

CENTRAL UNIVERSITY OF KERALA

Syllabus for MA PUBLIC ADMINISTRATION & POLICY STUDIES

PROGRAMME OUTCOMES FOR MASTER OF ARTS (MA)

PUBLIC ADMINISTRATION & POLICY STUDIES

Programme Outcomes (PO) for MA Public Administration & Policy Studies	
PO 1	Understand the various concepts theories, postulates, models, process, methods, instruments, techniques, etc. in Public Administration and Public Policy
PO 2	Analyse the administrative structures in comparative perspectives, development administration in the age of globalization, decentralization and local self-government in India, financial administration in India, Indian Constitution & Human Rights.
PO 3	Examine the practice and initiation of governance, Good governance & E-Governance Analyse the different Stages of Policy Analysis, actors involved, global policy etc.
PO 4	Assess the nature and relationship between the state, society market, NGOs & pressure groups in the process of governance.
PO 5	Apply their knowledge to identify the problems in administrative and social systems to give policy recommendations.
PO 6	Develop the managerial capacities by empowering with knowledge on Human Resource Management & Personnel Administration, labour laws in India.

OBTLE ABBREVIATIONS

OBTLE

Outcome Based Teaching and Learning Education

CL

Cognitive Level

Re

Remember

Un

Understand

Ap

Apply

An

Analyse

Ev

Evaluate

Cr

Create

KC

Knowledge Category

Fa

Factual

Co

Conceptual

Pr

Procedural

Me

Meta Cognitive

DEPARTMENT OF PUBLIC ADMINISTRATION & POLICY STUDIES
School of Social Sciences, Central University of Kerala

PROPOSED PROGRAMME STRUCTURE
(MA Programme)
From 2021 Admission Onwards

SEMESTER – I

Sl. No.	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
1.	SPA 5101	Introduction to Public Administration (Core Course)	4	40	60	100
2.	SPA 5102	Introduction to Public Policy (Core Course)	4	40	60	100
3.	SPA 5103	Administrative Thinkers-I (Core Course)	4	40	60	100
4.	SPA 5104	State and Political Theory (Core Course)	4	40	60	100
5.	SPA 5105	Indian Constitution, Polity and Administration (Core Course)	4	40	60	100
		Total Credits	20			

SEMESTER – II

Sl. No.	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
1.	SPA 5201	Research Methodology (Core Course)	4	40	60	100
2.	SPA 5202	Administrative Thinkers – II (Core Course)	4	40	60	100
3.	SPA 5203	Human Resources Administration (Core Course)	4	40	60	100
4.	SPA 5204	Governance: Theories and Practices (Core Course)	4	40	60	100
5.	SPA 5205	Decentralization and Rural Governance in India (Core Course)	4	40	60	100
		Total Credits	20			

SEMESTER – III

Sl. No.	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
1.	SPA 5301	Comparative and Development Administration (Core Course)	4	40	60	100
2.	SPA 5302	Rural Governance in Kerala (Core Course)	4	40	60	100
3.	SPA 5001	Summer Project – Internship*#	3			100
3.	SPA 500	Elective Course – 2**	3	40	60	100
4.	SPA 500	Elective Course – 3**	3	40	60	100
		Total Credits	17			

**Elective 1 (Clause 51 of CBCS Regulations)*

***from the set on offer for the semester*

#In case of Exigency Situations Internship may be replaced with an Elective Course (Paper) of Equivalent Credit

SEMESTER – IV

Sl. No.	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
1.	SPA 5401	Public Financial Governance in India (Core Course)	4	40	60	100
2.	SPA 5402	Project Report (Core Course)	4			100
3.	SPA 5403	Viva –Voce (Comprehensive) (Core Course)	4			100
4.	SPA 500	Elective Course – 4*	3	40	60	100
		Total Credits	15			
		Total Credits (Sem I + II + III +IV)	72			

**from the set on offer for the semester*

ELECTIVES OFFERED

Sl. No.	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
1.	SPA 5001	Summer Project - Internship	3			100
2.	SPA 5002	Civil Services in India	3	40	60	100
3.	SPA 5003	Human Rights and Administration	3	40	60	100
4.	SPA 5004	Law, Ethics and Governance	3	40	60	100
5.	SPA 5005	E-Governance	3	40	60	100
6.	SPA 5006	Measuring Governance	3	40	60	100
7.	SPA 5007	Urban Governance in India	3	40	60	100
8.	SPA 5008	Rural Development in India	3	40	60	100
9.	SPA 5009	Public Policy in Disaster Management	3	40	60	100
10.	SPA 5010	Public Policy – Concepts and Models	3	40	60	100
11.	SPA 5011	Public Policy Analysis	3	40	60	100
12.	SPA 5012	Public Policy Making in India	3	40	60	100
13.	SPA 5013	Public Policy in India Case studies	3	40	60	100
14.	SPA 5014	State, Market & Society in Public Policy	3	40	60	100
15.	SPA 5015	Globalization & Public Policy	3	40	60	100

OPEN ELECTIVES OFFERED

Sl. No.	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
1.	SPA 5016	Indian Administration	2	40	60	100
2.	SPA 5017	E-Governance in India	2	40	60	100
3.	SPA 5018	Gender Studies	2	40	60	100
4.	SPA 5019	Public Policy in India	2	40	60	100

SEMESTER – I

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5101

Course Title: INTRODUCTION TO PUBLIC ADMINISTRATION

Credits: 4

Course Learning Outcomes

CO1 – Understand the concepts, theories, approaches paradigm shifts in Public Administration

CO2 – Analyse the transition of Public Administration

CO3 – Understand the emerging trends in the field of Public Administration

CO4 – Analyse governance process and its challenges

Course Content

Unit I: Introduction

- a. Meaning, Nature, Scope and importance of Public Administration
- b. State and Evolution of Public Administration and present status
- c. Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow
- d. Globalization and Public Administration

Unit II: Approaches

- a. Classical Approach
- b. Human Relations and Behavioural Approach
- c. Ecological Approach

Unit III: Principles and Concepts of Public Administration

- a. Division of Work and Coordination
- b. Hierarchy, Unity of Command and Span of Control
- c. Delegation, Centralization and Decentralization
- d. Line and Staff
- e. Leadership and Supervision

Unit V: Recent Trends

- a. New Public Administration: Minnowbrook I, II& III N
- b. New Public Management
- c. New Public Service
- d. Public Administration in Transition

Course Code: SPA 5101

Course Title: Introduction to Public Administration

Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab /Field visits (Hrs)	Assessment task
CO1	Understand the concepts, theories, approaches, principles and paradigm shifts in Public Administration	PO1	Un	Co	20	00	Tutorial and Assignment
CO2	Analyse the transition of Public Administration	PO3	An	Co	20	00	Tutorial Assignment Discussion
CO3	Understand the emerging trends in the field of Public Administration	PO2 PO4 PO5	Un	Co	20	00	Tutorial Assignment Discussions
CO4	Analyse governance process and its challenges	PO5	An	Co	20	00	Tutorial Assignment Discussions

Suggested Readings

- i. Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra
- ii. Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire
- iii. Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris. Bhattacharya
- iv. Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
- v. Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.
- vi. Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- vii. Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London. Ravindra Prasad
- viii. D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.),(2013), Administrative Thinkers, Sterling, New Delhi.
- ix. Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges and

Opportunity. New York: M.E. Sharpe.

- x. Frank J. Goodnow, *Politics and Administration: A Study in Government*, Transaction Publishers, New York, 2003
- xi. Transaction Publishers, New York, 2003
- xii. O’Leary, Rosemary et al. (2010), *The Future of Public Administration around the World: The Minnowbrook Perspective*, George Town university Press
- xiii. DC Martin Albrow (1970), *Bureaucracy*, MacMillan, London, 1970 UN,
- xiv. Department of Economic and Social Affairs
- xv. Wilson, Woodrow, “The Study of Administration,” *Political Science Quarterly* 2 (June 1887).

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5102

Course Title: INTRODUCTION TO PUBLIC POLICY

Credits: 4

Course Learning Outcomes

CO1– Understand the concept of Public Policy

CO2– Explain the Approaches of Public Policy Analysis

CO3– Examine the Theories and Process of Public Policy Making

CO4 – Analyse the process of Policy Implementation and Evaluation

CO5– Understand Public Policy in the context of Globalisation and the role of transnational actors in Global Policy Process

Course Content

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 Concepts of Public Policy

- a) Theories and Concepts of Policy Making- Institutionalism-Incrementalism-Game Theory- Group Theory- Systems Approach-Elite Theory- - Process theory- Public Choice- Rational Approach- Normative Optimum Approach- Mixed Scanning Method
- b) Strategic Planning

UNIT- IV: Policy Implementation and Evaluation

- a) Concept of Policy Implementation
- b) Techniques of Policy Implementation
- 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

Course Code: SPA 5102

Course Title: Introduction to Public Policy

Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab / Field visits (Hrs)	Assessment task
CO1	Understand the concept of Public Policy	PO1	Un	Co	18	00	Assignment on scope nature and significance of public policy
CO2	Explain the Approaches of Public Policy Analysis	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Process Approach and the Logical Positivist Approach Phenomenological Approach And the Participatory Approach and Normative Approach
CO3	Analyse the process of Policy Implementation and Evaluation	PO1 PO3	Un	Co	14	00	Assignment on the process of Policy Implementation and Evaluation
CO4	Understand Public Policy in the context of Globalisation	PO2 PO3	Un	Pr	16	00	Assignment on Impact on Transnational actors on public policy

Suggested Readings:

- i. Bergerson, Peter J. (ed.), (1991), *Teaching Public Policy: Theory, Research and Practice*, Westport, RI: Greenwood Press
- ii. Birkland Thomas A., (2005), *An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making*, Armonk; M.E. Sharpe
- iii. Brewer, Gary D., and Peter de Leon (1983), *The Foundations of Policy Analysis*, Homewood, IL.: The Dorsey Press.
- iv. Dahl, Robert and Charles Lindblom, (1976), *Politics, Economics and Welfare*, New York, Harper. Dror.Y, (1989), *Public Policy making Re-examined*, 2nd ed., San Francisco, Chandler.
- v. Dye Thomas (2008), *Understanding Public Policy*, Singapore, Pearson Education Hill Michael, (2005), *The Public Policy Process*, Harlow, UK; Pearson Education, 5th Edition.
- vi. Howlett, Michael, and M. Ramesh, (1995), *Studying Public Policy: Policy Cycles and Policy Subsystems*, OUP, Toronto.
- vii. Jones, C.O., (1970), *An Introduction to the Study of Public Policy*, Belmont, Prentice -Hall. Lerner,
- viii. D. and H.D.Lasswell (eds.), (1951), *The Policy Sciences*, Stanford, Stanford University Press.
- ix. Lindblom, C.E., and E.J., Woodhouse, (1993), *The Policy making Process*, 3rd ed., New Jersey., Prentice - Hall.
- x. McCool, Daniel C. (ed.), (1995), *Public Policy Theories, Models, and Concepts: An Anthology*, NJ: Prentice-Hall.
- xi. Moran Mitchel and Robert Goodin, (2006), *The Oxford Handbook of Public Policy*, Oxford University Press, New York.
- xii. Nachmias, David, (1979), *Public Policy Evaluation: Approaches and Methods*, New York: St. Martin's Press.
- xiii. Jay M. Shafritz (ed) (1998), *International Encyclopedia of Public Policy and Administration*, Westview Press.

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5103

Course Title: ADMINISTRATIVE THINKERS – I

Credits: 4

Course Learning Outcomes:

CO1 – *Understand the evolution, significance and importance of Public Administration.*

CO2 – *Understand the basic concepts, principles and Administrative Structure Public Administration*

CO3 – *Evaluate analyse the fundamental structure of the bureaucracy, and criticism of Karl Marx.*

CO4 – *Understand the Human relation theories in Human relation approach perspective.*

CO5 – *Understanding about the Contemporary discourses in administrative theories in contemporary writers point of view.*

Course Content

UNIT I: Administrative Theory:

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

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 – Theory of Authority Formal and Informal Organizations

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

Course Code: SPA 5103

Course Title: Administrative Thinkers – I

Credits: 4

CO	Outcome Statement	PO/ PSO	CL	KC	Class session (Approx Hrs)	Lab/ Field visits (Hrs)	Assessment Task
CO1	<i>Understand the evolution, significance and importance of Public Administration, students enabled to understand the advent of Public Administration</i>	PO 1	Un	Co		00	Tutorial, Discussion, and Assignment
CO2	<i>Students able to understand the principles and structure and procedure of the administration</i>	PO2	Un Ap Co	Co Pr		00	Tutorial, Discussion, and Assignment
CO3	<i>Able evaluate analyse the fundamental structure and functions of bureaucracy</i>	PO3	Un An Ap Co	Co		00	Tutorial, Discussion, and Assignment
CO4	<i>Able to understand the Human relation theories in Human relation approach perspective recognised the significant of Human Relation theories.</i>	PO4	Un An Co	Co		00	Tutorial, Discussion, and Assignment
CO5	<i>Able to Understand about contemporary discourse in Administrative theories.</i>	PO5	Un Co	Co			Tutorial, Discussion, and Assignment

Suggested Readings:

- i. Baker R J S (1972), Administrative Theory and Public Administration, Huthinson, London Barnard, Chester(1969), The Functions of Executive, Cambridge, Harvard University Press
- ii. Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe.

- iii. Frank Marini, (1971). *Towards a New Public Administration: The Minnowbrook Perspective*, Chandler Publications, University of Columbia.
- iv. George H. Fredrickson (et al).(2003). *The Public Administration Theory Primer*, Westview Press Golembeiwskhi, Robert T, (1977). *Public Administration as a Developing Discipline*, Marcel Dekkar. Henry Nicholas (2007), *Public Administration and Public Affairs*, Prentice Hall of India, New Delhi
- v. Jay M. Shafritz (ed) (1998), *International Encyclopedia of Public Policy and Administration*, Westview Press
- vi. Luther Gulick & Lyndall Urwick (eds.)(1937), *Papers on Science of Administration*, New York Institution of Public Administration, New York.
- vii. Lyndall Urwick & E F L Brech (1955), *The Making of Scientific Management*, Issac Pitman, London Lyndall Urwick (1947), *The Elements of Administration*, Issac Pitman & Sons, London Martin Albro, *Bureaucracy* (1970), MacMillan, London
- viii. Prasad, Ravindra. D (et al) eds (2013). *Administrative Thinkers* , Sterling Publishers, New Delhi. Waldo, Dwight (1968), *The Study of Public Administration*, Random house, New York White,
- ix. Jay D. and Guy B. Adams (1994), *Research in Public Administration: Reflections on theory and Practice*, Sage

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5104

Course Title: STATE AND POLITICAL THEORY

Credits: 4

Course Learning Out Comes:

CO1 - *Evaluate origin of State through an evolution*

CO2 - *Understand the Nature and Characteristics of State*

CO3 - *Know elaborately the State and Democracy*

CO4 - *Examine the relationship between State and Citizen*

CO5 - *Analyse the Contemporary debates in State and Political Theory*

UNIT- I: Evolution and Origin of State

- a) Divine Theory
- b) Force Theory
- c) Social Contract Theory

UNIT- II: Nature and Characteristics of State

- a) Police State
- b) Welfare State
- c) Developmental State
- d) Totalitarian State

UNIT- III: State and Democracy

- a) Constitutionalism
- b) New Institutionalism
- c) Neo Liberalism

UNIT- IV: State and Citizen

- a) Rule of Law and Human Rights
- b) State and Civil Society
- c) Citizenship

UNIT- V: Contemporary Debates

- a) State Vs Market
- b) Minimalistic State
- c) State, Dissent and Movements

Course Code: SPA 5104

Course Title: State and Political Theory

Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab /Field visits (Hrs)	Assessment task
CO1	<i>Evaluate origin of State through an evolution</i>	PO1, P04	EV	Co	15	00	Tutorial and Assignment
CO2	<i>Understand the Nature and Characteristics of State</i>	PO2, P01	Un	Fa	20	00	Tutorial Assignment Discussions
CO3	<i>Know elaborately the State and Democracy</i>	PO5, P01	Ap	Pr	15	00	Tutorial Assignment Discussions
CO4	<i>Examine the relationship between State and Citizen</i>	PO3, P01	An	Pr	15	00	Tutorial Assignment Discussions
CO5	<i>Analyse the Contemporary debates in State and Political Theory</i>	PO3, P01	Ev	Fa	15	00	Tutorial Assignment Discussions

Suggested Readings:

- i. Coleman Janet (2000), *A History of Political Thought: From Ancient Greece to Early Christianity*, Oxford, Blackwell Publishers Ltd.
- ii. Das, P. G. (2011), *History of Political Thought*, New Delhi, New Central Book Agency.
- iii. Gaus Gerald F. & Chandran Kukathas (eds.)(2004), *Handbook of Political Theory*, New Delhi, Sage Publication.
- iv. Hoffman, John and Paul Graham (2007), *Introduction to Political Theory*, New York, Routledge: Taylor & Francis Group.
- v. Klosko George (ed.) (2011), *The Oxford Handbook of the History of Political Philosophy*, Oxford, Oxford University Press.
- vi. Sabine George Holland (1961): *A History of Political Theory*, New York, Holt, Rinehart and Winston publisher
- vii. Wayper C. L. (2018), *Political Thought*, Delhi, AITBS Publishers.
- viii. Brian R. Nelson (2015), *Western Political Thought : From Socrates to the Age of Ideology*, Long Grove, Waveland Press Inc.

