

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD.**



Circular / Acad Sec./ HF/ Curriculum-12(7)/ NEP-PG/ 2023.

It is hereby inform to all concerned that, on the recommendation of Dean, Faculty of Humanities; **the Hon'ble Vice-Chancellor has accepted the following subject wise Curriculum of National Education Policy-2020** under the faculty of Humanities in his emergency powers under Section 12 [7] of the Maharashtra Public University Act, 2016 on behalf of the Academic Council.

Sr. No.	PG Subject wise Curriculum	Semesters
01.	M.A. First & Second Year Progressively [Marathi] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
02.	M.A. First & Second Year Progressively [Hindi] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
03.	M.A. First & Second Year Progressively [Urdu] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
04.	M.A. First & Second Year Progressively [Pali & Buddhism] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
05.	M.A. First & Second Year Progressively [Sanskrit] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
06.	M.A. First & Second Year Progressively [History] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
07.	M.A. First & Second Year Progressively [Archaeology] for University Campus.	Ist & IInd and IIIrd & IVth
08.	M.A. First & Second Year Progressively [Political Science] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
09.	M.A. First & Second Year Progressively [Public Administration] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
10.	M.A. First & Second Year Progressively [Lifelong Learning] for University Campus.	Ist & IInd and IIIrd & IVth
11.	M.A. First & Second Year Progressively [Political Science] for affiliated Colleges and University Campus.	Ist & IInd and IIIrd & IVth
12.	M.A. First & Second Year Progressively [Arabic] for affiliated Colleges.	Ist & IInd and IIIrd & IVth

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13.	M.A. First & Second Year Progressively [Women's Studies] for University Campus.	Ist & IInd and IIIrd & IVth
14.	M.R.S. First & Second Year Progressively [Socio-Cultural and Political Aspects] for University Campus.	Ist & IInd and IIIrd & IVth
15.	M.R.S. First & Second Year Progressively [Rural Economics, Banking and Industry] for University Campus.	Ist & IInd and IIIrd & IVth
16.	M.A. First & Second Year Progressively [Thoughts of Mahatma Phule & Dr. Ambedkar] for University Campus.	Ist & IInd and IIIrd & IVth

This is effective from the Academic Year 2023-24 and Onwards progressively as appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Aurangabad-431 004.
Ref. No. SU/Col. & UC/ PG/NEP/
2023/5967-77

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**Deputy Registrar,
Academic.**

Date: 19.07.2023.

Copy forwarded with compliments to:-

- 1] **The Head, all concerned departments ,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and Sub-Center, Osmanabad.
- 2] **The Principal, all affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 3] **The Director, University Network & Information Centre, UNIC,**
with **a request to upload this Circular on University Website.**

Copy to :-

- 1] **The Director, Board of Examinations & Evaluation,**
- 2] **The Sec. Officer, [M.A. Unit] Exam. Branch,**
- 3] **The Section Officer, [Eligibility Unit],**
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] **The In-charge, [E-Suvidha Kendra],**
- 7] **The Public Relation Officer,**
- 8] **The Record Keeper,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Curriculum of
M. A. First & Second Year with Ph.D.
Program [Public Administration]

Semester-I to IV

‘under National Education Policy-2020’

[Implemented at affiliated College level]

[Effective from the Academic Year 2023-24 & Onwards Progressively]

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.



Illustrative Credit Distribution Structure for Two Year /One Year PG M.A. Public Administration Programme

Year (2Yr PG)	Level	Sem. (2 Yr)	Major		Research Methodolog y	On Job Training/Fi eld Project	Resear ch Project	Cum. Cr.	Degree
			Mandatory	Elective (Select any one from Basket)					
1	6.0	Sem: I	Mandatory- 1: 4 Modern Administrative Theory Mandatory- 2: 4 Administrative Thinkers Mandatory - 3: 4 Public Policy Mandatory - 4: 2 (Activity) - Activities on E - Governance - Seminar Presentation Techniques - Book Review	Elective-1: 4 1) Human Resource Management 2. Indian Constitutions & Administration 3) Public Administration & Digitalization	RM-1:4 1)Research Methodology in Public Administration	--	--	22	PG Diploma (after 3 year Degree)
		Sem: II	Mandatory- 5: 4 Comparative Public Administration (UK, USA, China) Mandatory- 6: 4 Foreign Local Self Government (UK, USA, France & China) Mandatory- 7: 4 Restructuring Governance Mandatory- 8: 2 (Activity) - Parliamentary System in Local Government - Seminar Presentation Techniques - Book Review	Elective-2: 4 1) Administrative Laws 2) Agricultural Administration in India 3) Tourism Administration	--	OJT/FP : 4	--	22	
Cum. Cr. For PG Diploma			28	08	4	4	--	44	

Exit Option: PG Diploma (44 Credits) after Three Year UG Degree									
II	6.5	Sem: III	Mandatory- 9: 4 Management Science Mandatory-10: 4 Management Thinkers Mandatory- 11 : 4 Office Management Mandatory-12: 2 (Activity) - Activities on Office Process and Procedures - Seminar Presentation Techniques - Book Review	Elective-3: 4 1)Administrative Behavior 2) Public Relations & Communication 3) Corporate Management			RP-1: 4	22	PG Degree After 3:Year UG or PG Degree after 4:Year UG
		Sem: IV	Mandatory-13: 4 Recent Issues in Public Administration Mandatory-14: 4 Globalization and Public Administration: Indian Context Mandatory-15: 4 Post Modern Public Administration	Elective-4: 4 1) Administration of International Organizations 2) Indian Planning and Development 3) Defense Administration in India			RP-2: 6	22	
	Cum. Cr. for 1 Yr PG Degree		26	8				10	44
	Cum. Cr. for 2 Yr PG Degree		54	16	4	4		10	88
2 Years: 4 Sem. PG Degree (88 credits) after Three Year UG Degree or 1 Year – 2 Sem PG Degree (44 Credits) after Four Year UG Degree									
	8.0		Course Work Min. 12 (3 Courses of 4 Credits Each 4 X 3 = 12)		Training in Teaching/Education/Pedagogy : 4			Min. 16 + Ph.D. Work	Ph.D. in Subject

Note: 1. OJT/FP should be completed during summer vacation.

