

SEMESTER V

1. Business Administration

Major:

- a. Management Information System and Database Management Systems

Minor:

- a. Financial Management
- b. Product Management
- c. Organization Behaviour and Human Resource

2. Economics

Major:

- a. Micro Economics II

Minor:

- a. Money Banking and Public Finance

3. Psychology

Major:

- a. Research Methodology and Statistics

Minor:

- a. Psychological Testing

4. English Literature

Major:

- a. American Literature

Minor:

- a. Literature of the Diaspora (Literature Cluster)
- b. Organizational Communication (Corporate Communication Cluster)

5. Public Administration

Major:

- a. Personnel Administration in India

Minor:

- a. Administrative Theories and Principles

6. International Relations

Major:

- a. Theories and Approaches of International Relations

Minor:

- a. Comparative Constitutions and Politics-I

7. Mass Communication

Major:

- a. Television Journalism and Production

Minor:

- a. Development of Media

8. Environmental Studies

Minor:

- a. Institutional and Financial Resources for Environmental Management

Business Administration

Major: Management Information Systems and Database Management Systems

Course Credit: 06

Objectives:

To help the students develop an in-depth view of how business enterprises use information technologies and systems to accomplish corporate objectives.

Course Contents:

Unit -1 Organization, Management and the Networked Enterprise

1. Information system in global business
2. E-business
3. Information Systems, organization and strategies
4. Ethical and social issues

Unit- 2 Information Technology Infrastructure

1. Infrastructure and technology
2. Database management
3. Telecommunication and wireless technologies
4. Securing information system

Unit- 3 Key System Applications for the Digital Age

1. Enterprise applications and E-commerce
2. E-commerce, Digital markets and digital goods
3. Knowledge management and Decision making

Unit- 4 Building and Managing System

1. Building Information system
2. Managing projects
3. Managing global operations

Recommended Books:

1. Management Information Systems, Managing the Digital Firm 11/E, Ken Laudon, Jane Laudon and Rajanish Dass
2. Introduction to Database Systems-ITL Education Solutions Limited

Business Administration

Minor: Financial Management (Finance Specialization)

Course Credit: 06

Objectives:

To equip students with conceptual understanding of basic principles of financial management. The students are expected to learn some techniques which help in decision making. It is expected that students start developing analytical ability.

Course Contents:

Unit 1: UNDERSTANDING FINANCIAL STATEMENTS

1. How to Read Profit & Loss Account, Balance Sheet and Cashflow Statement
2. Ratio Analysis
3. Cash flow Analysis

Unit 2: OVERVIEW

1. Definitions, Scope, Objectives of Financial Management
2. Functions and Role of Finance Manager
3. Shareholder's Wealth Maximisation

Unit 3: TIME VALUE OF MONEY

1. Basic Concept
2. Compounding and Discounting

Unit 4: VALUATION OF SHARES & DEBENTURES

1. Features of Equity Share & Preference Share
2. Features of Debenture
3. Valuation of Equity Shares
4. Valuation of Debentures

Unit 5: CAPITAL BUDGETING

1. Definitions, Characteristics, Process
2. Techniques of Capital Budgeting – Discounted and Non discounted

Business Administration

Minor: Product Management (Marketing Specialization)

Course Credit: 06

Objectives:

- To develop an understanding of basic product management theories and to understand the role of branding in product management.
- To make the students aware about the role of brands, the concept of brand equity, and the advantages of creating strong brands. To critically evaluate the relationship of product management concept with other P's of marketing i.e. Price, Place (Sales and Distribution) & promotion (Integrated marketing communication).
- To discuss contemporary cases pertaining to product and brand management issues in Indian perspective.