- ix. Russell Bertand(1945), *The History of Western Philosophy*, New York, Simon and Schuster Inc.
- x. Strauss Leo and Joseph Cropsey (1987), *History of Political Philosophy*, Chicago, The University of Chicago Press
- xi. Martin Carnoy(2016), *The State and Political Theory*, Princeton, Princeton University Press
- xii. Rajeev Bhargava & Ashok Acharya (editors)(2008), *Political Theory : An Introduction*, London, Pearson Longman: An Imprint of Pearson Education
- xiii. Sushila Ramaswamy(2014), *Political Theory: Ideas and Concepts*, Delhi, PHI Learning Private Limited
- xiv. M.J.Vinod & Meena Deshpande(2013), *Contemporary Political Theory*, Delhi, PHI Learning Private Limited
- xv. Mark Bevir(editor) (2010), *Encyclopedia of Political Theory*, Thousand Oaks, Sage publications, Inc.
- xvi. Richard Bellamy (2008), *Citizenship: A Very Short Introduction*, New York, Oxford University Press.
- xvii. David, Held. (2013). *Political Theory and the Modern State*, John Wiley & Sons
- xviii. Georjina Blakeley, Walerie Bryson (2002) *Contemporary Political Concepts: A Critical Introduction*, Pluto Press, University of California
- xix. T. Carver & J. Martin. *Palgrave Advances in Continental Political Thought*, Palgrave Macmillan, UK
- xx. John Ehrenberg. (1999). *Civil Society: The Critical History of an Idea*, NYU Press
- xxi. Sathe S.P. (2002). *Judicial Activism in India: Transgressing Borders and Enforcing Limits*. Oxford University Press

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5105

Course Title: INDIAN CONSTITUTION, POLITY AND ADMINISTRATION

Credits: 4

Course Learning Out Comes:

CO1– Understand the evolution and features of Indian Constitution

CO2–Understand and analyse the Fundamental Rights, Duties and Directive Principles

CO3– Analyze the role of executives, functions of Parliament, State Cabinet, State Legislative Assemblies, and evaluate the nature and conduct of Centre-State relations in India

CO4 – Analyse the role of judiciary in India

CO5 – Understand and analyse various roles played by Constitutional & Statutory Bodies in India

Course Content

Unit – I: Evolution & Features of Indian Constitution

- a. Evolution & Making of Indian Constitution
- b. Structure of the Constitution
- c. Preamble & Philosophy of the Constitution
- d. Silent Features

Unit – II: Rights, Duties and the State

- a. Fundamental Rights
- b. Fundamental Duties
- c. Directive Principles of State Policy

Unit – III: Union & State

- a. President, Vice President, Prime Minister & Union Cabinet;
- b. Parliament – Lok Sabha & Rajya Sabha – structure, powers and conduct of business
- c. Governor, Chief Minister & State Cabinet;
- d. State Legislative Assemblies & State Legislative Councils
- e. Centre – State Relations

Unit – IV: Judiciary

- a. Supreme Court; High Court; Lower Courts
- b. Powers & Constitutional Provisions
- c. Judicial Review & Judicial Activism
- d. Public Interest Litigation

Unit – V: Constitutional & Statutory Bodies

- a. Constitutional Bodies: Election Commission of India; Union Public Service Commission; State Public Service Commissions; Finance Commission; National Commission for SCs; National Commission for STs; Comptroller & Auditor General of India.
- b. Statutory Bodies: National Human Rights Commission; National Commission for Women; National Commission for Minorities; National Commission for Backward Classes; National Law Commission.

Course Code: SPA 5105**Course Title: Indian Constitution, Polity and Administration****Credits: 4**

CO	CO Statement	PO	CL	KC	Class Sessions/ Tutorial Hrs	Lab/ Field Hrs.	Assessment Task
CO1	Understand the evolution and features of Indian Constitution	PO2 PO6	Un Co	Co	15	00	Assignment
CO2	Understand and analyse the Fundamental Rights, Duties and Directive Principles	PO3 PO6	Un An	Co	14	00	Assignment /Discussions
CO3	Analyze the role of executives, functions of Parliament, State Cabinet, State Legislative Assemblies, and evaluate the nature and conduct of Centre-State relations in India	PO5 PO6	An	Fa	12	00	Assignment/ Discussions
CO4	Analyse the role of judiciary in India	PO1 PO4 PO3	An	Co	10	00	Seminar / Discussions
CO5	Understand and analyse various roles played by Constitutional & Statutory Bodies in India	PO3 PO5	Ev Pr	Co	13	00	Assignment on the current status of Centre-state relations

Suggested Readings

- (i) Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra.
- (ii) Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.
- (iii) Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra.
- (iv) Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi.
- (v) Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad
- (vi) Maheswari, S.R. (2004) The Public Service of India: Current Good Practices and New Developments in India, Common Wealth Secretariat.
- (vii) Pylee, M.V (2009), An Introduction to the Constitution of India, Vikas, New Delhi
- (viii) Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.
- (ix) Sarkar Jadunath (2009), The Mughal Administration, Six Lectures, BiblioLife
- (x) Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press.
- (xi) Sibransan Chatterjee (1997), Restructuring Centre-State Relations: The Sarkaria Commission and Beyond, Minerva Associates, Calcutta.
- (xii) Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House
- (xiii) Subash C. Kashyap (1994), Our Constitution: An Introduction to India's Constitution and Constitutional Law, National Book Trust, New Delhi.
- (xiv) Subash C. Kashyap (1997), Coalition Government and Politics in India, Uppal Publishing House, New Delhi.
- (xv) Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta,
- (xvi) Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi

SEMESTER – II

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5201

Course Title: RESEARCH METHODOLOGY

Credits: 4

Course Learning Outcomes

CO1– Understand the philosophy of social science Research

CO2 – Understand and Exemplify different methods of research

CO3 – Learn and apply various research designs

CO4 – Understand and apply methods of data collection- the sampling types and techniques

CO5- Introducing various methods of data analysis, role computers in Social Research and how to write a research report

Course Content

UNIT –I Introduction

- a) Meaning, Objectives, Scope and Importance of Social Science Research
- b) Types of Research
- c) Objectivity in Social Science Research
- d) 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) Sampling, Sampling Techniques and Scales of Measurement
- b) Data Collection Primary Sources
- c) Observation; Questionnaire and Interview
- d) Secondary sources of Data Collection - Use of Library and Internet

UNIT - V: Data Analysis and Report Writing

- a) Analysis of Data and Use of computers in Social Science Research
- b) Citing and Ethics of Research in Public Administration
- c) Research Report Writing

Course Code: SPA 5201
Course Title: Research Methodology
Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx) (Hrs.)	Lab session/ Field visits (Hrs.)	Assessment task
CO1	Understand the philosophy of social science research	PO1 PO2	Un	Co	15	00	Class Room
CO2	Understand and Exemplify different methods of research	PO2 PO3	Un	Co	20	00	Class room Discussions
CO3	Learn and Apply various research designs	PO3 PO4	Un	Co	15	00	Assignment/ Class room
CO4	Understand and apply methods of data collection- the sampling types and techniques	PO6 PO4	Un	Co	15	00	Assignment/ Class room/ field Visit
CO5	Introducing various methods of data analysis, role computers in Social Research and how to write a research report	PO6	Un	Pr	10	05	Class room /Assignment

Suggested Readings:

- i. Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill. Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press.
- ii. Burton,Dawn (Eds.) (2000)Research Training for Social Scientists, Sage Publications, New Delhi,. Chawla Deepak and Neena Sondhi (2011), Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi.
- iii. Garson G. David(1999), IT and Computer Applications in Public Administration, Idea Group Inc. Gerber Eller (2013), Public Administration Research Methods- Tools for Evaluation and Evidence based practices, Routledge, NY.
- iv. Goode William J. and Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book Company, USA.
- v. Gupta S.P. (2011), Statistical Methods, Sultan Chand and Sons, New Delhi. Kothari, C.R. and Gaurav Garg (2014), Research Methodology- Methods and Techniques, New Age, New Delhi.

- vi. Locke, L. F., et.al (2007), *Proposals that Work: A Guide for Planning Dissertations and Grant Proposals*. New Delhi: Sage.
- vii. Loseke, Donileen R. (2013), *Methodological Thinking*. New Delhi: Sage.
- viii. McNabb David E (2013). *Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches*, M.E. Sharpe.
- ix. Miller Gerald J., Kaifeng Yang(2007) *Handbook of Research Methods in Public Administration*, CRC Press.
- x. Mishra S.K., J.C. Binwal(1991), *Computer in Social Science Research*, Har- Anand, New Delhi.
- xi. White Jay (Eds.)(1994), *Research in Public Administration: Reflection on Theory and Practice*, Sage London.

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5202

Course Title: ADMINISTRATIVE THINKERS – II

Credits: 4

Course Learning Outcomes

CO1 – Understand the behavioural theories, and understand how behavioural theories relevant to organisations.

CO2 – Understand the basic concepts of human sides of organisations, and understand the predictions of behavioural theories about the organisation behaviour.

CO3 – Understand about the motivation theories and motivating factors which has been motivating the employees in the organisations.

CO4 – Understand the market theories like Public choice approach, knowledge based organisations and governing the commons.

CO5 – Understanding about the emerging trends in Public Administration in a critical point of view.

Course Content

Unit I: Behaviouralism

- a) Herbert Simon: Behaviouralism and Decision-Making
- b) Warren Bennis: Changing Adaptive Organizations

Unit II: Organizational Humanism – I

- a) Abraham Maslow: Needs Hierarchy
- b) Alderfer: ERG theory
- c) Victor Vroom: Expectancy Theory of Motivation
- d) 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
- d) David Osborne and Ted Gaebler

Unit V: Emerging Trends

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

Course Code: SPA 5202

Course Title: Administrative Thinkers – II

Credits: 4

CO	Outcome Statement	PO/P SO	CL	KC	Class session (Approx Hrs)	Lab/Field visits (Hrs)	Assessment Task
CO1	<i>Students able to understand the behavioural theories, and understand how behavioural theories relevant to organisations</i>	PO 1	Un	Co		00	Tutorial, Discussion, and Assignment
CO2	<i>Students able to understand the basic concepts of human sides of organisations, and understand the predictions of behavioural theories about the organisation behaviour.</i>	PO2	Un Ap Co	Co Pr		00	Tutorial, Discussion, and Assignment
CO3	<i>Students able to understand about the motivation theories and motivating factors which has been motivating the employees/workers in the organisations.</i>	PO3	Un An Ap Co	Co		00	Tutorial, Discussion, and Assignment
CO4	<i>Able to understand the market theories like Public choice approach, knowledge based organisations, and governing the commons.</i>	PO4	Un An Co	Co		00	Tutorial, Discussion, and Assignment
CO5	<i>Students able to Understanding about the emerging trends in Public Administration in a critical point of view.</i>	PO5	Un Co				Tutorial, Discussion, and Assignment

Suggested Readings:

- i. Argyris, Chris (1957), *Personality and Organization*, Harper, New York
- ii. Donald Menzel et.al (eds) (2011). *The State of Public Administration: Issues, Challenges and Opportunity*. M. E. Sharpe.
- iii. Drucker, Peter (2012), *Management Challenges for the 21st Century*, Harper business.
- iv. Fox, Richard C (2005), *Critical Social Theory in Public Administration*, PHI, New Delhi
- v. George Frederickson (2008), *The Public Administration Primer*, Westview Press.
- vi. Herbert A. Simon (1965), *Administrative Behavior: A Study of Decision-making Process in Administrative Organizations*, Free Press, New York.
- vii. Janet V. Denhardt and Robert B. Denhard (2007), *The New Public Service, Serving, Not Steering*, M.E.Sharpe, New York
- viii. Likert, Rensis (1976), *New Patterns of Management*, McGraw-Hill, New York
- ix. Luthans, Fred, (2005) *Organizational Behaviour*, McGraw- Hill, New York
- x. Maslow, Abraham (1954), *Motivation and Personality*, Harper & Row, NY
- xi. McGregor, Douglas(1960), *The Human Side of Enterprise*, McGraw- Hill, New York
- xii. Miller, H and Fox.CJ (2007), *Post Modern Public Administration*, ME Sharp, New York
- xiii. Ostrom, Elinor (2003), *Governing the Commons- The Evolution of Institutions for collective Action*, Cambridge
- xiv. Ostrom, Vincent (1973) *The Intellectual Crisis in American Public Administration*. University of Alabama Press: Alabama.
- xv. Prasad, Ravindra D (et al) eds. *Administrative Thinkers* (2013), Sterling Publishers, New Delhi
- xvi. Vroom, Victor H (1964), *Work Motivation*, John Wiely and Sons, New York
- xvii. Dwight (1968), *The Study of Public Administration*, Random house, New York
- xviii. Warren Bennis (2005), *Reinventing Leadership: Strategies to Empower the Organization*, HarperBusiness, NY
- xix. Warren Bennis, (1993), *Beyond Bureaucracy: Development and Evolution of Human Organization*, John Wiley & Sons, NY

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5203

Course Title: HUMAN RESOURCES ADMINISTRATION

Credits: 4

Course Learning Outcomes

CO1 – Understand the basic concepts, perspectives and principles in HRA

CO2 – Examine the Human Resource Administration planning

CO3 – Discuss the recruitment with regard to public services in India

CO4 – Discuss elaborately with regard to the HRA training

CO5 – Assess the HRA motivation

Course Content

Unit I: Introduction

- A) Meaning, Nature, objectives, Scope and significance of Human Resource Administration (HRA)
- B) The Human Resource Administration: A Historical Perspective
- C) Principles of Human Resource Administration

