

ANNAMALAI UNIVERSITY

**MASTER OF ARTS
DEGREE COURSE
M.A. PUBLIC ADMINISTRATION
CBCS PATTERN
(With effect from 2021 – 2022)**

The Course of Study and the Scheme of Examinations

Sl. No.	Study Components		ins. hrs / week	Credit	Title of the Paper	Maximum Marks		
	Course Title					CIA	Uni. Exam	Total
SEMESTER I								
1.	Core	Paper- 1	6	4	Principle of Public Administration	25	75	100
2.		Paper- 2	6	4	Administrative Thinkers	25	75	100
3.		Paper- 3	6	4	Indian Administrative System	25	75	100
4.		Paper- 4	6	4	Local government and administration	25	75	100
Internal Elective for same major students								
5.	Core Elective	Paper-1	3	3	(To choose one out of 3) A. Development administration B. Public Relations C. Government and Administration in Tamilnadu	25	75	100
External Elective for other major students (Inter/multi disciplinary papers)								
6.	Open Elective	Paper-1	3	3	(To choose one out of 3) A. Introduction to Indian Constitution B. Public Administration for Civil Service Examinations C. Police Administration	25	75	100
			30	22		150	450	600
SEMESTER II								
7.	Core	Paper- 5	6	4	Organizational Behavior	25	75	100
8.		Paper- 6	6	4	Public Financial Administration	25	75	100
9.		Paper- 7	6	4	Public Personnel Administration	25	75	100
Internal Elective for same major students								
10.	Core Elective	Paper-2	5	3	(To choose one out of 3) A. Modern Administrative Systems (UK, USA, FRANCE & SWISS) B. Administrative Law C. Comparative Public Administration	25	75	100
External Elective for other major students (Inter/multi disciplinary papers)								

11.	Open Elective	Paper-2	5	3	(To choose one out of 3) A. International Organization. B. New Public Management C. Peace and Conflict Management	25	75	100
12.	*Field Study		-	2		100	-	100
13.	Compulsory Paper		2	2	Human Rights	25	75	100
			30	22		250	450	700
SEMESTER III						CIA	Uni. Exam	Total
14.	Core	Paper-9	5	4	Public Policy Analysis	25	75	100
15.	Core	Paper-10	5	4	Human Resources Management	25	75	100
16.	Core	Paper-11	5	4	Social Welfare Administration	25	75	100
17.	Core	Paper-12	5	4	Research Methodology	25	75	100
Internal Elective for same major students								
18.	Core Elective	Paper-3	5	3	(to choose one out of 3) A. E- Governance B. Indian Administration C. Anti corruption Mechanisms	25	75	100
External Elective for other major students (Inter/multi disciplinary papers)								
19.	Open Elective	Paper-3	5	3	(to choose one out of 3) A. Health and Hospital Administration B. Indian Foreign Policy C. Administration of Union Territories	25	75	100
20.	**MOOC Courses		-	-		-	-	100
			30	22		150	450	700
SEMESTER IV						CIA	Uni. Exam	Total
21.	Core	Paper-14	5	5	Environmental Administration In India	25	75	100
22.	Core	Paper-15	5	4	Administrative Reforms and Changes	25	75	100
23.	Core	Paper-16	5	4	Labour Welfare and Industrial Relations	25	75	100
24.	Core	Project	5	5	Project/Dissertation with Viva-Voce (Compulsory)	25	75	100
Internal Elective for same major students								
25.	Core Elective	Paper-4	6	3	(to choose one out of 3) A. Gender Studies	25	75	100

					B. Political Sociology C. Consumer Rights and Protection			
External Elective for other major students (Inter/multi disciplinary papers)								
26.	Open Elective	Paper-4	4	3	(to choose one out of 3) A. Tamil Political Thought B. State Society and Public Administration C. Public Sector Administration in India	25	75	100
			30	24		150	450	600
			120	90				2600

*** Field Study**

There will be field study which is compulsory in the first semester of all PG courses with 2 credits. This field study should be related to the subject concerned with social impact. Field and Topic should be registered by the students in the first semester of their study along with the name of a mentor before the end of the month of August. The report with problem identification and proposed solution should be written in not less than 25 pages in a standard format and it should be submitted at the end of second semester. The period for undergoing the field study is 30 hours beyond the instructional hours of the respective programme. Students shall consult their mentors within campus and experts outside the campus for selecting the field and topic of the field study. The following members may be nominated for confirming the topic and evaluating the field study report.

- (i). Head of the respective department
- (ii). Mentor
- (iii). One faculty from other department

****Mooc Courses**

Inclusion of the Massive Open Online Courses (MOOCs) with zero credits available on SWAYAM, NPTEL and other such portals approved by the University Authorities.

ANNAMALAI UNIVERSITY
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M.A. PUBLIC ADMINISTRATION
(With effect from 2021-2022 onwards)
SEMESTER – I

CORE PAPER –I
PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT I

Meaning, Nature, Scope and importance of Public Administration: Public and Private Administration; New Public Administration.

UNIT II

Organization- Meaning and Types: Formal and Informal; Types of Organization: Departments, Public Corporations, The Bureau Boards/Commissions – Field Establishments – Independent Regulatory Commission – Line-Staff- Auxiliary Agencies.

UNIT III

Principles of Organizations: Hierarchy, Span of Control, Unity of Command, Delegation, Coordination, and Centralization Vs Decentralization – Delegated Legislation.

UNIT IV

Personnel Administration: Position Classification – Recruitment – Direct and Indirect (promotion): Training: Machinery for Negotiations and Employee Organization. Administrative Corruption: Concept, Causes and Remedies; Grievance – Redressal Machinery: Lokpal and Lokayukta.

UNIT V

Financial Administration: Budget – Principles, Budgetary Process: Preparation and Enactment; Parliamentary Control over Finance-Public Accounts Committee; Comptroller and Auditor General: Functions and Role.

RECOMMENDED BOOKS:

1. A. Avasthi & R. Maheshwari : Public Administration, Lakshmi Narain Agarwal. Agra, 2012.
2. M. Bhattacharya, New Horizons of Public Administration, Jawahar Publishers and Distributors, New Delhi, 2015.
3. H. Singh, and M. Singh, Public Administration in India: Theory and Practice, New Delhi: Sterling Publishers, 1990
4. R.K.Arora & R. Goyal : Indian Public Administration, Vishwa Prakashan, New Delhi, 2010.

5. M.P. Sharma and B.L. Sadhana, Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 2001

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SEMESTER – I

CORE PAPER –II
ADMINISTRATIVE THINKERS

UNIT – I:

Introduction - Growth of Administrative Thought- Kautilya – ANNAMALAI - Woodrow Wilson.

UNIT – II:

Classical School - F. W. Taylor – Henri Fayol- Elton Mayo-Luther Gullick- Max Weber

UNIT – III:

Neo _ Classical School - Elton Mayo- Mary Parker Follet – C. I. Barnard

UNIT – IV:

Behavioral School - Herbert. A. Simon- Rensis Likert- Riggs

UNIT – V:

Socio-Psychological School - Abraham Maslow -McGregor- Herzberg

RECOMMENDED BOOKS :

1. D.Ravindra Prasad, V.S. Prasad and P. Sathyanarayanan - Administrative Thinkers, Sterling Publication, New Delhi, 2010.
2. Anthony Tillet, Thomas Kemper & Gordon Willey – Management Thinkers, Penguin Books 1970.
3. Ramesh K Arora – Perspective in Administrative Theory, Associated Publishing House, New Delhi, 1979.
4. Sapru R.K.-Administrative Theories & management Thought, Prentice Hall, New Delhi 2000.
5. S.K.Chatierjee, Administrative Theory, Surjeet Publications, New Delhi, 2011.

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SEMESTER – I

CORE PAPER –III
INDIAN ADMINISTRATIVE SYSTEM

UNIT – I:

Evolution of Indian Administration - Administration in Pre- colonial, Colonial and Post- colonial era- welfare state- Salient features of Indian Constitution- Fundamental Rights – Directive Principles of State Policy.

