

Institutes of Governance In Public Policy

Dr. Ram Manohar Lohia Avadh University Faizabad

Post Graduate Programme in Public Policy and Governance

SEMESTER-I

Paper -101 (1ST PAPER)

INTRODUCTION TO PUBLIC ADMINISTRATION AND MANAGEMENT

Course Objective The importance of public administration derives from its crucial role in the governing of a society. All the great human events in history were probably achieved by what we today would call public administration. Organization and administrative practices in collective or public settings are as old as civilization. This foundation course is set to analyze the transformations in public administration with emphasis on current initiatives and emerging challenges in the field. Students are introduced to the study of public administration in a fast changing environment of globalized phenomenon.

Unit I

Introduction a) Meaning, Nature, Scope and importance of Public Administration b) State and Evolution of Public Administration and present status c) Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow d) Globalization and Public Administration

Unit II: Approaches a) Classical Approach b) Human Relations and Behavioural Approach c) Ecological Approach

Unit III: Principles of Public Administration a) Division of Work and Coordination b) Hierarchy, Unity of Command and Span of Control c) Delegation, Centralization and Decentralization d) Line and Staff

Unit IV: Concepts of Public Administration a) Administrative Planning b) Leadership and Supervision c) Communication and Public Relations

Unit V: Emerging Trends a) Public Accountability and Social Accountability b) New Public Administration : Minnowbrook I,II& III c) New Public Management d) Public Administration in Transition

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Select References: Avasthi & Maheshwari (2012), Public Administration, Lakshminarayan Agarwal, Agra Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire. Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris. Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi. Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe. Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi. Jan-Erik Lane, (2000) New Public Management: An Introduction, Routledge, London. Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, (eds.), (2013), Administrative Thinkers, Sterling, New Delhi. Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe. Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003 O'Leary, Rosemary et al. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town university Press, DC Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970 UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975. Wilson, Woodrow, "The Study of Administration," Political Science Quarterly 2 (June 1887)

SEMESTER – I

Paper- 102 (2nd paper)

INTRODUCTION TO PUBLIC POLICY AND GOVERNANCE

Course Objective The field of public policy has assumed considerable importance in response to the increasing complexity of the government activity. The advancements of technology, changes in the social organization structures, rapid growth of urbanization added to the complexities. The study of Public Policy aspires to provide an in-depth understanding of the ills prevailing in the society and aids to identify the solutions for them. Public policy is an important mechanism for moving a social system from the past to the future and helps to cope with the future. The main objective of this foundation course is to provide an opportunity to the student to learn the basic areas of public policy on the largest gamut of its canvas.

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UNIT- I: Introduction: a) Nature, Scope and Importance of Public Policy b) Evolution of Public Policy and Policy Sciences c) Public Policy and Public Administration

UNIT- II: Approaches to Public Policy Analysis a) The Process Approach b) The Logical Positivist Approach c) The Phenomenological Approach d) The Participatory Approach and Normative Approach

UNIT- III: Theories and Process of Public Policy Making a) Theories and Models of Policy Making b) Perspectives of Policy Making Process c) Institutions of Policy Making

UNIT- IV: Policy Implementation and Evaluation a) Concept of Policy Implementation b) Techniques of Policy Implementation c) Concept of Policy Evaluation d) Constraints of Public Policy Evaluation

UNIT- V: Globalization and Public Policy a) Global Policy Process b) Transnational Actors: Impact on Public Policy Making c) Impact of Globalization on Policy Making

Select References Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe Brewer, Gary D., and Peter de Leon (1983), The Foundations of Policy Analysis, Homewood, IL.: The Dorsey Press. Dahl, Robert and Charles Lindblom, (1976), Politics, Economics and Welfare, New York, Harper. Dror.Y, (1989), Public Policy making Re-examined, 2nd ed., San Francisco, Chandler. Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition. Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycles and Policy Subsystems, OUP, Toronto. Jones, C.O., (1970), An Introduction to the Study of Public Policy, Belmont, Prentice -Hall. Lerner, D. and H.D.Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press. Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process,

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3rd ed., New Jersey., Prentice - Hall. McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall. Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York. Nachmias, David, (1979), Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press. Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press

SEMESTER-I

Paper-103 (3rd Paper)

Comparative Public Administration: Perspectives & Issues

Course Objective Comparative Public Administration is the youngest discipline among the family of social sciences. As an academic discipline, it came into existence in the post Second-World War period. The comparative study of administrative system has grown up with the comparative study of cross-cultural and cross-national settings. This course presents a comparative out look of performance of government, bureaucracy and institutions of developed and developing countries.

UNIT I: Introduction: a) Nature, Scope, Characteristics and Importance of Comparative Public Administration b) Evolution of Comparative Public Administration c) International Comparative Public Administration d) Critique of Comparative Public Administration

UNIT II: Approaches a) Bureaucratic Approach b) General Systems Approach c) Decision Making Approach d) Ecological Approach

UNIT III: CPA: Contributions of F. W. Riggs a) Structural-Functional Approach b) Theory of Prismatic Society c) Development Models

UNIT IV: Comparative Administrative Systems a) Classical Administrative System – France b) Developing Administrative System – India c) Developed Administrative Systems – USA and UK d) Modern Administrative Systems – Japan and Korea

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UNIT V: Development Administration a) Nature, Scope and Elements of Development Administration b) Goals and Challenges of Development Administration c) Models of Development Administration: Sustainable Development, Human Development & Inclusive Development

