

## SEMESTER VI

### 1. Business Administration

Major:

- a. Business Research Methods

Minor:

- a. Management of Financial Services
- b. Pricing and Distribution Management
- c. Human Resource Management

### 2. Economics

Major:

- a. Introduction to Econometrics

Minor:

- a. Macro Economics II

### 3. Psychology

Major:

- a. Abnormal Psychology

Minor:

- a. Industrial and Organizational Psychology

### 4. English Literature

Major:

- a. Literary Criticism

Minor:

- a. Literature in Translation (Literature Cluster)
- b. Ethics of Corporate Communication (Corporate Communication Cluster)

### 5. Public Administration

Major:

- a. Disaster management, Environmental Politics and Role of ICT

Minor:

- a. Structure and Processes of Indian Administration (Centre, State, District)

### 6. International Relations

Major:

- a. Political Geography

Minor:

- a. Comparative Constitutions and Politics-II

**7. Mass Communication**

Major:

- a. Magazine Writing and Editing

Minor:

- a. Print Media

**8. Environmental Studies**

Minor:

- a. Global Conventions/Protocols and International Environmental Cooperation

## Business Administration

### Major: Business Research Methods

Course Credit: 06

#### Objectives:

Defining research problems in the context of strategic and non-strategic business decisions and specifying information needed; Evaluating the research design for the decision situation; Processing tools and interpreting output to create information; and Building models of business problems.

#### Course Contents:

##### **Unit 1: Introduction to Research Methodology, Ethical Considerations in Research**

1. Definition and Applications of Business Research
2. Benefits of Business research
3. Types of Research: Descriptive, Exploratory, Quantitative, Qualitative
4. Steps in the Research Process
5. Global Business Information Systems
6. Sources of Business Information
7. Issues in Research Methodology
8. Key Concepts in Research Methodology
9. Ethical Issues involved in Planning
10. Undertaking and Evaluating Research

##### **Unit 2: Problem Definition and the Research Proposal, Research Methods for Collecting Primary Data**

1. Defining a Research Problem
2. Exploratory Research
3. Techniques of Exploratory Research
4. Primary and Secondary Data and their advantages/disadvantages
5. Tools for collecting primary data: Surveys and Interviews
6. Tools for collecting primary data: Observations and Experiments
7. Associated advantages and disadvantages

##### **Unit 3: Measurements in Research, Sampling and Fieldwork**

1. Measurement and scaling concepts
2. Good measurement criteria
3. Techniques for measuring attitudes
4. The questionnaire
5. Sample Designs and Procedures
6. Statistical Techniques used in Sampling
7. Fieldwork

**Unit 4: Analyzing Research Data**

1. Preparing data for Analysis
2. Review of Descriptive Statistical Tools and Techniques
3. Review of univariate statistical tools and techniques used in testing hypotheses with practical examples
4. Review of bivariate statistical tools and techniques used in testing hypotheses with practical examples
5. Review of multivariate statistical tools and techniques used in testing hypotheses with practical examples

**Unit 5: Preparing research report and presentation**

1. Preparing research results for reports
2. Report presentation

**Recommended Books:**

1. Business Research Methods – Naval Bajpai
2. Business Research Methods – William G. Zikmund

## Business Administration

### Minor: Management of Financial Services (Finance Specialization)

Course Credit: 06

#### Objectives:

This course is designed to provide basic understanding of the working of Indian financial systems specifically non-banking financial services. It intends to familiarize the students with Indian financial systems and equip them with the theoretical and practical knowledge of different non-banking financial services. It will help them develop the skills to deal with different financial services providers.