2. P.G. programme is based on DSC Specialization.

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DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

Aurangabad

**Illustrative Credit Distribution Structure for Two Year /One Year
M.A. First Year**

Course Structure

Subject: Public Administration

(Effective from 2023-24)

AS PER NEP 2020

Illustrative Credit Distribution Structure for One Year

M.A. Public Administration

Class: M. A. First Year

Semester: First Semester & Second Semester

Subject: Public Administration

Sr. No.	Specification/ type of Papers	First Semester		Total Credits/ Semester	Second Semester		Total Credits/ Semester	Total Credits/ Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	Mandatory-1	4	12	Mandatory -4	4	12	24
		Mandatory-2	4		Mandatory -5	4		
		Mandatory-3	4		Mandatory-6	4		
2	Major Activity	Activity-1	2	2	Activity-2	2	2	4
3	Major Elective	Elective-1	4	4	Elective-2	4	4	8
4	Research Methodology	RM	4	4	--	--	--	4
5	On Job Training/ Field Project	--	--	--	OJT/FP	4	4	4
6	Research Project	--	--		--	--	--	--
Cum. Cr./ Semester		--	22	22	--	22	22	44
Cum. Cr./Year		--	--	--	--	--	--	44
Exit option: Exit Option: PG Diploma (44 Credits) after Three Year UG Degree								

M. A. First Year: Public Administration

First Semester:

1. Major Mandatory-1: **Modern Administrative Theory**
Major Mandatory-2: **Administrative Thinkers**
Major Mandatory-3: **Public Policy**
2. Major Activity-1- **Activities on E - Governance**
 - **Seminar Presentation Techniques**
 - **Book Review**
3. Major Elective-1: **1. Human Resource Management**
2. Indian Constitutions & Administration
3) Public Administration & Digitalization
4. Research Methodology: **Research Methodology in Public Administration**
5. On Job Training/Field Project: -----
6. Research Project: -----

M. A. I Year, Semester - I

Mandatory - 1, Credits: 4

Modern Administrative Theory

Learning Outcome

1. It will Familiarise with the Discipline of Public Administration.
2. Understand Scientific Management Principles, Impact.
3. Deep Understanding about Various Administrative Theories.
4. Understand Various Approaches to The Study of Administration.

Unit - I: Introduction

- a) Meaning, Nature, Scope, Significance of Public Administration
- b) Evolution of Public Administration as a Discipline
- c) Recent Trends in Public Administration-New Public Administration, New Public Management

Unit - II: Scientific Management

- a) Meaning
- b) Objectives
- c) Principles
- d) Impact, Drawbacks, Criticism

Unit - III: Theories

- a) Classical
- b) Bureaucratic
- c) Human- Relations
- d) Behavioural

Unit - IV: Approaches

- a) Developmental
- b) Decision Making
- c) Structural-Functional
- d) Systems

Recommended Readings:

1. Hoshiyar Sing & Pradeep Sachdeva, 'Administrative Theory' Kitab Mahal, New Delhi-1999
2. R.N. Singh, 'Management Thought and Thinkers', S. Chand and Sons, Delhi-1984
3. Felix Nigro and Liyod Nigro, 'Modern Public Administration' Harper and Row Publishers, New York-1980
4. Nicholas Henry, 'Public Administration and Public Affairs', Prentice Hall, Newjersey, 1980
5. Dennis L. Mueller, 'Public Choice', Cambridge University Press, 1979
6. Prasad and Prasad 'Administrative Thinkers', Sterling- New Delhi-1990.
7. Ramesh Arora (Ed.) 'Perspectives in Administration', Theory Associated Publishing House, New Delhi-1979.
8. Sum Sun Nisa Ali 'Eminent Administrative Thinkers', Associated Publishing House New-1984.
9. Peter Self 'Administrative Theories and Politics George Allen' and Unwin, London 1977.
10. Gvishiani, D. 'Organization and Management Sociological Analysis of Western Theories Progress', Publishers.
11. Jurgen Habermas 'Communication and The Evolution' of Society Heinemann- London 1979.
12. Robert T. Golembiewski 'Public Administration' as a Developing Discipline, Marcel Dekker- New York 1973.
13. Gerald E. Caiden 'The Dynamics of Public Administration' Holt, Rinehart and Winston – New York 1971

M. A. I Year, Semester - I
Mandatory - 2, Credits: 4
Administrative Thinkers

Learning Outcomes:-

1. Gain the Knowledge of Various Administrative Thinkers.
2. Know the Thoughts, Approaches Given by The Administrative Thinkers.
3. Understand Human Relations, Bureaucratic Theory.

Unit - I:

1) Woodrow Wilson

- a) Views on Administration and Politics
- b) Comparative Administration
- c) Public Opinion

2) Luther Gullick

- a) Organizational Principles
- b) Chief Executive work POSDCORB
- c) Theory of Departmentalization

Unit - II:

1) Elton Mayo

- a) Human Relations Approach
- b) Mayo's Empirical Studies
- c) Mayo's Findings of the Hawthorne Studies

2) Mary Parker Follett

- a) Psychological Approach
- b) Methods of Dealing with Conflict
- c) Dynamic Administration

Unit - III:

1) Chester Bernard

- a) Development of Organization
- b) Concept of Authority
- c) Decision Making

2) Herbert Simon

- a) Criticism of Classical Theory
- b) Behavioral Science of Administration
- c) Organizational Decision Making Process

Unit - IV:

1) Max Weber

- a) Typology of Authority
- b) The Bureaucratic Structure
- c) Weber's Perspectives on Politics and Bureaucracy

2) Fredrick Riggs

- a) Environmental Approach
- b) Comparative Public Administration
- c) Ideal Models: Sala Model, Bazaar Canteen Model

Recommended Readings:

