

M.A. DEVELOPMENT ADMINISTRATION

SYLLABUS

(with effect from June 2015)



DEPARTMENT OF POLITICAL SCIENCE AND DEVELOPMENT

The Gandhigram Rural Institute – Deemed University
Gandhigram – 624 302 Tamil Nadu

Backdrop of the Programme

In the era of globalization, the issues related to politics and governance such as the roles of the state, the market and the civil society in development have become central to the discourse of development. Neo-liberals have been questioning the central political role of the state in the development process, as the state-led strategies (both in the socialist and in the non-socialist world) have to a greater extent failed to solve the socio and economic problems of poverty, unemployment of human rights. They are now advocating the state to relinquish many of its previous roles, as it has limitations in optimizing efficiency, effectiveness and fair play. Similarly, the protagonists of civil society (social movements, ethnic and human rights, civil liberties, feminist and environment movements, etc) are too highly critical of the state for its ineffectiveness in fulfilling the needs of the poor and of the common men. They are seeking to enhance the vitality of the civil society in protecting the weak and in promoting equitable and sustainable development. As a result, many reforms are taking place in the state structures and their roles in order to enable the market and the civil society to promote sustainable development. Now, the state shall adopted the policy of working in collaboration with the market and the civil society in promoting development in a big way.

In this context, approaching social and economic development from the political governance perspective (particularly institutional aspects of good governance) will be quite rewarding. The relevant questions are: how do political institutions and processes (philosophy, values, institutions and actors in state and civil society) influence governance, administration and development? How does governance (democracy, decentralization, social capital, rule of law, bureaucracy and human rights) influence sustainable development? Politics, with positive attitude and approach towards development, provides the thrust and direction to policies and programmes aiming at sustainable development. Good governance provides the necessary

conditions and framework for translating policies into action. It is against this backdrop, the present academic programme is designed. It aims to mould the students into a cadre of administrators and researchers to work in organizations, institutions and Government Departments with new development perspectives to address the social economical problems as well as issues of governance and administration in the larger context of Globalization.

The Gandhigram Rural University has always been in the process of designing, restructuring and evolving new academic programmes based on the needs of the society. The current social, economic and political scenario warrants a totally different kind of executives and managers to administer and manage the development process as Globalization, Liberalization, Privatization and Decentralization take place simultaneously in almost all the third world countries. The new situation needs personnel with adequate skills and capacity to move in the development track in a totally different and changed development paradigm. In order to fulfill this need, this integrated programme is conceived and designed. The objective of this higher level programme is preparing middle level managers to administer development and social programmes of both governmental and non-governmental institutions. This programme provides enable opportunities to the students to understand the process of development in the new context. It also provides the students the scope for capturing the weaknesses in the development process; in institutions administering development. Rich menu of courses have been packed in to this programme with an option to students to choose areas of their career choice. The students have wider career option. They can prepare for civil service examinations or, for a career with NGO and may have entrepreneurial orientation in their choice of courses while doing this programme. Compulsory courses like computer skills for managers and administrators, courses on communication and soft skills; language skills in English, Tamil and Hindi, select courses on

management, social system and economic policies are included to provide the students. To meet the requirements of the student aspiring for civil service, three subjects namely Political Science, Public Administration and Sociology are included in the course design. The mode of teaching proposed is more of Andragogy rather than pedagogy. Courses with field immersion devices are included adequately. As the programme is designed blending theory and practice appropriately the students will come out with needed skills and analytical ability to comprehend issues pertinent to governance and administration of social development programmes and institutions.

After the completion of the programme the graduates are expected to manage development programmes, institutions and organizations. They will have sufficient knowledge and middle level management exposure to occupy and leadership to in both government and non-government organizations. They will have the required competency to the scope for abnormal development. Succeed the civil service examinations. Campus interview necessary arrangement will be made for by business houses and NGOs to recruit personnel for their organizations.

To whom it is catering?

The programme is meant for the candidates from diverse aspiration backgrounds. First, the candidates who are aspiring to transform themselves to work with people through the development organizations and the bilateral and multilateral organizations. Second, candidates aspiring to enter into the civil service and other government services. Third, the candidates who want to become independent development consultants to development organizations and government departments. Fourth, the candidates who have aspiration to become researchers and teachers in the field of development administration and Public Administration.

Building Perspective

Gandhigram Rural Institute strives to create Sarvodaya order-inclusive development. The students are expected to develop Gandhian perspective to socio-economic development. Courses are designed in such a way that students will gain proper perspective in working with people. The students will work for the poor, women, marginalized, nature, through an alternative approach to development. They will gain better knowledge and understanding as to how the excluded section are to be included and how to make them to lead a decent and dignified human life. Thus, the student will develop Gandhian development perspective through the programme.

Independent Outreach Programme

The department organizes project based, curriculum based and institution based outreach programmes. The outreach programmes provide ample opportunities to the students to link themselves with community for the total transformation of the communities. It also serves a tool for self exploration and exploration of the communities. The students have in the process enormous opportunities to build their skill to work with communities and more particularly with the marginalized groups.

Facilities for E-learning

The department has a well developed computer lab with 20 systems with internet connectivity. These systems and facilities are exclusively meant for students. The students will be guided to use the computers and internet connectivity during their entire programme. The student required to browse websites of different organizations, institutions and government departments for updating their knowledge on the subject. Enormous amount of reading materials can be downloaded from the websites of the World Bank, UNDP and other multilateral and bilateral organizations. Every student should have a pen drive to take reading materials. These facilities are available in the hostel premises.

Partnership Enabled Learning

Our Department over the years has established links with a number of civil society organizations engaged in the fields of women empowerment, empowerment of the Dalits, environmental issues etc. Students are periodically attending the programmes organized by such civil society organizations. The resource persons are drawn from these organizations to conduct training programmes for our students. The students have opportunities to learn critical issues of development from their close interaction with such organizations. To a few organizations:

- a) EKTA, Madurai
- b) EVIDENCE, Madurai
- c) SOCO Trust, Madurai
- d) PEACE Trust, Dindigul

UGC – SAP

The Department of Political Science and Development Administration has been recognized by the UGC for its specialization on Local Governance under the scheme called “Special Assistance Programme” – the first step towards becoming advanced centre of research on Local Governance. It is a national recognition and prestigious status. Now, the department is in the second phase of the programme. Number of research projects and Seminars, workshops, exchange programmes are organised under SAP in the Department. All these will help the students in developing their knowledge. Eminent academics are invited from different Universities to deliver lectures under this scheme.

Rajiv Gandhi Chair

The Department established the Rajiv Gandhi Chair for Panchayati Raj Studies to do action research, built the capacity of the local body leaders and has been doing policy advocacy on local governance. Rajiv Gandhi Chair is the unit of the Department. It has been concentrating fully on action research and outreach activities. It organizes series of programmes in which students are participating actively. The chair focuses its attention on Decentralization and Democratization. It is an activity centre. It is publishing working papers, monographs, articles, books and reports on the subject chosen. It has got several facilities. A separate building has been constructed for the chair and they are being used effectively for the benefit of the students.

Adjunct Faculty

The Department has five adjunct faculty members drawn from civil service cadres and other research institutions for delivering lectures to the students. Adjunct faculty comes from the field of practice and hence their input in the form of knowledge sharing will be useful for the students. Former secretaries of Government of India, Government of Tamil Nadu and former faculty members of reputed social science Research Institutes and Universities are visiting Department periodically to interact with the students. It narrows down the knowledge gap between what is taught in the classroom and what is obtaining in the field.

Department Library

The Department has got its own library with both reference books and text books for the students and research scholars. The list of books and reports available in the Department library are in every system provided in the computer laboratory. Books can be taken by the students for home study. Every working day evening after 4.45, they can come and take books from the Department Library.

Resource centre

In addition to the department library the department library the department has also created the resource library with good collection of books, reports, monographs, working papers on governance, development, administration, policies, decentralisation and local politics. Scholars pursuing research in various Universities are visiting this centre for reference work. The specialized reference books, documents, working papers, monographs, are drawn from research institutes on the subjects on development studies. These materials are procured for the projects and after the projects are over they are kept in the resource centre for the benefit of the students, scholars and faculty members.

Newspapers and Periodicals

Both English and Tamil daily news papers are procured to Department library for the benefits of the students. Since most of our students are from the rural areas, in order to cultivate the newspaper reading habit, this arrangement has been made in the Department.

Civil Service Coaching Centre

The Department takes necessary steps to prepare the students for civil service examination by establishing link with free coaching centre in Coimbatore Corporation run by an Academic working in Coimbatore Government Arts college. Students who wish to pursue civil service examination can opt for Public Administration stream as the entire syllabus meant for civil service has been incorporated in the syllabus of the integrated M.A Development Administration programme. It is a free coaching centre.

Students placement

After successful completion of the programme, the graduates are placed in lucrative position in a variety of fields. These includes Banks, Central Universities as Faculty, the State Government Departments, Police Service, Ethiopian Universities as Faculty members, Civil society organizations, Bilateral and Multi lateral organizations, Media and business Institutions. Some of our graduates have taken up self-employment as entrepreneurs and self-styled independent development consultations.

Foreign Collaborations

The department over the years have established functional collaboration with many institutions. I has active collaboration with Cologne University, Germany for exchange of faculty, students and researchers. A Scholar from Germany is doing research in the Department. Periodically, students are visiting the department as ‘intern’. Foreign Scholars too visit the department periodically. They deliver lectures and interact with students. Our researchers are also visiting Germany under the exchange programme.

Collaboration in India

The Department has got active research collaboration with IRMA Anand and TATA Institute of Social Science, Mumbai. These measures enable our students to migrate to these institutions for higher studies. Our students are pursuing research programmes in these institutions.

Profile of the Faculty

Eminent, able and well qualified faculty, the department is staffed with six who work with a sense of commitment to deliver service and to engage the students actively in the

academic programmes. Faculty members are highly qualified and they are in different committees of the Government of India and Government of Tamil Nadu contributing to the policy development and national development.

Recognition

Government of Tamil Nadu, Higher Education (K2) Department has passed a Government order equating M.A Development Administration with M.A Public Administration for the benefit of the Department. The order enables the students to write Tamil Nadu Public Service Commission examinations. UGC provides opportunities to write national level education test to get scholarship and eligibility for becoming teachers in Higher Learning Institutions graduates completed them M. A Development Administration are in different reputed Universities pursuing their research programmes.

Mentoring System

For every twenty students, the department has a teacher as mentor. The teachers have personal interaction with each and every student. Parents can contact the concerned teacher to know the progress of the students in their studies. This system known as ‘Guru Kula System’ helps to students sort out both personal and academic related problems.

Programme Package I Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
1.1	Language	15TAMI0101 15HINI0101 15MALI0101 15FREI0101	Language I (Tamil / Hindi / Malayalam / French)	3	3	40	60	100
1.2	Language	15ENGI01X1	Language II (English)	3	3	40	60	100
1.3	Language	15CHAI0101 15CTAI0101	Basic Language (Hindi / Tamil)	2	2	20	30	50
1.4	Foundation Course	15GTPI0001	Gandhi's Life, Thought and Work	2	2	20	30	50
1.5	Foundation Course	15EXNI0001	Extension Education	2	2	20	30	50
1.6	Core Course	15PSDI0101	Principles of Political Science	4	4	40	60	100
1.7	Core Course	15PSDI0102	Introduction to Public Administration	4	4	40	60	100
1.8	Compulsory Non-Credit Course	15PSDI01F1	Extension / Field visit		4	50		50
Total				20	24			

II Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
2.1	Language	15TAMI0201 15HINI0201 15MALI0201 15FREI0201	Language I (Tamil/ Hindi/ Malayalam/ French)	3	3	40	60	100
2.2	Language	15ENGI02X2	Language II(English)	3	3	40	60	100
2.3	Language	15CHAI0202 15CTAI0202	Basic Language Hindi/ Tamil)	2	2	20	30	50
2.4	Foundation Course	15NSSI0001/ 15SHSI0001/ 15FATI0001/ 15SPOI0001	NSS/ SS/ FA/ Sports	1	1	50		50
2.5	Foundation Course	15YOGI0001	Yoga	1	1	50		50
2.6	Foundation Course	15EVSII0001	Environmental Studies	3+1	3+2	40	60	100
2.7	Allied Course	15DRDI02B1	Rural Development in India: Policies and Programmes	4	4	40	60	100
2.8	Core Course	15PSDI0203	Development Administration: Concepts and Principles	4	4	40	60	100
2.9	Compulsory Non-Credit Course	15PSDI02F2	Extension / Field visit		4	50		50
Total				22	27			

III Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
3.1	Language	15TAMI0301 15HINI0301 15MALI0301 15FREI0301	Language I (Tamil/ Hindi/ Malayalam/ French)	3	3	40	60	100
3.2	Language	15ENGI03X3	Language II(English)	3	3	40	60	100
3.3	Skill based	15ENGI00C1	Communication and Soft Skills	2	2	20	30	50
3.4	Compulsory Non-Credit	15EXNI03V1	VPP	2		50		50
3.5	Core Course	15PSDI0304	Development Concepts and Principles	4	4	40	60	100
3.6	Core Course	15PSDI0305	Principles of Management	4	4	40	60	100
3.7	Core Course	15PSDI0306	Indian Constitution I	4	4	40	60	100
3.8	Compulsory Non-Credit Course	15PSDI03F3	Extension / Field visit		4	50		50
Total				22	24			

IV Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
4.1	Skill based	15CSAI04A1	Computer Fundamentals and Office Automation	3+1	3+2	24+24	36+16	100
4.2	Allied Course	15ECOI04B1	Elements of Economics	4	4	40	60	100
4.3	Core Course	15PSDI0407	Organizational Behaviour	4	4	40	60	100
4.4	Core Course	15PSDI0408	Indian Constitution II	4	4	40	60	100
4.5	Core Course	15PSDI0409	Administrative Thinkers	4	4	40	60	100
4.6	Compulsory Non-Credit Course	15PSDI04F4	Extension / Field visit		4	50		50
Total				20	25			

V Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
5.1	Skill based	15CSAI05A2	Fundamentals of Statistics and SPSS	4	3+2	24+24	36+16	100
5.2	Allied Course	15GEOI05B1	Geographical Information System Remote Sensing for planning	4	4	40	60	100
5.3	Core Course	15PSDI 0510	Indian Administration	4	4	40	60	100
5.4	Core Course	15PSDI 0511	Issues in Indian Polity	4	4	40	60	100
5.5	Electives	15PSDI00EX	Major Electives	4	4	40	60	100
5.6	Skill based		Skill based Electives	2	2	40	60	100
5.7	Compulsory Non-Credit Course	15PSDI05F5	Extension / Field visit		4	50		50
Total				22	27			