#### Course Contents:

##### Unit I INDIAN FINANCIAL SYSTEM

1. Introduction to Indian Financial system, Reserve bank and financial system,
2. Structure of banking and non-banking companies,
3. Introduction to Capital Market, Money market, Primary Market, Secondary Market

##### Unit 2 BASIC SERVICES

1. Asset/Fund based financial services
2. Leasing,
3. Hire purchase
4. Bills Discounting, Factoring & Forfeiting

##### Unit 3 OTHER SERVICES

1. Consumer credit,
2. Factoring and forfeiting , Bill discounting,
3. Housing finance,
4. Insurance services,
5. venture capital financing
6. Mutual fund services

##### Unit 4 CAPITAL MARKET SERVICES

1. Merchant banking services : all services related to issue management
2. Stock broking,
3. Depositories & Custodian Services
4. Short Selling
5. SEBI

**Unit 5 RATING & SECURITISATION**

1. Credit rating
2. Corporate Restructuring
3. Securitization

## Business Administration

### Minor: Pricing and Distribution Management (Marketing Specialization)

Course Credit: 06

#### Objectives:

To develop an understanding of pricing and distribution management system with special reference to retail sector. The students should be able to develop better understanding of various marketing channel concept and the critical role played by supply chain functions.

#### Course Contents:

##### Unit 1: Pricing concepts

1. Pricing objectives
2. Demand determinants of price
3. Cost determinants of price
4. Other determinants of price

##### Unit 2: Setting the right price

1. Process of price setting
2. Legal aspects of price setting
3. Ethical issues involved in price setting
4. Product line pricing
5. Pricing during difficult economic situation

##### Unit 3: Marketing channels

1. Importance of marketing channels
2. Merits and demerits various types of marketing channels
3. Channel intermediaries and their functions
4. Channel structures

##### Unit 4: Supply Chain Management

1. Scope of supply chain management
2. Key process of supply chain management
3. Component of supply chain
4. Supply chain performance management
5. Trends in supply chain management

**Unit 5: Retailing**

1. Role and importance of retailing
2. Classification of retail operations
3. Types of retail operations
4. Non-store retailing
5. Contemporary developments in retailing



## Business Administration

### Minor: Human Resource Management (Human Resource Specialization)

Course Credit: 06

#### Objectives:

To acquaint students to the various facts of managing people and to create an understanding of the various practices and policies of Human Resource Management

#### Course Contents:

##### Unit 1: Nature and Scope

1. Understanding the Nature and Scope of Human Resource Management
2. Context of Human Resource Management
3. Integrating HR Strategy with Business Strategy

##### Unit 2: Planning Recruitment and Selection

1. Human Resource Planning
2. Analyzing Work and Designing Jobs
3. Recruiting Human Resources
4. Selecting Human Resources
5. Inducting and Placing New Hires

##### Unit 3: Training and Career Management

1. Training, Development and Career Management
2. Appraising and Managing Performance
3. Managing Basic Remuneration
4. Incentives and Performance-based Payments
5. Managing Employee Benefits and Services

##### Unit 4: Healthy Work Environment

1. Motivation Perspectives
2. Empowering Employees
3. Communicating with Employees
4. Managing Betterment Work
5. A Safe and Healthy Environment
6. Managing Separations and Rightsizing

#### Recommended Book:

Human Resource Management, K. Aswathappa, 6th Edition

## Economics

### Major: Introduction to Econometrics

Course Credit: 06

#### Course Objective:

Econometric methods have been incorporated in the course so that students value the interrelationships in the economic variables. Basic concepts and application of econometrics adds rigour to the understanding of econometric problems. The emphasis of this course will be on understanding the tools of econometrics and applying them in practice.

#### Objective:

Econometric methods have been incorporated in the course so that students value the interrelationships in the economic variables. Basic concepts and application of econometrics adds rigour to the understanding of econometric problems. The emphasis of this course will be on understanding the tools of econometrics and applying them in practice.

#### Course Contents:

1. Econometric Models:
  - a. Why study Econometrics
  - b. Basic Concepts - data, types of data, population, sample, hypothesis etc.
2. Estimation, properties of Estimators, Correlation, Regression
3. Two Variable Regression  
Problem of Estimation and Hypothesis Testing  
Ordinary Least Square Methods  
BLUE
4. Confidence Interval and Test of Significance  
T- Test, F - Test (ANOVA),  $R^2$ , type I and Type II error
5. Multiple Regression  
Estimation and Hypothesis Testing
6. Problems in Heteroscedasticity, Multicollinearity and Autocorrelation  
Detection, Estimation, Consequences and Remedial Measures
7. Use of dummy and proxy variable and application of econometric methods in demand and supply function, consumption and investment function are part of the syllabus
8. Introduction to simultaneous equation model  
Time Series Analysis

**Recommended Reading:**

1. Gujrati, D., Basic Econometrics, (3rd Edition), McGraw Hill, New Delhi.
2. Gujrati, D. Elements of Econometrics, McGraw Hill, New Delhi.
3. Johnston, J., Econometric Methods, McGraw Hill, New York.
4. Kmenta, J., Elements of Econometrics, Michigan Press, New Delhi.
5. Koutsoyiannis, A., Theory of Econometrics, The Macmillan Press, Hampshire.
6. Maddala, G.S., Econometrics – An Introduction,, McGraw-Hill, New York.

