

SEMESTER I

Core Papers: Introduction to Public Service

Unit 1

- a. Nature and Significance
- b. Scope;
- c. Meaning
- d. Objectives
- e. Characteristics and Qualities
- f. Models

Unit II

- a. Evolution of the study
- b. Historical overview
 - i. Pre-colonial era
 - ii. Colonial period
- c. Post- Independent era
- d. LPG (Liberalization, Privatization, Globalization)
- e. Neo- Liberalization era
- f. Contemporary developments

Unit III

- a. Historical Approach
- b. Legal approach
- c. Moral approach
- d. Socio-economic approach
- e. Liberal approach
- f. Marxian Theory
- g. Classical and Neo – Classical theory

Unit IV

- a. Introduction to New Public Administration;
- b. Development Administration
- c. Financial Administration
- d. Welfare Administration
- e. Judicial Administration
- f. Land Revenue Administration
- g. Urban and Rural Administration

Unit V

- a. Good Governance: Concept and Application
- b. Welfare state and Beyond
- c. Comparative Public Services
- d. State, Civil society and Public service
- e. Public Private Partnership
- f. State vs Market Debate
- g. Administrative reforms
- h. Anti - Corruption

Recommended Readings

1. Janet Vinzant Denhardt, Robert B. Denhardt, *The New Public Service: Serving, Not Steering*, ME Sharpe, 2007.
2. Grover Starling, *Managing the Public Sector*, Cengage Learning, 2007.
3. M.Lakshmikanth, *Public Administration*, Tata Mcgraw Hills, New Delhi, 2011.
4. Bhattacharya, Mohit, *Public Administration*, The World Press Private Ltd., Calcutta, 2007.

Core Paper: Basic introduction to Constitution of India

Unit I (Historical Background)

- a. Making of the Indian Constitution- Constituent Assembly
- b. Salient features of the Indian Constitution
- c. Nature of Indian Federalism :
- d. Preamble,
- e. Citizenship
- f. Parliamentary System
- g. Indian Union
- h. Schedules

Unit II

- a. Fundamental Rights
- b. Directive Principles of State Policy
- c. Human Rights
- d. Comptroller and Auditor General of India
- e. Commissioner for Scheduled Caste and Scheduled Tribes
- f. Election Commission
- g. Attorney General of India
- h. Union Public Service Commission

Unit III

Union Government

- a. President
- b. Council of ministers,
- c. Prime Minister,
- d. Parliamentary system of Government
- e. Parliamentary procedures – Budget
- f. Finance Commission
- g. Executive
- h. Judiciary

Unit IV

State Governments

- a. Governor,
- b. Chief Minister,
- c. Legislative Assembly
- d. Legislative Procedures

- e. State executive
- f. High Court.
- g. Local governments
- h. Special status Act (Article 370, Armed Forces Act)

Unit V

- a. Centre – State relations
- b. Concurrent List
- c. Democratic Decentralization,
- d. Major amendments to the Constitution
- e. Service Commission of the Union & States
- f. Constitutional protection of civil servants
- g. Emergency provision - National, State and Financial.
- h. Property Rights

Recommended Reading

1. D.D Basu, *Introduction to Indian Constitution*, Prentice Hall, New Delhi
2. M.V Pylee, *Indian Constitution*, S Chand and Company, New Delhi
3. J.C Johari, *Government and Politics in India*, Vishal Publications, New Delhi

Allied Paper : Indian History - An outline

Unit I

- a. Methods and Approaches to the study of Indian History
- b. Historiography
- c. Significant source material: Archaeological literary and historical

Unit II

- a. History of Ancient India – Pre historic to 1206
 - i. Overview of the period
 - ii. General Administrative Practices

Unit III: History of Medieval India - 1206 to 1761 A.D

- a. Rise of Turks, causes of Success of Arab invasion and its impact.
- b. Overview of Administration during Slave, Tughlaq, Sayyid, and Lodhi Dynasties
- c. Causes of downfall of Delhi Sultanate.
- d. Central and provincial administration, army organization.
- e. Development of literature and architecture.

Unit IV: History of Modern India - 1740 to 1857 A.D.

- a. Renaissance - Emergence, Nature & Impact.
- b. The Reformation and Counter Reformation- Causes,
- c. Political Condition of India in The 18th Century - Decline of Mughal emperor and its impact
- d. Advent of Europeans in India – Establishment of bases and trading centres
- e. Rise and fall of Maratha power - Cause of defeat
- f. Early Anglo – French conflict and Consolidation of English Rule in India.

Unit V: History of National Movement and Constitutional Development of India 1858 to 1947 A.D.

- a. Freedom Struggle
- b. Impact of the rule of East India Company
- c. Social Impact- Social and Religious reform movements
- d. Indian national Congress and Home Rule movement
- e. Gandhian movements – Non-cooperation movement, civil Disobedience movement, Quit India Movement.
- f. Partition of India and attainment of freedom

Recommended readings

1. Romila Thapar, *The Penguin History of Early India (Till 1300)*, Penguin Books, 2002
2. Ramachandra Guha, *India after Gandhi*, HarperCollins, 2007
3. B. D. Chattopadhyaya, *The Making of Early Medieval India*, 1994
4. D. D. Kosambi, *An Introduction to the Study of Indian History*, Popular Prakashan Pvt Ltd, 2009
5. Bipin Chandra, *Modern India*, Orient Blackswan, 2009
6. Bipin Chandra, *Nationalism and Colonialism in Modern India*, Orient Blackswan, 1984

SEMESTER II

Core Papers: Administrative Thought

Unit I:

Concept and Evolution. Organisational Goals: Concept, Functions and Types. Goal Succession, Displacement and Distortion.

Unit II:

Classical Theory; Bureaucratic Theories – its critique and post-Weberian Developments (Weber and Karl Marx); Politics-Administration Dichotomy (Woodrow Wilson); Public Choice Theory; Scientific Management and Scientific Management movement (F.W. Taylor)

Unity III:

Human Relations School (Mary Parker Follett, Elton Mayo and others); Decision-Making Theory of Herbert Simon; Functions of the Executive (C.I. Barnard).

Unit IV:

Theories of Motivation: Contribution of Abraham Maslow, Herzberg and McGregor; Participative Management (R. Likert, C. Argyris); Administrative Models of F.W. Riggs; P.F. Drucker's Ideas on Management

UNIT-V:

Indian Administrative Thought: Kautilya, Mughals, British Administration and Gandhian Thought

BOOKS FOR REFERENCE:

- 1) Baker R.J.S. - Administrative Theory and Public Administration, London, Hutchinson, 1972
- 2) Maheshwari S.R.- Administrative Thinkers, New Delhi, Macmillan, 2003.
- 3) Prasad Ravindra D., V. S. Prasad & P. Satyanarayana, (eds.),- Administrative thinkers, New Delhi, Sterling, 2005
- 4) Shafritz Jay: M. and Albert C. I lyde. (eds.)- Classics of Public Administration, Illinois, Moore, 1978

2. Public Policy

UNIT-I:

Introduction: Meaning, Nature, Scope and Importance of Policy Science – Models and Approaches.

