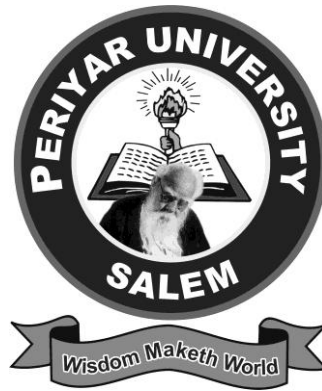


PERIYAR UNIVERSITY
SALEM – 636 011.



PERIYAR INSTITUTE OF DISTANCE EDUCATION

[PRIDE]

B. A.PUBLIC ADMINISTRATION

SYLLABUS
NON – SEMESTER PATTERN

[Candidates admitted from 2007-2008 onwards]

REGULATIONS

I. ELIGIBILITY FOR ADMISSION:

Candidates for admission to the first year of the Degree of Bachelor of Commerce course shall be required to have passed the Higher Secondary Examination (Academic or Vocational Stream) conducted by the Government of Tamil Nadu, or an Examination accepted as equivalent thereto by the Syndicate, subject to such conditions as may be prescribed thereto.

II. ELIGIBILITY FOR THE AWARD OF DEGREE:

A candidate shall be eligible for the award of the Degree only if she/he has undergone the prescribed course of study in Periyar Institute of Distance Education for a period of not less than three academic years and passed the examinations prescribed and fulfilled such conditions as have been prescribed therefore.

III. PASSING MINIMUM:

A candidate shall be declared to have passed in each paper if he/she secures not less than 40% of the marks prescribed for the examination. He/she shall be declared to have passed the whole examination, if he/she passes in all the papers as per the scheme of examination.

IV. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

Successful candidates passing the examination securing the marks (i) 60% and above and (ii) 50% and above but below 60% in the aggregate of the marks prescribed for the core courses including Allied subjects together shall be declared to have passed the examination in the First and Second class respectively. All other successful candidates shall be declared to have passed the examination in the Third Class.

SCHEME OF EXAMINATIONS

Year	Subject	Duration (Hrs)	Max Marks	Min Marks
	I year (Foundation courses)			
Paper I	Part-I Language	3	100	40
Paper II	Part-II English	3	100	40
Paper III	Principles of Public Administration	3	100	40
Paper IV	Indian Administrative System	3	100	40
Paper V	Political Theory	3	100	40
	II Year			
Paper VI	Part-I Language	3	100	40
Paper VII	Part-II English	3	100	40
Paper VIII	Administrative Thinkers	3	100	40
Paper IX	Public Personnel Administration	3	100	40
Paper X	Local Government in India	3	100	40
	III Year			
Paper XI	Principles of Management	3	100	40
Paper XII	Public Financial Administration	3	100	40
Paper XIII	Development Administration	3	100	40
Paper XIV	Comparative Public Administration	3	100	40
Paper XV	Public Policy Analysis	3	100	40

PAPER I: PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT - I

Meaning nature and scope of Public Administration – Evolution to the study of public administration -Arts, Science or Both – Relations with other social sciences—New Public Administration- Politics and Administration – Public Administration and Law – Public Administration and Economics – Public Administration and Psychology.

UNIT - II

Public Administration and Private Administration – Public Administration – Chief Executive – Legislature – Line - Staff and Auxiliary Agencies – Departments – Public Corporations – Independent Regulatory Commissions – Boards and Commissions – Field Establishments.

UNIT - III

Control over Public Administration- Legislative Control – Executive Control – Judicial Control, Meaning and nature of Management – Planning - Decision Making - Communication – Supervision – Leadership.

UNIT – IV

Organization : Formal and Informal Organization – Principles of organization- Hierarchy -Span of Control – Delegation of Authority -Unity of Command – Coordination – Centralization Vs Decentralization – Integration Vs Disintegration. Structure of Organization - Bases of Organization – Units of Organization – Departmental Organization – Public Enterprises – Independent Regulatory Commission - Organization and Methods.

UNIT - V

Theories of Organization -Scientific Management Theory – Bureaucratic Theory – Behavioural Theory -Systems Theory – Control Over Public Administration: Legislative Control – Executive Control Judiciary Control. Leadership – Communication – Coordination - Motivation – Decision Making – Public Relations.