- 1) Maheshwari S. R. (1998) 'Administrative Thinkers', Macmillan India Ltd., Mumbai,
- 2) Naidu S. P. (1996) 'Public Administration: Concepts and Theory', New Age International Publishers,
- 3) Sum Sun Nisa Ali (1984) 'Eminent Administrative Thinkers', Associated Publishing House, New Delhi,
- 4) Navin Mathur: Management Gurus Ideas and Insights, National Publishing, House New, Delhi, 2004.
- 5) Wilson, Woodrow, The Study of Administration, reprinted in 'Administrative change and Innovation edited by Chakramurty & Bhattacharya, Oxford University Press, New Delhi. 2005
- 6) Follet M.P., 'Dynamic Administration', edited by Henry C. Metcalf & L. Urwick, Sir Issac Pitman & Sons Ltd. London-1963.
- 7) Sapre S. A., Mary Parker Follett: Her Dynamic Philosophy of Management, Government Central Press, Bombay - 1975. 20. Bendix Reihard, 'Max Weber: An Intellectual Portrait', Methuen & Co. Ltd., London - 1969.
- 8) Simon A Herbert A., 'Administrative Behavior' The Free Press, New York 1976.
- 9) Barnard Chester I., 'The Functions of the Executive', Cambridge, Massachusetts Harvard University Press, U. S. A. 1972.
- 10) Riggs. F. W., "The Ecology of Public Administration', Asia Publishing House, London - 1975.
- 11) Riggs F. W., 'Daya Krishna', Development Debate, Printwell Publishers, Jaipur (India), 1987.
- 12) Arora Ramesh K., 'Comparative Public Administration', Associated Publishing House, New Delhi - 2001.
- 13) Prasad, Prasad & Satyanarayana (ed) Administrative Thinkers, Sterling Publishers Pvt. Ltd., New Delhi, 1996.
- 14) Maheshwari S. R. Administrative Thinkers, Macmillan India Limited, New Delhi, 1998.

M. A. I Year, Semester - I
Mandatory - 3, Credits: 4
Public Policy

Learning Outcomes:

5. Understanding the Public Policy, it's Importance, Types.
6. Knowledge of Different Stages of Public Policy Process in Terms of its Formulation and Implementation.
7. Necessary Competence to Evaluate and Undertake Policy Analysis.

Unit - I: Public Policy:

- a) Meaning, Nature and Objectives of Public Policy
- b) Importance of Policy Sciences in Modern Context
- c) Types of Public Policy, Stages in Public Policy Process

Unit - II: Policy Making:

- a) Contextual Setting of Policy Making, Characteristics of Public Policy Making,
- b) Role of Legislature, Executive, Judiciary, Bureaucracy, Voluntary/Non Governmental Organizations, Political Parties, Pressure Groups and Mass Media, Public Opinion and Public Policy Making.
- c) Constraints in Public Policy Making.
- d) Public Policy Process in India.

Unit - III: Policy Implementation:

- a) Importance, Role of Political Executive and Bureaucracy
- b) Stages in Policy Implementation Monitoring of Policy Implementation
- c) Policy Education - Citizens Participation in Policy Implementation

Unit - IV: Policy Evaluation and Analysis:

A) Evaluation

- i) Objectives and Goals of Public Policy
- ii) Time and Cost Factors
- iii) Qualitative and Quantitative Methods of Policy Evaluation
- iv) Problems of Policy Evaluation

B) Analysis:

- i) Importance and Objectives of Policy Analysis
- ii) Behavioural and Systems Approaches to Policy Analysis

Recommended Readings:

- 1) Learner D. and Hasswell H. "The Policy Science".
- 2) Hogwood B. & Petersquy - "Policy Dynamics", Wheat sheaf, (UK).
- 3) Thomas Dye- "Understanding Public Policy".
- 4) "International Encyclopedia of Policy Science".
- 5) Goel S.L. and Jain R.K., "Social Welfare Administration in India". Deep and Deep Publications, New Delhi, 1988

- 6) Rastogi P.N. "Policy Analysis and Problem Solving for Social System", Sage, New Delhi, 1992.
- 7) R.K. Saprú "Public Policy", Sterling. New Delhi, 1992.
- 8) Rumki Basu "Public Administration", Sterling, 1990.
- 9) V. Sabrahaniam - "The Science of Public Policy".
- 10) Salini Pradeep "Public Policy Conceptual Dionodial", Kitab Mahal, Allahabad, 1987
- 11) Saigal Krishan- "Policy Making in India", Vikas, New Delhi.
- 12) Paul Spicker, Social Policy: Themes and Appronches, Rawat Publication, New Delhi.2010.
- 13) Anderson James - "Public Policy Making". New Delhi, 1975.
- 14) Brewer G. and Deleen P. "The Foundation of Policy Analysis", Atlantic, New Delhi, 1993,
- 15) Woll Peter- "Public Policy". Cambridge, 1974
- 16) Mapherson Stewart- "Comparative Social Policy and the (UK)" Third World, Wheat sheaf, 1987.
- 17) Harold Steign- "Public Administration and Public Policy".
- 18) Ganapathy R. S. and others (Ed.) "Public Policy and Policy Analysis in India", Sage, New Delhi, 1987.
- 19) Dror Y.- "Public Policy Making", Chandler, USA, 1968.
- 20) Bimal Jalan "Essays in Development Policy"

M. A. I Year, Semester - I
Elective, Credits: 4
Human Resource Management

Learning Outcomes:-

1. Conceptual Clarity of Human Resource Management in Terms of its Importance, Characteristics, Evolution.
2. Detailed Understanding of the Recruitment and Training.
3. Understanding of Performance Appraisal, Promotion.

