

PONDICHERRY UNIVERSITY
(A CENTRAL UNIVERSITY)



REGULATIONS & SYLLABUS
M.A. PUBLIC ADMINISTRATION
(Non-CBCS)

FROM THE ACADEMIC YEAR
2018 -19 ONWARDS

REGULATIONS FOR THE CURRICULUM

There will be semester end **University examinations for 70 Marks** (Maximum)) in each paper. There will be **Internal 30 Marks** (Maximum) for tests, submission of assignments, seminars etc. awarded by the faculties of the Department. So there will be **Maximum 100 Marks** for each paper (*70 Marks University Exam + 30 Marks Internal*).The duration of examination for each paper will be of 03 hours only, starting in the forenoon session. In the fourth and final semester there will be a **dissertation work of 70 Marks** (Maximum) and **viva voce of 30 Marks** (Maximum). An external **subject expert will be called for the viva voce**. All expenses for the external subject expert will be borne by the University Rules.

The medium of answering the questions will be English only.

The Educational Tour has its own importance in Post-Graduation Levels, for its kind of exposure and practical knowledge that it levies on the students mind. Public Administration as such is a field of knowing the recent Legislative, Executive and Judiciary practices. In the globalised era a compulsory tour for the first and second year students is mandatory and it will equip them with the latest knowledge through practical experiences.

1. First Year Students – **Visit to Puducherry Legislative Assembly & Chief Secretariat**
2. Second Year Students – **Educational Tour to outside Puducherry.**

The Expenses for the educational tour shall be borne by the Government of Puducherry.

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SYLLABUS
M.A. PUBLIC ADMINISTRATION

(From 2018 Admission Onwards)

Sl. No.	Title of the Paper
SEMESTER - I	
	Administrative Theories
	New Public Management
	Indian Administrative System
	Financial Administration
	Environmental Administration
	Basic French
SEMESTER - II	
	Organisational Behaviour
	Law and Order Administration
	Public Personnel Administration
	Comparative Public Administration
	Administration for Corruption Eradication
	Functional French
SEMESTER - III	
	Development and Welfare Administration
	Administrative Law
	Public Policy Analysis
	Research Methodology
	Legislative Practices and Procedures
	Health and Hospital Administration
SEMESTER - IV	
	E- Governance
	Local Government in India
	Disaster Management
	Dissertation & Viva
	International Organisations
	Public Sector Administration in India

MPAD111

ADMINISTRATIVE THEORIES

UNIT-I: INTRODUCTION

1. Meaning, Scope and significance of Public Administration
2. Evolution of Public Administration as a discipline
3. Identity Crises of Public Administration

UNIT-II: THEORIES OF ORGANISATION

1. Scientific Management Theory
2. Classical Model
3. Human relations Theory

UNIT-III: GOALS OF ORGANISATION

1. Organization goals and Behaviour
2. Groups in organization and group dynamics
3. Organizational design.

UNIT-IV: ORGANISATIONAL BEHAVIOUR

1. Decision making
2. Communication
3. Motivation

UNIT-V: ADMINISTRATIVE THINKERS

1. Kautilya
2. Woodrow Willson
3. Luther Gullick

BOOKS FOR REFERENCE:

- | | |
|---------------------------|---------------------------------------|
| 1. Crozier M | : The Bureaucratic phenomenon (Chand) |
| 2. Blau. P.M and Scott. W | : Formal Organizations (RKP) |
| 3. Presthus. R | : The Organizational Society (MAC) |
| 4. Alvi, Shum Sun Nisa | : Eminent Administrative Thinkers. |
| 5. Keith Davis | : Organization Theory (MAC) |

MPAD112

NEW PUBLIC MANAGEMENT

UNIT-I

1. Definition, Features, Elements and Principles of New Public Management
2. Approaches and Methods of New Public Management
3. Challenges and Reforms towards New Public Management

UNIT-II

1. Public Sector Restructuring
2. Theoretical Developments
3. Quasi Markets

UNIT-III

1. Transformation Change: Multilayered changes within organization
2. Technology and delivery systems
3. Individual roles and Power relations.

