



PERIYAR UNIVERSITY

PERIYAR PALKALAI NAGAR,

SALEM- 636011

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 2021-2022 onwards)

MEMBERS OF THE BOARD

CHAIRMAN

Mr. P. PRAKASH

Assistant Professor & Head, Dept. of Public Administration,
Thiruvalluvar Government Arts College,
Rasipuram -637401. Namakkal Dt.
Ph: 9952444944 E – Mail: professorprakashp@gmail.com

MEMBERS

Dr. P. GURUSAMY

Assistant Professor, Dept. of Public Administration,
Thiruvalluvar Government Arts College,
Rasipuram -637401. Namakkal Dt.
Ph: 7010384377

Dr. S. JAYAKUMAR,

Assistant Professor, Dept. of Political Science,
Thiruvalluvar Government Arts College,
Rasipuram -637401. Namakkal Dt.
Ph: 9444012529

EXTERNAL MEMBERS

Dr. R. MATHAIYAN,

Professor, Department of Politics & Public Administration
IDE, University of Madras, Chepauk, Chennai-600 005.
Ph: 9444256817

Dr. S. ABDUL SALAM

Associate Professor & Head, Dept. of Public Administration
Presidency College (Autonomous) Chennai – 600 005,
Ph: 9994288864

Dr. S. KASIM NASHEER

Assistant Professor, Department of Public Administration
Government Arts College (Autonomous),
Coimbatore-641018
Ph: 9443455220

INDUSTRIAL PERSON

Mr. M. SABARI

The New Indian Express, No.188, Mangalam, Omalur Main
Road, Four Roads, Salem - 636009
Mobile: 8695004280

ALUMNI

Mr. K. RAVIKUMAR

Guest Lecturer, Dept. of Public Administration,
Thiruvalluvar Govt. Arts College
Mobile: 7010138759

REGULATIONS

1. COURSE OBJECTIVES

M.A Public Administration is designed to interest of the students who are involved to study about the field of Public Administration. The students will learn and acquire knowledge in with Indian and western administrative system, administrative theories and thinkers, e-governance and administration of public enterprises in India. It is way to move towards future research in this subject.

2. COURSE VISION AND MISSION

M.A Public Administration is offered to meet current situational demands of civil service aspirants, national and state level eligibility test aspirants for those interested in teaching field and to create awareness on society. The programme aims to creating equality in education by providing opportunity to rural students whom higher education in unreachable.

3. 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 maybe prescribed therefore are permitted to appear and qualify or the M.A Degree examination of this university after a course of study of two academic years in four semesters.

4. 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% of marks and fulfilled such conditions as have been prescribed thereafter.

5. DURATION OF THE COURSE

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

6. 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.

M.A. PUBLIC ADMINISTRATION

P. No	Paper Code	Title of the Course	Theory Hours	Credits	CIA internal	ESC Exam	Total
SEMESTER - I							
1	Core - I	Administrative Theory	6	5	25	75	100
2	Core - II	Principles of Management	6	5	25	75	100
3	Core - III	Modern Administrative System	6	4	25	75	100
4	Core - IV	Indian Administration	6	4	25	75	100
5	Elective - I	Foreign Political Thinkers	6	4	25	75	100
SEMESTER - II							
6	Core-V	Administrative Thinkers	5	5	25	75	100
7	Core-VI	Public Policy Analysis	5	5	25	75	100
8	Core-VII	Financial Administration	5	5	25	75	100
9	Elective-II	Police Administration	5	5	25	75	100
10	Common Paper	Human Rights	5	-	25	75	100
11	EDC	Extra Disciplinary course (others department)	5	4	25	75	100
	Add on Course	Internship	-	-	-	-	-

P. No	Paper Code	Title of the Course	Theory Hours	Credits	CIA internal	ESC Exam	Total
SEMESTER - III							
12	Core- VIII	Development Administration in India	5	5	25	75	100
13	Core- IX	Research Methodology	5	5	25	75	100
14	Core-X	General Studies for Public Service Exam	5	4	25	75	100
15	Core - XI	Administration of Public Enterprises	5	4	25	75	100
16	Core - XII	Environmental Administration	5	4	25	75	100
17	Elective- III	Media Management	5	4	25	75	100
SEMESTER - IV							
18	Core-XIII	Human Resource Management	6	5	25	75	100
19	Core-XIV	Administrative Law	6	4	25	75	100
20	Core-XV	Social Welfare Administration	6	4	25	75	100
21	Core - XVI	Project	12	5	25	75	100
		TOTAL CREDITS	120	90			

7. COURSE OF STUDY AND SCHEME OF EXAMINATION

COURSES

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

Core & Project	-	70 Credits
Elective & EDC - 12 + 4 =	-	16 Credits
Human Rights	-	2 Credits
Add on Course	-	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.

8. 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% of attendance in anyone 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 re-joining 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.

9. PASSING MINIMUM

A candidate shall be declared to have passed in each paper wherever prescribed if he/ she obtains NOT LESS THAN 50% 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.

10. CLASSIFICATION OF SUCCESSFUL CANDIDATE

Candidates who obtained 75% of the marks in aggregates 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**.