Course Contents:

Unit 1: The Indian Market: Emerging Panorama, Assessing New Competition and Strategic Response

1. Rising income across economic class
2. Consumer trends
3. New focus in marketing
4. Rural marketing
5. Unique aspect of rural market in India
6. Emerging Marketing Issues
7. Strategic Response to New competition
8. Entry strategies of MNCs
9. Assessing the New competition across different product categories.
10. Strategies for Defending Market position

Unit 2: Product Management Branding

1. What is a product?
2. Classification of consumer product
3. Product mix and line decision
4. Growth strategies for FMCG
5. Managing Line Extension – A closer Look
6. What is Branding
7. Strategic relevance of branding
8. Brand name selection
9. Creating a brand
10. Principles of brand creation
11. How to build a brand?
12. Brand image
13. Branding of commodities
14. Special consideration in branding of a commodity
15. Managing brand equity

Unit 3: Market Segmentation, Positioning and Differentiation Strategies

1. Impact on marketing mix
2. Segmentation criteria
3. Lifestyle segmentation
4. Why positioning
5. Factor affecting positioning
6. Positioning methods
7. Positioning premium products and their differentiation strategies
8. Positioning strategies of premium brands

Unit 4: New Products Planning, Distribution Channels: Structure and Strategy

1. Product life cycle
2. Classification of new products
3. Routes of new product development
4. New product development process
5. Successful new product launches
6. New product failure experiences
7. Classification of intermediaries
8. Modern trade
9. Key drivers of growth of modern trade
10. Limitations of the growth of modern trade
11. Emerging issues from growth of modern trade
12. Alternative channels of distribution
13. Selecting the distribution channel
14. Distribution coverage and channel control
15. Distribution challenge

Unit 5: Advertising Planning, Pricing Concepts and Strategies

1. Advertising and marketing mix
2. Trends in Indian advertising
3. Media scene
4. Media planning
5. Advertising campaign development
6. Development of creative strategy
7. Stages of advertising planning
8. Pricing objectives
9. Strategic analysis of a pricing decision
10. Pricing strategies
11. Pricing practices

Unit 6: Sales Management, Marketing Research

1. Personal selling
2. Sales promotion
3. Trade promotion
4. Market potential and sales forecasting

Business Administration

Minor: Organization Behaviour and Human Resource (Human Resource Specialization)

Course Credit: 06

Objectives:

Help the student to acquire basic skills to deal with the ongoing behavioural organizational dynamics and to make effective contribution in organizational development. This will assist the students to understand how the individual and group behaviour affects the effectiveness of the organization. It will develop the student's ability to observe, understand and analyse the behaviour within the organizational context.

Course Contents:

Unit 1: Organizational Behaviour

1. Introduction to organization, organization and managers
2. manager' roles and skills, behaviour at work
3. Introduction to organization behaviour
4. Major behavioural science disciplines contributing to OB
5. Challenges and opportunities managers have in applying OB concepts and model.

Unit 2: Individual Behavior and Stress

1. Introduction to individual behaviour, values, attitudes,
2. Job satisfaction, personality, perception and individual decision making
3. Learning, motivation at work
4. Managing emotions and stress
5. Approaches to stress management

Unit 3: Interpersonal Behaviour

1. Interpersonal Behaviour
2. Johari Window
3. Transactional Analysis – ego states, types of transactions, life positions, applications of T.A.
4. Managerial interpersonal styles.

Unit 4: Group Behaviour

1. Introduction to group behaviour, foundations of group behaviour
2. Concept of group and group dynamics

3. Types of groups, formal and informal groups, theories of group formation, group norms, group cohesiveness
4. Group decision making, inter group behaviour, concept of team vs. group, types of teams, building and managing effective teams
5. Leadership theories and styles, power and politics, conflict and negotiation.

Unit 5: Organization Structure

1. Foundations of organization structure
2. Organization design, organization culture, organization change
3. Managing the organization across cultures
4. Human resource management policies and practices with diversity at work.

Recommended Books:

1. Robbins, S.P., Judge, T.A., & Vohra, N. Organizational Behavior, 14th ed. Pearson Prentice Hall, 2012

Economics

Major: Micro Economics II

Course Credit: 06

Objective:

To help students understand the behavior of an economics agents (consumer/producer/factory owner) and the price fluctuation in the market. To acquaint students with the power of economic thinking and strengthen the theoretical understanding. Through the use of the 'economic model' in all situations, in all applications we hope to show the relevance of economics to students.

