

சென்னைப் பல்கலைக்கழகம்
தொலைதரக் கல்வி நிறுவனம்



B.A. Degree Course in
PUBLIC ADMINISTRATION
பொது நிர்வாகம்

Syllabus for Core Subjects

Non-Semester

(Effective from the Academic Year 2005 - 2006)

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
CHENNAI - 600 005

B.A. PUBLIC ADMINISTRATION

SCHEME OF EXAMINATIONS

FIRST YEAR

Paper	Subjects	Duration Hours	Total Marks
	Core Courses - Main Subjects		
I	Principles of Public Administration	3	100
II	Administrative Thinkers	3	100
	Core Course - Allied Subject		
I	Police Administration	3	100
SECOND YEAR			
	Core Courses - Main Subjects		
III	Principles of Management	3	100
IV	Modern Administrative Systems (UK, USA, France, Switzerland, and China)	3	100
	Core Course - Allied Subject		
II	Basics of Computer Education	3	100
THIRD YEAR			
V	Public Personnel Administration	3	100
VI	Public Financial Administration	3	100
VII	Development and Environmental Administration	3	100
VIII	Indian Administration	3	100
	Application Oriented Subject		
IX	Labour Welfare Administration in India	3	100

INSTITUTE OF DISTANCE EDUCATION

B.A. DEGREE COURSE IN PUBLIC ADMINISTRATION

SYLLABUS

FIRST YEAR

PAPER I - PRINCIPLES OF PUBLIC ADMINISTRATION

Unit 1 : Introduction

Meaning, Nature and Scope of Public Administration
- Growth and Development of Public Administration - Public and Private Administration - Public Administration and other Social Science Relations - Public Administration : An Art or Science - New Public Administration

Unit - II : Principles of Organisation

Organisation - Definition - Principles of Organisation : Hierarchy, Span of Control, Unity of Command, Delegation - Line-Staff and Auxiliary Agencies - Bases of Organisation - Purpose, Process, People and Place - Theories of Organisation : Classical, Neo-Classical, Modern Theories of Organisation

Unit III : Structure of Administration

Chief Executive - Types of Chief Executive : Single - Plural and Collegiate - Department - Public Corporation - Independent Regulatory Commission - Board

Unit IV : Control Over Public Administration

Types of Control - Legislative - Executive - Judicial Control and Functions of Comptroller and Auditor General of India.

Unit V : Dynamics of Organisation

Decision - Making - Leadership - Organisational Change - Organisational Development - Organisational Control - Organisational Behaviour - Individual and Group Organisational Conflict - Conflict Resolution, Organization and Society.

BOOKS RECOMMENDED FOR STUDY

1. Avasti and Maheswari, Public Administration (Agra : Lakshmi Narain, 1998)
2. Mohit Bahattacharya, New Horizons of Public Administration, 2002i Jawahar Publications, New Delhi.
3. Shriram Maheswari, Administrative Theory : An Introduction (New Delhi : Macmillan India Ltd., 1998)
4. Prasad, L.M., Organisational Theory and Behaviour.
5. Harmon, M.M. and Mayer, R.T. Organisational Theory for Public Administration
6. Agarwal, R.D., Organisation and Management.
7. White L.D., Introduction to the Study of Public Administration.

PAPER - II - ADMINISTRATIVE THINKERS

Unit 1 : 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. Organisational Theory
4. Singh, R.N. Management Thought and Thinkers

ALLIED I - POLICE ADMINISTRATION

Unit - I

Nature, scope and significance of police administration
- approaches to Police Administration - Role of Police in the
Contemporary Society.

Unit - II

Evolution of Police in India - Pre-British System of
police in India - Indian Police Act 1861 - Central Police

Organisations : Their structure and functions - IB-CBI-CRPF-RPF-BSF - and CISF - Report of the National Police Commission (1979-82)

Unit-III

Police objectives - Protection of the society - Through Maintenance of peace and order, protection of life property. Functions of the police - Prevention of crime, Patrolling, Surveillance, Intelligence - Maintenance of law and order - upholding human rights etc.

Unit - IV

State level police : Its structure and function - other police organisations - CID, Finger Print Bureau, Dog Squad, DVAC

Unit - V

Issue area : Autonomy and Accountability of police - Police neutrality - Corruption police - Role of Police in society - Women police - their need and importance - Recruitment and training of constables, Sub-Inspectors and Deputy Superintendent of police.

