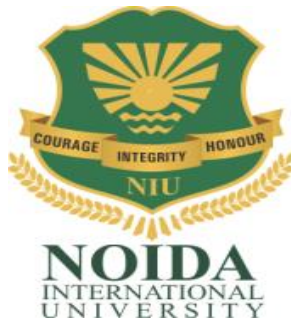


NOIDA INTERNATIONAL UNIVERSITY



SCHOOL OF LIBERAL ARTS

Department Of Public Administration

COURSE STRUCTURE OF POST-GRADUATE PROGRAMME

M.A. (Public Administration)

Effective from Academic year 2019-2020 and onwards

COURSE STRUCTURE OF POST-GRADUATE PROGRAMME

M.A. (Public Administration)

Effective from Academic year 2019-2020 and onwards

General Scheme of the Syllabus: - There will be four papers in each semester, one dissertation during the last semester and a comprehensive viva-voce at the end of the last semester. The papers in the all four semesters will constitute the core element, common to all students who undergo the same course. Papers in the final semester will have the optional component with fourth paper, which will be vary for the students who have secured lower grades. Students with low grades have to write an additional paper code 404(as mentioned in the syllabus of semester IV) instead of submitting the Dissertation.

The M.A. (Public Administration) is divided into two parts as under. Each part will consist of two semesters.

Part-I	First Year	Semester I	Semester II
Part-II	Second Year	Semester III	Semester IV

1st Semester

S. No	Paper Code	Paper Name	L-T-P			Credits	Scheme of Marks		
							Internal Marks	External Marks	Total
1	MPA-101	Administrative Theory	3	1	0	4	40	60	100
2	MPA-102	State and Government	3	1	0	4	40	60	100
3	MPA-103	Public Personnel Administration	3	1	0	4	40	60	100
4	MPA-104	Organizational Behavior	3	1	0	4	40	60	100

2nd Semester

S. No	Paper Code	Paper Name	L-T-P			Credits	Scheme of Marks		
							Internal Marks	External Marks	Total
1	MPA-201	Administrative Thought	3	1	0	4	40	60	100
2	MPA-202	Indian Government and Administration	3	1	0	4	40	60	100

3	MPA-203	Public Policy & Analysis	3	1	0	4	40	60	100
4	MPA-204	Financial Administration	3	1	0	4	40	60	100

3rd Semester

S. No	Paper Code	Paper Name	L-T-P			Credits	Scheme of Marks		
							Internal Marks	External Marks	Total
1	MPA-301	Comparative and Development Administration	3	1	0	4	40	60	100
2	MPA-302	Social Welfare Administration	3	1	0	4	40	60	100
3	MPA-303	Rural and Urban Local Government in India	3	1	0	4	40	60	100
4	MPA-304	Research Methods and Techniques	3	1	0	4	40	60	100

4th Semester

S. No	Paper Code	Paper Name	L-T-P			Credits	Scheme of Marks		
							Internal	External	Total

							Marks	Marks	
1	MPA – 401	Management of Public Enterprises	3	1	0	4	40	60	100
2	MPA – 402	Issues in Public Administration	3	1	0	4	40	60	100
3	MPA – 403	International Administration	3	1	0	4	40	60	100
4	MPA – 404	Dissertation and Viva Voce				6	60	40	100

Grand Total - 1600

Total Credits - 66

L: Lecture hours; T: Tutorial hours; P: Laboratory/ Practical hours;

Internal Marks include class tests, Assignments, Presentations and Attendance.

SEMESTER-I

MPA-101: ADMINISTRATIVE THEORY

Course Objective:

This paper will familiarize the students with the basic concepts of Public Administration in developed and developing countries. In addition, the course will also cover new areas and new developments in the field of Public Administration particularly New Public Administration, New Public Management etc. The paper will also cover various theories of organization.

Unit I:

Nature, Scope and Role of Public Administration in Developed and Developing Countries, Evolution of Public Administration, New Public Administration: Concept, and Salient Features; New Public Management.

Unit II:

Classical Approach: Scientific Management (Taylor), Fayol, Gullick and Urwick

Unit III:

Basic concept and principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority, Power, Responsibility, Delegation, Supervision, Communication, Centralization and Decentralization.

Unit IV:

Administrative Behavior: Decision - Making, Leadership, Motivation & Communication. Structure of Organization: Chief Executive - Role and Functions. Line and Staff Agencies.

