



DEPARTMENT OF PUBLIC ADMINISTRATION
University College of Arts & Social Sciences
Osmania University, Hyderabad – 500 007 (T.S.)

SYLLABUS – (CBCS with 96 Credits) ACADEMIC YEAR – 2018-2022

Courses Offered:

M.A (Public Administration) – 2 Years

M.A. SEMESTER - I

Course Code	Course Title	Type of Course	Credits	IA	ESE	Total Marks
PAD-101	Administrative Theory-I	CC	5	20	80	100
PAD-102	Introduction to Public Policy	CC	5	20	80	100
PAD-103	Indian Polity and Administration	CC	5	20	80	100
PAD-104-a	Introduction to Governance	EC	4	20	80	100
PAD-104-b	Local Governance in India	EC	4	20	80	100
PAD-105-a	Management Science & Techniques	EC	4	20	80	100
PAD-105-b	Civil Services in India	EC	4	20	80	100
PAD-106	Tutorials/Seminar		1			
Total			24			

CC: Core Course; EC: Elective Course

M.A. SEMESTER - II

Course Code	Course Title	Type of Course	Credits	IA	ESE	Total Marks
PAD-201	Administrative Theory-II	CC	5	20	80	100
PAD-202	Comparative Public Administration	CC	5	20	80	100
PAD-203	Indian Administrative Systems	CC	5	20	80	100
PAD-204-a	Law, Ethics, and Governance	EC	4	20	80	100
PAD-204-b	Development- Concept and Models	EC	4	20	80	100
PAD-205-a	Public Policy, Concepts & Models	EC	4	20	80	100
PAD-205-b	Development Policies in India	EC	4	20	80	100
PAD-206	Tutorials/Seminar		1			
Total			24			

CC: Core Course; EC: Elective Course

M.A. SEMESTER - III

Course Code	Course Title	Type of Course	Credits	IA	ESE	Total Marks
PAD-301	Human Resource Administration	CC	5	20	80	100
PAD-302	Public Financial Governance in India	CC	5	20	80	100
PAD-303	Globalization & Public Administration	CC	5	20	80	100
PAD-304-a	Employee-Employer Relations	EC	4	20	80	100
PAD-304-b	Public Policy Analysis	EC	4	20	80	100
PAD-305-a	Organizational Behavior	EC	4	20	80	100
PAD-305-b	Urban Governance in India	EC	4	20	80	100
PAD-305-c	Indian Constitution and Administration	IDC	4	20	80	100
PAD-306	Tutorials/Seminar		1			
Total			24			

CC: Core Course; EC: Elective Course; IDC: Inter Disciplinary Course

M.A. SEMESTER - IV

Course Code	Course Title	Type of Course	Credits	IA	ESE	Total Marks
PAD-401	ICT and Public Administration	CC	5	20	80	100
PAD-402	Rural Development & Panchayathi Raj	CC	5	20	80	100
PAD-403	Research Methods	CC	5	20	80	100
PAD-404-a	Social Policy: State, Market, and Society	EC	4	20	80	100
PAD-404-b	E-Governance	EC	4	20	80	100
PAD-405-a	Human Development and Governance	EC	4	20	80	100
PAD-405-b	Project	EC	4	20	80	100
PAD-406	Presentation/ Seminar		1			
Total			24			

CC: Core Course; EC: Elective Course;

M.A. SEMESTER – I

101: ADMINISTRATIVE THEORY –I

UNIT-I: Administrative Theory:

- a) Significance and importance of theory
- b) Evolution and Emerging Trends in Administrative Theory
- c) Oriental Thought: Kautilya and Sun Tzu

UNIT-II: Administrative Structure and Process:

- a) Henri Fayol-Foundations of Management
- b) Frederick Winslow Taylor-Scientific Management
- c) Luther Gulick and Lyndall Urwick-Science of Administration

UNIT-III: Classical Thought: Bureaucracy:

- a) Max Weber–Bureaucracy
- b) Karl Marx–State and Bureaucracy
- c) Samuel Krislov and Donald Kingsley–Representative Bureaucracy

