DEGREE OF MASTER OF ARTS
CHOICE BASED CREDIT SYSTEM

SYLLABUS FOR
M.A. PUBLIC ADMINISTRATION
( SEMESTER PATTERN )
( For Candidates admitted in the Colleges affiliated to Periyar University from 2017-2018 onwards )
1. **CONDITIONS FOR ADMISSION**

A candidate who passed any Bachelor degree of this university or any bachelor degree of any other university accepted by the syndicate as equivalent thereto, subject to such conditions as may be prescribed therefore are permitted to appear and qualify for the M.A Degree examination of this university after a course of study of two academic years in four semesters.

2. **ELIGIBILITY FOR THE AWARD OF DEGREE**

A candidate shall be eligible for the award of the degree only if he/she undergone the prescribed course of study in the Department of Public Administration of the University for a period of not less than two academic years, passed the examination of all the four semesters prescribed by earning minimum 50 percent of marks and fulfilled such conditions as have been prescribed thereafter.

3. **DURATION OF THE COURSE**

The course consist of two academic years divided into four semesters under Choice Based Credit System with a total of 90 credits

4. **COURSE OF STUDY AND SCHEME OF EXAMINATION**

The course of study shall comprise instruction in the following subjects according to the syllabus and books prescribed from time to time
### COURSE OF STUDY AND SCHEME OF EXAMINATION

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Course title</th>
<th>Semester</th>
<th>Credits</th>
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</table>

#### SEMESTER I

| Core I       | PRINCIPLES OF PUBLIC ADMINISTRATION               | I        | 4       |
| Core II      | COMPARATIVE PUBLIC ADMINISTRATIVE                 | I        | 4       |
| Core III     | PRINCIPLES OF MANAGEMENT                          | I        | 4       |
| Core IV      | INDIAN ADMINISTRATION                             | I        | 4       |
| Core V       | ENVIRONMENTAL ADMINISTRATION IN INDIA             | I        | 4       |

#### SEMESTER II

| Core VI      | ADMINISTRATIVE THINKERS                           | II       | 5       |
| Core VII     | ORGANISATIONAL BEHAVIOUR                          | II       | 5       |
| Core VIII    | PUBLIC POLICY ANALYSIS                            | II       | 5       |
| **EDC**      | PUBLIC FINANCIAL ADMINISTRATION                    | II       | 4       |
|              | PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATIONS (OR) | II       | 4       |
| Common Paper | HUMAN RIGHTS                                      | II       | 2       |

#### SEMESTER III

| Core IX      | DEVELOPMENT ADMINISTRATION                       | III      | 5       |
| Core X       | HUMAN RESOURCE MANAGEMENT                         | III      | 5       |
| Core XI      | LOCAL GOVERNMENT IN INDIA                         | III      | 5       |
| Core XII     | RESEARCH METHODOLOGY                              | III      | 5       |
| Core XIII    | POLICE ADMINISTRATION                             | III      | 5       |

#### SEMESTER IV

| Core XIV     | ADMINISTRATIVE LAW                                | IV       | 5       |
| Core XV      | INDUSTRIAL RELATIONS AND LABOUR WELFARE ADMINISTRATION | IV       | 5       |
| Core XVI     | E- GOVERNANCE IN INDIA                            | IV       | 4       |
| Core XVII    | PROJECT                                           | IV       | 4       |

**Total** 90
COURSES

A Master degree programme consists of a number of courses. The term course is used to indicate a logical part of subject matter of the programme. The details of credit are as follows:

- Core & Project: 66 Credits
- Elective & EDC: 22 Credits
- Human Rights: 2 Credits
- **Total**: 90 Credits
- **Grand Total**: 90 Credits

EXAMINATIONS

The Examinations shall be 3 hours to each paper at the end of each last semester. The examination consists of internal assessment (IA) Semester Examinations (SE).

**Internal Marks for Theory Paper**

- Attendance: 5 Marks
- Test: 10 Marks
- Seminar: 5 Marks
- Assignment: 5 Marks
- Total: 25 Marks.

