

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBHAJINAGAR.**



Circular / Acad Sec./ PG /NEP PG-II Yr Curri./Affi. Col./ 2024.

It is hereby inform to all concerned that, on the recommendation of Dean of Faculty of Humanities; **the Academic Council at it's Meeting held on 08th April, 2024 has accepted the "following Subject wise revised Curriculum at PG Level as per National Education Policy-2020" for all concerned affiliated colleges** under the Faculty of Humanities.

Sr. No.	UG/PG Course Curriculum Name	Semester
01.	M. A. <u>Second Year</u> as per NEP [Marathi] for Colleges	IIIrd & IVth
02.	M. A. <u>Second Year</u> as per NEP [Hindi] for Colleges	IIIrd & IVth
03.	M. A. <u>Second Year</u> as per NEP [English] for Colleges	IIIrd & IVth
04.	M. A. <u>Second Year</u> as per NEP [Urdu] for Colleges	IIIrd & IVth
05.	M. A. <u>Second Year</u> as per NEP [Arabic] for Colleges	IIIrd & IVth
06.	M. A. <u>Second Year</u> as per NEP [History] for Colleges	IIIrd & IVth
07.	M. A. <u>Second Year</u> as per NEP [Political Science] for Colleges	IIIrd & IVth
08.	M. A. <u>Second Year</u> as per NEP [Public Administration] for Colleges	IIIrd & IVth
09.	M. A. <u>Second Year</u> as per NEP [Economics] for Colleges	IIIrd & IVth
10.	M. A. <u>Second Year</u> as per NEP [Geography] for Colleges	IIIrd & IVth
11.	M. A. <u>Second Year</u> as per NEP [Psychology] for Colleges	IIIrd & IVth

This is effective from the Academic Year 2024-25 and Onwards as per 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,
Chhatrapati Sambhajanagar-431 004.
Ref. No. SU/PG-II Yr/ Affi.Colleges
/ NEP Curri/ 2024/2677-2-51

Date: 21.05.2024.

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**Deputy Registrar,
Academic.**

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Copy forwarded with compliments to:-

- 1] **The Principal, all concerned affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajanagar.
- 2] **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, [Concerned 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, Chhatrapati Sambhajanagar.

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DrK*210524/-

**Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajinagar (MS)- 431001**



**Illustrative Credit Distribution Structure
for
Two Year /One Year**

M. A. Second Year

Course Structure

-: Subject :-

Public Administration

Effective from: 2024 - 25

AS PER NEP- 2020

Illustrative Credit Distribution Structure for One Year

M. A. PUBLIC ADMINISTRATION

Class: M. A. Second Year

Semester: Third Semester & Fourth Semester

Subject: Public Administration

Sr. No.	Specification/ type of Papers	Third Semester		Total Credits/ Semester	Fourth Semester		Total Credits/ Semester	Total Credits/ Year
		Paper	Credits		Paper	Credits		
1	Major Mandatory	Mandatory-9	4	12	Mandatory -13	4	12	24
		Mandatory-10	4		Mandatory -14	4		
		Mandatory-11	4		Mandatory-15	4		
2	Major Activity	Activity- 12	2	2	--			2
3	Major Elective	Elective-3	4	4	Elective- 4	4	4	8
4	Research Methodology	RP-1	4	4	RP -2	6	6	10
5	On Job Training/ Field Project	--	--	--	--	--	--	--
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

Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.



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

Year (2Yr PG)	Level	Sem. (2Yr)	Major		Research Methodology	On Job Training/Field Project	Research Project	Cum. Cr.	Degree
			Mandatory	Elective (Select any one from Basket)					
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.

Third Semester:

1. Major Mandatory-9: **Management Science**
Major Mandatory-10: **Management Thinkers**
Major Mandatory-11: **Office Management**
2. Major Activity-12: - **Activities on Office Process and Procedures**
- **Seminar Presentation Techniques**
- **Book Review**
3. Major Elective-3: **1) Administrative Behavior**
 2) Public Relations & Communication
 3) Corporate Management
4. On Job Training/Field Project: -----
5. Research Project: -----

Fourth Semester:

1. Major Mandatory-13: **Recent Issues in Public Administration**

Major Mandatory-14: **Globalization and Public Administration: Indian Context**

Major Mandatory-15: **Post Modern Public Administration**
2. Elective- 4: **1) Administration of International Organizations**

 2) Indian Planning and Development

 3) Defense Administration in India
3. On Job Training/Field Project: -----
4. Research Project: -----

M. A. II Year, Semester - III
Mandatory- 9, Credits: 4
MANAGEMENT SCIENCE

Learning Outcomes: -

1. Gain the knowledge about the Conceptual setup & Approaches to Management.
2. Understand Meaning, Nature, Significance, Scope and Evolution of Management.
3. Can explain the approaches to Management Science.
4. Gain the knowledge about the Management Patterns and management functions.
5. Able to describe the Management Leadership styles and Techniques.