UNIT-II:

Social needs and Public Policy – Federalism and Public Policy – Political parties and Public Policy – Pressure Groups and Public Policy – Public Opinion and Public Policy.

UNIT-III:

Policy Making – Policy Analysis – Modes of Policy Making – Planning Commission and National Development Council – Legislature and Policy Making

UNIT-IV:

Policy Implementation: Civil Service and Policy Implementation – Non-Governmental Organisations and Implementation – Budget and Policy Implementation.

UNIT-V:

Policy Evaluation: Modes of Policy Evaluation – Judiciary and Policy Evaluation – Elections and Policy Evaluation – Major determinants of Public Policy.

BOOKS FOR REFERENCE:

1. K.D.Madhan, Policy Making in Government.
2. R.S. Ganapathy, Public Policy and Public Analysis in India.
3. Saigal, Policy Making in India.
4. V.K.Agnihotri, Public Policy Analysis and Design.
5. Thomas R. Dye, Understanding Public Policy

Allied: FOREIGN POLICY OF INDIA

Objective: To provide the students with an understanding of India's Foreign Policy.

UNIT-I:

1. Evolution of Indian Foreign Policy
2. Principles of Indian foreign Policy
3. Institutions of Foreign Policy Making

UNIT-II:

1. India and Non-Alignment
2. Indo-UN Relations
3. Indo-BRICS
4. India – ASEAN / Look East to Act East Policy

UNIT-III:

1. Indo-US Relations
2. India-USSR / Russia Relations
3. India's ties with European Union
4. Indo-Japanese Relations
5. Indo-China Relations

UNIT-IV:

1. SAARC
2. Indo-Pak Relations
3. Indo-Sri Lanka Relations
4. Indo-Bangladesh
5. Indo-Nepal & Bhutan
6. Indo-Maldives
7. Indo-Afghanistan

UNIT-V:

1. Terrorism
2. Energy Security
3. Nuclear Policy
4. Indian Ocean – Security
5. Diaspora

BOOKS FOR REFERENCE:

- 1) V.P.Dutt, India's Foreign Policy.
- 2) J.Bandhopadhyaya, The Making of India's foreign Policy.
- 3) S.D. Muni, India's Foreign Policy
- 4) Sumit Ganguly, India's Foreign Policy

SEMESTER III

Financial Administration

Unit I

1. Nature and significance of financial administration
2. Government intervention in the economy
3. Distinction between Public and Private financial administration.
4. Implications for financial administration in India (downsizing, subsidy, safety net etc.)

Unit II

1. Budget: Concept, evolution, tool of administrative efficiency
2. Legal and institutional context of public budgeting (Preparation of Budget and Role of Finance ministry)
3. Performance budgeting-meaning & features: measurement, PPBS, Zero-based budgeting.
4. Budget process and logic
5. Public Debt management (Revenue deficit and Fiscal deficit. - Deficit financing).

Unit III

1. Accounting and Audit System: Concept, Types, Emerging Trends in Accounting System,
2. Comptroller & Accountant General: History, powers & functions.

Unit IV

1. Parliamentary control over financial administration: Budget approval : Public Accounts Committee, Estimates Committee, other financial committees.
2. Centre-State financial relation in India—Finance Commission and State Finance Committees.

Unit V

1. Planning and financial administration—Plan and Non-plan funds management-Planning machinery: Planning Commission & National Development Council— Local-level Planning – Niti Aayog

Readings

1. A. Sarapa: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
2. Manjusha Shanna & O.P.Bohra: Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi, 2005.
3. B.P.Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
4. G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
6. Andley, Sundharam: Public Finance, Agra, Rattan Prakash and Mandir, 1979.

7. Ruddar Dutt & K.P.Sundharam: Indian Economy, New Delhi, S.Chand & Co. Pvt. Ltd., 1997.
8. M.Y.Khan and P.K.Jain: Finance Management, New Delhi, Tata McGraw Hill 1982.
9. R.N.Srivastave: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.
10. C.P.Bhambhri: Public Administration in India, Bombay, Vikas Publishing House, 1973.
11. S.L.Goel, Public Financial Administration, New Delhi, Deep & Deep Publications, 2004.
12. Dutt and Sundharam: Indian Economy, Delhi, S.Chand & Co.,2004.

Allied - Globalization: The Challenges and Opportunities

Unit I - Understanding Globalization

1. Globalization: Historical perspectives and evolution;
2. Globalization: Concept and Dimensions
3. Sociologically, Historically, Politically, and Economically Approach

Unit II - The Globalization of Economy and Trade

1. Transnational Corporations and the Globalization Process: TNCs and FDI and technology flows; international production networks.
2. Regional and multilateral agreements:
 - a. Brief History of Multilateral Institutions
 - b. International Monetary Fund and the World Bank.
 - c. The World Trade Organization: Organizational structure and decision making process and its evolving role.
3. The economic theory of trade integration;
 - a. The political consequences of trade: efficiency vs. compensation;
 - b. Trade and development strategies:
 - c. import substitution vs. export promotion

Unit III - The Globalization of Development and Democracy

1. World development patterns: divergence and convergence;
2. Political economy of aid: donors and recipients.
3. Globalization as a means of promoting democracy

Unit IV – Challenges to Developing Countries.

1. Industry and Services in the globalization process
2. Labour, Migration and Outsourcing.
3. Financial globalization: footloose capital and capital controls.

Unit V - Issues in the concept

1. Critical dimensions: economic, political, strategic, cultural and informatic.
2. Questioning the benefits of economic integration
3. Inequality and instability in global economy.
4. Globalisation and social/political movements

Reading List

1. M. Albrow and E. King (eds.), *Globalization, Knowledge and Society* (London: Sage, 1990)
2. Daniels, P.W., and Lever, W.F., (eds.) *The Global Economy in Transition* (Harlow: Longman, 1997).
3. Nayyar, D., (ed.) *Governing Globalisation: Issues and Institutions* (Delhi: Oxford University Press 2002)
4. Kofman, E., and Youngs, G., (eds.) *Globalisation: Theory and Practice* (London: Pinter, 2001, 2nd edn.).
5. Scholtze, J.A., *Globalisation: A Critical Introduction* (Basingstoke: Palgrave, 2000)
6. A. M. Hoogvelt, *Globalization and the Post-colonial World: The New Political Economy of Development*, (Basingstoke: Macmillan, 1997).

