UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
BA PUBLIC ADMINISTRATION
Under Choice Based Credit System
(With effect from the academic year 2018 – 2019)

SCHEME OF EXAMINATIONS

SEMESTER I		SUBJECTS	Credit	Max Marks		Total
COURSE COMPONENT				Int.	Ext	
Part I	Paper-I	Tamil or other language	3	25	75	100
Part II	Paper -I	English	3	25	75	100
Part III	Core Paper-I	Principles of Public Administration	4	25	75	100
	Core Paper-II	Administrative Thinkers	4	25	75	100
	Allied Paper – I	Human Rights Administration	3	25	75	100

SEMESTER II		SUBJECTS	Credit	Max Marks		Total
COURSE COMPONENT				Int.	Ext.	
Part I	Paper – II	Tamil or other language	3	25	75	100
Part II	Paper – II	English	3	25	75	100
Part III	Core Paper – III	Organization Theory	4	25	75	100
	Core Paper – IV	Modern Administrative System –I (U.K., U.S.A., France)	4	25	75	100
	Allied Paper – II	Police Administration	3	25	75	100

SEMESTER III		SUBJECTS	Credit	Max Marks		Total
COURSE COMPONENT				Int.	Ext.	
Part I	Paper – III	Tamil or other language	3	25	75	100
Part II	Paper – III	English	3	25	75	100
Part III	Core Paper – V	Principles of Management	5	25	75	100
	Core Paper – VI	Modern Administrative System –II (Switzerland, China, Japan)	4	25	75	100
Part IV	Non – major Elective – I	Basics of Computer Education	2	25	75	100

SEMESTER IV		SUBJECTS	Credit	Max Marks		Total
COURSE COMPONENT				Int.	Ext.	
Part I	Paper -IV	Tamil or other language	3	25	75	100
Part II	Paper –IV	English	3	25	75	100
Part III	Core Paper-VII	Indian Constitution	5	25	75	100
	Core Paper-VIII	Administrative Law	4	25	75	100
Part IV	Non – major Elective-II	Public Relations	2	25	75	100

SEMESTER V		SUBJECTS	Credit	Max Marks		Total
COURSE COMPONENT				Int.	Ext.	
Part III	Core Paper-IX	Public Personnel Administration	4	25	75	100
	Core Paper-X	Public Financial Administration	4	25	75	100
	Core Paper-XI	Development Administration	4	25	75	100
	Core Elective-I	Social welfare Administration	3	25	75	100
Part IV		Environmental studies	2	25	75	100

SEMESTER IV		SUBJECTS	Credit	Max Marks		Total
COURSE COMPONENT				Int.	Ext.	
	Core Paper-XII	Indian Administration	4	25	75	100
	Core Paper-XIII	Govt. and Administration in Tamil Nadu	4	25	75	100
	Core Paper-XIV	Local Govt. Administration in India	4	25	75	100
	Core Elective-II	Labour Welfare Administration	3	25	75	100
Part IV		Value Education	2	25	75	100

CREDIT DISTRIBUTION

		CREDITS
Language Paper	4X3	12
English	4x3	12
Core Paper	12X4	48
	2 X 5	10
Allied	2X3	6
Elective	2X3	6
NME	2X2	4
EVS	1X2	2
VE	1X2	2
TOTAL		102

SYLLABUS

SEMESTER - I

CORE PAPER-1: PRINCIPLES OF PUBLIC ADMINSITRAT1ON

Unit -I: Introduction

Meaning, Nature and Scope of Public Administration - Evolution of Public Administration - Public and Private Administration - Public Administration and Other Social Sciences - Public Administration: An Art or Science - New Public Administration

Unit -II: Principles of Organization

Organization - Definition - Principles of Organization: Hierarchy- Span of Control- Unity of Command- Delegation - Line - Staff and Auxiliary Agencies.

Unit- III: Structure of Administration

Chief Executive - Types of Chief Executives - Department -Public Corporation - Independent Regulatory Commission - Board

Unit- IV: Control Over Public Administration

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

Unit- V: Issues and Trends in Public Administration

Permanent and Political Executive- Generalists and Specialists-Corruption-Administrative Reforms Commission

Books Recommended for Study:

1. Avasti and Maheswari, Public Administration (Agra: LakshiniNarain, 1998)
2. Laxmi Narayan, Principles of Public Administration
3. Mohit Bahattacharya, New Horizons of Public Administration, 2002
4. Shriram Maheswari, Administrative Theory: An Introduction (New Delhi: Macmillan India Ltd., 1998)

CORE PAPER – II: ADMINISTRATIVE THINKERS

Unit- I: Classical School
Woodrow Wilson - Henry Fayol - F.W. Taylor

Unit- II: Human Relations School
George Elton Mayo - Chris Argyris.

