DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

Chhatrapati Sambhajinagar

Illustrative Credit Distribution Structure for One/Two Year M.A. as per NEP-2020

Course Structure

Subject: Public Administration

(Effective from 2023-24)

Department of Public Administration

Department of Public Administration: At a Glance

The Department of Public Administration has established as a separate department in the year 1991-92. It has made considerable progress and has got the distinction being independent department in Maharashtra. The Government of India making new policies on socio economic development The govt. has been influencing liberal economic policies and demands closer linkage between university and industries. Whenever Government design policies for development of society then to implement the policies the trained employments are most essential. The Department of Public Administration has been constantly striving to provide the scholars students. The Department has introduced some job-oriented course and introduced the diploma course in Modern Office Management to all faculty students and certificate course for non-teaching staff of university and colleges. The department has made all over efforts to equip the students with the latest theoretical and practical inputs to shape them up as promising personalities and human resource personnel.

Vision:-

- The Department vision is to develop hub of administrative practices, centre for research, the value based and ethical Administrative & organizational leaders and professionals.

Mission:-

- To create good human resources as to become the centre of administrative activities.
- To develop the globally competent manpower for managing administration at different public and private organizations.
- To undertake research in the domain of public administration and evolve the models of administrations.

Program Outcomes:-

- To promote a commitment to the improvement of Public administration, Private and social institution.
- Prepare Students to initiate and facilitate interactions between Government, for profit, non-profit sectors to provide ethical, value-based and workable solutions to societal needs.
- To enhance their research ability to add new thinking and concepts into body of knowledge.

AS PER NEP 2020

Illustrative Credit Distribution Structure for One Year
M.A. **Public Administration**

Class: M. A. First Year

Semester: First Semester & Second Semester

Subject: Public Administration

Sr. No.	Specification/ type of Papers	First Semester		Total Credits/ Semester	Second Semester		Total Credits/ Semester	Total Credits/ Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	Mandatory-1	4	12	Mandatory -4	4	12	24
		Mandatory-2	4		Mandatory -5	4		
		Mandatory-3	4		Mandatory-6	4		
2	Major Activity	Activity-1	2	2	Activity-2	2	2	4
3	Major Elective	Elective-1	4	4	Elective-2	4	4	8
4	Research Methodology	RM	4	4	--	--	--	4
5	On Job Training/ Field Project	--	--	--	OJT/FP	4	4	4
6	Research Project	--	--		--	--	--	--
Cum. Cr./ Semester		--	22	22	--	22	22	44
Cum. Cr./Year		--	--	--	--	--	--	44
Exit option: Exit Option: PG Diploma (44 Credits) after Three Year UG Degree								

AS PER NEP 2020

Illustrative Credit Distribution Structure for One Year
M.A. **Public Administration**

Class: M. A. Second Year

Semester: Third Semester & Fourth Semester

Subject: Public Administration

Sr. No.	Specification/ type of Papers	Third Semester		Total Credits/ Semester	Fourth Semester		Total Credits/ Semester	Total Credits/ Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	Mandatory-1	4	12	Mandatory - 4	4	12	24
		Mandatory-2	4		Mandatory - 5	4		
		Mandatory-3	4		Mandatory-6	4		
2	Major Activity	Activity-3	2	2	-	-	-	2
3	Major Elective	Elective-3	4	4	Elective-4	4	4	8
4	Research Methodology	--	--	--	--	--	--	-
5	On Job Training/ Field Project	--	--	--	--	--	--	--
6	Research Project	Research Project	4	4	Research Project	6	6	10
Cum. Cr./ Semester		--	22	22	--	22	22	44
Cum. Cr./Year		--	--	--	--	--	--	44
Exit option: Exit Option: PG Diploma (44 Credits) after Three Year UG Degree								

DEPARTMENT OF PUBLIC ADMINISTRATION
M.A. Course Structure NEP-2020

Sr. No.	Paper Code	Title of the Course	Units	Periods	Credits
First Semester					
Major Mandatory					
1	HAD415001T	Modern Administrative Theory	05	48	04
2	HAD415011T	Administrative Thinkers	05	48	04
3	HAD415021T	Comparative Public Administration (U.K. &U.S.A.)	05	48	04
4	HRD415071T	Research Methodology in Public Administration	05	48	04
Major Elective					
5	HBD415041T	Public Relations & Communication	05	48	04
6	HBD415051T	Tourism Administration	05	48	04
7	HBD415061T	Administrative Laws	05	48	04
Major Activity					
8	HAD415031T	Activities on E - Governance			02
				Total Credits	22
Second Semester					
Major Mandatory					
1	HAD415502T	Recent Issues in Indian Administratio	05	48	04
2	HAD415512T	Foreign Local Self Government (UK, USA, France & China)	05	48	04
3	HAD415522T	Administrative Reforms in India	05	48	04
Major Elective					
4	HBD415542T	Indian Constitution and Administration	05	48	04
5	HBD415562T	Post Modern Public Administration	05	48	04
6	HBD415552T	Defense Administration in India	05	48	04
Major Activity					
7	HAD415532T	Activities on Parliamentary System in Local Government			02
8	HLD415572P	On Job Training	Select any one OJT/FP		04
	HMD415582P	Field Project			
				Total Credits	22
Exit option: Exit Option: PG Diploma (44 Credits) after Three Year UG Degree.					

		Third Semester			
		Major Mandatory			
1	HAD416003T	Public Policy	05	48	04
2	HAD416013T	Globalization and Public Administration: Indian Context	05	48	04
3	HAD416023T	Administration of International Organizations	05	48	04
		Major Elective			
4	HBD416043T	Human Resource Management	05	48	04
5	HBD416053T	Indian Planning and Development	05	48	04
6	HBD416063T	Public Administration and Digitalization	05	48	04
		Major Activity			
7	HAD416033T	Activities on Office Process and Procedures			02
		Seminar Presentation Techniques			
		Book Review			
8		On Job Training/Field Project/ Research Project			04
			Total Credits		**22**
		Fourth Semester			
		Major Mandatory			
1	HAD416504T	Management Science	05	48	04
2	HAD416514T	Management Thinkers	05	48	04
3	HAD416524T	Office Management	05	48	04
		Major Elective			
4	HBD416534T	Stress Management	05	48	04
5	HBD416544T	Administrative Behavior	05	48	04
6	HBD416554T	Disaster Management in India	05	48	04
		Major Activity			
7		On Job Training/Field Project/ Research Project			06
			Total Credits		**22**
	Exit option: Exit Option: PG Diploma (44 Credits) after Three Year UG Degree.				

M. A. I Year, Semester - I

Mandatory - 1, Credits: 4
Modern Administrative Theory
HAD415001T

> **Learning Outcomes:-**
>
> - It will familiarise with the Discipline of Public Administration.
> - Understand Scientific Management Principles & it's Impact.
> - Deep Understanding about Various Administrative Theories.
> - Understand Various Approaches to The Study of Administration.

Unit - I: Introduction

a) Meaning, Nature, Scope, Significance of Public Administration
b) Evolution of Public Administration as a Discipline

Unit - II: Theories

a) Classical, Scientific Management
b) Bureaucratic
c) Human- Relations
d) Behavioural

Unit - III: Approaches

a) Developmental
b) Decision Making
c) Structural-Functional
d) Systems

Unit - IV: Recent Trends in Public Administration:

a) New Public Administration,
b) Public Choice Approach,
c) New Public Management,
d) Good Governance-concept & applications
e) Public Administration and Information Technology

Recommended Readings:

1. Hoshiyar Sing & Pradeep Sachdeva, 'Administrative Theory' KitabMahal, New Delhi-1999
2. R.N. Singh, 'Management Thought and Thinkers', S. Chand and Sons, Delhi-1984
3. Felix Nigro and Liyod Nigro, 'Modern Public Administration' Harper and Row Publishers, New York-1980
4. Nicholas Henry, 'Public Administration and Public Affairs', Prentice Hall, Newjersey, 1980
5. Dennis L. Mueller,'PublicChoice',Cambridge University Press,1979

6. Prasad and Prasad' Administrative Thinkers', Sterling- New Delhi-1990.

7. Ramesh Arora (Ed.)'PerspectivesinAdministration',Theory Associated Publishing House, New Delhi-1979.

8. Sum Sun Nisa Ali 'Eminent Administrative Thinkers', Associated Publishing House New-1984.

9. Peter Self'Administrative Theories and Politics George Allen' and Unwin, London1977.

10. Gvishiani, D. 'Organization and Management Sociological Analysis of Western Theories Progress', Publishers.

11. Jurgen Habermas 'Communication and The Evolution' of Society Heinemann- London 1979.

12. Robert T. Golembiewaki 'Public Administration' as a Developing Discipline, Marcel Dekker- New York 1973.

13. Gerald E. Caiden 'The Dynamics of Public Administration' Holt, Rinehart and Winston – New York 1971

Mandatory - 2, Credits: 4

Administrative Thinkers

HAD415011T

Learning Outcomes:-
- To Gain the Knowledge of Various Administrative Thinkers.
- To Know the Administrative Thoughts & Approaches Given by the Various Administrative Thinkers.
- To Understand the Human Relations, Bureaucratic Theory & other Modern Theories.