UNIT-IV

1. Professionals and NPM: Themes and Issues
2. Key Concepts in relation to Professionalism
3. Changing Management Process and Impact on Professionals.

UNIT -V

1. New Public Management in Developing Countries
2. New Public Management in European Countries
3. Developed Countries in Asia

BOOKS FOR REFERENCE:

1. New Horizons of Public Administration by Zach Jacob
2. Public Administration by Laxmikanth
3. A Practical Introduction to Public Management by Enaleen Draai, Enslin Van Rooyen, Kishore Raga
4. Public Administration: Concepts and Cases by Richard J. Stillman II

UNIT-I: CONSTITUTIONAL BACKGROUND

1. Evolution of Indian Administration
2. Constitutional Context of Indian Administration
3. Finance Commission

UNIT- II: CONSTITUTIONAL AUTHORITIES

1. Union Public Service Commission
2. Election Commission
3. Comptroller and Auditor General of India
4. Attorney General of India and Advocate General

UNIT-III: DISTRICT ADMINISTRATION

1. Role & Functions of the District Collector
2. Role of Block Development Officer in development programmes
3. Relationship between the District Collector and Superintendent of Police

UNIT-IV: LOCAL ADMINISTRATION

1. Local Government: Meaning and Types
2. Main Features of 73rd Constitutional Amendment Act 1992
3. Salient Features of 74th Constitutional Amendment Act 1992

UNIT-V: MAJOR ISSUES IN INDIAN ADMINISTRATION

1. Coalition politics in India
2. Integrity and Vigilance in Indian Administration
3. Corruption – Ombudsman, Lok Pal & Lok Ayuktha

BOOKS FOR REFERENCE:

1. S.R. Maheswari : Indian Administration
2. Khera. S.S : Administration in India
3. Ramesh K. Arora : Indian Public Administration
4. T.N. Chaturvedi : State administration in India
5. Basu, D.D : Introduction to the Constitution of India

UNIT- I: CONCEPT

1. Meaning and Significance of financial administration
2. Resource mobilization: Tax and Non-tax resources
4. Principles of Tax Administration

UNIT-II: BUDGET

1. Concept and Principles of budget
2. Preparation and Presentation of budget
3. Performance Budgeting and Zero Based Budgeting
4. Deficit financing and public debt

UNIT- III: AUTHORITATIVE AGENCIES

1. Ministry of Finance: Organizations and functions
2. Reserve Bank of India
3. Controller General of Accounts

UNIT- IV: CONTROLLING AGENCIES

1. Parliamentary control
2. Public accounts committee
3. Estimates committee
4. Committee on public undertakings

UNIT- V: MISCELLANEOUS

1. Separation of Audit and Accounts
2. Role of Opposition in Budget
3. Issue areas in financial Administration

BOOKS FOR REFERENCE:

1. Thavaraj M K : Financial Admn in India (S. Chand)
2. Premchand A : Control of Public Expenditure in India
3. Tripathy R N : Federal Finance & Economic Development in India (Sterling)
4. Krama F.A : Contemporary Approach to Public Budgeting
5. Burkhea J : Government Budgeting (JWS)

ENVIRONMENTAL ADMINISTRATION

UNIT-I: INTRODUCTION

1. Definition and Importance of environmental studies
2. Public Awareness : Need and Techniques
3. Natural Resources: Renewable and non-renewable

UNIT-II: ECOSYSTEM

1. Concept of an ecosystem
2. Structure and functions of an ecosystem
3. Energy flow in the ecosystem

UNIT-III: BIODIVERSITY

1. Definition : Genetic, Species and ecosystem diversity
2. Bio geographical Classification of India
3. Biodiversity at global and National levels

UNIT-IV: ENVIRONMENTAL POLLUTION

1. Environmental Pollution: Definition, Causes and Control Measures
2. Solid Waste Management: Causes, Effects and Control Measures
3. Pollution – case study

