



MASTER OF ARTS IN PUBLIC ADMINISTRATION
Course Code –10318

Year/ Semester	Category	Paper Code	Title of the Paper	Max. Marks
I Year 1st Semester	Core	1310318101	Administrative Theory	100
	Core	1310318102	Comparative Public Administration	100
	Core	1310318103	Indian Administration	100
	Core	1310318104	Administrative Thinkers	100
I Year 2nd Semester	Core	1310318105	Organizational Behavior & Management Process	100
	Core	1310318106	Public Personnel Administration.	100
	Core	1310318107	Development Administration	100
	Core	1310318108	Local Governance.	100
	Core	1310318109	Research Methodology	100
II Year 3rd Semester (Any Five) Select Elective papers to be offered by DDCE	Elective	1310318201	Disaster Management	100
		1310318202	Good Governance	100
		1310318203	Public Policy	100
		1310318204	Financial Administration in India	100
		1310318205	Urban Development	100
		1310318206	Cultural Heritage Management	100
		1310318207	Indian Economics	100
		1310318208	Rural Development	100
		1310318209	Women in India	100
	1310318210	Environmental Impact Assessment and Social Impact Assessment	100	
Elective	1310318211	Planning and Regional Economics	100	
II Year 4th Semester	Core	1310318110	International Administration	100
	Core	1310318111	Human Resource and Management	100
	Core	1310318112	Dissertation	200
			Total	1800

FIRST SEMESTER

Paper-1- Administrative Theory

Unit – I

Nature and scope of public administration, public and private Administration, Role of Administration in Developed and Developing countries, Approaches to the study of public Administration, New Public Administration, New Public Management, PublicChoice Approach

Unit-II

Concepts and principles of Organisation: Formal and informal Organisation, Hierarchy, Unity of command, Span of control, Delegation, Decentralization, Coordinator, Supervision, Employer- Employee Relation, Line and staff.

Unit-III

Delegated Legislation and Administrative Adjudication, General and specialist in Administration, Political vs. Permanent Executive.

Unit- IV

Good governance, Citizen Charter, State vs. Market Debate, Role of Civil Society, Non-Governmental Organization.

Paper-2- Comparative Public Administration

Unit-I

Comparative Method as an approach to the study of Public Administration, The Concept, Nature, Scope and Significance of comparative Public Administration, Approaches to the Study of Comparative Public Administration.

Unit-II

Theories and Models of Comparative Public Administration: Fred Riggs and FerrelHeady.

Unit-III

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

Comparative study of various Control Mechanisms of Administration in UK, USA and France, Control Mechanisms over Administration in U.K. & U.S.A.

Unit- IV

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.

International systems: IMF, IBRD, WTO, World Bank.

International Agencies: UNESCO, UNICEF, ILO, WHO.

Paper-3- Indian Administration

Unit- I

Evolution of Indian Administration : Ancient, Salient Features of Indian Constitution, Preamble, Federalism, Centre – State Relations (Administrative Legislative and Financial).

Unit- II

- 1. Government at Central Level:** President, Council of Ministers and Prime Minister, Parliament, Supreme court, Central Secretariat, Cabinet Secretariat, Prime Minister's Office.
- 2. Government at State Level :** Governor, Council of Ministers and Chief Minister, State Legislative, High Court, Central Secretariat, Chief Secretariat.

Unit- III

Commissions in India : Union Public Services Commission, Planning Commission, National Development Council, Election Commission, Finance Commission, National Human Rights Commission, Administrative Reforms Commission, Redressal of Citizens Grievances, Lokpal and Lokayukta.

Unit- IV

Board of Revenue: Composition and function.

Revenue Divisional Commissioner: role and Functions, District Administration, Role of Collector.

Paper-4- Administrative Thinkers

Unit-I

Kautilya, F W Taylor (Scientific Management), Henri Fayol.

Unit-II

Elton Mayo & Marry Parker Follet, Max Weber.

