

Master of Arts Humanities and Social Sciences (M A)

2 Years Degree Program

PUBLIC ADMINISTRATION

INTRODUCTION:

The name of the course will be Master of Arts in Public Administration, which is of four academic Semesters. Graduates from Arts discipline of a recognized university (recognized by UGC) will be eligible to take the course. The fee structure as decided by the University from time to time will be applicable.

Program Objective:

We prepare our graduates for public interaction, public leadership and public communication by advancing a challenging curriculum while pursuing complementary research, transforming learning into actions that serve our communities, especially the most vulnerable among us. These are:

- To Hon undergraduate students in Subject of Arts with strong interest in Indian Life and society hopeful to obtain admission into SAGE University's Master's program in Arts with specialization on Different Subjects.
- To provide our individuals, a strong interest to hone his/her administrative skills and Research Skills by giving them admissions into the SAGE University's Master's Programs.
- To give a broader horizon to the career of the students as an Administrator, Politician, thinker, Leader, Writer, team manager and a Demographer by seeking admittance to the MA program at SAGE University.
- To further improve their skills and foster smooth office operations.
- To make them Energetic and self motivated Associates of society with a strong acumen, and hopeful attitude to obtain the best from the world.

- To Appreciate the nature, scope and changing paradigms of Public Administration
- To understand the synthesizing nature of knowledge of public administration from public Perspective.
- To grasp the administrative theories, concepts and principles to make sense of administrative Practices with emerging trends.
- To study the role of Public Services in the Emergence and Development of New area of public sectors.
- To appreciate the emerging issues in new public Sectors in the context of changing society.
- To understand the world of public administration from the public perspective and provide foundation for further studies in Public Administration

Program Outcomes:

- The Students will change themselves into highly analytical individuals with observation and quantitative skills.
- They will learn Operations Research and will Supply a chain of better management to administrative organizations to advance their career by their learning.
- They will become The Exceptionally creative designer of new administrative inputs with passion for innovation and interest in acquiring solid administrative ethics.
- They will acquire interdisciplinary learning.
- They will Experience entrepreneurship with interest in international businesses and professions acquire a global perspective of Politics, History, Sociology and Public Administration.
- The students will be able to appreciate the methodological pluralism and synthesizing nature of knowledge in Public Administration
- They will be able to comprehend the changing paradigms of Public Administration.
- They will acquaint with the theories, approaches, concepts and principles of Public Administration
- The students will understand the administrative theories and concepts to make sense of administrative practices
- They will understand public administration theory and concepts from multiple perspectives;

Master of Arts (M.A.)
Master of Bachelor Arts (M.A.)
Curriculum Components

Components	Credits
Program Core (09 Courses)	36
Program Electives (Discipline Specific Electives) (07Courses)	28
Generic Electives (02 Courses)	04
Project Based Learning (PBL)/MOOCs (02 courses)	04
Project / Internship (02 Courses)	20
Total	92

*Mandatory non-graded course

***Class Room/Fieldwork: 68**

Beyond Class Room: PBL(4)+Project(04+16)=24

***Total:92 Credits**

***Flexibility is given to various schools as per the nature of program to have credit between 92-106 credits**

Scheme for M.A.

First Year – Semester First												
Course Code	Course Title	Contact Hours per Week			Credits	ETE Duration (Hours)	Weightage					
		L	T	P			MS E	AS G	TA	ATT D	ESE	
PA20M101	Administrative Thoughts	4	-	-	4	3	30	05	05	10	50	
PA20M102	Theories and Approaches of Public Administration	4	-	-	4	3	30	05	05	10	50	
PA20M103	Comparative Public Administration	4	-	-	4	3	30	05	05	10	50	
	DSE – I	4	-	-	4	3	30	05	05	10	50	
	DSE – II	4			4		30	05	05	10	50	
PB20M101	Project Based Learning –I	-	-	2	2	2	50 (2 assessments by panel of Experts)				50	
		Total			22							

MSE- Mid Semester Exam, ASG- Assignment, TA- Teacher’s Assessment, ATTD- Attendance, ESE- End Sem Exam

First Year – Semester Second												
Course Code	Course Title	Contact Hours per Week			Credits	ETE Duration (Hours)	Weightage					
		L	T	P			MSE	ASG	TA	ATTD	ESE	
PA20M201	Principles of Organization & Management	4			4	3	30	05	05	10	50	
PA20M202	State Administration in India	4	-	-	4	3	30	05	05	10	50	
PA20M203	Human Resource and Public Admin	4	-	-	4	3	30	05	05	10	50	
	DSE – III	4	-	-	4	3	30	05	05	10	50	
	DSE – IV	4	-	-	4	3	30	05	05	10	50	
GE20M201	Generic Elective-I	2	-	-	2	2	30	05	05	10	50	
PB20M201	Project Based Learning-II	-	-	2	2	2	50 (2 assessments by panel of Experts)				50	
		Total			24							

MSE- Mid Semester Exam, ASG- Assignment, TA- Teacher’s Assessment, ATTD- Attendance, ESE- End Sem Exam

Second Year – Semester Third

Course Code	Course Title	Contact Hours per Week			Credits	ETE Duration (Hours)	Weightage				
		L	T	P			MSE	ASG	TA	ATTD	ES E
PA20M301	Civil services in India	4	-		4	3	30	05	05	10	50
PA20M302	Decentralization and Local Self Government in India	4	-	-	4	3	30	05	05	10	50
PA20M303	Development Administration	4	-	-	4	3	30	05	05	10	50
	DSE – V	4	-	-	4	3	30	05	05	10	50
	DSE – VI	4	-	-	4	3	30	05	05	10	50
GE20M301	Generic Elective	2	-	-	2	2	30	05	05	10	50
PI20M301	Project/Internship				4						
		Total			26						