Unit - I: The Management

- a) Conceptual setup & Approaches, Introduction to Management;
- b) Meaning, Nature, Significance, Scope, Evolution of Management, Approaches to Management Science:
- c) Classical, Behavioural and Systems Approaches, Schools of Management, Environmental Factors

Unit - II: Management Patterns

- a) Management by Objectives, (MBO)
- b) Management by Exceptions (MBE),
- c) Management by Research (MBR)

Unit - III: Management Functions

- a) Decision Making,
- b) Managerial Planning, Direction, Coordination
- c) Supervision, Communication, Motivation

Unit - IV: Management Leadership and Techniques

- a) Leadership Styles, Leadership Qualities, Effectiveness
- b) Management Improvement Techniques, O and M
- c) Organizational analysis, Aids to efficiency

Recommended Readings:

1. Cludes George - "Evolution of Management Thought", Prentice Hall, New York, 1968
2. Breach E.F.L.(Ed.)- "Principles and Practice of Management", Orient Longman, N-,
3. Tom Lupton - "Management and Social Sciences", Pengiun, 1971
4. Koontz H. and Donnel C. - "Principles of Management", Mc Graw Hill, New York, 1959.
5. Davor R. S. - "The Management Process Progressive", Bombay, 1978
6. Mishra M.L. - "Contemporary Management Thinkers", Associated, New Delhi, 1982
7. John A. - "Management Techniques", London, 1969
8. Polard H.R. - "Development: Management Thought", London, 1977.
9. Drucker Peter - "The Practice of Management", Harper, New York, 1954
10. Terry G.R. - "Principles of Management"
11. Chhabra T.N. - "Principles and Practice of Management", Dhanpal Rai & Co- Delhi.
12. Rothlesberger - "Management and Morale"- Cambridge, Harward University
13. Oliver Sheldon - "Philosophy of Management", Sir Isac Pitman & Sons, London,
14. Massie Joseph - "Essentials of Management" Prantice Hall – New Delhi

M. A. II Year, Semester - III
Mandatory- 10, Credits: 4
MANAGEMENT THINKERS

Learning Outcomes: -

1. Understand the key contributions of management thinkers and their impact on modern management practices.
2. Analyze the evolution of management thought from the Industrial Revolution to the late 20th century.
3. Critically assess the strengths and limitations of different management theories and their applicability in contemporary organizations.
4. Compare and contrast the management philosophies of various theorists, including Robert Owen, Charles Babbage, Henry Gantt, and the Gilbreths.
5. Identify the technological and methodological innovations introduced by management pioneers and their relevance to modern business practices.

Unit - I:

- a) **Robert Owen (1771-1858)** Contribution and Evaluation, Human Relations, improvement in working conditions and Environment, Promotion of Trade Union Co-operative movements, Organization of Model Villages, Establishment of Personnel Department, Open rating of performance, Education and Training, Social Reform and Revolution, Proposal of Labour Notes, Wages and Productivity, New View of Industrial Society and creation of New Environment.
- b) **Charles Babbage:** Contribution of Babbage; Division of Labour, Emphasis on Developing Scientific Approach to Management, Replacing Manual operations with Automatic Machinery, Invention of difference Engine, Time study, Proper attention to workers, Service objective, other contributions Evaluation of Babbage's work.

Unit - II

- a) **Fredrick. W. Taylor:** Taylor's Experience Studies and Experiments Taylor's Principal, concern and views, Taylor's concept of Management or Philosophy of Scientific Management, Mental Revolution, Principles of Scientific Management. Aims of Scientific Management. Techniques and Mechanics of Scientific Management, Contribution of Taylor. Evaluation of Taylor's works and their Impacts. Taylor's criticism and their Refutation.

Unit - III

- a) **Henry Laurence Gantt:** (Gantts Contribution) Task and Bonus Plan, Gantt Chart, Humanizing of Management, Industrial Democracy, Importance of Leadership, Scientific Management, Authority and Responsibilities, Service rather than profits, other ideas. Evaluation of Gantt's work.

- b) **Frank B. Gilbreth** (Contribution): Motion study, Improvement of the building Industry, Search for one Best Way', work Analysis, Invention of New Techniques. Training of personnel, position plan of promotion, other contributions, Evaluation of F.B. Gilbreth's Work.
- c) **Lillian M. Gilbreth** (Contribution): Human Aspects of work, Study of "Human Sciences", Fatigue and Monotony, The Psychology of Management.