Elective

E - GOVERNANCE

Unit I: INTRODUCTION

1. Meaning, Scope and Importance of e-Governance (Meaning, Definitions, Scope, Importance of e-Governance)
2. Evolution of e-Governance (Evolution of Computer and Internet – Application to Administrative Systems)
3. Implementing E-Governance

Unit II: CONCEPTS

1. Models of e-Governance (The General Information Dissemination Model, the critical Information Dissemination Model, the Advocacy Model, the Interactive Model)
2. Models for E-Governance Institutions in Various Countries
 - a. Policy and investment coordination
 - b. Administrative coordination
 - c. Technical coordination
 - d. Shared or no coordination

Unit III: TECHNIQUES OF E - GOVERNANCE

1. National E-Governance Plan
2. e- Governance in Rural Development
3. e- Governance in Urban Administration
4. e- Governance in Economic Development
5. Geographic Information System (GIS) based Management, Citizen Database and Human Development

Unit IV: E - GOVERNANCE IN INDIA

1. E-Governance Policy
2. E-Governance Projects in States
3. E-Governance in India
4. Electronic Citizen Services: A Comparative outlook

Unit V: THE CHALLENGES OF E - GOVERNANCE

1. A prerequisite of good Governance - e-Readiness
2. E-Governance in Democratic set-up (Gender, Geographical, Economical, Social and Political)

3. E- Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure,
4. Nature of PPP models)
5. Major concerns (Resistance to Change, laws, Skills, Security Concerns, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms)

Books Recommended

1. C.S.R. Prabhu, E-Governance: Concepts and Case Studies, PHI Learning Pvt. Ltd., 2013
2. M.G. Gupta and R.K. Tiwari (eds.), Reinventing the Government, IIPA, 1998
3. Richard Hecks, Implementing and Managing E-Governance, Vistar Publications
4. Jan Erik Lane, New Public Management, Routledges, 2000
5. Work Bank Report, Good Governance: The Business of Government, 1997
6. R. P. Sinha, E-Governance in India: Initiatives & Issues, Concept Publishing Company, 2006
7. N. Gopalsamy, Information Technology And E-Governance, New Age International, 2009

SEMESTER IV

Core Paper – 4 Credits - Indian Administration

Unit I

Evolution of Indian Administration (Ancient, Medieval and Modern period) – Constitutional Framework – Ministries and Departments.

Unit II

Central Administration: Structure of Central Government – Central Secretariat – Cabinet – Planning Commission (Niti Ayog) – National Development Council – Constitutional Authorities (Comptroller & Auditor General, Election Commission, Finance Commission, Attorney General, Advocate General) – All India and Central Civil Services – UPSC.

Unit III

State Administration: Structures of State Administration – Governor Chief Minister – Council of Ministers – State Secretariat – Chief Secretary – State Services – SPSC - District Administration: Objectives of District Administration-Role and Functions of District Collector.

Unit IV

Local Administration: Meaning and Nature of Local Administration – Units of Urban Local Government (Corporation, Municipality, Cantonment Board and Notified and Town area) – Rural local Government – Panchayati Raj System – Balwant Rai and Ashok Mehta Committee Reports – 73rd and 74th Constitutional Amendments.

Unit V

Issues in Indian Administration: Integrity in Indian Administration – Minister-Secretary Relationships – Administrative Reforms – Redressal of Citizen Grievances (Lok Pal & Lok Ayukta).

Administrative Reforms - Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

Judicial Review – Judicial Activism – Intervention.

BOOKS FOR REFERENCE:

1. S.R.Maheswari, *Indian Administration* (New Delhi: Orient Longmans, 2000)
2. B.B.Mishra, *Administrative History of India* (New Delhi: Oxford University, 1970)
3. S.R.Maheswari, *Local Administration*. (New Delhi: Laxmi Narain Agarwal Publications, 2003)
4. S.R.Nigam, *Local Government in India*. (New Delhi: S.Chand and Co.,1986)
5. M. Laxmikanth, *Public Administration*, (New Delhi: McGraw Hill Education, 2011)
6. S.R.Maheswari, *Public Administration in India*, (New Delhi: Macmillan India ltd, 2000)
7. Siuli Sarkar, *Public Administration in India*,, (New Delhi: PHI Learning pvt. Ltd, 2010)
8. B.L. Fadia & Kuldeep Fadia, *Indian Administration*, (New Delhi, Sahitya Bhawan)

Core Paper – 4 Credits - Human Resources Management

UNIT-I: Meaning, Nature and Scope.

- i) Public Personnel Management: Definition, Scope and Significance.
- ii) Human Resource Development: Concept, Elements and its Application in Government.
- iii) Bureaucracy: Meaning, Concepts, Types, Recent Trends and its Role in Modern Society.

UNIT-II: HUMAN RESOURCE PLANNING

- i) Working Conditions and the Working Environment;
- ii) Work Measurement; The Techniques of Work Measurement;
- iii) Strategic Planning and Human Resource Planning; Human Resource Planning in Changing Context; Qualitative determination of human resource requirements
- iv) Human Resource Demand Forecasting; Human Resource Supply Estimates
- v) Action Plans – Separation; Action Plans – Retention, Training, Redeployment & Staffing

UNIT-III: Personnel Management

- i) Motivation and Morale, Employer-Employee Relations.
- ii) Code of Conduct; Discipline and Grievance Redressal Mechanisms.
- iii) Rewards and Incentives Management.

UNIT-IV: Human Resource Development and Capacity Building

- i) Job Design and Analysis.
- ii) Total Quality Management
- iii) Employee Training and Participation in Management/Organisation.
- iv) Employees' Capacity Building Strategies.
- v) Assessing Human Resource Management Effectiveness. Human Resource Audit. Managing Change at Work Place. Stress Management.

UNIT- V: Public Personnel System in India

- i) Recruitment: Concept and Methods.
- ii) Job Classification and Remuneration: Bases and Principles.
- iii) Salary Administration
- iv) Promotion: Methods and Performance Appraisal Schemes;
- v) Social Equity

BOOKS FOR REFERENCE:

Allied Paper – 4 Credits - Society and politics in Tamil Nadu

UNIT-I:

- a) The Birth of the Nationalist Movement in the 20th century – Indian National Congress – Congress in Tamil Nadu – Egmore and Mylapore groups.
- b) The Birth of Justice party – Achievements in the Social and Political fields – Causes for Decline.
- c) Non-Cooperation movement in Tamil Nadu.

UNIT-II:

- a) Self Respect Movement.
- b) The Dravidar Kazhagam – EVR.
- c) Civil Disobedience Movement in Tamil Nadu.

UNIT-III:

- a) 1937 Elections – Rajaji's Ministry.
- b) Congress Ministries – 1946 to 1952.
- c) Emergence of DMK.

