

TUMKUR UNIVERSITY

TUMKUR

Choice Based Credit System Syllabus

**DEPARTMENT OF STUDIES AND RESEARCH IN PUBLIC
ADMINISTRATION**

TUMKUR UNIVERSITY

TUMKUR

Semester - I

Sl. No.	Paper Code:		Title of the Paper	Credits
1	Paper: 1.1	CPT	Public Administration: An Introduction	4
2	Paper: 1.2	CPT	Administrative Theories	4
3	Paper: 1.3	CPT	Development Administration	4
4	Paper: 1.4	CPT	Public Policy Analysis	4
5	Paper: 1.5	CPT	Public Personnel Administration	4
6	Paper: 1.6A	SPT	Rural Local Administration	4
7	Paper: 1.6B	SPT	Environmental Administration	4

Semester - II

Sl. No.	Paper Code:		Title of the Paper	Credits
1	Paper: 2.1	CPT	Human Rights Administration in India	4
2	Paper: 2.2	CPT	Indian Administration	4
3	Paper: 2.3	CPT	Social Welfare Administration	4
4	Paper: 2.4	CPT	Financial Administration	4
5	Paper: 2.5A	SPT	Urban Governance in India	4
6	Paper: 2.5B	SPT	Theories of Bureaucracy	4
7	Paper: 2.6	*OET	Human Resource Development	4

Semester - III

Sl. No.	Paper Code:		Title of the Paper	Credits
1	Paper: 3.1	CPT	Administrative Law	4
2	Paper: 3.2	CPT	Comparative Public Administration	4
3	Paper: 3.3	CPT	Research Methodology	4
4	Paper: 3.4	CPT	Issues in Indian Administration	4
5	Paper: 3.5A	SPT	Planning and Development	4
6	Paper: 3.5B	SPT	Globalisation and Public Policy	4
7	Paper: 3.6	*OET	Public Management	4

Semester - IV

Sl. No.	Paper Code:		Title of the Paper	Credits
1	Paper: 4.1	CPT	Development Politics	4
2	Paper: 4.2	CPT	Good Governance	4
3	Paper: 4.3	CPT	Administrative Behaviour	4
4	Paper: 4.4	CPT	Karnataka Government, Politics and Administration	4
5	Paper: 4.5A	SPT	Sustainable Development	4
6	Paper: 4.5B	SPT	International Public Administration	4
7	Paper: 4.6	Di	Dissertation	4

CPT=Core Paper Theory, **SPT**= Special Paper Theory,* **OET**= Open Elective Theory (Paper offered for other department students), **Di**= Dissertation/ Project Work.

PAPER 1.1: PUBLIC ADMINISTRATION: AN INTRODUCTION

UNIT I: Meaning, Nature, Scope and Significance of Public Administration; Evolution of Public Administration as a discipline; Public and Private Administration; New Public Administration. **- 16 Hours**

UNIT II: Approaches to the study of Public Administration: Institutional; Public Choice; Political Economy; Marxian. **- 16 Hours**

UNIT III: Principles of Public Administration: Hierarchy, Unity of Command, Span of Control, Authority, Responsibility, Coordination, Delegation, Supervision, Centralisation and Decentralisation and Line and Staff. **- 16 Hours**

UNIT IV: Accountability and Control: Concept of Accountability and Control, Legislative, Executive and Judicial Control over Administration; Citizens and Administration. **- 16 Hours**

Reference:

1. Avasthi and Maheshwari: Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
2. Hoshiar Singh & Pardeep Sachdeva, Administrative Theory, Kitab Mahal, New Delhi, 2005.
3. M.P. Sharma and B.L.Sadana: Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1988.
4. J.D. Straussman: Public Administration, Holt, Rinehart and Winslow, New York, 1985.
5. Mohit Bhattacharya: Public Administration, Calcutta: World Press (2 nd Ed.) 1991.
6. A.R. Tyagi, Public Administration – Principles and Practices, Delhi Atma Ram & Sons (6 th ed.) 1992.
7. S.L.Goel: Public Administration (Theory & Practice), New Delhi: Deep & Deep Publications 2003
8. C.P.Bhambhari: Public Administration – Theory and Practice, Meerut, Jaiparkash Nath Publishers (ed.) 1992-93.

PAPER 1.2: ADMINISTRATIVE THEORIES

UNIT I: Need, Uses and Possibilities of Public Administrative Theory. **- 16 Hours**

UNIT II: Scientific Management Theory, Classical Theory, Bureaucratic Theory. **- 16 Hours**

UNIT III: System Approach, Structural Functional Approach, Decision- Making Approach.

-16 Hours

UNIT IV: Human Relation Approach, Behavioural Approach, Ecological Approach, Marxian approach and Post- Modern Approach. **- 16 Hours**

Reference:

- 1) R.K. Sapru, Administrative Theories and Management Thought, Prentice Hall of India, New Delhi, 2006.
- 2) D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana Ed, Administrative Thinkers, Sterling Publishers, New Delhi, 1998.
- 3) S.R. Maheswari, Administrative Thinkers, Macmillan, New Delhi, 2000.
- 4) Shumsunnisa Ali, Eminent Administrative Thinkers, Associated Publishing House, New Delhi, 1998.
- 5) Rumki Basu, Public Administration: Concepts and Theories; Third revised and enlarged edition, Sterling Publishers Private Ltd.
- 6) Nicholas, Henry. 2007. Public Administration and Public Affairs, New Delhi, Prentice-Hall of India.
- 7) Sapru R.K. 2006. Administrative Theories and Management Thought, New Delhi, Prentice-Hall of India.
- 8) Goel S.L. 2003. Public Administration: Theory and Practice, New Delhi, Deep and Deep.