UNIT – II:

Union Administration - President- Prime Minister- Council of Ministers- Cabinet Secretariat- Cabinet Committees- Prime Minister's Office- Central Secretariat- Ministries and Departments.

UNIT – III:

Constitutional Authorities - Finance Commission – Union Public Service Commission – Election Commission – National Commission for SCs & STs – Attorney General of India – Comptroller and Auditor General of India

UNIT – IV:

State Administration - Governor – Chief Minister, – Cabinet – State Secretariat – Departments – Directorate – Collectorate - State Public Service Commission.

UNIT – V:

Issues in Indian Administration - Minister – Civil Servant Relation – Generalist Vs. Specialists – Union- State Relations(Administrative and Financial) – Planning Commission- National Development Council- Corruption- Administrative Reforms -Impact of Information Technology on Indian Administration – Globalization and Indian Administration

RECOMMENDED BOOKS:

1. R.C. Sharma, Indian Government and Politics, Konal Books, New Delhi, 2013.
2. J.C.Johari, Indian Parliament: A Critical Study of Its Evolution, Composition And Working, Metropolitan Book, New Delhi,2006.
3. Shukla.V.N. Constitution Of India,Eastern Book Company,Lucknow,2013.
4. Basu.D.D.Introduction to the Constitution of India, Lexis Nexis, Publishing House,
5. Siwach, Dynamics of Indian Government and Politics, Sterling Publishing House, Delhi, 2001.

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SEMESTER – I

CORE PAPER –IV

LOCAL GOVERNMENT AND ADMINISTRATION

UNIT-I

Introduction – Meaning, Nature & Scope of Local Government – Democratic Decentralization – Evolution of Local Government.

UNIT –II

Committees on Panchayathraj – Community Development Programme – National Extension Service – Balwantrai Mehta Committee – Ashok Mehta Committee – Committees on Local Administration Since-1980.

UNIT-III

Rural Local Government – Rural Local Government – 73rd Amendment – Role, Function and Powers of Zilla Parishad – Panchayat Samiti – Village Panchayats and Grama Sabha, Control Over Rural Local Government.

UNIT – IV

Urban Local Government – Urban Local Government – 74th Amendment – Municipal Corporation Municipality-Township – Notified Area Committees – Cantonment Board – Mayor and Commissioner – Control Over Urban Local Bodies.

UNIT-V

Role of Political Parties in Local Bodies – Women Representation in Local Bodies – Corruption in Rural and Urban Local Bodies – People's Participation and Social Audit.

RECOMMENDED BOOKS:

1. Dhilwal –S.S. Municipal Administration, Deep & Deep Publications, New Delhi, 1999
2. Goel S.L. and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice, Deep & Deep Publications, New Delhi, 2009
3. Maheswari S.R. – Local Government in India, Laxmi Narain Agarwal, New Delhi, 2010-1011.
4. M.P. Sharma: Local Self, Government in India, Munshiram, Mumbai, 1977.
5. U.B. Singh Functioning of Local Government in South India – Gyan Publishing House, 2001.

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SEMESTER – I

CORE ELECTIVE PAPER –I
(To Choose One out of Three)

A. DEVELOPMENT ADMINISTRATION

UNIT-I

Old society and the new political set up as democratic government-Central Government-Organization of Ministries-State government setup-the nature of public administrative functions.

UNIT-II

Changing aspects of the concept of Development – Political – Social – Economic-Cultural multi dimensional concept.

UNIT-III

Administration-Definition and nature- Development Administration – The nature and features- the challenges of traditional approaches- Administration of development activities- Identification of problem areas- Remedies.

UNIT-IV

Nature of Bureaucracy – The problems of developing nations- Bureaucracy and Development- Administrations in the context of Liberalization, Privatization and Globalization.

UNIT-V

Special Training and education to improve development administration – Behavioral approach to improve the behavior of the personnel – Inter-Disciplinary approach to identify the utility of different domains- Systems approach for Improvement.

RECOMMENDED BOOKS:

1. Fred W.Riggs (ed) Frontiers of Development Administration, Duke, University Press, Durhan, 1970.
2. V.A.Pai Panandikar, Development Administration in India, Macmillan, Delhi, 1974.
3. S.K. Chatterjee, Development Administration with special reference to India, Surjeet Publicationurs, Delhi, 1981.
4. T.N. Chaturvedi, Development Administrative, IIPA, New Delhi, 1984.
5. R.K. Sapru, Development Administration, Sterling Publishers Limited, New Delhi, 2002.

6. S.A.Palekar, Development Administration, PHI Publishers, Delhi, 2012.

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SEMESTER – I

CORE ELECTIVE PAPER –I

(To Choose One out of Three)

B. PUBLIC RELATIONS

Unit I

Origin – Meaning, Definitions and Scope of Public Relations-Evolution of Public Relations- Objectives of Public Relations – Goals of Public Relation – Process – types of Public Relations- Limitation of Public Relations.

Unit II - Public and Public:

Classification of Public – Internal Public – Importance of Employees – Employee Relation – External Public – Customers-Suppliers – Community – Pressure Grouping – Public Relations as a career option – Traits required for a Career in Public Relations- Career Opportunities – Career Path.

Unit III

Tools for Public Relation - Classification – Communication – Types of Communication – Role of Communication in Public Relations – Press Releases – Advertising – Publicity- Lobbying – Publicity – Internet.

Unit IV

Public Relation Agencies – PTI, UNI, BBC, CNN, - Public relations in India AIR, DD, National Film Division Corporation, Film Festival, of Press Information Bureau- Society of India – Press Council of India – Indian Institute of Mass Communication – Mass Media and Public Relations.

Unit V

PRO's – Importance, role, Functions of PRO'S – Public Relations Department – with Organization – Structure , function- Need for Public Relations by Government.

RECOMMENDED BOOKS:

1. Srinivasan M.R. Balaji C.D. Industrial Law and Public Relations, Chennai, Margham Publications, 2007.
2. Ahuja B.N. and Chhabra S.S. Advertising and Public relations, Surjeet Publications, New Delhi, 2005.

3. J.N. Jethwaney and N.N. Sarkar Public Relations, Sterling Publishers, New Delhi, 2003.
4. K.R.Balan, Principles of Public Relations, Himalaya Publishing House New Delhi, 2010
5. Nicholas Hentry, Public Administration and Public Affair, Prentice Hall of India, 2001

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SEMESTER – I

CORE ELECTIVE PAPER –I

(To Choose One out of Three)

C. GOVERNMENT AND ADMINISTRATION IN TAMILNADU

Unit-1:

Introduction Evolution of Tamil Nadu State Administration-Madras Presidency- Provincial Administration - Montague Chelmsford Reforms

Unit-II:

Dravidian Movement and Administration Non-Brahmanism- Justice Party-Self -Respect Movement- Dravidian Movement-Hindi Agitation

Unit-III:

State Legislature Governor- Chief Minister-Council of Ministers-Legislative Assembly-Speaker

Unit-IV:

State Executive Chief Secretariat-Chief Secretary-Secretary-Directorate-State Planning Commission-State Finance Commission-Tamil Nadu Public Service Commission-Judiciary

Unit-V:

Local Administration Rural Local Bodies-Village Panchayat - Panchayat Union Council-District Panchayat Council Urban Local Bodies-Town Panchayat - Municipal Council-Municipal Corporation-State Election Commission

RECOMMENDED BOOKS:

1. Backer, G.J., Politics of South India, Cambridge University Press, Singapore, 2007
2. Baliga.B.S., Studies in Madras Administration, India Press, Chennai, 1960
3. Barnett.M.R., The Politics of Cultural Nationalism in South India, Princeton University Press, New Jersey, 2015
4. David Arnold., The Congress in Tamil Nadu, Routelage Publishers London, 2017

5. Eugene F.Irschick, Politics and Social Conflicts in South India, University of California Press, 1969
6. Maheshwari.S.R., State Governments in India, Macmillan India Limited, Chennai, 2007
7. Nambi Arooran., Tamil Renaissance and Dravidian Nationalism, Koodal Publications, Madurai, 1980
8. Roberts L.Hardgrave, The Dravidian Movement, Popular Prakasam, 1965

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SEMESTER – I

OPEN ELECTIVE PAPER –I
(To Choose One out of Three)

A. INTRODUCTION TO INDIAN CONSTITUTION

Unit 1 :

Constitutional Development in India since 1857 - Constituent Assembly - Adoption of the Constitution.

