Course I – State, Society and Public Administration

BLOCK I – Nature of State

Unit – 1   :   Nature of State
Unit – 2   :   Changing nature of Indian State
Unit – 3   :   Relationship among the State, Society and Public Administration

BLCOK II – Perspectives on State

Unit – 4   :   Liberal and Marxist Perspectives on the State
Unit – 5   :   Gandhian Perspective
Unit – 6   :   Neo-Liberal Perspective

BLCOK III – State and Public Administration

Unit – 7   :   Role of Bureaucracy in Policy Formulation, Implementation and Analysis
Unit – 8   :   Contemporary context of Indian Bureaucracy
Unit – 9   :   Challenges to Traditional Bureaucratic Paradigm
Unit – 10   :   Concept of Good Governance
Unit – 11   :   Governmental Institutions: Towards Reforms
Unit – 12   :   New Public Management: Reinventing Government

BLCOK IV – Civil Society and Administration

Unit – 13   :   Interface between citizens and Administration
Unit – 14   :   Justice, equity and Participation
Unit – 15   :   Growing role of civil society organizations
Unit – 16   :   Democratic people's struggles: case studies
Unit – 17   :   Social participation: Issues of gender, weaker sections and environment.

BLOCK – V : Emerging Trends

Unit – 18   :   Impact of Globalisation on Administration
Unit – 19   :   Ethical Concerns in Public Administration
Unit – 20   :   Changing**,** Administrative culture, New Challenges

Course II – Administrative Theory

BLOCK I – Introduction

Unit – 1	:	Public Administration – Meaning, Nature, Scope and Importance
Unit – 2	:	Nature and Typologies of Organization
Unit – 3	:	Development and Growth of Administrative Theories

BLCOK II – Structural Approach

Unit – 4	:	Scientific Management Approach
Unit – 5	:	Administrative Management Approach
Unit – 6	:	Max Weber's Theory of Bureaucracy
Unit – 7	:	Critique of Bureaucracy

BLCOK III – Behavioural Approach

Unit – 8	:	Human Relations Approach
Unit – 9	:	Decision Making in Organizations - Herbert A. Simon
Unit – 10	:	Organizational Structure, Processes and Functioning
Unit – 11	:	Socio-Psychological Approach –Chris Argyris
Unit – 12	:	Socio - Psychological Approach – Abraham Maslow & Frederic Herzberg
Unit – 13	:	Socio-Psychological Approach: Douglas McGregor and Victor Vroom

BLCOK IV – System Approach

Unit – 14	:	Formal and Informal Organizations – Chester Barnard
Unit – 15	:	Systems Approach – David Easton
Unit – 16	:	Concept of Learning Organization
Unit – 17	:	New Organizational Culture

BLOCK – V : Emerging Approaches

Unit – 18	:	New Public Administration
Unit – 19	:	Perspective of Public Choice
Unit – 20	:	Public Administration - Critical Theory
Unit – 21	:	New Public Management Perspective
Unit – 22	:	Public Administration – Post Modern Perspective
Unit – 23	:	Administrative Theory in 21st Century – Analysis

Course III – Public Policy

BLOCK I – Introduction

Unit – 1	:	Public Policy – An area of Enquiry
Unit – 2	:	Contributions of Laswell
Unit – 3	:	Dror and Public Policy
Unit – 4	:	Context of Public Policy

(a)	Political
(b)	Socio-Historical
(c)	Economic

Unit – 5	:	Impact of Globalisation on Public Policy

BLOCK II – Approaches to Public Policy

Unit – 6	:	System Approach
Unit – 7	:	Incrementalist Approach
Unit – 8	:	Political Economy Approach
Unit – 9	:	Other Approaches

BLOCK III – Process

Unit – 10	:	Legislative, Executive and Judiciary
Unit – 11	:	Bureaucracy
Unit – 12	:	Political Parties, Pressures Groups in NGOs
Unit – 13	:	Mass Media
Unit – 14	:	Mass Movements

BLOCK IV – Evaluation

Unit – 15	:	Approaches
Unit – 16	:	Institutional Arrangements
Unit – 17	:	Impact

BLOCK V – Case Studies

Unit – 18	:	Agrarian Policy
Unit – 19	:	Education
Unit – 20	:	Reservation Policy
Unit – 21	:	Health Policy

Course IV– Public System Management

BLOCK I – Introduction: Concepts and Contexts

Unit – 1 : Public System Management: Concept, Nature, Scope and Characteristics
Unit – 2 : Distinction of Public System Management
Unit – 3 : Public System Management: Constitutional and Political Context
Unit – 4 : Public System Management: Socio, Cultural and Economic Context
Unit – 5 : Public System Management: New Technologies