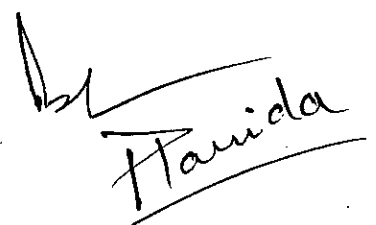
References: Ali Farazmand, (2001) Handbook of Comparative and Development Public Administration, Marcel Dekker, NY. Esman, Milton J. (1970). CAG and the study of public administration. In F. W. Riggs (Ed.), The frontiers of development administration (pp.41-71). Durham, North Carolina: Duke University Press. Heady, F (1996). Public administration: A comparative perspective (5th ed.). New York: Marcel Dekker. Heaphey, J. (1968). Comparative public administration: Comments on current characteristics. Public Administration Review, 28(3), 242-249. Montgomery, J. (1966). Approaches to development politics, administration and change, New York: McGraw Hill. Pai Panandikar, V.A. (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1), 34-44. Raphaeli, N. (1967). Readings in comparative public administration, Boston, Massachusetts: Allyn and Bacon. Riggs, F. W. (1970). The ecology of administration. Bloomington: Indiana University. Riggs, F.W. (1956). Public administration: A neglected factor in economic development. Annals of the American Academy of Political and Social Sciences, No.305, Agrarian Societies in Transition (May 1956), 70-80. Swerdlow, I. (1963). (Ed.) Development administration: concepts and problems. Syracuse, New York: Syracuse University Press. W.E. Weidner (Ed.)(1970), Development administration in Asia, Durham, North Carolina: Duke University Press. Waldo, D. (1963). Comparative public administration prologue, performance and problems. Indian Journal of Political Science, 24(3), 177-216. Weidner, W. E. (1970a). (Ed.), Development administration in Asia, Durham, North Carolina: Duke University Press.

SEMESTER-I

Paper -104 (4th paper)

INDIAN CONSTITUTION ADMINISTRATION AND GOVERNANCE

Course Objective the Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizens aspire



to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

UNIT 1: Indian Constitution: a) Nature of the Constitution Salient features – Preamble b) Fundamental Rights, Directive Principles - Fundamental Duties c) Amendments of the Constitution: Procedure for Amendment– Emergency Provisions.

UNIT II: Centre – State Relations and Local Self Government a) Distinctive features of Indian Federation b) Legislative, Administrative and Financial relations between the Union and the States c) Decentralization Experiments in India – 73rd and 74th Amendments and their implementation.

UNIT III: State Government a) Governor, Chief Minister and Council of Ministers b) Secretariat and Directorates c) Changing Nature of District Administration and the role of District Collector.

UNIT IV: Accountability & Control a) Legislative, and Executive Control b) Judicial control and Judicial Review c) Right to Information Act

UNIT V: Social and Welfare Administration in India 1) Reservations for SC, ST and Backward classes 2) National SC and ST Commission; Women's Commission 3) Minorities Commission and Human Rights Commission.

Select References: Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra. Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi. Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra. Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi. Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad Pylee, M.V (2009), An Introduction to the Constitution of India, Vikas, New Delhi Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi. Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press. Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House

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Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta, The Constitution of India, Government of India, 2009. Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi.

SEMESTER-II

Paper-201 :(1ST Paper)

Public Policy: Introduction, Formulation Implementation and Evaluation

Unit I: Public Policy: Introduction: Meaning, Nature, Scope and Significance; Policy Cycle, Policy Science, Policy Change, and Models of Public Policy, Non-State Actors & Public Policy, AGENDA 2030, MDGs/SDGs.

Unit II : Policy Formulation: Structure and Process, Role of Various Agencies, Inter Governmental Relations, Constraints in Policy Formulation, Policy Making Indices & Post Globalised Scenario.

Unit III: Policy Implementation: System and Models, Role of Various Agencies, Problems, Monitoring of Public Policy: Importance and Approaches, Constraints and Remedial Measures.

Unit IV: Policy Evaluation and Impact: Understanding Policy Evaluation, Ascertaining Policy Impact, Evaluation Techniques: Social Cost Benefit Analysis, Input - Output Analysis, Sectoral Policies in India: Health, Education, Agriculture, Telecom and Environment.

Books Recommended:

1. Anderson, James E. : Public Policy making, Praeger, New York, 1975
2. Dror, Y.: Public Policy Making Re-examined, Chancellor, Pennsylvania, 1968
3. Sahani, P.: Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987
4. Saigal, Krishna, Public Policy Making in India : An Approach to Optimisation, Vikas, New Delhi, 1983
5. Madan, K.D. et. al, - Public Policy making in I Government; Publication Division, Ministry of Information and Broadcasting, New Delhi, 1982
6. Bertcih, Garg, K. Robert P. Clark and David m. Wood, Comparing political System : Power and Policy in Three Worlds, Macmillan, New York, 1986
7. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation ; Sterling, New Delhi, 2000
8. UNDP/ WHO/ HDI Websites.



SEMESTER-II
Paper-202:(2nd Paper)
RESEARCH METHODOLOGY

Course Objective Research in common parlance refers to a search for knowledge. We can define research as a scientific and systematic search for pertinent information on a specific topic. In fact, research is an art of scientific investigation. Research Methods for Social Science explains different research methods used today for conducting research in particular with public administration, governance and public policy. This course is intended as a sound introduction to study the research methods with an objective of understanding the difference between qualitative and quantitative research and able to use appropriate tools and techniques for problem solving.

