM, Reengineering, Benchmarking and Empowerment.

Suggested Readings:

- Arora, S.P. *Office Organisation and Management*, 2nd Ed. New Delhi: Vikas Publishing House, 2009.
- Balanchandran, V., & Chandrasekaran. V. *Office Management*. Tata McGraw Hill, 2009.
- Bhatia, R.C. *Principles of Office Management*. New Delhi: Lotus Press, 2005.
- Chopra, R.K. *Administrative Office Management* 2nd Ed. New Delhi: Himalaya Publishing House, 2010.
- Dubey, N.B. *Office Management*, New Delhi: Global India Publications Pvt. Ltd., 2009.
- Ferrera, E.J. *Fundamental of Office Management*. Juta Academic, 2011.
- Gadkari, S.S. *Office Management for Public Administration*. New Delhi: Concept, 1997.
- Gibson, P. *Administrative Office Management*, 13th Ed. South Western Cengage Learning, 2004.
- Keeling, B.L., & Kallaus, N.F. *Administrative Office Management* South-Western Educational Pub., 1996.
- Thukaram, M.E., *Office Organization and Management*. New Delhi: Atlantic Publishers and Distributors, 2000.
- Zone, K. Quible. *Administrative Office Management*. Prentice Hall, 2001.

SEMESTER - IV

M.A.

PUBLIC ADMINISTRATION

CORPORATE GOVERNANCE IN INDIA

PAPER CODE: MPA - 405

Course Rationale:

The objective of the course is to understand the functioning of various corporate bodies, their responsibilities towards their stake holders and public and corporate responsibilities towards society with special reference to India. With the introduction of corporate responsibility the field of study would become more interesting and more relevant to the students of Public Administration.

Unit I

Features and Theories of Corporate Governance

- i) Corporate Governance: Concept, Objectives, Features and Evolution.
- ii) Theories of Corporate Governance: Stakeholders Theory, Stewardship Theory and Agency Theory.
- iii) Principles of Corporate Governance with special reference to Principles of OECD.

Unit II

Corporate Governance and Ethics

- i) Corporate Governance Code, Advantages.
- ii) Corporate Governance and Ethics, Corporate Social Responsibility, Corporate Governance in Public Enterprise
- iii) CEO: Appointment, Functions and Role.

Unit III

Corporate Governance: Issues and Challenges

- i) Rights and Privileges of Share Holders and Investors.
- ii) Board of Directors: Types, Composition and Functions.
- iii) Corporate Governance: Issues, Challenges and Future Trends.

Suggested Readings:

- Paces Alessio M. *Rethinking Corporate Governance: The Law and Economics of Control Powers*. Routledge, 2012.
- Bhatia, S.K. *Business Ethics and Corporate Governance*. New Delhi: Deep and Deep Publication Pvt. Ltd., 2004.
- Bhattacharya, Asish K. *Corporate Governance in India: Change and Continuity*. Oxford: 2016.
- Bhayana, Sanjay. *Corporate Governance Practices in India*. New Delhi: Regal Books, 2007.
- Bansal, C. L. *Corporate Governance - Law Practice & Procedures with Case Studies*. New Delhi: Taxmann Allied Services Pvt. Ltd., 2005.
- Mallin, Christine A., *Corporate Governance*. Oxford University Press, 2012.
- Das, Subhash Chandra. *Corporate Governance: Codes, Systems, Standards and Practices*. New Delhi: Prentice Hall India, 2013.
- Dewan, S.M. *Corporate Governance in Public Sector Enterprises*. Doeling Kindersley India Pvt. Ltd., 2006.
- Sarkar, Jayati and Subrata Sarkar. *Corporate Governance in India*. New Delhi: Sage, 2012.
- Kumar, Surendar. *Corporate Governance - A Question of Ethics*. New Delhi: Galgotia Publishing Company, 2002.

DEVELOPMENT ADMINISTRATION IN INDIA

PAPER CODE: MPA - 406

Course Rationale:

The course deals with the meaning, scope and significance of Development Administration in the country. It aims at familiarising the students with formulation and implementation of development strategies in the context of India. The course highlights the social background of bureaucracy, its expanding role and significance and its relationship with the politicians. It deals with the need for revitalisation of Panchayati Raj agencies, voluntary organisations and co-operatives in the context of development administration. The course also gives an idea about the role of social service organizations in bringing about development in the country.

Unit I

Development Administration: Concepts, Models, Policies

- i) Development Administration: Concepts, Features, Models and Challenges.
- ii) Sustainable Development, Environment and Sustainable Development
- iii) Administration of Development: Plans, Programmes and Policies.

Unit II

Democratic Decentralization, Social Welfare Administration

- i) Democratic Decentralization: Concept and Emerging Patterns.
- ii) Social Welfare Administration: Concept, Nature, Scope and Tools
- iii) Social Welfare Administration: Policies, Types and Purpose of Social Service Organisations

Unit III

Role of Bureaucracy, Civil Society and Reforms

- i) Changing role of Bureaucracy in the context of Liberalization and Globalization.
- ii) Role of Civil Society: People's Participation in Development Administration.
- iii) Current Administrative Reforms in India.