Unit - I:

1) Woodrow Wilson

a) Views on Administration and Politics

b) Comparative Administration

c) Public Opinion

2) Luther Gullick

a) Organizational Principles

b) Chief Executive work POSDCORB

c) Theory of Departmentalization

3) Max Weber

a) Typology of Authority

b) The Bureaucratic Structure

c) Weber's Perspectives on Politer and Bureaucracy

Unit - II:

1) Mary Parker Follett

a) Psychological Approach

b) Methods of Dealing with Conflict

c) Dynamic Administration

2) Elton Mayo

a) Human Relations Approach

b) Mayo's Empirical Studies

c) Mayo's Findings of the Hawthorne Studies

Unit - III:

1) Chester Bernard

a) Development of Organization

b) Concept of Authority

c) Decision Making

2) Herbert Simon

a) Criticism of Classical Theory

b) Behavioral Science of Administration

c) Organizational Decision Making Process

Unit - IV:

1) Abraham Maslow

a) Theory of Motivation

b) Hierarchy of Needs Theory

c) Applicability of Maslow's Theory

2) Fredric Herzberg

a) Two- Factor Theory

b) Comparing Maslow's and Herzberg's Theories

c) Job Enrichment

3) Fredrick Riggs

a) Environmental Approach

b) Comparative Public Administration

c) Ideal Models: Sala Model, Bazzar Canteen Model

d) Prismatic Society

Recommended Readings:

1. Maheshwari S. R. (1998) 'Administrative Thinkers', Macmillan India Ltd., Mumbai,
2. Naidu S. P. (1996) 'Public Administration: Concepts and Theory', New Age International Publishers,
3. Sum Sun Nisa Ali (1984) 'Eminent Administrative Thinkers', Associated Publishing House, New Delhi,
4. NavinMathur: Management Gurus Ideas and Insights, National Publishing, House New, Delhi, 2004.
5. Wilson, Woodrow, The Study of Administration, reprinted in 'Administrative change and Innovation edited by Chakramurty& Bhattacharya, Oxford University Press, New Delhi. 2005
6. Follet M.P., 'Dynamic Administration', edited by Henry C. Metcalf & L. Urwick, Sir Issac Pitman & Sons Ltd. London-1963.
7. Sapre S. A., Mary Parker Follett: Her Dynamic Philosophy of Management, Government Central Press, Bombay - 1975. 20. BendixReihard, 'Max Weber: An Intellectual Portrait', Methuen & Co. Ltd., London - 1969.
8. Simon A Herbert A., 'Administrative Behavior' The Free Press, New York 1976.
9. Barnard Chester I., 'The Functions of the Executive', Cambridge, Massachusetts Harvard University Press, U. S. A. 1972.
10. Riggs. F. W., "The Ecology of Public Administration', Asia Publishing House, London - 1975.
11. Riggs F. W., 'Daya Krishna', Development Debate, Printwell Publishers, Jaipur (India), 1987.
12. Arora Ramesh K., 'Comparative Public Administration', Associated Publishing House, New Delhi - 2001.
13. Prasad, Prasad &Satyanarayana (ed) Administrative Thinkers, Sterling Publishers Pvt. Ltd., New Delhi, 1996.
14. Maheshwari S. R. Administrative Thinkers, Macmillan India Limited, New Delhi, 1998.

M. A. I Year, Semester - I
Mandatory - 3, Credits: 4
Comparative Public Administration
(U.K., U.S.A. & China)
HAD415021T

Learning Outcomes:-
- Acquire Knowledge and Conceptual Approach in Comparative Public Administration.
- Understanding about Various Contemporary Approaches comparatively.
- Understanding of Administrative Systems of U.K, U.S.A & China.
- Understand Personnel and Financial Administration of U.K, U.S.A & China.

Unit - I: Comparative Public Administration:
   a) Meaning, Nature, Scope and Importance
   b) Evolution of Comparative Study

Unit - II: Conceptual Approach in Comparative Public Administration:
   a) Traditional Approach:
i) Historical Approach
      ii) Subjective Approach
      iii) Political Approach
iv) Scientific Approach
   b) Contemporary Approach:
i) Structural Functional Approach
      ii) Ecological Approach
      iii) Behavioral Approach
iv) System Approach

Unit - III: Administrative Systems:
   a) Features
   b) Legislature
   c) Executive
   d) Judiciary

Unit - IV:-Personnel &Financial Administration:
a)Personnel Administration:
i) Features of Civil Services
   ii) Recruitment
   iii) Training
iv) Promotion

b) Financial Administration:
i) Budgeting System
   ii) Agencies of Financial Administration
   iii) Control over Financial Administration

Recommended Readings:
1) Riggs F.W. 'The Ecology of Public Administration' Asia Publishing, New Delhi.
2) Ferral Heady Public Administration' - A Comparative Perspective MarceDekkar, New York-1979.
3) Rammesh K. Arora "Comparative Public Administration", Associated Publishing House, New Delhi-1975.
4) Tyagi A.R. 'Public Administration Atma Rama and Sons, New Delhi 1990
5) Vishwanathan V.N Comparative Public Administration'-Sterling Publisher Pvt. Ltd., New Delhi-1995.
6) Riggs F.W. Trends in theComparative Study of Public Administration International Review of Administrative Science, Section, 28, 1968.
7) Waldo Dwight, 'Comparative Public Administration', Performance and Problems Risten La Braton University of Washington Press 1979.
8) George F. Gant 'Development Administration Concept, Goals, Methods the University of Wisconsin Press, Madison, Wisconsin, 1979.

M. A. I Year, Semester - I
Mandatory - 4, Credits: 2
Activities on E - Governance
HAD415031T

Learning Outcomes:-
- Comprehensive understanding of e-governance concepts, theories, and frameworks.
- Proficiency in analysing, designing, and implementing e-government systems and solutions.
- Ability to evaluate the effectiveness and impact of e-governance initiatives on governance processes, public service delivery, and citizen engagement.

Practical work in the subject of e-governance involves hands-on activities such as designing and developing e-government platforms, conducting usability testing of government websites and applications, analysing data for policy insights, simulating e-participation initiatives, and implementing cyber security measures to safeguard digital government systems and services.

Elective-1, Credits: 4

Public Relations & Communication

HBD415041T

Learning Outcomes:-
• Explain the significance of public relations in public administration.   • Analyze the impact of effective public relations based on the organizational type.   • Develop capacity to apply the principles and theories of public relations in attaining the objectives of organization.   • Suggest the public relations structure for the administrative set-up.

Unit – I:-

    a. **Public Relation Concept and Theory**: Public Relations – Meaning, Definition and Nature, Importance of Public Relations in Modern Context

    b. **Public Relations Theory** -Exchange Theory, Conflict Theory and Structural -functional Theory. Grunig's Symmetrical Model of Public Relations.

Unit – II:-

    a) Public Relations and some other Related Concepts and Techniques: Public Relations-Publicity & Propaganda. Public Relations- Legislative Relations and Press Relations

    b) Techniques of Public Relations, Public Relations and Personality, Language Fluency.

    c) Public Relations Officer – Functions, Role and Responsibility, Study of Organization, Personality, Qualities for good Public Relations Officer

Unit – III:-

    d) Communication; Theories of Communication, Types of Communication, Basics of effective Communication; Communication process, communication skills.

Unit – IV:-

    e) Communication problems; The perception problem, Language and Semantic Problems; Communication Failure.

Recommended Readings:

1. Jaishri N. Jethwaney&NarendraNath Sarkar, "Public Relations", Sterling Publishers Pvt. Ltd. 2006
2. Terry Franklin – (Eighth Edition) "Principles of Management" All India Traveller Book Seller, Delhi, 1994

3. Harold Koontz, Heinz Weihrich, "Essentials of Management" (Fifth Edition), Mcgraw Hill, "International Editions" – Management Sciences
4. Dr. M.P. Sharma, Dr. B.L. Sadana "Public Administration in Theory and Practice" KitabMahal, 1999
5. Lesly-Stephan, "Leslies Hand Book of Public Relations", Prentice Hall,1980
6. SahayBaldeo, "Scientific Public Relations", Scope Publication, New Delhi
7. Frank Jefkin, "Public Relations"
8. Sam Blade , "Public Relations"
9. Dharurkar V.L., "JansamparkMimansa", RamrajyaPrakashan, Aurangabad
10. ShrutikaKasar, "Public Relations" Mohit Publication, New Dehli 2004.
11. Philip Lesly, Hand Book of "Public Relations and Communication", Jaico Publishing House, Mumbai.
12. Angela Wadia – "Successful Communication for Business Development" Kanishka Publishers, Distributors, New Delhi, 2000
13. Alison Public Relations" – TheakarRoutheoge
14. Asha Kaul "Effective Business Communication" Prentice-Hall of India, New Delhi, 2-4
15. G.R. Basotia "Human Resource Management" Mangal Deep
16. Terry Franklin – (Eighth Edition) "Principles of Management" All India Traveller Book Seller, Delhi, 1994
17. Harold Koontz, Heinz Weihrich,"Essentials of Management" (Fifth Edition), MCGRAW– Hill International Editions – Management Sciences
18. Simon Herbert,"Administrative Behaviour" Mcmillan, New York 1954
19. Dr. M.P. Sharma, Dr. B.L. Sadana "Public Administration in Theory and Practice" KitabMahal, 1999
20. SahayBa;deo,"Scientific Public Relations", Scope Publication, New Delhi
21. Frank Jefkin,"Public Relation"
22. Sam Blade.Public Relations
23. Dr. V.L. Dharurkar, JansamparkMimansa, RamrajyaPrakashan, Aurangabad.

Elective-1, Credits: 4
Tourism Administration
HBD415051T

Learning Outcomes:-
- Understand the Concept of Tourism, its Types and Significance.
- Understand the Authorities in Tourism Administration in India.
- Know the Distinct Tourism Policies and Development Stages in India.
- Understand the Administration of Tourism Organizations.

Unit - I: Concept of Tourism
a) Meaning and Definition of Tourism
b) Elements and Types of Tourism
c) Significance of Tourism

Unit - II: Ministry of Tourism in India
a) Organisation and Structure
b) Role and Functions of Ministry
c) Schemes of Tourism

Unit - III: Tourism Development and Policies
a) Tourism Development in India
b) National Tourism Policies
i) 1982
   ii) 1992
   iii) 2002
c) National Digital Tourism (Tourism Policy - 2022)

Unit - IV: Administration of Tourism Organisations
a) World Travel & Tourism Council (WTTC),
b) Indian Tourism Development Corporation (ITDC), Maharashtra Tourism Development Corporation (MTDC)
c) Indian Railway Catering and Tourism Corporation (IRCTC),
d) Airport Authority of India (AAI),
e) The Directorate General of Civil Aviation (DGCA),
f) ICAO, IATA,
g) Indian Operator of Tourism Association (IOTA),
h) Travel Agents Association of India (TAAI),
i) The Federation of Hotel & Restaurant Association in India (FHRAI)
j) Archaeological Survey of India (ASI).

Recommended Readings:
1. Mill and Morrison, (1992), The Tourism System: An Introductory Text, Prentice Hall.
2. Cooper, Fletcher Et Al, (1993), Tourism Principles and Practices, Pitman.
3. Burkart and Medlik, (1981), Tourism: Past, Present and Future, Heinemann, ELBS.

