



PERIYARUNIVERSITY
PERIYARPALKALAINAGAR, SALEM–
636011

DEGREE OF MASTER OF ARTS

Syllabus for
M.APUBLICADMINISTRATION
CHOICEBASEDCREDITSYSTEM
(SEMESTER PATTERN)

(For Candidates admitted in the Colleges affiliated to
PeriyarUniversityfrom2026-2027onwards)

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TANSCHÉ REGULATIONS ON LEARNING OUTCOMES-BASED CURRICULUM FRAMEWORK FOR POSTGRADUATE EDUCATION	
Programme	M.A., Public Administration
Programme Code	
Duration	PG – Two Years
Programme Outcomes (Pos)	PO1: Problem Solving Skill Apply knowledge of Management theories and Human Resource practices to solve business problems through research in Global context. PO2: Decision Making Skill Foster analytical and critical thinking abilities for data-based decision-making. PO3: Ethical Value

	Ability to incorporate quality, ethical and legal value-based perspectives to all organizational activities. PO4: Communication Skill Ability to develop communication, managerial and interpersonal skills. PO5: Individual and Team Leadership Skill Capability to lead themselves and the team to achieve organizational goals. PO6: Employability Skill Inculcate contemporary business practices to enhance employability skills in the competitive environment. PO7: Entrepreneurial Skill Equip with skills and competencies to become an entrepreneur. PO8: Contribution to Society Succeed in career endeavors and contribute significantly to society. PO 9 Multicultural competence Possess knowledge of the values and beliefs of multiple cultures and a global perspective. PO 10: Moral and ethical awareness/reasoning Ability to embrace moral/ethical values in conducting one's life.
Programme Specific Outcomes (PSOs)	PSO1 – Placement To prepare the students who will demonstrate respectful engagement with others' ideas, behaviors, beliefs and apply diverse frames of reference to decisions and actions. PSO 2 - Entrepreneur To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate

	startups and high potential organizations. PSO3 – Research and Development Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development. PSO4 – Contribution to Business World To produce employable, ethical and innovative professionals to sustain in the dynamic business world. PSO 5 – Contribution to the Society To contribute to the development of the society by collaborating with stakeholders for mutual benefit.
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Credit Distribution for PG Programme

Semester-I	Credit	Semester-II	Credit	Semester-III	Credit	Semester-IV	Credit
1.1. Core-I	5	2.1. Core-V	5	3.1. Core-IX	5	4.1. Core-XIII	5
1.2 Core-II	5	2.2 Core-VI	5	3.2 Core-X	5	4.2 Core-XIV	5
1.3 Core – III	5	2.3 Core – VII	5	3.3 Core – XI	5	4.3 Project with Viva Voce	5
1.4 Core -IV	4	2.4 Core- VIII	4	3.4 Core-XII	4		
1.5 Elective (Generic / Discipline Centric)- I	3	2.5 Elective (Generic / Discipline Centric) – III	3	3.5 Elective (Generic / Discipline Centric) – V	3	4.3 Project with Viva Voce	5
1.6 Skill Enhancement Course SEC 1	2	2.6 Skill Enhancement Course SEC 2	2	3.6 Skill Enhancement Course – Term Paper and Seminar Presentation SEC 3	2	4.4 Skill Enhancement Course – Public Enterprises in India	2
		Common paper for all PG	1	3.7 Internship	1	4.5 Extension Activity	1
	24		25		25		18
	Total Credit Points						92

Core- Papers	12 x 5=60
Core- Papers	3x 4 = 12
Elective (Generic / Discipline Centric)	3 x3 = 9
Skill Enhancement Course	4 x2 = 8
Common paper	1 x 1= 1
Internship	1 x1 = 1
Extension Activity	1 x1 = 1
Total Credits	<u>92</u>

Component wise Credit Distribution

Credits	Sem-I	Sem-II	Sem-III	Sem-IV	Total
Part A	22	21	22	15	80
Part B					
(i)Discipline– Centric/Generic Skill		2	2		4
(ii) Enhancement Skill	2			2	4
(iii)Summer Internship/Industrial Training		1	1		2
Part C		1		1	2
Total	24	25	25	18	92

METHODS OF EVALUATION		
Internal Evaluation	Continuous Internal Assessment Test	25 Marks
	Assignments / Snap Test / Quiz	
	Seminars	
	Attendance and Class Participation	
External Evaluation	End Semester Examination	75 Marks
Total		100 Marks
METHODS OF ASSESSMENT		
Remem bering (K1)	- The lowest level of questions require students to recall information from the course content - Knowledge questions usually require students to identify information in the textbook.	
Underst anding (K2)	- Understanding of facts and ideas by comprehending, organizing, comparing, translating, interpolating and interpreting in their own words. - The questions go beyond the facts and require students to combine data together	
Applicat ion (K3)	- Students have to solve problems by using/applying a concept learned in the classroom. - Students must use their knowledge to determine an exact response.	
Analyze (K4)	- Analyzing the question is one that asks the students to break down something into its component parts. - Analyzing requires students to identify reasons, causes or motives and reach conclusions or generalizations.	
Evaluat e (K5)	- Evaluation requires an individual to make judgment on something. - Questions to be asked to judge the value of an idea, a character, a work of art, or a solution to a problem. - Students are engaged in decision-making and problem-solving. - Evaluation questions do not have single right answers.	
Create (K6)	The questions of this category challenge students to get engaged in creative and original thinking. Developing original ideas and problem-solving skills	

CREDIT DISTRIBUTION
M.A. PUBLIC ADMINISTRATION
FIRSTYEAR- SEMESTER-I

Part	PAPER TYPE	List of Courses	Credits	No. of Hours	CIA internal	ESC Exam	Total
	Theory	Core- I Principles of Public Administration	5	6	75	25	100
	Theory	Core- II Administrative Thought	5	6	75	25	100
	Theory	Core- III Constitution of India	5	6	75	25	100
	Theory	Core - IV Comparative Public Administration	4	6	75	25	100
	Theory	Elective –I International Organization & Administration	3	4	75	25	100
	Theory	Skill Enhancement course-1 Public Personnel Administration	2	2	75	25	100
		Total	24	30			

Semester –II

Part	PAPER TYPE	List of Courses	Credits	No. of Hours	CIA internal	ESC Exam	Total
	Theory	Core – V Government and Administration in India	5	6	75	25	100
	Theory	Core - VI Public Financial Administration	5	6	75	25	100
	Theory	Core – VII Public Policy in India	5	6	75	25	100
	Theory	Core - VIII Disaster Management	4	5	75	25	100
	Theory	Elective –II Human Resource Management	3	4	75	25	100
	Theory	Non – Major Elective Courses – I Public Administration for Competitive exams	2	2	75	25	100
	Theory	Common Paper - Human Rights	1	1	75	25	100
		Total	25	30			

Second Year - Semester – III

Part	PAPER TYPE	List of Courses	Credits	No. of Hours	CIA internal	ESC Exam	Total
	Theory	Core –IX Local Governance in India	5	6	75	25	100
	Theory	Core – X Administrative Law	5	6	75	25	100
	Theory	Core - XI Research Methodology	5	6	75	25	100
	Theory	Core - XII Organizational Behaviour	4	6	75	25	100
	Theory	Elective –III – Police Administration	3	4	75	25	100
	Theory	Non – Major Elective Courses- II Tamil Nadu Administration	2	2	75	25	100
	Theory	Add on Course - Internship	1	Commended/ Highly commended			
		Total	25	30			

Semester – IV

Part	PAPER TYPE	List of Courses	Credits	No. of Hours	CIA internal	ESC Exam	Total
	Theory	Core – XIII Dynamics of Development Administration	5	6	75	25	100
	Theory	Core – XIV AI In Governance	5	6	75	25	100
	Theory	Core – XV Project With Viva Voce	5	16	75	25	100
	Theory	Skill Enhancement course- II Public Enterprises in India	2	2	75	25	100
	Theory	Extension Activity	1	-	75	25	100
	Theory	Total	18	30	75	25	100
		Total Credits & Hours	92	120			

M. A PUBLIC ADMINISTRATION
FIRST YEAR- SEMESTER -I
PRINCIPLELS OF PUBLIC ADMINISTRATION

COURSE OBJECTIVES:

- ❖ To understand the basis of administration and management.
- ❖ To describe the theoretical evolution of Public Administration.
- ❖ To analyse the relevance and effectiveness of changing organizational forms to carry out the administrative process.
- ❖ To assess the importance of legislative and judicial controls in administration
- ❖ To examine the civil society and other grievance mechanism in Public Administration

Course Outcome

On completion of this course, students will learn

- ❖ To recognize administration the concepts related to principles of
- ❖ To analyse the effective application of principles and approaches to diagnose and solve organizational problems and develop optimal managerial decisions.
- ❖ To be familiar with the dynamics management and administration of organization,
- ❖ To exhibit the new horizons of Public Administration
- ❖ To gauge the gap between theory and practice in Public Administration

Unit – I

Public Administration – Meaning & Definition - Nature of Public Administration - Integral view - Managerial view – Scope of Public Administration - POSDCORB and Subject matter - Approaches to the study of Public Administration - Evolution of Public Administration as a discipline - Significance of Public Administration - Public Administration & other Social Sciences

Unit – II

Evolution & Development of Public Administration - Comparative Public Administration - Development Administration - New Public Administration - State versus Market Debate - New Public Management.

