



# **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 2017-2018 onwards )**



## **REGULATIONS**

### **1. CONDITIONS FOR ADMISSION**

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

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

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

### **3. DURATION OF THE COURSE**

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

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

The course of study shall comprise instruction in the following subjects according to the syllabus and books prescribed from time to time

**COURSE OF STUDY AND SCHEME OF EXAMINATION**

| <b>Subject Code</b> | <b>Course title</b>                                     | <b>Semester</b> | <b>Credits</b> |
|---------------------|---|-----------------|----------------|
| <b>SEMESTER I</b>   |   |                 |                |
| Core I              | PRINCIPLES OF PUBLIC ADMINISTRATION                     | I               | 4              |
| Core II             | COMPARATIVE PUBLIC ADMINISTRATIVE                       | I               | 4              |
| Core III            | PRINCIPLES OF MANAGEMENT                                | I               | 4              |
| Core IV             | INDIAN ADMINISTRATION                                   | I               | 4              |
| Core V              | ENVIRONMENTAL ADMINISTRATION IN INDIA                   | I               | 4              |
| <b>SEMESTER II</b>  |   |                 |                |
| Core VI             | ADMINISTRATIVE THINKERS                                 | II              | 5              |
| Core VII            | ORGANISATIONAL BEHAVIOUR                                | II              | 5              |
| Core VIII           | PUBLIC POLICY ANALYSIS                                  | II              | 5              |
| <b>EDC</b>          | PUBLIC FINANCIAL ADMINISTRATION                         | II              | 4              |
|                     | PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATIONS (OR) | II              | 4              |
| Common Paper        | HUMAN RIGHTS  | II              | 2              |
| <b>SEMESTER III</b> |   |                 |                |
| Core IX             | DEVELOPMENT ADMINISTRATION                              | III             | 5              |
| Core X              | HUMAN RESOURCE MANAGEMENT                               | III             | 5              |
| Core XI             | LOCAL GOVERNMENT IN INDIA                               | III             | 5              |
| Core XII            | RESEARCH METHODOLOGY                                    | III             | 5              |
| Core XIII           | POLICE ADMINISTRATION                                   | III             | 5              |
| <b>SEMESTER IV</b>  |   |                 |                |
| Core XIV            | ADMINISTRATIVE LAW                                      | IV              | 5              |
| Core XV             | INDUSTRIAL RELATIONS AND LABOUR WELFARE ADMINISTRATION  | IV              | 5              |
| Core XVI            | E- GOVERNANCE IN INDIA                                  | IV              | 4              |
| Core XVII           | PROJECT   | IV              | 4              |
|                     | <b>Total</b>  |                 | <b>90</b>      |

## COURSES

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

|                          |   |                   |
|--------------------------|---|-------------------|
| Core & Project           | - | 66 Credits        |
| Elective& EDC - 18 + 4 = | - | 22 CreditS        |
| Human Rights             | - | 2 Credits         |
| <b>Total</b>             | - | <b>90 Credits</b> |
| <b>Grand Total</b>       | - | <b>90 Credits</b> |

## EXAMINATIONS

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

Internal Marks for Theory Paper

Attendance – 5 Marks    Test – 10 Marks    Seminar – 5 Marks

Assignment – 5 Marks    Total = 25 Marks.

### 6. REQUIREMENT FOR PROCEEDING TO SUBSEQUENT SEMESTER

1. Candidates shall register their names for the First Semester Examination after the admission in the PG Courses.
2. Candidates shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examinations subject to the condition that the candidates should register for all arrear subjects of earlier semesters along with current (subsequent) semester subjects.
3. Candidates shall be eligible to go to subsequent semester, only if they earn sufficient attendance as prescribed by the syndicate of the Periyar University from time to time.
4. Provided in the case of candidate earning less than 75 percent of attendance in any one of the semesters due to any extraordinary circumstances such as medical grounds, such candidates who shall produce Medical Certificate issued by the Authorized Medical Attendant (AMA), duly certified, shall be permitted to proceed to the next semester and to complete the course of study.
5. Such candidate shall have to repeat the missed semester by rejoining after completion of final semester of the course, after paying the fee for the break of study as prescribed by the Periyar University from time to time.

