MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act, 1956)

FACULTY OF BEHAVIORAL AND SOCIAL SCIENCES

DEPARTMENT OF SOCIAL AND POLITICAL STUDIES

CURRICULUM

AND

SCHEME OF EXAMINATION

(MASTERS IN PUBLIC POLICY AND ADMINISTRATION)

BATCH: 2023-25

FOREWORD

This is to certify that this booklet contains the entire Curriculum and Scheme of Examination for the Masters in Public Policy and Administration being offered at the Faculty of Behavioural and Social Sciences of this University. This has been duly vetted and finally approved by the Academic Council of the University vide 33rd Academic Council held on 21/04/2020 and changes, if any deemed appropriate, shall be duly incorporated after the necessary approval by the Academic Council.

This Curriculum and Scheme of Examination of Masters in Public Policy and Administration shall be implemented w.e.f. AY, 2020-21.

Date: 21/05/2020

Prof. (Dr.) Naresh Grover
Dean-Academics, MRIIRS

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Preamble

The Programme MA Public Policy and Administration is adapted to an outcome-based education system which would enable the students to acquire the capabilities to meet the demands of society and industry at the regional, national, and global levels. The Programme Education Objectives (PEOs) of MA Public Policy and Administration are consistent with the Vision and Mission of the Department as well as the University and aim to produce globally successful sociologists who are empowered to contribute to nation-building through sound knowledge, research skills, and research aptitude. The POs and PSOs address the PEOs and aim to produce human development professionals, social researchers, and human resource management professionals with high professional and social ethics.

The curriculum includes courses focusing on employability and skill development which map strongly with the POs defining demonstration of conceptual knowledge and engagement in independent and lifelong learning. Such courses are Civil Services in India, Indian Polity and Administration, Public Policy Analysis, Innovations in Governance, e-Governance, etc. Certain courses are meant to inculcate professional ethics and Human Values meeting the requisites of POs defining these characteristics. Such courses are Law Ethics in Governance and India Constitution, Social Justice, and Administration in India.

The curriculum includes courses focusing on employability and skill development which map strongly with the POs defining demonstration of conceptual knowledge and engagement in independent and lifelong learning. Examples of such courses are Classical Sociological Theory, Contemporary Sociological Theory, and Social Research Methods. Certain courses are meant to create awareness about the environment and sustainability and inculcate professional ethics, meeting the requisites of POs defining these characteristics. Such courses are Law Ethics in Governance, India Constitution, Social Justice and Administration in India, etc.

The design of the curriculum is done in accordance with the predetermined Programme Education Objectives. The syllabus content of each course is meticulously created to develop a thorough understanding and gain in-depth knowledge. A number of theory courses are accompanied by projects to inculcate practical skills. In order to ensure the effectiveness of the teaching-learning process and true implementation of the curriculum, the course outcomes of each course are developed to meet the program outcomes and program-specific outcomes, which are also reflected in the Course Articulation Matrix. Course outcome and program outcome attainment are measured through direct and indirect tools including internal assessments, assignments, end-semester examinations, dissertations, projects, etc.

Although the curriculum has been designed after thorough deliberations involving experts from academia and industry, and considering the feedback obtained from various stakeholders, there is always a scope for regular revision and updation of the syllabus keeping in view the changing needs of the industry and society. Thus a well-articulated process is followed to revise the curriculum from time to time. The process begins with obtaining feedback from various stakeholders i.e. students, faculty, alumni, parents, and industry experts. The feedback is analyzed and relevant suggestions are incorporated into the curriculum through a curriculum revision workshop under the supervision of the Departmental Academic Committee (DAC). The revised curriculum is scrutinized by the Board of Studies (BOS) and suggestions of the BOS are also incorporated. The revised curriculum is then placed before the Board of Faculty for consideration which is further reviewed and approved by the Academic Council.

FACULTY OF BEHAVIOURAL AND SOCIAL SCIENCES

DEPARTMENT OF SOCIAL AND POLITICAL SCIENCES

VISION AND MISSION OF THE DEPARTMENT

VISION

To assess, exchange, impart and attain the transcending knowledge of social and political studies for addressing the different pillars of sustainability and UN SDGs by means of knowledge, wisdom, and students who are reflective, introspective, and liberating at the same time.

MISSION

- Prepare and create reflective, introspective students with transdisciplinary skills in social and political studies for addressing sustainability and UN SDGs
- Create socially, morally, ethically responsible, reflective, human, societal, political, and artistic value-based, introspective students who can impact and influence the public policy discourse nationally and internationally through the transdisciplinary skill set of social and political studies

ABOUT THE DEPARTMENT

Department of Social and Political Studies has been incepted as one of the core departments under the Faculty of Behavioral and Social Sciences. The Department was constituted in the academic session of 2017 – 18 at MRIIRS (Deemed to be University). It offers and will offer BA/BSc (Honors), MA/MSc, and Ph.D. programs in Liberal Arts, Social, and Political Studies for addressing sustainability and UN SDGs. Graduates from the department are expected to be transdisciplinary professionals who will be able to integrate and transcend the disciplines of liberal arts, and social and political studies in order to address the broad social, economic, ecological, environmental, political, cultural, and governance domains of sustainability in a holistic manner. This will also enable them to be thinkers, and solution providers to address real-world challenges in an innovative way and address the UN SDGs. The Department will facilitate to produce of this cadre of thinkers and solution providers to the real world faced with multiple challenges of sustainability by means of a liberal education philosophy, quality teaching, and experimental and practical pedagogical discourse buttressed by a robust curriculum framework which will meet the past, present and futuristic needs of the evolving, changing society and its associated politics. The Department will attain this by creating philosophical principles of introspection, reflection, action, and liberation within its various programs. The programs of the Department at the end of the day therefore will foster a liberating journey within every student by integrating the notions of sustainability, efficiency, human welfare, and quality of life through the lenses of liberal arts, social and political studies encompassing South Asian, Asian, Eastern, Oriental, Persian, Western and all forms of historical thought processes in the domain of social and political studies.

PROGRAMME EDUCATION OBJECTIVES (PEOs)

PEO-1: Create locally and globally reflective, introspective, social, political scientists and liberal art practitioners by generating, enabling, and expanding new frontiers of transdisciplinary social and political studies to meet the past, present and futurist needs and enable a new

discourse for the present and future

PEO-2: Introduce an exploratory, experimental research, investigation, pedagogical process, and discourse for addressing the social, political, economic, governance, cultural, and artistic challenges for meeting the goals of sustainability

PEO-3: Enable a reflective, introspective, liberating, ethics and value-based learning process for students to place them as inter and transdisciplinary professionals for future career prospects at the local, national, and global levels for different public policy-related discourses

PROGRAMME SPECIFIC OUTCOMES (PSOs)

PSO-1 Promote knowledge for social development and public policy based on an exploratory, integrated, and reflexive understanding of the discipline.

PSO-2 Promote critical thinking, and develop an investigative, holistic, inclusive, and trans-disciplinary approach to understanding the complex and interconnected issues of public policy practice.

PSO-3 Equip students with the advanced skills necessary to assess the performance of alternative approaches to policy making and implementation, evaluate program effectiveness, and understand the trade-offs and political constrained involved along with the ethical and moral values.

PSO-4 Promote knowledge with ethics and moral values to create an inclusive, diverse, and empathetic society, make an impact on public policy discourses, and serve and lead with empathy.

PROGRAMME OUTCOMES (POs)

PO-1: Gain reflective, exploratory, knowledge, and wisdom on past, present and futuristic, interconnected challenges of liberal arts, social and political studies for sustainability

PO-2: Assimilate new, experimental, reflective, introspective, pedagogical processes with experiential applications involving normative, qualitative, empirical, and quantitative techniques to contemporary, futuristic, transdisciplinary liberal arts, social and political studies for sustainability and sustainable development goals

PO-3: Comprehend, synthesize, and apply normative, empirical, scientific, and artistic frameworks in an interdisciplinary way to address the social, political, economic, governance, cultural, and artistic challenges and goals of sustainability

PO-4: Reflect, introspect, and explore an ethics and value-based learning process through the transdisciplinary lens for making an impact on the public policy discourses related to the social, political, governance, and cultural domains of sustainability at the local, national, and international levels

MAPPING OF PEOs WITH POs and PSOs

Programme Outcome(PO)/ Programme Specific Outcome (PSO)		PEOs that are attained through the concerned PO
PO1	Gain reflective, exploratory, knowledge, and wisdom on past, present, and futuristic, interconnected challenges of liberal arts, social and political studies for sustainability	2,3,3
PO2	Assimilate new, experimental, reflective, introspective, pedagogical processes with experiential applications involving normative, qualitative, empirical, and quantitative techniques to contemporary, futuristic, trans-disciplinary liberal arts, social and political studies for sustainability and sustainable development goals	3,2,2
PO3	Comprehend, synthesize, and apply normative, empirical, scientific, and artistic frameworks in an interdisciplinary way to address the social, political, economic, governance, cultural, and artistic challenges and goals of sustainability	3,2,2
PO4	Reflect, introspect, and explore an ethics and value-based learning process through the trans-disciplinary lens for making an impact on the public policy discourses related to the social, political, governance, and cultural domains of sustainability at the local, national, and international levels	3,3,3
PSO1	Promote knowledge for social development and public policy based on an exploratory, integrated, and reflexive understanding of the discipline.	3,3,2
PSO2	Promote critical thinking, and develop an investigative, holistic, inclusive, and trans-disciplinary approach to understanding the complex and interconnected issues of public policy practice	3,3,3
PSO3	Equip students with the advanced skills necessary to assess the performance of alternative approaches to policy making and implementation, evaluate program effectiveness, and understand the trade-offs and political constrained involved along with the ethical and moral values.	2,3,3
PSO4	Promote knowledge with ethics and moral values to create an inclusive, diverse, and empathetic society, make an impact on public policy discourses, and serve and lead with empathy.	3,2,3

SEMESTER SYSTEM AND CHOICE-BASED CREDIT SYSTEM

Each course has a certain number of credits assigned to it depending upon its duration in periods for lectures and tutorials in a week. A few courses/activities are without credit (s) and are referred to as Audit Pass Courses (APC) but are mandatory to pass as a partial fulfillment of the award of a degree.

(a) Course credits assignment

Each course has a certain number of credits assigned to it depending upon its duration in periods for lecture, tutorial, and laboratory/clinical practice in a week.

(b)Earning of credits

At the end of every course, a letter "Grade" shall be awarded in each course for which a student has registered. On obtaining a minimum Pass Grade, the student shall accumulate the course credits as Earned Credits. A student's performance shall be measured by the number of credits earned and by the weighted grade point average. Grades obtained in the audit courses shall not be counted for computation of grade point average, however, shall be mandatory to pass as a partial fulfillment of the award of degree.

For the Award of a Degree of a program MA in Public Policy and Administration, the student has to earn a minimum of 84 credits during the 2-year duration of the program in 4 semesters.

The total credits required to be earned have been further classified under two baskets of courses: "Compulsory Courses Basket", and "Elective Courses Basket". A total of 64 credits are required to be earned under the "Compulsory Courses Basket" and 20 credits under the "Elective Courses Basket".

All courses under the "Compulsory Courses Basket", are required to be qualified and cleared/pass by each and every student enrolled in the program and are semester-wise listed in the study scheme along with credits assigned to each course.

Under Elective Courses Basket, there will be three types of courses:

- Discipline-Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study referred to as Discipline-Specific Elective. The University/Institute may also offer discipline-related Elective courses of interdisciplinary nature (to be offered by the main discipline/subject of study).
- Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.
- Ability Enhancement Course: the courses based upon the content that leads to Knowledge enhancement.
- Skill Enhancement Course: The courses which are meant to enhance skills in the particular course.
- Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to project work, and a candidate studies such a course on his own with advisory support by a teacher/faculty member is called a dissertation/project.

Under Elective Courses Basket, there will be three types of courses:

- Semester-wise courses offered by the department itself
- Open/Interdisciplinary courses offered at the Institute/University level notified by the office of

Dean-Academics.

- Massive Open Online Courses (MOOCs) are available on the SWAYAM Platform or any other platform as recommended by UGC/AICTE and notified by the office of Dean-Academics.

			SEMESTER- I											
Course Type	Course Code	Title of Course	Pre-requisite Course, if any		Periods/Week				Marks			Duration of Exam	Credits	
			Title	Code	L	T	P	Total	Continuous Evaluation	End Semester	Total			
Compulsory Courses														
Core	MPUB-DS-101	Introduction to Public Administration	NA	NA	3	1	0	4	100	100	200	3	4	
	MPUB-DS-102	Introduction to Public Policy	NA	NA	3	1	0	4	100	100	200	3	4	
	MPUB-DS-103	Introduction to Governance	NA	NA	3	1	0	4	100	100	200	3	4	
	MPUB-DS-104	Civil Services in India	NA	NA	3	1	0	4	100	100	200	3	4	
	MPUB-DS-105	Administrative Thinkers I	NA	NA	3	1	0	4	50	50	100	3	4	
Interdisciplinary	MPUB-ID-001	Basic statistical Techniques	NA	NA	2	0	0	2	50	50	100	3	2	
	MPUB-ID-002	Indian Economy	NA	NA	2	0	0	2	50	50	100	3	2	
Open Elective	MPUB-OE-001	Indian Administration	NA	NA	3	0	0	3	100	100	200	3	3	
Total													**22**	

* Under Elective Courses, besides the mentioned Domain Specific Elective Courses, other Interdisciplinary, Generic, Online Courses (MOOCs, etc) and other approved courses shall be offered, which shall be notified well before the start of the semester. The student shall be required and allowed to opt the courses out of offered courses as per the maximum limit for maximum credits and for the category of Elective Courses under University Rules.