Unit - IV

- a) **Harrington Emerson** (Contribution): Promotion of Scientific Management, Concept of Efficiency, Management by objectives Measures for elimination of Waste, Incentive Wage plan, Form of organization. Evaluation of Emerson's works.
- b) **William G. Ouchi** (Contribution to Management Thought): A comparison between Japanese and American organizations, 'Z Theory' Approach, Quality control circles, managerial control, Joint Research and Development, A critical Evaluation.

Recommended Readings:

1. Felix Nigro and Llyod Nigro, 'Modern Public Administration' Harper and Row Publishers, New York, 1989.
2. Nicholas Henry, 'Public Administration and Public Affairs', Prentice Hall, New Jersey, 1980.
3. Vincent Ostrom, 'The intellectual Crisis in American Public Administration', University of Alabama Press, Alabama, 1974.
4. Dennis L. Mueller, 'Public Choice', Cambridge University Press, 1979.
5. James W. Fesler and Donald F. Kettl, 'The Politics of the Administrative Process', Chatham House Publishers, New Jersey, 1991.
6. Robert T. Golembiewski, 'Public Administration as a Developing Discipline', Marcel Dekker, New York, 1977.
7. Michael M. Harmon and Richard T. Mayer, 'Organization Theory for Public Administration', Little Brown and Company, Boston, 1986.
8. Singh R.N., 'Management Thought and Thinkers', S. Chand and Sons, Delhi, 1984
9. David Clutterbuck and Stuart Crainer, 'Makers of Management', Rupa and Company, Delhi, 1992.
10. Prasad and Prasad, 'Administrative Thinkers', Sterling, New Delhi, 1990.
11. Peter Self, 'Administrative Theories and Politics', George Allen and Unwin, London, 1977.
12. Ramesh Arora (Ed.), 'Perspectives in Administrative Theory', Associated Publishing House, New Delhi, 1979.
13. Gerald E. Caiden, 'The Dynamics of Public Administration', Holt, Rinehart and Winston, New York, 1971.
14. Shum Shun Nisa Ali, 'Eminent Administrative Thinkers', Associated Publishing House, New Delhi, 1984.

M. A. II Year, Semester - III
Mandatory- 11, Credits: 4
OFFICE MANAGEMENT

Learning Outcomes: -

1. Define office management and explain its scope and functions in modern organizations. Analyze the importance of office administration and the role of an office manager in facilitating organizational operations.
2. Distinguish between different types of office organizations and evaluate their effectiveness in various business contexts.
3. Assess the impact of office location, layout, and furniture on employee productivity and organizational efficiency.
4. Analyze different methods of office communication, including internal and external correspondence and mail handling procedures.
5. Evaluate the need for continuous office management improvement and familiarize with techniques such as O&M (Organization and Methods) and work measurement.

Unit- I: Office and Office Management

- a) Meaning, Scope and Functions of Office Management
- b) Importance, Functions and Role of Office in Administration
- c) Role of Office Manager.

Unit- II: Office Organization

- a) Meaning and Types of Office Organization,
- b) Hierarchy, Authority, Delegation,
- c) Decentralization and Departmentation of Office

Unit- III: Office Accommodation and Environment

- a) Location, Layout and Furniture,
- b) Working conditions- Lighting, Ventilation, Security, Cleanliness and Sanitation,
- c) Office Machines.

Unit- IV: Office Systems, Procedures and Correspondence

- a) Planning of office system, Flow of work, Office procedure
- b) Office Communication and Office Management Improvement: Internal and External, Correspondence, Mail Handling, Inward and Outward Mails, Mechanical Mail Service, Computer Network Need and importance of Office Management

- c) Techniques of Office Management Improvement O and M, Work Measurement and Standards, E- Governance

Recommended Readings:

1. Berry J., 'Developments in Office Management',
2. Neuner and Kiplings, 'Modern Office Management'.
3. Terry G.R., 'Office Management and Control'.
4. Denyer J. C., 'Office Management & Office Administration'.
5. Mills G. and Standing Ford, 'Office Administration', Organization, Methods.
6. Chopra R.K., 'Office Management', Himalaya, Bombay, 1983,
7. Laffingwell W.H., 'Text Book of Office Management'
8. Wylie H.L., 'Office Organization and Management'
9. Zane K. Q., 'Introduction to Administrative Office Management',
10. Credit, 'Office Management'
11. Sharma K.K., 'Modern Office Management', Mangal Deep Publication, Jaipur.
12. Arora S.P., 'Office Organization and Management'.