Unit - I: Human Resource Management:

- a) Meaning, Scope, Importance & Characteristics
- b) Evolution of Human Resource Management
- c) Challenges to Organization and Human Resource Management
- d) Professionals Impact of Globalization on Human Resource Management

Unit - II: Recruitment and Training:

- a) **Recruitment**
 - i) Concept, Meaning and Importance
 - ii) Recruitment Process
 - iii) Sources of Man Power Supply, Consultants for Recruitment
- b) **Training**
 - i) Definition and Significance of Training and Development
 - ii) Training- Needs and Objectives, Training Policy and Organization, Training Principles
 - iii) Emerging Perspectives of Training in India

Unit - III: Performance Appraisal:

- a) Nature and Significance of Performance Appraisal
- b) Major Issues in Performance Appraisal Practices

Unit - IV:-Work Force Adjustment (Promotion):

- a) Nature, Significance & Methods of Promotion
- b) Indian Perspective on Promotion and Key Issues
- c) Voluntary Retirement Scheme (VRS)

Recommended Readings:

- 1) Armstrong M., 'A Hand Book on Personnel Management' Kogan Press, London -1995.
- 2) Dunn J. D. 'Management of Personnel' Mc Graw Hills, New York- 1972.
- 3) Davar R. S. 'Personnel Management' Vikas Publication, New Delhi- 1976.
- 4) Bharwadekar M.U. 'Evaluation of Training' Nibm, Pune- 1986.
- 5) Palekar S. A. Public personnel Administration, Jaipur, ABD Publishers. 2005.
- 6) Aswathapa K. Human Resource Management Text and cases, New Delhi, McGraw Hill Education, (India) Pvt. Ltd.
- 7) Chabra T. N.. Human Resource Management concepts and Issues, Delhi, Dhanpat Rai & co.(p) Ltd.
- 8) Kasinath H. M. (2011) Human Resources and their Development through Education Vol. II - No. 1, Edutracks, Trivandrum.

M. A. I Year, Semester - I
Elective, Credits: 4
Indian Constitution and Administration

Learning outcomes:-

1. Understand Indian Administration System and it's Legacy.
2. Familiarize with British Administration System.
3. Deep Understanding about Constitution Formation Process and its Framework.

Unit - I: The Government & Administration in Ancient India:

- a) Empire Kingship, Amatya, Mantrin Mantri Mandals, Samiti, Republics (Ganrajya), Sanghrajya,
- b) Mourya and Guptas Administration
- c) Decentralization of Administration
- d) The Government and Administration in Medieval India:
- e) The Sultans Administration, The Mughal Kingship and Administration,
- f) Maratha Administration

Unit - II: British East India Company & Regulation in India:

- a) Battle of Plassey, Battle of Buxar,
- b) Company Control Over Provinces the Act 1773.
- c) Pitt's India Act 1784,
- d) The Charter Acts 1793, 1813 and 1833.
- e) The Charter Act of 1853.

Unit - III: British Government & Administration in India:

- a) Proclamation of The Queen British Government Act 1858
- b) The Indian Councils Act 1861
- c) The Indian Councils Act 1892
- d) The Indian Councils Act 1909

Unit - IV: The Frame of Indian Constitution:

- a) The Government of India Act 1919
- b) The Round Table Conference (RTC) (1930 and 1932)
- c) The Joint Committee Report Constitutional Development 1935 to 1947
- d) Constitutional Development 1935 To 1947
- e) All India Federation Provisional Autonomy, Cripps Offer (Plan), The Wavell Plan, The Cabinet Mission Plan,
- f) The Indian Government- The Constituent Assembly

Recommended Readings:

1. B. N. Puri, History of Indian Administration Vol. I, II, III, Bharatiya Vidya Bhavan Bombay.
2. Mishra B.B., 1970. The Administrative History of India; Oxford University Press: London.
3. Dr. Babasaheb Ambedkar Writing and Speeches, Vol.13 Education Department, Government of Maharashtra 1994.
4. A.P. Awasthi,, Indian Political System, Laxmi Narayan Agrawal, Aagra.
5. Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London. Jain, R.B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.
6. Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand and Company: Delhi.
7. Puri, K.K., 2006, Indian Administration, Bharat Prakashan, Jalandhar.
8. P. Sharma, Government and Politics of India Published by B.U 1984
9. D.C. Gupta, Indian Government and Politics, Vikas Publishing House Pvt, Ltd 1978
10. Austin, Granville (1996)," The Indian Constitution: Cornerstone of Nation", Oxford: Clarendon Press.
11. Nehru, Jawaharlal (1949), "Independence and After", New Delhi: Publication Division, Govt. of India
12. Wheare, K.C.(1964), "Modern Constitutions". London: Oxford University Press. 6 Frankfurter, Felix (1961), Mr. Justice Holmes and The Supreme Court," Cambridge: The Belknap Press of Harvard University Press
13. Kashyap. S.C.(1995), Our Constitution", New Delhi: National Book Trust, India
14. Basu, D.D. (1991). "Introduction to The Constitution of India". New Delhi: Prentice Hall of India Pvt. Ltd.

M. A. I Year, Semester - I
Elective, Credits: 4
Public Administration and Digitalization

Learning outcomes:-

1. Gain The Knowledge of Digitalization, E-Government and E-Governance.
2. Understanding of Digital Strategies for Governance, Role of Web Policy.
3. Comprehending Digital Governance Policy Formulation and Implementation.
4. Awareness about the Job Opportunities in Digital Administration.

Unit - I: Digitalization:

- a) Meaning, Scope and Importance
- b) Concept of E- Government, E- Governance and Digital Governance
- c) Digital Evolution

Unit - II: Digital Strategies for Governance:

- a) Principles of Improving Public Services
- b) Benefits of Digitizing; Digital Capability Strategies
- c) Digital Governance Strategic Initiatives
- d) Role of Webs Policy

Unit - III: Digital Governance Policy Formulation:

- a) Principles of Public Policy Formulation for Digital Governance
- b) Policy Formulation for Digital Assets
- c) Information Sharing in Government - Digital Tools
- d) National E - Governance Plan

Unit - IV: Digital Governance Policy Implementation:

- a) Digital Action Plan for Civic Services and Transactional Services
- b) Implementation Impediments of Digital Governance-Factors Influencing Digital Governance
- c) Information Technology Act. - 2000

Recommended Readings:

- 1) Anttiroiko, Ari-veikko andMalkia, Matti (2006) Encyclopedia of Digital Governance. IGI Global Publications: Pennsylvania, USA
- 2) Bélanger, F and Carter,L (2006) The Effects of the Digital Divide on e-Government: An Empirical Evaluation, Proceedings of the 39th Hawaii International Conference on System Sciences, Vol. 4, pp. 1-7
- 3) Biesdorf, S. and Niederman, F (2013) Healthcare's Digital Future, Mckinsey & Company, New York.
- 4) Dunleavy, Patrick; Margetts, Helen; Bastow Simon; and Tinkler, Janae (2007) Digital Era Governance IT Corporations, The State and E-Governments Oxford University Press: Oxford.

