

THIRUVALLUVAR UNIVERSITY

**MASTER OF ARTS
DEGREE COURSE
M.A. PUBLIC ADMINISTRATION
CBCS PATTERN
(With effect from 2020 – 2021)**

The Course of Study and the Scheme of Examinations

	Study Components		ins. hrs/ wee	Credit	Title of the Paper	Maximum Marks		
	Course Title					CIA	Uni. Exam	Total
SEMESTER I								
1	Core	Paper1	6	4	Principle of Public Administration	25	75	100
2	Core	Paper2	6	4	Administrative Thinkers	25	75	100
3	Core	Paper3	6	4	Indian Administrative System	25	75	100
4	Core	Paper4	6	4	Local government and administration	25	75	100
Internal Elective for same major students (Choose anyone)								
5	Core Elective	Paper-1	3	3	A. Development administration B. Public Relations C. Government and Administration in Tamilnadu	25	75	100
External Elective for other major students (Inter/multi-disciplinary papers)								
6	Open Elective	Paper-1	3	3	(To choose one out of 3) A. Introduction to Indian Constitution B. Public Administration for Civil Service Examinations C. Police Administration	25	75	100
			30	22		150	450	600
SEMESTER II								
7	Core	Paper5	6	4	Organizational Behavior	25	75	100
8	Core	Paper6	6	4	Public Financial Administration	25	75	100
9	Core	Paper7	6	4	Public Personnel Administration	25	75	100
Internal Elective for same major students (Choose anyone)								
10	Core Elective	Paper-2	5	3	A. Modern Administrative Systems B. Administrative Law C. Comparative Public Administration	25	75	100
External Elective for other major students (Inter/multi-disciplinary papers)								

11	Open Elective	Paper-2	5	3	(To choose one out of 3) A. International Organization. B. New Public Management C. Peace and Conflict Management	25	75	100
12	*Field Study		-	2		100	-	100
13	Compulsory Paper		2	2	HumanRights	25	75	100
			30	22		250	450	700

***Field Study:**

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

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

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

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

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

PO1: Students are expected to get broader understanding of theoretical knowledge of Public Administration

PO2: Students are expected to grasp the functioning of national level, state level and local level governments.

PO3: Students will be able to imbibe with the administrative system in India

PO4: Students will come to know the issues and challenges in the Personnel and Financial administrations.

PO5: Students will Gain knowledge on the Constitution of India

PO6: Students will obtain the knowledge on the basic principles of Public Administration

PO7: Students will come to know the contribution of various administrative thinkers and their contribution to the growth of the discipline.

PO8: Students will gain knowledge on the Indian Administrative System

PO9: Students will come to know the various administrative systems of the world and also the strength and weakness of each system.

PO10: Students will get clear idea on International Organizations and their functioning.

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SEMESTER – I

CORE PAPER –I
PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT I

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

UNIT II

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

UNIT III

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

UNIT IV

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

UNIT V

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

RECOMMENDED BOOKS:

1. A. Avasthi & R. Maheshwari : Public Administration, Lakshmi Narain Agarwal. Agra, 2012.
2. M. Bhattacharya, New Horizons of Public Administration, Jawahar Publishers and Distributors, New Delhi, 2015.
3. H. Singh, and M. Singh, Public Administration in India: Theory and Practice, New Delhi: Sterling Publishers, 1990
4. R.K.Arora & R. Goyal : Indian Public Administration, Vishwa Prakashan, New Delhi, 2010.
5. M.P. Sharma and B.L. Sadhana, Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 2001

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SEMESTER – I

CORE PAPER –II
ADMINISTRATIVE THINKERS

UNIT – I:

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

UNIT – II:

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

UNIT – III:

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

UNIT – IV:

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

UNIT – V:

Socio-Psychological School - Abraham Maslow -McGregor- Herzberg

RECOMMENDED BOOKS :

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

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SEMESTER – I

CORE PAPER –III

INDIAN ADMINISTRATIVE SYSTEM

UNIT – I:

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

UNIT – II:

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

UNIT – III:

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

UNIT – IV:

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

UNIT – V:

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

RECOMMENDED BOOKS:

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

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SEMESTER – I

CORE PAPER –IV
LOCAL GOVERNMENT AND ADMINISTRATION

UNIT-I

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

UNIT –II

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

UNIT-III

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

UNIT – IV

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

UNIT-V

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

RECOMMENDED BOOKS:

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

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SEMESTER – I

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

A. DEVELOPMENT ADMINISTRATION

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

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

UNIT-V

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

RECOMMENDED BOOKS:

1. Fred W.Riggs (ed) Frontiers of Development Administration, Duke, University Press, Durhan, 1970.
2. V.A.Pai Panandikar, Development Administration in India, Macmillan, Delhi, 1974.
3. S.K. Chatterjee, Development Administration with special reference to India, Surjeet Publicationurs, Delhi, 1981.
4. T.N. Chaturvedi, Development Administrative, IIPA, New Delhi, 1984.
5. R.K. Sapru, Development Administration, Sterling Publishers Limited, New Delhi, 2002.
6. S.A.Palekar, Development Administration, PHI Publishers, Delhi, 2012.

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SEMESTER – I

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

B. PUBLIC RELATIONS

Unit I

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

Unit II - Public and Public:

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

Unit III

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

Unit IV

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

Unit V

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

RECOMMENDED BOOKS:

1. Srinivasan M.R. Balaji C.D. Industrial Law and Public Relations, Chennai, Margham Publications, 2007.
2. Ahuja B.N. and Chhabra S.S. Advertising and Public relations, Surjeet Publications, New Delhi, 2005.
3. J.N. Jethwaney and N.N. Sarkar Public Relations, Sterling Publishers, New Delhi, 2003.
4. K.R.Balan, Principles of Public Relations, Himalaya Publishing House New Delhi, 2010
5. Nicholas Hentry, Public Administration and Public Affair, Prentice Hall of India, 2001

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SEMESTER – I

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

C. GOVERNMENT AND ADMINISTRATION IN TAMILNADU

Unit-1:

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

Unit-II:

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

Unit-III:

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

Unit-IV:

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

Unit-V:

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

RECOMMENDED BOOKS:

1. Backer, G.J., Politics of South India, Cambridge University Press, Singapore, 2007
2. Baliga.B.S., Studies in Madras Administration, India Press, Chennai, 1960
3. Barnett.M.R., The Politics of Cultural Nationalism in South India, Princeton University Press, New Jersey, 2015
4. David Arnold., The Congress in Tamil Nadu, Routelage Publishers London, 2017
5. Eugene F.Irschick, Politics and Social Conflicts in South India, University of California Press, 1969
6. Maheshwari.S.R., State Governments in India, Macmillan India Limited, Chennai, 2007
7. Nambi Arooran., Tamil Renaissance and Dravidian Nationalism, Koodal Publications, Madurai, 1980
8. Roberts L.Hardgrave, The Dravidian Movement, Popular Prakasam, 1965

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SEMESTER – I

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

A. INTRODUCTION TO INDIAN CONSTITUTION

Unit 1 :

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

Unit 2:

Preamble – Salient Features of the Constitution – Basic Structure Doctrine

Unit 3:

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

Unit 4:

Federal System – Union Executive – Union Parliament – Supreme Court

Unit 5:

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

RECOMMENDED BOOKS:

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

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SEMESTER – I

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

B. PUBLIC ADMINISTRATION FOR CIVIL SERVICE

Unit- I - Introduction

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

Unit – II – Principles of Organization

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

Unit – III – Forms of Government Organization

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

Unit – IV – Theories of Organization

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

Unit – V – Control Over Public Administration

Legislative Control, Executive Control and Judicial Control over Public Administration

Recommended Books:

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

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SEMESTER – I

OPEN ELECTIVE PAPER –I

(To Choose One out of Three)

C. POLICE ADMINISTRATION

Unit- 1:

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

Unit-II:

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

Unit-III:

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

Unit-IV

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

RECOMMENDED BOOKS:

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

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SEMESTER – II

CORE PAPER –V

ORGANIZATIONAL BEHAVIOUR

UNIT – I:

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

UNIT – II:

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

UNIT – III:

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

UNIT – IV:

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

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

RECOMMENDED BOOKS:

1. Stephen P.Robbins, Organizational Behaviour, Prentice Hall, 1997.
2. Prasad L.M, Organizational Behaviour, Sultan Chand Publishers, New Delhi 2004
3. Nirmal Singh, Organizational Behaviour, Concepts, Theory and Practices Managing People and Organization in the 21st century Deep & Deep Publishers New Delhi, Reprint 2009
4. Keith Davis, Human Behaviour at Work, McGraw Hill Book Co.,1991
5. G.Sudersana Reddy, K.Aswathappa, Organizational Behaviour, Himalaya Publications, Mumbai, 2015.
6. Kushpat, S.Jain, Apexa V. Jain, Organizational Behaviour, Himalaya Publications, Mumbai, 2015, 2017

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SEMESTER – II

CORE PAPER –VI

PUBLIC FINANCIAL ADMINISTRATION

UNIT – I:

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

UNIT – II:

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

UNIT – III:

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

UNIT – IV:

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

UNIT – V:

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

RECOMMENDED BOOKS:

1. Goel S.L., Public Financial Administration, New Delhi Deep and Deep Publication, 2002
2. Thavaraj M.J.K., Financial Administration in India, Sultan Chand & Sons, New Delhi ,2000.
3. Mukherjee S.S., Financial Administration in India, Surjeet Publication, New Delhi
4. Kramer Fred A., ed. Contemporary Approaches to Public Budgeting, Cambridge, Mass:Winthrop,1979
5. S.K. Mahajan, A.P.Mahajan, Financial Administration in India, PHI Learning Private Limited, New Delhi, 2014.

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SEMESTER – II

CORE PAPER –VII
PUBLIC PERSONNEL ADMINISTRATION

Unit- I

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

Unit- II

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

Unit- III

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

Unit-IV

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

Unit- V

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

RECOMMENDED BOOKS:

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

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M.A. PUBLIC ADMINISTRATION
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SEMESTER – II

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

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

UNIT- I:

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

UNIT - II:

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

UNIT - III:

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

UNIT - IV:

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

UNIT -V:

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

RECOMMENDED BOOKS:

1. Johari A.C. Major Modern Political Systems, Sterling Publishers, New Delhi, 2020
2. Kapur A.C. Select Constitutions, S.Chand and Co. New Delhi, 2000
3. Mahajan V.D. Selected Modern Governments, S.Chand and Co. New Delhi, 1998
4. Rideley and Blondel, Public Administration in France, Routelage, Michiga, 2008
5. Vishnoo Bhagawan and Vidhya Bjushan, World Constitutions, New Sterling Publishers, New Delhi, 2001

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M.A. PUBLIC ADMINISTRATION
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SEMESTER – II

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

B. ADMINISTRATIVE LAW

UNIT – I:

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

UNIT – II:

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

UNIT – III:

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

UNIT – IV:

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

UNIT – V:

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

RECOMMENDED BOOKS:

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

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SEMESTER – II

CORE ELECTIVE –Paper - II
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C. COMPARATIVE PUBLIC ADMINISTRATION

UNIT I:

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

UNIT II:

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

UNIT III:

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

UNIT IV:

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

UNIT V:

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

BOOKS RECOMMENDED:

1. Arora R.K. Comparative Public Administration. Unique Publishers, New Delhi , 2007
2. Ferral Heady, Public Administration, A Comparative Perspective, Marcel Dekker Inc, New York, 2001.
3. Rathod P.B . Comparative Public Administration, ABD Publishers Jaipur -2007
4. Juditha Bara And Mark Pennigton Comparative Politics, Sage Publication New Delhi, 2009.
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A. INTERNATIONAL ORGANIZATIONS

UNIT – I

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

UNIT – II

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

UNIT-III

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

UNIT –IV

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

UNIT – V

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

BOOKS RECOMMENDED:

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

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B. NEW PUBLIC MANGEMENT

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

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

UNIT-V

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

BOOKS RECOMMENDED:

1. Kate MC Langhlin, Stephen P.D Solborne, Ewan Ferlie (ed) New Public Management Current Trends and Future Prospects, Routledge, London, 2002.
2. Jan-Erik Lane, New Public Management, Routledge, London, 2000.
3. Tony Bvacrd, Elke Loffler, Public Management and Governance, Routledge, London, 2003.
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C. PEACE AND CONFLICT MANAGEMENT

UNIT-I Introduction

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

UNIT-II Intellectual Foundations of Peace Science

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

UNIT-III Peace Education

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

UNIT-IV Theories of Conflicts

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

UNIT-V Gandhian Strategies of Conflict Resolution

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

RECOMMENDED BOOKS:

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