PAPER – 1.3: DEVELOPMENT ADMINISTRATION

UNIT I: Concept, Nature, Scope, Significance and Ecology of Development Administration, Development Debate. **- 16 Hours**

UNIT II: Bureaucracy and Development: Role of Bureaucracy in Planning and its Implementation, Bureaucratic Problems in Development, Citizen-Administration relationship. **- 16 Hours**

UNIT III: Models of Development – Capitalist, Socialist, Third World and Sustainable Development Models. **- 16 Hours**

UNIT IV: Recent Trends in Development Administration – Anti Development Thesis, Strong State vs Market Debate; Impact of Liberalisation on Administration in Developing Countries; Women and Development with special focus on Self Help Groups. **- 16 Hours**

References:

1. R.K. Pruthi (2005), Administrative Management and Planning, Discovery Publishing House Pvt. Ltd. New Delhi.
2. Paradism of Public Administration and Civil Services, Discovery Publishing House Pvt. Ltd. New Delhi.
3. U.R. Ghai & K.K. Ghai 2004. Contemporary Political Analysis, Jalandhar New Academic Publisher.
4. Robert A. Dahl. 2003. Modern Political Analysis, New Delhi Pearson Education.
5. Tim, May. 2001. Social Research: Issues, Methods and Process, Buckingham, Open University Press.
6. M. Umaphy, Development Administration, Smitha Publication, Mysore, 1993.
7. Jan Nederveen Pieterse, Development Theory – Deconstructions/ Reconstructions, Vistaar Publications, New Delhi, 2001.
8. Mohit Bhattacharya, Social Theory and Development Administration, Jawahar Publishers, New Delhi, 2002.

PAPER 1.4: PUBLIC POLICY ANALYSIS

UNIT I: Public Policy: Meaning, Nature, Scope and Importance; Models of Public Policy: Institutional, Incremental and Rational Models. **- 16 Hours**

UNIT II: Policy Analysis: Meaning and Issues; Theories of Policy Analysis: Group Theory: Elite Theory; Systems Theory; Game Theory. **- 16 Hours**

UNIT III: Techniques, Conditions for successful Policy Implementations; Policy Process: Legislative, Executive, Bureaucracy & Judiciary; Role of Political Parties, Pressure Groups, Public Opinion. **- 16 Hours**

UNIT IV: Public Policies in India: New Economic Policy, New Educational Policy, Population Policy and Reservation Policy; Policy Evaluation: Criteria and Problems.

- 16 Hours

Reference:

1. E. Lindblom Charles: The Policy Making Process, Englewood Cliffs, NJ PrenticeHallIncorporation 1968.
2. Paul H. Appleby: Policy and Administration, The University of Albara Press 1940.
3. E. Jacob Charles: Policy and Bureaucracy, P. Van Nostrand Co. 1976.
4. Jones Charles O., An Introduction to the Study of Public Administration Policy, Brooks Cole Pub. Co., Monterey California (3 rd Ed.) 1986.
5. Larry N Gerston: Making Public Policy, Glenview, III Scott, Forsman (1983), USA.
6. O. Pardeep Sahni: Public Policy, Conceptual Dimension, Allahabad: Kitab Mahal, 1987.
7. Richard M. Hodgetts and Jr. Max. S. Wortman: Administrative Policy – Text and Cases in the Policy Science, New York: Wiely. George A. Steiner: Top Management Planning, Macmillan 1969.
8. R.B. Jain: Policy and Parliament in India, Indian Institute of Public Administration, New Delhi.

PAPER 1.5: PUBLIC PERSONNEL ADMINISTRATION

UNIT I: Meaning, Nature, Scope and Importance of Public Personnel Administration.

- 16 Hours

UNIT II: Recruitment and classification: Recruitment: Concept and Methods; Job Classification: Rank and Position classification, Bases and Principles.

- 16 Hours

UNIT III: Training: Nature, Importance, Types of Training Promotion: Methods and Performance Appraisal Schemes.

- 16 Hours

UNIT IV: Discipline and Punishment: Code of conduct, Morale, administrative ethics Grievance Redressal Mechanisms.

- 16 Hours

Reference:

1. S.R. Maheshwari : Indian Administration, Orient Longman, New Delhi, 2001
2. M.P. Sharma and B.L. Sadana, Public Administration in Theory and Practice, Kitab Mahal New Delhi 2001
3. Hoshiar Singh, and Pradeep Sachdeva, Administrative Theory, Kitab Mahal New Delhi 2000
4. Ramesh K Arora ed the Indian Administration System, Associated Public New Delhi 1996
5. Hoshiar Singh and D.P. Singh ed, Indian Administration, Alekh Publication New Delhi 1996
6. David C. Politics in Indian Administration, From ICS to IAS, Oxford Unit, 1996
7. S.S. Gadkari and M.R. Kolhatkar ed, Innovations in Public Administration, allied New Delhi 2000
8. Padma Ramachandran, Public Administration NBT, New Delhi 1998

PAPER 1.6A: RURAL LOCAL ADMINISTRATION

UNIT I: People's Empowerment Strategies and Local Governance: Rural Local Government in India: Emergence and Evolution, The 73rd Constitutional Amendment Act. - 16 Hours

UNIT II: Rural Local Government: Gram Sabha and Gram Panchayat - Structure and Functions; Panchayat Samiti; Zila Parishad. - 16 Hours

UNIT III: State-Local Relationship: Administrative and Financial; State Election Commission: Composition, Functions and Role. - 16 Hours

UNIT IV: Issues and Challenges: Developing nation Aspirations; Challenges of developing Societies for Modernization and Development at grass root level; Contemporary Scenario of Rural Governance. - 16 Hours

References:

1. Dube S C: India's Changing Villages, Routledge and Kegan Paul, London, 1958.
2. Prakash, Gian: Developments in Local Government; in Indian Journal of Public Administration, Vol.IX, No.3, July-September 1963, p. 202.
3. United Nations: Decentralization for National and Local Development, New York, 1962, p.70.
4. Report of the Rural Local Self Government Committee, Bhopal, Government Central Press, 1959.
5. Report of the Study Team on Panchayati Raj Finances, Part I, Delhi, Ministry of Community Development and Cooperation, 1963.
6. Maheshwari, Shriram: Indian Administration, New Delhi, Orient Longmans (Second Edition), 1974.
7. Gyan Chand: Local Finance in India, Allahabad, Kitabistan, 1947.
8. Bryce, James: Modern Democracies, New York, Macmillan, 1921.