## Economics

### Minor: Macro Economics II

Course Credit: 06

#### Course Objective:

The course is designed to help students to understand and appreciate growing influence and involvement of the State Economic fields. Theoretical, empirical and policy making issues will be emphasized in the pedagogy.

#### Course Content:

##### Unit 1:

- a. National Income Accounting
- b. Real versus Nominal GDP
- c. GNI
- d. Price Indices
- e. Four Sector Spending Model
- f. Government Expenditure and Tax Multiplier
- g. Balanced Budget Multiplier
- h. Dynamic Multiplier
- i. National Income Identities with Government International Trade
- j. India's National Income Accounts and Related Issues

##### Unit 2:

- a. Derivation of Aggregate Demand
- b. Aggregate and Supply Curves
- c. Interaction of Aggregated Demand and Supply
- d. Aggregate Supply in short run and long run
- e. Classical and Keynesian Systems
- f. Simple Keynesian Model of Income Determination
- g. IS-LM Model

##### Unit 3:

- a. Functions of Money
- b. Quantity Theory of Money
- c. Determination of Money Supply and Demand
- d. Credit Creation
- e. Tools of Monetary Policy

**Unit 4:**

- a. Monetary and Fiscal Policy in IS-LM Framework
- b. Equilibrium in the Money and Goods Market in an Open Economy

**Unit 5:**

- a. Supply of Factor of Production
- b. Phillips Curve
- c. Adaptive and rational Expectations
- d. Policy Ineffectiveness Debate

**Unit 6:**

- a. Short-Run Open Economy Models
- b. IS-LM Functions
- c. Mundell-Fleming Model
- d. Exchange Rate Determination
- e. Purchasing Power Parity
- f. Asset Market Approach
- g. IS-LM under fixed Exchange Rate System
- h. Dornbusch's Overshooting Model
- i. Monetary Approach to Balance of Payments
- j. International Financial Markets

**Recommended Reading:**

- Dornbusch R., Fischer Stanley, Starz Richards- Macro Economics
- Dwivedi D.N., Macro Economic Theory and Policy
- Oliver Blanchard., Macro Economics
- N. Gregory Mankiw., Principles of Macro Economics
- Bernanke & Abel., Macro Economics
- Lucas, R., Studies in Business Cycle Theory, MIT Press, Cambridge, Massachusetts
- Shapiro, E. , Macro Economic Analysis, Galgotia Publications, New Delhi
- Hendrik Van den Berg., International Finance and Open Economy Macroeconomics, Theory, History and Policy
- M.L. Jhingan, Money, Banking, International Trade and Public Finance
- H.L. Bhatia, International Economics

## Psychology

### Major: Abnormal Psychology

Course Credit: 06

#### Course Objectives:

- This course focuses on understanding of psychological disorders: their clinical description, etiology, and responsiveness to treatment.
- Focuses on the interaction of biological, psychological, and social causes of Psychopathology.
- Discussions of therapeutic treatments are included with each class of disorders, and these discussions include outcomes of different treatments.

#### Course Deliverables:

- The course facilitates learning about psychopathological behavior, which will be explored from various theoretical frameworks, including psychological, biological, and sociocultural perspectives.
- It trains students to become familiar with various psychological disorders as well as theoretical, clinical, and experimental perspectives of the study of psychopathology.
- Upon successful completion, students will be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. Course work includes projects.