Books for Reference:

1. Avasthi Maheswari : Public Administration, Lakshmi Narain Agarwal, Agra.
2. Vishnoo Bhagvan & Vidhya Bhushan : Public Administration, S. Chand and Company Ltd, Ram Nagar, New Delhi.
3. Mohit Bhattacharya : Public Administration; structures, process and behaviour, The World Press (P) ltd, Calcutta.
4. Bharatwal Kimkim Kishore C.P : Public Administration in India Current perspectives; A.P.H. Publishing Corporation, New Delhi.
5. Tyagi.A.R : Principles and practice of Public Administration; Atma Ram & Sons

PAPER - II: INDIAN ADMINISTRATIVE SYSTEM

UNIT -I

Evolution of Indian Administration – Salient features of Indian Administration -
Constitutional framework of Indian Administration

UNIT – II

Structure of Indian Administration: Cabinet Secretariat – Secretariat – Field
Organization Boards and commissions – Ministries & Departments of the Central
Government – Minister – Secretary Relationship.

UNIT –III

Centre – State Relations in India – Planning – Machinery for Planning – Planning
Commission at the centre and the states and District Levels – Public Sector undertakings
-Disinvestments – Reforms of economic Policies - District Administration –Local Govt. –
Rural and urban.

UNIT - IV

Public services – All India services – Central civil services – State services -
Recruitment – Training – Promotion – Rights and duties of civil servants – Disciplinary
Procedure - Pension benefits – Union Public service commission – Financial
Administration – Budget – Parliamentary committees – Finance Ministry – Comptroller
and Auditor General of India

UNIT - V

Administrative Reforms in India – Gorwala – Appleby – Administrative Reforms
Commission in India Accountability of Administration – Lokpal and Lokayukta –
Current issues in Indian Administration .

Books for Reference:

1. Hoshiar Singh -Indian Administration, Kitab Mahal, Allahabad, 1999
2. Jain R.B - Contemporary Issues in Indian Admn, Vishal, Delhi 1976.
3. Mahewari S.R- Indian Administration, Orient Longman, Delhi 1992
4. Avasthi - A Central Administration, Tata Mecgraw Hill, New Delhi 1980
5. C. Gnanapragasam, T. Kalyani - Indian Administration, Amal publisher, Madurai
6. Mishra K.K – Indian Government and Politics.
7. Padma Ramachandran – Public Administration in India

ALLIED – III: POLITICAL THEORY

UNIT-1:

Introduction - Meaning - Definition and scope of political science – Relationship with other social sciences – State – Definition of State - Elements – Distinguished from society, Association, Community, Government and Nation

UNIT-II:

Theories of origin of state: Divine Right Theory – Patriarchal Theory – Matriarchal Theory–Force Theory – Social Contract Theory – Historical Theory

UNIT-III:

Sovereignty: Meaning & Definition – Characteristics of Sovereignty_ Kinds of Sovereignty- Austin's Theory of Sovereignty, Pluralistic Theory of Sovereignty – Challenges to Sovereignty: Internal Domestic and External sources

UNIT-IV:

Law: Meaning of Law- Sources and kinds of Law -Liberty: Definition and Meaning of Liberty – Kinds of Liberty Safeguards of Liberty - Equality: Definition and Meaning – Kinds of Equality – Relationship between Liberty and Equality

UNIT-V:

Democracy: Meaning and Definition – Types of Democracy - Rights: Meaning and Definition –Types of Rights – Moral, Legal, Political and Civil Rights- Fundamental Rights - Human Rights - Fundamental Duties.

Books Recommended:

1. Jain. M.P: Political Theory; Guild Publication; New Delhi
2. Gauva. O.P : Introduction to Political Theory; Macmillan; New Delhi
3. Kapur. A.C: Principles of Political Science; S.Chand & Co. Ltd; New Delhi.
4. Gilchrist. R.N: Principles of Political Science; Orient Longman, London.

PAPER – IV: ADMINISTRATIVE THINKERS

UNIT - I

Kautilya –Thiruvalluvar- Woodrow Wilson (Politics and Administration Dichotomy)

UNIT - II

F.W. Taylor (Scientific Management) – Henri Fayol (Principles of Management)

UNIT - III

Gullick & Urwick (Principles of Organization and Mangement) – Elton Mayo (Human Relations Theory) – Riggs (Development Theory)

UNIT – IV

Max Weber (Theory of Bureaucracy) – C.I. Barnard (Theory of Authority) - Herbert.A. Simon (Theory of Decision making)

UNIT – V

Fred Riggs (Development Theory) – Y.Dror (Public Policy) - Renesis Likert – (Linking Pin Model)

Books for Reference:

1. Tellett A Etal - Management Thinkers, Penguin , 1978.
2. Sapru R.K - Theories of Administration. Chand & co, Delhi, 1996
3. Ravindra Prasad - Administrative Thinkers-Sterling, Madras,1993
4. Maheswari S.R. - Administrative Theory- Orient Longman, 1998
5. Pugh D.S – Organization theory

PAPER - V: PUBLIC PERSONNEL ADMINISTRATION

UNIT -I

Nature, scope and Importance of personnel Administration – Different types of personnel Systems – Bureaucratic, Democratic and representative systems.