11. RANKING

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

12. PATTERN OF QUESTION PAPER

Time: 3 Hours Maximum Marks: 75

SECTION A (1 X 15 = 15)

Multiple Choice Questions

SECTION B (2 X 5 = 10)

Answer any two Questions (5 Questions from each Unit)

Each Answer should not exceed 300 words

SECTION C (5X 10 = 50)

Answer ALL Questions (Each Questions are either or pattern)

Each Answer should not exceed 1500 words

FOR PROJECT MARKS = 200

VIVA - VOCE MARKS = 150

INTERNAL MARKS = 50

13. ELIGIBLE PROFESSOR'S FOR PAPER VALUATION, QUESTION PAPERS SETTING & VIVA - VOCE PURPOSES

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

14. QUALIFICATION OF PROFESSOR'S

M.APUBLICADMINISTRATION

M.PHIL-PUBLICADMINISTRATION UGC-
NET/SETINPUBLICADMINISTRATION

(OR)

Ph.D - PUBLICADMINISTRATION

M. A PUBLIC ADMINISTRATION

SEMESTER I

ADMINISTRATIVE THEORY

COURSE OBJECTIVES:

While studying students shall be able

- *To define the Meaning, Nature, Scope and Significance and evolution of Public Administration*
- *To study about the organization, various theories on administration in an organisation*
- *To explain the Principles of Organization, structure of Organization and administrative control mechanism of administration*

COURSE OUTCOMES:

After completion the course students will be able

- *To get depth knowledge of Public Administration and theoretical aspects*
- *To receive good information about organisation and its administrative process*
- *To understand about the structure of administration and Lokpal and Lokayukta*

UNIT - I: INTRODUCTION

Meaning, Nature, Scope and Significance of Public Administration- Evolution of Public Administration- Public Administration Versus Private Administration- Public Administration and Its Relation with other disciplines - Public Administration is an Art or Science - Approaches to the study of Public Administration.

UNIT-II: THEORIES OF ADMINISTRATION

Classical theory - Scientific management theory- Human relations theory - Theory of Bureaucracy- New Public Administration.

UNIT- III: PRINCIPLES OF ORGANIZATION

Principles of Organization- Hierarchy - Span of Control- Unity of Command - Delegation- Centralization and Decentralization- Line and Staff and Auxiliary Agencies.

UNIT- IV: STRUCTURE OF ADMINISTRATION

Chief Executive- Types of Chief Executives- Departmental Organizations - Public Corporations- Independent Regulatory Commissions-Boards.

UNIT- V: ADMINISTRATIVE CONTROL MECHANISM

Accountability and Responsibility- Forms of Administrative Control- External and Internal Control- Redressal of Grievances- Lok Pal- Lok Ayukta- Civil Service Reforms.

Reference Books:

1. Bhartacharya, Mohit., (2002) New Horizons Public Administration.
2. Geol, S.L. (2002) Advanced Public Administration, New Delhi: Deep and Deep.
3. Jena, Saroj Kumar.; (2001) Fundamentals of Public Administration, New Delhi: Anmol Publications (P) Ltd.
4. Maheswari, Sri Ram, (1999) Administrative Theory: An Introduction, New Delhi: Macmillan India Ltd.
5. RaimannPattanayak, (2002) Modern Public Administration, New Delhi Anmol Publications (P) Ltd.

M. A PUBLIC ADMINISTRATION

PRINCIPLES OF MANAGEMENT

COURSE OBJECTIVES:

While studying students shall be able

- *To explain the Meaning, Nature, Scope of Principles of Management*
- *To describe the management process of planning, organising, supervising controlling in an organisation*
- *To details about the management techniques are involving in management*

COURSE OUTCOMES:

After completion the course students will be able to

- *Understanding the term and meaning of management*
- *Analyse the techniques and style in involved in management*
- *Predicted the functions of MBO and MIS*

UNIT - I: INTRODUCTION

Meaning, Nature, Scope and Significance of Management – Schools of Management Thought.

UNIT - II: MANAGEMENT TECHNIQUES

Principles of Management - Modern Management Techniques – Levels of Management.

UNIT III: MANAGEMENT PROCESS

Planning - Policy Making – Decision Making – Co-Ordination – Communication – Leadership and Control.

UNIT IV: ANALYSIS OF MANAGEMENT

Analyze the Management - Management by Objectives – Management Information systems.

UNIT V: STYLES OF MANAGEMENT

Participative Management – Team Management - Self – Management.

Reference Books:

1. BHUSHAN, Y.K. (2002) Fundamentals of Business Organization and Management, New Delhi : Sultan Chand and Sons.
2. Prasad, L.M., Principles and Practice of Management, New Delhi: Sultan Chand and Sons.
3. Tripathi, P.C., Principles of Management, New Delhi: McGraw Hill Education in India, 6th edition, 2020
4. Chippy Mohan, Principles of Management, Dhruvah Lekhani Publications, January 2020.
5. Mishra & Gupta, Principles of Management, Agra : SBPD Publishing House, January 2018.