UNIT –I Introduction a) Meaning, Objectives, Scope and Importance of Social Science Research b) Types of Research c) Objectivity in Social Science Research d) Trends on Research in Public Policy and Governance

UNIT - II: Methods of Research a) Scientific Method b) Case Study Method c) Survey Method d) Content Analysis

UNIT – III: Research Design a) Identification of Research Problem b) Hypothesis and Procedure of Hypothesis testing and Estimation c) Preparation of Research Design

UNIT - IV: Methods of Data Collection a) Methods of Data Collection Primary Sources b) Observation; Questionnaire and Interview c) Secondary sources of Data Collection - Use of Library and Internet

UNIT - V: Sampling and Report Writing a) Sampling, Sampling Techniques and Scales of Measurement b) Analysis of Data and Use of computers in Social Science Research c) Citing and Ethics of Research in Public Administration d) Research Report Writing

Select References Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill. Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press. Burton,Dawn (Eds.) (2000)Research Training for Social Scientists, Sage Publications, New Delhi,.



Chawla Deepak and Neena Sondhi (2011), Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi. Garson G. David(1999), IT and Computer Applications in Public Administration, Idea Group Inc. Gerber Eller (2013), Public Administration Research Methods- Tools for Evaluation and Evidence based practices, Routledge, NY. Goode William J. and Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book Company, USA. Gupta S.P. (2011), Statistical Methods, Sultan Chand and Sons, New Delhi. Kothari, C.R. and Gaurav Garg (2014), Research Methodology- Methods and Techniques, New Age, New Delhi. Locke, L. F., et.al (2007), Proposals that Work: A Guide for Planning Dissertations and Grant Proposals. New Delhi: Sage. Loseke, Donileen R. (2013), Methodological Thinking. New Delhi: Sage. McNabb David E (2013). Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, M.E. Sharpe. Miller Gerald J., Kaifeng Yang(2007) Handbook of Research Methods in Public Administration, CRC Press. Mishra S.K., J.C. Binwal(1991), Computer in Social Science Research, Har- Anand, New Delhi. White Jay (Eds.)(1994), Research in Public Administration: Reflection on Theory and Practice, Sage London.

SEMESTER-II

Paper - 203: 3rd paper

Public Personal Management with Special Reference to India

Unit – I

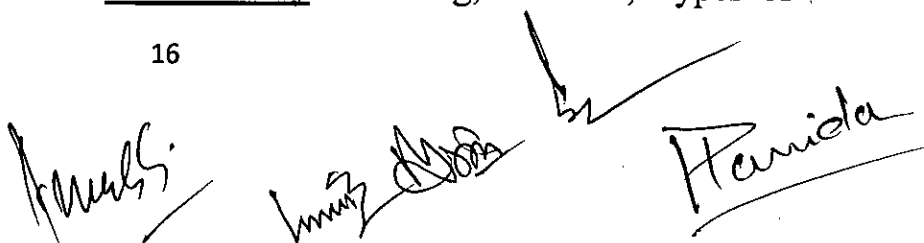
Introduction: Meaning, Nature and Scope of Management, Level of Management, Difference between Administration and Management. Management Function: Planning, Organising, Staffing, Directing, Coordination, Reporting, Budgeting and Decision Making.

Unit – II

Management Technique: Public Relation, Cost Benefit Analysis (CBA), Group Dynamics, Cybernetics, PERT & CPM, New Public Service Model (Robert Dehardt). Human Resource Development, Participative management, O&M., Globalization and Management: The changing International Scene, Role of Multinational Companies.

Unit – III

Public Personnel Administration: Meaning, Nature, Scope and Significance, Evolution of Public Personnel Administration, Functions of Personnel Administration, Personnel Policies. **Bureaucracy**: Meaning, Features, Types of



Bureaucracy, Role in Democratic System, Neutrality vs. Commitment, Anonymity, Generalist and Specialist.

Unit – IV

Classification of Services: Position and Rank classification, Recruitment and Recruitment Agencies – UPSC and SPSCs, Training, Promotion.

Unit – V

Service Conditions and Discipline: Accountability, Transfer, Integrity in Administration, Performance Appraisal, Retirement Benefits Employer – Employee relations : Joint Consultative Machinery (Whitley Council)

Books Recommended

Text Book

- S.L. Goel, *Modern Management Techniques*, New Delhi, Deep and Deep Publication, 2002.
- Harold Koontz and Heinz Weihrich, *Essential of Management*, McGraw Hill Publishing Co., Singapore, 1992.
- S.L. Goel, *Modern Management Techniques*, New Delhi, Deep and Deep Publication, 2002
- R.D. Agrawal, *Organization and Management*, Tata McGraw-Hill, New Delhi, 1997
- Massie, Joseph L., *Essential of Management*, Perentice Hall of India, 1986.
- Glenn O'Stahl , *Public Personnel Administration.*, Harper and Row Publishers, New York, 1983
- Goel, S.L. and Salini Rajneesh, *Public Personal Administration: Theory and Prattice*, Deep & Deep Pvt. Ltd. New Delhi, 2008.
- V.M. Sinha : *Personnel Administration*, RBSA Publication, Jaipur, 1986.
- S.K. Kataria ; *Karmik Prashasan*, (Hindi), Jaipur: RBSA Publishers, 2008.

Additional Readings

- G.E. Caiden, *Dynamics of Public Administration: Guidelines to Current Transformation in Theory and Practice*, New York, Holt, 1971.
- P.R. Dubhashi, *The Profession of Public Administration*, Pune, Subhadra, Saraswat, 1980.