UNIT-IV: Social System Thought:

- a) Mary Parker Follett–Constructive Conflict and Leadership
- b) Elton Mayo–Human Relations Movement
- c) Chester Barnard Formal and Informal Organizations and Functions of Executive

UNIT-V: Writers on Administration:

- a) Robert Dahl–Problems of Science of Administration
- b) Dwight Waldo–The Administrative State and Future of Public Administration
- c) Robert T. Golembiewski–Public Administration as Developing Discipline

102: INTRODUCTION TO PUBLICPOLICY

UNIT-I: Introduction

- a) Nature, Scope, and Importance of Public Policy
- b) Evolution of Public Policy and Policy Sciences
- c) Public Policy and Public Administration

UNIT-II: Approaches to Public Policy Analysis

- a) The Process Approach
- b) The Logical Positivist Approach
- c) The Phenomenological Approach
- d) The Participatory Approach and Normative Approach

UNIT-III: Theories and Process of Public Policy Making

- a) Theories and Models of Policy Making
(Group Theory, Elite Theory, Rational Choice Theory, Game Theory)
- b) Perspectives of Policy Making Process
- c) Institutions of Policy Making

UNIT-IV: Policy Implementation and Evaluation

- a) Concept of Policy Implementation
- b) Techniques of Policy Implementation s
- c) Concept of Policy Evaluation
- d) Constraints of Public Policy Evaluation

UNIT-V: Globalization and Public Policy

- a) Global Policy Process
- b) Transnational Actors: Impact on Public Policy Making
- c) Impact of Globalization on Policy Making

103: INDIAN POLITY AND ADMINISTRATION

UNIT-I: Historical Background

- a) Evolution of Indian Administration
- b) Socio-Economic, Political and Cultural Context of Indian Administration
- c) Indian Administration: Continuity and Change

UNIT-II: Constitutional Framework of Government

- a) Constitutional Context of Indian Administration: Parliament, Executive, Judiciary—structures, functions, and work-processes
- b) President, Prime Minister and Council of Ministers-
- c) Cabinet and Cabinet Committees

UNIT-III: System of Government

- a) Federal and Unitary Features of the Constitution
- b) Centre-State Relations and Trends in Centre–State Relations
- c) Inter State relations-Emerging Issues and Resolution Mechanism

UNIT-IV: Constitutional Authorities

- a) Election Commission
- b) Finance Commission
- c) Union Public Service Commission
- d) National Commission for Schedule Caste & National Commission for Schedule Tribes

UNIT-V: Statutory and Non-Statutory Authorities

- a) NITI AAYOG
- b) National Informatics Center(NIC)
- c) National Human Rights Commission, National Commission for Women, and National Commission for Minorities

104-A INTRODUCTION TO GOVERNANCE

UNIT-I: Introduction

- a) Definitions, Issues, and Controversies
- b) Reinventing Government
- c) Reforming Institutions: The State, Market and Public domain

UNIT-II: State and Governance

- a) Origin and types of State
- b) Democratic State and Democratic Administration
- c) Neo-Liberalism and Rolling Back State- Market
- d) Public and Private Governance: An Overview

UNIT-III: Citizen and Governance

- a) Rule of Law and Human Rights
- b) Accountability
- c) Participation
- d) Representation

UNIT-IV: Techniques of Governance

- a) Openness and Transparency
- b) Citizen Charter
- c) Social Audit

104-B: LOCAL GOVERNANCE IN INDIA

UNIT - I: Introduction:

- a) Nature, Scope, and Definitions of Local Government
- b) Philosophy and Significance of Local Government
- c) Historical Developments and Land Marks in the growth of Local Government
- d) Local Governments in the context of Globalization

UNIT – II: Theory of Decentralization:

- a) Decentralization, Delegation, De-concentration and Devolution
- b) Elements of Decentralization and Democratic Development
- c) Hurdles for Decentralization and trends of Recentralization

UNIT – III: Organization Structure:

- a) Structures of Rural Local Government (73rd CAA)
- b) Structures of Urban Local Government (74th CAA)
- c) Local Governments – Community Development, Economic Development, and Environmental Development

