

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI 620 024**  
**B.A. Public Administration Programme – Course Structure under CBCS**  
**(applicable to the candidates admitted from the academic year 2010 -2011**  
**onwards)**

Sem.	Part	Course	Ins. Hrs	Credit	Exam Hours	Marks		Total
						Int.	Extn.	
I	I	Language Course – I (LC) – Tamil*/Other Languages +#	6	3	3	25	75	100
	II	English Language Course - I (ELC)	6	3	3	25	75	100
	III	Core Course – I (CC) – Introduction to Public Administration	5	4	3	25	75	100
		Core Course – II (CC) – Principles of Organisation	5	4	3	25	75	100
		First Allied Course –I (AC) – Indian Constitution	5	3	3	25	75	100
		First Allied Course –II (AC) – Modern Governments – Theory and Practice I	3	-	@	-	-	-
		Total	30	17				500
II	I	Language Course – II (LC) - Tamil*/Other Languages +#	6	3	3	25	75	100
	II	English Language Course – II (ELC)	6	3	3	25	75	100
	III	Core Course – III(CC) – Indian Administration	6	4	3	25	75	100
		First Allied Course – II (CC) – Modern Governments – Theory and Practice I	2	3	3	25	75	100
		First Allied Course – III (AC) – Modern Governments – Theory and Practice II	5	4	3	25	75	100
		Environmental Studies	3	2	3	25	75	100
	IV	Value Education	2	2	3	25	75	100
		Total	30	21				700

III	I	Language Course – III (LC) Tamil*/Other Languages +#	6	3	3	25	75	100
	II	English Language Course - III (ELC)	6	3	3	25	75	100
	III	Core Course – IV (CC) – Administrative Theories	6	5	3	25	75	100
		Second Allied Course – I (AC) – Organization Behaviour	6	3	3	25	75	100
		Second Allied Course – II (AC) – E-Governance	4	-	@	-	--	--
	IV	Non Major Elective I – for those who studied Tamil under Part I Indian Government and Politics a) Basic Tamil for other language students b) Special Tamil for those who studied Tamil upto 10 <sup>th</sup> +2 but opt for other languages in degree programme	2	2	3	25	75	100
		Total	30	16				500
IV	I	Language Course –IV (LC) Tamil*/Other Languages +#	6	3	3	25	75	100
	II	English Language Course – IV (ELC)	6	3	3	25	75	100
	III	Core Course – V (CC) – Personnel Administration	4	4	3	25	75	100
		Core Course - VI (CC)- Financial Administration	4	4	3	25	75	100
		Second Allied Course – II (AC) – E-Governance	2	3	3	25	75	100
		Second Allied Course – III (AC) – Public Policy Analysis	4	4	3	25	75	100
	IV	Non Major Elective II – for those who studied Tamil under Part I Public Administration for Civil Services a) Basic Tamil for other language students b) Special Tamil for those who studied Tamil upto 10 <sup>th</sup> +2 but opt for other languages in degree programme	2	2	3	25	75	100
	IV	Skill Based Elective I	2	4	3	25	75	100
			30	27				800

V	III	Core Course – VII (CC) – State Administration	6	5	3	25	75	100
	III	Core Course – VIII (CC) – Human Resource Management	5	5	3	25	75	100
	III	Core Course – IX (CC) – Public Services in India	5	5	3	25	75	100
	III	Core Course – X (CC) – Local Government in India	5	5	3	25	75	100
	III	Major Based Elective – I – Police Administration	5	5	3	25	75	100
	IV	Skill Based Elective – II	2	4	3	25	75	100
	IV	Skill Based Elective – III	2	4	3	25	75	100
		Total	30	33				700
VI	III	Core Course – X I (CC) – Research Methodology	6	5	3	25	75	100
	III	Core Course – XII (CC) – Development Administration in India	6	5	3	25	75	100
	III	Core Course – XIII (CC) - Administrative Law	6	5	3	25	75	100
	III	Major Based Elective II – Human Rights Administration	5	5	3	25	75	100
	III	Major Based Elective III – Issues in Public Administration	6	4	3	25	75	100
	V	Extension Activities ** பாலின சமத்துவம்	- 1	1 1	- 3	- 25	- 75	- 100
		Total	30	26				600
		Grand Total	180	140	-	950	2850	3800

Core Course – I

## INTRODUCTION TO PUBLIC ADMINISTRATION

Unit – I

Meaning, Nature, Scope of Public Administration – Role of Public Administration in modern times – Approaches, Public and Private Administration.