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- *Perry Hand Book of Public Administration*, Jossey Bass, San Francisco, 1989
- N. Henry, *Public Administration and Public Affairs*, New Delhi, Prentice Hall, 1999.
- P.R. Dubhashi, *Administrative Reforms*, B.R. Publishing Corporation, New Delhi 1986
- Harold Koontz and Heinz Weihrich, *Essential of Management*, McGraw Hill Publishing Co., Singapore, 1992.
- Peter Drucker, *Management: Challenges of the Twenty First Century*, Oxford, Butterworth Heinemann, 2001
- S.L. Goel, *Modern Management Techniques*, New Delhi, Deep and Deep Publication, 2002
- R.D. Agrawal, *Organization and Management*, Tata McGraw-Hill, New Delhi, 1997
- D.J. Gayle and J.N. Goodrich (ed.) *Privatization and Deregulation in Global Perspective*, London, Pinter, 1990.
- Peter Drucker, *Management: Challenges of the Twenty First Century*, Oxford, Butterworth Heinemann, 2001

SEMESTER – II

Paper-204 (4th paper)

Financial Policy and Administration with Special Reference to India

Course Objective Finance is the fuel for the engine of public administration and it was defined as government is finance. This is quite correct, because almost everything the government does, require money. This course provides an overview of the activities, participants, and politics involved in the collection, custody, and expenditure of public revenue at various levels of government. Upon successful completion of this course, students should be able to have knowledge of basic principles in public finance, accounting, and auditing that relate to public budgeting and the budgetary process.

UNIT- I: Financial Administration: Meaning ,Nature& Scope, General Principles of Financial Administration, Planning Machinery & New Economic Order, Five Year Plans ,Economic & Social Aspects Working OF Finance & Planning Commission, N.D.C. Public Finance: Evolution, Meaning and Scope b) Public Revenue: Meaning, Need, Classification and Principles of Revenue c) Public Expenditure: Meaning, Need and Classification.

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UNIT- II: Budget and Governance a) Public Budget: Meaning, Purpose and Significance b) Budget Preparation, Enactment and Execution c) Types of Budget: Line-Item Budget, Performance Budget, PPBS and Zero –Based Budgeting d) Gender Budget, Green Budget and Sun Set Legislation

UNIT- III: Financial Management in India a) Fiscal Federalism- Center State Financial Relations, Distribution of Resources b) Finance Commission – Composition, Powers, Functions and Role c) Fiscal Management: Public Debt and Deficit Financing d) Monetary Policy and Fiscal Policy

UNIT- IV: Tax Governance a) Tax Governance in India b) Principles of Taxation and Tax Administration in India c) Priorities for Improving Tax Governance

UNIT- V: Control over Finances a) Accounting and Audit Reforms in India b) Types of Audit- Internal and External Audit- Standards of Public Accounting c) Parliamentary Financial Committees and Comptroller & Auditor General of India

Select References: Brigham Eugene F. (2011), Financial Management : Theory and Practice, Cengage Learning India. CABRI/OECD (2008) Survey of budget practices and procedures. OECD. Campos E & Pradhan S (1995) Budgetary institutions and expenditure outcomes. Washington DC: World Bank. Carlos , Santiso(2009) The Political Economy of Government Auditing, Taylor and Francis Chen Greg G et. al (Eds) (2008), Budget Tools: Financial Methods in the Public Sector, CQ Press. Government of India, Second Administrative Reforms Commission, Fourteenth Report, Strengthening Financial Management, Systems, April 2009. L.K.Jha (1986), Economic Administration in India – Retrospect's and Prospect, New Delhi: IIPA Lee Robert D. Jr., et al (Eds) (2007), Public Budgeting Systems, Jones & Bartlett Learning. Mahajan Sanjeev Kumar and Anupama Puri Mahajan (2014), Financial Administration in India, PHI Learning, Delhi Mikesell, John (2010), Fiscal Administration, Cengage Learning. Pritchard W (2010) Taxation and state building: Towards a governance focused tax reform agenda. IDS Working Paper R.K. Lekhi and Joginder singh(2013), Public Finance, Kalyani Publishers, New Delhi. Rabin Jack, W. Bartley Hildreth, Gerald J. Miller (2006) Handbook of Public Financial Management, Taylor & Francis Group. Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi. Steppan J. Beiley (1995), Public Sector Economics: Theory, Policy and Practice,

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London Wang Xiaohu (2010), Financial Management in the Public Sector: Tools, Applications, and Cases, M. E. Sharpe. World Bank (2007) Strengthening World Bank group engagement on governance and anticorruption. Washington DC .

SEMESTER – III
Paper-301(1st paper)
PUBLIC POLICY-CONCEPTS AND MODELS

Course Objective Public policy making is not merely a technical function of government; rather it is a complex interactive process influenced by the diverse nature of socio-political and other environmental forces. Public policies in the developing countries possess certain peculiarities of their own by virtue of being influenced by an unstable socio-political environment, and face various problems and challenges. This course outline of concepts and models provide useful guidance and helps the students to undertake a comprehensive investigation for the suitable models to analyze our policy making process.

UNIT- I: Models of Public Policy -I a) Vilfredo Pareto: Optimality and Improvement b) John Rawls: A Theory of Justice c) Almond Gabriel : Interest Aggregation and Articulation.

UNIT- II: Models of Public Policy - II a) Harold Lasswell : Policy Sciences b) Yehezkel Dror : Mega Policy and Meta Policy c) Charles Lindblom: Incrementalism .