- 5) Fang, Z (2002) E-Government in Digital Era: Concept, Practice and Development. International Journal of The Computer, The Internet and Information, Vol. 10, No. 2,
- 6) Landsbergen, D. (2010) Government As Part of The Revolution: Using Social Media to Achieve Public Goals, Electronic Journal of E-Government, Vol. 8, No. 2,
- 7) Mickoleit, A (2014) Social Media Use by Governments: A Policy Primer to Discuss Trends, Identify Policy Opportunities and Guide Decision Makers. OECD Working Papers on Public Governance, No. 26. OECD Publishing: Paris.
- 8) S & Milakovich, Michael E (2012) Digital Governance: New Technologies for Improving Public Service. Addison-Wesley: Boston
- 9) Sharma, Sangeeta (2006). Ecology of E-Governance In Encyclopedia of Digital Government by Ari Veikko (Author, Editor), Matti, Malkia (Author, Editor),. IGI Global: Pennsylvanl.

M. A. I Year, Semester - I
Research Methodology, Credits: 4
Research Methodology and Public Administration

Learning outcomes:-

1. Development of Intellectual Understanding of Fundamental Knowledge of Research Methodology.
2. Understand the Objectivity, Research Design and Methodology in Social Research.
3. Inculcation of Necessary Skills to Use Research Tools to Undertake Research in Public Administration.
4. Competence to Evaluate Government Policies or Programs/Projects on the Basis of Primary and Secondary Data.

Unit - I: Research in Social Sciences

- a) The Meaning, Nature and Characteristics of Science, Difference Between Natural Sciences and Social Sciences.
- b) Social Research: Meaning, Objectives, Assumptions, Types and Utility, Qualities of a Good Researcher, Public Administration as a Science. Importance of Research in Public Administration.
- c) Scientific Method: Meaning, Characteristics and Various Steps in Scientific Methods, Value and Use of Scientific Method in Social Sciences, Limitations of Scientific Method.

Unit - II: Objectivity

- a) Difficulties in Achieving Objectivity in Social Research, Means of Increasing Objectivity in Social Research.
- b) Hypothesis: Meaning and Nature of Hypothesis, Characteristics of a Good Hypothesis, Formulation of Hypothesis.
- c) Types of Hypothesis, Verification and Testing of Hypothesis, Utility of Hypothesis.

Unit - III: Research Design

- a) Meaning and Need for Research Design in Research.
- b) Sampling Design - Basis of Sampling, Types, how to Select Sample, Advantages and Disadvantages of Sampling Method
- c) Scientific Samplings Methods

Unit - IV: Methods of Social Research

- a) **Experimental Method:** Types of Experiments, Planning and Experiment, Merits and Demerits of this Method.
- b) **Statistical Method:** Significance of this Method in Social Research, Process of Statistical Research, Limitations of this Method.

- c) **Case Study Method:** Definition, Assumptions, Importance of this Method, its Relation with Statistical Method, Limitations of this Method.
- d) **Survey Method:** Difference Between Social Research and Social Survey, Social Planning of Survey, Objectives of a Survey, Merits and Demerits of this Method.
- e) **Methods of Collecting Data:** Interview Method, Observation, Questionnaire and Schedule.
- f) **Processing of Data:** Editing, Classification and Tabulation, Mean, Mode, Median, Content Analysis Preparation of Research Report

Recommended Readings:

- 1) Ghosh B.N., "Scientific Methods and Social Research", New Delhi: Sterling Publishers Pvt. Ltd, 1987 Moser C.A.. "Survey Methods in Social Investigations" London :
- 2) Dunckworth & Co., 1970. Kothari C.R., "Research Methodology" - Methods and Techniques, New Delhi: Wiley Eastern Ltd., 1985
- 4) Bajpai S.P., "The Structure of Science", Problems in Methods of Social Survey and Research, Kanpur Kitab Ghar, 1994
- 5) Hans Raj, "Theory and Practice in Social Research", New Delhi: Surjeet Publications, 1992.
- 6) Gopal M.H., "An introduction to Research Procedure in Social Sciences", Delhi
- 7) Louise H. Kider, "Research Methods in Social Relations "GBS Publishing Japan Ltd, 1986
- 8) Young P.V., "Scientific Social Surveys and Research", New York,
Gopal M.H., "An Introduction to Research Procedure in Social Science", Prentice Hall, 1960. Asia Publishing House, Delhi, 1970.
- 9). Dr. Bindrawan Lal, "Research Methodology" - ABD Publishers, Jaipur -2002
- 10) Bhandrakar P. L, Wilkinson., "Social Research", Himalaya Publishing House, Mumbai, 2007.
- 11) Gerard Guthrie, "Basic Research Methods". SAGE Publications India PVL Ltd., New Delhi, 2010.

Second Semester:

- 1) Major Mandatory-1: **Comparative Public Administration** (UK, USA, China)
Major Mandatory-2: **Foreign Local Self Government** (UK, USA, France & China)
Major Mandatory-3 **Restructuring Governance**
- 2) Major Activity-2: - **Parliamentary System in Local Government**
 - **Seminar Presentation Techniques**
 - **Book Review**
- 3) Major Elective-2: 1) **Administrative Laws**
2) **Agricultural Administration in India**
3) **Tourism Administration**
- 4) Research Methodology: -----
- 5) On Job Training/Field Project: -----
- 6) Research Project: -----

M. A. I Year, Semester - II

Mandatory - 5, Credits: 4

Comparative Public Administration

(U.K., U.S.A. & China)

Learning Outcomes:-

1. Acquire Knowledge and Conceptual Approach in Comparative Public Administration.
2. Clarity about Various Contemporary Approach.
3. Understanding of Administrative Systems of U.K, U.S.A & China.
4. Familiarize with Personnel and Financial Administration of U.K, U.S.A & China.

