

**M.A., Public Administration
Syllabus**

FIRST YEAR – Paper I

ADMINISTRATIVE ORGANIZATION AND MANAGEMENT

- Unit I** - Meaning, Nature, Scope and importance of Public Administration – Dichotomy between Politics and Administration – Administrative s Accountability.
- Unit II** - Meaning, Nature and importance of Organization – Theories of Organization – Types of Organization.
- Unit III** - Basis of Organization – Line, staff and Auxiliary Agencies- The Chief Executive Field Administration- Organisational climate.
- Unit IV** - Meaning and Nature of Management – Tasks of Management – Theories of leadership – Policy making – Decision making.
- Unit V** - Planning – Co-ordination – Delegation – Communication – Supervision - Public Relations – Human Relations.

Books for Reference

1. Nigron & Nigro Modern Public Administration (Harper & Row, New York, 1977)
2. Pfiffner & Sherwood Administrative Organization (New Delhi, 1968)
3. H. Koontz and O' Donnel, G. Principles of Management (Mc. Graw Hill Book Co., New York, 1955)
4. Amitai Etzioni Modern Organization (Prentice Hall of India, 1972)
5. Peter, F. Drucker Management – Tastes, Responsibilities, Practice (Bombay, 1974)
6. Avasthi and Maheswari Public Administration (L.N. Agarwal, 1984)
7. Vishnoo Bhagwan & Vidhya Bhusan Public Administration (Chand & Co., New Delhi, 1986)
8. James C. Charlesworth (Ed) Theory and Practice of Public Administration, Philadelphia, The American Academy of Political and Social Sciences, 1968.
9. White, L.D. Introduction to the Study of Public Administration, (New York, Macmillan C., 1958)

Syllabus

PAPER: II

Modern Western Governments

- Unit : 1 Constitution and Constitutional Government - Parliamentary and Presidential Governments - Unitary and Federal Governments.
- Unit : 2 Government of Great Britain; General Features - The Monarchy - Cabinet - Civil Services - Parliament - Legislative procedure and Committee System - Judiciary - Local Self Government - Political Parties.
- Unit : 3 Government of United States of America : General Features - Federalism - President - Congress - Legislative procedure and Committee System - Supreme Court - Separation of Powers - Political Parties.
- Unit : 4 Government of France : General Features - President - Council of Ministers - Parliament - Legislative Procedure - Judiciary - Civil Service - Political Parties.
- Unit : 5 Government of Switzerland : General Features - Federalism - Executive - Legislature - Federal Judiciary - Direct Democracy - Political Parties.

Select References

- Frederick, C.J., **Constitutional Govt. and Democracy**, Oxford, 1974.
- Punnett R.M., **British Govt. and Politics**, Oxford, 1976.
- Monsma S.V., **American Politics - A system Approach**, Dryden, 1973.
- Bhunya N., **Direct Democracy in Switzerland**, Associated, Bombay, 1977.
- Pickles, Dorothy, **The Fifth French Republic**, B.I., New Delhi, 1978.
- Finer **Theory and Practice of Modern Governments**, London, Methuen, 1969.
- Ridley F.F., **The Study of Govt. George & Allan**, London, 1975.

SYLLABUS

M.A. PUBLIC ADMINISTRATION

PAPER : III ADMINISTRATIVE THINKERS

Kautilya	-	Thiruvalluvar	-	F.W. Taylor
Henry Fayol	-	Elton Mayo	-	Mary Parker Follett
Max Weber	-	Chester I Barnard	-	Herber A. Simon
Peter Drucker	-	F.W. Riggs		

Books Recommended

R. Shamashastry (Tr)	-	Kautilya's Arthashastra
Thiruvalluvar	-	Thirukkural (Port pal)
Merril	-	Classics in Management
Chester I Barnard	-	Functions of the Executive
Herbert A. Simon	-	Administrative Behaviour
Riggs F.W.	-	Administration in Developing Countries
Peter Drucker	-	Management
Henry Fayol	-	General and Industrial Management
F.W. Taylor	-	Scientific Management
Ravindra Prasad et al (ed).	-	Administrative Thinkers

Paper IV

Syllabus

Public Personnel and Financial Administration

Nature and Scope of Public Personnel and Financial Administration - Evolution of Personnel and Financial Administration - Bureaucracy - Characteristics.

Personnel Administration - Position classification - Recruitment - Training - Compensation - Promotion - Transfer - Discipline - Retirement - Employees Association.

Financial Administration - Budget - Principles - Preparation - Enactment - Execution of Budget - Ministry of Finance - Parliamentary Control over Finance - Bureau of Budget - Treasury - Accounts, Audit - Comptroller and Auditor General of India

Administrative Reforms in Personnel and Financial Administration - Recent Developments in Personnel and Financial Administration.