UNIT- III: Models of Public Policy - III a) William Niskanen: Budget Maximizing Model b) Elinor Ostrom : Institutional Rational Choice c) Amartya Sen : Development as Freedom.

UNIT- IV: Concepts of Public Policy: a) Institutionalism b) Process: Policy as a Political Activity c) Public Choice d) Strategic Planning.

UNIT- V: Theories a) Game Theory b) Group Theory c) Elite Theory d) Systems Theory .

Select References Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press. Bardach,

Eugene (1977), *The Implementation Game: What Happens After a Bill Becomes a Law*, Cambridge, MA: MIT Barker, Anthony, and B. Guy Peters (eds.), (1993), *The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy*, Ithica, NY: University of Pittsburgh Press. Barzelay, Michael (1992), *Breaking Through Bureaucracy: A New Vision for Managing in Government*, UCP, Berkeley, CA Bergerson, Peter J. (ed.), (1991), *Teaching Public Policy: Theory, Research and Practice*, Westport, RI: Greenwood Press Birkland Thomas A., (2005), *An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making*, Armonk; M.E. Sharpe Dror.Y, (1989), *Public Policy making Re-examined*, 2nd ed., San Francisco, Chandler. Dye Thomas (2008), *Understanding Public Policy*, Singapore, Pearson Education Fischer, Frank, (1995), *Evaluating Public Policy* Chicago: Nelson Hall. Hill Michael, (2005), *The Public Policy Process*, Harlow, UK; Pearson Education, 5th Edition. Jay M. Shafritz (ed) (1998), *International Encyclopedia of Public Policy and Administration*, Westview Press John Rawls (1971), *A Theory of Justice*, Harvard University Press. John, Peter, (2012), *Analysing Public Policy*, 2nd ed., Routledge, Taylor and Francis Group, London. Lasswell Harold, (1971), *A Preview of Policy Sciences*, New York, Elsevier. Lerner, D. and H.D.Lasswell (eds.), (1951), *The Policy Sciences*, Stanford, Stanford University Press. Lindblom, C.E., and E.J., Woodhouse, (1993), *The Policy making Process*, 3rd ed., New Jersey., Prentice - Hall. McCool, Daniel C. (ed.), (1995), *Public Policy Theories, Models, and Concepts: An Anthology*, NJ: Prentice-Hall.

SEMESTER – III
Paper-302 (2nd paper)
PUBLIC POLICY ANALYSIS

Course Objective The course is designed to introduce students to the analysis of public policy with a comprehensive perspective on the field. It assesses key incentives and constraints that are inherent in the policy process and introduces models that seek to provide an analytical framework. It also presents an approach and fundamental techniques to perform policy analysis and enable students to decide on appropriate methods of policy analysis. The guiding theme throughout the course is running through the contemporary debates of the field.

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UNIT- I: Theoretical Perspectives a) Policy Cycle Framework b) Policy Process Network c) Political Feasibility.

UNIT- II: Types of Policy Analysis a) Empirical, Normative Policy Analysis b) Retrospective/Prospective Analysis c) Prescriptive and Descriptive Analysis.

UNIT- III: Actors in Policy Analysis a) Government Institutions b) International Donor Agencies c) Multinational and Transnational Agencies d) Media and Civil Society.

UNIT- IV: Techniques a) Cost Benefit Analysis b) Management by Objectives (MBO) c) Operations Research d) Programme Evaluation and Review Technique (PERT) & Critical path Method (CPM).

UNIT- V: Constraints on Public Policy a) Economic Constraints on Public Policy b) Political Feasibility: Interests and Power c) Institutional Constraints on Policy d) Social and Cultural Factors: Constraining and Enabling Policy Reversals

Select References Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press. Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT Barker, Anthony, and B. Guy Peters (eds.), (1993), The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy, Ithaca, NY: University of Pittsburgh Press. Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education Gerston Larry N., (2004), Public Policy Making: Process and Principles, Armonk, M.E. Sharpe Hill Michael, (2005), The Public Policy Process, Harlow, UK; Pearson Education, 5th Edition. Howlett, Michael, and M. Ramesh, (1995), Studying Public Policy: Policy Cycles and Policy Subsystems, OUP, Toronto. Jay M. Shafritz (ed) (1998), International Encyclopedia of Public Policy and Administration, Westview Press John, Peter, (2012), Analysing Public Policy, 2nd ed., Routledge, Taylor and Francis Group, London. Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall. McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall.



Michael Howlett and M.Ramesh (2003), Studying Public Policy, (Ontario: Oxford University Press), Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York. Pal, Leslie A., (1992), Public Policy Analysis: An Introduction, 2nd ed. Toronto: Nelson. Xun Wu et.al (2013), The Public Policy Primer, Routledge, London

Semester-III
Paper-303(3rd paper)
Innovations in Governance

Course Objective: Public governance is one of the most important scorching topics in the world of administration. It depicts the profound changes both in government and public services caused by both external pressures and internal tensions. Administrative and bureaucratic hierarchies are being transformed into complex settings of public governance. The main objective of this course is - how these governance processes and structures should be changed in order to achieve better results from social, political and economic points of view. This course provides a contextual view for innovations in public governance in which the main purpose is to introduce innovations which make a real difference in public governance.