Unit – III

Introduction to the Branches of Public Administration - Theories of Organisation - Public Personnel Administration - Public Financial Administration - Local Governments - Public Policy.

Unit – IV

Introduction to Administrative Law - Meaning and Definition of Administrative Law - Source of Administrative Law - Reasons for the Growth of Administrative Law - Concept of Delegated Legislation - Concept of Natural justice and Rule of Law.

Unit – V

Public Grievances Redressal - Nature and Scope of Public Grievances - Growth of Public Grievances - Public Redressal Mechanisms in India - Concept of Citizen and Administration - People's Participation in Administration - Right to Information - Public Information Commissions in India.

Reference:

1. Bhattacharya Mohit (2019), New Horizons of Public Administration, New Delhi, Jawahar Publishers & Distributors.
2. Hoshier Singh / Sachdeva (2011), Public Administration: Theory and Practice, New Delhi, Pearson Education India.
3. Ravindra Prasad Singh (2011), Principles and Practice of Public Administration, Jaipur, ABD Publishers.
4. Ravi Goel, (2012), Public Administration, Concepts and Theories, New Delhi, Sonali Publications.
5. Ebenezer Oni (2016), Principles of Public Administration, New Delhi, Concept Publications Ltd.
6. Basu, Rumki. (2019), Public Administration in the 21st Century: A Global South Perspective, New York and London, Routledge.
7. S.R Myneni (2016), Principles of Public Administration, Haryana, Allahabad Law Agency.
8. Peters, B. Guy (2018), The Next Public Administration: Debates & Dilemmas. New Delhi, Sage Publications.
9. Marc Holzer, Richard W. Schweser (2019), Public Administration: An Introduction, New Delhi, Taylor & Francis Ltd.
10. P.B. Rathod (2005), A Handbook of Public Administration, Jaipur, ABD Publishers.

Administrative Thought

Course Objectives

- ❖ To provide introduction to the discipline of Public Administration
- ❖ To acquaint with the ideas of prominent administrative thinkers
- ❖ To classify and interpret the contributions made by these thinkers to the administrative thinking.
- ❖ To gain deep insight and understanding about thoughts on administration.
- ❖ To know how the administrative theories and concepts make sense in administrative practices.

Course Outcome

On completion of this course, students will learn

- ❖ To review the various administrative theories and concepts
- ❖ To compare and contrast the contributions by Indian and Classical thinkers
- ❖ To develop an understanding of the contributions of human relations and behavioural thinkers
- ❖ To comprehend the contributions of theorists over a period of time.
- ❖ To establish the application of theories to understand real life situations

Unit - I Introduction to Administrative Thought

Ancient Indian wisdom on State Craft - Modern time & The Beginning of the Study of Public Administration - Classical Perspective on Administrative Thought - Beyond Classical Thought Formulations - Wider perspective on Administrative Thought - Marxian Perspective on Administrative Thought - Theory building in Public Administration - Public Administration as an Academic Discipline.

Unit- II Administrative Thoughts of - Kautilya - Woodrow Wilson - Henry Fayol

Kautilya - On Principles of Public Administration - Machinery of Government - State and Statecraft - Woodrow Wilson - On Administration and Government - Administrative Science - Politics and Administration - Comparative Administration - Henry Fayol - On Administration is Universal - Contribution to Organizational Thought - Fourteen Principles of Organisation .

Unit - III Administrative Thoughts of - Frederick Taylor - Max Weber - Luther Gulick and Urwick

F. W. Taylor - On Soldiering phenomenon - On Scientific Management - On True Science of work- Criticism on Taylor's Scientific Management Thought - Max Weber - On Authority - Bureaucracy - Luther Gulick and Urwick's- On Administrative Principles - Executive Functions - Departmentalization .

Unit - IV Administrative Thoughts of Mary Parker Follett - Elton Mayo - Chester I Bernard

M.P. Follett On Constructive Conflict - Bases of Integration - Giving orders - De personalizing Orders - Power - Authority and Control - Elton Mayo - On Social Organization - Great Experiments - Industrial Absenteeism - Chester I Bernard - On Organization - Human Co-Operation - Formal and Informal organization - Authority - Functions of Executive -

Unit – V Administrative thought of HerbertSimon- Abraham Maslow- Douglas Mc Gregor- Frederick Herzberg- FW Riggs

Herbert Simon's concept of Administrative Science - Decision Making - Fact - Value and Rationality in Decision Making - Administrative Efficiency - Abraham Maslow's Need Hiarerachy Theory - Douglas Mc Gregor's Theory X and Theory Y - Frederick Herzberg's Two - Factor Theory - FW Riggs's Administrative Sub-System of a Prismatic Society.

Reference Books:

1. Administrative Thinkers, D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana, Y. Parddhasardhi, Sterling Publishers Pvt Ltd, New Delhi.
2. Public Administration, Dr. Amareshwar Avasthi and Dr. Shriram Maheshwari, 2021 Reprint, Lakshmi Narayan Agarwal Publishers, Agra.
3. Public Administration, Lakshmikant.M , TATA Mc Graw Hill Pvt Ltd, New Delhi.

CONSTITUTION OF INDIA

Course Objectives

- ❖ To gain insights on the constitutional design of state structures and institutions
- ❖ To illustrate the various institutions of the Union and States
- ❖ To develop the ability to understand the working of the Indian Constitution
- ❖ To categorize the role and functions of the administrative machineries at the Union and the State Level
- ❖ To examine the significance of the Constitutional and Non-Constitutional Bodies.

Course Outcomes

On completion of this course, students will learn

- ❖ To enumerate the origin and evolution of the Indian constitution.
- ❖ To measure and justify division of power between various organs of the government at different levels.
- ❖ To develop an understanding on the Constitutional and non- Constitutional bodies.
- ❖ To compare and contrast the working of the administrative machineries at the Union and the State level.
- ❖ To understand the division of powers in Indian federal set-up and it is a symmetrical federal arrangement.

UNIT-I

Introduction to study of Constitution - Meaning - Historical Background - Framing of the new Constitution - Nature of the Indian Constitution - Parliamentary Democracy.

UNIT - II

Preamble of the Constitution - Significance of the Preamble - Fundamental Rights - Fundamental Duties - Directive Principles of State Policy.

UNIT - III

Union and the State Executives - The President - Vice President - The Prime Minister - Cabinet Ministers - The Governor - The Chief Minister - Council of Ministers.

UNIT - IV

The Central Legislature and State Legislature - The Parliament - The Lok Sabha - The Rajya Sabha - Sessions of Parliament - Functions of Parliament - State Legislature - Powers of the Legislature.

UNIT - V

The Supreme Court - The Guardian of the Constitution - Composition - Powers - Functions - Jurisdiction - Independence of Judiciary - The High Court's - Jurisdiction - Powers and Functions.

Reference:

1. Constitutional Law of India - Dr. J.N. Pandey, Central Law Agency 51st edition, Allahabad.
2. Indian Polity, Laxmikanth M. 6th edition, Tata McGraw Hill, New Delhi.
3. Indian Administration, Maheshwari & Avasthi, Lakshmi Narain Agarwal, Agra.

COMPARATIVE PUBLIC ADMINISTRATION

Course Objectives

- ❖ To focus on various approaches and theories of CPA.
- ❖ To examine the issues and concerns in developed and developing countries.
- ❖ To compare the administrative processes applying methodologies of comparison.
- ❖ To develop an understanding of Political system of different countries.
- ❖ To conclude how public administration across the countries is coping with new challenges

Course Outcome

On completion of this course, students will learn

- ❖ To cognize the significance of Comparative Public Administration
- ❖ To differentiate the various conceptual approaches in comparative public administration.
- ❖ To recognize the Political and Administrative Systems in the developed countries.
- ❖ To compare and appraise the administrative Systems which prevail in the various parts of the world namely U.S.A., U.K., France.
- ❖ To know about the nature and scope of comparative studies.