UNIT-V: ENVIRONMENTAL ETHICS

1. Environmental Ethics: Issues and possible solutions
2. Environment Protection Act
3. Role of Information Technology in Environment and human health

BOOKS FOR REFERENCE:

1. **Environmental Jurisprudence in India** (The London-Leiden Series on Law, Administration & Development), by C. M. Abraham, Publisher: Brill, 1999
2. **Learning Environments: Technologies, Challenges & Impact Assessment (Education in a Competitive and Globalizing World)**, by Robert Kenneth Atkinson (Editor), Nova Science Publishers, 2013
3. **Environmental Studies: From Crisis to Cure**, by Rajagopalan (Author) Publisher: OUP India, 2015
4. **Environment for Civil Services Prelims and Mains and Other Competitive Examinations**, by D R Khullar & J A C S Rao, McGraw Hill Education, 2015

FAIRE LES COURSES :

1. Demander des articles, des produits
2. Parler des quantités
3. Passer une commande
4. Réserver
5. Parler d'argent
6. Echanger ou se faire rembourser
7. Hésiter, Ignorer 8. Comparer

DONNER ET OBTENIR DES INFORMATION :

1. Renseigner et se renseigner
2. Localiser
3. Parler des lieux
4. Prendre ou résilier un contrat
5. Parler du fonctionnement d'un service
6. Expliquer un vol, un accident
7. Parler de sa santé

LES INTERACTIONS PLUS COMPLEXES :

1. Téléphoner
2. Prendre, Modifier, Annuler un Rendez-vous
3. Demander de faire quelque chose
4. Donner des instructions
5. Insister, 6. Contester
7. Se plaindre ou répondre à une plainte

BOOKS FOR REFERENCE:

1. **Text Book** : Communication Progressive Du Français, Niveau intermédiaire

MPAD121

ORGANISATIONAL BEHAVIOUR

UNIT- I: PROLOGUE

1. Definition of organizational behaviour,
2. Meaning importance and principles of organization - OB Models
3. Behavioural disciplines contributing to organizational behaviour

UNIT- II: INDIVIDUAL IN THE ORGANIZATION

1. Personality
2. Learning
3. Attitudes
4. Job satisfaction and Organizational Commitment

UNIT- III: GROUP IN ORGANIZATION

1. Dynamics of group formation.
2. Group Effectiveness
3. Team: Its nature and effectiveness

UNIT- IV: THE ORGANISATIONAL SYSTEM

1. Organizational Change and Development
2. Organizational Climate
3. Organizational Effectiveness

UNIT-V: POWER, CONFLICT, AND LEADERSHIP

1. Organisational Power
2. Leadership
3. Conflict

BOOKS FOR REFERENCE:

1. Gangadhar Roa, VPS Roa, P.S Narayana - Organizational Behaviour - Text cases
2. Fred luthans - Organisational Behaviour
3. Keith Dairs - Human Behaviour at work
4. Paul Hersey - Management of Organizational Behaviour

LAW AND ORDER ADMINISTRATION

UNIT-I: INTRODUCTION

1. Nature and Scope of Police Administration
2. Evolution of Police Administration in India
3. The Structure of Police Organisation at the state level

UNIT-II: STATE POLICE ADMINISTRATION

1. Crime Investigation Department (CID)
2. Finger Print Bureau and Crime Record Bureau
3. Special Police Battalions: Home Guards and Prohibition Enforcement Wing

UNIT-III: DISTRICT POLICE ADMINISTRATION

1. Commissioner system of Police Administration
2. Patrols, Beats and Outposts
3. Traffic Police Administration
4. Women Police

UNIT-IV: PERSONNEL ADMINISTRATION

1. Recruitment: Centre and State level
2. Training of Police personnel
3. Police Public relations

UNIT-V: CENTRAL POLICE AGENCIES

1. Central Reserve Police Force
2. Border Security Force
3. Central Industrial Security Force
4. Indo-Tibetan Border Police

BOOKS FOR REFERENCE:

1. S.Mehantaj Begum : District police Administration (APH)
2. James Vadachumchery : Police Leadership (APH)
3. Sen Saxena : Police Training (Rawat)
4. M.P Chande : The Police in India (Atlantic Pub.)
5. H.L Kapoor : Police Administration in India

MPAD123

PUBLIC PERSONNEL ADMINISTRATION

UNIT-I: INTRODUCTION

1. Meaning and Objectives of Personnel Administration
2. Types of Bureaucracy
3. Role of Civil Services in Developing Society

UNIT- II: STAFFING

1. All India Service and Central Service
2. Recruitment
3. Position classification

UNIT- III: MOTIVATION AND DEVELOPMENT

1. Training: All India Services and Central Services
2. Promotion
3. Employer-Employee Relationship

UNIT- IV: CONDUCT

1. Integrity and code of conduct in administration
2. Discipline, Removal and Appeals
3. Civil Service and Administrative Ethics

UNIT- V: PERSONNEL AGENCIES

1. Union Public Service Commission
2. State Public Service Commission
3. Staff Selection Commission
4. Railway Recruitment Board

BOOKS FOR REFERENCE:

1. Stahl G : Public personnel Administration (Oxford-IBH)
2. Gladen.E.N. : Civil services in U.K.
3. Sapru. R.K : Civil services admn in India (Deep&Deep)
4. Agarwal. D.V. : Industrial relations and collective bargaining (Deep&Deep)
5. S.R. Maheswari : Public administration (Agra)

COMPARATIVE PUBLIC ADMINISTRATION

UNIT-I: INTRODUCTION

1. Meaning and Significance of Comparative Administration
2. Evolution of Comparative Public Administration
3. Models of Comparative Public Administration: Bureaucratic and Ecological

UNIT-II: ADMINISTRATIVE SYSTEMS

1. Parliamentary Form of Government
2. Presidential Form of Government
3. Dictatorial State

UNIT-III: ADMINISTRATIVE SYSTEM IN UNITED KINGDOM

1. British Constitution
2. Cabinet and Cabinet Secretariat
3. Budgetary System
4. Civil Services

UNIT-IV: ADMINISTRATIVE SYSTEM IN UNITED STATES OF AMERICA

1. American Constitution
2. Executive Office of the President
3. Independent Regulatory Commission
4. Civil Services in United States

UNIT-V: ADMINISTRATIVE SYSTEM IN FRANCE AND JAPAN

1. French Constitution
2. *Droit Administratif* in France
3. Japanese Constitution
4. Civil Service in Japan

BOOKS FOR REFERENCE:

1. John Greenwood & David Wilson : Public Admn in Britain (GAW)
2. Gordon G.J : Public Admn in America (St. Martin)
3. Ridly F.F : Govt & Admn in Western Europe
4. Blondel : The organization of Govt (sage)
5. Johari J C : Modern Governments

MPAD125

ADMINISTRATION FOR CORRUPTION ERADICATION

UNIT-I

1. Definition and Types of corruption
2. Causes of corruption
3. Consequences of corruption and its Remedies

UNIT-II

1. Anti- corruption laws in India
2. Anti- corruption Organisations
3. Lokpal and Lok Ayuktas

UNIT-III

1. Corruption in Politics
2. Corruption in Bureaucracy
3. Corruption in Judiciary

UNIT-IV

1. Black Money
2. International aspects of corruption
3. Steps against Black Money

UNIT-V

1. Income Tax Department
2. Central Bureau of Investigation
3. Central Vigilance Commission

BOOKS FOR REFERENCE:

1. Chanakya Niti on Corruption: Glimples of how Chanakya tackled menace of corruption; Kindle Edition by Dev Dantrelia (Author)
2. Corruption and Human Rights in India: Comparative Perspectives on Transparency and Good Governance, by C. Raj Kumar Publisher: OUP India, 2011
3. A Discourse on Corruption In India, by T K Ganguly , Publisher: Alp Books, 2009
4. Handbook on Anti-Corruption Laws (Practice & Procedure) by Dr. Renu, Publisher: The Bright Law House, New Delhi, 2015