6. **REQUIREMENT FOR PROCEEDING TO SUBSEQUENT SEMESTER**

1. Candidates shall register their names for the First Semester Examination after the admission in the PG Courses.

2. Candidates shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examinations subject to the condition that the candidates should register for all arrear subjects of earlier semesters along with current (subsequent) semester subjects.

3. Candidates shall be eligible to go to subsequent semester, only if they earn sufficient attendance as prescribed by the syndicate of the Periyar University from time to time.

4. Provided in the case of candidate earning less than 75 percent of attendance in any one of the semesters due to any extraordinary circumstances such as medical grounds, such candidates who shall produce Medical Certificate issued by the Authorized Medical Attendant (AMA), duly certified, shall be permitted to proceed to the next semester and to complete the course of study.

5. Such candidate shall have to repeat the missed semester by rejoining after completion of final semester of the course, after paying the fee for the break of study as prescribed by the Periyar University from time to time.
7. **PASSING MINIMUM**

A candidate shall be declared to have passed in each paper wherever prescribed if he/she obtains NOT LESS THAN 50 percent OF MARKS of semester examination and internal assessment in each paper minimum of 38 marks out of 75 in semester examinations and a minimum of 12 marks out of 25 in the internal assessment. For the project work and Viva – Voce, a candidate should secure 50% the marks for pass. The candidate should compulsorily attend the viva – voce to secure pass in the paper. A Candidate who didn't obtain the required minimum marks for a pass in a course or in a project report shall be required to appear and pass the same at a subsequent appearance.

8. **CLASSIFICATION OF SUCCESSFUL CANDIDATE**

Candidates who obtained 75% of the marks in aggregate shall be deemed to have passed the examination in FIRST CLASS WITH DISTINCTION, provided they passed all the examinations prescribed for the course in the first appearance. Candidates who secured not less than 60% of aggregate marks in the whole examination shall be declared to have passed the examination with FIRST CLASS. All other successful candidates shall be declared to have passed with SECOND CLASS.

9. **RANKING**

Candidate who passed all the examinations prescribed for the course in the FIRST ATTEMPT ONLY is eligible for Classification/Ranking/Distinction.

10. **PATTERN OF QUESTION PAPER**

Time: 3 Hours          Maximum Marks: 75

**SECTION A (5 X 5 = 25)**

Answer ALL Questions (Either or)

Each Answer should not exceed 300 words

**SECTION B (5 X 10 = 50)**

Answer ALL Questions (Either or)

Each Answer should not exceed 1500 words

**FOR PROJECT**

**EVALUATION = 150 MARKS**

**VIVA – VOCE = 50 MARKS**
11. **ELIGIBLE PROFESSOR'S FOR PAPER VALUATION, QUESTION PAPERS SETTING & VIVA – VOCE PURPOSES**

As Per UGC Norms, purely appointed and working in the Dept. of Public Administration faculties are only eligible to take above all process.

12. **QUALIFICATION OF PROFESSOR'S**

- M.A – PUBLIC ADMINISTRATION
- M.PHIL – PUBLIC ADMINISTRATION
- UGC – NET / SET IN PUBLIC ADMINISTRATION (OR)
- PH.D - PUBLIC ADMINISTRATION
M.A. PUBLIC ADMINISTRATION

SEMESTER - I

CORE I - PRINCIPLES OF PUBLIC ADMINISTRATION

Unit – I

Introduction- state and government- constitution-types of constitution-government and its types- federal, unitary, parliamentary and presidential.

Unit-II

Theories of separation of powers: executive, legislature and judiciary-meaning, nature, scope and importance of public administration-politics and public administration dichotomy-public and private administration.

Unit-III

Evolution of public administration-politics-public administration dichotomy-basic concept of public administration-principles of public administration-new public administration and new public management.

Unit-IV

Structure of public administration-line, staff and auxiliary agencies-human resource and field agencies

Unit-V

Recent trends in corporate governance-good governance-impact of LPG on public administration.

REFERENCES :

1. Dr.Manoj Kumar, Dr, Chandrika Singh, 2013, Public Administration New Changes, Regal publications, New Delhi,
2. Bhuvanesh Gupta, 2013, Theories of Administration, Wisdom Press, New Delhi,
4. Dr.JoshuvaO.Miluwi, 2014, Public Administration: Theory and Practice Mangalam Publication, Delhi,
M.A. PUBLIC ADMINISTRATION

SEMESTER - I

CORE II - COMPARATIVE PUBLIC ADMINISTRATIVE SYSTEM

Unit-I

Basic concepts of comparative public administration-significance, nature and scope of comparative methods-need for comparative study-constitutional government and democracy.