M. A PUBLIC ADMINISTRATION

MODERN ADMINISTRATIVE SYSTEM

COURSE OBJECTIVES:

While studying students shall be able

- *To find the concept of modern administration and classification of constitution*
- *To express the salient features, executive and judicial system in U.K, U.S.A, France and Swiss*
- *To establish the political parties nature and their role in administrative process*

COURSE OUTCOMES:

After completion the course students will be able

- *To learn the powers and functions of the these four countries executives in administration*
- *To understand the concept rule of law, shadow cabinet, kitchen cabinet and separation powers in countries*
- *To acquire effective information about local government nature and functions in U.K, U.S.A, France and Swiss*

UNIT I: INTRODUCTION

Concept of Modern Administration – Meaning and Classification of Constitution – Parliamentary System – Presidential System

UNIT II : ADMINISTRATIVE SYSTEM OF U.K

Salient Features of British Administrative System- Executive – Legislature – Judicial Branches – Power and Functions – British Civil Service – Rule of Law – Party System and Pressure Groups.

UNIT III: ADMINISTRATIVE SYSTEM OF U.S.A

Salient Features of American Administrative System- Executive – Legislature – Judicial Branches – Power and Functions – Separation of Power – Judicial Review.

UNIT IV: ADMINISTRATIVE SYSTEM OF FRANCE

Salient Features of France Administrative System- Executive – Legislature – Judicial Branches – Power and Functions – Administrative Law – Political Party and Public Service.

UNIT V: ADMINISTRATIVE SYSTEM OF SWISS

Salient Features of Switzerland Administrative System- Executive – Legislature – Judicial Branches – Power and Functions – Political Party and Public Service.

Reference Books:

1. R.Hague and Harrop, Comparative government and Politics: An Introduction 5thedn., New York Palgrave, 2000
2. U.N.Gupta, Select World Constitution, New Delhi, Atlantic, 2009
3. Vishnoo Bhagawan and Vidhya Bjushan, World Constitutions, New Sterling Publishers Pvt. Ltd.
4. Dahiya Sewa Singh & Ravindra Singh, Comparative Public Administration, Sterling Publishers Pvt. Ltd.
5. Gajanan R.P & Anoop Sharma., Comparative Public Administration, Delhi : Cresnet Publishing Corporations.

M. A PUBLIC ADMINISTRATION

INDIAN ADMINISTRATION

COURSE OBJECTIVES:

While studying students shall be able

- *To define the evolution of Indian administration from ancient to modern period and constitutional framework*
- *To explain the composition of central governments and its functions*
- *To know about the constitutional bodies and its power and functions in Indian administration*

COURSE OUTCOMES:

After completion the course students will be able

- *To assess the structure of union and its executive as well state government*
- *To estimate the election commission role and CAG responsibility in India*
- *To analyse the issues and trends of Indian administration at central level and state level*

UNIT I: INTRODUCTION

Evolution of Indian Administration: Ancient, Medieval and Modern Period – Constitutional Frame Work

UNIT II: CENTRAL ADMINISTRATIVE SYSTEM

Central Administration: Structure of Central Government – Cabinet – Council of Minister – Central Secretariat – NITI Ayog – National Development Council

UNIT III: STATE ADMINISTRATIVE SYSTEM

State Administration: Structure of State Administration – Governor – Chief Minister – Council of Minister – State Secretariat – Chief Secretary – State Services – District Administration – District Collector – Role and Functions

UNIT IV: CONSTITUTIONAL BODIES

Constitutional Bodies: Comptroller and Auditor General – Election Commission – Finance Commission – Attorney General – Advocate General – Union Public Service Commission

UNIT V: TRENDS IN INDIAN ADMINISTRATION

Minister – Secretary Relationships – Administrative Reforms – Lokpal & Lok Ayukta.

Reference Books:

1. S.R.Maheswari, Indian Administration :New Delhi, :Orient Longmans, 2000
2. M.Laxmikanth, Public Administration, :New Delhi, McGraw Hill Education, 2011
3. Siuli Sarkar, Public Administration in India, New Delhi, PHI Learning PVT. Ltd 2010
4. Chakrabarty Bidyut, Public Administration in a Globalizing World: theories and Practices, New Delhi: Sage Publications, July 2012
5. Sapru R.K, Indian Administration: A Foundation of Governance, New Delhi: Sage Publications, January 2019.

M. A PUBLIC ADMINISTRATION

FOREIGN POLITICAL THINKERS

COURSE OBJECTIVES:

While studying students shall be able

- *To know about the eminent political thinkers in Greek and their ideologies on politics*
- *To understand the natural law theory and theory of knowledge particularly concern with roman thinkers*
- *To receive knowledge on foundation of governments and states around the world*

COURSE OUTCOMES:

After completion the course students will be able

- *To clearly get thoughts of Plato's idealism and Aristotle's theory of justice*
- *To assess the balance of power theory and importance of separation of powers in the organs of government*
- *To estimate the characteristics of social contract theory and their principles and components of capitalism*

UNIT - I: GREEK POLITICAL THINKERS

Plato – Aristotle

UNIT- II: ROMAN POLITICAL THINKERS

Thomas Aquinas – Augustine's

UNIT - III: MIDEVEL POLITICAL THINKERS I

Niccole Machiavelli – Montesquieu

UNIT – IV: MIDEVEL POLITICAL THINKERS II

Thomas Hobbes – John Locke – Jacques Rousseau

UNIT - V: WESTERN POLITICAL THINKERS

Jeremy Bentham – James Mill – Karl Marx

Reference Books:

1. Urmila Sharma S K, Western political thought, Volume I, Atlantic Publishers, 2006
2. Jha, Western political thought : from Plato to Marx, Pearson education in India
3. V.Vekatarao, A history of Political Theories , S.Chand and Co Ltd, new Delhi, 2000
4. Mukherjee and ramasamy, A history of Political thought Plato to Marx, Prentice hall of India, 2002
5. Prem Arora and Grover, Selected Western & Western Political Thinkers, cosmos bookhieve Pvt ltd, New Delhi, 2003.

