

<b>M.A. (TWO YEAR DEGREE PROGRAM)</b>	
<b>SEMESTER-IV</b>	
<b>SUBJECT- PUBLIC ADMINISTRATION</b>	
<b>Code of the Course</b>	<b>PAD9013T</b>
<b>Title of the Course</b>	<b>Research Methodology in Public Administration</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	4 credits
<b>Type of the course</b>	Discipline Centric Compulsory Course (DCC) in Public Administration
<b>Delivery type of the Course</b>	60 (45+15). 45 lectures for content delivery and 15 tutorials.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	None
<b>Objectives of the course</b>	To acquaint the students about concept of research and scientific methods, hypothesis, tools of data collection, data analysis techniques and processing the data.
<b>Learning outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will be able to explain the concept and importance of social research and scientific method.</li> <li>2. Students will be able to describe hypothesis, variables, data collection and analysis techniques, processing of data and hypothesis testing tools.</li> </ol>
<b>SYLLABUS</b>	
<b>UNIT-I</b>	Meaning and types of research. Steps of scientific method. Meaning and features of social research, scientific types of social research, objectivity in social research. (12h)

<b>UNIT -II</b>	Research Design—meaning, types and its formulation. Hypothesis—meaning, importance, sources and types. Qualities of a workable hypothesis, difficulties in the formulation of hypothesis. Variables in social research. (12h)
<b>UNIT-III</b>	Data collection—sources of data collection: primary and secondary, techniques of data collection- observation, interviews, questionnaire and schedule, case study. Sampling—meaning, merits and demerits, types and procedure of selecting a representative sample. (12h)
<b>UNIT-IV</b>	Processing and Analysis of Data. Content analysis. Classification and tabulation of data. Statistical tools for data analysis. Measures of central tendency—mean, mode and median, mean deviation and standard deviation, correlation. (12h)
<b>UNIT-V</b>	Hypothesis testing- Parametric and non- parametric tests. Report writing. Citation in Research paper and thesis. Theory building in social sciences. (12h)
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kothari, C.R.: Research Methodology, Methods and Technique, New Delhi, Willey Eastern Ltd., 1986.</li> <li>2. Moser, C.A. and Kalton, C.: Survey Methods in Social Investigation, London, 1974.</li> <li>3. Young, P.V.: Scientific Social Survey ad Research. New Delhi. Prentice Hall of India, 1979.</li> <li>4. Clair Seltiz: Research Methods in Social Relations, New York, Rinehart and Winslen, 1976.</li> <li>5. Shukla and Trivedi (Hindi): Research Methodology, College Book Depot., Jaipur. .</li> </ol>
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Kerlinger, F.N.: Foundations of Behavioural Research, New York, Holt, Rinchan and Winston, 1973.</li> <li>2. David Machmias and Chava Machmias: Research Methods</li> </ol>

	<p>in Social Sciences. New York, St. Murthin Press, 1981.</p> <p>3. John Galtung: Theory and Methods of Social Research, New York, Columbia Univ., 1967.</p>
<b>Suggested E-resources</b>	<p>E-pgpathashala modules:-<a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a></p> <p><a href="http://www.ignou.ac.in">www.ignou.ac.in</a></p> <p><a href="http://www.sawayam.gov.in">www.sawayam.gov.in</a></p>

<b>M.A. (TWO YEAR DEGREE PROGRAM)</b>	
<b>SEMESTER-IV</b>	
<b>SUBJECT- PUBLIC ADMINISTRATION</b>	
<b>Code of the Course</b>	<b>PAD9110T</b>
<b>Title of the Course</b>	<b>Financial Administration</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	4 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - IV) in Public Administration
<b>Delivery type of the Course</b>	60 (45+15). 45 lectures for content delivery and 15 tutorials.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	None
<b>Objectives of the course</b>	To impart knowledge among students regarding concept of financial administration, agencies and institutions of financial administration, types of budget, budgetary process and financial reforms in India
<b>Learning outcomes</b>	<p>1. Students will be able to describe the basics and concept of financial administration in various types of economies.</p> <p>2. Students will be able to explain the budget preparation,</p>

