

THIRUVALLUVAR UNIVERSITY
MASTER OF ARTS
DEGREE COURSE
M.A.PUBLIC ADMINISTRATION
CBCS PATTERN
(With effect from 2017 – 2018)
The Course of Study and the Scheme of Examinations

| S.NO. | | Study Components | | Ins.hrs /week / credit | Title of the Paper | Maximum Marks | | |
|--------------------|------------------|--------------------|-----------|------------------------|---|---------------|------------|------------|
| | | Course Title | | | | CIA | Uni. Exam | TOTAL |
| SEMESTER I | | | | | | | | |
| 1 | MAIN | Paper 1 | 6 | 5 | Principle of Public Administration | 25 | 75 | 100 |
| 2 | MAIN | Paper 2 | 6 | 5 | Administrative Thinkers | 25 | 75 | 100 |
| 3 | MAIN | Paper 3 | 6 | 4 | Indian Administrative System | 25 | 75 | 100 |
| 4 | MAIN | Paper 4 | 6 | 4 | Local government and administration | 25 | 75 | 100 |
| 5 | Elective | Paper 1 Paper 2 | 6 | 3 | 1. Development administration. 2.Public Relations | 25 | 75 | 100 |
| | | | 30 | 21 | | 125 | 375 | 500 |
| SEMESTER II | | | | | | | | |
| 6 | MAIN | Paper-5 | 6 | 5 | Organizational Behavior | 25 | 75 | 100 |
| 7 | MAIN | Paper-6 | 6 | 5 | Public Financial Administration | 25 | 75 | 100 |
| 8 | MAIN | Paper-7 | 5 | 4 | Comparative Public Administration | 25 | 75 | 100 |
| 9 | MAIN | Paper-8 | 5 | 4 | Administrative Law | 25 | 75 | 100 |
| 10 | Compulsory paper | | 2 | 2 | Human Rights Administration | 25 | 75 | 100 |
| 11 | Elective | Paper 1 Paper 2 | 6 | 3 | 1. Administration or International Organization. 2.New Public Management | | 75 | 100 |
| | | | 30 | 23 | | 150 | 450 | 600 |

| SEMESTER III | | | | | | | | |
|---------------------|------------|----------|-----------|-----------|---|------------|------------|------------|
| 12 | MAIN | Paper-9 | 6 | 5 | Public Policy Analysis | 25 | 75 | 100 |
| 13 | MAIN | Paper-10 | 6 | 5 | Human Resources Management | 25 | 75 | 100 |
| 14 | MAIN | Paper-11 | 6 | 5 | Social Welfare Administration | 25 | 75 | 100 |
| 15 | MAIN | Paper-12 | 6 | 5 | Research Methodology | 25 | 75 | 100 |
| 16 | Elective | Paper-3 | 6 | 3 | 1. E- Governance / Issues and trends in 2. Indian Administration | 25 | 75 | 100 |
| | | | 30 | 23 | | 125 | 375 | 500 |
| SEMESTER IV | | | | | | | | |
| 17 | MAIN | Paper-14 | 6 | 5 | Environmental Administration In India | 25 | 75 | 100 |
| 18 | MAIN | Paper-15 | 6 | 5 | Administrative Reforms and Changes | 25 | 75 | 100 |
| 19 | MAIN | Paper-16 | 6 | 5 | Labour Welfare and Industrial Relations | 25 | 75 | 100 |
| 20 | MAIN | Paper-17 | 6 | 5 | Citizen and Civic Engagements | 25 | 75 | 100 |
| 21 | Compulsory | Paper-4 | 6 | 3 | Project Based on Field Work | 25 | 75 | 100 |
| | | | 30 | 23 | | 125 | 375 | 500 |

| Subject | Papers | Credit | Total Credits | Marks | Total Marks |
|------------------|---------------|---------------|----------------------|--------------|--------------------|
| MAIN | 16 | 4-5 | 76 | 100 | 1600 |
| ELECTIVE | 4 | 3 | 12 | 100 | 400 |
| COMPULSORY PAPER | 1 | 2 | 2 | 100 | 100 |
| TOTAL | 21 | - | 90 | - | 2100 |

THRUVALLUVAR UNIVERSITY
M.A.PUBLIC ADMINISTRATION
SYLLABUS
UNDER CBCS
(With effect from 2017-2018 onwards)
I SEMESTER
PAPER-I
PRINCIPLE OF PUBLIC ADMINISTRATION

UNIT I

Meaning, Nature, Scope and importance of Public Administration: Public and Private Administration; New Public Administration.

UNIT II

Organization- Meaning and Types: Formal and Informal; Types of Organization: Departments, Public Corporations, The Bureau Boards/Commissions – Field Establishments – Independent Regulatory Commission – Line-Staff- Auxiliary Agencies.