VI Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
6.1	Allied Course	15SOCI06B1	Social Dimensions of Development	4	4	40	60	100
6.2	Core Course	15PSDI 0612	Human Resource Administration	4	4	40	60	100
6.3	Core Course	15PSDI 0613	Public Financial Governance in India	4	4	40	60	100
6.4	Core Course	15PSDI 0614	Transformational Leadership	4	4	40	60	100
6.5	Electives		Non Major Electives	4	4	40	60	100
6.6	Compulsory Non-Credit Course	15PSDI06F6	Extension / Field visit		4	50		50
Total				20	24			

VII Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
7.1	Skill based	15CSAI07A3	Web Designing	3+1	3+2	24+24	36+16	100
7.2	Core Course	15APRI0001	Research Methods	4	4	40	60	100
7.3	Core Course	15PSDI 0715	Gandhian Frame work for Development	4	4	40	60	100
7.4	Core Course	15PSDI 0716	Non- Profit Sector in Development	4	4	40	60	100
7.5	Electives		Non-Major Electives	4	4	40	60	100
7.6	Compulsory Non-Credit Course	15ENGi00C2	Communication and Soft Skills		2	50		50
7.7	Compulsory Non-Credit Course	15PSDI07FF	Extension / Field visit		2	50		50
Total				20	25			

VIII Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
8.1	Core Course	15APRI0002	Applied Statistics	4	4	40	60	100
8.2	Core Course	15PSDI 0817	Comparative Public Administration	4	4	40	60	100
8.3	Core Course	15PSDI 0818	Governance Theory and Concepts	4	4	40	60	100
8.4	Electives	15PSDI00EX	Major Electives	4	4	40	60	100
8.5	Core Course	15PSDI08L1	Development Laboratory	4	8	100		100
8.6	Compulsory Non-Credit Course	15PSDI08F8	Extension / Field visit		2	50		50
Total				20	26			

IX Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
9.1	Modular Course	15PSDI09MX	Modular Course	2	2	50		50
9.2	Modular Course	15PSDI09MX	Modular Course	2	2	50		50
9.3	Core Course	15PSDI 0919	Decentralization Theory and Practice	4	4	40	60	100
9.4	Core Course	15PSDI 0920	Gender Issues and Development	4	4	40	60	100
9.5	Core Course	15PSDI 0921	Public Service Management	4	4	40	60	100
9.6	Electives		Non Major Electives	4	4	40	60	100
9.7	Compulsory Non-Credit Course	15PSDI09F9	Extension/ Field visit		2	50		50
Total				20	22			

X Semester

S. No.	Category	Course Code	Courses	Credits	Hours	Evaluation		
						CFA	ESE	Total Marks
10.1	Core Course	15PSDI 1022	Decentralization in India	4	4	40	60	100
10.2	Core Course	15PSDI 1023	Administrative Change	4	4	40	60	100
10.3	Electives	15PSDI00EX	Major Electives	4	4	40	60	100
10.4	Core Course	15PSDI10D1	Dissertation	6	12	75	75+50*	200
10.5	Core Course	15PSDI10FA	Field Placement	4		100		100
Total				22	24			
Total Credits: 208								

* External Valuation – 75 Marks; Viva-voce (Joint Sitting) – 50 Marks

Major Electives

Sl. No.	Course Code	Course
1.	15PSDI00E1	Human Rights: Concept and Principles
2.	15PSDI00E2	Rights Based Development
3.	15PSDI00E3	Common Property Resource Management
4.	15PSDI00E4	Participation and Governance
5.	15PSDI00E5	Development Communication
6.	15PSDI00E6	Globalization and Development
7.	15PSDI00E7	Human Rights and Constitution of India
8.	15PSDI00E8	Project Formulation, Implementation and Evaluation
9.	15PSDI00E9	Participatory Rural Appraisal
10.	15PSDI00EA	Public Policy Analysis
11.	15PSDI00EB	Innovation in Governance

Modular Course offered by the Department

Sl. No.	Course Code	Course
1.	15PSDI09M1	Citizenship Building
2.	15PSDI09M2	Community Outreach and its Implication
3.	15PSDI09M3	Individual Community Collective Social Responsibility

Semester- I
1.6 Principles of Political Science

Course Code: 15PSDI0101

Credits: 4

Objective

1. Students are exposed to the fundamentals of Political Science in this course.

Specific Objectives of Learning

1. Students will gain grip over the essence of state, society, community, nation and sovereignty
2. Students will get comprehensive view on the forms, powers and functions of government.

Course Units

Unit 1: State and Nation

Meaning, Nature and Scope of Political Science – State and Society – State and Community – Nation – Nationality – Elements of Nationalism.

Unit 2: Sovereignty

Definition – Characteristics of Sovereignty – Kinds of Sovereignty – Austin's Theory of Sovereignty – Pluralism

Unit 3 : Forms of Government

Democracy and Dictatorship - Direct Legislation - Devices of Direct Democracy - Initiative, Referendum, Plebiscite, Recall

Unit 4 : Constitutions and the Separation of Powers

Written and unwritten constitution, Rigid and Flexible Constitution. Federal and Unitary Constitutions - Theory of Separation of Powers.

Unit 5: Functions of the Government

Legislature - Executive – Judiciary

Suggested Reading

1. Mahajan V.D, **Principles of Political Science**, New Delhi: S. Chand and Company, 1994.
2. Kapoor A.C., **Principles of Political Science**, New Delhi: S. Chand and Company, 1997.
3. Asirvatham, **Political Theory**, Lucknow: The Upper India Publishing House Ltd, 1985.
4. Appadorai A, **Substance of Politics**, (latest edition) Delhi: Oxford University, 1998.
5. Friedrich C.J., **Constitutional Government and Democracy**, New Delhi: Oxford University Press, 1989.
6. Harold K.Laski., **A Grammar of Politics**, London : George Allen and Unwin, 1967.
7. Corry J.A., Abraham, **Elements of Democratic Government**, New York: Oxford University Press, 1965.1

1.7 Introduction to Public Administration

Course Code: 15PSDI0102

Credits: 4

Objective

1. To introduce basic concepts of public administration

Specific Objectives of Learning

1. To help student to understand the fundamentals of public administration
2. To introduce the new trends in the public administration

Course Units

Unit 1 : Introduction

Meaning, Nature, Scope and importance of Public Administration - State and Evolution of Public Administration and present status - Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow

Unit 2 : Approaches

Classical Approach- Human Relations and Behavioural Approach - Ecological Approach

Unit 3 : Principles of Public Administration

Division of Work and Coordination - Hierarchy, Unity of Command and Span of Control -Delegation, Centralization and Decentralization- Line and Staff

Unit 4 : Concepts of Public Administration

Administrative Planning - Leadership and Supervision - Communication and Public Relations

Unit 5 : Emerging Trends

Public Accountability and Social Accountability- New Public Administration: Minnowbrook I, II& III - New Public Management - Public Administration in Transition

Suggested Reading

1. Avasthi & Maheshwari. **Public Administration** Agra: Lakshmi Narayan Agarwal, 2012
2. Arguden, Yilmaz, **Keys to Governance: Strategic Leadership for Quality of Life**, Hampshire: Macmillan, 2011.
3. Arndt Christiane and Charles Oman, **Uses and Abuses of Governance Indicators**, Paris: OECD, 2006.

4. Bhattacharya Mohit, **New Horizons of Public Administration**, New Delhi: Jawahar Publishers, 2013.
5. Donald Menzel and Harvey White (Eds.), **The State of Public Administration: Issues, Challenges and Opportunities**, New York: M. E. Sharpe. 2011.
6. Henry, Nicholas, **Public Administration and Public Affairs**, New Delhi: Prentice Hall of India, 2006.
7. Jan-Erik Lane, **New Public Management: An Introduction**, London: Routledge, 2000.
8. Ravindra Prasad, and et. al, **Administrative Thinkers**, New Delhi: Sterling, 2013.
9. Donald Menzel (Eds.). **The State of Public Administration: Issues, Challenges and Opportunity**, New York: M. E. Sharpe, 2011.
10. Frank J. Goodnow, **Politics and Administration: A Study in Government**, New York: Transaction Publishers, 2003
11. O'Leary, Rosemary et. Al, **The Future of Public Administration around the World: The Minnowbrook Perspective**, DC: George Town university Press, 2010
12. Martin Albrow, **Bureaucracy**, London: MacMillan, 1970.
13. UN, **Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development**, New York: UN, 1975.
14. Wilson Woodrow, *The Study of Administration*, **Political Science Quarterly**, 2 June 1887

Semester - II
2.7 Rural Development in India: Policies and Programmes

Course Code: 15DRDI02B1

Credits: 4

Objectives

1. To familiarize the students on the need of Rural development policy and programmes and the actual policies and programmes of rural development in India
2. To give a birds eye view of the process and implications of the rural development policies and programmes in India.

Specific Objectives of Learning

1. To help students to understand the key determinants of rural development
2. To facilitate students to learn the process of rural development

Course Units

Unit 1: Meaning and Definition

Meaning and Definition, Development – Basic connotation of rural development – why Rural Development? – Development and change – Human beings as cause and

Unit 2: Determinants of Rural Development

Determinants of Rural Development- Natural Resources, Human Resources – capital – technology – organizations –institutions

Unit 3: Rural Development policies

Rural Development policies – need for Rural Development policy - Rural Development policies in India – goals of Rural Development policies

Unit 4: Rural Development Programmes

Rural Development Programmes – Equity Oriented programmes – Poverty and Unemployment Eradication – Natural Resources and Infrastructure Development – Right based programmes

Unit 5: Planning for Rural Development

Planning for Rural Development - levels and functions of planning Decentralization of planning micro level planning

Suggested Reading:

1. Singh, Katar (2000). **Rural Development: Principles, Policies and Management**, Sage Publications, New Delhi.
2. Sau, Sachinandan (1998). **Rural Development: Theories and Experiences** Allied Publishers Ltd., New Delhi.
3. Saya Sunaram, I. (2002). **Rural Development**, Himalaya Publishing House, Mumbai.
4. Jain, Gopal Lal (1997). **Rural Development**, Mangal Deep Publications, Jaipur.
5. Hundekar.S.G., (1995). **Management of Rural Sector**, Mittal Publication, New Delhi.
6. Sreedhar & Rajasekhar (2014): **Rural Development in India-Strategies and Processes**, Concept Publihing Company Pvt Ltd., New Delhi.

2.8. Development Administration: Concepts and Principles

Course Code: 15PSDI0203

Credits: 4

Objective

1. This course is designed to make the students to understand the contours of Development Administration.

Specific Objectives of Learning

1. To help the students to gain grip over the importance and need for the Development Administration in the developing countries and more particularly in India.
2. To enables the students to appreciate the different perspectives and approaches to the development management.

Course Units

Unit 1 Evolution of Administration in India

Emergence of Indian Republic - Central Government - Organization of Various Ministries - State Governments and their organizations - Developmental role of Public Administration in India since Independence

Unit 2 Concepts and Nature of Development

Changing Concept of Development - Development as a multidimensional concept - Economic, Social and Political Development

Unit 3 Development Administration

Definition, Distinction between Development Administration and General Administration - Nature, Concept, Theories and Assumptions of Development Administration

Unit 4 Bureaucracy and Development Administration

Bureaucracy and Development - Development of Administrative Capability - Bureaucracy and Development Administration in the context of Globalization, Liberalization and Privatization

Unit 5 Development Administration emerging issues

Education and Training in Development Administration with emphasis on behavioural change - inter-disciplinary and systems approach - Development Administration at various spatial levels

Suggested Reading

1. Pai Panandikar V.A., **Development Administration in India**, New Delhi: Macmillan, 1974.
2. Chatarjee S.K., **Development Administration with Special Reference to India**, New Delhi: Surjeet Publications, 1981.
3. Hari Mohan Mathur., **Administering Development in Third World Constraints and Choices**, New Delhi: Sage Publications India Pvt. Ltd., 1986.
4. Prayag Mehta, **Bureaucracy, Organizational Behaviour and Development**, New Delhi: Sage Publications India Pvt. Ltd., 1989.
5. Chaturvedi T.N., **Development Administration**, New Delhi: Indian Institute of Public Administration, 1984.
6. Fred W.Riggs (Eds.), **Frontiers of Development Administration**, Durham: Duke University Press, 1970.

Semester - III

3.5. Development: Concepts and Principles

Course Code: 15PSDI0304

Credits: 4

Objective

1. To familiarize the students with different approaches to development and their characteristics.
2. To introduce core principles of development

Specific Objectives of Learning

1. To provide comprehensive and inclusive picture of development in the present context.
2. To familiarize students in multiple dimension of development

Course Units

Unit 1: Introduction

Development – definition – state approaches to development, market approaches to development – people centered development, right based development

Unit 2: Economic Development

Economic development – meaning, definition, concepts of development economics

Unit 3: Human Development

Human development – meaning – definition – concept, capability approach

Unit 4: Gender - Development

Significance of Gender in development– gender – related terms and concepts

Unit 5: Sustainable Development

Sustainable development, concept, principles and models

Suggested Reading

1. Sakiko Fukuda-Parr, A.K.Shivakumar (Eds.), **Readings in Human Development**, New Delhi: Oxford University Press, 2003.
2. Amartya Sen, **Development as Freedom**, New Delhi: Oxford University Press, 2000.
3. The World Bank, **Engendering Development**, Washington D.C: The World Bank, 2001.
4. The World Bank, **Sustainable Development in a Dynamic World**, World Development Report – 2003 Washington D.C: The World Bank, 2003.
5. Jan Nederneen Pieterse, **Development Theory: Deconstruction/Reconstruction**, New Delhi: Vistaar Publication, 2002.
6. www.tutor2u.net/economics/content/topics/development/development-approaches-state.htm.
7. UNDP, **Human Development Report**, 1990, Oxford, OUP, 1990.
8. UNDP, **Human Development Report**, 1995, Oxford, OUP, 1995.

3.6. Principles of Management

Course Code: 15PSDI0305

Credits: 4

Objective

1. To familiarize the principles of management

Specific Objectives of Learning

1. To enable the students to learn the concepts and principles of management
2. To teach the students to apply the tools in managing organization

Course Units

Unit 1: Nature and Functions of Management

Definition of Management - Management Functions - Principles of Management - Importance of Management - Management - A Profession

Unit 2: Organization

Principles of Organization - Process of Organization - MBO Organization Structure - Departmentalization - Meaning and types of Decision Making - steps and Limits in Rational Decision Making Difficulties in Decision Making

Unit 3: Leadership

Characteristics of Leadership - Functions and Conditions of Effective Leadership - Approaches to Leadership. Leadership styles in Indian Organisations - Leadership Assessment

Unit 4: Control and Co-ordination

Significance of control, Steps in controlling, Management by exception - Requirement of effective control - Meaning - Co-ordination - Co-operation - Types of Co-ordination - Principles of Co-ordination.

