

**PERIYAR UNIVERSITY
SALEM**

M. A. PUBLIC ADMINISTRATION

CHOICE BASED CREDIT SYSTEM

FIRST YEAR

SEMESTER - I

Core Subjects

1. Principles of Management	-	5 Credits
2. Indian Administration	-	5 Credits
3. Human Resource Management	-	5 Credits
4. Social Welfare Administration	-	5 Credits

Elective Subject

1. Comparative Political System	-	4 Credits
		24 Credits

SEMESTER - II

Core Subjects

1. Administrative Thinkers	-	5 Credits
2. Public Policy Analysis	-	5 Credits
3. Public Financial Administration	-	5 Credits
4. Local Government and Administration in India	-	4 Credits

Elective Subject

1. Police Administration	-	4 Credits
Human Rights (Common to all)	-	23 Credits

SECOND YEAR

SEMESTER - III

Core Subjects

- | | | |
|--------------------------------------|---|-----------|
| 1. Research Methodology | - | 4 Credits |
| 2. Comparative Public Administration | - | 5 Credits |
| 3. International Administration | - | 5 Credits |
| 4. E- Governance in India | - | 4 Credits |

Elective Subject

Environmental Administration in India

or

Health and Hospital Administration in India - 4 Credits

22 Credits

SEMESTER - IV

Core Subjects

- | | | |
|---|---|-----------|
| 1. Organisational Behaviour | - | 4 Credits |
| 2. Administrative Law | - | 4 Credits |
| 3. Development Administration | - | 4 Credits |
| 4. PROJECT WORK / DISSERTATION OR GENERAL ESSAY | - | 5 Credits |

Elective Subject

Disaster Management

or

Labour Welfare Administration in India - 4 Credits

21 Credits

SEMESTER - I

PAPER-I PRINCIPLES OF MANAGEMENT

UNIT-I INTRODUCTION

Meaning, Nature, Scope and Significance of Management - Difference between Management and Administration - Developments in Management Thought.

UNIT-II MANAGEMENT TECHNIQUES

Modern Management Techniques- Levels of Management- Management in Government and Business

UNIT- III MANAGEMENT PROCESS

Planning - Policy Making - Decision Making -Coordination-Communication- Leadership- Control-Motivation.

UNIT-IV ANALYSIS OF MANAGEMENT

Management by Objectives- Management Information System- Total Quality Management (TQM).

UNIT- V STYLES OF MANAGEMENT

Participative Management - Self Management- Quality Circle.

BOOKS RECOMMENDED FOR STUDY:

- 1. Rao, V.S.P. and P.S. Narayana, (1991) Principles and Practice of Management, New Delhi: Konark Publications (P) Ltd.**
- 2. Davav, Rustom S., The Principles of Management, Bombay: Crown Publishing Company.**
- 3. Terry and Franklin (1987) Principles of Management, 8 e., Delhi: All India Traveller Book Publishers.**
- 4. Bhushan, Y.K., (2002) Fundamentals of Business Organisation and Management, New Delhi: Sultan Chand and Sons.**

- 5. Saksena, S.C., (1988) Principles and Practice of Management, Agra: Sahitya Bhavan.**
- 6. Parasad, L.M. (2000) Principles and Practice of Management, New Delhi: Sultan Chand and sons.**
- 7. Ahuja, K.K. (1997) Management and Organization, New Delhi: CBS Publications.**
- 8. Massie, Joseph L., Essentials of Management, New Delhi: Prentice Hall of India.**

PAPER –II INDIAN ADMINISTRATION

UNIT- I: INTRODUCTION

Evolution of Indian Administration- Constitutional Framework of Indian Administration- Federalism in India-Parliamentary Democracy.

UNIT-II: CENTRAL ADMINISTRATIVE STRUCTURE

Union Executive : I- President- Vice - President- Prime Minister- Council of Ministers- Central Secretariat- Cabinet Secretariat -Organization and Functions of Ministries-Planning Commission- Finance Commission and National Development Council-Constitutional Authorities- Election Commission- Attorney General - Comptroller and Auditor General of India.

UNIT- III : ADMINISTRATIVE SERVICES IN INDIA

Union Public Service Commission- All India Services and Central Services- Staff Selection Board-Reform of Civil Service-Administrative Changes and Reforms- Organization and Methods.