Unit – II

Evolution of Public Administration – Phases and Paradigms.

Unit – III

New Public Administration.

Unit – IV

New Public Management

Unit – V

Public Accountability – Citizen Charter – Integrity in Administration.

**Recommended Text Books:**

1. A.R. Tyagi – Public Administration.
2. M.P. Sharma & B.L. Sadana – Public Administration in Theory & Practice.
3. Avasthi & Maheswari – Public Administration.
4. Mohit Battacharya – Public Administration.
5. L.D. White – Introduction to the Study of Public Administration.
6. Public Administration – Vishnoo Bhagawan and Vidhya Bhushan – S. Chand Company.
7. Public Administration – Avasthi and Maheswari.

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Core Course – II

**PRINCIPLES OF ORGANISATION**

Unit – I

Organisation Concept – Nature – Importance – Approaches.

Unit – II

Principles of Organisation – Hierarchy, Unity of Command, Span of Control, Co-ordination.

Unit – III

Types of Organisation, Department – Board – Corporation – Commission.

Unit – IV

Centralization and Decentralization, Delegation – Line, Staff and Auxili

Unit – V

Supervision – Line and Staff Leadership.

**Recommended Text Books:**

1. L.M. Prasad – Principles of Management.
2. Dinkar Pagre – Principles of Management.
3. G.K. Vijayaraghavan and M. Sivakumar – Principles of Management.
4. Pugh Organisation.

**First Allied Course – I**

**INDIAN CONSTITUTION**

Unit – I

Features of Constitution – Making of Constitution – Preamble – Formation of States – Indian citizenship.

Unit – II

Fundamental Rights – Directive principles – Fundamental Duties.

Unit – III

Union Executive, Legislature, Judiciary.

Unit – IV

State Executive, Legislature, High Courts in the States.

Unit – V

Centre – state relations – Legislative relation – Administration relations – Financial Relations – Provision for Weaker Sections, Emergencies – Amendments.

**Recommended Text Books:**

1. D.D. Basu – Constitution of India.
2. Recommended Books – Introduction of Constitution of India – D.D. Basu.

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Core Course III  
**INDIAN ADMINISTRATION**

Unit I:

Historical Background – Genesis – Constitutional Frame Work – Nature & Scope of Indian Administration.

Unit II:

Union Administrative Structure – Political Executive – Administration – Planning Commission – Finance Commission – Election Commission – Controller and Auditor – General of India

Unit III:

State Administrative Structure – Political Executive – Administration – Local Administration

Unit: IV

Indian Administrative Services – All India Services and Central Services – Relationship between Minister and Secretary – Generalist Vs Specialist.

Unit V:

Centre – State Relations – Inter State Relations – Tribunals

Reference Books

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

Hoshiar Singh: Indian Administration, New Delhi, Sterling Publications

Avasthi & Maheswari, Indian Administration, Lakshmi Narain Agarwal Publications, 1997

FIRST ALLIED COURSE II

**MODERN GOVERNMENTS I**

**Unit I**

Constitution – Meaning, purpose and contents of Constitution- Classification of Constitution, written and unwritten constitution – Flexible and rigid constitution – early classification.

## **Unit II**

Unitary State- features of the unitary state – Federal state – Characteristics of a federal state – Variations of the federal type.

## **Unit III**

Separation of powers – theory – criticism, Executive: Importance and functions of parliamentary and non-parliamentary executive - plural Executive.

## **Unit IV**

Legislature – Functions of Legislature – delegated legislation – unicameral versus Bicameral Legislature – methods of solving dead locks – Direct popular democratic devices.