List of Readings:

1. Felix, A. Nigro and C. Nigro Modern Public Administration (New York: Lloyd Harper and Row, 1984)
2. John Pfiffner and Frank Sherwood Administrative Organization (New Delhi: Prentice Hall, 1984).
3. Laxmikanth. M; Public Administration; Tata McGraw Hill's.
4. Mohit Bhattacharya Public Administration (Calcutta:World Press, 2000).
5. Ramesh, K. Arora (ed.) Perspective in Administrative Theory (New Delhi: Associated, 2008).

MPA-102: STATE AND GOVERNMENT

Course Objective:

This paper attempts to familiarize the students to become informed voters, to understand their Constitutional rights, to know their responsibilities under the law and to think about how processes can be improved to benefit society. Learning about government provides a foundation for making informed choices in elections.

Unit I:

State: Meaning, Element and Nature and Functions of State., Origin of State (Social Contract, Evolutionary Theories) with reference to liberal and Marxist Perspectives on State; Sovereignty.

Unit II:

Liberty, Equality, Justice, Rights, Democracy, Constitutionalism.

Unit III:

Forms of Government: Democratic and Non Democratic, Parliamentary & Presidential, Unitary and Federal Organs: Legislature Executive Judiciary, (Functions and Role), Political Parties (Types & Functions), Elections and Electoral Reforms.

Unit IV:

Political Legitimacy; Political Development and Political Culture; Political Socialization

List of Readings:

1. Agarwal; R.C; Political Theory (Principles of Political Science); S.Chand Publications.
2. Jauhari; J.C; Concepts of Political Theory.
3. Kapur; A.C; Principles of Political Science.

MPA-103: PUBLIC PERSONNEL ADMINISTRATION

Course Objective:

The syllabus of the paper attempts to familiarize the students with the concept of Public Personnel Administration, cover system in India and various aspects of Human Resource Development and Rules of Services and the Negotiation Machinery.

Unit I:

Public Personnel Administration: Meaning, Nature, Scope and Significance, Evolution of Public Personnel Administration, Functions of Personnel Administration, Personnel Policies.

Unit II:

Bureaucracy: Meaning, Features, Types of Bureaucracy, Role in Democratic System, Neutrality vs. Commitment, Anonymity, Generalist and Specialist Debate.

Unit III:

Classification of Services: Position and Rank Classification, Recruitment and Recruitment Agencies - UPSC and SPSCs, Training Promotion

Unit IV:

Service Conditions and Discipline, Accountability, Transfer, Integrity in Administration, Performance Appraisal, Retirement Benefits, Employer - Employee Relations.

List of Readings:

1. Edwin B. Flippo Principles of Personnel Management (McGraw Hill, Kogakusha, 1984).
2. John E. Rouse (ed.) Public Administration in American Society (Michigan: Gale Research).
3. United Nations New Approaches to Personnel Policy for Development (New York.).
4. A.P. Saxena Training and Development in Government (New Delhi.).
5. H. Koontz and Cyril O'Donnell Principles on Management, (Tokyo: McGraw Hill, 2004)

Revised Paper w.e.f July 2019

MPA-104: ORGANIZATIONAL BEHAVIOUR

Course Objective:

This paper has been introduced to make the students of Public Administration aware of the behavior of human being in an organization for which the course will cover organizational aspects. The aim is to inculcate the ability to apply multifunctional approach to Organizational objectives.

Unit I: Understanding Human Behavior and Basic Concepts

The concept, Nature and Significance of Human Behavior, Factors Effecting Human Behavior, Organizational Behavior: Definition, concept and Importance, Determinants and Models of Organizational Relationship between Organizational theory and Organizational Behavior.

Unit II: Approaches to the study of Organizational Behavior

Approaches to Organizational Behavior: - Human Resources Approach, Contingency Approach, Productivity Approach and System Approach.

Unit III: Organizational Dynamics

Organizational Change and Development: - Concept, Need, Resistance Change Process and Forces of Change, Organizational Development: Concept and Objectives. Organizational Effectiveness: - Concept, Sources, Factors, Models of Organizational Effectiveness.

Unit IV: Motivation Theorists

Motivation and Behavior: Concept and Sources, Theories of Motivations - Abraham Maslow, Douglas MC Gregor, Fredric Herzberg's and MC Cllelland's Theory.