UNIT- IV STATE ADMINISTRATION IN INDIA

State Administration : Governor, Chief Minister, Council of Ministers, State Secretariat- State Public Services and Public Service Commission- Board of Revenue- Planning Machinery at the State and District levels- District Administration- Local Administration.

UNIT- V ISSUES IN INDIAN ADMINISTRATION

Relationship between Minister and Secretary -Generalists Versus Specialists-Union -State Relations-Corruption- Impact of Information Technology in India Administration- Globalization and Indian Administration.

BOOKS RECOMMENDED FOR STUDY:

- 1. Arora, Ramesh K., and Rajini Goyal, (2001) Indian Public Administration- Institutions and issues, New Delhi: Wishwa Prakashan for New Age International (P) Ltd.**
- 2. Singh, Hoshiar., and Mohinder Singh (1989) Public Administration in India, New Delhi: Sterling Publications.**
- 3. Singh, Hoshiar., (2000) Indian Administration, New Delhi: Sterling.**

PAPER - III HUMAN RESOURCE MANAGEMENT

UNIT-I INTRODUCTION

Meaning, Definition and Significance of Human Resource Management- Scope of the discipline Human Resource Management- Objective and Uses of Human Resource Management.

UNIT- II HUMAN RESOURCE DEVELOPMENT

Role and Significance of Human Resource Development- Techniques of Human Resource Development- Designing and implementing Human Resource Development- Human Resource Development Policy- Manpower Planning, Training and Development.

UNIT- III ORGANIZATION DESIGN AND HUMAN RESOURCE PLANNING

Role of Personnel department in the organization-position classification-jobs analysis and evaluation. Recruitment and Selection- Compensation-Promotion-Career Planning and development- Motivation and Morale-Performance Appraisal- Retirement.

UNIT- IV: HUMAN RESOURCE MANAGEMENT IN INDIA

Definition and objective of Industrial Relations- Theories of Industrial Relations- Industrial Disputes- The Industrial Disputes Act, 1947- Trade Unions- Trade Unions Act, 1926. Collective Bargaining-Theories and Trends of Collective bargaining.

UNIT- V: INTERPERSONAL BEHAVIOUR

Worker's participation in management- Grievance systems- Stress and Counseling- Employee Stress -Employee Counseling- Types of Counseling - Time Management -Management of Industrial Relations - conflicts-Integrating Human Resource Development into Industrial Relations.

BOOKS RECOMMENDED FOR STUDY:

- 1. Rao, Subha P., and V.S.P.Rao., (1995) Personnel / Human Resource Management, New Delhi: Konark Publishers Pvt. Ltd.**
- 2. Chatterjee, Bahskar., (1999) Human Resource Management, New Delhi:**

Sterling Publishers Pvt. Ltd.

- 3. Tripathi, P.C., (2000) Human Resource Development, New Delhi Sultan Chand And Sons.**
- 4. Saxena, (1999) Labour Problems and Social Welfare, Lucknow: Prakasan Kendra.**
- 5. Singh, Nirmal . and S.K.Bhatia.,(2000) Industrial Relations and Collective Bargaining - Theory and Practice, Delhi: Deep and Deep.**

PAPER - IV SOCIAL WELFARE ADMINISTRATION

UNIT - I INTRODUCTION

Meaning, Nature, Scope and Significance of Social Welfare Administration - Evolution Social Welfare Administration - Theoretical Basis of Social Welfare Administration - Social work and Social Welfare Administration.

UNIT - II ADMINISTRATION OF SOCIAL WELFARE

Central Social Welfare Board - State Social Welfare Board - Role of Voluntary Organization and Non -Governmental Organizations in Social Welfare - Panchayat Raj in the sphere of Social Welfare

UNIT - III SOCIAL WELFARE POLICIES

Social Planning and Social Policy - Formulation and Implementation of Social Policy - Social Attitudes in Welfare State - Social Welfare and Five Year Plans in India.

UNIT - IV SOCIAL WELFARE PROGRAMMES

History of Community Development Programme and Social Welfare in India - Child and Women Development in India - Health and Family planning in India - Welfare of Disabled in India - Social Welfare Scheme for Weaker Sections in India.

UNIT - V DEVELOPMENT OF SOCIAL WELFARE

Social Defence and social welfare - the Civil service and social welfare - public relation activities and social welfare agencies - main trends and feature needs.