	approval, execution and control mechanism in India.
<b>SYLLABUS</b>	
<b>UNIT-I</b>	Financial Administration—Evolution, meaning, nature, scope and objectives. Agencies and significance of financial administration. Financial administration under capitalists, socialists and mixed economy (12h)
<b>UNIT –II</b>	Budget-meaning, principles and essentials of budget. Types of budgeting—line-item, performance and zero based. . Concept of deficit financing and its remedies. (12h)
<b>UNIT-III</b>	Budgetary Process—formulation, enactment and execution of budget. Budget as an instrument of Administration and economic development. Fiscal federalism in India, Finance Ministry’s control over public finance, role of finance commission. (12h)
<b>UNIT-IV</b>	Parliamentary Control over public finance, PAC, Estimate Committee, Committee on public undertakings, CAG, Accounting and auditing system in India. (12h)
<b>UNIT-V</b>	Financial reforms in India. Financial responsibility and budgetary control. Goods and service tax ( GST ) – major issues. Finance for government development schemes . (12h)
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Lall, G.S.: Financial Administration in India, Delhi, HPJ Kapoor, 1969.</li> <li>2. Sundhram, K.P.M. : Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.</li> <li>3. Wattal, P.K.: Parliamentary Financial Control in India. Bombay, Minerva, 1962.</li> <li>4. Chaturvedi, T.N. and Harda, K.L. : Financial Administration, New Delhi, IIPA, 1992.</li> <li>5. Handa, K.L. (ed.): Financial Administration, New Delhi, IIPA, 1986.</li> </ol>

	6. Thavaraj, M.J.K. : Financial Management of Government. New Delhi, S. Chand, 1978.
<b>Reference Books</b>	<p>1. Radheysham : Financial Administration, New Delhi, Surjeet Book Depot., 1992.</p> <p>2. Gautam, E.N. : Bhartiya Vitt Prashasan, Chandigarh, Haryana Sahitya Academy, 1993.</p> <p>3. Mookerjee, S.S : Financial Administration in India, Delhi, Surjeet Book Depot, 1980.</p> <p>4. Singh Sahib and Singh Swinder : Personnel and Financial Administration, Chandigarh, New Academic, 1974.</p> <p>5. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014.</p>
<b>Suggested E-resources</b>	E-pgpathashala modules:- <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> <a href="http://www.sawayam.gov.in">www.sawayam.gov.in</a>

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<b>SEMESTER-IV</b>	
<b>SUBJECT- PUBLIC ADMINISTRATION</b>	
<b>Code of the Course</b>	<b>PAD9111T</b>
<b>Title of the Course</b>	<b>E- governance</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	4 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - IV) in Public Administration
<b>Delivery type of the Course</b>	60 (45+15). 45 lectures for content delivery and 15 tutorials.

<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	None
<b>Objectives of the course</b>	To acquaint students with E-governance and its scope in government and administration, various initiatives take by governments at various levels and policies related to E-Governance
<b>Learning outcomes</b>	<ul style="list-style-type: none"> <li>➤ Gaining theoretical understanding about the concept, theory and models of e-governance</li> <li>➤ Learning practical application of e-governance in different walks of life</li> <li>➤ Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders</li> <li>➤ Developing necessary skills to use and operate e-governance or digital service delivery</li> </ul>
<b>SYLLABUS</b>	
<b>UNIT-I</b>	E-governance— Meaning, Nature and scope. Applications of IT in Government—its influence on the performance of Public organizations. Initial and experimental projects on e. governance in India. Digital governance and movement in India. (12h)
<b>UNIT -II</b>	Implementing strategies for e-governance initiatives—Scope and limits, Role of Public Servants under e-government initiatives—Skills required and training of Public Servants. National e.gov. plan. M-governance. (12h)
<b>UNIT-III</b>	IT and Policy Analysis—Meaning and significance, methods and techniques, cyber laws—IT Act , 2000 and its impact on other laws. Role of e-governance in Administration. Reforms in Bureaucratic culture. (12h)
<b>UNIT-IV</b>	Citizen and e-governance: Citizen participation in governmental process—its influence on democratization and decentralized decision making in Public Organizations. (12h)
<b>UNIT-V</b>	Computer practical work on e. governance in Computer Laboratory. Applications of e-governance in Local Self

