

VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - I

Compulsory Courses:

PA-C-01 Principles of Public Administration and Management:

This course introduces to the students the basic principles of Public Administration and Management, the concept of and issues in good governance and the emergence of New Public Management.

Units

Topics

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| 1 | Public Administration and Social Sciences; Developments in Administrative Theories. |
| 2 | Public Administration and organization; Principles, characteristics and importance. |
| 3 | Managerial Principles in Public Administration; Features of New Public Management. |
| 4 | Accountability, control and responsiveness of Public Administration in the context of good governance. |

Select Readings:

1. Cox III, Raymond et.al., Public Administration in Theory and Practice, Pearson Education, New Delhi, 2003.
 2. Henry, Nicholas., Public Administration and Public Affairs, PHI, New Delhi, Latest Edition.
 3. Basu, Rumki., Public Administration: Theory and Concepts, Latest Edition.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - I

PA-C-02 Issues in Indian Administration:

This course deals with the Evolution of the Administrative System, the Constitutional context of the Administration, the working of the Union Government and the issues and problems of the Administration in Contemporary times.

- 1 History and Evolution of the Administrative System – Continuity and Change.
- 2 Constitution and Indian Administration.
- 3 The working of the Union Government – The Administrative Process
- 4 Contemporary Issues – Union-State Relations; Impact of Coalition Governments on Administration.

Select Readings:

1. Maheswari, S.R., Indian Administration, L.N. Agrawal, Agra Latest Edition.
 2. Basu, Durga Das., Introduction to the Constitution of India, PHI, New Delhi, Latest Edn.
 3. Mishra, B.B. Administrative History of India, Vols. I & II, Allied Pub., Bombay.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - I

PA-C-03 Comparative Administrative Systems:

This course focuses on the need to understand the social, cultural, economic, political and administrative settings of Government organizations in different countries.

- 1 Emergence of the concept of Comparative Studies in Administration and its development.
- 2 Administrative system and environment
- 3 Comparison of the important features of select administrative systems
- 4 Influence and impact of LPG, ICT, and Terrorism on Administrative Systems

Selected Readings:

1. Almond, Gabriel A., et.al., Comparative Politics Today, Pearson Education, New Delhi, 2003.
 2. Heady, Ferrel., Public Administration: A Comparative Perspective, Latest Edition.
 3. Rowat, Donald., Public Administration in Deveoped Democracy, Marcel Dekker, New York.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - I

PA-CA-04 Economic Policy and Management:

The nature, role, scope and status of state intervention in economic development with particular reference to India is the issue this course seeks to address. The aim is to make the students understand the context of India's developmental efforts since Independence.

1. Introduction to political economy – Role and scope of state intervention in Economic development in different politico-economic systems.
2. India's Economic Policy with reference to Industry and Agriculture- Impact of LPG on the Indian Economic System [with reference to WTO.]
3. Market Economy and Planning – History of planning in India and its contemporary relevance.
4. Management of Public Enterprises – Its relevance and issues in the era of privatization.

Selected Readings:

1. Halm, George A., Economic Systems: A Comparative Analysis, GAU, London, Latest Edition.
 2. Uma Kapila (ed)., Indian Economy since Independence, Academic Foundation, New Delhi, 2003.
 3. Vaidyanathan, A., India's Economic Reforms and development, Academic Foundation, New Delhi, 2003.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - I

PA-C-05 Public Personnel Management:

This course highlights the significance and importance of the Civil Service in Modern Society and examines the features of the Civil Service in India. The focus is also on the concept of Professionalism in the context of good governance.

1. Nature and scope of Personnel Management in Government – Role of Civil Service in Modern Society.
2. Development of Civil Service in India – Features and Characteristics – Issues in Civil Service Management.
3. Comparative assessment of the civil services of different countries.
4. Professionalism in Civil Service – Managerialism, Neutrality, Responsiveness, accountability with reference to citizen-centric services.