Course Content:

Unit 1:

- a. Introduction to Nature of Scientific Theory
- b. Partial and General Equilibrium
- c. Static and Dynamic Model
- d. Marginal Principles and Decision Rule
- e. Theory of Consumer Behaviour:
 - I. Cardinal
 - II. Ordinal
 - III. Revealed Preference
 - IV. Hick Logical Ordering Theory

Unit 2:

- a. Theory of Production and Cost
- b. Production Function
- c. Short Run and Long Run
- d. Law of Variable Proportion
- e. Production Function with two variable inputs
- f. Returns to scale
- g. Least cost combination of inputs
- h. Cobb Douglas production function
- i. Theory of cost and break even analysis
- j. Cost-output relations
- k. Cost functions and mathematical derivations of short run and long run cost functions

Unit 3:

- a. Basic tools of Economic Optimization
- b. Relationship between Variables and Functions
- c. Use of Slope in Economic analysis
- d. Differential Calculus
- e. Techniques of Maximizing TR
- f. Technique of Optimizing Output
- g. Minimizing Average Cost
- h. Maximization of Profit Functions and Lagrange Multiplier Method

Unit 4:

- a. Analysis of Theory of Firms
- b. Problems in Profit Measurements
- c. Market Structure and Pricing Decision
- d. Perfect Competition
- e. Monopoly and Monopolistic Firm
- f. Measure of Monopoly Power
- g. Comparison between Perfect Completion and Monopoly Equilibrium
- h. Price Discrimination under Monopoly
- i. Chamberlin's Contribution

Unit 5:

- a. Oligopoly Market
- b. Collusive and Non-collusive Model
- c. Kinked Demand Curve
- d. Cournot Models
- e. Price Leadership Models
- f. Cartels
- g. Game Theory
- h. Prisoner's Dilemma
- i. Zero sum Game

Unit 6:

- a. Theory of Distribution
- b. Factor Pricing

Unit 7:

- a. General Equilibrium and Welfare Economics
- b. Pareto Optimality
- c. Optimum Allocation of Factors

Unit 8:

- a. Application of Economic Concepts
- b. Techniques of Demand Forecasting and Case Studies
- c. Use of Elasticity in Business Decision Making
- d. Linear Programming

Books Recommended:

- Koutsoyiannis A., Modern Microeconomics, Macmillan
- Samuelson P.A. and W.D. Nordhaus, Economics, Tata McGraw Hill, New Delhi.
- Robert S. Pindyck, Daniel L. Rubinfeld & Prem L. Mehta, Micro economics, Pearson publication
- Henderson J. and R.E. Quandt, Microeconomic Theory: A Methamatical Approach, McGraw Hill, New Delhi

Economics

Minor: Money Banking and Public Finance

Course Credit: 06

Objective:

The course is designed to help students understanding the operations of money and banking and their inter-action with rest of the economy. Role and importance of public goods, usefulness of externalities, public investment, and tax structure will be discussed here.

Course Contents:

1. Money:
 - a. Definition in Modern Times
 - b. Monetary Standards
 - c. Circular Flow of Money
2. Measurement of Value of Money
 - a. Inflation and Deflation
3. Quantity Theory of Money
 - a. Fisher's Quantity Theory of Money
 - b. Cambridge Equations i.e. Cash Transaction and Cash Balance Approach
4. Keynesian Theory of Money and Prices, Friedman's Theory, Portfolio Approach
5. Credit and Credit Instruments, Commercial Bank's Policy and Principles
6. Money Creation by Commercial Banks, Money Multiplier, Instruments of Monetary
7. Central Banking (RBI) , Functions and Credit Control Mechanisms of Central Bank
8. Money and Capital Market in India, Distinctions, Interrelations
9. Non Banking Financial Intermediaries, Development Banking in India
10. Monetary policy , Objectives, Goals, Instruments, Expansionary and Restrictive Monetary policy, limitations and market failure of government policies
11. Meaning, Scope and Importance of Public Finance, Maximization of Social Advantage and its Limitations, Public and Private Goods and Externalities
12. Taxes, Fees, Fines, Special Assessment, Gifts and Grants etc for Public Revenue
13. Characteristics of Good Tax System, Progressive, Proportional and Regressive Taxes
14. Direct and Indirect Taxes, Cannons of Taxation, Incidence of Taxes Vs. Effects of Taxes, Taxable Capacity
15. Principles of Public Expenditure, Effects on Production, Income Distribution and Diversion of Resources
16. Taxation, Trends in Tax Revenue, Effects of Public Debt, Management of Public debt