Second Year – Semester Fourth

Course Code	Course Title	Contact Hours per Week			Credits	ETE Duration (Hours)	Weightage				
		L	T	P			MSE	ASG	TA	ATTD	ESE
	DSE – VII	4	-	-	4	3	30	05	05	10	50
PI20M401	Project/Internship	-	-	16	16	2	50 (2 assessments by panel of Experts)				50
		Total			20						

Distribution of credits across all components

SEM No.	Prog. Core	Discipline Specific Electives (DSE)	Generic Electives (GE)	Project Based Learning (PBL)/ MOOCs	Project/ Internship	Total Credit
I.	12	8		2		22
II.	12	8	2	2		24
III.	12	8	2		4	26
IV.		4			16	20
Total	36	28	04	04	20	92

List of Program (Discipline Specific) Electives (DSE)

First Year – Semester One		
SN	Course Code	Course Title
1.	PA20M104	Indian Administration
2.	PA20M105	Population Administration I
	PA20M106	Population science
First Year – Semester Second		
SN	Course Code	Course Title
1.	PA20M204	Population Administration-II
2.	PA20M205	Disaster Management in India
	PA20M206	Population Sociology
Second Year – Semester Third		
SN	Course Code	Course Title
1.	PA20M304	Gender and Administration
2.	PA20M305	Population Sociology
	PA20M306	Human Ecology
Second Year – Semester Fourth		
SN	Course Code	Course Title
1.	PA20M401	Community Outreach
2	PA20M402	Traditional demographic estimation

Generic Electives

Students of all Post-Graduate Programs are required to study 1 Generic Elective in 2nd & 3rd semesters.

List of Generic Electives Generic Electives for III & IV Semester

SN	Code	Nomenclature of the course	Offering School
1.	GE20M201	Demography	Arts, Humanities and social sciences
2.	GE20M301	Biostatistics	Arts, Humanities and social sciences

Semester I

Code	Administrative Thought	Total Lecture:60
PA20M101	4-0-0-4	
Learning Obj. :	<ul style="list-style-type: none"> • The main objective of Public Administration is to implement the policy as well as to formulate the policy. • To achieve effectiveness and efficiency in public organization. • Promotion of a rational development of economic development through regulation, management of state supported enterprises and public services, securing free competition and transparency in its implementation. • Advise on the management of working relationships; • Advise on the management of change. 	
UNIT	CONTENT	HOURS
I	Introduction Evolution of Administrative Thought Kautilya: Administrative State Woodrow Wilson: Politics- Administration Dichotomy	12
II	Classical Theories of Administration F.W. Taylor: Scientific Management Max Weber: Theory of Bureaucracy Mary Parker Follett: Concept of Power, Authority and Responsibility	12
III	Structuralist Thought Henry Fayol: Principles of Organization Luther H. Gullick: Principles of Management, Lyndall F. Urwick: Principles of Organization and Management	12
IV	Human Relations and Development and Development Administration George Elton Mayo: Human Relations Theory Chester I. Barnard: Theory of Authority, Organization, Communication Fred W. Riggs: Theory of Development Administration	12
V	Decision Making and Motivational Theory Herbert A. Simon: Theory of Decision Making Douglas McGregor: Theory of Motivation Abraham Maslow: Theory of Motivation	12
Course Outcomes		

CO1	This is a relatively new topic in public administration.
CO2	This is a relatively new topic in public administration.
CO3	The application of the scientific method in the discussion of comparative public administration is particularly noteworthy.
CO4	Since the Ford Foundation of the United States contributed financially to its development, U.S. researchers and administration experts dominated this particular discipline.
CO5	Comparative public administration has been interested in theory building and moving

	towards the administrative problems of the developing state and its possible solutions.
Text Books:	<ul style="list-style-type: none"> • Ali, Shum Shum Nisa <i>Eminent Administrative Thinkers</i>, New Delhi: Associated. 1984 • Batham, R.J.S., <i>Administrative Theory and Public Administration</i>, Baker Publishing House: London: 1972 • Hutchinson Bhattacharya, Mohit, New <i>Horizons of Public Administration</i>, Jawahar Publications: New Delhi. 2002 • George, Chande, S. <i>The History of Management Thought</i>, Prentice Hall: New Delhi.1974
Reference Books:	<ul style="list-style-type: none"> • Goel, S. L., <i>Advanced Public Administration</i>, Deep and Deep Gross: New Delhi2002 • Bertram <i>The Managing of Organizations</i>; Free Press Publishers :New York1972 • Harman, M. M. and R. T., Mayer Organizations, <i>Theory for Public Administration</i>. St. Martin's Press: America 1986

Code	Theories and Approaches of Public Administration	Total Lecture:60
PA20M102		4-0-0-4
Learning Objectives:	<ul style="list-style-type: none"> • The main objective of the course is to give the knowledge of Public Administration to the students. • It is a new approach to embrace all the activities of the government. Hence, as an activity the scope of public administration is no less than the scope of state activity. • In the modern welfare state people, expect many things- a wide variety of services and protection from the government. In this context, public administration provides a number of welfare and social security services to the people. • Besides, it has to manage government owned industries and regulate private industries. • Public administration covers every area and activity within the ambit public policy. Thus the scope of public administration is very wide in modern state. 	
UNIT	CONTENT	HOURS
I	Public Administration: Meaning, Nature, scope and Significance Evolution of Public Administration as a discipline	12
II	Public and Private Administration New Public Administration and New Public Management	12
III	Bureaucratic theory Human Relations Theory: Decision Making: Meaning, Importance, Types, Decision Making Process, Models of Decision Making, Techniques and Bases	12
IV	Classical Approach Behavioral Approach Public Choice Approach	12