Unit-II: HRA Planning

- A) HRA Planning: Need and Importance
- B) Process of HRA Planning
- C) Aspects of HRA Planning: Job analysis, Job description and Job specification

Unit-III: HRA Recruitment

- A) Essentials, Sources, and Steps in recruitment
- B) Civil service recruitment in India
- C) Recruitment Agencies in India: Placement and Promotion

Unit-IV: HRA Training

- A) Training: Objectives, Types, Methods and Steps
- B) Performance Evaluation methods
- C) Public service in India: Performance appraisal practices and Capacity Building

Unit-V: HRA Motivation

- A) Remuneration in Public service
- B) Role of Pay commissions
- C) Types of Incentives, Employee benefits and Pension Scheme

Course Code: SPA 5203

Course Title: Human Resources Administration

Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab / Field visits (Hrs)	Assessment task
CO1	Understand the basic concepts, perspectives and principles in HRA	P01, P06	Un	Co	20	00	Tutorial and Assignment
CO2	Examine the Human Resource Administration planning	P03, P06	Ev	Pr	15	00	Tutorial Assignment Discussions
CO3	Discuss the recruitment with regard to public services in India	P06, P02	Un	Fa	15	00	Tutorial Assignment Discussions
CO4	Discuss elaborately with regard to the HRA training	P06, P01	Ap	Pr	15	00	Tutorial Assignment Discussions
CO5	Assess the HRA motivation	P06	An	Fa	15	00	Tutorial Assignment Discussions

Suggested Readings:

- i. Aswathappa, K (2005) Human Resource and Personnel Management: Text and Cases, New Delhi, Tata McGraw Hill Publishing Company Limited.
- ii. Goel S.L. & Rajneesh Shalini (2008), Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications Pvt.Ltd.
- iii. M.Scott Norton (2008), Human Resources Administration for Educational Leaders, California, Sage Publications, INC.
- iv. Prof.M.N.Rudrabasavaraj(2013), Dynamic Personnel Administration-Management of Human Resources, Mumbai, Himalaya Publishing House.
- v. Goel, S.L. (2002), Public Personnel Administration, New Delhi, Deep and Deep Publications.
- vi. Verma, S.P. and S.K. Sharma (1985), Comparative Public Administration, New Delhi, Indian Institute of Public Administration (IIPA).
- vii. Aswathappa K. (2013), Human Resource Management: Text and Cases, New Delhi, McGraw Hill Education (India) Private limited.

- viii. Armstrong Michael and Taylor Stephen (2014), Armstrong's Hand Book of Human Resource Management Practice, (13th edition), London, Kogan Page Limited.
- ix. Farazmand , Ali (1994), Handbook of Bureaucracy, New York, Routledge: Taylor & Francis Group
- x. Flippo Edvin B. (1976), Principles of Personnel Management, New York, McGraw-Hill
- xi. Goel, S.L.& Rajneesh, Shalini (2003), Public Personnel Administration, New Delhi, Deep & Deep Publications.
- xii. Jack Rabin, Thomas Vocino , W. Bartley Hildreth and Gerald J.Miller (editors) (1994), Handbook of Public Personnel Administration, New York, Routledge: Taylor & Francis Group
- xiii. Jain, R.B. (1994), Aspects of Personnel Administration, New Delhi, Indian Institute of Public Administration (IIPA).
- xiv. Maheswari, S.R. (2012), Public Administration in India: The Higher Civil Service, New Delhi, Oxford University Press.
- xv. Katherine C. Naff, Norma M. Riccucci, Siegrun Fox Freyss with the assistance of David H.Rosenbloom and Albert C. Hyde(2019) ,Personnel Management in Government: Politics and Process, (Seventh Edition),New York, Routledge: Taylor & Francis Group.

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5204

Course Title: GOVERNANCE: THEORIES AND PRACTICES

Credits: 4

Course Learning Outcomes

CO1– Understand the concepts, theories, and approaches in Governance

CO2– Analyse the Models and Techniques of Governance

CO3– Understand the recent trends and discourses in the field of Governance

CO4 – Analyse the challenges of governance and measures to resolve them

Course Content

UNIT - I: Introduction

- a. Concepts and Definitions
- b. Reinventing Government
- c. From Administration to Governance: State, Market and Civil Society

UNIT - II: Models and Theories

- a. Models of Governance
- b. Theories of Governance
- c. Neo-Liberalism and Rolling Back of State

UNIT – III: Recent Trends

- a. Good Governance
- b. E-governance
- c. M-governance

UNIT - IV: Techniques of Governance

- a. Citizen Charter
- b. Social Audit
- c. Right to Information

Course Code: SPA 5204

Course Title: Governance: Theories and Practices

Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab /Field visits (Hrs)	Assessment task
CO1	Understand the concepts, theories, approaches and principles Governance	PO1	Un	Co	20	00	Tutorial and Assignment
CO2	Analyse the models of governance	PO1	An	Co	20	00	Tutorial Assignment Discussion
CO3	Understand the emerging trends and processes in the field of governance	PO3 PO5	Un	Co	20	00	Tutorial Assignment Discussions
CO4	Examine the challenges and techniques of governance	PO1 PO4 PO5	Ev	Co	20	00	Tutorial Assignment Discussions

Suggested Readings

- i. Bell, S., and Hindmoor, A. (2009) *Rethinking Governance: The Centrality of the State in Modern Society*, Cambridge: Cambridge University
- ii. Bevir, Mark (2009), *Key Concepts in Governance*, Sage, London.
- iii. Bevir, Mark, ed. (2010) *The Sage Handbook of Governance*. Thousand Oaks, CA: Sage Publications. Bovaird, Tony and Elke Löffler, eds. (2009) *Public Management and Governance Second Edition*. London: Routledge.
- iv. Farazmand, Ali and Jack Pinkowski, eds. (2006) *Handbook of Globalization, Governance, and Public Administration*. London: CRC/Taylor & Francis.
- v. Hajer, Maarten, and Hendrik Wagenaar (2003) "Introduction." In *Deliberative Policy Analysis: Understanding Governance in the Network Society*, ed. Maarten A. Hajer and Hendrik Wagenaar. Cambridge, UK: Cambridge University Press.
- vi. Kjaer, A (2004) *Governance*. Cambridge, UK: Polity Press.
- vii. Kooiman, Jan ed. (1993) *Modern Governance: New Government-Society Interactions*. London: Sage. Kooiman, Jan. (2003) *Governing as Governance*. London: Sage.
- viii. Morrison, Donald (1945) "Public Administration and the Art of Governance." *Public Administration Review* 5:1: 83-87.
- ix. Andrews, Matt. (2010) "Good Government Means Different Things in Different Countries." *Governance: An International Journal of Policy, Administration, and Institutions* 23:1:7-35.
- x. Osborne, Stephen P., ed. *The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance*. London: Routledge

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5205

Course Title: DECENTRALISATION AND RURAL GOVERNANCE IN INDIA

Credits: 4

Course Learning Outcomes

CO1– Understand the concept of decentralization and rural development

CO2–Understand and analyse the role of Panchayati Raj institutions

CO3– Analyze the role of resources and rural development programmes

CO4 – Analyse various issues in rural governance

Course Content

Unit I: Introduction

- a) Democratic Decentralization and Development
- b) Rural Development: Perspectives, Policies and Strategies
- c) Rural Development and Panchayati Raj

Unit II: Rural Institutions: Panchayati Raj

- a) Panchayati Raj in India – An Evaluation
- b) Reforms in Panchayati Raj (73rd Constitutional Amendment and after)
- c) Local Government in Kerala
- d) Electoral Politics at Grassroot
- e) Women in Panchayati Raj Institution

Unit III: Resources and Development Programmes

- a) Rural Credit and Cooperatives
- b) Self-Help Groups
- c) Governance in Tribal and Scheduled Areas
- d) Rural Development Programmes: IRDP, SGSY, MGNREGA, NRHM

Unit IV: Issues in Rural Governance

- a) Land Reforms and Rural Unrest: Caste, Class and Gender
- b) Governing Elite and Rural Social Change
- c) Village Administration: Stakeholder Committees

Course Code: SPA 5205

Course Title: Decentralization and Rural Governance in India

Credits: 4

CO	OUTCOME STATEMENT	PO	CL	KC	Class Sessions/ Tutorial Hrs.	Lab/ Field Hrs.	Assessment task
CO1	Understand the concept of decentralization and rural development	PO4	Un An Ev	Fa Con	14	00	Assignment
CO2	Understand and analyse the role of Panchayati Raj institutions	PO4 PO3	Re Un An	Fa Con	15	00	Presentation and Discussion
CO3	Analyze the role of resources and rural development programmes	PO3 PO5	Un An Cr	Fa Con	17	00	Case studies and field visits
CO4	Analyse various issues in rural governance	PO2 PO3 PO4	Un Ap An	Fa Con	16	00	Book review and discussion

Suggested Readings:

- i. Bhatnagar (1978), Rural Development in India, Light and Life Publishers, New Delhi.
- ii. Das, Purnendu Sekhar, ed. (2005), Decentralized Planning and Participatory Development, Concept, New Delhi.
- iii. Eade, Deborah (2003), Development Methods and Approaches: Critical Reflections, Kumarian Press, New Delhi.
- iv. Golahait, S.B. (2010), Rural Development Programmes in India: Problems and Prospects, Altar, New Delhi.
- v. Hooja, Rakesh and K.K. Parnani, eds. (2006), Development Administration and Rural Development, Aalekh, New Delhi.
- vi. Jain, Gopal Lal (1997), Rural Development, Mangaldeep, New Delhi.
- vii. Jain, S. P., ed. (2001), Emerging Institutions for Decentralized Rural Development, NIRD, Hyderabad.
- viii. Kapoor, A.K. and Dharamvir Singh (1997), Rural Development Through NGOs, Rawat, Jaipur.
- ix. Krishnamurthy, J. (2000), Rural Development: Challenges and Opportunities, Rawat, Jaipur.

- x. Lalitha, N. (2004), *Rural Development in India: Emerging Issues and Trends*, Dominant Publishers, New Delhi.
- xi. Maheshwari, S R (1984), *Local Government in India*, Orient Longman, New Delhi.
- xii. Manohar K. Murali, Seetharama Rao and Janardhan Rao, ed. (1994), *Political Economy of Rural Development*, Kanishka, New Delhi.
- xiii. Misra, Harekrishna (2011), *Governance of Rural Information and Communication Technologies: Opportunities and Challenges*, Academic Foundation, New Delhi.
- xiv. Mohanty, Manoranjan, George Mathew, Richard Baum, Rong Ma, eds. (2007), *Grassroots Democracy in India and China*, Sage, New Delhi.
- xv. Narasaiah, Lakshmi (2003), *Approaches to Rural Development*, Discovery, New Delhi.
- xvi. Narayana, E.A. (1990), *Voluntary Organizations and Rural Development in India*, Uppal, New Delhi.
- xvii. Singh, Katar (2009), *Rural Development: Principles, Policies and Management*, Sage, New Delhi.
- xviii. Singh, Hoshier (1995), *Administration of Rural Development in India*, Sterling, New Delhi.
- xix. Singh, Satyajit and Pradeep Sharma (2007), *Decentralization: Institutions and Politics in Rural India*, Oxford, New Delhi.
- xx. Singh, Surat and Mohinder Singh, eds. (2006), *Rural Development Administration in the 21st Century*, Deep and Deep, New Delhi.
- xxi. Vivek, Saurath (2003), *Rural Development: Planning Strategy and Policy Imperatives*, Dominant Publishers, New Delhi.

SEMESTER – III

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5301

Course Title: COMPARATIVE AND DEVELOPMENT ADMINISTRATION

Credits: 4

Course Learning Outcomes

CO1– Understand the philosophy of social science Research

CO2 – Understand and Exemplify different methods of research

CO3 – Learn and apply various research designs

CO4 – Understand and apply methods of data collection- the sampling types and techniques

CO5- Introducing various methods of data analysis, role computers in Social Research and how to write a research report

Course Content

UNIT I: Introduction

- a) Nature, Scope, Characteristics and Importance of CPA
- 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: Contribution 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

UNIT V: 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

Course Code: SPA 5301

Course Title: Comparative and Development Administration

Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab / Field visits (Hrs)	Assessment task
CO1	Understand introduction to the subject of Comparative and Development Public Administration	PO2	Un	Co	20	00	Tutorial and Assignment
CO2	Analyze the various approaches to Comparative and Development Administration	PO1, PO2	An	Pr	15	00	Tutorial Assignment Discussions
CO3	Evaluation of contributions of F.W. Riggs to Comparative Public Administration (CPA)	PO1, PO2	Ev	Pr	10	00	Tutorial Assignment Discussions
CO4	Compare and analyze different administrative systems of given nations	PO2, PO5	An	Fa	20	00	Tutorial Assignment Discussions
CO5	Understand the concept of Development Administration inclusively	PO2, PO1	Un	Co	15	00	Tutorial Assignment Discussions

Suggested Readings:

- i. Ali Farazmand,(2001)Handbook of Comparative and Development Public Administration, Marcel Dekker, NY.
- ii. Esman,Milton J.(1970).CAG and the study of public administration. InF. W. Riggs (Ed.) 3.
- iii. The frontiers of development administration(pp.41-71). Durham, North Carolina: Duke University Press.
- iv. Heady,F(1996).Public Administration: A comparative perspective (5thed.).New York: Marcel Dekker.

- v. Heaphey, J. (1968). Comparative Public Administration: Comments on current characteristics. *Public Administration Review*, 28(3),242-249.
- vi. Montgomery, J. (1966). *Approaches to Development politics, Administration and change*, New York: Mc Graw Hill.
- vii. Pai Panandikar, V.A. (1964). *Development Administration: An approach*. *Indian Journal of Public Administration*,10(1),34-44.
- viii. Raphaeli, N. (1967). *Readings in comparative public Administration*, Boston, Massachusetts: Allynand Bacon.
- ix. Riggs,F.W.(1970).*The ecology of a Administration*. Bloomington: Indiana University.
- x. Riggs,F.W. (1956). *Public Administration: A neglected factor in economic Development*.
- xi. *Annals of the American Academy of Political and Social Sciences*, No.305, *Agrarian Societies in Transition* (May1956),70-80.
- xii. Swerdlow,I.(1963).(Ed.)*Development Administration: Concepts and problems*. Syracuse, NewYork: Syracuse University Press.
- xiii. W.E.Weidner (Ed.)(1970),*Development Administration in Asia*, Durham, North Carolina: Duke University Press.
- xiv. Waldo,D.(1963).*Comparative Public Administration prologue, performance and problems*. *Indian Journal of Political Science*, 24(3), 177-216.
- xv. Weidner,W.E.(1970a).(Ed.), *Development Administration in Asia*, Durham, North Carolina: Duke University Press.