UNIT - I

Introduction to Comparative Public Administration - Meaning and Definition of CPA - Evolution of CPA - Formation of CAG - Factors contributed to the rise of CPA - Trend in the CPA - Approaches to the Study of CPA – Nature – Features – Types -Conceptual framework of CPA – Significance of CPA.

UNIT - II

Origin and Study of CPA - Reasons for the evolution of CPA - Origin and Tradition of CPA - CPA and Comparative Methods - Characteristic Features of the CPA - Types of CPA studies.

UNIT - III

Approaches to the Study of CPA - Bureaucratic Approach - The General Systems Approach - Ecological Approach - Structural-Functional Approach - Development Approach.

UNIT – IV

Models in CPA - The Riggsian Models -- The Models of Fused - Prismatic - Diffracted Societies – Concepts in the Prismatic Society – The SALA - Heterogeneity - Formalism - Overlapping - Riggs concept of Development.

UNIT - V

Development Administration Meaning and Definition - Salient Features - Scope of Development Administration.

Text Books

1. Sharma, R.D. (Ed.) (1999), Administrative Systems of Developing Countries, New Delhi, Mittal Publications.
2. Viswanathan, V.N. (1996), Comparative Public Administration, New Delhi, Sterling Publishers.
3. Jesmine Ahmed (2020), an Introduction to Comparative Government and Politics, New Delhi, Kalpaz Publications.
4. Dahiya, Sewa Singh and Ravindra Singh (2014), Comparative Public Administration. New Delhi, Sterling Publishers.
5. Heady, Ferrel (1996), Public Administration: A Comparative Perspective, New York, M Dekker Inc.

Reference Books

1. Arora, Ramesh K. (2008), Comparative Public Administration, New Delhi, Associated Publishing House.
2. Berman, Evan et al. (2010), Public Administration in East Asia, Francis & Taylor (China Chapter) Routledge.
3. Rowat, Donald E, 1985, Public Administration in Developed Democracies, New York, Marcel Dekker, Inc., (Latest Edition).
4. Sabharwal, Meghna & Evan M. Berman (2013), Public Administration in South Asia, London, Francis & Taylor.
5. Wang, James C.F. (2002), Contemporary Chinese Politics, New Jersey, Prentice Hall.

Web Resources

1. <https://unacademy.com/content/upsc/study-material/publicadministration/comparative-public-administration>
2. https://www.academia.edu/35253178/Comparative_Public_Administration_Definition_Sources_and_Problems
3. <https://egyankosh.ac.in/handle/123456789/78054>
4. <https://onlinelibrary.wiley.com/doi/10.1111/j.1540-6210.2011.02432.x>

INTERNATIONAL ORGANIZATIONS AND ADMINISTRATION

Course Objectives

- To critically examine the concepts, nature, and significance of international organizations.
- To trace the historical evolution and development of international organizations and international administrative systems.
- To understand the structure, functions, and key provisions governing major international organizations and institutions.
- To comprehend the institutional mechanisms, administrative processes, and decision-making procedures of international organizations.
- To evaluate the effectiveness of international organizations in service delivery, conflict resolution, development cooperation, and global governance.

Course Outcome

- Analyze the concepts, theories, and dimensions of international organizations and their role in contemporary global governance.
- Examine the historical evolution and growth of international organizations, tracing their development from early international cooperation mechanisms.
- Describe the administrative, organizational, and political frameworks of major international organizations.
- Evaluate the relationship between international organizations and global development on peace, security, economic cooperation.
- Assess the role and participation of various stakeholders in the governance and decision-making processes of international organizations.

Unit I - Introduction

Meaning Nature Scope of International Organization - Evolution of International Organizations - First World War and League of Nation - Second World War and Emergence of UNO.

Unit II - Organs of UNO

General Assembly – Secretariat – The Economic and Social Council – The Trusteeship Council

– International Court of Justice – UNESCO – UNICEF – FAO – International Atomic Energy Agency- UNDP.

Unit III – International monetary Agencies

UNCTAD - IMF – IBRD (World Bank) – WTO- Asian Development Bank - African Development Bank - New Development Bank (BRICS Bank).

Unit IV - International Welfare Agencies

ILO – WHO – UNHRC – Amnesty International – International Red Cross Society - United Nations High Commissioner for Refugees - Human Rights Watch.

Unit V - Regional Organizations

NATO - NAM - EU - SAARC – ASEAN – BRICS- Gulf Cooperation Council - Shanghai Cooperation Organization - Asia-Pacific Economic Cooperation.

Reference Books

1. Hurd, I. *International Organization: Politics, Law, Practice*. Cambridge University Press.
2. Karns, M. P., Mingst, K. A., & Stiles, K. W. *International Organizations: The Politics and Processes of Global Governance*. Lynne Rienner Publishers.
3. Archer, C. *International Organization*. Routledge.
4. Weiss, T. G., & Wilkinson, R. *Understanding Global Governance*. Palgrave Macmillan.
5. Laxmikanth, M. *International Organisation*. McGraw Hill Education (India).
6. Daniel S. Shever & H. Field Haviland Jr – *Organising for Peace, International Organisation in World Affairs*.
7. Baylis, John, Steve Smith, and Patricia Owens (eds.). *The Globalization of World Politics: An Introduction to International Relations*. 9th ed., Oxford University Press, 2023.

Public Personnel Administration

Course Objective

While studying students shall be able to

- ❖ Define the Meaning, Nature and scope of Public Personnel Administration
- ❖ Express the Bureaucratic, Democratic Personnel Systems and their merits and demerits
- ❖ Know the term Recruitment, Problems of recruitment, Methods of recruitment , Direct Recruitment, Appointment and Probation

Course Outcomes

After completion, the course students will be able

- ❖ To explain the objectives of Tenure System, Merit System and Spoil System
- ❖ To analyse the importance of Training for public services in India
- ❖ To describe the recent trends and issues in personnel administration

UNIT - I

Introduction Public Personnel Administration - Nature - Meaning - Scope – The Development of Personnel System in India - Indenisation of Civil Service - Importance of Personnel Administration - Role of Civil Service in Development.

UNIT - II

Foundations of Personnel System Tenure System - Merit System - Classification of Service - Bureaucracy - Civil Service - All India Services - Service Classification in India - Recruitment - Training - Promotion – Retirement.

UNIT - III

Elements of Personnel Administration Aspects of Recruitment to Retirement - Rise of Merit System - Recruitment Process - Methods - System of Recruitment - General Merit Ability System - Expertise System - Lateral Entry System – Induction to Service – Training – Promotion – Retirement.

UNIT - IV

Personnel Agencies in India - Ministry of Personnel Administration and Public Grievance - The Union Public Service Commission - Staff Selection Commission - State Public Service Commission's - Railway Recruitment Board - Banking Service Selection Board - Public Sector Service Selection Board.

UNIT - V

Challenges in Personnel Administration Minister - Civil Servant Relations - Joint Consultative Machinery - Civil Service Neutrality - Bureaucratic Corruption - Administrative Ethics - Central Administrative Tribunal .

Reference:

1. Public Administration, Laxmikanth M Tata McGraw Hill (WE) Series New Delhi.
2. Public Administration Dr. Vishnoo Bhagwan Dr. Vidya Bhushan Dr. Vandana Mehta S. Chand and Company, ND 21st revised ed. 2014.
3. Public Administration Administrative Theory and Concepts Dr. B.L. Fadia, Dr. Kuldeep Fadia Sahitya Bhawan, Agra 12th RE – 2012.
4. Public Administration, Avasthi, Maheshwari Lakshmi Narain Agarwal, Agra Reprint 2021.

SEMESTER - II

Government and Administration in India

Course Objectives

- ❖ To examine the nature of administrative system in India: Ancient and British Period
- ❖ To learn the Salient Features and scope of Indian Administration
- ❖ To know specifically about the important department and organizations functions in India
- ❖ To evaluate the various state agencies involved in the planning and development process
- ❖ To analyse the structure and function of the recruitment agencies in the India State

Course Outcomes

On completion of this course, students will learn

- ❖ To introduce the student about the evolution, government, and administration in India
- ❖ To enable the students to understand the various social movements which shaped the India administration
- ❖ To explain the State Administration: Secretariat, Chief Secretary, Chief Minister's Special Cell
- ❖ To analyse the activities of State Finance Commission, State Planning Commission, Development Authority (CMDA)
- ❖ To examine the process of State Recruiting Agencies: India Public Service Commission and Teachers Recruitment Board

Unit – I Evolution of Indian Administration

Historical background of Indian administration Ancient Indian Administration - British Indian Administration- Indian Administration after independence- Nature of the Indian state - Legacy of British administration - Futures of Indian administration.