**For Successful completion of the degree, the students need to earn 83 credits of compulsory courses and at least 37 Elective Courses

Each course shall have credits assigned to it. The student shall be required to register courses every semester for as many courses/credits specified under "Elective Courses Basket" depending upon his/her interest, capability/pace of learning, and availability of time slot (without any clash in timetable) so as to earn all required total credits under the "Elective Courses Basket" during the entire program duration.

However, for registration of courses [including courses under "Compulsory Courses Basket", "Elective Courses Basket" and Previous Semester Courses (wherein he/she was declared ineligible on the basis of attendance or he/she could not clear the course within permissible given chances)], if any, the maximum limit in a semester shall be 30 credits.

Semester wise Study Scheme with contact hours, assigned credits & distribution of marks

Course Type	Course Code	Title of Course	Pre-requisite Course, if any		Periods/Week				Marks			Duration of Exam	Credits
			Title	Code	L	T	P	Total	Continuous Evaluation	End Semester	Total		
			SEMESTER- II										
			Compulsory Courses										
Core	MPUB-DS-201	Indian Polity and Administration	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-DS-202	Human Resource Administration	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-DS-203	Administrative Thinkers II	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-DS-204	Public Financial Governance	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-205	Research Methodology	NA	NA	3	1	0	4	100	100	300	3	4
Interdisciplinary	MPUB-ID-003	Vedic Maths	NA	NA	2	0	0	2	50	50	100	3	2
	MPUB-ID-004	Government and Politics in India	NA	NA	2	0	0	2	50	50	100	3	2
Total													**22**

* Under Elective Courses, besides the mentioned Domain Specific Elective Courses, other Interdisciplinary, Generic, Online Courses (MOOCs, etc) and other approved courses shall be offered, which shall be notified well before the start of the semester. The student shall be required and allowed to opt the courses out of offered courses as per the maximum limit for maximum credits and for the category of Elective Courses under University Rules.

**For Successful completion of the degree, the students need to earn 83 credits of compulsory courses and at least 37 Elective Courses

SEMESTER- III														
Course Type	**Course Code**	**Title of Course**	**Pre-requisite Course, if any**		**Periods/Week**				**Marks**			**Duration of Exam**	**Credits**
			Title	**Code**	**L**	**T**	**P**	**Total**	**Continuous valuation**	**End Semester**	**Total**		
Compulsory Courses													
Core	MPUB-DS-301	Comparative Public Administration	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-DS-302	Processes of State Action	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-DS-351	Dissertation Proposal	NA	NA	0	1	6	7	100	100	200	Viva	4
	MPUB-DS-352	Term Paper	NA	NA									
Discipline Centric Elective	MPUB-DS-303	Public Policy Concepts and Models	NA	NA	3	1	0	4	100	100	200	3	4

					L	T	P	Cr					Credits
e	MPU B-DS-304	Public Policy Analysis	NA	NA									
	MPU B-DS-305	Globalization and Public Policy	NA	NA									
	MPU B-DS-306	Innovations in Governance	NA	NA	3	1	0	4	100	100	200	3	4
	MPU B-DS-307	Law Ethics in Governance	NA	NA									
	MPU B-DS-308	Measuring Governance	NA	NA									
Total													**22**

* Under Elective Courses, besides the mentioned Domain Specific Elective Courses, other Interdisciplinary, Generic, Online Courses (MOOCs, etc) and other approved courses shall be offered, which shall be notified well before the start of the semester. The student shall be required and allowed to opt the courses out of offered courses as per the maximum limit for maximum credits and for the category of Elective Courses under University Rules.

**For Successful completion of the degree, the students need to earn 83 credits of compulsory courses and at least 37 Elective Courses

			SEMESTER- IV										
Course Type	Course Code	Title of Course	Pre-requisite Course, if any		Periods/Week				Marks			Duration of Exam	Credits
			Title	Code	L	T	P	Total	Continuous Evaluation	End Semester	Total		
Compulsory Courses													
Core	MPUB-DS-401	Local Governance in India	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-DS-402	India Constitution, Social Justice and Administration in India	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-DS-403	Social Policy: State, Market, and Society	NA	NA	3	1	0	4	100	100	200	3	4
	MPUB-DS-404	Public Policy: Case Studies	NA	NA									
	MPUB-DS-405	Engaged Policy and Governance	NA	NA									
Discipline Centric Elective	MPUB-DS-451	Thesis	Dissertation Proposal	NA	0	1	6	7	100	100	200	VIVA	4
	MPUB-DS-452	Field Study	NA	NA									
	MPUB-DS-453	Internship	NA	NA									
General Electi	MPUB-GE-	e-Governance	NA	NA	3	1	0	4	100	100	200	3	4

ve	001																
	MPUB-GE-002	Urban Governance	NA	NA													
	MPUB-GE-003	Rural Governance	NA	NA													
Total																	**20**

* Under Elective Courses, besides the mentioned Domain Specific Elective Courses, other Interdisciplinary, Generic, Online Courses (MOOCs, etc) and other approved courses shall be offered, which shall be notified well before the start of the semester. The student shall be required and allowed to opt the courses out of offered courses as per the maximum limit for maximum credits and for the category of Elective Courses under University Rules.

**For Successful completion of the degree, the students need to earn 83 credits of compulsory courses and at least 37 Elective Courses

SEMESTER-I

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MPUB-DS-101: INTRODUCTION TO PUBLIC ADMINISTRATION

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-101.1: The students will be introduced to concepts and approaches of public administration

MPUB-DS-101.2: The students will be able to assess the significance of administrative practices in collective settings

MPUB-DS-101.3: The students will be able to analyze the evolution of public administration in the context of globalization

MPUB-DS-101.4: The students will be able to apply the concepts to critically analyze the current initiatives and emerging challenges in the field

PART A

Unit I: Introduction
  a) Meaning, Nature, Scope, and importance of Public Administration
  b) State and Evolution of Public Administration and present status
  c) Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow
  d) Globalization and Public Administration

Unit II: Approaches
  a) Classical Approach
  b) Human Relations and Behavioural Approach
  c) Ecological Approach

Unit III: Principles of Public Administration
  a) Division of Work and Coordination
  b) Hierarchy, Unity of Command, and Span of Control
  c) Delegation, Centralization, and Decentralization
  d) Line and Staff

PART B

Unit IV: Concepts of Public Administration
  a) Administrative Planning
  b) Leadership and Supervision
  c) Communication and Public Relations

Unit V: Emerging Trends
  a) New Public Administration
  b) New Public Management
  c) Public Administration in Transition

Unit VI: Public Accountability and Social Accountability
  a) Meanings and Concepts
  b) Ongoing debates

Textbooks/ reference books

Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra

Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.

Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.

Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.

Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.

Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.

Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.

Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.

Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges, and Opportunity. New York: M. E. Sharpe.

Frank J. Goodnow, (2003), Politics and Administration: A Study in Government, Transaction Publishers, New York

O'Leary, Rosemary, et al. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town University Press, DC

Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970

UN, Department of Economic and Social Affairs, (1975), Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN.

Wilson, Woodrow, (1887), "The Study of Administration," Political Science Quarterly.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-101.1	3	3	2	2	3	3	2	2
MPUB-DS-101.2	3	3	3	3	3	3	3	3
MPUB-DS-101.3	3	3	3	2	3	3	2	2
MPUB-DS-101.4	2	3	3	3	3	3	3	3

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MPUB-DS-102: INTRODUCTION TO PUBLIC POLICY

Periods/week Credits	Max. Marks: 200
L: 3　　T: 1　　4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-102.1: The students will be introduced to concepts and approaches of public policy

MPUB-DS-102.2: The students will be able to understand the theories and processes of public policy making

MPUB-DS-102.3: The students will be able to identify and analyze the challenges in implementing public policy

MPUB-DS-102.4: The students will be able to evaluate public policy processes in the context of globalization

Part A

UNIT- I: Introduction:

a) Nature, Scope, and Importance of Public Policy

b) Evolution of Public Policy and Policy Sciences

c) Public Policy and Public Administration

UNIT- II: Approaches to Public Policy Analysis

a) The Process Approach

b) The Logical Positivist Approach

c) The Phenomenological Approach

d) The Participatory Approach and Normative Approach

UNIT- III: Theories and Process of Public Policy Making

a) Theories and Models of Policy Making

b) Perspectives of Policy Making Process

c) Institutions of Policy Making

Part B

UNIT- IV: Policy Implementation and Evaluation

a) Concept of Policy Implementation

b) Techniques of Policy Implementation

c) Concept of Policy Evaluation

d) Constraints of Public Policy Evaluation

UNIT- V: Transnational Actors and Public Policy

a) Transnational Actors: Impact on Public Policy Making

Unit VI: Globalisation and Public Policy

a) Global Policy Process

b) Impact of Globalization on Policy Making

TEXTBOOKS/ REFERENCE BOOKS

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton

Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT

Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press

Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe

Brewer, Gary D., and Peter de Leon (1983), The Foundations of Policy Analysis, Homewood, IL.: The Dorsey Press.

Dahl, Robert and Charles Lindblom, (1976), Politics, Economics and Welfare, New York, Harper.

Dror. Y, (1989), Public Policymaking Re-examined, 2nd ed., San Francisco, Chandler.

Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education

Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.

Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycles and Policy Subsystems, OUP, Toronto.

Jones, C.O., (1970), An Introduction to the Study of Public Policy, Belmont, Prentice -Hall.

Lerner, D., and H.D.Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.

Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice-Hall.

McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.

Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York.

Nachmias, David, (1979), Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press.

Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%

Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-102.1	3	3	2	3	3	3	2	3
MPUB-DS-102.2	3	3	3	2	3	3	3	2
MPUB-DS-102.3	3	2	3	3	3	3	3	3
MPUB-DS-102.4	3	3	3	3	3	3	3	3

MPUB-DS-103: INTRODUCTION TO GOVERNANCE

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-103.1: The students will be introduced to basic concepts of governance

MPUB-DS-103.2: The students will be able to assess the role of citizens in the process of governance

MPUB-DS-103.3: The students will be able to analyze the emerging trends and challenges in governance

Part A

UNIT - I: Introduction

a) Definitions, Issues, and Controversies

b) Reinventing Government

c) Reforming Institutions: The State, Market, and Public Domain

UNIT - II: State and Governance

a) Origin and types of State

b) Democratic State and Democratic Administration

c) Neo-Liberalism and Rolling Back State

d) Governance as Government

UNIT – III: Citizen and Governance

a) Rule of Law and Human Rights

b) Accountability

c) Participation

d) Representation

Part B

UNIT - IV: Techniques of Governance

a) Openness and Transparency

b) Citizen Charter

c) Social Audit

UNIT - V: Emerging Trends

a) Public and Private Governance: An Overview

b) Market, Civil Society

c) Information and Communication Technology

UNIT VI: Welfare Schemes and Governance

a) Food Security
b) Right to Education

TEXTBOOKS/ REFERENCE BOOKS

Bell, S., and Hindmoor, A. (2009) Rethinking Governance: The Centrality of the State in Modern Society, Cambridge: Cambridge University Bell, Stephen and Andrew Hindmoor. (2009)

Bevir, Mark (2009), Key Concepts in Governance, Sage, London.

Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications.

Bovaird, Tony and Elke Löffler, eds. (2009) Public Management and Governance Second Edition. London: Routledge.

Farazmand, Ali and Jack Pinkowski, eds. (2006) Handbook of Globalization, Governance, and Public Administration. London: CRC/Taylor & Francis.

Hajer, Maarten, and Hendrik Wagenaar (2003) "Introduction." In Deliberative Policy Analysis: Understanding Governance in the Network Society, ed. Maarten A. Hajer and Hendrik Wagenaar. Cambridge, UK: Cambridge University Press.

Kjaer, A (2004) Governance. Cambridge, UK: Polity Press.

Kooiman, Jan ed. (1993) Modern Governance: New Government-Society Interactions. London: Sage.

Kooiman, Jan. (2003) Governing as Governance. London: Sage.

Morrison, Donald (1945) "Public Administration and the Art of Governance." Public Administration Review 5:1: 83-87.

Andrews, Matt. (2010) "Good Government Means Different Things in Different Countries." Governance: An International Journal of Policy, Administration, and Institutions 23:1:7–35.

Osborne, Stephen P., ed. (n.d.), The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance. London: Routledge.

Peters, B. Guy (1996) The Future of Governance: Four Emerging Models, pp. 1-20.

Peters, B. Guy, and Jon Pierre (1998) "Governance without Government?: Rethinking Public Administration." Journal of Public Administration Research and Theory 8 (2): 223-43.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set

from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-103.1	3	3	2	3	3	3	2	3
MPUB-DS-103.2	2	3	3	3	2	3	3	3
MPUB-DS-103.3	3	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

MPUB-DS-104: CIVIL SERVICES IN INDIA

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-104.1: The students will be introduced to basic concepts and the evolution of civil services in India

MPUB-DS-104.2: The students will be able to understand the structure and analyze the issues related to civil services in India

MPUB-DS-104.3: The students will be able to assess the emerging trends related to civil services in India

PART A

UNIT - I: Civil Services: Concept and Evolution

a) Concept, Significance, and Evolution of Civil Services

b) Classification of Civil Services (All India Services, Central Services, State Services, and Local

Services)

c) Union Public Service Commission and Other Service Commissions

UNIT – II: Bureaucracy

a) Concept of Bureaucracy – Historical Evolution

b) Civil Service: Neutrality and Commitment

c) Relationship between Politicians and Civil Servants

UNIT - III: Public Personnel Administration

a) Recruitment: Methods and Significance

b) Training of Public Servants in India- Promotion System in India

c) Disciplinary Procedure for Civil Servants

PART B

UNIT - IV: Civil Services-Citizenry Interface

a) Civil Society and Administration

b) Technology and Changing Nature of Public Services

UNIT V: Ethics and Accountability

 a) Significance of ethics and accountability
 b) Case studies

UNIT VI: Indian Civil Services: Major Issues

a) Generalists and Specialists Controversy

b) Civil Services in the context of Globalisation

c) Civil Service Reforms- IInd ARC Recommendations

TEXTBOOKS/ REFERENCE BOOKS

Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London. Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York.

Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill

Goel, S.L.& Rajneeesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi

Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration

Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.

Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi

Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi

Naff, Katherine C., Norma M. Riccucci, (2014), Personnel Management in Government: Politics and Process(Seventh Edition), CRC, Taylor & Francis, New York.

Riccucci, Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York.

Shafritz, Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.

Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.

Tead, Ordway (1920), Personnel Administration, University of California Libraries.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-104.1	3	2	2	3	3	2	2	3
MPUB-DS-104.2	3	3	3	3	3	3	3	3
MPUB-DS-104.3	3	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)
MPUB-DS-105: ADMINISTRATIVE THINKERS I

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-105.1: The students will be introduced to theories of administration

MPUB-DS-105.2: The students will be able to understand and assess various themes produced by thinkers from various social and temporal context

MPUB-DS-105.3: The students will be able to evaluate contemporary issues in the context of their origin in theories of administration

Part A

UNIT I: Administrative Theory:

a) Significance and importance of theory

b) Evolution and Emerging Trends in Administrative Theory

c) Oriental Thought: Kautilya and Sun Tzu

UNIT II: Administrative Structure and Process:

a) Henri Fayol- Foundations of Management

b) Frederick Winslow Taylor- Scientific Management

c) Luther Gulick and Lyndall Urwick- Science of Administration

UNIT III: Classical Thought: Bureaucracy:

a) Max Weber – Bureaucracy

b) Karl Marx – State and Bureaucracy

c) Samuel Krislov and Donald Kingsley– Representative Bureaucracy

Part B

UNIT IV: Social System Thought:

a) Mary Parker Follett – Constructive Conflict and Leadership

b) Elton Mayo – Human Relations Movement

c) Chester Barnard – Formal and Informal Organizations and Functions of Executive

UNIT V: Writers on Administration:

a) Robert Dahl – Problems of Science of Administration

b) Dwight Waldo – The Administrative State and Future of Public Administration

c) Robert T. Golembiewski – Public Administration as Developing Discipline

Unit VI: Comparative Analysis of Administrative Thinkers

TEXTBOOKS/ REFERENCE BOOKS

Baker R J S (1972), Administrative Theory and Public Administration, Hutchinson, London

Barnard, Chester(1969), The Functions of Executive, Cambridge, Harvard University Press

Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges, and Opportunity. New York: M. E. Sharpe.

Frank Marini, (1971). Towards a New Public Administration: The Minnowbrook Perspective, Chandler Publications, University of Columbia.

George H. Fredrickson (et al).(2003). The Public Administration Theory Primer, Westview Press

Golembeiwskhi, Robert T, (1977). Public Administration as a Developing Discipline, Marcel Dekker.

Golembiewski, Robert T., Public Administration as a Field: Four Developmental Phases, Politics & Policy, Volume 2, Issue 1, pages 21–49, March 1974.

Henry Fayol,(1957). General and Industrial Management, Issac Pitman, London.

Henry Nicholas (2007), Public Administration and Public Affairs, Prentice Hall of India, New Delhi

Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press

Luther Gulick & Lyndall Urwick (eds.)(1937), Papers on Science of Administration, New York Institution of Public Administration, New York.

Lyndall Urwick & E F L Brech (1955), The Making of Scientific Management, Issac Pitman, London

Lyndall Urwick (1947), The Elements of Administration, Issac Pitman & Sons, London

Martin Albro, Bureaucracy (1970), MacMillan, London

Prasad, Ravindra. D (et al) eds (2013). Administrative Thinkers, Sterling Publishers, New Delhi.

Waldo, Dwight (1968), The Study of Public Administration, Random House, New York

White, Jay D. and Guy B. Adams (1994), Research in Public Administration: Reflections on theory and Practice, Sage.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-105.1	3	2	2	3	3	2	2	3
MPUB-DS-105.2	3	3	3	3	3	3	3	3
MPUB-DS-105.3	3	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES (MRIIRS)
(*Deemed to be University under section 3 of the UGC Act 1956*)

MPUB-ID-001
Basic Statistical Techniques

Periods/week   Credits   Maximum marks   100
L: 2   T: 0   2   Continuous Assessment: 50
Duration of theory examination: 3hrs.   End Semester Examination: 50

Prerequisites: NA
Course Type: Inter-Disciplinary

Course Outcomes
By the end of the course, students would be able to understand:

MPUB-ID-001.1   The basic concepts of statistics
MPUB-ID-001.2   How to calculate and apply measures of central tendency
MPUB-1D-001.3   Learn Correlation tests such as the Pearson and Spearman

PART A

Unit-1: Introduction to Statistics
Basics of statistics in social science research; the importance of statistics in research; types of statistics: descriptive and inferential; variables and types of variables, the scale of measurement

Unit-2: Frequency Distribution
Frequency distributions; percentiles and percentile ranks: organizing quantitative data; constructing grouped frequency distribution and relative frequency distribution; cumulative frequency distribution; computation of percentiles and percentile ranks; graphic representation of data: basic procedures, histogram, frequency polygon, bar diagram, pie chart, cumulative frequency graph; factors affecting the shape of graphs.

Unit-3: Central Tendency
Mode, median and mean; calculation of mode, median and mean from raw scores and grouped scores; properties and comparison of measures of central tendency

PART B

Unit-4: Dispersion
Dispersion: range, variance, and standard deviation; calculation of variance and standard deviation from deviation scores and raw scores; properties and comparison of measures of variability.

Unit 5: Correlation

Meaning of correlation; historical perspective; scatterplot of bivariate distributions; correlation: a matter of direction, a matter of degree; the coefficient of correlation; calculating Pearson's correlation coefficient from deviation scores and raw scores;

Unit 6: Correlation coefficients
Spearman's rank-order correlation coefficient; correlation and causation; the effects of score transformations; cautions concerning correlation coefficients.

List of Suggested Books
1. Gupta, S. C. (2011). Fundamentals of statistics. Himalaya Publishing House. New Delhi
2. Spiegel, M. R., Schiller, J. J., Srinivasan, R. A., &LeVan, M. (2001). Probability and statistics (Vol. 2). Mcgraw-hill. New Delhi.

Assessment Tools
Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

End semester paper setting instructions:
Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and compulsory to attempt. Three questions will be set from each Part-A and Part-B (and one from each unit). Student needs to attempt two questions out of three from each part (A and B). Each question will be of 20 marks.

Course Articulation Matrix

CO Statements	PO-1	PO-2	PO-3	PO-4	PSO -1	PSO -2	PSO -3	PSO -4
MPUB-ID-001.1	1	1	2	3	2	3	3	2
MPUB-ID-001.2	1	1	2	3	2	2	3	2
MPUB-ID-001.3	1	2	3	3	2	2	2	2

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES (MRIIRS)

(*Deemed to be University under section 3 of the UGC Act 1956*)

MPUB-ID-002: INDIAN ECONOMY

Periods/week Credits	Maximum marks:100
L: 2 T: 0 2	Continuous Assessment:50
Duration of theory examination: 3hrs.	End Semester Examination:50
Course Type: Interdisciplinary	

Course Outcome

On completion of this course, students will be able to:

MPUB-ID-002.1 Understand the concept of Indian Economic Thought

MPUB-ID-002.2 Understand Approaches of Indian Economic Planning

MPUB-ID-002.3 Understand the contemporary patterns of the Indian Economy.

MPUB-ID-002.4 To get an understanding of the evolution of the Indian Economy.

Part A

Unit 1. Definition of Indian Economy: Meaning, Nature, Significance, and Scope

Unit 2. History of Indian Economic Thought

Unit 3. Phases of Indian Economic Evolution

Part B

Unit 4. Structural Changes in the Indian Economy

Unit 5. Perspectives on the Indian Economy

Unit 6. New Perspectives on the Indian Economy

Textbooks/reference books

ECONOMIC THEORY, Working Paper No. 18, A Western Perspective on Kautilya's 'Arthasastra': Does it Provide a Basis for Economic Science? by Clem Tisdel APPLICATIONS AND ISSUES, ISSN 1444-8890

Business Cycles in the Indian Economy Chris Papadopoulos

Emerging-Economy State and International Policy Studies Series editors Tetsushi Sonobe, National Graduate Institute for Policy Studies, Tokyo, Japan Takashi Shiraishi, Prefectural University of Kumamoto, Kumamoto, Japan Akihiko Tanaka, National Graduate Institute for Policy Studies, Tokyo, Japan Keiichi Tsunekawa, National Graduate Institute for Policy Studies, Tokyo, Japan Akio Takahara, Graduate School of Public Policy, The University of Tokyo, Tokyo, Japan

Assessment Tools:

Continuous assessment: Class assignments and/or tutorials (20%)
Sessional tests (30% + 30%)
Surprise test/Class performance (10%)
Class Attendance (10%)

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statement **MPUB-ID-002**	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-ID-002.1	3	3	2	2	3	3	2	3
MPUB-ID-002.2	3	3	3	3	3	2	2	2
MPUB-ID-002.3	3	3	3	3	3	3	2	3
MPUB-ID-002.4	2	2	3	3	3	3	2	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

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MPUB-OE-001: Indian Administration

Periods/week Credits	Max. Marks: 200
L: 3 T: 0 3	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Open Elective

Course Outcome

MPUB-OE-001.1: The students will understand the evolution of Indian administration in the historical context

MPUB-OE-001.2: The students will be able to examine the constitutional provisions related to the administration

MPUB-OE-001.3: The students will be able to assess the working of the central and state administration in India

Part A

Unit I: Introduction

    a. Historical Legacy of Indian Administration
    b. Ancient, Medieval
    c. Colonial Period and Since Independence.

Unit II: Central Administration

    a. President as the Chief Executive
    b. Central Secretariat: Structure and Functions
    c. Executive Agencies, Government Departments, Public Corporations, Government Companies,
    d. Constitutional Commissions, Statutory Commissions/Boards, Boards/Commissions set up by Executive Orders
    e. Election Commission, Comptroller and Auditor General of India
    f. Role of The Prime Minister's Office-Cabinet Secretariat- the Cabinet Secretary-Organization of Ministries.

Unit III: State Administration

    a. Governor as the Chief Executive-State Secretariat

    b. Structure and Functions-Role of The Chief Minister's Office

    c. Chief Secretary-Organization of Ministries, Governments of States

Part B

Unit IV: District Administration

    a. Democratic decentralization
    b. Local self-governance

Unit V: Indian Public Service / Administrative Services in India

    a. Evolution of Civil Services in India
    b. Public Service Commissions

Unit VI: Issues in Indian Administration

    a. Political and Permanent Executive

b. Integrity in Public Administration
c. Anti -Corruption measures and Machinery: Vigilance Organisations in Ministries, Lok Pal and Lok Ayuktas, Redress of Citizens Grievances.

Textbooks/ reference books

Arora, RK. (2007). Indian Administration, Sumity Enterprises, New Delhi.

Arora, Ramesh and Rajni Goyal. (2009). Indian Public Administration- Institutions and Issues, Viswa Prakashan. Maheswari, S.R. (2004), Indian Administration Sixth Edition, Orient Blackswan, New Delhi.

Singh, Hoshiar, and Pankaj Singh. (n.d.) Indian Administration, Dorling Kindersley (India) Pvt.Ltd.,

Pearson Education India.

Laxmikanth, M. (2011). Governance In India, Tata McGraw-Hill Education, New Delhi.

Pruthi, R.K. (Ed.) (2005). Administrative Organisations, Discovery Publishing House, New Delhi.

Sarkar, Siuli. (2010). Administration in India, Prentice Hall of India Pvt. Limited, New Delhi.

Maheswari, S.R. (2005). Public Administration in India – The Higher Civil Services, Oxford University Press, New Delhi.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-OE-001.1	3	3	2	2	3	3	2	2
MPUB-OE-001.2	3	3	3	3	3	3	3	3
MPUB-OE-001.3	3	3	3	2	3	3	2	2

SEMESTER-II

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

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MPUB-DS-201: INDIAN POLITY AND ADMINISTRATION

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-201.1: The students will understand the evolution of Indian administration in the historical context

MPUB-DS-201.2: The students will be able to understand and assess Indian administration from various social and temporal contexts

MPUB-DS-201.3: The students will be able to examine the constitutional provisions related to the administration

Part A

UNIT I: Historical Background

a) Evolution of Indian Administration

b) Socio-Economic, Political and Cultural Context of Indian Administration

c) Indian Administration: Continuity and Change

UNIT II: Constitutional Framework of Government

a) Constitutional Context of Indian Administration: Parliament, Executive, Judiciary – structures, functions, and work processes

b) President, Prime Minister, and Council of Ministers- Cabinet and Cabinet Committees

c) Constitutional and other agencies

UNIT III: System of Government

a) Federal and Unitary Features of the Constitution

b) Centre-State Relations and Trends in center-state Relations

c) Inter-State relations- Emerging Issues and Resolution Mechanism

Part B

UNIT IV: State Government

a) Governor, Chief Minister, and Council of Ministers

b) Secretariat and Directorates

c) Changing Nature of District Administration and the role of District Collector

UNIT V: Constitutional Authorities

   a) Election Commission, Finance Commission, and Union Public Service Commission; National Commission for Schedule Caste & National Commission for Schedule Tribes

UNIT VI: Statutory and Non-Statutory Authorities

   b) Planning Commission

c) National Development Council, National Informatics Center (NIC)
d) National Human Rights Commission, National Commission for Women

TEXTBOOKS/ REFERENCE BOOKS

Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra.

Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.

Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra.

Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi.

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Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.