## **Unit V**

Judiciary – the independence of judiciary – functions of judiciary – Qualification, selection and tenure of judges – the Rule of Law – Administrative law – Political parties: Formation and function of parties – single party – biparty, and multi-party system – interest and pressure groups.



## FIRST ALLIED COURSE – III

### MODERN GOVERNMENTS II

#### Unit I

Constitution of England – Salient features of the English constitution – Powers and prerogatives of the Crown – Cabinet system

#### Unit II

Powers and functions of House of Lords – Powers and functions of House of Commons – Process of law making – judicial system in England.

#### Unit III

Constitution of U.S.A. Salient features of the constitution – growth of the constitution – procedure for the election of American President – Powers and functions of the President – Senate – Powers and functions of Congress – process of law making – Committee system – Gerry – mandering.

#### Unit IV

Constitution of USA. Powers of the Supreme Court – Character of party system- Division of powers –state Executive – state Legislature – State judiciary – Amending the constitution of USA.

#### Unit V

Constitution of Switzerland – Characteristics of the Swiss constitution – The Federal Executive – The Federal Legislature – The Federal Tribunal – Political parties – Direct legislation – Government of Cantons – Amending Process of Swiss Constitution.

#### Reference

1. Beck James : Constitution of United States
2. Huges , Christopher: The Federal Constitution of Switzerland
3. Wheare , K.C: Modern Constitutions
4. Strong, C.F .Modern Governments.

## **Core Course – IV (CC)**

### **ADMINISTRATIVE THEORIES**

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

The concept of Administration – Woodrow Wilson’s vision of Public Administration – Evolution of Public Administration – New Public Administration – Various approaches of Public Administration.

#### **Unit – II Scientific Management**

Scientific Management theory – Classical theory (Fayal, Luther Gullick and Lyndall Urwick).

#### **Unit – III Bureaucratic Theory**

Bureaucratic theory – Max Weber’s model of Bureaucracy – Human Relations School (Elton Mayo and Chester Barnard).

#### **Unit – IV Dynamics of Administration**

Dynamic Administration (M.P.Follet) - Decision Making theory – Participative Management (Rensis Likert, Chris Argyris, Mcgregor).

#### **Unit – V Issues**

Challenges of Liberalization, Privatization, Globalisation, Good Governance – Application – New Public Management.

#### **References:**

Sharma M.P. and Dr. B.L. Sadana. *Public Administration in Theory and Practice*, Allahabad: Kitab Mahal, 2009.

Ravindra Pradesh D. and V.S.Prasad, P. Sathyanarayana. *Administrative Thinkers*, New Delhi: Sterling Publishers, 2009.

Rumki Basu. *Public Administration –Concepts and Theories*, New Delhi: Sterling Publishers,2009.

## **Second Allied Course –I (AC)**

### **ORGANIZATION BEHAVIOUR**

#### **Unit – I Introduction**

Meaning, Nature and Scope of Organization Behaviour – Evolution and significance of Organization Behaviour – Organization structure and Systems.

#### **Unit – II Theories**

Motivation Theories – Scientific Management theory - Human needs and Motivation theory – Alderfer’s ERG theory.

#### **Unit – III Foundations of Individual Behaviour**

Bases of Individual behavior – Individual dimensions of organizational behaviour – Personality, Learning, Value, Attitude, Job Satisfaction and Perception.

#### **Unit-IV Group Dynamics**

Foundations of Group Dynamics – Conflict Management – Stress Management – Leadership: Meaning and Various types.

#### **Unit-V Dynamics of Organization**

Dynamics of Organization – Organization Structure – Job Design – Organization culture and climate.

#### **References:**

Vishnu Bhagwan and Vidya Bhusham. *Public Administration*, New Delhi: S. Chand & Company Ltd, 2007.

Bhaskar Chatterjee. *Human Resources Management Contemporary Text Book*, New Delhi: Sterling Publishing Pvt Ltd, 2009.

Shriram Maheswari. *Administrative Theory –An Introduction*, New Delhi: Macmillan India Ltd, 2008.

Manoj Sharma. *Administrative Thinkers*, New Delhi: Anmol Publications Pvt LTd, 2004.