List of Readings:

1. S.S.Khanka, Organizational Behavior, S.Chand Publications.
2. Keith Davis, John W. Newstrom et al Organization Behavior: Human Behavior at Work (New York: McGraw Hill, 1998).
3. Stephen P. Robinson: Organizational Behavior, 11th edition, New Delhi- 110001 Prentice - Hill of India Pvt.Ltd., 2007
4. Nigel Nicholson Encyclopedic Dictionary of OB (London: Blackwell Publishers, 1998).
5. L.M.Prasad: Organizational Behavior, New Delhi, Sultan Chand & Sons educational Pub., 2001.

Old Paper 2017-2019

MPA-104: PRINCIPLES OF ORGANIZATION AND MANAGEMENT

Course objective:

This paper has been introduced to make the students of Public Administration aware of the behavior of human being in an organization for which the course will cover organizational aspects like goals, teams, leadership, groups, structure, effectiveness and development of organizations in relation to Public Administration and as well as to provide an understanding of basic concepts and principles of management. The aim is to inculcate the ability to apply multifunctional approach to Organizational objectives.

Unit I:

Understanding Human Behavior: The concept, Nature and Significance of Human Behavior, Factors Effecting Human Behavior, Organizational Behavior: Definition, concept and Importance; Organizational Goals: Concept & Types.

Unit II:

Nature, Scope and Significance of Management, Management and Administration, Levels of Management, Evolution and Development of Management Thought.

Unit III:

Motivation: Concept and Theories – Hierarchy of Needs Theory and Herzberg's Two factor Theory, Learning, Perception and Personality.

Leadership, Group Dynamics: Concept, Types and Dynamics of Group Formation, Introduction to team, Organizational Change and Development.

Unit IV:

Management: Processes and Functions- Planning, Organizing, Staffing, Directing, Controlling

List of Readings:

- S.S.Khanka, Organizational Behavior, S.Chand Publications.
- R.S.N.Pillai and S.Kala; Principles and Practices of Management, S.Chand Publications.
- L.M. Prasad; Organisational Behavior
- C.B Gupta; Management Principles.

SEMESTER-II

MPA-201: ADMINISTRATIVE THOUGHT

Course Objective:

This paper will familiarize the students with the basic concepts and thoughts given by different thinkers. In addition, the course will also cover new areas and new developments in the field of Public Administration. The paper will also cover various theories given by various thinkers.

Unit I:

Kautilya, Woodrow Wilson, Gulick and Urwick

Unit II:

M.P.Follet, Elton Mayo, Herbert Simon, C.I. Barnard, Max Weber

Unit III:

Abraham Maslow, Douglas Mc. Gregor, Herzberg, Chris Argyris

Unit IV:

Y. Dror, Peter Drucker, William Ouchi, Karl Marx

List of Readings:

- D.S. Pugh, D.J. Hickson and C.R. Hinings Writers on Organisations (Harmonds worth: Penguin, 2007).
- David Silverman The Theory of Organisations (London: Heinemann, 1971).
- Peter M. Blau Bureaucracy in Modern Society (New York: Random House, 1987).
- AmitaiEtzioni Modern Organisations (New Delhi: Prentice Hall, 1964).
- V.L.Allen Social Analysis, (London: Longman).

- NicbsP.Mouzelis Organization and Bureaucracy-An Analysis of Modern Theories (London: Routledge, June, 2006).
- Dwight Waldo The Administrative State (New York: Ronald, Transaction Publishers, Dec., 2006).
- DanniellA.WrenThe Evolution of Management Thought (New York: Ronald, John Wiley, 4th edition 1993).
- Bertram Gross The Managing of Organisations (New York: Free Press).
- D. Ravindra Prasad, V.S.Prasad and P. Administrative Thinkers (New Delhi: Sterling, 2008).

MPA-202: INDIAN GOVERNMENT AND ADMINISTRATION

Course Objective:

This paper attempts to familiarize the students of Public Administration with the basic features of Indian Constitution, particularly those having relevance for the administrative set up in India. The paper also covers the administrative set up and structure at central, State and District level.

Unit I:

Evolution of Indian Administration: Mauryan, Mughal, British Period and British Legacies; Constitutional Development; Indian Constitution: Preamble, Nature and Salient Features; Salient Features of Indian Administration.

Unit II:

Central Executive: The President: Powers and Functions; The Prime Minister: Powers and Functions; The Council of Ministers: Powers and Function; Union Legislature – Lok Sabha and Rajya Sabha: Composition and Functions.

State Executive: The Governor: Powers and Functions; Chief Minister: Powers and Function; The Council of Ministers: Powers and Functions.

Judiciary: Supreme Court; Judicial Review and Judicial activism.