Unit-III

Chester I Barnard, Herbert Simon, Urwick

Unit-IV

C.Argyris, Peter F Drucker, A. Maslow

SECOND SEMESTER

Paper-5- Organizational Behavior & Management Process

Unit-I

Organization and Behaviour- The concept Analysis, Organisational Structure and Design
Organizational Culture and Development, Meaning, Nature and Challenges,
Organizational: Structure and Design, International Organizational Behaviour.

Unit-II

Management Science: Definition, Nature and Purpose, Need for Management, Function of Managers, The Challengers of Management in 21st Century and Managers New Role
Global and Comparative Management.

Unit-III

- Management Theory and Approaches: Classical Theory (Fayol), Scientific Management Theory (Taylor), Human Relations Theory, Approaches to Management.
- Planning, Decision-making, Motivation, Leadership, Communication, Control.

Unit-IV

Trade Unionism, Workers' Participation, Conflict Management, Total Quality Management, Strategic Management and Management of Change.

Paper-6- Public Personnel Administration in India

Unit-I

Public Personnel Administration: Concept, Scope, Significance and Objective Problems of Public Personnel Administration

Unit-II

Bureaucracy: Type, Max Weber and Karl Marx, Maladies of Bureaucracy.

Unit-III

- Civil Service in India: Recruitment, Training, Promotion, Classification, Conduct, Discipline, Pay and Service Conditions.
- Features of Public Personnel, Recruitment, training and Promotion in U.K, U.S.A and France.

Unit-IV

Morale, Ethics and Professional Standard in Public Personnel Administration, Public employer-employee relationship, Whitleyism in U.K, Joint Consultative Machinery in India.

Paper-7- Development Administration

Unit-I

Development Administration: Conceptual Analysis, Scope, Growth and Significance Development.

Development Strategy and Planning: Mixed Economy Model; Goals of Development, National Planning, State Planning, District Planning.

Unit-II

Decentralization and Development: Concept of Decentralization, Decentralized Planning, Role of Voluntary Agencies, Cooperative and Specialized Development Agencies.

Unit-III

Citizens participation in Development, Peoples Empowerment, Women Empowerment, Welfare Administration of Scheduled Caste, Schedule Tribe.

Unit-IV

Bureaucracy and Development, Changing role of block Development Officer, Other Development Officials at District and Block Level.

Paper-8- Local Governance

Unit-I
Need for Decentralization, Rationale and Necessity of local Government and Administration with Reference to U.K., U.S.A. and France

Unit-II
Urban Government: Evolution of urban Government in India; Corporation Municipality, Notified Area Council, Composition, Functions Finance District Planning, Committee, Problems and Prospects of Urban Government in India.

Unit-III
Rural Government: Evolution of Rural Government in India; Panchayat Raj, Zilla Parishad, Panchayat Samiti and Gram Panchayat Composition, Functions, Finance, State Finance Commission, Problems and Prospects of Rural Government in India.

Unit- IV
State-Local Relationship: Autonomy of Local Bodies, State Government Control over Local Bodies, Reforms in Urban and Rural Governments-73rd & 74th Constitutional Amendment Acts, PESA Act, Decentralized Planning.

Paper-9-Research Methodology

Unit-I
Meaning and Types of Research, Scientific Method: Nature Assumptions, Purpose and approach, Critiques of Scientific Approach.

Unit-II
Problem Identification and Formulation: Concepts, Variable, Variables and Operationalisation.

Unit-III
Hypothesis: Nature, Types, Role and Validity.
Design of Research: Case Studies, Observations, Surveys and Experiments.

Unit-IV
Sampling: Process and Types, Scaling, Data Collection, Questionnaire, Observation Survey and Schedule Methods, Data Analysis Techniques, Report writing.

THIRD SEMESTER

Paper-10-Disaster Management

Unit-I
Disaster and its type, Flood Draught, Cyclone, Geographical Disaster, Earthquake, Landslide, Avalanches, Volcanic Eruptions, Climatic Disaster-Heat and Cold Wave, Climate Change, Global Warming, Sea level Rise, Ozone Depletion

Unit-II
Manmade Disaster- Nuclear Disaster, Chemical Disaster, Biological Disaster, building Fire, Coal Fire, Oil Fire, Air Pollution, Water Pollution, Industrial Pollution, Deforestation, Rail & Road Accidents, Air & Sea Accidents.