Sapru. R.K. *Administrative Theories and Management Thought*, New Delhi: Prentice – Hall of India, 2008.

Daniele Caramani. *Comparative Politics*, New Delhi: Oxford University Press.

**Second Allied course –II (AC)**  
**E-GOVERNANCE**

**Unit- I**

Introduction Meaning, Nature and Scope of E-Governance – Governance and E-Governance – Community Information – Right to Information.

**Unit- II**

Communication – Traditional Communication – Electronic Communication – Process Information Orientation – Model of Electronic Communication.

**Unit- III**

Development Stages of E-Governance – Non-Traditional Information – Traditional Information – Horizontal and Vertical Integration of Authority and Personnel

**Unit- IV**

E-Governance for State Governments – E-Governance for Local Governments – Public Information System.

**Unit- V**

Law relating to E-Governance – Behavioural Modification of Public Personnel – Public funding for E-Governance – People's Participation in E-Governance – Challenges and Barriers for e-governance

**References:**

Schachter, H. L. Role of Efficiency in Bureaucratic study: in Handbook of Bureaucracy, edited by Ali Farazmaud, New York: Marcell Decker, 1994.

Bozeman, B. Bureaucracy and Red Tape, Upper Saddle River, N.J. Prentice Hall, 2000.

Toshio Obi. E-governance: a global perspective on a new paradigm, Amsterdam: IOS Press, 2007.

David Garson. Public Information Technology and E-Governance: Managing the Virtual State, London: Jones and Bartlett Publishers International, 2006.

Panneervel. P. E-governance: a Change Management tool, Jaipur : Rawat Publications, 2005.

Sinha R. P. E-Governance in India: initiatives & issues, New Delhi: Concept Publications, 2006.

**Non-Major Elective - I**  
**INDIAN GOVERNMENT AND POLITICS**

## **Unit-I Introduction**

British Colonialism – Indian Nationalism – Constitutional Developments – Constituent Assembly - Salient features of Indian Constitution.

## **Unit-II Union Government**

President – Prime Minister – Council of Ministers – Parliament – Supreme Court – Judicial Review and Public Interest Litigation – Emergency Provisions.

## **Unit-III State Government**

Governor – Chief Minister – State Legislature – High Court – Centre-State relations.

## **Unit-IV Local Government**

Evolution of Local Government in India – 73<sup>rd</sup> and 74<sup>th</sup> Constitutional amendments – Tamil Nadu Panchayat Act 1994 –The working of Panchayat Raj Institutions.

## **Unit-V Statutory Institutions**

Union Public Services Commission (UPSC)– Election Commission – Comptroller and Auditor General of India (CAG) – National Human Rights Commission (NHRC) – State Human Rights Commission (SHRC).

### **References:**

- Fadia, B.L., Indian Government and Politics, Agra:Sahitya Bhawan Pub. 1999.  
Agarwal, R.C., Indian Political System, New Delhi: S.Chand and Co. 2000.  
Vishnu Bhagwan and Vidya Bhushan, Indian Administration, S.Chand and Co.2005.  
Basu , D.D., Introduction to Constitution of India, New Delhi:Prentice Hall, 2001.  
Pylee, M.V., Constitutional Government in India, Bombay:Asia Publishing House, 2002.

### **Core Course – V (CC)**

### **PERSONNEL ADMINISTRATION**

#### **Unit – I Introduction**

Meaning, Nature, Scope and functions of Personnel Administration –  
Bureaucracy: Types, Merits and Maladies of Bureaucracy – Weber’s model of  
Bureaucracy.

### **Unit – II Recruitment**

Recruitment: Meaning and Significance – Types and Various stages –  
Problems of Recruitment – Promotion: Merit cum Seniority principles – Training –  
Training India.

### **Unit – III Rank Classification**

Rank and Position classification – Salary and Conduct rules – Disciplinary  
Action – Retirement Benefits.

### **Unit – IV Employees Rights**

Employees Rights – Right to form Association – Right to Strike –  
Machinery for Negotiation.

### **Unit – V Integrity**

Professional Ethics and Standards – Integrity problems – Modes of  
corruption – Legal framework – Central Vigilance Commission (CVC).

