

M.A. Public Administration

Programme Overview

Master of Public Administration is a professional degree for those who seek leadership positions in public service. The students will learn the skills and techniques to design and implement policies, projects and programs to provide vital daily services and address important societal problems while attending to the day to day administrative issues in organizations. Students will be prepared for leadership and management positions in the public and non-profit sectors, at local, state and national levels with an emphasis on the development of effective and ethical management of organizations.

Programme Educational Objectives

- To prepare pre- and in-service students for a variety of public sector roles, including leadership, management, and administrative positions in government and non-profit organizations.
- To instill in our students public service values and professional ethics.
- To promote a commitment to the improvement of government and social institutions in the ever-changing public landscape.
- To educate the students about generalist public management knowledge and skills.
- To develop the student's ability to integrate theory and practice.

Programme Outcome

Upon successful completion of the programme the post-graduate would be able to :

- Demonstrate broad understanding of public affairs, policy development, policy analysis, economic analysis, management skills, and organization theory and their applications to public service.
- Conduct a purposeful inquiry exploring the problem/issue a client is experiencing.
- Apply critical thinking and appropriate technology for public policy analysis.
- Work with and for others in ways that translate community needs into policy solutions and public service action to promote a just and humane world.
- Communicate effectively for different audiences and purposes.

Programme Highlights

Teaching and learning methods shall comprise of lectures, demonstration of techniques, group discussions, interaction with experts and scholars in different fields of Political Science.

The students would be taken out for educational visits to different places in order to gain an understanding of local administration in villages, municipalities and state to carry out a study of the same as a part of various courses in the programme.

The students would also get a chance of pursuing internships with various think-tanks associated with the working of politics and policy decision- making.

Some of the major areas covered are Political and Legal Institutions/Processes, Economic, Intergovernmental and Social Systems, Organizational and Managerial Skills/Practices, Budgeting and Financial Administration and Personnel and Human Relations.

Career Avenues

- **Policy Making and Administration:** Many scholars trained in the study of Public Administration in Central, State and Local governments are engaged in research and evaluation functions/powers of the government. Some are administrators, managers or developers of programmes and many others are engaged in policy analysis or problem-solving. They are employed in a wide variety of agencies and Policy administration.
- **Opportunities in Government Sector:** One can appear for Civil Service Examinations like UPSC, SSC and State Public Service Commission and Joint Public Service Commission (JPSC).
- **Opportunities in Business and Entrepreneurship:** Scholars of Public Administration with a Post Graduate degree can go into a variety of fields, namely human resources, and management. Those with advanced degrees are employed by (or consulted with) many corporations. Many political scientists are also prominent in public opinion research, which is of interest to those in politics, and communication.

Course Outcome

Administrative Theory:

There has been a consensus among scholars that the modern theoretical foundation of administrative knowledge got its genesis from Weberian conception of Bureaucracy. However, in subsequent years concern arises that mere focus on Law as the sole basis of Public Administration fails to address the efficiency of bureaucracy. In order to make bureaucracy efficient in ensuring service to the society begets it scientific enquiry through Wilsonian Paradigm. In further years it has opened up new philosophical debate on where the actual domain of public administration to be located? In this regard the paper introduces different classical and contemporary thinkers and their ideas to students.

Organisational Behaviour:

To introduce students to psychology theories and research at individual, group and organisational levels; To help students understand organisational behaviour and management practices by examining psychological principles; To facilitate a critical evaluation of organisational practices and their impact on work behaviours, attitudes and performance. To understand the main theories of Organisational Behaviour; To analyse how these theories and empirical evidence can help to understand contemporary organisational issues; To apply theories to practical problems in organisations in a critical manner.

Human Resource Administration:

To Provide main understanding about Human Resource Management processes in public and private organisations. To share experience among partners in the main HR Managers. To Know the process followed in HR Departments of various organisations.

Public Policy analysis:

Evaluation and study of the formulation, adoption, and implementation of a principle or course of action intended to ameliorate economic, social, or other public issues. Policy analysis is concerned primarily with policy alternatives that are expected to produce novel solutions. Policy analysis requires careful systematic and empirical study.

The complexities of policy analysis have contributed to the development and growth of policy science, which applies a variety of theories and tools from the hard sciences (e.g., biology and chemistry), social sciences (e.g., sociology, psychology, and anthropology), and humanities (e.g., history and philosophy) in an effort to better understand aspects of human society, its problems, and the solutions to those problems. Policy analysis is important in modern complex societies, which typically have vast numbers of public policies and sophisticated and often interconnected challenges, such that public policies have tremendous social, economic, and political implications. Moreover, public policy is a dynamic process, operating under changing social, political, and economic conditions. Policy analysis helps public officials understand how social, economic, and political conditions change and how public policies must evolve in order to meet the changing needs of a changing society.