Books Recommended:

- M.L. Jhingan, Money, Banking, International Trade and Public Finance
- Gupta Suraj B., Monetary Economics: Institutions, Theory and Policy
- Musgrave, R.A., P.B. Musgrave ., Public Finance in Theory and Practice, McGraw Hill
- Mithani, D.M., Modern Public Finance, Himalaya Publishing House, Mumbai
- Lewis, M.K. and P.D. Mizan, Monetary Economics, Oxford University Press, New Delhi
- Rangarajan C., Indian Financial System: Reforms, Policies & Prospects, New Century Publications

Psychology

Major: Research Methodology and Statistics

Course Credit: 06

Course Contents:

Unit 1: Scientific Foundations of Research

- a. Nature of Science and Scientific Method
- b. Steps Involved in Research

Unit 2: Problems and Hypothesis

- a. Variables and their Control
- b. Measurement of Variables
- c. Types of Scales: Nominal, Ordinal, Interval and Ratio Scales

Unit 3: Sampling Methods

- a. Probability and Non-Probability Sampling Methods

Unit 4: Experimental Design

- a. Single Group Design
- b. Between Subject Design
- c. Randomized Designs
- d. Matched Groups and Factorial Designs

Unit 5: Meaning and Purpose of Statistics in Psychology

- a. Discrete and Continuous Scores
- b. Frequency Distribution and Their Graphical Presentation:
 - Frequency Polygons, Histograms and Ogive
 - Percentile Point and Percentile Ranks

Unit 6: Measures of Central Tendency

- a. Mean, Median and Mode
- b. Measures of Variability
 - Range, Quartile Deviation and Standard Deviation

Unit 7: Normal Probability Curve

- a. Properties and Applications
- b. Skewness and Kurtosis

Unit 8:

- a. Significance of Difference between Two Means
- b. Chi-Square
- c. Product-Moment and Rank Order

Recommended Reading:

1. Broota, K. D. *Experimental Design in Behavioural Research*. Wiley Eastern, 1992.
2. Garrett, H. E. *Statistics in Psychology and Education*. Cosmo Publication, 2006.
3. Guilford, J. P., & Fruchter. *Fundamentals of statistics in Psychology and Education*. McGraw Hill (International Student Edition), 1988.
4. Kerlinger, F. N. *Foundations of Behavioural Research*. Surjeet Publications, 1983.
5. Kothari, C. R. *Research Methodology: Methods and Techniques*. New Age International (P) Limited, 2004.
6. Langston, W. *Research Methods Laboratory Manual for Psychology*. Wadsworth Cengage Learning (International Edition), 2011.
7. McGuigan, F. J. *Experimental Psychology: A Methodological Approach*. Prentice-Hall of India, 1990.

Psychology

Minor: Psychological Testing

Course Credit: 06

Course Objectives:

- To learn and understand theoretical concepts underlying psychological testing and assessment.
- To understand theoretical concepts, history of psychological testing, principles and concepts used in psychometric assessment.
- To understand method of applications of Psychological Testing in educational, clinical and employment settings, and interpret basic psychometric statistics.

Course Deliverables:

1. Students will get factual knowledge (terminology, classifications, methods, trends).
2. Learn and apply fundamental principles, generalizations, and/or theories of various measurement scales.
3. Lab exposure of Psychometric tools will provided to give hands-on exposure contributing in inculcating critical thinking.

Course Units:

Unit 1: Psychological Measurement:

- a. Test and Scale: Concept, Kind, Characteristics and Uses
- b. Levels of Measurement: Nominal, Ordinal, Interval and Ratio Scales

Unit 2: Psychological Measurement in Social Development Construct:

- a. Administration, Scoring and Interpretation of Tests
- b. Tester's Bias and Extraneous Factors
- c. Norms

Unit 3: Reliability of Tests and Scales:

- a. Meaning of Reliability
- b. True and Error Variance
- c. Standard Error of Measurement
- d. Methods for Estimating Internal Consistency: Split Half and Coefficient Alpha
- e. Stability: Test-Retest and Alternate Forms
- f. Extrinsic and Intrinsic Factors Influencing Reliability