	Government. Mobile governance apps by the government agencies. (12h)
<b>Text Books</b>	<ul style="list-style-type: none"> <li>➤ Bedi, Kiran et al , government @ Net : New Governance Opportunities for India, Sage, New Delhi, 2001.</li> <li>➤ Pitt, D.C. and Smith, B.C. : The Computer Revolution in Public Administration, Wheatsheaf Book, UK, 1984.</li> <li>➤ Heeks, R.B. (ed.): Reinventing Government in the Information Age, Routledge, London, 2001.</li> <li>➤ IIPA: Information Technology and Indian Administration, July-Sept., 2000, IIPA, New Delhi.</li> <li>➤ Prabhu CSR, E- Governance, PHI, New Delhi, 2005.</li> <li>➤ Pardhasaradhi, Y. (et.al) E- Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. 2009.</li> </ul>
<b>Reference Books</b>	<ul style="list-style-type: none"> <li>➤ Satyanarayana, J, E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.2004</li> <li>➤ United nations E- Government Survey-2016, UNPAN, United Nations.</li> <li>➤ Alexi Pavlichev and G. David Garson, Digital Government: Principles and Best Practices, Idea Group Publishing, Hershey, 2004.</li> <li>➤ Ibrahim Kushchu, Mobile Government: An Emerging Direction in E. Government, IGI Publishing, Hershey, 2007.</li> <li>➤ Douglas Holmes, e Gov- e Business Strategies for Government, Nicholas Brealey Publishing, London, 2001.</li> <li>➤ Manish K Chaubey, Cyber crimes and Legal Awareness, Regal Publishing , New Delhi, 2013.</li> </ul>

<b>Suggested E-resources</b>	<p>E-pgpathashala modules:  <a href="http://www.inflibnet.ac.in">-www.inflibnet.ac.in</a>  <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>  <a href="http://www.sawayam.gov.in">www.sawayam.gov.in</a>  <a href="https://www.meity.gov.in/divisions/national-e-governance-plan">https://www.meity.gov.in/divisions/national-e-governance-plan</a></p> <p><a href="https://documents1.worldbank.org/curated/en/317081468164642250/pdf/320450egovhandbook01public1200211114.pdf">https://documents1.worldbank.org/curated/en/317081468164642250/pdf/320450egovhandbook01public1200211114.pdf</a></p>
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<b>M.A. (TWO YEAR DEGREE PROGRAM)</b>	
<b>SEMESTER-IV</b>	
<b>SUBJECT- PUBLIC ADMINISTRATION</b>	
<b>Code of the Course</b>	<b>PAD9112T</b>
<b>Title of the Course</b>	<b>Public Sector Administration</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	4 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - V) in Public Administration
<b>Delivery type of the Course</b>	60 (45+15). 45 lectures for content delivery and 15 tutorials.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	None
<b>Objectives of the course</b>	The paper aims to help students in understanding the dimensions of public sector administration and also various institutions of public sector.
<b>Learning outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will be able to discuss the evolution, need and importance of nationalization and public sector enterprises in India.</li> <li>2. Students will be able to explain various types, their</li> </ol>



	functioning and control mechanism of PSUs in India.
<b>SYLLABUS</b>	
<b>UNIT-I</b>	Evolution of Public sector in India. Nationalization and public sector. Forms of Organization and their Operational Autonomy, Sector Cooperative. Public- private partnership. (12h)
<b>UNIT -II</b>	Various types, characteristics, advantages and disadvantages of public enterprises- Departmental organizations, Public Corporation, Government Company. (12h)
<b>UNIT-III</b>	Types of Boards, Role and Functions of Board of Directors, Role of Public Enterprises Selection Board. Financial Administration: Resource Mobilization, Disinvestment, Role of Disinvestment Commission, Problems of Risk Units. (12h)
<b>UNIT-IV</b>	Personnel Administration, Recruitment, Training, Service Conditions and Salary determination. Production -Planning and Political Control, marketing. Role of Parliamentary Committee on Public Undertakings. (12h)
<b>UNIT-V</b>	Consumer Interest and Public Relations. Privatisation and PPP. Impact of WTO on public sector in India. Special Economic Zone-provisions and progress. (12h)
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Naboogopal Das : The Public Sector in India (Asia, Bombay).</li> <li>2. Khera, S.S. : Government in Business (Asia, Bombay)</li> <li>3. जैन, टी.के. तथा सक्सेना, सुनील : लोक उद्योग</li> </ol>
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Khanna, K.C. : Management of Public Sector.</li> <li>2. Gupta, K.R. : Organization and Management.</li> </ol>
<b>Suggested E-resources</b>	E-pgpathashala modules: <a href="http://www.inflibnet.ac.in">-www.inflibnet.ac.in</a> <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> <a href="http://www.sawayam.gov.in">www.sawayam.gov.in</a>