BOOKS RECOMMENDED FOR STUDY

- 1. Goel, S.L. and R.L. Jain, Social Welfare Administration - VoU&II, New Delhi, Deep & Deep Company.**
- 2. Choudry, Paul, (2000) Social Welfare Administration, Delhi, Atma Ram & sons.**
- 3. Jacob, K.K. (1989) Policy in India, Udaipur, Himalaya Publications.**
- 4. Sachdeva, D.R. Social Welfare Administration, Kitab Mahal.**

ELECTIVE -I COMPARATIVE POLITICAL SYSTEM (U.K., U.S.A., FRANCE & SWISS)

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 RECOMMENDED FOR STUDY

- 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).**

SEMESTER – II
PAPER I ADMINISTRATIVE THINKERS

UNIT - I

Meaning, Nature, Scope and Importance of public Administration - Woodrow Wilson (Politics & Administration Dichotomy)

UNIT - II

Gullick & Urwick (Principles of Organization and Management) - Henry Fayol (Principles of Management).

UNIT - III

F.W. Taylor (Scientific Management), Max Weber (Theory of Bureaucracy).

UNIT - IV

George Elton Mayo (Human Relations Theory)-Rensis Likert (Linking Pin Model).

UNIT - V

Herbert A. Simon (Theory of Decision Making) - Chester I Barnard (Theory of Authority). – Fred. Riggs (Development Theory) – Y – Dror (Public Policy)

BOOKS RECOMMENDED FOR STUDY

- 1. Prasad.R and Others. (1989) - Administrative Thinkers, New Delhi, Sterling Publishers.**
- 2. Singh, R.N. (1977) - Management Thought and Thinkers, Delhi, Sultan & Chand & Sons.**
- 3. Maheswari. S.R. - Administrative Theory.**
- 4. Pugh, D.S - Organization Theory.**
- 5. Bhattacharya, Mohit, (2002) New Horizons of Public Administration.**

PAPER - II PUBLIC POLICY ANALYSIS

UNIT-I INTRODUCTION

Nature, Scope and Significance of Public Policy Analysis - National Character and Culture- Policy Orientation- Organization for Policy formulation

UNIT- II: POLICY ANALYSIS

Models in Public Policy Analysis- Purely Rational Model-Economic Rational model- Optimal Policy Making model -Decision making model.

UNIT - III: POLICY INPUTS

Research and Policy Analysis- Social Sciences in Policy Making- Role of Legislature, Research Institutions- stake holders in Policy formulation- Policy implementation- and policy evaluation

UNIT - IV: POLICY PROCESS IN INDIA

Policy Making Process in India- Policy making agencies-Bureaucracy and Planning Commission in policy formulation- role of Political Parties- Pressure Groups in Public Policy Making.

UNIT - V: POLICIES IN INDIA

Economic Policy- New Industrial Policy- Power policy - National Education Policy- National Trade Policy - National Agriculture Policy- Policies on Environment

BOOKS RECOMMENDED FOR STUDY

- 1. Sapru, R.K., (2000) Public Policy Formulation Implementation and Evaluation, New Delhi: Sterling.**
- 2. Dror, Y., Public Policy Making Re-examined, Leonard Hill Books.**
- 3. Charles, Public Policy Making, Lind Bloom.**
- 4. K.D.Madan, (ed.) Policy Making in Government.**

PAPER - III PUBLIC FINANCIAL ADMINISTRATION

UNIT-I: INTRODUCTION

Nature, Scope, and Significance of Public Financial Administration- Budget and its Principles- Contemporary Approaches to Public Financial Administration: Performance Budgeting- Planning Programming Budgeting System- Zero Base Budgeting - Cost Benefit Analysis.

UNIT- II BRITISH FINANCIAL SYSTEM

Aspects of British Budgetary System- British Budgetary Procedure Control Over Public Expenditure in Britain-Accounting and Auditing in Britain.

UNIT- III AMERICAN FINANCIAL SYSTEM

Aspects of American Budgetary System- American Budgetary Procedure- Control Over Public Expenditure in USA- Accounting and Auditing in USA.

UNIT- IV INDIAN BUDGETARY SYSTEM

Aspects of Indian Budgetary System- Indian Budgetary Procedure- Control Over Public Expenditure in India-Administrative, Parliamentary and Audit-Finance in India-Finance Ministry.