Unit 5: Compensation, Training and Development

Compensation, significance and types of compensations- Training and Development- Types and Advantages of Training Programmes - Training Methods - Selection of Training Method - Training Methods for Managers - Evaluation of Training and Development

Suggested Reading

1. Tripathi P.C. and Reddy P.N., **Principles of Management**, New Delhi: Tata McGraw - Hill Publishing Company Ltd., 1993.
2. Harold Koontz & Heinz Weihrich., **Essentials of Management**, New Delhi: McGraw - Hill Publishing Company, 1990.
3. Harald Koontz D and Cyril J.O' Donell, **Principles of Management: An Analysis of Managerial Functions**, Tokyo: McGraw Hill, 1972.
4. Shyamal Banarjee, **Principles and Practice of Management**, New Delhi: Oxford and IBH Publishing Company, 1981.

3.7. Indian Constitution I

Course Code: 15PSDI0306

Credits: 4

Objective

1. To introduce the basic principles and features of the Indian Constitution

Specific Objectives of Learning

1. To familiarize students on the fundamental rights and their application
2. To help students to understand the working of executive, legislature and Judiciary in India.
3. To discuss the contemporary issues in the functioning of the Indian Constitution

Course Units

Unit 1 Making of Indian Constitution

Evolution of Indian Constitution - Constitution making process- Constituent Assembly- Philosophy- Preamble- Salient Features of Indian Constitution

Unit 2 Fundamental Rights and Directive Principles

Fundamental Rights- Directive Principles of State Policy – Fundamental Duties

Unit 3 Union Executive

President – Election- Powers and Functions- Council of Ministers- Prime Minister- Position and Powers- Relationship between Prime Minister and President.

Unit 4 Union Legislature

Structure, Powers and Functions. Speaker- Power and Functions. Procedures of Constitutional Amendment.

Unit 5 Judiciary in India

Judiciary- Supreme Court Composition of Judiciary- Power and Functions- Judicial Review- Basic structure of the Constitution

Suggested Reading

1. Basu D.D., **Introduction to Indian Constitution**, New Delhi: Prentice Hall of India Private Limited, 1994.
2. Pylee M.V., **Constitutional Government in India**, New Delhi: S. Chand and Company, 1984.
3. Basu D.D., **Shorter Constitution of India**, New Delhi: Prentice Hall, 1981.
4. Johari, **Indian Government and Politics**, Delhi: Vishal Publications, 1984.
5. Siwach J.R., **Dynamics of Indian Government and Politics**, New Delhi: Sterling Publishers Private Limited, 1985.

Semester – IV

4.1 Computer Fundamentals and Office Automation

Course Code: 15CSAI04A1

Credits : 4

Objectives

1. To understand the basic concepts of computers
2. To develop applications using MS Word, MS Excel and MS Powerpoint.

Specific Objectives of Learning

Students should be able to

1. Know the basic computer concepts.
2. Understand the basic hardware devices.
3. Create document in MS Word.
4. Draw chart using MS Excel.
5. Design presentation using MS Powerpoint

Course Units

Unit 1: Computer concepts

Definition of a computer –Origin of Computer- Characteristics- Computer terminologies - Anatomy of a computer - generations of computers - Types of computers- types of operating system - Types of programming languages -Assembler - translator Compiler – cross compiler - Discussion on recent trends and technology

Unit 2: Hardware devices

Input devices –Keyboard-mouse-pointing devices- Output devices - printers- plotters- monitors- Storage devices - Floppy – Compact disk – external Hard disk – Pen drives – Flash Drive- Source data entry devices – Digital camera – Scanners – Voice Recognition System – fax machine - microphone -Surprise test/ slip test

Unit 3: MS-Word

MS-Word: Introduction - features - Document creation - Document editing: cursor movements -Selecting text - copying text - moving text -Finding and replacing text - Spelling and Grammar- Page setup - Table creation -Mail Merge -Test on MS word shortcut keys

Unit 4: MS-Excel

MS-Excel: Introduction - Advantages & applications - Organization of workbook - Editing a worksheet - Range - Formatting worksheet - Chart: creation - changing type - Print options- Built-in functions- Test on Excel Functions

Unit 5: MS-Power Point

MS-Power Point: Introduction - features – Creating presentation - viewing - saving and close presentation - Changing Layout - Changing Designs - Slide transition - Adding animation effects - Inserting table, charts, pictures, clipart in presentation -Checking the creativity of Students

Suggested Reading:

1. **Fundamentals of Information Technology**, S.K.Bansal, A.P.H. Publishing company, New Delhi, 2002.
2. **2007 Microsoft Office System step by step**, Joyce Cox, Joan Preppernau, Steve Lambert and Curtis Frye, 2007

4.2. Elements of Economics

Course Code: 15ECOI04B1

Credits: 4

Objectives

1. To make students understand the key elements of economics

Specific Objectives of Learning

1. To introduce the theories and applications of the principles of Economics
2. To introduce the relationship between economics and national buildings

Course Units

Unit 1: Basics in Economics

Definitions: Wealth, Welfare, Scarcity and Growth – Micro and Macro Economics – Economic Laws – Basic Concepts: Human Wants, Goods, Utility, Price, Value, Income, Wealth, Market, Equilibrium and Economy.

Unit 2: Utility Analysis: Cardinal Analysis

Law of Diminishing Marginal Utility – Law of Equi – Marginal Utility – Consumer's Surplus – Law of Demand and Elasticity of Demand – Ordinal Analysis: Indifference Curve approach.

Unit 3: Production and Market Analysis

Production function – Laws of Returns - Cost functions and Cost curves – Revenue function and revenue curves. Market: Features, Classification – Perfect Competition– Monopoly – Monopolistic Competition

Unit 4: National income and growth

National income: concepts, methods of estimation, importance and difficulties. Economic Growth: Growth Vs Development, Indicators, Trends in Economic growth in India.

Unit 5: Monetary and fiscal policy

Monetary policy: objectives, instruments and limitations. Fiscal policy: objectives, tools , components of budget-local finance.

Suggested Reading:

1. Ahuja, H.L: **Advanced Economic Theory**, New Delhi: S.Chand & Co., 2014.
2. Cauvery, R, et.al: **Public Finance – Fiscal Policy**, New Delhi: S.Chand & Co, 2014.
3. Maria John Kennedy, M: **Advanced Micro Economic Theory**, Bombay: Himalaya Publishing House, 2008.
4. Sundharam, K.P.M: **Money, Banking and International Trade**, New Delhi: S.Chand & Co., 2002.
5. Prem J. Bhutani **Principles of Economics**, Reprint 4th Edition, New Delhi,2008

4.3. Organizational Behaviour

Course Code: 15PSDI0407

Credits: 4

Objective

1. To introduce the behavioral aspects of the working of organization

Specific Objectives of Learning

1. To familiarize student on the relationship between the behavioral issues and the outcomes of organization.
2. To help student to use the tools of obtaining changes and development on organization.

Course Units

Unit 1: Organizational Behaviour

Definition - Concepts, Nature and Scope: Organizational Goals - Determination of organizational goals, Organization and individual goals.

Unit 2: The Individual Integration of Goals

Foundations of Individual Behaviour Perception and individual decision making - Values, Attitudes and Job satisfaction. Motivation theories - Maslow's Need Hierarchy, Herzberg Two Factor Theory, Immaturity - Maturity theory and McClelland's theory.

Unit 3: The Group

Foundations of Group Behaviour - Classification of Groups - Group Structure - Group Processes - Group Tasks - Transactional analysis. Communication and Group decision making. Leadership - Theories of Leadership - Intergroup relations and conflict.

Unit 4: The Organization System

Foundations of Organizational Structure. Classifying Organizational Structure - Cultural Systems and development.

Unit 5: Organizational Change and Development

The Change Process - Resistance to change - Organizational Development.

Suggested Reading

1. Stephen P. Robbins, **Organizational Behaviour, Concepts, Controversies and Application**, New Delhi: Prentice Hall of India Private Ltd., Latest Edition, 1993.
2. Lorch J.W. (Ed.), **Hand Book of Organizational Behaviour**, New Delhi: Prentice Hall of India, 1987.
3. Prasad L.M., **Organization Theory and Practice**, New Delhi, S. Chand and Company, 1993.
4. Hodge B.J. and Johnson H.J., **Management and Organizational Behaviour: A Multidimensional Approach to Management**, New York: John Wiley and Sons, 1970.
5. Henry P. Sims & Peter Lorenz., **The New Leadership Paradigm, Social Learning and Cognition in Organisations**, New Delhi: Sage Publications India Private Limited, 1992.
6. Keith Devis, **Human Behaviour at Work**, New Delhi: Tata Mc Graw Hill, 1978.
7. Luthans Fred, **Organizational Behaviour**, New Delhi: McGraw Hill, INC, 1992.
8. Udai Pareek, **Organizational Behaviour Process**, Jaipur: Rawat Publications, 1988.

4.4 Indian Constitution II

Course Code: 15PSDI0408

Credits: 4

Objective

1. To introduce the basic principles and features of Indian constitution

Specific Objectives of Learning

1. To familiarize students on the fundamental rights and their application
2. To help students to understand the working of executive, legislature and Judiciary in the Indian Constitution.
3. To discuss the contemporary issues in the administration affecting society in India.

Course Units

Unit 1 State Executive

Governor Powers and Functions- Council of Ministers- Chief Minister- Position and Powers- Relationship between Chief Minister and Governor.

Unit 2 State Legislature

Structure, Powers and Functions.

Unit 3 High courts and Subordinate Judiciary

Judiciary- High Court- Power and Functions- Subordinate Court

Unit 4 Central-State Relations

Legislative, Administrative and Financial Relations - Inter-state Relations

Unit 5 Independent Agencies

Election Commission – Finance Commission – Union Public Service Commission – State Public Service Commission- Attorney General- Comptroller and Auditor General of India- Special Provisions for Minorities.

Suggested Reading

1. Basu D.D., **Introduction to Indian Constitution**, New Delhi: Prentice Hall of India Private Limited, 1994.
2. Pylee M.V., **Constitutional Government in India**, New Delhi: S. Chand and Company, 1984.
3. Basu D.D., **Shorter Constitution of India**, New Delhi: Prentice Hall, 1981.
4. Johari, **Indian Government and Politics**, Delhi: Vishal Publications, 1984.
5. Siwach J.R., **Dynamics of Indian Government and Politics**, New Delhi: Sterling Publishers Private Limited, 1985.

4.5 Administrative Thinkers

Course Code: 15PSDI0409

Credits: 4

Objective

1. To introduce the administrative thinkers

Specific Objectives of Learning

1. To familiarize students with the thoughts of different schools
2. To keep the student to learn the application of thoughts in public administration.

Course Units

Unit 1: Administrative Theory:

Significance and importance of theory- Evolution and Emerging Trends in Administrative theory - Oriental Thought: Kautilya and Sun Tzu

Unit 2: Administrative Structure and Process:

Henri Fayol: Foundations of Management - Frederick Winslow Taylor: Scientific Management - Luther Gulick and Lyndall Urwick: Science of Administration

Unit 3: Classical Thought: Bureaucracy:

Max Weber: Bureaucracy - Karl Marx: State and Bureaucracy - Samuel Krislov and Donald Kingsley: Representative Bureaucracy

Unit 4: Social System Thought:

Mary Parker Follett: Constructive Conflict and Leadership - Elton Mayo – Human Relations Movement- Chester Barnard – Formal and Informal Organizations and Functions of Executive

Unit 5: Writers on Administration:

Robert Dahl – Problems of Science of Administration – Dwight Waldo – The Administrative State and Future of Public Administration – Robert T. Golembiewski – Public Administration as Developing Discipline

Suggested Reading

1. Baker R J S, **Administrative Theory and Public Administration**, London: Huthinson, 1972.
2. Barnard, Chester, **The Functions of Executive**, Cambridge: Harvard University Press, 1969.
3. Donald Menzel and Harvey White (Eds.), **The State of Public Administration: Issues, Challenges and Opportunity**, New York: M. E. Sharpe, 2011.
4. Frank Marini, **Towards a New Public Administration: The Minnowbrook Perspective**, University of Columbia: Chandler Publications, 1971.
5. George H. Fredrickson et. al. **The Public Administration Theory Primer**, West view Press, 2003.
6. Golembiewski, Robert T, **Public Administration as a Developing Discipline**, Marcel Dekkar. 1977

7. Golembiewski, Robert T. *Public Administration as a Field: Four Developmental Phases*, **Politics & Policy**, Vol 2, Issue 1, pages 21–49, March 1974.
8. Henry Fayol, **General and Industrial Management**, London: Issac Pitman, 1957.
9. Henry Nicholas, **Public Administration and Public Affairs**, New Delhi: Prentice Hall of India, 2007.
10. Jay M. Shafritz (Ed), **International Encyclopedia of Public Policy and Administration**, Westview Press, 1998.
11. Luther Gulick & Lyndall Urwick (Eds.), **Papers on Science of Administration**, New York: New York Institution of Public Administration, 1937
12. Lyndall Urwick & E F L Brech, **The Making of Scientific Management**, London: Issac Pitman, 1955
13. Lyndall Urwick, **The Elements of Administration**, London: Issac Pitman & Sons, 1947.
14. Martin Albrow, **Bureaucracy**, London: MacMillan, 1970.
15. Prasad, Ravindra. D et. al. (Eds.), **Administrative Thinkers**, New Delhi: Sterling Publishers, 2013.
16. Waldo, Dwight, **The Study of Public Administration**, New York: Random house, 1968.
17. White, Jay D. and Guy B. Adams, **Research in Public Administration: Reflections on theory and Practice**, Sage 1994

Semester-V

5.1 Fundamentals of Statistics and SPSS

Course Code: 15CSAI05A2

Credits: 4

Objectives:

1. To provide the basic knowledge about computer
2. To understand the concepts and usage of Statistical terms.
3. To explore Students with the knowledge of SPSS

Specific Objectives of Learning

Students should be able to

1. Understand the Fundamentals of Computers
2. Know the basic statistical terms
3. Explore the various types of windows in SPSS
4. Implement the file handling techniques
5. Analyze data using T-Test and Chart creation

Course Units

Unit 1: Fundamentals of Computers

Computer introduction and computer terminologies - Functional units of a computer - Generations of computers –1 to 5 generations, components and other developments- Types of computers – Desktop, Micro, mini and super computer -Input and output devices –keyboard, mouse, printer,etc - Storage devices – floppy disk, compact Disc and other devices

Unit 2: Statistical terms

Statistical terms: mean, median, mode, standard deviation, variance -Statistical terms: frequency, hypothesis, nominal and ordinal variable and standard error - SPSS introduction and overview - Windows in SPSS – Data editor, output viewer , syntax editor ,etc -Basic file types – different file types in SPSS

Unit 3: Types of windows in SPSS

Data editor organization - variable view - data view - Entering and editing data in SPSS data editor - Reading data from spreadsheet, database and text file- Data transformation- computing variable - Functions: arithmetic, statistical and string functions- Recode: into same variable, into different variable - Automatic Recode.