Indian Administration:

To understand the historical evolution and socio-economic, political, cultural and global context of Indian Administration; Acquaint with India's development experience and changing role of administration . To identify the transformative role of Indian Administration; To make out the multi-dimensionality of problems and processes of Indian Administration; To understand the form and substance of Indian Administration; Acquaint with the functioning of the Indian administration, at central levels State levels and the responses of these systems in addressing the concerns of the people ;To appreciate the emerging issues in Indian Administration in the context of changing role of state,market and civil society. Understand the role of Public Services. To understand the role of public services in Redressal of Citizen Grievances: Transparency, Accountability and Right to Information Act Acquaint with the functioning of the Administrative Accountability: Legislative and Judicial Control.

Theory and Practice of Management:

Students are able to: (1) Interpret the concept of management and understand the skills associated with management from a historical perspective; (2) Analyse the difficulties faced by managers; (3) Develop an understanding of management as it relates to issues such as social responsibility, ethics, transparency and accountability; and the need for impartiality and neutrality of the bureaucracy; and (4) Relate to the environment in which a manager

operates decision making and the organizing process including power and authority, work teams, culture; and the behavioural science of motivation, leadership, and communication. This course is designed to explore the field of management in theory and practice, and as both a science and an art. The course also addresses the role of managers in the current world of rapid change, increased competitive forces, and increased expectations for the successful performance of employees and organizations. The focus is on some of the ways and means of achieving desired goals. The student will leave this course with a strong background in the nature and work of management and managers. Applications of concepts to current workplace issues are stressed.

Development Administration:

The essence of development administration is to bring about change through integrated, organised and properly directed governmental action. In the recent past the governments in most of the developing nations have shifted their focus on development by means of planned change and people's participation. With this shift of administrative concern towards developmental objectives the researchers and practitioners of Public Administration have been forced to conceptualise the developmental situation and to bridge the gaps in administrative theory. The growing welfare functions of the government have brought into limelight the limitations of the traditional theory of administration. The essence of administration in the present conditions lies in its capacity to bring about change in the structure and behaviour of different administrative institutions, to develop an acceptance for the change and to create a system which can sustain change and improve the capacity of institutions to change. All this calls for renewed efforts on the part of institutions engaged in the tasks of development. Thus development administration as an area of study and as means to realise developmental goals assumes importance.

Public Financial Administration:

- Understanding financial statements: an examination of the information contained in common accounting terms
- Fiscal imbalances: causes and consequences
- Understanding public sector spending: how governments spend public money to implement public policies and execute programmes and projects
- Planning and budgeting: an analysis of how public expenditure decisions are made
- Evaluating public expenditures: understanding the effect of public spending decisions
- Cutting expenditures and the austerity agenda: how government austerity policies are used to reduce government activity
- Common sources of public revenues, including inter-governmental transfers, and alternative sources used by governments across the world
- Taxation: an exploration of the advantages and disadvantages of taxation, custom duties and fees, and their uses, from behavioural change to stimulating business activity

- Auditing and accountability: exploring the concept of accountability and explaining the importance of corporate governance in ensuring government accountability.

Human Rights:

This course examines human rights from socio-historical and philosophical perspectives and tries to understand their contemporary relevance in the changing global scenario with an attempt to relate it with the notion of justice. After examining the prospects of a normative framework for the discussion on human rights, the philosophical foundations are analysed. The socio-political aspects will be brought to the forefront with an examination of the various issues involved and with case studies. The course examines in detail the concept of justice and its foundational status in any discussion on human rights.

Comparative Administration:

It is more suitable for cross-cultural analysis as it relies on facts of a situation and get at the all-important aspect of context. But, it too cannot be used directly as a solution to problems faced by other societies. All the other frameworks deals with certain units of analysis or tools which help in gathering and categorizing facts efficiently they are:

- Individuals - the study of behaviors of officials, leaders and elites
- Groups - the study of social movements of parties and interest groups
- Organizations - the study of functions and capacities of cities and regions
- Bureaucracy - the study of the efficacy and performance of whole government executive branch

Administrative Law:

The main aim of the course are: 1) to teach the basic principles that govern review of administrative action by courts and tribunals; 2) to provide a critical analysis of that system; 3) to teach students to apply those principles in complex factual situations; 4) to teach students to interpret statutes while problem solving. A particular focus is placed upon judicial review, including its fundamental concepts of jurisdiction, ultra vires, and procedural fairness. The course also covers review 'on the merits' by administrative tribunals. The practical significance of the course in substantive areas such as freedom of information and planning regulation is emphasised.