M. A. II Year, Semester - III
Elective- 3, Credits: 4
ADMINISTRATIVE BEHAVIOUR

Learning Outcomes: -

1. Analyze the nature of organizations, their types, and the relationship between organizational and individual goals, while demonstrating an understanding of the concept, scope, and significance of Organizational Behaviour.
2. Evaluate the impact of the Hawthorne studies on the evolution of Organizational Behaviour and critically assess their contributions to modern management practices.
3. Examine the key aspects of individual and group behaviour in organizations.
4. Analyze the nature of human behaviour in administrative contexts, including personality theories and traits, and their influence on organizational dynamics.
5. Critically evaluate various administrative theories and assess their application in enhancing organizational effectiveness, communication processes, and managing organizational change and development.

Unit - I: Organizational Behaviour

- a) Nature of organization, Types, Organizational and Individual Goals
- b) Concept, scope, significance
- c) The Hawthorne studies and Evolution of organizational behaviour

Unit - II: Aspects of Individual and Group Behaviour

- a) Job satisfaction,
- b) Perceptions, Attitudes and Reasons of dis-satisfaction.
- c) Aspects of Behavior

Unit - III: Administrative Behaviour

- a) Nature of Human Behavior
- b) Personality, Personality Theories, Traits
- c) Behavioral Approach in Administration

Unit - IV: Administrative Theories

- a) Motivation, Leadership Theories, Behavioural Theory, Situational Theory
- b) Organizational Effectiveness Communication, Communication Process
- c) Symbols & Network, Flow, Organizational Change and Development

Recommended Readings:

1. Stephen Robins- "Organizational Behaviour" - Prentice Hall of India, New Delhi
2. Peter M. Blau - "The Structure of Organization", Basic Books Inc-New York
3. Byrd - Decision Models - Mcgrad Hins, 1988.
4. Dimock, Marshal E. "A Philosophy of Administration" – Haesper and Bros
5. Sctiein Edgar H, "Organization Behaviour" – Prentice Hall, 1988.
6. Herbert Simon, "Administrative Behaviour" Mc Millan 1976.
7. Pathak R.D., "Organizational Behaviour"
8. Robinson P., "Organizational Behaviour"
9. Prasad L.M., "Organizational Behaviour", Sultan chand & Sons PHI, New Delhi, 2009.
10. Banarjee M., "Organizational Behaviour"
11. Herald Koontz, "Essentials of Management", MC Gr Hills
12. Herbert A. Simon, "Administrative Behaviour", Free Press H.Y. 1966.
13. Keith Devis, "Human Behaviour" at Work, Tata Mc Grow, 1977.
14. Chester Benard, "The Functions of the Executive", Harward University. Press
15. Marvin E. Shaw, "Group Dynamics", Mc grow Hills – 1971.
16. Carvoll L. Shartle, "Patterns of Administrative Performance", Phio State University.

M. A. II Year, Semester - III

Elective-3, Credits: 4

PUBLIC RELATIONS & COMMUNICATION

Learning Outcomes: -

1. Analyze the concept, nature, and importance of Public Relations in modern contexts, demonstrating a comprehensive understanding of key PR
2. Differentiate between Public Relations and related concepts while evaluating various PR techniques and their applications in different organizational settings.
3. Assess the role, functions, and responsibilities of a Public Relations Officer, including the necessary qualities and skills required for effective PR practice in diverse organizational environments.
4. Critically examine various communication theories, types, and processes, demonstrating the ability to apply principles of effective communication in public relations contexts.
5. Identify and analyze common communication problems, including perception issues, language and semantic barriers, and reasons for communication failure, proposing strategies to overcome these challenges in PR practices.

Unit - I: Public Relation Concept and Theory

- a) Public Relations- Meaning, Definition and Nature, Importance of Public Relations in Modern Context
- b) Public Relations Theory- Exchange Theory, Conflict Theory and Structural - functional Theory
- c) Gurning's Symmetrical Model of Public Relations

Unit - II: Public Relations and some other Related Concepts and Techniques

- a) Public Relations-Publicity & Propaganda. Public Relations- Legislative Relations and Press Relations
- b) Techniques of Public Relations, Public Relations and Personality, Language Fluency.
- c) Public Relations Officer - Functions, Role and Responsibility, Study of Organization, Personality, Qualities for good Public Relations Officer

Unit - III: Communication

- a) Theories of Communication
- b) Types of Communication
- c) Basics of effective Communication; Communication process, communication skills

Unit - IV: Communication Problems

- a) The perception problem
- b) Language and Semantic Problems
- c) Communication Failure

Recommended Readings:

1. Jaishri N. Jethwaney & Narendra Nath Sarkar, "Public Relations", Sterling Publishers Pvt. Ltd. 2006
2. Terry Franklin – (Eighth Edition) "Principles of Management" All India Traveller Book Seller, Delhi, 1994
3. Harold Koontz, Heinz Wehrich, "Essentials of Management" (Fifth Edition), Mcgraw Hill, "International Editions" – Management Sciences
4. Dr. M.P. Sharma, Dr. B. L. Sadana "Public Administration in Theory and Practice" Kitab Mahal, 1999
5. Lesly-Stephan, "Leslies Hand Book of Public Relations", Prentice Hall,1980
6. Sahay Baldeo, "Scientific Public Relations", Scope Publication, New Delhi
7. Dharurkar V.L., "Jansampark Mimansa", Ramrajya Prakashan, Aurangabad
8. Shrutika Kasar, "Public Relations" Mohit Publication, New Dehli 2004.
9. Philip Lesly, Hand Book of "Public Relations and Communication", Jaico Publishing House, Mumbai.
10. Angela Wadia – "Successful Communication for Business Development" Kanishka Publishers, Distributors, New Delhi, 2000
11. Alison Public Relations" – Theakar Routheoge
12. Asha Kaul "Effective Business Communication" Prentice-Hall of India, New Delhi, 2-4
13. G.R. Basotia "Human Resource Management" Mangal Deep Publication, Delhi.
14. Terry Franklin – (Eighth Edition) "Principles of Management" All India Traveller Book Seller, Delhi, 1994
15. Harold Koontz, Heinz Wehrich" Essentials of Management" (Fifth Edition), MCGRAW–Hill International Editions – Management Sciences
16. Simon Herbert,"Administrative Behaviour" Mcmillan, New York 1954
17. M. P. Sharma, Dr. B.L. Sadana "Public Administration in Theory and Practice" Kitab Mahal, 1999
18. Sahay Ba,deo,"Scientific Public Relations", Scope Publication, New Delhi
19. Sam Blade.Public Relations
20. Dr. V. L. Dharurkar, Jansampark Mimansa, Ramrajya Prakashan, Aurangabad.

M. A. II Year, Semester - III

Elective- 3, Credits: 4

CORPORATE MANAGEMENT

Learning Outcomes: -

1. Analyze the evolution of corporate structures and evaluate the functioning of modern corporations, demonstrating a comprehensive understanding of key corporate management functions.
2. Assess the roles, responsibilities, and strategic importance of key corporate leadership positions, including the Board of Directors, in guiding organizational success.
3. Evaluate the financial structure of corporations, demonstrating the ability to analyze their impact on corporate performance and sustainability.
4. Critically examine marketing strategies within corporate environments, assessing their effectiveness in achieving organizational goals and maintaining competitive advantage.
5. Analyze the importance of government and external relations in corporate management, demonstrating an understanding of how these relationships influence corporate strategy, compliance, and public image.

Unit- I: Corporate Management

- a) Evaluation of Corporate Structure
- b) Functioning of Corporate
- c) Corporate Management Functions

Unit- II: Board of Directors

- a) Chief Executive Officer (CEO)
- b) Managing Director (MD)
- c) General Manager (GM)

Unit- III: Financial Structure

- a) Investment
- b) Securities
- c) Capital Building

Unit- IV: Marketing

- a) Marketing in Corporations
- b) Government External Relations
- c) Marketing Environment

Recommended Readings:

1. Fred & Kaen- "Corporate Management" Blackwell. 45.
2. Srivastava R.M. "Corporate Governance" Himalalya Publishing New Delhi
3. Robert A. G. "Corporate Governance "John wiley sons- UK.
4. John L. Colley Sr. "Corporate Management" Mlgrow Hills London.
5. Priyaranjan Sengupta "Management in Multinational Corporate Pacific Public". New Delhi
6. Safrian A. E. "Multinational Enterprise and Public Policy" Toronto Edward Elgar.
7. Shiva Rama. "Corporate Growth" Sage N.D.
8. Sharma P.V. & Rayahit S. "Corporate Governance" Krisha Publication, New Delhi.

M. A. II Year, Semester - IV

Mandatory - 13, Credits: 4

RECENT ISSUES IN INDIAN ADMINISTRATION

Learning Outcomes:

1. Analyze the social, political, and economic contexts shaping Indian administration, with particular emphasis on evaluating the impact of the New Economic Policy on administrative structures and practices.
2. Critically examine the ongoing reforms in Indian public services, assessing their effectiveness, challenges, and implications for governance and citizen satisfaction.
3. Evaluate the impact of Information Technology on Indian administration, demonstrating an understanding of how digital innovations are transforming government operations, service delivery, and citizen engagement.
4. Assess the implementation and effectiveness of new administrative devices in India, analyzing their role in enhancing transparency, accountability, and efficiency in governance.
5. Identify and analyze future challenges facing Indian administration, demonstrating the ability to propose innovative solutions that address evolving socio-economic needs while maintaining administrative effectiveness and ethical governance.