### **References**

Ramesh, K.Arora (ed). Administrative Theory, New Delhi: IPA, 1984.

Taylor, F.W. Scientific Management, New York:Harper, 1947.

Urwick, L. The Science of Management Decision, New York: Harper, 1960.

Vishnu Bhagwan and Vidya Bhushan, Public Administration, S.Chand and Co.  
New Delhi, 2006

Goel S.L. and Shalini Rajneesh, Public Personnel Administration, Deep and Deep,  
New Delhi, 2006.

Goel S.L. Advanced Public Administration, Deep and Deep, New Delhi, 2006.

Felix Nigro, Public Personnel Administration, New York: McMillan Publications,

## **Core Course – VI FINANCIAL ADMINISTRATION**

### **Unit- I Introduction**

Meaning, Nature and Significance – Principles of Financial Administration – Problems of Financial Administration – Agencies involved in Fiscal Management

### **Unit- II Budget**

Budget: Meaning, Importance, Types, and Process –Socio-economic Implications of Budget - Discussions on the Budget – Voting of demands for Grants – Consideration and passing of Bill in the Parliament.

### **Unit- III Performance Budget**

Programme Budgeting and Performance Budgeting – Classification of Expenditure – Requisites and problems – Zero based Budget

### **Unit- IV Centre – State Relations**

Centre – State financial relations– Finance Ministry - Planning Commission - Finance Commission. – RBI.

### **Unit- V Financial Control**

Financial Control - Parliamentary Committees – Accounting and Auditing – CAG – Prevention of Economic Crimes.

### **References:**

Thavaraj. M.J.K. Financial Administration in India, New Delhi: Sultan Chand & Company, 1978.

ARC Report on a) Finance Accounts and Audit b) Finance Administration c) Centre-State Relations.

Mathur. B.L. Financial Management, Jaipur:Arihant Publishing House, 1994

Vasant Desai, The Indian Financial System,New Delhi: Himalaya Publishing House, 1996

Lal .G.S. Financial Administration in India, New Delhi: H.P.J.Kapoor Publications, 1969.

## **Second Allied –III (AC)**

## **PUBLIC POLICY ANALYSIS**

### **Unit – I Introduction**

Meaning, Nature and Scope of Public Policy Analysis – Significance of Public Policy Analysis – Various approaches to the study of Public Policy Analysis.

### **Unit – II Policy formulation**

Process of policy formulation – implementation and evaluation – Role of Legislature and Executive in Policy formulation – Role of Bureaucracy, Political Parties, Pressure Groups and Media in Policy formulation.

### **Unit – III Policy Analysis**

Process, Tools and instruments of Policy Analysis – Limitations of Policy Analysis – Policy Review and changes.

### **Unit-IV Political Culture**

The process of Policy making in different Political Systems – Political culture – Socio-economic conditions and natural resources.

### **Unit-V Policy Evaluation**

Social Welfare Policy -Reservation Policy – Education Policy -Economic Policy - Policy Evaluation – Agencies for Policy evaluation in India.

### **References**

- Thomas. R. Dye, Understanding Public Policy, New York: Prentice Hall Inc, 1972.  
Charles. E. Lind Bolm, The Policymaking Process, New Jercey: Englewood, 1968.  
Harlod. J. Lasswell, Policy Sciences, International Encyclopedia of Social Sciences, Vol.12, New York: 1968.  
Naier Raymond, A & Gorgaw Kenneth.J. The study of Policy Formation, New York: The Tree Press.  
Sapru S.K. Public Policy Analysis, Sterling, 2007.  
John Hudson and Stuart Lowe. Understanding the Policy Progress –Analyzing Welfare Policy and Practices, New Delhi: Rawt Publications, 1998.

## **Non-Major Elective – II PUBLIC ADMINISTRATION FOR CIVIL SERVICES**

### **Unit – I Introduction**

Meaning, Nature, Scope and Significance of Public Administration – Comparative Public Administration – Public and Private Administration – New Public Management.



## **Unit-II Basic Concepts**

Organisation – Hierarchy - Unity of command - Span of control - Co-ordination - Centralization and Decentralization - Line and Staff.