MPAD126
MPFR126

FUNCTIONAL FRENCH

LA CONVERSATION :

1. Excuser et s'excuser
2. Vérifier et contrôler
3. Affirmer ou nier
4. Dire qu'on est content ou mécontent
5. Faire des compliments
6. Féliciter, consoler

LES CONTACT SOCIAUX :

1. Proposer
2. Inviter ou remettre une invitation
3. Accueillir
4. Bavarder
5. Exprimer la surprise

LE DISCUSSION, LE DÉBAT :

1. Regretter, Reprocher
2. Critiquer
3. Dire ou bien
4. Demander, Donner des conseils
5. Demander ou donner une opinion
6. Exprimer l'accord ou le désaccord
7. Exprimer des intentions ou des espoirs

BOOKS FOR REFERENCE:

1. **Text Book** : Communication Progressive Du Français, Niveau intermédiaire

MPAD231

DEVELOPMENT AND WELFARE ADMINISTRATION

UNIT-I: INTRODUCTION

1. Meaning, Nature & Scope of Development Administration
2. Theories of Development Administration
3. Policy Making Machinery at National Level

UNIT-II: CONCEPT

1. Development as Multi-Dimensional Concept : Economic, Social and Political
2. Resource Mobilization for Development
3. Citizen Administration Relationship in the sphere of Development

UNIT-III: INTRODUCTION

1. Social Welfare: Meaning and Definition
2. Concept of a Welfare State
3. Central Social Welfare Board

UNIT-IV: WELFARE OF SCHEDULED CASTES AND TRIBES

1. Scheduled Castes: Constitutional Safeguards
2. Welfare Programs for the Scheduled castes
3. Reservation in Services: Merits and Demerits
4. Welfare of the Scheduled Tribes: Constitutional Provisions

UNIT-V: OTHER BACKWARD CLASSES AND THE MINORITIES

1. Other Backward Classes: Meaning and Constitutional Provisions
2. Mandal Commission
3. Constitutional Safeguards for the Protection of Minorities
4. Minorities Commission and 15 point program

BOOKS FOR REFERENCE:

1. V.A.Pai Panandikar: Development Administration in India, Delhi: Macmillan, 1974.
2. Prayag Mehta: Bureaucracy, Organizational Behaviour and Development, New Delhi: Sage Publications India, Pvt.Ltd., 1989.
3. T.N Chaturvedi: Development Administration, New Delhi: Indian Institute of Public Administration. 1984.
4. Goel, S.L. and R.K. Jain: Social Welfare Administration Vol.2. Deep & Deep Publications, New Delhi.
5. Sachdeva D. R: Social Welfare Administration. Kitab Mahal. New Delhi.

ADMINISTRATIVE LAW

UNIT-I: INTRODUCTION

1. Definition, Nature and Scope of Administrative Law
2. Growth and Development of Administrative Law
3. Rule of Law

UNIT-II: DELEGATED LEGISLATION

1. Definition and need for Delegated legislation
2. Types of delegated legislation
3. Process of delegated legislation

UNIT-III: WORKING OF TRIBUNALS

1. Meaning, growth and characteristics of administrative tribunals
2. Central Administrative Tribunal
3. State Administrative Tribunal

UNIT-IV: CONTROLS AND PROVISIONS

1. Judicial control over administration in India
2. Judicial Review
3. Human rights and Administrative Law

UNIT-V: PREVENTIVE LEGISLATIONS

1. Prevention of Corruption Act 1958
2. Dowry Prohibition Act 1961
3. Child Labour Act

BOOKS FOR REFERENCE:

1. Takwani : Lectures on Administrative Law
2. Dayal Rameswar : Text Book of Administrative Law
3. Shulia S M : Judicial control of Administrative process
4. Chandrasekaran : Delegated Legislation. Madras vlaw journal office 1965
5. Rajagopalan S : Administrative law

