

UNIVERSITY OF MADRAS

B.A. DEGREE COURSE IN PUBLIC ADMINISTRATION

(With effect from the Academic year 2008-2009)

FIRST SEMESTER

| Course Component | Name of Course | Inst. Hours | Credits | Max. Marks | | |
|------------------|---|-------------|---------|------------|------|-------|
| | | | | Int. | Ext. | Total |
| Part I | Language paper I | | 3 | 25 | 75 | 100 |
| Part II | English Paper I | | 3 | 25 | 75 | 100 |
| PART III | Core-Paper-I Principles Of Public Administration | 5 | 4 | 25 | 75 | 100 |
| | Core-Paper Ii Organization Theory | 5 | 4 | 25 | 75 | 100 |
| | Allied-I Paper -1 Indian Constitution | 6 | 5 | 25 | 75 | 100 |
| PART IV | Non- Tamil Student – Tamil Tamil Student :- Non Major Elective | | 2 | 25 | 75 | 100 |
| Soft Skills | | | 2 | 50 | 50 | 100 |

SECOND SEMESTER

| Course Component | Name of Course | Inst. Hours | Credits | Max. Marks | | |
|------------------|--|-------------|---------|------------|------|-------|
| | | | | Int. | Ext. | Total |
| Part I | Language Paper II | | 3 | 25 | 75 | 100 |
| Part II | English Paper II | | 3 | | | |
| PART III | Core-Paper Iii Administration In Western Governments –I (U.K U.S.A And France) | 5 | 4 | 25 | 75 | 100 |
| | Core-Paper Iv Administration In Asian Governments (China, Japan & Sri Lanka) | 5 | 4 | 25 | 75 | 100 |
| | Allied-I Paper -2 Human Rights-Theory And Practice | 6 | 5 | 25 | 75 | 100 |
| Part IV | PART IV Non- Tamil Student – Tamil Tamil Student :- Non Major Elective | | 2 | 25 | 75 | 100 |
| Soft Skill | | | 2 | 50 | 50 | 100 |

THIRD SEMESTER

| Course Component | Name of Course | Inst. Hrs | Credits | Max. Marks | | |
|------------------|---|-----------|---------|---|------------|-------|
| | | | | Int. marks | Ext. marks | Total |
| PART I | Lang. Paper III | 6 | 3 | 25 | 75 | 100 |
| PART II | English Paper III | 6 | 3 | 25 | 75 | 100 |
| PART III | Core-Paper V Indian Administration | 5 | 4 | 25 | 75 | 100 |
| | Core-Paper VI Administrative Thinkers | 5 | 4 | 25 | 75 | 100 |
| | Allied-III Social Welfare Administration | 6 | 5 | 25 | 75 | 100 |
| PART IV | Soft skill | | 3 | 50 | 50 | 100 |
| | Environmental Studies | | | Examination will be held in IV Semester. | | |

FOURTH SEMESTER

| Course Component | Name of Course | Inst. Hrs | Credits | Max. Marks | | |
|------------------|--|-----------|---------|------------|------------|-------|
| | | | | Int. marks | Ext. marks | Total |
| PART I | Lang. Paper IV | 6 | 3 | 25 | 75 | 100 |
| PART II | English Paper IV | 6 | 3 | 25 | 75 | 100 |
| PART III | Core-Paper VII Public Personnel Administration | 5 | 4 | 25 | 75 | 100 |
| | Core-Paper VIII Public Financial Administration | 5 | 4 | 25 | 75 | 100 |
| | Allied-IV Labour Welfare Administration | 6 | 5 | 25 | 75 | 100 |
| PART IV | Soft skill | | 3 | 50 | 50 | 100 |
| | Environmental Studies | | 2 | 25 | 75 | 100 |

FIFTH SEMESTER

| Course Component | Name of Course | Inst. Hrs | Credits | Max. Marks | | |
|------------------|---|-----------|---------|------------|------------|-------|
| | | | | Int. mark | Ext. marks | Total |
| PART III | CORE-PAPER IX Development Administration | 6 | 3 | 25 | 75 | 100 |
| | CORE-PAPER X Administrative Law | 6 | 3 | 25 | 75 | 100 |
| | CORE- PAPER XI Local Govt and Administration in India | 5 | 4 | 25 | 75 | 100 |
| | CORE- PAPER XII Administration of Public Enterprises | 5 | 4 | 25 | 75 | 100 |
| | PROJECT / ELECTIVE – I Educational Administration | 6 | 5 | 25 | 75 | 100 |
| PART IV | Value Education | | 2 | | | |