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5302

Course Title: RURAL GOVERNANCE IN KERALA

Credits: 4

Course Learning Outcomes

CO1 – Understand the Fundamentals of Rural Governance in Kerala

CO2 – Evaluate the Significance of Participatory Planning Process in Kerala

CO3 – Examine the Fundamentals of Fiscal Decentralisation in Kerala

CO4 – Evaluate the importance of Kudumbashree Mission and Information Kerala Mission

Course Content

Unit-I: Dynamic of Grass Root Governance in Kerala

Evolution of Rural Governance in Kerala- Participatory Governance in political and Administrative level- Emerging Trends in Rural Governance- Kerala Panchayat Raj Act 2014- People's Planning- PRIs and Democratic Decentralisation in Kerala

Unit II- Local Self Government System in Kerala

Institutions of Local Governance-Local Government Structure in Kerala- Administrative Mechanisms of Governance and Oversight Institutions- Nature and Scope of LSG institutions- Functions of Local Governments- Committees and Participatory Forums- -Local governance and delivery of Public Services - Non-Governmental Support systems- Social Capital and governance in Kerala- New Institutional Mechanisms- Institutional Reforms-

Unit III- PRIs and State Government

Administrative and Fiscal Relations- Fiscal Decentralisation in Kerala- Panchayat Finance- Issues in Fiscal Decentralisation- Resource Generation-Budget procedure and Transfer of Funds-Planning and Implementation

Unit IV- Rural Governance and Development

Marginalisation, Poverty and Decentralisation- PRIs and Social Security- Gender and Governance in Rural Kerala- Kudumbashree and SHGs- Gender mainstreaming Programmes- PRIs and Management of Natural Resources-Rural initiatives in Kerala for the Development of Weaker Sections- Women in Local Governance

Unit V: E governance initiatives in Rural Governance:

Role of Information Kerala Mission-Local Governance challenges before Kerala- Problems and issues in governance of Rural Kerala

Course Code: SPA 5302
Course Title: Rural Governance in Kerala
Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab session / Field visits (Hrs.)	Assessment task
CO1	Understand the Fundamentals of Rural Governance in Kerala	PO1	Un	Co	18	00	Assignment on various Types of Public Policies
CO2	Evaluate the Significance of Participatory Planning Process in Kerala	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Concepts of Public Policy
CO3	Examine the Fundamentals of Fiscal Decentralisation in Kerala	PO2 PO4	Un	Co	15	00	Tutorial Analysis of various Dynamics of Public Policy in India
CO4	Evaluate the importance of Kudumbashree Mission and Information Kerala Mission	PO3	Un	Co	14	00	Assignment on the role of Participants in Public Policy Making

Suggested Readings:

- i. Bandhopadyaya D (1997) People's Participation in Planning: Kerala Experiment. Economic and Political Weekly, 27 September:2450–54
- ii. Chathukulam J, John MS (2002) Five Years of Participatory Planning in Kerala: Rhetoric and Reality. Economic and Political Weekly, 7 December
- iii. Chaudhuri S, Harilal KN, Heller P (2004) Does Decentralization Make a Difference?: A Study of the People's Campaign for Decentralised Planning in the Indian State of Kerala. Project Report, Centre for Development Studies, Thiruvananthapuram
- iv. Das MK (2000) Kerala's Decentralized Planning: Floundering Experiment. Economic and Political Weekly, 2 December:4300–03
- v. Franke WR, Chasin HB (1992) Kerala: Development Through Radical Reform. Promilla Publishers, New Delhi
- vi. Franke R, Chasin B (1997) Power to the Malayalee People. Economic and Political Weekly 31
- vii. George KK (1993) Limits to Kerala Model of Development: An Analysis of Fiscal Crisis and Its Implications. Centre for Development Studies, Thiruvananthapuram

- viii. Heeks, R. (1999). *Reinventing government in the information age*. London: Routledge.
- ix. Heller P (1996) Social Capital as Product of Class Mobilisation and State Intervention: Industrial Workers in Kerala, India. *World Development* 24
- x. Isaac Thomas TM, Franke RW (2000) *Local Democracy and Development: People's Campaign for Decentralized Planning in Kerala*. Left Word, New Delhi
- xi. Isaac Thomas TM, Harilal KN (1997) Planning for Empowerment: People's Campaign for Decentralized Planning in Kerala. *Economic and Political Weekly*, January:53–58.
- xii. Krishnan, C. (2009). Information communication technology and governance in Kerala. In K. Rajan (Ed.), *Kerala economy: Trends during the post reform period*. New Delhi: Serials Publication
- xiii. Mohan Kumar S (2002) From People's Plan to Plan Sans People. *Economic and Political Weekly* 37:1492–97
- xiv. Nair GND (2000) People's Planning in Kerala: A Case Study of Two Village Panchayats. Kerala Research Programme on Local Level Development Discussion Paper No 16, February, Centre for Developing Studies, Thiruvananthapuram
- xv. Oommen, M A (2006), —Fiscal Decentralisation to the Sub-State Level Governments, *Economic and Political Weekly*, Vol. XLI, No. 10 [13].
- xvi. Rajasekharan, K (2008), —Local Government Finance in Kerala, In M R Biju (ed), *Financial Management of Panchayati Raj System*, New Delhi :Kanishka
- xvii. Ramachandran VK (1996) On Kerala's Development Achievements. In: Dreaze J, Sen A (eds) *Indian Development: Selected Regional Perspectives*. Oxford University Press, New Delhi
- xviii. Rehman K, Rehman MM (1998) *Participation in Rural Development*. International Labour Office, Geneva
- xix. State Finance Commission (2001) *Second State Finance Commission Report, Kerala, Part-I*. Government of Kerala, Thiruvananthapuram
- xx. UNDP (1993) *Human Development Report*. Oxford University Press, New York

SEMESTER – IV

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5401

Course Title: PUBLIC FINANCIAL GOVERNANCE IN INDIA

Credits: 4

Course Learning Outcomes

CO1 – Finance is the fuel for the engine of public administration and it was defined as government is finance. This is quite correct, because almost everything the government does, require money; Student can understand the significant of the financial activities, evolution, meaning, Understanding nature etc.

CO2 – Understand the basic concepts and relevancy of the budget machineries involved in the collection, custody, and expenditure of public revenue at various levels of government.

CO3 – Understand about the public budget meaning, purpose and Significance, budget Preparation, enactment and Execution, also understand types of budget etc.

CO4 – Understand about the tax governance in India, principles of Taxation and Tax Administration in India.

CO5 – Understanding the accounting and audit reforms in India and understand the audit types. Understand about the Parliamentary financial committees and Comptroller & Auditor-General of India.

Course Content

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, PPBS 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) Fiscal Management: 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, and GST

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

Course Code: SPA 5401**Course Title: Public Financial Governance in India****Credits: 4**

CO	Outcome Statement	PO/ PSO	CL	KC	Class session (Approx. Hrs.)	Lab/Field visits (Hrs.)	Assessment Task
CO1	Students able to understand the origin, nature and importance and characteristic features of budget	PO 1	Un	Co		00	Tutorial, Discussion, and Assignment
CO2	Students able to understand the basic concepts and relevancy of the budget machineries involved in the collection, custody, and expenditure of public revenue at various levels of government.	PO2	Un Ap Co	Co Pr		00	Tutorial, Discussion, and Assignment
CO3	Students able to understand about the public budget meaning, purpose and Significance, budget Preparation,	PO3	Un An Ap Co	Co		00	Tutorial, Discussion, and Assignment

	enactment and Execution, also understand types of budget etc.						
CO4	Students able to understand about the tax governance in India, principles of Taxation and Tax Administration in India.	PO4	Un An Co	Co		00	Tutorial, Discussion, and Assignment
CO5	Students able to understanding about the accounting and audit reforms in India and understand the audit types. Understand about the Parliamentary financial committees and Comptroller & Auditor-General of India.	PO5	Un Co	Co			Tutorial, Discussion, and Assignment

Suggested Readings:

- i. Brigham Eugene F. (2011), Financial Management: Theory and Practice, Cengage Learning India.
- ii. CABRI/OECD (2008) Survey of budget practices and procedures. OECD.
- iii. Campos E & Pradhan S (1995) Budgetary Institutions and expenditure outcomes. Washington DC: WB.
- iv. Carlos ,Santiso(2009) The Political Economy of Government Auditing, Taylor and Francis
- v. Chen Greg G et. al (Eds) (2008), Budget Tools: Financial Methods in the Public Sector, CQ Press.
- vi. Government of India, Second Administrative Reforms Commission, Fourteenth Report, Strengthening Financial Management, Systems, April 2009.
- vii. L.K.Jha (1986), Economic Administration in India – Retrospect’s and Prospect, New Delhi: IIPA
- viii. Lee Robert D. Jr., et al (Eds) (2007), Public Budgeting Systems, Jones & Bartlett Learning.
- ix. Mahajan Sanjeev Kumar and AnupamaPuri Mahajan (2014), Financial Administration in India, PHI Learning, Delhi
- x. Mikesell,John (2010), Fiscal Administration, Cengage Learning.
- xi. Pritchard W (2010) Taxation and state building: Towards a governance focused tax reform agenda.

- xii. IDS Working Paper
- xiii. R.K. Lekhi and Jogindersingh(2013), Public Finance, Kalyani Publishers, New Delhi.
- xiv. Rabin Jack, W. Bartley Hildreth, Gerald J. Miller (2006) Handbook of Public Financial Management, Taylor & Francis Group.
- xv. Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi.
- xvi. Steppan J. Beiley (1995), Public Sector Economics: Theory, Policy and Practice, London
- xvii. Wang Xiaohu (2010), Financial Management in the Public Sector: Tools, Applications, and Cases, M. E. Sharpe.

DISCIPLINE CORE COURSE (DCE)

Course Code: SPA 5402

Course Title: PROJECT WORK

Credits: 4

Course Learning Outcomes

CO1– To prepare synopsis on a topic selected

CO2– Collection of secondary data and literature review

CO3– Questionnaire preparation and field visits to collect primary data

CO4 – Analyse the data collected

CO5– understand report writing

Course Content

Unit I: Synopsis Preparation

Selection of topic, different stages of synopsis preparation

Unit II: Collection of secondary data and literature review

Secondary data collection from libraries and web sources, preparing literature review

Unit III: Questionnaire preparation and field visits to collect primary data

Preparing questionnaire, pilot study and survey

Unit IV: Data Analysis

Analyse the collected data using statistical methods and techniques

Unit V: Report Writing

Title page, Certificate, Preface with Acknowledgement (Acknowledgement is not mandatory) and Contents with page numbers, Introduction, chapters, conclusion and List of Selected Bibliography

Course Code: SPA 5402
Course Title: Project Work
Credits: 4

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab session /Field visits (Hrs.)	Assessment task
CO1	To prepare synopsis on a topic selected	PO1	Un	Co		00	Tutorial/synopsis preparation
CO2	Collection of secondary data and literature review	PO2 PO5	Ap	Pr		10	writing literature review
CO3	Questionnaire preparation and field visits to collect primary data	PO2 PO4	Ap	Pr		15	Preparation of questionnaire
CO4	Analyse the data collected	PO1 PO5 PSO3	Ap	Pr		10	Write your Research Report
CO5	understand report writing	PO1 PO3	Ap	Pr		00	Writing the project report

ELECTIVE COURSES

DISCIPLINE SPECIFIC ELECTIVE (DSE)

Course Code: SPA 5002

Course Title: CIVIL SERVICES IN INDIA

Credits: 3

Course Learning Outcomes

CO1 – Understand the concepts, evolution and significance of Civil Services in India

CO2 – Examine the Constitutional Status of Civil Service

CO3 – Evaluate the Technological advances in the Changing Nature of Civil Service

CO4 – Understand Civil Services under Globalisation

COURSE CONTENT

UNIT – I: CIVIL SERVICES: Concept and Evolution

- a. Concept, Evolution and Significance of Civil Services
- b. Classification of Civil Services in India
- c. Constitutional Status

UNIT – II: Bureaucracy – Changing Times

- a. Weberian Bureaucracy under Challenge – Pandemic Era
- b. Civil Service: Neutrality
- c. Relationship between Politician and Civil Servants

UNIT – III: Personnel Administration

- a. Recruitment
- b. Training
- c. Promotion
- d. Disciplinary Procedure

UNIT – IV: Civil Services – Citizenry Interface

- a. Civil Society and Administration
- b. Technology in Public Services
- c. Ethics and Accountability

UNIT – V: Indian Civil Service: Major Issues

- a. Civil Service under Globalisation
- b. Issues before the Civil Servants
- c. Civil Service Reforms

Course Code: SPA 5002
Course Title: Civil Services in India
Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab session / Field visits (Hrs.)	Assessment task
CO1	Understand the concepts, evolution and significance of Civil Services in India	PO1	Un	Co	18	00	Assignment on various Types of Public Policies
CO2	Examine the Constitutional Status of Civil Service	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Concepts of Public Policy
CO3	Evaluate the Technological advances in the Changing Nature of Civil Service	PO2 PO4	Un	Co	15	00	Tutorial Analysis of various Dynamics of Public Policy in India
CO4	Understand Civil Services under Globalisation	PO3	Un	Co	14	00	Assignment on the role of Participants in Public Policy Making

Suggested Readings

- (i) Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London. Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi
- (ii) Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York
- (iii) Flippo Edwin B., (1976), Principles of Personnel Management, McGraw-Hill
- (iv) Goel, S.L.& Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi
- (v) Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
- (vi) Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.
- (vii) Jain, R.B. (1994), Aspects of Personnel Administration, IIPA, New Delhi
- (viii) Maheswari Sriram (2005), Public Administration in India: The higher Civil Service,

Oxford University Press, New Delhi

- (ix) Naff, Katherine C., Norma M. Riccucci, (2014), *Personnel Management in Government: Politics and Process* (Seventh Edition), CRC, Taylor & Francis, New York.
- (x) Riccucci, Norma (2007), *Public Personnel Administration and Labour Relations*, M.E. Sharpe, New York. Shafritz,
- (xi) Jay M et.al. (2001), *Personnel Management in Government*, Marcel Dekker, New York.
- (xii) Stahl O. Glenn (1983), *Public Personnel Administration*, Harper & Row.
- (xiii) Tead, Ordway (1920), *Personnel Administration*, University of California Libraries

DISCIPLINE SPECIFIC ELECTIVE (DSE)

COURSE CODE: SPA 5003

COURSE TITLE: HUMAN RIGHTS AND ADMINISTRATION

CREDITS: 3

Course Learning Outcomes

CO1 – Understand the Origin and Evolution of Human Rights

CO2 – Examine the Theories and Constitutional Status of Human Rights

CO3 – Evaluate the Functioning of Human Rights Commission and Forums

CO4 – Understand Constitutional Remedies for Violation of Human Rights

COURSE CONTENT

Unit I: Introduction

- a. Origin and History of Human Rights
- b. Nature and Scope of Human Rights and Indian context
- c. Relation and dichotomy with Human Duties

Unit II: Theories and Generations

- a. Theories of Human Rights
- b. Classification of Human Rights
- c. Emerging areas of Human Rights

Unit III: Human Rights: Constitutional Perspective

- a. Preamble
- b. Fundamental Rights and Directive Principles of State Policy
- c. Constitutional Remedies for Violation of Human Rights

Unit IV: Administration of Human Rights

- a. National Human Rights Commission (NHRC) and State Human Rights Commissions (SHRCs)
- b. Human Rights Courts, Non-Governmental Actors and Whistle Blowers
- c. Lok Pal and Lok Ayukta
- d. Directorate of Public Grievances and Consumer Forums

Course Code: SPA 5003
Course Title: Human Rights and Administration
Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab session / Field visits (Hrs.)	Assessment task
CO1	Understand the Origin and Evolution of Human Rights	PO1	Un	Co	18	00	Assignment on various Types of Public Policies
CO2	Examine the Theories and Constitutional Status of Human Rights	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Concepts of Public Policy
CO3	Evaluate the Functioning of Human Rights Commission and Forums	PO2 PO4	Un	Co	15	00	Tutorial Analysis of various Dynamics of Public Policy in India
CO4	Understand Constitutional Remedies for Violation of Human Rights	PO3	Un	Co	14	00	Assignment on the role of Participants in Public Policy Making