PUBLIC POLICY ANALYSIS

UNIT-I: INTRODUCTION

1. Definition and importance of policy science
2. Evolution of policy science
3. Relevance of policy making in Public Administration

UNIT-II: MODELS AND THEORIES

1. Steps in Policy Analysis
2. Theory of Policy Analysis : System Groups and Elitist, Institutional and Incremental
3. Contribution of Y. Dror

UNIT-III: POLICY FORMULATIONS

1. Policy formulation in India
2. Policy Implementation
3. Feedback and Evaluation

UNIT -IV: PUBLIC POLICY IMPACTS

1. Policy Impact
2. Policy Change and Continuity
3. Globalisation of National Policy Making

UNIT-V: RECENT POLICIES

1. New Economic Policy
2. National Health Policy
3. New Education Policy

BOOKS FOR REFERENCE:

1. Dror. Y : Public policy making re-examined (Leonard Hill)
2. Mathan K.D : Policy making in Government (Public Dill)
3. Sangal. K : Policy making in India (Vikas)
4. Lind Blom. C.E : Policy Making Process (PNI)
5. Sapru. R.K. : Public Policy (Sterling Publishers)

RESEARCH METHODOLOGY

UNIT-I: INTRODUCTION

1. Definition, Objectives and Scope of social research
2. Recent trends in social research
3. Computer and their application in Research

UNIT- II: RESEARCH PROCESS

1. Formulation of Problems
2. Hypothesis
3. Research Design

UNIT- III: RESEARCH TECHNIQUES

1. Data collection
2. Interview, Questionnaire, Observation
3. Sampling
4. Scaling Techniques

UNIT- IV: STATISTICAL METHODS IN RESEARCH

1. Classification and Tabulation: Definition. Objects and Types
2. Correlation
3. Chi-Square Test

UNIT- V: INTERPRETATION AND PRESENTATION

1. Data Analysis
2. Interpretation of Data
3. Research Report
4. Foot Notes, Bibliography, Index

BOOKS FOR REFERENCE:

1. Goode and Hatt : Methods in Social Research, McGraw Hill, New Delhi
2. Hansraj : Theory and Practice in Social Research Subject
3. Young Pauline : Scientific Social Surveys and Research (Prentice Hall)
4. Speeter : Research Design (Sage)
5. Seltiz Cet.al : Research Methods in Social Science

LEGISLATIVE PRACTICES AND PROCEDURES

UNIT- I: ORGANS OF GOVERNMENT

1. Legislature
2. Executive
3. Judiciary

UNIT- II: POWERS AND FUNCTIONS OF PEOPLE'S REPRESENTATIVE

1. Members of Parliament
2. Members of Legislative Assemblies
3. Functionaries of Rural Local Self Government Panchayat, Samiti and Zila Parishad

UNIT- III: LEGISLATIVE PROCESS

1. Process of Bill Preparation
2. Role of Standing Committees in Reviewing a Bill
3. Framing of Rules and Regulations

UNIT- IV: LEGISLATIVE COMMITTEES

1. Types of Committees
2. Role of Committees in Reviewing Government Finances and Legislation
3. Role of Legislators and Media in Legislation

UNIT - V: BUDGETING

1. Overview of Budget Process
2. Role of Parliament in Reviewing the Union Budget
3. Working of Ministries

BOOKS FOR REFERENCE:

1. Legislative Procedure: Parliamentary Practices and the Course of Business in the Framing of Statutes ; Author : Luce, Robert, Publisher : Forgotten Books
2. Fifty Years of Indian Parliament; G.C. Malhotra, Delhi: Lok Sabha Secretariat, 2002.
3. Emergence of Second chamber in India; Tripathi, R.C. New Delhi: Published for and on behalf of Rajya Sabha Secretariat
4. Parliament and Administration; Goswami , B. , New Delhi: Rawat Publications, 2002.
5. Our Parliament; Kashyap, Subhash, New Delhi: National Book Trust, 2004
6. Parliamentary Procedure Law Privilage Practice & Precedents; Kashyap, Subhash, Delhi: Universal Law Publishing, 2006