UNIT III

Principles of Organizations: Hierarchy, Span of Control, Unity of Command, Delegation, Coordination, and Centralization Vs Decentralization – Delegated Legislation.

UNIT IV

Personnel Administration: Position Classification – Recruitment – Direct and Indirect (promotion): Training: Machinery for Negotiations and Employee Organization. Administrative Corruption: Concept, Causes and Remedies; Grievance – Redressal Machinery: Lokpal and Lokayukta.

UNIT V

Financial Administration: Budget – Principles, Budgetary Process: Preparation and Enactment; Parliamentary Control over Finance-Public Accounts Committee; Comptroller and Auditor General: Functions and Role.

BOOKS RECOMMENDED:

1. A. Avasthi & S.R. Maheshwari : Public Administration, Lakshmi Narain Agarwal. Agra, 2012
2. M. Bhattacharya, New Horizons of Public Administration, Jawahar Publishers and Distributors, New Delhi, 2015.
3. H. Singh, and M. Singh, Public Administration in India: Theory and Practice, New Delhi : Sterling Publishers, 1990.
4. R.K. Arora & R. Goyal : Indian Public Administration, Vishwa Prakashan, New Delhi, 2010.
5. M.P. Sharma and B.L. Sadhana, Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 2001.
6. B.K. Verma, Public Administration Today, Astha Publishers, New Delhi, 2014.

PAPER-2

ADMINISTRATIVE THINKERS

UNIT – I:

Introduction - Growth of Administrative Thought- Kautilya – Thiruvalluvar - Woodrow Wilson.

UNIT – II:

Classical School - F. W. Taylor – Henri Fayol- Elton Mayo-Luther Gullick- Max Weber

UNIT – III:

Neo _ Classical School - Elton Mayo- Mary Parker Follet – C. I. Barnard

UNIT – IV:

Behavioral School - Herbert. A. Simon- Rensis Likert- Riggs

UNIT – V:

Socio-Psychological School - Abraham Maslow -McGregor- Herzberg

BOOKS RECOMMENDED:

1. D.Ravindra Prasad, V.S. Prasad and P. Sathyanarayanan - Administrative Thinkers, Sterling Publication, New Delhi, 2010.
2. Anthony Tillet, Thomas Kemper & Gordon Willey – Management Thinkers, Penguin Books 1970.
3. Ramesh K Arora – Perspective in Administrative Theory, Associated Publishing House, New Delhi, 1979.
4. Sapru R.K.-Administrative Theories & management Thought, Prentice Hall, New Delhi 2000.
5. S.K.Chatierjee, Administrative Theory, Surjeet Publications, New Delhi, 2011.

PAPER -3

INDIAN ADMINISTRATIVE SYSTEM

UNIT – I:

Evolution of Indian Administration - Administration in Pre- colonial, Colonial and Post- colonial era- welfare state- Salient features of Indian Constitution- Fundamental Rights – Directive Principles of State Policy.

UNIT – II:

Union Administration - President- Prime Minister- Council of Ministers- Cabinet Secretariat- Cabinet Committees- Prime Minister's Office- Central Secretariat- Ministries and Departments.

UNIT – III:

Constitutional Authorities - Finance Commission – Union Public Service Commission – Election Commission – National Commission for SCs & STs – Attorney General of India – Comptroller and Auditor General of India-

UNIT – IV:

State Administration - Governor – Chief Minister, – Cabinet – State Secretariat – Departments – Directorate – Collectorate - State Public Service Commission.

UNIT – V:

Issues in Indian Administration - Minister – Civil Servant Relation – Generalist Vs. Specialists – Union- State Relations(Administrative and Financial) – Planning Commission- National Development Council- Corruption- Administrative Reforms - Impact of Information Technology on Indian Administration – Globalization and Indian Administration

BOOKS RECOMMENDED:

1. R.C. Sharma, Indian Government and Politics, Konal Books, New Delhi, 2013.
2. J.C.Johari, Indian Parliament: A Critical Study of Its Evolution, Composition And Working, Metropolitan Book, New Delhi, 2006.
3. Shukla.V.N. Constitution Of India, Eastern Book Company, Lucknow, 2013.

4. Basu.D.D.Introduction to the Constitution of India, Lexis Nexis, Publishing House,
5. Siwach, Dynamics of Indian Government and Politics, Sterling Publishing House, Delhi, 2001.

PAPER - 4

LOCAL GOVERNMENT AND ADMINISTRATION

UNIT-I

Introduction – Meaning, Nature & Scope of Local Government – Democratic Decentralization – Evolution of Local Government.

UNIT –II

Committees on Panchayathraj – Community Development Programme – National Extension Service – Balwantrai Mehta Committee – Ashok Mehta Committee – Committees on Local Administration Since-1980.