Unit - II - Constitutional framework and the System of Government

Historical background - Making of the Constitution - Salient Features of the Constitution - Preamble of the constitution - Fundamental Rights - Directive Principles of State policy - Fundamental Duties - Parliamentary System of Government - Federal system - Centre state relations - Inter - State Relations.

Unit - III - Indian government and Administration

Executive - Parliament - Judiciary Structures and Functions - Recent Trend in Intra - Government Relations - Cabinet Secretariat - Prime Minister's Office - Central Secretariat - Ministries and Department - Boards and Commissions - Attached Offices - Field Organisations.

Unit - IV - State and District Administration

Governor - Chief Minister - Chief Secretary - State Secretariat - Directorates- Centre - States
Administrative Relations - Legislative and Financial Relations- Role of Finance Commission -
District Administration and Democratic Decentralization - Changing Role of the District
Collector - Development Administration and land order Administration.

Unit -V - Significant issues in Indian Administration

Administrative Reforms in India -Administrative Reforms Commission - Citizen and
Administration - Corruption and Administration - Concept of Civil service Neutrality - Minister -
Civil servant Relations.

Reference:

1. Indian Administration, Avasthi & Avasthi, Lakshmi NarianAgarwal , Agra, 18th Edition.
2. Introduction to the Constitution of India, DD Basu, 37th Edition
3. [www. upsc.gov.in](http://www.upsc.gov.in)
4. Our Parliament, Subhash, Kashyap, 2014 Reprint , NBT, New Delhi.

Public Financial Administration

Course Objectives

- ❖ To review the current theories and practices in Financial Administration.
- ❖ To gain knowledge on preparation of budget and allocation of resources on a priority basis.
- ❖ To identify the contemporary issues in Public Financial Administration.
- ❖ To gain Knowledge on Public Financial Administration of Union, State and local governments.
- ❖ To examine the taxation policy, management of public expenditure, public debt and budgetary techniques and **practices**.

Course Outcomes

On completion of this course ,students will learn

- ❖ To gain knowledge of Monetary and Fiscal Policies and the concepts of Balance of Payments and basket of currencies
- ❖ To analyze the budgetary process and the role of the Ministry of Finance.
- ❖ To critically examine the implementation of different types of budgeting systems practiced globally
- ❖ To gain clarity on taxation machinery and the GST process.
- ❖ To assess the importance of Administrative, Parliamentary and Audit control over Public Expenditure.

Unit – I Introduction to Public Financial Administration

Meaning and Importance of Public Financial Administration - Evolution of Finance Department - Relations between Public Finance and Public Budgetary System - Ministry Of Finance - Finance Commission - Centre - States Financial Relations.

Unit - II - Aspects and types of Budget

The Budget - Meaning and Definition - Budget - The Art of Management - Principles of Budget - Budget - A tool of Legislative Control - Institutions involved in Budget - Socio - Economic Impact of Budget - Importance of Budget.

Unit - III - Budgetary Types and Process

Line - Item Budget - Performance Budget - Zero Based Budget - Planning Programming Budgeting System - Budgetary Process - Preparation - Enactment - Execution of Budget - Role of the Finance Minstry - Role of the Administrative Departments/ Ministries.

Unit - IV - Control Over Public Finance

Forms of Parliamentary Control - Types and Functions - Public Accounts Committee - Estimate Committee - Public Sector Undertaking Committee - Critical Appraisal over the Parliamentary Committees - External Control Over Budget - The Comptroller and Auditor General of India - Significance and Criticism.

Unit - V Deficit Financing and Public Debt

Meaning and Definition of Deficit Financing - Deficit Financing and Deficit Budgeting - purpose of Deficit Financing - Deficit Financing in India - Deficit Financing and Economic Growth - Effects of Deficit Financing - Meaning of Public Debt - Public Vs Private Debt- Causes of Public Debt - Internal and External Debt Government Debt- Debt Trap.

References:-

1. Public Administration, C.P. Bhambri, 16th Edition, Jai Prakash Nath & Co, Meerut.
2. Public Administration, Avasthi & Maheshwari, 21st Reprint 2021, Lakshmi Narain Agarwal Agra.
3. Public Administration, Prof B.L. Fadia & Dr. Kuldeep Fadia, Sahitya Bhawan.
4. Our Parliament, Subhash Kashyap, 2011 Revised Edition NBT, India.

Public Policy in India

Course Objectives

- ❖ To familiarize students with the basic concepts, theories and models of public policy analysis.
- ❖ To provides an interface between public policy and administration in India.
- ❖ To promote understanding of the political, social, legal and economic environment in which public policy is made.
- ❖ To explore how institutions of public policy shape society and its affairs, how they originated, and how they work.
- ❖ To exhibit the goals, instruments and formulation of public policy at the national and regional levels describes the multiple nodes–markets, civil society, legislative and judicial actors and agendas that shape decision-making.

Unit- I - Introduction to Public Policy

Public Policy - Meaning & Definition - Public Policy and Administration - Institutions involved in the Public Policy Making - public policy making Process - Significance of Public Policy Making.

Unit - II Policy Models and Policy Making Institutions

Institutional Approach - Group Theory - Elite Theory - System Model - Rational Policy Model - NITI - Aayog - Objectives - Origin - Composition - Organisation - Functions - National Development Council - Nature - Composition - Functions - Criticism of NDC.

Unit - III - Public Policy Formulations

Stages of Public Formulations - Factors influencing Public Policy Making in India - public Formulations Stage - The Role of Parliament - The Executive - including The Cabinet - The Prime Minister's Office - The Central Secretariat - The Cabinet Secretariat

Unit - IV - Policy Implementation and Evaluation

Policy Implementation - Meaning and Definition - Elements of Public Policy Implementation - Agency involved in Policy Implementation - Conditions for Successful implementation - Policy Evaluation - Meaning - Functions -Types - Problems - involved in Policy Evaluation.

Unit - V Governance and Public Policy

Public Policy and Good Governance - Grievances Redressal Mechanism in India - National level Public Policies on - Empowerment of Women - Youth Policy - Health - Drinking water - Housing - Skill Development.

Reference:

1. Public Policy R K Saprú Sterling Publications New Delhi.
2. Public Administration, Avasthi & Maheswari, Lakshmi Narian Agarwal Agra 44th Edition,
3. Governance and Public Policy for NET, www.ugc.ac.in
4. Public Administration , Paper I Public Policy, Unit 10. www.upsc.ac.in

Disaster Management

Course Objective

- ❖ To equip students with the knowledge, skills and competencies
- ❖ To identify, assess, mitigate disasters, and
- ❖ To design effective disaster management plans and strategies at individual, institutional and community levels,
- ❖ To aligning with national and global frameworks.

Learning Outcome:

By the end of this course, students will be able to:

- ❖ Identify hazards, vulnerabilities, and risks at individual, institutional and community levels.
- ❖ Outline the legal and institutional frameworks of DRR in India and globally.
- ❖ Demonstrate life-saving skills, emergency communication, disaster response and risk mitigation techniques.
- ❖ Utilize and implement basic tools and technologies for risk assessment, preparedness, and resilience building.
- ❖ Prepare disaster management plans and design community awareness activities, or prototypes in regional/local contexts.

Unit -I -Understanding Disaster Risk Reduction and Management

Disaster Management- Basic concepts and terminology: Hazard, Vulnerability, Capacity, Exposure, Disaster, Risk, Disaster Management & Disaster Risk Reduction - Hazard profile of India - Regional profile - Disaster Management Cycle- Mitigation, preparedness, response, relief, recovery, rehabilitation - Policy and legal frameworks - DM Act 2005 - DM Amendment Act 2025 - National Policy on Disaster Management - State-specific Acts - PM 10 Points agenda on DM - International frameworks on DM - Sendai Framework, Paris Agreement, Social Development Goals.

Unit - II - Preparedness, Mitigation and Response Planning

Framework for Developing Disaster Management Plans - Hazard, Vulnerability, Capacity and Risk (HVCR) -! Assessment tools and techniques - Transect walk -; Hazard mapping - Problem tree - Chapatti diagram etc - Mitigation and Preparedness - Evacuation planning, 1 - mock drills - tabletop exercises - disaster-specific mitigation - Crowd Management techniques - Basics of Incident Response System (IRS) - Role of emergency forces - NDRF, SDRF - Police fire services - Armed forces - NCC - NSS.- Planning for more vulnerable groups - Emerging technologies - Drones - Digital literacy - Mobile apps (GIRI tool, SAFAR, Meghdoot, UMANG, Sachet, CWC Flood Alerts, IMD, BIS, IHIP) -; Social media for DRR - Basics of safe construction and structural & Non-structural audit exercise (safety of home/college buildings) - Funding mechanisms for disasters in India - Emergency Communication Network.