Selected Readings:

1. Jain, R.B., Aspects of Personnel Administration, IIPA, New Delhi, 1994.
 2. Goel, S.L.& Rajneesh, Shalini., Public Personnel Administration, Deep & Deep, New Delhi, 2003.
 3. Shafritz, Jay M et.al., Personnel Management in Government, Marcel Dekker, New York.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - II

PA-C-06 Bureaucracy and Organization:

This course deals with the concept of Bureaucracy and its development in varied forms; The process of debureaucratization and the emergence of modern organizations, its features and characteristics are examined in the context of development, change and culture.

1. The Concept of Bureaucracy – Max Weber and Criticisms of Ideal Type- Marx on Bureaucracy.
2. The debureaucratization process – its relevance and rationale; Issues in Bureaucratic Culture and behaviour.
3. Theories of Organization – features of Open and Closed models.
4. Organizational Change and development – Organization Behaviour and Culture; Group theory and management of conflicts.

Selected Readings:

1. Lane, Jan Erik (ed)., Bureaucracy and Public Choice.
 2. Jacoby, Henry., The Bureaucratization of the World.
 3. Lynch, T.D., Organization Theory and Management, Marcel Dekker, New York.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - II

PA-C-07 State and District Administration in India:

The nature, scope, constitutional role, functions and contemporary issues in state and district administration are the areas covered in this course.

1. Constitutional provisions relating to State Governments in India – Issues in State Administration.
2. Structure and functions of the State Secretariat- Role of the Board of Revenue, State Finance Commissions, Boards and Authorities.
3. District Administration and District Collector – Evolution, Nature, Scope and functions. District Development programmes.
4. Rural and Urban Development Administration – Constitutional Provisions – Assessment of the working of the Panchayati Raj and Urban Municipal Bodies.

Selected Readings:

1. Maheswari, S.R., State Administration in India., Latest Edition.
 2. Mishra, B.B., District Administration in India.
 3. Shukla, J.D., State and District Administration in India.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - II****PA-C-08 Management of Financial System in India:**

This course introduces the basic principles and objectives of the Financial Management in Government.

1. Meaning, nature and scope of Financial Administration – Theories of Budget – Principles and characteristics.
2. Budgetary Process – Preparation, Parliamentary approval and execution – Principles of Taxation.
3. Control over financial system – CAG & Parliament. Implications of Structural Adjustment on Financial System.
4. Financial Relations between the Union and the states – Role of the Finance and Planning Commissions in devolution of resources to states.

Selected Readings:

1. Lall., G.S., Public Finance and Financial Administration in India., H.B.Kapoor, New Delhi, Latest Edition.
 2. Thavaraj, M.J.K., Financial Administration in India, S.Chand & Co, New Delhi, Latest Edn.
 3. Thakur, R.N. Centre-State Financial Relations and Planning in India, Deep & Deep, New Delhi, 1990.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - II

PA-C-09 Social Policy and Administration:

Social Administration – Nature, Scope and Principles – Administration at the Central and State levels
Social Policy and Welfare has been the backbone of the Welfare State in India. This course deals with the issues and problems in the area of Social Welfare in the context of LPG.

1. Social Administration – Nature, Scope and Principles – Administration at the Central and State levels
2. Social policy in India – Constitutional Provisions, development and planning under successive plans in India. Social legislations in India
3. Methods of Social Administration . Role of Voluntary Agencies in social work.
4. Personnel Practices in Social Welfare and the need for a professional cadre.

Selected Readings:

1. Sachdeva, D.R., Social Welfare Administration in India, Latest Edition.
 2. Marsh, D.C., An Introduction to Social Administration.
 3. Goel, S.L., & Jain, R.K., Social Welfare Administration, Deep & Deep, New Delhi.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - II****PA-C-10 Administrative Law:**

1. Concept, Nature and Scope of Administrative Law.
2. Constitutional concepts relating to Administrative Law: Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra-vires, Droit Administrative. Delegated Legislation
3. Principles of Natural Justice or Fairness..
4. Administrative Adjudication, Review of Administrative acts and redress of grievances – Vigilance and Control

Selected Readings:

1. Wade, H.W.R., Administrative Law, latest Edition.
2. Kagzi, M.C.J., Indian Administrative Law, Latest Edition.
3. Indian Law Institute: Delegated Legislation in India.

VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****PA-C-11 Basic Concepts in Computer Applications:**

1. Basic concepts in I.T. – Computer Hardware – operating systems .
2. Standard software packages (MS Office) – Its applications.
3. Networking and data communications – Basic Networking concepts.
4. Introduction to E-commerce- Internet -e-mail -www.

Selected Readings:

1. White, Ron., How Computers Work, Techmedia, Delhi, 2002.
 2. Norton, Peter., Inside the PC., Techmedia, Delhi, 2002.
 3. Rajaraman, V., Fundamentals of Computers, PHI, New Delhi, Latest Edition.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****Elective Courses:****Group EA: Human Resources Management:****PA-EA-01 Values and Ethics in Administrative Sciences:**

This course introduces to the students the philosophical underpinnings in Administrative sciences and the role and importance of values and ethics in Management.

1. The philosophical underpinnings of Ethical actions in public and private affairs -The Western Tradition and the Indian System of Values.
2. Ethics and Public Interest – Legitimacy and accountability of the Public Systems. Corruption in Public Affairs.
3. Values, Ethics, Transparency and accountability in Business – Code or norms of ethics in India for Business Organizations.
4. Education and Training for values and ethics in Public Service and Business – Role and responsibility of the institutions of learning.

Selected Readings:

1. IIPA., Ethics in Public Life, July-Sept.1995, IIPA, New Delhi.
 2. Selected Chapters of Mahabharat (Shanti parva) and Kautilya's Arthshastra.
 3. Williams, Bernard., Morality: An Introduction to Ethics, CUP, 1992.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****PA-EA-02 Principles of Human Resources Management:**

- 1) Concept of Human Resources Management and its development . Its significance, role and functions in Contemporary Management and Organizations.
- 2) Human Resources Management – Key themes. Human Resource Planning and Development . Human Resources Management and Human Resources Development.
- 3) Significance of Human Relations in H.R.M., Human Relations in Organisations – Its relevance to O.D., Organisational Behaviour and Culture.

Selected Readings:

1. Linda Maund., Introduction to Human Resources Management, Palgrave, Suffolk, 2001.
 2. Leavitt., Harold., Managerial Psychology, Univ. Of Chicago Press.
 3. Parikh, Udai., Organizational Behaviour Process, Rawat, Jaipur, 1996.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****PA-EA-03 Government and Labour Welfare Policy:**

1. Meaning, nature, scope and functions of Labour Administration
2. Labour Welfare Policies in India since Independence – Labour legislations in India.
3. Machinery for Labour Administration – Role and functions of Labour Welfare Officer.
4. Trade Unions and Labour – Implications and impact of LPG on Labour with special reference to Exit policy and VRS.

Selected Readings:

1. Sarma, A.M., Labour Welfare Administration in India.
 2. Arun Kumar., Industrial Law (Vols.I & II), Atlantic Pub., New Delhi, 2003.
 3. Mamoria, C.B., et.al., Labour Welfare, Social Security and Industrial Peace in India.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****PA-EA-04 Industrial Relations:**

1. Indian Industrial Relations- An Overview, Influence of Technology on I.R.
2. Meaning & nature of grievance – Grievance Redressal Procedure - Discipline and its enforcement.
3. Industrial Dispute – Causes, prevention and settlement. Process and procedure in Industrial disputes settlement. Workers Participation in management.
4. Legal framework of Industrial relations – Trade Unions and I.R.

Selected Readings:

1. Sarma, A.M., Industrial Relations, Himalaya, Mumbai, 2002.
 2. Ghosh, B., Industrial Relations in Developing Economy, Himalaya, Mumbai, 2001.
 3. Subramani & Shah, Rajendra A., HRM and Industrial Relations, Himalaya, 2001.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****PA-EA-05 Human Resources Development:**

1. Concept of H.R.D., - Its processes, methods and techniques;
2. Functions of HRD – Job evaluation- description and analysis, recruitment, training, placement, promotion & transfer, appraisal etc.,
3. The concept of Human Resource Audit – Its objective and methods – Strategies and issues in HRD.
4. Case studies in HRD.