### 7. PASSING MINIMUM

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

### 8. CLASSIFICATION OF SUCCESSFUL CANDIDATE

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

### 9. RANKING

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

### 10. PATTERN OF QUESTION PAPER

Time: 3 Hours

Maximum Marks: 75

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

Answer ALL Questions (Either or)

Each Answer should not exceed 300 words

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

Answer ALL Questions (Either or)

Each Answer should not exceed 1500 words

#### **FOR PROJECT**

**EVALUATION = 150 MARKS**

**VIVA – VOCE =50 MARKS**

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

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

**12. QUALIFICATION OF PROFESSOR'S**

M.A – PUBLIC ADMINISTRATION

M.PHIL – PUBLIC ADMINISTRATION

UGC – NET / SET IN PUBLIC ADMINISTRATION (OR)

PH.D - PUBLIC ADMINISTRATION

## **M.A. PUBLIC ADMINISTRATION**

### **SEMESTER - I**

#### **CORE I - PRICIPLES OF PUBLIC ADMINISTRATION**

##### **Unit – I**

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

##### **Unit-II**

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

##### **Unit-III**

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

##### **Unit-IV**

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

##### **Unit-V**

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

##### **REFERENCES :**

1. Dr.Manoj Kumar, Dr, Chandrika Singh, 2013, Public Administration New Changes, Regal publications, New Delhi,
2. Bhuvanesh Gupta, 2013, Theories of Administration, Wisdom Press, New Delhi,
3. B.K.Verma, 2014, Public Administration Today, Astha Publishers, New Delhi.
4. Dr.JoshuvaO.Miluwi, 2014, Public Administration: Theory and Practice Mangalam Publication, Delhi,
5. Prof. AmeshwarAvasthi& Prof. Anand Prakash Avasthi, 2012, Public Administration in India, Lakshmi Narain Agarwal, Agra.



## **M.A. PUBLIC ADMINISTRATION**

### **SEMESTER - I**

#### **CORE II - COMPARATIVE PUBLIC ADMINISTRATIVE SYSTEM**

##### **Unit-I**

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

##### **Unit-II**

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

##### **Unit-III**

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

##### **Unit-IV**

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

##### **Unit-V**

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

##### **REFERENCES :**

1. Ramesh K.Arora, 2005, Comparative public Administration (An Ecological perspective) Associated Book House New Delhi.
2. M.LakmiKanth, 2017, Indian Polity, MCGraw Hill Education India Private Limited Chennai.
3. Eric E. Otenyo, Nancy.Lind, Comparative Public Administration : The Essentials Readings, JAI Press, USA.
4. Ferrel Heady,2001, Public Administration : A Comparative Perspective,Marcel Dekker Inc, New York.
5. J.A Chandler, 2014, Comparative Public Administration(II nd Edition), Routledge Group , London.

## **M.A. PUBLIC ADMINISTRATION**

### **SEMESTER - I**

### **CORE III - PRINCIPLES OF MANAGEMENT**

#### **Unit-I**

Meaning, nature, scope and significance Of management – difference between management and administration – Evolution of management thought.

#### **Unit – II**

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

#### **Unit – III**

Planning – decision making – coordination – communication – leadership – training – motivation.

#### **Unit – IV**

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

#### **Unit – V**

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

#### **REFERENCES :**

1. P.C.Tripathi, P.N.Reddy, 2009, Principles of Management, Tata MCGRAW- Hill Publications, New Delhi.
2. Dr.VishnooBhagwan and VidyaBhushan, 2011, Public Administration, New Delhi, S.Chand and Company LTD.
3. R.N.Gupta, 2010, Principles of Management, S.Chand& Company Limited, New Delhi.
4. DinkarPagare, 2011, Principles of Management, Sultan chand& Sons Publishers, New Delhi.
5. Dr.D.K.Tripathi, 2009, Principles and Practices of Management, Wisdom Publications, New Delhi..

## **M.A. PUBLIC ADMINISTRATION**

### **SEMESTER - I**

### **CORE IV - INDIAN ADMINISTRATION**

#### **Unit-I**

Evolution of Indian administration – constitutional frame work of Indian administration – federalism and parliamentary democracy in India.

#### **Unit – II**

Union executive: president – vice president – prime minister and council of ministers – central secretariat – cabinet secretariat – organization and functions of ministries – constitutional authorities – independent regulatory organization.