SIXTH SEMESTER

| Course Component | Name of Course | Inst. Hrs | Credits | Exam Hrs. | Max. Marks | | |
|------------------|--|-----------|---------|-----------|------------|------------|-------|
| | | | | | Int. marks | Ext. marks | Total |
| PART III | Core-Paper- XIII International Organisation And Administration | 6 | 3 | 3 | 25 | 75 | 100 |
| | Core-Paper XIV Public Management And Governance | 6 | 3 | 3 | 25 | 75 | 100 |
| | Core- Paper XV Public Policies In India | 5 | 4 | 3 | 25 | 75 | 100 |
| | Project / Elective – II Management Of Non Profit Sector | 5 | 4 | 3 | 25 | 75 | 100 |
| | Project / Elective – III Police Administration | 6 | 5 | 3 | 25 | 75 | 100 |
| PART V | Extension Activity | | 1 | | | | |

UNIVERSITY OF MADRAS
B.A. PUBLIC ADMINISTRATION
(With effect from the Academic year 2008-2009)
SYLLABUS

SEMESTER-I – PAPER I

PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT – I INTRODUCTION

Meaning, Nature and Scope of Public Administration – Growth and Development of Public Administration – Public and Private Administration.

UNIT – II APPROACHES

Public Administration and other social sciences – Public Administration : An Art or Science

UNIT – III PRINCIPLES OF ORGANIZATION

Organization – Definition – Principles of Organization: Hierarchy, Span of Control, Unity of Command, Delegation – forms of organization – Line – Staff and Auxiliary Agencies.

UNIT – IV KINDS OF ORGANISATION

Department – Public Corporation – Independent Regulatory Commission – Board

UNIT – V – DEVELOPMENT IN PUBLIC ADMINISTRATION

New Public Administration – Private – Public Partnership – Citizens – Charpter

Books Recommended for Study

1. Avasti and Maheswari, Public Administration (Agra: Lakshmi Narain, 1998)
2. Mohit Bahattacharya, New Horizons of Public Administration
3. Shriram Maheswari, Administrative Theory: An Introduction (New Delhi: Macmillan India Ltd., 1998)

PAPER-II- ORGANIZATION THEORY

UNIT – I INTRODUCTION

Meaning, scope and importance of Organization – Bases of Organization – Purpose, process, people and place.

UNIT – II – THEORIES OF ORGANIZATION

Classical Theory: Human Relations theory, Neo – classical and Neo – humanism theory.

UNIT III – ORGANIZATIONAL STRUCTURE

Goals and forms of Organization: functions of organizations-Management of organizations(Personnel, Financial production, Marketing)

UNIT IV – ORGANIZATIONAL DYNAMICS

Organizational Change – Organizational effectiveness – Organizational development and Control

UNIT –V ORGANISATIONAL BEHAVIOUR

Organizational behaviour – Individual and Group Organizational Conflict – Conflict Resolution, Organization and Society.

Books recommended for study:

1. Prasad, L.M. Organization Theory and Behaviour
2. Harmon M.M. and Mayer R.T. Organizational Theory for Public Administration
3. Agarwal R.D. Organization and Management
4. White L.D. Introduction to the Study of Public Administration

ALLIED I : Indian Constitution:

UNIT – I

Salient features of the constitution – Preamble – Federal systems – Fundamental Rights and Duties – Directive Principles of state policies – Amendment procedure.

UNIT – II

Union Executive – President – Elections – term of office – procedure for removal. His executive, legislature, judiciary and emergency powers – Vice President – Elections term and functions – Prime Minister – Cabinet.

UNIT III

Union Parliament – Lok Sabha – Rajya Sabha – qualifications and disqualifications for membership in the Parliament – Compositions and functions – constitutional relations between the two functions.

UNIT IV

Judiciary – Supreme Court – appointment and removal of judges – constitutional provision for safeguarding independence of judiciary – jurisdiction of Supreme Court – Original – appellate – advisory – power of judicial review.

UNIT V

State government – Governor as head of the state – mode of appointment – tenure appointment and removal. His executive, legislative, judicial and discretionary powers – Chief Minister – Cabinet – State Legislatures – High Court.

Books Recommended for study

1. D.D. Basu – Introduction to the Constitution of India, Prentice Hall of India.
2. J.R. Siwach – Dynamics of Indian Government and Politics, Sterling Publishing House.
3. M.V. Pylee – An Introduction to the Constitution of India, vikas publishing house.

SEMESTER –II PAPER -III
ADMINISTRATION IN WESTERN GOVERNMENTS– I
(U.K., U.S.A., AND FRANCE)

UNIT – I

Concept of Modern Administration – Types and Classification of Constitution – Parliamentary System – Presidential system – Collegiate system.