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

SECOND YEAR

PAPER III - PRINCIPLES OF MANAGEMENT

Unit - 1 : Introduction

Meaning, Nature and Scope of Management-Levels of Management - Scientific Management-Schools of Management Thought.

Unit - II Management Functions

Planning : Nature and Purpose - Organizing : Nature and authority Structures - Staffing : Selection and Performance appraisal -Leading : groups and Individuals - controlling : System and process of controlling - financing.

Unit-III : Management Process

Planning - Policy Making - Decision Making - Communication - Leadership - Motivation - Feedback.

Unit - IV : Management Techniques

Management in Government and Business - Management Techniques - Management by Objectives - Management Information System - Total Quality Management (TQM)

Unit-V : Styles of Management

Participative Management - Quality circles - Training and Management Development

Books Recommended for Study

1. Joseph L. Massie, Essentials of Management
2. Keeling. D., Management in Government
3. Singh, Nirmal, Principles of Management
4. Koontz and 'O'dennell : Management

PAPER IV - MODERN ADMINISTRATIVE SYSTEMS (U.K. U.S.A., FRANCE, SWITZERLAND AND CHINA)

Unit -1

Concept of Modern Administration - Types and classification of constitution - Parliamentary System - Presidential System of Government - Collegiate of Government.

Unit - II

United Kingdom : The Salient features of British Administrative System - Executive, Legislative and Judicial Branches - Powers and functions - British Civil Services - Rule of Law-Party System - Pressure Groups - United States of America : Salient Features of American Administrative System - Executive, Legislative and Judicial Branches - Powers and functions - Separation of Powers - Judicial Review.

Unit - III

France, Salient Features of the French Administrative System-Executive, Legislative and Judicial-Powers and functions - Administrative Law - Political Party - Public Services.

Unit - IV

Switzerland : Salient features of Switzerland Administrative System - Executive, Legislative and Judicial Branches - Powers and functions - Public services - Political parties.

Unit - V

China : Salient features of China Administrative System - Executive, legislative and Judicial Branches - Powers and functions - Public services - political parties.

BOOKS RECOMMENDED FOR STUDY

1. Rideley and Blondel : Public Administration in France
2. Vishnoo Bhagavwan and Vidhya Bhusdhan : World Constitutions, New Sterling Publishers
3. Kapur. A.C. Select Constitutions, New Delhi : S, Chand and Co.,
4. Johari A.C. Major Modern Political Systems
5. Mahajan, V.D. Selected Modern Governments

ALLIED II - BASICS OF COMPUTER EDUCATION

Unit - I

Computer fundamentals : Introduction to Computers - Classification of digital computer systems - Anatomy of digital computer - Computer architecture - Number system - memory units - Auxiliary storage devices - Input Devices - Out put Devices - Operating systems - Programming Languages - Introduction to Data base management Systems - Fox Pro - Applications.

Unit - II

Windows 98 - Features of Windows 98-MS Word : Word Basic - Creating a Document / Template - Mail Merge - Tamil Word Processor

Unit - III : Excel

Introduction to Excel - Data Sort - Data Filters - Valid Criteria - Invalid criteria - Redundant Criteria - Functions

Unit - IV Powerpoint

Working with Power Point - Part of Power Point window - various tool bard - slide manipulation - fonts - graph - table - templates

Unit -V

Introduction to Telecommunications - Computer Networks - Communications Systems - Distributed Systems - Internet and World Wide Web - Electronic Mail - Internets.

BOOKS FOR REFERENCE

1. Sanjay Saxena - A First Course in Computer - Vikas Publishing House Pvt., Ltd., 1998 (Unit II, III and IV)
2. Alexis Leon, Mathews Leon - Fundamentals of Information Technology - Vikas Publishing House Pvt., Ltd., 1999 (Unit I and V)
3. Kurinji Tamil Software

THIRD YEAR

PAPER V - PUBLIC PERSONNEL ADMINISTRATION

Unit - I

Meaning, Functions and Importance of Public Personnel Administration-Tenure System - Spoil System - Merit System - Bureaucracy - Max Weber and Bureaucracy-Civil Service Meaning and definition - Civil Service in U.S.A. France and India.

Unit - II

Position Classification Meaning - Position Versus Rank classification - Classification of services in Britain and India - Civil Services in India - Meaning of recruitment and types of recruitment - UPSC in India - Training, meaning - Types of training - Training in India.

