

**M.A. PUBLIC ADMINISTRATION
SEMESTER – I**

COURSE – I: ADMINISTRATIVE THEORY – I

Unit – I: Introduction

- i) Public Administration: Nature, scope and importance.
- ii) Evolution of Public Administration as a Discipline
- iii) Status and Relevance of Public Administration

Unit – II: Classical Theories of State and Bureaucracy

- i) Theory of State and Governance – Kautilya
- ii) State and War – SIMAQLAN & SUN-TZU
- iii) State and Government – Plato & Aristotle

Unit – III: Classical Theories of Administration

- i) Politics Administration Dichotomy – Woodrow Wilson
- ii) Theories on Bureaucracy – Karl Marx, Max Weber, Robert Michels
- iii) Principles of organization - Henry Fayol, Luther Gullick and Lyndal Urwick

Unit – IV: Behavioural Theories of Organization:

- i) Human relations Theory – Elton Mayo
- ii) Decision Making Theory – H.A. Simon
- iii) Social-Psychology Approaches – Abraham Maslow and Douglas McGregor

Unit – V: Writers on Public Administration:

- i) Dwight Waldo – Administrative State and Future of Public Administration
- ii) Abraham Maslow – Needs Theory
- iii) Douglas McGregor – X,Y Theory

Suggested Readings:

1. Mohit Bhattachary, Public Administration: Structure, process and Behaviour, World press, Calcutta, 1987.
2. D. Ravindra Prasad, V.S. Prasad and P. Sathyanarayana, Administrative Thinkers, Sterling Publishers, New Delhi, 1989.
3. Rumki Basu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 1994.
4. Avasthe and Maheshwari, Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 1993.
5. Nicholas Henry, Public Administration and Public Affairs, Printic Hall India, New Delhi, 1998.
6. James Canwell (Ed) The Art of War, Sun Tzu, Dell Publishing, New York, 1983.
7. Ranga Rajan (Ed) Arthasasthu, Kautilya Penguin, London, 1990.
8. S.R. Maheshwari, An Introduction to theory of Public Administration, Sterling Publishers, New Delhi, 1998.
9. V. Subramanian (Ed), Political Theorizing in Asia: The Socio-cultural context, Ajanta Publication, New Delhi, 1994, (Chapter 10 & 11)

COURSE – II: FOUNDATIONS OF MODERN GOVERNANCE
(POLITICAL THEORY)

Unit – I: Introduction

- i) Politics: Definition and scope
- ii) Political theory – & its relation with Public Administration
- iii) Theories of state and Governance – Liberal and Marxist

Unit – II: Basic Concepts – I

- i) Law – Sources of law – Positivist and Critical theories of law
- ii) Liberty and Equality – Positive and Negative approaches
- iii) Property – Meaning – Social implications

Unit – III: Basic Concept - II

- i) Justice – Meaning and dimensions, approaches from utilitarianism to Rawls
- ii) Rights and Duties – Meaning and importance; Types of rights – Natural, Legal, Socio-economic, Collective/Community rights; Idea of Duty
- iii) Sovereignty – Importance and relevance

Unit – IV: Application of Basic Concepts - I

- i) Constitutionalism – Meaning and Relevance to modern governance
- ii) Democracy – Liberal and Marxist views on democracy
- iii) Empowerment – Development meaning and importance
- iv) Citizenship – Civil society, scope and limitation – civil society initiatives

Unit – V: Application of Basic Concepts - II

- i) Rule of Law and Human Rights
- ii) Ideology, role of ideology in politics and administration
- iii) Democracy, Constitutionalism

Suggested Readings:

1. J.C. Johari, Contemporary Political Theory, sterling publishers Pvt. Ltd., New Delhi, 1991
2. S.P. Varna, Modern Political Theory, Vikas Publishing House, Pvt. Ltd., New Delhi, 1992
3. O.P. Gauba, An Introduction to Political Theory, Macmillan India Ltd., New Delhi, 1992
4. M.P. Jain, Political Theory Liberal and Marxian, Authors Guild Publications, Delhi, 1981
5. Amal Ray & Mohit Bhattacharya, Political Theory, Ideas and Institutions, World Press, Calcutta, 1989
6. S.N. Ray, Modern Comparative Politics, Approaches, Methods and Issues, Printice Hall of India, Pvt. Ltd., New Delhi, 1999
7. Manoranjan Mohanthy, Contemporary Indian Political Theory, Sams Kriti publishers, New Delhi, 1999
8. L.S. Rathore, Sach Haai, Political Theory and Organization, Eastern Book Company, Luknow, 1990.

9. S.D. Jatar, R. Jayaram, Political Theory and Institutions, Sterling Publishers, New Delhi, 1985.
10. Political Theory Book 1 & 2, IGNOU, 2003 (for M.A. Public Administration Students)

COURSE – III: PUBLIC POLICY

Unit – I: Introduction

- i) Public Policy: Meaning, Nature and Importance
- ii) Context of Public Policy: Historical, Political, Social and Cultural
- iii) Public Policy and Public Administration
- iv) Policy Models: Lass well & Dror

Unit – II: Approaches of Study of Public Policy

- i) Systems approach and incremental approach
- ii) Elite & Institutional approach
- iii) Political Economy approach

Unit – III: Policy Process

- i) Policy Process – Role of Political Parties and Bureaucracy
- ii) Policy Process – Role of NGO's & Pressure Groups
- iii) Policy Process – Role of Peoples Movement and Mass Media

Unit – IV: Policy Evaluation

- i) Evaluation: Meaning, Scope and Importance
- ii) Types, Approaches and Stages of Evaluation
- iii) Assessing the Policy impact and Problems

Unit – V: Select Policy Studies

- i) Reservation Policy
- ii) Rural Employment Policy (MGNREGP)
- iii) Land Reforms Policy

Suggested Readings:

1. Thomas.R.Dye, Understanding Public Policy, Printice Hall Inc. New York, 1972.
2. Yazekal Dror, ventured in Policy Sciences; Concept and Applications, America Elsevier publishing company, New York, 1972.
3. Charles.E. Lind Bolm, The Policy making process, Englewood cliffs, New Jercey, 1968.
4. Harlod. J. Lasswell, Policy Sciences, International Encyclopedia of social sciences, Vol.12, New York, 1968.
5. Naier Raymond. A & Gorgaw Kenneth.J, The study of policy formation, The Tree press, New York, 1968.
6. R.K. Sapru, Public Policy. Formation, Implementation and Evaluation, sterling publishers, New Delhi, 1994.
7. UN. Improving Public Policy Analysis, Study Material New York, 1993.

8. GOI, Policy Making in Government, Publication Division, GOI, New Delhi 1983.
9. BAV Sharma, (Ed) Reservation Policy in India, Light and Life Publishers, New Delhi, 1982.
10. K.S. Padhy, Reservation Policy in India, Ashi, Publication House, New Delhi, 1988.
11. Ajith Kumar Sinha, (Ed) New Economic Policy of India, Deep and Deep Publications, New Delhi, 1994.
12. Alternative Economic Survey, on Education, Science Forum, New Delhi, 1996-97

COURSE – IV: MANAGEMENT

Unit – I: Introduction

- i) Meaning, Scope and Importance of Management
- ii) Evolution of Management Thought
- iii) Contribution of Henry Fayol and FW Taylor

Unit – II: Major Approaches to Management

- i) Classical approach
- ii) Human relations and behavioural approach
- iii) Systems approach

Unit – III: Functions of Management

- i) Planning & Organizing
- ii) Supervision and Coordination
- iii) Communication & public relations

Unit – IV: Areas of Management

- i) Production & Marketing Management
- ii) Financial Management
- iii) Human Resource Management