Unit 4: File Handling Techniques

File handling and file transformation introduction - Sort cases - Merging data files – variable merge and case merge - Splitting a data file and apply different analysis - Different ways to select cases from a data set - Working with output viewer and draft viewer, formatting output. - Pivot table basics and advantages of pivot table.

Unit 5: Analyzing data

Analyzing data: frequencies - descriptive - crosstabs - Multiple response analysis - T-tests: one-sample, independent and paired test - One way analysis of variance - Linear regression - Charts: introduction - types - creating and editing.

Suggested Readings:

1. **Fundamentals of Information Technology**, S.K.Bansal, A.P.H. Publishing company, New Delhi, 2002.
2. **Statistical Methods**, R.S.N. Pillai and Bhagavathi, 17/e, S.Chand and company Limited, reprint 2007.
3. **SPSS Manual**

5.2 Geographical Information System Remote Sensing for planning

Core Course: 15GEOI05B1

Credits: 4

Objective:

1. To explain about the one of GIS and RS in Panchayat Planning.

Specific Objectives of Learning:

1. Learn about GIS
2. Equip the students in the data entry, editing etc.,
3. Explain various capabilities of GIS
4. Discuss the advantageous and use of remote sensing
5. Practice visual interpretation and process of satellite image
- 6.

Course Units

Unit 1: Geographic Information System (GIS)

History - Concept of GIS -Components - spatial data - non spatial data – contributing disciplines - areas of application and mapping techniques.

Unit 2: Scanning

Export, import and conversion - onscreen digitization and editing of point, line and polygon functions.

Unit 3 GIS Capabilities

Buffer, Overlay, Reclassification and Network Analysis.

Unit 4 Remote Sensing

Definition, advantages, components of remote sensing, products of remote sensing, use of remote sensed data. .

Unit 5: Remote Sensing Practical

Remote Sensing Practical: Visual interpretation of satellite data. Image processing

Suggested Reference:

1. Ian Heywood, Sarah Cornelivs and Steve Carver, **An Introduction to Geographical Information System**, Pearson Education Ptd., Delhi, 1998.
2. Burrough, Peter A and Rachael A. Mc. Donnell, **Principles of Geographical Information System**, Oxford University Press, 1998.
3. Anji Reddy, M. **Remote Sensing and Geographical Information System**, Bs Publications, Hyderabad, 2002.
4. Thomas M.Lillesand and Ralph W. Kiefer, **Remote Sensing and Image Interpretation**, John Wiley & New York, 2002.
5. Misra, R.P. and Ramesh A. **Fundamentals of Cartography**, Prasarane,a, Manasa Ganagotri, Mysore 1995.

5.3 Indian Administration

Course Code: 15PSDI0510

Credits: 4

Objective

1. To introduce the basics of the Indian administrative system

Specific Objectives of Learning

1. To help the student to know the details of the administrative arrangement in India
2. To explain the operational aspects of Indian Administration

Course Units

Unit 1: Structure of Central Administration

Cabinet Secretariat Ministries and Departments, Boards and Commissions, Field Organisations

Unit 2: Public Services

All India Services – Central Services – State Services – Local Services – Union Service Commission.

Unit 3: Public Undertakings

Forms of Management – Control and Problems

Unit 4: Issue Areas in Indian Administration

Relations between Political Executive and Permanent Executive, Generalists Vs Specialists

Unit 5: Peoples Participation in Administration

State and civil society in development – Citizen's grievances and their redressal integrity in Administration – Corruption in Administration – Lok Pal, Lok Ayukta and Administrative Reforms in India.

Suggested Reading

1. Shriram Maheswari, **Indian Administration**, New Delhi: Orient Longman Limited, 1984.
2. Paramatma Sharan, **Theory and Practice of Public Administration**, New Delhi: Meenakshi Prakashan, 1977.
3. Padma Ramachandran, (Eds.), **Issue in Indian Public Administration**, New Delhi: Oxford & IBH Publishing Company, 1986.
4. Rumki Bassu, **Public Administration, An introduction Concept and Principles**, New Delhi: Sterling Publishers Private Ltd., 1986.

5.4 Issues in Indian Politics

Course Code: 15PSD10511

Credit: 4

Objectives

1. This course provides functional dimensions of Indian Politics. It enables the students to familiarize with the theoretical proposition of Indian Politics.

Specific Objectives of Learning

1. To help the students to familiarize on the issues in Democratic setup
2. To exposes the students about the real problems faced by the vulnerable masses

Course Units

Unit 1: Nation State Formation

Democratization of Indian Politics and Society - Deficiencies and Discontents in Indian Democracy

Unit 2: Identity Politics

Communalism and Regionalism - Language and Ethnicity

Unit 3: Issues of Social Justice

Social Disparities and Discriminatory Practices - Issues of Dalits, Tribal and Minorities

Unit 4: Development dilemma

Indian Experiments in Development Models - Economic development Marginalization and Displacement – Farmers, Tribal and Fishermen –Poverty Issues

Unit 5: Crisis to National integration

Tribulations in North Eastern States - Kashmir Issue – Maoism - Terrorism

Suggested Reading

1. Siwach J.R., **Dynamics of Indian Government and Politics**, New Delhi: Sterling Publishers Private Limited, 1985.
2. Gupta D.C., **Indian Government and Politics**, New Delhi: Vikas Publishing, 1993.
3. Rajini Kothari, **Politics in India**, New Delhi: Orient Longman, 1986.
4. Kothari J.C., **Indian Government and Politics**, New Delhi: Vishal Publishers, 1994.

Semester - VI

6.1 Social Dimensions of Development

Course Code: 15SOCI06B1

Credits: 4

Course Objective

1. To enable the students to understand the dimensions of development and acquaint them with the social and structural constraints in social development.
2. It evolves a critical understanding about development.

Specific Objectives of Learning

1. To make the students to understand the indispensable role of sociology in the process of development with special reference to weaker and marginalized segments.
2. It exposes the students the models of development and effective alternative development strategy in the Indian context.

Course Unit

Unit 1: Aims and Scope

Understating the Aims and Scope of Development Sociology — Inquiring into the Changing Conceptions of Development — Philosophical and Sociological foundations of Development — Debating the relevance and significance of Indicators of Development — Evolving a Gendered understanding of Development — Sociological Critique of the idea of development — Eastern and Western Perspectives: Gandhi, Wallerstein, Frank and Samir Amin

Unit 2: Social Dimensions of Development in India

The enabling and constraining social-cultural determinants of development in India -- Institutional and structural factors that influence development in India — The uneven and unequal Development - Disparities in Development along caste, class, gender and regional lines.— Understanding development in the Globalization era — Critical evaluation of Development - Induced Social Problems: Displacement, environmental crisis, and impoverishment.

Unit 3: Development Discourse in India

The centrality of Village in the Development Discourse in India — The arrival of increasing urban bias in development - Role of Sociologists in Socializing Development — Imperatives of Sociology in Development Planning - Making Micro and Macro Linkages through Sociological Imagination — Planning Development in India: Challenges and Opportunities Contextualizing Social Planning in India

Unit 4: Various instruments of Development

Critical analysis of various instruments of Development: Social Policies, Social legislations and Social welfare programmes for weaker sections — An evaluation of institutional and organizational mechanisms of development: Planning Commission, Five-Year Plans, and NGOs — Moving from top-down and centralized development planning to Participatory and inclusive social development

Unit 5: Population and Development

Understanding and reversing the link between Population and Development — A critical analysis of Population policies of pre-independent and post-independent India — the role of Mass Media in Development — the history and evolution of Development Communication strategies in India — The place of Digital technologies and ICTs in Development: Threats and Opportunities

Suggested Reading

1. Ankie, Hoogvelt. **The sociology of development**: London: Macmillan, 1998
2. Deb, Debal. **Beyond Developmentality**: Constructing inclusive freedom and sustainability. Earthscan, 2009
3. Fernandes.W. **Development with people**, Indian Social Institute, New Delhi, 1991.
4. Gupta, Dipankar) **Development without Growth**, Oxford University Press. Delhi, 2010.
5. Ravi Shankar Kumar Singh: **Role of NGOs in Developing Countries (Potentials, Constraints and Policies)**, Deep & Deep Publications (P) Ltd., New Delhi. 2003. (B.T.B.).
6. **Handbook for NGOs**: Nabhi Publications, New Delhi. 2003.
7. Madan.G.R., **Village Development in India**: A Sociological Approaches, Allied Publishers Pvt., Ltd., New Delhi, 1992.
8. Sharma. S.L. **Development-Socio-Cultural Dimension**, Rawat Publications, Jaipur, 1988.

6.2 Human Resource Administration

Course Code: 15PSDI0612

Credits: 4

Objective

1. To familiarize the students with the administration of Human Resources

Specific objectives of learning

1. To enable the students to acquire the knowledge in human resource planning, staffing, development, and compensation
2. To impart skills related to Human Resource Administration

Course Units

Unit- 1: Introduction:

Human Resource Administration: Importance, Scope and Perspectives - Concept of Meritocracy -Public Service: Concept and Role in Modern State - Public Institutional Theory

Unit- 2: Classification and Recruitment:

Man Power Planning, Classification of Services, Competency Mapping - Recruitment: Principles, Methods and Selection Process; Career Planning - Personnel Agencies

Unit- 3: Training and Development:

Training: Objectives, Types, Methods, Techniques and Training Needs Assessment - Performance Evaluation – Traditional and Modern methods - Capacity Building- Institutional Building - Promotion, Principles and Practices

Unit –4: Pay and Conditions of Services:

Pay and Pay Principles - Agencies and Mechanisms for Pay Determination - Conduct, Discipline and Superannuation

Unit –5: Concepts and Emerging Trends:

Neutrality, Anonymity and Integrity - Out Sourcing and Downsizing and Talent Management - Human Resource Accounting and Audit

Suggested Reading

1. Armstrong, Michael, A **Handbook of Human Resource Management Practice**, London: Kogan Page, 2007.
2. Aswathappa K., **Human Resource Management: Text and Cases**, New Delhi: McGraw Hill, 2013.
3. Farazmand , Ali, **Handbook of Bureaucracy**, Taylor & Francis, New York: 1994
4. Flippo Edwin B., **Principles of Personnel Management**, New Delhi: McGraw-Hill, 1976.
5. Goel, S.L.& Rajneesh, Shalini, **Public Personnel Administration**, New Delhi: Deep & Deep, 2003
6. Government of India, **Second ARC**, Tenth Report on ‘Refurbishing of Personnel Administration’
7. Jack Robin, et al (Eds.), **Handbook of Public Personnel Administration**, New York: Taylor & Francis, 1994
8. Jain, R.B., **Aspects of Personnel Administration**, New Delhi: IIPA, 1994.
9. Maheswari Sriram, **Public Administration in India: The higher Civil Service**, New Delhi: Oxford University Press, 2005.
10. Naff, Katherine C., Norma M. Riccucci, **Personnel Management in Government: Politics and Process**(Seventh Edition), New York: CRC, Taylor & Francis, 2014
11. Riccucci,Norma, **Public Personnel Administration and Labor Relations**, New York: M.E. Sharpe, 2007
12. Shafritz, Jay M et.al., **Personnel Management in Government**, New York: Marcel Dekker, 2001
13. Stahl O. Glenn, **Public Personnel Administration**, Harper & Row, 1983
14. Tead, Ordway, **Personnel Administration**, University of California Libraries, 1920

6.3 Public Financial Governance in India

Course Code: 15PSDI0513

Credits: 4

Course Objective

1. To provide an overview of public financial governance in India

Specific objectives of learning

1. To familiarize the students the basic principles in public finance, accounting, auditing and budgeting
2. To facilitate the students to understand the details of financial governance in India

Course Units

Unit- 1: Introduction

Public Finance: Evolution, Meaning and Scope - Public Revenue: Meaning, Need, Classification and Principles of Revenue - Public Expenditure: Meaning, Need and Classification

Unit- 2: Budget and Governance

Budget: Meaning, Purpose and Significance - Budget Preparation, Enactment and Execution - Types of Budget: Line-Item Budget, Performance Budget, PPBS and Zero – Based Budgeting - Gender Budget, Green Budget and Sun Set Legislation

Unit- 3: Financial Management in India

Fiscal Federalism- Center State Financial Relations, Distribution of Resources - Finance Commission – Composition, Powers, Functions and Role - Fiscal Management: Public Debt and Deficit Financing - Monetary Policy and Fiscal Policy

Unit- 4: Tax Governance

Tax Governance in India- Principles of Taxation and Tax Administration in India- Priorities for Improving Tax Governance

Unit- 5: Control over Finances

Accounting and Audit Reforms in India - Types of Audit- Internal and External Audit- Standards of Public Accounting - Parliamentary Financial Committees and Comptroller & Auditor General of India

Suggested Reading

1. Brigham Eugene F., **Financial Management: Theory and Practice**, India: Cengage Learning, 2011.
2. CABRI/OECD, **Survey of Budget Practices and Procedures**. OECD, 2008.
3. Campos E & Pradhan S, **Budgetary institutions and expenditure outcomes**, Washington DC: World Bank, 1995.
4. Carlos, Santiso, **The Political Economy of Government Auditing**, New York: Taylor and Francis, 2009.
5. Chen Greg G et. al. (Eds.), **Budget Tools: Financial Methods in the Public Sector**, CQ Press, 2008.
6. Government of India, *Second Administrative Reforms Commission*, Fourteenth Report, **Strengthening Financial Management, Systems**, April 2009.
7. Jha L.K., **Economic Administration in India – Retrospect's and Prospect**, New Delhi: IIPA, 1986.
8. Lee Robert D. Jr., et al (Eds.), **Public Budgeting Systems**, Jones & Bartlett Learning 2007.
9. Mahajan Sanjeev Kumar and Anupama Puri Mahajan, **Financial Administration in India**, New Delhi: PH Learning, 2014.
10. Mikesell, John, **Fiscal Administration**, Cengage Learning, 2010.
11. Pritchard W, **Taxation and state building: Towards Governance Focused tax Reform Agenda**. IDS Working Paper, 2010.
12. R.K. Lekhi and Joginder Singh, **Public Finance**, New Delhi: Kalyani Publishers, 2013.
13. Rabin Jack, et. al. **Handbook of Public Financial Management**, New York: Taylor & Francis Group, 2006.
14. Sharma M.K., **Financial Administration**, New Delhi: Anmol Publications, 2006.
15. Steppan J. Beiley, **Public Sector Economics: Theory, Policy and Practice**, London, 1995.
16. Wang Xiaohu, **Financial Management in the Public Sector: Tools, Applications, and Cases**, M. E. Sharpe, 2010.
17. World Bank, **Strengthening World Bank group Engagement on Governance and Anticorruption**. Washington DC, 2007.