UNIT - II

Civil services - Generalist Vs Specialist – Civil Service Neutrality – Civil servants relationships with Political Executive –Ethics, Morale and Motivation Integrity in Administration.

UNIT –III

Staffing Pattern – Recruitment – Examination and selection – Position and Rank classification - Training – Kinds of Training - Promotion and performance Evaluation - Confidential Reports –Superannuation and Retirement Benefits.

UNIT -IV

All India Services – UPSC – Appointment – Conditions of service – Functions – State Public Service commission for Recruitment and its working - Staff selection commission

UNIT -V

Employer – Employee Relations – Wage and Salary Administration – Wage policy – Allowances and Benefits – Pay Staff Association in Civil Service

Books for Reference:

1. Stahl Glean O: Public Personnel Administration
2. Parnandikar Pai V.A: Personnel System for Development Administration.
3. Bhambhiru . P: Bureaucracy and Policy in India.
4. Dwivedi O.P and Jain R.B: India's Administrative state.
5. Muttalis M.A: Union Public Service Commission.
6. Bhakara Rao .V: Employer Employee Relations in India.
7. Davar R.S. Personnel Management & Industrial Relations

ALLIED – VI: LOCAL GOVERNMENT IN INDIA

UNIT – I

Rural Local Government: Historical Background and Evolution of the Rural Local Government – Lord Rippon’s Revolution – Royal Commission 1907 – Community Development Programme – First Planning Commission and National Development Council Debate.

UNIT – II

Mahatma Gandhi’s Concept on Panchayat Raj – Balwantrai Mehta Committee – Study Team Report – Three Tier System Of Panchayat Raj Institution – Structure of Panchayat Raj Institution – Ashok Mehta Committee Report – 73rd Amendment Act.

UNIT – III

Urban Local Government: Emerging Trends Of Urbanization in India – 74th Constitutional Amendment – Urban Government – Municipal Corporation: Structure and Functions – Municipal Council: Structure and Functions – Cantonment Board and Township.

UNIT – IV

State Government Control over Local Bodies – Local Finance – State Election Commission.

UNIT – V

Role of Political Parties in Local Body Elections – People’s Participation and Political Problems – Reservation in Local Bodies

Books for reference:

1. Maheswari.S.R: Local Government in India; Lakshmi Narain Agarwal Publication; Agra.
2. Chaturvedi. T.N. (Ed.) Panchayat Raj; Indian Institute of Public Administration, New Delhi.
3. Sweta Misra: Democratic Decentralization in India; Mital Publications, Bombay
4. Vasant Desai: Panchayat Raj – Power to the People; Himalaya Publishing House.
5. Subhash.C.Kashyap: 73rd&74th Amendment Acts; Shipra Publications; New Delhi.

PAPER – VII: PRINCIPLES OF MANAGEMENT

UNIT – I

Meaning, Nature and Scope of Management – Schools of Management Thought – Scientific Management Movement – human Relations Management movement – Behavioural Management Movement.

UNIT – II

Planning – Organising – Leadership – Evaluation.

UNIT – III

Decision Making – Communication – Control Morale – Motivation.

UNIT – IV

Modern Management – MBO – Participative Management – MIS – Organization and Methods.

UNIT – V

Modern Control Techniques in Management - Break even analysis – linear programming – Waiting line (or) Queuing Theory of Replacement – Management Audit – Social Audit.

Books for Reference:

1. L.M.Prasad : Organisation and Management
2. Koontz O. Donnel : Principles of Management
3. Joseph L. Massie : Essentials of Management.

PAPER – VIII: PUBLIC FINANCIAL ADMINISTRATION

UNIT - I

Importance, scope and nature of financial administration – history of financial Administration in India (Pre-British Period-under the East India company – under the Crown)

UNIT - II

Definition of Budget – Importance of Budget – Economics and Social implication of Budget – Budgetary Process – Preparation and enactment of budget – voting of taxes - finance bill – Ministry of Finance – Post – Budgetary control

UNIT - III

The Finance Commission – Tax Administration – Resource mobilization – planning Programme And Budget System – Reserve Bank of India.