Unit - III

Promotion Meaning - Types of Promotion - Performance Appraisal - Methods of Performance appraisal - Remuneration and Service Conditions - Methods of Job evaluation - Role of Pay Commission - other service conditions.

Unit - IV

Conduct and Disciplines - Meaning - Types of disciplinary action - Prestige and Morale-Types of Morale-factors determining Morale - Retirement - Objective of Retirement - Advantages of Retirement System - Pension Versus Provident fund - Retirement benefits.

Unit V

Compensation - Method of compensation - various allowances to the employees - employees Association - Growth of employees association in various countries - Whitely Councils in Britain, USA and India - Integrity in Administration - Generalists Versus Specialists.

BOOKS RECOMMENDED FOR STUDY

1. Sharma, M.P. (1998) Public Administration Theory and Practice, Kitab Mahal, Allahabad.
2. Avasthi-Maheswari, (1998) Public Administration, Lakshmi Narayan Agarwal, Agra.

3. Tyagi. A.R. (1987) Public Administration.
4. Vishnu Bhagawan and Vidhya Bhushan, (1994) Public Administration, S.Chand & Company, New Delhi
5. S.L. Goel : Public Personnel Administration

PAPER VI - PUBLIC FINANCIAL ADMINISTRATION

Unit - I

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

Unit - II

Budgeting in India - Preparation and Execution of the Budget - Finance Ministry - Control over Public Expenditure - Executive - Legislative and Audit.

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 Accounts Committee - Estimate Committee Committee on Public Undertaking - Finance Commission - Planning Commission.

Unit - V

Aspects of Fiscal Federalism in India - Resource Mobilization - Tax Administration in India - Union and State Financial Relations :

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
4. S.L. Goel : Public Financial Administration

PAPER VII - DEVELOPMENT AND ENVIRONMENTAL ADMINISTRATION

Unit - I

Meaning, Nature and Scope of Development Administration - Stages in the Evolution of Development Administration - The Pioneering Stage - The Stage of Criticism and Crises - The Continuing and maturing Stage - Public Administration and Development Administration - Administration for Development

Unit - II

Theories of Development Administration - Bureaucratic theory of Development Administration - Behavioural 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 Panchayati Raj - 73rd and 74th Constitutional.

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 - Area Development Programme - Tribal Development Programme - Agricultural Development Programme - Educational Development Programme - Community Development Programme.

Unit - V

Environment : Its definition and nature - environmental awareness : Global, National Level - Pollution of the environment : Species, Human Population, Cycling of materials - National hazards, disasters - How human being affects the environment : Agricultural Mining - Forests - Housing - Urbanization - Industrial development

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. Sparu. R.K. Development Administration in India
5. Verma S.P. and Sharma, S.K. Development Administration

PAPER VIII - INDIAN ADMINISTRATION

Unit - 1

Evolution of India 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 - Secretariat - Ministers and Departments - Ministry of Home Affairs - Ministry of Defence - Ministry of External Affairs - Ministry of Planning Minister - Secretary Relationship.

Unit - III

All India Services - Central Civil Services - UPSC and Its functions - Administrative Corruption - CVC - Lok Pal - Lok Ayukta - Administrative Reforms -

Unit IV

State Administration : Governor - Chief Minister and Council of Ministers - Secretariat - Chief Secretary - Departments and other Constitutional authorities (State Public Service Commission, State Finance Commission, State Election Commission) - State Planning Commission.

Unit - V

Local Administration : Historical evolution of local Government in Tamil Nadu - Urban local government - Rural local government 73rd and 74th Constitutional.

BOOKS RECOMMENDED FOR STUDY

1. Hoshiar Singh and Mohinder Singh : Public Administration in India
2. Chaturvedi T.N. State Administration in India
3. Shri Ram Maheswari, Indian Administration

PAPER IX - APPLICATION ORIENTED SUBJECT- LABOUR WELFARE ADMINISTRATION IN INDIA

Unit - 1

Evolution of Labour Welfare Administration in India -
Concept of Labour and Labour Welfare - Theories of labour
Welfare.

Unit - II

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

Unit - III

Social Security : Labour Legislations in India - Child
Labour - Women Labour - Agricultural Labours - Plantation
Labourer - Industrial Housing.

Unit - V

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

Unit - V

Workers Participative Management - Natural and
International Labour Organisations

BOOKS RECOMMENDED FOR STUDY

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