Suggested Readings

- (i) Mary Ann Glendon, A World Made New: Eleanor Roosevelt and the Universal Declaration of Human Rights, Random House Trade, 2002
- (ii) Rosa Freedman, The United Nations Human Rights Council: A Critique and Early Assessment (Routledge Research in Human Rights Law), Routledge, 2013
- (iii) Luisa Blanchfield, The United Nations Human Rights Council: Issues for Congress, BiblioGov, 2013
- (iv) Hilary Charlesworth, Human Rights and the Universal Periodic Review: Rituals and Ritualism, Cambridge University Press, 2015
- (v) Ann Marie Clark, Diplomacy of Conscience: Amnesty International and Changing Human Rights Norms, Princeton University Press, 2001
- (vi) Aarti Singh and Shivani Singh, National Human Rights Commission: Prevention of Human Rights Violation, LAP LAMBERT Academic Publishing, 2014
- (vii) Human Rights Watch World Reports, Seven Stories Press (2008-13)
- (viii) Leonard Besselink, Human Rights Commissions and Ombudsman Offices: National

- Experiences Throughout the World, Springer, 2001
- (ix) Martine Boersma (Editor), Hans Nelen (Editor), Corruption & Human Rights: Interdisciplinary Perspectives (Maastricht Series in Human Rights), Intersentia, 2010
 - (x) Parsa Venkateshwat Rao, Lokpal: Facts & Arguments, Har-Anand Publications Pvt. Ltd 2011
 - (xi) R. K. Dhawan, Public Grievances and the Lokpal, Synergy Books India, 2012
 - (xii) C. Raj Kumar, Corruption and Human Rights in India: Comparative Perspectives on Transparency and Good Governance, Oxford University Press, 2012
 - (xiii) Prashant Sharma , Democracy and Transparency in the Indian State: The Making of the Right to Information Act, (Routledge/Edinburgh South Asian Studies Series), Routledge, 2014
 - (xiv) Christina M. Akrivopoulou , Nicolaos Garipidis (Editors), Human Rights and Risks in the Digital Era: Globalization and the Effects of Information Technologies, IGI Global, 2012
 - (xv) William T Gormley and Steven J Balla, Bureaucracy and Democracy: Accountability and Performance, CQ Press College, 2012
 - (xvi) Bard Andreassen and Stephen P. Marks, Development as a Human Right: Legal, Political and Economic Dimensions, Intersentia, 2010
 - (xvii) Micheline Ishay, The History of Human Rights: From Ancient Times to the Globalization Era, University of California Press, 2004 51
 - (xviii) Lynn Hunt, Inventing Human Rights: A History, W. W. Norton & Company, 2008
 - (xix) Dr. S. Mehartaj Begum, Human Rights in India – Issues and Perspectives, APH Publishing Corporation, New Delhi, 2000.
 - (xx) Akira Iriye, Petra Goedde and William I. Hitchcock, The Human Rights Revolution: An International History (Reinterpreting History), Oxford University Press, 2012

DISCIPLINE SPECIFIC ELECTIVE (DSE)

COURSE CODE: SPA 5004

COURSE TITLE: LAW, ETHICS and GOVERNANCE

CREDITS: 3

Course Learning Outcomes

CO1 – Understand Evolution and Fundamentals of Law and Administration

CO2 – Examine the Legal and Administrative Process in the Execution of Law

CO3 – Evaluate the Basic Concepts of Governance and Ethics

CO4 – Understand Quasi – Judicial Governance

COURSE CONTENT

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 redress 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)

Course Code: SPA 5004
Course Title: Law, Ethics and Governance
Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab session / Field visits (Hrs.)	Assessment task
CO1	Understand Evolution and Fundamentals of Law and Administration	PO1	Un	Co	18	00	Assignment on various Types of Public Policies
CO2	Examine the Legal and Administrative Process in the Execution of Law	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Concepts of Public Policy
CO3	Evaluate the Basic Concepts of Governance and Ethics	PO2 PO4	Un	Co	15	00	Tutorial Analysis of various Dynamics of Public Policy in India
CO4	Understand Quasi – Judicial Governance	PO3	Un	Co	14	00	Assignment on the role of Participants in Public Policy Making

Suggested Readings

- (i) Appleby Paul H (1952), *Morality and Administration in Democratic Government*, Baton Rouge, Louisiana State University Press
- (ii) Aradhe, Alok and GP Singh (2013), *Principles of Administrative Law*, Lexis Nexis.
- (iii) Barnwal SP (1993), *Ethics in working India-Tradition in relation to Manand society*, IIPA, New Delhi
- (iv) Bentham Jeremy (1948), *Introduction to Principles of morals and legislation*, NewYork1948
- (v) Boulding Kenneth E (1968), *Beyond Economics—essays in society, religion and ethics*, Ann Arbor
- (vi) Cane, Peter (2011), *Administrative Law*, Oxford University Press, New York.
- (vii) Chapman Richard (Ed) (2000), *Ethics in Public Service for the New Millennium*, Aldershot,
- (viii) Ashgate Chkrabarty S K (1998), *Values and ethics for organization- Theory and practice– OUP, New Delhi*
- (ix) Fredrickson HG and Ghare R K (Ed) (1999), *Ethics in Public Management*, New York,
- (x) M E Sharp Friedmans (2010), *Administrative Law*, Har court Professional Publishing.

- (xi) Goodnow, Frank Johnson (2013), Comparative Administrative Law an Analysis of the Administrative Systems National and Local, of the United States, England, France and Germany, Making of Modern Law, Gale.
- (xii) Krishnaswamy, Sudhir (2011), Democracy and Constitutionalism in India: A Study of the Basic Structure Doctrine, OUP
- (xiii) McGarry, John (2013), Constitutional and Administrative Law, Routledge
- (xiv) Rosenbloom, David., et.al (ed). (1977), Public Administration and Law, Marcel Dekker.
- (xv) Second AdministrativeReformsCommission,1 and 2 nd Reports
- (xvi) Sharma, Manoj (2004), Indian administrative law, Anmol Publisher, New Delhi.

DISCIPLINE SPECIFIC ELECTIVE (DSE)

COURSE CODE: SPA 5005

COURSE TITLE: E-GOVERNANCE

CREDITS: 3

Course Learning Outcomes

CO1 – Understand Evolution and Fundamentals of Law and Administration

CO2 – Examine the Legal and Administrative Process in the Execution of Law

CO3 – Evaluate the Basic Concepts of Governance and Ethics

CO4 – Understand Quasi – Judicial Governance

COURSE CONTENT

UNIT- I: Introduction

- a. Governance in Digital Age -Introduction of ICT in administration
- b. Meaning, Scope and Importance of E-Governance
- c. Evolution of E-Governance

UNIT – II: Concepts

- a. Perspectives and Theories of E-Governance
- 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, Geographic, Economic, Social and Political)
- c. E-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models)
- d. E- Governance: Issues and Challenges

Course Code: SPA 5005
Course Title: E-Governance
Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab / Field visits (Hrs)	Assessment task
CO1	Understand the significance and evolution of e-governance	PO1	Un	Co	20	00	Tutorial and Assignment
CO2	Analyse the theory and practice of e-governance	PO1 PO3	An	Co	20	00	Tutorial Assignment Discussion
CO3	Evaluate the emerging cases of e-governance implementation in India	PO3 PO5	Un	Co	20	00	Tutorial Assignment Discussions
CO4	Examine the issues and challenges of e-governance in India	PO4 PO5	Ev	Co	20	00	Tutorial Assignment Discussions

Suggested Readings

- i. Bellamy, Christine, and John, A. Taylor, (1998), *Governing in the Information Age*, Buckingham, Open University Press.
- ii. Bhatnagar, S.C. (2004) *E-Government – from Vision to Implementation: A practical guide with case studies*, Sage Publications, New Delhi.
- iii. Bhatnagar, S.C. (2009) *Unlocking E-Government Potential: Concepts, cases and practical insights*, Sage Publications, New Delhi.
- iv. Bouwman, Harry, and et.al., (2005), *Information and Communication Technology in Organisations*, Sage Publications, London.
- v. Heeks, R. (2006) *Implementing and Managing eGovernment: An international text*, Sage
- vi. Marchionini, G., (1995), *Information Seeking in Electronic Environments*, New York, The Press Syndicate of the University of Cambridge, USA.
- vii. Michael E. Milakovich, (2012), *digital governance - New Technologies for improving Public Service an Participation*, Routledge, Taylor and Francis group, New York.
- viii. Pardhasaradhi, Y. (et.al) (2009), *E-Governance and Indian Society: An Impact of Study*, Kanishka, New Delhi.
- ix. Satyanarayana, J, (2004), *E-Government: The Science of the Possible*, PHI Learning Pvt Ltd, New Delhi.

DISCIPLINE SPECIFIC ELECTIVE (DSE)

COURSE CODE: SPA 5006

COURSE TITLE: MEASURING GOVERNANCE

CREDITS: 3

Course Learning Outcomes

CO1 – Evaluate various methodologies of Measuring Governance

CO2 – Understand the Basics about Human Development Indicators and Corruption Perception Index

CO3 – Analyse Models of Measuring Governance

CO4 – Understand Various Measuring Governance Agencies

COURSE CONTENT

UNIT - I: Introduction: Measuring Governance

- a. Need and Significance
- b. Methodological Plurality
- c. Inadequacy of Existing Measurement

UNIT - II: World Wide Governance Indicators (WGI)

- a. Voice and Accountability
- b. Political Stability and Absence of Violence
- c. Government Effectiveness and Regulatory Quality
- d. Rule of Law and Control of Corruption

UNIT - III: Models of Measuring Governance

- a. Procedural Measure
- b. Capacity Measure
- c. Output Measure
- d. Autonomy Measure

UNIT - IV: Measuring Governance Agencies

- a. UNDP Human Development Report: Human Development Index
- b. Transparency International: Corruption Perceptions Index – Global Corruption Barometer
- c. Global Integrity: Innovations for Transparency and Accountability

Course Code: SPA 5006
Course Title: Measuring Governance
Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab session / Field visits (Hrs.)	Assessment task
CO1	Evaluate various methodologies of Measuring Governance	PO1	Un	Co	18	00	Assignment on various Types of Public Policies
CO2	Understand the Basics about Human Development Indicators and Corruption Perception Index	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Concepts of Public Policy
CO3	Analyse Models of Measuring Governance	PO2 PO4	Un	Co	15	00	Tutorial Analysis of various Dynamics of Public Policy in India
CO4	Understand Various Measuring Governance Agencies	PO3	Un	Co	14	00	Assignment on the role of Participants in Public Policy Making

Suggested Readings

- (i) Ali Farazamand (2004), Sound Governance: Policy and Administrative Innovations, Praeger Publishers, West Port.
- (ii) Bevir, Mark, 2013, The Sage Handbook of Governance, Sage Publications Ltd, London.
- (iii) Francis Fukuyama (2013), What is Governance? Working Paper 314, Center for Global Development, NW, Washington, DC.
- (iv) Kathe Callahan (2007), Elements of Effective Governance: Measurement, Accountability and Participation, CRC Press, Taylor and Francis Group, Boca Raton.
- (v) Katherine Berscha and Sandra Botero (2014), Measuring Governance: Implications of Conceptual Choices, European Journal of Development Research Vol. 26,

- (vi) Kaufmann, Daniel, Frannie Leautier, and Massimo Mastruzzi. (2005), “Governance and the City: An Empirical Exploration into Global Determinants of Urban Performance.” Policy Research, Working Paper 3712. World Bank, Washington, D.C.
- (vii) Kaufmann, Daniel, Kraay, Aart, and Mastruzzi, Massimo (2009), Governance Matters VIII: Aggregate and Individual Governance Indicators, Policy Research Working Paper: Washington, DC, World Bank.
- (viii) Shantayanan Devarajan (2008), Two Comments on “Governance Indicators: Where Are We, Where Should We Be Going?” by Daniel Kaufmann and AartKraay, The World Bank Research Observer, vol. 23, No. 1 (Spring), pp. 31-36

DISCIPLINE SPECIFIC ELECTIVE (DSE)

COURSE CODE: SPA 5007

COURSE TITLE: URBAN GOVERNANCE IN INDIA

CREDITS: 3

Course Learning Outcomes

CO1 – Evaluate various methodologies of Measuring Governance

CO2 – Understand the Basics about Human Development Indicators and Corruption Perception Index

CO3 – Analyse Models of Measuring Governance

CO4 – Understand Various Measuring Governance Agencies

Course Content

Unit I: Urbanization and Urban Strategies

- a. Urbanization Trends and Challenges
- b. Good Urban Governance – Concept and Principles
- c. Urban Policies and Strategies
- d. AMRUT, SMART City and ‘Swach Bharat’ models

Unit II: Urban Governance

- a. Urban Local Bodies - Forms and Functions - Councils and Committees
- b. Municipal Finance Framework & Municipal Financial Management
- c. Metropolitan Governance
- d. Urban 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, and solid waste management
- c. Urban Transportation
- d. Urban Environment and Knowledge Management

Course Code: SPA 5007
Course Title: Urban Governance in India
Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab / Field visits (Hrs.)	Assessment task
CO1	Understand the concept and trends of urbanization in India	PO1	Un	Co	20	00	Tutorial and Assignment
CO2	Analyse the theory and practice of decentralized urban governance in India	PO1 PO2	An	Co	20	00	Tutorial Assignment Discussion
CO3	Evaluate the status of urban poverty in India	PO1 PO2	Ev	Co	20	00	Tutorial Assignment Discussions
CO4	Examine the urban development programmes in India	PO2 PO5	Ev	Co	20	00	Tutorial Assignment Discussions

Suggested Readings:

- (i) Aziz Abdul (ed.), (1996), Decentralised Governance in Asian Countries, Sage New Delhi.
- (ii) Baud, Isa S A, J De Wit (2009), New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations, SAGE Publications. Bhattacharya, Mohit (1976), Management of Urban Government in India, Uppal, New Delhi
- (iii) Burns, Danny et. al. (1994), The Politics of Decentralization: Revitalizing Local Democracy Macmillan, London, Chaturvedi T.N. and Abhijit Datta (1984), Local Government, IIPA, New Delhi.
- (iv) Devas Nick (2004), Urban Governance Voice and Poverty in the Developing World, Routledge. Maheshwari, S.R. (2003), Local Government in India, Lakshmi Narain Aggarwal, Agra.
- (v) Oakley Peter (1991), Projects with People: The Practice of Participation in Rural Development, I.L.O., Geneva. Oakley Peter, et. Al (1984), Approaches to participation in Development, I.L.O., Geneva.
- (vi) Pierre, Jon (2011), The Politics of Urban Governance: Rethinking the Local State, Palgrave MacMillan.
- (vii) Prasad, R N(2007), Urban Local Self-Government in India ; With Reference to North-Eastern States, Mittal Publications. Rao,
- (viii) C. Nagaraja (2007), Accountability of Urban Local Governments in India, Atlantic, New Delhi
- (ix) Sivaramakrishanan K.C., et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS, New Delhi.