Unit – V: Additional Elements

- i) Management Information System (MIS)
- ii) Corporate Management
- iii) Managerial Ethics & social responsibility

Suggested Readings:

1. Irancevich Donnelly, Gibson, Management; Principles and Functions, (4th edition), Richard.D Irwin Ind, New Delhi, 1991.
2. J.S. Chandan, Management Theory and practice, Vikas, Publishers, New Delhi, 1994.
3. VSP Rao, P.S. Narayan, Management Concepts and Thoughts, Konark Publishers, New Delhi, 1989.
4. L.M. Prasad, Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 1989.
5. Satysaran Chatterjee, An Introduction to Management its Principles and techniques, World Press Calcutta, 1993.
6. B.S.Mathur, Principles of Management, National Publishing House, N.Delhi,1987
7. Bhaskar Chatterjee, Human Resource Management, A contemporary text, sterling publishers, New Delhi, 1995.

8. Peter. F. Drucker, Managing for the future, Tata Mc.Graw Hill Company Ltd., New Delhi, 1992.
9. P.N.Rastogi, Building a Learning organization, Wheeler Publishing, N. Delhi, 1998
10. Mohinder Kumar, Managerializm and Working Class in India, Sterling publishers, New Delhi, 1992

COURSE – V: PUBLIC ADMINISTRATION IN INDIA

Unit – I: Introduction

- i) Evolution of Indian Administration Ancient and Medieval
- ii) Colonial Administration – Impact, Continuity and Change
- iii) Socio-economic, Political and Cultural, Context of Indian Administration

Unit-II: Constitutional Framework of Government

- i) Federal and Unitary features of constitution
- ii) President, Prime Minister and Cabinet ministers
- iii) Cabinet and Cabinet Committees

Unit-III: State and District administration

- i) Secretariat & Directorate relations
- ii) Organization of District Administration and Role of District Collector
- iii) Panchayti Raj Institutions (PRIs)

Unit-IV: Constitutional Authorities

- i) Finance Commission
- ii) Election Commission
- iv) National Commission for SCs & STs

Unit – V: Emerging Major Issues

- i) Redressal of Citizens Grievances lokpal and lokayuktha
- ii) Center State Administrative relations
- iii) Administrative Reforms

Suggested Readings:

1. P.R. Dubasli, Essays in Indian Administration, Concept Publishing House, New Delhi, 1984.
2. S.R. Maheshwari, Indian Administration, Orient Longman, New Delhi, 1968.
3. Avasthi and Maheshwari, Indian Administration, Laxmi Narayan Agarwal, Agra, 1994.
4. Ramesh.K. Arora & Rajan Gopal, Indian Public Administration; Institutions and Issues – Wishva Prakashn, New Delhi, 1995.
5. Hoshiar Singh and Mohinder Singh, Public Administration in India – Theory and Practice, Sterling Publishers, New Delhi, 1990.

6. Krishna, K. Thummala, Public Administration in India, Academic Press, Singapoor, 1994.

**M.A. PUBLIC ADMINISTRATION
SEMESTER – II**

COURSE – I: ADMINISTRATIVE THEORY – II

Unit – I: Organizational Theories

- i) Structural – Functional Frame
- ii) Organizational Psychology
- iii) Technology and Organizations

Unit – II: Organizations and Bureaucracy

- i) Modern theories of Bureaucracy – Martin Albrow
- ii) Organizations and Bureaucracy – Nicholas P. Mouzalas
- iii) Science of Public Administration – Robert Dhal

Unit – III: New Theoretical Approaches

- i) Systems theory and Ecological perspective – F.W. Riggs
- ii) Time Dimension theory – Hahn Been-lee
- iii) Two Factory theory – Hergberg

Unit – IV: Comparative Development Administration

- i) Integrating the individual and organization - Chris Argaris
- ii) New Public Administration - Minnow Brook Perspective
- iii) Post-modernism public administration