Books Recommended :

Burhead J., Government Budgeting (New Delhi, 1967)

Gupta B.N. Indian Federal Finance and Budgeting Policy (Allahabad, 1976)

Lall G.S. Financial Administration in India (New Delhi, 1970)

Maheswari S.R., Indian Administration (Orient Longman), New Delhi, 1989

Nigro F.A., Public Personnel Administration (Heny Halts W), New Delhi, 1989

Stabl D.G. Public Personnel Administration (Harper Bros), New York, 1956

Thavaraj M.J.K., Financial Administration in India (Sultan Chand) Delhi, 1989.

PAPER V

SYLLABUS

COMPARATIVE PUBLIC ADMINISTRATION

- UNIT 1** Nature and Scope of Comparative Public Administration – Models of Comparative Public Administration.
- UNIT 2** Comparative Study of Political Systems in UK, USA, and France - Comparative Study of Administrative Institutions and Processes in UK, USA, and France.
- UNIT 3** Comparative Study of Civil Services in UK, USA, and France – Comparative Study of Public Policies in UK, USA, and France.
- UNIT 4** Control Mechanism over Administration in UK, USA and France - Comparative Study of Administration at Gross root Level
- UNIT 5** Citizen and Administration – Machinery of Redressal of Citizen Grievances in UK, USA, and France.

Books Recommended

1. Ferrell Heady – Public Administration – A Comparative Perspective, Marcel Dekker, New York, 1979.
2. Riggs F. W. – Administration in Developing Countries, Hought Mifflin, Boston, 1964.
3. Waldo (Ed) – Public Administration in a Time of Turbulence, Scranton Chandler, 1971.

PAPER - VI

INDIAN ADMINISTRATION

Historical Development of Indian Administration - Institution framework of Indian Administration - Structure of Central Administration - Central Secretariat - Cabinet secretariat - Ministry Home Affairs.

Centre - State Relations - Finance Commission - Civil Services - All India Services- State Services - Union Public Service Commission - Rights and Duties of Government servants.

Planning in India - Planning Commission - Five year plans.

Public Sector undertaking - origin - organisation - types - status of public sector Undertakings to-day.

State Administration - framework - State Secretariat - Executive Departments.

District Administration - Panchayati Raj.

Grievances of people - Lokpal - Judicial Activism.

Administrative Reforms in India.

II YEAR

PAPER VII

Unit I

Meaning, Nature and Definition of Human Rights - Historical Development - Character of Human Rights - Theories of Rights - Rationale of Human Rights.

Unit II

International organizations and Human Rights: U.N.O Universal Declaration of Human Rights - Amnesty International - European Commission on Human Rights - Asia Watch.

Unit III

Indian Constitution and Human Rights - Fundamental Rights and Duties - Directive principles of State policy - Civil and Political Rights.

Unit IV

Issues in Human Rights - Capital punishment - Bonded Labour and wages - Female infanticide - Right to Dissent - SC and ST.

Unit V

Women's Rights - Children's Rights - Refugee's Rights - Human Rights Machinery in India - National Human Rights Commission - State Human Rights Commission.

Reference Books:

1. Sinha, Petal, Global Source Book on Human Right in 3 Volumes, Kanishka Publisher and Distributors – 2002.
2. G.S. Bajwa, Human Right in India, New Delhi, Anmol Publications (P) Ltd., 1995.
3. V.V. Devasia and Devasia, Leelamma, Human Rights and Victimology Nagpur, Dattsons, 1998.
4. R. Thilagaraj, ed, Human Rights and Criminal Justice Administration, New Delhi Publishing Corporation – 2002.
5. Paul, R.C Situations of Human Rights in India, Efficient Offset Printers – 2000.
6. Mishra Pramod, Human Rights Global issues – Kalpur Publications – 2000.

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PAPER - VIII

LOCAL GOVERNMENT IN TAMILNADU

Meaning - Scope - importance of Local Government - Evolution of Local Government in Tamilnadu - Position of Local Government in Madras Presidency before and after Independence - Balwantra Rai Mehta Committee Report - 73rd Constitutional Amendment and New Panchayati Raj.

Organisation - Structure of Local Government - Municipal Corporation - Municipalities - Panchayats - Functions of Local bodies - Community Development schemes - Political Parties and Local Government. Elections - Castes - Leadership in Local Government.

Personnel System of Local Government in Tamilnadu - Financial Administration of Local Government in Tamilnadu - State control over Local bodies in Tamilnadu.

Books Recommended

1. Dharambal - The Madras Panchayat System Vo I, Impex India, New Delhi.
2. Gnanapragasam C. - Local Government in Tamilnadu (Tamil)
Madurai Kamaraj University.
3. Maheswari S.R. - Local Government in India, Laxmi Naran Agarwal, Agra.
4. Saraswathi - The Madras Panchayat System, Vol II, Impex India, New Delhi.
5. Venkatarangiah S. Pattabhiram. M - Local Government in India - Select Readings, Allied Publishers, New Delhi.