PAPER 1.6B: ENVIRONMENTAL ADMINISTRATION

UNIT I: Environmental Meaning, Component, Eco-System, Environmental Problems, Environmental Pollutions. **- 16 Hours**

UNIT II: Environmental Management in India: Environmental Laws and Planning, National Environment Policy. **- 16 Hours**

UNIT III: Structure and Functioning of Ministry of Environment and Forest and the Central Pollution Board. **- 16 Hours**

UNIT IV: United Nations and the Protection of Environment: The role of United Nations Environment Programme and role of NGOs in Environmental Protection. **- 16 Hours**

Reference:

1. Hoshiar Singh (ed.): Environment Policy and Administration, Jaipur, Printwell Publishers, 1992.
2. Shyam Divan & Annin Rosenerang: Environmental Law and Policy in India, Oxford University Press, New Delhi, 2001.
3. Shekhar Singh (ed.): Environmental Policy in India, New Delhi, IIPA 1984.
4. India, NCEP: Draft Report of the State of the Environment, Delhi, December 1981.
5. O.P.Dwivedi, India: Pollution Control Policy and Programmes, International Review of Administrative Sciences, vol. XLIII, Nos. 2, 1977.
6. S.C. Bhatia (ed.): Papers in Environmental Education, Indian University Association for Continuing Education, 1981.
7. A.K. Sharma and A. Sharma (ed.): Impact of the Development of Science and Technology on Environment, Indian Science Congress Association, 1981.
8. Desh Bandhu: Environmental Management, Indian Environmental Society, 1981.

PAPER 2.1 - HUMAN RIGHTS ADMINISTRATION IN INDIA

UNIT I: Introduction: Origin, Nature and Scope of Human Rights - Classification of Human Rights - Human Rights and Human Duties - Democracy and Human Rights.

- 16 Hours

UNIT II: Administration of Human Rights: United Nations and Human Rights; UDHR (Universal Declaration of Human Rights); National Commission on Human Rights; State Human Rights Commission - Human Rights Courts

- 16 Hours

UNIT III: Issues in Human Rights: Communal Violence in India - Violation of Women's Rights - Violation of Child Rights - Suspension of Human Rights during Emergency.

- 16 Hours

UNIT IV: Development of Human Rights: Human Rights and Voluntary Organisations in India; Promotion of Human Rights; Challenges of Human Rights; Human Rights and Global Perspectives.

- 16 Hours

Reference:

1. Dr. S. Mehartaj Begum, Human Rights in India - Issue and Perspectives, APH Publishing Corporation, New Delhi, 2000.
2. P.L. Mehta and Neena Verma, Human Rights under Indian Constitution, Deep & Deep Publications, New Delhi, 1999
3. Vinod Sharma, Human Rights Violation - A Global Phenomenon, APH Publication, New Delhi, 2002
4. Dr.(Mrs.) Sivagami Paramasivam, Human Rights - A study, Sri ram Computer Prints and Offset, Salem (Tamil Nadu), 1998.
5. Baxi Upendra, 2002, The Future of Human Rights, New Delhi, OUP.
6. Byrne Darren, 2003, Human Rights, Delhi, Pearson Education.
7. Campbell Tom, Goldberg David et al., 1986, Human Rights, Oxford, Basil Blackwell.
8. Coicaud J.M., Doyle M. W. et al., 2004, The Globalization of Human Rights, Tokyo, United Nations University Press.

PAPER 2.2: INDIAN ADMINISTRATION

UNIT I: Evolution of Indian Administration in the Colonial Period; Post Independence Indian Administration; Political Structure and Administration. **- 16 Hours**

UNIT II: Public Services: All India Services: Constitutional Position, Role and functions; Central Services: Nature and functions UPSC; State Services: Nature and Functions of State Public Service Commissions; Training and Its Importance in Administration. **- 16 Hours**

UNIT III: Election Commission; National Human Rights Commission; National Planning Commission; Prime Minister's Office. **- 16 Hours**

UNIT IV: Structure of Central Administration; Structure of State Administration; Problem of autonomy, accountability, impact of liberalization and privatisation on administration. **- 16 Hours**

Reference:

1. Ahuja Kanta and A.K. Ojha(ed.), 2008, Governance and Reforms, Jaipur; Aalekh Publishers 31
2. Arora Ramesh K. and RajniGoyal, 1996, Indian Public Administration: Institutions and Issues, New Delhi; VishwaPrakashan
3. Das S.K., 1998, Civil Service Reforms and Structural Adjustment, New Delhi; Oxford University Press.
4. Debroy Bibek (ed.), 2004, Agenda for Improving Governance, New Delhi; Academic Foundation.
5. Jain L.C. (ed.), 2005, Decentralization and Local Governance, New Delhi; Orient Longman.
6. Jain R.B., 2002, Public Administration in India: 21st Century Challenges for Good Governance, New Delhi; Deep & Deep Publications.
7. KapurDevesh and PratapBhanu Mehta (ed.), 2005, Public Institutions in India, New Delhi; Oxford University Press.
8. V. Bhaskara Rao and b. Venkateshwarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.