Unit 4: Validity:

- a. Content Validity
- b. Criterion Validity
- c. Predictive and Concurrent Validity

- d. Construct Validity: Convergent, Discriminant and Factorial Validity
- e. Cross Validation

Unit 5: Theoretical Concepts of Abilities:

- a. Spearman's Two Factors Theory
- b. Thurston's Group Factor Theory
- c. Guilford's Structure of Intellect
- d. Intelligence Tests: Stanford-Binet and Weschler Scales

Unit 6: Lab Module: 2 experiments and 4 psychological tests

Unit 7: Emerging Trends: Complexity, challenges and choices in the future

Recommended Reading:

1. Aiken, L. R., & Marnat, G. G. *Psychological Testing and Assessment*. Pearson (South Asia Edition), 2009.
2. Anastasi, A. *Psychological Testing*. MacMillan Co, 1997.
3. Freeman, F. S. *Theory and Practice of Psychological Testing*. Holt, Reinhart and Winston, 1950.
4. Kaplan, R.M., & Saccuzzo, D.P. *Psychological Testing and Assessment*. Cengage Learning, 2011
5. Kline, T. J. B. *Psychological Testing*. Vistaar Publications, 2005.
6. Singh, A. K. *Tests, Measurement and Research Methods in Behavioural Sciences*. Tata McGraw Hill, 1988.

English Literature

Major: American Literature

Course Credit: 06

Objectives:

The objectives of this paper are to ground students in the literary methods or tools used by American writers, and to explore the world of American literature in various forms—including prose, poetry, drama, and visual texts such as film and art thereby enhancing students' understanding of the ways that literature works in particular cultural contexts.

Deliverables:

After studying this paper, students would be able

- Explore and draw parallels between literatures across boundaries
- Understand the core ideas of American Studies, the cultural contexts, meanings and notions of the American way of life
- Appreciate the American Literary traditions, values and heritage
- Trace the beginning and growth of American writing in English

Unit 1: Historical and literary background to American Literature

- a. Significance of American English Literature.
- b. Critical Theories and perspectives on American Literature

Unit 2: Reading Fiction (Text Books)

- a. Irving, The Legend of Sleepy Hollow
- b. Twain, The Prince and the Pauper
- c. Hemingway, The Old Man and the Sea
- d. Alice Walker, Color Purple
- e. Hawthorne, The Scarlet Letter

Unit 3: Reading Poetry (selected Poems):

- a. Poe
- b. Walt Whitman
- c. Dickinson
- d. Robert Frost
- e. E Cummings
- f. Sylvia Plath
- g. Gwendolyn Brooks
- h. Wallace Stevens

Unit 4: Reading Drama (Text Books)

- a. O'Neill, Long Day's Journey into Night
- b. Wilder, Our Town
- c. Williams, The Glass Menagerie
- d. Albee, The Zoo Story

Unit 5: Non-fictional Prose (selected sections)

- a. Thoreau, Walden (selections)
- b. Emerson (selected essays)
- c. Lincoln, Gettysburg address,
- d. Whitman, Preface to Leaves of Grass

Recommended Reading:

1. A Brief History of American Liter , Richard Gray, Wiley Blackwell Pub, 2011
2. The Norton Anthology of American Literature, Nina Baym, W.W.Nortan and Company Inc, 1999
3. The Oxford Companion to American Literature,Sixth Edition, James D. Hart, Ed. Phillip Leininger, OUP, 1995

English Literature (Literature Cluster)

Minor: Literature of the Diaspora

Course Credit: 06

Objectives:

The purpose of this paper is to acquaint students with South-Asian Diaspora. Common issues and concerns of South-Asian Diaspora would be explored and analyzed. An attempt would be made to ascertain whether Diaspora is an idea of a lost home land or about the relations between a majority and minority.