4. Mill, R.C., (1990), Tourism: The International Business, Pertinence Hall, New Jersey.

5. Angella, F., Go, F., (2010), Tale of two cities' collaborative tourism marketing: Towards a theory of destination stakeholder assessment, Tourism Management Vol.30

6. Blumberg, K. (2005), "Tourism Destination Marketing -A Tool for Destination Management? A Case Study from Nelson/Tasman Region, New Zealand", Asia Pacific Journal of Tourism Research, 10(1):

7. Bornhorst, T., Ritchie, B., & Sheehan, L. (2010), "Determinants of tourism success for DMOS & destinations: An empirical examination of stakeholders' perspectives", Tourism Management, 31,

8. Dey, B., &Sarma, M. K. (2010). "Information Source Usage Among Motive-Based Segments of Travellers to Newly Emerging Tourist Destinations", Tourism Management, 31(3)

9. Dwyer, L., Livaic, Z., & Mellor, R. (2003), "Competitiveness of Australia as a tourism destination", Journal of Hospitality and Tourism Management, 10(1): 60-78.

10. Kogovsek, M., Kogovsek, M. (2013), Innovation in Tourism: The potential for improving the sustainability of tourism Destination, in Contemporary trends in Tourism and Hospitality (2013), A Collection of papers.

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M. A. I Year, Semester - I
Elective-1, Credits: 4
Administrative Laws
HBD415061T

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Learning Outcomes:-
- Developing and Understanding of Principles of Natural Justice, Rule of Law, Administrative Legislation, Adjudication and Much More.
- Understanding Constitutional Law & Administrative Law
- Delineating the Concept, Merits and Demerits of Administrative Tribunals and Especially Central Administrative Tribunal.
- Grasping the Genesis, Growth and Concept of Ombudsman, Lokpal, Lokayukta and Central Vigilance Commission.

Unit - I: Introduction:

a) Administrative Law: Meaning and Reasons for its Growth.

b) Distinction Between Constitutional Law and Administrative Law

Unit - II: Basics Tools:

a) Rule of Law; Principles of Natural Justice;

b) Judicial Review of Administrative Action - Concept and Writs

Unit - III: Delegated Legislation and Adjudication:

a) Delegated Legislation Concept, Rationale, Merits and Demerits

b) Administrative Tribunals Concept, Merits and Demerits

c) Central Administrative Tribunal: Structure and Functions

Unit - IV: Ombudsman:

a) Institution of Ombudsman: Concept and Genesis

b) Central Vigilance Commission: Structure, Functions, Role and Significance

c) LokPal and Lokayukta in India-Composition, Powers, Functions and Significance.

Recommended Readings:

1. David Foulker - "Administrative Law"-Butter Worthus London. Sathe S.P. "Administrative Law" - Butter Worthus-New Delhi 1999.

2. Paras Dewan - "Administrative Law" Towards New Desportion, Allahabad Law Agency.

3. TusharKanti Shah - "Administrative Law" - Kanishka Publication, New Delhi, 2001

4. Basu D.D.- "Constitution of India" George Alleh University, London

5. The Ombudsman Rowat George Alleh University, London 7) Thilagraj R-Criminal Justice and Adm., Aph, Pub. Corp. New Delhi-2002.

6. Chhabra. S (1990) Administrative Tribunals. Deep and Deep: New Delhi

7. Diwan, P (2007), Indian Constitution (2nd Edition). Law Agency: Allahabad Kagzi, Mc J (2008) Indian Administrative Law (2nd Edition). Metropolitan: Delhi

8. Massey, I.P. (2008) Administrative Law. Eastern Book Company: New Delhi Mehta, Sm (1990) Indian Constitutional Law. Deep and Deep: New Delhi

9. Sathe, S. P. (1998) Administrative Law (6th Edition) Tripathi: Bombay, Delhi

10. Sharma, S K (2007) Directive Principles and Fundamental Rights. Deep and Deep: New Delhi.

11. Swami, P M (1989) Swami's Manual of Disciplinary Proceedings for Central Government Employees. Swami Publishers: Madras.

M. A. I Year, Semester - I

RM-1, Credits: 4
Research Methodology in Public Administration
HRD415071T

Learning Outcomes:-
- Development of Intellectual Understanding of Fundamental Knowledge of Research Methodology.
- Understand the Objectivity, Research Design and Methodology in Social Research.
- Inculcation of Necessary Skills to Use Research Tools to Undertake Research in Public Administration.
- Competence to Evaluate Government Policies or Programs/Projects on the Basis of Primary and Secondary Data.

Unit - I: Research in Social Sciences
a) The Meaning, Nature and Characteristics of Science, Difference Between Natural Sciences and Social Sciences.
b) Social Research: Meaning, Objectives, Assumptions, Types and Utility, Qualities of a Good Researcher, Public Administration as a Science. Importance of Research in Public Administration.
c) Scientific Method: Meaning, Characteristics and Various Steps in Scientific Methods, Value and Use of Scientific Method in Social Sciences, Limitations of Scientific Method.

Unit - II: Objectivity
a) Difficulties in Achieving Objectivity in Social Research, Means of Increasing Objectivity in Social Research.
b) Hypothesis: Meaning and Nature of Hypothesis, Characteristics of a Good Hypothesis, Formulation of Hypothesis.
c) Types of Hypothesis, Verification and Testing of Hypothesis, Utility of Hypothesis.

Unit - III: Research Design
a) Meaning and Need for Research Design in Research.
b) Sampling Design - Basis of Sampling, Types, how to Select Sample, Advantages and Disadvantages of Sampling Method
c) Scientific Samplings Methods

Unit - IV: Methods of Social Research
a) **Experimental Method**: Types of Experiments, Planning and Experiment, Merits and Demerits of this Method.
b) **Statistical Method:** Significance of this Method in Social Research, Process of Statistical Research, Limitations of this Method.
c) **Case Study Method:** Definition, Assumptions, Importance of this Method, its Relation with Statistical Method, Limitations of this Method.

d) **Survey Method:** Difference Between Social Research and Social Survey, Social Planning of Survey, Objectives of a Survey, Merits and Demerits of this Method.

e) **Methods of Collecting Data:** Interview Method, Observation, Questionnaire and Schedule.

f) **Processing of Data:** Editing, Classification and Tabulation, Mean, Mode, Median, Content Analysis Preparation of Research Report

Recommended Readings:

1. Ghosh B.N., "Scientific Methods and Social Research", New Delhi: Sterling Publishers Pvt. Ltd, 1987 Moser C.A. "Survey Methods in Social Investigations" London :

2. Dunckworth& Co., 1970. Kothari C.R., "Research Methodology" - Methods and Techniques, New Delhi: Wiley Eastern Ltd., 1985

3. Bajpai S.P., "The Structure of Science", Problems in Methods of Social Survey and Research, Kanpur KitabGhar, 1994

4. Hans Raj, "Theory and Practice in Social Research", New Delhi: Surjeet Publications, 1992.

5. Gopal M.H., "An introduction to Research Procedure in Social Sciences", Delhi

6. Louise H. Kider, "Research Methods in Social Relations "GBS Publishing Japan Ltd, 1986

7. Young P.V., "Scientific Social Surveys and Research", New York,

8. Gopal M.H.,"An Introduction to Research Procedure in Social Science", Prentice Hall, 1960. Asia Publishing House, Delhi, 1970.

9. Dr.BindrawanLal, "Research Methodology" - ABD Publishers, Jaipur -2002

10. Bhandrakar P. L, Wilkinson, "Social Research", Himalaya Publishing House, Mumbai, 2007.

M. A. I Year, Semester - II
Mandatory - 5, Credits: 4
Recent issues in Indian Administration
HAD415502T

Learning Outcomes:
- Enlist the issues in India administration
- Analyze the causes of issues in India administration.
- Suggest the remedies and solution in resolving the issues.
- Understand the major parameters affecting the administration.
- Describe the new devices in Administration as to resolve the issues.

Unit – I:-Context of Indian Administration:

a) Social, Political and Economic

b) New economic Policy & Indian Administration

Unit – II:- Reforming Public Services in India

Unit –III:- Impact of Information Technology on Indian Administration

Unit – IV:-a) New Devices in Administration:

i) Right to Information

ii) Citizens' Charter

iii) Public Private Partnership

b) Future challenges before Indian Administration.

Recommended Readings:
1. The Indian Journal of Public Administration, Quarterly journal IIPA, Jan Mar- 1996, Vol. SLII, No. 1
2. The Indian Journal of Public Administration, Quarterly Journal IIPA, Oct.- Dec, 1998, Vol. SLIV, No,
3. The Indian Journal of Public Administration, Quarterly Journal IIPA. April- June 2004, Vol. L. No.2
4. The Indian Journal of Public Administration, Quarterly Journal IIPA, Jan- March, 1999, Vol. SLV, No.1
5. Indian Journal of Public Administration, Quarterly Journal IIPA, July – Sept 2009, Vol-LU-3
6. Indian Journal of Public Administration, Quarterly Journal IIPA, July – Sept, 2008, Vol. -LIV – 3
7. Reforming Public Services in India, Report of World Bank, 2005.
8. Goel S. L., "Advanced Public Administration" Additional Reference Books:
9. Indian Journal of Public Administration, IIPA, New Delhi.
10. Yajana, Govt. of India.

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M. A. I Year, Semester - II
Mandatory - 6, Credits: 4
Foreign Local Self Government
U.K., U.S.A., France & China
HAD415512T

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> **Learning Outcomes:-**
> - Undestand the Knowledge about Foreign Local Self Government.
> - Familiarize the Foreign Local Self Government of U.K, U.S.A, France & China.
> - Understand the Evolution of Foreign Local Self Government of U.K, U.S.A, France & China.

