

PERIYAR UNIVERSITY – SALEM -11

BOARD OF STUDIES M.PHIL PUBLIC ADMINISTRATION

PART III GUIDE PAPER

(Titles for M.Phil Public Administration guide paper under CBCS pattern in the Academic year (2019 -2020))

1. DEVELOPMENT ADMINISTRATION
2. HUMAN RESOURCE MANAGEMENT
3. LOCAL GOVERNMENT IN INDIA
4. E-GOVERNANCE IN INDIA
5. POLICE ADMINISTRATION
6. HUMAN RIGHTS
7. ENVIRONMENTAL ADMINISTRATION
8. SOCIAL WELFARE ADMINISTRATION
9. FINANCIAL ADMINISTRATION
10. WOMEN EMPOWERMENT
11. LABOUR WELFARE ADMINISTRATION
12. PUBLIC POLICY
13. SOCIAL ISSUES IN INDIA

DEVELOPMENT ADMINISTRATION

UNIT I

Meaning – nature – Scope of Development Administration – Development Administration - Approaches to Development Administration.

UNIT II

Political, Economic, Cultural, Administrative and Social Development

UNIT III

Bureaucracy and Development Administration – training for Development – Citizen and Administration

UNIT IV

State Planning – Rural Development Programs – Tribal Development Programme – Educational Development – Community Development Programme

UNIT V

Role of Non – Governmental Organization in Development Administration

Books Recommended For Study

1. F.W Riggs : Frontiers of Development Administration
2. Sparu,R K.,(2002) Development Administration,New Delhi: Sterlling Publications
3. Singh,Swinder., Development Administration

HUMAN RESOURCE MANAGEMENT

UNIT I

Meaning, Nature and Scope of Human Resource Management – Objective and Uses of Human Resource Management

UNIT II

Techniques of Human Resource Development – Manpower Planning, Training and Development

UNIT III

Classification – Jobs analysis and Evaluation- Recruitment and Selection – Promotion – Performance Appraisal – Retirement

UNIT IV

Definition and Objective of Industrial Relations – Collective bargaining

UNIT V

Workers Participation in Management – Stress and Counseling – Time Management – Management of Industrial Relation

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. Tripathi, P.C., (2000) Human Resource Development, New Delhi: Sultan Chand and Sons.
3. Saxena, (1999) Labour Problems and Social Welfare, Lucknow: Prakasan Kendra.

LOCAL GOVERNMENT IN INDIA

UNIT I

Evolution of Local Government in Independent India - Balwant Ray Mehta and Asho Mehta Committee Reports - 73rd and 74th Amendment Acts.

UNIT II

Rural Local Government - Structure and Functions - Local Finance

UNIT III

Urban Local Government - Structure and Functions

UNIT IV

Rural Development Programmes - Urban Development Programmes - Employment and Poverty Alleviation Programmes - Urban Development Schemes

UNIT V

District Administration - Role of DRDA - Control over Supervision of Local Bodies

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.

E-GOVERNANCE IN INDIA

UNIT I

Nature, Scope and Importance of E-Governance – Challenges for E-Governance

UNIT II

Webrian Model of Bureaucracy – Advantages and of Webrian Model – Bureaucracy – Citizen Relationship

UNIT III

Traditional Communication – Electronic Communication – Information Orientation – Model of Electronic Communication

UNIT IV

Developmental Stages of E-Governance – E-Governance for State Governments – E-Governance for Local Governments

UNIT V

Law relating to E-Governance - Online Time relating to E-Governance – Public funding for E-Governance – People's Participation in E-Governance.

Books Recommended For Study

1. Bozeman B. (2000) Bureaucracy and Red Tape, Upper Saddle river, N.J.: Prentice
2. Hal. Heeks.R., (1999) Reinventing Government in the Information Age, Newyork: Routledge.
3. Garson, G, D. (1999) Information Technology and Computer Application in Public Administration: Issues and Trends, Penssylvania: IGP

POLICE ADMINISTRATION

UNIT I

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

UNIT II

Central Police system - Armed Police, Unarmed Police - Auxiliary in Police Administration - State Police System - District Police, Women Police in India

UNIT III

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

UNIT IV

Police Ethics Code Conduct (Violence and Cultural Corruption)

UNIT V

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

HUMAN RIGHTS

UNIT I

Human Rights -Definition- Characteristics of Human Rights- classification of Human Rights- the Universal Declaration of Human rights

UNIT II

Constitutional Guarantee on Human Rights- Fundamental Rights part III of the Constitution

UNIT III

Civil and Political rights- Right to Work, Right to Personnel Freedom, Right to Religion, Right to Family, Right to Contract, Right to hold Public Office.

UNIT IV

Economic Rights: Right to Adequate Wages, Right to reasonable Hours of Work

UNIT V

Women's Rights: Rights 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
3. Human Rights- A Selected Bibliography,GSIS

ENVIRONMENTAL ADMINISTRATION

UNIT I

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

UNIT II

Main Causes of Environmental Pollution- Sources and Effects of Pollution- Water Pollution, Air Pollution, Noise Pollution, Land Pollution

UNIT III

Environment Policy during the Pre-Independence Era- Environment Policy during the Post-Independence Era- Environmental Information System (ENVIS)

UNIT IV

Common Law Aspects of Environmental Law- the Constitutional aspects of Environmental Law

UNIT V

Public Nuisance: The Judicial Response- Public Interest litigation and Environment Protection- New trends in Judicial Approach.