UNIT - I: Introduction a) Innovations in Governance: Perspectives and Challenges b) Characteristics and Patterns of Innovations c) Institutional Framework for Promoting Innovations d) Public Governance and Innovations: Administrative Reform to Innovation Discourse

UNIT - II: Understanding Innovations a) Innovation for Achieving a Quality of Life b) Methodological Approach for studying best Practices c) Capacities for Innovation and Best Practices

UNIT - III: Innovations in Governance and Public Services a) Innovations in Public Services: An Historical Perspective b) Innovation Capacity in Organizations c) Leadership and Innovation d) Innovations in different sectors – General Administration, Urban Administration, Health Administration, Private Sector, Agriculture, etc

UNIT – IV: Transferability of Best Practices and Innovations a) The Ombudsman against Corruption b) Technology and Changing Nature of Organizations c) Best Practices of Knowledge Management Framework d) Diffusion of Innovation in a Development Context

UNIT - V: Issue Areas a) Originality and Replication of Innovations b) Innovation with or Without Improvement c) Citizen Participation in Government Innovations d) Research in Innovative Governance

Select References: Anttiroiko et.al. (Eds.) (2011), Innovations in Public Governance, IOS Press. Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications. Borins, S. (2001), The Challenge of Innovating in Government (PricewaterhouseCoopers Endowment for the Business of Government,) Governance Innovators Network, <http://www.innovations.harvard.edu/> Innovations in Governance and Public Administration: Replicating what works, (2006) Department of Economic and Social Affairs, United Nations, New York Jean Hartley (January 2005), Innovation in Governance and Public Services: Past and Present, Public Money & Management, pp.27-36. Newman, J., Raine, J. and Skelcher, C. (2000), Innovation in Local Government: A Good Practice Guide (DETR, London). Peters, B. Guy (1996) The Future of Governance: Four Emerging Models, pp. 1-20. Pollitt, C. and Bouckaert, G. (2000), Public Management Reform: A Comparative Analysis (Oxford University Press, Oxford). Sandford Borins, ed., (2008), Innovations in Government Research, Recognition, and Replication, Brookings Institution Press. Stephen P. Osborne, Ed.,(2001), The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance. London: Routledge Walker, R., Jeanes, E. and Rowlands, R. (2002), Measuring innovation: Applying the literature based innovation

Semester -III

Paper-304(4th paper)

MEASURING GOVERNANCE

Course Objective The use of governance indicators, as applied to developing countries, has grown spectacularly in recent years. The governance indicators contribute to the growing empirical research of governance with advocacy tools for policy reform and monitoring. The indicators, and the underlying data behind

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them, are part of the current research and opinions that have reinforced the experiences and observations of reform-minded individuals in government, civil society, and the private sector. The main objective of this course is to present various methodologies of measuring governance and facilitate the students to have knowledge of the Human Development Indicators, Corruption perceptions Index with a comparative outlook of developing and developed countries.

UNIT - I: Introduction a) Measuring Governance: Need and Significance

b) Measuring Governance: Methodological Plurality

c) Measuring Governance: Inadequacy of Existing Measurement

UNIT - II: World Wide Governance Indicators (WGI)

a) Voice and Accountability

b) Political Stability and Absence of Violence

c) Government Effectiveness and Regulatory Quality

d) Rule of Law and Control of Corruption

UNIT - III: Models of Measuring Governance a) Procedural Measure b) Capacity

Measure c) Output Measure d) Autonomy Measure

UNIT - III: Measuring Governance Agencies a) UNDP Human Development Report: Human Development Index b) Transparency International: Corruption Perceptions Index c) Global Integrity: Innovations for Transparency and Accountability

UNIT - V: Governance & Human Development Indicators: A Comparison a) India

b) China c) Norway d) United States of America

Select Readings: Ali Farazmand (2004), Sound Governance: Policy and Administrative Innovations, Praeger Publishers, West Port. Bevir, Mark, 2013, The Sage Handbook of Governance, Sage Publications Ltd, London. Francis Fukuyama (2013), What is Governance?, Working Paper 314, Center for Global Development, NW, Washington, DC. Kathe Callahan (2007), Elements of Effective Governance: Measurement, Accountability and Participation, CRC Press, Taylor and Francis Group, Boca Raton. Katherine Berscha and Sandra Botero (2014), Measuring Governance: Implications of Conceptual Choices, European Journal of Development Research Vol. 26, pp.124-141 Kaufmann, Daniel, Frannie Leautier, and Massimo Mastruzzi. (2005), "Governance and the City: An

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Empirical Exploration into Global Determinants of Urban Performance.” Policy Research Working Paper 3712. World Bank, Washington, D.C. Kaufmann, Daniel, Kraay, Aart, and Mastruzzi, Massimo (2009), Governance Matters VIII : Aggregate and Individual Governance Indicators, Policy Research Working Paper: Washington DC, World Bank. Shantayanan Devarajan (2008), Two Comments on “Governance Indicators: Where Are We, Where Should We Be Going?” by Daniel Kaufmann and Aart Kraay, The World Bank Research Observer, vol. 23, No. 1 (Spring), pp. 31-36. www.worldbank.org/index www.globalintegrity.org www.hdr.undp.org www.transparency.org

SEMESTER – IV
Paper-401 (1ST PAPER)
Public Policy and Globalization

Course Objective Globalization is the cluster of technological, economic, and political innovations that have drastically reduced the barriers to economic, political and cultural exchange. The process of globalization involves the transnationalization of production and capital, which gives rise to global trade. It is obvious that nationstates still exist and constantly interact with global financial and trade organizations. This course investigates how globalization has influenced public policy and draws on theories from economics and political science to elucidate the causes and consequences of globalization.