6.4 Transformational Leadership

Course Code: 15PSDI0614

Credits: 4

Course Objective

1. To expose the students on the role of transformative leaders in transforming the state, society and market

Specific Objectives of Learning

1. To familiarize the students to seeks the role of leadership for transforming the society, market and state.
2. To inculcate the students on the leadership at various level

Course Units

Unit 1: Leadership Meaning and Concept

Concept Definition – Components of leadership – perspectives – studies on leadership

Unit 2: Leadership Characteristics and competencies

Essential Characteristics – Traits of Leadership – Leadership Competencies

Unit 3: Leadership at Grassroots

Leadership for representation – Leadership for Transformation – Leadership for management – Leadership for Participation

Unit 4: Transformational Leadership

Definition of Transformational Leadership - Transformational Leadership Factors – Transformational Approaches

Unit 5: Emerging Leadership patterns at the grassroots

Leadership process – Emerging trends – Leadership schools – Capacity Building and Leadership orientation.

Suggested Reading

1. Peter G. Northouse, **Leadership: Theory and Practice**, New Delhi: Sage Publication, 2007.
2. G. Palanithurai, G and et. al., **Change Makers at Grassroots**, New Delhi: Concept Publishing Company, 2007.
3. Narendra Kumar and Manoj Rai, **Leadership in Panchayats**, New Delhi: Rawat Publications, 2006.
4. Agaz Academy, **Leadership to Lead: Exploring Leadership Education**, Bhopal: Agaz Academy, 2009.
5. S. K. Charaborty and Pradip Bhattacharya, (Eds.), **Leadership and Power: Ethical Explorations**, New Delhi: Oxford University Press, 2001.

Semester – VII
7.1 Web Designing

Course Units: 15CSAI07A3

Credits: 4

Objectives:

1. To provide insight into the basics of web programming
2. To teach how to design and implement complete applications over the web

Specific Objectives of Learning

Students should be able to

1. Understand the Fundamentals of Computers
2. Know the basics of HTML
3. Learn to design web pages using HTML
4. Creating web pages with forms and frames
5. Possess practical experience in working with XML

Course Units

Unit 1: Computer

Computer: definition - anatomy of a computer- Generations of computers - types of computers - Storage devices - input and output devices- Computer terminologies

Unit 2: HTML

HTML: Introduction - head and body sections - Designing title - designing headings
Designing body section – alignment tags

Unit 3: Ordered and unordered list

Ordered and unordered list - Tables - using colors - Paragraph tags – Hyperlink-
Embedding images and videos

Unit 4: Forms and Frames

Forms and Frames: form elements - Buttons - frame layouts- Floating frames.

Unit 5: XML

XML: introduction - syntax - XML document structure - Document type definitions
Some simple DTD examples.

Suggested Readings:

1. **Internet and World Wide – How to Program**, Deitel, Fourth Edition, Pearson Prentice Hall, 2009.
2. **XML and web services unleashed** – Scmelzer, Vandersypen, Bloomberg,et.al. Pearson Education 2002

7.2 Research Methods

Course Code - 15APRI0001

Credit: 4

Objectives:

1. To enable the students to understand the basics of research methodology, and
2. To develop skill among the students to prepare professional research report

Specific Objectives of Learning:

Upon completion of the course, the students will be able to:

1. Identify and formulate a problem for research.
2. Prepare suitable research design to study the research problem to be formulated
3. Choose appropriate methods of sampling, tools and techniques of data collection
4. Process the data collected in the field and analyse it using appropriate statistical methods
5. Prepare research report in a professional manner.

Course Units

Unit - 1: Scientific Research

Characteristics and functions of research, scientific method- steps in research - types of research: Pure, Applied and Action Research, Qualitative and Quantitative studies. Research Aptitude, skills and ethics.

Unit - 2: Research Process

Formulation and selection of research problem. statement of the problem and definition of terms, objectives, review of literature. Variables - Hypotheses - characteristics and functions — preparation of research design.

Unit - 3: Methods of Research

Exploratory, descriptive and experimental designs. surveys, content analysis, case study, participatory and interdisciplinary studies. Unit - 4: Data Collection — Sources and types of data — Data base - conduct of Interview. participant and non-participant, observation, inquiry forms. Sociometry. Psychological test - projective techniques -- types of scales, Pre test, reliability and validity).

Unit - 5: Report Writing

Research Report -- format - types of reports - Reference materials, bibliography, footnotes., glossary, index and appendix — dissemination of research findings.

Suggested References:

1. Bandarkar and Wilkinson, **Methods and techniques of Social Research**, Bombay: Himalaya Publishing Co., 2006.
2. Donald H.McBurney, **Research Methods**, New Delhi : Library of Congress Cataloging-in-Publication, 2003
3. Goode and Hatt, **Methods in Social Research**, New Delhi: McGraw Hill, 2002.
4. Kothari C.R, **Research Methodology**, New Delhi: Vishva Prakashan, 2001.
5. Vijayalakshmi G. & Sivapragasam C., **Research Methods: Tips and Techniques**, Chennai : MJP Publishers, 2009.
6. William M.K., **Research Methods**, New Delhi: Atomic Publishing, 2003.
7. Tim May, **Social Research Issues, Methods and Process**, Open University Press, Buckingham, 2001
8. Tony Brown & Liz Jones, **Action Research and Postmodernism**, Open University Press, Buckingham, 2001
9. John.W.Creswell, **Research Design Qualitative and quantitative Approaches**, Sage Publication, New Delhi, 1994.
10. Young, P.V., **Scientific Social Surveys and Research**, Practice Hall, New Delhi, 1994

7.3. Gandhian Framework for Development

Course Code: 15PSDI0715

Credits: 4

Course Objective

1. To introduce the Gandhian framework for development.

Specific Objectives of Learning

1. To familiarize students in the Gandhian models of development
2. To introduce development alternatives and poor friendly sustainable models

Course Units

Unit 1: Development: Concept, Scope and Issues

Development concept, definition and dimensions - Development and Economic growth – limits to economic growth - Issues of sustainability - Equity inter and intra-generational. Harmony and Peace in Development

Unit 2: Gandhian Approach to Modern Civilization and Development

Thoughts of Leo Tolstoy Thoreau and Ruskin - Challenging modern civilization, enslaving individuals and nations, violence and hegemony - Approach to freedom and development - Individual, community and nation - Democracy as self-governance – pyramidal structure of democracy.

Unit 3: Economy of Permanence

Types of economies -Limits to wants and Swadesi - Culture of cooperation, collective action and Sarvodaya

Unit 4: Development Alternatives

Model of low entropy development - Ecological villages bioregions, biotic community and land ethics- Local citizenship

Unit 5: Technology and Education and well being

Appropriate technology - Transformative education - Key to health and well being

Suggested Reading

1. Gandhi M.K., **Hind Swaraj or Indian Home Rul**, Ahmadabad: Navajivan Publishing House, 2005.
2. Iyer Ragavan, **Moral and Political Thought of Mahatma Gandhi**, New Delhi: Oxford, 2000.
3. Schumacher E.F., **Small is Beautiful, A Study of Economics as if people matters**, London: Vintage, 1993.
4. Rifkin, Jermy, **Entropy: A New World View**, New York: Viking Press, 1980.
5. Kumarappa, J.C., **Economy of Permanence**, Tanjore: Sarvodaya Prasuralaya, 1952.
6. Gandhi M.K., **Key to Health**, Ahamedabad: Navajeevan Publishing House, 2002.
7. Lisa Kivirist, and John Ivanko, **Rural Renaissance: Renewing the quest for good life**, Cabriola Island: New Society Publications, 2005.
8. Survey, **Bioregional Foundation: Bioregional Solutions for living on One Planet**, 2005.
9. Kirkpatrick Sale, **Dwellers in the Land**, Philadelphia: New Society Publishers 1991.
10. Dennis Meadows et. al., **Limits to Growth**, New York: Club of Rome, Universe Books, 1972.

Websites

1. Club of Rome: www.clubofrome.org
2. World Watch Institute: www.worldwatch.org
3. Entropy: www.foet.org
4. Sustainable Development: www.sustainableliving.org, www.sdgateway.net
5. Bioregions: www.bioregions.org
6. Bioregional Development Group www.bioregional.com

7.4. Non Profit Sector in Development

Course Code: 15PSDI0716

Credits: 4

Course Objective

1. To introduce significance of nonprofit sector development.

Specific Objectives of Learning

1. To help students in understanding the contributions of nonprofit sector development in contemporary society
2. To explain the impact of the nonprofit sector in the development of India

Course Units

Unit 1: Non Profit Sector in Development

Nature and Scope of Non Profit Sector in Development Action – State – Market – Nonprofit sector – contextual Role

Unit 2:Contemporary Scenario

Opportunities and Challenges – Increased Roles – Increased Loads

Unit 3: Voluntary Action in development

Voluntary Action and the State – Areas of Action – Interfaces – Complementarities

Unit 4: Civil Society

Civil Society and the State Capability to Manage Development – Capacity of Organizations and Institutions

Unit 5: Non- profit sector in Tamil Nadu

Status of NPS in Tamil Nadu-Achievements and Challenges

Suggested Reading

1. Rajesh Tandon, **Voluntary Action, Civil Society and the State**, New Delhi: Mosaic 1300 ks, 2002.
2. Mahajan, V., **Voluntary Action in India: A Retrospective Overview**, New Delhi: Vani, 2000.
3. PRIA, **Defining Sector in India, Voluntary, Civil or Non Profit**, New Delhi: PRIA, 2000.
4. PRIA, **Legal Framework for Non Profit Institutions in India**, New Delhi: PRIA, 2001.
5. PRIA, **Historical Background of Non Profit Sector in India**, New Delhi: PRIA, 2001.
6. Anuradha Maharishi and Rasna Dhillon (Eds.), **A Common Cause NGOs & Civil Society**, New Delhi: National Foundation for India, 2002.
7. PRIA, **Exploring the Non Profit Sector in India: Some Glimpses from Tamil Nadu**, New Delhi: PRIA, 2002.
8. Srivastava S.S. and Rajesh Tandon “How Large is India’s Non Profit Sector?” **Economic and Political Weekly**, Vol. XL No: 19 (May, 2005).
9. OECD, **The Non-Profit Sector in a changing Economy**, France, OECD, 2003.

Semester – VIII

8.1 Applied Statistics

Course Code - 15APRI0002

Credits:4

Objectives:

1. To enable students to understand the basics and uses of statistics in their field of study
2. To enable students familiar with various statistical methods that are required for the analysis of data in their field of study; and
3. To develop skills among students to analyze data using appropriate statistical tools;

Specific Objectives of Learning:

Upon completion of the course, the students will be able to:

1. Be familiar with the basic concepts and terminology of statistics;
2. Understand the importance and application of statistics in different disciplines
3. Choose appropriate sampling procedure and decide sample size.
4. Develop skill in reading and understanding the results from data analysis
5. Able to demonstrate competence in analyzing statistical data using SPSS.

Course Units

Unit - 1: Statistics

Definition, scope, functions and limitations, Statistical Organizations and Set up in India and Tamil Nadu

Unit - 2: Sources and types of data

Coding and classification. Tabulation and presentation of data — Frequency distribution, Diagrammatic and Graphical presentation — Statistical application of Central Measures and Measures of Dispersion

Unit - 3: Sampling Techniques:

Census Vs sampling, characteristics of a good sample. sampling size and sampling error. Probability samples -- simple random, stratified random, systematic cluster, multi stage sampling. Non-probability samples — accidental, purposive, judgement, convenient, volunteer, snow ball sampling. Probability distributions - Binomial, Poisson and Normal distribution

Unit - 4: Descriptive Statistics Central Measures

Variability measures, Skewness and Kurtosis measures, Measures of association/relationship - Coefficient of correlation, coefficient of determination, coefficient of Association and contingency, Regression analysis.

Unit - 5: Inferential Analysis

Testing of hypothesis, basics and steps in hypothesis testing -- Concept of sampling distribution and standard error. Parametric and non-parametric tests -Students 't' test and 'z' test, 'F' test, Chi-square test; Statistical analysis using Statistical software.

References

1. Agarwal. Y.P. **Statistical Methods**, New Delhi: Sultan Chand & Sons, 1996.
2. Gupta, S.P., & Gupta. M.P., **Business Statistics**, Sultan Chand & Sons. New Delhi. 2006
3. Hawley, Warren, **Foundations of Statistics**, New York: Saunders College Publishing. 1996.
4. Hooda.R.P, **Statistics for Business and Economics**, New Delhi, Macmillan 2003.
5. Kothari C.R. **Quantitative Techniques**, New Delhi, Vikas Publishing house. 1998.
6. Vijayalakshmi G. & Sivapragasam C., **Research Methods: Tips and Techniques**. Chennai : MJP Publishers, 2009.
7. Gupta, S.C. **Fundamentals of Statistics**, Mumbai, Himalaya Publishing House, 2006.
8. Rajamanickam M., **Statistical Methods in Psychological and Educational Research**, New Delhi, Concept Publishing Company, 2001.
9. Siegel, Sidney, **Non-Parametric Statistics for Behavioural Sciences**. New Delhi, McGraw Hill, 2006.
10. Sinha B.L., **Statistics in Psychology and Education**, New Delhi, Anmol Publications. 2006.

8.2 Comparative Public Administration

Course Code: 15PSDI0817

Credits: 4

Course Objective

1. To introduce the significance of comparative public administration.

Specific Objective of Learning

1. To familiarize students on various approaches to comparative public administration
2. To help the students to learn various models of administration

Course Units

Unit 1: Introduction:

Nature, Scope, Characteristics and Importance of Comparative Public Administration -
Evolution of Comparative Public Administration - International Comparative Public
Administration - Critique of Comparative Public Administration

Unit 2: Approaches

Bureaucratic Approach - General Systems Approach - Decision Making Approach -
Ecological Approach

Unit 3: CPA: Contributions of F. W. Riggs

Structural-Functional Approach - Theory of Prismatic Society - Development Models

Unit 4: Comparative Administrative Systems

Classical Administrative System: France - Developing Administrative System: India -
Developed Administrative Systems: USA and UK - Modern Administrative Systems:
Japan and Korea

Unit 5: Development Administration

Nature, Scope and Elements of Development Administration - Goals and Challenges of
Development Administration - Models of Development Administration: Sustainable
Development, Human Development & Inclusive Development

Suggested Reading

1. Ali Farazmand, **Handbook of Comparative and Development Public Administration**, New York: Marcel Dekker, 2001.
2. Esman, Milton J., **CAG and the Study of Public Administration**. In F. W. Riggs (Ed.), *The frontiers of development administration* (pp.41-71). Durham, North Carolina: Duke University Press, 1970.
3. Heady, F, **Public administration: A comparative perspective** (5th ed.). New York: Marcel Dekker, 1996.
4. Heaphey, J., **Comparative Public Administration: Comments on current Characteristics**. *Public Administration Review*, 28(3), 242-249, 1968.
5. Montgomery, J., **Approaches to Development Politics, Administration and Change**, New York: McGraw Hill, 1966.
6. Pai Panandikar, V.A., *Development administration: An Approach*, **Indian Journal of Public Administration**, 10(1), 34-44, 1964.
7. Raphaeli, N., **Readings in Comparative Public Administration**, Boston Massachusetts: Allyn and Bacon, 1967.
8. Riggs, F. W., **The Ecology of Administration**, Bloomington: Indiana University, 1970.
9. Riggs, F.W. (1956). **Public Administration: A Neglected Factor in Economic Development**, *Annals of the American Academy of Political and Social Sciences*, No.305, *Agrarian Societies in Transition*, 70-80, 1956.
10. Swerdlow, I., (Ed.) **Development Administration: Concepts and Problems**, Syracuse, New York: Syracuse University Press, 1963.
11. W.E. Weidner (Ed.), **Development administration in Asia**, Durham, North Carolina: Duke University Press, 1970.
12. Waldo, D., **Comparative Public Administration Prologue, Performance and Problems**. *Indian Journal of Political Science*, 24(3), 177-216, 1963.
13. Weidner, W. E., (Ed.), **Development Administration in Asia**, Durham, North Carolina: Duke University Press, 1970.