Unit- III: Behavioral School
Herbert A. Simon -   Chester I Barnard

Unit -IV: Socio-Psychological School
Abraham Maslow - Herzberg

Unit V: Development School
Fred W. Riggs - Y.Dror

Books Recommended for Study:
1. Maheswari S.R Administrative Theory
2. Pugh D.S - Organizational Theory
3. Ravindra Prasad - Administrative Thinkers
4. Singh R.N - Management Thought and Thinkers

Allied PAPER-1: HUMAN RIGHTS ADMINISTRATION

Unit - I: Introduction
Meaning, nature and scope of Human Rights- Theories of Human Rights

Unit - II: Categories of Human Rights
Civil, Political, Economic and Social Relations on Human Rights

Unit - III: Legal Mechanism for Human Rights
United Nations Human Rights Commission - National Human Rights Commission — State Human Rights Commission

Unit - IV: International Covenant on Human Rights
UDHR- International Covenant on Civil, Political, Economic and Social Rights

Unit -V: Human Rights Act
National Human Rights Act- National Commission for Minorities- Scheduled Caste and Scheduled Tribe - Women

Books Recommended for Study:
1. Arun Kumar Palai — National Human Rights Commission of India, Atlantic Publisher, 1999

2. Meharaj Begum, Human Rights in India-Issues and Perspectives, AHP Publishing Corporation

3. Mehta P.L., Meena Urma — human Rights under the Indian Constitution 1999

4. Sivagami Paramasivam., Human Rights- A Study, Sri Ram Computer Prints, Tamil Nadu

5. UBHDP — Program — annual Reports, OUP — Aravind Kumar (ed), Human Rights and Social Movements, Anmol Publishers, 1999

6. Vinod Sharma., Human Rights Violation-A Global Phenomenon, AHP Publishing Corporation

CORE PAPER- III: ORGANIZATION THEORY

Unit -1: Introduction

Meaning, Nature, Scope and Importance of Organization - Bases of Organization - (Purpose, Process. People and Place)

Unit- II: Theories of Organization

Classical Theories: Human Relations Theory, Neo-classical and Modern Theory.

Unit -III: Organizational Structure

Forms and Goals of Organization-Functions of Organizations - Management of Organization

Unit -IV: Organization Dynamics

Decision Making - Leadership - Organizational Change - Organizational Development - Organizational Control

Unit -V: Organizational Behavior

Organizational behavior - Organizational Conflict - Organization and Society

Books recommended for study:

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

CORE PAPER IV: MODERN ADMINISTRATIVE SYSTEMS – I

(U.K., U.S.A., & France)

Unit- I: Introduction

Concept of Modern Administration - Types 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: Comparison of Governments

Structure and Functions - Local Government and Administration in U.K., U.S.A and France

Books recommended for study:

1. Johari A.C. - Major Modern Political Systems
2. Kapur A.C. - Select Constitutions, New Delhi — S.Chand and Co.,
3. Mahajan V.D. — Selected Modern Governments
4. Rideley and Blondel — Public Administration in France
5. Vishnu Bhagawan and Vidhya Bjushan — World Constitutions, New Sterling Publisher

Allied PAPER-II - POLICE ADMINISTRATION

Unit – I: Introduction

Nature, scope and significance of Police Administration- Evolution of Police in India - Indian Police Act, 1861

Unit –II: Central Police Organization

Structure and functions - IB-CBI-CRPF-RPF-BSF- National Police Commission (1979-82)

Unit – III: Police Functions

Police objectives- Police Functions: Protection, Maintenance of Peace and Law & Order, Prevention of Crime- Patrolling, Surveillance and Intelligence

Unit – IV: State Level Police

State level Police -structure and functions – other police organization: CID, Finger Print Bureau, Dog squad and DAVC

Unit –V: Police Recruitment and Training

Autonomy and Accountability of Police – Police Neutrality – Police Corruption – Women Police - Recruitment and Training of Police

