# UNIVERSITY OF MADRAS

## B.A. DEGREE COURSE IN PUBLIC ADMINISTRATION

(With effect from the Academic year 2008-2009)

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Name of Course</th>
<th>Inst. Hours</th>
<th>Credits</th>
<th>Max. Marks</th>
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<tr>
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<td>Language paper I</td>
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<td>Part II</td>
<td>English Paper I</td>
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<td>PART III</td>
<td>Core-Paper-I Principles Of Public Administration</td>
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<td></td>
<td>Core-Paper II Organization Theory</td>
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<td>Allied I Paper -1 Indian Constitution</td>
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<td>PART III</td>
<td>Core-Paper III Administration In Western Governments –I (U.K U.S.A And France)</td>
<td>5</td>
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<td>Core-Paper IV Administration In Asian Governments (China, Japan &amp; Sri Lanka)</td>
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<td>Allied I Paper -2 Human Rights-Theory And Practice</td>
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<td>Core-Paper VI Administrative Thinkers</td>
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<td>Allied-III Social Welfare Administration</td>
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<td>Environmental Studies</td>
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<td>Examination will be held in IV Semester.</td>
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## FOURTH SEMESTER

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<td>PART II</td>
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<td>Core-Paper VII Public Personnel Administration</td>
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<td>Core-Paper VIII Public Financial Administration</td>
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<td>Allied-IV Labour Welfare Administration</td>
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### FIFTH SEMESTER

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<td>CORE-PAPER IX</td>
<td>Development Administration</td>
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<td>CORE-PAPER X</td>
<td>Administrative Law</td>
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<td>CORE- PAPER XI</td>
<td>Local Govt and Administration in India</td>
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<td>CORE- PAPER XII</td>
<td>Administration of Public Enterprises</td>
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<td>PROJECT / ELECTIVE – I Educational Administration</td>
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### SIXTH SEMESTER

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<td>Core-Paper- XIII</td>
<td>International Organisation And Administration</td>
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<td>Core-Paper XIV</td>
<td>Public Management And Governance</td>
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<td>Core- Paper XV</td>
<td>Public Policies In India</td>
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<td>Project / Elective – II Management Of Non Profit Sector</td>
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<td>Project / Elective – III Police Administration</td>
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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

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

UNIT – III PRINCIPLES OF ORGANIZATION

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
2. Mohit Bahattacharya, New Horizons of Public Administration
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

UNIT – II

UNIT III

UNIT IV

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
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

UNIT – III

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
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 parities.

UNIT – III

UNIT – IV

UNIT - V
Comparison of Political systems of China, Japan & Sri Lanka

Books Recommended for Study
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

UNIT – II CATEGORIES OF HUMAN RELATIONS AND HUMAN RIGHTS

UNIT III – HUMAN RIGHTS INSTITUTIONS – INTERNATIONAL AND NATIONAL

UNIT IV – INSTRUMENTS

UNIT – V

Books Recommended for Study
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. Hoshiar Singh and Mohinder Singh – Public Administration in India
2. Chaturvedi T.N. – State Administration in Indian
3. Sriram Maheswari – Indian Administration
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

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

Books Recommended for study
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

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

Books Recommended for study:
UNIT – I

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

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

Books Recommended for study
2. Burkhat, Budgeting System in India
UNIT – I

UNIT – II

UNIT – III

UNIT – IV

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.
5. Verma S.P and Sharma S.K., Development Administration.
UNIT – I

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 – It 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.
UNIT – I
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
UNIT – I INTRODUCTION

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

Book Recommended for Study
2. Jagadish Prakash, Rao – Shukla – Administration of Public Enterprises in India, New Delhi, 2002
ELECTIVE – I    EDUCATIONAL ADMINISTRATION

UNIT – I

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

UNIT - III

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
UNIT – I

UNIT – II

UNIT – III

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

UNIT – V

Books Recommended for Study
1. Archer, Clive – International Organizations, 1984
PAPER - XIV  PUBLIC MANAGEMENT AND GOVERNANCE

UNIT-I

UNIT-II

UNIT-III

UNIT-IV
Public sector and Private sector Management in Public sector & Private sector.

UNIT - V
Ethics in Management and Governances Corruption — Globalization — e — Governance.

Books Recommended for Study :
PAPER - XV       PUBLIC POLICIES IN INDIA

UNIT-I


UNIT-II


UNIT-III

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

UNIT-IV


UNIT-V

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

Reference :


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. Recruitment in NPos.

UNIT - IV

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

Reference Books:


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

ELECTIVE – III POLICE ADMINISTRATION

UNIT – I

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

Books Recommended for Study
1. Saha B.P. – Indian Police
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)

1. Introduction to political Science
2. Comparative Governments
3. Political Thought (Plato to Marx)
4. Social Welfare Administration

II Semester
(Any One subject of the following Non Major Elective chosen by the Candidate)

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

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

UNIT IV

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.
2. COMPARATIVE GOVERNMENTS

UNIT I

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

UNIT II


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

2. Ebenstin, Western Political Thought.
4. SOCIAL WELFARE ADMINISTRATION

**UNIT I**

**UNIT II**
Christian Missionaries and Social reform movement in India.

**UNIT III**

**UNIT IV**
Welfare services – Child, women, Physically handicapped, Labourers, Tribes – National commission for women, S.C and S.T’s.

**UNIT V**

**Books recommended for study**


SEMMESTER - II

1. INDIAN GOVERNMENT AND POLITICS

UNIT I

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
Judium – 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


2. INTERNATIONAL ORGANISATIONS

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

Books recommended for study


3. ELEMENTS OF PUBLIC ADMINISTRATION

UNIT I


UNIT II

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

UNIT III


UNIT IV


UNIT V


Books recommended for study


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


UNIT V


Books recommended for study


2. J.B. Kripalini, Gandhi – His Life and Thought, Minister of Information and Broadcasting, Publication Division, Govt. of India.