PAPER 2.3: SOCIAL WELFARE ADMINISTRATION

UNIT I: Social Welfare Administration: Meaning, Nature, Scope and Importance; Social Justice; Social Change and Social Security. **- 16 Hours**

UNIT II: Welfare Administration of Vulnerable Sections: The problems of categorization, Laws, Policies and Programmes and Administrative Machinery with special reference to Scheduled Castes and Scheduled Tribes and Backward Classes. **- 16 Hours**

UNIT III: Women and Child Welfare Administration: Concepts, Laws, Policies, Programmes and Administrative Machinery. **- 16 Hours**

UNIT IV: Welfare Administration: Concepts, Laws, Policies, Programmes, Administrative Machinery, special reference to physically challenged and aged. **- 16 Hours**

Reference:

1. Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.
2. C.P. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.
3. D.R. Sachdeva, Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad, 2004.
4. Davis C. March: An Introduction to Social Administration, Routledge and Kegan Paul, London, 1965.
5. P.D.Kulkarni: Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.
6. V. Jaganadhan: Social Welfare Organisation, New Delhi, IIPA 1966.
7. D.K.Mishra: social Administration (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
8. S.L. Goel and R.H. Jain, Social welfare administration, Vol. I, Theory and Practice, Deep and Deep, New Delhi, 1998.

PAPER 2.4: FINANCIAL ADMINISTRATION

UNIT I: Meaning, Concept, Significance of Financial Administration; Structure and Functions of Finance Ministry. **- 16 Hours**

UNIT II: Budget: Meaning, Significance and Types of Budget; Budgetary Preparation and Execution of Budget. **- 16 Hours**

UNIT III: Budget Evaluation: Accounts and Audit, Auditor, Comptroller and Auditor General of India. **- 16 Hours**

UNIT IV: Centre and State Financial Relations, Estimate Committee and Public Accounts Committee. **- 16 Hours**

Reference

1. A. Sarapa: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
2. Manjusha Shanna & O.P.Bohra: Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi, 2005.
3. B.P.Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
4. G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
6. Andley, Sundharam: Public Finance, Agra, Rattan Prakash and Mandir, 1979.
7. Ruddar Dutt & K.P.Sundharam: Indian Economy, New Delhi, S.Chand & Co. Pvt. Ltd., 1997.
8. M.Y.Khan and P.K.Jain: Finance Management, New Delhi, Tata McGraw Hill 1982. 10, R.N.Srivastave: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.

PAPER 2.5A: URBAN GOVERNANCE IN INDIA

UNIT I: Concept, Nature, Scope, Significance and History of Urban Governance in India, Phases of Urban Governance in India. **- 16 Hours**

UNIT II: Committees and Commissions on Urban Governance in Post-Independence Period in India, Types of Urban Local Bodies – Municipal Corporation, Municipality, Notified Area, Town Area Committee, Cantonment Board, Improvement Trusts – Powers and Functions. **- 16 Hours**

UNIT III: Structure of Urban Governance in India – Constitutional Provisions, 74th Amendment Act, Twelfth Schedule – Salient Features. **- 16 Hours**

UNIT IV: Problems of Urban Local Government – Financial Problems and recommendations of State Finance Commissions, Urbanisation, Erosion of Municipal Functional Domain, Weak Executive System, Mobilisation of Resources, relationship between elected representatives and Bureaucrats. **- 16 Hours**

Reference:

1. Pardeep Sachdeva: Urban Local Government and Administration in India, Kitab Mahal, New Delhi, 2000.
2. Hoshiar Singh: Local Government in India, Britain, France and USA, Kitab Mahal, Allahabad, 1997.
3. Hoshiar Singh and Zia-U-Din Khan: leadership in Municipal Government, Jaipuer, RBSA Publishers.
4. Hoshiar Singh: State Surpevision and Control over Municipal Bodies, New Delhi: Associated Publishers.
5. S.L. Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989.
6. Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co., 1991.
7. Pardeep Sachdeva: Dynamics of Municipal Government and Politics in India, New Delhi, Kitab Mahal 1991.
8. David Wilson & Chris Game & Others: Local Government in the United Kingdom, London: Macmillan 1994.

PAPER 2.5B: THEORIES OF BUREAUCRACY

UNIT I: Bureaucracy: Concepts, Origin, Nature, Scope and Significance of Theories of Bureaucracy. **- 16 Hours**

UNIT II: Theories of Bureaucracy: Weberian and Post- Weberian Theories. **- 16 Hours**

UNIT III: Marxian Theory: Karl Marx, Lenin, Stalin and Mao. **- 16 Hours**

UNIT IV: Democracy Vs Bureaucracy, Ruling Bureaucracy and Representative Bureaucracy. **- 16 Hours**

Reference:

1. Martin Albrow, Bureaucracy, Macmillan, London, 1970.
2. C.B. Bhambri, Bureaucracy and Politics in India, Vikas, New Delhi, 1971.
3. Mohit Bhattacharya, Bureaucracy And Development Administration, Uppal, Delhi, 1973.
4. Marshall W. Meyer, Bureaucratic Structure And Authority, Harper and Row, New York, 1972.
5. Bidyut Chakrabarty and Mohit Bhattacharya Ed, Public Administration – A Reader, Oxford University Press, New Delhi, 2003.
6. Hans Raj, 1991, Principles of Public Administration, Delhi, Surjeet.
7. Rumki Basu, 2000, Public Administration – Concepts and Theories, New Delhi, Sterling Publication.
8. Sapru R.K. 2006, Administrative Theories and Management Thought, New Delhi, Prentice- Hall of India.