BLOCK II – Governance - Concept

Unit – 6 : Governance: Role of Bureaucracy and Political Executive
Unit – 7 : Governance: Role of Legislature and the Judiciary
Unit – 8 : Accountability
Unit – 9 : Transparency and Right to Information
Unit – 10 : Networking and Inter-institutional coordination in Governance

BLOCK III – Logistics and Tools

Unit – 11 : Strategic Management
Unit – 12 : Financial Management
Unit – 13 : Materials/Logistics Management
Unit – 14 : Key Management Tools
Unit – 15 : Management Information System
Unit – 16 : Work Measurement

BLOCK IV – Emerging Trends

Unit – 17 : Selective Market Techniques
Unit – 18 : Designing Techniques
Unit – 19 : Reform and Change Management
Unit – 20 : Empowerment - Reservations
Unit – 21 : Continuity and Change in Public System Management

Course 5 – Human Resource Management

BLOCK – Introduction

Unit – 1	:	Meaning, Nature , Scope and Significance of Human Resource Management
Unit – 2	:	Strategic Human Resource Management
Unit – 3	:	Human Resource Planning and Strategy

BLOCK II – Recruiting and Maintaining HRS

Unit – 4	:	Job Analysis and Job Design
Unit – 5	:	Recruitment and Outsourcing
Unit – 6	:	Performance Appraisal and Promotion
Unit – 7	:	Remuneration and Salary System
Unit – 8	:	Rewards and Salary System
Unit – 9	:	Employee Benefits

BLOCK III – Developing HRS

Unit – 10	:	Training and Development
Unit – 11	:	Redeployment and Reskilling
Unit – 12	:	Learning and Development
Unit – 13	:	Management Development
Unit – 14	:	Employee Capacity Building Strategies
Unit – 15	:	Total Quality Management

BLOCK IV – Industrial Relations

Unit – 16	:	Employee Health and Safety
Unit – 17	:	Human Resource Management and Employee Involvement
Unit – 18	:	Industrial Relations
Unit – 19	:	Discipline and Grievance

BLOCK V – Human Resource Effectiveness

Unit – 20	:	Human Resource Management Effectiveness
Unit – 21	:	Human Resource Audit
Unit – 22	:	Managing Change at the Workplace
Unit – 23	:	Stress Management

Paper: 06 - INDIAN ADMINISTRATION

BLOCK – 1: Historical Background of Indian Administration

1. Ancient Indian Administration - Mouryan, Guptas' Administration
2. Mughal Administration
3. British Administration
4. Contemporary Context of Indian Administration

BLOCK – II: Administration at Union Level

5. Role of President in Indian Administration
6. Administration of Union Legislature in India
7. Parliament at Work - Parliamentary Committees
8. Role of Council of Ministers in Indian Administration - Cabinet Committees
9. Cabinet Secretariat, Prime Minister's Office

BLOCK – III : Administration of Constitutional Bodies

10. Election Commission
11. Central Vigilance Commission
12. National Human Rights Commission
13. Comptroller and Auditor General
14. Union Public Service Commission
15. Administration of Judiciary

BLOCK – IV: Administration at State Level

16. Role of Governor in State Administration
17. Role of Council of Ministers in State Administration
18. State Secretariat – General Administration
19. District Administration
20. Local Administration – Rural -Urban

BLOCK – V: Emerging Trends & Issues in Indian Administration

21. E-Governance – CARD, E-Seva, SMART etc
22. Out Sourcing of Services
23. Social Audit – Civil Society Participation
24. Role of Employee Associations in Indian Administration
25. Planning in India

Paper: 07 - RURAL GOVERNANCE

BLOCK -I: Rural Governance

Unit - 1   Socio-Economic and Political Context of Rural Development

Unit - 2   Approaches to Rural Development

(Gandhian, Liberal, Marxian and Participatory)

Unit- 3   Rural Development Strategies: An overview

Unit - 4   Rural Development Experiences of other Countries - China and Bangladesh

BLOCK -II: Policies and Programmes

Unit - 5   Programmes for Rural Water and Sanitation Programms

Unit - 6   Social Security - Old Age Pensions

Unit - 7   Food security - Public Distribution   System

Unit – 8   Women and Child Welfare Programmes - ICDS, DWACRA

Unit - 9   Agricultural Policies and Programms in India

BLOCK - III: Management of Natural Resources and Infrastructure

Unit - 10   Rural Infrastructures - Power, Transport, Roads and Housing

Unit - 11   Livelihoods Programmes - Asset and Wage Oriented Programmes

Unit - 12   Structural Reforms : Land Reforms (Indira Prabha)