Suggested Readings:

- Banerjee, Arpita and Pravat Kumar. *Development Disparities in India: An Enquiry into Convergence*. Springer Publications, 2015.
- Gable, Richard W. *Development Administration: Background, Terms, Concepts, Theories, and a New Approach*. ASPA, 2008.
- Goel, S.L. *Development Administration-Potentialities and Prospects*. New Delhi: Deep & Deep Publication, 2010.
- Gupta, Akhil. *Postcolonial Developments: Agriculture in the Making of Modern India*. Duke University Press, 1998.
- Palekar, S.A. *Development Administration*. New Delhi: PHI, 2012.
- Parmar, MS and Mary Parmar; *Issues in Development Administration*. Majestic Books, 2000.
- Sapru, RK. *Development Administration*. New Delhi: Sterling Publications, 2012.
- Singh, Surat & Mohinder Singh (Eds.). *Rural Development Administration in the 21st Century*. New Delhi: Deep & Deep Publications, 2006.
- Singh, Birkeshwar Prasad and Sakendra Prasad Singh. “Development Administration in India Some Essential Prerequisites”, *The Indian Journal of Political Science*, Vol. 42, No. 1, 1981.
- Verma, S.P. *Development Administration*. New Delhi: IIPA, 1983.

POLITICAL ECONOMY OF DEVELOPMENT IN INDIA

PAPER CODE: MAPX - 401

(Choice-based)

Course Rationale:

The course seeks to examine the trajectory of development in post-independent India from a political economy perspective. It explains different types of political economy and examines different dimensions and theories of development. It also examines India's development experience in both pre and post Reform phases explaining the transition from a state-led growth strategy to a market-led growth and development approach. It seeks to familiarise students with principal political actors in the growth process and social implications of the liberalisation programme for Indian society.

Unit I

Conceptual Aspects

- i) Understanding Political Economy of Development: Dimensions and Theories of Development
- ii) Political Economy of the Indian State
- iii) India's Development Indicators

Unit II

Planned Development Era

- i) Development Planning
- ii) Agricultural and Industrial Policies
- iii) The Politics of Industry and Labour

Unit III

Development in the post-Reform Era

- i) Change in Growth Strategy: LPG policies
- ii) Indian Economy and International Economic and Financial institutions: World Bank, IMF and WTO
- iii) Social Implications of Reforms: Poverty, Inequality and Social Exclusion

Suggested Readings:

- Bardhan, Pranab. *Political Economy of Development in India*. Oxford University Press, 1998.
- Byres, T J (ed.). *The State and Development Planning In India*. OUP, 1994.
- C.P., Chandrasekhar and Jayati Ghosh. *The Market That Failed: Neoliberal Economic Reforms in India*. Leftword, 2004.
- Chibber, Vivek. *Locked in Place: State-Building and Late Industrialization in India*. Tulika Books, 2004.
- Frankel, Francine R. *India's Political Economy 1947-2004* Second Edition, New Delhi: Oxford University Press, 2005.
- Jaffrelot, Christophe, Atul Kohli and Kanta Murali (eds.). *Business and Politics in India*. Oxford University Press, 2019.
- Dreze, Jean and Amartya Sen. *An Uncertain Glory: India and its Contradictions*. Allen Lane, 2013.
- Kohli, Atul. *State Directed Development in the Global Periphery*. Cambridge University Press, 2005.
- _____. *Poverty Amid Plenty in New India*. Cambridge University Press, 2012.
- Rudolph L. and S Rudolph. *In Pursuit of Lakshmi: The Political Economy of the Indian State*. Orient Blackswan, 1987.
- Sen, Amartya. *Development as Freedom*. Oxford: University Press, 1999.

ADMINISTRATIVE LAW

PAPER CODE: MPA - 407

(Skill Enhancement)

Course Rationale:

This course examines the legal and practical foundations of the modern administrative state. It will cover these topics through a combination of cases and examples drawn primarily from separation of powers doctrine; the constitutional law of due process; separation of powers and rule of law. The central theme of the course is how administrative law balances "rule of law" values (procedural regularity, substantive limits on arbitrary action) against the often competing values of political accountability, democratic participation, and effective administrative governance.

Unit I

Introduction

- i) Administrative Law: Concepts, definition scope and recent, role of the constitution and Administrative Law, Rule of Law, *Droit Administratif*
- ii) Classification of Administrative Power: Rules making power, Adjudicatory power, Administrative power
- iii) Delegated Legislation and its control: Factors leading to delegated legislation, restraints on delegation of legislative power, control over delegated legislation

Unit II

Administrative Discretion and its control

- i) Administrative Adjudication/Tribunal: Judicial behavior and administrative discretion in India, characteristics of administrative tribunal
- ii) Principles of Natural Justice or fairness: Conceptual formulation.
- iii) Disciplinary action against Public Servants: Its significance, Constitutional provisions, causes of disciplinary proceedings.

Unit III

Judicial review of Administrative Action and Redress of Public grievances and Institution of Ombudsman

- i) Constitutional remedies
- ii) Public undertakings and Public corporations
- iii) Public administration and role of Civil Service in India

Suggested Readings:

- Craig, Paul P. *Administrative Law*. Sweet & Maxwell, 2016.
- Croley, Steven. P. *Regulation and Public Interests: The Possibility of Good Regulatory Government*. Princeton University Press, 2009.
- Guissani, Elizabeth. *Constitutional and Administrative Law*. Sweet and Maxwell, 2008.
- Jain, M.P. *Principles of Administrative Law*. Delhi: Universal, 2011.
- Leyland, Peter and Gordon Anthony: *Administrative Law*. OUP, 2012.
- Massey, I.P. *Administrative Law*. Eastern Book Company, 2012.
- Rosedar, S.R.A. *Administrative Law*. Lexis Nexis, 2010.
- Sathe, S.P. *Administrative Law*, Delhi: Butter worth, 2010.
- Schuck, Peter. H. *The Limits of Law: Essays on Democratic Governance*. Westview Press, 2000.
- Wade, H.W. R & C. F. Forsyth. *Administrative Law* (VII Ed.). OUP, 2009.