Selected Readings:

1. Arya, PP & Tandon, B.P., Human Resources Development, Deep & Deep, New Delhi, 1995.
 2. Rao, T.V, Human Resources Audit., Response- Sage, New Delhi, 1999.
 3. Pareek, U., & Rao, T.V., Designing and Organizing Human Resource System, Oxford-IBH, New Delhi, 1992.
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****PA-EA-06 Safety Management:**

1. Concept, nature and Scope of Safety Management – An Introduction to Industrial Safety Management .
2. Safety Management – Planning, Organizing, Directing and Monitoring. Principles and Practices.
3. Accident Prevention – Safety Education and Training.
4. Employee Participation – Human Factors in Safety.

Selected Readings:

1. Anton, Thomas I., Occupational Safety and Health Management, Mcgraw Hill, Singapore, 1989.
 2. Krishna, N.V., An Introduction to Safety Engineering and Management, Latest Edn.
 3. Heinnch, H.V., Prevention of Industrial Accidents, Mcgraw Hill.
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Group EB: Crisis Management:**PA-EB-01 Disaster Management:**

- 1) Introduction to Disasters – Nature and Classification of Disasters – Profile of Disasters: Global, National, Regional.
- 2) Managerial process in Disaster Management : Planning, Coordination, leadership and control; Stocking of resources, Vulnerability and risk analysis. Role of Government, Media and NGOs-Role and coordination.
- 3) Management of rehabilitation- Damage and need assessment – reconstruction and rehabilitation.
- 4) Disaster preparedness – Predictability, Forecasting and warning of disasters – prevention and precautionary measures .

Selected Readings:

1. Sharma, V.K (ed)., Disaster Management, NCDM, IIPA, New Delhi, 1994.
 2. Singh, K.S. (ed)., Disaster Management, Mittal, New Delhi, 1998.
 3. Cuny, F.C., Disasters and Development, New York.
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PA-EB-02 Issues in Population Policy:

This course deals with the issues and problems relating to Population growth and its impact on Developments in social, economic & political sectors.

1. Population policy in India – Development and population growth.
2. Strategies for Family Planning – FP programmes in India – Health and FP.
3. Education and FP – Role of NGOs in Female literacy and FP.
4. Populations pressures – Its impact on Political Economy, Democracy and Quality of Life.

Selected Readings:

1. IIPA., India's Population Policy and Its Implementation , July-Sept.1992, IIPA, New Delhi.
 2. Kohli-Chandra, Shanta., Family Planning Programmes in India, Mittal, New Delhi.
 3. Singh Sehla, B.P., Population Policy and law, Deep & Deep, New Delhi, 1992.
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PA-EB-03 Environmental Policy and Administration:

1. Nature, scope and role of the State in environment-related issues ; Environmental policy in India .
2. Environmental degradation – factors responsible for degradation in areas like forestry, water, air, wildlife etc. – consequences and impact on the people. The concept of sustainable development.
3. Laws relating to environmental protection in India – Scope and applicability – Judicial intervention in environmental issues- the desirability and need to establish environmental courts.
4. Problems of administering environmental policies in India –NGOs and environmental protection – their contributions and limitations.

Selected Readings

- 1 .Shekar Singh (ed)., Environmental Policy in India., IIPA, New Delhi.
 2. IIPA., Environment and Administration, July-Sept. 1989, IIPA, New Delhi.
 3. Nathawat, C.S., Man, Nature and environment Law, RSBA, Jaipur, 1987.
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PA-EB-04 Police Management:

- 1) Development of Policing in India; Meaning , Nature , scope and importance of police functions ;Role of police in a civil society.
- 2) Police Administration – Tasks and functions; objectives of Policing-Law and Order maintenance-the problems and issues; Reformative and punishment-oriented policing – Relationship with prison Administration.
- 3) Machinery for Police Management in India - Control over police – External and internal – Role of the Mass media. Machinery for setting citizen's grievances.
- 4) Issues and problems of policing and Police Administration in contemporary times – The emergence & role of Police employee's Union.