Unit – V: Emerging Theoretical Perspectives

- i) Public Policy Approach – Yezekal Dror
- ii) Public Choice School – Wincent Ostrom (New Public Management)
- iii) Critical Theory of Administration – Willian.N.Dunn & Bahamn

Suggested Readings:

1. Martin Albrow, Bureaucracy, Mac Millan Press, London, 1980.
2. Nicholas Mouzelis,P., Organisations and Bureaucracy, An Analysis of Modern Theories, RKP, London, 1980.
3. Peter Self, Administrative Theories and Politics, George Allen & Unvin, Pvt. Ltd., 1972.
4. Michel-j-Hill, The Sociology of Pub. Admn. World Univ. Press, London, 1972.
5. F.W. Riggs, Ecology of Pub. Admn. for IIPA, Asia Publishing , N. Delhi, 1967.
6. Frank Marive (Ed)Towards New Public Administration, Screantion & Chandher, New York, 1971.
7. R.K. Sapru, Public Policy, Sterling Publishers, New Delhi, 1994.
8. Hahu-Been-Lee, From Ecology to Time: A time orientation Approach to Public Administration, IRAS, vol.33.No.2, 1967.
9. Mohit Bhattacharya Restructuring Public Administration Jawahar Publishers, New Delhi, 1997.
10. William,N.Dunn & Bahaman Fazouni, Towards a critical theory of Public Administration, Sage publication India Ltd., New Delhi, 1976.

11. Charles.J.Fax Hugh. T. Miller, Post Modern Public Administration, Towards A discourse, Sage Publications India Ltd., New Delhi, 1996.

COURSE – II: HUMAN RESOURCE MANAGEMENT

Unit – I: Introduction to Human Resource Management

- i) Meaning, Nature and Importance of HRM
- ii) Evolution of HRM, Differences between Personnel Management & HRM
- iii) HR Policy and Environment in India

Unit – II: Acquiring of Human Resources

- i) Human Resource Planning – Concepts, Objectives, Importance and Process
- ii) Recruitment & Selection – Concept, Meaning and Importance, Process and Sources
- iii) Placement and Induction

Unit-III: Performance Appraisal

- i) Concept of Performance appraisal
- ii) Objectives and importance of performance appraisal
- iii) Process and methods of performance appraisal

Unit – IV: Compensation Administration

- i) Compensation Administration, Concept, Meaning and Importance factors influencing the compensation
- ii) Policies and Plans of Central Pay Commission regarding – Wage, Salary, Allowances, Fringe benefits and Incentives
- iii) Motivation and Morale – Discipline and Disciplinary procedures related to employees

Unit – V: Human Resource Development

- i) HRD – Concept, Scope & Importance
- ii) Learning Theories – Individual and Group, Self-directed learning & Behaviour modeling
- iii) Training – on-the-job & off-the-job training, Simulation, Vestibule training

Suggested Readings:

1. C.S. Venkata Raman & B.K. Srivastava, Personnel Management and Human Resource Management, Tata Machgrw Hill Publishing Co. Ltd. New Delhi, 1991.
2. David.A. Decenzo & Steplhen.P. Robbins, Personnel and Human Resource Management, Printice Hall India, New Delhi, 1997.
3. Arun Monappa, Human Resource Management
4. PP Arya and BB Tandon, Human Resource Development Deep & Deep, New Delhi, 1995.
5. Fisher, Shah and Shocnfildt, HRM All India Publishers, Chennai, 1999.
6. N.K. Singh, HRM, Excel Books, New Delhi, 1999
7. Lallan Prasad & AM Banarjee, Management of Human Resource Starling Publishers, New Delhi, 1994.