UNIT- V INDIAN PUBLIC FINANCE

Finance Commission- Union- State Financial Relations-Resource Mobilization - Tax Administration in India- Public Debt Management in India- Local Finances in India.

BOOKS RECOMMENDED FOR STUDY

- 1. Goel, S.L. (2002) Public Financial Administration, New Delhi: Deep and Deep.**
- 2. Thavaraj, M.J.K. (1992) Financial Administration of India, New Delhi: Sultan Chand Publications.**
- 3. Mookerjee, S.S., Financial Administration in India, Delhi: Surjeet Publications.**
- 4. S.K.Singh : Public Finance in Developed and Developing Countries.**
- 5. Robert D. Lee Jr. and Johnson, 1998. Public Budgeting System. Maryland: As Aspen Publication.**

PAPER-IV LOCAL GOVERNMENT AND ADMINISTRATION IN INDIA

UNIT – I

Historical Development of local government -Community Development Programme

UNIT – II

Constitution and Local Government- Balwantray Mehta Committee – Asok Mehta Committee – Panchayati Raj Amendment Bill (64th)

UNIT – III

Rural: Democracy at the grassroots – Panchayati Raj – Composition and Functions of village Panchayat – Democratic Decentralization

UNIT – IV

Urban: Structure of Municipal Corporations – Functions of Municipal Corporations – Powers of Municipal Corporation

UNIT – V

State Government and Local Administration in Tamil Nadu

Books Recommended for Study:

- 1. Chatterjee S.K. Development Administration in India, Surjeet, Publications, Delhi**
- 2. Maheswari S.R. Indian Administration, Oxford University Press Delhi**

ELECTIVE - II POLICE ADMINISTRATION

UNIT - I INTRODUCTION

Nature, Scope and Importance of Police Administration - Approaches to Police Administration - Evolution of Police Administration

UNIT - II POLICE ORGANIZATION IN INDIA

Central Police System - Armed, unarmed and Auxiliary in Police Administration - State Police System - Role of State Home Ministry Special Police Structure - District Police Women Police in India - Technological Advance and Police - Police in Union Territories.

UNIT - III POLICE PERSONNEL MANAGEMENT

Police Classification - Recruitment, Promotion and Retirement - Pay and Compensation - Welfare - Job enrichment - Police Association - Police reforms

UNIT - IV POLICE BEHAVIOUR

Autonomy and Accountability - Police Ethics Code Conduct (Violence and Cultural Corruption).

UNIT - V POLICE AND SOCIETY

Police and Judiciary - Police and Mass Media -Community Policing - Role of Police in Terrorism & Insurgency - Police Women - Police and Juvenile Delinquency - Police Economic crimes.

BOOKS RECOMMENDED FOR STUDY

- 1. Ghosh S.K. and Rustomji K.F. Encyclopedia of police in India.**
- 2. Raghavan R.K. Indian police.**
- 3. Shamim Allem. Women in Indian Police.**
- 4. Rajinder prasher. Police Administration.**

COMMON PAPER IN THE II SEMESTER OF ALL PG COURSES HUMAN RIGHTS

UNIT - I

Human Rights - Definition - Characteristics of Human Rights - Classification of Rights - The Universal Declaration of Human Rights - International Covenants on Economic, Social and Cultural Rights.

UNIT - II

Constitutional Guarantee on Human Rights -Fundamental Rights Part III of the Constitution - Directive Principles Part IV of the Constitution.

UNIT III

Civil and Political Rights - Right to Work, Right to Personal Freedom, Right to Freedom of Expression, Right to Property, Right to Education, Right to Equality, Right to Religion, Right to Form Association and Unions, Right to Family, Right to Contract, Right to Constitutional Remedies, Right to Contest in Election, Right to Hold Public Office, Right to Petition, Right to Criticize Government.

UNIT IV

Economic Rights: Right to Work, Right to Adequate Wages, Right to Reasonable Hours of Work, Right to Self Government in Industry.

UNIT V

Women's Rights; Right to Inheritance, Right to Divorce, Right to Remarry, Right to Education, Right to Employment and Career Advancement.

BOOKS RECOMMENDED FOR STUDY

- 1. Human Rights - UNESCO, 1982**
- 2. Desai, A.R. - Violation of Democratic Rights in India, 1986**
- 3. Pandey - Constitutional Law.**
- 4. Human Rights - A Selected Bibliography, GSIS**
- 5. Singh.K.S. - Indian Social Institution, 1983.**

Note: The above syllabus may be taught by the teachers from a group of departments. The Principal is to fix one department as in charge for the said paper: Pass mark (50 marks) is necessary for the promotion of students. However, this mark will not be included for calculation of rank or class.