8.3 Governance: Theories and Concepts

Course Code: 15PSDI0818

Credits: 4

Course Objective

1. To introduce concepts and theories of governance

Specific Objectives of Learning

1. To help students to understand theories of governance
2. To facilitate students to understand the role of state and market in governance and development.

Course Units

Unit 1: Concepts and Evolution

The concept of Governance - Evolution of the concept of governance as part of the neo-liberal discourse and its critique

Unit 2: Theories of Governance

Theoretical approaches to the study of governance – The public and the private: an overview of theories and concepts – Rational Choice and Collective Choice – New Institutionalism – Policy Networks and Policy Instruments – Discourse Analysis

Unit 3: State and Governance

The State – State capacity, adaptability, strength and weakness – Role of the state in economic development – embedded autonomy – The Rule of Law and access to Justice – Corruption and rent seeking

Unit 4: State and Markets

States and Markets – Governing the Market – Regulatory framework and institutions

Unit 5: Evaluation of Governance

Measuring Governance – An introduction to the various measures of the quality of governance that have been devised and their limitations – Assessing indicators for developed and developing countries

Suggested Reading

1. Martin Doornbos, *Good Governance: The Rise and Decline of a Policy Metaphor*, **Journal of Development Studies**, Vol. 37: No.3, 2001.
2. Niraja Gopal Jayal, *The Governance Agenda: Making Democratic Development Dispensable*, **Economic and Political Weekly**, Vol. XXXII, No.2, 1997.
3. Guy Peters B., **The Future of Governing**, Lawrence: University of Kansas Press, 2001.
4. Jan Kooiman, **Modern Governance: New Government-Society Interaction**, New Delhi: Sage Publications, 1994.
5. Pierre J. and B.G. Peters, **Governance, Politics and the State**, London: Macmillan, 2000.
6. Peter. B. Evans **Embedded Autonomy: States and Industrial Transformation**, Princeton: NJ Princeton University Press, 1995.
7. Rober Wade, **Governing the Market**: Princeton: NJ Princeton Press, 1990.
8. Daniel Kaufmann, **Governance Matters II: Updated Indicators, Policy Research Working Paper 2772**, Washington DC.

Semester-IX

9.3 Decentralization: Theory and Practice

Course Code: 15PSDI0919

Credits: 4

Course Objective

1. To teach theory and practice of decentralization

Specific Objectives of Learning

1. To help the students to understand decentralization pattern in different parts of the world.
2. To develop on challenges and opportunities to decentralizations

Course Units

Unit 1: Conceptual discourse on Decentralization.

Deconcentration, Democratic Decentralization and Fiscal Decentralization: Forms of Democratic Decentralization.

Unit 2: Decentralization in USA, UK, France, Switzerland and Japan.

Approaches to Decentralization- institutions of decentralization – achievement and challenges.

Unit 3: Decentralization in Developing Countries.

New vision of Local Governance and Evolving Rules of Local Governments – Comparative overview of Local Government – organization and finance

Unit 4: Emerging trends in Decentralization in the world.

Critical conditions for Local Governance success - barriers in the process of local governance

Unit 5: Decentralization and Democratization.

Promises of Decentralization - Limitations of Decentralization

Suggested Reading

1. James Manor, **Political Economy of Democratic Decentralization**, Washington DC: The World Bank, 1999.
2. Anwar Shah, **Decentralization in Industrial Countries**, Washington DC: The World Bank, 2006.
3. Anwar Shah, **Local Governance in Developing Countries**, Washington DC: The World Bank, 2006.
4. Palanithurai G., *Restructuring Local Governance in Globalization*, ICFAI, **Journal of Governance and Public Policy**, Vol 3: No 1, March, 2008.
5. European Commission, **Supporting Decentralization and Local Governance in Third Countries**, Brussels: European Commission, 2007.

9.4. Gender Issues and Development

Course Code: 15PSDI0920

Credits: 4

Course Objective

1. To introduce the role of gender in development.

Specific Objectives of Learning

1. To teach students on the relationship between status of women and gender and development.
2. To help the students the significance of women empowerment.

Course Units

Unit 1: Gender and Feminism

Introduction - Feminism-Meaning-definition-Theories of Feminism - Gender-meaning and Gender justice in Ancient India

Unit 2: Gender Issues

Women's oppression – Meaning – Oppressive Values and Structures – Liberation - Meaning and Liberation Process
Social, Economic, Political and Religious Context, GLP and Women

Unit 3: Women's Movement

A Global Perspective – Women's Movement in India since 20th century – Contribution of Social Reformers.

Unit 4: Women's Development

Meaning and Definition – Women's Development in Educational, Social, Economic, Political and Administrative spheres. Gandhiji and Women, Women's rights in Indian Constitution, Gender in Indian Planning – Commissions for Women's Development

Unit 5: Empowerment of Women

Empowerment – Meaning and definition – Nature and Needs – various approaches for empowerment. Role of Panchayati Raj in the Political Empowerment of Women, Women in Central, State and Local levels. An overview of the role of women in development.

Suggested Reading

1. Paipanandiker V.A. and Arun Sud, **Changing Political Representation in India**, New Delhi: Uppal Publishing House, 1983.
2. Gustavo Gutierrez, **A Theology of Liberation**, New York: Orbis Books, 1973.
3. Natalie H. Bluestone, **Why Women Cannot Rule: Sexism in Plato Scholarship**, *Philosophy of the Social Sciences*, 18, 1988.
4. Betty Rozak, **Women's Liberation**, in James Rachels (Ed.), *Moral Problems: A Collection of Philosophical Essays*, New York: Harper and Row, 1979.
5. Wilfred Malenbaum, **Who does the Planning?** in R.L. Park and I. Tinker, (Ed.), *Leadership and Political Institutions in India*, New York: Greenwood Press, 1969.
6. M.Subhamma, **Women, Tradition and Culture**, New Delhi: Sterling Publishers Pvt. Ltd., 1987.
7. A.S.Altekar, **The Position of Women in Hindu Civilization**, New Delhi: Motilal Banarsidass, 1959.
8. I.Mahindra, **The Rebellious Homemakers**, Bombay: SNDT Women's University, 1980.
9. M.N.Srinivas, **The Changing Position of Indian Women**, Delhi: Oxford University Press, 1978.
10. S.Radhakrishnan, **Report of the University Education Commission 1949** (Volume I), New Delhi: Publication Division, Government of India, 1949.
11. Sebasti L., Raja (Ed.), **Quest for Gender Justice**, Madras: T.R. Publications for Satya Nilayam Publications, Satya Nilayam, 1991
12. Sushamma Sahay, **Women and Empowerment: Approaches and Strategies**, New Delhi: Discovery Publishing House, 1998.
13. Ram Ahuja, **Rights of Women: A Feminist Perspective**, New Delhi: Rawat Publications, 1992.
14. Michele Barrett, **Women's Oppression Today**, London: Verso, 1980.
15. Janet K.Boles (Ed.), **American Feminism**, New York: Sage Publications, 1991.
16. Alfred Desouza (Ed), **Women in Contemporary India and South Asia**, New Delhi: Manohar Publications, 1980.
17. Rehana Ghadially, **Women in Indian Society**, New Delhi: Sage Publications, 1988.

18. Ruth Wallace (Ed.), **Feminism and Sociological Theory**, New York: Sage Publications, 1989.
19. Everett, Jana Matson, **Women and Social Change in India**, New Delhi: Heritage Publishers, 1981.
20. Shamim Aleem (Ed.), **Women's Development Problems and Prospects**, New Delhi: APH Publishing Corporation, 1996.
21. Devaki Jain (Ed.), **Indian Women Publications Division**, Ministry of Information and Broadcasting, Government of India.
22. Maithreyi Krishna Raj (Ed.), **Women's Studies in India**, Bombay: Popular Prakashan, 1986.
23. Amit Kumar Gupta (Ed.), **Women and Society the Developmental Perspective**, New Delhi: Criterion Publications, 1986.

Reports

1. Ministry of Education and Social Welfare, Government of India, **Towards Equality - Report of the Committee on the Status of Women in India**, New Delhi, 1974.
2. Ministry of Education and Social Welfare, Government of India, **The Indian Women: A Statistical Profile**, New Delhi, 1975.
3. ICSSR, **Status of Women in India: A Synopsis of the Report of the National Committee (1971 – 74)**, Government of India, New Delhi: Allied Publishers, 1975.
4. ICSSR, **Critical Issue on the Status of Women**, New Delhi, 1977.
5. **Equality, Development and Peace** (bulletin No.11), United Nations Decade for Women, Special Conference Issue, July, 1985
6. Report of the National Committee on Women's Education, Ministry of Education, Government of India, Delhi, 1959.

9.5. Public Service Management

Course Code: 15PSDI0921

Credits: 4

Course Objective

1. To introduce the concepts, nature and significance of public service management

Specific Objectives of Learning

1. To familiarize the students on ongoing to ends in the delivers of public services
2. To introduce the assumptions and goals of Public service management.

Course Units

Unit 1: Public Administration and Public Service Management

Shift from Public Administration to Public Service Management - Marget Thatcher's contribution - Public Choice theory Neo-Liberal Perspective – Globalization

Unit 2: Neo-Liberal policies of Governance

De-regulation - cuts in Public expenditure - Privatization of Public Services

Unit 3: Basic Assumptions

Basic Assumptions of Public Service Management - Responsiveness – flexibility – innovation

Unit 4: Goals and Objectives

Goals of Public Service Management - Reduce the Role of the State - Change in inputs - Focus on output - Entrepreneurial Government

Unit 5: ICT in Public Services

Information – Electronic Software Distribution (ESD) – Use of ICT in public service management

Suggested Reading

1. David Osborne and Gaebler, **Reinventing Government**, London: Addison-Wesley Publications, 1992.
2. Pollitt C., **Managerialism and the Public Services: The Anglo-American Experience**, Oxford: Basil Blascwell, 1990.
3. Richard Boyle, **Towards a New Public Service**, Dublin: Institute of Public Administration, 1995.
4. Janos Bertok, **Trust in Government: Ethics Measures in OECD Countries**, OECD, 2000.
5. David Harvey, **A Brief History of Neo-liberalism**, Oxford: Oxford University Press, 2005.
6. Brian D. Loader (Ed.), **The Governance of Cyberspace – Politics, Technology and Global Restructuring**, Routldge Publications, 1997.

Semester- X
10.1 Decentralization in India

Course Code: 15PSDI1022

Credits: 4

Course Objective

1. To introduce the history and significance of the process of decentralization in India

Specific Objectives of Learning

1. To learn the recommendations of various committees on decentralization in India
2. To evaluate and critically understand the decentralization process in India

Course Units

Unit 1: Historical Background of Local Self Government in India.

Local Governance in Ancient India – Local Governance during colonial Administration –
Local Governance in Independent India – contending views and perspective of leaders

Unit 2: New Context and Background for new Local Governance.

Balwantray Mehta Committee (1957) – Ashok Mehta Committee (1977) GVK Rao Committee (1985) – P. K Thungon Committee (1986) – LM Singhvi Committee (1987)

Unit 3: The Constitutional Amendments towards Local Government.

Rajiv Gandhi Initiatives – Failure – 64th Constitutional Amendment Bill – Two Major Amendment to the Constitution - 73rd and 74th Amendments

Unit 4: New Local Governance in Action.

Activities of the centre and state government in establishing decentralized Governance

Unit 5: Evaluation and Assessment of Impact.

Impact assessment on Service Delivery – Women Empowerment – Democratization – Empowerment of Marginalized

Suggested Reading

1. Niraja Gopal Jayal: Amit Prakash and Pradeep K. Sharma, (Eds.), **Local Governance in India: Decentralization and Beyond**, New Delhi: Oxford University Press, 2006.
2. Satyajit Singh and Pradeep K Sharma (Eds.), **Decentralization: Institutions and Politics in Rural India**, New Delhi: Oxford University Press, 2007.
3. Pranab Bardhan and Dilip Mookherjee, (Eds.) **Decentralization and Local Governance in Developing Countries: A Comparative Perspective**, New Delhi. Oxford University Press, 2007.

10.2 Administrative Change

Course Code: 15PSDI1023

Credits: 4

Course Objective

1. To enable the students to realize the need of such change and innovation administration in the context of globalization of economy and empowerment of the people.

Specific Objectives of Learning

1. To familiarize the students to understand the governance, political process, and development made in the administration
2. To make the students to have are understanding of the transformation that takes place in the realm of Public Administration in the world

Course Units

Unit 1: Conceptualization of Administrative change in the context of Globalization.

Administrative change Theoretical inputs New Concepts – prime Agents for such changes

Unit 2: Administrative Reforms in the new context and in History.

Types of Administrative Reforms – four phases of changes. Implementation – Evaluation - Globalization and Administrative change

Unit 3: Innovations in Government in the World.

Meaning of Innovation – Historical Perspective - causes of reforms movements – lesson from two decades of government reforms

Unit 4: Administrative Reform in India.

Colonial legacy – Early phase of Reform – Failures – Renewal of efforts - Implications

Unit 5: Public Management Reform in India.