COURSE – III: ORGANIZATIONAL BEHAVIOUR

Unit – I: Introduction

- i) Organizational Behaviour – Concept, Scope and Importance
- ii) Evolution and Foundations of Organizational Behaviour
- iii) Models of Organizational Behaviour – Cognitive, Reinforcement and psycho analytical models

Unit – II: Aspects of Individual Behaviour

- i) Importance of individual behavior
- ii) Foundations of individual behavior; personality, perception, values, attitudes
- iii) Frustration and Alienation – Defense Mechanisms

Unit – III : Aspects of Group Behaviour

- i) Importance of group behavior
- ii) Nature of groups, Reasons for Group Formation, Groups in Decision making
- iii) Concept of team building and team creations

Unit – IV: Leadership and Supervisory Behaviour

- i) Leadership and its importance and approaches of leadership theories, Leadership styles and Leadership development
- ii) Theories of Motivation – Maslow, Herzberg, Mac Gregor, Alderfer
- iii) Communication – Importance of communication and types of communication, barriers of communication

Unit – V: Organizational Change & Development

- i) Concept of Organizational Changes – Factors responsible, resistance to change and overcoming
- ii) Organizational conflict – Reasons for conflict, Conflict resolution methods
- iii) Organizational Development Training – Sensitivity Training and Rational training, Job enrichment as development intervention

Suggested Readings:

1. Fred Luthans, Organizational Behaviour
2. John B. Minor, Organizational Behaviour
3. Robbins.P., Organizational Behaviour
4. Megginson, Organizational Behaviour
5. Williams & Huber, Organizational Behaviour
6. Benarjee.M., Organizational Behaviour
7. Udai Pareek, Organizational Behaviour Process
8. R.D. Pathak, Organizational Behaviour in changing Environment
9. Peter.F. Frue, Managing in Turbulent Time
10. Lorsch, J.W., (Ed.), Hand Book of Organizational Behaviour
11. LM Prasad, Organization Behaviour, Sulton Chand & Sons, New Delhi, 2009

COURSE – IV: GLOBAL ORGANIZATIONS & DEVELOPMENT

Unit – I: Introduction

- i) Development Theories – Meaning & Approaches to Development
- ii) Concept of Liberalization Privations and Globalization
- iii) Globalization as a strategy of Development

Unit – II: Global Economic Organizations

- i) World Bank
- ii) Multi-National Corporations
- iii) World Trade Organizations

Unit – III: Global Political Organizations

- i) Indian Labour Organization (ILO)
- ii) South Asian Association for Regional Cooperation (SAARC)
- iii) Brazil, Russia, China, India and South Africa (BRICS)

Unit – IV: Development Institutions

- i) Development Models (ala Brara) – Basic Needs Model – Agrarian Reforms –
- ii) Development Policies and Programmes – World Employment Programme, World Food Programme
- iii) NGOs and implementation of development programme

Unit – V: Case Studies

- i) Poverty Alleviation Initiatives
- ii) Agricultural and Industrial Sector Reforms
- iii) Reforms in Banking and Insurance sector

Suggested Readings:

1. Noam Chamsky, Profit Over People; Neo Liberalism and Global order, Madhyam Books, New Delhi, 1999.
2. New Economic Policy of India, Restructuring and Liberalising the Economy for 21st Century, (Ed) Ajith Kumar Sinha, Deep & Deep Publications, N. Delhi, 1994.
3. Ch. Bala Ramulu, International Organizations & Rural Employment Programmes in India, Om Publications, Faridabad, 1999
4. Robert Chambers, Rural Development; Putting the last, Longman, London, 1983.
5. John, Harris, Rural Development: Theories of Peasant Economy and Agrarain Change, Hutchinson & Co., London, 1982.
6. J.S. Brara, Political Economy of Rural Development, Alternative Strategies for poverty Alleviation, Allied publishers, New Delhi, 1986.
7. Bharath Dogra, Poverty Development & Poverty, India, 1947-84, Delhi, 1984.
8. A.K. Bagchi, The Political Economy of Under Development Cambridge Univ. Prees, 1992.