UNIT – II

United Kingdom The Salient features of British Administrative system – Executive, Legislative, Judicial branches – Power 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.

Books recommended for study:

1. Rideley and Blondel – Public Administration in France
2. Vishnoo Bhagawan and Vidhya Bjushan – World Constitutions, New Sterling Publishers
3. Kapur A.C – Select Constitutions, New Delhi – S. Chand and Co.,
4. Johari V.D. – Selected Modern Governments

PAPER IV

ADMINISTRATION IN ASIAN GOVERNMENTS (China, Japan & Sri Lanka)

UNIT – I

Concept of Asian Administration – Types and Classification of constitutions

UNIT – II

China: Salient features of China's Administrative system – Executive, Legislative and judicial branches – powers and functions – public services – political parties.

UNIT – III

Japan: salient features of Japanese Administrative system – Executive, Legislative and Judicial Branches – Powers and Functions – Political Parties – Public services – Pressure Groups.

UNIT – IV

Sri Lanka – Constitutional Development in Sri Lanka – New Constitutional Development of 1998 – features; President – Power and Functions – Political Parties – settlement of Peace Process.

UNIT - V

Comparison of Political systems of China, Japan & Sri Lanka

Books Recommended for Study

1. Vishnoo Bhagawan and Vidhya Bhushan – World Constitutions, New Sterling Publishers.
2. Kapur A.C. – Select Constitutions, New Delhi, S. Chand & Co.
3. Johari A.C – Major Modern Political Systems
4. Mahajan V.D – Selected Modern Governments

ALLIED II

HUMAN RIGHTS - THEORY AND PRACTICES

UNIT – I INTRODUCTION

Definition of Human Rights and Human Relations – Scope of Human Rights – need for the study of Human Rights.

UNIT – II CATEGORIES OF HUMAN RELATIONS AND HUMAN RIGHTS

Civil and Political Rights – Economic Relations and Human Rights – Social Relations and Human Rights.

UNIT III – HUMAN RIGHTS INSTITUTIONS – INTERNATIONAL AND NATIONAL

United Nations Human Rights Commission – National Human Rights Commission – State Human Rights Commission.

UNIT IV – INSTRUMENTS

UDHR, International Covenant and Civil and Political Rights, International Convent on Economic and social rights – Amnesty international

UNIT – V

National Human Rights Act – National Commission for Minorities, Scheduled Caste and Scheduled Tribe and Women.

Books Recommended for Study

1. UBHDP – Program – annual reports OUP – Aravind Kumar (ed), Human rights and social movements, Anmol Publishers, 1999.
2. Mehta P.L. Meena Urma – human rights under the Indian Constitution 1999
3. Arun Kumar Palai – National Human Rights Commission of Indian, Atlantic Publisher, 1999

SEMESTER – III

PAPER V INDIAN ADMINISTRATION

UNIT – I

Evolution of Indian Administration – The Constitutional frame work – Parliamentary Democracy – Indian Federal System

UNIT – II

President – The Prime Minister – The Council of Ministers – Cabinet Committees – Cabinet Secretariat – Prime Minister's Office.

UNIT III

Secretariat – Ministers and Departments: Ministry of Home Affairs – Ministry of Defence Ministry of External Affairs – Ministry of Planning – Minister – Secretary Relationship.

UNIT-IV

All India services –central civil services-UPSC-CVC-LOK PAL-Lok ayukta-Administrative reforms

UNIT – V

State Administration: Governor – Chief Minister and Council of Ministers – Secretariat – Chief Secretary – District Administration.

Book Recommended for Study:

1. Hoshier Singh and Mohinder Singh – Public Administration in India
2. Chaturvedi T.N. – State Administration in Indian
3. Sriram Maheswari – Indian Administration

PAPER VI ADMINISTRATIVE THINKERS

UNIT I – CLASSICAL SCHOOL

Woodrow Wilson – Henry Fayol – F.W. Taylor

UNIT II – HUMAN RELATIONS SCHOOL

George Elton Mayo – Chris Argyris

UNIT III – BEHAVIOURAL SCHOOL

Herbert A. Simon – Chester I Barnard

UNIT IV – SOCIO – PSYCHOLOGICAL SCHOOL

Abraham Maslow – Herzberg

UNIT V – SCHOOL OF COMPARATIVE STUDY

Fred W. Riggs – Y. Dror

Books Recommended for Study:

1. Ravindra Prasad – Administrative Thinkers
2. Maheswari S.R – Administrative Theory
3. Pugh D.S. – Organizational Theory
4. Singh R.N. – Management Thought and Thinkers

ALLIED - III SOCIAL WELFARE ADMINISTRATION

Unit – I

Welfare State – Its definition and nature – welfare society – social change – social security – social assistance – social insurance

Unit – II

Christian Missionaries and Social reform Movement in India .