UNIT – IV: Accountability and Control

- a) Executive Control, Legislative Control, and Financial Control
- b) State and Local Government Relations
- c) Human Resource Management at Local level
- d) Reforms Process: Retrospect and Prospect

105- A: MANAGEMENT SCIENCE & TECHNIQUES

UNIT-I: Introduction:

- 1) Meaning, Scope and Importance of Management;
- 2) Evolution of Management;
- 3) Contribution of Henri Fayol and F.W.Taylor

UNIT-II: Concepts of Management:

- 1) Classical, Human Relations and Behavioural Schools
- 2) Systems Approach and Contingency Approach
- 3) Change Management
- 4) Time Management

UNIT-III: Principles of Management:

- 1) Authority & Responsibility, Decentralization;
- 2) Decision-making, Communication, Leadership;
- 3) Planning, Division of Work and Coordination

UNIT-IV: Techniques:

- 1) Work Study, Work Measurement, and Work Simplification;
- 2) MBO, MBE, and MIS
- 3) PERT & CPM
- 4) Cost-Benefit Analysis; Operations Research;

105-B: CIVIL SERVICES IN INDIA

UNIT-I: Civil Services: Concept and Evolution

- a) Concept, Significance and Evolution of Civil Service
- b) Classification of Civil Services (All India Services, Central Services, State Services and Local Services)
- c) Union Public Service Commission and Other Service Commissions

UNIT-II: Bureaucracy

- a) Concept of Bureaucracy–Historical Evolution
- b) Civil Service: Neutrality and Commitment
- c) Relationship between Politicians and Civil Servants

UNIT-III: Public Personnel Administration

- a) Recruitment: Methods and Significance
- b) Training of Public Servants in India–Promotion System in India
- c) Disciplinary Procedure for Civil Servants

UNIT IV: Indian Civil Services: Major Issues

- a) Generalists and Specialists Controversy
- b) Civil Services in the context of Globalization
- c) Civil Service Reforms- 2nd ARC Recommendations

SEMESTER – II

201: ADMINISTRATIVETHEORY – II

Unit I: Behaviouralism:

- a) Herbert Simon: Behaviouralism and Decision-Making
- b) Geoffrey Vickers: Appreciative System
- c) Warren Bennis: Changing Organizations

Unit II: Organizational Humanism–I:

- a) Abraham Maslow :Needs Hierarchy
- b) Victor Vroom: Expectancy Theory of Motivation
- c) Douglas McGregor : Theory X and Theory Y

Unit III: Organizational Humanism–II:

- a) Frederick Herzberg: Hygiene and Motivation Factors
- b) Chris Argyris: Integrating the Individual and the Organization
- c) Rensis Likert: Systems Management

Unit IV: Market Theories

- a) Vincent Ostrom: Public Choice
- b) Peter Drucker: Knowledge Based Organization
- c) Elinor Ostrom: Governing the Commons

Unit V: Emerging Trends

- a) Critical Social Theory
- b) New Public Service
- c) Post-Modernism and Post Structuralism
- d) Administrative Theory: A Critical Review

PAD-202: COMPARATIVE PUBLICADMINISTRATION

UNIT I: Introduction

- a) Nature, Scope, Characteristics and Importance of Comparative Public Administration
- b) Evolution of Comparative Public Administration
- c) International Comparative Public Administration
- d) Critique of Comparative Public Administration

UNIT II: Approaches

- a) Bureaucratic Approach
- b) General Systems Approach
- c) Decision Making Approach
- d) Ecological Approach

UNIT III: CPA: Contributions of F. W. Riggs

- a) Structural-Functional Approach
- b) Theory of Prismatic Society
- c) Development Models

UNIT IV: Comparative Administrative Systems

- a) Classical Administrative System–France
- b) Developing Administrative System–India
- c) Developed Administrative Systems–USA and UK
- d) Modern Administrative Systems–Japan and Korea

UNITV: Development Administration

- a) Nature, Scope and Elements of Development Administration
- b) Goals and Challenges of Development Administration
- c) Models of Development Administration: Sustainable Development, Human Development & Inclusive Development