Unit: III -Life-Saving Skills

First Aid in disasters - Golden hour- concept - CPR - Wounds - Choking- Burns - Fractures - Animal bites (snake/dog/rabid) - Heat-related illnesses - Triggering - Stampede - Household and personal preparedness and protection - 72- hours emergency kits- Safe food storage - Water purification - ORS Use - Water Safety and Hygiene (WASH) and Infection Prevention Control (IPC) - practices - Basic Sign Language - Search and Rescue methods - Fire safety and Electrical/Gas/LPG Safety: Causes- Prevention- Fire extinguisher - Demonstration - Indigenous methods (Natural first-aid remedies- aloe vera, turmeric, coconut oil, salt solution) -

Unit - IV - Traditional Risk-reduction Practices

Disaster-specific response: Floods, landslides - Earthquakes - CBRN Emergencies - Pandemics - Drowning - Lightening - Gas leakage- Cyclone – Heat wave - Cold wave - Psychosocial support in DRR - Steps for implementing psychological First Aid and its importance - Public Health preparedness: Public health impacts of various disasters - Prevention of Post-Disaster Water-borne and Vector-borne diseases.

Unit - V- Field Exposure and Community Engagement

Field visits: District Emergency Operations Centre - State Disaster Response Force - National Disaster Response Force Units - Fire stations- State Emergency Operations Center - Hazard-Prone - Communities- Heat-Prone Areas (Flood-prone village - Fire-vulnerable Urban Slums) - Practical exposure: Mock Drills - Demonstrations and Simulations (Multi-hazard, evacuate)

Human resources Management

Course Objectives

- ❖ To determine the value of human resources.
- ❖ To trace the evolution of human resource management in India
- ❖ To analyze the various aspects of human resource management.
- ❖ To assess the importance of recruitment process and training methods.
- ❖ To examine the international human resource management mechanism.

Course Outcomes

On completion of this course, students will learn

- ❖ To examine the core value of human resources in administration.
- ❖ To trace the growth of Human resources management and its emerging trends.
- ❖ To gain insights on various aspects of HRM and its relevance.
- ❖ To analyze the role of Trade Union Movement and its relationship with Industry.
- ❖ To enumerate the challenges of International HRM system.

Unit- I Introduction to Human Resource Management

Management and Human Resource Management - HRM - Definition - Meaning - Objectives - Nature and Scope of Human Resource - Personnel Management and HRM - Importance of HRM - Significance of HRM - Functions of HRM - Computer Applications in HRM - Development of HRM in India - Importance of Study of Human Resource Management.

Unit -II- HRM Environment and Human Resources Planning

Internal and External HRM Environment - Social Environment - Economic Environment - Political and Legal Environment - International Environment - Human Resources Planning - Meaning - Objectives - Need for Human Resources Planning - Benefits of HR Planning - Strategic Planning and Human Resources Planning.

Unit - III - Introduction to Recruitment and Selection

Definition of Recruitment - Distinction between Recruitment, Employment and Selection - Objectives of Recruitment - Sources of Recruitment - Selection - Meaning of Selection - Selection Procedure - Placement - Induction.

Unit IV - Employee Training

Introduction to Training - Meaning - Training and Development - Importance of Training - Benefits of Training - Need for Training - Training Objectives - Principles of Training - Areas of Training - Training Methods - Advantages of Training - Special Aspects of Training - job Evaluation - Meaning - Objectives - Methods and Techniques of Job Evaluation.

Unit -V HRM and Industrial Relations

Meaning of Industrial Relations - & Characteristics Industrial Relations - Factors affecting Industrial - relations - Importance of Harmonical Industrial Relations - principles - Scope - Objectives of IR - Meaning of Trade Union - Nature of Trade Unions - Functions of Trade Union Problems of Trade Union - Measures to Strengthen Trade Union Movement in India - Industrial Relations Code.

Reference:

1. Dr. P. Subba Rao Human Resources Management and Industrial Relations, 2010 Revised Edition, Himalayan Publishing House, New Delhi.
2. L. M. Prasad, Principles and Practices of Management, Sultan Chand & Sons Company New Delhi.
3. L.M. Prasad , Human Resources Management, Sultan& Sons Company, New Delhi.

Public Administration for Competitive Examinations

Course Objectives

- ❖ To acquire knowledge of Public Administration as a subject for competitive examinations
- ❖ To familiarise Public Administration as an optional to write competitive examination
- ❖ To prepare UPSC examination while study as regular
- ❖ To ease the Award of the UGC/NET/JRF while they study.

Course Outcomes

After completion of study acquires

- ❖ Concrete knowledge of Government and Administration
- ❖ Research aptitude for the further Research work
- ❖ Knowledge to prepare to join State level, National level Research Institute as Research Associate/Assistant/Assistant Professor in College and University level.

Unit - I -Introduction

Evolution of Public Administration as an academic Discipline - Theory building in Public Administration - Woodrow Wilson 's Arguments of Administrative Science - Politics - Public Administration Dichotomy - The concept of New Government - New Public Administration - Goals - Themes - Criticism - Significance - Evolution of New Public Management - Anti- Goals and Goals- Impact of NPM.

Unit - II - Public Administration and Globalisation

Public Administration and Globalisation - Impact of LPG on Public Administration - Good Governance - Public Administration and Emergence of Development Administration - Characteristics DA - Raise of State Versus Market Debate - Theoretical Base of SVMD - Concept of Intervention of State and Failure of State - The World Bank's Report of 1997 on the Essentiality of the State.

Unit - III - Public Policy and Public Administration

Public Policy and Modern Governments - Importance of Public Policy Making in India - Public Policy and Globalisation - Role of Bureaucracy in Public Policy making- Stages in the Public Policy Making - Limitations in Public Policy Making.

Unit -IV -Public Administration and Subordinate Legislations

Public Administration and Administrative Law - Rule of Law - Role of Administrative Law in Modern Governments - Concepts of Subordinate Legislations - Delegated Legislations - Administrative law Agencies in India (Tribunals) - International context of Administrative Law - Droit Administratif - Administrative Law and Natural Justice .

Unit - V - Ethics, Integrity, and Aptitude

Meaning and Definitions of Ethics - Values - Morals - Integrity in Public Administration and Civil Services - Role of the Leaders in teaching of ethics - Role of Society, Family and Educational institutions in Teachings of Ethics - civil Service Aptitude - Empathy - Tolerance - Compassion Towards Weaker Sections - Strengthening Ethical and Moral Values in Governance - Probity and Probity in Public Service.

References:-

1. [www. Upsc.ac.in](http://www.upsac.in)
2. Public Administration, Avasthi & Maheshwari , Lakshmi Narian Agarwal, Agra.
3. Public Administration, Vishnoo Bhawan & Vidhya Bhooshan

Human Rights

Course Objectives

While studying students shall be able

- ❖ To define the origin, nature and scope of human rights education
- ❖ To explain the civil, political, economical and cultural rights of citizen in India
- ❖ To discuss about the national human rights act, national commissions for minorities

Course Outcomes

After completion, the course students will be able to

- ❖ Learn about the various theories on human rights, types of rights
- ❖ Importance of legal mechanisms like United Nations Human Rights Commission, National Human Rights Commission and SHRC
- ❖ Clarification on causes of religious violations, caste issues, women and child issues in India

Unit-I Introduction

Meaning, Nature and the concept of Human Rights- Historical Development of Human Rights- The Classification of Human Rights - The International Documents on Human Rights- The Magna Carta- The American Bill of Rights- Charter Movements of England- The French and Russian Revolutions to the developments of the Human Rights- The liberal Marxist Interpretation of the Human rights - International Covenant on Civil and Political Rights.

Unit-II - The Human Rights Theories

Theory of the Natural Rights- Social Theory of Human Rights- Legal Theory of Rights-The Economic Theory of Rights- Philosophical and Pragmatic Approaches to Human Rights - The Universal Declaration of Human Rights - The United Nations and Human Rights.

Unit-III - The Human Rights Legislations and Institutions

Constitution and Human Rights - Fundamental Rights - Directive Principles - Social and Economic Rights - protection of Human Rights Act-1993 -The National and the State Human Rights Commissions- The National Commission for SC/ST - The National commission for Minorities- National Commission for Women - National Commission for Protection of Child Rights - Right to Education - Right to Development - Right to information - Right to Environment.

Unit-IV - Human Rights and Social Issues

Rights of Women - Children Minorities - Disabled Persons - Consumers - Social Issues - Honour killings - Caste and Religious Violence -The Domestic Violence -Harassing the women at work place - The Varma Committee Recommendations - The Racial and Gender Discrimination. The State Oppression - Custodial Violence and Torture.