Unit-II

Meaning of Executive-Real and titular Executives-salient features of Executive system in UK, USA, FRANCE and Switzerland.

Unit-III

Meaning and types of legislature- unicameralism and bicameralism – salient features of legislative system in UK, USA, FRANCE and Switzerland.

Unit-IV

Role of judiciary – governance- types of judiciary- unified and federal judiciary-salient features of judicial system in UK, USA, FRANCE and Switzerland.

Unit-V

Evolution of bureaucracy and local government administration in UK, USA, FRANCE and Switzerland.

REFERENCES :


M.A. PUBLIC ADMINISTRATION

SEMESTER - I

CORE III - PRINCIPLES OF MANAGEMENT

Unit-I
Meaning, nature, scope and significance of management – difference between management and administration – Evolution of management thought.

Unit – II
Modern government techniques – levels of management – management techniques in government and corporate sector.

Unit – III

Unit – IV
Management by Objective (MBO) – management information system – total quality management – managerial audit.

Unit – V
Participative management – self management – quality circle – impact of Multinational Corporation on management.

REFERENCES :
2. Dr.VishnooBhagwan and VidyaBhushan, 2011, Public Administration, New Delhi, S.Chand and Company LTD.
M.A. PUBLIC ADMINISTRATION

SEMESTER - I

CORE IV - INDIAN ADMINISTRATION

Unit-I
Evolution of Indian administration – constitutional framework of Indian administration – federalism and parliamentary democracy in India.

Unit – II

Unit – III
Union public service commission – all India services and central services – staff selection board – Reform of civil service – administrative change and reforms – organization and methods.

Unit – IV
State administration: governor, chief minister, council of ministers, state secretariat – state public service commission – planning machinery at the state and district levels – district administration – local government administration.

Unit – V
Relationship between minister and secretary – generalists versus specialists – union – state relations – corruption – impact of information technology in India – globalization and Indian administration.

REFERENCES:
1. Tanuja Trivedi 2016, Decentralization and Local Governance New Delhi, JnanadaPrakasan PLD in association with confederation of Indian universities
2. B.C.Barik 2015, Panayati Raj and Rural Development New Delhi, Astha publishers And Distributors.
4. Dr.R.C.Sharma, 2013, Indian Government and Politics, Konal Books, New Delhi,
5. Anand Prakash, 2013, State and District Administration, Wisdom Press, New Delhi,
Unit-I
Meaning, nature, scope and significance of environmental administration – Environmental degradation – nature and dimensions – India’s concern environmental protection – department of environment – global environment.

Unit – II

Unit – III
Environment policy during the pre – independence era - Environment policy during the post – independence era – environmental information system (ENVIS) – critical evaluation of environment policy

Unit – IV
Common law aspects of environmental law – the constitutional aspects of environmental law – statutory control of environmental pollution.

Unit – V

REFERENCES :
M.A. PUBLIC ADMINISTRATION

SEMESTER - II

CORE VI - ADMINISTRATIVE THINKERS

Unit - I
Kautilya
Thiruvalluvar
Woodrow Wilson

Unit – II
F.W Taylor
Henry Fayol
Eldon Mayo

Unit – III
Karl Marx
Max Weber
M.P Follet

Unit – IV
H.A Simon
C.I. Barnard
Peter Drucuer

Unit – V
Abraham Maslow
F. Herzberg
D. Mcgregor

REFERENCES :
3. Dr.N.K.Singh, 2015, Public Administration Research and Practice, ALP Books New Delhi,
M.A. PUBLIC ADMINISTRATION

SEMESTER - II

CORE VII - ORGANISATIONAL BEHAVIOUR

Unit-I

Unit – II
Models – Relationship between Organizational Theory and Human Rights and Organizational Behaviour.

Unit – III
Organizational Change and Development – Need, Resistance Change Process - Forces of Change - Organizational Development: Concept and Objectives.