M. A PUBLIC ADMINISTRATION

SEMESTER II

ADMINISTRATIVE THINKERS

COURSE OBJECTIVES:

While studying students shall be able

- *To find out the Politics and Dichotomy theory and Wilson contribution to developed the subject Public Administration*
- *To get knowledge Webbers theory on authority and Simon decision making theory on leadership in an organisation*
- *To understand the concept of motivational theories with thoughts of Maslow, Herzberg and McGregor*

COURSE OUTCOMES:

After completion the course students will be able

- *To analyse the origin, growth of public administration from political science*
- *To think about the characteristics and importance of scientific management theory and Taylor's contribution to the industry*
- *To assess the Thiruvalluvar views on Administration and Ambedkar's role on Indian Administration*

UNIT – I: INTRODUCTION

Woodrow Wilson – F.W.Taylor – Henry Fayol – Urwick & Gulick

UNIT- II: HUMAN RELATION THEORY

M.P.Follett – Max Weber - Chester - Barnard – Herbert Simon

UNIT - III: MOTIVATION THEORY

Maslow - Herzberg – Renisis Likert

UNIT – IV: DEVELOPMENT THEORY

Douglas McGregor – Fred W. Riggs – Peter Drucker

UNIT - V: INDIAN ADMINISTRATIVE THINKER

Thiruvalluvar – Dr.B.R Ambedkar

Reference Books:

6. Prasad, L.M, Organization Theory and Behavior, New Delhi: Sultan Chand & Sons Publications, January 2014
7. Prasad, Ravindra and P.Sathya Narayana, Administrative Thinkers, New Delhi: Sterling Publishers, 2018.
8. Anupama Puri Mahajan, Administrative Thinkers, New Delhi: Sage Publications, December 2018
9. Maheshwari Sriram, Administrative Thinkers, New Delhi: Lakshmi Publications, 2018
10. Siuli Sarkar, Public Administration in India, New Delhi: PHI Learning Publishers, November 2018

M. A PUBLIC ADMINISTRATION

PUBLIC POLICY ANALISIS

COURSE OBJECTIVES:

While studying students shall be able

- *To describe the meaning, nature , scope and importance of Policy Science and Policy formulation*
- *To identify the Constraints in Policy Formulation and Policy Making Indices*
- *To know the role of various Agencies are involving in policy making and monitoring agencies in Public Policy*

COURSE OUTCOMES:

After completion the course students will be able

- *To know about the Health and Education policy, Agriculture policy, Transport, Science & Technology policy*
- *To importance of Telecom & Environment policy and to protect the nature in India*
- *To assess the way of policy evaluation techniques involved during the policy implementation*

UNIT I: INTORDUCTION

Meaning, Nature, Scope and Significance – Policy Cycle – Model of Public Policy

UNIT II: POLICY FORMULATION

Structure and Process – Role of various Agencies – Inter Governmental Relations – Constraints in Policy Formulation – Policy Making Indices

UNIT III: POLICY IMPLEMENTATION

System and Models – Role of various Agencies – Monitoring of Public Policy– Remedial Measures

UNIT IV: POLICIES IN INDIA

Polices in India: Health and Education – Agriculture and Food – Transport – Science & Technology – Telecom & Environment

UNIT V: POLICY EVALUATION

Policy Evaluation – Policy Evaluation Techniques – Social Cost benefit Analysis – Input –Output Analysis

Reference Books:

1. Paul Devika., Public Policy Formulation, Implementation and Implementation in India, New Delhi, 1995
2. Sapru, R.K., Public Policy Formulation, Implementation and Evaluation: Sterling Publications, New Delhi, 2000.
3. Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press in India, 2005
4. Stuart Nagel S, India's Development and Public Policy, New Delhi : Rout ledge Publishers, November 2017
5. Chakrabarty Bidyut, Public Policy, New Delhi: Sage Publications, August 2020

M. A PUBLIC ADMINISTRATION

FINANCIAL ADMINISTRATION

COURSE OBJECTIVES:

While studying students shall be able

- *To listen the Nature, Scope and significance of Public Finance Administration and able to know Budget its Principles*
- *To identify the financial administrative system following by various countries like U.K,U.S.A*
- *To explain the nature Indian budgetary system , role of finance ministry and finance commission in India*

COURSE OUTCOMES:

After completion the course students will be able

- *To understand the concept of budget, process of budget and types of budget*
- *To describe the budget making procedure and control over public expenditure in U.K & U.S.A*
- *To evaluate the central state financial relations, tax administration and sources of local revenue*

UNIT I: INTRODUCTION

Nature, Scope and significance of Public Finance Administration –Budget its Principles – Methods of Budget