Unit III:

Central Administration: Central Secretariat: Structure & Functions; Cabinet Secretariat: Structure & Functions; Cabinet Secretary; Prime Minister's Office (PMO); Ministries & Department (Home Affairs & HRD); Control over Indian Administration.

Unit IV:

State/Divisional/District & Local Administration (With Reference to Uttar Pradesh): State Secretariat: Structure & Functions; Chief Secretary; State Secretariat Vs Directorate; Divisional Administration & The Commissioner; District Administration: District magistrate: Functions & Role; Local Administration.

List of Readings:

1. Avasthi and Avasthi Indian Administration (Agra: LuxmiNarainAggarwal).
2. Hoshiar Singh (ed.) Indian Administration (Jaipur: Aalekh Publishers, KitabMahalDistributors, 1998)
3. IqbalNarain (ed.) State Politics in India (Meerut, Meenakshi).
4. Mahinder Singh and Hoshiar Singh Public Administration in India (New Delhi: Sterling Publishers, 1995).
5. Ramesh K.Arora and RajniGoyal Indian Public Administration (New Delhi: VishwaParkashan, 2007)
6. SriramMaheshwari Indian Administration (New Delhi : Macmillan,6th edition, 2001)

MPA-203: PUBLIC POLICY & ANALYSIS

Course Objective:

This core course on Public Policy comprehensively introduces the concept and significance of public policy, the history of policy sciences and the public policy process. At the end of the course the student will have an understanding of the growth of policy sciences, the significance and different stages of the public policy process in terms of the theoretical formulations as well as the working of this process with special reference to India.

Unit I:

Public Policy: Introduction: Meaning, Nature, Scope and Significance; Types and Models of Public Policy, Policy Science, Policy Change, Policy Cycle.

Unit II:

Policy Formulation: Structure and Process, Role of Various Agencies, Inter Governmental Relations, Constraints in Policy Formulation.

Unit III:

Policy Implementation: System and Models, Role of Various Agencies, Problems, Monitoring of Public Policy: Importance and Approaches, Constraints and Remedial Measures.

Unit IV:

Policy Analysis, Evaluation and Impact: Understanding Policy Evaluation, Ascertaining Policy Impact, Evaluation techniques: Social Cost Benefit Analysis, Input - Output Analysis.

Forums for Evaluation—Parliamentary Committees and Public Enquiry Commissions

List of Readings:

- Anderson, James E Public Policy Making (New York: Houghton Mifflin Co., Sixth ed., 2005)
- Ayyar, Vaidyanathan R V Public Policy Making in India (N. Delhi: Pearson, 2009) Basu, D.D. Constitution of India (New Delhi: Prentice Hall of India, 20th Edition)
- Dubhashi, P.R Policy and Performance (New Delhi: Sage Publications, 1986)
- Dye, Thomas Understanding Public Policy (New Delhi: Pearson Education Singapore (Pte) Ltd., 2002)
- Madan, K.D. et. al. Policy Making in Government (New Delhi: Publications Division, Government of India, 1982)
- Mathur, Kuldeep Development Policy and Administration (New Delhi: Sage, 1996)

MPA-204: FINANCIAL ADMINISTRATION

Course Objective:

As per the definition given by the USA Census department, Financial Administration involves all the activities of finance and taxation. Includes central agencies for accounting, auditing, and budgeting; the supervision of local government finances; tax administration; collection, custody, and disbursement of funds; administration of employee-retirement systems; debt and investment administration; and the like. So, in simple words Financial Administration is an all-encompassing term for all those functions/ operations having the objective to make funds and finance available to the government for its duties and responsibilities to be carried out smoothly and also all those activities that ensure the lawful and efficient use of those funds/finance.

Unit I:

Financial Administration - Meaning, Scope & Significance; Principles of Financial Administration; Evolution of Financial Administration; Ecology of Financial Administration; Finance Commission Planning & Planning Machinery & NDC.

Unit II:

The concept of Budget; Economic & Social implication of Budget; Budgetary Principles; Budgetary Process Preparation, Enactment and Departmental Standing Committees and Execution; Types and Techniques of Budget; Line Item Budget, Performance Budgeting, PPBS, ZBB and Gender Budgeting.

Unit III:

Public Finance - Public Revenue, Public Expenditure, Public Debt, Fiscal Federalism in India; Fiscal Deficit and Deficit Financing; Monetary Policy & RBI; Functions & Role of World Bank & IMF (with special reference to India).