V	Ecological Approach Policy Approach Modern Theory or System, Theory: The Cybernetics Model	12
Course Outcomes		
CO1	The students will be able to collect the knowledge of Public Administration to the students.	
CO2	They will have a new approach to embrace all the activities of the government. Hence, as an activity the scope of public administration is no less than the scope of state activity.	
CO3	They will be able to manage many things- a wide variety of services and protection from the government. They will exhibited what public administration provides them as a number of welfare and social security services to the people.	
CO4	They will be able to owned industries and regulate private industries.	
CO5	Public administration covers every area and activity within the ambit public policy. Thus the scope of public administration would be very wide in the life of the students.	
Text Books:	<ul style="list-style-type: none"> • Albrow, Martin, Bureaucracy, <i>Horizontality and public management</i> , Macmillan: London 1978. • Bhattacharya, Mohit, <i>Public Administration: Structure, Process and Behavior</i>, The Great Britain 1981, • Bhattacharya, Mohit, <i>Restructuring Public Administration Essays in Rehabilitation</i>, World Press Pvt. Ltd.: Kolkata. 1991 • Bhattacharya, Mohit, <i>New Horizons of Public Administration</i>, Jawahar Book Publisher: New Delhi. (Hindi and English Editions) 1989 	
Reference Books:	<ul style="list-style-type: none"> • Box, Richard C., <i>Critical Social Theory in Public Administration</i>, Prentice-Hall of India Private Limited : New Delhi. 1988 • Braverman, Harry, <i>Labor and Monopoly Capital, The Degradation of Work in the Twentieth Century</i>, Social Scientist Press: Trivendrum. 2001 • Chakrabarty, Bidyut and Mohit Bhattacharya (Eds), <i>Public Administration: A Reader Guide & Survey</i>, Oxford University Press: New Delhi. 1988 • D. Waldo, <i>Ideas and Issues in Public Administration</i>, New York, McGraw Hill. 1953 • Daft, Richard, <i>Organization Theory and Design</i>, St. Paul, Minn: Braiten 1986, • Denhardt, Robert B. and Joseph W. Grubbs, <i>Public Administration – An Action Orientation</i>, Fourth Edition, Thomson Wadsworth: Canada 2003, 	

Code	Comparative Public Administration	Total Lecture:60
PA20M		4-0-0-4

103		
Learning Objectives:	<ul style="list-style-type: none"> • One of the aims of this is to build an enlightened knowledge by changing the previous statements about public administration. • Public administration research should be expanded with development administration in mind. The nature of development administration will be determined by a precise comparative discussion of the administration in different countries. • One of the purposes of comparative public administration is to build a general management model. • A comparative analysis will be done on the ongoing problems of public administration. • A comparative analysis will be done on the ongoing problems of public administration. 	
UNIT	CONTENT	HOURS
I	Meaning and Evolution Meaning, Nature and Scope of Comparative Public Administration Evolution of Comparative Public Administration	12
II	Methods and Approaches Methods and Approaches: Riggs, Montgomery, Ferrel Heady	12
III	Administrative System of UK Administrative system, Institutions and Processes of	12
IV	Administrative System of USA 15 Contact hours Administrative system, Institutions	12
V	Administrative System of France and Japan Administrative system of France Administrative system of Japan	12
Course Outcome)		
After successful completion of course students will able to:		
CO1	The students will be able to collect the knowledge of Public Administration to the students.	
CO2	They will have a new approach to embrace all the activities of the government. Hence, as an activity the scope of public administration is no less than the scope of state activity.	
CO3	They will be able to manage many things- a wide variety of services and protection from the government. They will exhibited what public administration provides them as a number of welfare and social security services to the people.	
CO4	They will be able to owned industries and regulate private industries.	
CO5	Public administration covers every area and activity within the ambit public policy. Thus the scope of public administration would be very wide in the life of the students.	
Text Books:	<ul style="list-style-type: none"> • Arora, Ramesh.K. <i>Comparative Public Administration</i>, Associated Publishing House: New Delhi. 1972, • Chandler, J.A. <i>Comparative Public Administration</i>, Taylor & Francis: New York.2002, • Farazmand, Ali, <i>Handbook of Comparative and Development Public Administration</i>, Online Publisher: CRC Press1999, 	
Reference	<ul style="list-style-type: none"> • Heady, Ferrel, , <i>Comparative public administration: a selective annotated</i> 	