COURSE – V: RESEARCH METHODOLOGY IN SOCIAL SCIENCES

Unit – I: Introduction

- i) Nature and importance of Social Science research
- ii) Problem of objectivity in Social Science Research
- iii) Tradition and Scientific Methods of Social Science Research

Unit – II: Research Design

- i) Selection of a Research topic or problem
- ii) Hypothesis – Meaning, importance and sources of hypothesis
- iii) Preparation of research design

Unit – III: Tools of Data Collection

- i) Questionnaire and Interview
- ii) Observation and Participation
- iii) Observation tools

Unit – IV: Statistical methods

- i) Sampling methods
- ii) Scales of measurement
- iii) Processing of data – coding and tabulation

Unit – V: Data Analysis and Report Writing

- i) Methods data analysis use of computer programming
- ii) Principles of report writing and various methods
- iii) Accessories of report writing – Footnotes – References – Bibliography – Indexing
- iv) Social Sciences Research in India: Problems and Challenges.

Suggested Readings:

1. Wilkinson and Bhandekar, Methodology and Techniques of Social Research, Himalya Publishing House, New Delhi, 1980.
2. BAV Sharma, D. Ravindera Prasad & P. Sathyanarayana, Research Methods in Social Sciences, Sterling Publications, New Delhi, 1985.
3. Krishna Swamy. O.R., Methodology of Research in Social Sciences, Himalaya Publications, New Delhi, 1993.
4. Kothari.C.R., Research Methodology, Wiley Eastern Limited, New Delhi, 1994.
5. Rao.K.V. Research Methodology in Commerce & Management, Sterling Publications, New Delhi, 1993.
6. Glosch.B.N. Scientific Method and Social Research, Sterling Publishers, New Delhi, 1993.
7. Hans Raj, Theory and Practice in Social Research, Subject Publications, New Delhi, 1992.

**M.A. PUBLIC ADMINISTRATION
III – SEMESTER**

COURSE – I: COMPARATIVE PUBLIC ADMINISTRATION

Unit – I: Introduction

- i) Nature and Importance of Comparative Public Administration
- ii) Evolution of Comparative Public Administration
- iii) International Comparative Public Administration

Unit – II : Approaches of Comparative Public Administration

- i) Historical and Contemporary approach
- ii) Decision making approach
- iii) Ecological approach

Unit – III : Comparative Administrative Systems

- i) Developing Administrative Systems in India
- ii) Developed Administrative Systems in USA & UK
- iii) Modern Administrative Systems in Japan and Korea

Unit – IV: Comparative Local Government systems

- i) Organizational structure and performance of Local Governments in China and India
- ii) Role of NGOs and Voluntary Agencies in USA and UK
- iii) Finances of Local Bodies

Unit – V: Administrative Accountability

- i) Legislative Control over Administration in UK & USA
- ii) Judiciary Control over Administration in India and China
- iii) Role of Media and Press in France and Korea

Suggested Readings:

1. Ramesh, K. Arora, Comparative Public Administration.
2. Bhalerao, C. N, Political, Public Administration and Development Chapters 1 to 4, 9, 11, 13 & 26.
3. Riggs, F. W, Administration in Developing countries, Chapters 1 and 2.
4. Weldner, D. W(ed), Development Administration and Weldner "The Events of Development Administration".
5. Milton Singer: Wilan a great radiation modernisers, last chapter.
6. Das Gupta, The Hindu Ethos, Chapter IV.
7. Pai, V. A, "Pai Panandikar Developmental Administration - An Approach" in the Indian Journal of Public Administration Vol. 10, No. 1, January-March, 1964.
8. Liberberry Robert, L., Govt in America People, Politics & Policies, 1989
9. Chieu, Than Sheng, The Govt. & Politics of China, 1968
10. Henry. W., Ehramam, Politics in France, (2nd ed), 1971