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<b>SEMESTER-IV</b>	
<b>SUBJECT- PUBLIC ADMINISTRATION</b>	
<b>Code of the Course</b>	<b>PAD9113T</b>
<b>Title of the Course</b>	<b>Administrative Control and Accountability</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	4 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - V) in Public Administration
<b>Delivery type of the Course</b>	60 (45+15). 45 lectures for content delivery and 15 tutorials.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	None
<b>Objectives of the course</b>	The paper aims to help students in understanding various aspects of administrative control and mechanism of ensuring accountability of the organs of government.
<b>Learning outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will be able to define meaning administrative tools of control over administration and its applications.</li> <li>2. Students will be able to describe the role of media, social media and civil society in controlling administrative malpractices and utility of public interest litigations.</li> </ol>
<b>SYLLABUS</b>	
<b>UNIT-I</b>	Meaning and concept of control over public administration. Tools and methods to control administration- Legislative, Executive and Judicial. Transparency in administration. (12h)

<b>UNIT -II</b>	Parliamentary committees – Public Accounts Committee, Estimate Committee, Committee in Public Undertakings: composition, functions, working and role. (12h)
<b>UNIT-III</b>	Meaning and implications of responsibility and accountability. Administrative duties versus ethical responsibilities. Neutrality versus committed bureaucracy. Code of ethics and professional duties. (12h)
<b>UNIT-IV</b>	Ministerial control over administration. Judiciary versus legislature and executive dispute. Impact of information technology and globalization . Dispute of autonomy and accountability. (12h)
<b>UNIT-V</b>	Role of media, social media and voluntary agencies. Judicial activism in India. Impact of Public Interest Litigations ( PIL) over Indian Administration. Recent trends on controlling administration. (12h)
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014.</li> <li>2. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014</li> <li>3. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.</li> <li>4. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.</li> <li>5. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003</li> </ol>
<b>Reference Books</b>	1. Lewis, Leif, Democratic Accountability, Harvard

	<p>University Press, 2007.</p> <p>2. Desai, Jay P., Accountability : Angst, Awareness and Action, Pearson Education, New Delhi, 2012.</p> <p>3. Basu, Shantanu, The Worth Within : Corruption and Erosion of India's Accountability, Authorpress, New Delhi, 2015.</p>
<b>Suggested resources</b>	<p>E-pgpathashala modules:-<a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a></p> <p><a href="http://www.ignou.ac.in">www.ignou.ac.in</a></p> <p><a href="http://www.sawayam.gov.in">www.sawayam.gov.in</a></p>

<b>M.A. (TWO YEAR DEGREE PROGRAM)</b>	
<b>SEMESTER-IV</b>	
<b>SUBJECT- PUBLIC ADMINISTRATION</b>	
<b>Code of the Course</b>	<b>PAD9114T</b>
<b>Title of the Course</b>	<b>Values and Ethics in Administration</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	4 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - VI) in Public Administration
<b>Delivery type of the Course</b>	60 (45+15). 45 lectures for content delivery and 15 tutorials.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	None
<b>Objectives of the course</b>	The paper aims to help students in understanding

<b>Learning outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will be able to describe the values, ethics, public interests and philosophical aspects of values in administration.</li> <li>2. Students will be able to discuss the need of training for administrative values and role of each stakeholder.</li> </ol>
<b>SYLLABUS</b>	
<b>UNIT-I</b>	Meaning of ethics and values. The philosophical underpinnings of Ethical action in Public and private affairs—The western tradition and the Indian System of values. (12h)
<b>UNIT -II</b>	<p>Ethics and Public Interest—Legitimacy and Accountability of the Public System. Corruption in Public Affairs.</p> <p>Values, Ethics, Transparency and Accountability in Business—Code or norms of ethics in India for Business Organizations. (12h)</p>
<b>UNIT-III</b>	Education and Training for Values and Ethics in Public Service and Business—Role and responsibility of the institutions of learning. Secrecy versus transparency. (12h)
<b>UNIT-IV</b>	Public Service Ethics in India, Employees conduct in the Community, Discipline, Removal and appeals, Individual conduct and Group responsibility, Impact of Liberalization Privatization and Globalization on the Ethics of Civil Servant. (12h)
<b>UNIT-V</b>	Role of family, community and society in developing ethics. Impact of technology over ethics and societal values in India. Consumerism and ethics. (12h)
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Ethics, Integrity And Aptitude By P. D. Sharma, Rawat Publication</li> <li>2. Ethics, Integrity and Values in Public Service by R.K. Arora</li> <li>3. H. George Fredrickson and Richard K. Ghere (Ed.), Ethics in Public Management, PHI, New Delhi, 2005.</li> <li>4. Handbook of Administrative Ethics by Terry L. Cooper, Marcel Dekkerinc</li> </ol>