Civil Services Reform – Redefining state process – constrains and potentials – Empowerment and Equality – Rethinking Reforms

Suggested Reading

1. Bidyut Chakrabarty and Mohit Bhattacharya (Eds.), **Administrative Change and Innovation**, New Delhi: Oxford University Press, 2005
2. Ali Farazmand, **Administrative Reforms in Global Perspective: A Symposium**, International Journal and Public Administration, Vol. 22: No 6, 1999.
3. United Nation, **Rethinking Public Administration: An Overview**, New York: United Nation, 1998.
4. Mark Turner and David Hume, **Governance, Administration and Development: Making the state Works**, London: Macmillan, 1997.
5. Agarwal U.C. (Ed.), **Public Administration Vision and Reality**, New Delhi: Indian Institute of Public Administration, 2003.
6. Rajni Kothari, **State against Democracy: In search of Human Governance**, Delhi: Ajanta, 1998.
7. World Bank, **Reforming Public Institutions and strengthening Governance: A World Bank strategy**, Washington D.C, World Bank, 2000.

Major Electives

1. Human Rights: Concepts and Principles

Course Code: 15PSDI00E1

Credits: 4

Course Objective

1. to expose the students on the basic elements, concepts and principles of Human Rights

Specific Objectives of Learning

1. To familiarize the students on the universal declaration of human rights and its implications.
2. To introduce the students on National, State Human Rights commission and human rights courts

Course Units

Unit 1: Introduction to Human Rights

Definition of Human Rights – Theories of Human Rights – Rights and Obligations

Unit 2: Global Perspective

United Nation Human Rights Commission – Universal Declaration of Human Rights

Unit 3: Human Rights in India

National Commission on Human Rights – State Human Rights Commission – Human Rights Courts

Unit 4 Civil Rights in India

Status of Civil Rights and Political Rights in India

Role of civil society in protection of civil rights

Unit 5: Economic Rights

Rights for Livelihood, Entitlement and Development - Social Rights – Cultural Rights – Rights of Minorities

Suggested Reading

1. Basu D.D., **Human Rights in Constitutional Law**, 1995.
2. Subramanian S., **Human Rights Training**, New Delhi: Manas Publications, 1999.
3. Subramanian S., **Human Rights: International Challenges**, New Delhi: Manas Publications, 1999.
4. Clearance J. Dias, **Initiating Human Rights Education at the Grass roots Asian Experience**, Bangkok: Asian Cultural forum on Development.
5. Vijay K. Gupta (Ed.), **Perspectives on Human Rights**, New Delhi: Vikas Publishing House Pvt. Ltd., 1996.
6. Dossier on Human Rights, Madurai: SOCO.
7. Human Rights Education for Citizenship, Amnesty International, 1997.

Major Electives

2. Rights Based Development

Course Code: 15PSDI00E2

Credits: 4

Course Objective

1. To enable the students to understand the concept and practice of Right based development

Specific Objectives of Learning

1. To familiarize the student on the evolution of the concept of RBD
2. To introduce various instruments for ensuring RBD to the marginalized.

Course Units

Unit 1: Concepts and Nature of right based approach to development

Introduction to right based approach to development - Evolution of right based approach to development - Content of right based approach to development – types of RBD

Unit 2: Livelihood Rights

Rights to food, employment, health and education - definition and concept, obligations of the state

Unit 3: Rights for equity in development

Rights of marginalized groups – women's right, international framework, institutional arrangements for women rights - rights of minorities and marginalized groups

Unit 4: Right for good governance

Right to information, public service delivery guarantee – social auditing – public hearing and right for self governance

Unit 5: Status in Indian Constitution

Indian constitutional and legal framework for protection of fundamental rights and human rights - Rights of women, minorities and SC & ST people - States obligations for the rights to development of women, minorities, SC & ST people.

Suggested Reading

1. Centre for Development and Human Rights, **The Right to Development – A Primer**, New Delhi: Sage Publications, 2004.
2. Naila Kabeer (Ed.), Geetha B. Nambissan, Ramya Subramanian, **Child Labour and the Right to Education in South Asia**, New Delhi: Sage Publications, 2003.
3. Basu D.D., **Shorter Constitution**, Prentice Hall, New Delhi, 2003.
4. UNDP Bank, **Human Development Report**, New Delhi, 2003.

Major Electives

3. Common Property Resource Management

Course Code: 15PSDI00E3

Credits: 4

Course Objective

1. To introduce students the theories and practice of management of Common Property Resources

Specific objectives of Learning

1. To familiarize students in management system of Common property resources
2. To sensitize students on the significance of Common property resources in the life of rural poor.

Course Units

Unit 1: Introduction:

Meaning- Nature and scope of Common Property Resources (CPR) and different types of properties - Significance of CPR in ecological security.

Unit 2: Theories of Management of CPR:

Ecological degradation – depletion of natural resources- Theories on CPR - Hardin's Theory of Tragedy of Common - Game Theories of CPR management and game of Prisoners dilemma

Unit 3: Principles and Techniques of CPR Management:

Olson's Logic of collective action- Design principles of Ostrom for self-governing institutions - Risk and scarcity principle of Robert Wade- Transactional cost principles

Unit 4: Livelihood security of the poor and CPR:

Relationship between CPR and women, Tribal, Craftsmen and other eco system people - CPR and Rural economy

Unit 5: Institutional arrangements for CPR Management:

Nationalization – Privatization - Community based management - Role of Panchayats and user groups

Suggested Reading

1. Jodha, **Rural Common Property Resources: A Growing Crisis**, London: International Institute for Environment and Development, 1992.
2. Robert Wade, **Village Republic**, New Delhi: Orient Longman Ltd., 1989.
3. Gupta A.K., Why poor do not cooperate; Lessons from traditional organizations with implications on Modern organizations in Clare D.Wanger (Ed), **Research Relationship with Politics and Practice of Social Research**, London : George Allen and Unwin, 1987.
4. Katar Singh, **Managing Common Pool Resources - Principles and Case Studies**, New Delhi: Oxford University Press, 1994.

Major Electives

4. Participation and Governance

Course Code: 15PSDI00E4

Credits: 4

Course Objective

1. To understand significance of participation in strengthening democracy

Specific Objectives of Learning

1. To teach students various means and methods of participation and democracy
2. To familiarize on tools available for people to participate in development.

Course Units

Unit 1: Participation – Meaning, Scope, Nature

Definition of the concept participatory governance - Evolution of participation in governance – Expected Implications

Unit 2: Participation in Governance

Governance Structure – Scope for Participation

Unit 3: Participation for Development

Development- opportunities for participation

Unit 4: Structure of Participation

Modes of participation – Nature of participation

Unit 5: Analysis of Participation

Measuring participation – Grading participation – Assessing implication

Suggested Reading

1. Rose Mary, McGee, **Legal Frameworks for Citizens Participation: Synthesis Report**, IDS, Logo Link, Publications, 2003.
2. Peter Clarke and et. al., **Citizen Participation and Local Governance: Annotated Bibliography and Review**, Brighton: IDS, University of Sussex, 2002.
3. A.Fung and E.D.,Wight, *Deepening Democracy: Innovations in Empowered participatory Governance*, **Politics and Society, Vol.29**: No.1, 2001.

Major Electives

5. Development Communication

Course Code: 15PSDI00E5

Credits: 4

Course Objective

1. To make students understand the role of communication in development

Specific Objective of Learning

1. To make students appreciate the importance of development communication
2. To make students familiar with various techniques and methods of Development Communication

Course Units

Unit 1 : Development communication: Theories and Principles

Communication – Definition – its importance – Theories and Principles of effective communication

Unit 2 : Perspectives

New perspectives on communication and development communication process

Unit 3: Communication and Development

Communication for social, political, educational, economic and moral development

Unit 4 : Media in Communication

Modern Medias- Press – Electronics – ICT – Social media
Traditional Medias

Unit 5: Contemporary issues

Communication explosion – Communication Manipulation – Communication in Political and Social Transformation

Suggested Reading

1. Carlesworth (ed.), **Contemporary Political Analysis**, New York: Free Press, Macmillan, 1979.
2. Dhama O.P. and Bhatnagar O.P., **Education and Communication for Development**, New Delhi: Oxford and IBH Publishing Company Pvt. Ltd., 1988.
3. Dale Edger, **Audio Visual Methods**, New York: Holt Rinehart and Winston, 1964.
4. Guy De Mallac, **Non-violent Strategies for today a Handbook**, Gandhigram: Gandhigram Rural Institute, 1989.
5. David K. Berlo, **The Process of Communication**, New York: Holt Rinehart Winston Inc., 1960.
6. Wilbre Schramee, **Process and Effects of Mass Communication**, Illinois: University of Illinois, 1955.
7. Karl Deutch, **Nationalism and Social Communication**, Cambridge: MIT Press, 1966.

Major Electives

6. Globalization and Development

Course Code: 15PSDI00E6

Credits: 4

Course Objective

1. To familiarize the students with the Globalization and its implications.

Specific Objectives of Learning

1. To provide a perspective on the broad aspects and institutions of Globalization.
2. To enable the students to understand the implications of Globalization for third world development
3. To sensitize the students on issues affecting poor in the context of globalization.

Course Units

Unit 1: Theoretical Foundations

Basic assumptions and key concepts: Privatization, Liberalization, Market economy and global development.

Unit 2: Institutional arrangements

GATT, WTO, IMF, World Bank, Trade related intellectual property rights. Nature and role of Multinationals.

Unit 3: Development in the context of globalization

Development: definition, scope and multi dimensions. Development beyond economic growth and limits to economic growth. Sustainability and equity approach to development. Human, Social and Ecological dimensions of development. Freedom and capability as strategies of development. Place for marginalised and disadvantages in development.

Unit 4 : Nation State and Globalization

National Sovereignty and Democratic choice over Development priorities and strategies. Impact on class structure and Social dynamics. Ecological capital and economic growth.

Unit 5 : People and Self Governance in the era of globalization

Right for Self governance and governance of local resources. Choices over livelihood security and livelihood opportunities - Impact on culture, values and social capital. Building local governance and alliances.

Suggested Reading

1. Bagavathi Jagadish, **In defense of Globalization**, New Delhi: Oxford University Press, 2004.
2. Stiglitz, E Joseph, **Globalization and its discontents**, New Delhi: Penguin books 2004.
3. Kay Jhon, **The Truth about Markets Why Some Countries are Rich and others Remain Poor**, New Delhi: Penguin books, 2004.
4. Wolt Martil, **Why Globalization Works**, New Delhi: Yale University, 2004.
5. Capra Frrtjoe, **Uncommon Wisdom**, New Delhi: Banthom books 2001.
6. Rifkin, Jerry, **Entrophy**, New Delhi: Banthom Books 2002.
7. Stiglitz, E. Joseph, **Making Globalization work**, New Delhi: Allen Lane, an imprint of Penguin Books, 2006.

Major Electives

7. Human Rights and Constitution of India

Course Code: 15PSDI00E7

Credits: 4

Course Objective

1. To provide knowledge on the constitutional rights and duties

Specific objectives of Learning

1. To facilitate the learners to appreciate constitutional values on human rights.
2. To enable the learners to use the constitutional tools to protect human rights.

Course Units

Unit 1: Human Rights in Constitution of India

Constitution – preamble – insight into the development of the concept of fundamental rights in the Indian Constitution with special reference to constituent assembly debates.

Unit 2: Fundamental Rights

Universal Declaration of Human Rights – A comparative analysis fundamental rights in U.S.A. U.K and India.

Unit 3: Directive Principles

Concept of enforceable, non-enforceable rights – merging of these two areas leading from the supreme court of India and High Courts.

Unit 4: Rights for the Marginalized

Rights related to marginalized sections (SC, ST) women, children minorities and others.

Unit 5: Developments of Human Rights

Human rights and Amendments to the constitution – basic structure of the constitution, theory and separation of powers, judiciary in India/Judicial Review in India.

Suggested Reading

1. Bhatta Charjee A.M., **Equality, Liberty and Property under the Constitutional of India**, New Delhi: Eastern Law House, 1997.
2. Antony M.J., **Women Rights**, New Delhi: Clarion Book, 1994.
3. Srivasta T.N., **Women and the Law**, New Delhi: Prentice Hall of India Private Ltd, 1994.
4. Government of India, **The Scheduled Castes and Scheduled Tribes, Prevention and Atrocities Act**, 1989.
5. Mathew P.D., **Fundamental Rights in Actions**, New Delhi: Indian Social Institute, 1996.
6. Khan Mumtaz Ali, **Scheduled Castes and their Status in India**, New Delhi: Uppal Publishing, 1980.
7. Kananikil Jose, **Scheduled Caste and the Struggle against Inequality**, New Delhi: Indian Social Institute, 1983.
8. Mathew P.D., **The Law to Protect Human Rights in India**, New Delhi: Indian Social Institute, 1984.
9. Shariful Hassan, **Supreme Court Fundamental Rights and Directive Principles**, New Delhi: Deep & Deep Publications, 1998.
10. Basu D.D., **Human Rights in Constitutional Law**, New Delhi: Prentice Hall of India Private Ltd, 1995.
11. Basu D.D., **An Introduction to Indian Constitution**, New Delhi: Prentice Hall of India Private Limited, 1994.
12. Basu D.D., **Shorter Constitution of India**, New Delhi: Prentice Hall, 1981.
13. Pylee M.V., **Constitutional Government in India**, New Delhi: S. Chand and Company, 1984.

Major Electives

8. Project Formulation, Implementation and Evaluation

Course Code: 15PSDI00E8

Credits: 4

Course Objective

1. To familiarize the students with the process of formulating, implementing and evaluating the projects.

Specific Objectives of Learning

1. To develop skills of project formulation
2. To teach the methods of monitoring and evaluation of projects

Course Units

Unit 1: Introduction

Conceptual clarity on project -Critical assessment of problems and their dimensionality

Unit 2: Formulation

Formulating a project - proposal major steps to be followed in formulating an action project

Unit 3:Implementation

Implementation of the project – key steps to be followed in implementation and monitoring of project activities

Unit 4: Evaluation

Methodology of project evaluation - Key steps to be followed in evaluating the projects.

Output and outcome evaluation - Key initiatives of output and outcome

Unit 5: Project Application

Identifying a problem and formulating a project proposal - evaluating an ongoing project-
Assessing the outcome of a completed project and submit a report.

Suggested Reading

1. Moder J.J and Philips.**Project Management with C.P.M and PERT**, Nelyor: Reinhold Publishing Corp., 1964.
2. Bhargava B.S. and et.al.**Project Identification, Formulationand Appraisal- With Emphasis on Industry**, Bangalore: Institute for Social and Economic Change, 1977.
3. Putuswamiaiah K., **Project, Evaluation Criteria and Cost- Benefit Analysis**, New Delhi: Oxford &IBH Publishing Co., 1980.
4. Putuswamaiah .K. **Fundamentals of Applied Evaluation**, New Delhi: Oxford & IBH, Publishing Co., 1979.
5. Lettle, I.M.O.and Mirreles, **Project Appraisal and Planning for Developing Countries**, New Delhi: Oxford and IBH Publishing Co., 1974.
6. Prasann Chandra., **Projects-Preparation Appraisal Budgeting and Implementation**, New Delhi: Tata Mc. Graw Hill, 1984

Major Electives

09. Participatory Rural Appraisal

Course Code: 15PSDI00E9

Credits: 4

Course Objective

1. To introduce students the methodology of participatory rural appraisal

Specific Objectives of Learning

2. To sensitize students on the significance of people participation in rural appraisal
3. To develop skills for conducting participatory rural appraisal in the field

Course Units

Unit 1: Challenges to Research Methods

Research Methods: Meaning & Purpose, types of research: conventional methods of research - Advantages and Limitations - Need for alternative rural appraisal methods.