COURSE – II: E-GOVERNANCE

Unit – I: Introductions

- i) E-Governance: Concept and Importance
- ii) ICT & PA: Concept, Components, Role and its Applications
- iii) Models of E-Governance: Interactive Service Model – Mobilization and Lobbying Model – Comparative Analysis Model

Unit – II: Theoretical Perspectives

- i) Dystopian Theory
- ii) Socio-Technical Systems Theory
- iii) Global Integration Theory

Unit – III: E-Governance Infrastructure

- i) Data Systems Infrastructure
- ii) Legal Infrastructure
- iii) Institutional and Technological Infrastructure

Unit-IV : Techniques of Governance

- i) Open and Transparency
- ii) Accountability
- iii) Participation

Unit – V: E-Governance Case Studies

- i) E-Seva and CARD in Telangana
- ii) Bhoomi in Karnataka
- iii) Akshaya in Kerala

Suggested Readings:

1. Alexander C.J. Pal LA, Digital Democracy; Policy and Politics in the Wired World. Don Mille Oxford University Press, 1998
2. Kiran Bedi, Parminder Jeet Singh and Sandeep Srivastava, government @net , New Governance opportunities for India
3. Andhra Pradesh Government, Vision 2020 Hyderabad: State Secretariat, 1999.
4. Tracy Laquey, Internet Companion: A Beginner's Guide to Global Networking, London, Addison-Wesley Publishing Company, 1994
5. Douglas E.Comer, The Internet Book, New York, Prentice-Hall International, 1995.
6. CSR Prabhu, E-Governance, Concepts and Case Studies, PHI, New Delhi, 2004.
7. Subhash Batnagar, E-Governance, Sage Publication, London, 2004.
8. Y. Pardhsardhy, E-Governance and Indian Society with Case Studies, Kanishka Publishers, New Delhi, 2009.
9. IGNOU, Text Book on E-Governance, New Delhi.

COURSE – III: GENDER STUDIES AND WOMEN EMPOWERMENT

Unit – I: Introduction & Theoretical Issues

- i) Importance of Gender Studies – Role of Participation of Women in different stages of History
- ii) Theories Women's subordination Biological/Functional/Cultural aspects
- iii) Structure of patriarchy - issues of domination

Unit – II: Status of Women

- i) Family – Gender discrimination in birth, brought up and education: Marriage and its, impact; Women Reproductive functions and unpaid Labour
- ii) Socio-cultural status of Women in India
- iii) Political and Legal Status of women in India

Unit – III : Women Participation in Economy

- i) Gender Discrimination in Division of Labour and Wages
- ii) Impact of Technology on Women and Conflict
- iii) Economic Empowerment of Women – Issues

Unit – IV: Women's Organizations & Movements

- i) Emergence of Women's Organizations
- ii) Major Issues in Women's Movements
- iii) Women's participation in peasant, Tribal and other Socio-Political Movements

Unit –V: Women Empowerment Programmes

- i) Women and Violence – Forms of Violence, Constitutional Legal and other forms of Remedies
- ii) Women Development Programmes (with special focus on Women & Child)
- iii) Women in Government Administration

Suggested Readings:

1. Altekar AS. The Position of Women in Hindu Civilization, Motilal Banarasingh, New Delhi, 1983
2. Kalpana Shah, Women's Liberation and Voluntary Action, Ajanta Publications, New Delhi, 1984.
3. Maithreyi Krishna Raj, Women's Studies in India, Some Perspectives, Popular Prakasham, Bombay, 1986
4. Gail Omvedt, Patriarchy and Patriarchy, Concept Series, Bombay
5. Silvia Walby, Theorising Patriarchy, Oxford, Basil Blackwell, 1990
6. Simon. De Beauvoir, The Second Sex, Penguin Books, New Delhi, 1984.
7. Mary Wollstonecraft, The Vindication of the Rights of Women, Penguin, 1992