Sarkar Jadunath (2009), The Mughal Administration, Six Lectures, BiblioLife,

Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press.

Sibranjan Chatterjee (1997), Restructuring Centre-State Relations: The Sarkaria Commission and Beyond, Minerva Associates, Calcutta. Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House Subash

C. Kashyap (1994), Our Constitution: An Introduction to India's Constitution and Constitutional Law, National Book Trust, New Delhi.

Subash C. Kashyap (1997), Coalition Government and Politics in India, Uppal Publishing House, New Delhi.

Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta,

Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

MPUB-DS-201	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	

							PSO 4
MPUB-DS-201.1	3	2	3	3	3	3	2	3
MPUB-DS-201.2	3	3	3	2	3	3	3	2
MPUB-DS-201.3	2	3	3	3	2	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

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MPUB-DS-202: HUMAN RESOURCE ADMINISTRATION

Periods/week Credits   Max. Marks: 200

L: 3   T: 1   4   Continuous Assessment: 100

Duration of Examination: 3 hrs.   End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-202.1: The students will be introduced to the basic concepts and theories of human resource administration

MPUB-DS-202.2: The students will be able to assess the elements of human resource administration in public and non-profit settings

MPUB-DS-202.3: The students will be able to understand the significance and functioning of human resource administration

PART A

UNIT- I: Introduction:

a) Human Resource Administration: Importance, Scope, and Perspectives

b) Concept of Meritocracy -Public Service: Concept and Role in Modern State

c) Public Institutional Theory

UNIT- II: Classification and Recruitment:

a) Man Power Planning, Classification of Services, Competency Mapping

b) Recruitment: Principles, Methods and Selection Process; Career Planning

c) Personnel Agencies

UNIT- III: Training and Development:

a) Training: Objectives, Types, Methods, Techniques, and Training Needs Assessment

b) Performance Evaluation – Traditional and Modern methods

c) Capacity Building- Institutional Building

d) Promotion, Principles, and Practices

PART B

UNIT –IV: Pay and Conditions of Services:

a) Pay and Pay Principles

b) Agencies and Mechanisms for Pay Determination

c) Conduct, Discipline, and Superannuation

UNIT V: Gender, ethics, and Integrity

    a) Need an
    b) Standard Protocol
    c) Sexual harassment at the workplace

UNIT –VI: Concepts and Emerging Trends:

a) Neutrality, Anonymity, and Integrity

b) Out Sourcing and Downsizing and Talent Management

c) Human Resource Accounting and Audit

TEXTBOOKS/ REFERENCE BOOKS

Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London. Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill.

Delhi Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York.

Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill

Goel, S.L.& Rajneeesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi

Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration

Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.

Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi

Maheswari, Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi

Naff, Katherine C., Norma M. Riccucci, (2014), Personnel Management in Government: Politics and Process(Seventh Edition), CRC, Taylor & Francis, New York.

Riccucci, Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York.

Shafritz, Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.

Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.

Tead, Ordway (1920), Personnel Administration, University of California Libraries.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-202.1	3	3	2	3	3	3	3	3
MPUB-DS-202.2	2	3	3	3	2	3	3	3
MPUB-DS-202.3	3	2	3	3	3	2	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

MPUB-DS-203: ADMINISTRATIVE THINKERS II

Periods/week Credits   Max. Marks: 200

L: 3   T: 1   4   Continuous Assessment: 100

Duration of Examination: 3 hrs.   End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-203.1: The students will be introduced to theories of administration

MPUB-DS-203.2: The students will be able to understand and assess various themes produced by thinkers from various social and temporal context

MPUB-DS-203.3: The students will be able to evaluate contemporary issues in the context of their origin in theories of administration

Part A

Unit I: Behaviouralism:

a) Herbert Simon: Behaviouralism and Decision-Making

b) Geoffrey Vickers: Appreciative System

b) Warren Bennis: Changing Organizations

Unit II: Organizational Humanism – I

a) Abraham Maslow: Needs Hierarchy

b) Victor Vroom: Expectancy Theory of Motivation

c) Douglas McGregor: Theory X and Theory Y

Unit III: Organizational Humanism – II

a) Frederick Herzberg: Hygiene and Motivation Factors

b) Chris Argyris: Integrating the Individual and the Organization

c) Rensis Likert: Systems Management

Part B

Unit IV: Market Theories:

a) Vincent Ostrom: Public Choice

b) Peter Drucker: Knowledge-Based Organization

c) Elinor Ostrom: Governing the Commons

Unit V: Emerging Trends:

    a) Critical Social Theory
    b) Post-Modernism and Post Structuralism

Unit VI: Ongoing Debates

    a) New Public Service
    b) Administrative Theory: A Critical Review

Textbooks/ reference books

Argyris, Chris (1957), Personality and Organization, Harper, New York

Donald Menzel et.al (eds) (2011). The State of Public Administration: Issues, Challenges, and Opportunity. M. E. Sharpe.

Drucker, Peter (2012), Management Challenges for the 21st Century, Harper business.

Fox, Richard C (2005), Critical Social Theory in Public Administration, PHI, New Delhi

George Frederickson (2008), The Public Administration Primer, Westview Press.

Herbert A. Simon (1965), Administrative Behavior: A Study of Decision-making Process in Administrative Organizations, Free Press, New York.

Janet V. Denhardt and Robert B. Denhard (2007), The New Public Service, Serving, Not Steering, M.E.Sharpe, New York

Likert, Rensis (1976), New Patterns of Management, McGraw-Hill, New York

Luthans, Fred, (2005) Organizational Behaviour, McGraw- Hill, New York

Maslow, Abraham (1954), Motivation and Personality, Harper & Row, NY

McGregor, Douglas(1960), The Human Side of Enterprise, McGraw- Hill, New York

Miller, H, and Fox.CJ (2007), Post Modern Public Administration, ME Sharp, New York

Ostrom, Elinor (2003), Governing the Commons- The Evolution of Institutions for Collective Action, Cambridge

Ostrom, Vincent (1973) The Intellectual Crisis in American Public Administration. University of Alabama Press: Alabama. Prasad, Ravindra D (et al) eds. Administrative Thinkers (2013), Sterling Publishers, New Delhi

Vroom, Victor H (1964), Work Motivation, John Wiley and Sons, New York

Waldo, Dwight (1968), The Study of Public Administration, Random House, New York

Warren Bennis (2005), Reinventing Leadership: Strategies to Empower the Organization, HarperBusiness, NY

Warren Bennis, (1993), Beyond Bureaucracy: Development and Evolution of Human Organization, John Wiley & Sons, NY

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-203.1	3	2	2	3	3	2	2	3
MPUB-DS-203.2	3	3	3	3	3	3	3	3
MPUB-DS-203.3	3	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)
MPUB-DS-204: PUBLIC FINANCIAL GOVERNANCE

Periods/week Credits		Max. Marks: 200
L: 3 T: 1 4		Continuous Assessment: 100
Duration of Examination: 3 hrs.		End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-204.1: The students will be able to understand the basic principles and evolution of public finance

MPUB-DS-204.2: The students will be able to analyze the processes of public budgeting at various levels of government

MPUB-DS-204.3: The students will be able to evaluate various issues in public finance in the context of the federal structures in India

MPUB-DS-204.4: The students will be able to critically assess the contemporary issues with a focus on gender and environment

Part A

UNIT- I: Introduction

   a) Public Finance: Evolution, Meaning, and Scope

   b) Public Revenue: Meaning, Need, Classification, and Principles of Revenue

   c) Public Expenditure: Meaning, Need, and Classification

UNIT- II: Budget and Governance

   a) Public Budget: Meaning, Purpose, and Significance

   b) Budget Preparation, Enactment, and Execution

   c) Types of Budget: Line-Item Budget, Performance Budget, PPBS, and Zero –Based Budgeting

UNIT- III: Financial Management in India

   a) Fiscal Federalism- Center State Financial Relations, Distribution of Resources

   b) Finance Commission – Composition, Powers, Functions, and Role

   c) Fiscal Management: Public Debt and Deficit Financing

   d) Monetary Policy and Fiscal Policy

Part B

UNIT- IV: Tax Governance

   a) Tax Governance in India

   b) Principles of Taxation and Tax Administration in India

   c) Priorities for Improving Tax Governance

UNIT- V: Control over Finances

   a) Accounting and Audit Reforms in India

   b) Types of Audit- Internal and External Audit- Standards of Public Accounting

c) Parliamentary Financial Committee and Comptroller & Auditor General of India

UNIT VI: Emerging Trends

   c) Gender Budget, Green Budget, and Sun Set Legislation
   d) Ethics and Values

Textbooks/ reference books

Brigham Eugene F. (2011), Financial Management: Theory and Practice, Cengage Learning India.

CABRI/OECD (2008) Survey of budget practices and procedures. OECD.

Campos E & Pradhan S (1995) Budgetary institutions and expenditure outcomes. Washington DC: World Bank.

Carlos, Santiso(2009) The Political Economy of Government Auditing, Taylor and Francis

Chen Greg G et. al (Eds) (2008), Budget Tools: Financial Methods in the Public Sector, CQ Press.

Government of India, Second Administrative Reforms Commission, Fourteenth Report, Strengthening Financial Management, Systems, April 2009.

L.K.Jha (1986), Economic Administration in India – Retrospect's and Prospect, New Delhi: IIPA

Lee Robert D. Jr., et al (Eds) (2007), Public Budgeting Systems, Jones & Bartlett Learning.

Mahajan Sanjeev Kumar and Anupama Puri Mahajan (2014), Financial Administration in India, PHI Learning, Delhi

Mikesell, John (2010), Fiscal Administration, Cengage Learning.

Pritchard W (2010) Taxation and state building: Towards a governance focused tax reform agenda. IDS Working Paper

R.K. Lekhi and Joginder Singh (2013), Public Finance, Kalyani Publishers, New Delhi.

Rabin Jack, W. Bartley Hildreth, Gerald J. Miller (2006) Handbook of Public Financial Management, Taylor & Francis Group.

Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi.

Steppan J. Beiley (1995), Public Sector Economics: Theory, Policy and Practice, London

Wang Xiaohu (2010), Financial Management in the Public Sector: Tools, Applications, and Cases, M. E. Sharpe.

World Bank (2007) Strengthening World Bank Group engagement on governance and anti-corruption. Washington DC

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

MPUB-DS-204	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-204.1	3	2	2	3	3	2	2	3
MPUB-DS-204.2	2	3	3	3	3	2	3	3
MPUB-DS-204.3	3	2	3	2	3	3	3	2
MPUB-DS-204.4	3	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

MPUB-DS-205: RESEARCH METHODOLOGY

Periods/week Credits   Max. Marks: 200

L: 3   T: 1   4   Continuous Assessment: 100

Duration of Examination: 3 hrs.   End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-205.1: The students will be introduced to the basics of research and the research process

MPUB-DS-205.2: The students will be able to conduct research work and formulate a research synopsis and report

MPUB-DS-205.3: The students will be able to comprehend various kinds of research, objectives of doing research, research process, research designs, and sampling

MPUB-DS-205.4: The students will be able to assess the research tools and techniques needed for a particular research theme

Part A

UNIT –I Introduction

      a) Meaning, Objectives, Scope, and Importance of Social Science Research

      b) Types of Research

      c) Objectivity in Social Science Research

      d) Trends in Research in Public Policy and Governance

UNIT - II: Methods of Research

      a) Scientific Method

      b) Case Study Method

      c) Survey Method

      d) Content Analysis

UNIT – III: Research Design

      a) Identification of the Research Problem

      b) Hypothesis and Procedure of Hypothesis Testing and Estimation

      c) Preparation of Research Design

Part B

UNIT - IV: Methods of Data Collection

      a) Methods of Data Collection Primary Sources

      b) Observation; Questionnaire and Interview

      c) Secondary sources of Data Collection - Use of Library and Internet

UNIT - V: Sampling

      a) Sampling, Sampling Techniques, and Scales of Measurement

      b) Analysis of Data and Use of Computers in Social Science Research

Unit VI: Report Writing

    a) Citing and Ethics of Research in Public Administration
    b) Research Report Writing

Textbooks/ reference books

Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill.

Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press.

Burton, Dawn (Eds.) (2000)Research Training for Social Scientists, Sage Publications, New Delhi.

Chawla Deepak and Neena Sondhi (2011), Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi.

Garson G. David(1999), IT and Computer Applications in Public Administration, Idea Group Inc.

Gerber Eller (2013), Public Administration Research Methods- Tools for Evaluation and Evidence-based Practices, Routledge, NY.

Goode William J. and Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book Company, USA.

Gupta S.P. (2011), Statistical Methods, Sultan Chand and Sons, New Delhi.

Kothari, C.R. and Gaurav Garg (2014), Research Methodology- Methods and Techniques, New Age, New Delhi.

Locke, L. F., et.al (2007), Proposals that Work: A Guide for Planning Dissertations and Grant Proposals. New Delhi: Sage.

Loseke, Donileen R. (2013), Methodological Thinking. New Delhi: Sage.

McNabb David E (2013). Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, M.E. Sharpe.

Miller Gerald J., Kaifeng Yang(2007) Handbook of Research Methods in Public Administration, CRC Press.

Mishra S.K., J.C. Binwal(1991), Computer in Social Science Research, Har- Anand, New Delhi.