UNIT II: FINANCIAL ADMINISTRATION IN U.K

British Budgeting System – Procedure – Control over Public Expenditure – Accounting and Auditing

UNIT III: FINANCIAL ADMINISTRATION IN U.S.A

USA Budgeting System – Procedure – Control over Public Expenditure – Accounting and Auditing

UNIT IV: FINANCIAL SYSTEM IN INDIA

Indian Budgeting System – Procedure – Control over Public Expenditure – Accounting and Auditing

UNIT V: PUBLIC FINANCE IN INDIA

Finance Ministry – Finance Commission – Central –State Financial Relation – Tax Administration in India –Local Finances in India

Reference Books:

1. Goel, S.L. 2002, Public Financial Administration, New Delhi: Deep and Deep Publications, 2002
2. Mukerjee, S.S, Financial Administration in India, Delhi: Surjeet Publications
3. Srinivasan S, International Financial Management, Delhi: Wiley India Publishers, January 2005
4. Sharma M.K, Financial Administration, Bangalore: Anmol Publications Pvt Ltd, 2008
5. Sanjeev Kumar Mahajan & Anupama Puri, Financial Administration in India, New Delhi: PHI Learning Publishers, March 2014

M. A PUBLIC ADMINISTRATION

POLICE ADMINISTRATION

COURSE OBJECTIVES:

While studying students shall be able

- *To define the Nature, Scope and importance of Police Administration*
- *To discuss the central police system, Armed, unarmed and auxiliary in police administration*
- *To explain the police recruitment, training, promotions, retirement, pay and compensation and welfare activities*

COURSE OUTCOMES:

After completion the course students will be able

- *To evaluate the history of police administration in India and Tamil Nadu*
- *To describe structure and functions of state police organization*
- *To understanding the concept of ethics in police administration, role and responsibilities of special police agencies*

UNIT I: INTRODUCTION

Nature, Scope and importance of Police Administration – Evolution of Police Administration

UNIT – II: POLICE ORGANISATION IN INDIA

Central Police System – Armed - Unarmed and Auxiliary in Police Administration - State Police System – Special Police – Police Structure – Women Police

UNIT III: POLICE PERSONNEL

Police Classification – Recruitment – Promotion and Retirement – pay and compensations

UNIT IV: POLICE ETHICS

Autonomy and Accountability – Police Ethics – Code of Conduct

UNIT – V: POLICE BUREAU

Crime Records Bureau – Dog Squad – Forensic Science Laboratory – Finger Print Bureau

Reference Books:

1. Venugopal Rao S., Criminal Justice, Problems and Perspectives in India, New Delhi.
2. Fosdick Raymond Blaine, Police Administration, Haryana, Franklin Classics Trade Press.
3. Arvind Verma , K.S. Subramanian, Understanding the Police in India, New Delhi: Lexis Nexis Publishers, January 2009

M. A PUBLIC ADMINISTRATION

SEMESTER III

DEVELOPMENT ADMINISTRATION IN INDIA

COURSE OBJECTIVES:

While studying students shall be able

- *To define the Meaning, nature and scope of Development Administration and approaches to Development Administration*
- *To discuss the Bureaucracy and Development Administration, Development planning*
- *To analyse the Developmental Programme in Agricultural, Educational and Role of NGO's in Development Administration*

COURSE OUTCOMES:

After completion the course students will be able

- *To know about the peoples participation in Development Administration*
- *To understanding the concept of District Administration, role of collector in district level*
- *To discuss the role of NGO's and United Nations Organisation in Development Administration*

UNIT I: INTRODUCTION

Meaning, nature and scope of Development Administration – Traditional Public Administration and Development Administration – Approaches to development Administration.

UNIT II: BUREAUCRACY AND DEVELOPMENT ADMINISTRATION

Bureaucracy and Development Administration – Development planning – Training for Development – People's Participation

UNIT III: DISTRICT AND PANCHAYAT ADMINISTRATION

District Administration – Role of District Collector - Rural and Urban
Development Programmes – 73rd and 74th Amendments

UNIT IV: AREA DEVELOPMENT PROGRAMME

Agricultural Developmental Programme – Educational Developmental
Programmes – Role of NGO's in Development Administration

UNIT V – INTERNATIONAL CONTEXT OF DEVELOPMENT ADMINISTRATION

Role of UNO - IBRD – IMF

Reference Books:

1. Verma S.P, and Sharma S.K., Development Administration, New Delhi :
Indian Institute of Public Administration, 1984
2. Sapru, R.K. Development Administration, Sterling Publications New Delhi;
2002
3. Goel S.L, Development Administration : Potentialities and Prospects, Deep
& Deep Publishers, New Delhi, 2009
4. PALEKAR, S. A., Development Administration, New Delhi: PHI Learning
Publishers, 2017
5. Sanjeev Kumar Mahajan, Development Administration, New Delhi: Sage
Publications, December 2019

M. A PUBLIC ADMINISTRATION

RESEARCH METHODOLOGY

COURSE OBJECTIVES:

While studying students shall be able

- *To understand the Meaning, Nature and Objectives of Research and problems in Social Science Research*
- *To describe the Types of Social Science Research and Objectivity in Social Science Research*
- *To discuss on meaning, Types, Formulation and Qualities of hypothesis*