UNIT-IV:

- a) Rajaji as Chief Minister.
- b) Kamaraj as Chief Minister.
- c) M.Bhakthavatsalam Ministry – Decline of Congress – 1967 Elections.

UNIT-V:

- a) C.N.Annadurai and M.Karunanidhi as Chief Ministers.
- b) The Birth of AIADMK – MGR and Jayalalitha as Chief Ministers.
- c) Major and Minor Political Parties In Tamil Nadu
- d) Recent Trends in Tamil Nadu Politics

BOOKS FOR REFERENCE:

1. Robert Hardgrave, *The Dravidian Movement*, Popular Prakashan, 1967
2. Vaasanthi, *Cut-outs, Caste and Cine Stars: The World of Tamil Politics*, Penguin Books India, 2008
3. R. Kannan, *ANNA — The Life and Times of C.N. Annadurai*, Penguin Books,
4. Kārttikēcu Civattampi, *Understanding the Dravidian Movement: Problems and Perspectives*, New Century Book House, 1995.
5. M. S. S. Pandian, *Brahmin and Non-Brahmin: Genealogies of the Tamil Political Present*, New Delhi: Permanent Black, 2007/2008
6. M. S. S. Pandian, *The Image Trap: M G Ramachandran in Films and Politics*, London and New Delhi: Sage, Publications, 1992
7. G. Palanithurai, *Caste Politics and Society in Tamilnadu*, South Asia Books, 1994
8. David Arnold, *Congress in Tamil Nadu*

Semester IV

Elective Paper –3 Credits

Community Development

UNIT. I

Community development-concept, definition, meaning, need, history, principles, objectives and scope. Rural and Urban development-concept, definition, meaning, need, objectives and scope.

Unit II

Rural development in India – Origin and background - Rural development programmes since independence. Approaches to rural development – Gandhian Perspective; contribution of Vinoba Bhave

Urban community development – meaning and scope. Indian experience in urban development with reference to town planning, slum clearance and improvement. IDSMT (integrated development of Small and Medium Towns).

Unit III

Problems and prospects of rural life with reference to agriculture and allied activities like land and its use, animal husbandry, irrigation, pre-production, production and post-harvest technology, rural infrastructure- drinking water, housing, health and education.

Problems and prospects of urban life with reference to crowding and density, noise, air, solid, and liquid pollution, urban housing, drinking water supply, transport, urban public health, urban non-formal sector, Commercial Sex Work and Juvenile Delinquency.

Unit IV

Rural backwardness- causes and the need for planned change. Rural poverty -causes, consequences, measurement; Crop failure; shrinking agriculture land.

Mixed Migration; Slums in India: theories, causes and conditions, poverty in urban areas, culture of poverty in slums, poverty alleviation programmes.

UNIT V.

Administrative and organizational arrangement for rural development from block to National level. Panchayati Raj- origin, philosophy and characteristics –73rd Constitutional amendment and its implications. Role of co-operatives and rural banks, NABARD, District Rural Development Agency in rural development.

Administrative and policy arrangements for urban development with reference to municipalities, corporations, metropolitan development authorities, housing and slum clearance boards; 74th Constitutional amendment and its relevance to urban community development.

BOOKS FOR REFERENCE:

1. Manohar Pawar, *Social and Community Development Practice*, Sage India, 2014
2. Gabriele Dietrich and Bas Wielenga, *Towards Understanding Indian Society*, Centre for Social Analysis, Madurai, 1997.
3. K. D. Gangrade, *Gandhian Approach to Development and Social Work*, Concept Publishing Company, 2005.
4. C Narasimha Rao, *Rural Development In India*, Serials Publications, 2006
5. Katar Singh, *Rural Development: Principles, Policies and Management*, Sage India; Third edition, 2008
6. M. Laxmikanth, *Governance in India*, McGraw Hill Education (India) Private Limited; Second edition, 2014
7. I S A Baud and J De Wit, *New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations*, SAGE India, 2009

SEMESTER V

POLITICAL ECONOMY OF INDIA

UNIT – 1 Definition , Nature and Scope of Political Economy - Approaches to the study of Political Economy - Independent India and nature of Indian Economy - Nature of Economic Development in India.

UNIT – 2 Economic Planning: Socialistic Mode of Planning - Goals of Planning - Problems of Planning - Crisis of Political Stability and National Economic Planning - 11th and 12th Plan.

UNIT – 3 Economic Reforms in India since 1947 – Land Reform – Abolition of Zamindari System – Mrs Gandhi's economic reform – SAP – Macroeconomic Reforms of 1990's – Managing Competition – Reforms in Social Sector, Demonitisation

UNIT – 4 Liberalization, Privatization and Globalization – WTO regime and India's response – Capital Market – FDI – Leftist Reaction.

UNIT - 5 Public Sector and Industries in India; Maharatna, Navratna and Miniratna - India and IMF, World Bank - Disinvestment.

Suggested Reading

1. Francine R Frankel. India's Political Economy: 1947-2004. 2nd Edition. OUP 2004
2. Vijay Joshi and IM Little. India's Economic Reform OUP 2011.
3. Rahul Mukherji. India's Economic Transition. OUP 2011.
4. Ghanshyam Shah Capitalist Development – Critical Essay Popular Press, Bombay, 1990.
5. B. Chandra Sekhar. Political Economy of India. Vikas Publishing House, 1992.
6. Dutt and Sundaram. Indian Economy
7. Ramesh Singh, Indian Economy, McGraw Hill Education; 7 edition,

International Organisations

1. Definitions and Types of International Organizations

- a. Need for International Institutions
- b. Theoretical approach
 - i. Realism
 - ii. Liberalism
 - iii. Marxism
 - iv. David Mitrany's Functional (Functionalism) Approach;
 - v. International Law and International Organization

2. Evolutionary Development of International Organizations:

- a. The League of Nations
- b. UN Principles and Practices
- c. Historical Overview; Structure; Function and Working of the UN; Secretary General; UN Charter; P-5 Politics and UN reform; UN Security Council; General Assembly; International Organization in today's world (erosion of State Sovereignty); UN and Civil Society; Global model?
- d. Structural Components: Economic and Social Council (ECOSOC); Trusteeship Council; World Bank, International Monetary Fund, World Trade Organization; UN Climate Change Conference.
- e. Role(s) of International Organizations (UN) in peace keeping; International Court of Justice

3. International Governmental Organisations (IGOs).

- a. Regional Organisations

Globalization Debates, importance of Multilateral Diplomacy; European Union (EU), Shanghai Cooperation Organization (SCO), South Asian Association of Regional Cooperation (SAARC), Association of Southeast Asian Nations (ASEAN); Indian Ocean Rim Association for Region Cooperation (IOR-ARC); North Atlantic Treaty Organization(NATO); Organization of American States (OAS); Commonwealth of Nations, Arab League, African Union, Organization of Islamic Conference (OIC); Brazil, Russia, India, China and South Africa (BRICS); South Asia Free Trade Agreement (SAFTA); Caribbean Community and Common Market (CARICOM); Mekong-Ganga Cooperation (MGC); MERCOSUR.