White Jay (Eds.)(1994), Research in Public Administration: Reflection on Theory and Practice, Sage London.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be

conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

MPUB-DS-205	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-205.1	3	3	2	2	3	2	2	2
MPUB-DS-205.2	2	3	3	3	2	3	3	3
MPUB-DS-205.3	3	3	3	3	2	3	3	3
MPUB-DS-205.4	2	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

MPUB-ID-003: VEDIC MATHEMATICS

Periods/week Credits   Max. Marks: 100

L: 2, T: 0, P:0   2   Continuous Assessment: 50

Duration of Examination: 3 Hrs   End Semester Exam: 50

Course type: InterDisciplinary

Course Outcome

   After completion of this course, the students will be able to:

   MPUB-ID-003.1 The Concept of Vedic Sutras

   MPUB-ID-003.2 Mathematical operations using Vedic methods

   MPUB-ID-003.3 Easiest way of squaring and cubing

Part-A

Unit 1: Introduction to Vedic Mathematics
   1.1 Basics of Mathematics;

   1.2 Addition and subtraction using Vedic methods

Unit 2: Multiplication, Squaring, and Square Roots
   2.1 Multiplication of complementary numbers like 23 x 27

   2.2 Multiplication by numbers consisting of all 9s

   2.3 Multiplication by numbers above the base

   2.4 Multiplication by numbers below the base

   2.5 Multiplication by 11

   2.6 Multiplication by 12

   2.7 Multiplication of any number by 9, 99, 999

Unit-3: Generic Multiplication
    3.1 Multiplication by two-digit numbers

    3.2 Multiplication by three and four-digit numbers

Unit-4: Squaring, Square Root and Cubing
    4.1 Squaring of numbers in patterns

    4.2 Squaring numbers with any number of digits

    4.3 Square root

    4.4 Cubing

Textbooks/reference books

1. Daval Bathia: Vedic Mathematics, Jaico Publishing House
2. Bharati Krishna Trithaji and V S Agarwala: Vedic Mathematics, Motilal Banarsidass Publishers
3. Ramamurthy Natarajan: Vedic Mathematics, CreateSpace

NB: There will be fifty multiple-choice questions in total; all are compulsory. Each question will carry 1 mark (nonegative marking and no calculator to be allowed).

Course Articulation Matrix

CO Statements	PO-1	PO-2	PO-3	PO-4	PO-5	PO-6	PSO-1	PSO-2	PSO-3
MPUB-ID-003.1			3			2	3		
MPUB-ID-003.2	2	1	3		2	2	3	3	3
MPUB-ID-003.3		3	3	2				2	

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

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MPUB-ID-004: Government and Politics in India

Periods/week Credits	Max. Marks: 100

L: 2   T:0   2   Continuous Assessment: 50

Duration of Examination: 3 hrs.   End Semester Exam: 50

Pre-requisites: NA

Course type: Interdisciplinary Course

Course Outcome

MPUB-ID-004.1: The students will be introduced to concepts and approaches of government and Politics in India

MPUB-ID-004.2: The students will be able to assess the significance of government and politics in collective settings

MPUB-ID-004.3: The students will be able to analyze the evolution of politics in the context of the Indian government

MPUB-ID-004.4: The students will be able to apply the concepts to critically analyze the current initiatives and emerging challenges in the field

1. Approaches to the Study of Indian Politics and Nature of the State in India: Liberal, Marxist, and Gandhian

2. Indian Constitution: basic features, debates on Fundamental Rights, and Directive Principles

3. Institutional Functioning: Prime Minister, Parliament, and Judiciary

4. Power Structure in India: Caste, class, and patriarchy

5. Religion and Politics: debates on Secularism and Communalism

6. Parties and Party systems in India.

7. Strategies of Development in India since Independence: Planned Economy and Neo-liberalism

8. Social Movements: Workers, Peasants, Environmental and Women's Movement

READING LIST

Essential Texts. Abbas, H., Kumar, R. & Alam, M. A. (2011) Indian Government and Politics. New Delhi: Pearson, 2011.

Chandhoke, N. & Priyadarshi, P. (eds.) (2009) Contemporary India: Economy, Society, Politics. New

Delhi: Pearson.

Chakravarty, B. & Pandey, K. P. (2006) Indian Government and Politics. New Delhi: Sage.

Chandra, B., Mukherjee, A. & Mukherjee, M. (2010) India After Independence. New Delhi: Penguin.

Singh, M.P. & Saxena, R. (2008) Indian Politics: Contemporary Issues and Concerns. New Delhi: PHI Learning.

Vanaik, A. & Bhargava, R. (eds.) (2010) Understanding Contemporary India: Critical Perspectives. New Delhi: Orient Blackswan.

Menon, N. and Nigam, A. (2007) Power and Contestation: India Since 1989. London: Zed Book.

Austin, G. (1999) Indian Constitution: Corner Stone of a Nation. New Delhi: Oxford University Press.

Austin, G. (2004) Working of a Democratic Constitution of India. New Delhi: Oxford University Press.

Jayal, N. G. & Maheta, P. B. (eds.) (2010) Oxford Companion to Indian Politics. New Delhi: Oxford University Press

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

MPUB-ID-004.1	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-ID-004.2	3	3	2	2	3	2	2	2
MPUB-ID-004.3	2	3	3	3	2	3	3	3
MPUB-ID-004.4	3	3	3	3	2	3	3	3

Semester III

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MPUB-DS-301: COMPARATIVE PUBLIC ADMINISTRATION

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Course type: Foundation core course

Course Outcome

MPUB-DS-301.1: The students will be introduced to concepts and approaches of comparative public administration.

MPUB-DS-301.2: The students will be able to assess the significance of Comparative administrative practices in collective settings

MPUB-DS-301.3: The students will be able to comparatively analyze the governmental systems in USA, UK, and France.

Unit I-

a) Comparative Method as an Approach to the Study of Public Administration.

b) The Concept, Nature, Scope, and Significance of Comparative Public Administration,

c) Approaches to the Study of Comparative Public Administration.

Unit-II-

a) Theories and Models of Comparative Public Administration: interpretation of Fred Riggs and Ferrel Heady

Unit-III-

a) Comparative Study of Governmental Systems in the UK, USA, and France; Executive, Legislative, and Judiciary.

b) Comparative study of various Control Mechanisms of Administration in the UK, USA, and France

c) Control Mechanisms over Administration in U.K. & U.S.A.

d) Citizens & Administration: A comparative study of various mechanisms for Redressal of citizens' grievances in U.K., U.S.A & France, Emerging Trends in Comparative Public Administration.

Unit IV-

a) Nature, Scope, and Significance of Development Administration.

b) Models of Development Administration.

c) State versus Market Debate: Public Choice, Entrepreneurial Government, Concept of good governance.

d) New Public Management, Feminist perspective.

e) The New Public Service

Textbooks/ reference books

Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra

Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.

Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.

Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.

Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.

Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.

Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.

Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.

Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges, and Opportunity. New York: M. E. Sharpe.

Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003

O'Leary, Rosemary, et al. (2010), The Future of Public Administration Around the World: The Minnowbrook Perspective, George Town University Press, DC

Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970

UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.

Wilson, Woodrow, "The Study of Administration," Political Science Quarterly 2 (June 1887)

Assessment Tools:

Continuous assessment: Class assignments and/or tutorials (20%)

Sessional tests (30% + 30%)

Surprise test/Class performance (10%)

Class Attendance (10%)

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt.

Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-301.1	3	2	2	3	3	2	2	3
MPUB-DS-301.2	3	3	3	3	3	3	3	3
MPUB-DS-301.3	3	3	3	3	3	3	3	3

MPUB- DS- 302: Processes of State Action

Periods/week	Credits	Maximum marks	200
L: 3 T: 1	4	Continuous Assessment	100
Duration of theory examination: 3hrs.		End Semester Examination	
100			

Course Prerequisites: NIL
Course Type: Core

On completion of this course, students will be able to:

MPUB-302.1: The students will be introduced to the evolution of modern states and their functioning

MPUB-302.2: The students will be able to understand the importance of the state in working on the political processes

MPUB-302.3: The students will be able to understand the role of the state in various political and non-political spheres

MPUB-302.3: The students will be able to reflect on the retreat of the state in a globalized world

Unit I
Evolution of Modern State System
   a. Types of state systems
   b. Features of the modern state system

Unit II
Meaning, Nature, Scope, and Significance of State Action
   a. Defining state action
   b. Public-private dichotomy
   c. Comparative perspective

Unit III
"Good" Governance and the Role of the State
   a. Participation and governance
   b. Environmental governance
   c. E-governance

Unit IV
State and International Relations
   a. Globalization and non-state actors

    b.   Conflict Resolution

Unit V
Welfare State and its Limitations
    a.   Economic development
    b.   Inequalities and social upliftment

Unit VI
Re-thinking State Action
    a.   Retreat of the state
    b.   Bringing the state back in

List of references-

Skocpol, Theda, ed., *Bringing the State Back In*, Cambridge University Press, UK, 1985

Delmas, Magali, ed. *Governance for the Environment*, Cambridge University Press, UK, 2009

Mitchell, Timothy, *The Limits of the State: Beyond Statist Approaches and their Critics*, The American Political Science Review, Vol. 85, No. 1, pp. 77-96

Assessment Tools

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

End semester paper setting instructions: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and compulsory to attempt. Three questions will be set from each Part-A and Part-B (and one from each unit). Student needs to attempt two questions out of three from each part (A and B). Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-302.1	3	2	2	3	3	2	2	3
MPUB-DS-302.2	3	3	3	3	3	3	3	3
MPUB-DS-302.3	3	3	3	3	3	3	3	3

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MPUB-DS-303: Public Policy Concepts and Models

Periods/week Credits

L: 3   T: 1   4

Duration of Examination: 3 hrs.

Course type: Foundation core course

Max. Marks: 200

Continuous Assessment: 100

End Semester Exam: 100

Course Outcome

MPUB-DS-303.1: The students will be introduced to concepts and models of Public Policy.
MPUB-DS-303.2: The students will be able to assess the approaches to public policy analysis.

MPUB-DS-303.3: The students will be able to study the process of policy implementation and evaluation.

UNIT- I: Introduction:

a) Nature, Scope, and Importance of Public Policy
b) Evolution of Public Policy and Policy Sciences
c) Public Policy and Public Administration

UNIT- II: Approaches to Public Policy Analysis

a) The Process Approach
b) b) The Logical Positivist Approach
c) c) The Phenomenological Approach
d) d) The Participatory Approach and Normative Approach

Unit -III: Models of Public Policy

a) Vilfredo Pareto: Optimality and Improvement
b) John Rawls: A Theory of Justice
c) Almond Gabriel: Interest Aggregation and Articulation
d) Harold Lasswell: Policy Sciences
e) Yehezkel Dror: Mega Policy and Meta Policy
f) Charles Lindblom: Incrementalism
g) William Niskanen: Budget Maximizing Model
h) Elinor Ostrom: Institutional Rational Choice
i) Amartya Sen: Development as Freedom

UNIT- III: Theories and Process of Public Policy Making

a) Theories and Models of Policy Making
b) Perspectives of Policy Making Process
c) Institutions of Policy Making

UNIT- IV: Policy Implementation and Evaluation

a) Concept of Policy Implementation

b) b) Techniques of Policy Implementation

c) Concept of Policy Evaluation

d) Constraints of Public Policy Evaluation

Reference books/textbooks

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton

Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT

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Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press

Assessment Tools:

Continuous assessment: Class assignments and/or tutorials (20%)

Sessional tests (30% + 30%)

Surprise test/Class performance (10%)

Class Attendance (10%)

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt.

Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-303.1	3	2	2	3	3	2	2	3

MPUB-DS-303.2	3	3	3	3	3	3	3	3
MPUB-DS-303.3	3	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

MPUB-DS-304: Public Policy Analysis

Periods/week Credits

L: 3   T: 1   4

Duration of Examination: 3 hrs.

Course type: Foundation core course

Max. Marks: 200

Continuous Assessment: 100

End Semester Exam: 100

Course Outcome

MPUB-DS-304.1: The students will be introduced to the concept and types of Public Policy Analysis.
MPUB-DS-304.2: The students will be able to assess the actors in public policy analysis.

MPUB-DS-304.3: The students will be able to study the process of Public policy analysis.

MPUB-DS-304.3: The students will be able to study the constraints of Public policy analysis.

Unit I: Public Policy Analysis and its Types.

a) What is Public Policy?
b) Types- empirical, Evaluative, Normative

UNIT- II: Actors in Policy Analysis

a) Government Institutions

b) International Donor Agencies

c) Multinational and Transnational Agencies

d) Media and Civil Society

Unit III- Processes of Public Policy Analysis

a) Agenda setting,
b) Policy formulation,
c) Adoption (or decision-making),
d) Implementation
e) Evaluation.

Unit IV: Constraints on Public Policy

a) Economic Constraints on Public Policy

b) Political Feasibility: Interests and Power

c) Institutional Constraints on Policy

d) Social and Cultural Factors: Constraining and Enabling Policy Reversals

Reference books/textbooks

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton

Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT

Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press

Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe

Brewer, Gary D., and Peter de Leon (1983), The Foundations of Policy Analysis, Homewood, IL.: The Dorsey Press.

Dahl, Robert and Charles Lindblom, (1976), Politics, Economics and Welfare, New York, Harper.

Dror. Y, (1989), Public Policymaking Re-examined, 2nd ed., San Francisco, Chandler.

Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education

Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition.

Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycles and Policy Subsystems, OUP, Toronto.

Jones, C.O., (1970), An Introduction to the Study of Public Policy, Belmont, Prentice -Hall.

Lerner, D., and H.D.Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.

Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice-Hall.

McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.

Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York.

Nachmias, David, (1979), Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press.

Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press

Assessment Tools:

Continuous assessment: Class assignments and/or tutorials (20%)

Sessional tests (30% + 30%)

Surprise test/Class performance (10%)

Class Attendance (10%)

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt.

Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-304.1	3	2	2	3	3	2	2	3
MPUB-DS-304.2	3	3	3	3	3	3	3	3
MPUB-DS-304.3	3	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

MPUB-DS-305: Globalisation and Public Policy

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Course type: Foundation core course

Course Outcome

MPUB-DS-305.1: The students will be introduced to the concept of globalization and public policy

MPUB-DS-305.2: The students will be able to analyze the analytical framework of globalization and public policy.