Unit-V - The Local and Global Human Rights Challenges

War and Human Rights Violations – Genocide - Refugee Crisis and Rights of Refugees - Human Rights and the International Court of Justice - Abolition of Slavery - Human Trafficking - Geneva Conventions - International Humanitarian Law.

References:-

1. Nirmal.C.J. Human Rights in India, Historical, Social and political perspectives, oxford university press, noida, 2002.
2. HumanRights , Dr. I. Chandra, Allahabad Law Agency Publications .
3. <http://Dr.Begum.S.M>, Human Rights in India, Issues and Perspectives, A.P.H. Publishing Corporation, New Delhi-2000.
4. Kausal.R. Woman And Human Right in India, Kaveri book Publishers, New Delhi,2000.
5. Sastry,T.S.N. India and Human, Right reflections, Concept publishing company New Delhi, 2005.
6. Saksen .K.P. Human Rights Fifty's Years, of India's Independence, Gyan Publishing House, New Delhi, 2000.

SECOND YEAR

SEMESTER- III

LOCAL GOVERNANCE IN INDIA

Course Objectives

- ❖ To critically examine the concepts of Democratic Decentralization
- ❖ To trace the evolution of local administration in India
- ❖ To know the salient features and provisions of Constitutional Amendment Acts
- ❖ To comprehend the institutional mechanism and process of Rural and Urban governance
- ❖ To review the effectiveness of service delivery mechanism in local governance

Course Outcome

- ❖ To analyze the concepts and dimensions of local governance in India
- ❖ To review and observe the history and growth of local administration from Ancient to the present
- ❖ To describe the administrative and political framework of Rural and Urban local institutions
- ❖ To evaluate the relationship of local governance and developmental process
- ❖ To appreciate the status of stakeholders participation in the decision making process

Unit I - Introduction

Meaning, Nature, Scope and Significance of Local Government –Historical Background and Evolution of Local Self Government in India – Ancient – Mughal – British Legacy – Resolutions of Lord Mayo and Lord Ripon.

Unit II – Local Government in India

Local Administration in British India– Royal Commission on Decentralization–Government of India Act 1909,1919 and 1935 – Indian Independence Act 1947 – Mahatma Gandhi’s Concept of Local Government– Balwant Rai Mehta Committee, 1957 – Ashok Mehta Committee, 1978 – G.V.K.Rao Committee – L.M.Singhvi Committee.

Unit III – 73rd Constitutional Amendment Act

–Salient Features of 73rd Constitutional Amendment Act Composition, Powers and Functions of Gram Sabha–Gram Panchayat– Panchayat Union– Zilla Parishad – District Planning Committee.

Unit IV - 74th Constitutional Amendment Act

Salient Features of 74th Constitutional Amendment Act- Emergence of various types of Urban

Local Bodies – Composition, Powers and Functions of Town Panchayat–Municipalities–Municipal Corporation– Standing Committees- Ward Committees–Role of Executives and Elected Representatives.

Unit V – Resources of Local Government

Statutory Bodies– State Election Commission– State Finance Commission– Mobilization of Resources– Citizens Charter– Social Audit- Local Bodies Ombudsman–Control over Local Bodies – E–service delivery mechanism.

Reference Books

1. Bidyut Chakrabarty, Rajendra Kumar Pandey (2018), Local Government in India, New Delhi, Sage Publications.
2. Maheswari, S.R. (2013), Local Government in India, Agra, Lakshmi Narain Agarwal.
3. Raghunandan, T.R. (2012), Decentralization and Local Governments: The Indian Experience, New Delhi, Orient Black Swan.
4. Hoshier Singh and Pankaj Singh (2011), Indian Administration, New Delhi, Pearson Education.
5. G. Palanithurai (2004), Dynamics of New Panchayati Raj System in India, New Delhi Concept Publishing Company.
6. P.S.N. Rao (2006), Urban Governance and Management, New Delhi, Kanishka Publishers.
7. Sachdeva, Pradeep (1993), Urban Local Government and Administration in India, Allahabad, Kitab Mahal.

Administrative Law

Course Objectives

- ❖ While studying the Administrative Law, the student shall be able:
- ❖ To study the meaning, nature and scope of administrative law growth of administrative law
- ❖ To describe delegated legislation: definition, need for delegated legislation and types of delegate legislation
- ❖ To discuss about the right to hearing , administrative adjudication and tribunals
- ❖ To define the administrative actions- writs (habeas corpus, quo warranto, mandamus, certiorari and prohibition

Course Outcomes

After completion of the course, the students will be able

- ❖ Demonstrate the value of constitutional law and administrative law.
- ❖ Examine the influence of the executive and administrative law.
- ❖ Assess the service the legislative and relevance administrative law.
- ❖ Analyze the desirability of judiciary and administrative law.
- ❖ Evaluate the advantage of ombudsman Lok pal and Lok ayukta.

Unit - I - Introduction to Administrative Law

Definition of Administrative Law - Nature and Scope of Administrative Law - Reasons for the growth of Administrative Law - Sources of Administrative Law - Constitution Law and Administrative English and Indian Administrative laws - Historical Growth and Development of Administrative law

Unit - II Administrative Law and Constitutional Law

Distinction between Administrative Law and Constitutional Law - Purpose of Government - Administrative Functions of Government - Executive Functions - Administrative Functions - Legislative Functions - Judicial Functions - Administrative and Quasi-Judicial Acts - Judicial and Quasi-Judicial Action - Doctrine of Separation of Power - Indian Constitution and Doctrine of Separation of Power -

Unit - III - Administrative Law and Rule of Law

Rule of Law- Meaning - A.V. Dicey's Exposition of Rule of Law - Administrative law and Rule of law -Rule of Law is the Law of Nature - Application of Rule of Law - Rule of Law in Indian Constitution - Discretionary powers of the Executive - Judicial Discrimination.

Unit - IV- Delegated Legislation

Delegated Legislation - Meaning - Nature - Scope - Necessity of Delegated Legislation - Historical Development of Delegated Legislation in India - Constitutional position of Delegated

Legislation in India - Subordinate Legislation - Limits of Subordinate Legislation - Parliamentary Control over subordinate legislation - Doctrine of Ultra Virus

Unit - V Administrative Institutions and Judicial Control

Administrative Adjudication - Administrative Tribunals - General Meaning - Scope - Nature - Need of Administrative Tribunals - Quasi Judicial Functions - Tribunal Vs Court - Central Administrative Tribunal (CAT) - Ombudsman - Nature and Functions - Lokpal – Lok ayuktas - Judicial Control - meaning - Methods of Judicial Control - Extraordinary Legal Remedies.

Reference Books:

1. Constitutional Law and Administrative Law 4th Edition Hilaire Barnett
Queen Mary, University of London.
2. A Textbook of Administrative Law R.D. Srivastava, Central Law Agency, Allahabad.
3. Lectures on Administrative Law C.K. Takwani 8th edition Administrative Law
I.P. Massey 10th edition Eastern Book Company Principles of Administrative Law
M.P. Jain and S.N. Jain

RESEARCH METHODOLOGY

Course Objectives

While studying the Research Methodology the student shall be able:

- ❖ To study the meaning, nature, and scope, pure and applied research, problems in social science research
- ❖ To define methods, historical, comparative and descriptive methods and hypothesis concepts and variables
- ❖ To describe the research design, types of research, exploratory, descriptive and experimental methods
- ❖ To discuss about the collection and analysis of data: sampling method, observation, survey and case study

Course Outcomes

After completion of the course, the learners will be able to increase their knowledge on Research Methodology

- ❖ Explain the meaning, nature and scope of social science research.
- ❖ Describe the methods of social science research
- ❖ Discuss the methods of data collection and research report.
- ❖ Analyses collection and analysis of data: sampling method, observation, survey and case study

UNIT-I - Introduction to Social Science Research

Research- Meaning and Definition - Social Science Research - Objectives and Scope of research
Need for Social Science Research–Importance of Research–Research Methods in Public Administration – Trends and Issues in Public Administration Research –Administrative Research in India- Indian Institute of Public Administration (IIPA).

UNIT-II- Research Methods

Research Method-Scientific Methods-Historical, Descriptive - Explorative, Analytical, Statistical and Empirical Methods. Historical and philosophical approach to Public Administration – Case study Method - Relevance of Fact – Value Dichotomy in Research in Public Administration – Ethical aspects of Research in Social Science.

UNIT–III -

Research Problem- Research Methods- Research Techniques- The Research Process - Concept - Variables - Review of Literature - Hypothesis – Types of Research Design- Library Reference.

UNIT–IV

Research Techniques and Data Collection Method – Observation Method – Interview Method- Questionnaire Method - Projective Techniques and Measurement - Reliability and Validity - Scaling techniques – Sampling Techniques –Type of Samples - Socio-metric study.