- b. Decision-Making in IGOs
- c. Challenges in IGOs
- d.

4. Nongovernmental International Organizations (NGOs)

- a. Role of NGO's in the cotemporary world
- b. Non State Actors verses State Actors
- c. Red Cross; Red Crescent; Amnesty International; Human Rights Watch; Transparency International; Oxfam International; World Social Forum

5. Indian and International Organisations

- a. Limitation of the International Organizations – Role of International Organizations in South Asia.
- b. India's quest to join major International Organization – SCO, NSG, etc
- c. India-ASEAN; India – BRICS; India- BIMSTEC; India - Indian Ocean Rim Association (IOR-ARC); India – SAARC; India – EU; India and Group of 20 (G20) Summits; India – IMF; India – WTO; India - Commonwealth of Nations.

Suggested Readings

1. UN, Basic Facts about the United Nations, 2004 ISBN-13: 978-9211009361
2. David Armstrong (Author), et al, International Organisation in World Politics (The Making of the Twentieth Century), Palgrave Macmillan; 3 edition 2013, ISBN-13: 978-1403903037
3. Margaret P. Karns, International Organizations: The Politics and Processes of Global Governance, Viva Books; 2010, ISBN-13: 978-8130913896
4. Michael Barnett, Rules for the World: International Organizations in Global Politics, Cornell University Press 2004, ISBN-13: 978-0801488238
5. Thomas G. Weiss, et al, The United Nations and Changing World Politics, Westview Press Inc, 2013, ISBN-13: 978-0813348476

Local Government and Administration

Unit-1:

- Meaning Purpose and Significance of Local Government.
- Salient features of Local Government in India
- Organizational Set-up at Central, State and District levels for administrating Local Government.

Unit – 2:

- Rural Local Government in Ancient and Medieval times
- Rural Local Government before Independence
- Rural Local Government during British rule,
- Rural Local Government after Independence
- Community Development Programme and National Extension Service, Balwantray Mehta Committee Report, Working of three-tier system of Panchayati Raj during 1959-93, Asoka Mehta Committee Report, Constitutional Status to Panchayati Raj Institutions and main provisions of the 73rd Constitution Amendment Act.

Unit – 3:

- Composition, Powers and Functions of Panchayati Raj Institutions.
- Gram Sabha and Gram Panchayat.
- Panchayat Samithi.
- Zilla Parishad.

Unit – 4:

- Urban Local Government in Ancient and Medieval times.
- Urban Local Government in Pre-British Era
- Urban Local Government under the British
- Municipal Government in Post-Independence period, Attempts made at the Center and in the states to promote Municipal Government,
- Main features of 73rd and 74th constitution Amendment Act

Unit – 5:

- Composition, Powers and Functions of Urban Local Bodies,
- Municipal Corporation, Municipal Council, Nagar Panchayati,
- Local Governance Personal, Local Governance Finance,
- Committee system in Local Governance – District & Metropolitan Planning Committees.
- Local Government Politics and Elections to Local Bodies
- State Local Government Relations,

- Recent trends and challenges in Local Government in India

Books Recommended:

1. M.A. Muttalib : Theory of Local Governance
2. S.R. Maheswari : Local Government in India
3. G. Ram Reddy : Patterns of Panchayati Raj
4. M. Venkatarangaiya & G. Ram Reddy: Panchayati Raj in Andhra Pradesh
5. Henry Maddick : Panchayati Raj in India
6. B.S. Khanna : Panchayati Raj in India
7. A. Avasthi : Municipal Administration in India
8. S.K. Sharma & V.N. Chawla : Municipal Administration in India
9. Abhijit Datta : Municipal and Urban India
10. Hoshair Singh : Urban Local Government & Administration in India

Development Administration

Unit I

1. Development Administration: Concept, Characteristics, Dimensions and Scope.
2. Difference between Development Administration and Traditional Public Administration.
3. Characteristics of Administration in Developed Countries; Characteristics of Administration in Developing Countries and impact of Liberalization on it.

Unit - II

1. Instruments of Development Administration: Bureaucracy and N.G.O.s.
2. Administrative Development.
3. Administrative Capability for Development.

Unit III

1. Sustainable Development.
2. Machinery for Development Planning at the Central, State and Local Level.
3. Process of Development Planning: Plan formulation, Implementation and Evaluation.

Unit IV

1. Alternative Development Paradigm
2. Women's Development in Educational, Social, Economic, Political and Administrative spheres
3. Right based development and other development approaches and frame works

Unit V

1. Changing Profile of Development Administration.
2. New Directions in People's Self-Development and Empowerment.
3. International Agencies for Development: World Bank, International Monetary Fund(IMF) and International Bank for Reconstruction and Development(IRDB)

SUGGESTED READINGS

1. Ali Farazmand(ed.), *Handbook of Comparative and Development Administration*, New York, Marcel Dekker, 1991.
2. A.K.Sharma, *Planning for Rural Development Administration*, Jaipur, Rawat Publishing, 1995.
3. Bata K.Dubey, *Bureaucracy, Development and Public Management in India*, New Delhi, Uppal Publishing House, 1978.
4. C.P.Bhambri, *Administration in a Changing Society*, New Delhi, National Publishers, 1978.
5. C.K.Roy, et.al(eds.), *Development Management and Administration: Third World Perspective*, Calcutta, Wiley Eastern, 1993.
6. M.Bhattacharya, *Development Administration: Search for Alternative*, New Delhi, Jawahar Publishers and Distributors, 1997.
7. M.V Rajkumari, *Bureaucracy and Development Administration*, New Delhi, Manglam Publishers and Distributors, 2011.
8. R.D.Sharma, *Development Administration: Theory and Practice*, Delhi, H.K.Publishers Co., 1989.
9. R.K.Sapru, *Development Administration*, New Delhi, Sterling Publishers Pvt. Ltd., 2004.
10. S.A. Palekar, *Democracy and Development Administration*, New Delhi, Serial Publications, 2010.
11. S.L.Goel, *Development Administration: Potential and Prospects*, New Delhi, Deep and Deep Publications, 2009.
12. Visambar Nath, *Administration and Development Planning in India*, New Delhi, Concept Publishing Co., 2011.

Organisational Behaviour

UNIT—I: Meaning, Significance and Approaches.

1. The Study of the Organisation: Meaning and Significance.
2. Basic Attributes, Formal and Informal Organisation.
3. Process and techniques of decision-making
4. Communication, Morale and Motivation Theories
5. Theories of Leadership: Traditional and Modern.
6. Organisational Behaviour: Approaches and Models.