MPUB-DS-305.3: The students will be able to study the impact of globalization on public policy.

UNIT- I: Introduction
a) Globalization and Public Policy-New World Order
b) Reforming Institutions: The State, Market, and Public Domain
c) Globalization of Economic Activity

UNIT- II: Globalization and Public Policy: An Analytical Framework

a) Interdependence: Challenges to External Sovereignty

b) Globalization: Challenges to Internal Sovereignty

c) Global Public Policy

Unit- III- Impact of Globalisation on public policy
a) Political Impact
b) Economic Impact
c) Social Impact

UNIT- IV: Pioneers in Global Public Policy

a) Global Financial Markets

b) Global Crime and Public Policy

c) Trade in a Globalizing Industry

UNIT- V: The New Bureaucracy
a) Quality Assurance – New Occupation

b) Organizations and Accountability

c) Corporate Lobby Groups in the Policy Process

Select References

Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton

Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press.

Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT

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Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision for Managing in Government, UCP, Berkeley, CA

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Nachmias, David, (1979), Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press.

Sabatier. Paul. A, (1999), Theories of Policy Process, West view Press, Colorado, USA.

Travers, Max (2007), The New Bureaucracy, Quality Assurance and its Critics, University of Bristol, Bristol

Xun Wu et.al (2013), The Public Policy Primer, Routledge, London, London

Assessment Tools:

Continuous assessment: Class assignments and/or tutorials (20%)

Sessional tests (30% + 30%)

Surprise test/Class performance (10%)

Class Attendance (10%)

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt.

Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-304.1	3	2	2	3	3	2	2	3
MPUB-DS-304.2	3	3	3	3	3	3	3	3
MPUB-DS-304.3	3	3	3	3	3	3	3	3

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MPUB-DS-306: Innovations in Governance

Periods/week Credits		Maximum marks	200
L: 3 T: 1 4		Continuous Assessment	100
Duration of theory examination: 3hrs.		End Semester Examination 100	

Course Prerequisites: NIL
Course Type: Core

Course Objectives:

MPUB-DS-306.1: Public governance depicts the profound changes both in government and public services caused by both external pressures and internal tensions. Administrative and bureaucratic hierarchies are being transformed into complex settings of public governance.

MPUB-DS-306.2: The main objective of this course is - how these governance processes and structures should be changed to achieve better results from social, political, and economic points of view.

MPUB-DS-306.3: This course provides a contextual view for innovations in public governance in which the main purpose is to introduce innovations that make a real difference in public governance.

UNIT - I: Introduction
a) Innovations in Governance: Perspectives and Challenges
b) Characteristics and Patterns of Innovations
c) Institutional Framework for Promoting Innovations
d) Public Governance and Innovations: Administrative Reform to Innovation Discourse

UNIT - II: Understanding Innovations
a) Innovation for Achieving a Quality of Life
b) Methodological Approach for studying best Practices
c) Capacities for Innovation and Best Practices

UNIT - III: Innovations in Governance and Public Services
a) Innovations in Public Services: An Historical Perspective
b) Innovation Capacity in Organizations
c) Leadership and Innovation
d) Innovations in different sectors – General Administration, Urban Administration, Health Administration, Private Sector, Agriculture, etc

UNIT – IV: Transferability of Best Practices and Innovations
a) The Ombudsman Against Corruption
b) Technology and Changing Nature of Organizations
c) Best Practices of Knowledge Management Framework
d) Diffusion of Innovation in a Development Context

UNIT - V: Issue Areas
a) Originality and Replication of Innovations

b) Innovation with or Without Improvement

c) Citizen Participation in Government Innovations

d) Research in Innovative Governance

References:

Anttiroiko et.al. (Eds.) (2011), Innovations in Public Governance, IOS Press.
Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications.
Borins, S. (2001), The Challenge of Innovating in Government (PricewaterhouseCoopers Endowment for the Business of Government,) Governance Innovators Network,
http://www.innovations.harvard.edu/ Innovations in Governance and Public Administration: Replicating what works, (2006) Department of Economic and Social Affairs, United Nations, New York Jean Hartley (January 2005), Innovation in Governance and Public Services: Past and Present, Public Money & Management, pp.27-36. Newman, J., Raine, J. and Skelcher, C. (2000), Innovation in Local Government: A Good Practice Guide (DETR, London). Peters, B. Guy (1996) The Future of Governance: Four Emerging Models, pp. 1-20. Pollitt, C. and Bouckaert, G. (2000), Public Management Reform: A Comparative Analysis (Oxford University Press, Oxford). Sandford Borins, ed., (2008), Innovations in Government Research, Recognition, and Replication, Brookings Institution Press. Stephen P. Osborne, Ed.,(2001), The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance. London: Routledge Walker, R., Jeanes, E. and Rowlands, R. (2002), Measuring innovation: Applying the literature-based innovation output indicator to public services. Public Administration, 80, pp. 201–214. Department of Public Policy and Public Administration Central University of Jammu, Jammu Semester-III PPPA-307: LAW, ETHICS & GOVERNANCE

Assessment Tools:

Continuous assessment: Class assignments and/or tutorials (20%)

Sessional tests (30% + 30%)

Surprise test/Class performance (10%)

Class Attendance (10%)

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt.

Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-306.1	3	2	2	3	3	2	2	3
MPUB-DS-306.2	3	3	3	3	3	3	3	3
MPUB-DS-306.3	3	3	3	3	3	3	3	3

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MPUB-DS-307: Law, Ethics, and Governance

Periods/week Credits   Max. Marks: 200

L: 3   T: 1   4   Continuous Assessment: 100

Duration of Examination: 3 hrs.   End Semester Exam: 100

Course type: Foundation core course

Course Outcome

MPUB-DS-307.1: The students will be introduced to concepts and approaches of law, ethics, and governance

MPUB-DS-307.2: The students will be able to assess the concepts related to administrative law.

MPUB-DS-307.3: The students will be able to analyze the ethical foundations of governance.

UNIT I : Ethics: Meaning

 a) Ethics in Administration
 b) Importance of ethics in Administration
 c) Determinants of ethics in administration

UNIT –II: Legal Foundations

 a) Fundamentals of Administrative Law
 b) Relationship between Law and Administration
 c) Governance as Execution of Law – Values and Context of Legal and Administrative Process
 d) Constitution, Rule of Law, and Administrative Law – French, British, and German Contexts

UNIT - III: Law and Governance

 a) Concepts relating to administrative law- Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra-vires
 b) Delegated Legislation, Principles of Natural Justice.
 c) Administrative Adjudication, Review of Administrative Acts, and Redress of grievances –Vigilance and Control

UNIT – IV: Governance and Ethics

 a) Ethical Foundations of Governance
 b) Codes and Norms of Ethics in India: Public Service and Business Organizations
 c) Constitutional Values and its relationship with Ethics
 d) Family, Society, Education, and Ethics

UNIT - V: Emerging Trends

 a) Local Bodies Ombudsman
 b) Protection of Whistleblowers

c) Women Protection: Criminal Law (Amendment) Act, 2013 (Nirbhaya Act)

Reference books/ textbooks

Argyriades D (1996). Neutrality and Professionalism in the Public Service. Haile K. Asmeron and Elsa P. Reis (Eds) Democratization and Bureaucratic Neutrality. London. Macmillan, pp. 45-77.

Argyriades D (1998). The Role of Civil Society in the Modern State. The Inter. J. Tech. Co-operation, 4: 237-245.

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Bang HP, Sorensen E (1999). The everyday maker: A new challenge to democratic governance. Adm. Theory Praxis, 31: 325-341.

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Working Differently and Changing Expectations. Publ. Adm. Rev.,
64(3): 363-371.

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public management reforms on the ethical/unethical behavior of civil servants, a conceptual framework. Paper presented at the 29th ECPR Joint Sessions of Workshops, Grenoble, France.

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Van WM (1998). Changing Public Sector Values. Garland Publishing, Inc, pp. 699-712

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Assessment Tools:

Continuous assessment: Class assignments and/or tutorials (20%)

Sessional tests (30% + 30%)

Surprise test/Class performance (10%)

Class Attendance (10%)

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt.

Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%

Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-307.1	3	2	2	3	3	2	2	3
MPUB-DS-307.2	3	3	3	3	3	3	3	3
MPUB-DS-307.3	3	3	3	3	3	3	3	3

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MPUB-DS-308: Measuring Governance

Periods/week	Credits		Maximum marks		200
L: 3	T: 1	4	Continuous Assessment	100	
Duration of theory examination: 3hrs.			End Semester Examination	100	

Course Prerequisites: NIL
Course Type: Core

Course Objectives:

The use of governance indicators, as applied to developing countries, has grown spectacularly in recent years.

MPUB-DS-308.1:The governance indicators contribute to the growing empirical research of governance with advocacy tools for policy reform and monitoring.

MPUB-DS-308.2:The indicators, and the underlying data behind them, are part of the current research and opinions that have reinforced the experiences and observations of reform-minded individuals in government, civil society, and the private sector.

MPUB-DS-308.3:The main objective of this course is to present various methodologies of measuring governance and facilitate the students to know about the Human Development Indicators, and Corruption Perceptions Index with a comparative outlook of developing and developed countries.

UNIT - I: Introduction

a) Measuring Governance: Need and Significance
b) Measuring Governance: Methodological Plurality
c) Measuring Governance: Inadequacy of Existing Measurement

UNIT - II: World Wide Governance Indicators (WGI)

a) Voice and Accountability
b) Political Stability and Absence of Violence
c) Government Effectiveness and Regulatory Quality
d) Rule of Law and Control of Corruption

UNIT - III: Models of Measuring Governance

a) Procedural Measure
b) Capacity Measure
c) Output Measure
d) Autonomy Measure

UNIT - IV: Measuring Governance Agencies

a) UNDP Human Development Report: Human Development Index
b) Transparency International: Corruption Perceptions Index

c) Global Integrity: Innovations for Transparency and Accountability

UNIT - V: Governance & Human Development Indicators: A Comparison
   a) India b) China c) Norway d) United States of America

Select Readings:

Ali Farazamand (2004), Sound Governance: Policy and Administrative Innovations, Praeger Publishers, West Port. Bevir, Mark, 2013, The Sage Handbook of Governance, Sage Publications Ltd, London. Francis Fukuyama (2013), What is Governance?, Working Paper 314, Center for Global Development, NW, Washington, DC. Kathe Callahan (2007), Elements of Effective Governance: Measurement, Accountability and Participation, CRC Press, Taylor and Francis Group, Boca Raton. Katherine Berscha and Sandra Botero (2014), Measuring Governance: Implications of Conceptual Choices, European Journal of Development Research Vol. 26, pp.124–141 Kaufmann, Daniel, Frannie Leautier, and Massimo Mastruzzi. (2005), "Governance and the City: An Empirical Exploration into Global Determinants of Urban Performance." Policy Research Working Paper 3712. World Bank, Washington, D.C. Kaufmann, Daniel, Kraay, Aart, and Mastruzzi, Massimo (2009), Governance Matters VIII: Aggregate and Individual Governance Indicators, Policy Research Working Paper: Washington DC, World Bank. Shantayanan Devarajan (2008), Two Comments on "Governance Indicators: Where Are We, Where Should We Be Going?" by Daniel Kaufmann and Aart Kraay, The World Bank Research Observer, vol. 23, No. 1 (Spring), pp. 31-36. www. worldbank.org/index www.globalintegrity.org www.hdr.undp.org www.transparency.org Department of Public Policy and Public Ad

Assessment Tools:

Continuous assessment: Class assignments and/or tutorials (20%)

Sessional tests (30% + 30%)

Surprise test/Class performance (10%)

Class Attendance (10%)

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt.

Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%

Attendance	10%	

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-308.1	3	2	2	3	3	2	2	3
MPUB-DS-308.2	3	3	3	3	3	3	3	3
MPUB-DS-308.3	3	3	3	3	3	3	3	3

SEMESTER IV

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES (MRIIRS)

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MPUB- DS- 401: Local Governance in India

Periods/week Credits		Maximum marks	200

Periods/week   Credits

L: 3   T: 1   4

Duration of theory examination: 3hrs.

Maximum marks   200

Continuous Assessment   100

End Semester Examination   100

Course Prerequisites: NIL
Course Type: Core

On completion of this course, students will be able to:

MPUB- DS- 401.1: The students will be introduced to the evolution of local governance in India.

MPUB- DS- 401.2: The students will be able to understand the importance of local governance in working on the political processes

MPUB- DS- 401.3: The students will be able to understand the role of local governance institutions in various political and non-political spheres

UNIT-I: Local self-government in India Rural Governance explains the importance of local self-government, challenges for local self-government institutions in India: Gender, Caste, and Class dimensioned, Diversity of local structures-financial Constraints, Administrative constraints, and political Constraints.

UNIT-II: Evolution of Local Self Government Pre-independence Period: British Period, Post-independence Period: Community Development Programme, Balwant Rai Mehta Committee, and Ashok Mehta Committee.

UNIT-III: 73rd and 74th Amendments,73rd amendment-various Provisions,74th Amendment-various Provisions Features, and Importance.

UNIT-IV: Rural Local Bodies: Composition, Power and Functions, Gram Panchayat-Composition Powers and Functions, panchayat Semite- Composition Powers and Functions, Zilla Parishad-Composition Powers and Functions.

UNIT-V: Challenges before Local self Government, Finance Commission and Issues in Local finance Issues of participation, Emerging patterns of Leadership Impact of Leadership on development.