Unit - I: Local Self Government in United Kingdom (UK)
a) Evolution and Salient Features
    b) Institutions of Local Self Government: Composition and Functions
      1) County Boroughs
i) Municipal Boroughs
        ii) Urban District
        iii) Rural District - Parish
     2) County Council
     3) Greater London
    c) Financial Resources of Local Self Government

Unit - II: Local Self Government in United States of America (USA)
    a) Evolution and Salient Features
    b) U.S.A. Local Self Government: Composition and Functions
i) County Government
      ii) Municipal Town/Village/Boroughs
      iii) Township
    c). Urban (Management by Following Organizations)
i) Mayor Council Form
      ii) Commission Form
iii) Council Manager Form
    d) Financial Resources of Local Self Government

Unit - III: Local Self Government in France
a) Evolution and Salient Features of French Local Self Government
b) Institutions of Local Self Government: Composition and Functions
i) Departments
ii) Arrondisements
iii)Cantons
iv) Communes
v)Urban Communes
vi) Rural Communes
    c) Financial Resources of Local Self Government

Unit - IV: Local Self Government in China

a) Evolution and Salient Features of China Local Self Government

   b) Local Government and Constitution of 1982

   c) Institutions of Local Self Government: Composition & Functions

i) Rural Township

   ii) Urban Local Governments

   iii) Communes/ Town

   d) Financial Resources of Local Self Government

Recommended Readings:

- Alderfer, H.F. (1953), "American Local Government And Administration", New York.
- Hasluck, E.L. (1936), "Local Government In England", Cambridge University Press, England.
- Chapman, B. (1953), "Introduction To French Local Government", Allen And Unwin.
- T Ung-TSU CH U. (1969), "Local Government In China Under The CH' ING", Stanford University Press, Standford, California.
- Biondel Jean, 'The Government Of France', New York, Thomas Y, 25
- Crewell&Co.,HenryEddick, 'Democracy, Decentralization And Development', Asia Publishing, Delhi.
- L.S. Madhava Rao, Modern Foreign Local Governments - America,
- England and France'. Venkatram Paper Products (P) Ltd, Narayanaguda, Hyderabad, 1964.
- B.C. Rai, Local Government-England France, USA, USSR And India' Prakashan Kendra, Lucknow, 1994.
- V.N. Gokhale, (Printed Notes) Local Governments In America', England And Wales And France.
- Donald M. Seekins, In World EncyclopediaOf Political System' Edited By George Delury Vol. 1 "People's Republic Of China".
- Rolf H.W., TheenAnd Frank L. Wilson, Politics - An Introduction To Six Countries, Prentice Hall, Eaglewood Cliffs, New Jersey, 1986.
- Manoj Sharma, "Local Government -Rural And Urban", Anmol Publications New Delhi, 2004.
- शर्मा, हरिशचंद्र (२००६), "इंग्लंडमेंस्थानिकप्रशासन", विश्वभारतीपब्लिकेशन्स, नईदिल्ली.
- त्रिपाठी, अभिषेक (२०१०),"इंग्लंडकास्थानिकप्रशासन", इशिकापब्लिशिंगहाऊस, जयपूर (भारत).
- शर्मा, हरिशचंद्र (२००६), "अमेरिकामेस्थानिकप्रशासन", विश्वभारतीपब्लिकेशन्स, नईदिल्ली.
- शर्मा, हरिशचंद्र (२००६), "फ्रान्समेस्थानिकप्रशासन", विश्वभारतीपब्लिकेशन्स, नईदिल्ली.

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M. A. I Year, Semester - II

Mandatory- 7, Credits: 4

Administrative Reforms in India

HAD415522T

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Learning Outcomes:-
- Understanding the historical context and evolution of administrative reforms in India, including key reform initiatives since independence.
- Analyzing the rationale, objectives, and drivers behind administrative reforms in India, including political, economic, social, and technological factors.
- Evaluating the impact of administrative reforms on governance structures, processes, and outcomes at the central, state, and local levels.
- Examining the role of various stakeholders, including government agencies, civil society organizations, and the private sector, in driving and implementing administrative reforms.

Unit - I: Introduction:
a) Governance Meaning and Concept
b) Distinction between Public Administration and Governance
c) Restructuring Governance - Concept and Evolution
d) Growth of Reforms and Innovations in Administration in the Indian Context

Unit - II: Administrative Reforms and Governance Innovations in India in Historical Perspective:
a) Committees and Commissions (1947-1967)
b) First Administrative Reforms Commission
c) Second Reforms Commissions

Unit - III: Institutional Mechanism for Reforms and Innovations:
a) Evolving Trends: Regulatory Governance
b) Ombudsman; E-Governance; Networked Governance
c) Genesis and the Process
d) Civil Service Reforms: Process Simplification Internal Procedures, Using Modern Technology, Supervision, Monitoring & Evaluation and Rationalizing Procedures

Unit - IV: Major Reforms Initiatives (Structural and Functional):
a) Judicial Reforms: Electoral Reforms
b) Impediments to Reforms: Socio-Cultural; Political; Economic; Bureaucratic: and Legal/Constitutional

Recommended Readings:

1. Balllabh, Vishwa (2018) Governance of Water. Sage: New Delhi Bloch, Marianne: Holmlund, Kerstin: Popkewitz, Thomas and Moqvist, Ingeborg (2003) Governing Children, Families and Education: Restructuring the Welfare State.
2. Palgrave Macmillan: London Dallago, Bruno and Iwasaki, Ichiro (Eds.) (2007) Corporate Restructuring and Governance in Transition Economies: Studies in Economic Transition. Palgrave Macmillan: New York

3. Gibbs, Philip A (Summer 1993) Determinants of Corporate Restructuring: The relative importance corporate governance, takeover threat, and free cash flow, Staretgic Management Journal, Volume 14, Issue S1, Special Issue, pp. 51-68

4. Government of India (2005-09) Second Administrative Reforms Commission, Reports(115). The Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi

5. Hugh, Bochel and Powell, Martin (Eds.) (2016) The Coalition Government and Social Policy: Restructuring the Welfare State. Policy Press: Bristol, UK Jwa, Sung-Hee and Lee, In Kwon (Eds.) (2004) Competition and Corporate Governance in Korea: Reforming and Restructuring the Chaebo. Edward Elgar Publishing: Cheltenham, UK

6. Kennedy, Loraine (2014) The Politics of Economic Restructuring in India: Economic Governance and State Spatial Rescaling. Routledge:New York

7. Klenk, Tanja and Pavolini, Emmanuele (2015) Restructuring Welfare Governance: Marketisation, Managerialism and Welfare State Professionalism, Edward Elgar Publishing: Cheltenham, UK

8. Lechuga, Vincente M and Tierney, William G (Fall 2004) Restructuring Shared Governance in Higher Education: New Directions in Higher Education, Volume 11, Number 127

9. Loader, Brian D (1997) The Governance of Cyber Space: Politics, technology and global restructuring. Routledge: New York

10. Mishra, R K and Sastry, Kumari L (2010) Restructuring Public Enterprises in Andhra Pradesh. Excel Books:

11. Singh, Harjit (2007) Corporate Restructuring Through Disinvestment: An Indian Perspective. New Age International: New Delhi

12. Teall, John L (2007) Governance and the Market for Corporate Control. Routledge: New York Treloar, Raven (2017) Restructuring Welfare Governance. SocialyPr: London

13. Wah, Francis LohKok and Ojendal, Joakim (Eds.) (2005) South East Asian Responses to Globalization: Restructuring Governance and Deepening Democracy. NIAS Press: Institute of Southeast Asian Sudies: Singapore

14. Weston, J Fred: Mitchell, Mark L; Mulherin, J Harold and Salwan, Prashant (2004) Takeovers, Restructuring, and Corporate Governance. Pearson: New Delhi

M. A. I Year, Semester - II

Mandatory - 8, Credits: 2

Activities on Parliamentary System in Local Government

HAD415532T

Learning Outcomes:-
- Understand the historical development and theoretical foundations of parliamentary systems in local government.
- Analyze the structure, functions, and roles of local government institutions within a parliamentary framework.
- Assess the relationship between local government and central/federal government.
- Examine the fiscal decentralization mechanisms and local government finance.

The activity on "Parliamentary System in Local Government" entails hands-on activities such as case studies of local government councils, simulations of legislative processes, analyzing real-world governance challenges, conducting field visits to local government institutions, and engaging in community projects to understand and address local governance issues effectively.

M. A. I Year, Semester - II
Elective-2, Credits: 4
Indian Constitution and Administration
HBD415542T

> **Learning outcomes:-**
>
> - Understand Indian Administrative System and its Legacy.
>
> - Familiarize with British Administration System & its Impact.
>
> - Deep understanding about Constitution Formation Process and its Framework.

Unit - I: The Government & Administration in Ancient India:
a) Empire Kingship, Amatya, MantrinMantriMandals, Samiti, Republics (Ganrajya), Sanghrajya,
b) Mourya and Guptas Administration
c) Decentralization of Administration
d) The Government and Administration in Medieval India:
e) The Sultans Administration, The Mughal Kingship and Administration,
f) Maratha Administration

Unit - II: British East India Company & Regulation in India:
a) Battle of Plassey, Battle of Buxar,
b) Company Control Over Provinces the Act 1773.
c) Pitt's India Act 1784,
d) The Charter Acts 1793, 1813 and 1833.
e) The Charter Act of 1853.

Unit - III: British Government & Administration in India:
a) Proclamation of The Queen British Government Act 1858
b) The Indian Councils Act 1861
c) The Indian Councils Act 1892
d) The Indian Councils Act 1909

Unit - IV: The Frame of Indian Constitution:
a) The Government of India Act 1919
b) The Round Table Conference (RTC) (1930 and 1932)
c) The Joint Committee Report Constitutional Development 1935 to 1947
d) Constitutional Development 1935 To 1947
e) All India Federation Provisional Autonomy, Cripps Offer (Plan), The Wavell Plan, The Cabinet Mission Plan,
f) The Indian Government- The Constituent Assembly

Recommended Readings:
1. B. N. Puri, History of Indian Administration Vol. I, II, III, BharatiyaVidyaBhavan Bombay.