COURSE – IV ELECTIVES

B: RURAL DEVELOPMENT ADMINISTRATION

Unit – I: Introduction

- i) The concept of Rural Development
- ii) Socio-Economic and Political Context of Rural Development
- iii) Rural Development policy and implementation – Role of Bureaucracy

Unit – II: Rural Development Programmes

- i) Agrarian Reforms and irrigation Development
- ii) Asset Creation and Employment generation oriented programmes
- iii) Rural Health Programmes
- iv) Non-Formal and Adult Education in Rural areas

Unit – III: Rural Development Institutions

- i) Panchayati Raj and other parallel organizations
- ii) Special Agencies – DRDA, DPAP, CADA
- iii) Rural Banks

Unit – IV: Resources and Development

- i) Rural Credit and Cooperatives
- ii) Self-Help Groups
- iii) Technical Assistance in Rural Governance

Unit – V: Rural Development – Experience of Some Asian countries

- i) China
- ii) Bangladesh
- iii) Philippines
- iv) Japan

Suggested Readings:

1. Desai.A.R., Rural Sociology in India - Bombay, 1978
2. Maheshwari, S.R. Rural Development in India, 1986
3. Raghavan and Leena Sekhar (eds) Poverty and Employment: Analysis of the present situation and strategies for the Future, New Age International Publishers, 1995
4. Gerry Rodgers (Ed) Population Growth and Poverty in Rural South Asia, Sage Publications, New Delhi, 1989
5. Ashok Mukhopadhyay, The Japanese Political System, Ajanta Publications, New Delhi, 1994
6. Ramesh. K. Arora and Rakesh Hooja (Eds) Arihat Publishing House, New Delhi, 1994
7. Grameenabhivaudhi, KASPA, Publications, KU, 1986
8. Grameenabhivaudhi, SDLCE, KU, 1992
9. Grameenabhivaudhi, A.P. Open University, Hyderabad
10. Ram Reddy & G. Haragopal, Rural Development Planning and Reform 1977

6. N.N. Dube, Administration of Social Welfare Performance in India, Somai Publications, 1973
7. Dr. P. Narasimha Rao, Rehabilitation Programmes for Bonded Labour, Khama Publishers, New Delhi, 1994
8. Dr. V. V. Kanna, Law and Child Labour in India, Anmol Publications, New Delhi, 2002

COURSE – V: ELECTIVES

A: RURAL LOCAL GOVERNANCE

Unit – I: Introduction

- i) Nature and Importance of Local Government
- ii) Concept of Democratic Decentralization, Empowerment of People and Participative Democracy
- iii) Evaluation of Local Governments in India Ancient and Pre-colonial

Unit – II: Reforms in Rural Local Governments in Post-independent India

- i) Balwanth Roy Mehatha Committee Recommendations
- ii) 73rd Constitutional Amendment Act
- iii) Status of PRIs in scheduled (V & VI) Areas

Unit – III: Structure & Inter-State Experiences

- i) Three-tier System and representative character
- ii) Committee System in PRIs
- iii) Role of NGO's & Challenges in implementation of RD Programmes

Unit – IV: Personnel, Finance and State Control of PRIs

- i) Sources of Finances – Issues in Local Finances
- ii) Methods of State Control and role of PR election commission
- iii) Performance of PRIs – challenges

Unit – V: Accountability and Control

- i) State and Local Government Relations
- ii) Executive Control, Legislative control and finance control
- iii) Reforms process – prospects and retrospect

Suggested Readings:

1. Chattopadhyaya, B.C., Rural Development Planning in India
2. Bhargava, B.S., Grass-root Leadership in Panchayati Raj Institutions, New Delhi, Asish, 1979
3. Desai, Vasant, Panchayati Raj: Power to the People, Himalaya Publications, Bombay, 1990
4. Mathur, M.V., and Narain Iqbal (ed), Panchayati Raj, Planning and Democracy, Asia Publishing House, Bombay, 1969