UNIT-III

Rural Local Government – Rural Local Government – 73rd Amendment – Role. Function and Powers of Zilla Parishad – Panchayat Samiti – Village Panchayats and Grama Sabha , Control Over Rural Local Government.

UNIT – IV

Urban Local Government – Urban Local Government – 74th Amendment – Municipal Corporation Municipality-Township – Notified Area Committees – Cantonment Board – Mayor and Commissioner – Control Over Urban Local Bodies.

UNIT-V

Role of Political Parties in Local Bodies – Women Representation in Local Bodies – Corruption in Rural and Urban Local Bodies – People’s Participation and Social Audit.

BOOKS RECOMMENDED

1. Dhilwal –S.S. Municipal Administration, Deep & Deep Publications, New Delhi, 1999
2. Goel S.L. and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice, Deep & Deep Publications, New Delhi, 2009

3. Maheswari S.R. – Local Government in India, Laxmi Narain Agarwal, New Delhi, 2010-1011.
4. M.P. Sharma: Local Self – Government in India – Munshiram – 1977.
5. U.B. Singh Functioning of Local Government in South India – Gyan Publishing House, 2001.

ELECTIVE PAPER -1

DEVELOPMENT ADMINISTRATION

UNIT-I

Old society and the new political set up as democratic government-Central Government-Organization of Ministries-State government setup-the nature of public administrative functions.

UNIT-II

Changing aspects of the concept of Development – Political – Social – Economic-Cultural multi dimensional concept.

UNIT-III

Administration-Definition and nature- Development Administration – The nature and features- the challenges of traditional approaches- Administration of development activities- Identification of problem areas- Remedies.

UNIT-IV

Nature of Bureaucracy – The problems of developing nations- Bureaucracy and Development-Administrations in the context of Liberalization, Privatization and Globalization.

UNIT-V

Special Training and education to improve development administration – Behavioral approach to improve the behavior of the personnel – Inter-Disciplinary approach to identify the utility of different domains- Systems approach for Improvement.

BOOKS RECOMMENDED

1. Fred W.Riggs (ed) Frontiers of Development Administration, Duke, University Press, Durhan, 1970.
2. V.A.Pai Panandikar, Development Administration in India, Macmillan, Delhi, 1974.

3. S.K. Chatterjee, Development Administration with special reference to India, Surjeet Publicationurs, Delhi, 1981.
4. T.N. Chaturvedi, Development Administrative, IIPA, New Delhi, 1984.
5. R.K. Sapru, Development Administration, Sterling Publishers Limited, New Delhi, 2002.
6. S.A.Palekar, Development Administration, PHI Publishers, Delhi, 2012.

ELECTIVE PAPER 2- PUBLIC RELATIONS

Unit I

Origin – Meaning, Definitions and Scope of Public Relations-Evolution of Public Relations-Objectives of Public Relations – Goals of Public Relation – Process – types of Public Relations- Limitation of Public Relations.

Unit II - Public and Public:

Classification of Public – Internal Public – Importance of Employees – Employee Relation – External Public – Customers-Suppliers – Community – Pressure Grouping – Public Relations as a career option – Traits required for a Career in Public Relations- Career Opportunities – Career Path.

Unit III

Tools for Public Relation - Classification – Communication – Types of Communication – Role of Communication in Public Relations – Press Releases – Advertising – Publicity- Lobbying – Publicity – Internet.

Unit IV

Public Relation Agencies – PTI, UNI, BBC, CNN, - Public relations in India AIR, DD, National Film Division Corporation, Film Festival, of Press Information Bureau- Society of India – Press Council of India – Indian Institute of Mass Communication – Mass Media and Public Relations.

Unit V

PRO's – Importance, role, Functions of PRO'S – Public Relations Department – with Organization – Structure , function- Need for Public Relations by Government.

BOOKS RECOMMENDED

1. Srinivasan M.R. Balaji C.D. Industrial Law and Public Relations, Chennai, Margham Publications, 2007.

2. Ahuja B.N. and Chhabra S.S. Advertising and Public relations, Surjeet Publications, New Delhi, 2005.
3. J.N. Jethwaney and N.N. Sarkar Public Relations, Sterling Publishers, New Delhi, 2003.
4. K.R.Balan, Principals of Public Relations.
5. Nicholas Hentry, Public Administration and Public Affair, Printic Hall of India,

SEMESTER – II
PAPER - 5
ORGANIZATIONAL BEHAVIOUR

UNIT – I: Introduction - Meaning, Nature, Scope of Organization Behaviour, Need of Organization Behaviour, Approaches to Organizational Behaviour, Models of Organisation Behaviour

UNIT – II: Individual Behaviour - Individual Behaviour - Personality, Learning Attitudes, Perception, Motivation Group Behaviour - Group Dynamics, Group Cohesiveness.