Unit-III

Disaster Preparedness, Disaster Prevention, Preparation and Mitigation, Disaster Information, System, Megha Satellite, Role of Various Agencies in Disaster Mitigation- National level and State levels.

Unit- IV

Disaster Response: Disaster Medicine, Rehabilitation, Reconstruction and Recovery.

Paper-11-Good Governance

Unit-I

Good-Governance: Concept Analysis, Features, Advantages and Disadvantages, Good Governance and E-Governance.

Unit-II

Good Governance and E-Governance in Global Sphere: UK, Australia, New Zealand, Canada, Italy, E-Governance in India.

Unit-III

E-Governance in States, E-Governance in Odisha.

Unit- IV

Problems of Good Governance and E-Governance, Digital Era of Governance.

Paper.12-Public Policy Analysis

Unit-I

Public Policy Analysis - Meaning, Nature and Growing Significance, Public Policy as an emerging Sub- Discipline.

Types and Significance, Approaches to Public Policy.

Unit-II

Institutional Arrangement for Policy Making, Policy Implementation.

Unit-III

Policy Implementation, Policy Monitoring and Evaluation, Policy Analysis

Unit- IV

Problems & Prospects of Public Policy.

Paper-13-Financial Administration in India

Unit-I

Public corporations: Functions and problems, Privatization and Disinvestment.

Unit-II

Monetary and Fiscal Policies; Role of Finance Ministry; Parliamentary control over public expenditure, Resource Mobilization and Division of Resources.

Unit-III

Financial Administration: Concept of Budget, Types and Forms, Budget as a political instrument Budgetary process; Preparation and Implementation, Zero based Budget.

Unit-IV

Financial Accountability; Audits and Accounts; Comptroller and auditor General, Public Policy, Formulation and implementation, Public borrowing and Public debts.

Paper-14-Urban Development (CE/AC)

Unit-I

Rural – Urban Migration, Urban Congestion, Pollution, Urban Crimes.

Unit-II

Urban Planning, Problems and Prospects of Urban Planning, City Management, Urban Housing, Sewage, Water Supply, Traffic Jam, Transport System.

Unit-III

Urban poverty & Its reduction, Urban Development Programmes – JNNURM, Slum Management, Urban Public Health, Institutions of Urban Development – Local bodies.

Unit- IV

Specialized Development Agencies, Urban Finance, Development of Sub-Urban Area.

Paper-15-Rural Development

Unit-I

Need of Rural Development, Impact of Globalization, Sector of Rural Development- Agriculture, Dairy, Fishery, Animal Resource Development

Unit-II

Development Strategies for Rural Development : PURA, Role of NGO in Rural Development, Water Resource Management (Pani Panchayat), Self-Help Groups, Institutions for Rural Development, Rural Local Bodies.

Unit- III

Rural Co-operatives, Rural Banking, Role of Bureaucracy in Rural Development, ORMAS.

Unit-IV

Rural Development Programme : MGNREGS, National Rural Livelihood Mission, National Rural Health Mission, SGSY Sarva Sikhya Aviyan, (SSA), Indira Awas Yojana (IAY).

Paper-16-Cultural Heritage Management

Unit- I Indian Culture: General Features, Sources, Components and Evolution.

Unit-II What is Heritage? Meaning and concept. Criteria for selection as heritage sites, monuments and zone by UNESCO (WHC). Types of heritage property. World famous heritage sites and monument in India and abroad.

Unit- III Heritage Management, objectives and strategies, Protection, Conservation and Preservation, Case study of one destination. Heritage Marketing, Destination development.

Unit- IV National and International Organisations engaged in Heritage Management (UNESCO, ICOMOS, ASI, INTACH and NGOs), Museums, Concept and classification. (National Museum, New Delhi; Bharat Kala Bhawan, Varanasi; Archaeological Museum, Sarnath, etc.), Heritage Hotels and its classification.