## **Unit – III Theories of Administration**

Scientific Management (Taylor and the Scientific Management Movement) - Classical Theory (Fayol, Urwick, Gulick and others) - Bureaucratic Theory (Weber and his critics) - Behavioral Approach - Systems approach.

## **Unit – IV Administrative Behaviour**

Decision making with special reference to H. Simon - Communication and control, leadership theories - Theories of motivation (Maslow and Herzberg).

## **Unit – V Accountability and Control**

The concepts of Accountability and control: Legislative, Executive and Judicial control - Citizen and Administration: Role of civil society - People's Participation and Right to Information.

## References

Nigro, A.Felix Modern Public Administration, New York: Harper and Row Publishers, 1980

White, D. Leonard, Introduction to the study of Public Administration, New Delhi: Eurasia Publishing House (p) Ltd.

Avasthi and S.R.Maheshwari, Public Administration, Agra: Lakshmi Narain Agrwal, 2006.

Bhambhri, Administrators in Changing Society, Bureaucracy and Politics in India: New Delhi: Vikas, 1971.

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## **CORE COURSE – VII (CC) - STATE ADMINISTRATION**

### UNIT-1

Governor – Appointment and Conditions – Powers and Functions – Constitutional Position.

## UNIT-II

Chief Minister – Constitutional Position – Power and Functions.

## UNIT-III

Secretariat – Meaning – Organisation – Personnel – Personnel Functions – ARC Recommendations.

## UNIT-IV

Chief Secretary – Position – Powers and Functions – Chief Secretary Vs Cabinet Secretary.

## UNIT-V

Directorates – Meaning – Heads – Functions – ARC Recommendations – State Level Committees.

### **References:**

1. J.D. Shukla – State Administration.
2. Indian Administration – S.R. Maheswari
3. Indian Administration – Vishnoo Bhagawan

## CORE COURSE – VIII (CC) - HUMAN RESOURCE MANGEMENT

### UNIT-I

Meaning, Nature and Evolution of HRM – Structure of Human Resource Department – Functions of HRM.

### UNIT-II

Human Resource Planning – Human Resource Information System – Role of HRM in the organization.

### UNIT-III

Recruitment Procedure – Training and Development – Career Planning Development – Performance Appraisal System.

### UNIT-IV

Motivation Theories – Maslow's Theory of Need – Hierarchy – Megregor's 'X' and 'Y' Theory – Hezberg's Two factor theory – ERG Theory – Theories of Leadership.

### UNIT-V

Employer – Employee Relations – Collective Bargaining – Grievance Systems – Stress and Counselling.

### References:

1. Basu, Rumki, Public Administration Concepts and Theories, New Delhi, Sterling, 2009.
2. Ahuja, K.K. Human Resource Mangement, Chennai, Kalyani Publishers, 2002.
3. Bhatia, S.K., and Nirmal Singh, Personnel Mangement Human Resource Management New Delhi; Deep and Deep, 2005.
4. Sapru, S.K. Administrative Theories and Management Thought, New Delhi, PHI, 2009.
5. Prasad, L.M. Human Resource Management, S.Chand, New Delhi, 2001.
6. Bhaskar Chatterjee. Human Resource Management, Sterling , NewDelhi, 2009.
7. Maheswari, S.R. Public Administration in India, Macmillan , Chennai, 2008.
8. Ahuja, K.K. *Human Resource Management*, Madras: Kalyani Publishers, 1997.
9. Sheikh, A.M., *Human Resource Development and Management*, New Delhi: S.Chand & Company , 1999.
10. Bhatia, S.K., and Nirmal Singh, *Personal Management / Human Resource Management*, New Delhi: Deep & Deep Publications, Pvt., Ltd.,2000.
11. Khazode, V.V.,*Human Resource Management*, New Delhi: Ashish Publishing House,

1992.

## **CORE COURSE – IX (CC) - PUBLIC SERVICES IN INDIA**

### **UNIT-I**

Evolution of Public Services in India – Recruitment to All India and Central Services – Central Services – Constitutional Provisions System of Recruitment – Rationale of All India Services – Criticism of All India Services – Sarkaria Commission Recommendations.