#### Course Units:

**Unit 1. Introduction:** Concept of Normality and Abnormality; Criteria of Abnormality.

**Unit 2. Causes of Psychopathology:** Biological, Psycho-Social.

**Unit 3.** Frustration and Conflict; Coping Strategies: Defense Oriented.

**Unit 4. Anxiety Disorders:** Etiology and Treatment

**Unit 5. Mood disorders** – Etiology and Treatment

**Unit 6. Schizophrenia:** Diagnosis, Etiology and Treatment

**Unit 7. Personality Disorders:** Nature and Symptoms. Antisocial personality disorder, Paranoid personality disorder, Dependent personality disorder, Histrionic personality disorder, Obsessive-compulsive personality disorder.

**Unit 8. Mental Retardation.** Classification and Rehabilitation.

**Unit 9. Addictive Disorders.** Nature and Symptoms, Alcoholism, Nicotine dependence, Psychoactive drugs

**Unit 10. Therapy.** Psychodynamic approach, Behavioural approach, Humanistic-existential approach, Cognitive approach

**Unit 11.** Emerging Trends: Complexity, challenges and choices in the future.

**Recommended Reading:**

1. Barlow, D. H., & Durand, V. M. *Textbook of Abnormal Psychology*. Cengage Learning, 2011.
2. Buss, A. H. *Psychopathology*. John Wiley, 1999.
3. Carson, R. C., Butcher, J. N., & Mineka, S., & Hooley, J. M. *Abnormal Psychology*. Pearson (South Asia Edition), 2007.
4. Durand, V. M., & Barlow, D. H. *Essentials of Abnormal Psychology*. Wadsworth Cengage Learning (International Edition), 2010.
5. Lamm, A. *Introduction to Psychopathology*. Sage, 1997.
6. Sue, D., Sue, D. W., & Sue, S. *Understanding Abnormal Behaviour*. Wadsworth Cengage Learning (International Student Edition), 2010.

## Psychology

### **Minor: Industrial and Organizational Psychology**

**Course Credit: 06**

#### **Course Objectives:**

1. To impart knowledge and understanding of the basic concepts in and various facets of Industrial and Organizational Psychology
2. To create awareness about the role and importance of Psychological factors and processes in the world of work
3. To create a foundation for higher education and a professional career in Industrial Psychology and Organizational Behaviour

#### **Course Deliverables:**

1. Demonstrate fundamental knowledge about need and scope of I/O Psychology
2. Be aware of the brief history and various related fields of I/O Psychology
3. Learn about employee motivation, job satisfaction and leadership styles.
4. Understand the concept of organizational culture and learn the various types and functions of organizational culture
5. Comprehend the concept of Job analysis and be aware about the various methods of Job analysis.

#### **Course Units:**

##### **Unit 1: Introduction:**

Nature and Meaning of Organizational Behaviour, Historical Background: Scientific Management and Hawthorne Studies; Role of Organizational Behaviour, Disciplines Contributing to Organizational Behaviour.

##### **Unit 2: Personality and Organization**

Meaning, Application of Personality theory in organization, traits, Common personality measurement tools

##### **Unit 3 Motivation**

Meaning and Nature, Primary and Secondary Motives, Theories of Motivation: Maslow's Need Hierarchy Theory, Theory X & Theory Y, ERG Theory, Herzberg's Two-Factor Theory.



**Unit 4: Groups and Individuals**

Definition and Types of Groups, Group functions – Roles, Status, Norms, Cohesiveness and Conformity, Group formation and development

**Unit 5: Leadership**

Leaders versus Managers, Theories of Leadership: Trait Theory; Behavioural Theories- Ohio State Studies, University of Michigan Studies, The Managerial Grid; Situational Theories of Leadership- Fiedler's Contingency Theory and Hersey-Blanchard Tri-Dimensional Model.

**Unit 6: Management of Conflicts**

Nature of Conflict, Intra-Individual, and Interpersonal Conflicts and their Resolution, Conflict Management strategies, techniques and styles

**Unit 7: Organizational Change**

Major Forces of Change, Resistance to Change, Overcoming Resistance to Change, Process for Planned Change- Lewin's Three-Step Change Process.

**Unit 8: Organizational Culture**

Functions of organizational culture, Organizational Socialization, Assessing Cultural Values and Fit, Cross Cultural issues

**Unit 9: Job and the design of work**

Traditional and alternative approaches to job design, Contemporary issues in the design of work.