#### **Unit –III**

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

#### **Unit –IV**

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

#### **Unit – V**

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

#### **REFERENCES :**

1. Tanuja Trivedi 2016, Decentralization and Local Governance New Delhi, JnanadaPrakasan PLD in association with confederation of Indian universities
2. B.C.Barik 2015, Panayati Raj and Rural Development New Delhi, Astha publishers And Distributors.
3. PardeepSahntEtakulkVayunandan, 2012, Administrative Theory, New Delhi, PHI Leaving Private Limited.
4. Dr.R.C.Sharma, 2013, Indian Government and Politics, Konal Books, New Delhi,
5. Anand Prakash, 2013, State and District Administration, Wisdom Press, New Delhi,

## **M.A. PUBLIC ADMINISTRATION**

### **SEMESTER - I**

#### **CORE V - ENVIRONMENTAL ADMINISTRATION IN INDIA**

##### **Unit-I**

Meaning, nature, scope and significance of environmental administration – Environmental degradation – nature and dimensions – India's concern environmental protection – department of environment – global environment.

##### **Unit – II**

Main causes of environmental pollution – sources and effects of pollution – Water pollution, Air pollution, Noise pollution, Land pollution – tourism and environment – Eco – planning model for industrial complexes.

##### **Unit – III**

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

##### **Unit – IV**

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

##### **Unit – V**

Environment impact assessment (EIA) – green tribunals – public interest litigation and environment protection – strategies for environment management.

##### **REFERENCES :**

1. Environmental protection – Law and policy in India, kailash Thakur. Deep & Deep publication, New Delhi, 1999.
2. HeenaT.Bhatani, 2017, Legal Environment Advertising Ethic (Mumbai University), Adv. Himalaya Publishing House, Mumbai.
3. D.R kullar, JACS Rao, 2015, Environment for civil Services (Prelm& Mains) and other competitive Examinations, Tata McGraw Hill Publishers Ltd, Delhi.
4. SahasRanaman, 2012, Handbook of Environmental Law, Oxford University Presss, New Delhi.
5. Sanjay Kumar Singh, 2010, Environmental Law And Climate Change , SBS Publishers, Delhi.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - II**  
**CORE VI - ADMINISTRATIVE THINKERS**

**Unit-I**

Kautilya  
Thiruvalluvar  
Woodrow Wilson

**Unit – II**

F.W Taylor  
Henry Fayol  
Eldon Mayo

**Unit – III**

Karl Marx  
Max Weber  
M.P Follet

**Unit – IV**

H.A Simon  
C.I. Barnard  
Peter Drucuer

**Unit – V**

Abraham Maslow  
F. Herzberg  
D. McGregor

**REFERENCES :**

1. Rajesh Chauhan, 2013, New Thinkers in Public Administration Contents and Views, Book Enclave Jaipur India.
2. S.K. Chatierjee 2011, Administrative Theory, New Delhi, Surjeet publications.
3. Dr.N.K.Singh, 2015, Public Administration Research and Practice, ALP Books New Delhi,
4. Dr.Chandra Prakash, 2015, Public Administration, Policy, Politics and Practice, Astha Publishers, Delhi.
5. D.Ravindra Prasad, V.S Prasad, P. Sathiyannarayana, Parthasarathy , 2010, Administrative Thinkers, Sterling Publications , New Delhi.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - II**  
**CORE VII - ORGANISATIONAL BEHAVIOUR**

**Unit-I**

Meaning Nature and importance of Organizational Behaviour – Determinants of Organizational Behaviour – Approaches to the study of Organizational Behaviour (History, Science, Management, Behaviour, Contingency and Human Rights).

**Unit – II**

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

**Unit – III**

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

**Unit – IV**

Motivation and Behaviour: Concept and Source, Theories and Motivation, Maslow, McGregor, Herzberg's and McClelland Theory.

**Unit – V**

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

**REFERENCES :**

1. Mrs. L.V.Rajavalli Devi, R.Reddy, Padmavathi, S.P.Nagapadminiprabhar, 2017, Organizational Behavior, Himalaya Publications, Mumbai.
2. G.Sudarsana Reddy, K.Asvathappa, 2015, Organizational Behavior, Himalaya Publications, Mumbai.
3. Dr. Kushpat S.Jain, Apexa V. Jain, 2017, Organizational Behavior, Himalaya Publications, Mumbai.
4. Arthi Anand Kamath, Kinjal Shah, 2017, Organizational Behavior, Himalaya Publications, Mumbai.
5. J. Mullins, Gill Christy, 2016, Management & Organizational Behaviour, Pearson Education India, India.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - II**  
**CORE VIII - PUBLIC POLICY ANALYSIS**

**Unit-I**

Meaning, Nature, Scope and Significance of public policy analysis – National character and Culture – Orientation – Organization for policy formulation.