Unit 1V:

Accounting, Auditing; Comptroller & Auditor General of India, Post Budgetary Control of Finance Ministry, Parliamentary Control; Parliamentary Committees Estimate Committee and Public Account Committee.

List of Readings:

1. Higgs, Robert (2008). "Government Growth". In David R.Henderson (ed.). Concise Encyclopedia of Economics (2nd ed.).Indianapolis: Library of Economics and Liberty.ISBN 978-0865976658. OCLC 237794267.
2. Seater, John J. (2008). "Government Debt and Deficits" In David R.Henderson (ed.). Concise Encyclopedia of Economics (2nd ed.). Indianapolis: Library of Economics and Liberty. ISBN 978-0865976658. OCLC 237794267.
3. Thavraja, M.J.K.: Financial Administration of India, Sultan Chand & Sons, New Delhi, 1994.

SEMESTER- III

MPA-301: COMPARATIVE AND DEVELOPMENT ADMINISTRATION

Course Objective:

The coursework covers concept and significance of Development, Sustainable Development and Development Administration, how countries are characterized into developing and developed worlds, besides covering Planning, Public Enterprises, Population, United Nations, Role of Bureaucracy, Administrative Capability and People's Participation.

Unit I:

Comparative Public Administration: Meaning, Nature, Scope and Significance, Origin and Evolution, Characteristics, Comparative Administration Group (CAG), Factors Contributing to the Emergence of CPA.

Unit II:

Approaches and Models of CPA: Various Classifications, The Universalist Approach, Waldo's ideas on CPA, CPA in modern context, Contribution of Ferrel Heady

Unit III:

Development Administration: Meaning, Salient Features, Development Administration and Administrative Development, Development Administration and Regulatory Administration, Development Administration and Development Management, Concept of Sustainable Development, Administrative Capability.

Unit IV:

Approaches and Models of Development: Waldo Riggs and Weidner's Views on Development Administration.

List of Readings:

1. Kuldeep Mathur; Development Policy and Administration (New Delhi: Sage, 1996).
2. Kirit S. Parikh (ed.); Indian Development Report (Delhi: Oxford, 1999).
3. Hari Mohan Mathur; Administering Development in the Third World: Constraints and Choices (New Delhi: Sage, 1986).
4. S.P.Verma and S.K.Sharma (eds.); Development Administration (New Delhi: IIPA, 1984).
5. R.K.Sapru; Development Administration (New Delhi: Sterling Publishers, 2002).
6. O.P.Dwivedi ; Development Administration: From Underdevelopment to Sustainable Development (London: Macmillan, 1994).

MPA-302: SOCIAL WELFARE ADMINISTRATION

Course Objective:

The paper attempts to familiarize the students with various aspects of social welfare in India by emphasizing on policy, Programs and Administration of the weaker sections, the administrative set up and the legislations in this area.

Unit I:

Concept of Welfare State; Concept of Social Welfare Administration; Significance, Approaches/Models of Social Welfare Administration; Social Change and Social Justice; Social Welfare Administration in New Economic order.

Unit II:

Social Welfare Policies and Programs for SC/ST, OBCs, Women, Child, Disabled and Aged at Central & State level; Composition and Functions of National Commission for SC/ST, Women, Other Backward Classes and Minorities.

Unit III:

Social Welfare Administration at Union Level: Compositional and Functions of Ministry of Social Justice and Empowerment; Ministry of Tribal Affairs; Ministry of Women and Child Development, Ministry of Minority Affairs; Central Social Welfare Board (CSWB);

Unit IV:

Social Welfare Administration at State Level: Department of Social Welfare and State Social Welfare Board (SSWB); Problems of Social Welfare Administration in India; Agencies for Social Welfare: NGOs, Civil Society and Self Help-Group for Social Welfare.

List of Readings:

1. Madan, G.R. Indian Social Problems, (Vol. II:Social Work) (New Delhi : Allied Publishers Ltd. 2002, Reprint 2005.).
2. Robson, William A. Welfare State and Welfare Society: Illusion and Reality (London: Allen and Unwin, 1976).
3. Sankhdher, M.M. Welfare State (New Delhi: Deep & Deep,1985).
4. J.Fand, Bulsara & R.M.Verma Perspective in Social Welfare in India (New Delhi: S. Chand & Co., 1984).
5. D. Paul Chowdhary Social Welfare Administration (Delhi : Atma Ram and Sons, 1992).