Suggested Readings:

- Allchin, B., Allchin, F.R. et al. (1989) Conservation of Indian Heritage, Cosmo Publishers, New Delhi.
- New Inskeep, Edward, Tourism Planning: An Integrated and Sustainable Development Approach (1991) VNR, New York.
- Ashworth, G. J. (2000), The Tourist Historic City. Retrospect and Prospect of Managing the Heritage City, Pergamon, Oxford
- UNESCO-IUCN (1992) Eds. Masterworks of Man and Nature, Pantoga, Australia

Paper-17-Human Rights

UNIT-I

Definition of Human Rights - Nature, Content, Legitimacy and Priority - Theories on Human Rights - Historical Development of Human Rights.

UNIT-II

International Human Rights - Prescription and Enforcement upto World War II - Human Rights and the U.N.O. - Universal Declaration of Human Rights - International Covenant on Civil and Political Rights - International Covenant on Economic, Social and Cultural Rights and Optional Protocol.

UNIT-III

Human Rights Declarations - U.N. Human Rights Declarations - U.N. Human Commissioner.

UNIT-IV

Amnesty International - Human Rights and Helsinki Process - Regional Developments - European Human Rights System - African Human Rights System - International Human Rights in Domestic courts.

UNIT-V

Contemporary Issues on Human Rights: Children's Rights - Women's Rights - Dalit's Rights - Bonded Labour and Wages - Refugees - Capital Punishment. Fundamental Rights in the Indian Constitution - Directive Principles of State Policy - Fundamental Duties - National Human Rights Commission.

Paper-18-Indian Economy

UNIT-I : ECONOMIC DEVELOPMENT AND ITS DETERMINANTS

Approaches to economic development and its measurement - Sustainable development; Role of State, market and other institutions; Indicators of development - Human Development Index (HDI), Gender Development Index (GDI)

UNIT-II : ECONOMIC REFORMS and PLANNING IN INDIA

- Rationale of internal and external reforms; Globalization of Indian economy; WTO and its impact on the different sectors of the economy - Financial sector reforms - Fiscal reforms.

- Planning: Meaning, types, origin - Indian five year plans: Objectives, strategies, financing - Targets, achievements and failures.

UNIT-III : DEMOGRAPHIC FEATURES, POVERTY AND INEQUALITY

Broad demographic features of India's population; Rural - Urban migration; Urbanization and civic amenities; Poverty and Inequality.

UNIT-IV : AGRICULTURE AND INDUSTRIAL SECTORS

Land reforms in India; Technological changes in agriculture - pricing of agricultural inputs and output - Industrial policy; Public sector enterprises and their performance; Problem of sick units in India; Privatization and disinvestments debate.

Paper-19-Environment Impact Assessment and Social Impact Assessment

UNIT-I

EIA – Introduction – Concept of EIA- Scope and object of EIA – Organization responsible for EIA – Site selection and area classification- Siting and setting criteria for EIA projects.

UNIT-II

Description of the environmental setting – Inclusion or Exclusion of environmental Items – Some suggested approaches for developing a list of environmental Factors – Informational Sources for Environmental factors.

UNIT-III

Various steps of EIA – Content of EIA – Assessment methodology- Ad-hoc, Overlay, Network, Matrix and checklist . Cost benefit analysis - Case studies, Hydroelectric projects , Mining, Power plant Roads and airports.

UNIT-IV

Environmental Impact Assessment Notification (1994): Procedure for Environmental Clearance, List of the projects requiring Environmental Clearance, Composition of Expert Committee for Impact Assessment, Public hearing Committee, Procedure for public hearing - Project clearance.

UNIT-V

Detailed content of EIS – Use of visual display methods – Statement documentation – general writing suggestion.

REFERNCE BOOKS

1. Rau, J.G. and Wooten, D.C (1980) Environmental Impact Analysis Hand Book, Mc Graw Hill, USA.
2. Canter, L. W. (1977) Environmental Impact Assessment. McGraw-Hill, New York.
3. Erickson, P.A. (1977) Environmental Impact Assessment – Principles an Applications McGraw-Hill, New York.
4. Munn, R. E. (1982) Environmental Impact Assessment. McGraw-Hill, New York.