**Unit – II**

Models in public policy analysis – purely Rational Model – Economic Rational model – Optimal policy Making model – Decision making model – Public choice theory.

**Unit – III**

Policy analysis – social sciences in policy Making – Role of Legislature, Research institutions – state holders in policy formulation – policy implementation – and policy Evolution.

**Unit – IV**

Policy making process in India – policy making agencies – Bureaucracy and planning commission in policy formulation – role of political parties – pressure groups in public policy making.

**Unit – V**

Economic policy – New industrial policy – Emergency policy – National Education Policy – National Agriculture policy – policies on Environment.

**REFERENCES :**

1. Sapru, R.K.,(2000) Public Formulation Implementation And Evaluation, New Delhi: Sterling
2. Dr.RichaRathore2017, Public Policy And Administration In India, New Delhi, Mangalam Publishers And Distributors.
3. R.K.Sapru, 2011, Public Policy Art And Craft Of Policy Analysis., New Delhi, Phi Leaving Private Limited.
4. Dr.Chandra Prakash, 2015, Public Administration, Policy, Politics and Practice, Astha Publishers, Delhi.
5. Thomos A. Birkland, 2011, An Introduction to the Policy Process, PHI Learning Publisher, India.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - II**  
**EDC - PUBLIC FINANCIAL ADMINISTRATION**

**Unit-I**

Nature, scope and significance of public financial administration-budget and its types- performance budgeting - planning – programming budgeting system – zero base budgeting – cost benefit analysis.

**Unit-II**

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

**Unit-III**

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

**Unit-IV**

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

**Unit-V**

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

**REFERENCES :**

1. Goel, S.L (2002) Public Financial Administration New Delhi; Deep And Deep.
2. Thavaraj, M.J.K (1992) Financial Administration Of India New Delhi Sultan Chand Publications.
3. Mookerjee, S.S, Financial Administration In India, New Delhi Surjeet Publications.
4. Sanjeev Kumar Mahajan, Anubama Puri Mahajan, 2014, Financial Administration in India, PHI Learning Private Limited, New Delhi.
5. M.K. Sharma, 2008, Financial Administration, R K books, New Delhi.



**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - II**  
**EDC - PUBLIC ADMINISTRATION FOR COMPETITIVE**  
**EXAMINATIONS**

**Unit-I**

Introduction to public administration - approaches - basic principles of public administration - public administration relationship with other social sciences - constitutions - types of constitutions - forms of government - unitary and federal - presidential and parliamentary government.

**Unit - II**

Basic concepts and principles of public administration - organization - hierarchy - unity of command - span of control - authority and responsibility - coordination - centralization and decentralization - delegation - supervision - line and staff agencies.

**Unit - III**

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

**Unit - IV**

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

**Unit - V**

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

**REFERENCES :**

1. Vishnu Bhagawan And VidyaBhusan - Public Administration
2. RumkiBasu - Public Administration - Concepts And Theories
3. HoshierSingh - Indian Administration
4. S Ramesh K. Arrora And Goel - Indian Public Administration
5. M.Lakmikanth - Public Administration for UPSC Civil Services.

## **M.A. PUBLIC ADMINISTRATION**

### **SEMESTER - II**

### **EDC - PUBLIC RELATIONS**

#### **Unit-I**

Meaning, Nature, Scope of public relations in India – objectives and functions – Public relation department – public relation officer – Role and Responsibilities.

#### **Unit – II**

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

#### **Unit – III**

Public relation tools: advertising- publicity- propaganda- diplomacy- promotion- campaigns- lobbying- public relations counseling- evaluating the effectiveness of public relations- public opinion- objectives- formation of public opinion- public opinion research.

#### **Unit – IV**

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

#### **Unit – V**

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

#### **REFERENCES :**

1. Ganesh.S – Introductions To Public Relations
2. Mehta.DS – Handbook Of Public Relations In India
3. Heath, R.L - Handbook Of Public Relations In India
4. Balan, K.R – Principle Of Public Relation.
5. Nicholas Hentry–Public Administration and Public Affairs.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - III**  
**CORE IX -DEVELOPMENT ADMINISTRATION**

**Unit-I**

Meaning, Nature, Scope of Development Administration – Development Administration and Administration of Development – Understanding Development – Approaches to Development Administration.

**UNIT – II**

Development Administration in the international context - international context of Development Administration – Political , Economic, Cultural, Administrative and Social- World Bank, Asian Development Bank , International Monetary Fund.