UNIT- I: Introduction a) Neo-Liberalism and Public Policy-New World Order b) Reforming Institutions: The State, Market and Public domain c) Globalization of Economic Activity

UNIT- II: Globalization and Public Policy: An Analytical Framework a) Interdependence: Challenges to External Sovereignty b) Globalization: Challenges to Internal Sovereignty c) Global Public Policy.

UNIT- III: Pioneers in Global Public Policy a) Global Financial Markets b) Global Crime and Public Policy c) Trade in a Globalizing Industry.

UNIT- IV: The New Bureaucracy a) Quality Assurance – New Occupation b) Organizations and Accountability c) Corporate Lobby Groups in the Policy Process.

UNFT- V: Emerging Trends a) Learning Organizations b) Network Organizations
c) Business Process Reengineering.

Select References Anderson J.E., (2006) Public Policy-Making: An Introduction, Boston, Houghton Ashford, Doug (ed.), (1992), History and Context in Comparative Public Policy, Ithaca, NY: University of Pittsburgh Press. Bardach, Eugene (1977), The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT Barker, Anthony, and B. Guy Peters (eds.), (1993), The Politics of Expert Advice: Creating, Using, and Manipulating Scientific Knowledge for Public Policy, Ithaca, NY: University of Pittsburgh Press. Barzelay, Michael (1992), Breaking Through Bureaucracy: A New Vision for Managing in Government, UCP, Berkeley, CA Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI: Greenwood Press Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making, Armonk; M.E. Sharpe Dye Thomas (2008), Understanding Public Policy, Singapore, Pearson Education Fischer, Frank, (1995), Evaluating Public Policy Chicago: Nelson Hall. John, Peter, (2012), Analysing Public Policy, 2nd ed., Routledge, Taylor and Francis Group, London. Lerner, D. and H.D. Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press. Lindblom, C.E., and E.J., Woodhouse, (1993), The Policy making Process, 3rd ed., New Jersey., Prentice - Hall. McCool, Daniel C. (ed.), (1995), Public Policy Theories, Models, and Concepts: An Anthology, NJ: Prentice-Hall. Michael Howlett and M. Ramesh (2003), Studying Public Policy, (Ontario: Oxford University Press), Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York. Nachmias, David, (1979), Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press. Sabatier. Paul.A, (1999), Theories of Policy Process, West view Press, Colorado, USA. Travers, Max (2007), The New Bureaucracy, Quality Assurance and it Critics, university of Bristol, Bristol Xun Wu et.al (2013), The Public Policy Primer, Routledge, London

SEMESTER – IV

Paper -402(2nd paper)

PUBLIC POLICY: CASE STUDIES

Course Objective: Increasingly complex social, scientific and technological challenges call for carefully considered policy solutions underpinned by reliable

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knowledge and appropriate methods. Reducing poverty and accelerating development progress require improved policies. A better understanding of how research can contribute to pro-poor policies, and systems to put it into practice, could improve development outcomes. For this reason, the link between research and policy in development is of increasing interest, to both researchers and policy-makers. The presented case studies in this course provide an in-depth understanding of public policy making and implementation in India.

UNIT- I: Introduction a) Importance of Case Studies in Public Policy b) Case Study as a Representative Sample c) Building Theory from Case Studies

UNIT- II: Education Policy a) National Education Policy -1986 b) Public Expenditure on Education in India c) Right to Education Act c) Corporatization of Education System

UNIT- III: Economic Policy a) New Economic Policy of 1991 b) Liberalization and Growth of Indian Economy c) Mixed Economy to Globalization - Impact

UNIT- IV: Protective Discrimination a) Democratization of Power: Reservations b) Women Reservation's Bill c) Reservations in Corporate Sector

UNIT- V: ICT and Cyber Security a) National Policy on Information Technology 2012 b) National Cyber Security Policy 2013 c) Cyber Crime and Cyber Activism

Select References: Agarwal, J. C. (2009), Education policy in India, Neha Publishers & Distributors. Anne O. Krueger , (2002), Economic Policy Reforms and the Indian Economy (ed.), University of Chicago Press, Chicago. Bijoy Chandra Mohapatra (2013), Reservation Policy in India, Neha Publishers & Distributors. Dev , Mahendra (2008), Inclusive Growth in India, Oxford Collected Essays. Dube , Akhilesh (1997), Commercialization of education in India: Policy, law, and justice, A.P.H. Pub. Corp. Esharenana E. Adomi, (2010), Frameworks for ICT Policy: Government, Social and Legal Issues, IGI Global Snippet. Government of India, National Cyber Security Policy, 2013. Government of India, National Policy on Information and Communication Technology, 2012. Kim J. Andreasson , (2011), Cybersecurity: Public Sector Threats and Responses, CRC Press, Taylor and Francis Group, Boca Raton. P. T. Bauer, (2011), Indian Economic Policy and Development, Routledge, New York. Ram Ayodhya Singh

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(2012), Caste Based Reservation Policy and Human Development in India, Globus Press. S. K. Modi (2013), Discrimination Caste System And Reservation Policy of Modern India, Neha Publishers & Distributors Sen , Amartya (2000), Social Exclusion: Concept, Application and Scrutiny, Papers No.1. Asian Development Bank. Sharma Arvind (2005), Reservation and Affirmative Action: Models of Social Integration, Sage. Siddheswar Prasad(1993), New Economic Policy: Reforms and Development, Mittal Publications, New Delhi. Thorat, Sukhadeo and Umakant (2004), Caste, Race and Discrimination – Discourses in International Context, Indian Institute of Dalit Studies and Rawat Publishers, New Delhi and Jaipur. Thorat, Sukhadeo, Aryama and Prashant Negi (Eds.) (2005), Reservation and Private Sector-Quest for Equal Opportunity and Growth, Rawat Publications , Jaipur. Zeinab Karake-Shalhoub, Lubna Al Qasimi , (2010), Cyber Law and Cyber Security in Developing and Emerging Economies, Edward Elgar Publishing House, Cheltenham, UK.