UNIT – III:

Process of Organization - Leadership, Meaning, Styles, Qualities, Types, Theories, Organisational Communication-Meaning, Importance, Process, Barriers, Principles of Effective Communication.

UNIT – IV:

Issues of Organization Behaviour - Organization Conflict- Organization Effectiveness-Organizational Culture- Meaning, Significance-Organisational Climate, Organization Counseling

UNIT – V: Organization Dynamics - Organisational Change, Meaning, Nature, Cause-Organisational Development-Meaning and Interventions.

BOOKS RECOMMENDED:

1. Stephen P.Robbins, Organizational Behaviour, Prentice Hall, 1997.
2. Prasad L.M, Organizational Behaviour, Sultan Chand Publishers, New Delhi 2004
3. Nirmal Singh, Organizational Behaviour, Concepts, Theory and Practices Managing People and Organization in the 21st century Deep & Deep Publishers New Delhi, Reprint 2009

4. Keith Davis, Human Behaviour at Work, McGraw Hill Book Co.,1991
5. G.Sudersana Reddy, K.Aswathappa, Organizational Behaviour, Himalaya Publications, Mumbai, 2015.
6. Kushpat, S.Jain, Apexa V. Jain, Organizational Behaviour, Himalaya Publications, Mumbai, 2015, 2017

PAPER - 6

PUBLIC FINANCIAL ADMINISTRATION

UNIT – I:

Introduction - Nature, Meaning, Scope and Significance of Public Financial Administration- Principles of Budget – Modern Techniques of Public Financial Administration – Budgetary procedure in UK., U.S.A and India.

UNIT – II:

Budgetary process and Public Budgeting in India - Aspects of Indian Budgetary system –Types of Budget –Finance Ministry-Preparation, Enactment and Execution of Budget - -Control over Public Expenditure in India.

UNIT – III:

Parliamentary Committee - Public Accounts Committee – Estimate Committee – Committee on Public Undertakings – Committee on Subordinate Legislation – Departmental Standing Committees.

UNIT – IV:

Accounts and Auditing - Meaning of Audit – Auditing procedures in India – Comptroller and Auditor General of India – Separation of Accounts from Audit – Performance Auditing.

UNIT – V:

Public Finance and Financial Relations - Finance Commission– Union – State Financial Relations - Resource Mobilization – Tax Administration in India-Financial Administration in States and Local Bodies – Public Debt– State Finance Commission.

BOOKS RECOMMENDED:

1. Goel S.L., Public Financial Administration, New Delhi Deep and Deep Publication, 2002

2. Thavaraj M.J.K., Financial Administration in India, Sultan Chand & Sons , New Delhi ,2000.
3. Mukherjee S.S., Financial Administration in India, Surjeet Publication, New Delhi
4. Kramer Fred A., ed. Contemporary Approaches to Public Budgeting, Cambridge, Mass:Winthrop,1979
5. S.K. Mahajan, A.P.Mahajan, Financial Administration in India, PHI Learning Private Limited, New Delhi, 2014.

PAPER - 7

COMPARATIVE PUBLIC ADMINISTRATION

UNIT I:

Introduction - Meaning, Nature and Scope of Comparative Public Administration
- Evolution of the Study of Comparative Public Administration – Approaches to the Study of Comparative Public Administration –Traditional- Structural- Behavioural – Functional – System , Institutional, Ecological and Modern Approach.

UNIT II:

Comparison of Law and Policy Making Process - Comparative Study of Legislature and Policy Making Process in UK, USA and France

UNIT III:

Function of Executive Branches - Comparative Study of Executive Branches in UK, USA and France

UNIT IV:

Methods of Judicial System: Comparative Study of Judicial System in UK, USA and France

UNIT V:

Types of Civil Service and Local Governments: Comparative Study of Civil Services in UK, USA and France Comparative Study of Local Government Institutions in UK, USA and France.

BOOKS RECOMMENDED:

1. Arora R.K. Comparative Public Administration. Unique Publishers, New Delhi , 2007
2. Ferral Heady, Public Administration, A Comparative Perspective, Marcel Dekker Inc, New York, 2001.
3. Rathod P.B . Comparative Public Administration, Abd Publishers Jaipur -2007
4. Juditha Bara And Mark Pennigton Comparative Politics, Sage Publication New Delhi, 2009.
5. Chatorvedi . T.N. Comparative Public Administration Associated Publishing House , New Delhi 2002.

PAPER -8

ADMINISTRATIVE LAW

UNIT – I:

Introduction - Meaning, Nature and scope of Administrative Law – Historical Growth and Development of Administrative Law – Rule of Law – Driot Administrative – Constitutional Law and Administrative Law.