Books:	<p><i>bibliography</i>,: University of Maryland: Maryland. 1960</p> <ul style="list-style-type: none"> • Jreisat, Jamil, <i>Globalism and Comparative Public Administration</i>, Online Publisher: CRC Press, 2011, • Raphaeli, N., <i>Readings in Comparative Public Administration</i>, Boston: Allyn and Bacon. 1969 • Vishnoo Bhagwan and Vidya Bhusan. <i>World Constitutions</i>- New Delhi: Sterling, Publishers Pvt Ltd, New Delhi.1965 • William Saffin , <i>Towards the Comparative Study of Public Administrative</i>; Online Publisher: CRC Pres 1975
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Code	Indian Administration	Total Lecture: 60
PA20M104		4- 0 - 0 = 4
Learning Objectives:	<ul style="list-style-type: none"> • The main objective of the course is to give the knowledge of Public Administration to the students. • It is a new approach to embrace all the activities of the government. Hence, as an activity the scope of public administration is no less than the scope of state activity. • In the modern welfare state people, expect many things- a wide variety of services and protection from the government. In this context, public administration provides a number of welfare and social security services to the people. • Besides, it has to manage government owned industries and regulate private industries. • Public administration covers every area and activity within the ambit public policy. Thus the scope of public administration is very wide in modern state. 	
UNIT	CONTENT	HOURS
I	Historical Evolution: Continuity and Change Historical legacy of Indian Administration: Ancient to British period. Perspective of Modern Indian Administration, The Changing Nature of Centre — State Administrative Relations	12
II	Central Administration, Administration of the Centre: President, Prime Minister, Council of Ministers, Cabinet Committees, Secretariat, Cabinet Secretariat, Ministries and Departments	12
III	Indian Administration: Themes, Issues and Emerging Challenges Administration and Politics: Changing Role of Indian State Administrative Corruption: Redressal Machinery Administrative Reforms in India: Emerging Challenges	12
IV	Indian Administration: Important Institutions National Development Council. Finance Commission, Niti Ayog	12
V	Indian Administration: Important Institutions Lok Pal Comptroller & Auditor General; Election Commission	12
Course Outcomes		

At the end of the course the students will be able to:	
CO1	The students will be able to understand the nature and scope of Public Administration
CO2	They will appreciate the methodological pluralism and synthesizing nature of knowledge of Indian Administration
CO3	They will be able to understand the changing paradigms of Indian Administration
CO4	They will be able to owned industries and regulate private industries.
CO5	They will be able to understand public administration theory and concepts from multiple perspectives
Text Books:	<ul style="list-style-type: none"> • Arora, Ramesh, K., and Rajini Goyal, <i>Indian Public Administration: Institutions. and issues</i>, New Delhi: Wishwa Prakashan. 2001 • Awasthi, Amreshwar, <i>State Administration in India</i>, Uppal Publishing House: New Delhi. 2008 • Basu, D. D., <i>Introduction to the Constitution of India</i>, Prentice Hall: New Delhi
Reference Books:	<ul style="list-style-type: none"> • Dayal, Ishwar, Muthur Kuldeep and Battacharya M, <i>District Administration</i>, New McMillan: Delhi. 1974. • Jain, R.B. <i>District Administration: Indian Institute of Public Administration</i>, Uppal Publishing House: New Delhi. 2008. • Khera, S.S., <i>District Administration in India</i>, Asia Publishing House: New York. 1974. • Maheshwari, S. R., <i>State Government in India</i>, New Delhi: Macmillan India. 2001 • Maheshwari, Shriram, <i>State Government in India</i>, New Delhi: The Macmillan Company of India 1989 • Maheswari, S.R, <i>Indian Administration</i>, Orient Longman: New Delhi 1991 • Metha B., <i>Dynamics of State Administration</i>, Chugh Publication: USA (Digitized 2010) • Misra, S.C., <i>Police Administration in India</i>, National Police Academy: Mount Abu: 1972 • Pandey, Lallu Behari, <i>The State Executives</i>; Delhi: Amar Prakashan. 1984. • Puri, K.K., <i>Local Government in India</i>, Bharat Prakashan: Jalandhar. 1985 • Pylee, M.V., <i>India's Constitution</i>; Asia Publishing House: Bombay 1967

Code	Population Administration I	Total Lecture: 60
PA20M105		4- 0 - 0 = 4

Learning Objectives:	The following course aims to introduce the students: <ul style="list-style-type: none"> • With the basal knowledge of population management • By providing a comprehension of demographical and its methods • The promotion of small scale industries in rural areas to increase the per capita income • The conversion of urban area population into good resources for the large scale industries • To the policies and programs of the government for population welfare 	
UNIT	Contents	Hours
I	Population Management: Source of Population Data, Methods of Demographic / Population Analysis	12
II	Population Analysis: Population Composition and Change, Mortality, Morbidity and Health	12
III	Rural Population: Small Scale industries, Basic resources, Migration, Gender and Literacy	12
IV	Urban Population Development: Urbanization, Population and Gender in Urban area	12
V	Policies and Programs: Disasters and rescue policies in the context of growth, structure, distribution and quality of life	12
Course Outcomes		
At the end of the course the students will be able to:		
CO1	The students shall have awareness on the population dynamics.	
CO2	They shall gain the knowledge of manpower management and resource development.	
CO3	They shall know the merit of small family.	
CO4	They will know the causes of urbanization and its related problems.	
CO5	They will know about the causes of deforestation and ecological imbalance.	
Text Books:	<ul style="list-style-type: none"> • Carmichael, Gordon A. <i>Fundamentals of Demographic Analysis: Concepts, Measures and Methods</i>, New age publishers: New Delhi 2016, • Robert , Schoen <i>Dynamic Demographic Analysis</i> New age publishers: New Delhi 2016, 	
Reference Books:	<ul style="list-style-type: none"> • John R. Weeks <i>Population: An Introduction to Concepts and Issues</i> The American University Press: Washington, D.C.1972 • <i>Teaching with Poverty in Mind:</i> Eric Jensren The American University Press: Washington, D.C.1992 	