Unit - I: Comparative Public Administration:

- a) Meaning, Nature, Scope and Importance
- b) Evolution of Comparative Study

Unit - II: Conceptual Approach in Comparative Public Administration:

a) Traditional Approach:

- i) Historical Approach
- ii) Subjective Approach
- iii) Political Approach
- iv) Scientific Approach

b) Contemporary Approach:

- i) Structural Functional Approach
- ii) Ecological Approach
- iii) Behavioral Approach
- iv) System Approach

Unit - III: Administrative Systems:

- a) Features
- b) Legislature
- c) Executive
- d) Judiciary

Unit - IV:-Personnel & Financial Administration:**a) Personnel Administration:**

- i) Features of Civil Services
- ii) Recruitment
- iii) Training
- iv) Promotion

b) Financial Administration:

- i) Budgeting System
- ii) Agencies of Financial Administration
- iii) Control over Financial Administration

Recommended Readings:

- 1) Riggs F.W. 'The Ecology of Public Administration' Asia Publishing, New Delhi.
- 2) Ferral Heady Public Administration' - A Comparative Perspective Marce Dekkar, New York-1979.
- 3) Rammesh K. Arora "Comparative Public Administration", Associated Publishing House, New Delhi-1975.
- 4) Tyagi A.R. 'Public Administration Atma Rama and Sons, New Delhi 1990
- 5) Vishwanathan V.N Comparative Public Administration'-Sterling Publisher Pvt. Ltd., New Delhi-1995.
- 6) Riggs F.W. Trends in The Comparative Study of Public Administration International Review of Administrative Science, Section, 28, 1968.
- 7) Waldo Dwight, 'Comparative Public Administration', Performance and Problems Risten La Braton University of Washington Press 1979.
- 8) George F. Gant 'Development Administration Concept, Goals, Methods The University of Wisconsin Press, Madison, Wisconsin, 1979.

M. A. I Year, Semester - II
Mandatory - 6, Credits: 4
Foreign Local Self Government
U.K., U.S.A., France & China

Learning Outcomes:-

1. Gain the Knowledge about Foreign Local Self Government.
2. Familiarize the Foreign Local Self Government of U.K, U.S.A, France & China.
3. Understand the Evolution of Foreign Local Self Government of U.K, U.S.A, France & China.

Unit - I: Local Self Government in United Kingdom (UK)

- a) Evolution and Salient Features
- b) Institutions of Local Self Government: Composition and Functions
 - 1) County Boroughs
 - i) Municipal Boroughs
 - ii) Urban District
 - iii) Rural District - Parish
 - 2) County Council
 - 3) Greater London
- c) Financial Resources of Local Self Government

Unit - II: Local Self Government in United States of America (USA)

- a) Evolution and Salient Features
- b) U.S.A. Local Self Government: Composition and Functions
 - i) County Government
 - ii) Municipal Town/Village/Boroughs
 - iii) Township
- c). Urban (Management by Following Organizations)
 - i) Mayor Council Form
 - ii) Commission Form
 - iii) Council Manager Form
- d) Financial Resources of Local Self Government

Unit - III: Local Self Government in France

- a) Evolution and Salient Features of French Local Self Government
- b) Institutions of Local Self Government: Composition and Functions
 - i) Departments
 - ii) Arrondissements
 - iii) Cantons
 - iv) Communes
 - v) Urban Communes
 - vi) Rural Communes
- c) Financial Resources of Local Self Government

Unit - IV: Local Self Government in China

- a) Evolution and Salient Features of China Local Self Government
- b) Local Government and Constitution of 1982
- c) Institutions of Local Self Government: Composition & Functions
 - i) Rural Township
 - ii) Urban Local Governments
 - iii) Communes/ Town
- d) Financial Resources of Local Self Government

Recommended Readings:

1. Alderfer, H.F. (1953), "American Local Government And Administration", New York.
2. Hasluck, E.L. (1936), "Local Government In England", Cambridge University Press, England.
3. Chapman, B. (1953), "Introduction To French Local Government", Allen And Unwin.
4. T Ung-TSU CH U. (1969), "Local Government In China Under The CH' ING", Stanford University Press, Stanford, California.
5. Biondel Jean, 'The Government Of France', New York, Thomas Y, 25
6. Crewell & Co., Henry Eddick, 'Democracy, Decentralization And Development', Asia Publishing, Delhi.
7. L.S. Madhava Rao, Modern Foreign Local Governments - America,
8. England And France'. Venkatram Paper Products (P) Ltd, Narayanaguda, Hyderabad, 1964.
9. B.C. Rai, Local Government-England France, USA, USSR And India' Prakashan Kendra, Lucknow, 1994.
10. V.N. Gokhale, (Printed Notes) Local Governments In America', England And Wales And France.
11. Donald M. Seekins, In 'World Encyclopedia Of Political System' Edited By George Delury Vol. 1 "People's Republic Of China".
12. Rolf H.W., Theen And Frank L. Wilson, Politics - An Introduction To Six Countries, Prentice Hall, Eaglewood Cliffs, New Jersey, 1986.
13. Manoj Sharma, "Local Government -Rural And Urban", Anmol Publications New Delhi, 2004.
14. शर्मा, हरिशचंद्र (२००६), "इंग्लंड में स्थानिक प्रशासन", विश्वभारती पब्लिकेशन्स, नई दिल्ली.
15. त्रिपाठी, अभिषेक (२०१०), "इंग्लंड का स्थानिक प्रशासन", इशिका पब्लिशिंग हाऊस, जयपुर (भारत).
16. शर्मा, हरिशचंद्र (२००६), "अमेरिका में स्थानिक प्रशासन", विश्वभारती पब्लिकेशन्स, नई दिल्ली.
17. शर्मा, हरिशचंद्र (२००६), "फ्रान्स में स्थानिक प्रशासन", विश्वभारती पब्लिकेशन्स, नई दिल्ली.

M. A. I Year, Semester - II
Mandatory Paper - 7, Credits: 4
Restructuring Governance

Learning Outcomes:-

1. Would have Inculcated Theoretical and Conceptual Knowledge about Governance, Restructuring Governance and Administrative Reforms.
2. Learnt about the History of Reforms in India, Especially in the Context of The First and The Second Administrative Reforms Commissions.
3. Discerning Innovations Adopted in Indian Administration for Ensuring Good Governance and Making it Citizen Centric.