Unit 2:

Preamble – Salient Features of the Constitution – Basic Structure Doctrine

Unit 3:

Fundamental Rights -- Directive Principles of the state Policy - Fundamental Duties

Unit 4:

Federal System – Union Executive – Union Parliament – Supreme Court

Unit 5:

State Executive – Governor – Chief Minister and the Council of Ministers – State Legislature.

RECOMMENDED BOOKS:

1. DD.Basu, Introduction to Constitution of India,,: Lexisnexis, Nagpur 2012.
2. P.M.Baski, The Constitution of India,,: Universal Law Publishing Co. Pvt.Ltd. New Delhi,1998.
3. C.P.Bhambhri, The Indian State: Fifty Years,,: Shipra, New Delhi ,1997.
4. M.V.Pylee, Introduction to Constitution of India, Vikas, New Delhi, 1998.
5. D.C.Gupta: Indian Government and Politics,,: Vikas, New Delhi, 2007

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SEMESTER – I

OPEN ELECTIVE PAPER –I
(To Choose One out of Three)

B. PUBLIC ADMINISTRATION FOR CIVIL SERVICE EXAMINATIONS

Unit- I - Introduction

Meaning, Nature and scope of Public Administration – Evolution of Public Administration – Relationship with other Social Sciences – New Public administration

Unit – II – Principles of Organization

Bases of Organization – Hierarchy – Unity of Command – Span of Control — Coordination Centralization and Centralization – Delegation of Authority – Supervision.

Unit – III – Forms of Government Organization

Line, Staff and Auxiliary Agencies – Departments – Public Corporation – Independent Regulatory Commissions – Boards and Commissions

Unit – IV – Theories of Organization

Scientific Management Theory – Bureaucratic Theory – Classical Theory – Neo Classical Theory and Modern Theory.

Unit – V – Control Over Pubic Administration

Legislative Control, Executive Control and Judicial Control over Public Administration

Recommended Books:

1. Avasthi & Avasti, Public Administration, Lakshmi Narayan Agarwal, Agar, 2012
2. Tyagi, A.R Principles and Practice of Public Administration, Atma Ram Publishers, Michigan, 2007
3. Bhambhr, C.P Public Administration- Theory and Practice, Jin Prakah, Nath & Co. Meerut, 2002
4. Vishnoo Bhagwan and Vidhya Bushan, Public Administration, S. Chand & Co. New Delhi 1994

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SEMESTER – I

OPEN ELECTIVE PAPER –I
(To Choose One out of Three)

C. POLICE ADMINISTRATION

Unit- 1:

Introduction Nature, Scope and importance of Police Administration-Approaches to Police Administration-Evolution of Police Administration.

Unit-II:

Police Organization in India Central Police system-.Armed -Unarmed and Auxiliary in Police Administration- State Police System-Role of State Home Ministry -Special Police Structure-District Police - Women Police -Police in Union Territories.

Unit-III:

Police Personnel Management Police classification-Recruitment, Promotion and Retirement-Pay and Compensation Welfare-Police Association-Police Reforms.

Unit-IV

Police Behaviour Autonomy and Accountability-Police Ethics- Code of Conduct (Violence and Cultural Corruption) Unit-V Police and Society Police and Judiciary-Police and Mass Media-Community Policing-Role of Police in Terrorism & Insurgency- Juvenile Delinquency-Police and Economic crimes.

RECOMMENDED BOOKS:

1. Ghosh.S.K. and Rustomji.K.F., Encyclopedia of Police in India, Ashish Publishing House, New Delhi, 2003
2. Raghavan. R.K., Indian Police: Problems, Planning and Perspectives, Manohar Publications, Chennai, 1989
3. Rajinder Prasher. Police Administration: Organisation & Structure, Recruitment & Training, Unionism & Public Relation
4. Report of the National Police Commission, Ministry of Home Affairs, Govt. of India, 2008
5. Saha B.P., - Indian Police: Legacy and Quest for Formative Role, Konark Publishers, New Delhi, 1990

6. Venugopal Rao.S., - Criminal Justice, Problems and Perspectives in India. Advent Books Division, New Delhi, 1990

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SEMESTER – II
CORE PAPER –V
ORGANIZATIONAL BEHAVIOUR

UNIT – I:

Introduction - Meaning, Nature, Scope of Organization Behaviour, Need of Organization Behaviour, Approaches to Organizational Behaviour, Models of Organisation Behaviour.

UNIT – II:

Individual Behaviour - Individual Behaviour - Personality, Learning Attitudes, Perception, Motivation Group Behaviour - Group Dynamics, Group Cohesiveness.

UNIT – III:

Process of Organization - Leadership, Meaning, Styles, Qualities, Types, Theories, Organisational Communication-Meaning, Importance, Process, Barriers, Principles of Effective Communication.

UNIT – IV:

Issues of Organization Behaviour - Organization Conflict- Organization Effectiveness-Organizational Culture- Meaning, Significance-Organisational Climate, Organization Counseling.

UNIT – V: Organization Dynamics - Organisational Change, Meaning, Nature, Cause-Organisational Development-Meaning and Interventions.

RECOMMENDED BOOKS:

1. Stephen P.Robbins, Organizational Behaviour, Prentice Hall, 1997.
2. Prasad L.M, Organizational Behaviour, Sultan Chand Publishers, New Delhi 2004
3. Nirmal Singh, Organizational Behaviour, Concepts, Theory and Practices Managing People and Organization in the 21st century Deep & Deep Publishers New Delhi, Reprint 2009
4. Keith Davis, Human Behaviour at Work, McGraw Hill Book Co., 1991
5. G.Sudersana Reddy, K.Asathappa, Organizational Behaviour, Himalaya Publications, Mumbai, 2015.

6. Kushpat, S.Jain, Apexa V. Jain, Organizational Behaviour, Himalaya Publications, Mumbai, 2015, 2017

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SEMESTER – II

CORE PAPER –VI

PUBLIC FINANCIAL ADMINISTRATION

UNIT – I:

Introduction - Nature, Meaning, Scope and Significance of Public Financial Administration- Principles of Budget – Modern Techniques of Public Financial Administration – Budgetary procedure in UK., U.S.A and India.

UNIT – II:

Budgetary process and Public Budgeting in India - Aspects of Indian Budgetary system –Types of Budget –Finance Ministry-Preparation, Enactment and Execution of Budget - -Control over Public Expenditure in India.

UNIT – III:

Parliamentary Committee - Public Accounts Committee – Estimate Committee – Committee on Public Undertakings – Committee on Subordinate Legislation – Departmental Standing Committees.

UNIT – IV:

Accounts and Auditing - Meaning of Audit – Auditing procedures in India – Comptroller and Auditor General of India – Separation of Accounts from Audit – Performance Auditing.

UNIT – V:

Public Finance and Financial Relations - Finance Commission– Union – State Financial Relations - Resource Mobilization – Tax Administration in India-Financial Administration in States and Local Bodies – Public Debt– State Finance Commission.

RECOMMENDED BOOKS:

1. Goel S.L., Public Financial Administration, New Delhi Deep and Deep Publication, 2002
2. Thavaraj M.J.K., Financial Administration in India, Sultan Chand & Sons, New Delhi ,2000.
3. Mukherjee S.S., Financial Administration in India, Surjeet Publication, New Delhi

4. Kramer Fred A., ed. Contemporary Approaches to Public Budgeting, Cambridge, Mass:Winthrop,1979
5. S.K. Mahajan, A.P.Mahajan, Financial Administration in India, PHI Learning Private Limited, New Delhi, 2014.

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SEMESTER – II

CORE PAPER –VII
PUBLIC PERSONNEL ADMINISTRATION

Unit- I

Meaning, Scope, importance and functions of Personnel Administration – Bureaucracy: Types, Merits and Maladies – Max Weber and Bureaucracy – Civil services – Morale, Ethics and professional standards.