Selected Readings:

- 1) Bhardwaj, R.K. Indian Police: Administration, National Publishing House, New Delhi, 1978.
 - 2) Reghavan, R.K. Indian Police: Problems, Planning and perspectives: Manohar, New Delhi, 1989.
 - 3) Trilok Nath., Indian Police Administration, A Guide for Police Officers, Sterling, New Delhi, 1983.
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PA-EB-05 Water Resources Management:

This course deals with Water issues relating to efficiency and economy in water Uses, conservation, the policy and programmes of the Government on Water Resources Development and Management.

1. Water Resources management – Challenges and Strategies – Management of water for sustainable Development.
2. National Water Policy – Integrated Water Resources Development – Role and responsibility of the Government – Issues and problems in implementation.
3. Water Resources Development and problems in different sectors – Forests, Flood, Poverty Alleviation, Irrigation.
4. Case Studies in Water Management – Experiences in Different Regions.

Selected Readings:

1. IIPA., Special Issue on Water Resources Management, July-Sept. 2003.
 2. Sharma, V.K., Water Resources Planning and Management, Himalaya, Bombay, 1985.
 3. Vaidyanathan, A., Water Resource Management: Institutions and Irrigation development in India, OUP, New Delhi, 1999.
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PA-EB-06 Public Health Management:

1. The Concept of Public Health; Meaning, nature, scope and objectives of Public Health Care Administration in India; Health care as a component of Social policy; Population and Health Care; Role of the WHO in Health Care.
2. Public Health Policies in India – Agencies involved in Policy formulation – Development of Public Health and Health Care in successive Five – year plans.
3. Machinery for administering Public Health Administration-Scope and role
4. Meaning and Scope of Primary Health Care – Administration of Primary Health Centres at the State level-Issues and problems in Primary Health Administration with particular reference to trained personnel and finance. A critical evaluation of Health Care Administration.

Selected Readings:

1. Goel, S.L., Public Health Management in India, (Vols. I to IV), Deep and Deep, New Delhi, 2002.
 2. Rameswaram, G., Medical Health Administration in Rural India, Ashish, New Delhi.
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Group EC: Computer Applications and Management:**PA-EC-01 Advanced Course in Computer Applications:**

1. Computer Based Systems Architecture – Introduction to Client/Server systems, Distributed Systems, Parallel Processing, Centralized systems.
2. DBMS concepts – Basic terms and terminologies . Basic Issues in Database Design - Database integrity and security.
3. Security – Security aspects, Network security, encryption, digital signatures, firewalls.
4. Application of computers in various areas – Hospital, Banking, Police etc.

Selected Readings:

1. Korth, Henry F., Database System Concepts, Tata Mcgraw Hill, New Delhi.
 2. Kaufman, Charlie., Network Security (2nd Edn), PHI (EEE).
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PA-EC-02 Implementation of Computer Based Systems:

1. Management Information Systems.
2. Software Engineering – Basic paradigms, Umbrella activities like Planning, Scheduling, Risk management etc. ISO standards.

Selected Readings:

1. Pressman, Roger., Software Engineering: A Practitioner's Approach., Tata Mcgraw Hill, New Delhi.
 2. Murdick, Robert G et.al., Information Systems for Modern Management, PHI (EEE), New Delhi, Third Editon.
 3. Laudon, Kenneth C., Management Information System- Managing the Digital Firm,(7th Edn), Pearson Education.
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PA-EC-03 Management Improvement Techniques:

1. Systems Approach to Organization – Features, advantages and limitations.
2. Methods in Systems Analysis – PERT, CPM, GNATT and Flow charts, MIS.
3. PPBS, Benefit-Cost Analysis; its relevance to Decision making in organization; MBO
4. Organization and Methods; the need for change and growth; BPR in Organisations.