Unit – IV
Motivation and Behaviour: Concept and Source, Theories and Motivation, Maslow, McGregor, Herzberg's and MC Cleland Theory.

Unit – V
Organizational Effectiveness – Concept, Sources, Factors affecting Organizational Effectiveness – Models and Organizational Effectiveness.

REFERENCES :
5. J. Mullins, Gill Chrity, 2016, Management & Organizational Behaviour, Pearson Education India, India.
M.A. PUBLIC ADMINISTRATION

SEMESTER - II

CORE VIII - PUBLIC POLICY ANALYSIS

Unit-I

Unit – II

Unit – III

Unit – IV
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

REFERENCES :

2. Dr.Richa Rathore2017, Public Policy And Administration In India, New Delhi, Mangalam Publishers And Distributors.
M.A. PUBLIC ADMINISTRATION

SEMESTER - II

EDC - PUBLIC FINANCIAL ADMINISTRATION

Unit-I


Unit-II

British budgetary system – British budgetary procedure – control over public expenditure in Britain – Accounting and auditing in Britain.

Unit –III

Salient features of American budgetary system – American budgetary procedure – control over public expenditure in USA – Accounting and auditing in USA.

Unit – IV

Salient features of Indian budgetary system – Indian budgetary procedure – control over public expenditure in India – administrative, parliamentary control over budget – Accounting and auditing – finance ministry.

Unit – V

Finance commission – union – state financial relations – resource mobilization- tax administration in India – public debt management in India – local finances in India

REFERENCES :

3. Mookerjee, S.S, Finiancial Administration In India, New Delhi Surjeet Publications.
M.A. PUBLIC ADMINISTRATION

SEMESTER - II

EDC - PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATIONS

Unit-I

Unit-II

Unit-III
Indian polity – pre-British period and British legacy – constitutional frame work of Indian administration – central executive – council of ministers - central secretariat – ministers and departments.

Unit-IV
Advisory bodies – boards and commissions – planning commission – railway board – finance commission and election commission – governor

Unit-V
Issue areas in Indian administration – specialist & generalist – central state relations – administrative reforms impact of information technology – people’s participation in administration.

REFERENCES :
1. Vishnu Bhagawan And VidyaBhusan – Public Administration
2. RumkiBasu – Public Administration – Concepts And Theories
3. HoshiarSingh – Indian Administration
4. S Ramesh K. Arrora And Goel – Indian Public Administration

Communication and its importance – principles, techniques, forms and methods of communication – media as effective communicating medium – Role of communication in public relations.


New agencies- PTI, UNI and BBC- public relations society of India- press council of India- Indian institute of mass communication- mass media and public opinion.

Public relations as contributing to the implementation of the public policy- policy making in government- the basic function of government public relations department- RTI- role of IT in public relation.

REFERENCES :
1. Ganesh.S – Introductions To Public Relations
2. Mehta.DS – Handbook Of Public Relations In India
3. Heath, R.L - Handbook Of Public Relations In India
UNIT – I


UNIT – II


UNIT – II


UNIT – IV


UNIT – V

Role of NGO’s in Development Administration – Need for reforms in NGO’s – Media and Development Administration.

REFERENCES:

M.A. PUBLIC ADMINISTRATION

SEMESTER - III

CORE X - HUMAN RESOURCE MANAGEMENT

UNIT-I


UNIT-II


UNIT-III


UNIT-IV

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

UNIT-V

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

REFERENCES :

M.A. PUBLIC ADMINISTRATION
SEMESTER - III
CORE XI - LOCAL GOVERNMENT IN INDIA

UNIT-I
Meaning, nature and scope of local government- local government institutions in
ancient india- Evolution of local government in india before and after
independence – democracy and decentralization.

UNIT – II
Constitutional provisions on panchayat raj- community development programme-
National extension service - committees on panchayat raj: Balwantaryrai Mehta
committee- ashok Mehta committee- G.V.K Rao committee- L.M singivi committee.

UNIT – III
Reforming rural local government – 73rd constitutional amendment – salient
features – Grama sabha.

UNIT – IV
Reforming of urban local government – 74th constitutional amendment – salient
features – types of urban local government institutions.