Unit- II

Recruitment: Significance – Types – problems of recruitment – promotion – Seniority, merit cum seniority – Training: objectives, types – Training in India.

Unit- III

Rank and position classification – Salary, conduct Rules – Disciplinary Action – Retirement Benefits.

Unit-IV

Employees Rights – Right of Association – Right to strike – Machinery for Negotiations.

Unit- V

Integrity problems – Modes of Corruption – Legal frame work – CVC – Neutrality, and Anonymity.

RECOMMENDED BOOKS:

1. Arthur W. Proctor, Principles of Personnel Administration, Michigan, Bibliolife,2009.
2. M.N. Rudra Basavaraj , Dynamic Personnel Administration, New Delhi, Himalaya Publishers, 2004.
3. Lloyd G.Nigro, and Felix A. Nigro Edward Kellough, California, Wadsworth publishing,2006.
4. Suneel Dhariwal and K.K. Parnami, Civil services and Personnel Administration, New Delhi, Rawat Books,2008
5. S.Rajneesh and S.L. Goel, Public Personnel Administration Theory and Practice, New Delhi, Deep and Deep Publishers,2008.

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SEMESTER – II
CORE ELECTIVE –Paper - II
(To Choose One out of Three)

A. MODERN ADMINISTRATIVE SYSTEMS (UK, USA, FRANCE & SWISS)

UNIT- I:

Introduction Concept of Modern Administration - Meaning and Classification of Constitution Parliamentary System - Presidential System - Collegiate System

UNIT - II:

United Kingdom Salient features of British Administrative System - Executive -Legislative- Judicial Branches - Powers and Functions - British Civil Service - Rule of Law Party System - Pressure Groups

UNIT - III:

United States of America Salient Features of American Administrative System - Executive, Legislative and Judicial Branches - Powers and Functions - Separation of Powers - Judicial Review

UNIT - IV:

France Salient Features of the French Administrative System- Executive- Legislative and Judicial Branch - Powers and Functions - Administrative Law - Political Party - Public Services

UNIT -V:

Switzerland Salient features of Switzerland Administrative System - Executive- Legislative and Judicial Branches - Powers and Functions - Public Services - Political Parties

RECOMMENDED BOOKS:

1. Johari A.C. Major Modern Political Systems, Sterling Publishers, New Delhi, 2020
2. Kapur A.C. Select Constitutions, S.Chand and Co. New Delhi, 2000

3. Mahajan V.D. Selected Modern Governments, S.Chand and Co. New Delhi, 1998
4. Rideley and Blondel, Public Administration in France, Routelage, Michiga, 2008
5. Vishnoo Bhagawan and Vidhya Bjushan, World Constitutions, New Sterling Publishers, New Delhi, 2001

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SEMESTER – II

CORE ELECTIVE –Paper - II
(To Choose One out of Three)

B. ADMINISTRATIVE LAW

UNIT – I:

Introduction - Meaning, Nature and scope of Administrative Law – Historical Growth and Development of Administrative Law – Rule of Law – Driot Administrative – Constitutional Law and Administrative Law.

UNIT – II:

Government and Administrative Law - Executive and Administrative law- Government Liability – Classification of Administrative Actions – Administrative Discretion - Administrative Law and Privileges.

UNIT – III:

Delegated Legislation - Legislature and Administrative Law -Delegated Legislation – Control over Delegated Legislation.

UNIT – IV:

Judiciary and Administrative Law - Judiciary and Administrative Law- Distinction between Judicial and Quasi – Judicial Function – Principles of Natural Justice – Administrative Tribunals – Judicial Remedies.

UNIT – V:

Control over Administration - Government Control Over Public Undertakings – Legislative control over Public Undertakings – Statutory Inquiries – Statutory and other Remedies – Judicial Review of Administrative Action – Ombudsman, Lokpal – Lokayukta.

RECOMMENDED BOOKS:

1. Durga Doss Basu, Administrative Law, Prentice Hall of India (p) Ltd, New Delhi, 1986
2. Kesari, U.P.D., Lecturers on Administrative Law, Central Law Publishers, Pune, 2000
3. Takwani, C.K, Lecturers on Administrative Law, Eastern Book Company Lucknow, 2001.
4. Takwani, C.K. Lectures on Administration Law, Eastern Book Company, Lucknow 2001.
5. Madhusudan Sharay , The Indian Administrative Law, Universal Law, Publishing Company, Delhi, 2014.

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SEMESTER – II**CORE ELECTIVE –Paper - II**

(To Choose One out of Three)

C. COMPARATIVE PUBLIC ADMINISTRATION**UNIT I:**

Introduction - Meaning, Nature and Scope of Comparative Public Administration - Evolution of the Study of Comparative Public Administration – Approaches to the Study of Comparative Public Administration –Traditional- Structural- Behavioural – Functional – System , Institutional, Ecological and Modern Approach.

UNIT II:

Comparison of Law and Policy Making Process - Comparative Study of Legislature and Policy Making Process in UK, USA and France

UNIT III:

Function of Executive Branches - Comparative Study of Executive Branches in UK, USA and France

UNIT IV:

Methods of Judicial System: Comparative Study of Judicial System in UK, USA and France

UNIT V:

Types of Civil Service and Local Governments: Comparative Study of Civil Services in UK, USA and France Comparative Study of Local Government Institutions in UK, USA and France.

BOOKS RECOMMENDED:

1. Arora R.K. Comparative Public Administration. Unique Publishers, New Delhi , 2007
2. Ferral Heady, Public Administration, A Comparative Perspective, Marcel Dekker Inc, New York, 2001.
3. Rathod P.B . Comparative Public Administration, ABD Publishers Jaipur -2007

4. Juditha Bara And Mark Pennigton Comparative Politics, Sage Publication New Delhi, 2009.
5. Chatorvedi . T.N. Comparative Public Administration Associated Publishing House , New Delhi 2002.

ANNAMALAI UNIVERSITY
ANNAMALAINAGAR - 608002

M.A. PUBLIC ADMINISTRATION
(With effect from 2021-2022 onwards)
SEMESTER – II

OPEN ELECTIVE PAPER –II
(To Choose One out of Three)

A. INTERNATIONAL ORGANIZATIONS

UNIT – I

Working Definition- Classification of International Organization – Regionalisms Vs Universalism as a basis of classification – Nature and role of International Organization in Contemporary International Relations – Third world view of International Organization – Evolution of International Organization Development in the Twentieth Century.

UNIT – II

The League of Nation – Origin – Organization and Structure of the League of Nations Causes of the Failure of League of Nations- Achievements of League of Nations-United Nations and Moscow Declaration- UN Charter – Purposes and Principles Membership and Representation. The United Nation – General Assembly – Security Council – Settlement of International Disputes – UN and other agencies.

UNIT-III

Regional Organizations – I, EU – ASEAN – BRICKS – SAARC Organization Structure – Function.

UNIT –IV

Regional Organizations – II, - OPEC – OAC – OIC – OAS – Organization Structure – Function.

UNIT – V

New International Economic Order – WTO – Specialized Agencies – Regional and International Co-operation.

BOOKS RECOMMENDED:

1. B.N.Mehrish, International Organization, Structures and Process – Visha Publication – Jalandar, 2001
2. C.bhattacharyya, International Relations since Twentieth Century, Viyoy Publishing House, Kolkata, 2001.
3. Palmer and Perkins, International Relations, AITBS Publishers, New Delhi, 2002
4. Rumki Basu, International Politics, Concepts, Theories and Issues, Sage Publication India Pvt., Ltd., New Delhi, 2012.

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ANNAMALAINAGAR - 608002

M.A. PUBLIC ADMINISTRATION

(With effect from 2021-2022 onwards)

SEMESTER – II

OPEN ELECTIVE PAPER –II

(To Choose One out of Three)

B. NEW PUBLIC MANGEMENT

UNIT-I

Public Administration – Evolution – The evolution of Public Administration Since 1877 – American Contribution – New Public Administration during 1960 – Values of Public Administration and New Public Administration.

UNIT-II

Emergence of Public Management - Later 19th Century early stages of development of public management – Second stage early 20th century – Third stage 1945-1980 – fourth stage 1980 onwards.