REFERENCE BOOKS:

1. S.R Maheshwari Local Government in India, Lakshmi Narayan Agarwal, Agra, 1984.

2. Abdul Aziz, Decentralised Planning, the Karnataka Experiment, Sage New Delhi, 1992.

3. Amitav Mukherjeeed. Decentralization: Panchayat Raj in the Nineties, Vikas, New Delhi1994

Assessment Tools
    Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

End semester paper setting instructions: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and compulsory to attempt. Three questions will be set from each Part-A and Part-B (and one from each unit). Student needs to attempt two questions out of three from each part (A and B). Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-401.1	3	3	2	2	3	3	2	2
MPUB-DS-401.2	3	3	2	3	3	3	3	3
MPUB-DS-401.3	3	3	3	2	3	3	2	2

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

MPUB-DS-402: India Constitution, Social Justice and Administration in India

Periods/week Credits		Max. Marks: 200
L: 3 T: 1 4		Continuous Assessment: 100
Duration of Examination: 3 hrs.		End Semester Exam: 100

Pre-requisites: NA

Course type: Foundation core course

Course Outcome

MPUB-DS-402.1: The students will be introduced to the Indian Constitution and its framework

MPUB-DS-402.2: The students will be able to reflect upon the idea of social justice concerning the Indian model of governance.

MPUB-DS-402.3: The students will be able to analyze the administrative setup of India

MPUB-DS-402.4: The students will be able to apply the concepts of administration and constitutional principles to contemporary events.

PART A

Unit I: Introduction
   a) Philosophy of the Indian Constitution
   b) Preamble
   c) Ideals of the Constitution
   d) Criticisms of the Indian Constitution

Unit II: Fundamental Rights and Directive Principles of State Policy
   a) Fundamental Rights
   b) Directive Principle of State Policy
   c) Social Justice and DPSP

Unit III: Branches of Government
   a) Executive
   b) Legislature
   c) Judiciary
   d) Separation of Power and Constitutional Mechanisms

PART B

Unit IV: Role of NGOs and Social Justice
   a) Pressure Groups: Theory and Principles
   b) Development Industry
   c) SHGs and Social Justice

Unit V: Citizenry and Social Justice
   a) People Participation and Justice
   b) New Social Movements
   c) Social Justice in Indian Legal Framework

Unit VI: Development, Administration, and Social Justice
   a) Access to Justice in Indian Administrative Setup
   b) Ongoing debates

Textbooks/ reference books

Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra

Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.

Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.

Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.

David Miller, Principles of Social Justice, Harvard University Press.

DD Basu, Introduction to Indian Constitution (25Th Edition) (2020).

Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.

Frank J. Goodnow, (2003), Politics and Administration: A Study in Government, Transaction Publishers, New York

Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.

Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.

Suresh Mani Tripathi, Social Justice and Indian Constitution (2015)

Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.

O'Leary, Rosemary, et al. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town University Press, DC

UN, Department of Economic and Social Affairs, (1975), Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN.

Wilson, Woodrow, (1887), "The Study of Administration," Political Science Quarterly.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of

three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-402.1	3	3	2	2	3	3	2	2
MPUB-DS-402.2	3	3	2	3	3	3	3	3
MPUB-DS-402.3	3	3	3	2	3	3	2	2
MPUB-DS-402.4	2	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES (MRIIRS)
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MPUB-DS-451: Thesis

Periods/week Credits   Max. Marks:200

L: 0 P: 6   4   Continuous Evaluation: 100

                                             External Evaluation: 100

Course Outcomes:

MPUB-DS-451.1: Understand the research process

MPUB-DS-451.2: Learn skills of qualitative and quantitative research.

MPUB-DS-451.3: Public Policy analytical intervention in different research-based Problems.

Students are given broader guidelines for undertaking empirical evidence-based projects in the fourth semester. The project shall comprise a selection of the topic, methodological details, analysis, interpretation, and deductions made. The respective college/department of the university will prepare the set of guidelines for presenting the report.

Evaluation of the Project will be done along with the viva-voce examination by the viva-voce committee constituted for the assessment of public policy and public administration practicum or a similar committee may be constituted if required.

Assessment Tools
Continuous assessment:

Internal viva	50%
External Viva	50%

Course Articulation Matrix

CO Statements	PO-1	PO-2	PO-3	PO-4	PSO -1	PSO -2	PSO -3	PSO -4
MPUB-DS-451.1	3	3	3	2	3	3	3	2
MPUB-DS-451.2	3	2	2	3	3	3	3	3
MPUB-DS-451.3	2	2	2	3	3	2	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES (MRIIRS)
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MPUB-DS-452: FIELD STUDY

Periods/week Credits   Max. Marks: 200

L: 0   T: 1   P:6   4   Continuous Evaluation: 100

                                                            External Evaluation: 100

Course Outcomes
By the end of the course, students would be able to understand:-

    MPUB-DS-452.1:   The skills required to do community outreach effectively and efficiently.
    MPUB-DS-452.2: The correlation between theoretical subjects and ground reality.
    MPUB-DS-452.3:   The rationale behind exposure during fieldwork.

Concurrent Field Work:

Tasks

The students are supposed to undertake the following tasks during their fieldwork-

1. Do home visits and interviews with non-governmental organizations.
2. Prepare at least five case studies in a proper format.
3. Undertake small pilot research on the public policy prevailing in the field.
4. Properly compile the fieldwork experience in fieldwork reports accompanied by log sheets.

Assessment Tools
Continuous assessment:

Fieldwork reports	10%
Fieldwork presentation	10%
Supervision	10%
Internal viva	20%
External viva	50%

Course Articulation Matrix

CO Statements	PO-1	PO-2	PO-3	PO-4	PSO -1	PSO -2	PSO -3	PSO -4

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES (MRIIRS)
(*Deemed to be University under section 3 of the UGC Act 1956*)

MPUB-DS-452: FIELD STUDY

Periods/week Credits   Max. Marks: 200

L: 0   T: 1   P:6   4   Continuous Evaluation: 100

                                                            External Evaluation: 100

Course Outcomes
By the end of the course, students would be able to understand:-

    MPUB-DS-452.1:   The skills required to do community outreach effectively and efficiently.
    MPUB-DS-452.2: The correlation between theoretical subjects and ground reality.
    MPUB-DS-452.3:   The rationale behind exposure during fieldwork.

Concurrent Field Work:

Tasks

The students are supposed to undertake the following tasks during their fieldwork-

1. Do home visits and interviews with non-governmental organizations.
2. Prepare at least five case studies in a proper format.
3. Undertake small pilot research on the public policy prevailing in the field.
4. Properly compile the fieldwork experience in fieldwork reports accompanied by log sheets.

Assessment Tools
Continuous assessment:

Fieldwork reports	10%
Fieldwork presentation	10%
Supervision	10%
Internal viva	20%
External viva	50%

Course Articulation Matrix

CO Statements	PO-1	PO-2	PO-3	PO-4	PSO -1	PSO -2	PSO -3	PSO -4

MPUB-DS-452.1	3	3	3	2	3	2	3	3
MPUB-DS-452.2	3	2	2	3	3	3	3	3
MPUB-DS-452.3	3	2	2	3	3	2	2	3

MPUB-DS-453: Internship

Periods/week   Credits   Maximum marks: 200
L: 0   T: 1   P:6   4   Continuous Evaluation: 100
Duration of theory examination: 3hrs.   End Semester Exam: 100

Course Outcomes

MPUB-DS-453.1: Explore career options before post-graduation.

MPUB-DS-453.2: Integrate theory and practice

MPUB-DS-453.3: Assess interests and abilities in their field of study.

Assessment Tools
Continuous assessment:

Fieldwork reports	10%
Fieldwork presentation	10%
Supervision	10%
Internal viva	20%
External viva	50%

Course Articulation Matrix

CO Statements	PO-1	PO-2	PO-3	PO-4	PSO -1	PSO -2	PSO -3	PSO -4
MPUB-DS-453.1	3	3	3	2	3	2	3	3
MPUB-DS-453.2	3	2	2	3	3	3	3	3
MPUB-DS-453.3	3	2	2	3	3	2	2	3

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MPUB-DS-403: Social Policy: State, Market, and Society

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Elective Core

Course Objective: Social Policy in a development context is the overarching framework of a wide-ranging inquiry into social policy that is developmental, democratic, and socially inclusive.
MPUB-DS-403.1: This course will explore the interplay between democracy and social policy from the perspective of the state and market and civil society.
MPUB-DS-403.2: Focus on the role of democratic forces in the development of social policy.
MPUB-DS-403.3: Inquiry into social policy that is developmental, democratic, and socially inclusive

UNIT- I: Introduction
a) State and Social Theory
b) Classical and Contemporary Perspectives
c) State, Government, and Governance

UNIT- II: Social Justice
a) Social Justice & Inclusion: Concept and Philosophy
b) Exclusion and Denial: A Critical Inquiry
c) Equity and Inclusion
d) Affirmative Action and Inclusion: The Global Experience

UNIT- III: Social Development
a) Policy for Inclusive Development: Growth with Equity
b) Changing Norms of Social Equity and Participation
c) Social Participation: Issues of Gender, Weaker Sections, and Environment

UNIT- IV: Social Policies at the Global Level
a) MDGs and HDI: The Global Targets
b) Refugees and Migrants
c) Human Trafficking

UNIT- V: Emerging Trends
a) Growing Role of Civil Society Organizations
b) Democratic People's Struggles: Case Studies
c) Ethical Concerns in Social Policy Making

References-

Baldock John, et al, (2011), Social Policy, Oxford University Press.

Bochel, Hugh and Guy Daly (2014), Social Policy, Routledge.

Dev, Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays.

Kennedy, Patricia (2013)Key Themes in Social Policy, Routledge.

Morales Daniel A. Gomez (1999), Transnational Social Policies, IDRC/CRDI Miller, David (1976), Social Justice, Clarendon Press, Oxford

Naila, Kabeer (2006), Social Exclusion and the MDGs.The Challenge of 'Durable Inequalities' in the Asian Context, Institute of Development Studies and Overseas Development Studies Institute.

Sah, D.C. & Y. Sisodia (2004), Tribal Issues in India, Saujanya Books, Jaipur. Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration in India and the United States, Sage.

Sen, Amartya (2009), The Idea of Justice, Allen Lane & Harvard University Press.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-403.1	3	3	2	3	3	3	2	2
MPUB-DS-403.2	3	3	3	3	3	3	3	3
MPUB-DS-403.3	3	3	3	2	3	3	2	2

(Deemed to be University under section 3 of the UGC Act 1956)
MPUB-DS-404: Public Policy: Case Studies

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Elective Core

Course Objectives:

MPUB-DS-404.1- A better understanding of how research can contribute to pro-poor policies, and systems to put it into practice, could improve development outcomes.

MPUB-DS-404.2- Forming the link between research and policy in development which is of increasing interest.

MPUB-DS-404.3:The presented case studies in this course provide an in-depth understanding of public policy making and implementation in India.

UNIT- I: Introduction

a) Importance of Case Studies in Public Policy

b) Case Study as a Representative Sample

c) Building Theory from Case Studies

UNIT- II: Education Policy

a) National Education Policy -1986

b) Public Expenditure on Education in India

c) Right to Education Act

d) Corporatization of the Education System

UNIT- III: Economic Policy

a) New Economic Policy of 1991

b) Liberalization and Growth of the Indian Economy

c) Mixed Economy to Globalization - Impact

UNIT- IV: Protective Discrimination

a) Democratization of Power: Reservations

b) Women Reservation's Bill

c) Reservations in Corporate Sector

UNIT- V: ICT and Cyber Security

a) National Policy on Information Technology 2012

b) National Cyber Security Policy 2013

c) Cyber Crime and Cyber Activism

Select References:

Agarwal, J. C. (2009), Education policy in India, Neha Publishers & Distributors.

Anne O. Krueger, (2002), Economic Policy Reforms and the Indian Economy (ed.), University of Chicago Press, Chicago.

Bijoy Chandra Mohapatra (2013), Reservation Policy in India, Neha Publishers & Distributors.

Dev, Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays.

Dube, Akhilesh (1997), Commercialization of education in India: Policy, law, and justice, A.P.H. Pub. Corp.

Esharenana E. Adomi, (2010), Frameworks for ICT Policy: Government, Social and Legal Issues, IGI Global Snippet. Government of India, National Cyber Security Policy, 2013.

Government of India, National Policy on Information and Communication Technology, 2012.

Kim J. Andreasson, (2011), Cybersecurity: Public Sector Threats and Responses, CRC Press, Taylor and Francis Group, Boca Raton.

P. T. Bauer, (2011), Indian Economic Policy and Development, Routledge, New York. Ram Ayodhya Singh (2012), Caste Based Reservation Policy and Human Development in India, Globus Press.

S. K. Modi (2013), Discrimination Caste System And Reservation Policy of Modern India, Neha Publishers & Distributors

Sen, Amartya (2000), Social Exclusion: Concept, Application, and Scrutiny, Papers No.1. Asian Development Bank.

Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration, Sage. Siddheswar Prasad(1993), New Economic Policy: Reforms and Development, Mittal Publications, New Delhi.

Thorat, Sukhadeo, and Umakant (2004), Caste, Race and Discrimination – Discourses in International Context, Indian Institute of Dalit Studies and Rawat Publishers, New Delhi and Jaipur.

Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), Reservation and Private Sector-Quest for Equal Opportunity and Growth, Rawat Publications, Jaipur.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-404.1	3	3	2	3	3	3	2	2
MPUB-DS-404.2	3	3	3	3	3	3	3	3
MPUB-DS-404.3	3	3	3	2	3	3	2	2

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MPUB-DS-405: Engaged Policy and Governance

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: Core Course

Course Outcome

MPUB-DS-405.1. Though direct representation through the legislative level is very useful for those citizens capable of connecting with political spheres; many regard this system as not sufficient.

MPUB-DS-405.2: To devise some sort of framework for direct citizen-government dialoguing, an 'engaged governance' practice, as a means of mainstreaming citizens into the decision-making process, on an ongoing basis.