**UNIT – II**

Development of Administration – Bureaucracy and Development Administration – Development of Planning – Training for Development – Citizen and Administration.

**UNIT – IV**

Decentralization of powers in India - State Planning – District Level Planning – District Administration and field agencies – District Collector – DRDA – Development programs in India - IRDP – Tribal Development Program – Area Development Program – Educational Development.

**UNIT – V**

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

**REFERENCES :**

1. Manoranjan Sarkar, 2014, Dynamics of Development Administration, New Delhi, Wisdom Press.
2. R.K. Saprui, 2002, Development Administration, Sterling Publishers Limited, New Delhi.
3. Swinder Singh, 2004, Development Administration in India, New Academic Publishing & Co, Jalandhar.
4. S.A Palekar, 2012, Development Administration, PHI Publishers, Delhi.
5. Manoranjan Sarkar, 2014, Dynamics of Development Administration, New Delhi, Wisdom Press.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - III**  
**CORE X - HUMAN RESOURCE MANAGEMENT**

**UNIT-I**

Meaning, Definition and Significance of Human Resource Management- Objective and Uses of Human Resource Management.

**UNIT- II**

Role of Human Resource Development- Techniques and Designing of Human Resource Development- Human Resource Development Policy- Manpower Planning, Training and Development.

**UNIT- III**

Role of Human Resource department in the organization-position classification-jobs analysis and evaluation. Recruitment and Selection- Compensation-Promotion-Career Planning and development- Motivation and Morale-Performance Appraisal- Promotion - Retirement.

**UNIT- IV**

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

**UNIT- V**

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

**REFERENCES :**

1. Rao, Subha P., and V.S.P.Rao., (1995) Personnel / Human Resource Management, New Delhi: Konark Publishers Pvt. Ltd.
2. Chatterjee, Bahskar., (1999) Human Resource Management, New Delhi: Sterling Publishers Pvt. Ltd.
3. Tripathi, P.C., (2000) Human Resource Development, New Delhi Sultan Chand And Sons.
4. Saxena, (1999) Labour Problems and Social Welfare, Lucknow: Prakasan Kendra.
5. Singh, Nirmal and S.K.Bhatia.,(2000) Industrial Relations and Collective Bargaining: Theory and Practice, Delhi: Deep and Deep.

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

**UNIT-I**

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

**UNIT – II**

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

**UNIT – III**

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

**UNIT – IV**

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

**UNIT – V**

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

**REFERENCES :**

1. PardeepSachdeva - Local Government in India
2. S.R. Maheshwari - Local Government in India
3. S.R. Maheshwari – Indian Administrative System
4. N.P.Shukla - Local Self Government in India
5. R.N. Prasad – Urban Local Self Government in India

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - III**  
**CORE XII - RESEARCH METHODOLOGY**

**UNIT-I**

Social Science Research - Objectives and Scopes Need for Social Science Research - Research in Public Administration - Issue and Trends

**UNIT - II**

History of Science and Scientific Methods - Types of Research - Historical, Descriptive Explorative, Analytical, Statistical and Empirical relevance of Fact - Value Dichotomy in Research in Public Administration – Ethical aspects of research in social science.

**UNIT – III**

The research Process and Concept - Variables - Review of Literature - Hypothesis – Types of Research Design

**UNIT – IV**

Research Techniques and Data Collection - Observation - Interview - Questionnaire Projective Techniques and Measurement - Reliability and Validity Scaling techniques - Sampling - Case Study and Sociometry.

**UNIT – V**

Data Analysis - Interpretation - The Research Report – Computer Application in social science research.

**REFERENCES :**

1. Selitiz, (Etal) - Research methods in Social Relations.
2. Johnson and Joslyn - Political Sciences research Methods.
3. E,T. Zones, - Conducting Political Research
4. P.V. Young - Scientific Social Surveys and Research.
5. C.R,Kothari, GaurarGarg, (Third Edition 2014), Research Methodology (Methods and Techniques), New Age International Publications, New Delhi.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - III**  
**CORE XIII - POLICE ADMINISTRATION**

**UNIT-I**

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

**UNIT II**

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. Corder – Police Administration.
4. O.W Wilson – Police Administration.
5. Larry Gains, John Worrall – Police Administration.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - IV**  
**CORE XIV - ADMINISTRATIVE LAW**

**UNIT-I**

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

**UNIT -II:**

Government Liability-Classification of Administrative Actions-Administrative Discretion-Administrative law and privileges

**UNIT - III:**

Delegated legislation-Control over Delegated Legislation.