**Recommended Reading:**

1. ORGB : An innovative approach to learning and teaching Organizational Behaviour. A South Asian Perspective. Nelson, Quick and Khandelwal, Cengage Learning, 2012.  
*Psychology Applied to Work, 8<sup>th</sup> Edition.* Muchinsky, P. Thomson, Wadsworth
2. Chandan, J. S. *Organizational Behaviour.* Vikas Publication House Pvt Ltd, 2005.
3. Dunnette, M. D., & Hough, L. M. *Handbook of Industrial and Organizational Psychology.* Consulting Psychology Press, 1992.
4. Griffin, R. W. & Moorhead G. *Organizational Behaviour: Managing People and Organizations.* South-Western Cengage Learning, 2009.
5. Luthans, F. *Organizational Behaviour.* McGraw-Hill/Irwin, 2011.
6. Pareek, U. *Understanding Organizational Behaviour.* Oxford University Press, 2010.
7. Robbins, S. P. *Organizational Behaviour.* Prentice Hall, 2009.
8. Schultz, D. P., & Schultz, S. P. *Psychology and Industry Today: An Introduction to Industrial and Organizational Psychology.* MacMillan Co., 1992.

## English Literature

### Major: Literary Criticism

Course Credit: 06

#### Objectives:

Major task of the literary critic is to articulate what remains silent during the process of creation. Eastern and Western literary criticism has a long history of lively debates and discussions on continual reassessment of literary values and trends. Socrates commented long back that the creative artist is often a mute witness of massive, miscellaneous comments by others on his work. S. Ramaswami and V.S. Sethuraman have described the critics like the six blind men of Hindustan who identified the parts of elephant with the elephant as a whole but they quickly add that, "There is no need to deplore these deviations from critical 'holism' for, the parts of elephant, when it is a work of art, are sufficiently fascinating even in their apparent isolation." By studying this paper, students would learn the critical theories propounded by scholars in both east and west.

#### Deliverables:

After studying this paper, students would be able to

- Understand that art needs continual reassessment for new insights
- Correlate the critical theories with the works of literature
- Develop reasoning power and analytical mind

#### Recommended Reading:

1. The English Critical Tradition, Ed. S.Ramaswami and V.S.Sethuraman, MacMillan India.
2. Contemporary Criticism, Ed. V.S.Sethuraman, MacMillan India.

#### Course Units:

##### Unit 1: Classical Indian Theory

- a. Bharat's *Natyashastra*
- b. Abhinavgupta's *Dvanyaloka*
- c. Rajashekhar's *Kavyamimamsa*

##### Unit 2: Classical European Theory (Selected texts from)

- a. Plato
- b. Aristotle
- c. Longinus

**Unit 3: Renaissance and Neoclassical Theory**

- a. Sidney's *Apology for Poetry*
- b. Dryden's *An Essay of Dramatic Poesy*
- c. Alexander Pope's *An Essay on Criticism*
- d. Samuel Johnson's *Preface to Shakespeare*

**Unit 4: Romantic and Post – Romantic Theory**

- a. William Wordsworth's *Preface to the Lyrical Ballads*
- b. Coleridge's *Biographia Literaria*
- c. Arnold's *Essays in Criticism*

**Unit 5: Modern and Post Modern Theory**

- a. T.S. Eliot's *Tradition and the Individual Talent*
- b. I.A. Richards' *Principles of Literary Criticism*
- c. W. Empson's *Seven Types of Ambiguity*
- d. Gerard Genette's *Structuralism and Literary Criticism*
- e. H.G. Widdowson's *Stylistics*
- f. Stanley Fish's *Is There a Text in this Class?*

## English Literature (Literature Cluster)

### Minor: Literature in Translation

Course Credit: 06

#### Objectives:

The purpose of this paper is to sample Indian and European literature in translation. As knowledge of English enables a student to understand and appreciate world classics, it becomes all the more important for the budding researchers and students of literature to translate the best published in their mother tongue.