	<ul style="list-style-type: none"> • Sarah Tomely <i>The Sociology Book</i> The American University Press: Washington, D.C.1955 • Catheryn Seckler-hudson, <i>Organization and Management: Theory and Practic</i>, The American University Press: Washington, D.C.1955
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Code	Population Science	Total Lecture:60
PA20M106		4-0-0-4
Learning Objectives:	<ul style="list-style-type: none"> • The main objective of Population Science is to implement the policy as well as to formulate the policy. • To achieve effectiveness and efficiency in public organization by managing the population. • Promotion of a rational development in the population . • Advise on the management of working relationships; • Advise on the management of population resources. change. 	
UNIT	CONTENT	HOURS
I	<p>Source of Population Data World: Census, Registration of vital events. Demographic Surveys, Population Registers. India: Census, Civil Registration System (CRS), Sample Registration Scheme (SRS), National Sample Survey (NSS), Demographic surveys and other sources. Nature and limitation of data from each of the sources. Data appraisal : evaluation and adjustment of data.</p>	12
II	<p>Population Composition and Change Spatial and temporal changes in the size, composition & distribution of population – global perspective with special focus on India. Composition of India’s population. Demographic Composition. Social Composition. Economic Composition. Cultural Composition Concept of ageing.</p>	12
III	<p>Mortality, Morbidity and Health Mortality – Concepts and measures. Mortality trends, levels and determinants in India with special reference to infant mortality and maternal mortality. Cause of Death statistics. Life Table: Basic concept of the Life Table; types and forms of Life Table and Model Life Table. Concepts and definitions of health and morbidity; measures of morbidity; Sources of data on morbidity and mortality.</p>	12

	Reproductive Health: Concept and framework; Reproductive morbidity; prevalence of RTI (reproductive tract infection), STDs and HIV / AIDS; estimated levels and interventions.	
IV	Population and Gender Concept of gender – its relationship with components of population – fertility, mortality, migration. Status of women – social, economic, cultural and health. www.netugc.com Women empowerment and its demographic consequences.	12
V	Population Policies and Programs Population policies in the context of growth, structure, distribution and quality of life; Policies related to medical termination of pregnancy (MTP), age at marriage, sex determination tests, etc. National and State population policies in India. Evolution of Family Welfare Program in India. Program components and organization at different levels (Nation, State, District). Goals and achievements of the Family Welfare Program Methods of Program Impact Assessment Impact Assessment.	12
Course Outcomes		

CO1	The students would be enable to understand the proper family size
CO2	The proper management of population will facilitate the development of a higher quality of life in the nation.
CO3	A small family size would be contribute materially to the quality of living for the individual family.
CO4	They will be able to appreciate the fact about preserving the health and welfare of country
CO5	That will ensure good prospects for the younger generation, the Indian families of today and tomorrow
Text Books:	Dudley L., Poston, <i>Population and Society: An Introduction to Demography:</i> Oxford University Press. 1779 Turley, Steve, <i>The Return of Christendom: Demography, Politics, and the Coming Christian Majority</i> , New Age International: USA 2004 Bouvier, Leon F. <i>Model-Based Demography:</i> Normen Publishers, London 1998 K. Burch, Thomas, <i>Demographic Research Monographs:</i> Victoria publishers, Canada 2018
Reference Books:	Joseph, Kindle, <i>Population and Society:</i> Oxford University Press: London. 2012 Colemen ,C., G., <i>Population:</i> Oxford University Press: London. 2019 Fisher, R. A., <i>The Genetical Theory of Natural Selection:</i> Oxford University Press : London.1998

Semester II

Code	Principles of Organization & Management	Total Lecture: 60
PA20M201	4-0-0-4	
Learning Objectives:	<ul style="list-style-type: none"> • One of the aims of this is to build an enlightened knowledge by changing the previous statements about public administration. • Public administration research should be expanded with development administration in mind. The nature of development administration will be determined by a precise comparative discussion of the administration in different countries. • One of the purposes of comparative public administration is to build a general management model. • A comparative analysis will be done on the ongoing problems of public administration. • A comparative analysis will be done on the ongoing problems of public administration 	
UNIT	CONTENT	HOURS
I	Concepts of Organization Meaning, Nature & Scope of Organization, Base of Organization Types of Organization (Formal Organization, Informal Organization)	12
II	Concepts of Management, Management: Meaning, Nature & Scope of Management, Relationship among Administration, Organization & Management	12
III	Theories and Approaches of Organization and Management Theories of Management: Scientific Management, Leadership theories: Trait, Situation & Behavioural theories, Motivational theories of Abraham Maslow, Herzberg & Douglas McGregor	12
IV	Administrative Organization Chief Executive: Meaning, Types, Powers and functions Line, Staff and Auxiliary Agencies- Staff Agencies in India	12
V	Organizational Principles Hierarchy, Unity of command, Span of Control, Centralization and Decentralization, Delegation of Authority, Authority & Responsibility Coordination and Communication	12
Course Outcomes		
At the end of the course the students will be able to:		
CO 1	The students will be able to understand the Principles of Public Administration	
CO 2	They will appreciate the methodological pluralism and synthesizing nature of knowledge of Indian Administration	
CO 3	They will be able to understand the changing paradigms of Indian Administration	
CO 4	They will be able to owned industries and regulate private industries.	