MPA-303: RURAL AND URBAN LOCAL GOVERNMENT IN INDIA

Course Objective:

The present paper would make the students understand the concept and rational of Rural-Urban Local Government besides tracing its history since the British era. It would help them to understand the types of Rural Local Government and the Challenges faced by them post 73rd Amendment Act.

Unit I: Democratic Decentralization: Themes and Approaches.

Introduction to Local Government: Meaning and Characteristics, Importance and Advantages of local government, Evolution of local government in India: 73rd and 74th Constitutional Amendment Acts, Rural-Urban Relationship and Problems of urbanization.

Unit II: Rural Local Government: Structure and Functions.

- i) Gram Sabha
- ii) Gram Panchayat
- iii) Panchayat Samiti
- iv) Zila Parishad

Unit III: Urban Local Government: Structure and Functions.

- i) Municipal Corporation: Structure and Role. .
- ii) Municipal Council: Composition and Functions.
- iii) Nagar Panchayat: Structure and Functions.

- iv) National Urban Renewal Mission: Problems and Challenges.

Unit IV: Rural and Urban Governance: Themes and Issues.

Personnel Administration: Role and Functions of Panchayat Secretary & Block Development Officer

State-Local Relationship: Administrative and Financial; Role of State Finance Commission & Sources of Finance

State Election Commission: Composition, Functions and Role.

List of Readings:

1. B.D.S. Bhadouria and V.P. Dubey Panchayati Raj and Rural Development (New Delhi: Commonwealth Publishers, 1989).
2. S.L. Kaushik Leadership in Urban Government in India (Allahabad: KitabMahal, 1986).
3. Charanjeev Singh and MeenuKaushik Urban Poverty and Its Alleviation Programmes (Chandigarh: APH, 2005).
4. S.N. Mishra New Panchayati Raj in Action (New Delhi: Mittal Publication, 1996).
5. S.R. Maheshwari Local Government in India (Agra: Lakshmi Narain Aggarwal, 2003).
6. S.N. Mishra Panchayati Raj Bureaucracy and Rural Development (New Delhi: IIPA, 1986).
7. T.N. Chaturvedi and Abhijit Datta Local Government (New Delhi: IIPA, 1984).
8. S.N. Mathur Nyaya Panchayats as Instruments of Justice (New Delhi: ISS. 1997).

MPA-304: RESEARCH METHODS AND TECHNIQUES

Course Objective:

The course plan aims to provide exposure to the fundamentals of various research techniques and methods. It tries to build upon the basic assumptions in adopting different methodologies for different kinds of research themes. It introduces certain philosophical ideas underlying the emergence of different methodologies in social sciences. It also attempts to sensitize the students to develop a critical outlook at the existing perspectives and methods and to evolve conceptual clarity, which can help them in their future research.

Unit I: Social Research

- Concept, types and importance of research
- Problems of Objectivity
- Relationship Between Theory and Research
- Ethical issues and Concerns

Unit II: Basic Elements of Social Research

- Formulating a Research Problem-- assumptions & characteristics
- Hypotheses-- Meaning, Importance, Types and Formulation
- Sampling-- Meaning, & Factors influencing sampling
- Types of Sampling methods

Unit III: Tools of Data Collection

- Meaning and Nature of data—Primary & Secondary
- Methods of Data Collection- Experimental, Observational, Case study, Survey method— Interview & questionnaire
- Qualitative & Quantitative Data/research
- Research Design: Meaning and Types of Research Designs

Unit IV: Test Construction & Measurement

- Testing—standardization and objectivity

- Reliability, Validity & Norms
- Steps in test development
- Measures of Central Tendency: Mean, Median and Mode & Standard Deviation

Suggested Readings:

1. A.K. Singh (2005). Tests, Measurements and Research Methods in Behavioural Sciences. BharatiBhawan: Patana.
2. Ahuja, Ram (2001), Research Methods, Delhi: Rawat Publications.
3. Bailey, Kenneth D. (1982), Method of Social Research, New York: The Free Press, Second Edition.
4. Blalock, Hubert M. (1979), Social Statistics. New York:
5. Tata Mc-Graw-Hill. Boss, P.K. (1995), Research Methodology, New Delhi, ICSSR.
6. Champion, Dean. J. (1981), Basic Statistics for Social Research New Delhi: Macmillan Publishing New York.
7. Goode, W.J. and P.K. Hatt, (1952), Methods in Social Research, New York: McGraw International Students Edition.
8. Gupta, S.P. (2002). Statistical Methods, New Delhi:Sultan Chand and Sons Publication.
9. Moser, S.C. and G. Kalton (1971), Survey Methods in Social Investigation, London:
10. Heinmann.Seltiz, Claire et al (1959). Research Methods in Social Relation, New York:Henry Holt and Co. Srinivas, M.N. and A.M. Shah (1979). Fieldworker and The Field, New Delhi: Oxford University Press.
11. Thakur, D. (2003). Research Methodology in Social Science, Deep and Deep Publications Pvt. Ltd.:New Delhi.
12. Young, P.V. (1988), Scientific Social Surveys and Research, New Delhi Prentice Hall.