### **UNIT-II**

Union Public Service Commission – Status – Composition – Removal – Independence – Functions – Limitations – Role – Staff Selection Commission – Ministry of Personal – Central Administration.

### **UNIT-III**

Training of IAS – Training of IPS – IFS (Forest) – Training of IFS (Foreign) – Training of Other Higher Services.

### **UNIT-IV**

Generalists and Specialists – Meaning – Categorisation of Services – Historical Perspective Areas of Contrvrsy – Case of Generalists – Case for Specialists – forms of organization – ARC Recommendaitons – Steps Taken – Fulton Committee Recommendations.

### **UNIT-V**

Minister Civil Servant Relationship – Meaning – Relative Roles – Principles – Relationship in Practice – Reason for Conflicts – ARC Recommendations.

### **Reference:**

1. Indian Administration – S.R. Maheswari
2. Indian Administration – Vishnoo Bhagawan

## **CORE COURSE – X (CC) - LOCAL GOVERNMENT IN INDIA**

### **UNIT-I**

Meaning, Nature and Significance of Local Government – Evolution of Local Government – Indian Constitution and Local Government.

### **UNIT-II**

Various committees and its recommendations on Local Government-73<sup>rd</sup> and 74<sup>th</sup> constitutional amendments.

### **UNIT-III**

Structure of Urban and Rural Local Government – The concept of Grama Sabha Political and Administrative executive role in Local Government.

### **UNIT-IV**

Tamil Nadu Panchyat Act 1994 – Working of Reserved Panchayats in Tamil Nadu Women's participation in Local Government.

### **UNIT-V**

Role of Local Government in Rural and Urban Development – State control over Local Government–Evaluation and suggestions for reform of Local Government in India.

### **References:**

1. S.R Maheswari, Local Government in India, Agra: Lakshmi Narain Agarwal Education Publishers, 2000.
2. Maheswari, S.R., Local Government in India, New Delhi: Orient Longman, 2007.
3. Gopal Jayal, Niraja et. al. Local Governance in India, New Delhi: OUP, 2009.
4. Agarwal, R.C. Indian Political System, New Delhi, S.Chand, 2008.
5. Maheswari Shriram, Local Government in India, Agra, Lakshmi Narain, 2000.
6. Maheswari Shriram, Indian Administration, New Delhi, Orient Longmas, 2002.

## **MAJOR BASED ELECTIVE I - POLICE ADMINISTRATION**

### **UNIT-I**

Police Administration – Meaning, Nature, Scope and Significance – Evolution of Police Administration in India – Approaches to study of Police Administration.

### **UNIT-II**

Organisation of Police Department at various levels – Home Ministry – Armed Police Forces – State Police Forces – Auxiliary Police.

### **UNIT-III**

Police Personnel Administration – Recruitment – Training – Promotion – Retirement Benefits – Rights of Police.

### **UNIT-IV**

Police Operations – Patrol – Beats – Outposts – Investigation – Prosecution.

### **UNIT-V**

Central Intelligence Agencies – CBI – CRPF – CISF – RPF – Maintenance of Law and Order – Insurgency and Terrorism – Police – Public Relations – Police Reforms.

### **References:**

1. Gosh, S.K. and Rustomji, K.F. Encyclopedia of Police in India.
2. Tilok Nath, Indian Police: A Case for new image, Sterling, 1998.
3. David H.Bayley, Police and Police Development in India, Prenticehall, 2000.

## **CORE COURSE – XI (CC) - RESEARCH METHODOLOGY**

### **UNIT-I**

Meaning, Nature and Scope of Research Methodology – Meaning of Social Science Research – Problems in Social Science Research.

### **UNIT-II**

Various Methods of Social Science Research: Historical, Comparative, Descriptive and Analytical Research – Problems in formulation of Hypothesis – Concepts and Variables.

### **UNIT-III**

Research Design: - Meaning, Purpose and Principles – Types of Research – Exploratory and Formulative Study – Content Analysis.