CO 5	They will be able to understand public administration theory and concepts from multiple perspectives
Text Books:	<ul style="list-style-type: none"> • Arygris, Chirs, and Schon Donald, <i>Organizational Learning</i>, Addison-Wesley, Reading, Mass, 1978, • Arygris, Chris, , <i>Overcoming Organizational Defenses</i>, Allyn-Bacon, Needham Heights, Mass. 1990 • Gross, Bertram M., <i>The Managing of Organizations</i>, The Administrative Struggle, The Free Press of Glencoe, Collier-Macmillan, London.1964, • Kim, D.H., 1993, <i>The Link between Individual and Organizational Learning</i>, Sloan Management Review, (Fall) 1998
Reference Books:	<ul style="list-style-type: none"> • Avasthi A. Union Government and Administration Central Administration, Laxmi Prakashan : New Delhi2000, • Basu, D. D., <i>Constitutional Framework An Introduction to the Constitution of India</i>: Laxmi Prakashan : New Delhi2000, • Luthans, Fred, <i>Organizational Behavior</i>, McGRAW-Hill International Editions, New York. 1995 • Nooteboom, B., Learning and Innovation in Organizations and Economies, Routhedge, London.1779

Code	State Administration in India	Total Lecture: 60
PA20M202		4-0-0-4
Learning Objectives:	<ul style="list-style-type: none"> • The main objective of the course is Designing, developing and implementation of training programs for capacity building of civil servants • It is a new approach to embrace all the activities of the government. Hence, as an activity the scope of public administration is no less than the scope of state activity. • Promoting administrative reforms in Government Structures, procedures and processes for citizen centric governance • Promoting Modern Management practices and reforms through e-governance • Strengthening of State training Institutions 	
UNIT	CONTENT	HOURS
I	Public administration in Indian states Introduction of Public administration in Indian states Relationship between Central and State Administration Tension between Central and State Administration	12
II	Executive at State Level Office of Governor: Functions and Role Chief Minister and Council of Ministers: Structure, Functions and Role	12
III	State Secretariat and Department Ministries and Department in State Administration State Secretariat: Structure and Functions Chief Secretary: Role and functions in State Administration Secretariat- Directorate Relationship in State Administration	12

IV	District Administration in India Meaning and Structure of District Administration Function and Role of Collector	12
V	Urban and Local Administration in India: Tehsil: Tehsildar, Blocks - B.D.O's Control over the District Level Administration in India Role of Panchayati Raj Institution	12
Course Outcomes		
CO1	The main outcome of the course will be the Designing, developing and implementation of training programs for capacity building of civil servants	
CO2	It is a new approach to embrace all the activities of the government. Hence, as an activity the scope of public administration will be is no less than the scope of state activity.	
CO3	Promoting administrative reforms in Government Structures, procedures and processes for citizen centric governance	
CO4	Promoting administrative reforms in Government Structures, procedures and processes for citizen centric governance	
CO5	They will be able to understand the perspectives of strengthening of State training Institutions	
Text Books:	<ul style="list-style-type: none"> • Awasthi, Amreshwar, <i>State Administration in India</i>, Uppal Publishing House, New Delhi, 2008 • Metha, B., <i>Dynamics of State Administration</i>, Chugh Publication: Delhi 2000 • S.R.Maheshwari, <i>State Government in India</i>, Macmillan India: Delhi ,2000 	
Reference Books:	<ul style="list-style-type: none"> • Phool Kumar Sharma, <i>Political Aspects of States Reorganization in India</i>, Mahuni Publication: New Delhi. 2008 • Nicholas Henery, <i>Public Administration and Public Affairs</i>, Prentic Hall of India, New Delhi, 2007 • Niraja Gopal Jayal, Amit Prakas, <i>Local Governance in India</i> Prentic Hall of India, New Delhi, 2007 • <i>Decentralization and Beyond</i>, Oxford Uni Press: Oxford 1977 • Partha Chatterjee. <i>State and Politics in India</i>. Oxford University Press: Oxford 1977 • Ram Narayan Prasad, <i>Urban Local Self-Government In India</i>, Laxmi prakashan: new Delhi 1998. • Ramesh K Arora, Meena Sogani, , <i>Governance in India</i>, AALEKH Publisher: Jaipur, 2011. • Sudha Pai, <i>State Politics New Dimensions</i>, Shipra Publications: New Delhi , 2000, 	

Code	Human Resource and Public Administration	Total Lecture:60
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PA20M203	4-0-0=4	
Learning Objectives:	<ul style="list-style-type: none"> • The objective of human resources management is to provide the employees with the capability to manage healthcare, record keeping, promotion and advancement, benefits, compensation, etc. • The objective in terms of the employers benefit, is to create a management system to achieve long-term goals and plans • to study, target, and execute long-term employment goals. For any company to have an efficient ability to grow and advance human resource management is a key. 	
UNIT	CONTENT	HOURS
I	Human Resource: Meaning, Features and Importance, Human Resource Management: Definition, Objectives, Functions, Scope, Importance Human Resource Development, Planning and Strategy, Job Analysis and Job Design Human Resource Management in India: Evolution, Need of HRM, Challenges and Issues	12
II	Performance Management: Concepts, analyzing and improving performance, Performance Appraisal, Motivation Reward System: Objectives of compensation and reward system, designing reward style	12
III	Discipline and Grievances Career Planning & Development Counselling: Definition types of counselling, objectives	12
IV	Collective Bargaining Workers Participation in Management	12
V	Quality of work life, Quality Circles Management of Workforce Diversity Employee Welfare and Social Security	12
Course Outcomes		
After successful completion of course students will able to:		
CO1	The students will be able to work in Employee Benefit fields	
CO2	The students will be able to work in the field of Employee health care.	
CO3	They will be able to make employee retention strategies for different sessions	
CO4	They will be able to make Salary and Wages Administrations	
CO5	They will be able to manage and design Human resources	
Text Books:	<ul style="list-style-type: none"> • Edwin B, Flippo, Personnel Management, Tata McGraw Hills, International Edition, New Delhi. • Keith Davis, <i>Human Behaviors at work</i>, Tata McGraw Hill Publishing Company, New Delhi. 2010, • P.C. Tripaththi, <i>Human Resource Development</i>, Sultan Chand & Sons. 2010, 	