2. Mishra B.B., 1970. The Administrative History of India; Oxford University Press: London.
3. Dr.BabasahebAmbedkar Writing and Speeches, Vol.13 Education Department, Government of Maharashtra 1994.
4. A.P. Awasthi,, Indian Political System, Laxmi Narayan Agrawal, Aagra.
5. Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London. Jain, R.B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.
6. Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand and Company: Delhi.
7. Puri, K.K., 2006, Indian Administration, Bharat Prakashan, Jalandhar.
8. P. Sharma, Government and Politics of India Published by B.U 1984
9. D.C. Gupta, Indian Government and Politics, Vikas Publishing House Pvt, Ltd 1978
10. Austin, Granville (1996)," The Indian Constitution: Cornerstone of Nation", Oxford: Clarendon Press.
11. Nehru, Jawaharlal (1949), "Independence and After", New Delhi: Publication Division, Govt. of India
12. Wheare, K.C.(1964), "Modern Constitutions". London: Oxford University Press. 6 Frankfurter, Felix (1961), Mr. Justice Holmes and The Supreme Court," Cambridge: The Belknap Press of Harvard University Press
13. Kashyap. S.C.(1995), Our Constitution", New Delhi: National Book Trust, India
14. Basu, D.D. (1991). "Introduction to The Constitution of India". New Delhi: Prentice Hall of India Pvt. Ltd.

M. A. I Year, Semester - II
Elective-2, Credits: 4
Post Modern Public Administration

HBD415562T

> **Learning Outcomes:-**
>
> •Understand about the basic concepts of Postmodernism & its Meaning, Nature and Scope.
>
> •Learn about the approaches to the study of Post Modern Public Administration, and its attributes.
>
> •Understand compare different Post Modern Public Administration theories under study.
>
> •Learn the Post Modern Theories of Public Administration in the Indian Context.

Unit – I:-Postmodernism
  i)   Meaning, Nature & Scope
  ii) History & Theorization of Postmodernism

Unit – II:-Postmodernism Its impact
  i.   Modernity v/s Post modernity
  ii. Postmodernism and the Social Sciences

Unit – III:-a) Postmodern Public Administration
  i)   Postmodernism & Public Administration
  ii) Characteristics of Postmodern Public Administration
       b) Government & Administration
  i)   Postmodernism & Democracy
  ii) The Social Construction of Government

Unit – IV :-Postmodernism: Indian Aspect
  i)   Postmodernism and Indian Society
  ii) Postmodernism & Indian Public Administration

Recommended Readings:

1. Miller & fox, *'Postmodern Public Administration'*, Prentice Hall of India Pvt. Ltd., New Delhi, 2007.
2. Doshi S. L., *'Postmodern perspectives on Indian Society'*, Rawat Publications, Jaipur, 2010.
3. Hollinger, R. *'Postmodernism and the Social Sciences: AThematic Approach'*, Sage, London.
4. Bogason Peter, *'Postmodern Public Administration'*, Chapter for Handbook of Public Management to be Published by Oxford university Press, edited by Ewan B. Ferlie, Larry Lynn & Christopher Pollitt, To emerge in 2004.

5. James E. Storbeck, *'A Postmodern turn to estimating performance frontiers'*, Applied Decision Sciences, Vol. 1, No. 1, Interscience Enterprises Ltd., USA, 2008.
6. Bhattacharya Mohit, *'New Horizons of Public Administration'*, Jawahar Publication, New Delhi, 2009.
7. Miller, H. T., *'Postmodern Public Policy'*, State University of New York Press, 2002.
8. Inglehart, R., *'Modernization and Post modernization: Cultural,* Economic & Political Change in 43 Societies, Princeton University Press, 1997.
9. Pandey Upasana, 'Postmodernism and Gandhi', Rawat Publications, Jaipur, 2010.
10. Krishna Kumar, 'From Post-Industrial to Post-Modern Society: New Theories of the Contemporary world', Blackwell Publishing, Victoria, Australia,2006.

M. A. I Year, Semester - II
Elective-2, Credits: 4
Defense Administration in India
HBD415552T

Learning Outcomes:-

- Understanding the historical, geopolitical, and strategic context of defense administration in India.
- Analyzing the structure, functions, and roles of various defense organizations and institutions.
- Developing proficiency in strategic planning, resource management, and decision-making within defense contexts.
- Exploring contemporary issues and challenges in defense administration, such as cybersecurity, asymmetric warfare, and civil-military relations

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Unit–I:-Evolution of Defense Administration In India, Importance of DefenseAdministration.

Unit – II:- Geo – Politics of Defense Geography.

Unit – III:-Indian Defence Organization – Structure and Functions – Army, Navy and Air force.

Unit – IV:-Recruitment & Training Process in Defence Administration, Defence and Civil Administration.

Recommended Readings:

1. Joshi Hargovind, *"Defence Administration In India" (set 2 Volumes)*Akanksha Publishing House, 2002.
2. Chanchal Sarkar, *"Defence of India, Press Institute of India"*, Vikas Publications, 1969.
3. Lt. Col. Kar H. C. *"Military History of India"*, Firma KLM Private Limited, Calcutta, 1980
4. Asha Guputa (edited) *"The Military System in Ancient India"*, *Military Rule and Democratization* - Changing Perspectives. Deep and Deep Publications Pvt. Ltd., New Delhi, 2003.
5. Mahendra Kumar, *"Theoretical Aspects of International Relations"*, S. Agarwal & Company.
6. George Sorensen, *"Introduction to International Relations"*, Ox Ford University Press.
7. Dikshit R. D., *"Political Geography"*, Tata Mc Grow.
8. Srivastava A. K. *"Ancient Indian Army – Its Administration and Organization"*, Ajanta Publications, Delhi 1985.
9. Saxena. K. M. L., *"The Military System of India"* (1850-1900), Sterling Publishers Pvt. Ltd., New Delhi, 1974.

10. Air MarrshalChaturvedi M. S*., "History of The Indian Air – Force"*, Vikas Publishing House Pvt. Ltd., New Delhi, Bombay, 1978 (Hindi Edition is also available wrote by the same author, Published(Rasjpal& Sons, Delhi) in 1982.

11. SrikantParanjape, *"Swam Rakshita"*, Continental Publication, Pune.

12. Nirad C. Choudhary, *"Defence of India or Nationalization of Indian Army"*, published by The All India Congress Committee, SwarajBhawan, Allahabad, 1935.

13. Sardesai S. R. (CAPT. GU- Printed) *"Indian Defene Problem"*, Shrisamarth Bharat Press Poona, 1937

14. Lt. Col. Mujumdar, B. N. *"Indian Military History"*, Published by Army Educational Stores. New Delhi, 1963.

15. Haksar P. N. *"Indian Foreign Policy"*, Atlantic Publishers, New Delhi.

16. Ministry of Defence, Annual Report.

17. Defence Year Books.

Mandatory-9, Credits: 4

On Job Training
HLD415572P

Learning Outcomes:-

- Focus on blending theoretical knowledge with practical application.
- Gain a deep understanding of core administrative functions, such as policy implementation, governance, and public service delivery.
- Enable them to apply public administration theories to solve real-world challenges, enhancing their problem-solving and decision-making abilities.

Leadership and teamwork skills are crucial, as trainees often manage tasks and collaborate with diverse teams. Effective communication, both with stakeholders and in report writing, is another key outcome. Trainees should also learn about policy formulation and implementation processes, along with legal responsibilities of public administrators. Practical exposure helps trainees adapt to changing political, social, and economic environments, while fostering accountability and transparency. The use of data analysis and technology integration is emphasized to improve decision-making and service delivery. Additionally, the experience cultivates civic engagement and reinforces public service motivation, helping trainees understand their role in serving society. These outcomes collectively aim to prepare individuals for a dynamic and impactful career in public administration.

Or
Field Project
HMD415582P

Learning Outcomes:-

- To provide practical experience and deepen understanding of administrative and governance processes.
- Focus on applying academic knowledge to real-world settings and developing key skills essential for public sector work.
- Gain a practical understanding of public administration functions by engaging directly with government institutions, non-governmental organizations, or public service initiatives.

Critical thinking and problem-solving are central outcomes. Students are encouraged to analyze the operational issues they encounter in the field and propose viable solutions. This includes addressing policy implementation gaps, bureaucratic inefficiencies, and challenges in service delivery. The field project also emphasizes adaptability and the ability to work in diverse environments. Students must navigate the complexities of working within public institutions and engage with a variety of stakeholders, including local communities, government officials, and civil society groups. Effective communication skills are another crucial outcome. Students must present their findings, either through written reports or oral presentations, to academic supervisors and public sector stakeholders, ensuring that their analysis is accessible and impactful. These outcomes aim to prepare students for the practical demands of a career in public administration and governance.

M. A. II Year, Semester - III
Mandatory - 10, Credits: 4
Public Policy
HAD416003T

Learning Outcomes:
- Understanding public policy, and its significance;
- Describe the nature, types, and scope of public policy;
- Articulate how public policy issues and problems are defined, framed, and prioritized

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Unit - I: Public Policy:
   a) Meaning, Nature and Objectives of Public Policy
   b) Importance of Policy Sciences in Modern Context
   c) Types of Public Policy, Stages in Public Policy Process

Unit - II: Policy Making:
- Contextual Setting of Policy Making, Characteristics of Public Policy Making,
- Role of Legislature, Executive, Judiciary, Bureaucracy, Voluntary/Non Governmental Organizations, Political Parties, Pressure Groups and Mass Media, Public Opinion and Public Policy Making.
- Constraints in Public Policy Making.
- Public Policy Process in India.

