PAD 1.1- 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, Public Choice Approach.

Unit-II

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.

PAD 1.2- 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: interpretation of Fred Riggs and Ferrel Heady.

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
PAD 1.3- 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

Unit- IV
Board of Revenue: Composition and function.
Revenue Divisional Commissioner: role and Functions, District Administration, Role of Collector.

PAD 1.4- Administrative Thinkers

Unit-I
Kautilya, F W Taylor, Henri Fayol.

Unit-II
Elton Mayo & Marry Parker Follet, Max Weber.

Unit-III
Chester I Barnard, Herbert Simon, L. Urwick

Unit-IV
C. Argyris, Peter F Drucker, A. Maslow
PAD 2.1 - Organizational Behavior & Management Process

Unit-I

Unit-II

Unit-III
- Management Theory an Approaches: Classical Theory (H. Fayol), Scientific Management Theory, Human Relations Theory, Approaches to Management.
- Planning, Decision-making, Motivation, Leadership, Communication, Control.

Unit- IV

PAD 2.2- 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.

Unit-IV
PAD 2.3- Development Administration

Unit-I
Development Administration: Conceptual Analysis, Scope, Growth and Significance Development.

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

Unit-III

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

PAD 2.4- 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

Unit- IV
PAD 2.5-Research Methodology

Unit-I

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

Unit-III
Hypothesis: Meaning, 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(2nd Year)
Select any one Group
Group-A

PAD 3.1: Rural Development

Unit-I
Need of Rural Development, Impact of Globalization, Sector of Rural Development-Agriculture, Diary, Fishery, Animal Resource Development

Unit-II

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

Unit-IV
Rural Development Programme : MGNREGS, National Rural Livelihood Mission, Nation Rural Health Mission, SGSY Sarva Sikhya Aviyan, (SSA), Pradhan Mantri Aawas Yojana . Pradhan Mantri Sahaj Bijli Har Ghar Yojana (Saubhagya)
PAD 3.2: Urban Development (CE/AC)

Unit-I
Rural – Urban Migration, Urban Congestion, Pollution, Urban Crimes.

Unit-II

Unit-III

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

PAD 3.3: 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, Problems of e-Governance in Odisha.

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

Group-B

PAD 3.4: 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.
PAD 3.5: Indian Economics

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.
- Paining: 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.

PAD 3.6: Environment Impact Assessments 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
UNIT-V
Detailed content of EIS – Use of visual display methods – Statement documentation – general writing suggestion.

REFERENCE BOOKS


Elective Discipline Free (Any Two)

HIS 2.4 -Cultural Heritage Management

Unit- I Indian Culture: General Features, Sources, Components and Evolution.
Unit-II What is Heritage? Meaning and concept. Criterions 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:
- Ashworth, G. J. (2000), The Tourist Historic City. Retrospect and Prospect of Managing the Heritage City, Pergamon, Oxford
PSC 3.3: Society and Polity in India

Unit 1
Society in India: Elements of Diversity; Problems of National Integration

Unit II
Social Stratification in India: Caste and Class; The Backward Classes, Reservation Issue

Unit III
Social Change in India: Factors and Areas of Change; Processes of Change; Sanskritization, Westernization.

UNIT IV
Modernization in India: Features; Major sources and means of Modernization: Industrialization, urbanization, Mass Media and Education
Political Change in India: Crisis of Govern ability

SOC 3.4: 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
4th SEMESTER (2nd Year)

PAD 4.1: Human Resource Management

Unit-I

Unit-II

Unit-III
- Employees Training, Career Planning and Career Development, Management Development.

Unit-IV

PAD 4.2: 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.

PAD 4.3: ESSAY WRITING AND VIVA / PROJECT VIVA (200 Marks)