UNIT-III

New Public Management – Importance of New Public Management – Modernization and Institutional change New Public Management and values.

UNIT-IV

The problems of New Public Management – the experience of developing countries – International perspectives.

UNIT-V

New Public Management and Indian experience – Administrative reform in India – Early attempts the role of Organization and Methods. Administrative Reform Commission Reports – Second Administrative Reform Commission Reports and Contemporary steps.

BOOKS RECOMMENDED:

1. Kate MC Langhlin, Stephen P.D Solborne, Ewan Ferlie (ed) New Public Management Current Trends and Future Prospects, Routledge, London, 2002.
2. Jan-Erik Lane, New Public Management, Routledge, London, 2000.
3. Tony Bvacrd, Elke Loffler, Public Management and Governance, Routledge, London, 2003.
4. Ramesh K.Arora, Public Administration in India: Tradition, Trends and Transformation, paragon International Publishers, Jaipur, 2006.
5. Subrata K.Mitra, The Puzzle of Indian Governance, Culture, Context and Comparative Theory, Routledge , London,2006.

ANNAMALAI UNIVERSITY

ANNAMALAINAGAR - 608002

M.A. PUBLIC ADMINISTRATION

(With effect from 2021-2022 onwards)

SEMESTER – II

OPEN ELECTIVE PAPER –II

(To Choose One out of Three)

C. PEACE AND CONFLICT MANAGEMENT

UNIT-I Introduction

Meaning of Peace – Dimensions of Peace – Political, Economic and Sociological dimensions – Conflicts – Meaning and Types of conflicts – War.

UNIT-II Intellectual Foundations of Peace Science

Intellectual Foundations of Peace Science: Bertrand Russell, Aldous Huxley, Thoreau Tolstoy and Mahatma Gandhi: Religion and Peace: Hinduism, Buddhism, Christianity and Islam.

UNIT-III Peace Education

Peace Education: Meaning and nature – Importance – Goals – Problems and prospects Peace Education and Peace Action- Peace Movement.

UNIT-IV Theories of Conflicts

Theories of Conflict Levels – Areas and Nature of Conflicts – Interpersonal – Inter Personal – National – International – Psychological – Sociological – Ethnic – Communal – Ideological – Economic – Political and Industrial; Conflict Resolution – Meaning and Scope – Goals – Methods.

UNIT-V Gandhian Strategies of Conflict Resolution

Gandhian Strategies of Conflict Resolution – Non-Violent Resistance and Defense – Satyagraha as a technique in Conflict Resolution – Types of Satyagraha – Qualities of a Satyagrahi – Shanti Sena.

RECOMMENDED BOOKS:

1. Gene Sharp – Politics of Non-Violent Action Vol. II, III Boston: Porter Sargent, 1973.
2. M.K. Gandhi for Pacifists, Ahmedabad: Navajivan, 1971.
3. Ho-Won- JEONG, Peace and Conflict Studies (An Introduction) Altershot , Ashgate,2000.
4. Anil dulka Mishra, Gandhism after Gandhi, New Delhi, Mittal Publicatios,2005.
5. A.D. Mishra, Rediscovering Gandhi, New Delhi, Mittal Publications,2008.

SEMESTER – III PAPER - 9

PUBLIC POLICY ANALYSIS

Introduction - Meaning and Nature Scope and importance of Policy science- Evolution of Policy Science-Social, Economic, Political and cultural Factors and its relevance to policy science.

UNIT – II:

Policy Analysis - Policy analysis – process and stages, models in policy analysis: System Model, pressure group model, Game Model and Elite Model, Institutional and Incremental model- Dror's optimal model.

UNIT – III:

Public Policy in India - Policy making process- Stake Holders-Citizens- Pressure Groups-Political Parties-Election Manifesto-Agencies in policy Making-Policy Implementation- Policy Evaluation.

UNIT – IV:

Central Level Policy - New Economic Policy-Food and Agriculture Policy- Population and Health Policy-Science and Technology Policy- New Education Policy- Environmental Policy

UNIT – V:

State Level Policy - Language Policy – Reservation Policy – Social Welfare Policy

BOOKS RECOMMENDED:

1. Khurana, Public Policy and contemporary issues, Excell Publications, New Delhi, 2010.
2. Sapru,R.K. Public Policy, Art and Craft of Policy Analysis, Printic Hall Of India, Pvt., Ltd., 2011.
3. Pvt., Ltd., 2011.

4. Arvind Sivaramakrishanan, Public policy and Citizenship, sage publications private limited, New Delhi, 2010.
5. Mohanty.P.K. Cites and Public Policy, Sage Publication Pvt. Limited, New Delhi, 2014.
6. Chandra Prakash, Public Administration Policy, Astha Publishers, Delhi, 2015.

PAPER - 10

HUMAN RESOURCE MANAGEMENT

UNIT – I: Introduction - Meaning, Nature, Scope and significance of Human Resource Management – Objectives of Human Resource Management – HRM and HRD

UNIT – II:

Human Resource Development - Role and Significance of HRD – Techniques of HRD – Design and Implementing HRD – Manpower Planning – Training and Development.

UNIT – III:

Organization Design and Personnel Functions - Role of HR Department in the Organization – Job Description – Job analysis ,Job Enrichment and Evaluation.

UNIT – IV:

Human Resource Planning - Recruitment and Selection –Training– Promotion – Career Planning and Development – Motivation and Morale – Compensation - Performance Appraisal-Retirement.

UNIT – V:

Management Development - Job Satisfaction – Grievance systems – TQM- Quality Circles – Employees Stress – Employee Counseling – Types of Counseling- Recent trends in HRM.

BOOKS RECOMMENDED:

1. Tripathi,.P.C. Human Resource Management Development , New Delhi: Sultan Chand and Sons. 2000
2. Mahapatro B.B. Human Resource Management, New Age International Publishers New Delhi, 2010
3. Kandila. S.R. Competency – Based Human Resource Management, P H I Publishing House , New Delhi, 2012
4. Aswathappa.K. Human Resource Management Text and cases, Tata McGraw Hill Education India Private Limited, New Delhi, 2013

5. Singh .N.K. Human Resource Management Excell Publication New Delhi, 2002.
6. R.Sharma, Human Resource Management, Lakshmi Narain Agarwal, Agra, 1994.

PAPER – 11

SOCIAL WELFARE ADMINISTRATION

UNIT-I

Meaning, Nature and Scope of Social Welfare.

UNIT-II

Social Problems: A Profile, social welfare programmes for women, children, physically challenged.

UNIT-III

Social welfare policy programmes -social development- social legislation.

UNIT-IV

Social welfare administration :Department of Social Welfare, CSWB/SSWB.

UNIT-V

Non-Profit Organizations & NGOs, future challenges –role of self-help groups.

BOOKS RECOMMENDED:

1. Chowdhory D. Paul, Social Welfare Administration, Sterling, New Delhi, 1978.
2. T.N. Chowdhary, Social Administration: Development and Change, IIPA, New Delhi, 1980.
3. P.D.Kulkari, Social Policy and Social Development in India, ASSW, Madras 1979.
4. S.L.Goel, Social Welfare Administration, Deep & Deep Publications, New Delhi, 1988.
5. Tamil Nadu Human Development Report The Government of Tamil Nadu in Association with Esha Biteille Social Science Press, New Delhi, 2003.

PAPER -12

RESEARCH METHODOLOGY

UNIT – I:

Introduction - Social Science Research – Objectives, Scope and Need for Social Science Research – Research in Public Administration.

UNIT – II:

Types of Research – Historical, Explorative, Analytical, and Empirical, Research – Value Dichotomy in Research in Public Administration.

UNIT – III:

Research Process - The Research Process and Concepts – Variables – Review of Literature – Hypothesis – Research Design.

UNIT – IV:

Research Techniques - Research Techniques and Data Collection, Observation, Interview, Schedule, Questionnaire – Reliability and Validity, Techniques, Sampling – Case Study, Survey and Sociometry.