HEALTH AND HOSPITAL ADMINISTRATION

UNIT I: PRINCIPLES AND MODERN TRENDS

1. Social Development, Social Services and Health Care
2. Nature and Scope of Public Health Administration
3. Challenges of Health and Hospital Administration

UNIT II: POPULATION POLICY AND HEALTH DEVELOPMENT

1. Administration of Family Planning Programme
2. Reproductive and Child Health Programme
3. Information, Education and Communication

UNIT III: POLICY MAKING AND PLANNING

1. Policy –Making For Health Administration
2. Planning For Health Care Administration
3. Planning Nursing Education and Administration

UNIT IV: IMPLEMENTATION OF HEALTH POLICY

1. Health Administration at the Union Level: Organization and Working of Ministry of Health and Family Welfare
2. Organization and Working of Primary Health Centers
3. Role of the World Health Organization (WHO)

UNIT V: INNOVATIONS IN HEALTH SERVICES

1. Administration of Hospital Services.
2. Health Education and Health Development
3. Modernizing Health and Hospital Administration

BOOKS FOR REFERENCES:

1. S.L. Goel: Public Health Administration: New Delhi: Sterling Publishers Pvt. Ltd. 1984.
2. G. Rameshwaarm: Medical and Health Administration in Rural India, New Delhi: Asish Publishing House, 1989.
3. The Central Health Education, Health Today, Director-General of Health Services, New Delhi, 1971.
4. S.L. Goel: Health Care Administration: Ecology Principles and Modern Trends, New Delhi, Sterling Publishers Pvt. Ltd, 1980.
5. N.V. Ram Raghu: Health Administration, and Policy Development, Hyderabad: Ramakrishna Printers and Publishers, 1971.

E- GOVERNANCE

UNIT-I

1. E-Governance: Concept and Significance
2. Advantages and Disadvantages of E-Governance
3. Stages of E-Governance

UNIT-II

1. Information and Communication Technology- Concept and Components
2. Administrative Organisation Culture: Towards ICT Based Reforms
3. ICT Implementation in Governance: Issues and Challenges

UNIT-III

1. Panchayati Raj Institutions: Improving Self- Governance Through ICT
2. E-Learning : Role of ICT in Education and Training
3. E-Commerce

UNIT-IV

1. Role of ICT in Delivery of Citizen Services
2. ICT in Indian Railways
3. Saukaryam : ICT Project in Visakhapatnam Municipal Corporation, Andhra Pradesh

UNIT-V

1. E-Seva : ICT Project in Self-Help in Andhra Pradesh
2. Information Policy : Right to Information Act 2005
3. Biometrics in Government Organisations

BOOKS FOR REFERENCE:

1. **A Critical Impulse to e-Governance in the Asia Pacific** by Amita Singh (Author)
Publisher: Springer; 2016
2. **Measuring E-government Efficiency: The Opinions of Public Administrators and Other Stakeholders** by Manuel Pedro Rodríguez-Bolívar (Editor) Publisher: Springer; 2014
3. **New Horizons of Public Administration** by Mohit Bhattacharya (Author)
Publisher: Jawahar Publishers & Distributors; 2014
4. **E-Governance (IGNOU) help book for MPA-17** by Neeraj Publications (Author, Contributor); 2015

LOCAL GOVERNMENT IN INDIA

UNIT-I: INTRODUCTION

1. Nature and Scope of Local Administration
2. History of Local Administration in Pre-Independence India
3. Development of Local Government in Post-Independence Period

UNIT-II: ADMINISTRATIVE SETUP

1. Administrative setup of local Government
2. Community Development Program
3. Balwant Roy Mehta Committee
4. Ashok Mehta Committee

UNIT-III: RURAL LOCAL GOVERNMENT

1. District Development Council
2. Rural Local Government after the 73rd Constitutional Amendment Act 1992
3. Sources of Local Revenue

UNIT-IV: URBAN LOCAL GOVERNMENT

1. 74th Constitutional Amendment Act 1992
2. Types of Urban Local Government
3. Financial Management

UNIT-V: PERFORMANCE EVALUATION

1. Evaluation of the progress of Local Government
2. Recent Trends and Problems of Local Government
- 3 Local Self Government in Puducherry.