Selected Readings:

1. Goel, S.L. , Modern Management Techniques, Deep & Deep, New Delhi, 1989.
 2. Banerjee, U.K. & Sachdeva, R.K., Management Information systems, Vikas, New Delhi 1996.
 3. Lynch, T.D., Organizational Development and Management, Marcel Dekker, New York, 1983.
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PA-EC-04 Project Management:

1. Concept of Project – Features and Principles – Project and Task Force: Similarities and Differences.
2. Basic considerations in Project Management – Process and procedure . Identification of Projects and project cycle.
3. Feasibility and viability of Projects – Financial , technical, market, Human resources, legal and socio-political.
4. Complexities in Project Implementation – Monitoring Implmentation – Control and accountability.

Selected Readings:

1. Sharma, K., Project Management, National , New Delhi, 2003.
 2. Ramaraju, T., Project Management in the emerging Environmental Globalisation, Himalaya, Mumbai, 2002.
 3. Harrison, F.L., Advanced Project Management, A Structured Approach, 1992.
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PA-EC-05 e-governance and Cyber Laws:

1. e-governance - Nature and scope – Applications of IT in government – its influence on the performance of Public Organisations.
2. Implementing strategies for e-governance initiatives – scope and limits Role of Public servants under e-government initiatives-Skills required and training of public servants.
3. IT and Policy Analysis – Meaning and significance – Methods and techniques. Cyber Laws -IT Act and its impact on other laws.
4. Citizen and e-governance – citizen participation in governmental process – Its influence on democratization and decentralized decision making in Public organizations.Practical work in Computer Laboratory.

Selected Readings:

1. Bedi, Kiran et.al., Government @ Net – New governance opportunities for India, sage, New Delhi2001.
 2. Pitt, D.C., & Smith, B.C., The Computer Revolution in Public Administration, Wheatsheaf Book, U.K., 1984.
 3. Heeks, R.B. (ed)., Reinventing Government in the Information Age, Routledge, London, 2001.
 4. IIPA., Information Technology and Indian Administration, July-Sept.2000, IIPA, New Delhi.
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PA-EC-06 ICT and Knowledge Management:

Knowledge Management is a set processes that attempts to effectively use the intellectual capital to maximize Efficiency and competitiveness in Organizations. The course aims to prepare students for a career as Knowledge Managers or knowledge technologists in a wide range of environments.

1. Knowledge Management: Philosophy ; Role of Intellectual Capital in Organizational Development.- Issues in Intellectual Property Rights.
2. Tools and Technology of K.M. – ICT and Organizational System – Knowledge Mapping and Information Systems Audit.
3. Role of Human Resources Management, Technology and Culture on K.M. and Organizational Development.
4. Issues and Problems in K.M. – Knowledge Acquisition , IT Solutions, Information literacy and Research Methods.

Selected Readings:

1. Svenonius, Elaine., The Intellectual Foundation of Information Organization, MIT Press, 2000.
 2. Liebowitz, Jay & Beckman, Tom., Knowledge Organizations, St. Lucie Press, 1998.
 3. Davenport, Thamas H. & Prusak, Lawerance., Working knowledge – How Organizations manage what they know, HBS press, 1998.
 4. Knowledge Organizations – Journal by International Society for Knowledge Organizations-(e-journal- <http://is.gseis.ucla.edu/orgs/isko/isko.html>)
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****Optional Groups:****Group OA:****PA-OA-01 Management of Development Programmes:**

1. The concept of Development: Aspects of Development - Economic, Social, Political and Administrative. The concept of Development Planning.
2. The Concept of Development Administration; Administrative Change; Bureaucracy, Development and the Citizen. Bureaucracy and the Political System, and the Role of the Bureaucracy in Policymaking.
3. Rural Development Administration—Various programmes of rural development including I.R.D.P.
4. Programmes of Urban Development – Issues in population, slums and migration.

Selected Readings:

1. Arora, R.K., & Mathur, P.C.,(ed), Development Policy and Administration in India, Associated Press, New Delhi, 1986.
 2. Sapru, R.K., Development Administration, Deep & Deep, New Delhi, 1986.
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PA-OA-02 Government and NGOs:

1. Voluntary Organizations – Its role and responsibility .
2. NGOs and Social Welfare – Reasons for supplementing the functional responsibilities .
Governmental schemes for NGOs.
3. NGOs - Organization and Management -Manpower requirement and training - Financial and
Infrastructural resources. Innovations in NGOs working.
4. Social Accountability and Responsibility – End use analysis - Evaluation of performance .