**UNIT -IV:**

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

**UNIT - V:**

Government Control over Public Authorities- Legislative Control Over Public Authorities- Statutory Inquiries-Statutory and other Remedies- Judicial Review of Administrative Action- Ombudsman, Lok Pal and LokAyukta - PIL - Media Control.

**REFERENCES :**

1. Takwani, 2001, C.K: Lectures on Administrative Law, Eastern Book Company, Lucknow.
2. Durga Das Basu, 1986, Administrative Law, Prentice Hall of India Pvt Ltd, New Delhi,.
3. U.P.D. Kesari, 2016, Administrative Law, Central Law Publications, Allahabad.
4. Madhusudan Saharay, 2014, The Indian Administrative Law, Universal Law Publishing company, Delhi.
5. Manoj Sharma, 2004, Indian Administrative Law, Anmol Publications Limited, New Delhi.



## **M.A. PUBLIC ADMINISTRATION**

### **SEMESTER - IV**

## **CORE XV - INDUSTRIAL RELATIONS AND LABOUR WELFARE ADMINISTRATION**

### **UNIT-I**

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

### **UNIT – II**

Trade unionism - trade union act 1926 – structure and functions of trade unions – collective bargaining – theories of collective bargaining – negotiation- joint consultative, mechanisms- Whitley councils.

### **UNIT – III**

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

### **UNIT – IV**

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

### **UNIT – V**

Integrating industrial peace with national development – corporate social responsibility – globalization – impact of globalization on labour welfare – recent trends in labour welfare administration.

### **REFERENCES :**

1. Arun Monappa, Nambudiri & Selvaraj, 2012, Industrial Relations and Labour Laws, Tata McGraw Hill Publishers Private Limited, Delhi.
2. E.I. Ravindranath, 2013, Industrial Relations in India, Tata McGraw Hill Publishers Private Limited, Delhi.
3. Sewa Singh Chauhan, 2010, Labour Welfare Administration India, Kanishka Publishers, Delhi.
4. K.N. Vaid, 2006, Labour Welfare in India, Sri Ram Centre for Industrial Relations, India.
5. Manju Rao, 2010, Labour Welfare Policy in India, Printwell Publishers, India.

**M.A. PUBLIC ADMINISTRATION**  
**SEMESTER - IV**  
**CORE XVI - E. GOVERNANCE IN INDIA**

**UNIT-I**

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

**UNIT II**

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

**UNIT III**

Significance of Communication- Traditional Communication- Electronic Communication- Information Orientation-Administrative Orientation- User Orientation- Model of Electronic Communication.

**UNIT IV**

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

**UNIT V**

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

**REFERENCES :**

1. Dr. Ashok Purohit, 2012, E –Governance, New Delhi, Mohit Books International.
2. Pankaj Sharma, 2012, E-Governance - The New Age Governance, APH Publishing Corporation, New Delhi.
3. M.Lakmikanth, 2011, Governance in India, Tata McGraw Hill Private Limited, New Delhi.
4. C.S.R Prabhu, 2012, E – Governance Concepts and Case Studies, PHI Learning Private Limited, New Delhi.
5. R.P. Sinha, 2006, E – Governance in India Initiatives and Issues, IAMR, Delhi.

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

**Time : 3 Hrs.**

**Max. Marks : 75**

**PART – A**

**(5 × 5 = 25 Marks)**

1. (a) Discuss major development of Taylor Management Thought? (Or)  
(b) What are the difference between Management and Administration?
2. (a) Bring out the current Management Techniques? (Or)  
(b) Write a short notes on Top Level Management?
3. (a) What is Decision Making? Explain it? (Or)  
(b) Describe the objectives of planning.
4. (a) Write a short note on Management in Business (Or)  
(b) A Leader Comment?
5. (a) Write a brief note on coordination (Or)  
(b) Communication is must-Why?

**PART – B**

**(5 × 10 = 50 Marks)**

1. (a) Discuss the meaning nature and scope of management. (Or)  
(b) Write Henry Fayal's 14 principles.
2. (a) What are the various levels of management? (Or)  
(b) What are the Differentiate between Management in Government and Business?
3. (a) Explain the various functions and Types of Planning. (Or)  
(b) Describe the Leadership Qualities.
4. (a) Describe the Importance of Coordination. (Or)  
(b) Evaluate the Development in Management Thought.
5. (a) Evaluate the Policy making process in India. (Or)  
(b) Why need for Control in Organizations.