DISCIPLINE SPECIFIC ELECTIVE (DSE)
COURSE CODE: SPA 5008
COURSE TITLE: RURAL DEVELOPMENT IN INDIA
CREDITS: 3

Course Learning Outcomes:

- CO1 – Understand the concept and approaches of Rural Development*
- CO2 – Discuss about rural development problems*
- CO3 – Analyse the linkages between rural development and Local Self Government*
- CO4–Examine rural transformation through Panchayati Raj*
- CO5 – Assess current trends of rural development programs and strategies*
- CO6 –Analyse the role of NGOs in Rural Development*

Course Content

Unit I: Definition, Approaches and Scope of Rural Development in India

- (a) Meaning of Rural Development, Definition, Features,
- (b) Approaches - Broad Front, Sectoral, Area, Target Group, Integrated, Holistic;
- (c) Scope of Rural Development

Unit II: Rural Development Problems

- (a) Rural Poverty, Rural Unemployment, Rural Housing, Human Resources
- (b) Major Concerns in HRD in Rural Areas
- (c) Measures for Improving Levels of HRD in Rural Areas.

Unit III: Linkages between Rural Development and Local Self Government

- (a) Evolution of Local Self Government in India
- (b) Constitutional Status – Mehta Committees – 64th Constitutional Amendment Bill, 73rd Constitutional Amendment Act
- (c) Progress of PRIs after the Constitutionalisation.

Unit IV: Social Transformation and Rural Development

- (a) Factors of Social Transformation in Rural Areas, Trends in Rural Change, Emerging Village Leadership
- (b) Its Patterns, Problems
- (c) Socio-Cultural Barriers of Rural Development
- (d) Elite Capture in Rural Development Programs.

Unit V: Current Trends of Rural Development Programs and Strategies

- (a) Swarna Jayanthi Gram Swarojgar Yojana,
- (b) MGNREGS,
- (c) National Rural Health Mission (NRHM),
- (d) Social Security for Unorganised Workers

Unit VI: NGOs and Rural Development

- (a) Types of NGOs, Role of NGOs in Rural Development
- (b) Interface between GOs and NGOs,
- (c) Social Help Group
- (d) Corporate Social Responsibility at Rural Areas.

Course Code: SPA 5008

Course Title: Rural Development in India

Credits: 3

CO	Outcome Statement	PO	CL	KC	Class Sessions/ Tutorial Hrs.	Lab/ Field Hrs.	Assessment task
CO1	Understand the concept and approaches of Rural Development	PO4	Un An Ev	Fa Co n	14	00	Assignment on concept and approaches of Rural Development
CO2	Discuss about rural development problems	PO4 PO3	Re Un An	Fa Co n	15	00	Presentation and Discussion
CO3	Analyse the linkages between rural development and Local Self Government	PO3 PO5	Un An Cr	Fa Co n	17	00	Case studies and field visits
CO4	Examine rural transformation through Panchayati Raj	PO2 PO3 PO4	Un Ap An	Fa Co n	16	00	Book review and discussion
CO5	Assess current trends of rural development programs and strategies	PO3 PO4	Un An Ev	Fa Co n	15	00	Assignment and discussion
CO6	Analyse the role of NGOs in Rural Development	PO2 PO3 PO4	Re Un Cr	Fa Co n Mc	13	00	Presentation and discussion

Suggested Readings:

- i. Singh, Katar (2000). Rural Development: Principles, Policies and Management, Sage, New Delhi.
- ii. Satya Sundaram (2002). Rural Development, Himalaya, Mumbai.
- iii. Pal, Mahi (1998). Panchayats in Election Manifestos: A Comparative Analysis, EPW, Vol. 33 (12): 631-632.
- iv. World Bank (1992). Gender and Poverty in India, Washington, D C.
- v. Sreedhar, G. & Dasaratharamaiah (2006). "Farmers Committing Suicide", International Journal of Women, Social Justice and Human Rights, Vol. 1 No. 1.
- vi. Rajasekhar D (2004) Poverty Alleviation Strategies of NGOs, Concept, New Delhi
- vii. Rajasekhar D. (2004) Micro Finance and Poverty Alleviation Issues Relating to NGO Programms in South India, ISEC Working Paper No. 146

- viii. Sreedhar G & Rajasekhar D (2014). Rural Development in India: Strategies and Processes, Concept, New Delhi.
- ix. UNDP (2014) Human Development Report, Oxford University Press, New York
- x. Heeks, R(1999) Reinventing Government in the Information Age, Routledge, London
- xi. Das M K (2000) Kerala's Decentralised Planning: Floundering Experiment, EPW, 2 December, 4300 – 03
- xii. M.R.Biju, Dynamics of New Panchayati Raj System; Reflections and Retrospections, Kanishka, 1998.
- xiii. M.R.Biju, Resurgent Rural India; Decade after the Constitutionalisation of Panchayati Raj, Authors Press, 2007.

DISCIPLINE SPECIFIC ELECTIVE (DSE)
COURSE CODE: SPA 5009
COURSE TITLE: PUBLIC POLICY IN DISASTER MANAGEMENT
CREDITS: 3

Course Learning Outcomes:

CO1 – Understand the concept of Disaster Management

CO2 – Discuss elaborately on various Policies, programmes and institutional mechanisms for disaster management in India

CO3 – Analyse the Climate change Policy of India and Kerala

CO4 – Analyse the Flood Management Policy of India and Kerala

Course Content

Unit I:

Disaster Management- meaning- nature- significance- Concepts- Disaster-Emergency- Risk-Crisis- Hazard-Vulnerability- Types of Disasters- Natural and Man-made disasters- Disaster Management Cycle-preparedness-crisis-response-recovery (rehabilitation and resettlement)-prevention (mitigation)

Unit II:

Disaster Management- Legal - Institutional Mechanisms- Disaster Management Act 2005 & 2009- Disaster Management Authority at National, State and District levels- Roles and responsibilities of Govt. Authorities including Local Self Govt.- National/State Disaster Response Force- National Institute of Disaster Management (NIDM); Disaster Management Centres (DMC) in every State; Centres of Excellence.

Unit III:

Climate Change Policy- Climate change- concept-causes-impact- India's International Commitments on Climate Change- National Action Plan on Climate Change (NAPCC, 2008) - Kerala State Climate change policy - Gender and Climate Change Policy

Unit IV:

Flood Management Policy- flood- causes-impact- Institutions- National Flood Commission 1976- Central Water Commission (CWC) - Ganga Flood Control Commission (GFCC) - Brahmaputra Board- India Meteorological Department - National Remote Sensing Centre- National Commission for water resources 1999 - National water policy 2012- Flood management in Kerala- flood vulnerability- Integrated flood management- problems in Dam management- measures to control floods- Integrated Water Resource Management (IWRM)- Urban and Rural flood issues

Course Code: SPA 5009

Course Title: Public Policy in Disaster Management

Credits: 3

CO	Outcome Statement	PO/PS O	CL	KC	Class Sessions (approx.) (Hrs.)	Lab/Fiel d visits (HRS.)	Assessment task
CO1	Understand the concept of Disaster Management	PO3	Un An	Con Pr	13		Assignment on the concept and significance of disaster management
CO2	Discuss elaborately on various Policies and programmes for disaster management in India	PO3 PO5	Un An Ev	Con	14		Assignment on disaster management system in India Tutorial on reading articles on different policies and programmes for disaster management in India
CO3	Analyse the Climate change Policy of India and Kerala	PO4	An Ev	Fa Pr	16		Discussions, debates, practical sessions and assignments on analysis of Climate change Policy of India and Kerala
CO4	Analyse the Flood Management Policy of India and Kerala	PO5	An	Mc	15		Discussions, debates, practical sessions and assignments on analysis of Flood Management Policy of India and Kerala

Suggested Readings:

- i. Disaster Management Guidelines, GOI-UND Disaster Risk Program (2009-2012)
- ii. Coppola D P, 2007. Introduction to International Disaster Management, Elsevier Science (B/H), London.
- iii. Disaster Management Act 2005, Publisher by Govt. of India
- iv. Publications of National Disaster Management Authority (NDMA) on Various Templates and Guidelines for Disaster Management
- v. High Power Committee Report, 2001, J.C. Pant

- vi. Gupta A.K., Niar S.S and Chatterjee S. (2013) Disaster management and Risk Reduction, Role of Environmental Knowledge, Narosa Publishing House, Delhi.
- vii. Murthy D.B.N. (2012) Disaster Management, Deep and Deep Publication PVT. Ltd. New Delhi.
- viii. Modh S. (2010) Managing Natural Disasters, Mac Millan publishers India LTD.
- ix. Schneider, Sandra K (1995) Flirting With Disaster: Public Management in Crisis Situations, Armonk, NY: M.E. Sharpe
- x. Sharma, V.K. (2009) Disaster Management New Delhi: IIPA
- xi. Ashley R., Garvin S., Pasche E. and Vassilopoulos A (2007), Advances in Urban Flood Management, Balkema
- xii. Saul A (1992), Floods and Flood Management, Springer.
- xiii. Field Notes from a Catastrophe: Man, Nature, and Climate Change by Elizabeth Kolbert, Bloomsbury Publishing Plc, December 2006
- xiv. Climate Change Policy of Government of India
- xv. Climate Change Policy of Government of Kerala

DISCIPLINE SPECIFIC ELECTIVE (DSE)

COURSE CODE: SPA 5010

COURSE TITLE: PUBLIC POLICY – CONCEPTS AND MODELS

CREDITS: 3

Course Learning Outcomes

CO1 – Understand the concepts of Public Policy

CO2 – Examine the Models of Public Policy

CO3 – Evaluate the Major Theories of Public Policy

CO4 – Analyse Institutionalism, Political Activity and Planning under Public Policy

COURSE CONTENT

UNIT-I: Models of Public Policy-I

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

UNIT-II: Models of Public Policy-II

- a. Harold Lasswell: Policy Sciences
- b. Yehezkel Dror: 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

Course Code: SPA 5010
Course Title: Public Policy – Concepts and Models
Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab session / Field visits (Hrs.)	Assessment task
CO1	Understand the concepts of Public Policy	PO1	Un	Co	18	00	Assignment on various Types of Public Policies
CO2	Examine the Models of Public Policy	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Concepts of Public Policy
CO3	Evaluate the Major Theories of Public Policy	PO2 PO4	Un	Co	15	00	Tutorial Analysis of various Dynamics of Public Policy in India
CO4	Analyse Institutionalism, Political Activity and Planning under Public Policy	PO3	Un	Co	14	00	Assignment on the role of Participants in Public Policy Making

Suggested Readings

- (i) Anderson J.E., (2006) Public Policy -Making: An Introduction, Boston, Houghton
- (ii) Ashford, Doug(ed.), (1992), History and Contextin Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press
- (iii) Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT
- (iv) Barker, Anthony, and B.Guy Peters (eds.), (1993), The Politics of Expert Advice : Creating, Using, and Manipulating Scientific Knowledge for Public Policy, Ithaca, NY: University of Pittsburgh Press.
- (v) Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision for Managinin Government, UCP, Berkeley, CA
- (vi) Bergerson, Peter J.(ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press
- (vii) Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M. E. Sharpe
- (viii) Dror. Y, (1989), Public Policy making Re-examined,2nded.,San Francisco, Chandler.
- (ix) Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education

- (x) Fischer, Frank, (1995), *Evaluating Public Policy* Chicago: Nelson Hall.
- (xi) Hill Michael, (2005), *The Public Policy Process*, Harlow, UK; Pearson Education, 5th Edition.
- (xii) Jay M. Shafritz (ed) (1998), *International Encyclopedia of Public Policy and Administration*, Westview Press
- (xiii) John Rawls (1971), *A Theory of Justice*, Harvard University Press.
- (xiv) John, Peter ,(2012),*Analysing Public Policy*,2nd ed., Routledge, Taylor and Francis Group, London.
- (xv) Lasswell Harold, (1971), *A Preview of Policy Sciences*, New York, Elsevier.
- (xvi) Lerner, D. and H.D. Lasswell (eds.), (1951), *The Policy Sciences*, Stanford, Stanford University Press.
- (xvii) Lindblom, C.E., and E.J., Woodhouse, (1993), *The Policy making Process*, 3 rd , New Jersey, Prentice -Hall.

DISCIPLINE SPECIFIC ELECTIVE (DSE)
COURSE CODE: SPA 5011
COURSE TITLE: PUBLIC POLICY ANALYSIS
CREDITS: 3

Course Learning Outcomes

CO1– Understand the Public Policy Cycle Framework, different methods of policy analysis, and enable students to decide on appropriate methods of policy analysis

CO2– Explain the Actors in Public Policy Analysis

CO3– Understand the the determinants (factors influencing) of Public Policy Analysis in India

CO4 – Analyse various constraints on Public Policy

COURSE CONTENT

UNIT- I: Introduction

- a) Policy Cycle Framework
- b) Policy Process Network
- c) Empirical and Normative Policy Analysis
- d) Retrospective and Prospective Analysis

UNIT- II: Actors in Policy Analysis

- a) Government Institutions- Legislature, Executive and Judiciary
- b) International Donor Agencies
- c) Multinational and Transnational Agencies
- d) Political Parties, Media and Civil Society

UNIT- III: Determinants of Public Policy Analysis in India

- a) Political Culture- Gabriel Almond and Sydney Verba
- b) Socio-economic factors
- c) Political and governance factors

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

Course Code: SPA 5011

Course Title: Public Policy Analysis – Models and Techniques

Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab /Field visits (Hrs)	Assessment task
CO1	Understand the Public Policy Cycle Framework, different methods of policy analysis, and enable students to decide on appropriate methods of policy analysis	PO1	Un	Co	18	00	Tutorial and Assignment on models of Policy analysis
CO2	Explain the Actors in Public Policy Analysis	PO2 PO5	Un	Co	14	00	Tutorial Assignment on various actors in public policy analysis
CO3	Understand the: Determinants of Public Policy Analysis in India	PO3	Un	Co	15	00	Tutorial sessions and discussions on the determinants of public policy analysis in India
CO4	Constraints on Public Policy.	PO1 PO5	Un	Co	14	00	Assignment on constraints on public policy in India

Suggested Readings:

- i. Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton
- ii. Barker, Anthony, and B. Guy Peters (eds.), (1993), The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy, Ithica, NY: University of Pittsburgh Press.
- iii. Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press
- iv. Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education
- v. Gerston Larry N.,(2004), Public Policy Making: Process and Principles, Armonk, M.E.Sharpe
- vi. Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.
- vii. Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycles and Policy Subsystems, OUP, Toronto.
- viii. Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press
- ix. John, Peter, (2012), Analyzing Public Policy, 2nd ed., Routledge, Taylor and Francis Group, London.
- x. Michael Howlett and M.Ramesh (2003), Studying Public Policy, (Ontario: Oxford University Press),
- xi. Pal, Leslie A., (1992), Public Policy Analysis: An Introduction, Toronto: Nelson.
- xii. Xun Wu et.al (2013), The Public Policy Primer, Routledge, London

DISCIPLINE SPECIFIC ELECTIVE (DSE)
COURSE CODE: SPA 5012
COURSE TITLE: PUBLIC POLICY MAKING IN INDIA
CREDITS: 3

Course Learning Outcomes

CO1– Understand the dynamics of Public Policy formulation in India

CO2– Analyse the role of various participants in policy making

CO3– Explain the public policy making process at various levels

CO4 – Analyse various problems involved in the policy making process of India

COURSE CONTENT

Unit I: Dynamics of Public Policy in India

- a) Indian Social and Cultural Context
- b) Indian Economic Context
- c) Indian Constitutional and Political Context

Unit II: Participants in Public Policy Making

- a) Legislature, Cabinet and State Governments
- b) Electorate and Policy Agenda
- c) Judiciary and Judicial Activism
- c) Media, Pressure Groups and Civil Society Organizations

Unit III: Levels of Public Policy Formulation

- a) Cabinet, Cabinet Committees and Cabinet Secretary
- b) NDC, NITI AAYOG and Finance Commission
- c) Role of Bureaucracy

Unit IV: Problems in Sound Policy Making

- a) Policy Formulation Challenges
- b) Policy Implementing Challenges
- c) Institutional Constraints
- d) Policy Acceptance by Society

Course Code: SPA 5012
Course Title: Public Policy Making In India
Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx) (Hrs.)	Lab session / Field visits (Hrs.)	Assessment task
CO1	Understand the dynamics of Public Policy formulation in India	PO1	Un	Co	18	00	Assignment on various Types of Public Policies
CO2	Analyse the role of various participants in policy making	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Concepts of Public Policy
CO3	Explain the public policy making process at various levels	PO2 PO4	Un	Co	15	00	Tutorial Analysis of various Dynamics of Public Policy in India
CO4	Analyse various problems involved in the policy making process of India	PO3	Un	Co	14	00	Assignment on the role of Participants in Public Policy Making

Suggested Readings:

- i. Barker, Anthony, and B. Guy Peters (eds.), (1993), *The Politics of Expert Advice: Creating, Using and Manipulating Scientific Knowledge for Public Policy*, Ithica, NY: University of Pittsburgh Press.
- ii. Barzelay, Michael (1992), *Breaking Through Bureaucracy: A New Vision for Managing in Government*, UCP, Berkeley, CA
- iii. Basu, D. D. (2000), *Introduction to the Constitution of India*, Wadhwaand Company, New Delhi.
- iv. Fadia and Fadia, *Indian Administration* (2012), Sahitya Bhavan Publications, Agra.
- v. Dye Thomas (2008), *Understanding Public Policy*, Singapore, Pearson Education
- vi. Fischer, Frank, (1995), *Evaluating Public Policy* Chicago: Nelson Hall.
- vii. Granville Austin (1999), *The Indian Constitution– Corner Stone of a Nation*, OUP, New Delhi.
- viii. Maheswari, S.R. (2001), *Indian Administration*, Orient Blackswan, Hyderabad
- ix. Howlett, Michael, and M. Ramesh, (1995), *Studying Public Policy: Policy Cycles and Policy Subsystems*, OUP, Toronto.