SEMESTER- IV

MPA-401: MANAGEMENT OF PUBLIC ENTERPRISES

Course Objective:

Studying this paper should enable the students to understand the meaning, rationale and contribution of public enterprises. The concept and management of public enterprises in general describe the difference between public sector and private sector and state the features, merits and limitations of Departmental Undertakings, Public Corporations and Government Companies.

Unit I:

Public Enterprise: Concept and Meaning, Objectives, Characteristics, Significance; Public & Private Enterprise; Evolution of Public Enterprises; Role of PEs in Developing Countries.

Unit II:

Forms of Public Enterprises: Departmental Undertakings, Public Corporation, Government Company & Others; Governing Board - Types; Powers, Functions & Role; Department of Public Enterprise: Powers & Functions; Financial Management of PEs

Unit III:

Personnel Management: Recruitment, Training, Promotion & Remuneration, Workers Participation in Management; Control over Public Enterprises: Parliamentary, Ministerial & Audit.

Unit IV:

Issue Areas in Public Enterprises: Accountability & Autonomy; Memorandum of understanding; Privatization & Disinvestment; Concept of Navaratna; Mergers & Acquisitions, Profitability & Performance.

List of Readings:

1. Hoshiar Singh & Mohinder Singh – Public Enterprises in India – A Plea for Reforms, New Delhi: Sterling Publishers, 1990.
2. Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S.Chand & Co.
3. Mohinder Singh (ed.): Some Aspects of Public Enterprises in India – a Plea for Reforms, New Delhi: Uppal Publishing House, 1993.
4. Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.
5. Prof. Laxmi Narayan, Public Enterprise Management and Privatisation; S.Chand Publications.
6. P.K.Jain, Seema Gupta & Surendra Yadav, Public sector Enterprises in India: The Impact of Disinvestment and Self Obligation on Financial Performance; Springer Publication.
7. S.N Nana Gowda, Management of Public Enterprise in India; Rao and Raghvan Publisher.

MPA-402: ISSUES IN PUBLIC ADMINISTRATION

Course Objective:

The paper is designed to acquaint the students about the basic issues of Public Administration of today and as well as emerging issues particularly Good Governance, Consumer Protection Act, Human Rights etc.

Unit I:

Responsive Administration, Administrative Ethics, Civil Society, Citizens Participation in Development Administration, NGOs as the Non-State Actor in Public Administration.

Unit II:

Good Governance and E-Governance: Concept, Citizen Charter, Public Private Partnership, Transparency and RTI, Public Administration: Pre and Post Liberalization, Human Rights and Police Administration.

Unit III:

Consumer Interests and Protection, Redressal of Citizen Grievances, Administrative Reforms, Lok Adalats, Public Interest Litigation, Judicial Activism.

Unit IV:

Public Distribution System, Millennium Development Goals, Rural Health Services, Gender Issues and Women Empowerment, Sustainable Development, India's Administration Culture.

List of Readings:

1. Chanda, Ashok. 1968. Indian Administration; G. Allen and Unwin: London.
2. Chaturvedi, T.N. 1980. Secrecy in Government, IIPA, New Delhi.
3. Administrative Reforms Commission (1968) Report on the Machinery Government of
4. India and its Procedures of Work.
5. Tandon, Rajesh and Mohanty, Ranjita (Eds.) 2003, Civil Society and Governance Issues and Problems, Sage, New Delhi.

MPA-403: INTERNATIONAL ADMINISTRATION

Course Objective:

The paper is designed to acquaint the students both with the theoretical and practical aspects including the origin, objectives, historical legacy and the role of International Administration in the global framework. A focused study of various institutions and agencies related to international administration includes functions and role of WTO, IMF, SAARC, ASEAN, UNESCO, UNICEF, ILO, WHO, UNDP besides covering the United Nations, its Secretariat and main aspects of Globalization and Global Governance.

Unit I:

International Administration: Origin, Objectives and Role of United Nations: Historical Legacy and Evaluation.