PAD-203: INDIAN ADMINISTRATIVE SYSTEMS**UNIT- I: Constitutional Profile of State Administration:**

- a) Center-State Relations,
- b) Role of Governor,
- c) State Legislature and Council of Ministers,
- d) Role of Chief Minister

UNIT- II: State Administration:

- a) Secretariat: Position and Role
- b) Chief Secretary and GAD
- c) Directorate: Relationship between Secretariat and Directorate

UNIT- III: State Services:

- a) Components of Civil Service: All India Services, State Services, Inter-relationship and Inter Linkages,
- b) Classification of State Services,
- c) Recruitment of State Civil Services,
- d) Composition, Functions, and Role of State Service Commission

UNIT –IV: Administration at Local Level:

- a) District Administration and District Collector
- b) Mandal Administration (Revenue and Development)
- c) Village Administration (Revenue and Development)
- d) Decentralization Debate

UNIT- V: Emerging Issues:

- a) State Finances
- b) Permanent and Political Executives
- c) Generalists and Specialists
- d) Pressure Groups
- e) Citizen Grievances: Corruption

204-A: LAW, ETHICS&GOVERNANCE**UNIT–I: Legal Foundations**

- a) Fundamentals of Administrative Law
- b) Relationship between Law and Administration
- c) Governance as Execution of Law – Values and Context of Legal and Administrative Process
- d) Constitution, Rule of Law and Administrative Law – French, British and German Contexts

UNIT-II: Law and Governance

- a) Concepts relating to administrative law – Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra vires
- b) Delegated Legislation, Principles of Natural Justice
- c) Administrative Adjudication, Review of Administrative acts and Redressal of Grievances, Vigilance and Control

UNIT-III: Governance and Ethics

- a) Ethical foundations of Governance
- b) Codes and Norms of Ethics in India: Public Service and Business Organizations
- c) Constitutional Values and its relationship with ethics
- d) Family, Society, Education, and Ethics

UNIT-IV: Quasi-Judicial Governance

- a) Administrative Tribunals
- b) National Water Tribunal
- c) National Green Tribunal
- d) Women Protection: Criminal Law(Amendment) Act, 2013(Nirbhaya Act)

204-B DEVELOPMENT: CONCEPT AND MODELS**Unit – I: Introduction**

- a) Concept of Development
- b) Conditions of Development
- c) Models of Development

Unit – II: Poverty

- a) Poverty: Definitions and Nature
- b) Poverty: Inequality and growth
- c) Major Anti-Poverty efforts in India

Unit – III: Development Models

- a) South Korean Model
- b) Chinese Model
- c) Indian Model

Unit – IV: Development Bureaucracies

- a) Capabilities of Bureaucratic Organizations
- b) Strategies for enhancing Capabilities
- c) Challenges to administrative Capabilities

205-A: PUBLICPOLICY-CONCEPTS ANDMODELS**UNIT-I: Models of Public Policy-I**

- a) Vilfredo Pareto: Optimality and Improvement
- b) John Rawls: A Theory of Justice
- c) Almond Gabriel: Interest Aggregation and Articulation

UNIT-II: Models of Public Policy-II

- a) Harold Lasswell: Policy Sciences
- b) Yehezkel Dror: Mega Policy and Meta Policy
- c) Charles Lindblom: Incrementalism

UNIT-III: Models of Public Policy-III

- a) William Niskanen: Budget Maximizing Model
- b) Elinor Ostrom: Institutional Rational Choice
- c) Amartya Sen: Development as Freedom

UNIT-IV: Concepts of Public Policy

- a) Institutionalism
- b) Process: Policy as a Political Activity
- c) Public Choice
- d) Strategic Planning

205-B: DEVELOPMENT POLICIES IN INDIA**UNIT- I: Introduction**

- a) Importance of Case Studies in Development Policy
- b) Case Study as a Representative Sample
- c) Building Theory from Case Studies

UNIT- II: Education Policy

- a) National Education Policy -1986
- b) Public Expenditure on Education in India
- c) Right to Education Act
- d) Corporatization of Education System