Reference Books:	<ul style="list-style-type: none"> • T.V. Rao & Udai Parikh, <i>H.R.D. in 21st Century</i>, Tata McGraw Hill Publishing Company, New Delhi.1999 • B.S. Bhatia, H.L. Verma, & M.C. Garg, <i>H.R.D. Practices, Assimilation and Implications</i>, Deep & Deep Publications, New Delhi. 1999 • Arun Monappa, <i>Industrial Relation</i>, Tata Mac Graw Hill: New Delhi. 2004 • H.L. Kaila, <i>Human Resource Management</i>, AITVS Book Distributors: New Delhi. 1999 • Advin B Phillippo, <i>Personnel Management</i>, Mac Graw Hill International Editions, 1999 • B., Awad, <i>Knowledge Management</i>, Pearson Education: Kolkata 1776 • Arun Monappa & Marukh Engineer, <i>Human Resource Management</i>. P.R.N. Sinha, 1776 • I.B. Sinha, <i>S.P. Sekhar, Industrial Relation, Trade Union and Labour Legislation</i>, Pearson Education. : Kolkata 1776 • T.V. Rao, <i>Future of HRD</i>, MacMillan-India: Delhi. 2001 • Prem Chandra, <i>Performance Management</i>, MacMillan-India; Delhi 2001
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Code	Disaster Management in India	Total Lecture: 60
PA20M204		4 – 0 – 0 = 4
Learning Objectives:	<ul style="list-style-type: none"> • Reduce Damages and Deaths • Reduce Personal Suffering • Speed Recovery • Protect Victims • Proper skills of paper work for disaster management 	
UNIT	CONTENT	HOURS
I	Understanding Disasters Disaster: Definition, Causes and Impact, Natural Disasters and Manmade Disasters: Meaning and nature and effects.	12
II	Disaster Management Concepts in Disaster Management Definitions and terminologies used in Disaster management Challenges of Disaster Management in India	12
III	Repercussions of Disasters Economic Damage, Loss of Human and Animal Life, Destruction of Ecosystem	12
IV	Consequences and Responses to Disasters: Management and Planning Post Disaster Management Search, Rescue, Relief and Rehabilitation Management Planning, Management of Essential Supplies and Temporary Shelter, Site Management, Medical Trauma and Stress Management Early Warning and Prediction Systems	12

V	Disaster Management National Disaster Management Framework; financial arrangements; National Policy of Disaster Management Role of NGOs, community- based Organizations and Media, Roles and Responsibilities of Government bodies & other organizations in Disaster Management.	12
Course Outcomes		
At the end of the course the students will be able to:		
CO1	The students will be able to Reduce Damages and Deaths	
CO2	They will be able to reduce personal suffering	
CO3	They will work for Speed Recovery	
CO4	They will be able to protect the Victims	
CO5	They will be able to do proper paper work for disaster management	
Text Books:	<ul style="list-style-type: none"> • Arora, Ramesh, K, <i>Public Administration: Fresh Perspectives</i>, Aalekh Publishers, Jaipur. (Ed) 2004, • Barrow, C.J.. <i>Developing the Environment: Problems and Management</i>, Longman: Harlow 1995 • Berke, P.R., J. Kartez and D. Wegner, , <i>Recovery after Disaster: Achieving Sustainable Development</i>, Mitigation, and Equity: London. 1993 	
Reference Books:	<ul style="list-style-type: none"> • Batley, Richard, and George Larbi, <i>The Changing Role of Government The Reforms of Public Services in Developing Countries</i>, Macmillan, Palgrave, England, 2004 • Bhattacharya, Mohit, <i>Restructuring Public Administration: Essays in Rehabilitation</i>, Jawahar Publishers and Distributors, New Delhi 1991, • Bhattacharya, Mohit, <i>New Horizons of Public Administration</i>, Jawahar Publishers and Distributors, New Delhi. 2001, • Bryant Edwards Natural Hazards, <i>Cambridge University Press</i>: U.K. (2005): 	

Code	Population Administration-II	Total Lecture: 60
PA20M205		4- 0 - 0 = 4
Learning Objectives:	<ul style="list-style-type: none"> • The objective of demography is to provide the students the capability to manage the population The objective in terms of the Demography is to make the students know the strengths of men power • to study, target, and execute long-term employment goals for the population 	
UNIT	Contents	Hours
I	Population Sociology: Demography vis-a-vis Population Sociology- Interfaces	12