Unit - III: Policy Implementation:
   a) Importance, Role of Political Executive and Bureaucracy
   b) Stages in Policy Implementation Monitoring of Policy Implementation
   c) Policy Education - Citizens Participation in Policy Implementation

Unit - IV: Policy Evaluationand Analysis:

  A) Evaluation
   i) Objectives and Goals of Public Policy
   ii) Time and Cost Factors
   iii) Qualitative and Quantitative Methods of Policy Evaluation
   iv) Problems of Policy Evaluation

  B) Analysis:
   i) Importance and Objectives of Policy Analysis
   ii) Behavioural and Systems Approaches to Policy Analysis

Recommended Readings:
   1. Learner D. and Hasswell H. "The Policy Science".
   2. Hogwood B. &Petersquy - "Policy Dynamics", Wheat sheaf, (UK).
   3. Thomas Dye- "Understanding Public Policy".
   4. "International Encyclopedia of Policy Science".
   5. Goel S.L. and Jain R.K., "Social Welfare Administration in India". Deep and Deep Publications, New Delhi, 1988

6. Rastogi P.N. "Policy Analysis and Problem Solving for Social System", Sage, New Delhi, 1992.
7. R.K. Sapru "Public Policy", Sterling. New Delhi, 1992.
8. RumkiBasu "Public Administration", Sterling, 1990.
9. V. Sabrahaniam - "The Science of Public Policy".
10. Salini Pradeep "Public Policy Conceptual Dionodial", KitabMahal, Allahabad, 1987
11. SaigalKrishan- "Policy Making in India", Vikas, New Delhi.
12. Paul Spicker, Social Policy: Themes and Appronches, Rawat Publication, New Delhi.2010.
13. Anderson James - "Public Policy Making". New Delhi, 1975.
14. Brewer G. and Deleen P. "The Foundation of Policy Analysis", Atlantic, New Delhi, 1993,
15. Woll Peter- "Public Policy". Cambridge, 1974
16. Mapherson Stewart- "Comparative Social Policy and the (UK)" Third World, Wheat sheaf, 1987.
17. Harold Steign- "Public Administration and Public Policy".
18. Ganapathy R. S. and others (Ed.) "Public Policy and Policy Analysis in India", Sage, New Delhi, 1987.
19. Dror Y.- "Public Policy Making", Chandler, USA, 1968.
20. BimalJalan "Essays in Development Policy"

Mandatory - 11, Credits: 4

Globalization and Public Administration: Indian Context
HAD416013T

Learning Outcomes:
• Explain the concept of globalisation
• Analyse the impact of globalisation on public administration
• Highlight the emerging challenges of public administration in the globalisation era
• Examine the reshaping of globalisation in the context of growing concern for
  global justice and Bureaucracy.

Unit – I:- Globalization – Emergence, Meaning, Nature and Characteristics

Unit – II:- Globalization and Social, Economic and Political Context of the Country.

Unit – III:-a) Globalization – Indian Perspective

  b) Liberalization, Privatization, Globalization (LPG) and Bureaucracy.

Unit – IV:- Impact of Globalization on Public Administration in India.

Recommended Readings:
1. Bhatia B. S. & Bhatia G. S. *"Globalization and Business Management"*.
2. Reddy M. Sudhir& others, *"Globalization and Man Power Planning"*, Discovery Publishing House, New Delhi, 2005.
3. Mohanan B, *"Globalization of Economy"*, Gyan Publishing House, New Delhi.
4. Maheshwari S. R., *"Public Administration: An Introduction"*, Macmillan India Ltd., 2002.
5. Palan R., *"State Strategies in the Global Political Economy"*, RawatPublicatins, New Delhi, Mumbai, 2009.
6. Sharma B.M., Bareth, Good Governance, *Globalization and Civil Society,* Rawat Publications, New Delhi, Mumbai, 2004.
7. Jhunjhunwala B. *"Welfare State and Globalization: Critique of Amartya Sen"*, Rawat Publications, New Delhi.
8. DhamejaAlka (Edited), *"Contemporary Debates In Public Administration"*, Prentice-Hall of India, New Delhi, 2003.
9. Gladden G. E., *"Dynamics of Public Administration"*, Holt Rinehart and Winston, New York, 1971.
10. Dev Nathan, GovindKelkar& Pierre Walter, (edited) *Globalization and Indigenous People in the changing Local- Global Interface,* Sage Publication, New Delhi.
11. Ellwood Wayne, *"Guide to Globalization"*, Rawat Publications, New Delhi.
12. Kofman E, *"Globalization: Theory & Practice"*, Rawat Publications, New Delhi.

M. A. II Year, Semester - III
Mandatory - 12, Credits: 4
Administration of International Organizations
HAD416023T

Learning Outcomes:
- Understand the United Nation framework and its structure.

- Understand the historical development of international organization and their current operations in different issue areas.
- Understand the role and effect of international organizations as forums for inter-state cooperation and as actors in international relations.

Unit – I:-
League of Nations to United Nations Organization (Historical Perspective)
Unit – II:-
UNO to UN. UN Security Council.
Unit – III:-
UNESCO/ UNICEF/ WHO and FAO ILO/ International Court of Justice.
Unit – IV:-
IMF/ World Bank/ ADB/ UNDPWTO to Globalization.INTER POL.

Recommended Readings:

1. Williams G., *"Third world Political Organizations"* Mc Millan. Publications New Delhi.

2. Abroham A. B. *"Third world Development''* Deep & Deep.

3. Developing Nations & NCTAD, Bijli Publication.

4. *"United Nations"* UN. Publication

5. Waters M., The United Nations (1967)

6. MadhavGodbole, *"Review on Governance"* Maharashtra State.

7. Goodrich L.M., Charter of the United Nations (3rd)

8. Goodrich L.M., The United Nations in a hanging World (1974)

9. Luand E., A History of the United Nations.

10. Meislev . United Nations : First fifty years.(1995)

11. Ramesh Thakur/ EdwarNewwan , "The United Nations Security & Governance"

12. Martia Ira Glassner : The United Nations at work.

M. A. II Year, Semester - III
Mandatory - 13, Credits: 2
Activities on Office Process and Procedures
HAD416033T

Learning Outcomes:
- Mastery of office management principles, processes, and procedures.
- Proficiency in analyzing, designing, and implementing efficient office workflows and procedures.
- Ability to assess and optimize office systems for improved productivity, communication, and collaboration.
- Competence in utilizing office software and technology for document management, scheduling, and project coordination.

Practical work in "Activities on Office Process and Procedures" focuses on optimizing office workflows and enhancing operational efficiency. This involves creating and documenting standardized procedures for tasks such as document management, scheduling, and communication. Students engage in workflow analysis to identify inefficiencies and implement improvements using digital tools and technologies. They also conduct training sessions to ensure staff proficiency in office software and promote a culture of continuous improvement. Collaboration with teams is emphasized to streamline processes and enhance overall productivity.

Elective-3, Credits: 4

Human Resource Management
HBD416043T

Learning Outcomes:-

- Explain human resources development (HRD) and its theories, the difference between education, training, learning and the concept of the transfer of learning.
- Critique the relationship between organizational development (OD) and HRD contribution to organizational effectiveness.
- Develop capacity to apply and evaluate a learning process starting with training needs analysis to assessment and evaluation process.

Unit - I: Human Resource Management:
   a) Meaning, Scope, Importance & Characteristics
   b) Evolution of Human Resource Management
   c) Organization and functions of the Human Resource & Personal Department Human Resource Structure and strategy. Role of Governments and Personnel Environment including MNCs.
   d) Challenges to Organization and Human Resource Management
   e) Professionals Impact of Globalization on Human Resource Management

Unit - II: Recruitment and Training:
   a) **Recruitment**
      i) Concept, Meaning and Importance
      ii) Recruitment Process
      iii) Sources of Man Power Supply, Consultants for Recruitment
   b) **Training**
      i)Human Resource Development
      ii)Training and Development Methods Design and Evaluation of T&D Programmes
      iii)Career Development

Unit - III: Performance Appraisal:
   a) Nature and Significance of Performance Appraisal
   b) Major Issues in Performance Appraisal Practices

Unit - IV:-Promotion and Financial Compensation:
   a) Work Force Adjustment (Promotion)
   i) Nature, Significance & Methods of Promotion
   ii) Indian Perspective on Promotion and Key Issues
   iii) Voluntary Retirement Scheme (VRS)
   b) Financial Compensation
   a) Productivity and Morale- Principal Compensation Issues and Management Job Evaluation- Productivity Employee Morale and Motivation

Recommended Readings:

1. Armstrong M., 'A Hand Book on Personnel Management' Kogan Press, London - 1995.

2. Dunn J. D. 'Management of Personnel' Mc Grew Hills, New York- 1972.

3. Davar R. S. 'Personnel Management' VikasPublicaction, New Delhi- 1976.

4. Bharwadekar M.U. 'Evaluation of Training' Nibm, Pune- 1986.

5. Palekar S. A. Public personnel Administration, Jaipur, ABD Publishers. 2005.

6. Aswathapa K. Human Resource Management Text and cases, New Delhi, McGraw Hill Education, (India) Pvt. Ltd.

7. Chabra T. N.. Human Resource Management concepts and Issues, Delhi, DhanpatRai& co.(p) Ltd.

8. Kasinath H. M. (2011) Human Resources and their Development through Education Vol. II - No. 1, Edutracks, Trivandrum.

M. A. II Year, Semester - III
Elective-3, Credits: 4
Indian Planning and Development
HBD416053T

Learning Outcomes:-

- Understand the Policy,basic concepts and types of Indian planning.

- This course shall enable the students to analyze various characteristics and parameters usedfor delineating the planning Machinery.

- Understand developments in Agriculture and Industrial Sectors of regional planning through five year plan.

Unit – I:- Introduction, Evaluation and Importance of Planning in India.

Unit – II:- Machinery for Planning

       a) Planning Commission – Organization and Functions

       b) State Planning Commission (Board)

Unit – III:-

  a) National Development Council, District Level Planning Machinery (DPDC-DPC)
  b) Landmark developments in Agricultural and Industrial Sectors during I^{st} to V^{th} Five year Plan.

Unit – IV:- Developments in Agriculture and Industrial Sectors during VI to X^{th} Plan period.

Recommended Readings:
1. VasantSathe *"National Government Agenda for a New India"*, New Delhi LBS Publishes & Distributor New Delhi. Ltd, 1991.

2. K. Santham, *"Union State Relations in India"* – Asia- Publishes House

3. RudraDattaSundaram: *"Indian Economy"* S. Chand Publishing House, New Delhi.

4. Brahmananda P.R. *"The Development process of the Indian Economy"* Panchamukhi V.R. 1987, Himalaya Publishing House, New Delhi,1987.

5. Reports of Five years Plan (I^{st} to X^{th}).

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M. A. II Year, Semester - III

Elective-3, Credits: 4

Public Administration and Digitalization

HBD416063T

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Learning outcomes:-

 a) Gain The Knowledge of Digitalization, E-Government and E-Governance.
 b) Understanding of Digital Strategies for Governance, Role of Web Policy.
 c) Comprehending Digital Governance Policy Formulation and Implementation.
 d) Awareness about the Job Opportunities in Digital Administration.