Unit 2 : Genesis of PRA

Genesis of Participatory Rural Appraisal- RRA, PRA, PLA- Concepts and Principles of PRA- Attitude and Behaviour that enhance participatory research.

Unit 3: Menus and Methods I

Application of PRA Tools/Methods - Focus Group Discussion (FGD) - Semi-structured interviews (SSI) - Guidelines, individual errors, team errors - Steps/Process of conducting FGD - Methods related to space : Social mapping, Transect walk, Resource mapping, and Linkages

Unit 4: Menus and Methods II

Methods related to time: Time line, Trend change, Seasonal calendar, Daily routine - Methods related to situations and conditions: Problem inventory, Wealth ranking, Venn diagram, Sustainability Analysis, and Malady Remedy Analysis – Innovating new tools

Unit 5: Applications

Ascertaining the trust worthiness of PRA Results - Analysis of qualitative data -Writing PRA Report – Application and Implementations- Limitations of PRA Methods

Suggested Reading

1. Gerard J. Gil., O.K., **The Datas Lousy, But its all Weve Got - Being a Critique of Conventional Methods**, London: IIED, Gatekeeper Series, 1993.

2. Joachim Thesis and Heather Grady M., **Participatory Rural Appraisal for Community Development - A Training Manual**, London: IIED, 1991.
3. Jules N. Pretty., **Regenerating Agriculture - Politics and Practices for Sustainability and Self-reliance**, London: Earthscan Publications, 1995.
4. Amitava Mukherjee., **Participatory Rural Appraisal: methods and Applications in Rural Planning**, New Delhi: Vikas Publishing House Pvt. Ltd, 1995.
5. Neela Mukherjee, **Participatory Rural Appraisal: Methodology and Applications**, New Delhi: Concept Publishing House, 1992.
6. **Papers and Proceedings, Training Programme in Participatory Rural Appraisal**, Gandhigram: Gandhigram Rural Institute - PRA Unit, 1994.
7. **Gramiya Makkal Pankerpu Mathipeedu - A Hand Book for PRA Practioners**, Gandhigram: Gandhigram Rural Institute, PRA Unit, 1995.
8. Robert Chambers, **Rural Development - Putting the Last First**, London: Longman 1992.
9. Robert Chambers and et. al. **Farmer First**, London: Intermediate Technology Publications.
10. Hugo Slim and Paul Thompson, **Listening for a Change**, London: Pans Publications Ltd., 1993.
11. Philip Towsley., **A Manual on Rapid Appraisal Methods for Coastal Communities**, Madras: Bobp, 1993.
12. Jules N.Pretty et al., **Participatory Learning and Action**, London: A Trainers Guide, IIED, 1995.
13. Donald. A. Messerschmidt, **Rapid Appraisal for Community Forestry: The RA Process and Rapid Diagnostic Tools**, London: IIED, 1995.

Journals

1. PLA Notes, IIED, London
2. Participation in Action, Action Aid, Bangalore
3. Search News, Bangalore.

10. Public Policy Analysis

Course Code: 15PSDI00EA

Credits: 4

Course Objective

1. To equip students to analyses the process of making of public policies.

Specific Objectives of Learning

1. To familiarize students on approaches to policy making
2. To build capacity for understanding the tools and techniques for policy making

Course Units

Unit- I: Theoretical Perspectives

Policy Cycle Framework - Policy Process Network - Political Feasibility

Unit- II: Types of Policy Analysis

Empirical, Normative Policy Analysis - Retrospective/Prospective Analysis - Prescriptive and Descriptive Analysis

Unit- III: Actors in Policy Analysis

Government Institutions - International Donor Agencies - Multinational and Transnational Agencies - Media and Civil Society

Unit- IV: Techniques

Cost Benefit Analysis - Management by Objectives (MBO)- Operations Research - Programme Evaluation and Review Technique (PERT) & Critical path Method (CPM)

Unit- V: Constraints on Public Policy

Economic Constraints on Public Policy - Political Feasibility: Interests and Power - Institutional Constraints on Policy - Social and Cultural Factors: Constraining and Enabling Policy Reversals

Suggested Reading

1. Anderson J.E., **Public Policy-Making: An Introduction**, Boston,Houghton, 2006.
2. Ashford, Doug (ed.), **History and Context in Comparative Public Policy**, Ithaca, NY: University of Pittsburgh Press, 1992.
3. Bardach, Eugene, **The Implementation Game: What Happens After a Bill Becomes a Law**, Cambridge, MA: MIT, 1977.

4. Barker, Anthony, and B. Guy Peters (eds.), **The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy**, Ithica, NY: University of Pittsburgh Press, 1993.
5. Bergerson, Peter J. (ed.), **Teaching Public Policy: Theory, Research and Practice**, Westport, RI: Greenwood Press, 1991.
6. Dye Thomas, **Understanding Public Policy**, Singapore, Pearson Education, 2008.
7. Gerston Larry N., **Public Policy Making: Process and Principles**, Armonk, M.E. Sharpe, 2004.
8. Hill Michael, **The Public Policy Process**, Harlow, UK; Pearson Education, 5th Edition, 2005.
9. Howlett, Michael, and M. Ramesh, **Studying Public Policy: Policy Cycles and Policy Subsystems**, OUP, Toronto, 1995.
10. Jay M. Shafritz (Ed.), **International Encyclopedia of Public Policy and Administration**, Westview Press, 1998.
11. John, Peter, **Analysing Public Policy**, 2nd ed., Routledge, Taylor and Francis Group, London, 2012.
12. Lindblom, C.E., and E.J., Woodhouse, **The Policy making Process**, 3rd ed., New Jersey., Prentice – Hall, 1993.
13. McCool, Daniel C. (Ed.), **Public Policy Theories, Models, and Concepts: An Anthology**, NJ: Prentice-Hall, 1995.
14. Michael Howlett and M.Ramesh, **Studying Public Policy**, Ontario: Oxford University Press, 2003.
15. Moran Mitchel and Robert Goodin, **The Oxford Handbook of Public Policy**, Oxford University Press, New York, 2006.
16. Pal, Leslie A., **Public Policy Analysis: An Introduction**, 2nd ed. Toronto: Nelson, 1992.
17. Xun Wu et.al, **The Public Policy Primer**, Routledge, London, 2013.

11. Innovations in Governance

Course Code: 15PSDI00EB

Credits: 4

Course Objective

1. To sensitize students on the role of innovations in governance

Specific Objectives of Learning

1. To familiarize the students in the ongoing innovations in Governance and Public Services in various countries
2. To encourage students to get the interest, skill and initiatives in developing projects related to the innovations in governance.

Course Units

Unit - I: Introduction

Innovations in Governance: Perspectives and Challenges - Characteristics and Patterns of Innovations - Institutional Framework for Promoting Innovations- Public Governance and Innovations: Administrative Reform to Innovation Discourse

Unit - II: Understanding Innovations

Innovation for Achieving a Quality of Life - Methodological Approach for studying best Practices - Capacities for Innovation and Best Practices

Unit - III: Innovations in Governance and Public Services

Innovations in Public Services: An Historical Perspective - Innovation Capacity in Organizations - Leadership and Innovation - Innovations in different sectors – General Administration, Urban Administration, Health Administration, Private Sector, Agriculture, etc

Unit – IV: Transferability of Best Practices and Innovations

The Ombudsman against Corruption - Technology and Changing Nature of Organizations -Best Practices of Knowledge Management Framework - Diffusion of Innovation in a Development Context

Unit - V: Issue Areas

Originality and Replication of Innovations - Innovation with or Without Improvement- Citizen Participation in Government Innovations - Research in Innovative Governance

Suggested Reading

1. Anttiroiko et.al. (Eds.), **Innovations in Public Governance**, IOS Press, 2011.
2. Bevir, Mark, (Ed.) **The Sage Handbook of Governance**. Thousand Oaks, CA: Sage Publications, 2010.
3. Borins, S., **The Challenge of Innovating in Government** PricewaterhouseCoopers Endowment for the Business of Government, 2001
4. Governance Innovators Network.
Retrieved from <http://www.innovations.harvard.edu/>
5. **Innovations in Governance and Public Administration: Replicating what works**, New York: Department of Economic and Social Affairs, United Nations, 2006
6. Jean Hartley, **Innovation in Governance and Public Services: Past and Present, Public Money & Management**, 2005.
7. Newman, J., et. al., **Innovation in Local Government: A Good Practice Guide** DETR, London, 2000.
8. Peters, B. Guy, **The Future of Governance: Four Emerging Models**, 1996.
9. Pollitt, C. and Bouckaert, G., **Public Management Reform: A Comparative Analysis** Oxford University Press, Oxford, 2000.
10. Sandford Borins, ed., **Innovations in Government Research, Recognition, and Replication**, Brookings Institution Press, 2008.
11. Stephen P. Osborne, Ed., **The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance**. London: Routledge, 2001
12. Walker, R., et. al. **Measuring innovation: Applying the Literature based Innovation output Indicator to Public Services**. Public Administration, 2002.

III. Modular Course

1. Citizenship Building

Course Code: 15PSDI09M1

Credits: 2

Course Objective

1. To introduce the significance of citizenship in building democracy

Specific Objectives of Learning

1. To familiarize students in concept of citizenship and its various role.
2. To learn use of citizenship to build nation and achieve development

Course Units

Unit I: Conceptual discussion on Citizenship.

Citizenship Definition - Citizenship in Theory - citizenship in History – Citizenship Norms – Citizenship and the state

Unit II: Citizenship from the perspectives of the state Constitutional provision.

Kinds of Citizenship – Social Transformation and Citizenship - Citizenship in the Constitution

Unit III: Citizenship and Social Movements.

Citizenship in Action, Mobilization of Citizens for development activities, political activities and governance activities

Unit IV: Citizenship and Participation.

Transformation and Citizenship – participation of Citizens – Semi Citizenship

Unit V: Citizenship and Empowerment.

Citizenship and identity – Citizenship measurement – Citizenship and Empowerment

Suggested Reading

1. Lisa Thompson and Chris Tapscott (Eds.), **Citizenship and Social Movement**, London: Zed Books, 2010.
2. Vignaraja P. (Ed.), **New Social Movements in the South: Empowering the People**, New Delhi: Ristaar Publication, 1993.
3. Edwards M. and Gaventa J. (Eds.), **Global Citizens Action**, London: Lynne Rienner, 2001.
4. Kabeer N., (Ed.), **Inclusive Citizenship: Meanings and Expressions**, London: Zed Books, 2015.
5. John Gaventa and Rosemary McGee (Eds.), **Citizenship Action an National Policy Reforms**, London: Zed Books, 2010.
6. Russel J. Dalton, **The Good Citizen: How a Younger Generation is Reshaping American Politics**, Washington DC: QC Press, 2009.
7. Richard Bellarmy and Antonino Palumbo (Eds.), **Citizenship**, England: Ashgate, 2010.
8. Elizaeth F. Cohen, **Semi- Citizenship in Democratic Politics**, Delhi: Cambridge University Press, 2009.
9. Ranjitha Mohanty and Rajesh Tandon (Eds.), **Participatory citizenship: Identity, Exclusion and Inclusion**, New Delhi: Sage Publication, 2006.

2. Community Outreach and its Implication

Course Code: 15PSDI09M2

Credits: 2

Course Objective

1. To generate conceptual discussion on outreach programme and activities.

Specific Objectives of Learning

1. To familiarize the students in various forms of community engagements
2. To help students to develop interest and techniques in community outreach projects

Course Units

Unit I: Conceptual Discussion on outreach Programme and activities.

Extension and its meaning – changing nature of the activities – New paradigm of extension

Unit II: Different Kinds of Community Engagements.

Strategies and approaches of community engagements – modes of civic engagements

Unit III: Transformation through Information.

Enabling transformational activities – internal and external transformation

Unit IV: Citizenship Building.

Working for citizenship building – working for empowerment of marginalized

Unit V: Assisting Democratic practices in society.

Enabling the communities to adopt – democratic practice for decision making

Suggested Reading

1. Palanithurai G., **Social Relevance of Higher Learning Institutions**, New Delhi: Concept Publishing Company, 2012.
2. Palanithurai G., **Village Placement Programme: An Experiential Learning**, New Delhi: Concept Publishing Company, 2015.
3. Palanithurai G., “**Larger Role of Academics in Rural Human Life**” University News Vol. 47: No 16, 2006.
4. P. V. Narasimha Rao, “**Rural Universities my vision**” Inaugural Address, Hyderabad: National Council of Rural Institutes, 1995.
5. Palanithurai G., “**Rural Universities in the Era of Globalization**” University News Vol 47: No 33, 2009.

3. Individual Community Collective Social Responsibility

Course Code: 15PSDI09M3

Credits: 2

Course Objectives

1. To understand the significance of individual community collective social responsibility

Specific Objectives of Learning

1. To familiarize students on concepts and theories related to collective social responsibilities
2. To familiarize students on methods and tools for generating collective action for development.

Course Units

Unit I: Theories

Citizenship history and citizenship theory- theory- history of enlightened collective action- Individual life and collective life- Maintenance of civil to in social actions- discharging responsibilities.

Unit II: Perspectives

Views and perspective on the role of individuals and communities in social action – rules and responsibilities mandated and volunteered- focus on collective well being and individual's protection

Unit III: Empowerment

Empowerment consciousness and democracy promotion- strategies for building up collective consciousness among the citizens and enabled them to participate in the process of development

Unit IV: Citizenship Building

Building social citizenship- expanding the social space for the citizens action to protect ecology and environment

Unit V: Citizenship for Development and Social Transformation

Citizenship and transformation: reconstruction work- deconstruction work- engagement of citizens in community work- evolving individuals through transformation- building civic values.

Suggested Reading

1. Gandhi M.K., **Constructive Programme**, Ahmadebad, Navjeevan Publication, 1960
2. Pocock J.G.A., *The Ideal Citizenship Since Classical Times*, **Queen,s Quarterly**, 1992
3. Michael Mann, *Ruling Class Strategies and Citizenship*, **Sociology**, Vol 21 pp 339-354
4. Amy Gutmann, *Civic Education and Social Diversity*, **Ethics**, 1989 Vol 99. Pp 250
5. Muhammad Yunus, **Banker to the Poor**, New Delhi: Penguin, 2007.