Unit – III

Social Problems – Juvenile Delinquency – Beggary-Bonded Labour-Violence against women

Unit – IV

Welfare Services – Child, Women, Physically handicapped, Laborers, Tribes.

Unit – V

Social Policy of Government of India – Social Legislation – Governmental organizations – Social Welfare Department, Social Welfare Board – Non Governmental organizations role in Social Welfare – International Welfare Organizations WHO, UNICEF, and UNESCO.

Books Recommended for study

1. Kohil A.S. – Sharma S.R. – The Welfare State, Encyclopedia of Social Welfare and Administration series, Anmol Publication Pvt, Ltd., New Delhi, 1997
2. Shankar Pathak – Social Welfare – an Evolutionary and Development Perspective, Macmillan India Ltd., New Delhi, 1981
3. Madan G.R. – Indian Social Problems Vol. I & Vol. II, Allied Publishers Private Limited, Ahmedabad, 1989.

SEMESTER-IV

PAPER VII PUBLIC PERSONNEL ADMINISTRATION

UNIT – I

Meaning, Functions and Importance of Public Personnel Administration – Tenure System – Spoil System – Merit System

UNIT – II

Bureaucracy – Max Weber and Bureaucracy – Civil service Meaning and definition – Civil Service in U.S.A., France and India.

UNIT – III

Position Classification: Meaning – Civil Services in India – Meaning of recruitment – types of recruitment – UPSC in India – Training, meanings – Types of training – Training in India-Promotion -compensation

UNIT – IV

Conditions of services – Discipline – Meaning – Types of disciplinary action – Prestige and Morale – factors determining morale – retirement – pension system – provident fund – retirement benefits.

UNIT V

Employees Association – growth of employees Association in various countries, Whitley councils-integrity in public services

Books Recommended for study:

Sharma. M.P. (1998) Public Administration Theory and Practice, Kitab Mahal, Allahabad.

Avasthi – Maheswari, (1998) Public Administration, Lakshmi Narayan Agarwal, Agra.

Tyagi. A.R. (1987) Public Administration

Vishnu Bhagawan and Vidhya Bhusan, (1994), Public Administration, S. Chand & Company. New Delhi.

PAPER VIII PUBLIC FINANCIAL ADMINISTRATION

UNIT – I

Meaning, Nature and Scope of Public Financial Administration – Evolution of financial Administration in India – Budget – Budgetary Principles.

UNIT – II

Budgeting in India – preparation and Executive of the Budget – Finance Ministry – Control over Public Expenditure – Executive – Legislative and Judicial.

UNIT – III

Accounting and Auditing – Separation of Accounts from Audit – Comptroller and Auditor General of India powers and functions – Audit control over public expenditure in India.

UNIT – IV

Role of Financial Committees – Public Account Committee – Estimate Committee – Committee on Public undertaking – Finance commission – Planning commission.

UNIT – V

Union and State financial relations, Resource Mobilization, Tax administration in India.

Books Recommended for study

1. Thavaraj. M. J. K., Financial Administration of India.
2. Burkhat, Budgeting System in India
3. Sudarsanam. C.N., Government Budgeting: Principles and Practices

ALLIED - IV LABOUR WELFARE ADMINISTRATION

UNIT – I

Meaning, Nature and Scope of labour welfare administration – Evolution of labour welfare administration in India – Theories of Labour welfare.

UNIT – II

Labour Welfare Officer – Methods of Recruitment of Labour in India – Workers Educations and Training – Absenteeism – Labour Turnover – Automation – Accidents – Significance of working conditions.

UNIT – III

Social security – Organized and un organized labour – labour legislations in India – Child labour – Women labour – Agricultural labor's – Plantation labour – Industrial housing.

UNIT – IV

Wages – Bonus – Trade Unions – Collective Bargaining – Industrial Disputes – Strike – Lockout – Lay off – Retrenchment.

Unit – V

Participative Management – National and International labour organizations.

Books Recommended for study:

1. Sharma A.M. – Aspects of Labour Welfare and Social Security
2. Mehrota – Labour Problems in India.

SEMESTER - V

PAPER IX DEVELOPMENT ADMINISTRATION

UNIT – I

Meaning, Nature and Scope of Development Administration – Stages in the Evolution of Development Administration – Public Administration and Development Administration – Administration for Development and Development Administration.