SECOND YEAR

SEMESTER - III

PAPER – I RESEARCH METHODOLOGY

UNIT - I

Social Science Research - Objectives and Scopes and Need for Social Science Research - Research in Public Administration - Issue and Trends

UNIT - II

History of Science and Scientific Methods - Types of Research - Historical, Descriptive Explorative, Analytical, Statistical and Empirical relevance of Fact - Value Dichotomy in Research in Public Administration.

UNIT - III

The research Process and Concept - Variables - Review of Literature - Hypothesis - Research Design

UNIT - IV

Research Techniques and Data Collection - Observation - Interview - Questionnaire Projective Techniques and Measurement - Reliability and Validity Scaling techniques - Sampling - Case Study and Sociometry.

UNIT - V

Data Analysis - Interpretation - The Research Report.

BOOKS RECOMMENDED FOR STUDY

1. Selitiz, (Etal) - Research methods in Social Relations.
2. Johnson and Joslyn - Political Sciences research Methods.
3. E,T. Zones, - Conducting Political Research
4. P.V. Young, Scientific Social Surveys and Research.

PAPER - II COMPARATIVE PUBLIC ADMINISTRATION

UNIT -I INTRODUCTION

Meaning, Scope and importance of Comparative Administration- evolution of comparative administration-approaches to comparative administration- typologies of comparative administration.

UNIT - II ADMINISTRATIVE SYSTEM IN UK

Salient Features of British Administrative System-I Growth of Civil Service in Britain- Northcott Trivellian-Fulton committee - Characteristics of British Bureaucracy - Central Executive - Control over the executive - Reforms in civil service- Local administration.

UNIT - III ADMINISTRATIVE SYSTEM IN USA

Salient feature of the Administrative System in USA-Office of the President of USA: Presidential Cabinet- Federal government and States- Independent Regulatory Authorities- Civil Service in USA-Pendleton Act-Departments.

UNIT - IV ADMINISTRATIVE SYSTEM IN FRANCE

Salient Features of the Administrative System in France-Civil service in France- Droit Administrative - Administrative Law - Judicial Administration-Local Government and Administration.

UNIT - V ADMINISTRATIVE SYSTEM IN SWITZERLAND

Salient Features of Swiss administrative system and Structure and Functions of Federal government- the hierarchy of governments; Departments- Cantons-Commune- Civil service in Swiss.

BOOKS RECOMMENDED FOR STUDY :

1. Ramesh Arora : Comparative Public Administration, (New Delhi : APH)
2. Ridley and Blondel : Public Administration in France.
3. Vishnoo Bhagawan and Vidya Bhushan : World Constitutions (New Delhi : Sterling Publishers)
4. A.C.Kapur : Select Constitutions , New Delhi : S. Chand and Co.

PAPER - III INTERNATIONAL ADMINISTRATION

UNIT-I : INTER - WAR PERIOD

Nature, Scope and Importance of International Administration - Origin of League of Nations, Structure of League of Nations - Management of League of Nations - Failures of League of Nations - Great Depression.

UNIT - II INTERNATIONAL ADMINISTRATION SINCE 1945

The Second World War - Bretton Wood Agreement - Origin of International Monetary Fund - Structure of International Monetary Fund - Management of International Monetary Fund - Functions of International Monetary Fund.

UNIT - III UNITED NATIONS

History of United Nations Organizations - Structure of United Nations Organizations - Agencies of United Nations Organizations - Achievements of United Nations Organizations.

UNIT - IV REGIONAL ORGANIZATIONS

Organization of American Society (OAS) - Organization of African Unity (OAU) - South Asia Association for Regional Cooperation (SAARC) - Non - Alignment Movement (NAM) - Organization of Petroleum Exporting Countries. (OPEC).