<p><b>Reference Books</b></p>	<ol style="list-style-type: none"> <li>1. IIPA-Ethics in Public Life. July-Sept., 1995, IIPA, New Delhi.</li> <li>2. Selected Chapters of Mahabharat (Shanti Parva) and Kautilya's Arthshastra.</li> <li>3. Second ARC's 4<sup>th</sup> Report on Ethics in Governance</li> <li>4. Williams, Bernard, Morality: An Introduction to Ethics Cup. 1992.</li> <li>5. Appleby, Paul H.: Morality and Administration in Democratic Government.</li> <li>6. Leys, Wayne, A.R.: Ethics for Policy Decision.</li> <li>7. Walton, Clarence C.: Ethics and the Executive; Value in Management Decision Making. Prentice Hall.</li> <li>8. H. George Fredrickson ( Ed.), Ethics and Public Administration, M.E. Sharpe, Armonk, 1993.</li> <li>9.</li> <li>10. Rohr , John A, Ethics for Bureaucrats, Marcel Dekker Inc, New York, 1989.</li> <li>11. Agnes Heller, General Ethics, Basil Blackwell, New York, 1988.</li> </ol>
<p>Suggested E-resources</p>	<p>E-pgpathashala modules:-<a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a>  <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>  <a href="http://www.sawayam.gov.in">www.sawayam.gov.in</a>  <a href="https://darp.gov.in/arc-reports">https://darp.gov.in/arc-reports</a></p>

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<p><b>SEMESTER-IV</b></p>
<p><b>SUBJECT- PUBLIC ADMINISTRATION</b></p>

<b>Code of the Course</b>	<b>PAD9115T</b>
<b>Title of the Course</b>	<b>Public Grievances Redressal Mechanism</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	4 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - VI) in Public Administration
<b>Delivery type of the Course</b>	60 (45+15). 45 lectures for content delivery and 15 tutorials.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	None
<b>Objectives of the course</b>	To acquaint the students with grievance redressal mechanism, types of grievances and machinery to redress those complaints at the central as well as state level with special reference to Rajasthan state. To impart knowledge of processes and importance of grievance redressal agencies like CBI, CVC, Lokpal etc.
<b>Learning outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will be able to discuss the concept of public complaints and grievances and its redressal machinery in India.</li> <li>2. Students will be able to analyze the processes and importance of public portals, Lokpal, RTI,CVC, CBI and other agencies.</li> </ol>
<b>SYLLABUS</b>	
<b>UNIT-I</b>	Meaning and types of public complaints and grievances. Causes and remedies to reduce public grievances against government machinery. Recent trends in removing public grievances. Whistle-blowers protection. (12h)
<b>UNIT -II</b>	Administrative corruption- meaning causes and remedies. Central Vigilance Commission- composition, functions and role. Central Bureau of Investigation- organization and functions. Online complaint registration and its execution at union level. (12h)
<b>UNIT-III</b>	Sugam portal of government of Rajasthan. Role of the Department of Public Grievances Redressal in Rajasthan. District level Public Grievances Redressal Committee. Role of public

	representatives and Anti- corruption Bureau. (12h)
<b>UNIT-IV</b>	New initiatives for empowerment of common man- Lokpal, Right to Information, Citizens Charter, Public hearing and guaranteed delivery of public services – legislations and lessons. (12h)
<b>UNIT-V</b>	Policies and initiatives for controlling administrative corruption in India. Corruption index. Social audit- Concept, application, impact and the lessons. (12h)
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014</li> <li>2. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi,2014</li> <li>3. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.</li> <li>4. Hoshiar Singh and D.P. Singh: Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.</li> <li>5. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003</li> <li>6. Dhawan, R.K., Public Grievances and Lokpal, Allied Publishers, New Delhi, 1981.</li> <li>7. Shah, Anwar, Public Service Delivery, World Bank , Washington DC, 2005.</li> <li>8. Callahum, Kathe, Elements of Effective Governance, Routledge, London, 2006.</li> <li>9. S.L.Goel, RTI and Good Governance, Deep and Deep Publishing, New Delhi, 2007.</li> </ol>
<b>Reference Books</b>	
<b>Suggested E-resources</b>	E-pgpathashala modules:- <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> <a href="http://www.sawayam.gov.in">www.sawayam.gov.in</a>