COURSE OUTCOMES:

After completion the course students will be able

- *To explain the meaning, procedure, types and tools of data collection and research report*
- *To estimate the qualities of good research in Social Science Research*
- *To analyse the data analysis like sampling, observation, survey and case study method*

UNIT - I: INTRODUCTION

Meaning, Nature and Objectives of Social Research-Types of Social Science Research- Objectivity in Social Science Research

UNIT-II: HYPOTHESIS

Meaning and Types of Hypothesis- Formulation of Hypothesis- Qualities of Workable Hypothesis- Difficulties in Formulation of Hypothesis- Case Study as a Method in Public Administration

UNIT - III: SAMPLING

Meaning- Merits and Demerits- Types and Procedure of Sampling and Data Collection- Sources of Data Collection- Primary and Secondary- Tools of Data Collection- Observation- Interview- Questionnaire and Schedule

UNIT -IV: PROCESSING AND ANALYSIS OF DATA

Editing and Coding of Data- Classification and Tabulation of Data- Measures of Central Tendency

UNIT - V: REPORT WRITING

Research Report Writing-Mean, Mode and Median- Mean Deviation and Standard Deviation Correlation

Reference Books:

1. Bose, Pradep Kumar., Research Methodology, ICSSR, New Delhi
2. Doby.J.T., An Introduction to Social Research
3. Goode, W.J. and Hatt P.K. - Methods of Social Research
4. Gosh.B.N., Social Science Research and Methods
5. Madge, John - The Tools of Social Science

M. A PUBLIC ADMINISTRATION

GENERAL STUDIES FOR PUBLIC SERVICE EXAMS

COURSE OBJECTIVES:

While studying students shall be able

- *To get knowledge Indus Valley Civilization, Culture and Heritage of Tamil people*
- *To reveal the emergence of national leaders and Role of Tamil Nadu leaders in freedom struggle Rajaji, VOC, Barathi*
- *To understand the status of natural resources of India*

COURSE OUTCOMES:

After completion the course students will be able

- *To received the knowledge on concept of India as a secular state*
- *To acquiring knowledge about structure and functions of central vigilance commission, NHRC and CAG*
- *To analyse the various Political Social Issues in India, who are all in Eminent personalities in Sports, Games and their Award*

UNIT -I INTRODUCTION

Indus Valley Civilization – Guptas, Delhi Sultans, Mughals and Marathas – Age of Vijayanagaram and the Bahamanis - Culture and Heritage of Tamil people – Unity in diversity – race, colour, language, custom–India as secular state.

UNIT -II NATIONAL LEADERS

Emergence of National Leaders – Gandhi, Nehru – Role of Tamil Nadu in freedom struggle Rajaji, VOC, Periyar, Kamaraj, Barathi.

UNIT-III COMMISSIONS IN INDIA

National Development Council – National Human Rights Commission– State Human Rights Commission – Central Information Commission – State Information Commission- Anti – Corruption measures - Central Vigilance Commission – Lokpal and Lokayukta – Ombudsman – Comptroller and Auditor General.

UNIT -IV NATURAL RESOURCES

Water Resources – Rivers in India – Soil – Minerals and Natural Resources – Population density and distribution – Natural Calamities – Disaster Management.

UNIT-V CURRENT AFFAIRS

Current Affairs – Eminent personalities – Sports and Games–Award and Honors’ – Political Parties and Political Social Issues in India – Welfare oriented Government Schemes.

Reference Books:

- 1.G.David Mandelbaum, Society in India, NewDelhi : SAGE TEXTS, 2016
- 2.PrepMate, ancient and Medieval history and Culture, New Delhi: Cenage India Publications, January 2019
- 3.Veena Das (ed), Oxford Hand book of Indian Sociology, Oxford University Press, New Delhi,2004
- 4.S.R.Maheshwari, Indian Administration, ORIENT LONGMAN PVT LTD, Hyderabad, 2003
- 5.Laxmikanth M, Public Administration, TATA McGRAW HILLS, 5th Edition, New Delhi, 2018

M. A PUBLIC ADMINISTRATION

ADMINISTRATION OF PUBLIC ENTERPRISES

COURSE OBJECTIVES:

While studying students shall be able

- *To describe the Concept and Meaning, Objectives, Characteristics and Significances of Public Enterprises*
- *To study about the various Forms of Public Enterprises: Public Corporation, Government Company and Governing Board*
- *To prepare the Personnel Management system: Recruitment, Training, Promotion, Remuneration*

COURSE OUTCOMES:

After completion the course students will be able

- *To analyse the need and importance Private Enterprises*
- *To examine the importance Control over the public Enterprises in India*
- *To describe the Issues Area in Public Enterprises*

UNIT I: INTRODUCTION

Public Enterprises: Concept and Meaning, Objectives, Characteristics and Significances – Public and Private Enterprises

UNIT II : TYPES OF PUBLIC ENTERPRISES

Forms of Public Enterprises: Departmental Undertakings - Public Corporation - Government Company and others – Governing Board

UNIT III: MANAGEMENT OF PUBLIC ENTERPRISES

Personnel Management: Recruitment – Training – Promotion – Remuneration – workers participation in Management