Unit - I: Introduction:

- a) Governance Meaning and Concept
- b) Distinction between Public Administration and Governance
- c) Restructuring Governance - Concept and Evolution
- d) Growth of Reforms and Innovations in Administration in the Indian Context

Unit - II: Administrative Reforms and Governance Innovations in India in Historical Perspective:

- a) Committees and Commissions (1947-1967)
- b) First Administrative Reforms Commission
- c) Second Reforms Commissions

Unit - III: Institutional Mechanism for Reforms and Innovations:

- a) Evolving Trends: Regulatory Governance
- b) Ombudsman; E-Governance; Networked Governance
- c) Genesis and the Process
- d) Civil Service Reforms: Process Simplification Internal Procedures, Using Modern Technology, Supervision, Monitoring & Evaluation and Rationalizing Procedures

Unit - IV: Major Reforms Initiatives (Structural and Functional):

- a) Judicial Reforms: Electoral Reforms
- b) Impediments to Reforms: Socio-Cultural; Political; Economic; Bureaucratic: and Legal/Constitutional

Recommended Readings:

- 1) Balllabh, Vishwa (2018) Governance of Water. Sage: New Delhi Bloch, Marianne: Holmlund, Kerstin: Popkewitz, Thomas and Moqvist, Ingeborg (2003) Governing Children, Families and Education: Restructuring the Welfare State.
- 2) Palgrave Macmillan: London Dallago, Bruno and Iwasaki, Ichiro (Eds.) (2007) Corporate Restructuring and Governance in Transition Economies: Studies in Economic Transition. Palgrave Macmillan: New York
- 3) Gibbs, Philip A (Summer 1993) Determinants of Corporate Restructuring: The relative importance corporate governance, takeover threat, and free cash flow, Staretgic Management Journal, Volume 14, Issue S1, Special Issue, pp. 51-68

- 4) Government of India (2005-09) Second Administrative Reforms Commission, Reports(115). The Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi
- 5) Hugh, Bochel and Powell, Martin (Eds.) (2016) The Coalition Government and Social Policy: Restructuring the Welfare State. Policy Press: Bristol, UK Jwa, Sung-Hee and Lee, In Kwon (Eds.) (2004) Competition and Corporate Governance in Korea: Reforming and Restructuring the Chaebol. Edward Elgar Publishing: Cheltenham, UK
- 6) Kennedy, Loraine (2014) The Politics of Economic Restructuring in India: Economic Governance and State Spatial Rescaling. Routledge: New York
- 7) Klenk, Tanja and Pavolini, Emmanuele (2015) Restructuring Welfare Governance: Marketisation, Managerialism and Welfare State Professionalism, Edward Elgar Publishing: Cheltenham, UK
- 8) Lechuga, Vincente M and Tierney, William G (Fall 2004) Restructuring Shared Governance in Higher Education: New Directions in Higher Education, Volume 11, Number 127
- 9) Loader, Brian D (1997) The Governance of Cyber Space: Politics, technology and global restructuring. Routledge: New York
- 10) Mishra, R K and Sastry, Kumari L (2010) Restructuring Public Enterprises in Andhra Pradesh. Excel Books:
- 11) Singh, Harjit (2007) Corporate Restructuring Through Disinvestment: An Indian Perspective. New Age International: New Delhi
- 12) Teall, John L (2007) Governance and the Market for Corporate Control. Routledge: New York Treloar, Raven (2017) Restructuring Welfare Governance. Socialy Pr: London
- 13) Wah, Francis Loh Kok and Ojendal, Joakim (Eds.) (2005) South East Asian Responses to Globalization: Restructuring Governance and Deepening Democracy. NIAS Press: Institute of Southeast Asian Studies: Singapore
- 14) Weston, J Fred: Mitchell, Mark L; Mulherin, J Harold and Salwan, Prashant (2004) Takeovers, Restructuring, and Corporate Governance. Pearson: New Delhi

M. A. I Year, Semester - II

Elective, Credits: 4

Administrative Law

Learning Outcomes:-

1. Developing and Understanding of Principles of Natural Justice, Rule of Law, Administrative Legislation, Adjudication and Much More.
2. Distinguishing Between Constitutional Law, Administrative Law and Droit Administratif.
3. Delineating the Concept, Merits and Demerits of Administrative Tribunals and Especially Central Administrative Tribunal.
4. Grasping the Genesis, Growth and Concept of Ombudsman, Lokpal, Lokayukta and Central Vigilance Commission.

Unit - I: Introduction:

- a) Administrative Law: Meaning and Reasons for its Growth.
- b) Distinction Between Constitutional Law and Administrative Law and Droit Administratif

Unit - II: Basics Tools:

- a) Rule of Law; Principles of Natural Justice;
- b) Judicial Review of Administrative Action - Concept and Writs

Unit - III: Delegated Legislation and Adjudication:

- a) Delegated Legislation Concept, Rationale, Merits and Demerits
- b) Administrative Tribunals Concept, Merits and Demerits
- c) Central Administrative Tribunal: Structure and Functions

Unit - IV: Ombudsman:

- a) Institution of Ombudsman: Concept and Genesis
- b) Central Vigilance Commission: Structure, Functions, Role and Significance
- c) LokPal and Lokayukta in India-Composition, Powers, Functions and Significance.