UNIT—II: Diversity, Personality and Behavioral Management.

1. Workforce Diversity, Demographic and Personality Differences,
2. Managing Diversity.
3. Theories of personality, Measurement of Attitude, Attitudes and
4. Productivity.
5. Learning Processes, Reward System and Behavioural Management.

UNIT-III: Group Dynamic's, Conflict and Motivation.

1. Group Dynamics: Meaning, Types of Groups, Group Size, Status, Group norms and cohesiveness, Group Effectiveness, Models of Group Behaviour.
2. Organisational Conflict: Meaning, Features, Stages, Conflict Management and Negotiation.
3. Motivation and Team work: Theories and Models, High Performance Job Designs.

UNIT-IV Organisational Change

1. Organisational Change: Meaning, Models and Change Agents, Processes in Planned Change.
2. Change Innovation and Stress Management.
3. Organisational Dynamics: Macro Perspectives, Power and Politics, Information and Communication, Leadership and Decision Making, Organizational Development Interventions.

UNIT – V Organisational Development

1. Organisational Behaviour and Development—Intellectual Capital
2. E-commerce, Virtual Organizations, Life-long learning

3. Ethical Behaviour, Social Responsibility, Global Dimensions, Development Interventions today.

Suggested Readings

1. Newstrom John W. & Davis Keith Organisational Behaviour, New Delhi, Tata McGraw Hill, 2004.
2. Prasad L.M. Organisational Theory and Behaviour, New Delhi, Su/tan Chand and Co., 2005.
3. Robbins Stephen P. Organisational Behaviour, Delhi, Prentice Hall, 2005
4. Singh Nirmal, Organisational Behaviour Concepts, Theory and Practices, Deep and Deep, New Delhi, 2003
5. John W Newstrom, Organizational Behavior: Human Behavior at Work, McGraw-Hill Higher Education; 13 edition (May 2010)
6. Stephen P. Robbins, Organizational Behavior, Pearson Education; 15 edition (2013)
7. Oliver E. Williamson, Organization Theory: From Chester Barnard to the Present and Beyond, Oxford University Press, 1995.

General Studies - Current Affairs

Unit I: Indian Heritage and Culture, and History

1. Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
2. Salient features of Indian Society, Diversity of India.
3. Role of women and women's organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies.
4. Effects of globalization on Indian society.
5. Social empowerment, communalism, regionalism & secularism.

Unit II: Governance, Constitution, Polity and Social Justice

1. Indian Constitution- historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
2. Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
3. Separation of powers, Parliament and State Legislatures, Executive and the Judiciary, Representation of People's Act.
4. Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.
5. Government policies and interventions for development in various sectors and issues arising out of their design and implementation, Development processes
6. Important aspects of governance, transparency and accountability, Role of civil services in a democracy.

Unit III Geography of the World and Society; India's Foreign Policy and International Relations

1. Salient features of world's physical geography.
2. Distribution of key natural resources across the world
3. Important Geophysical phenomena
4. Indian Foreign Relations and Indian diaspora,
5. Important International institutions, agencies and fora- their structure, mandate.

Unit IV: Technology, Economic Development, Bio diversity, Environment, Security and Disaster Management

1. Indian Economy, Government Budgeting, Agriculture, farm subsidies and minimum support prices, Public Distribution System, Food processing and related industries in India, Land reforms in India.
2. Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth, Investment models,
3. Infrastructure: Energy, Ports, Roads, Airports, Railways, etc.
4. Science and Technology
5. Conservation, environmental pollution and degradation, environmental impact assessment, Disaster and disaster management.
6. Role of external state and non-state actors in creating challenges to internal security, Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention.

Unit V: Ethics, Integrity, and Aptitude

1. Ethics and Human Interface
2. Attitude
3. Aptitude and foundational values for Civil Service
4. Emotional intelligence
5. Contributions of moral thinkers and philosophers from India and world.
6. Public/Civil service values and Ethics in Public administration
7. Probity in Governance

Suggested Readings:

1. [Goh Cheng Leong](#), Certificate Physical and Human Geography, Oxford; Indian edition, 1995,
2. M. Laxmikanth, Indian Polity, 2013, McGraw Hill Education India Private Limited
3. Ramesh Singh, Indian Economy, 2015, McGraw Hill Education
4. Bipan Chandra, History of Modern India, 2009, Orient BlackSwan
5. Vandana Kaushik, History Today: Journal of the Indian History and Culture Society, 2008, D.K. Print World Ltd
6. Publication Division, India 2016, 2016, Ministry of Information & Broadcasting
7. Mathew, Manorama Yearbook 2016, 2017, Malayala Manorama,
8. Books and Journals on current affairs
9. Ministry of Finance, Economic Survey 2016-2017, OUP India

10. One National (The Hindu) and one regional News Paper

SEMESTER VI

Contemporary International Relations

UNIT-I:

Nature and Scope of International Relations: Nation-State and Sovereignty-

State and Non- State Actors-

Theories of IR: Idealism and Realism

 Traditionalism and Behavioralism

 Marxist Approach

 Systems Theory

 Constructivism

UNIT-II:

National Interest: Meaning and Dynamics

Typologies of National Interest

Power: Classification - Soft Power and Hard Power

National Power: Elements and Evaluation

UNIT-III:

Balance of Power: Assumptions and Methods

Relevance in the Nuclear Era- Deterrence

Collective Security: Meaning

Collective Security under the UNO

Collective Defense

UNIT-IV:

Globalisation: Globalisation and the Nation-State

International Economic System

Global Trade

Information Technology and its Impact on IR

International Migration

UNIT-V:

Contemporary Global Concerns: Human Rights

Terrorism

Nuclear Proliferation

Global Environment

RECOMMENDED READING:

- 1) James Dougherty and Robert Pfaltzgraff, **Contending Theories of International Relations. A Comprehensive Survey**, Harper Collins.
- 2) Hans Morgenthau and Kenneth Thompson, **Politics Among Nations: The Struggle For Power And Peace**, McGraw-Hill.
- 3) Theodore Coulombis and James Wolfe, **Introduction to International Relations: Power and Justice**, Prentice-Hall Inc.
- 4) Robert Jackson and Georg Sorenson, **Introduction To International Relations**, Oxford University Press.
- 5) Peter Calvocoressi, **World Politics since 1945**, Pearson Longman.
- 6) Daniel Papp, **Contemporary International Relations: Frameworks For Understanding**, Longman.

- 7) Paul Wilkinson, **International Relations**, Sterling Publishing Co. Inc.
- 8) John Baylis and N.J.Rengger (Eds), **Dilemmas Of World Politics - International Issues In A Changing World**, Clarendon Press.