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<b>SEMESTER-IV</b>	
<b>SUBJECT- PUBLIC ADMINISTRATION</b>	
<b>Code of the Course</b>	<b>PAD9116T</b>
<b>Title of the Course</b>	<b>Educational Administration</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	6 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - VII) in Public Administration
<b>Delivery type of the Course</b>	90 (75+15). 75 lectures for content delivery and 15 tutorials.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	
<b>Objectives of the course</b>	To orient students about educational administration, its nature and scope. Administrative innovations and problems pertaining to educational administration along with reports of various committees and commissions.
<b>Learning outcomes</b>	<ul style="list-style-type: none"> <li>➤ Developing an understanding about the different concepts and models education and educational Administration</li> <li>➤ Familiarity with the National Policy on Education, Sarva Shiksha Abhiyan and institutions and agencies involved in promoting education in India</li> </ul>
<b>UNIT-I</b>	<p>Concept of Educational Administration—Nature and scope of Educational Administration, Place of Education in Indian Constitutional System, its rationale and administrative implications.</p> <p style="text-align: right;">(12h)</p>
<b>UNIT -II</b>	Administrative system of Education in India. Geographical,

	<p>Historical, Political, Economic and Social Factors influencing Indian Educational Administration. Role of ministry of HRD , UGC and NUEPA.</p> <p style="text-align: right;">(12h)</p>
<b>UNIT-III</b>	<p>Administrative problems of Education in India with special reference to their structural functionalism, financial and personnel management. School education; College Education, Technical Education; Universities, autonomous colleges.</p> <p style="text-align: right;">(12h)</p>
<b>UNIT-IV</b>	<p>Administrative Innovations for Educational Development, Non Formal Education; Open School and Open Universities. Role of private sector.</p> <p style="text-align: right;">(12h)</p>
<b>UNIT-V</b>	<p>Reports of Commission on Education; Kothari Commission. Education Policy 1698 and1986. Ram Murti Commission 1990. Rashtriya Uchchtar Shiksha Abhiyan ( RUSA).</p> <p style="text-align: right;">(12h)</p>
<b>Text Books</b>	<ul style="list-style-type: none"> <li>➤ Morphat, R.L., John and Peller : Educational Administration.</li> <li>➤ Mort, P.R.: Principles of School Administration.</li> <li>➤ Seers, J.B.: The Nature of the Administrative process.</li> <li>➤ Campbell, Renald, F. Ruessel and I. Gregg : Administrative Behaviour in Education.</li> <li>➤ Bhatnagar and Verma: Educational Administration.</li> <li>➤ Mathur, S.S. : Educational Administration.</li> <li>➤ Ovard, Glen, F; Education Administration.</li> <li>➤ Ovard, Glen F. : Administration of changing Secondary School.</li> </ul>

<b>Reference Books</b>	<ul style="list-style-type: none"> <li>➤ Campbell, T. : The Social Sciences Views School Administration.</li> <li>➤ Friffithss Dansel : E. Administrative Theory.</li> <li>➤ Halpin Andrew, W. (ed.) : Administrative Theory in Education.</li> <li>➤ Griffith Daniel F. : Research in Educational Administration.</li> <li>➤ Griffiths, Daniel (ed.) : Behavioural Science and Educational Administration.</li> <li>➤ Lulla, S.P.: Research in Educational Administration.</li> <li>➤ Mukherji, S.M. : Secondary school Administration.</li> <li>➤ Mukherji, S.M. : Administration of Education Planning and Finance.</li> <li>➤ Haplin, Andrew, W.: Theory and Research in Administration.</li> <li>➤ Chandrakant, L.S. : Educational Administration—What it Means.</li> <li>➤ Simon, Hebert, A. : Administrative Behaviour</li> </ul>
<b>Suggested E-resources</b>	<a href="https://onlinecourses.swayam2.ac.in/cec20_ed07/">https://onlinecourses.swayam2.ac.in/cec20_ed07/</a>