UNIT – II

Theories of Development Administration – Bureaucratic theory of Development Administration – Behavioral theory of development Administration – Systems theory of Development Administration – Ecological orientation of Development Administration.

UNIT – III

Evolution of Development Administration in India – District Administration – Changing role of the District Collector – People's Participation – New Panchayat Raj – 73rd and 74th Amendment.

UNIT – IV

Development Planning in India – Objectives of Indian Planning – Planning Process and Five Year Plans – Machinery for Planning – National Level – State Level – District Level.

UNIT – V

Area Development Program – Tribal Development Program – Agricultural Development Program – Educational Development Program – Community Development, Program.

Books Recommended for study:

1. Pai Panandikar, Development Administration in India.
2. Riggs F.W., Frontiers of Development Administration.
3. Umapathy. M. Development Administration Today.
4. Sapru. R.K. Development Administration in India.
5. Verma S.P and Sharma S.K., Development Administration.

PAPER X ADMINISTRATIVE LAW

UNIT – I

Meaning, Nature and scope of Administrative law – Growth of Administrative law – Administrative discretion.

UNIT – II

Delegated legislation: Definition – Need for delegated legislation – Types of Delegated legislation – Control over delegated legislation.

UNIT – III

Administrative Adjudication: Definition and its need – Tribunals.

UNIT – IV

Natural Justice – Principles of N. Justice – Judicial control of Administrative actions: Writs (Habeas Corpus, Quo Warranto, Mandamus, Certiorari and Prohibition)

UNIT – V

Public Corporation – Its features of functions – Public interest litigation – Judicial Activism

Books Recommended for study

1. Jai. M.P and Jain S.N., Principles of Administrative Law
2. Kesari. U.P.D. Administrative Law
3. Takwani, Lectures on Administrative law.

**PAPER XI LOCAL GOVERNMENT AND ADMINISTRATION IN
INDIA**

UNIT – I

Nature and Scope of local Government – Evaluation of local government in India.
Mehta committee – Ashoka Mehta Committee – 73rd and 74th Amendments.

UNIT – II

Rural: Democracy at the grassroots – Panchayat Raj – Composition and Functions
of village Panchayat – Democratic Decentralization.

UNIT – III

Urban: Structure of Municipal Corporations – Functions – Power Municipalities

UNIT – IV

Personnel Administration in local government – Financial administration in local
government.

UNIT – V

State Government and Local Administration in Tamil Nadu

Books Recommended for Study

1. Chatterjee S.K. Development Administration in India, Surjeet Publications Delhi
2. Maheswari S.R., Indian Administration., Oxford University Press Delhi.
3. Gnana Prakasham . C Local government in Tamil Nadu Madurai Kamraj.

PAPER XII ADMINISTRATION OF PUBLIC ENTERPRISES

UNIT – I INTRODUCTION

Meaning, Definition of Public Enterprise – Rationale and Objectives of Public Enterprises – Profile of PE in India – Government Policy towards Public Enterprises – Performance Evaluation.

UNIT – II ORGANIZATION AND MANAGEMENT

Different forms of Public Enterprises – Governing Boards – Statutory Corporation – Government Companies – Holding Company

UNIT – III PUBLIC ACCOUNTABILITY AND CONTROL

Objectives and forms of Accountability – Ministerial Control – Parliamentary Control – Audit Control – Committee on Public Undertaking – Autonomy Vs Accountability.

UNIT – IV ISSUES IN PUBLIC ENTERPRISES

Managerial Problems of Public Enterprises – Research and Development Activities – Multiple Agencies – Consumer Interests – Industrial Relations – Major Public Enterprises in India today.

UNIT – V EMERGING DIMENSION

Privatization of Public Enterprises – Disinvestment of Public Enterprises – Disinvestment commission – issues of Globalization and Public Enterprises

Book Recommended for Study

1. Mishra R.K., Geetha P., Navin B – Public enterprises Management, Issues and Perspective, New Delhi , 2002
2. Jagadish Prakash, Rao – Shukla – Administration of Public Enterprises in India, New Delhi, 2002
3. Lakshmi Narayan – Principle and Practice of Public Enterprises Management.

ELECTIVE – I EDUCATIONAL ADMINISTRATION

UNIT – I

Meaning, Nature and importance of education – Theories of education – British education policy.

UNIT - II

Education Policy – Role of Union and States in Administration of education – National Literacy mission.