COMPARATIVE GOVERNMENT

India, UK, USA, China and Switzerland

UNIT-I:

Constitution – Definition,

Sources, Ancient and Modern classifications.

Separation of Powers.

Federalism.

Comparison in Public Administration

UNIT-II:

Legislatures – Origin,

Composition,

Powers and Functions.

Bureaucracy and its Role

Executive – Legislature Relations,

Amendment Procedure.

UNIT-III:

Executives – Types (Single, Plural, Elective, Hereditary, Parliamentary, Presidential)

Powers and Functions.

Personnel Recruitment and Management

UNIT-IV:

Judicial Systems.

Basic rights of the citizens provided by the Constitutions.

Administrative Reform

UNIT-V:

Party Systems,

Mass Media

Politics and Bureaucracy

Administrative Accountability

Globalization and Public Administration

Reading List

1. Dahl, Robert A. 1947. The Science of Public Administration: Three Problems. *Public Administration Review* 7(1): 1-11.
2. Heady, Ferrel. 2001. *Public Administration: A Comparative Perspective* (Chap. 2, pp. 71-112). New York, NY: Marcel Dekker.
3. Peters, B. Guy. 2010. *The Politics of Bureaucracy: An Introduction to Comparative Public Administration* (Chap 3, pp. 81-124). New York, NY: Routledge
4. Bryner, Gary C. 2007. Public Organizations and Public Policies and, Luc Roubon, Politicization of the Civil Service. *In The Handbook of Public Administration*, edited by B. Guy Peters and Jon Pierre, 189-210. Thousand Oaks, CA: Sage.
5. Modern Constitutions – Wheare .K.C.
6. Modern Constitutions – J.C.Johari.
7. Modern Constitutions – A.C.Kapur.
8. Chan, Hon S. and David H. Rosenbloom. 2010. *Four Challenges to Accountability in Contemporary Public Administration: Lessons from the United States and China*. *Administration & Society* 42(1S): 11S-33S.Lee

9. Klingner, Donald E., and V. Pallavicini Campos. 2002. Human Resource Management Reform in Latin America and the Caribbean: What Works and What Doesn't. *Public Organization Review* 2(4): 349–64.
10. Letnes, B. 2007. Transnational Corporations, Development, and Underdevelopment. In *The Handbook of Globalization, Governance, and Public Administration*, edited by Ali Farazmand and Jack Pinkowski, 747-756. Boca Raton, FL: CRC Press

INTRODUCTION TO NEW PUBLIC MANAGEMENT

Unit I: Introduction to New Public Management (NPM)

Evolution of Public Administration to the current age of NPM – Challenges in public administration in the current century – Need and Significance – Meaning, Nature and Principles of NPM – Change in the size and scope of public sectors – An overview of milestones in and contributors to the growth of NPM

Unit II: Management Techniques in public sectors

Relevance of public sector – Need for changes – Management Techniques: Strategic management – Marketing – Contracting, competition and partnership – Changes in financial management – Performance measurement and management – Quality management – Inspection and Audit – Changing organizational design and culture

Unit III: NPM and Governance

Difference between government and governance – Innovation and service transformation – Networking with stakeholders – Public leadership – Citizen partnership – Ethics and code of conduct – Evidence based policy and practice – Non-profit management reform – Technology and Management Reform – Role of ICT – E-government and E-governance

Unit IV: NPM and Public Policy

Failure in public policy – Globalization, Democracy and New Public Service – Social use of public enterprises – Redistribution trade-off – Swift in the perspective of welfare state – Public Choice Approach – New Institutionalism – Principal-Agent approach – Economic changes and redefining government in the age of NPM

Unit V: NPM across the world and its future

National Distinctiveness – Anglo-Saxon countries – Continental Europe – Scandinavian countries – Asian countries – Differences in the adoption of NPM in developed and developing countries – Role of politics in NPM – Future prospects, challenges and argumentations

Recommended books

1. Public Management and Governance, Tony Bovaird & Elke Loeffler, Edition 1, Routledge, 2003
2. Public Administration and Public Management: The Principal-Agent Perspective, Jan Erik-Lane, Routledge, 2005
3. The New Public Management: Improving Research and Policy Dialogue, Michael Barzelay, University of California Press, 2001
4. Public Administration: An Action Orientation, Robert B. Denhardt, Janet V. Denhardt & Tara A. Blanc,
5. New Public Management: The Transformation of Ideas and Practice, Per Laegreid, Tom Christensen, Ashgate Publishing Limited, 2001
6. The Ashgate Research Companion to New Public Management, Eds. Per Laegreid, Tom Christensen, Ashgate Publishing Limited, 2011
7. New Public Management: An Introduction, Jan Erik-Lane, Routledge, 2002
8. The Public Sector: Concepts, Models and Approaches, Edition 3, Jan Erik-Lane, Sage, 2000

Administrative Law

Unit 1: Introduction to Administrative Law

- Definition, Nature, Scope and Significance of Administrative Law
- Relationship between Constitutional Law and Administrative Law
- Evolution and Development of Administrative Law – India, UK, USA and France
- Administrative Action- Meaning, Classification and Need to control
- Basic Doctrines- Rule of Law and its application in India, Doctrine of Separation of Powers and its relevance in Contemporary Times
- Relationship between Constitutional Law and Administrative Law

Unit 2: Delegated Legislation and Principles of Natural Justice:

- Meaning of Delegated Legislation. Delegated Legislation in USA, UK and India: Pre and Post Constitutional Period.
- Rules and Principles of Administrative Rule making/ Delegated Legislation /Excessive delegation, Permissible and Non permissible Delegated Legislation.
- Control Mechanisms of Delegated Legislation- Judicial Control, Parliamentary Control, Procedural Control. Sub-delegation, Conditional Legislation.

Principles of Natural Justice:

- Concept, Evolution and Importance of Natural Justice in India.
- Application of Natural Justice and Statutory Provisions.
- Principles of Natural Justice - Rule against Bias and Rule of Fair Hearing & Exceptions to Natural Justice & Violations of Natural Justice.

Unit 3: Administrative Direction and Administrative Adjudication:

- Meaning, Nature and Need for Administrative Directions & Directions and Rules
- Enforceability of Administrative Directions & Publication of Administrative Directions
- Administrative Directions to Quasi- Judicial and Statutory Bodies
- Meaning, Needs and Reasons for the growth of Administrative Adjudication-
- Mechanism for Administrative Adjudication – Statutory and Domestic Tribunals. Problems of Administrative Adjudication.
- Definition of Administrative Tribunal & Constitutional Status, Finality of decisions and Judicial Review Module.