United Nation: Organization, Functions and Role.

Unit II:

International Institutions: Functions, Role and Problems of WTO (World Trade Organization).

World Bank (WB) and International Monetary Fund (IMF).

Regional Institutions: Functions, Role and Problems of SAARC and ASEAN.

Unit III:

UN Secretariat: Organization, Functions and Working.

Future of the United Nations.

Globalization and Global Governance.

Unit IV:

Machinery to Settle International Disputes.

Organs and Specialized Agencies of the United Nations: Function, Programs and Role with special reference to UNESCO, UNICEF, ILO, WHO, UNDP.

List of Readings:

1. S.L.Goel International Administration, Sterling Publishers, New Delhi, 1976.
2. K. P. Saksena Reforming the United Nation: The Challenge of Relevance (New Delhi Sage, 1993)
3. V. Cable Globalization and Global Governance (London: Royal Institute of International Affairs, 1999)
4. C. V. Narsimhan The United Nations: An inside View (Vikas 1988).

MPA-404: DISSERTATION AND VIVA VOCE

Course Objective:

This course provide practical Application of learner's theoretical and methodological understanding and skills into devising researchable ideas and specific research questions and hypotheses, by Conducting a focused review of the relevant literature and creating appropriate conceptual framework, developing a realistic research design with specific research strategies. This enables students to think through and articulate a research in their interested areas.

Dissertations normally report on a research project or study, or an extended analysis of a topic. The structure of the thesis or dissertation explains the purpose, the previous research literature which impinges on the topic of the study, the methods used and the findings of the project.

The Dissertation should include the following –

1. Title of Dissertation
2. Introduction
3. Problems of Research
4. Objectives of Research
5. Tentative Chapter Division
6. Suggested readings

Source Material and References

Presenting your own ideas in a Dissertation is acceptable and even encouraged. However, the paper must be based on facts and opinions from authoritative sources and these sources must be given proper credit. A minimum of three published sources is required, and ten or more is typical. Direct quotes must be placed inside quotation marks or in indented sections and should be used sparingly. Paraphrasing is better in most cases.

There are two popular ways to cite references. One is to place superscripted numbers in the text with corresponding footnotes at the bottom of the page or endnotes at the end of the paper. More typical of scientific papers is to place the author and year in parentheses (Heaton, 1984). In either case you need a bibliography of all cited sources at the end of the paper with author(s), year, title, publication or publisher, volume, and pages. These should be in alphabetical order by name of the primary author. Preference however should be given to MLA Style Sheet.

Be sure to find source materials that are specific to your topic, either books or journal articles. Textbooks are usually too general and should be avoided. The libraries have published and computerized indexes that can be used to find relevant sources. See the Supervisor or a reference librarian if you are unfamiliar with these resources.

Plagiarism is the presenting of someone else's wording or ideas as one's own and is a violation of university policy. If you use someone else's words or ideas, you must give them proper credit. You must also obtain permission from the Supervisor before using your Project for more than one course.

Length and Format

Length is not important; 40 to 60 pages of 1.5 spaced text is a good target. The title, author, course, and date should be typed onto a cover sheet.. Illustrations are not required but are often useful in explaining graphical concepts and in giving the paper character. The bibliography should be the last section of the paper. The entire report has to be submitted in two spiral bound copies.

Marks/Grading

Students are required to make two submissions: a first draft and a final draft prior to final submission. The first draft is not to be a "rough" draft; it should be a completed, typed paper like you would ordinarily submit. I will read it carefully, offer suggestions for improvement, give it a grade, and return it to you promptly. The final draft, which is worth a larger share of the points, is your chance to respond to the suggestions and submit an improved paper. This, I hope, will

make the writing of a Project more of a learning experience. We strongly suggest using a word processor so that the final draft can be created by editing rather than complete retyping.

Grading is based on both research content and presentation. Your paper should demonstrate that you have gained a level of expertise in the subject by studying the relevant literature. Your presentation should be clean and convincing with proper use of paragraphs, complete sentences, and correct grammar, spelling, and punctuation. Make your Project look and sound professional.

Evaluation of Dissertation

Sl. No.

Evaluated by Criteria:

1. Institution

- Quality
- Depth & Breadth of analysis,
- Coverage,
- Scope and content
- Project fulfillment
- Data collection ability in the field (if any)
- Scope of Implementation.

Marks-60

2. Board of Examiners

Viva-voce Examination

Marks-40

3. **Total 100**