UNIT – II:

Government and Administrative Law - Executive and Administrative law- Government Liability – Classification of Administrative Actions – Administrative Discretion - Administrative Law and Privileges.

UNIT – III:

Delegated Legislation - Legislature and Administrative Law -Delegated Legislation – Control over Delegated Legislation.

UNIT – IV:

Judiciary and Administrative Law - Judiciary and Administrative Law- Distinction between Judicial and Quasi – Judicial Function – Principles of Natural Justice – Administrative Tribunals – Judicial Remedies.

UNIT – V:

Control over Administration - Government Control Over Public Undertakings – Legislative control over Public Undertakings – Statutory Inquiries – Statutory and other

Remedies – Judicial Review of Administrative Action – Ombudsman, Lokpal – Lokayukta.

1. BOOKS RECOMMENDED:

1. Durga Doss Basu, Administrative Law, Prentice Hall of India (p) Ltd, New Delhi, 1986
2. Kesari, U.P.D., Lecturers on Administrative Law,
3. Takwani,C.K, Lecturers on Administrative Law, Eastern Book Company Lucknow, 2001.
4. Takwani, C.K. Lectures on Administration Law, Eastern Book Company, Lucknow 2001.
5. Madhusudan Sharay , The Indian Administrative Law, Universal Law, Publishing Company, Delhi, 2014.

COMPULSORY PAPER

HUMAN RIGHTS ADMINISTRATION

UNIT-I

Definition and origin of human rights- Historical Development of human rights- Various Theories of human rights.

UNIT-II

Fundamental Rights in India – Directive Principles of State Policy – Torture, Cruel and Inhuman Approaches.

UNIT-III

International Bill of Rights – United Nations and Human Rights – Universal Declaration of Human Rights and International Conventions.

UNIT-IV

Human Rights Act 1993- National Human Rights Commission – Power, Functions and Jurisdiction – State Human Rights Commission – Power, Functions and Jurisdiction.

UNIT-V

Civil Rights and Political Right- Economic Rights – Rights for livelihood, entitlement and development – Social rights – cultural rights – Rights of Minorities.

BOOKS RECOMMENDED:

1. D.D.Basu , Human Rights in Constitutional Law, 1995.
2. S.Subramanian, Human Rights Training Manas Publications, New Delhi, 1999.
3. S.Subramanian, Human Rights – International Challenges , Manas Publications, New Delhi, 1999.
4. Clearance J.Dias, Initiating Human Rights Education at the Grassroots: Asian Experience, Asian Cultural Forum on Development, Bangkok, 1997.
5. Vijay K.Gupta (ed) Perspectives on Human Rights, Vikas Publishing House, New Delhi, 1996.

ELECTIVE PAPER – 2

INTERNATIONAL ORGANIZATION

UNIT – 1

Working Definition- Classification of International Organization – Regionalisms Vs Universalism as a basis of classification – Nature and role of International Organization in Contemporary International Relations – Third world view of International Organization – Evolution of International Organization Development in the Twentieth Century.

UNIT – II

The League of Nation – Origin – Organization and Structure of the League of Nations Causes of the Failure of League of Nations- Achievements of League of Nations- United Nations and Moscow Declaration- UN Charter – Purposes and Principles Membership and Representation. The United Nation – General Assembly – Security Council – Settlement of International Disputes – UN and other agencies.

UNIT-III

Regional Organizations – I NATO – ASEAN – BRICKS – SAARC Organization Structure – Function.

UNIT –IV

Regional Organizations – II , - OPEC – OAC – OIC – OAS – Organization Structure – Function.

UNIT – V

Meaning of Non – Alignment – Characteristics of Non- Alignment bases and causes of Non- Alignment – Growth and role of Non Alignment – Evaluation of Non-Alignment – Relevance of Non Alignment – New International Economic Order – WTO.

BOOKS RECOMMENDED:

1. B.N.Mehrish, International Organization, Structures and Process – Visha Publication – Jalandar.
2. C.bhattacharyya, International Relations Since Twentieth Century, Viyoy Publishing House, Kolkata, 2001.
3. Palmer and Perkins, International Relations.
4. Rumki Basu, International Politics, Concepts, Theories and Issues, Sage Publication India Pvt., Ltd., New Delhi, 2012.

ELECTIVE PAPER 2 – NEW PUBLIC MANAGEMENT

UNIT-I

Public Administration – Evolution – The evolution of Public Administration Since 1877 – American Contribution – New Public Administration during 1960 – Values of Public Administration and New Public Administration.

UNIT-II

Emergence of Public Management - Later 19th Century early stages of development of public management – Second stage early 20th century – Third stage 1945-1980 – fourth stage 1980 onwards.

UNIT-III

New Public Management – Importance of New Public Management – Modernization and Institutional change New Public Management and values.