Paper-20-Women in India

Unit 1

Theories of feminism

Unit II

Women and Family

Women and work

Unit III

Women and Education

Women and law

Unit IV

Women and Political Participation in India & Emerging Concern

Planning and Regional Economics

Unit-I

1. Concepts of planning objects: scope and rational of planning, planning under capitalism and mixed economy.
2. Regulations and controls under planning.
(a) Fiscal (b) Monetary (c) Administrative issue of nationalization.

Unit-II

3. Formulation of Development plans: Use of models, linear and non linear programming, input output analysis, physical and financial planning, planning in lance, perspective planning investment criteria, optional level of investment choice of sectors, projects, techniques and regions, allocation of resources, pricing in planning.

Unit-III

4. Federalism and planning: planning in federal state, regional balances planning agency
5. and perfect preparation.
Regional Planning: Regional accounts, linear programming input output analysis, area planning, comparative cost studies, industrial complex analysis, cost benefit analysis, system analysis.

Unit-IV

6. Plan mechanism at national and regional levels and their co ordination, comparative cost studies, industrial complex analysis.
7. Plan mechanism at national and regional level and their co ordination, planning commission, planning Boards, National Development Council, Mechanism of policy fo rmulation at national and regional level.
8. Indian plans and Orissa Plans: Objectives, Allocations, Strategy, Finances and achievements interregional balances as strategies of development under five year plans.

Unit-V

9. Man power Planning: with reference to India and Orissa man power planning and economic development, Man power, Policy at National and regional levels under five year plans.

Reference:

1. Problems of Regional Economic Planning J. R. Boudeville
2. Location and Regional Planning-L. Lefebvre
3. Development Finances Planning and Control-U. Hicks
4. Regional Planning in India-M. C. Chand & V. K. Puri
5. Economic Planning C. D. Baldwin
6. Pricing in Planned Economy-B. V. Krishnamurthy
7. Technique of Planning-S. S. Wagle
8. Essays on Economic Planning O. Lange

9. Principles of Economic planning W. A. Lewis
10. Five Year Plan of India and Orissa

11. Orissa Finances in Perspective-S. C. Pattnaik
12. Approaches to Dynamic Investment Planning-S. A. Marglin
13. Choice of Technique-A. K. Sen
14. Regional Planning Balkrishna
15. Planning for Balanced Social and Economic Development-U. N. O
16. Central Planning-Jan Tinbergen
17. Economic Planning for Underdeveloped Areas-E. S. Mason
18. Education, Manpower and Economic Growth F. Herbinson and C. A. Mayer

FOURTH SEMESTER

Paper-21-International Administration

Unit I

Historical Background to the Formation of International Organizations, The League of Nations, its Organizational Structure and Administration.

Unit-II

- The Origin and evolution of United Nations: An Orientation Towards the study of International Administration. The United Nations and its chief Organs A Study of their Structure and Administration.
- The Secretary General and the Organisation of the UN Secretariat, major Specialized Agencies of the United Nations: UNESCO, ILO, FAO, IBRD, IMF.

Unit-III

The Concept and Functioning of International Civil Services, Problems of

International Civil Service; classification, structure, Manpower, Planning, Personnel Policies and Terms of Employments, The Problems and Issues Relating to Overseas Personnel.

Unit IV

International Administration- Recruitment, Methods and Procedures, Career Development Programmes, Administration of personnel training: Orientation and Briefing, Promotion.

Methods and procedure, Management and Staff Relationship- Other Issues relating to International Administration

Paper-22-Human Resource Management

Unit-I

Human Resource Management Meaning, Nature, Scope and Evolution, Functions of HRM and New Trends in HRM.

Unit-II

Human Resource Planning, Job Analysis, Job Designing, Recruitment, Selection, Induction, Transfer and Promotion.

Unit III

- Employees Training, Career Planning and Career Development, Management Development.
- Performance Appraisal, Direct and Indirect Compensation, pay for performance, Collective Bargaining, Human Resource Audit.

Unit-IV

Human Resource Information System (HRIS), Human Resource Audit (HRA), Future of HRM, Issue of HRM- Stress Management.

Paper-23-Dissertation (200 Marks)