UNIT- III: Economic Policy

- a) New Economic Policy of 1991
- b) Liberalization and Growth of Indian Economy
- c) Mixed Economy to Globalization - Impact

UNIT- IV: Protective Discrimination

- a) Democratization of Power: Reservations
- b) Women Reservation's Bill
- c) Reservations in Corporate Sector

SEMESTER – III

301: HUMANRESOURCEADMINISTRATION

UNIT-I: Introduction:

- a) Human Resource Administration: Importance, Scope, and Perspectives
- b) Concept of Meritocracy-Public Service: Concept and Role in Modern State
- c) Public Institutional Theory

UNIT-II: Classification and Recruitment:

- a) Manpower Planning, Classification of Services, Competency Mapping
- b) Recruitment: Principles, Methods and Selection Process; Career Planning
- c) Personnel Agencies

UNIT-III: Training and Development:

- a) Training: Objectives, Types, Methods, Techniques, and Training Needs Assessment
- b) Performance Evaluation–Traditional and Modern methods
- c) Capacity Building-Institutional Building
- d) Promotion, Principles, and Practices

UNIT-IV: Pay and Conditions of Services

- a) Pay and Pay Principles
- b) Agencies and Mechanisms for Pay Determination
- c) Conduct, Discipline, and Superannuation

UNIT-V: Concepts and Emerging Trends

- a) Neutrality, Anonymity and Integrity
- b) Outsourcing, Downsizing and Talent Management
- c) Human Resource Accounting and Audit

302: PUBLICFINANCIAL GOVERNANCEIN INDIA

UNIT-I: Introduction

- a) Public Finance: Evolution, Meaning, and Scope
- b) Public Revenue: Meaning, Need, Classification and Principles of Revenue
- c) Public Expenditure: Meaning, Need, and Classification

UNIT-II: Budget and Governance

- a) Public Budget: Meaning, Purpose, and Significance
- b) Budget Preparation, Enactment and Execution
- c) Types of Budget: Line-Item Budget, Performance Budget, PPB and Zero –Based Budgeting
- d) Gender Budget, Green Budget, and Sunset Legislation

UNIT-III: Financial Management in India

- a) Fiscal Federalism-Center State Financial Relations, Distribution of Resources
- b) Finance Commission–Composition, Powers, Functions and Role
- c) Public Debt and Deficit Financing
- d) Monetary Policy and Fiscal Policy

UNIT-IV: Tax Governance

- a) Tax Governance in India
- b) Principles of Taxation and Tax Administration in India
- c) Priorities for Improving Tax Governance

UNIT-V: Control over finances

- a) Accounting and Audit Reforms in India
- b) Types of Audit-Internal and External Audit-Standards of Public Accounting
- c) Parliamentary Financial Committees and Comptroller & Auditor General of India

303: GLOBALIZATION AND PUBLIC ADMINISTRATION

UNIT I: Introduction

- a) Globalization – Meaning and Understandings
- b) Theoretical Analysis of Globalization
- c) Globalization and Governance

UNIT II: Implications for Public Administration

- a) Challenge of Globalization for Public Administration
- b) Globalization and Regulation of Professions and Occupations
- c) Globalization and Planning for Change

UNIT III: Governance

- a) Governance: Ideology, Theory, and Practice
- b) ICT and Democratic Governance
- c) Good Governance: Theory and Practice

UNIT IV: Administrative Reform and Reorganization

- a) Global Reform and Transformations
- b) Global Reform and Administrative Modernizations
- c) Global Ethics in 21st Century

UNIT V: Global Public Administration

- a) Transnational Corporations and Development
- b) The Effects of Governance on Competitiveness
- c) Crisis in Public Service and Administration

304-A: EMPLOYEE – EMPLOYER RELATIONS

Unit - I: Introduction

- a) Employee-Employer Relations- Conceptions
- b) Union Management Perspective,
- c) Theories of Public Employer and Employee Relations

UNIT – II: Workers Participation in Management

- a) Evolution, Structure and Process, Design and Dynamics of Participation Forms,
- b) Strategies and Planning for Implementation Participation
- c) Origin and Growth of Workers Participation in Management in India