Unit - I: Context of Indian Administration

- a) Social, Political and Economic
- b) New economic Policy & Indian Administration

Unit - II: Reforming Public Services in India

Unit - III: Impact of Information Technology on Indian Administration

Unit - IV: New Devices in Administration

- a) Right to Information
- b) Citizen's Charter
- c) Public Private Partnership
- d) Future challenges before Indian Administration

Recommended Readings:

1. The Indian Journal of Public Administration, Quarterly journal IIPA, Jan-Mar-1996, Vol. SLII, No. 1
2. The Indian Journal of Public Administration, Quarterly Journal IIPA, Oct.- Dec, 1998, Vol. SLIV, No,
3. The Indian Journal of Public Administration, Quarterly Journal IIPA. April- June 2004, Vol. L. No.2
4. The Indian Journal of Public Administration, Quarterly Journal IIPA, Jan- March, 1999, Vol. SLV, No.1
5. Indian Journal of Public Administration, Quarterly Journal IIPA, July - Sept 2009, Vol-LU-3
6. Indian Journal of Public Administration, Quarterly Journal IIPA, July - Sept, 2008, Vol. - LIV -3
7. Reforming Public Services in India, Report of World Bank, 2005.
8. Goel S. L., "Advanced Public Administration" Additional Reference Books:
9. Indian Journal of Public Administration, IIPA, New Delhi.
10. Yojana, Govt. of India.

M. A. II Year, Semester - IV

Mandatory - 14, Credits: 4

GLOBALIZATION AND PUBLIC ADMINISTRATION: INDIAN CONTEXT

Learning Outcomes:

1. Analyze the emergence, meaning, nature, and characteristics of globalization, demonstrating a comprehensive understanding of its multifaceted impact on contemporary society, economy, and governance.
2. Critically evaluate the interplay between globalization and the social, economic, and political contexts of India, assessing both the opportunities and challenges presented by global integration.
3. Examine the Indian perspective on globalization, with particular focus on the policies of Liberalization, Privatization, and Globalization (LPG), analyzing their implementation and consequences for national development.
4. Assess the impact of globalization on the Indian bureaucracy, evaluating how global trends have influenced administrative structures, processes, and culture within the public sector.
5. Critically analyze the overall impact of globalization on public administration in India, demonstrating the ability to identify key changes, challenges, and opportunities in governance practices.

Unit - I: Globalization

- a) Emergence, Meaning of Globalization
- b) Nature and Characteristics of Globalization

Unit - II: Globalization and Context

- a) Social, Economic and
- b) Political Context of the Country

Unit - III: Globalization

- a) Indian Perspective
- b) Liberalization, Privatization, Globalization (LPG)
- c) Globalization) and Bureaucracy.

Unit - IV: Impact of Globalization on Public Administration in India

Recommended Readings:

1. Bhatia B. S. & Bhatia G. S. "Globalization and Business Management".
2. Reddy M. Sudhir & others, "Globalization and Man Power Planning", Discovery Publishing House, New Delhi, 2005.
3. Mohanan B, "Globalization of Economy", Gyan Publishing House, New Delhi.
4. Maheshwari S. R., "Public Administration: An Introduction", Macmillan India Ltd., 2002.
5. Palan R., "State Strategies in the Global Political Economy", Rawat Publicatins, New Delhi, Mumbai, 2009.
6. Sharma B. M., Bareth, Good Governance, Globalization and Civil Society, Rawat Publications, New Delhi, Mumbai, 2004.
7. Jhunjhunwala B. "Welfare State and Globalization: Critique of Amartya Sen", Rawat Publications, New Delhi.
8. Dhameja Alka (Edited), "Contemporary Debates in Public Administration", Prentice-Hall of India, New Delhi, 2003.
9. Gladden G. E., "Dynamics of Public Administration", Holt Rinehart and Winston, New York, 1971.
10. Dev Nathan, Govind Kelkar & Pierre Walter, (edited) Globalization and Indigenous People in the changing Local- Global Interface, Sage Publication, New Delhi.
11. Ellwood Wayne, "Guide to Globalization", Rawat Publications, New Delhi.
12. Kofman E, "Globalization: Theory & Practice", Rawat Publications, New Delhi.