Deliverables: After studying this paper, students would be able to

- Recognize and identify the main characteristics of the major literary movements of the South-Asian Diaspora
- Identify the contribution of individual authors

Unit 1: Concept of the Diaspora

- a. Discussion of the word 'Diaspora' and various traditions
- b. Contemporary issues discussed by diasporic writers
- c. Categories of Diaspora like victim, labour, imperial, trade or Cultural Diaspora

Unit 2: Reading Diaspora

- a. *Love and Longing in Bombay* by Vikram Chandra
- b. *Interpreter of Maladies* by Jhumpa Lahiri
- c. *Ice Candy Man* by Bapsi Sidhwa
- d. *Dying in a Strange Country* by Tahira Naqvi

Recommended Reading:

1. *Literature of the Indian Diaspora: Theorizing the Diasporic Imaginary* by Vijay Mishra, Routledge Research in Postcolonial Literatures
2. *Indian Diasporic Literature: Text, Context and Interpretation* by Shalini Dube, Shree Pub.

English Literature
(Corporate Communication Cluster)

Minor: Organizational Communication

Course Credit: 06

Objectives:

- To expose students to major theories of organizational communication
- To orient students to case studies of organizational communication
- To create understanding among students for “communication competence” with reference to six variables: process, people, messages, meaning, purpose, and ethics

Deliverables:

- Students learn global patterns in organizational communication
- Students would learn how solve problems and make fast decisions based on accurate communication
- Students would learn how to communicate with various stakeholders in an organization

Course Units:

1. Understanding organizations in terms of people, processes and purpose
2. Identifying types of organizations
3. Impact of technology on organizational communication
4. Ergonomics and organizational communication
5. Theories of motivation
6. Group/Team communication
7. Communication skills for leaders
8. Communication skills for managers
9. Negotiation and conflict resolution
10. Public Relation communication
11. Interviewing
12. Communication during meetings
13. Demographic variables and communication strategies
14. Building reputation and image of an organization through communication
15. Communicating Corporate Social Responsibility.
16. Destructive Organizational Communication

Recommended Reading:

1. Fundamentals of Organizational Communication, Pamela S. Shockley – Zalabak, Allyn & Bacon, 2005
2. Destructive Organizational Communication: Processes, Consequences and Constructive Ways of Organizing, Ed. Pamela Lutgen Sandvik & Beverley Davenport Sypher, Rutledge, 2009

English Literature
(Mass Communication Cluster)

Minor: Development of Media

Course Credit: 06

Course Content:

Unit 1: Print Media

- a. Language and society
- b. Development of language as a vehicle of communication
- c. Invention of printing press and paper
- d. Pioneer publications in Europe and USA
- e. Early communication systems in India
- f. Development of printing: early efforts to publish newspapers in different parts of India
- g. Newspapers and magazines in the nineteenth century – first war of Indian Independence and the press – issues of freedom, both political freedom and press freedom.
- h. Birth of the Indian language press – contribution of Raja Ram Mohun Roy; birth of the Indian news agencies.
- i. The Indian press and freedom movement – Mahatma Gandhi and his journalism
- j. Social, political and economic issues before Independence and the Indian press
- k. Historical development of important newspapers and magazines in English; important personalities of Indian journalism
- l. Journalism in Indian languages (a brief historical perspective of important newspapers); history of the language journalism of the region
- m. The press in India after Independence; social, political and economic issues and the role of the Indian press problems and prospects. (Issues like backward class movement – Dalit movement – green revolution – agitation for and against reservation – nationalization – privatization – globalisation – WTO – land reforms – social issues of the region – political events – other relevant issues to be added by the concerned university)

Unit 2: Radio

- a. Development of radio as a medium of mass communication – technology innovations; history of radio in India – radio as an instrument of propaganda during the World War II.
- b. Emergence of AIR – commercial broadcasting – FM radio – state and private initiatives. Television
- c. Development of television as a medium of mass communication – historical perspective of television in India – satellite and cable television in India.

Unit 3: Films

- a. Early efforts – film as a mass medium; historical development of Indian films – silent era – talkies - Indian cinema after Independence; parallel cinema – commercial cinema; documentaries issues and problems of Indian cinema.

Unit 4: Folk Media

- b. Traditional media in India – regional diversity – content – form – character – utility – evaluation – future.

Unit 5: New Media

- Development of new media; convergence – internet.