<b>M.A. (TWO YEAR DEGREE PROGRAM)</b>	
<b>SEMESTER-IV</b>	
<b>SUBJECT- PUBLIC ADMINISTRATION</b>	
<b>Code of the Course</b>	<b>PAD9117T</b>
<b>Title of the Course</b>	<b>International Organizations</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5

<b>Credit of the course</b>	6 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - VII) in Public Administration
<b>Delivery type of the Course</b>	90 (75+15). 75 lectures for content delivery and 15 tutorials.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	
<b>Objectives of the course</b>	The paper aims to help students in understanding the concept of international organizations, their working and their role in multipolar world.
<b>Learning outcomes</b>	Students will be able to describe the concept of international administration, international disputes and negotiations, pacts and agreements. Students will be able to explain the importance, evolution, functioning and role of United Nations and its agencies.
<b>SYLLABUS</b>	
<b>UNIT-I</b>	International Organizations : Meaning ,nature, scope, growth and development. Pacific Methods for the settlement of International disputes Negotiation, Inquiry, Mediation, Arbitration, Judicial Settlement and others.(12h)
<b>UNIT -II</b>	Agencies and institutions for International Organization—League of Nations. The formation of UN, Admission of States: UN—Its specialized agencies, their creation, nature, working, relationship with social and economic council in particular and the UN in general.(12h)
<b>UNIT-III</b>	International Administration : History of Development of the International Administration. The place of international Administration in modern world and causes for increasing importance of International Administration. International Civil Services. (12h)

<b>UNIT-IV</b>	The composition, functions and working of- International Labour Organization (ILO), The UNESCO, Food and Agricultural organization (FAO) , World Bank and World Health Organization (WHO). (12h)
<b>UNIT-V</b>	An assessment of the working of the UN since its inception up to present. Role of UN in solving world problems. World after cold war era. United Nations Peace Keeping Forces. (12h)
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Goodspeed, Stephens: The Nature and Functions of International Organization, New York, Oxford Univ. Press, 1971.</li> <li>2. Goodrich, M.L. and Hampro : Charter of the United Nations, Contemporary and Documents, Columbia University Press, 1971.</li> <li>3. Scot, George : The Rise and Fall of the League of Nations Hutchinson of London, 1973.</li> </ol>
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Everyman’s United Nations (1945-65) : 8<sup>th</sup> Ed., United Nations, New York, 1968.</li> <li>2. Luard, Evan: The United Nations—How its and What it Does, Macmillan, 1979.</li> </ol>
<b>Suggested resources</b>	<p><b>E-</b></p> <p><a href="http://WWW.UN.ORG">WWW.UN.ORG</a></p> <p><a href="https://www.ilo.org/">https://www.ilo.org/</a></p> <p><a href="https://www.worldbank.org/en/home">https://www.worldbank.org/en/home</a></p> <p><a href="http://www.fao.org/home/en">http://www.fao.org/home/en</a></p> <p><a href="https://www.unesco.org/en">https://www.unesco.org/en</a></p> <p><a href="https://www.who.int/">https://www.who.int/</a></p> <p><a href="https://peacekeeping.un.org/en">https://peacekeeping.un.org/en</a></p>

**M.A. (TWO YEAR DEGREE PROGRAM)**

**SEMESTER-IV**

## **SUBJECT- PUBLIC ADMINISTRATION**

<b>Code of the Course</b>	<b>PAD9108S*</b>
<b>Title of the Course</b>	<b>Project Work – Dissertation</b>
<b>Qualification Level of the Course</b>	NHEQF Level 6.5
<b>Credit of the course</b>	4 credits
<b>Type of the course</b>	Discipline Specific Elective Course (DSE - VIII) in Public Administration
<b>Delivery type of the Course</b>	120 (30+90). 30 tutorials and 90 Practical.
<b>Prerequisites</b>	PG DIPLOMA
<b>Co-requisites</b>	None
<b>Objectives of the course</b>	The paper aims to enable students to understand the dynamics of research.
<b>Learning outcomes</b>	The student will be able to learn to conduct research and different aspects of research methodology which in turn will help them to be equipped to conduct research in future
<b>Text Books</b>	-
<b>Reference Books</b>	-
<b>Suggested E-resources</b>	-