Unit 4: Administrative Discretion and remedies & Liability of the administration:

- Meaning and Definition of Administrative Discretion. Control of Administrative Discretion – At the stage of delegation of discretion and Control at the stage of the exercise of discretion
- Judicial and Other remedies: Judicial Review, Prerogative Remedies, Constitutional Remedies, Supervisory Jurisdiction of High Courts, Statutory Remedies, Equitable Remedies, Common Law Remedies, Ombudsman, Lok Pal and Lokayukta & Other miscellaneous Remedies and Grounds of control.
- Contractual Liability of the Administration –Constitutional and other provisions
- Tortious Liability of the Administration –Constitutional and other provisions
- Crown Privileges, Doctrine of Estoppel & Liability of Public Corporations

Unit 5: Review of Administrative Actions and Remedies

- Judicial Review- Writ jurisdiction of Supreme Court and High Court, when the writs can be issued, when the writs cannot be issued, principles of writ jurisdiction
- Grounds of review –Illegality, Irrationality, Procedural Impropriety, Proportionality
- Doctrines developed by Judiciary – Doctrine of Legitimate Expectation, Doctrine of Proportionality, Doctrine of Reasonableness, Doctrine of Public Accountability, Doctrine of Promissory Estoppel
- Other remedies for administrative action- Judicial Review –Statutory Remedies – Equitable Remedies –Ombudsman –Lok Pal and Lokayukta and other miscellaneous remedies. Problems in good governance- Corruption- Prevention of Corruption Act.
- Right to know: Right to Information Act, 2005

Suggested References:

- MP Jain and SN Jain : Principles of Administrative Law
- I P Massey: Administrative Law
- C K Takwani: Lectures on Administrative Law
- D D Basu: Administrative Law

Further Readings:

- S P Sathe: Administrative Law
- M C Jain Kagzi: The Indian Administrative Law
- O. Hood Philips and Jackson: Administrative Law
- H.W.R. Wade and C.F. Forsyth: Administrative Law
- Griffith and Street: Principles of Administrative Law
- MC Jain Kagzi and Balbir Singh, A Casebook of Administrative Law

PRACTICES IN PUBLIC ADMINISTRATION

Unit I Concept and Evolution

- a) Concept, Significance and Evolution of Public Administration
- 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: Civil Services-Citizenry Interface

- a) Civil Society and Administration
- b) Technology and Changing Nature of Public Services
- c) Ethics and Accountability

UNIT V: Indian Civil Services: Major Issues

- a) Generalists and Specialists Controversy
- b) Civil Services in the context of Globalisation
- c) Civil Service Reforms- Administrative reforms, ARC Recommendations

d) Administrative Law and Delegated legislation.

Books Recommended

1. G.E. Caiden, Dynamics of Public Administration: Guidelines to Current Transformation in Theory and Practice, New York, Holt, 1971.
2. P.R. Dubhashi, The Profession of Public Administration, (Pune, Subhadra, Saraswat), 1980.
3. J. Perry Hand Book of Public Administration, Jossey Bass, San Francisco, 1989
4. N. Henry, Public Administration and Public Affairs, New Delhi, Prentice Hall, 1999.
5. P.R. Dubhashi, Administrative Reforms, B.R. Publishing Corporation, New Delhi 1986
6. Farazmand , Ali (1994), Handbook of Bureaucracy, Taylor & Francis , New York.
7. Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill
8. Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi
9. Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'

Elective: Gender Studies

Unit I – Historical Understanding

- Feminisms: Global and Local
- Colonial Heritage, Empire and War: Feminisms in South Asia
- Gendering Social History
- Routes of Feminist Consciousness: Reading from Women's Voices and Writings on the Woman Question
- Inequalities and Exclusions: Gender Perspectives

Unit II - Theories

- Feminist Thought and Theory: Why?
- Rights, Violence and Difference: Liberalism and Radical Feminism
- Class and Post-Modern Feminism: Feminist Debates in Marxist and Materialist Feminisms; Eco-feminism; Globalization and Neo-Patriarchy
- Gender in India - Genesis of Women's movements in India
- Gender and Citizenship: Law and Politics, Health and Education -Issues of Access and Content

Unit III – Social Factor

- Debates on Understanding Patriarchy, Class and Community (Male Domination-Female Subordination)
- Caste, Gender and Democracy in India
- Questions of Citizenship, Political Representation
- Internationalization of the Caste Question, Reservation Debate
- Gendered Violence: Contexts of Caste, Tribe, Religion and Class

Unit IV – Development and Gender

- Development: Gender Perspectives
- Gender, Development and the Indian Nation State: Landmark Policies, Plans, Reports and Commissions
- Caste based exclusions, denial of land and water Stigma as the basis of permanent exclusions, the role of violence in the perpetuation of inequalities
- The socially excluded subordinate citizen: creating the disabled by social and civil invisibilisation

- Household, Production and Reproduction: Formal and Informal Labour, Gender and Livelihood; Equal Remuneration Act,1976; Maternity Benefit Act,1961

Unit V – Women and Law

- Sexual Violence and the Binary Logic of Law (Rape, Sexual Harassment); Women, Citizenship, Law and the Indian State (Ameena Case); Outlaw Women (Phoolan Case)
- Law Relating to Crimes against Women; Dowry Prohibition Act,1961; Protection of Women from Domestic Violence Act, 2005; Indecent Representation of Women [Prohibition]Act,1986
- Personal Laws Relating to Women; Marriage; Divorce; Maintenance; Adoption; • Succession
- Women Rights as Human Rights: U.N. World Conference on Women; Convention on the Elimination of all forms of Discrimination against Women; Declaration on the Elimination of Violence against Women
- State Agencies and Women: National Commission for Women; Police; Judiciary

Reading List

- Chaudhuri, Maitrayee (Ed.) Feminism in India, Kali for Women, New Delhi, 2004
- Menon ,Nivedita. Gender and Politics In India, OUP, New Delhi. 1999.
- Sangari, Kumkum and Suresh Vaid (eds.). Recasting Women: Essays in Colonial India, New Delhi: OUP, 2003.
- Valerie Bryson: Political Theory: An Introduction.
- John, Mary E. Discrepant Dislocations: Feminism, Theory, and Postcolonial Histories, 1996.
- Kumar, Nita, ed. Women as Subjects: South Asian Histories. Univ. Press of Virginia, 1994.
- Gilbert, Sandra M., and Susan Gubar, eds., The New Feminist Criticism: Essays on Women Literature and Theory. London: Virago Press, 1989.
- Gour's empowerment of women in India with allied law's and useful appendices.- 2nd ed.- Allahabad: Law Publishers,2003.
- Sunder Rajan, Rajeshwari, The scandal of the state: women, law, and citizenship in postcolonial India.- Delhi: Permanent Black,2003.
- Stein, R. 2004. New Perspective on Environmental Justice: Gender, Sexuality and Activism. New Jersey: Rutgers University Press.