PAPER 2.6: HUMAN RESOURCE DEVELOPMENT

UNIT I: Human Resource Development: Concept, Nature and Contemporary Trends.

- 16 Hours

UNIT II: Human Resource Planning: Recruitment, Selection Process and Placement Procedure.

- 16 Hours

UNIT III: Career Planning and Development: Training and Development and Performance Appraisal.

- 16 Hours

UNIT IV: Employer and Employee Relationship: Trade Union, Collective Bargaining, Managing Employee Safety and Compensation.

- 16 Hours

Reference:

1. V.S.P.Rao, Human Resource Management, Excel Books, New Delhi, 2007.
2. A.K.Singh et. Al: Human Resource Management, Sun India Publications, New Delhi, 2005.
3. C.L.Chaturvedi: Manav Sansadhan Parbandh, Shri Mahavir Book Depot, 2603, Nai Sarak, Delhi.
4. Shahib Singh & Swinder Singh: Public Financial Administration, New academic Publisher Company, Jalandhar, 2007.
5. C.M.Jain, Public Personnel Administration, Jaipur, College Book Depot, 2003.
6. V.M.Sinha: Personnel Administration, (English & Hindi) Jaipur, RBSA Swai Man Singh Highway, 1985.
7. P Ghosh.: Personnel Administration, New Delhi, Sudha Publication, 1975.
8. O.Glenn Stanl: Public Personnel Administration, 7 th Ed., Oxford IBH Publication Company, New Delhi, 1977.

PAPER 3.1: ADMINISTRATIVE LAW

UNIT I: Introduction: Meaning, Scope, growth and Importance of Administration Law; Constitutional and Administrative law, Rule of Law; Principle of Natural Justice and its judicial interpretation. **- 16 Hours**

UNIT II: Constitution and the Public Services: Administrative action: Quasi Legislative, Quasi Administrative and Quasi Judicial; Constitutional Safeguards to Public Services; Public Service Commissions-Role and Mandate. **- 16 Hours**

UNIT III: Administrative Adjudication: Administrative Tribunals: Need, Problems and Modes of Adjudication; Delegated Legislation: Need, Classification and Control Mechanisms; Judicial Review and Judicial Control over Administrative Action. **- 16 Hours**

UNIT IV: Redressal Mechanisms and the Citizen: Institution of Ombudsman in India: Lokpal and Lokayukta, CVC; Relief and Remedies against Administration; Right to Information Act: Significance and Impact on Administration. **- 16 Hours**

Reference:

1. Craig P.P, Administrative Law, 5th edition London, Thomson, 2003.
2. Jain M.P & S.N. Jain, Principles of Administrative Law, New Delhi, Wadhwa & Co, 2002.
3. Justice Thakker C.K., Administrative Law, Eastern Book Co, Lucknow Latest Edition
4. Kagzi M.C. Jain, Indian Administrative Law, Delhi University, 2002.
5. Kesri P.D., Lectures on Administrative Law, Delhi Central Law Publication, Latest Edition
6. Massey I.P., Administrative Law, Eastern Book Co, 2006.
7. Pandey J.N., Constitutional Law in India, Central Law Agency, New Delhi
8. Saha Tushar Kanti, Administrative Law, Kanishka, New Delhi 2001.

PAPER 3.2: COMPARATIVE PUBLIC ADMINISTRATION

UNIT I: Introduction: The Concept, Nature and Growing Significance of Comparative Public Administration; Evolution of Comparative Public Administration as such for Universal Patterns. **- 16 Hours**

UNIT II: Administrative Systems in Developed Countries: Post-Colonial Legacies: Futures of Administrative Systems in Developing Countries; Socialist and Third World Models. **- 16 Hours**

UNIT III: Approaches to Study of Public Administration: Institutional, Behavioural and Policy Analysis; Fundamental Rights Contribution: The Concept of Primitive Society. **- 16 Hours**

UNIT IV: Max Weber's Contribution: The Bureaucratic Model Perspective; Riggs: Ecology of Administration; Recent Trends in Comparative Public Administration. **- 16 Hours**

Reference:

1. W.J. Siffin: Towards the Comparative Study of Public Administration, Indian University Press, Bloomington, Indian 1959.
2. F. W. Riggs: Administration in Developing Countries - The Theory of Prismatic Society, Houghton Mifflin Co. Boston 1964.
3. F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration, University of Michigan USA.
4. Lucian W. Pye: "Aspects of Political Development, Amerind Pub Co. Ltd. New Delhi, 1966.
5. RJS Baker: Administrative Theory and Public Administration, London: Hutchinson & Co. Ltd. 1972.
6. W. Robson (ed.): Civil Service in England and France, Hogarth, 1956.
7. U.K. Royal Commission in the Civil Service (2 Vols.) 1953-55.
8. National Productivity Council: Personnel Management in Japan, USA and Britain, New Delhi, NPC, 1963.