- x. Lindblom, C.E., and E.J., Woodhouse, (1993), *The Policy making Process*, 3rd ed., New Jersey., Prentice-Hall.
- xi. Pylee, M. V (2009), *An Introduction to the Constitution of India*, Vikas, New Delhi
- xii. Ramesh K. Arora and Rajni Goyal (2012), *Indian Public Administration*, Vishwa Parkashan, New Delhi.
- xiii. Sathe, S.P. (2002), *Judicial Activism in India*, New Delhi: Oxford University Press.
- xiv. Subash C. Kashyap (1989), *Indian Polity: Retrospect and Prospect*, Allahabad University Alumni Association, National Publication House
- xv. Subash C. Kashyap (2010), *Indian Constitution: Conflicts and Controversies*, Vitasta,
- xvi. *The Constitution of India*, Government of India, 2009.
- xvii. Tummala K. Krishna (1996), *Public Administration in India*, Allied Publications, New Delhi.
- xviii. Anderson J.E., (2006) *Public Policy-Making: An Introduction*, Boston, Houghton
- xix. Bergerson, Peter J. (ed.), (1991), *Teaching Public Policy: Theory, Research and Practice*, Westport, RI: Greenwood Press
- xx. Birkland Thomas A., (2005), *An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making*, Armonk; M.E. Sharpe
- xxi. Bardach, Eugene (1977), *The Implementation Game: What Happens After a Bill Becomes a Law*, Cambridge, MA: MIT
- xxii. Dror. Y, (1989), *Public Policy making Re-examined*, 2nd ed., San Francisco, Chandler.
- xxiii. Dye Thomas (2008), *Understanding Public Policy*, Singapore, Pearson Education
- xxiv. Fischer, Frank, (1995), *Evaluating Public Policy* Chicago: Nelson Hall.
- xxv. Hill Michael, (2005), *The Public Policy Process*, Harlow, UK; Pearson Education, 5th Edition
- xxvi. Jay M. Shafritz (ed) (1998), *International Encyclopedia of Public Policy and Administration*, Westview Press
- xxvii. John Rawls (1971), *A Theory of Justice*, Harvard University Press.
- xxviii. John, Peter, (2012), *Analysing Public Policy*, 2nd ed., Routledge, Taylor and Francis Group, London.
- xxix. Lasswell Harold, (1971), *A Preview of Policy Sciences*, New York, Elsevier
- xxx. Lerner, D. and H.D. Lasswell (eds.), (1951), *The Policy Sciences*, Stanford, Stanford University Press.
- xxxi. Lindblom, C.E., and E.J., Woodhouse, (1993), *The Policy making Process*, 3rd ed., New Jersey., Prentice - Hall.
- xxxii. McCool, Daniel C. (ed.), (1995), *Public Policy Theories, Models, and Concepts: An Anthology*, NJ: Prentice-Hall.
- xxxiii. R.S. Ganapathy et al., Ed, (1985) *Public Policy And Policy Analysis In India*, Sage, New Delhi.
- xxxiv. Jean Dreze and Amartya Sen, (2005) *India – Development and Participation*, Oxford, University Press, New Delhi,
- xxxv. Baver Raymond and Kenneth Gergen Ed, (1968) *The Study of Policy Formation*, Free Press, New York.
- xxxvi. Kuldeep Mathur and J.N. Bjorkman, (1994) *Policy Makers In India*, Concept, New Delhi.

DISCIPLINE SPECIFIC ELECTIVE (DSE)

Course Code: SPA 5013

Course Title: PUBLIC POLICY IN INDIA: CASE STUDIES

Credits: 3

Course Learning Outcomes

CO1– Understand the significance of case studies in Public Policy. This course provides an in-depth understanding of public policy making and implementation in India. A better understanding of how research can contribute to pro-poor policies, and systems to put it into practice, could improve development outcomes

CO2– Case study analysis of Education Policy of India

CO3– Case study analysis of Economic Policy of India

CO4 – Case study analysis of Protective Discrimination Policies in India

COURSE CONTENT

UNIT- I: Introduction

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

UNIT- II: Education Policy

- a) National Education Policy
- 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
- b) Liberalization and Growth of Indian Economy
- c) Impact of Globalization on Mixed Economy

UNIT- IV: Protective Discrimination

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

Course Code: SPA 5013

Course Title: Public Policy in India: Case Studies

Credits: 3

CO	Outcome Statement	PSO	CL	KC	Class sessions (approx.) (Hrs.)	Lab /Field visits (Hrs)	Assessment task
CO1	Understand the significance of case studies in Public Policy. This course provides an in-depth understanding of public policy making and implementation in India. A better understanding of how research can contribute to pro-poor policies, and systems to put it into practice, could improve development outcomes	PO1	Un	Co	18	00	Class room/discussions/assignment/presentation
CO2	Case study analysis of Education Policy of India	PO1 PO5	Un	Co	14	00	Discussions/ practical sessions/assignment/presentation
CO3	Case study analysis of Economic Policy of India	PO1 PO5	Un	Co	15	00	Discussions/ practical sessions/assignment/presentation
CO4	Case study analysis of Protective Discrimination Policies in India	PO1 PO5	Un	Co	14	00	Discussions/ practical sessions/assignment/presentation

Suggested Readings:

- i. Agarwal, J. C. (2009), Education policy in India, Neha Publishers & Distributors.
- ii. Anne O. Krueger, (2002), Economic Policy Reforms and the Indian Economy (ed.), University of Chicago Press, Chicago. Bijoy Chandra Mohapatra (2013), Reservation Policy in India, Neha Publishers & Distributors.
- iii. Dev, Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays.
- iv. Dube, Akhilesh (1997), Commercialization of education in India: Policy, law, and justice, A.P.H. Pub. Corp.
- v. Esharenana E. Adomi, (2010), Frameworks for ICT Policy: Government, Social and Legal Issues, IGI Global Snippet. Government of India, National Cyber Security Policy, 2013.

- vi. Government of India, National Policy on Information and Communication Technology, 2012.
- vii. Kim J. Andreasson, (2011), Cybersecurity: Public Sector Threats and Responses, CRC Press, Taylor and Francis Group,
- viii. Boca Raton. P. T. Bauer, (2011), Indian Economic Policy and Development, Routledge, New York.
- ix. S. K. Modi (2013), Discrimination Caste System And Reservation Policy of Modern India, Neha Publishers & Distributors
- x. Sen, Amartya (2000), Social Exclusion: Concept, Application and Scrutiny, Papers No.1. Asian Development Bank.
- xi. Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration, Sage.
- xii. Siddheswar Prasad (1993), New Economic Policy: Reforms and Development, Mittal Publications, New Delhi.
- xiii. Thorat, Sukhadeo and Umakant (2004), Caste, Race and Discrimination – Discourses in International Context, Indian Institute of Dalit Studies and Rawat Publishers, New Delhi and Jaipur.
- xiv. Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), Reservation and Private Sector-Quest for Equal Opportunity and Growth, Rawat Publications, Jaipur.
- xv. Zeinab Karake-Shalhoub, Lubna Al Qasimi , (2010), Cyber Law and Cyber Security in Developing and Emerging Economies, Edward Elgar Publishing House, Cheltenham, UK.

DISCIPLINE SPECIFIC ELECTIVE (DSE)

Course Code: SPA 5014

Course Title: STATE, MARKET AND SOCIETY IN PUBLIC POLICY

Credits: 3

Course Learning Outcomes

CO1– Develop an understanding on Social Justice, Social Theory, Equity and Inclusion

CO2– Explain the concept of Social Development

CO3– Understand and analyse Social Policies at Global Level

CO4 – Analyse the emerging trends in Social Policy Making. This course will help the students to explore the interplay between democracy and social policy from the perspective of state and market and civil society and focus on the role of democratic forces in the development of social policy.

COURSE CONTENT

UNIT- I: Introduction

- a) State and Social Theory
- b) Social Justice & Inclusion
- c) Equity and Inclusion

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) Corporate Social Responsibility
- c) Ethical Concerns in Social Policy Making

Course Code: SPA 5014

Course Title: State, Market and Society in Public Policy

Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab /Field visits (Hrs)	Assessment task
CO1	Develop an understanding on Social Justice, Social Theory, Equity and Inclusion	PO1	Un	Co	18	00	Tutorial and Assignment
CO2	Explain the concept of Social Development	PO2 PO5	Un	Co	14	00	Tutorial/ Book review
CO3	Understand and analyse Social Policies at Global Level	PO3	Un	Co	15	00	Tutorial sessions and discussions/presentations
CO4	Analyse the emerging trends in Social Policy Making. To explore the interplay between democracy and social policy from the perspective of state and market and civil society and focus on the role of democratic forces in the development of social policy.	PO1 PO5	Un	Co	14	00	Assignment and presentations

Suggested Readings:

- i. Baldock John, et al, (2011), Social Policy, Oxford University Press.
- ii. Bochel , Hugh and Guy Daly (2014), Social Policy, Routledge.
- iii. Dev, Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays.
- iv. Kennedy, Patricia (2013) Key Themes in Social Policy, Routledge.
- v. Morales Daniel A. Gomez (1999), Transnational Social Policies, IDRC/CRDI
- vi. Miller, David (1976), Social Justice, Clarendon Press, Oxford
- vii. Naila, Kabeer (2006), Social Exclusion and the MDGs. The Challenge of ‘Durable Inequalities’ in the Asian Context, Institute of Development Studies and Overseas Development Studies Institute.
- viii. Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration in India

- and the United States, Sage.
- ix. Sen, Amartya (2009), *The Idea of Justice*, Allen Lane & Harvard University Press.
 - x. Sen, Amartya (2000), *Social Exclusion: Concept, Application and Scrutiny*, Social Development Papers No.1. Asian Development Bank.
 - xi. Thorat, Sukhadeo & Narendra, Kumar (2008), *In Search of Inclusive Policy: Addressing Graded Inequality*, Rawat Publications, New Delhi & Jaipur.
 - xii. Thorat, Sukhadeo and Umakant (2004), *Caste, Race and Discrimination – Discourses in International Context*, Indian Institute of Dalit Studies and Rawat Publishers, New Delhi and Jaipur.
 - xiii. Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), *Reservation and Private Sector- Quest for Equal Opportunity and Growth*, Rawat Publications, Jaipur.
 - xiv. Yadav, Sushma, (2006), *Social Justice: Ambedkar's Vision*, IIPA, New Delhi.
 - xv. Valerian Rodrigues (Ed.) (2002), *The Essential Writings of B.R. Ambedkar*, Oxford University Press, New Delhi.
 - xvi. Verma, Vidhu (2012), *Non-discrimination and Equity in India: Contesting boundaries of social justice*, Routledge.

DISCIPLINE SPECIFIC ELECTIVE (DSE)

Course Code: SPA 5015

Course Title: GLOBALIZATION AND PUBLIC POLICY

Credits: 3

Course Learning Outcomes

CO1– Understand the influence of neo-liberalism in public policy, Globalisation, ole of state, market etc.

CO2– Examine the pioneers in Global Public Policy

CO3– Understand and analyse the role of New Bureaucracy-quality assurance, Organisations, accountability and corporate lobby in public policy

CO4 – Understand and analyse the role of New Bureaucracy in Learning Organizations, Network Organizations and Business Process Reengineering

COURSE CONTENT

UNIT-I: Introduction

- a) Neo-Liberalism and Public Policy-New World Order
- b) Reforming Institutions: The State, Market and Public Domain
- c) Globalization and Economic Activity
- d) Global Public Policy – Challenges to State Sovereignty

UNIT-II: Pioneers in Global Public Policy

- a) Global Financial Markets- Role of International Development Agencies
- b) Global Crime and Public Policy
- c) Trade in Globalizing Industry; Doing Business – World Bank

UNIT-III: The New Bureaucracy

- a) Quality Assurance – New Occupation
- b) Organizations and Accountability
- c) Corporate Lobby Groups in the policy process

UNIT-IV: The New Bureaucracy

- a) Learning Organizations
- b) Network Organizations
- c) Business Process Reengineering

Course Code: SPA 5015

Course Title: Globalization and Public Policy

Credits: 3

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab /Field visits (Hrs.)	Assessment task
CO1	Understand the influence of neo-liberalism in public policy, Globalisation, role of state, market etc	PO1	Un	Co	18	00	Tutorial and Assignment
CO2	Examine the pioneers in Global Public Policy	PO2 PO5	Un	Co	14	00	Tutorial Assignment
CO3	Understand and analyse the role of New Bureaucracy-quality assurance, organisations, accountability and corporate lobby in public policy	PO3	Un	Co	15	00	Discussions and Book Review
CO4	Understand and analyse the role of New Bureaucracy in Learning Organizations, Network Organizations and Business Process Reengineering	PO1 PO5	Un	Co	14	00	Discussions and Book Review

Suggested Readings:

- i. Ali Farazmand(2004), Sound Governance: Policy and Administrative Innovations, Praeger Publishers, West Port.
- ii. Bevir, Mark, (2013), The Sage Handbook of Governance, Sage Publications Ltd, London.
- iii. Francis Fukuyama (2013), What is Governance? Working Paper 314, Center for Global Development, NW, Washington, DC.
- iv. Kathe Callahan (2007), Elements of Effective Governance: Measurement, Accountability and Participation, C R C Press, Taylor and Francis Group, Boca Raton.
- v. Katherine Berschaand Sandra Botero (2014), Measuring Governance: Implications of Conceptual Choices, *European Journal of Development Research* Vol.26,pp.124–141
- vi. Kaufmann, Daniel, Frannie Leautier, and Massimo Mastruzzi. (2005), “Governance and the City: An Empirical Exploration into Global Determinants of Urban Performance.” Policy Research Working Paper3712. World Bank, Washington, D. C.
- vii. Kaufmann, Daniel, Kraay, Aart, and Mastruzzi, Massimo (2009), Governance Matters VIII: Aggregate and Individual Governance Indicators, Policy Research Working Paper: Washington DC, World Bank.