UNIT - V INTERNATIONAL REGIONAL FINANCIAL INSTITUTIONS

African Development Bank (ADB)- Asian Development Bank (ADB) - World Trade organization (WTO) - General Agreement Trade and Tariff (GATT) - Role of Multi National Corporations

BOOKS RECOMMENDED FOR STUDY

1. Rumki Basu, United Nations Organization.
2. Archer, Clive, (1984) International Organizations
3. Narashimhan, C.V. The United Nations: An Inside View

PAPER - IV - E. GOVERNANCE IN INDIA

UNIT I: Traditional Organization of Government:

Nature, Scope and Importance of E-Governance- Salient Features of E-Governance- Approaches to E-Governance- Challenges for E-Governance.

UNIT II: Introduction

Weberian Model of Bureaucracy- Advantage of Weberian Model- Disadvantages of Weberian Model - Bureaucracy- Citizen Relationship.

UNIT III: Resources for E-Governance

Nature, Scope and importance of Communication- Traditional Communication- Traditional Decision Making- Electronic Communication- Information Orientation- Administrative Orientation- User Orientation- Model of Electronic Communication.

UNIT IV ;Creation of E-Governance

Developmental Stages of E-Governance-Non-Traditional information- Traditional Information-Horizontal and Vertical Integration of Authority and Personnel- E-Governance for State Governments- E-Governance for Local Governments

UNIT V : Challenges and Responses to E-Governance

Law relating to E-Governance- Online Time relating to e-Governance- Behavioural Modification of Public Personnel- Public funding for E-Governance- People's Participation in E-Governance

BOOKS RECOMMENDED FOR STUDY:

Schachter, H.L.,(1994) Role of Efficiency in Bureaucratic Study: In Handbook of Bureaucracy, edited by AH Farazmaud, New York: Marcell Decker.

Bozeman,B.,(2000) Bureaucracy and Red Tape, Upper Saddle River , N.J.: Prentice

Hall. Heeks, R., (1999) Reinventing Government in the Information Age, New York:

Routledge.

Garson, G.D.,(1999) Information Technology and Computer Application in Public Administration : Issues and Trends, Pennsylvania : IGP.

Rolf, W., Picot, A., and Reichwald, R., (1997) Information, Organization and Management, Chichesfor, N.J.: John Wiley.

Unit- V Issues in Indian Administration

ELECTIVE - III ENVIRONMENTAL ADMINISTRATION IN INDIA

UNIT - I INTRODUCTION

Significance of Environmental Administration -Environmental Degradation: Nature and Dimensions -India's Concern for Environmental Protection - Department of Environment - Global Environment.

UNIT - II CAUSES, SOURCES AND EFFECTS OF ENVIRONMENTAL POLLUTION

Main causes of Environmental Pollution - Sources and effects of pollution - Water Pollution, Air Pollution, Noise Pollution, Land Pollution - Tourism and Environment - Eco - planning model for industrial complexes.

UNIT - III ENVIRONMENTAL PROTECTION POLICY

Environment policy during the pre-independence Era - Environmental Policy during the post independence Era -Environmental Information System (ENVIS) - Critical Evaluation of Environmental Policy

UNIT - IV LAW FOR ENVIRONMENTAL PROTECTION

Common law aspects of Environmental Law - The Constitutional aspects of Environmental Law - Statutory Control of Environmental Pollution

UNIT - V JUDICIAL APPROACH

Public Nuisance: The Judicial Response - Public Interest Litigation and Environment Protection - New Trends in Judicial Approach - Strategies for Environment Management.

BOOKS RECOMMENDED FOR STUDY

1. Environmental Protection - Law and Policy in India, Kailash Thakur, Deep & Deep Publication, New Delhi, 1999.
2. Ghaliatwal G.R. Encyclopedia of Environmental Management.

HEALTH AND HOSPITAL ADMINISTRATION IN INDIA

Unit- I: Introduction

Nature, Scope and Meaning of Health Administration- the Basis for Public Health- Government and Public Health- law and Public Health

Unit- II : Health Organization

Organization of Health care Administration at the Union—State-and Local Levels- Administration of Primary Health Care - health Centre-- Voluntary-Health Agencies.

Unit- III: Policy Making and Planning for Health Care

Policy Making for Health care Administration- Planning for Health Care- Personnel Management-Financial Management- Public Relations.

Unit-IV : Hospital Administration

Hospital Planning and Administration- Administration of Out- Patient and In- Patient (wards) Services- Emerging services in Hospitals- Manpower Planning in Hospitals- Medical Practice and Law- Medical Legal Cases.

Unit- V : Trends in Hospital Administration

Modernising Health Administration- Evaluation of Medical Services in Hospitals- Role of World Health Organization- Quality Health Care in India- Health Insurance.