Selected Readings:

1. Abha, Vijai et.al., Voluntary Organizations and Social Welfare, ABD Publishers, Jaipur,2000.
 2. IIPA., Special Number on Voluntary Organizations, July- Sept., IIPA, New Delhi.
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PA-OA-03 Management of Public Distribution Systems:

1. Development of Public distribution system in India: Policy objectives, rationale and Planning.
2. Food Policy and PDS – Role and responsibility of different agencies – Food subsidy and its impact on economy.
3. Organizational aspects of supplies and distribution of essential commodities . Identification of beneficiaries and its limitations.
4. Innovations in PDS – TPDS and Dual Pricing Policy; Issues in Food Security and Poverty Alleviation; An evaluation of the working of the TPDS.

Selected Readings:

1. Suryanarayana, G., Public Distribution System in India, Chugh, Allahabad, 1985.
 2. Dubhashi, P.R. & Jaideep Singh., Delivery Systems: Asian Experience, IIPA, New Delhi, 1996.
 3. Ojha, Ghanshyam Das., Organization and Management of Public Distribution system, Mittal, New Delhi, 1987.
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PA-OA-04 Hospital Management:

- 1) History and evolution of Hospitals – Nature and classification of Hospitals – Their structure and working.
- 2) Major aspects in Hospital Administration – Personnel, Finance Auxillary services, Emergency provisions – The role and functions of the Administrator in Hospitals.
- 3) Hospital organisation – The Status and role of the Generalist – Administrator and the Specialist in Hospital functions – The Uniqueness of Hospital Bureaucracy – Financial Administration in Hospitals.
- 4) Social Service and Hospital Administration – Its importance, role and functions; Measurement of efficiency in Hospitals-Control over Hospital Administration- External and internal.

Selected Readings:

1. Srinivasan, T.V., Hospital Administration.
 2. Goel, S.L., Hospital Administration & Management, (Vols.I,II & III), Deep & Deep, New Delhi, 1990.
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PA-OA-05 Research Methodology:

- 1) Methodological approaches to Social Sciences –The Scientific Methods (Methods in Methodology) – Meaning-Definition –Variable in general – The Dependent Variable – The Independent Variable – Parameters.
- 2) Concepts of Research – Formation of a problem – Meaning of Theory – Concepts – Laws – Experiment – Models – Deductions.- Research Design.
- 3) Collection of data – Survey method – Questionnaire Method-schedule Method – Secondary Sources- Through documents, reports and research publications- Sampling Procedure.
- 4) Statistical Method – The place of Statistics in the study of Research Method .Research Report.

Selected Readings:

1. Kaplan, Abraham., The Conduct of Inquiry.
 2. Folz, David H., Survey Research for Public Administration, Sage, New Delhi, 1996.
 3. Bhandarkar, P.C., & Wilkinson, T.S., Methodology and Techniques of Social Research, (Latest Edn).
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VEER NARMAD SOUTH GUJARAT UNIVERSITY**MPA****Semester - III****Group OB:****PA-OB-01 Public Policy Analysis:**

- 1) Influence of Social, cultural, political, economic and technological factors on Public policy processes – An under-standing of its implications and impact on policy implementation.
- 2) Policy formulation – Approach, process, methods and techniques of policy making – the machinery for public policy making with reference to India – policy making in selected sectors like Education, Energy, Health etc.
- 3) Policy implementation and evaluation – Agencies involved and their role and functions w.r.t. India.
- 4) Policy Analysis and Research – Methods and techniques for Policy Research – Role of Research Institutions.