UNIT – V:

Research Report - Data Analysis – Interpretation – The Research Report – Role of SPSS in Research – Ethics in Social Science research. – Issues and Trends

BOOKS RECOMMENDED:

1. David E McNabb – Research Methods in Public Administration and Non – Profit Management, PHI Learning Pvt. Ltd, New Delhi, 2013.
2. Gerald J.Miller Hand book of Research Methods in Public Administration Kaifeng Yang New York , 2007.

3. Kothari C.R Research Methodology-Methods and Techniques. New Age International Publishers, New Delhi 2004
4. Saravanavel P: Research Methodology, Kitab Mahal, New Delhi 1991.
5. R.Panneerselvam, Research Methodology, PHI Learning Private Limited, New Delhi, 2012.
6. P.L.Bhandarkar, T.S.Wilkinson, Methodology and Techniques of Social Research, Himalaya Publishing House, Mumbai, 2015.

CORE ELECTIVE

PAPER – 3

(TO CHOOSE ANY ONE OUT OF THE GIVEN 3)

A. E-GOVERNANCE

UNIT – I:

Reinventing Government - Traditional Bureaucracy – Disadvantage – Need for Reforms – Transparency and Accountability – Citizen Friendly Administration- Citizen Charter – MIS – Information and Communication Technology.

UNIT – II:

Introduction - Meaning, Nature and Significance of Information Government – E- Governance – Approaches to E- Governance – E-Governance as a Change Management Tool – Challenges for E-Governance.

UNIT – III:

Resource and Techniques - National and State Level Information Technology Policies –National E-Governance Policy- National Informatics Centre – Delivery of Public Service through E- Programmes – Licensing – Tax administration – E- Kiosks.

UNIT – IV:

E- Governance Applications - Aadhar Card – Pay roll system – GIS and Local Planning – E- Panchayats –E-Governance in Urban Local Bodies - Teleconference – IT Based Project.

UNIT – V:

Challenges and Response - Law relating to E-Governance – Behavioural changes in Public Personnel system – Training – People’s participation in E-governance – Change oriented administrative system – Trends and Issues.

BOOKS RECOMMENDED:

1. Srinivas raj.B, E-Governance Techniques: New Century Publications New Delhi, 2008.
2. Sinha.R.P. E-Governance in India, Initiatives and Issues, concept Publishing Company, New Delhi, 2006.
3. Urmilla Reddy, E-Governance in India, Lambert Academic Publication, New Delhi,

- 2012.
4. Prabhu.C.S.R. E-Governance: Concept and case studies, PHI Publishing House, Private Limited, New Delhi, 2013.
 5. Pankaj Sharma, E-Governance - The New Age Governance, APH Publishing Corporation, New Delhi, 2012.

**CORE ELECTIVE
PAPER - 3**

B. INDIAN ADMINISTRATION

UNIT – I:

Introduction - New Trends in Public Administration – Generalist vs. Specialist – Public Administration and Globalization – Relationship between Political and Permanent Executives

UNIT – II:

Integrity in Administration - Integrity: Meaning, Historical Perspective and cause for the decline – Modes of Corruption, Conduct rule CVC, Lokpal and Lokayukta.

UNIT – III:

Organization and Method - Organization and Methods – Work Study and work management – Management and Tools: Net work Analysis MIS, PERT & CPM.

UNIT – IV:

Administrative Reforms - Administrative Reforms in India (Since Independence) – Reforms in Financial Management and Personnel Administration– Problems of Implementation.

UNIT – V:

Values in Public Service - Value in Public Service – Independent Regulatory Commission – NHRC – Problems in Administration in Coalition regimes – Change and Continuity in Government Programmes - Citizen – Administration Interface – Disaster Management– Environmental Issues.

BOOKS RECOMMENDED:

1. Frederick . K.S. Lane , Current Issues in Public Administration Wadsworth Publishing Company,1999.
2. Laxmikanth, Public Administration, Tata McGraw Hill, New Delhi,2012
3. Mohit Bhattacharya :New Horizons of Public Administration, Jawahar Publishers, New Delhi,2011
4. Ramesh K. Arora and Rajni Goyal, Indian Administration: Institution and Issues, New Age International 1995.
5. R.B. Jain , Contemporary Issues in Indian Administration, Vishal Publishers, Delhi, 1976.
6. Subhash C. Kashyap, Our Parliament An Introduction to the Parliament of India, National Book Trust, India, 2000.
7. S.R. Maheswari, **Indian Administration**, Orient Longman Ltd, New Delhi, 1989.

**CORE ELECTIVE
PAPER - 3**

C. ANTI CORRUPTION MECHANISMS

UNIT-I

Definition and types of corruption, Causes of corruption- consequences of corruption and its remedies, Anti-corruption laws in India - anti-corruption organisations.

UNIT-II

Lokpal and lok Ayuktas- corruption in politics- whistleblower protection act.

UNIT-III

Corruption in Bureaucracy- corruption in Judiciary.

UNIT-IV

Black Money- Steps against Black Money- International aspects of corruption.

UNIT-V

Income tax department - Central bureau of investigation - Central vigilance commission.

Recommended books:

1. Dr.Renu- Handbook on Anti corruption Laws (practice and procedure)- The Bright Law House – New Delhi -2015.
2. T.K.Ganfuly- A discourse on corruption in India- Alp books- 2009.
3. Dev Dantrelia- Chanakya Niti on corruption: Glimples of how Chanakya tackled menace of corruption.
4. C.Rah kumar – Corruption and Human Rights in India: Comparative Perspectives on Transparency and Good Governance- OUP India-2011.

OPEN ELECTIVE
PAPER 3
(TO CHOOSE ANY 1 OUT OF THE GIVEN 3)
A. HEALTH AND HOSPITAL ADMINISTRATION

UNIT-I

Social Development , Social services and Health Care – Nature and Scope of public Health administration – challenges of Health and Hospital Administration.

UNIT-II

Administration of Family Planning Programme- Reproductive and Child Health programme- Information – education and Communication.

UNIT-III

Policy making and planning: Policy- making for Health Administration – planning for Health care administration- Planning Nursing Education and Administration

UNIT-IV

Organisation and Working of primary Health centers – role of the world health organization(WHO).

UNIT- V

Administration of Hospital services- Health education and health development – modernizing health and hospital administration.

Recommended Books:

1. S.L.Goel- Public Health Administration – sterling publishers pvt.ltd. New Delhi 1984.
2. Rameshwaaram – Medical and Health Administration in Rural India – Ashish publishing House - New Delhi -1989.
3. The central Health Education – Health Today – Director –General of Health Services- New Delhi- 1971
4. Goel S.L., - Health Care Administration : Ecology Principles and Modern Trends – New Delhi -1980

**OPEN ELECTIVE
PAPER 3**

B. INDIAN FOREIGN POLICY

UNIT – I

Meaning and Nature of Foreign policy- Foreign policy and Domestic policy.

UNIT-II

Factors determining foreign policy- The Non- Aligned Movement and International relations.

UNIT- III

India's Foreign policy under Nehru- India and her Neighbours

UNIT- IV

Look East and Act East policy of India- India and UN.

UNIT-V

Issues in Indian Foreign policy: Refugees, Terrorism and Climate change – Emerging Role of India in world politics.

RECOMMENDED BOOKS:

1. Mohanan B – Pillai & L. Preshekhara – India's foreign policy: Continuity and Change- New Century – New Delhi – 2010.
2. Bhattacharya – the pursuit of National Interest Through Non – Alignment – University Press – Calcutta.
James N – International Politics and Foreign policy – Free press – New York – 1969.

**OPEN ELECTIVE
PAPER 3**

C. ADMINISTRATION OF UNION TERRITORIES

UNIT – I

Definition of Union Territory- Origin of a Union Territories in – Difference between a State and a Union Territory

UNIT-II

Constitutional Status of Union Territory – Legislative powers of Union Territory m- Executive powers of Union territory.

UNIT –III

Lt.Govenor and Administration – Chef Minister and the Council of Ministers in Union Territories- Relationship between Lt. Governor and Chief Minister

UNIT-IV

Puduchery Legislative Assembly- Municipal Council – Commune panchayats in puducherry.