UNIT - I: Introduction

a) Participatory Governance: An Overview

b) The Rationale of Participation: Conceptual Issues

 c) New Governance Paradigm: The Emerging Partnerships/Engagement Initiatives

 UNIT - II: Democracy, Social Inclusion, and Development

a) Democracy and Development

b) Political Regimes, Political Participation, and Social Inclusion

 c) Innovations and Pitfalls in Participatory Governance

UNIT – III: Engaged Governance

a) Government Transparency in Policy Decisions

 b) Engaging the Community at Grassroots Level

c) Electronic Platforms for Receiving and Implementing Public Input

UNIT - IV: Participatory Local Governance

a) Participatory Governance Toolkits

b) Measuring Engagement or Participation

c) Issues in Engagement and Participation

UNIT - V: Case Studies

a) Kudumbashree in Kerala, India

b) Grameen Bank in Bangladesh

c) Participatory Budgeting, Brazil

d) Watershed Development Programme in Ralegansiddhi, India

Select References:

Alexander, Jeffrey C. 2006. The Civil Sphere. New York: Oxford University Press. Baiocchi, G., P. Heller, et al. 2011.

Bootstrapping Democracy: Transforming Local Governance and Civil Society in Brazil. Stanford; Stanford University Press.

Barber, Benjamin. 1984. Strong Democracy: Participatory Politics for a New Age. Berkeley: University of California Press.

Boulding, C. and B. Wampler 2010. "Voice, Votes, and Resources: Evaluating the Effect of Participatory Democracy on Well-being." World Development 38(1): 125-135.

Bowler, S. and T. Donovan 2002. "Democracy, Institutions, and Attitudes About Citizen Influence on Government." British Journal of Political Science 32(02): 371-390.

Diamond, L. J. 1999. Developing Democracy: Toward Consolidation. Baltimore, MD: Johns Hopkins University Press.

Fung A., E. Wright, et al. 2003. Deepening Democracy: Institutional Innovations in Empowered Participatory Governance. London: Verso Books.

Grindle, Merilee, 2007, Going Local: Decentralization, Participation, and the Promise of Good Governance. Princeton University Press.

Heller, P. 2000. "Degrees of Democracy: Some Comparative Lessons from India." World Politics 52(4): 484-519.

 Isaac, T.M. Thomas, and Patrick Heller. 2003. "Democracy and Development: Decentralized Planning in Kerala." In Deepening Democracy: Institutional Innovations in Empowered Participatory Governance. The Real Utopias Project IV. London: Verso. Pateman, Carole. 1970. Participation and Democratic Theory. Cambridge: Cambridge University Press. Sen, Amartya. 1999. Development as Freedom. Oxford: Oxford University Press.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-DS-405.1	3	3	2	3	3	3	2	2
MPUB-DS-405.2	3	3	3	3	3	3	3	3

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MPUB-GE-001: E-GOVERNANCE

Periods/week Credits	Max. Marks: 200
L: 3 T: 1 4	Continuous Assessment: 100
Duration of Examination: 3 hrs.	End Semester Exam: 100

Pre-requisites: NA

Course type: General Elective course

Course Outcome

MPUB-GE-001.1: The students will be introduced to the governance and its new developments

MPUB-GE-001.2: The students will be able to reflect upon the interconnections between technology and governance.

MPUB-GE-001.3: The students will be able to analyze the Governance setup of India

MPUB-GE-001.4: The students will be able to apply the concepts of governance and security along contemporary debates of privacy.

PART A

Unit I: Introduction
- a) Concept significance & Scope
- b) Implementation of E-Governance: Indian Case Study

Unit II: E-Governance and Digital Transformation
- a) History of Digital Transformation in India
- b) Administrative Culture
- c) Impact of Digital Transformation

Unit III: Public-Private Partnership
- a) Governmental Initiatives
- b) Digital Economy and its Effects

PART B

Unit IV: E-Governance and its Nature
- a) E-Commerce and its Significance
- b) E-Learning initiatives
- c) E-Governance and Health Sector

Unit V: Challenging Measures in E-Governance
- a) New concerns with E-Governance
- b) Effectivity and Efficiency

Unit VI: Contemporary Debates on E-Governance
- a) Privacy and E-Governance
- b) Ongoing debates

Textbooks/ reference books

Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra

A.K. Baranwal, Electronic Information Management System and p-Government: A Paradigm Shift from E-Government, 2010

Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.

Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.

Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.

DD Basu, Introduction to Indian Constitution (25Th Edition) (2020).

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E.H. Klijn and Joop Koppenjan, Governance Networks in Public Sector, 2016

Frank J. Goodnow, (2003), Politics and Administration: A Study in Government, Transaction Publishers, New York

Giorgio Petroni and Fanie Cloete, New Technologies in Public Administration, 2005

Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.

Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.

Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.

O'Leary, Rosemary, et al. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town University Press, DC

UN, Department of Economic and Social Affairs, (1975), Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN.

Wilson, Woodrow, (1887), "The Study of Administration," Political Science Quarterly.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of

three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-GE-001.1	3	3	2	3	3	3	2	2
MPUB-GE-001.2	3	3	3	3	3	3	3	3
MPUB-GE-001.3	3	3	3	2	3	3	2	2
MPUB-GE-001.4	2	3	3	3	3	3	3	3

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

MPUB-GE-002: URBAN GOVERNANCE

Periods/week Credits	Max. Marks: 200

L: 3   T: 1   4   Continuous Assessment: 100

Duration of Examination: 3 hrs.   End Semester Exam: 100

Pre-requisites: NA

Course type: General Elective course

Course Outcome

MPUB-GE-002.1: The students will be introduced to urban governance and its new developments

MPUB-GE-002.2: The students will be able to reflect upon the interconnections between development and governance.

MPUB-GE-002.3: The students will be able to analyze the Urban Governance setup of India

MPUB-GE-002.4: The students will be able to apply the concepts of urban governance and development along the contemporary setup.

PART A

Unit I: Introduction
   a) Urbanization
   b) Need for Urban Governance

Unit II: Urban Governance and Development
   a) Organizational Structure
   b) Functions
   c) Institutions of Governance

Unit III: Planning and Governance
   a) Governmental Initiatives
   b) Projects and Schemes related to Urban Governance

PART B

Unit IV: Urban Developmental Policies
   a) Health and Sanitation
   b) Developmental Policies
   c) Governance and Infrastructure

Unit V: Urban Issues and Management
   a) Municipal Management
   b) Urban Problems and Grievance

Unit VI: Contemporary Debates on Urban Governance
   a) Indian Administrative Setup and Urban Management
   b) Ongoing debates

Textbooks/ reference books

Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra

A.K. Baranwal, Electronic Information Management System and p-Government: A Paradigm Shift from E-Government, 2010

Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.

Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.

Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.

DD Basu, Introduction to Indian Constitution (25Th Edition) (2020).

Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.

E.H. Klijn and Joop Koppenjan, Governance Networks in Public Sector, 2016

Frank J. Goodnow, (2003), Politics and Administration: A Study in Government, Transaction Publishers, New York

Giorgio Petroni and Fanie Cloete, New Technologies in Public Administration, 2005

Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.

Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.

Jayasri Ray Chaudhuri and Ray Chaudhuri (2001), An Introduction to Development and Regional Planning - With Special Reference to India, Orient Blackswan.

SL Goel (2010), Urban Governance, Deep and Deep, New Delhi.

Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.

O'Leary, Rosemary, et al. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town University Press, DC

Pradeep Sachdeva (2011), Local Government in India, Pearson Education India

Narayana Murthy N. R. (2009), A Better India: A Better World Penguin Books India.

UN, Department of Economic and Social Affairs, (1975), Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN.

Wilson, Woodrow, (1887), "The Study of Administration," Political Science Quarterly.

Assessment Tools:

Continuous assessment:

Sessional I	30%
Sessional II	30%
Assignment	10%

Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-GE-002.1	3	3	2	3	3	3	2	2
MPUB-GE-002.2	3	3	2	3	3	3	3	3
MPUB-GE-002.3	3	3	3	2	3	3	2	2
MPUB-GE-002.4	2	3	3	3	3	3	3	3

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MPUB-GE-003: RURAL GOVERNANCE

Periods/week Credits

L: 3   T: 1   4

Duration of Examination: 3 hrs.

Max. Marks: 200

Continuous Assessment: 100

End Semester Exam: 100

Pre-requisites: NA

Course type: General Elective course

Course Outcome

MPUB-GE-003.1: The students will be introduced to rural governance and its new developments

MPUB-GE-003.2: The students will be able to reflect upon the interconnections between development and governance.

MPUB-GE-003.3: The students will be able to analyze the Rural Governance setup of India

MPUB-GE-003.4: The students will be able to apply the concepts of rural governance and development along the contemporary setup.

PART A

Unit I: Introduction
   a) Rural Development -Concept and Significance
   b) Approaches to Rural Governance

Unit II: Institutions of Rural Governance
   a) Organizational Structure
   b) Functions
   c) State and District level Institutions

Unit III: Technology and Rural Governance
   a) Governmental Initiatives and Rural Economy
   b) Information Technology related to Rural Governance

PART B

Unit IV: Urban Developmental Programmes
   a) Employment Guarantee Scheme
   b) Rural Health Mission
   c) Rural Governance and Infrastructure

Unit V: Rural Development and Management
   a) Block Development Management
   b) Rural Self-Governance Model: Impact

Unit VI: Case Studies and Practices
   a) Rural Governance: Pre-Independence Era
   b) Post Independent India and Challenges to rural governance

Textbooks/ reference books

Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra

A.K. Baranwal, Electronic Information Management System and p-Government: A Paradigm Shift from E-Government, 2010

Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.

Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.

Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.

DD Basu, Introduction to Indian Constitution (25Th Edition) (2020).

Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.

E.H. Klijn and Joop Koppenjan, Governance Networks in Public Sector, 2016

Frank J. Goodnow, (2003), Politics and Administration: A Study in Government, Transaction Publishers, New York

Giorgio Petroni and Fanie Cloete, New Technologies in Public Administration, 2005

Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.

Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.

Jayasri Ray Chaudhuri and Ray Chaudhuri (2001), An Introduction to Development and Regional Planning - With Special Reference to India, Orient Blackswan.

Katar Singh, Rural Development – Principles, Policies and Management, Sage Publications, 2009

Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.,)(2013), Administrative Thinkers, Sterling, New Delhi.

Madhuri Srivastava and Alok Kumar Singh (Eds.), Rural development in India: approaches, strategies, and programs - Deep & Deep Publications.

O'Leary, Rosemary, et al. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town University Press, DC

Pradeep Sachdeva (2011), Local Government in India, Pearson Education India

Prasad, B.K. Rural Development: Concept, Approach and Strategy New Delhi: Sarup & Sons, 2003.

Narayana Murthy N. R. (2009), A Better India: A Better World Penguin Books India.

UN, Department of Economic and Social Affairs, (1975), Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN.

Wilson, Woodrow, (1887), "The Study of Administration," Political Science Quarterly.

Assessment Tools:

Continuous assessment:

Sessional I	30%

Sessional II	30%
Assignment	10%
Class Performance	20%
Attendance	10%

Instructions for paper setting: Seven questions are to be set in total. The first question will be conceptual covering the entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

CO Statements	PO1	PO2	PO3	PO4	PSO 1	PSO 2	PSO 3	PSO 4
MPUB-GE-003.1	3	3	2	3	3	3	2	2
MPUB-GE-003.2	3	3	2	3	3	3	3	3
MPUB-GE-003.3	3	3	3	3	3	3	2	2
MPUB-GE-003.4	2	3	3	3	3	3	3	3

Appendix-A

List of courses having relevance to the Local/Regional, National, and Global Development needs.

S.No	Courses	Course Code	Regional	National	Global
1	Introduction to Public Administration	**MPUB-DS-101**			√
2	Introduction to Public Policy	**MPUB-DS-102**	√	√	
3	Introduction to Governance	**MPUB-DS-103**			√
4	Civil Services in India	**MPUB-DS-104**		√	
5	Administrative Thinkers I	**MPUB-DS-105**		√	√
6	Indian Polity and Administration	**MPUB-DS-201**	√	√	
7	Human Resource Administration	**MPUB-DS-202**			√
8	Administrative Thinkers II	**MPUB-DS-203**		√	√
9	Public Financial Governance	**MPUB-DS-204**			√
10	Research Methodology	**MPUB-DS-205**			√
11	Comparative Public Administration	**MPUB-DS-301**			√
12	Processes of State Action	**MPUB-DS-302**			√

13	Public Policy Concepts and Models	**MPUB-DS-303**			√
14	Public Policy Analysis	**MPUB-DS-304**		√	
15	Globalization and Public Policy	**MPUB-DS-305**			√
16	Innovations in Governance	**MPUB-DS-306**		√	
17	Law Ethics in Governance	**MPUB-DS-307**		√	
18	Measuring Governance	**MPUB-DS-308**		√	
19	Local Governance in India	**MPUB-DS-401**	√	√	
20	India Constitution, Social Justice and Administration in India	**MPUB-DS-402**		√	
21	Social Policy: State, Market, and Society	**MPUB-DS-403**	√		
22	Public Policy: Case Studies	**MPUB-DS-404**			√
23	Engaged Policy and Governance	**MPUB-DS-405**	√	√	

Appendix B: List of courses having a focus on Employability, Entrepreneurship, and Skill Development

Course Code	Course Name	Employability	Entrepreneurship	Skill development
MPUB-DS-101	Introduction to Public Administration	√		√
MPUB-DS-202	Human Resource Administration	√	√	√

Appendix C: List of courses and proposed activities relevant to Professional Ethics, Gender, Human Values, Environment, and Sustainability

	Environment and Sustainability	Professional Ethics	Human Values	Gender Equality
Introduction to Public Administration MPUB-DS-101	√			
Human Resource Administration MPUB-DS-202		√		√