SEMESTER-IV

PAPER-403(3rd paper)

E- Governance: Problems and Prospects

Course Objective E-governance is a new concept and implies upgrading of the efficiency and effectiveness of the administrative machinery through the combination of ICT to deliver better, cost effective and speedy services to the citizen. Transition to electronic delivery of services in government not only involve changes to the systems, procedures and processes of relevant services but also affects the way in which the public and business community deals with the government. The aim of this course is to introduce the major discourses on e-governance with case studies for better understanding its implementation in India.

UNIT- I: Introduction a) Governance in Digital Age (Introduction of ICTs in administration, Technological Adaptation, Reorganization of Administrative Structures and institutions) b) Meaning, Scope and Importance of e-Governance (Meaning, Definitions, Scope, and Importance of eGovernance) c) Evolution of e-Governance (Evolution of Computer and Internet – Application to Administrative Systems)

UNIT – II: Concepts a) Theories of e-Governance (Six perspectives and Six theories) b) Models of e-Governance (The General Information Dissemination

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Model, the Critical Information Dissemination Model, the Advocacy Model, the Interactive Model) c) National E-Governance Plan

UNIT – III: Applications a) e-Governance in Rural Development b) e-Governance in Urban Administration c) e-Governance in Economic Development

UNIT – IV: Cases a) e-Literacy: Akshaya in Kerala b) Electronic Citizen Services: A Comparative outlook c) Digitalization of Land Records Administration: Bhoomi in Karnataka d) Automizing District Administration: The e-district project

UNIT– V: Issues a) e-Readiness b) Digital Divide (Gender, Geographical, Economical, Social and Political) c) e-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models) d) e-Governance: Issues and Challenges (Resistance to Change, Laws, Skills, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms)

Select References: Bellamy, Christine, and John, A., Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press. Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi. Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi. Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organisations, Sage Publications, London. Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA. Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routledge, Taylor

SEMESTER-IV PAPER-404(4th paper)

Case Studies: Issues in Governance-Urban & Rural Sector

Course Objective the Globalization has great impact on the country like India, which increases the economic growth of the country, and because of this, we

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UNIT –I: Urbanization and Urban Strategies

a) Urbanization Trends and Challenges b) Good Urban Governance – Concept and Principles c) Urban Policies and Strategies

Urban Governance

a) ULBs - Forms and Functions - Councils and Committees b) Municipal Finance Framework & Municipal Financial Management c) Metropolitan Governance d) Recent Trends in Urban Governance: e-Governance , Urban Poverty

a) Concept, Trends and, Strategies b) Urban Poverty Programmes c) Urban Housing d) Institutional arrangement for urban poverty reduction

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UNIT III: Introduction a) Democracy, Development and Decentralization b) Rural Development: Perspectives c) Rural Policies and Strategies in India d) Rural Development and Panchayath Raj , Rural Institutions - Panchayat Raj a) Panchayat Raj in India – An Evaluation b) Reforms in Panchayat Raj (73rd CAA and after) c) Panchayat Raj in Jammu & Kashmir d) e-Panchayats

UNIT-I V

Rural Development Programmes and Agencies a) Rural Development Programmes: IRDP, SGSY & MGNREGA b) Governance in Tribal and Scheduled Areas c) Village Administration: Stake Holder Committees.: Issues in Rural Governance a) Land Reforms b) Rural Unrest: Caste, Class and Gender c) Governing Elite and Rural Social Change d) Bureaucracy.

UNIT- V-

Service Delivery, Project Management, Digital Governance, Corruption, Transparency, Accountability In Governance.

Select References: Aziz Abdul (ed.), (1996), Decentralised Governance in Asian Countries, Sage New Delhi. Baud, Isa S A, J De Wit (2009), New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations, SAGE Publications. Bhattacharya , Mohit (1976), Management of Urban Government in India, Uppal, New Delhi Burns, Danny et. al. (1994), The Politics of Decentralisation: Revitalizing Local Democracy Macmillan, London, Chaturvedi T.N. and Abhijit Datta (1984), Local Government , IIPA, (New Delhi. Devas Nick(2004) ,Urban Governance Voice and Poverty in the Developing World, Routledge. Maheshwari, S.R. (2003), Local Government in India, Lakshmi Narain Aggarwal, Agra. Oakley Peter (1991), Projects with People: The Practice of Participation in Rural Development , I.L.O., Geneva. Oakley Peter, et. Al (1984), Approaches to participation in Development , I.L.O., Geneva. Pierre , Jon (2011), The Politics of Urban Governance: Rethinking the Local State, Palgrave MacMillan. Prasad , R N(2007), Urban Local Self-Government in India ; With Reference to North-Eastern States, Mittal Publications. Rao , C. Nagaraja (2007),Accountability of Urban Local Governments in India, Atlantic, New Delhi Sivaramakrishanan K.C., et. al. (1993), Urbanisation in India: Basic Services and People's Participation, ISS, New Delhi.

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