Unit - I: Digitalization:
 A. Meaning, Scope and Importance
 B. Concept of E- Government, E- Governance and Digital Governance
 C. Digital Evolution

Unit - II: Digital Strategies for Governance:
 a) Principles of Improving Public Services
 b) Benefits of Digitizing; Digital Capability Strategies
 c) Digital Governance Strategic Initiatives
 d) Role of Webs Policy

Unit - III: Digital Governance Policy Formulation:
 a) Principles of Public Policy Formulation for Digital Governance
 b) Policy Formulation for Digital Assets
 c) Information Sharing in Government - Digital Tools
 d) National E - Governance Plan

Unit - IV: Digital Governance Policy Implementation:
 a) Digital Action Plan for Civic Services and Transactional Services
 b) Implementation Impediments of Digital Governance-Factors Influencing Digital Governance
 c) Information Technology Act. - 2000

Recommended Readings:

1) Anttiroiko, Ari-veikkoandMalkia, Matti (2006) Encyclopedia of Digital Governance. IGI Global Publications: Pennsylvania, USA

2) Bélanger, F and Carter,L (2006) The Effects of the Digital Divide on e-Government: An Empirical Evaluation, Proceedings of the 39th Hawaii International Conference on System Sciences, Vol. 4, pp. 1-7

3) Biesdorf, S. and Niederman, F (2013) Healthcare's Digital Future, Mckinsey& Company, New York.

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4) Dunleavy, Patrick; Margetts, Helen; Bastow Simon; and Tinkler, Janae (2007) Digital Era Governance IT Corporations, The State and E-Governments Oxford University Press: Oxford.

5) Fang, Z (2002) E-Government in Digital Era: Concept, Practice and Development. International Journal of The Computer, The Internet and Information, Vol. 10, No. 2,

6) Landsbergen, D. (2010) Government As Part of The Revolution: Using Social Media to Achieve Public Goals, Electronic Journal of E-Government, Vol. 8, No. 2,

7) Mickoleit, A (2014) Social Media Use by Governments: A Policy Primer to Discuss Trends, Identify Policy Opportunities and Guide Decision Makers. OECD Working Papers on Public Governance, No. 26. OECD Publishing: Paris.

8) S &Milakovich, Michael E (2012) Digital Governance: New Technologies for Improving Public Service. Addison-Wesley: Boston

9) Sharma, Sangeeta (2006). Ecology of E-Governance In Encyclopedia of Digital Government by Ari Veikko (Author, Editor), Matti, Malkia (Author, Editor),. IGI Global: Pennsylvanl.

M. A. II Year, Semester - III
Mandatory-14, Credits: 4
Research Project in Public Administration
HRD416073P

Learning outcomes:-

- Focus on enhancing both academic and practical competencies essential to the field.
- To master research methodologies, including qualitative and quantitative techniques, which are crucial for collecting, analyzing, and interpreting data related to governance and public sector challenges.
- Apply rigorous methods to real-world problems.
- Fostering innovative approaches to addressing contemporary governance challenges and advancing the body of knowledge in public administration.

Research project impart the ability to critically analyze complex administrative and policy issues. By using theoretical frameworks and empirical evidence, students learn to develop practical, evidence-based solutions. They gain a comprehensive understanding of public policy and governance, exploring the roles and challenges of public administration at local, national, and international levels, with particular emphasis on the Indian context. Ethical research practices are also a fundamental outcome. Students learn to uphold integrity and adhere to legal standards throughout their research, ensuring ethical handling of data and responsible reporting of findings. Furthermore, students are expected to relate their research to India's socio-political and economic context, especially focusing on regional development challenges in Maharashtra and Marathwada. They must also develop strong communication skills to present research findings effectively, whether through reports, publications, or oral presentations. This ensures their ability to engage both academic audiences and policymakers.

Mandatory- 15, Credits: 4

Management Science
HAD416504T

Learning outcomes:-

- Understand the basic issues of management like decision making and planning.

- Interprets the differences between the classical and neoclassical theories and the modern.

- Understand the new management concepts and approaches for the future.

Unit – I:- The Management: Conceptual setup &Approaches, Introduction to Management; Meaning, Nature, Significance, Scope, Evolution of Management, Approaches to Management Science: Classical, Behavioural and Systems Approaches, Schools of Management, Environmental Factors

Unit – II:- Management Patterns: Management By Objectives, (MBO) Management by Exceptions (MBE), Management by Research (MBR)

Unit – III:- Management Functions Decision Making, Managerial Planning, Direction, Coordination, Supervision, Communication, Motivation.

Unit – IV:- Management Leadership and Techniques: Leadership Styles, Leadership Qualities, Effectiveness. Management Improvement Techniques, O and M, Organizational analysis, Aids to efficiency.

Recommended Readings:

1. Cludes George – *"Evolution of Management Thought"*, Prentice Hall, New York, 1968

2. Breach E.F.L.(Ed.)- *"Principles and Practice of Management"*, Orient Longman, N-,

3. Tom Luptom – *"Management and Social Sciences"*, Pengiun, 1971

4. Koontz H. and Donnel C. – *"Principles of Management"*, Mc Graw Hill, New York, 1959.

5. Davor R.S. – *"The Management Process Progressive"*, Bombay, 1978

6. Mishra M.L. – *"Contemporary Management Thinkers"*, Associated, New Delhi, 1982

7. John A. – *"Management Techniques"*, London, 1969

8. Polard H.R. – *"Development: Management Thought"*, London, 1977.

9. Drucker Peter – *"The Practice of Management"*, Harper, New York, 1954

10. Terry G.R. - *"Principles of Management"*

11. Chhabra T.N. – *"Principles and Practice of Management"* ,Dhanpal Rai& Co-Delhi.

12. Rothlesberger – *"Management and Morale"*- Cambridge, Harward University

13. Oliver Sheldon – *"Philosophy of Management"*, Sir Isac Pitman & Sons, London,

14. Massie Joseph – *"Essentials of Management"* Prantice Hall – New Delhi

Mandatory- 16, Credits: 4

Management Thinkers

HAD416514T

Learning Outcomes:-

- Understand the Scientific Approaches to Management & its principle.

- Understanding Different leadership style and technique.

- Identify the contributions made by important management thinkers.

Unit – I

Robert Owen (1771-1858) : Contribution and Evaluation, Human Relations, improvement in working conditions and Environment, Promotion of Trade Union Co-operative movements, Organization of Model Villages, Establishment of Personnel Department, Open rating Of performance, Education and Training, Social Reform and Revolution, Proposal of Labour Notes, Wages and Productivity, New View of Industrial Society and creation of New Environment. Charles Babbage : Contribution of Bagbbage; Division of Labour, Emphasis on Developing Scientific Approach to Management, Replacing Manual operations with Automatic Machinery, Invention of difference Engine, Time study, Proper attention to workers, Service objective, other contributions Evaluation of Babbage's work.

Unit – II

Fredrick. W. Taylor : Taylor's Experience Studies and Experiments Taylor's Principal, concern and views, Taylor's concept of Management or Philosophy of Scientific Management, Mental Revolution, Principles of Scientific Management. Aims of Scientific Management. Techniques and Mechanics of Scientific Management, Contribution of Taylor. Evaluation of Taylor's works and their Impacts. Taylor's criticism and their Refutation.

Unit – III

a) Henry Laurence Gantt : (Gantts Contribution) Task and Bonus Plan, Gantt Chart, Humanising of Management, Industrial Democracy, Importance of Leadership, Scientific Management, Authority and Responsibilities, Service rather than profits, other ideas. Evaluation of Gantt's work.

b) Frank B. Gilbreth (Contribution) : Motion study, Improvement of the building Industry, Search for one Best Way', work Analysis, Invention of New Techniques. Training of personnel, position plan of promotion, other contributions, Evaluation of F.B. Gilbreth's Work. Lillian M. Gilbreth (Controibution): Human Aspects of

work, Study of "Human Sciences", Fatigue and Monotony, The Psychology of Management.

Unit–IV

Harrington Enerson (Contribution): Promotion of Scientific Management, Concept of Efficiency, Management by objectives Measures for elimination of Waste, Incentive Wage plan, Form of organization. Evaluation of Emerson's works. William G. Ouchi (Contribution to Management Thought) : A comparison between Japanese and American organizations, 'Z Theory' Approach, Quality control circles, managerial control, Joint Research and Development, A critical Evaluation.

Recommended Readings:

1. Felix Nigro and Llyod Nigro, *'Modern Public Administration'* Harper and Row Publishers, New York, 1989.
2. Nicholas Henry, *'Public Administration and Public Affairs'*, Prentice Hall, New Jersy, 1980.
3. Vincent Ostrom, *'The intellectual Crisis in American Public Administration'*, University of Alabama Press, Alabama, 1974.
4. Dennis L. Mueller, *'Public Choice'*, Cambridge University Press, 1979.
5. James W. Fesler and Donald F. Kettl, *'The Politics of the Administrative*
6. *Process'*, Chatham House Publishers, New Jersy, 1991.
7. Roberrt T. Golembiewaski, *'Public Administration as a Developing Discipline'*, Marcel Dekker, New York, 1977.
8. Michael M. Harmon and Richard T. Mayer, *'Organization Theory for Public Administration'*, Little Brown and Company, Boston, 1986.
9. Singh R.N., *'Management Thought and Thinkers'*, S. Chand and Sons, Delhi, 1984
10. David Clutterbuck and Stuart Crainer, *'Makers of Management'*, Rupa and
11. Company, Delhi, 1992.
12. Prasad and Prasad, *'Administrative Thinkers'*, Sterling, New Delhi, 1990.
13. Peter Self, *'Administrative Theories and Politics'*, George Allen and
14. Unwin, London, 1977.
15. Ramesh Arora (Ed.), *'Perspectives in Administrative Theory'*, Associated Publishing House, New Delhi, 1979.
16. Gerald E. Caiden, *'The Dynamics of Public Administration'*, Holt, Rinehart and Winston, New York, 1971.
17. Gvishaiani, D., *'Organization and Management : Sociological Analysis of Western Theories'*, Progress Publishers, Moscow, 1972.
18. Shum Shun Nisa Ali, *'Eminent Administrative Thinkers'*, Associated Publishing House, New Delhi, 1984.
19. Jurgen Habermas, *'Communication and the evolution of Society'*, Heinemann, London, 1979.

Mandatory- 17, Credits: 4

Office Management

HAD416524T

Learning Outcomes:-

- Understanding of Office Management, Office Automation, workplace environment.

- Understand the procedures of mailing as well as record management.