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

SOCIAL WELFARE ADMINISTRATION

UNIT I

Meaning, Nature, Scope and Significance of Social Welfare Administration- Evolution of Social Welfare Administration

UNIT II

Central Social welfare board- State Social welfare Board- Role of voluntary Organization and Non-Governmental Organization in Social Welfare.

UNIT III

Social Planning and Social Policy- Formulation and Implementation of Social Policy

UNIT IV

Social Welfare in India- child and Women Development in India- health and family planning in India- social Schemes for Weaker Sections in India

UNIT V

Social Defense and Social Welfare- the civil service and social welfare-public relation Activities and social welfare agencies.

Books Recommended For Study

1. Goel,S.L. and R.L. Jain,Social Welfare Administration-Vol.II,New Delhi,Deep & Deep Company
2. Choudry, Paul, 2002 Social Welfare Administration-Delhi,Atma Ram & Sons.
3. Jacob, K.K.(1989) Policy in india, Udaipur, Himalaya Publications.

FINANCIAL ADMINISTRATION

UNIT I

Nature, Scope, and Significance of Public Financial Administration - Budget and Its Principles - Contemporary Approaches to Public Financial Administration

UNIT II

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

UNIT III

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

UNIT IV

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

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. S.K. Singh : Public Finance in Developed and Developing Countries.

WOMEN EMPOWERMENT

UNIT I

Women Empowerment: Meaning, concept, nature, objectives of women empowerment, reality of women empowerment in the era of globalization.

UNIT II

Determinants of women empowerment: Education, health, social life, economic status, communication skills, political life, cultural life, decision making, source and quality of information and mobility.

UNIT III

Changing role and status of women in historical perspective: Ancient, medieval, British and post independence.

UNIT IV

Efforts for women empowerment: Before & after independence, main problem of Indian women, suggestions for solving the women's problem.

UNIT V

Various theories of feminism: Liberal, Marxist, Radical & Socialist.

Books Recommended For Study

1. Empowerment of Women in India (English, , Karne Padmavathi)
Publisher: Serials Publications (2016)
2. Challenges of women empowerment.R. K. Bakshi) Publisher: Akhand Publishing House
3. Women and Empowerment (Pillai Kothai Jaya) Publisher: Gyan Publishing House

LABOUR WELFARE ADMINISTRATION

UNIT I

National Commission on Labour - International Labour Organization - Labour Legislation and Labour Policy - Labour Administration

UNIT – II

Trade unionism - trade union act 1926 – structure and functions of trade unions – collective bargaining – theories of collective bargaining – negotiation.

UNIT – III

Labor welfare – meaning, nature, scope and significance of labor welfare administration – labor welfare policies and issues – discipline grievances.

UNIT – IV

Labour welfare acts – industrial dispute act, laws relating to bonus, compensation, retirement benefits – woman and children specific legislation.

UNIT – V

Corporate social responsibility – globalization – impact of globalization on labor welfare – recent trends in labor welfare administration.

Books Recommended For Study

1. Arun Monappa, Nambudiri & Selvaraj, 2012, Industrial Relations and Labour Laws , Tata McGraw Hill Publishers Private Limited, Delhi.
2. E.I. Ravindranath, 2013, Industrial Relations in India, Tata McGraw Hill Publishers Private Limited, Delhi.
3. Sewa Singh Chauhan, 2010, Labour Welfare Administration India, Kanishka Publishers, Delhi.

PUBLIC POLICY

UNIT I

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

UNIT II

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

UNIT III

Research and Policy Analysis - Social Sciences in Policy Making - Role of Legislature, Research Institutions - Policy Implementation - Policy Evaluation

UNIT IV

Policy Making Process in India - Policy Making Agencies - Role of Political Parties - Pressure Groups in Public Policy Making.

UNIT V

Economic Policy - New Industrial Policy - Power Policy - National Education Policy - National Trade Policy - National Agricultural Policy - Policies on Environment.

BOOKS RECOMMENDED FOR STUDY

1. Sapru, R.K., (2000) Public Policy Formulation Implementation and Evaluation, New Delhi: Sterling.
2. Charles, Public Policy Making, Lind Bloom.
3. K.D. Madan, (ed.) Policy Making in Government.

SOCIAL ISSUES IN INDIA

UNIT I

Social Structure in India - Ancient, Medieval Society - Reforms and Modern Society

UNIT II

Population Growth - Illiteracy - Unemployment - Poverty - Issue of Social Inclusion and Exclusion - Civil Society and NGOs

UNIT III

Child labour - Child abuse - Violence against Women - Domestic Violence

UNIT IV

Castism - Communalism - Regional Unrest – Minorities and Reservation - Lingnatism

UNIT V

Alcoholism - Drug abuse - Digital Divide - Cyber crime - Social Media and Awareness

Books Recommended For Study

1. G. David Mandelbaum, Society in India, SAGE TEXTS, New Delhi: 2016
2. Veena Das (ed), Oxford Handbook of Indian Sociology, Oxford University Press, New Delhi, 2004
3. O.P. Goel (ed), Role of NGOs in Development of Social System, ISHA Books, Delhi, 2004.