UNIT-IV

The problems of New Public Management – the experience of developing countries – International perspectives.

UNIT-V

New Public Management and Indian experience – Administrative reform in India – Early attempts the role of Organization and Methods. Administrative Reform

Commission Reports – Second Administrative Reform Commission Reports and Contemporary steps.

BOOKS RECOMMENDED:

1. Kate MC Langhlin, Stephen P.D Solborne, Ewan Ferlie (ed) New Public Management Current Trends and Future Prospects, Routledge, London, 2002.
2. Jan-Erik Lane, New Public Management, Routledge, London, 2000.
3. Tony Bvacrd, Elke Loffler, Public Management and Governance, Routledge, London, 2003.
4. Ramesh K.Arora, Public Administration in India: Tradition, Trends and Transformation, paragon International Publishers, Jaipur, 2006.
5. Subrata K.Mitra, the Puzzle of Indias Governance, Culture, Context and Comparative Theory, Routledge , London,2006.

SEMESTER – III

PAPER - 9

PUBLIC POLICY ANALYSIS

UNIT – I:

Introduction - Meaning and Nature Scope and importance of policy science- Evolution of Policy Science-Social, Economic, Political and cultural Factors relevance to policy science.

UNIT – II:

Policy Analysis - Policy analysis – process and stages, models in policy analysis: System Model, pressure group model, Game Model and Elite Model, Institutional and incremental model- Dror’s Optimal model.

UNIT – III:

Public Policy in India - Policy making process- Stake Holders-Citizens-Pressure Groups-Political Parties-Election Manifesto-Agencies in policy Making-Policy Implementation- Policy Evaluation.

UNIT – IV:

Central Level Policy - New Economic Policy-Food and Agriculture Policy- Population and Health Policy-Science and Technology Policy- New Education Policy- Environment Policy

UNIT – V:

State Level Policy - Language Policy – Reservation Policy – Social Welfare Policy

BOOKS RECOMMENDED:

1. Khurana, Public Policy and contemporary issues, Excell Publications, New Delhi, 2010.
2. Sapru,R.K. Public Policy, Art and Craft of Policy Analysis, Printic Hall Of India, Pvt., Ltd., 2011.
3. Arvind Sivaramakrishanan, Public policy and Citizenship, sage publications private limited, New Delhi, 2010.
4. Mohanty.P.K. cites and Public Policy, Sage Publication Pvt. Limited, New Delhi, 2014.
5. Chandra Prakash, Public Administration Policy, Astha Publishers, Delhi, 2015.

PAPER - 10**HUMAN RESOURCE MANAGEMENT**

UNIT – I: Introduction - Meaning, Nature, Scope and significance of Human Resource Management – Objectives of Human Resource Management – HRM and HRD

UNIT – II:

Human Resource Development - Role and Significance of HRD – Techniques of HRD – Design and Implementing HRD – Manpower Planning – Training and Development.

UNIT – III:

Organization Design and Personnel Functions - Role of HR Department in the Organization – Job Description – Job analysis ,Job Enrichments and Evaluation.

UNIT – IV:

Human Resource Planning - Recruitment and Selection –Training– Promotion – Career Planning and Development – Motivation and Morale – Compensation - Performance Appraisal-Retirement.

UNIT – V:

Management Development - Job Satisfaction – Grievance systems – TQM- Quality Circles – Employees Stress – Employee Counseling – Types of Counseling- Resent trends in HRM.

BOOKS RECOMMENDED:

1. Tripathi,.P.C. Human Resource Management Development , New Delhi: Sultan Chand and Sons. 2000
2. Mahapatro B.B. Human Resource Management, New Age International Publishers New Delhi, 2010
3. Kandila. S.R. Competency – Based Human Resource Management, P H I Publishing House , New Delhi, 2012
4. Aswathappa.K. Human Resource Management Text and cases, Tata McGraw Hill Education India Private Limited, New Delhi, 2013
5. Singh .N.K. Human Resource Management Excell Publication New Delhi, 2002.
6. R.Sharma, Human Resource Management, Lakshmi Narain Agarwal, Agra, 1994.

PAPER – 11

SOCIAL WELFARE ADMINISTRATION

UNIT-I

Meaning, Nature and Scope of Social Welfare.

UNIT-II

Social Problems: A Profile, social welfare programme for women, children, physically challenged.

UNIT-III

Social welfare policy programme’s social development, social legislation.

UNIT-IV

Social welfare administration, department of social welfare, CSWB/SSWB.

UNIT-V

Non-Profit Organizations & NOGs, future challenges –role of self-help groups.

