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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Duration</th>
<th>Max Marks</th>
<th>Min Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>I year (Foundation courses)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper I</td>
<td><em>Part-I</em></td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td><em>Part-II</em></td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><em>English</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper III</td>
<td>Principles of Public Administration</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper IV</td>
<td>Indian Administrative System</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper V</td>
<td>Political Theory</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>II Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper VI</td>
<td><em>Part-I</em></td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper VII</td>
<td><em>Part-II</em></td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><em>English</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper VIII</td>
<td>Administrative Thinkers</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper IX</td>
<td>Public Personnel Administration</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper X</td>
<td>Local Government in India</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>III Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper XI</td>
<td>Principles of Management</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper XII</td>
<td>Public Financial Administration</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper XIII</td>
<td>Development Administration</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper XIV</td>
<td>Comparative Public Administration</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper XV</td>
<td>Public Policy Analysis</td>
<td>3</td>
<td>100</td>
<td>40</td>
</tr>
</tbody>
</table>
PAPER I: PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT - I

UNIT - II

UNIT - III

UNIT – IV

UNIT - V

Books for Reference:

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
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
7. Padma Ramachandran – Public Administration in India
ALLIED – III: POLITICAL THEORY

UNIT-I:
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:

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:

UNIT-V:

Books Recommended:

1. Jain. M.P: Political Theory; Guild Publication; New Delhi
2. Gauva. O.P : Introduction to Political Theory; Macmillan; New Delhi
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 Management) – 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:

2. Sapru R.K - Theories of Administration. Chand & co, Delhi, 1996
3. Ravindra Prasad - Administrative Thinkers-Sterling, Madras, 1993
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

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
4. Dwivedi O.P and Jain R.B: India’s Administrative state.
7. Davar R.S. Personnel Management & Industrial Relations
ALLIED – VI: LOCAL GOVERNMENT IN INDIA

UNIT – I

UNIT – II

UNIT – III

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:

3. Sweta Misra: Democratic Decentralization in India; Mital Publications, Bombay
PAPER – VII: PRINCIPLES OF MANAGEMENT

UNIT – I

UNIT – II

UNIT – III
Decision Making – Communication – Control Morale – Motivation.

UNIT – IV

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
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

UNIT - III

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

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

Unit – III

Unit – IV

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.
5. Chaterjee – 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 - Grown 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:
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

Unit – III

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.
5. Ganapathi R.S (Ed) : Public Policy Analysis in India.