PAPER 3.3: RESEARCH METHODOLOGY

UNIT I: Nature of Social Research: Inter-relationship between Theory and Research; Objectivity and Subjectivity. **- 16 Hours**

UNIT II: Research Design: Formulation of Research Design, Hypothesis, Unit of Analysis, Research Problem and Variables. **- 16 Hours**

UNIT III: Sources of Data Collection: Primary Sources, Secondary Sources and Use of Internet. **- 16 Hours**

UNIT IV: Data Collection: Interview, Observation, Questionnaire, Survey and Sampling Methods. **- 16 Hours**

Reference:

1. O.P. Gauba 2005. An Introduction to Political Theory, Delhi Macmillan India.
2. U.R. Ghai & K.K. Ghai 2004. Contemporary Political Analysis, Jalandhar New Academic Publisher.
3. Robert A. Dahl. 2003. Modern Political Analysis, New Delhi Pearson Education.
4. Tim, May. 2001. Social Research: Issues, Methods and Process, Buckingham, Open University Press.
5. Aldridge, A and Levine, K. 2001. Surveying the Social World, Buckingham, Open University Press.
6. Lee, R.M. 2001. Unobstrusive Methods in Social research, Buckingham, Open University Press.
7. Williams, M and May, T. 1996. Introduction to the Philosophy of Social Research, London, UCI Press.
8. P. G. Das. 1996. Modern Political Theory, Calcutta, New Central Book Agency

PAPER 3.4: ISSUES IN INDIAN ADMINISTRATION

UNIT I: Relation between political and permanent executives, ethics and values in public service, corruption and administration, Lokpal and Lokayukta. **- 16 Hours**

UNIT II: Regulatory Commissions: National Human Rights Commission, Development and Environmental issues. **- 16 Hours**

UNIT III: Problems of administration in coalition regimes, citizen-administration interface, impact of globalisation on Indian administration. **- 16 Hours**

UNIT IV: Impact of Information and Communication Technology on Indian administration, e-governance in India. **- 16 Hours**

Reference:

1. S.R. Maheswari, Indian Administration, Orient Longman, New Delhi, 2008.
2. Ramesh K. Arora, Ed., The Indian Administrative System, Associated Publishers, New Delhi, 1978.
3. Padma Ramachandran, Public Administration, NBT, New Delhi, 1998.
4. Mohit Bhattacharya, Indian Administration, World Press, Calcutta, 2000.
5. B.L. Fadia and Kuldeep Fadia, Indian Administration, Sahitya Bhawan Publications, Agra, 2009.
6. R.B. Jain: Contemporary Issues in Indian Administration, Delhi: Vishal Publishers, 1976.
7. S.R. Maheshwari: Indian Administration, Delhi: Orient Longman, 1989.
8. V. Bhaskara Rao and b. Venkateshwarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.

PAPER 3.5A: PLANNING AND DEVELOPMENT

UNIT I: Planning Development: Concepts, Nature, Scope and Significance of Planning and Development; Relationship between Planning and Development. **- 16 Hours**

UNIT II: Planning in Organisation: Principle of Planning and Levels of Planning, Factors and Types of Planning. **- 16 Hours**

UNIT III: Planning and Development in India: Composition, Powers and Functions of Planning Commission and National Development Council. **- 16 Hours**

UNIT IV: Decentralised Planning: Democratic Decentralisation and Local Governance in India and Peoples Participation (With Special Reference to District and Local Level Bodies Planning). **- 16 Hours**

Reference:

1. S. Chakravathy, Development Planning – The Indian Experience, Oxford University Press, New Delhi, 1987.
2. M.R. Biju Ed, Development Issues In Contemporary India, Concept Publishing Company, New Delhi, 2010.
3. Ashok Kumar, Planning and Development in Rural India, Anmol Publication, New Delhi, 1991.
4. Manmohan Prasad, Management Concepts and Practices, Himalaya Publishing House, New Delhi, 2003.
5. Joseph L. Massie, Essentials of Management, Prentice Hall of India, New Delhi, 1987.
6. R. Braibhanti and J.S.Spengler: Administration and Economic Development in India, Duke Univ. Press.
7. UNO: Development Administration: Current Approaches and Trends in Public Administration for National Development, New York, UNI 1975.
8. S.K.Sharma (ed.), Dynamics of Development (Two volumes), New Delhi: Concept Publishing House.

PAPER 3.5B: GLOBALISATION AND PUBLIC POLICY

UNIT I: Meaning, Nature, Scope and Significance of Globalisation; Evolution of Globalization. **- 16 Hours**

UNIT II: Role of Global Institutions in Public Policy: United Nations, IMF, World Bank and WTO. **- 16 Hours**

UNIT III: Globalization and Public Policy Interface in India: Agricultural Policy in India, Industrial Policy, Trade Policy, Policy Information Technology (IT Policy), Education Policy, Indian Foreign Policy. **- 16 Hours**

UNIT IV: Current Issues in Public Policy under Globalisation: Development, Disparity, Immigration, Ethnic Conflict, Security Issues. **- 16 Hours**

Reference:

1. Public Policy in India – IIPA, New Delhi.
2. Manfred B Steger, Globalization the New Market Ideology, Rawat Publication, New Delhi, 2004.
3. Ankie Hoogvelt, Globalisation and the Post- Colonial World, Palgrave Publication, 2001.
4. Debendra K. Das, “Globalization and Development Experience and Challenges”, Deep and Deep Publications, New Delhi, 1999.
5. Sapru, R.K., Public Policy – Art and Craft of Policy Analysis, PHI Learning Pvt. Ltd., New Delhi, 2010.
6. Cerny, Philip G. (1999). “Globalization, governance, and complexity”, in: Globalization and Governance, (Ed. Aseem Prakash and Jeffrey A. Hart), London: Routledge.
7. Evans, Eric J. (1997), Thatcher and Thatcherism, London: Routledge.
8. Kettl, Donald F. (2000). “The Transformation of Governance: Globalization, Devolution, and the Role of Government”, Public Administrative Review, 60(6): 488-497.