BOOKS RECOMMENDED:

1. Chowdhory D. Paul, Social Welfare Administration, Sterling, New Delhi, 1978.
2. T.N. Chowdhary, Social Administration: Development and Change, IIPA, New Delhi, 1980.
3. P.D.Kulkari, Social Policy and Social Development in India, ASSW, Madras 1979.
4. S.L.Goel, Social Welfare Administration, Deep & Deep Publications, New Delhi, 1988.
5. Tamil Nadu Human Development Report The Government of Tamil Nadu in Association with Esha Biteille Social Science Press, New Delhi, 2003.

PAPER -12

RESEARCH METHODOLOGY

UNIT – I:

Introduction - Social Science Research – Objectives, Scope and Need for Social Science Research – Research in Public Administration.

UNIT – II:

Types of Research - Types of Research – Historical, Explorative, Analytical, and Empirical, Research – Value Dichotomy in Research in Public Administration.

UNIT – III:

Research Process - The Research Process and Concepts – Variables – Review of Literature – Hypothesis – Research Design.

UNIT – IV:

Research Techniques - Research Techniques and Data Collection, Observation, Interview, Schedule, Questionnaire – Reliability and Validity, Techniques, Sampling – Case Study, Survey and Sociometry.

UNIT – V:

Research Report - Data Analysis – Interpretation – The Research Report – Role of SPSS in Research – Ethics in Social Science research. – Issues and Trends

BOOKS RECOMMENDED:

1. David E McNabb – Research Methods in Public Administration and Non – Profit Management, PHI Learning Pvt. Ltd, New Delhi, 2013.
2. Gerald J.Miller Hand book of Research Methods in Public Administration Kaifeng Yang New York , 2007.
3. Kothari C.R Research Methodology-Methods and Techniques. New Age International Publishers, New Delhi 2004
4. Saravanavel P: Research Methodology, Kitab Mahal, New Delhi 1991.
5. R.Panneerselvam, Research Methodology, PHI Learning Private Limited, New Delhi, 2012.
6. P.L.Bhandarkar, T.S.Wilkinson, Methodology and Techniques of Social Research, Himalaya Publishing House, Mumbai, 2015.

ELECTIVE PAPER -13

E-GOVERNANCE

UNIT – I:

Reinventing Government - Traditional Bureaucracy – Disadvantage – Need for Reforms – Transparency and Accountability – Citizen Friendly Administration- Citizen Charter – MIS – Information and Communication Technology.

UNIT – II:

Introduction - Meaning, Nature and Significance of Information Government – E-Governance – Approaches to E- Governance – E-Governance as a Change Management Tool – Challenges for E-Governance.

UNIT – III:

Resource and Techniques - National and State Level Information Technology Policies –National E-Governance Policy- National Informatics Centre – Delivery of Public Service through E- Programmes – Licensing – Tax administration – E- Kiosks.

UNIT – IV:

E- Governance Applications - Aadhar Card – Pay roll system – GIS and Local Planning – E- Panchayats –E-Governance in Urban Local Bodies - Teleconference – IT Based Project.

UNIT – V:

Challenges and Response - Law relating to E-Governance – Behavioural changes in Public Personnel system – Training – People’s participation in E- governance – Change oriented administrative system – Trends and Issues.

BOOKS RECOMMENDED:

1. Srinivas raj.B, E-Governance Techniques: New Century Publications New Delhi, 2008.
2. Sinha.R.P. E-Governance in India, Initiatives and Issues, concept Publishing Company, New Delhi, 2006.
3. Urmilla Reddy, E-Governance in India, Lambert Academic Publication, New Delhi, 2012.
4. Prabhu.C.S.R. E-Governance: Concept and case studies, PHI Publishing House, Private Limited, New Delhi, 2013.
5. Pankai Sharma, E-Governance- The New Age Governance, APH Publishing Corporation, New Delhi, 2012.

INDIAN ADMINISTRATION

UNIT – I:

Introduction - New Trends in Public Administration – Generalist vs. Specialist – Public Administration and Globalization – Relationship between Political and Permanent Executives

UNIT – II:

Integrity in Administration - Integrity: Meaning, Historical Perspective and cause for the decline – Modes of Corruption, Conduct rule CVC, Lokpal and Lokayukta.

UNIT – III:

Organization and Method - Organization and Methods – Work Study and work management – Management and Tools: Net work Analysis MIS, PERT & CPM.

UNIT – IV:

Administrative Reforms - Administrative Reforms in India (Since Independence)
– Reforms in Financial Management and Personnel Administration– Problems of Implementation.

UNIT – V:

Values in Public Service - Value in Public Service – Independent Regulatory Commission – NHRC – Problems in Administration in Coalition regimes – Change and Continuity in Government Programmes - Citizen – Administration Interface – Disaster Management– Environmental Issues.

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SEMESTER-IV

PAPER - 14

ENVIRONMENTAL ADMINISTRATION IN INDIA

UNIT – I:

Introduction - Meaning, Nature and Scope of Environmental Administration – Environmental Degradation – Global Context of Environmental Administration.