Unit - 13   Forest Management - Scheduled Tribes and other Traditional Forest Dwellers

Act, 2006

BLOCK - IV: Institutions for Rural Development

Unit - 14   Administrative Structures at Centre, State and District Level

Unit - 15   Panchayatiraj Institutions (Evolution and Reforms)

Unit - 16   Institutions for Rural Credit: Cooperatives,

Unit – 17   Banks, MACS

Unit - 18   Organizations of Poor - Society for Elimination of Rural Poverty (SERP)

Unit – 19   Non Governmental Organizations and Rural Development

Unit - 20   Community Based Organizations and Rural Development

BLOCK -V: Issues in Rural Development

Unit - 21   Public Private Partnership in Rural Development
Unit - 22   DPC and Micro Planning

Unit - 23   Right to Information Act and Social Audit

Unit -24   Globalization and Rural Development

Paper: (08) Urban Governance

BLOCK - 1:   Urbanization and Urban Strategies

Unit 1. Urbanization Trends and Challenges

Unit 2. Good Urban Governance – Concept and Principles   -

Unit 3. Urban Policies and Strategies

BLOCK - 2:   Urban Governance - I

Unit 4. ULBs - Forms and Functions

Unit 5. Councils and Committees

Unit 6. Municipal Finance Framework

Unit 7.   Municipal Financial Management

Unit 8. e. Governance

Unit 9.   Recent Trends in Urban Governance

BLOCK - 3:   Urban Governance - II

Unit 10. Administrative Organization – Central, State and ULB Levels

Unit 11. Executive and Personnel System

Unit 12. Urban and Regional Development

Unit 13. Metropolitan Governance

BLOCK - 4:   Administration of Urban Services

Unit 14. Administration of Development Programs

Unit 15. Water supply, drainage, sewerage, sanitation

Unit 16. Urban Transportation

Unit 17. Urban Environment

BLOCK - 5:   Urban Poverty

Unit 18. Concept, Trends and, Strategies

Unit 19. Urban Poverty Programs

Unit 20. Urban Housing

Unit 21 . Institutional arrangement for urban poverty reduction

BLOCK - 6:   Accountability and Civic Engagement

Unit 22. Accountability

Unit 23. Civic Engagement

Unit 24. Urban Knowledge Management

Unit 25.Urban Futures and Challenges

Paper: 09 - E- GOVERNANCE

BLOCK – I: Introduction
1. Governance and Good Governance
2. Governance in Digital Age
3. Meaning, Scope and Importance of e-Governance

BLOCK – II: Concepts
4. Evolution of Computer and
5. Models of e-Governance
6. Theories and Perspectives of e-Governance
7. Public Private Partnerships
8. Geographical Information Systems
9. e-Governance Policies at National and State Levels and IT Act
10. Citizens Access to Information – Right to Information Act
11. National e-governance Plan

BLOCK – III: Applications
12. e-Governance in Rural Development
13. e-Governance in Urban Administration
14. e-Governance and Citizen Services
15. e-Commerce

BLOCK – IV: Cases
16. e-Literacy: Akshaya
17. Electronic Citizen Service: e-Seva
18. Digitalization of Land Records Administration: Bhoomi
19. Property Registration: Card and Kaveri
20. Automation of District Collectorate: DC Suite Palakkad and Thirvarur

BLOCK – V: Issues
21. e-Readiness
22. Digital Divide (Gender, Geographical, Economical, Social and Political)
23. e-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models)
24. e- Governance: Issues and Challenges (Resistance to Change, Laws, Skills, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms)

BLOCK – I: Nature and Types of Social Science Research

Unit-1	:	Social Science Research nature, importance
Unit-2	:	Objectivity in Social Science Research
Unit-3	:	Traditional Research Methods
Unit-4	:	Scientific Method
Unit-5	:	Case Study Method
Unit-6	:	Selection of the Research Problem
Unit-7	:	Research Design
Unit-8	:	Hypothesis

BLOCK –II: Methods of Data Collection

Unit -9	:	Sources of Data
Unit-10	:	Survey Method
Unit-11	:	Observation
Unit-12	:	Questionnaire
Unit-13	:	Interview Method
Unit-14	:	Content analysis
Unit-15	:	Field Study Problem

BLOCK-III : Techniques of Measurement

Unit-16	:	Sampling Techniques
Unit-17	:	Scaling Techniques
Unit-18	:	Use of Computers in research

BLOCK-1V : Methods of Data Analysis

Unit-19	:	Data Processing
Unit-20	:	Data Analysis

BLOCK – V : Interpretation and Report Writing

Unit-21	:	Preparation of Research Report
Unit-22	:	Social Science Research: Problems and Issues