- viii. Shantayanan Devarajan (2008), Two Comments on “Governance Indicators: Where Are We, Where Should We Be Going?” by Daniel Kaufmann and Aart Kraay, *The World Bank Research Observer*, Vol.23, No.1 (Spring), pp.31-36.
- ix. *Public Policy in India*, IIPA, New Delhi
- x. Manfred B. Steger, *Globalization the New Market Ideology*, Rawat Publications, New Delhi, 2004.
- xi. Ankie Hoogvelt, *Globalization and the Post-Colonial World*, Palgrave Publication, 2001.
- xii. Debendra K. Das, *Globalization and Development Experiences and Challenges*, Deep and Deep Publication, New Delhi, 1999.
- xiii. R.K. Saprú, *Public Policy – Art and Craft of Policy Analysis*, PHI Learning Pvt. Ltd, New Delhi, 2010.

OPEN ELECTIVE COURSES

DISCIPLINE OPEN ELECTIVE

Course Code: SPA 5016

Course Title: INDIAN ADMINISTRATION

Credits: 2

Course Learning Outcomes

CO1- Understand the evolution and growth of Indian Administration

CO2-Examine the features of administration during the independent and post independent period

CO3-Analyse the features of Central Administration.

CO4- Trace and analyse the features of State Administration

CO5-Discuss and analyse the challenges and issues to Indian Administration

COURSE CONTENT

Unit – I: Evolution and Growth

- a. Ancient Administration
- b. Mughal Administration
- c. British Administration

Unit – II: Administration during the Independent & Post Independence Period

- d. Legacies of British Rule in Administration
- e. Constitutional Provision for Administration
- f. Features of Indian Administration after Independence

Unit – III: Central Administration

- f. Federalism in India – Union-State Relations – List of Subjects
- g. Central Secretariat & Cabinet Secretariat
- h. Bureaucracy – All India Services

Unit – IV: State Administration

- a. Role of Governor
- b. Concurrent List
- c. District Administration
- d. Local Administration – 73rd and 74th Constitutional Amendments

Unit –V: Issues and Challenges to Administration

- a. Corruption
- b. Citizen and Administration
- c. Social Audit
- d. Citizen's Charter

Course Code: SPA 5016
Course Title: Indian Administration
Credits: 2

CO	Statement of Purpose	PO/ PSO	CL	KC	Class Session/ Tutorial Hrs.	Lab/ Field Hrs.	Assessment task
CO1	Understand the evolution and growth of Indian Administration	PO1 PO3 PO4	Re Un	Fa Co n Pr	18	0	Tutorial Assignment, Discussion on different phase of Indian Administration, Book Review
CO2	Examine the features of administration during the independent and post independent period	PO2 PO3	Un An Ev	Co n Pr Mc	18	0	Tutorial Assignment, journal/book readings, group discussion
CO3	Analyse the features of Central Administration.	PO3 PO6	Un Ev	Fa Pr M c	18	Field Study (study on the functioning of various local level institutions)	Tutorial Assignment, Debate
CO4	Trace and analyse the features of State Administration	PO3 PO5	Re Un An Cr	Fa Pr M c	18	0	Discussion, debates, and presentation,
CO5	Discuss and analyse the challenges and issues to Indian Administration	PO3 PO6	A n Cr Ev	Fa Pr M c	19	0	Book/ Article/report Review, Seminar, interactive session.

Suggested Readings:

- (xvii) Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra.
- (xviii) Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.
- (xix) Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra.
- (xx) Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi.
- (xxi) Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad
- (xxii) Maheswari, S.R. (2004) The Public Service of India: Current Good Practices and New Developments in India, Common Wealth Secretariat.
- (xxiii) Pylee, M.V (2009), An Introduction to the Constitution of India, Vikas, New Delhi
- (xxiv) Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa

Parkashan, New Delhi.

- (xxv) Sarkar Jadunath (2009), *The Mughal Administration, Six Lectures*, BiblioLife
- (xxvi) Sathe, S.P. (2002), *Judicial Activism in India*, New Delhi: Oxford University Press.
- (xxvii) Sibranjan Chatterjee (1997), *Restructuring Centre-State Relations: The Sarkaria Commission and Beyond*, Minerva Associates, Calcutta.
- (xxviii) Subash C. Kashyap (1989), *Indian Polity: Retrospect and Prospect*, Allahabad University Alumni Association, National Public House
- (xxix) Subash C. Kashyap (1994), *Our Constitution: An Introduction to India's Constitution and Constitutional Law*, National Book Trust, New Delhi.
- (xxx) Subash C. Kashyap (1997), *Coalition Government and Politics in India*, Uppal Publishing House, New Delhi.
- (xxxi) Subash C. Kashyap (2010), *Indian Constitution: Conflicts and Controversies*, Vitasta,
- (xxxii) Tummala K. Krishna (1996), *Public Administration in India*, Allied Publications, New Delhi

DISCIPLINE OPEN ELECTIVE
Course Code: SPA 5017
Course Title: E-GOVERNANCE IN INDIA
Credits: 2

Course Learning Outcomes

- CO1 – Understand the Concepts, Evolution and Growth of E-Governance Globally*
- CO2 – Analyse the Evolution and Significance of E-Governance in India*
- CO3 – Examine cases and practices of E-Governance in India*
- CO4 – Analyse E-Governance Process and to find out its Issues and Challenges*

Course Content

UNIT- I: Introduction

- a. Governance in Digital Age -Introduction of ICT in administration
- b. Meaning, Scope and Importance of E-Governance
- c. Evolution of E-Governance

UNIT – II: 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– III: Issues

- a. E-Readiness
- b. Digital Divide (Gender, Geographic, Economic, Social and Political)
- c. E-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models)
- d. E- Governance: Issues and Challenges

Course Code: SPA 5017
Course Title: E-Governance in India
Credits: 2

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab / Field visits (Hrs)	Assessment task
CO1	Understand the significance and evolution of e-governance	PO1	Un	Co	20	00	Tutorial and Assignment
CO2	Analyse the theory and practice of e-governance	PO1 PO3	An	Co	20	00	Tutorial Assignment Discussion
CO3	Evaluate the emerging cases of e-governance implementation in India	PO3 PO5	Un	Co	20	00	Tutorial Assignment Discussions
CO4	Examine the issues and challenges of e-governance in India	PO4 PO5	Ev	Co	20	00	Tutorial Assignment Discussions

Suggested Readings:

- i. Bellamy, Christine, and John, A. Taylor, (1998), *Governing in the Information Age*, Buckingham, Open University Press.
- ii. Bhatnagar, S.C. (2004) *E-Government – from Vision to Implementation: A practical guide with case studies*, Sage Publications, New Delhi.
- iii. Bhatnagar, S.C. (2009) *Unlocking E-Government Potential: Concepts, cases and practical insights*, Sage Publications, New Delhi.
- iv. Bouwman, Harry, and et.al., (2005), *Information and Communication Technology in Organisations*, Sage Publications, London.
- v. Heeks, R. (2006) *Implementing and Managing eGovernment: An international text*, Sage
- vi. Marchionini, G., (1995), *Information Seeking in Electronic Environments*, New York, The Press Syndicate of the University of Cambridge, USA.
- vii. Michael E. Milakovich, (2012), *digital governance - New Technologies for improving Public Service an Participation*, Routledge, Taylor and Francis group, New York.
- viii. Pardhasaradhi, Y. (et.al) (2009), *E-Governance and Indian Society: An Impact of Study*, Kanishka, New Delhi.
- ix. Satyanarayana, J, (2004), *E-Government: The Science of the Possible*, PHI Learning Pvt Ltd, New Delhi.

DISCIPLINE OPEN ELECTIVE
Course Code: SPA 5018
Course Title: GENDER STUDIES
Credits: 2

Course Learning Outcomes

CO1– Understand gender studies and basic concepts and approaches of feminism

CO2– Understand the perspectives of gender and development

CO3 – Analyse the role of gender in social movements

CO4 – Analyse the role of gender in administration and governance

Course Content

Unit I: Introduction

- a) Gender Studies-, Definition, Scope and Significance
- b) Interdisciplinary Approach to Gender Studies
- c) Feminism-Basic Concepts and Approaches
- d) Gender – Perspectives- Femininity, Masculinity, LGBT- Social Construction of gender

Unit II: Gender and Development

- a) Gender and Development (GAD) –Concept and significance
- b) Women Empowerment
- c) Women and Globalisation
- d) Women in Socio-economic Development

Unit III: Gender in Social Movements

- a) Women’s Movements- Political and Administrative and Civil Rights
- b) Maternity Rights and Labour Rights of Women
- c) Violence against Women and Marginalisation of women

Unit IV: Gender and Governance in India

- a) Legislations and Institutional Mechanisms for Gender Development
- b) Reservation Policies - Women in Local Governance
- c) Women and Governance-- Gender and Political Empowerment-Challenges and Opportunities

Course Code: SPA 5018
Course Title: Gender Studies
Credits: 2

CO	OUTCOME STATEMENT	PO/PSO	CL	KC	Class Sessions/ Tutorial Hrs	Lab/ Field Hrs	Assessment
CO ₁	Understand gender studies and basic concepts and approaches of feminism	PO1 PO2	Un	Co	10	00	Review- Assignment
CO ₂	Understand the perspectives of gender and development	PO1 PO2	E	Co	10	00	Class room Discussions
CO ₃	Analyse the role of gender in social movements	PO2 PO3	A	Co	10	00	Assignment/ Class room Discussion
CO ₄	Analyse the role of gender in administration and governance	PO3 PO6	E	Co	20	00	Assignment/ Class room Discussion

Suggested Readings:

- i. Geraldine Forbes, Women in Modern India. Cambridge University Press, Cambridge: pp. 1-150. 1998
- ii. J. Ann Tickner, Gender in World Politics, in Baylis, John, Smith, Steve and Owens, The Globalization of World Politics: An Introduction to International Relations (5th ed., pp. 262 - 277). Oxford University Press. 2008.
- iii. J. Devika, Her Self: Gender and Early Writings of Malayalee Women. Stree: Calcutta, 2005
- iv. Kate Millett, Sexual Politics, Urbana, University of Illinois Press. 2000
- v. Kumari. Jayawardene, Feminism and Nationalism in the Third World. Zed, London. 1986
- vi. Nirmala Banerjee, 'Analysing Women's work under Patriarchy' in Sangari, Kumkum & Chakravarty, Uma. (eds.) From Myths to Markets: Essays on Gender. Manohar, Delhi. 1999
- vii. Nivedita Menon (ed.), Gender and Politics in India, OUP, Delhi. 1999.
- viii. Nivedita Menon, Recovering Subversion: Feminist Politics Beyond The Law, Urbana, University of Illinois Press. 2004

- ix. Nivedita. Menon, *Seeing Like A Feminist*, Zubaan and Penguin Books, New Delhi. 2012
- x. Shiela. Rowbotham, *Women in Movements*. New York and London: Routledge, Section I, pp. 27-74 and 178-218. 1993.
- xi. Simon De Beauvoir, *The Second Sex*, Translated by H M Parshley, Penguin 1972
- xii. Uma Chakravarti, 'Beyond the Altekarian Paradigm: Towards a New Understanding of Gender Relations in Early Indian History', *Social Scientist*, Volume 16, No. 8. 1988
- xiii. V. Geetha, *Patriarchy*. Stree: Calcutta. 2007.
- xiv. Vineetha Menon, and K.N Nair, *Confronting Violence Against Women: Engendering Kerala's Development Experience*, Daanish Books. 2008.

DISCIPLINE OPEN ELECTIVE
Course Code: SPA 5019
Course Title: PUBLIC POLICY IN INDIA
Credits: 2

Course Learning Outcomes

- CO1– Understand the dynamics of Public Policy formulation in India*
- CO2– Analyse the role of various participants in policy making*
- CO3– Explain the public policy making process at various levels*
- CO4 – Analyse various problems involved in the policy making process of India*

Course Content

Unit I: Dynamics Public Policy Making in India

- a. Indian Constitutional and Political Context
- b. Legislature, Cabinet and State Governments
- c. Electorate and Policy Agenda
- d. Judiciary and Judicial Activism
- e. Media, Pressure Groups and Civil Society Organizations

Unit II: Levels of Public Policy Formulation

- a. Cabinet, Cabinet Committees and Cabinet Secretary
- b. NDC, NITI AAYOG and Finance Commission
- c. Role of Bureaucracy

Unit III: Problems in Sound Policy Making

- a. Policy Formulation Challenges
- b. Policy Implementing Challenges
- c. Institutional Constraints
- d. Policy Acceptance by Society

Course Code: SPA 5019
Course Title: Public Policy in India
Credits: 2

CO	Outcome Statement	PO	CL	KC	Class sessions (approx.) (Hrs.)	Lab session / Field visits (Hrs.)	Assessment task
CO1	Understand the dynamics of Public Policy formulation in India	PO1	Un	Co	18	00	Assignment on various Types of Public Policies
CO2	Analyse the role of various participants in policy making	PO2 PO5	Un	Co	14	00	Tutorial Assignment on the Concepts of Public Policy
CO3	Explain the public policy making process at various levels	PO2 PO4	Un	Co	15	00	Tutorial Analysis of various Dynamics of Public Policy in India
CO4	Analyse various problems involved in the policy making process of India	PO3	Un	Co	14	00	Assignment on the role of Participants in Public Policy Making

Suggested Readings

- i. Barzelay, Michael (1992), *Breaking Through Bureaucracy: A New Vision for Managing Government*, UCP, Berkeley, CA
- ii. Basu, D.D. (2000), *Introduction to the Constitution of India*, Wadhwani Company, New Delhi.
- iii. Fadia and Fadia, *Indian Administration* (2012), Sahitya Bhavan Publications, Agra.
- iv. Dye Thomas (2008), *Understanding Public Policy*, Singapore, Pearson Education
- v. Fischer, Frank, (1995), *Evaluating Public Policy* Chicago: Nelson Hall.
- vi. Granville Austin (1999), *The Indian Constitution– Corner Stone of a Nation*, OUP, New Delhi.
- vii. Maheswari, S.R. (2001), *Indian Administration*, Orient Blackswan, Hyderabad
- viii. Howlett, Michael, and M. Ramesh, (1995), *Studying Public Policy: Policy Cycles and Policy Subsystems*, OUP, Toronto.
- ix. Lindblom, C.E., and E.J., Woodhouse, (1993), *The Policy making Process*, 3rd ed., New Jersey., Prentice-Hall.
- x. Pylee, M.V (2009). *An Introduction to the Constitution of India*, Vikas, New Delhi
- xi. Ramesh K. Arora and Rajni Goyal (2012), *Indian Public Administration*, Vishwa Parkashan, New Delhi.
- xii. Sathe, S.P. (2002), *Judicial Activism in India*, New Delhi: Oxford University Press.
- xiii. Subash C. Kashyap (1989), *Indian Polity: Retrospect and Prospect*, Allahabad University Alumni Association, National Public House
- xiv. Subash C .Kashyap (2010), *Indian Constitution: Conflicts and Controversies*, Vitasta,