UNIT – V
Role of bureaucracy in rural and urban government- state election commission –
peoples participation in local government – application of E-Governance in local
bodies.

REFERENCES :
1. Pardeep Sachdeva - Local Government in India
2. S.R. Maheshwari - Local Government in India
3. S.R. Maheshwari – Indian Administrative System
4. N.P.Shukla - Local Self Government in India
5. R.N. Prasad – Urban Local Self Government in India
M.A. PUBLIC ADMINISTRATION

SEMESTER - III

CORE XII - RESEARCH METHODOLOGY

UNIT-I
Social Science Research - Objectives and Scopes 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 – Ethical aspects of research in social science.

UNIT – III
The research Process and Concept - Variables - Review of Literature - Hypothesis – Types of 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 – Computer Application in social science research.

REFERENCES :
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.
M.A. PUBLIC ADMINISTRATION

SEMESTER - III

CORE XIII - POLICE ADMINISTRATION

UNIT-I
History of Indian Police – Policing in Ancient, Medieval, Modern India – National Police Commission recommendations – The Indian Police Service – Creation of new branches

UNIT II

UNIT III

UNIT IV

UNIT V

REFERENCES:
2. Verma & Subramanian – Understanding the Police in India.
4. O.W Wilson - Police Administration.
5. Larry Gains, John Worrall - Police Administration.
UNIT-I
Meaning, Nature and Scope of Administrative Law-Constitutional Law and Administrative Law-Growth of Administrative Law

UNIT -II:
Government Liability-Classification of Administrative Actions-Administrative Discretion-Administrative law and privileges

UNIT - III:
Delegated legislation-Control over Delegated Legislation.

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

UNIT - V:

REFERENCES :
M.A. PUBLIC ADMINISTRATION
SEMESTER - IV
CORE XV - INDUSTRIAL RELATIONS AND LABOUR WELFARE ADMINISTRATION

UNIT-I
Origin and growth of industrial system – definition and objectives of industrial relation – theories of industrial relations – pre requirements for good industrial relations- causes for unrest.

UNIT – II

UNIT – III
Labor welfare – meaning, nature, scope and significance of labor welfare administration – labor welfare policies and issues – discipline grievances – working environment, wages, social security issues.

UNIT – IV

UNIT – V

REFERENCES:
M.A. PUBLIC ADMINISTRATION

SEMESTER - IV

CORE XVI - E. GOVERNANCE IN INDIA

UNIT-I
Traditional Model of Bureaucracy- Advantage of Weberian Model- Disadvantages of Weberian Model - Bureaucracy- Citizen Relationship- Need for re-engineering government processes.

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

UNIT III

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

UNIT V
Law relating to E-Governance- Online transformations relating to e-Governance-Behavioural Modification of Public Personnel- Public funding for E-Governance-People's Participation in E-Governance – Impact of digital era.

REFERENCES :
M.A MODEL QUESTION PAPER
M.A., DEGREE EXAMINATIONS
CBCS PATTERN
PRINCIPLES OF MANAGEMENT

Time : 3 Hrs. Max. Marks : 75

PART – A

(5 × 5 = 25 Marks)

1. (a) Discuss major development of Taylor Management Thought? (Or)
      (b) What are the difference between Management and Administration?

2. (a) Bring out the current Management Techniques? (Or)
      (b) Write a short notes on Top Level Management?

3. (a) What is Decision Making? Explain it? (Or)
      (b) Describe the objectives of planning.

4. (a) Write a short note on Management in Business (Or)
      (b) A Leader Comment?

5. (a) Write a brief note on coordination (Or)
      (b) Communication is must-Why?

PART – B

(5 × 10 = 50 Marks)

1. (a) Discuss the meaning nature and scope of management. (Or)
      (b) Write Henry Fayal’s 14 principles.

2. (a) What are the various levels of management? (Or)
      (b) What are the Differentiate between Management in Government and Business?

3. (a) Explain the various functions and Types of Planning. (Or)
      (b) Describe the Leadership Qualities.

4. (a) Describe the Importance of Coordination. (Or)
      (b) Evaluate the Development in Management Thought.

5. (a) Evaluate the Policy making process in India. (Or)
      (b) Why need for Control in Organizations.