UNIT IV: CONTROL OVER THE ENTERPRISES

Control over the Public Enterprises: Parliamentary control – Ministerial control – Audit Control

UNIT V – ISSUES IN PUBLIC ENTERPRISES

Issues Area in Public Enterprises: Accountability – Autonomy – Privatization – Disinvestment – Concept of Navaratna

Reference Book:

1. Jagdish Prakash, Administration Of Public Enterprises In India, Himalaya Publications in India, 2010
2. Laxmi Narain: Principles and Practice of Public Enterprises Management New Delhi: S.Chand & Co, New Delhi
3. S.N.Nana Gowda, Management of Public Enterprise in India, Rao and Raghvan publisher, New Delhi

M. A PUBLIC ADMINISTRATION

ENVIRONMENTAL ADMINISTRATION

COURSE OBJECTIVES:

While studying students shall be able

- *To understand the meaning, nature and importance of environmental administration*
- *To evaluate the sources of pollution including soil, air and water*
- *To identify the environmental related laws and acts passed by parliament in India*

COURSE OUTCOMES:

After completion the course students will be able

- *To analyse the environmental degradation and India's concern on environmental protection*
- *To examine the environmental policy on pre independence and post independence*
- *To aware about the NGO's, pollution control board and movements role and responsibilities to protect environment*

UNIT I: INTRODUCTION

Meaning, Nature and importance of Environmental Administration – Environmental Degradation: Nature and Dimensions - India's concern for Environment Protection.

UNIT II: ENVIRONMENTAL POLLUTION

Sources and Effects of Pollution – Types of Pollution – Water Pollution – Air Pollution – Noise pollution.

UNIT III: ENVIRONMENTAL POLICY

Pre-Independence period – Post-Independence period – Environmental Information System – Evaluation of Environmental Policy.

UNIT IV: ENVIRONMENTAL LAW

Constitutional aspects of Environmental law – Statutory control of Environmental Pollution.

UNIT V: NGO'S AND ENVIRONMENT

Environmental Movement in India – Governmental Organization – Departments, Corporations and pollution control Boards – Non- Governmental Organization: EXNORA.

Reference Books:

1. Kailash Thakur – Environmental Protection Law and Policy in India, Deep and Deep Publications, New Delhi, 1999
2. Mishra, R.K., Environmental Management, AITBS Publishers in India, 2015
3. Santha Kumar S, Introduction to Environmental Law, New Delhi: Lexis Nexis Publishers, January 2008
4. Ajith Sankar R.N, Environmental Management, Oxford University Press, June 2015
5. Prakash Chand Kandpal, Environmental Governance in India: Issues and challenges, New Delhi: Sage Publications, August 2018

M. A PUBLIC ADMINISTRATION

MEDIA MANAGEMENT

COURSE OBJECTIVES:

While studying students shall be able

- *To describe the meaning, Nature, Scope and Purpose of Journalism*
- *To evaluate the Origin and development of Radio in India*
- *To analyse the concept of print media, its types and their role in maintain ethics in public*

COURSE OUTCOMES:

After completion the course students will be able

- *To differentiate the term print media and social media*
- *To explain the structure and functions of television management*
- *To bring out merits and demerits of social media in digital world*

UNIT I : INTRODUCTION

Definition of Journalism – Nature, Scope and Purpose of Journalism – duties and Responsibilities of Journalists- Indian News Agencies

UNIT II: MAJOR NEWS AGENCIES

Origin and development of Radio in India – Prasar Barti: All India Radio: Structure and Functions – Development of Private Radio - Introduction of Major Radio Channels.

UNIT III: TELEVISION

Organizational Structure: DD, National Regional and Local – Educational Media: Gyan Darshan - Edu SAT -DD News – Kalvi channel – NEWS Based programs – Local Channel of Tamil Nadu.

UNIT IV: NEW PAPERS

Print Media: The Hindu – Deccan Chronicle – Times of India – Tamil News Papers.

UNIT V : SOCIAL MEDIA

Computer Revolution –Mobile Revolution – Role of Social Media in News: Whatsapp, Facebook, Twitter - Merits and Demerits of Social Media.

Reference Books:

1. Virmani B R The Challenges of Indian Management, New Delhi: Sage Publications, 2019
2. Quesenberry Keith A, Social Media Strategy, Rowman & Littlefield Publishers, India
3. Kewal J. Kumar, Mass Communication in India, Jaico Publishing House, 1994

M. A PUBLIC ADMINISTRATION

SEMESTER IV

HUMAN RESOURCE MANGEMENT

COURSE OBJECTIVES:

While studying students shall be able

- *To describe the Meaning, Nature, scope and importance of Human Resource Management*
- *To study about the human resource selection, placement, training and promotion in an organisation*
- *To know about the performance appraisal method and importance of motivation and morale in management*

COURSE OUTCOMES:

After completion the course students will be able

- *To analyse the need and importance and human resource polices*
- *To examine the importance of collective bargaining and trade unionism*
- *To describe the types of Discipline, Principles and Procedure for Disciplinary Action on employees*

UNIT I: INTRODUCTION

Meaning, Nature, scope and importance of Human Resource Management –
Human Resource Polices – Need and Importance

UNIT II: HUMAN RESOURCE DEVELOPMENT

Meaning and Importance of Human Resource Planning – Recruitment –
Selection and Placement – Training and Development