UNIT – IV

Control of Public Expenditure in India - Financial committees of Parliament in India -Public Accounts Committee – Estimate Committee – Public undertakings committee.

UNIT - V

Finance Ministry - Audit – Meaning of Audit – Audit in India – the Comptroller and Auditor General of India – Separation of Accounts from Audit.

Books for Reference:

1. M.K. Thavaraj : Financial Administration in India
2. Prem Chand : Control of Public expenditure in India
3. B.P .Tyagi : Public Finance

PAPER – IX: DEVELOPMENT ADMINISTRATION

Unit – I

Introduction – Nature, Scope and importance of Development Administration – Approaches and Strategy for Development Administration – Western – Liberal – Comparison between Traditional Administration and Development Administration – Development Administration and Political Modernization.

Unit – II

Theories of Development Administration: Bureaucratic theory - Systems theory – Behavioural theory – Riggs prismatic model – Riggs Concept of Development administration

Unit – III

Approaches to Development Administration - Structural – Functional Approach - Gandhi an Approach - Marxist Approach.

Unit – IV

Development Administration in India -Constitutional Framework – Institutional Framework – Central – State– District and Local Characteristics – Socio-Economic Framework – Parties – Pressure Groups – Public Opinion – Voluntary Organizations Management of Welfare Programmes – Poverty Alleviation Programmes.

Unit – V

People's Participation in Development Administration – citizen and Administration – Panchayat raj and rural Development in India - Evaluation of Development Administration.

Books for Reference:

1. Weidner Edward: Development Administration.
2. Riggs FW: Administration in Developing countries.
3. Sapru : Development Administration in India.
4. Sharma S.K: Dynamics of Development.
5. Chatterjee – Development Administration in India

PAPER – X: COMPARATIVE POLITICAL SYSTEM

UNIT - I INTRODUCTION

Basic concept of comparative system - Significance, Nature, Scope of the Subject - Typologies of comparative system

UNIT - II GOVERNMENT OF GREAT BRITAIN

Salient features of British Constitution - Growth and role of British Administration - Cabinet - Civil service - British Administrative System - Rule of Law.

UNIT - III GOVERNMENT OF THE U.S.A

Characteristics of the Government of the U.S.A - The President - The Congress - The Supreme Court - Their role in the administrative system.

UNIT - IV GOVERNMENT OF FRANCE

Fifth Republic of France - The Cabinet - The Parliament - French Judicial system - Administrative law.

UNIT - V GOVERNMENT OF SWISS

Salient features of the Swiss Constitution - The federal government - Recall - Referendum.

Books for Reference:

1. Kapur. A.C, Select Modern Governments, New Delhi, Chand & Co., 1986.
2. Sharan.P. Modern Governments, New Delhi, Meenakshi Prakshan, 1987.
3. Vishnoo Bhagawan and Vidya Bhushan, World Constitutions, New Delhi, Sterling Publishers Pvt. Ltd. 1984.
4. Ogg and Zink, Modern Foreign Governments, U.P. (Edn. 1986).

PAPER - XI: PUBLIC POLICY ANALYSIS

UNIT I

Meaning and Definition of Public Policy - Nature, Scope and Importance of public policy – Public policy is relationship with social sciences especially with political science and Public Administration.

Unit – II

Approaches in Policy Analysis - Models and Techniques in Policy Analysis – Decision Making Analysis - Institutional Approach – Incremental Approach and System's Approach – Dror's Optimal Model

Unit – III

Major stages involved in Policy making Process – Policy Formulation – Policy Implementation – Policy Evaluation.

Unit – IV

Institutional Framework of Policy making – Role of Bureaucracy – Role of Interest Groups and Role of Political Parties.

Unit – V

Introduction to the following Public Policies – New Economic Policy – Population Policy – Agriculture policy - Information Technology Policy.

Books for Reference:

1. Dye Thomas .R : Understanding Public Policy.
2. Wool Peter: Public Policy.
3. Shronksy Era (Ed): Policy Analysis in Political Science.
4. Pradeep Saxena : Public Policy Administration and Development.
5. Ganapathi R.S (Ed) : Public Policy Analysis in India.
6. Sapru : Public Policy.