PAPER 3.6: PUBLIC MANAGEMENT

UNIT I: Concept, Evolution of New Public Management, Key Concerns of New Public Management, Traditional Public Administration and its limitations. **- 16 Hours**

UNIT II: Components of NPM, Theoretical Basis for New Public Management, Features of New Public Management. **- 16 Hours**

UNIT III: Implementation of NPM: Experiences of UK, USA, and Canada. **- 16 Hours**

UNIT IV: Modern Management Techniques: Cybernetics, Management Information System, Operation Research and System Analysis, Network Analysis. **- 16 Hours**

Reference:

1. R.K. Sapru, Administrative Theories and Management Thought, Prentice Hall of India Ltd., New Delhi, 2006.
2. Manchur Olson, The Logic Of Collective Action, Cambridge, Mass, Harvard University Press, 1965.
3. B.L. Fadia and Kuldeep Fadia, Public Administration – Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra, 2009.
4. Rumki Basu, Public Administration – Concepts and Theories, Sterling Publishers, New Delhi, 2000.
5. Mohit Bhattacharya, New Horizons of Public Administration, Jawahar Publishers, New Delhi, 2001.
6. R.K. Sapru, 2006, Administrative Theories and Management Thought, (New Delhi, Prentice-Hall of India).
7. W. Gormley, Jr. and S. Bhalla, 2004, Bureaucracy and Democracy – Accountability and Performance, (Washington, DC: CQ Press).
8. Janet and Robert Denhardt, 2003, The New Public Service – Serving, Not Streeing, (New York and London: M.E. Sharpe).

PAPER 4.1: DEVELOPMENT POLITICS

UNIT I: Understanding Development: Development and Under- Development. - **16 Hours**

UNIT II: First World Conception of Development: Structural Adjustment Programme and Washington Consensus. - **16 Hours**

UNIT III: Third World Conception of Development; Theories of Imperialism and Colonialism; Modernisation and Political Development. - **16 Hours**

UNIT IV: Indian Model of Development; Gandhi, Nehru and Jayaprakash Narayan Models of Development. - **16 Hours**

Reference:

1. Corbridge Stuart, (eds.), 1995, Development Studies: A reader, Oxford, OUP.
2. Jan Nederveen Pieterse, "My Paradigm or Yours? Alternative Development, Post-Development, Reflexive Development," Development & Change, Volume 29, No.2, April 1998, 343-74.
3. Knut G. Nustad. "Development: The Devil We Know?" Third World Quarterly, Vol. 22, no. 4, August 2001, 479-89.
4. Amy Lind. "Feminist Post-Development Thought," Women's Studies Quarterly, Vol.31, nos. 3-4 Fall-Winter 2003, 227-41.
5. Sally Matthews. "Post-Development Theory and the Question of Alternatives: A View from Africa," Third World Quarterly, Vol. 25, No. 2, April 2004, 373-84.
6. Dreze, Jean, and Amartya Sen. 2002. India. Development and Participation. Oxford University Press, Delhi
7. Paul Burkett and Martin Hart-Landsberg. "A Critique of 'Catch-Up' Theories of Development," Journal of Contemporary Asia, Vol. 33, No. 2, 2003, 147-71
8. Ganguly S, L. Diamond and M. F. Plattner, (Eds), The State of India's Democracy, Oxford University Press, New Delhi, 2007.

PAPER 4.2: GOOD GOVERNANCE

UNIT I: Concept, Nature, Scope, Significance and Agenda of Good Governance. - **16 Hours**

UNIT II: Elements and Requirements: Key elements in good governance; Requirements; Political and administrative requirements; Reforms for good governance. - **16 Hours**

UNIT III: Perspectives of Good Governance: Human Rights Perspective, Globalisation, New Public Management. **- 16 Hours**

UNIT IV: Operationalizing good governance: People's participation, Role of NGOs in good governance, problems in operating good governance – major constraints. - **16 Hours**

Reference:

1. Kanak Kanti Bagchi, Good Governance and Development, Abhijeet Publications, New Delhi, 2009.
2. C.P. Barthwal Ed, Good Governance In India, Deep and Deep, New Delhi, 2003.
3. Dhameja Alka Ed, Contemporary Debates In Public Administration, Prentice Hall of India, New Delhi, 2003.
4. World Bank, Governance and Development, 1992, Washington, D.C.
5. Niraja Gopal Jayal, Ed, Democratic Governance In India, Sage, New Delhi, 2003.
6. Barthwal, C.P., Good Governance in India, New Delhi, Deep and Deep Publication, 2003.
7. Anne Mette Kjaer, Governance, Cambridge, Polity, 2005.
8. Verma, S.L., Democracy and Good Governance in India, In B.M. Sharma and Roop Singh Bareth (eds), Good Governance, Globalization and Civil Society (Jaipur, Rawat,2004).

PAPER 4.3: ADMINISTRATIVE BEHAVIOUR

UNIT I: Meaning, Nature and Importance; Leadership: Theories of Leadership and Styles of Leadership. **- 16 Hours**

UNIT II: Motivation: Nature, Process and Importance; Theories of Motivation: Mc Gregor, Mc Clellands and Alderfer. **- 16 Hours**

UNIT III: Communication: Channels of Communication, Methods of Communication and Effective Communication. **- 16 Hours**

UNIT IV: Decision- Making: Decision: Making Process, Bases, Models and Techniques of Decision-Making. **- 16 Hours**

Reference:

1. Stephen P. Robinson: Organisational Behaviour, 11 th edition, New Delhi – 110001 Prentice – Hill of India Pvt.Ltd., 2007
2. Jit S Chandan: Organisational Behaviour, 3 rd edition, 576, Masjid Road, Jangpura, N.D., New Delhi-1100014, Vikas Publishing House Pvt.Ltd., 2006, , ,
3. N.K.Sahni: Management Concept and Organisational Behaviour, 5 th edition, New Delhi, [B-15, Sector – 8, NOIDA] Kalyani Publishers, 2007.
4. B.P.Singh & TN Chhahra: Organisational Theory and Behaviour, 3 rd edition, 1682, Nai Sarak, Delhi – 110006, 2000.
5. Luthans F.: Organisational Behaviour, 7 th edition, New York, MC Graw Hill, 1995.
6. L.M.Prasad: Organisational Behaviour, New Delhi, Sultan Chand & Sons educational Pub., 2001.