UNIT III: PERFORMANCE AND APPRAISAL

Performance of Appraisal Method – challenges – Motivation and Morale

UNIT IV: PERSONNEL MANAGEMENT

Role of Personnel Department in the Organization – Position Classification
– job Analysis and Evaluation

UNIT V: REDRESSAL AND GRIEVANCE

Types of Discipline – Principles and Procedure for Disciplinary Action –
collective Bargaining – Trade Union – Human Resource Audit

Reference Books:

1. Tripathi, P.C., Human Resource Development, New Delhi, Chand and Sons, 2000
2. Rao, Subha .P and V.S.P.Rao, Human Resource Management, New Delhi, Konark Publishers Pvt, Ltd. 1995
3. Chatterjee, Bahskar, Human Resource Management, New Delhi: Sterling Publishers Pvt. Ltd 1999.
4. Authors: Anuradha Sharma, Aradhana Khandekar, New Delhi: Sage Publications, Strategic Human Resource Management: An Indian Perspective, October 2006
5. V.S.P. Rao, Taxmann's Human Resource Management, 2nd Edition, New Delhi: Taxmann publications pvt. Ltd, August 2020

M. A PUBLIC ADMINISTRATION

ADMINISTRATIVE LAW

COURSE OBJECTIVES:

While studying students shall be able

- *To describe the Meaning, Nature and Scope of Administrative Law*
- *To know the growth of administrative law in the world*
- *To analyse the concept of delegated legislation, its types and control over delegated legislation*

COURSE OUTCOMES:

After completion the course students will be able

- *To differentiate the constitutional law with Administrative Law*
- *To explain the executive and legislative control over Administrative Law*
- *To bring out the judiciary control over Administrative Law and the concept Lokpal, Lokayuktha*

UNIT I: INTRODUCTION

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

UNIT II: EXECUTIVE CONTROL

Classification of Administrative Actions – Government Liability

UNIT III – LEGISLATIVE CONTROL

Delegated Legislation – Types of Delegated legislation- Control over the Delegated Legislation

UNIT IV _ JUDICIARY CONTROL

Judicial and Quasi –Judicial Functions – Administrative Tribunals –
Judicial Remedies

UNIT V – CONTROL OVER ADMINISTRATION

Government Control over Public Authorities – Statutory Inquires –
Ombudsman – Lok Pal – LokAyukta.

ReferenceBooks

1. C K Thakker, Administrative Law, Eastern Book Company, 2012
2. Manoj Sharma, Indian Administrative Law, Anmol Publications Pvt. Limited, 2004
3. Takwani,C.K, Lecturers on Administrative Law, Eastern Book Company, Lucknow, 2001
4. Durga Das Basu – Administrative Law, Prentice Hall of India Pvt. Ltd New Delhi.

M. A PUBLIC ADMINISTRATION

SOCIAL WELFARE ADMINISTRATION IN INDIA

COURSE OBJECTIVES:

While studying students shall be able

- *To identify the Meaning Nature, Scope and Significance of Social Welfare Administration*
- *To explain the Social Welfare Administration at centre and state level*
- *To understand the Community Development Programme and Social Welfare in Child and Women, Health and Family Welfare and Disabled in India*

COURSE OUTCOMES:

After completion the course students will be able

- *To estimate the Evolution of Social Welfare Administration and related theories*
- *To find out the problems in social welfare programmes in India*
- *To describe the activities of Social Welfare Agencies and Social Welfare board*

UNIT- I: INTRODUCTION

Meaning Nature, Scope and Significance of Social Welfare Administration- Evolution of 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 Organizations 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 Welfare and Five year Plans in India,

UNIT- IV: SOCIAL WELFARE PROGRAMMES

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 Defense and Social Welfare- The Civil Service and Social Welfare — Public Relation Activities and Social Welfare Agencies.

Reference Books:

1. Annual Report of Ministry of Social Justice and Empowerment, Government of India.
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
4. Goel, S.L. and R.L.Jain , Social Welfare Administration Voll and II, New Delhi: Deep and Deep.
5. Jacob,K.K (1989) Policy in India, Udaipur: Himalaya' Publications.

MODEL QUESTION PAPER
From 2021 – 2022 Admitted Students
M.A DEGREE EXAMINATIONS

Time: 3 Hours

Marks : 75

SECTION – A (15 *1 = 15)

Answer All Questions

Unit I – Questions 1 to 3

Unit II - Questions 4 to 6

Unit III - Questions 7 to 9

Unit IV - Questions 10 to 12

Unit V - Questions 13 to 15

SECTION – B (2 *5 = 10)

Write any Two Questions Compulsory

Unit I – Questions 16

Unit II - Questions 17

Unit III - Questions 18

Unit IV - Questions 19

Unit V - Questions 20

SECTION – C (5 *10 =50)

Each Question is either or One Pattern

Unit I – Questions 21 (Each Question is either or One Pattern)

Unit II - Questions 22 (Each Question is either or One Pattern)

Unit III - Questions 23 (Each Question is either or One Pattern)

Unit IV - Questions 24 (Each Question is either or One Pattern)

Unit V - Questions 25 (Each Question is either or One Pattern)