Public Administration

Major: Personnel Administration in India

Course Credit: 06

Course Rationale:

This course highlights the significance and importance of the Public Personnel Administration in modern societies and examines its features of the Civil Services in India. The focus is also on the concept of Bureaucracy

Learner's Objective:

- Students understand the significance, roles and responsibilities of Personnel Administration in the nation building in developing societies.
- Students get oriented on the various concepts of personnel administration and bureaucracy

Course Content:

1. Introduction:

- a. Concept, Nature and Scope of Public Personnel Administration
- b. Union Public Service Commission

2. Development of Civil Services in India:

- a. Recruitment to All India and Central Services
- b. Classification, Training, Promotion, Pay and Service Conditions of Civil Servants
- c. Generalist-Specialist Debate Minister-Civil Servant relationship

3. Bureaucracy:

- a. The Emergence and Development of bureaucracy
- b. Max Weber and Ideal Type Bureaucracy
- c. Marx's Ideas on Bureaucracy

4. Contemporary Debate on Bureaucracy:

- a. Relevance and Issues
- b. De-bureaucratization
- c. Bureaucratic Culture and Bureaucratic Behaviour

5. Professionalism in Civil Services:

- a. Managerialism, Neutrality
- b. Responsiveness
- c. Accountability, Ethics and Values in Administration
- d. Impact of ICT and Globalization on Personnel Administration

Recommended Reading:

1. Goel, S. L. and Rajneesh, Shalini, *Public Personnel Administration*, Deep and Deep, New Delhi, 2003
2. Henry, Nicholas, *Public Administration and Public Affairs*, Englewood, Prentice Hall, 1980
3. Jain, R. B., *Aspects of Personnel Administration*, IIPA, New Delhi, 1994
4. Shafritz, Jay M. et. al., *Personnel Management in Government*, Marcel and Decker, New York
5. Avasthi, A., and S. R. Maheswari, **Public Administration**, Agra, Lakshmi Narain Aggarwal, 2003
6. Jacoby, Henry, *the Bureaucratization of the World*
7. Kamenka, Eugene and Martin Krygier (Eds.), *Bureaucracy: The Career of a Concept*
8. Lane, Jan Erik (Ed.), *Bureaucracy and Public Choice*
9. Prasad.R.,and Prasad.VS, *Administrative Thinkers*, Sterling, 2012

Public Administration

Minor: Administrative Theories and Principles

Course Credit: 06

Course Rationale:

This essential basic course is designed to develop an understanding of the thoughts of the most prolific thinkers in public administration from where emanates the basic principles, approaches, concepts and issues in public administration, management and good governance.

Learner's Objective:

- Students are introduced to the essential thinkers in public administration
- Students get oriented on the various approaches and fundamentals principles of Public Administration
- Students get oriented on the essentials of various theories of public administration

Course Contents:

1. Administrative Thinkers:
 - a. Kautilya
 - b. Woodrow Wilson
 - c. Gulick and Urwick
 - d. Taylor
 - e. Max Weber
 - f. Henry Fayol
 - g. Elton Mayo
 - h. Herbert Simon
 - i. McGregor
 - j. Maslow
 - k. Riggs
2. Theories:
 - a. Classical
 - b. Human Relations
 - c. Bureaucratic
 - d. Public Choice (New Public Management)
3. Concepts and Principles:
 - a. Organisation:
 - Formal and Informal, Coordination, Hierarchy, Unity of Command, Span of Control, Delegation, Decentralization
4. Leadership, Motivation and Communication

Recommended Reading:

1. Arora, Ramesh K., (ed.) **Themes and Issues in Administrative Theory**, Bookman Associates, Jaipur, 1980
2. Avasthi, A., and S. R. Maheswari, **Public Administration**, Agra, Lakshmi Narain Aggarwal, 2003
3. Basu, Rumki, **Public Administration: Concepts and Theories**, Sterling, New Delhi, 2008
4. Dimock, M. E. and G.O. Dimock, **Public Administration**, Oxford, I.B.H. Publishing Co., 1975
5. Nigro, F. A. and G. L. Nigro, **Modern Public Administration**, New York, Harper Row, 1980
6. Rowat, D.C., (ed.) **Basic Issues in Public Administration**, Macmillan Company, New York.
7. Bhattacharya, Mohit, **New Horizons of Public Administration**, Jawahar, New Delhi, 2010