BOOKS FOR REFERENCE:

1. Sharma M P : Reforms of Local Self Government in India, Hind Kithabs, Bombay
2. Maheswari S R : Local Government in India, Lakshmi Narayanan Agarwal, Agra
3. Basu D D : Introduction to the constitution of India, Waddha & Co. New Delhi
4. Bhadouria VPS and Dubay: Panchayati Raj and Rural Development,
Common Wealth Publishers, New Delhi
5. Anita Sharma : Rural development Programs in India, Mohit Pub. New Delhi.

DISASTER MANAGEMENT

UNIT-I: INTRODUCTION

1. Meaning, Goals and Importance of Disaster Management
2. Limitations of Traditional Management and Effectiveness of Disaster Management
3. Decision Making in Crisis Management

UNIT-II: TOOLS AND TECHNIQUES

1. Tools and techniques of Disaster Management
2. Use of Information Technology and satellite Control Mechanism etc
3. Types and Effects of Disaster Management- Drought, Earthquake, Flood, Natural Calamities, Forest fires, Landslide Hazards etc
4. Socio-Religious and Political Tensions, Communal Riots, Caste Conflicts

UNIT-III: EFFECTIVE DISASTER MANAGEMENT

1. Man-made Disaster: Bhopal Disaster
2. Nuclear Disaster: Chernobyl
3. Risk Management: Disaster Resource, Causality Management, role of armed forces decentralized administration, resources mobilization

UNIT IV : DISASTER MITIGATION MECHANISM

Centre and State Government mechanisms – Tsunami experience - Non – Governmental Organization's Role

UNIT- V: DISASTER MITIGATION – INTERNATIONAL RESPONSIBILITY

U.N.'s Specialized Agencies – transnational cooperation on disaster mitigation.

BOOKS FOR REFERENCES:

1. Parasuraman : India Disasters report
2. Bhattacharya : Environmental Economics
3. Ram Prakash : Disaster Management
4. Mollinga : Integrated water resource management
5. Narayanan : Disaster Management

INTERNATIONAL ORGANISATIONS

UNIT-I

1. Evolution of International Organization
2. Formation of United Nations Organization: Purpose and Structure
3. Principal Organs of United Nations

UNIT-II

1. United Nations in the Post-Cold War Era
2. Reforms in United Nations Organisation

UNIT-III

1. Emerging Trends in International Organization
2. UN and Disarmament: Revision of UN Charter
3. United Nations and Collective Security

UNIT-IV

1. Major Specialised Agencies : UNESCO, WHO, WTO
2. IMF
3. World Bank

UNIT-V

1. United Nations and Maintenance of International Peace and Security
2. United Nations: Environment and Health Policy
3. Limitations and Constraints

BOOKS FOR REFERENCE:

1. A. Le Roy Bennett; International Organization : Principals and Issues (New Jersey, Prentice Hall,1991)
2. B.N. Mehrish; International Organization: Structure and Processes (Jalandhar, Vishal Publications,1996)
3. ShambhaviVendantam; United Nations: Putting World to Work (New Delhi, Vikash,1996)
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PUBLIC SECTOR ADMINISTRATION IN INDIA

UNIT-I

1. Evolution of Public Sector Undertakings in India
2. Expansion of Public sector in modern India
3. Forms of Public Sector Undertakings

UNIT-II

1. Role of Public Sector Undertakings in India
2. Central Public Sector Enterprises
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UNIT-III

1. Governance of Public Sector Undertakings
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UNIT-IV

1. Administrative Problems of Public Sector
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3. Accountability and Control of PSUs in India
4. Impact of liberalization and privatization on PSUs

UNIT-V

1. Changing Scenario of Public Sector Undertakings in India
2. Role of Development Corporations
3. Maharatna
4. Navratna

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