UNIT - III

Objectives of elementary education – Patterns of Secondary education – Role of Union Government and State Government in Primary education – Reforms in Elementary Education Administration.

UNIT – IV

Objectives of Higher education in India – University Grants Commission – Information Technology and Higher Education – Administration of Higher education in India.

UNIT - V

Origin and development of Distance Education System in India Organisation of Distance Learning Institutions – Role of University Grants Commission in the Administration of the Distance learning in India.

Books for Reference

- 1) Agarwal. J.C. Modern Indian education, Shipna Publications, New Delhi, 2001.
- 2) Singh and Sharma. G.D (ed), Higher education in India, Konark Publications, New Delhi, 1989.
- 3) S. Vashis, Educational Administration in India, Ammal Publications, New Delhi, 1997.

SEMESTER – VI

PAPER – XIII INTERNATIONAL ORGANIZATION AND ADMINISTRATION

UNIT – I

Nature of International Organization – Definition – Scope and Classifications – Historical background – National – State System – International System and International Organization.

UNIT – II

Organs of International organization – The League of Nations – The General Assembly – The Security Council – The Economic and the Social Council – the Trusteeship council – The International court of justice – The Secretariat.

UNIT – III

Preservation of peace and Administration – Collective Security System – Pacific Settlement – Peace keeping – Regional Security Arrangement – Disarmament – India's approach to Preservation of peace.

UNIT – IV

Promotion of Welfare Administration – Economic and Social Development – Human Rights – India's Approach to Promotion to Welfare.

UNIT – V

Administration in the International context – The role of UNO and allied agencies – World Bank – International bank for Reconstruction and Development – United Nations Development Program – International Finance Corporation.

Asian Development Bank – International Monetary Fund – United Nations Conference on Trade and Development.

Books Recommended for Study

1. Archer, Clive – International Organizations, 1984
2. Narasimhan C.V – The United Nations – An inside view
3. Bilgrami S.J.R. – International Organization

PAPER - XIV PUBLIC MANAGEMENT AND GOVERNANCE

UNIT-I

Meaning , Nature and Scope of Public Management — Approaches to Public Management.

UNIT-II

Public Management - Meaning , Nature and Scopes of New Public Management — Origin of New Public Management — Critics on New Public Management.

UNIT-III

Governance — Meaning , Nature and Scope — Public Management and Governance Public Participation — Transparency Accountability.

UNIT-IV

Public sector and Private sector Management in Public sector & Private setor.

UNIT - V

Ethics in Management and Governances Corruption — Globalization — e — Governance.

Books Recommended for Study :

1. Public Management and Governance., Edited by Tony Bovaird and Elke Lofflee , Routledge.
2. New Public Management, Current trends and future prospects , Ed-ed by Kate Me Laughlin , Stephen Osborne and Ewan Ferlie , Routledge.
3. Public Policy and local governance : Institutions in post - modern society , Peter Bogason (2000), Edward Elgas.

PAPER - XV PUBLIC POLICIES IN INDIA

UNIT-I

Nature, Scope and Significance of Public Policy — National character and culture — Approaches in public policy — Policy Orientation.

UNIT-II

Models in Public Policy Analysis — Rational Model — Optimal Model - Policy Analysis.

UNIT-III

Policy formulation agencies — Legislature — Bureaucracy — Political parties — Pressure group and Civil society organisations.

UNIT-IV

Economic Policy — Industrial Policy — National Educational Policy — National Agriculture Policy — Policies on Environment.

UNIT-V

Policy evaluation Mechanism — Accountability and Performance Measurements of Public programmes — Programme evaluation unit of planning commission.

Reference :

1. **Sapru., R.K** Public Policy Formulation , Implementation and Evaluation , Sterling publishers New Delhi, 2000.
2. **Ganapathy,** Public Policy and Policy analysis in India sage Publications , New Delhi ,1985.

ELECTIVE – II MANGEMENT OF NON - PROFIT SECTOR

UNIT-I

Introduction to non - profit sectors - Meaning , Nature and Scope - Welfare state and Voluntary organisation — emergence of Non - Governmental organizations and Non - Profit Organizations in developing and developed Nations.

UNIT-II

N Pos and NGO's types - role and functions in rural and urban development. NPos in India — Planning and Poverty, alleviation - Partnership in development and progress.

UNIT - III

NPos Structure --Junction — process — NPos and their Intervention in education , health , entrepreneurship NPos as philanthropic and charity organizations. Recruitement in NPos.

UNIT - IV

People participation — mobilization — NPos and Community empowerment — Advocacy and Lobbying — Strategies — Networking with people and commuiny based organizations. Empowerment and sustainable development.