UNIT – II:

Cause, Source and Effects of Environmental Pollution- Main causes of Environmental Pollution – Source and Effects of Pollution – Water Pollution, Air Pollution, Noise Pollution, and Land Pollution – Planning Model for Industrial Development-Importance of Biodiversity and Environmental Administration.

UNIT – III:

Environmental Policy -Ministry of Environment – Environmental Policy- New Environmental Policy 1986 –Judicial Activism-Green Tribunal- Environmental Information System (ENVIS) – Critical Evaluation of Environmental Policy.

UNIT – IV:

Law for Environmental Protection - Common Law - Aspects of Environmental Law – The Constitutional and Environmental Law – Statutory Control of Environmental Pollution – Public Interest Litigation.

UNIT – V:

Environmental Management - Strategies for Environmental Management-Role of State and Local Bodies in Solid Waste Management –Recycling-Green Technologies-Socio Economic Impacts – India’s Participation in International Convention – Stakeholders – Community Participation, Public awareness and Media.

BOOKS RECOMMENDED:

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PAPER- 15

ADMINISTRATIVE REFORM AND CHANGES

UNIT –I

British legacy – early efforts and gains of O & M – the role of Gopaldasamy Ayyangar, A.D. Gorwala, Paul H Appleby.

UNIT-II

Emergence of the Department of Administrative Reform (1964) Administrative Reform Commission (1966-1970) – 20 Reports and 581 Recommendations.

UNIT-III

The attitude and response of the Political Executive towards ARC Report – Improving efficiency in administration by L.P. Singh and L.K. Jha (1975) – Janata Government and reforms.

UNIT-IV

Narasimha Rao Government's economic reforms- Liberalization – privatization, globalization the old administrative structure and new industrial policy- the struggle. Rajiv Gandhi's reforms – 73rd and 74th Constitutional Amendment Act (1992)

UNIT-V

Veerappa Moily's Report- Second Administration Reform Commission (2005). Reports on Right to information- Human capital, crisis management – ethics in governance, public order, local governance.

BOOKS RECOMMENDED:

1. S.R. Maheswari, **Administrative Reform Commission**, Lakshmi Narain Aggarwal, Agra, 1972.
2. Hoshiar Singh and Singh D.P. (ed) **Indian Administration: Current Issues and Problems**, Aalekh Publishers, Jaipur, 1990.
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PAPER-16

LABOUR WELFARE AND INDUSTRIAL RELATIONS

UNIT – I:

Introduction- Meaning, Nature and scope of labour welfare administration – Evolution of labour welfare administration in India – Theories of Labour welfare.

UNIT – II:

Labour Welfare Machineries - Labour Welfare Machinery- Labour Welfare Commissioner - Labour Welfare Officer –Factory Inspectors- Method of Hiring of

labour in India – Workers Education and Training – Absenteeism – Labour Turnover - Automation – Accident – Significance of working conditions.

UNIT – III:

Labour Legislation India - Labour Legislation India –ESI- Social security Measures – Organised and Unorganized Labourers –Group Insurance – Child Labour – Labour in Agriculture and allied Sectors – Plantation Labour – Industrial Housing.

UNIT – IV:

Industrial Relations in India - Wages – Bonus – Trade Union – Collective Bargaining –Grievance Redressal System. Industrial Disputes - Strike – Lockout – Lay out – Retrenchment.

UNIT – V:

Labour Related Organization - Participative Management - National and International Labour Organization.

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PAPER- 17

CITIZEN AND CIVIC ENGAGEMENT

UNIT – I:

Introduction - Need for Political Education – Citizen Obligation under Indian Constitution – Citizenship Training – Political Culture.

UNIT – II:

Government Services - Approaching Government Agencies for various welfare Programmes – Applying for Ration Card – Birth and Death Certificates – Voter Registration – Voter Identity Card – PAN Card – Enrolling Membership for Central and State Government Programme- Employment Registration — Consumer forum and its uses for citizens – Redressing of Citizen Grievances.

UNIT – III:

Citizen Charter - Citizens Charter – Meaning, Origin – Need for Citizen Charter.-E .Governance - Delivery of Services

UNIT – IV:

Non-Governmental Organizations - NGO – Meaning, Significance – Dimensions – Organization and Functions of NGO - Regulatory Mechanism at Central and State level Government over NGOs – Sources of Finances of NGOs – Expenditure, Account and Audit of NGOs.-Self Help Group and Women Empowerment.

UNIT – V:

Right to Information Act- Right to Information Act 2005-.Right to Education and Employment-MGNREGA-Entrepreneurship.

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COMPULSORY PAPER -4
PROJECT BASED ON FIELD WORK