International Relations

Major: Theories and Approaches of International Relations

Course Credit: 06

Course Contents:

1. Idealism:
 - a. Idealism in an international perspective
 - b. Neo Idealism and relevance of idealism today
2. Realism:
 - a. Classical
 - b. Neo-classical
 - c. Neo-realism
3. Systems Theory: Morton Kaplan's Model
4. Clash of Civilizations:
 - a. Samuel Huntington and application of his theory today with critical analysis
5. End of Ideology and History:
 - a. Fall of Communist Ideology and spread of Liberalism
6. Deterrence and Security Dilemma:
 - a. Definition and Different Dimensions

Recommended Reading:

1. Acharya, Amitav and Barry Buzan, Non-Western International Relations Theory: Perspectives from Asia, Routledge
2. Beitz, Charles R., Political Theory and International Relations, Princeton University Press
3. Daddow, Oliver, International Relations Theory, Sage
4. Dune, T., Milja Kurki and Steve Smith, International Relations Theories: Disciplines and Diversity, Oxford
5. Griffiths, **Martin (ed.)**, International Relations Theory for the Twenty-First Century: An Introduction, Routledge
6. Griffiths, Martin, Fifty Key Thinkers in International Relations, Routledge
7. Jackson, R. & George Sorensen, Introduction to International Relations: Theories and Approaches, Oxford

8. Jorgensen, Knud Erik, *International Relations Theory: An Introduction*, McMillan
9. Scot Burchil and Andrew Linklater (et al), *Theories of International Relations*, Palgrave McMillan
10. Shepherd, **Laura J.**, *Gender Matters in Global Politics: A Feminist Introduction to International Relations*, Routledge
11. Moore, **Cerwyn** and **Chris Farrands**, *International Relations Theory and Philosophy: Interpretive dialogues*, Routledge
12. Weber, **Cynthia** , *International Relations Theory: A Critical Introduction*, Routledge

International Relations

Minor: Comparative Constitutions and Politics-I

Course Credit: 06

Course Contents:

1. Legislature:
 - a. Congress of United States
 - b. Powers and Functions of Senate and House of Representative
 - c. National People' Congress
 - d. Standing Committee
 - e. British Parliament and its absolute power
2. Executive:
 - a. President of United States, His powers and Functions
 - b. President of China, His relation with the Communist Party
 - c. Nominal power of Monarchy and real power of Prime Minister in England
 - d. Powers and Functions of French and Russian President and Prime Minister
3. Judiciary:
 - a. Judiciary as Super Legislature in US
 - b. Secondary Status of Judiciary in China
 - c. Insignificance of Judiciary in Britain
 - d. Features of French Judiciary
 - e. Russian Judicial System

Recommended Reading:

1. Bhagwan , Vishnoo and Vidya Bhusan, World Constitutions, Sterling
2. Kapur , A. C. and K. K. Mishra, Select Constitutions, S. Chand Publications
3. Pylee, M. V., Constitutions of the World, Universal Law Publishing Company
4. G. A. Almond and G. B. Powel (ed.), Comparative Politics Today: A World View, Pearson
5. Palekar, S. A., Comparative Government and Politics, PHI Learning Pvt. Ltd.
6. Hague, Rod and Harrop, Martin, Comparative Government and Politics, Palgrave McMillan

Environmental Studies

Minor: Institutional and financial Resources for Environmental Management

Course Credit: 06

Course Contents:

1. Phenotypic & genotypic plasticity
2. Population occurrence, dominance & indicator species
3. Chemical ecology & tri-trophic interactions
4. Nutrient dynamics, environmental quality & bio resources
5. Landscapes & species dynamics
6. Conservation strategies and community initiatives
7. The MoEF, State level institutions & the NBA, National Bureaus for genetic resources
8. GEF and other bilateral and multilateral financial mechanisms for bio diversity conservation and management & IKS
9. Bio technology missions
10. UNEP and UNDP initiatives (Small, medium and large scale projects / programmes)
11. Bio resources related protocols &
12. REDD+, UNFCCC protocols