Selected Readings:

- 1) Majcharzak, Anna., Methods for Policy Research, Sage, New York, 1984.
 - 2) Ganapathy, R.S. et.al. (eds., Public Policy and Policy Analysis in India, Sage, New Delhi, 1985.
 - 3) Mathur, Kuldeep & Bjorkman, J.N., Top Policy makers in India, Concept, New Delhi, 1994.
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PA-OB-02 Management of Public Enterprises;

1. Evolution and Rationale of Public enterprises in India – Role of Public Enterprises in the context of Planned Economy.
2. Issues in Public Enterprises – Forms of Organizations; Managerial Control; Autonomy and Functional Management.
3. Relevance of Public Enterprises in an era of Liberalization, Privatization and Globalisation ; Role of the Government – Principles of Cutback Management with reference to Public Enterprises.
4. Privatization and liberalization in Indian Context – The Experience in India – Its impact on Labour Policy.

Selected Readings:

1. Laxminarain., Public Enterprise Management and Privatisation, S.Chand & Co, Delhi, 2003.
 2. Farnham, David., & Sylvia Horton., Managing the New Public Service., Macmillan, New Delhi, 1996.
 3. Osborne, David., & Gabler, Ted., Reinventing Government, PHI, New Delhi, 1992.
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PA-OB-03 Women and Administration:

1. Gender Issues in Administration: Constitutional Provisions – Political, Social and Economic empowerment of Women. National Policy for Women Empowerment.
2. Women and Development – Policies and Developmental Programmes for women in India.
3. Women at work place – Issues, challenges and consequences.
4. Protection of Women's Rights – Human Rights and Women's Rights; Role of the National Commission for Women and Voluntary Agencies.

Selected Readings:

1. Tara Ali Baig (ed)., Women of India, Publications Division, GOI, New Delhi, 1990.
 2. Mohini Giri, V., Emancipation and Empowerment of Women, Gyan Publishing House, New Delhi, 1998.
 3. Singh, J.P.(ed)., The Indian Women: Myth and Reality, Gyan Pub. House, N.Delh, 1996.
 4. Sharma, Usha., Women's Emancipation: Rights vs Population Control, Authors Pub., New Delhi, 2001.
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PA-OB-04 Management of Local Governments:

1. Rural Management; The concept of panchayati raj; Balwant Rai Mehta Committee and Asok Mehta Committee reports; The three-tier structure – Organisation, working and role of the respective tiers; position, powers and functions of the key panchayati raj functionaries; Official-non-official relationship;
2. State level control over Panchayati Raj Institutions; An assessment of the Panchayati raj Institutions.
3. Urban Management; Evolution of Municipal Government in India; Corporations and Municipalities Notified Areas etc.
4. Status and legal framework; structure and functions; deliberative and executive organs; committee system; State Control over municipal bodies.

Selected Readings:

1. Maheswari, S.R., Local Government in India, Latest Edition.
 2. Khanna, B.S., Panchayati Raj in India, 1996.
 3. Mukopadhyaya, Alok., Municipal Government and Urban Development, IIPA, New Delhi, 1996.
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PA-OB-05 Management of Regulatory Authorities:

1. Philosophy of State Intervention and regulation of private Markets – Competitive and restrictive trade and commercial practices and its consequences on the market.
2. Development of the regulatory system: Experiences in the US – LPG, Market Economy and the role of the Regulatory Authorities/Commissions in India.
3. Role, status, objectives and functions of regulatory authorities – i.e., SEBI, TRAI, CERC and IDRAI.
4. Regulatory Authorities at the State Level – State ERA: Issues and problems of Regulatory mechanisms vis-à-vis government and clientele.

Selected Readings:

1. Kettl, Donald F., Sharing Power: Public Governance and Private Markets, The Brookings Institute, New York, 1993.
2. IIPA., Infrastructure in India's Development: Power, Transport and Communication, July-Sept.2001, IIPA, New Delhi.
3. Electricity Act, 2001. (Part X relating to Regulatory Commissions).
4. TRAI Act, 1997, 2000. Commercial Law Publishers, New Delhi, 2000.

Note: The selected readings in each of the courses mentioned above are only indicative and does not form part of comprehensive readings. Other reference materials, books and journals would be suggested by the faculty concerned during the course work.