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

- Gain access to aspects of linguistic, aesthetic and cultural theories relevant to the translation
- Trace the beginning and growth of Indian writing in English
- Compare and analyze the literary traditions in India with that of Europe or America
- Analyze the power of English language as instrument in bringing out issues and themes of India

#### Recommended Reading:

1. *The Task of the Translator* by Walter Benjamin
2. *Transcreations* by P.Lal, Writers Workshop, Calcutta
3. *The Translator's Art* by W.Radice and B.Reynolds (ed), Penguin, 1987

#### Unit 1: Theories of Translations

#### Unit 2: Translations from the Indian Languages

- a. *Gitanjali* by Tagore
- b. *Goaddan* by Premchand
- c. *Svapnavasavadatta* by Bhasa

#### Unit 3: Translations from the European Languages

- a. *Prometheus Bound* by Aeschylus
- b. Selected Stories of Mupassant
- c. Selections from *Divine Comedy* by Dante

#### Unit 4: Students project for translating any literary work

In this section, the student would pick up any text of any genre of his choice and translate that in English, keeping all the essentials learnt in the theory classes.

**English Literature**  
**(Corporate Communication Cluster)**

**Minor: Ethics of Corporate Communication**

**Course Credit: 06**

**Objectives:**

- To equip students with skills of communication CSR effectively
- To orient create awareness among students for ethics of corporate communication
- To expose students to best practices in ethical corporate communication through case studies

**Deliverables:**

- Students learn global ethical issues in corporate communication
- Students would learn importance of virtues like honesty, transparency and credibility
- Students would learn ethical crises communication

**Recommended Reading:**

1. Business the Bible Way: Christlike Communication Within Corporate Culture, Bob M. Wood, BJU Press, 2006
2. The Handbook of Communication and Corporate Social Responsibility, Yvind Ihlen, Jenifer Bartlett & Steve May, Wiley-Blackwell, 2011.
3. Corporate Communications for Executives, Michael B. Goodman, State University of New York Press.

**Course Contents:**

- a. Ethical issues in Business Communication
- b. Ethical standards for professional communicator
- c. Ethical problems of organizations
- d. Crises communication and ethics
- e. Ethics in Financial Reporting
- f. Model of Reciprocal Altruism developed by George Zimmer
- g. Managing ethics and legal compliance
- h. Corporate Mission Statements and Company Philosophy
- i. Ethics and Advertising

**English Literature**  
**(Mass Communication Cluster)**

**Minor: Print Media**  
**Course Credit: 06**

Reporting and Editing:-

1. Reporting

- News: definition, concept, elements, values, sources, lead writing, kinds, reporting crime, weather, city life, speech, accident, disaster, court, election, riots, war/conflict/tensions. Interviewing – kinds, purposes, technique.
- Interpretative reporting – purposes, techniques. Investigative reporting – purposes, sources, styles, techniques. Columns – development, criticism, reviews, feature writing, news analysis, backgrounding.– Political reporting. – Legislative reporting. – Diplomatic reporting. – Scoops and exclusives and specialized reporting – science, sports, economic, development, commerce, gender, and allied areas reporting for magazines

2. Editing

- Meaning, purposes, symbols, tools, lead, body, paragraphing.
- Proof reading, meaning, symbols, purposes.
- News desk, editorial department set-up, news flow, copy management and organization
- Headlines – techniques, styles, purposes, kinds of headlines. Dummy page-make-up, layout, principles of photo editing
- Magazine editing, layout, graphics.

## Public Administration

### Major: Disaster Management, Environmental Policies and Role of ICT

Course Credit: 06

#### Course Rationale:

The neglect of our natural assets and environment has always led to crisis, whether it is the Mithi River of Mumbai or Tapi of Surat. Hence, an understanding of the various policies pertaining to environment, especially, water, forest and natural resources are absolutely important in the public administration.

#### Learner's Objective:

- Students gain an insight into the various environmental policies and disaster management issues in the country

#### Course Content:

1. Nature, and role of the State in environment related issues; Environmental Policies in India. Factors responsible for degradation in areas like forests, water, air, land, etc. – consequences and impact on the people, Concept of sustainable development
2. Case study – Forest Rights Act – 2006, Ground-water level issues and mechanism of Watersheds Problems of administering environmental policies in India – NGOs and environmental protection – their contribution and limitation
3. Nature and Classification of Disasters, Disaster Management cycle, vulnerability and risk analysis, Role of Governments, Media, and NGOs.
4. Relief, Rehabilitation and Reconstruction measures, predictability, forecasting, and warning of disasters , prevention and precautionary measures, Development and disaster
5. Nature and Scope in application of ICT in the above issues, citizen's participation through ICT, Implementation of Environment and Disaster Management policies through e-governance initiatives, skills and training required