UNIT – III: Regulatory Mechanism Guiding Industrial Relations

- a) Administrative Tribunal for Disciplinary Proceedings;
- b) Trade Unionism, Dynamics of Conflict and Collaboration,
- c) Conciliation, Arbitration, and Adjudication

UNIT – IV: Grievance Procedure

- a) Employees Associations and Unions – Right to Strike,
- b) Negotiating Machinery – Whitley Councils – Collective Bargaining
- c) Consultative Machinery in India, USA, and UK

304-B: PUBLICPOLICYANALYSIS

UNIT-I: Theoretical Perspectives

- a) Policy Cycle Framework
- b) Policy Process Network
- c) Political Feasibility

UNIT-II: Types of Policy Analysis

- a) Empirical, Normative Policy Analysis
- b) Retrospective/Prospective Analysis
- c) Prescriptive and Descriptive Analysis

UNIT-III: Actors in Policy Analysis

- a) Government Institutions
- b) International Donor Agencies
- c) Multinational and Transnational Agencies
- d) Media and Civil Society

UNIT-IV: Constraints on Public Policy

- a) Economic Constraints on Public Policy
- b) Political Feasibility: Interests and Power
- c) Institutional Constraints on Policy
- d) Social and Cultural Factors: Constraining and Enabling Policy Reversals

305 -A: ORGANISATIONAL BEHAVIOUR

UNIT - I: Introduction:

- a) Concept and Scope;
- b) Evolution and Importance;
- c) Understanding behavior, Individual – group and organization

UNIT - II: Models of Organizational Behaviour:

- a) SOBC Model;
- b) Cognitive Model;
- c) Reinforcement Model and Psycho -analytical Model

UNIT - III: Individual Behaviour:

- a) Aspects of individual behavior: Personality, Perception, Motivation, Goals, Attitudes, Aptitudes and Values
- b) Personality Development, Determinants, Theories of personality
- c) Learning: Concept, Theories, and Principles

UNIT - IV: Group Behaviour:

- a) Group dynamics, Formation of groups, Stages in group formation;
- b) Structure, Types, functions, Dysfunctions;
- c) Formal and informal groups, Models of small group behavior

305-B: URBAN GOVERNANCE IN INDIA

UNIT –I: Urbanization and Urban Strategies

- a) Urbanization Trends and Challenges
- b) Good Urban Governance – Concept and Principles
- c) Urban Policies and Strategies- AMRUT and Smart City Models

UNIT - II: Urban Governance

- a) ULBs - Forms and Functions -Councils and Committees
- b) Municipal Finance Framework & Municipal Financial Management
- c) Metropolitan Governance
- d) Recent Trends in Urban Governance: e-Governance

UNIT – III: Urban Poverty

- a) Concept, Trends and, Strategies
- b) Urban Poverty Programmes
- c) Urban Housing
- d) Institutional arrangement for urban poverty reduction

UNIT - IV: Administration of Urban Services

- a) Administration of Development Programmes
- b) Water supply, drainage, sewerage, sanitation
- c) Urban Transportation
- d) Urban Environment and Knowledge Management

306-C: INDIAN CONSTITUTION AND ADMINISTRATION (Inter Disciplinary Course)

UNIT1: Indian Constitution:

- a) Nature of the Constitution Salient features–Preamble
- b) Fundamental Rights, Directive Principles, Fundamental Duties
- c) Amendments of the Constitution: Procedure for Amendment–Emergency Provisions

UNITII: Centre–State Relations and Local Self Government

- a) Distinctive features of Indian Federation
- b) Legislative, Administrative and Financial relations between the Union and the States
- c) Decentralization Experiments in India–73rd and 74th Amendments and their implementation

UNIT III: State Government

- a) Governor, Chief Minister and Council of Ministers
- b) Secretariat and Directorates
- c) Changing Nature of District Administration and the role of District Collector

UNIT IV: Accountability & Control

- a) Legislative, and Executive Control
- b) Judicial control and Judicial Review
- c) Right to Information Act