UNIT-V

Issues in Union Territories – Mohalla Clinic Model of Delhi- Rationale of Legislative Assembly in Union Territories.

RECOMMENDED BOOKS:

1. P.K.Agarwal –Land Reform in Statenand Union Territories of India – Concept Publishing Co.,2010.
2. Planning Commission Government of India – Puducherry Development Reports – Academic Foundation – 2010.
3. Rephael Malangin – Pondicherry: That was once French India- Lustre – 2015.
4. Som Prakash Verma – National Capital Territory of Delhi – Gyan publishing House – 1997.

SEMESTER -IV
CORE PAPER - 14
ENVIRONMENTAL ADMINISTRATION IN INDIA

UNIT – I:

Introduction - Meaning, Nature and Scope of Environmental Administration
– Environmental Degradation – Global Context of Environmental Administration.

UNIT – II:

Cause, Source and Effects of Environmental Pollution- Main causes of Environmental Pollution – Source and Effects of Pollution – Water Pollution, Air Pollution, Noise Pollution, and Land Pollution – Planning Model for Industrial Development-Importance of Biodiversity and Environmental Administration.

UNIT – III:

Environmental Policy – Environmental Movements - Ministry of Environment – Environmental Policy - New Environmental Policy 1986 –Judicial Activism-Green Tribunal- Environmental Information System (ENVIS) – Critical Evaluation of Environmental Policy.

UNIT – IV:

Law for Environmental Protection - Common Law - Aspects of Environmental Law
– The Constitutional and Environmental Law – Statutory Control of Environmental Pollution – Public Interest Litigation.

UNIT – V:

Environmental Management - Strategies for Environmental Management- Role of State and Local Bodies in Solid Waste Management –Recycling-Green Technologies- Socio Economic Impacts – India's Participation in International Convention –Stakeholders
– Community Participation, Public awareness and Media.

BOOKS RECOMMENDED:

1. Divan.S And Roseneranz.A Environmental Protection –Law And Policy In India, Oxford University Press, Noida, Uttarpradesh
2. Barman.J.Exploring The Green Horizon: Aspects Of Environmental History,

- Setuprakashani, Kolkata ,West Bengal-700006,2013.
3. Benny Joseph, Environmental Studies, Tata Mc Gram-Hill. Noida- Uttrapradesh 2005.
 4. R.J.Ranjit Daniels and Jagadish Krishnaswamy, Environmental Studies, Willey India Private Limited, New Delhi.2009
 5. Prakash S.M, Environmental Studies, Elite Publishers, Mangalore 2007.

CORE PAPER- 15

ADMINISTRATIVE REFORMS AND CHANGES

UNIT –I

British legacy – early efforts and gains of O & M – the role of Gopalasamy Ayyangar, A.D. Gorwala, Paul H Appleby.

UNIT-II

Emergence of the Department of Administrative Reform (1964) Administrative Reform Commission (1966-1970) – 20 Reports and 581 Recommendations.

UNIT-III

The attitude and response of the Political Executive towards ARC Report – Improving efficiency in administration by L.P. Singh and L.K. Jha (1975) – Janata Government and reforms.

UNIT-IV

Narasimha Rao Government's economic reforms- Liberalization – privatization, globalization the old administrative structure and new industrial policy- the struggle. Rajiv Gandhi's reforms – 73rd and 74th Constitutional Amendment Act (1992)

UNIT-V

Veerappa Moily's Report- Second Administration Reform Commission (2005). Reports on Right to information- Human capital, crisis management – ethics in governance, public order, local governance.

BOOKS RECOMMENDED:

1. S.R. Maheswari, **Administrative Reform Commission**, Lakshmi Narain Aggarwal, Agra, 1972.
2. Hoshier Singh and Singh D.P. (ed) **Indian Administration: Current Issues and Problems**, Aalekh Publishers, Jaipur, 1990.
3. Government of Public Administrative Reforms and Public Grevance, Ministry of

Personnel Pensions and Public Grievance 2006.

- 4 Mohit Bhattacharya, Bureacracy and Politics in India in Bidyut Chakrabarty and Moht Bhattacharya (ed) Public Administration: A Reader, Oxford University Press, New Delhi, 2003.
- 5 P.Saxena, Administrative Reforms, RBSA Publishers, Jaipur, 2004.

CORE PAPER-16

LABOUR WELFARE AND INDUSTRIAL RELATIONS

UNIT – I:

Introduction- Meaning, Nature and scope of labour welfare administration – Evolution of labour welfare administration in India – Theories of Labour welfare.

UNIT – II:

Labour Welfare Machineries - Labour Welfare Machinery- Labour Welfare Commissioner - Labour Welfare Officer –Factory Inspectors- Method of Hiring of labour in India – Workers Education and Training – Absenteeism – Labour Turnover - Automation – Accident – Significance of working conditions.

UNIT – III:

Labour Legislation India - Labour Legislation India –ESI- Social security Measures
– Organised and Unorganized Labourers –Group Insurance – Child Labour – Labour in Agriculture and allied Sectors – Plantation Labour – Industrial Housing.

UNIT – IV:

Industrial Relations in India - Wages – Bonus – Trade Union – Collective Bargaining –Grievance Redressal System. Industrial Disputes - Strike – Lockout – Lay out
– Retrenchment.

UNIT – V:

Labour Related Organization - Participative Management - National and International Labour Organization (ILO).

BOOKS RECOMMENDED:

1. Sharma A.M. – Industrial Relations, Himalaya Publishing House, New Delhi,2007
2. Tripathi, P.C.,- Personnel Management and Industrial Relations, Sultan

- Chand Publications, New Delhi, 2010.
3. B.P Tyagi Labour Economic and Social Welfare, Jaiprakashnath & Co, Meerut 2011
 4. Mariappan. K, Employment Policy and Labour Welfare In India, New Century Publication.2011
 5. K. Aswathappa, Human Resource Management, Text and Cases, Tata Mc Graw Hill Education Private limited, 2009.

CORE PAPER- 17
PROJECT / DISSERTATION
WITH VIVA VOCE
GUIDELINES

The Project / Dissertation with Viva – Voce in M.A. Degree Course in History has to guide by the teachers who handle P.G. Classes in their respective Colleges. Students can choose a topic of their interest related to their subject in consultation with the respective teachers under whom they are assigned to work. The workload for guidance has to be treated on par with the teaching hours of two theory papers. Students have to submit the Project / Dissertation at least 15 days before the commencement of their Theory paper examinations. Students have to write the Project / Dissertation in not less than 40 and not more than 50 pages adopting the techniques of Research Methodology offered in the Semester. It has to contain 3 to 4 chapters apart from the introduction and conclusion. There shall be review of the progress of Project / Dissertation writing every week the teachers who guide the students so as to expedite the completion of the work.

EVALUATION OF THE PROJECT / DISSERTATION

The Project / Dissertation has to be awarded 100 Marks (External Evaluation 75 marks and Viva – Voce Examination 25 Marks). The External Evaluation and Viva – Voce Examination has to be done by involving the teachers from the neighbor institution within the jurisdiction of the University where P.G. History Program is offered.

CORE ELECTIVE
PAPER 4
(TO CHOOSE ANY 1 OUT
OF THE GIVEN 3)

A. GENDER STUDIES

Unit – 1

Gender Sensitization through gender related concepts – Gender stereotyping and Gender Discrimination

UNIT- II

Gender Disparity – Structure of Gender Inequality- Gender Inequality in terms of caste class and religion

UNIT-III

Patterns of Violence Against Women- Constitutional Law.

UNIT –IV

Domestic Violence: Dowry Harassment- Molestation- Sexual Abuse and Rape – Various Protective Acts and Laws in India- Law Enforcement Agencies- Loopholes in practice.

UNIT- V

National policies and programs for women Development in Indi- Gender Analysis of Development policy.

RECOMMENDED BOOKS:

1. M.Holmes – What is Gender – Sage Publications – New Delhi -2007.
2. Kimmel s – The Gendered Society – oxford University press – Oxford- 2004.
3. P.Arora – Gender and Power – Pacific Publication- Delhi- 2011.
4. Rayle R – Questioning Gender : A Sociological Exploration – Sage –New York – 2011.