II	Historical development- Survey of Population Growth-Natural resources- their availability and utilization	12
III	Population Structure and Characteristic change Module4 Marriage widowhood divorce – migration-social implications	12
IV	Basic sources of Demographic data – Types of data – method of data collection – evaluation of India	12
V	Measures of population control and their impact	12
Course Outcomes		
At the end of the course the students will be able to:		
CO1	The students shall have awareness on the population dynamics.	
CO2	They shall gain the knowledge of manpower management and resource development.	
CO3	They shall know the merit of small family.	
CO4	They will know the causes of urbanization and its related problems.	
CO5	They will know about the causes of deforestation and ecological imbalance.	
Text Books:	<ul style="list-style-type: none"> John R. Weeks, <i>Population: An Introduction to Concepts and Issues</i> 	
Reference Books:	<ul style="list-style-type: none"> <i>Teaching With Poverty in Mind</i> : Eric Jensren <i>The Sociology Book</i> : Sarah Tomely Bryant Edwards <i>Naturals Hazards</i>. Cambridge: Cambridge University Press. 2005 Carater, W.N. 1991, <i>Disaster Management</i>. Manila: Asian Development Organization. Carter, W. Nick, 1991: <i>Disaster Management</i>, Asian Development Bank, Manila 	

Code	Demography	Total Lecture: 60
PA20M206		4 – 0 – 0 = 4
Learning Objectives:	<ul style="list-style-type: none"> The objective of demography is to provide the students the capability to manage the population The objective in terms of the Demography is to make the students know the strengths of men power to study, target, and execute long-term employment goals for the population 	
UNIT	Contents	Hours

I	Definition-Relation between population and Genetic – Social Biology-Mendal’s law of Inheritance Gene pool, Mytosis-Chromosomes and RNA Meiosis-MutationNatural selection and in breeding-Genetic Engineering-Euginics Genetic Variety. Differential Fertility-Differential Mortality.	12
II	Definitions and Basic concepts used in demography -rates ratios population growth population structure and composition. Population pyramid.	12
III	Sources of Demographic data in MP, Census, Sample registration System (SRS),Civil Registration Systems , National Family Health Surveys (NFHS), Reproductive and Child Health Surveys (RCH)	12
IV	Population levels and trends in MP since 1901 Geographical Distributions,	12
V	Inter district Variations – causes and consequences. Demographic Features. Population and Unemployment in Kerala Human Relations and Development and Development Administration George Elton	12
Course Outcomes		
At the end of the course the students will be able to:		
CO1	This is a relatively new topic in public administration.	
CO2	This is a relatively new topic in public administration.	
CO3	The application of the scientific method in the discussion of comparative public administration is particularly noteworthy.	
CO4	Since the Ford Foundation of the United States contributed financially to its development, U.S. researchers and administration experts dominated this particular discipline.	
CO5	Comparative public administration has been interested in theory building and moving towards the administrative problems of the developing state and its possible solutions.	
Text Books:	<ul style="list-style-type: none"> • Ali, Shum Shum Nisa <i>Eminent Administrative Thinkers</i> :New Delhi(1984) Baker, R.J.S. <i>Administrative Theory and Public Administration</i>, Associated Publishing House:London(1972), • Hutchinson Bhattacharya, Mohit New Horizons of Public Administration, Jawahar Publications:New Delhi (2002), • George, Chande S. <i>The History of Management Thought</i>, Prentice Hall: New Delhi (1974), 	
Reference Books:	<ul style="list-style-type: none"> • Goel, S. L. Bertram, <i>Business Demography</i> Free Press : New York (1964), • Goel, S. L. Bertram, <i>The Managing of Organizations</i>, Free Press : New York: (2002), 	

Code	Population Sociology	Total Lecture: 30
PA20GEM201		2- 0 - 0 = 2
Learning Objectives:	<ul style="list-style-type: none"> • The objective of Population Sociology is to provide the students the capability to manage the population • The objective in terms of the Population Sociology is to make the students know the strengths of men power • to study, target, and execute long-term employment goals for the population 	
UNIT	Contents	Hours
I	Public Administration vis-a-vis Population Sociology- Interfaces	6
II	Historical development- Survey of Population Growth- Natural resources- their availability and utilization	6
III	Population Structure and Characteristic change, Marriage widowhood divorce – migration-social implications	6
IV	Basic sources of Demographic data – Types of data – method of data collection – evaluation of India	6
V	Demographic factors in social and economic development Module7 Measures of population control and their impact	6
Course Outcomes		
At the end of the course the students will be able to:		
CO1	The students will be able to define ecology and some of its basic principles, such as the life support systems of the planet, functions of ecosystems, food webs, biological diversity, biogeochemical cycles, biological magnification and the greenhouse effect.	
CO2	The subject will allow the students to consolidate and extend the knowledge and skills acquired during the administration of public.	
CO3	The application of the scientific method in the discussion of comparative public administration is particularly noteworthy.	
CO4	Since the Ford Foundation of the United States contributed financially to its development, U.S. researchers and administration experts dominated this particular discipline.	
CO5	Comparative public administration has been interested in theory building and moving towards the administrative problems of the developing state and its possible solutions.	
Text Books:	<ul style="list-style-type: none"> • Arlene Finil& Jacqueline kosecoff, <i>How to conduct surveys, - A step by step guide, New Delhi, Sage Publications1192</i> • Desai P B, <i>A survey of research in Demography</i>, Mumbai, Popular Prakashan • Devendra Thakur, <i>Research Methodology in Social Sciences& Public Administration</i> Deep and Deep Publication: New Delhi, 1967 	

Reference Books:	<ul style="list-style-type: none">• Nachmias David & Chava Nachmias, <i>Research Methods in the Social Sciences</i>, St. Martin's Press : New York, 1987• Therese L Baker <i>Doing Social Research</i>, Mc. GRAW HILL: New York 1889• Wilkinson T S & P L BHANDRKAR <i>Methodology and Techniques of Social research</i> Himalaya Publishing House: Mumbai
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