SEMESTER – IV

401: INFORMATION & COMMUNICATION TECHNOLOGY AND PUBLIC

ADMINISTRATION

UNIT – I: Introduction:

- a) Public Administration and Information Technology
- b) Information Technology: Evolution and Significance
- c) National Policy on Information Technology 2012 and National Cyber Security Policy 2013

UNIT – II: IT and Administration:

- a) Information Systems: Issues in Centralization and Decentralization
- b) IT Systems and Inter Governmental Coordination
- c) Computer Networking and Citizen Participation

UNIT – III: IT in Administration:

- a) IT Techniques in Administration
- b) Capacity Building for IT
- c) E-Governance: Opportunities and Challenges

UNIT - IV: IT Administration at State Level:

- a) Computerization of Mandal Revenue Administration,
- b) Computer – Aided Administration of Registration Department (CARD)
- c) E-Seva and MeeSeva

UNIT – V: IT and Development:

- a) Technology, Social Progress, and Empowerment
- b) Human Factors and Information Technology
- c) Cybernetic State and Digital Governance: Perspectives

402: RURALDEVELOPMENT & PANCHAYATHI RAJ

UNIT - I: Introduction

- a) Democracy, Development and Decentralization
- b) Rural Development: Perspectives
- c) Rural Policies and Strategies in India
- d) Rural Development and Panchayat Raj

UNIT - II: Rural Institutions-Panchayat Raj

- a) Panchayat Raj in India– An Evaluation
- b) Reforms in Panchayat Raj (73rdCAAandafter)
- c) Panchayat Raj in Telangana State
- d) e-Panchayats

UNIT-III: Resources and Development

- a) Rural Credit and Cooperatives
- b) Self – Help Groups
- c) Technical Assistance in Rural Governance

UNIT - IV: Rural Development Programmes and Agencies

- a) Rural Development Programmes: IRDP,SGSY&MGNREGA
- b) Governance in Tribal and Scheduled Areas
- c) Village Administration: Stakeholder Committees

UNIT - V: Issues in Rural Governance

- a) Land Reforms
- b) Rural Unrest :Caste, Class and Gender
- c) Governing Elite and Rural Social Change
- d) Bureaucracy

403: RESEARCH METHODS

UNIT –I Introduction

- a) Meaning, Objectives, Scope, and Importance of Social Science Research
- b) Types of Research
- c) Objectivity in Social Science Research
- d) Trends in Research in Public Policy and Governance

UNIT - II: Methods of Research

- a) Scientific Method
- b) Case Study Method
- c) Survey Method
- d) Content Analysis

UNIT – III: Research Design

- a) Identification of Research Problem
- b) Hypothesis and Procedure of Hypothesis testing and Estimation
- c) Preparation of Research Design

UNIT - IV: Methods of Data Collection

- a) Methods of Data Collection Primary Sources
- b) Observation; Questionnaire and Interview
- c) Secondary sources of Data Collection - Use of Library and Internet

UNIT - V: Sampling and Report Writing

- a) Sampling, Sampling Techniques and Scales of Measurement
- b) Analysis of Data and Use of computers in Social Science Research
- c) Citing and Ethics of Research in Public Administration
- d) Research Report Writing

404-A: SOCIAL POLICY: STATE, MARKET, AND SOCIETY

UNIT- I: Social Justice

- a) Social Justice & Inclusion: Concept and Philosophy
- b) Exclusion and Denial: A Critical Inquiry
- c) Equity and Inclusion
- d) Affirmative Action and Inclusion: The Global Experience

UNIT- II: Social Development

- a) Policy for Inclusive Development: Growth with Equity
- b) Changing Norms of Social Equity and Participation
- c) Social Participation: Issues of Gender, Weaker Sections, and Environment

UNIT- III: Social Policies at Global Level

- a) MDGs, SDGs and HDI: The Global Targets
- b) Refugees and Migrants
- c) Human Trafficking

UNIT- IV: Emerging Trends

- a) Growing Role of Civil Society Organizations
- b) Democratic People's Struggles: Case Studies
- c) Ethical Concerns in Social Policy Making