CORE ELECTIVE

PAPER 4

B. POLITICAL SOCIOLOGY

UNIT- I INTRODUCTION:

Meaning, nature and Scope of political sociology – Development of Political sociology- Equality and in equality Debate.

UNIT-II

Karl Marx- Max Weber- Wilfred Pareto- Torstein Veblen – Wright Mills- Harold Lass Well

UNIT-III

Political and Non –political system- social status and social Distance –Power – Authority- Influence and Elites.

UNIT- IV

Political Socialization- Political Participation – Political Culture and voting behaviour.

UNIT –V

Political communication – Political Recruitment – political Development – Social Structure and Political Process in India- Social Exclusion and inclusion.

RECOMMENDED BOOKS:

1. Jangam R.R., -Political Sociology- New Delhi -1980.
2. Lipset S.M., - Political Man- Heineman- London -1959
3. Javos – Socializaton to politics – New York -1973.

CORE ELECTIVE

PAPER 4

C. CONSUMER RIGHTS AND PROTECTION

UNIT- I

Meaning, Nature of consumer and Scope of Consumer- Who is the Consumer? – Who is not a Consumer?

UNIT-II

Consumer – General Perspectives – Development of Consumerism in India – the Consumer Protection- Act 1986 (CPA)- Consumer Court- Jurisdictions, powers and Functions.

UNIT-III

Consumer of Goods- Meaning of Defects in Goods- Standard of Purity- Quality and Potency- Statutes –Food and Drugs- Engineering and Electrical Goods- supply and Distribution of Goods.

UNIT-IV

Services- Deficiency- Meaning- Professional Services- Medical Services- How to Determine negligence.

UNIT-V

Violation of statute – Denial of Medical Service- Violation of Human Rights- Consumer for a under CPA.

RECOMMENDED BOOKS:

1. Saraf D.N., - Law of Consumer Protection in India –Bombay- 1995.
2. Avtar Singh – The Law of Consumer Protection: Principles and Practice – Eastern Book Co., - Lucknow- 2000.
3. Viswanathan V.N., - Consumer Rights in Service Sector – Concept Publishers – New Delhi.

**OPEN ELECTIVE
PAPER-4
(TO CHOOSE ANY 1 OUT OF THE GIVEN 3)**

A. TAMIL POLITICAL THOUGHT

UNIT-I ANCIENT POLITICAL THOUGHT

Political thought in sangam Age- ANNAMALAI

UNIT- II: DRAVIDIAN POLITICAL THOUGHT

Periyar- C.N.Annadurai- M.Karunandhi

UNIT-III: COMMUNIST AND DALIT POLITICAL THOUGHT

Singaravelar- Jivanantham - Ayothidasar- Erattamalai Srinivasan

UNIT-IV: NATIONLIST POLITICAL THOUGHT

Rajaji- Kamarajar- Thiru-Vi-kalyanasundaranar- Pasumpon Muthuramalinganar -
C.Subramaniam.

UNIT-V RELIGIOUS AND MISCELLANEOUS POLITICAL THOUGHT

Vallalar- Kundrakudi Adigalar - Mohammad Ismail- J.c.Kumarappa-Marshall Nesamony-
Nammaalvar.

RECOMMENDED BOOKS:

- 1.C.L. Wayper, Political Thought , AITBS Pubishers, Agra, 2017
2. Ajit kumar sen, Hindu Political Thought, Gyan Publishing house,New Delhi,1986
3. R.C.Gupta, „Indian Political Thought, Laxmi Narain Agarwal Publishers,1999
4. O.P.Gauba, Political Theory and Thought, Mayur Paperbacks,2011

**OPEN ELECTIVE
PAPER-4**

B. STATE, SOCIETY AND PUBLIC ADMINISTRATION

UNIT-I

Meaning and Nature of the state- Relationship among state, society and Public Administration- Changing Role of the State: Issues and Challenges.

UNIT-II

Liberal and Marxist Perspective of the state- Neo- liberal Perspective-Gandhi an Perspective – interface between citizens and administration- Democratic peoples struggles: case studies

UNIT-III

Changing Norms of social Equity, participation, Flexibility and Autonomy- Social Participation- Issues of Gender, Weaker Sections and Environment.

UNIT-IV

Challenges Nature of Indian state- Role of Bureaucracy in policy Formulation, Implementation and Analysis-Contemporary Context Indian Bureaucracy- Impact of Globalization Administration – Challenges to Traditional Bureaucratic Paradigm.

UNIT- V

Emerging concepts- New public Management- Reinventing Government and Business process Reengineering- Concept of Good Governance- Government Institutions- Towards Reforms- Growing Role of Civil Society Organisations – Redefinition of Conflict Resolution- Ethical Concerns in Public Administration.

RECOMMENDED:

1. State,society and Public Administration , Gully baba Publishing co,New Delhi ,2019
2. Sathish Chandra, State, society and culture in Indian History,Oxford Publishers,new Delhi,2018
3. James W McAulen ,An Introduction to Politics, State and society,Sage books,2017
4. Anil Kumar, Pubic Administration: Issues and concepts, Ancient Publishing house,New Delhi, 2018

**OPEN ELECTIVE
PAPER-4**

C. PUBLIC SECTOR ADMINISTRATION IN INDIA

UNIT-I

Evolution of Public Sector Undertakings in India- Expansion of public sector in modern India- Forms of public sector undertakings

UNIT-II

Role of public sector undertakings in India- Central public sector enterprises, public banks

UNIT-III

Governance of public sector undertakings- empowerment of public sector undertakings- Corporate Social Responsibility of public sector undertakings.

UNIT-IV

Administrative problems of public sector- Accountability and control of PSUs in India – Impact of liberalization and privatization PSUs.

UNIT-V

Changing scenario of public sector undertakings in india- Role of Development Corporations – Maharatna –Navratna.

RECOMMENDED BOOKS:

1. Jain P.K. Public Sector Enterprises in India: The Impact of Disinvestment and Self Obligation on Financial Performance – springer -2014.
2. Jesiah Selvam –Privatisation public Sector Undertaking :Experimentaion Aborad Hardcover-2007.
3. Dewan – Corporate Governance in Public Sector - Enterprises paperback -2006

***Field Study:**

There will be field study which is compulsory in the first semester of all PG courses with 2 credits. This field study should be related to the subject concerned with social impact. Field and Topic should be registered by the students in the first semester of their study along with the name of a mentor before the end of the month of August. The report with problem identification and proposed solution should be written in not less than 25 pages in a standard format and it should be submitted at the end of second semester. The period for undergoing the field study is 30 hours beyond the instructional hours of the respective programme. Students shall consult their mentors within campus and experts outside the campus for selecting the field and topic of the field study. The following members may be nominated for confirming the topic and evaluating the field study report.

- (i) Head of the respective department

- (ii) Mentor
- (iii) One faculty from other department.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

- PEO1: To induce the thirst of knowledge in the field of Public Administration
- PEO2: To Equip the students to write the civil service Examinations in the Public Administration discipline.
- PEO3: To gain interdisciplinary knowledge
- PEO4: To make comprehensive understanding of the administration at different levels of governance
- PEO5: To utilize the knowledge of the discipline to proceed further in the Activity

PROGRAMME OUTCOMES (PO) FOR POST GRADUATE DEGREE IN PUBLIC ADMINISTRATION

- PO1: Students are expected to get broader understanding of theoretical knowledge of Public Administration
- PO2: Students are expected to grasp the functioning of national level, state level and local level governments.
- PO3: Students will be able to imbibe with the administrative system in India
- PO4: Students will come to know the issues and challenges in the Personnel and Financial administrations.
- PO5: Students will Gain knowledge on the Constitution of India
- PO6: Students will obtain the knowledge on the basic principles of Public Administration
- PO7: Students will come to know the contribution of various administrative thinkers and their contribution to the growth of the discipline.
- PO8: Students will gain knowledge on the Indian Administrative System
- PO9: Students will come to know the various administrative systems of the world and also the strength and weakness of each system.
- PO10: Students will get clear idea on International Organizations and their functioning.