#### Recommended Reading:

1. Bedi, Kiran, et. al., *Government @Net – New Governance Opportunities for India*, Sage, New Delhi, 2001
2. IIPA, *Information Technology and Indian Administration*, IIPA, July-Sep. 2000, New Delhi
3. Mukhopadhyaya, Alok, *Municipal Government and Urban Development*, IIPA, New Delhi, 1996
4. Second Administrative Reforms Commission Report, *E-Governance and Government*, Eighth Report, Government of India, New Delhi
5. Singh, Shekhar (ed.), *Environmental Policy in India*, IIPA, New Delhi, 1987
6. Singh, K. S. (ed.), *Disaster Management*, Mittal, New Delhi, 1987
7. Second Administrative Reforms Commission Report, *Crisis Management: From Despair to Hope*, Third Report, Government of India, New Delhi, 2006

## Public Administration

### Minor: Structure and Processes of Indian Administration (Centre, State and District)

Course Credit: 06

#### Course Rationale

The course deals with the evolution of the Administrative System in India, the constitutional context of the administration, the working of the Union, state and District governments and the problems of the administration in contemporary India. It also discusses the nature, scope, constitutional roles and functions and contemporary issues in state and district administration.

#### Learner's Objective:

- Students are introduced to the evolution of the administration in India at the central, state and district levels
- Students get oriented on the various challenges of and possible areas of conflict between the central, state and district administration

#### Course Contents:

1. History and Evolution of the administrative system in India – continuity and change
2. Constitution and Indian Administrative system
3. The working of the Union Government – the administrative processes
4. Union Government and Administration
  - a. President - Powers, Function and Position
  - b. Prime Minister and Council of Ministers – Power, Position, Structure and Functions
  - c. Prime Minister's Office - Structure and functions
  - d. Cabinet Secretariat - Structure and functions
  - e. Central Secretariat – Structure and Functions
    - i. Ministries
    - ii. Departments
    - iii. Executive Agencies
5. Constitutional provisions relating to state governments in India – issues in state administration
6. Structure and functions of the state secretariat – role of the Board of Revenue, state Finance Commission, Board and Authorities
7. District Administration and District Collector – Evolution, Nature, Scope and Functions, District Development Programmes



**Recommended Reading:**

1. Basu, D. D., *An Introduction to the Constitution of India*, Latest edition
2. Maheswari, S. R., *Indian Administration*, Agra, Lakshmi Narain Aggarwal, 2003
3. Maheshwari, S. R., *State Administration in India*, latest edition
4. Mishra, B. B., *Administrative History of India*, vol. I & II, Allied Publisher, Mumbai
5. Shukla, J. D., *State and District Administration in India*, latest edition

## International Relations

### Major: Political Geography

Course Credit: 06

#### Course Contents:

1. Geo-strategic Theories:
  - a. Heartland and Rimland
2. Border Disputes:
  - a. Boundaries and Frontiers
3. Federalism:
  - a. Geographical and administrative perspective
4. Globalisation:
  - a. Geopolitical Implications and Integration
5. Geostrategic Importance and Conflicts:
  - a. Caspian Sea
  - b. South China Sea
  - c. Suez Canal
  - d. Panama Canal
  - e. West Asia
  - f. Central Asia
  - g. Caucasus

#### Recommended Reading:

1. Glasner, Martin and C. Fahrer , Political Geography, John Wiley & Sons
2. Klaus Dodds, Geopolitics: A Very Short Introduction, Oxford
3. Cox, Kevin R., Murray Low and Jennifer Robinson, The Sage Handbook of Political Geography, Sage
4. Dekmejian, R. H. and Hovann H. Simonian, Troubled Waters: The Geopolitics of the Caspian Region, I. B. Tauris
5. Cahnman, Werner J, Social Issues, Geopolitics and Judaica, Transaction Publisher.
6. Painter, J. and Alex Jeffrey, Political Geography: An Introduction to Space and Power.
7. Nayer, Baldev Raj, The Geopolitics of Globalisation, Oxford