UNIT–V

Data Analysis – Interpretation of Analysis - The Research Writing and Report – Computer Applications in social science research – SPSS – Role and Importance of SPSS

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.
5. C.R,Kothari, GaurarGarg,(ThirdEdition2014),Research Methodology (Methods and Techniques),New Age International Publications ,New Delhi.
6. Dr.A.Shanmugam, Dr.H.Chithiraputhiran, Research Methodology (Ayvu Muraiyaiyal), Annam Publishers, Thanjavur.
7. Dr.Ku.Ve.Balasubramaniyan, Research Methods, Anuradha Publications, Chennai.

ORGANISATIONAL BEHAVIOUR

Course Objectives

- ❖ To know the Organisational Behaviour is a dynamic
- ❖ To understand Organisation Behaviour collective behaviour of Individual in the organisation
- ❖ To know the Importance of Individual objectives and organisational objective
- ❖ To know the way to straight organisational conflict
- ❖ To know the significance of the factors influencing the decision making

Course Outcomes

After completion of the course, students acquires,

- ❖ Knowledge of the Nature of Organisation in terms Individual Behaviour
- ❖ Acquires the knowledge of the theoretical constitution to the organisation behaviour
- ❖ Acquire the knowledge of the various Behavioural studies on Individual Behaviour
- ❖ Acquire theoretical knowledge to solve conflict arise out on the practice of organisation

UNIT - I

Organisational Behaviour - Meaning of Organisation- Organisational Behaviour- Meaning of Organisation- Behavioural approach to organisation- Basic Theme- Features of OB- Behavioural Approach to the study of Public Administration- Disciplines that Contribute to the OB- Relation of OB to Other Social Science- Importance of Organisational Behaviour- Challenges and opportunities in OB.

UNIT - II

Theoretical Contribution to OB- David Easton- Smithburg- Herbert Simon- Chris Argyris- Douglas McGregor- Rensis Likert- C.I. Bernard- Abraham Maslow- Herzberg's Two-factor Theory- M.P. Follett.

UNIT - III

Foundations of Individual Behaviour*- Ability- Intellectual abilities- General Mental Ability- Physical Ability- Biographical Characteristics- Learning: Definition of Learning, Theories of Learning- Attitude and Job Satisfaction- Main Components of Attitude- Major Job Attitudes- Job Satisfaction: Measuring Job Satisfaction, Causes of Job Satisfaction - Customer Satisfaction.

UNIT - IV

Personality and Values*- Personality: Definition, Measuring Personality, Personality Determinants- The Myers-Briggs Type Indicator (MBTI)- The Big-Five Personality Model- Values in OB: Definition of values, The Importance of values, Values in India.

UNIT - V

Perception and Decision Making*- Perception: Definition, Factors influencing Perception, Perception and Organisational Behaviour- Attribution Theory- Meaning of Decision Making- Decision Making Models, Common Biases and Errors in Decision Making- Ethics in Decision Making- Factors in Decision Making- Problems of Decision Making- Herbert Simon's Decision Making Model.

References:

1. Public Administration*, Laxmikanth, Tata McGraw Hill, 2011 ed.
2. Organisational Behaviour*, Stephen P Robbins, Timothy Judge, Seema Sanghi, 13th ed.
3. Public Administration*, Dr. Vishnoo Bhagwan, Dr. Vidya Bhushan, Dr. Vandana Mohla, 23rd revised.

POLICE ADMINISTRATION

Course Objectives

While studying the Police Administration, the student shall be able:

- ❖ To define nature, scope and importance of police administration approaches to police administration and evolution of police administration
- ❖ To discuss central police system-.armed -unarmed and auxiliary in police administration
- ❖ To describe police classification-recruitment, promotion and retirement-pay and compensation and welfare-police association-police reforms
- ❖ To explain crime records bureau ,squad-modus operandi bureau and forensic science laboratory, mounted police and juvenile aid units

Course Outcomes

After completion of the course, the students will be able

- ❖ Explain the meaning, nature, and scope of police administration.
- ❖ Describe the structure and functions of State Police Organization.
- ❖ Explain the role and functions of special police force

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

City Police – District Police – Structure of State Police – Central Police Organization–CBI, CISF, CRPF, RPF etc. Police Research and Crime Statistics Organizations, NCRB, Railway and Armed Police.

UNIT-III

Recruitment selection and training – Police standing order – Police Welfare– Punishment–Recruitment and Promotion of Constables, Sub inspectors, Deputy /Assistant Superintendents of Police.

UNIT-IV

Investigation functions at the Stations – Methods of Investigation – Information, Interrogation and Instrumentation. Recording of FIR, Case Diary, and Station House Diary. Modus Operandi Collection of Evidence, Examination of Witnesses and Suspects,

Confession, Filing Charge Sheet – Role of Police in Crime Prevention– Response to the calls of the Public.

UNIT-V

Modernization of Police, Public perception of police, Police self-image: measures to improve police image; developing healthy police public relationship, zero tolerance policing – community policing – Computerization of Crime details and Records - Application of Advanced Techniques and cultural policing Investigations.

REFERENCES:

1. Swanson–Police Administration–Structure, Process and Behavior.
2. Verma & Subramanian–Understanding the Police in India.
3. Gary W. Cordner-Police Administration.
4. O.W. Wilson- Police Administration.
5. Larry Gains, John Worrall-Police Administration.

TAMIL NADU ADMINISTRATION

Course Objectives

- ❖ To introduce students to the historical, political, and administrative evolution of Tamil Nadu.
- ❖ To familiarize students with the structure and functioning of the State Secretariat and district administration.
- ❖ To develop an understanding of the relationship between state institutions and governance mechanisms.
- ❖ To examine the evolution of the legislative and electoral systems in Tamil Nadu.
- ❖ To provide knowledge of rural and urban local self-government institutions and their role in decentralized administration.

Course Outcomes

Students will be able to:

- Explain the geographical, political, and administrative features of Tamil Nadu.
- Analyze the organization and functioning of the State Secretariat and its relationship with other institutions.
- Evaluate the structure and developmental role of district administration in Tamil Nadu.
- Assess the evolution of the legislative system and political developments in the state.
- Examine the role and significance of rural and urban local bodies in democratic governance.

Unit – 1: Introduction

Introduction to Tamil Nadu - Geographical Features of Tamil Nadu - Tamil Nadu State Politics - Evolution of Administrative System in Tamil Nadu - The Madras Presidency and its Administrative Legacy - Development of Modern State-Level Administration -The Secretariat-The Collectorate - Local Government in Tamil Nadu.

Unit – 2: State Administration

State Administration: Meaning and Importance - Evolution of Secretariat Organization - Administrative Nature of the Secretariat - Administrative Relations between the Centre and the State - Legislative–Executive Relations - Relationship between Legislature and Secretariat-Departments of the State Government - Directorates and their Functions -Role of the Chief Secretary - Secretariat as the Nerve Centre of Administration.

Unit – 3: District Administration

Historical Development of District Administration - Concept and Importance of the District - Organization of District Administration - Secretariat and Collectorate - District Administration as a Replica of State Administration - Role and Functions of the District Collector - Developmental Functions of the District Collector - District Planning and Coordination - Revenue Administration - Challenges in District Administration.

Unit – 4: Legislature and Political Development in Tamil Nadu

Evolution of Legislature in Tamil Nadu - Diarchy System under Colonial Administration - Development of the Electoral System - Legislature in the Madras Presidency - Justice Party Ministry - Congress Ministries - DMK Governments - AIADMK Governments - TVK and Contemporary Political Developments - Role of Political Parties in State Governance .

Unit – 5: Rural and Urban Local Governments

Rural and Urban Local Bodies in Tamil Nadu - Gram Sabha - Village Panchayat - Panchayat Union - District Panchayat - Urban Local Bodies - Greater Chennai Corporation - Municipal Corporations - Municipalities - Functions and Finances of Local Bodies - Importance of Local Governments in Democratic Decentralization.

References

1. Maheshwari, S. R. *State Governments in India*. Macmillan India Ltd., 2018.
2. Arora, Ramesh K., and Rajni Goyal. *Indian Public Administration: Institutions and Issues*. New Age International Publishers, 2018.
3. Bhattacharya, Mohit. *Public Administration*. The World Press Pvt. Ltd., 2022.
4. Sharma, M. P., and B. L. Sadana. *Public Administration: Theory and Practice*. Kitab Mahal, 2021.
5. Avasthi, A., and S. R. Maheshwari. *Public Administration*. Lakshmi Narain Agarwal Educational Publishers, 2020.
6. Narayanan, M. G. S. *Tamil Nadu: History, Society and Culture*. New Century Book House, 2019.
7. Palanithurai, G. *Dynamics of New Panchayati Raj System in India*. Concept Publishing Company, 2004.
8. Singh, Hoshier. *Local Government in India*. Kitab Mahal Publishers, 2017.
9. Venkatarangaiya, M., and M. Pattabhiram. *Local Government in India*. Allied Publishers, 1969.
10. Jain, R. B. *Public Administration in India*. Deep & Deep Publications, 2019.