PAPER 4.4: KARNATAKA GOVERNMENT, POLITICS AND ADMINISTRATION

UNIT I: History of Politics and Administration in Princely State of Mysore 1881-1948

- Functioning of the Mysore Legislative Assembly and Legislative Council
- Politics and Administration: Role of Diwans and Wodayar in Socio-Economic and Political Development
- National Movement and Struggle for Responsible Government in Mysore. - **16 Hours**

UNIT II: Karnataka Unification Movement

- Factors, Forces and Process leading to the formation of Karnataka;
- Role of Social and Political Contribution of Sri. Alur Venkatarao.
- Report of the Karnataka State Reorganization Commission.
- Challenges of development in the post-integration phase: Border and Water disputes with neighbouring states. - **16 Hours**

UNIT III: The language policy and politics in Karnataka

- Indian Constitution and language policy, official language of the state 1963.
- Administrative Language of the state; Medium of Educational Instruction.
- Politics of linguistic and cultural minorities. - **16 Hours**

UNIT IV: Political Leadership and Administration

- Political Personalities: Contribution of K. Hanumanthaiya, S Nijalingappa and Devaraj Urs.
- Administrative Reforms in Karnataka.
- Combating corruption and functions of Lokayukta. - **16 Hours**

References:

1. H V Krishna Shetty, Karnataka Sarkara mattu Rajakiya, Chetan Book House, Mysore.
2. H.M. Rajashekar, Bharatha Sarkara mattu Rajakiya' University of Mysore, Mysore.
3. D. Javaregowda. Karnataka Rajakeeya Chintane, Bangalore, S. Nijalingappa Foundation.
4. H. Ramalingappa. Karnataka Ithihasa, Bangalore, Kala Prakashana.
5. S. Nijalingappa, Karnataka Rajakiya chentane, Sapna book House, Bangalore.
6. T.D. Devegowda, Mysurur Samsthanada Adalita Vyvasthe mattu Rajakiya, Chethan Book House, Mysore.
7. Leadership in Karnataka. Eminent Parliamentarian series, Veerendra Patil, Devraj Urs, Ramakrishna Hegde, S Nijalingappa, Kengala Hanumanthaiyah, Research division, Karnataka Secretariat, Bangalore.
8. Chandrashekar S, Dimensions of Socioi-Political Change in Mysore 1918-1940, New Delhi Ashish Publishers.

PAPER 4.5A: SUSTAINABLE DEVELOPMENT

UNIT I: The Foundation: Origin of the concept of Sustainable Development; Sustainable Development in Policy and Law; The Intersections of International Economic, Social and Environmental Law. **- 16 Hours**

UNIT II: The Principles: Principles of International Law relating to sustainable development; The principle of Equity and the Eradication of Poverty; The Principle of Public Participation and Access to Information and Justice. **- 16 Hours**

UNIT III: The Prospects: Sustainable International Trade, Investment and Competition Law; Sustainable International Resource Law; Sustainable International Bio- diversity Law. **- 16 Hours**

UNIT IV: Cross- Cutting Issues: Accountability for Environmental and Developmental Damage; Socially and Environmentally Sound Investment. **- 16 Hours**

Reference:

1. A. Kiss and Shelton, 1994, International Environmental Law, New York: Transnational.
2. A. Boyle and D. Freestone, 1999, International Law and Sustainable Development, Oxford: OUP.
3. S.Baker et.al. eds., 1997, The Politics of Sustainable Development, London: Routledge.
4. L.K. Caldwell, 1996, International Environmental Policy, Durham: Duke University Press.
5. L. Guruswamy and B. Hendricks, 1997, International Environmental Law, St. Paul: West.
6. W.M. Lafferty and J. Meadowcroft, 2000, Implementing Sustainable Development, Oxford: OUP.
7. F. Dodds, ed., 2002, Earth Summit, 2002 – A New Deal, London: Earthscan.
8. United Nations University, Sustainable Development Governance, Tokyo: UNU.

PAPER 4.5B: INTERNATIONAL PUBLIC ADMINISTRATION

UNIT I: Meaning, Nature, scope and importance of International administration. - **16 Hours**

UNIT II: Administrative System of the United Nation: Formation, Basic Principles, Aim and Objectives of UNO; Administrative System of the Secretary - General; Administrative System of the General Assembly; Administrative System of the Security Council. - **16 Hours**

UNIT III: Administrative System of the UN specialized Agencies: UNESCO, ILO, FAO.
- **16 Hours**

UNIT IV: Problems of Reforms and Revision of UN Administrative System. - **16 Hours**

Reference:

1. J A More, J. Pumbantz, the new united nations; Englewood Cliffs, NJ Prentice Hall
2. A Le Roy Bennett, International Organisation ; principles and Issues , Englewood cliffs
3. D P Fersythe, United nations Peace Keeping Baltimore and London John Hopkins University press
4. Satish kumar, the united nations at 50 New Delhi
5. J.A. Moore, J. Pubantz, The New United Nations, Englewood Cliffs, NJ, Prentice Hall, 2005
6. A. Le Roy Bennett, International Organisation: Principles and Issues, Englewood Cliffs, NJ, Prentice Hall, 1995
7. D.P. Forsythe, United Nations Peacekeeping, Baltimore and London, John Hopkins University Press, 1972
8. Satish Kumar (ed.), The United Nations at 50, New Delhi, UBSPD, 1995.

PAPER 4.6: DISSERTATION