BOOKS RECOMMENDED FOR STUDY:

1. Goel. S.L., (1984) Hospital Administration, Delhi: Sterling Publishers Pvt. Ltd.
2. Goel, S L. and R.Kumar(1986) Hospital Administration and Management, (in
3. Kumar, Arun.,(2000) Encyclopaedia of Hospital Administration and Development, (in Three Volumes), Delhi: Anmol Publications.
4. Kumar, Arun.,(2000) Health Administration, New Delhi: Anmol Publications.

SEMESTER IV
PAPER - I ORGNISATIONAL BEHAVIOUR

UNIT - I INTRODUCTION

Definition - The foundations of Organizational Behaviour - The Theory and Research Base for Organizational Behaviour; Psychology, Sociology and Anthropology - Scope of the Field - Individuals, Groups and Formal Organizations.

UNIT - II FRAMEWORKS FOR UNDERSTANDING ORGANIZATIONAL BEHAVIOUR

Theories of motivation; Scientific Management; Human Needs and Motivation (Maslow, Her berg and McGregor) -Contemporary Approaches Aldefer's ERG Theory -Equity Theory - Goal Setting as a Motivational Technique.

UNIT - III DETERMINANTS OF ORGANIZATIONAL BEHAVIOUR: I

The Individual; Motives and Behaviour - Personality and Behaviour - Perception and Behaviour - Learning and Behaviour - Groups: Groups in organizations - Group Formation and Development - Group Characteristics and Performance - Coordinating groups - Conflict - uses of Groups in Organization.

UNIT - IV DETERMINANTS OF ORGANIZATIONS BEHAVIOUR: II

Leadership: The foundations - Leadership Traits Research - The Behavioural Approach to Leadership • Situational Approaches - Fielder's Contingency Model - Part - Goal Theory of Leadership - Organizational Design: The Classical Approach to Organizational Design - The Behavioural Approach.

UNIT V ORGANISATIONAL PROCESS AND REALITIES

Politics in Organizations - Communication in Organizations - Change in Organizations - Conflict and Stress in Organizations

BOOKS RECOMMENDED FOR STUDY

- 1. Cummings, L.L. and R.S.Dunham, Introduction to Organizational Behaviour (Illinois: Richard D, Irwin, Inc., 1980)**
- 2. John H. Jockson and C.P.Morgan, Organization Theory (New Jerky Prentice Hall, 1978)**
- 3. Marc J.Wallace, Jr. and Andrew D, Szilagyi Jr. Managing Behaviour in Organizations (Illinois; Scott, Foreman & Co., 1944).**

PAPER - II ADMINISTRATIVE LAW

UNIT -I : INTRODUCTION

Meaning, Nature and Scope of Administrative Law-Constitutional Law and Administrative Law-Growth of Administrative Law

UNIT -II: EXECUTIVE AND ADMINISTRATIVE LAW

Government Liability-Classification of Administrative Actions-Administrative Discretion-Administrative law and privileges

UNIT -III: LEGISLATURE AND ADMINISTRATIVE LAW

Delegated legislation-Control over Delegated Legislation.

UNIT -IV: JUDICIARY AND ADMINISTRATIVE LAW

Distinction between Judicial and Quasi - Judicial Functions-Principles of Natural Justice-Administrative Tribunals-Judicial Remedies

UNIT - V: CONTROL OVER ADMINISTRATION

Government Control Over Public Authorities- Legislative Control Over Public Authorities- Statutory Inquiries-Statutory and other Remedies- Judicial Review of Administrative Action- Ombudsman, Lok Pal and Lok Ayukta-Media Control.

BOOKS RECOMMENDED FOR STUDY

- 1. Takwani, C.K: Lectures on Administrative Law, Eastern Book Company, Lucknow, 2001.**
- 2. Durga Das Basu: Administrative Law, Prentice Hall of India Pvt Ltd, New Delhi, 1986.**
- 3. U.P.D. Kesari, Lectures on Administrative Law.**

PAPER – III DEVELOPMENT ADMINISTRATION

Unit-1: Introduction

Meaning, Nature, Scope of Development Administration-Development Administration and Administration of Development- Understanding development-development from above and below administrative machinery for development-approaches to development administration.