SEMESTER – IV

DYNAMICS OF DEVELOPMENT ADMINISTRATION

Course Objectives

- ❖ To develop a basic intellectual understanding of development, its approaches and sustainable development.
- ❖ To outline conceptual and theoretical understanding of Development Administration including the ecological and post-globalization contexts.
- ❖ To classify Public Private Partnership, Corporate Social Responsibility, Inclusive Development, Sustainable Development Goals and Human Development Indicators.
- ❖ To evaluate the contribution of major thinkers in development administration.
- ❖ To analyse the new perspectives and issues in development administration.

Course Outcomes

After completion of the course, The students will be able

- ❖ Explain the meaning, nature and scope of development administration.
- ❖ Describe the concept of bureaucracy and development administration
- ❖ Discuss the functions of PRIs and development

UNIT - I

Development Administration - Introduction to Concept of Development - Evolution of Development Administration - Characteristics of Development Administration - Development Vs Traditional Administration. Importance of the study of DA.

UNIT - II

Meaning and Definition of DA - Scope of Development Administration - Salient Features of Development Administration - Factors for Emergence of Development Administration - DA and Bureaucracy - Approaches to the DA.

UNIT - III

Approach to the DA - Classical and Contemporary Approach to DA – Contributions of Edward Weidner - F.W. Riggs – Early Approach and Contemporary Approach to DA.

UNIT – IV

Comparative Perspective of DA - Concept of Development Administration and Administrative Development - Development and Public Administration - Development Administration and

Comparative Public Administration - Development Administration and Traditional Administration - Bureaucracy and Development.

UNIT - V

Bureaucracy and Development - Weber Concept of Bureaucracy - The Indian Bureaucracy and Development Administration - Problems of Bureaucracy in Development Administration - Difference between Traditional and Developmental Bureaucracy.

Text Books

1. Barnett, A Doak and Riggs, Fred Warren (1970), Frontiers of Development Administration, USA, Duke University Press.
2. Dwivedi, O.P. (1994), Development Administration: From Under-development to Sustainable Development, UK, Macmillan.
3. Ramulu, Ch. Bala (1999), International Organizations and Rural Employment Programs in India: Emerging Trends, New Delhi, Om Publishers.
4. Sapru, R. K. (2008), Development Administration, New Delhi, Sterling.
5. Parmar, M.S and Mary Parmar (2000), Issues in Development Administration, Majestic

Reference Books

1. Palekar, S L (2012), Development Administration, New Delhi, PHI Learning.
2. Puri, K K and Barara, G. S. (2013), Development Administration in India, Jalandhar, Bharat
3. Prakashan. Ramulu, Ch. Bala (2016), Governance of Food Security Policies in India, New Delhi, Kalpaz Publications.
4. Ramulu, Ch. Bala (2000), Technology and Rural Development, Jaipur, Rawat Publications. Sapru, R K (2008), Development Administration, New Delhi, Sterling.

Web Resources

1. <https://egyankosh.ac.in/bitstream/123456789/19222/1/Unit-1.pdf>
2. https://onlinecourses.swayam2.ac.in/cec21_hs37/preview
3. <https://www.tandfonline.com/doi/full/10.1080/25741292.2019.1595916>
4. <https://www.jstor.org/stable/41855075>
5. https://www.academia.edu/44754655/_The_Significance_of_Development_Administrati_on_in_Modern_Era.

Public Enterprises in India

Course Objectives

- ❖ To know the Evolution of Public Sector undertakings in India
- ❖ To know about the various Nature and kinds of PSUs in India
- ❖ To know the contributions of PSUs to Indian Economy
- ❖ To know the structural changes in the PSUs
- ❖ To know the Impact of Globalization on PSUs

Course Outcomes

After completion of the course, Students acquires,

- ❖ Knowledge of Indian Economy in the socialist pattern
- ❖ Enhance the knowledge on economic reform Impact on PSU
- ❖ To acquire the ability to assess post Impact of Globalisation on PSUs

Unit I - Introduction to the Study

Meaning and Definitions of Public Sector Undertakings - Classification of Public Sector Undertakings in India - Historical Evolution of Public Sector Undertakings in India - Central Public Sector Enterprises (CPSE) - State Public Sector Enterprises (SPSE) - Contributions of Public Sector Undertakings to Indian Economy - LPG and its Impact on Public Administration.

Unit-II - Classification of Public Sector Undertakings

Departmental Undertakings - The Public Corporation - Government Companies - Joint Stock Companies - Mixed Joint Stock Companies - Holding Companies - Control Boards - Public Trust - Commission - Commodity Board - Co-Operative Society - Role and Performance of Public Enterprises.

Unit – III- Administration of Public Undertakings.

Ministry of Commerce and Industry - Department of Public Enterprises - Public Enterprises Selection Board - Department of Disinvestment - Navratnas of PSU - Miniratnas- Parliamentary Control Over Public Sector Undertakings - Memorandum of Understanding in between Government PSU Management - Audit Control Over Public Sector Undertakings -

Unit – IV- Challenges of the PSU's and The Economic Reforms

Impact of Liberalisation - The New Industrial Policy 1991 - MRTP Act of 1969 and Competition Act of 2002 - FEMA Act of 1999 - Board for Industrial and Financial Reconstruction (1987) - De-Reservation of Industries - Golden Hand-Shake - Disinvestment - Privatisation - Denationalisation - De-Regulation - Operating Contract - Globalisation - Foreign Direct Investment - Multi National Companies -

Unit – V- Committees/ Commissions on Public Sector Undertakings:-

The Economic Reforms Commission (L.K. Jha) - Dr.C. Rangarajan Committee on Disinvestment of Shares in Public Sector Enterprises - Dr. GV Ramakrishnan Commission On Public Sector Disinvestment - The Arjun Sengupta Committee on the Review the policy for Public Enterprises - Krishna Menon Committee on the Working of Public Enterprises.

REFERENCE:

1. Public Administration, Lakshmi kanth .M , TATA Mc Graw Hill's (WE) Series.2011
2. Public Administration, C.P Bhambhri, Jai Prakash Nath &Co , Meerut, 7th Edition 2011.
3. Public Administration (Administrative Theories and Concepts) Prof B. L. Fadia & Dr. Kuldeep Fadia, 12th Revised Edition, Sahitya Bhawan Publishers, Agra.

ARTIFICIAL INTELLIGENCE IN GOVERNANCE

Course Objectives

- ❖ Understand the concepts and evolution of Artificial Intelligence in governance.
- ❖ Examine AI applications in public administration and public policy.
- ❖ Evaluate AI-enabled public service delivery and digital governance.
- ❖ Analyze ethical, legal and administrative challenges of AI.
- ❖ Develop knowledge of AI strategies in India and future governance.

UNIT I: Foundations of AI and Governance

Meaning and Evolution of AI-Concepts of Governance Digital Governance-Machine Learning Basics-Natural Language Processing -AI and Public Administration-E-Governance-Challenges of AI Adoption

UNIT II: AI Applications in Public Administration

Healthcare-Education-Agriculture-Revenue Administration -Police Administration-Citizen Services-Social Welfare

UNIT III: AI, Ethics and Public Policy

AI Ethics-Algorithmic Bias-Data Protection-Cyber Security -Transparency-Accountability-Human Rights-AI Regulation-Responsible AI

UNIT IV: AI in Administrative Management

HR Management-Financial Administration-Policy Analysis-Decision Support Systems - Performance Management-Automation-Digital Leadership-Change Management Capacity Building- Case Studies.

UNIT V: Emerging Trends

Generative AI-Block chain- IoT-India AI Mission-National AI Strategy-Tamil Nadu AI initiatives Sustainable Development-International Best Practices-Future of Civil Services Future of AI Governance.

References

1. Ashok Purohit (2012). E-Governance. Mohit Books International.

2. NITI Aayog (2018). National Strategy for Artificial Intelligence (#AIForAll). Government of India.
3. Ministry of Electronics and Information Technology (MeitY). Digital India and Artificial Intelligence Reports.
4. National Informatics Centre (NIC). Digital Governance Publications.
5. Tamil Nadu e-Governance Agency (TNeGA). Safe and Ethical Artificial Intelligence Policy.