### **UNIT-IV**

Collection and Analysis of Data: - Sample – Observation – Survey method – Case Study – Questionnaire and Interview method – Statistics and Computer use in Social Science Research.

### **UNIT-V**

Research Report – Footnotes and Endnotes – Tables and Figures – Bibliography – Appendices.

### **References:**

1. Gosh B.N. Scientific Methods and Social Research, New Delhi, Sterling, 1982.
2. Goode, W.G. and P.K.Hatt, Methods in social science research, New York. 1995.
3. Wilkinson and Bhandarkar. Methodology and Techniques of Social Research, New Delhi, Himalaya Publishers 2002.
4. Kothari C.R. Research Methodology: Methods and Techniques, New Delhi, Wiley Eastern Limited, 1985.



## **CORE COURSE – XII (CC) - DEVELOPMENT ADMINISTRATION IN INDIA**

### **UNIT-I**

Origin – Concept of Development and Development Administration – Socio – economic Context of Development – General context of Development.

### **UNIT-II**

Policies in land reforms, Agriculture Co-operation, Education, Poverty Alleviation - Health and Nutrition and Urban Development and their Implementation.

### **UNIT-III**

Machinery of Development - Planning at the Centre, State and District Level.

### **UNIT-IV**

Panchayat Raj – Structure – Functions- Finances – Administrative Services – Impact on Development – Voluntary Organisations Development.

### **UNIT-V**

Riggs Prismatic State Model – Bureaucracy and Development – Changing Profile of Development Administration. New Directions in Peoples Self Development and Empowerment.

### **References:**

1. Vaids – Fundamentals of Public Administration (Amit Prakashan)
2. Social Theory Development Administration and Development Ethics-Mohit Bhattacharya.
3. Sapru, B.K. Development Administration, New Delhi: Sterling Publishers, 2007.

## **CORE COURSE – XIII (CC) - ADMINISTRATIVE LAW**

### **UNIT-1**

Meaning and Significance of Administrative Law – Types, of Administrative Law.

### **UNIT-II**

Delegated legislation – Types – Advantages – Limitations.

### **UNIT-III**

Safeguards of Administrative Law – Principles of Natural Justice.

### **UNIT-IV**

Administrative Tribunals – Limitations – Administrative Adjudication.

### **UNIT-V**

Methods of Ensuring Effectiveness – Some important decisions in Administrative Law

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## **MAJOR BASED ELECTIVE II - HUMAN RIGHTS ADMINISTRATION**

### **UNIT-I**

Meaning, Nature and Scope of Human Rights – Classifications of Human Rights – Various theories of Human Rights – Human Rights and Duties.

### **UNIT-II**

Indian Constitution and Human Rights – Fundamental Rights and Duties – Constitutional Remedies.

### **UNIT-III**

Evolution of Human Rights on the International Plane – United Nations and Human Rights – UDHR – International Covenant on Civil and Political Rights – International Covenant on Economic, Social and Cultural rights – UN bodies involved in Promotion of Human Rights.

### **UNIT-IV**

NHRC – SHRC – Human Rights Courts – National Commission for SC & ST – National Commission for Women and Minorities.

### **UNIT-V**

Violation of Women's Rights – Violation of Child rights – Right to Dissent – Communal Violence in India – Challenges of Human Rights – Human Rights Education

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## MAJOR BASED ELECTIVE III - ISSUES IN PUBLIC ADMINISTRATION

### UNIT-I

Emerging Trends in Public Administration – New Public Administration – New Public Management.

### UNIT-II

Globalization, Governance and Public Administration – Emerging International Trends – Globalization and Governance – Globalisation: Implications for Governance and Public Administration.

### UNIT-III

Integrity in Public Administration – Modes of Corruption – Decline of Moral Values – Conduct Rules – CVC – Lokpal – Lokayukta.

### UNIT-IV

Administrative reforms: - Reforms since independence – Reports of the Administrative Reforms Commission – Problems of Implementation.

### UNIT-V

Problems in Administration in Coalition Regimes – Problems in Centre – State relations – Relationship between Political and Permanent Executive NHRC – Citizen and Administration – Disaster Administration.

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