UNIT-V

International NPos - UNESCO - International Red Cross — Environmental organizations Globalization and recent trends, in NPs.

Reference Books :

D. Paul chowding, Profile of Volunatry Action in Social Welfare and Development, New Delhi, 1991.

David Bills Organizing Public and Voluntary agencies, London, 1993.

Noor jahan Bawa (e d) Non - Governmental Organizations in Development, New Delhi, 1997

Joel .S.G.R. Bhose, Ngos and Rural Development: Theory and practice, New Delhi, 2003.

ELECTIVE – III POLICE ADMINISTRATION

UNIT – I

Nature. Scope and Significance of Police Administration – Evaluation of police in India.

UNIT – II

Police organization at state level - Its structure and functions – District level police- Police stations – other police organizations – CID – Forest Service wing Dog Squad DAVC - women police – their need and importance.

UNIT – III

Police Recruitment – Training – Promotion Associations

UNIT – IV

Functions of the police- Prevention of crime, Patrolling, Surveillance, Intelligence – Maintenance of law and order – upholding human rights etc.

UNIT – V

Issue area – Autonomy and Accountability of Police – Police neutrality – Corruption in police service – Police and Publication.

Books Recommended for Study

1. Saha B.P. – Indian Police
2. Venugopal Rao. S – Criminal Justice, Problems and Perspectives in India.
3. Report of the National Police Commission, Central Government publications.

NON-MAJOR ELECTIVES
FOR B.A. Political Science &
B.A. Public Administration

| I Semester (Any One subject of the following Non Major Elective chosen by the Candidate) | II Semester (Any One subject of the following Non Major Elective chosen by the Candidate) |
|--|--|
| 1. Introduction to political Science 2. Comparative Governments 3. Political Thought (Plato to Marx) 4. Social Welfare Administration | 1. Indian Government and Politics 2. International Organisations 3. Elements of Public Administration 4. Gandhian Thought |

Semester I

1. INTRODUCTION TO POLITICAL SCIENCE

UNIT I

What is Politics? Is politics a Science or Art Relationship between politics and other social sciences – State and Government – State and Society – State and nation.

UNIT II

Origin of State: Social contract theory – Theory of divine right – Theory of force – Patriarchal – Matriarchal theory – Revolutionary theory.

UNIT III

Theory of Sovereignty – Definition – Austen’s view – Laski’s ideas.

UNIT IV

Nature of law – Sources of Law – Kinds of Law – Law and Morality- Liberty – Meaning – Rights of Citizenship – Safeguards of liberty – Law and Liberty.

UNIT V

Types of equality – Equality and liberty – sphere of state action - Recent trends.

Books recommended for study

1. A Appadurai – Substance of politics; Oxford University Press, India.
2. Amal Ray and Mohit Bhattacharya; Political Theory, Ideas and Institutions.
3. D.D. Raphael, Problems of Political Philosophy, Macmillan; New Delhi.

2. COMPARATIVE GOVERNMENTS

UNIT I

Forms of Government – Monarchy, Aristocracy and democracy –
Institutions of Government – Legislature – Functions of Legislature –
Unicameralism – Bicameralism

UNIT II

Executives – Types and Functions of executive – U.K, U.S.A and France.

UNIT III

Civil service and its organization – Functions of Civil Service – (U.K,
U.S.A. and France).

UNIT IV

Judiciary – Organisation and functions of Judiciary in U.K, U.S.A and
France.

UNIT V

Political parties – Organisation and functions – Political parties in U.K,
U.S.A and France.

Books recommended for study

1. A Appadurai – Substance of politics; Oxford University Press, India.
2. Amal Ray and Mohit Bhattacharya; Political Theory, Ideas and
Institutions.

3. POLITICAL THOUGHT (PLATO TO MARX)

UNIT I

Plato and Aristotle

UNIT II

St. Augustine – Machiavelli.

UNIT III

Hobbes – Locke - Rousseau

UNIT IV

Montesquieu – J. Bentham – J.S. Mill.

UNIT V

Karl Marx

Books recommended for study

1. W.L. Gettle, History of Political Thought, George Allen and Unwin.
2. Ebenstin, Western Political Thought.

4. SOCIAL WELFARE ADMINISTRATION

UNIT I

Welfare State – Definition and nature – Social change – Social assistance – Social Insurance.

UNIT II

Christian Missionaries and Social reform movement in India.

UNIT III

Social problems – Juvenile delinquency – Beggary - Bonded Labour – Violence against women.

UNIT IV

Welfare services – Child, women, Physically handicapped, Labourers, Tribes – National commission for women, S.C and S.T's.