## International Relations

### Minor: Comparative Constitutions and Politics-II

Course Credit: 06

#### Course Contents:

1. Legislature:
  - a. The powers and Functions of Japanese Diet
  - b. Parliament of South Africa
  - c. National Congress of Brazil
  - d. Federal Assembly of Switzerland
2. Executive:
  - a. The powers and Functions of Japanese Monarchy and Prime Minister
  - b. The powers of South African President
  - c. The powers and Functions of Brazilian President
  - d. Unique Position of Swiss Executive
3. Judiciary:
  - a. Due process of Japanese Judiciary System
  - b. The powers and Functions of South African Judiciary during and after apartheid
  - c. Structure and Functions of Brazilian Judiciary
  - d. Secondary Status of Swiss Judiciary

#### Suggested Readings:

1. Bhagwan , Vishnoo and Vidya Bhusan, World Constitutions, Sterling
2. Kapur , A. C. and K. K. Mishra, Select Constitutions, S. Chand
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: Global Conventions/Protocols and International Environmental Cooperation**

**Course Credit: 06**

#### **Course Content:**

1. Environment Protection: The Indian Constitution Perspective, Article 48-A of Constitution, 51-A(g)
2. The 42nd amendment 1974, the Union List & State List , The Forest (Conservation) Act 1980, Forest proposals & Approvals, Environmental (Protection) Act 1986, AIR (Prevention & Control of Pollution) Act 1981, Water (Prevention & Control) Act 1974, Wildlife Protection Act 1972
3. The Biological Diversity Act 2002, Hazardous Wastes (Management & handling) Amendment Rules 2003, ODS (Regulation & Control) Rules, 2000, The Indian Forest Act, 1927, Legal & regulatory framework for hydro projects. TEEB framework
4. Implementation of the BDA in particular
5. Environmental performance index, Legal risks & challenges in environmental management & Global Competitiveness
6. Environmental Law
  - a. Three perspectives: Doctrinal, Policy & Explanatory, Principles including Precautionary
  - b. Milestones in development of law: Emergence of pollution issues, Sustainable development
7. Goals of Environmental Policy:
  - a. Environmental effectiveness, cost effectiveness & equity
  - b. Policy toolkit: Information, Labelling, EIA, PIC, Hazard warnings, Advance notification, Disclosure / reporting, Command & control, Specification standards, performance standards, Environmental quality standards, MBIs. Norms: Purpose, Consent, Mandatory quality,
8. International Institutions
  - a. Pathways of influence & Stages in treaty making process
  - b. Negotiating agreements: Legal Vs non – legal instruments, State & non – State actors, Contractual vs. Legislative instruments; Constitutive vs. Regulatory
9. Best practices in governance
10. Implementation of agreements
  - a. Legislative, Executive Judicial
  - b. Carrots & Sticks
  - c. Enforcement & Management models
  - d. Compliance assistance
  - e. Non compliance & consequences

11. Greening of International Law & Secretariats of Multilateral Environmental Agreements:  
Mission & Function
12. Negotiations: Processes and preparations

Essential readings:

- TEEB - The Economics of Ecosystems and Biodiversity (2013): Guidance Manual for TEEB Country Studies. Version 1.0
- Bodansky D 2010 HUP The art and craft of international environmental law.
- Environment 2014 Top 10 legal risks and challenges for environmental management [www.landors.com.au](http://www.landors.com.au)
- The Global Competitiveness Report 2013 – 2014 WEF Schwab K et al.
- Training Manual on International Environmental Law Lal Kurukulasuriya, Nicholas A. Robinson Gilbert & Sarah Kerlin
- Sands, Philippe (1994) "The "Greening" of International Law: Emerging Principles and Rules,"Indiana Journal of Global Legal Studies: Vol. 1: Iss. 2, Article 2.
- Sands, Philippe (1994) "The "Greening" of International Law: Emerging Principles and Rules,"Indiana Journal of Global Legal Studies: 1 (2)
- Basic Information on Secretariats of Multilateral Environmental Agreements, Mission, Structure, Financing and Governance UNEP.
- Manual on Compliance with and Enforcement of Multilateral Environmental Agreements UNEP 2006.