Recommended Readings:

- 1) David Foulker - "Administrative Law"-Butter Worthus London. Sathe S.P. "Administrative Law" - Butter Worthus-New Delhi 1999.
- 3) Paras Dewan - "Administrative Law" Towards New Desportion, Allahabad Law Agency.
- 4) Tushar Kanti Shah - "Administrative Law" - Kanishka Publication, New Delhi, 2001
- 5) Basu D.D.- "Constitution of India" George Alleh University, London

- 6) The Ombudsman Rowat George Alleh University, London 7) Thilagraj R-Criminal Justice and Adm., Aph, Pub. Corp. New Delhi-2002.
- 7) Chhabra. S (1990) Administrative Tribunals. Deep and Deep: New Delhi
- 8) Diwan, P (2007), Indian Constitution (2nd Edition). Law Agency: Allahabad Kagzi, Mc J (2008) Indian Administrative Law (2nd Edition). Metropolitan: Delhi
- 9) Massey, I.P. (2008) Administrative Law. Eastern Book Company: New Delhi Mehta, Sm (1990) Indian Constitutional Law. Deep and Deep: New Delhi
- 10) Sathe, S. P. (1998) Administrative Law (6th Edition) Tripathi: Bombay, Delhi
- 11) Sharma, S K (2007) Directive Principles and Fundamental Rights. Deep and Deep: New Delhi.
- 12) Swami, P M (1989) Swami's Manual of Disciplinary Proceedings for Central Government Employees. Swami Publishers: Madras.

M. A. I Year, Semester - II
Elective, Credits: 4
Agricultural Administration in India

Learning Outcomes:-

1. Understand the Agricultural Development in India.
2. Conceptualise Agricultural Policy Framework, its Importance.
3. Gain the Knowledge about the Organisations Involved in Agricultural Development and Administration.
4. Identify Various Issues in Agricultural Development in India.

Unit - I: Agricultural Development and Policy Framework:

- a) Concept, Importance and Scope of Agricultural Development
- b) Evolution of Agricultural Development
- c) Objectives, Nature of Agricultural Policy & Policy Instruments

Unit - II: Administration for Agricultural Development:

- a) Agricultural Ministry of India
- b) Agricultural Department of Maharashtra
- c) Panchayati Raj and Agricultural Development
- d) National Bank for Agriculture and Rural Development (NABARD)

Unit - III: Agriculture and Co-Operative Sector:

- a) Role of Co-Operative Sector in Agricultural Development
- b) Agricultural Finance and Co-Operative
- c) Krushi Utpanna Bazar Sameeti

Unit - IV:-Issues in Agricultural Development:

- a) Irrigation and Indian Agriculture
- b) Agricultural Business and Marketing in India,
- c) Liberalization of Agricultural Trade
- d) Agricultural Price Policy in India
- e) Farmers Suicide
- f) Technology Transfer

Recommended Readings:

- 1) Royer O. Norton, "Agricultural Development Policy" Rawat Publication, Jaipur 2006.
- 2) Satya Sundaram "Rural Development" Himalaya Publishing House, Mumbai 2007.
- 3) Gyana Chondra Kar, "Globalization and Decentralized Development", Deep & Deep Publications Pvt. Ltd. New Delhi 2008.
- 4) Surat Sing, "Decentralized Governance in India", Deep & Deep Publication, New Delhi 2004.
- 5) Jogondor S. Malik, "Technology Transfer Modes", Classical Publishing Company, New Delhi, 2003.
- 6) Harvinder Vizk, "Administration of Agriculture Development"
- 7) National Journal of Rural Development, NIRD, Hyderabad.
- 8) Kurukshetra, Govt. of India
- 9) Yojana, Govt. of India

M. A. I Year, Semester - II
Elective, Credits: 4
Tourism Administration

Learning Outcomes:-

1. Clear the Concept of Tourism, its Types and Significance.
2. Understand the Authorities in Tourism Administration in India.
3. Know the Different Tourism Policies and Development Stages in India.
4. Understand the Administration of Tourism Organizations.

Unit - I: Concept of Tourism

- a) Meaning and Definition of Tourism
- b) Elements and Types of Tourism
- c) Significance of Tourism

Unit - II: Ministry of Tourism in India

- a) Organisation and Structure
- b) Role and Functions of Ministry
- c) Schemes of Tourism

Unit - III: Tourism Development and Policies

- a) Tourism Development in India
- b) National Tourism Policies
 - i) 1982
 - ii) 1992
 - iii) 2002
- c) National Digital Tourism (Tourism Policy - 2022)

Unit - IV: Administration of Tourism Organisations

- a) World Travel & Tourism Council (WTTC),
- b) Indian Tourism Development Corporation (ITDC), Maharashtra Tourism Development Corporation (MTDC)
- c) Indian Railway Catering and Tourism Corporation (IRCTC),
- d) Airport Authority of India (AAI),
- e) The Directorate General of Civil Aviation (DGCA),
- f) ICAO, IATA,
- g) Indian Operator of Tourism Association (IOTA),
- h) Travel Agents Association of India (TAAI),
- i) The Federation of Hotel & Restaurant Association in India (FHRAI)
- j) Archaeological Survey of India (ASI).

Recommended Readings:

1. Mill and Morrison, (1992), *The Tourism System: An Introductory Text*, Prentice Hall.
2. Cooper, Fletcher Et Al, (1993), *Tourism Principles and Practices*, Pitman.
3. Burkart and Medlik, (1981), *Tourism: Past, Present and Future*, Heinemann, ELBS.
4. Mill, R.C., (1990), *Tourism: The International Business*, Pertinence Hall, New Jersey.
5. Angella, F., Go, F., (2010), Tale of two cities' collaborative tourism marketing: Towards a theory of destination stakeholder assessment, *Tourism Management* Vol.30
6. Blumberg, K. (2005), "Tourism Destination Marketing -A Tool for Destination Management? A Case Study from Nelson/Tasman Region, New Zealand", *Asia Pacific Journal of Tourism Research*, 10(1):
7. Bornhorst, T., Ritchie, B., & Sheehan, L. (2010), "Determinants of tourism success for DMOS & destinations: An empirical examination of stakeholders' perspectives", *Tourism Management*, 31,
8. Dey, B., & Sarma, M. K. (2010). "Information Source Usage Among Motive-Based Segments of Travellers to Newly Emerging Tourist Destinations", *Tourism Management*, 31(3)
9. Dwyer, L., Livaic, Z., & Mellor, R. (2003), "Competitiveness of Australia as a tourism destination", *Journal of Hospitality and Tourism Management*, 10(1): 60-78.
10. Kogovsek, M., Kogovsek, M. (2013), *Innovation in Tourism: The potential for improving the sustainability of tourism Destination*, in *Contemporary trends in Tourism and Hospitality (2013)*, A Collection of papers,