- Understand the budgets and audit system in the Office

Unit – I:-

Office and Office Management: Importance, Functions and Role of Office in Administration, Meaning, Scope and Functions of Office Management, Role of Office Manager.

Unit – II:-

Office Organization: Meaning and Types of Office Organization, Hierarchy, Authority, Delegation, Decentralization and Departmentation of Office.

Unit –III:-

Office Accommodation and Environment: Location, Layout and Furniture, Working conditions – Lighting, Ventilation, Security, Cleanliness and Sanitation, Office Machines.

Unit – IV:-

Office systems, procedures and Correspondence: Planning of office system, Flow of work, Office procedure. Office Communication and Office Management Improvement : Internal and External, Correspondence, Mail Handling, Inward and Outward Mails, Mechanical Mail Service, Computer Net work Need and importance of Office Management, Techniques of Office Management improvement O and M, Work Measurement and Standards, E- Governance.

Recommended Readings:

1. Berry J., *'Developments in Office Management'*,
2. Neuner and Kipplings , *'Modern Office Management'*.
3. Terry G.R., *'Office Management and Control'*.
4. Denyer J. C., *'Office Management & Office Administration'*.
5. Mills G. and Standing Ford, *'Office Administration'*, Organization,
6. Methods.
7. Chopra R.K., *'Office Management'*, Himalaya, Bombay, 1983,
8. Laffingwell W.H., *'Text Book of Office Management'*
9. Wylie H.L., *'Office Organization and Management'*
10. Zane K. Q., *'Introduction to Administrative Office Management'*,
11. Credit, *'Office Management'*
12. Sharma K.K., *'Modern Office Management'*, Mangal Deep Publication, Jaipur.
13. Arora S.P., *'Office Organization and Management'*.

Elective-4, Credits: 4

Stress Management
HBD416534T

Learning Outcomes:-

1) Understand nature of stress, Causes of stress the relationship between stress and disease and holistic approach to stress management.
2) Understand and learn how to use various techniques and determine the most appropriate method to aid in managing stress.
3) Develop the ability to tap personal strength for preventing stress and achieving goals.

Unit - I: Introduction to Stress:
   a. Introduction to stress: Meaning, Definition, Eustress, Distress
   b. Types of Stress: Acute Stress, Episodic and Chronic Stress Signs and Symptoms
   c. Adaptive and Maladaptive Behaviour
   d. Individual and Cultural Difference

Unit - II: Sources of Stress:
   a. Psychological
   b. Social
   c. Environmental, Academic
   d. Family and Work Stress

Unit - III: Impact of Stress:
   a. Psychological Impact of Stress: Impaired mental functions, poor memory
   b. Psychological Impact of Stress: Changes in Nervous System, Changes in Brain, General Adaptive Syndrome (GAD) Quality of Sleep.
   c. Social Impact of Stress: Stressful life events, Social Support and Health, Lack of Motivation

Unit - IV: Stress Response, Stress and Coping and Stress Reduction Techniques:
   a. Flight or flight Response, Stress warning signals
   b. Coping mechanisms: Appraisal focused, Emotional focused and Problem focused
   c. Stress Reduction Techniques: Autogenic, Training, Biofeedback, Relaxation, Yoga and Meditation, Care of Self: Nutrition and other lifestyle issues.

Recommended Readings:

1. B.K.Arora (2009) Stress Management Omega Publications, New Delhi.
2. Dr.C.S.Yadav (2011) Stress Management, RBSA Publishers, Jaipur
3. Melanic Greenberg, Ph.D. (2017), The Stress Proof Brain, New Harbinger Publications
4. Harley Hunter(2022) Stop Overthinking, Juran Publications

5. Dr. Robert Schachter, (2019), Mindfulness for Stress Management, Althea Press Publications
6. Dr. Caroline Leaf, (2021), Cleaning UP Your Mental Mess, Beker Books Publisher
7. Dr.RanganShatterjee,(2019) The Stress Solution, Penguin Lite Publisher
8. Routledge Taylor and Francis Group, Under sting Stress
9. Matt Burton, Stress Management
10. Anna Maravelas,(2005), How to Reduce Workplace Conflict and Stess, Weiser Publisher
11. Mohamed Shebat, (2019) Stress Management, Independently Published
12. Sarah Wright,(2022), Stress Management Independently Published

Elective-4, Credits: 4

Administrative Behaviour
HBD416544T

Learning Outcomes:-

- Understanding the nature and significance of modern organizations;
- Understand the theory and organization/administrative theories and Behaviour;
- Understand how one behaviour alternative from two or more possible alternatives which will help in decision making.

Unit – I:- Organizational Behaviour
   a) Nature of organization, Types, Organizational and Individual Goals
   b) Concept, scope, significance. The Hawthorne studies and Evolution of organizational behaviour.

Unit – II:-

Aspects of Individual and Group Behaviour, job satisfaction, perceptions, Attitudes, Reasons of dis-satisfaction.

Unit – III:-

Administrative Behaviour, Nature of Human Behaviour, Personality, Personality Theories, Traits.

Unit – IV:-

Motivation, Leadership Theories, Behavioural Theory, Situational Theory, Organizational Effectiveness Communication, Communication Process, Symbols & Network, Flow,Organizational Change and Development.

Recommended Readings:
   1. Stephen Robins-*"Organizational Behaviour"* - Prentice Hall of India, New Delhi
   2. Peter M. Blau-*"The Structure of Organization"*, Basic Books Inc-New York
   3. Byrd - Decision Models – McgradHins, 1988.
   4. Dimock, Marshal E. *"A Philosophy of Administration"* – Haesper and Bros
   5. Sctiein Edgar H, *"Organization Behaviour"* – Prentice Hall, 1988.
   6. Herbert Simon,*"Administrative Behaviour"* Mc Millan 1976.
   7. Pathak R.D.,*"Organizational Behaviour"*
   8. Robinson P.,*"Organizational Behaviour"*
   9. Prasad L.M.,*"Organizational Behaviour"*, Sultanchand& Sons PHI, New Delhi, 2009.
   10. Banarjee M. , *"Organizational Behaviour"*
   11. Herald Koontz, *"Essentials of Management"*, MC Gr Hills
   12. Herbert A. Simon,*"Administrative Behaviour"*, Free Press H.Y. 1966.
   13. Keith Devis,*"Human Behaviour"* at Work, Tata Mc Grow, 1977.
   14. Chester Benard, *"The Functions of the Executive"*, Harward University. Press
   15. Marvin E. Shaw, *"Group Dynamics"*, Mc grow Hills – 1971.
   16. Carvoll L. Shartle, *"Patterns of Administrative Performance"*, Phio State University.

Elective-4, Credits: 4

Disaster Management in India

HBD416554T

Learning Outcomes:-

- Understand the need and significance of studying disaster management
- Understand the different types of disasters and causes for disasters.
- Gain knowledge on the impacts Disasters on environment and society
- Study and assess vulnerability of a geographical area.
- Students will be equipped with various methods of risk reduction measures & risk mitigation.

Unit – I:-

Disaster- Meaning, Conceptual Analysis, Approaches Towards Disasters, Classification of Disasters.

Unit – II:-

Disaster Management- Evolution of Disaster Management in India after independence, Meaning, Disaster Management Cycle-prevention, mitigation, preparedness, Disaster Impact, Response, Recovery, Development, Disaster Management Act 2005.

Unit – III:-

Organizational Set-up of Disaster Management In India: National, State and District Disaster Management Authority & its role in Disaster Management, National and State Executive Committees regarding Disaster Management, Local Authorities for Disaster Management.

Unit –IV:-

Community Responses for Disaster Management, Elements of Community based Disaster Management, Community participation-Importance, Community Disaster Management Committee. Role of NGOs in Disaster Management.

Recommended Readings:

1. Goel S. L. & Ram Kumar, *'Disaster Management'*, Deep & Deep Publications, New Delhi, 2005.
2. Kamal Taori, *'Disaster Management' Throngh Panchayati Raj,* Concept Publishing Company, New Delhi.
3. Maskrey A., *'Disaster Mitigation' A Community based Approaches, Development, Guidelines,* No. 3 OX Fam UK. 1989.
4. Nikuj Kumar, *'Disaster Management'*, Alfa Publications, New Delhi, 2006.
5. Singh S. R., *'Disaster Management'*, APH Publishing Corporation, New Delhi, 2009.

6. Prabhas Chandra Sinha, *'Disaster Management' Process, Laws, Policy and Strategy,* SBS Publishers & Distributors Pvt. Ltd., New Delhi, 2006.
7. Ghosh G. K., *'Disaster Management'Vol.I, II, III, IV, V & VI*, APH Publishing Corporation, New Delhi, 2006.
8. Parsuraman S. & Unikrishanan, *'India Disaster Report' Towards Policy Initiative,* Oxfort University Press. New Delhi, 2000.
9. Pawar M. C., *'Disaster Management'*: *Indian Experience,* MPS Publishers & Distributors, New Delhi, 2008.
10. Kapur A., *'Disasters In India'*: *Studies of Grim Reality,* 2005, Rawat Publications, New Delhi.

M. A. II Year, Semester - IV
Mandatory- 18, Credits: 6
Research Project in Public Administration
HRD416564P

Learning outcomes:-

- Focus on enhancing both academic and practical competencies essential to the field.
- To master research methodologies, including qualitative and quantitative techniques, which are crucial for collecting, analyzing, and interpreting data related to governance and public sector challenges.
- Apply rigorous methods to real-world problems.
- Fostering innovative approaches to addressing contemporary governance challenges and advancing the body of knowledge in public administration.

Research project impart the ability to critically analyze complex administrative and policy issues. By using theoretical frameworks and empirical evidence, students learn to develop practical, evidence-based solutions. They gain a comprehensive understanding of public policy and governance, exploring the roles and challenges of public administration at local, national, and international levels, with particular emphasis on the Indian context. Ethical research practices are also a fundamental outcome. Students learn to uphold integrity and adhere to legal standards throughout their research, ensuring ethical handling of data and responsible reporting of findings. Furthermore, students are expected to relate their research to India's socio-political and economic context, especially focusing on regional development challenges in Maharashtra and Marathwada. They must also develop strong communication skills to present research findings effectively, whether through reports, publications, or oral presentations. This ensures their ability to engage both academic audiences and policymakers.