404-B: E-GOVERNANCE

UNIT- I: Introduction

- a) Governance in Digital Age (Introduction of ICTs in administration, Technological Adaptation, Reorganization of Administrative Structures and institutions)
- b) Meaning, Scope, and Importance of e-Governance (Meaning, Definitions, Scope, and Importance of e- Governance)
- c) Evolution of e-Governance (Evolution of Computer and Internet – Application to Administrative Systems)

UNIT – II: Concepts

- a) Theories of e-Governance (Six perspectives and Six theories)
- b) Models of e-Governance (The General Information Dissemination Model, the Critical Information Dissemination Model, the Advocacy Model, the Interactive Model)
- c) National E-Governance Plan

UNIT – III: Cases

- a) e-Literacy: Akshaya in Kerala
- b) Electronic Citizen Services: A Comparative outlook
- c) Digitalization of Land Records Administration: Bhoomi in Karnataka
- d) Automizing District Administration: The e-district project

UNIT– IV: Issues

- a) e-Readiness
- b) Digital Divide (Gender, Geographical, Economic, Social and Political)
- c) e-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models)
- d) e-Governance: Issues and Challenges (Resistance to Change, Laws, Skills, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms)

PAD-405-A: HUMAN DEVELOPMENT AND GOVERNANCE

UNIT - I: Introduction:

- a) Human Development Concepts
- b) Human Development Indicators
- c) Human Development in Changing World

UNIT - II: Poverty:

- a) The Nature and Dimensions
- b) Growth, Inequality, and Poverty
- c) The Politics of Poverty

UNIT - III: Development:

- a) Infrastructure and Development
- b) Environmental Priorities for Development
- c) International Aid and Technical Assistance Programmes
- d) Civil Society: It's Emerging Role

UNIT - IV: Protective Discrimination:

- a) Social Welfare and Social Justice
- b) Democratization of Power: Reservations
- c) Reservations in Corporate Sector

405-B: PROJECT WORK

Projects are undertaken at all levels of the organization. They may involve a single person or many thousands. Their duration ranges from a few weeks to a few years. Projects may involve a single unit of one organization or may cross-organizational boundaries. Project management is the application of knowledge, skills, tools, and techniques to project activities to meet project requirements. As a student of Public Administration, it is essential to learn the project management for better understanding of the tools and techniques to be implemented in the Government and Corporate Sector. In this background, this will help the students to grasp the essence of managing projects in all sectors.

The GovLab

The Governance Lab (The GovLab) aims to create research data base at the Department of Public Administration. Innovations in technology and science are empowering individuals to engage with one another – and with traditional institutions of governance – to tackle problems more collaboratively, and drive progress more rapidly than ever before. Through collection, computation and visualization of large-scale data sets, we can make better informed decisions. We can use new methods for generating ideas from more people in response to wicked challenges. In light of these advances, institutions – from local and state governments to universities and corporate companies – must re imagine how they solve problems.

The GovLab builds studies and implements experimental, technology-enabled solutions that advance a collaborative, networked approach to re-invent existing institutions and processes of governance to improve people's lives. GovLab Research convenes an interdisciplinary network of thought leaders across academia, government, and industry to analyze novel forms of collaborative problem-solving in public and private institutions. Despite advances in collaborative governance, there has been little systematic study of what approaches work best under varied conditions. We committed to produce scholarly research and map real-world developments to create a robust understanding of how scientific and technological advances can be harnessed to improve 21st century governance.

Case Study Unit

Case studies constitute an archive for pedagogy, they create form of policy advocacy and they invite interdisciplinary collaborations with other departments like Sociology, Law and Business Administration. The Department also hopes to collaborate with social movement activists and NGOs to examine at civic epistemologies and local experiments in governance. The Unit will create a set of case studies around major experiments in governance ranging from the more recent National Rural Employment Guarantee Act to the Technology Missions of the past. Rather than treating case studies as its own intellectual property, the Department will create an intellectual common populated by the outputs of this field-based activity. This unit expects to create an archive of memory, innovation and institution building for public administration in India.