Unit- II

Contents of Development Administration - Development Administration in the International context- context of development administration- Political, Economic, Cultural, Administrative and social

Unit- III

Development of Administration- Bureaucracy and development administration-development planning- Training for Development -Citizen and Administration

Unit- IV

Decentralization of Powers in India- State Planning- District level Planning- District administration and Field Agencies - District-Collector - District Development officer-District Development Committee- Development Programmes in India- Integrated Rural Development Programme- Tribal Development Programme - Area Development-Educational development - Community Development Programme

Unit- V Non- governmental Organizations

Role of Non-Governmental Organizations in Development Administration- Need for Reforms in Non-governmental Organizations.

Books Recommended for Study:

- 1. F.W.Riggs : Frontiers of Development Administration**
- 2. Chatterjee (1990) Development Administration, Delhi: Sultan Chand**
- 3. Singh, Swindar., Development Administration**
- 4. Sparu, R K., (2002) Development Administration, New Delhi: Sterling Publications.**

PAPER - IV PROJECT WORK / DISSERTATION OR GENERAL ESSAY

ELECTIVE – IV LABOUR WELFARE ADMINISTRATION IN INDIA

UNIT - I Introduction

Meaning, Nature, Scope and Significance of Labour Welfare Administration- Labour Legislation and Labour Policy- Labour Administration- Discipline, Grievances, Working Conditions, Wages and Social Security- National Commission on Labour- International Labour Organization.

Unit—II Industrial Relations

Definition and objective of Industrial Relations- Theories of Industrial Relations- Factors Conditions For Good Industrial Relations- Causes of Industrial Disputes- Machinery for Prevention and Settlement of Industrial Disputes- The Industrial Disputes Act, 1947.

Unit- III Trade Unions

Need for the formation of Trade Unions- Structure and Functions of Trade Unions- The Trade Unions Act, 1926.

Unit- IV Collective Bargaining

Meaning and Purposes of Collective Bargaining- Collective Bargaining - A Voluntary Growth Process-Theories of Trends of Collective bargaining - Process of Negotiation

Unit- V: Issues in Industrial Relations

Management of Industrial Relations - conflicts- Integrating Human Resource Development into Industrial Relations- impact of Liberalization on Industrial Relations and Emerging issues of Globalization- need for change the Labour laws due to changes in New Economic Policy.

Books Recommended for Study:

1. Sharma, A.M. (2001) Aspects of Labour Welfare and Social Security. Delhi; Himalaya Publishers.
2. Tyagi, B.P., (2000) Labour Economics and Social Welfare, Meerut: Jaiprakash Nath and Co.
3. Melhotra, S.N., Problems in India, New Delhi: Sultan Chand and Company Ltd., Saxena, (1999) labour Problems and Social Welfare, Lucknow: Prakasan Kendra.
4. Singh, Nirmal., and S.K.Bhatia., (2000) Industrial Relations and Collective bargaining Theory and Practice, Delhi: Deep and Deep.

DISASTER MANAGEMENT

UNIT –I Introduction

Meaning – Definition – Goals and Significance of Disaster Management – Traditional and New Disaster threats – Aspects of Disaster – Decision Making in Crisis Management.

UNIT –II Organization and Management

Administrative Machinery at Union, State and District Level – Tools and Techniques of Disaster Management – Use of Information Technology and Satellite Control Mechanism – Disaster Legislation.

UNIT –III Types of Disaster

Various Types of Disaster – Natural : Wind _ Cyclone – Storm – Tidal Wave – Bush fire – Water – Flood – Flash flood – Drought – Tsunami – Earthquake – Landslide – Epidemics – V volcanic . Manmade: War – Communal riot – Road accident – Industrial accident – Fire etc.

UNIT – IV Measures of Disaster

Disaster Management Cycle – Prevention – Mitigation – Preparedness - Response – Recovery – Logistics – Post Disaster Review – Rite of Armed Forces – Allocation of Funds – Co-ordination

UNIT – V Institutional Framework and Problem Evaluation

Role of Local Government and Non – governmental Organization – UN's Specified Agencies – People's Participation – International Assistance – Research Methods in Disaster management.

Books Recommended

- 1. Nick Carter.W; Disaster Management, A Disaster Manager's Hand book, Asian Development Bank, Manila**
- 2. Narayanan; Disaster Management.**
- 3. Ram Prakash; Disaster Management**
- 4. Bhattacharya; Environmental Economics**