Research Methodology:

This subject provides students with an overview of the variety of research methods used in health research and the skills to determine which research method/s best answer/s their research question. Research challenges, including appropriate selection of design, research participants, sample size, data collection, selection of appropriate measures, data analysis and interpretation of results are studied. Concepts such as validity, reliability, and rigour are examined in relation to the methodological approaches explored throughout the subject. Biostatistics, the science of describing, collecting, summarising, analysing, interpreting, drawing conclusions, and presenting the numerical data, are also covered. Students will have

opportunities to advance their understanding of data analysis methods required to interpret data collected during the course of the proposed research. Critically analyse research methodologies identified in existing literature. 2. Propose and distinguish appropriate research designs and methodologies to apply to a specific research project. 3. Develop a comprehensive research methodology for a research question. 4. Apply the understanding of feasibility and practicality of research methodology for a proposed project.

Social Welfare Administration:

In the context of the present day social problems, the size of welfare services provided by an increasingly large number of organisations make administration very important. Social welfare services, schemes, projects and programmes, are becoming increasingly complex. Concept, Nature and Scope 105 administer the welfare work, a sound administration is vital. It is increasingly realised that social welfare programmes require qualified and trained social welfare personnel to perform social welfare functions efficiently. So it is argued that for serving the people effectively it is necessary to professionalise, as professionalisation can increase the ability of social welfare personnel to solve the pressing social problems confronting our society

E-Governance:

E-Governance can be defined as the application of information and communication technology (ICT) for providing government services, exchange of information, transactions, integration of previously existing services and information portals.

- The “e” in e-Governance stands for ‘electronic’.

The use of electronic technologies in three areas of public action is necessary in case of modern administration.

- relations between the public authorities and civil society
- the functioning of the public authorities at all stages of the democratic process (electronic democracy)
- the provision of public services (electronic public services)

Labour Welfare Administration:

Labour law is concerned with the establishment of a labour-relations framework that provides for orderly and peaceful industrial relations between employers and organized workers, and usually includes rules on forming a union, conditions under which the union becomes bargaining agent, strikes and lock-outs, process for negotiations, and other structural elements that then permit the employer and the union to bargain a collective agreement and fill-in the rest specific to rules and conditions relating to the workplace. It arises primarily from and in the context of British common law and related jurisdictions, to which it is also historically linked as wage work begins in the Industrial Revolution, and in this way, labour law and related concepts mark a departure from the tradition of contract law that existed previously for master-servant relations to that point. Labour law is not the law that regulates minimum standards of employment in most British common law jurisdictions, but is the law that pertains to the rules meant to provide a framework for labour relations and collective

bargaining. Employment law, or employment standards law, refers to the regulations in statute law that establish minimum conditions relating to the employment of persons, such as minimum working age, minimum hourly wage, and so on.

International Administration:

Developing an understanding of international policy and global governance can help public servants apply their passion for improving lives to communities around the world. The skills that students develop in the international relations prepares them for careers in areas such as:

- NGO and nonprofit management
- Government administration
- Embassy and diplomacy work
- Program and project management
- International development
- Intercultural communications and negotiation
- Foreign and public policy
- National security

Environmental Administration:

The Environmental Studies major prepares students for careers as leaders in understanding and addressing complex environmental issues from a problem-oriented, interdisciplinary perspective. Students:

- Master core concepts and methods from ecological and physical sciences and their application in environmental problem solving.
- Master core concepts and methods from economic, political, and social analysis as they pertain to the design and evaluation of environmental policies and institutions.
- Appreciate the ethical, cross-cultural, and historical context of environmental issues and the links between human and natural systems.
- Understand the transnational character of environmental problems and ways of addressing them, including interactions across local to global scales.
- Apply systems concepts and methodologies to analyze and understand interactions between social and environmental processes.
- Reflect critically about their roles and identities as citizens, consumers and environmental actors in a complex, interconnected world.
- Demonstrate proficiency in quantitative methods, qualitative analysis, critical thinking, and written and oral communication needed to conduct high-level work as interdisciplinary scholars and/or practitioners.

Health Care Administration:

Students who complete a course of study in the knowledge and competencies needed for careers in health administration, involving the management of hospitals and other health services organizations, as well as public health infrastructure and consulting.

Local Governments in India:

Studying this enables the student to: • describe the intra-relationship between the various tiers of the local government bodies; • define the intra tiers responsibilities as per the 11th schedule of the constitution; and • analyse the intra tiers implementations hurdles.

Indian Constitution:

Students have the information about various aspects of the working of our Constitution. They learn about the various institutions of the government in our country and their relationship with each other, they also read about the basic things of elections, governments, and presidents and prime ministers, it is necessary to understand that the entire structure of the government and the various principles that bind the institutions of government have their origin in the Constitution of India.