M. A. II Year, Semester - IV
Mandatory - 15, Credits: 4
POST MODERN PUBLIC ADMINISTRATION

Learning Outcomes:

1. Analyze the meaning, nature, scope, and historical development of postmodernism, demonstrating a comprehensive understanding of its theoretical foundations and its relevance to contemporary social and administrative contexts.
2. Critically compare and contrast modernity and postmodernity, evaluating the impact of postmodern thinking on social sciences and its implications for understanding societal structures and processes.
3. Examine the intersection of postmodernism and public administration, identifying key characteristics of postmodern public administration.
4. Evaluate the relationship between postmodernism, democracy, and governance, analyzing how postmodern concepts influence our understanding of government structures, democratic processes, and the social construction of governmental institutions.
5. Critically analyze the impact of postmodernism on Indian society and public administration.

Unit- I: Postmodernism

- a) Meaning, Nature & Scope
- b) History & Theorization of Postmodernism

Unit- II: Postmodernism its Impact

- a) Modernity v/s Post modernity
- b) Postmodernism and the Social Sciences

Unit- III: I) Postmodern Public Administration

- a) Postmodernism & Public Administration
- b) Characteristics of Postmodern Public Administration

II) Government & Administration

- a) Postmodernism & Democracy
- b) The Social Construction of Government

Unit- IV: Postmodernism: Indian Aspect

- a) Postmodernism and Indian Society
- b) Postmodernism & Indian Public Administration

Recommended Readings:

1. Miller & fox, 'Postmodern Public Administration', Prentice Hall of India Pvt. Ltd., New Delhi, 2007.
2. Doshi S. L., 'Postmodern perspectives on Indian Society', Rawat Publications, Jaipur, 2010.
3. Hollinger, R. 'Postmodernism and the Social Sciences: A Thematic Approach', Sage, London.
4. Bogason Peter, 'Postmodern Public Administration', Chapter for Handbook of Public Management to be Published by Oxford university Press, edited by Ewan B. Ferlie, Larry Lynn & Christopher Pollitt, to emerge in 2004.
5. James E. Storbeck, 'A Postmodern turn to estimating performance frontiers', Applied Decision Sciences, Vol. 1, No. 1, Inter-science Enterprises Ltd., USA, 2008.
6. Bhattacharya Mohit, 'New Horizons of Public Administration', Jawahar Publication, New Delhi, 2009.
7. Miller, H. T., 'Postmodern Public Policy', State University of New York Press, 2002.
8. Inglehart, R., 'Modernization and Post modernization: Cultural, Economic & Political Change in 43 Societies, Princeton University Press, 1997.
9. Pandey Upasana, 'Postmodernism and Gandhi', Rawat Publications, Jaipur, 2010.
10. Krishna Kumar, 'From Post-Industrial to Post-Modern Society: New Theories of the Contemporary world', Blackwell Publishing, Victoria, Australia, 2006.

M. A. II Year, Semester - IV

Elective-4, Credits: 4

ADMINISTRATION OF INTERNATIONAL ORGANIZATIONS

Learning Outcomes:

1. Analyze the historical transition from the League of Nations to the United Nations Organization.
2. Evaluate the structure, functions, and evolution of the United Nations, with particular emphasis on the role and effectiveness of the UN Security Council.
3. Critically examine the mandates, operations, and impacts of key UN specialized agencies and international organizations (UNESCO, UNICEF, WHO, FAO, ILO, and the International Court of Justice), assessing their contributions to global development, human rights, and international justice.
4. Analyze the roles of international financial institutions (IMF, World Bank, ADB) and development programs (UNDP) in shaping the global economic order, and critically evaluate the transition from GATT to WTO and its impact on globalization.
5. Assess the function and effectiveness of INTERPOL in facilitating international police cooperation.

Unit- I:

- a) League of Nations to United Nations Organization (Historical Perspective)

Unit- II:

- a) UNO to UN
- b) UN Security Council.

Unit- III:

- a) UNESCO/ UNICEF/ WHO and
- b) FAO ILO/ International Court of Justice.

Unit- IV:

- a) IMF/ World Bank/ ADB/ UNDP
- b) WTO to Globalization, INTER POL

Recommended Readings:

1. Williams G., "Third world Political Organizations" Mc Millan. Publications New Delhi.
2. Abroham A. B. "Third world Development" Deep & Deep.
3. Developing Nations & NCTAD, Bijli Publication.
4. "United Nations" UN. Publication
5. Waters M., The United Nations (1967)
6. Madhav Godbole, "Review on Governance" Maharashtra State.
7. Goodrich L.M., Charter of the United Nations (3rd)
8. Goodrich L.M., The United Nations in a changing World (1974)
9. Luand E., A History of the United Nations.
10. Meislev. United Nations: First fifty years(1995)
11. Ramesh Thakur/ Edwar Newwan, "The United Nations Security & Governance"
12. Martia Ira Glassner: The United Nations at work.