UNIT V

Social Legislation – Social Policy – Central and State Social Welfare Board of NGO's role in Social Welfare.

Books recommended for study

1. Kohil A.S., Sharma S.R, The Welfare State, Encyclopedia of Social Welfare Administration Series, Ammal Publication, New Delhi, 1997.
2. Madan G.R- Indian Social Problems Vol.I & Vol.II, Allied Publishers.Pvt. Ltd., Ahmedabad, 1989.
3. Shankar Pathak – Social Welfare, An Evolutionary and Development Perspective, Macmillan India Ltd., New Delhi, 1981.

SEMESTER - II

1. INDIAN GOVERNMENT AND POLITICS

UNIT I

Salient Features of the Constitution – Preamble, Fundamental Rights and Duties, Directive Principles of State Policy – Amending Procedures.

UNIT II

Union Executives – President – Vice President – Prime Minister Council of Ministers – Cabinet (Powers and Functions).

UNIT III

Union Parliament – Lok Sabha – Rajya Sabha – (Competition and Functions) Constitutional relations between the two houses.

UNIT IV

Judiciary – Supreme Court – Competition and Functions, Judicial review.

UNIT V

State Government – Governor, Chief Minister, Council of Ministers (powers and Functions) – State Legislative – High Court.

Books recommended for study

1. D.D. Basu – Introduction to the Constitution of India; Prentice Hall, New Delhi.
2. M.V. Pyle – An Introduction to the Constitution of India, Vikas Publishing House, New Delhi.
3. Siwach J.R – Dynamics of Indian Government and Politics, Sterling Publishers, New Delhi.

2. INTERNATIONAL ORGANISATIONS

UNIT I

International Organisations – Definitions, Nature Scope and Classification – International System and Organisation.

UNIT II

League of Nations – UNO – General Assembly – Security Council Economics and Social Council – Trusteeship Council – International Court of Justice – Secretariat.

UNIT III

Preservation of Peace and Conflict resolution – Collective Security – Pacific Settlement – Disarmament – NAM.

UNIT IV

Role of UNO and Allied Agencies – World Bank – International Bank for Reconstruction and Development – United Nations Development Programme – IFC.

UNIT V

Asian – IMF – United Nations conference on Trade and Development.

Books recommended for study

1. Archer, Clive, International Organisation, 1984.
2. Bilgrami S.J.R, International Organisations.
3. Narasimhan, The United Nations, An India View.

3. ELEMENTS OF PUBLIC ADMINISTRATION

UNIT I

Meaning, Nature, Scope and importance of Public Administration – Public Administration and other Social sciences – Principles of Public Administration.

UNIT II

Organisations – Type of Organisation – Principles of Organisation- Staff, line and Auxiliary Agencies.

UNIT III

Department – Public corporations – Board and Commission – Independent Regulatory Commissions.

UNIT IV

Personnel Administration – Position Classification – Recruitment – Training – Promotion – Discipline – Employee Organisation.

UNIT V

Financial Administration – Budget meaning, principles – Preparation of Budget- Enactment – Execution – Accounting and Auditing – Control over Public expenditure.

Books recommended for study

1. Avaothi and Maheswari, Principles of Public Administration, Lakshmi Narain, New Delhi.
2. Rumki Basu, Public Administration, Concept and Theories, Sterling Publishers, New Delhi.

4. GANDHIAN THOUGHT

UNIT I

A brief biographical sketch – The ethical foundations of Gandhian thought (Truth, Non-violence and Justice) – The political and ideological foundation of Gandhian thought.

UNIT II

Influence of Rusken, Tolstoy J.S. Mill on Gandhi – Gandhi and Bhagavat Gita – Tagore and Ambedkar.

UNIT III

The techniques and strategies of Gandhi – Political action – Civil disobedience – Satyagraha – fastings – prayers and padayatra.

UNIT IV

Application of Gandhian techniques in Indian politics – Nationalist movement, Non-Co-operation movement – Khilafat movement – Salt Satyagraha.

UNIT V

Gandhian Thought in the meaning of the Indian Constitution – Secularism – Removal of Untouchability – Panchayat Raj – Directive Principles of State policy.

Books recommended for study

1. M.K. Gandhi – My experiments with Truth, Nav. Jeevan Publishing House, New Delhi.
2. J.B. Kripalini, Gandhi – His Life and Thought, Minister of Information and Broadcasting, Publication Division, Govt. of India.
3. S.K. Kim, The Political Thought of Mahatma Gandhi, Vikas Publishing House, New Delhi.