M. A. II Year, Semester - IV

Elective-4, Credits: 4

INDIAN PLANNING AND DEVELOPMENT

Learning Outcomes: -

1. Understand the Evolution and Importance of Planning in India.
2. Analyze the Machinery for Planning its organization and functions including central and state planning commission.
3. Assess the functions and effectiveness of National Development Council, District Level Planning Machinery (DPDC-DPC) in development of India.
4. Critically examine the Landmark developments in Agricultural and Industrial Sectors during Ist to Vth Five Year Plan.
5. Analyze the Developments in Agriculture and Industrial Sectors during VI to Xth Plan period.

Unit- I: Introduction

- a) Evaluation of Planning in India
- b) Importance of Planning in India

Unit- II: Machinery for Planning

- a) Planning Commission - Organization and Functions
- b) State Planning Commission (Board)

Unit- III: Planning Machinery

- a) National Development Council, District Level Planning Machinery (DPDC-DPC)
- b) Landmark developments in Agricultural and Industrial Sectors during Ist to Vth Five Year Plan

Unit- IV: Developments in Agriculture and Industrial Sectors during VI to Xth Plan period

Recommended Readings:

1. Vasant Sathe “National Government Agenda for a New India”, New Delhi LBS Publishes & Distributor New Delhi. Ltd, 1991.
2. K. Santham, “Union State Relations in India” - Asia- Publishes House, New Delhi.
3. Rudra Datta Sundaram: “Indian Economy” S. Chand Publishing House, New Delhi.
4. Brahmananda P.R. “The Development process of the Indian Economy” Panchamukhi V.R. 1987, Himalaya Publishing House, New Delhi, 1987.
5. Reports of Five years Plan (Ist to Xth).

M. A. II Year, Semester - IV

Elective-4, Credits: 4

DEFENSE ADMINISTRATION IN INDIA

Learning Outcomes:

1. Gain the knowledge about the Evolution of Defence Administration in India, and Importance of Defence Administration.
2. Evaluate the nature of Geo - Politics of Defence Geography.
3. Analyze Structure and Functions of Indian Defence Organization
4. Examine the Recruitment & Training Process in defence Administration, defence and Civil Administration

Unit- I: Defense Administration

- a) Evolution of Defense Administration in India
- b) Importance of Defense Administration

Unit- II: Geo - Politics of Defense Geography

Unit- III: Indian Defense Organization

- a) Structure and Functions of Army
- b) Structure and Functions of Navy
- c) Structure and Functions of Air force

Unit- IV: Recruitment & Training Process

- a) Recruitment & Training Process of Defense Administration
- b) Recruitment & Training Process of Civil Administration

Recommended Readings:

1. Joshi Hargovind, "Defence Administration in India" (Set 2 Volumes) Akanksha Publishing House, 2002.
2. Chanchal Sarkar, "Defence of India, Press Institute of India", Vikas Publications, 1969.
3. Lt. Col. Kar H. C. "Military History of India", Firma KLM Private Limited, Calcutta, 1980
4. Asha Gupta (edited) "The Military System in Ancient India", Military Rule and Democratization - Changing Perspectives. Deep and Deep Publications Pvt. Ltd., New Delhi, 2003.

5. Mahendra Kumar, "Theoretical Aspects of International Relations", S. Agarwal & Company.
6. George Sorensen, "Introduction to International Relations", Ox Ford University Press.
7. Dikshit R. D., "Political Geography", Tata Mc Grow.
8. Srivastava A. K. "Ancient Indian Army – Its Administration and Organization", Ajanta Publications, Delhi 1985.
9. Saxena. K. M. L., "The Military System of India" (1850-1900), Sterling Publishers Pvt. Ltd., New Delhi, 1974.
10. Air Marrshal Chaturvedi M. S., "History of The Indian Air – Force", Vikas Publishing House Pvt. Ltd., New Delhi, Bombay, 1978 (Hindi Edition is also available wrote by the same author, Published (Rasjpal & Sons, Delhi) in 1982.
11. Srikant Paranjape, "Swam Rakshita", Continental Publication, Pune.
12. Nirad C. Choudhary, "Defence of India or Nationalization of Indian Army", Published by The All India Congress Committee, Swaraj Bhawan, Allahabad, 1935.
13. Sardesai S. R. (CAPT. GU- Printed) "Indian Defence Problem", Shrisamarth Bharat Press Poona, 1937
14. Lt. Col. Mujumdar, B. N. "Indian Military History", Published by Army Educational Stores. New Delhi, 1963.
15. Haksar P. N. "Indian Foreign Policy", Atlantic Publishers, New Delhi.
16. Ministry of Defence, Annual Report.
17. Defence Year Books.