Books Recommended for Study

1. Ghosh.S.K. and Rustomji.K.F: Encyclopedia of Police in India
2. Raghavan R.K. Indian Police
3. Rajinder Prasher. Police Administration
4. Report of the National Police Commission, Central Government Publications.
5. Saha B.P. – Indian Police
6. Shamim Allem. Women in Indian Police
7. Venugopal Rao.S – Criminal Justice. Problems and Perspectives in India

CORE PAPER -V: PRINCIPLES OF MANAGEMENT

Unit- I: INTRODUCTION

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

Unit- II: MANAGEMENT TECHNIQUES
Management in Government and Business - Management Techniques

Unit- III: MANAGEMENT PROCESS
Planning - Policy Making - Decision Making-- Communication

Unit- IV: ANALYSIS OF MANAGEMENT
Management by Objectives - Management Information System

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. Prasad.L.M., - Principles and Practice of Management

CORE PAPER - VI: MODERN ADMINSTRATIVE SYSTEM- II
(Switzerland, China and Japan)

Unit-I: Introduction

Concept of Switzerland, China and Japan constitutions

Unit - II: Switzerland

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

Unit - III: China

Salient Features of China's Administrative System - Executive, Legislative and Judicial Branches - Powers and Functions - Public Services - Political Parties

Unit - IV: Japan

Salient Features of Japanese Administrative System - Executive, Legislative and Judicial Branches Powers and Functions - Political Parties - Public Services - Pressure Groups.

Unit - V: Comparison of Governments

Structure and Functions- Local Governments and Administration in Switzerland, China and Japan

Books Recommended for Study

1. Vishnoo Bhagawan and Vidhya Bhushan — World Constitutions, New Sterling Publishers.
2. Kapur A.C. — Select Constitutions, New Delhi, S.Chand & Co,,
3. Johari A.0 — Major Modern Political Systems
4. Mahajan V.D Selected Modern Governments

NON MAJORE ELECTIVE -1 -BASICS OF COMPUTER EDUCATION

Unit-1: Fundamentals of Computer:

Meaning, nature, scope and importance of Computers-Types of Computer-Memory units, Input and Output devices, Operating Systems, Programming Languages and-Database systems

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: Power Point

Part of power point window-Various tool board-Slide manipulation-Fonts, Graph, Tables and Templates

Unit-V: Network

Introduction to Telecommunication-Computer Network-Communication systems: Internet, Intranet, World Wide Web and E-Mail

Books Recommended for Study:
1. Sanjay Saxena, (1998), A First Course in Computer -Vikas Publishing House (P) Ltd.,
2. Alexis Leon & Mathews Leon (1999), Fundamentals of Information Technology, Vikas Publishing House (P) Ltd.,
3. Kurinji Tamil Software.

CORE PAPER - VII: INDIAN CONSTITUTION- (Core)

Unit - I: Introduction

Salient features of the Constitution - Preamble - Federal systems - Fundamental Rights and Duties - Directive Principles of State Policy - Amendment procedures.

Unit - II: Union Executive

President – Legislative, Executive, Judiciary and Emergency Powers - Vice President - Prime Minister - Council of Ministers.

Unit - III: Parliament

Union Parliament - Rajya Sabha -Chairman- Lok Sabha - Speaker- Powers and functions

Unit - IV: Judiciary

Supreme Court – High Court; Appointment and Removal of Judges - Independence of Judiciary - Original - appellate- Advisory powers -Judicial Review- Constitutional Remedies

Unit- V: State Government

Powers and functions of the Governor, the Chief Minister and the Council of Ministers - Functioning of State legislature.

Books Recommended for Study

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

CORE PAPER- VIII: ADMINISTRATIVE LAW

Unit - I: Introduction
Meaning, Nature and scope of Administrative Law - Growth of Administrative law - Administrative Discretion

Unit - II: Legislature and Administrative Law
Delegated Legislation: Definition - Need for Delegated Legislation - Types of Delegate legislation - Control over Delegated Legislation

Unit - III: Administrative Tribunals
Right to Hearing - Administrative Adjudication – Tribunals

Unit - IV: Judiciary and Administrative Law
Natural Justice -Judicial control - Administrative Actions- Writs (Habeas Corpus, Quo Warranto, Mandamus, Certiorari and Prohibition)

Unit - V: Control over Administration
Ombudsman -- Need for Ombudsman — Ombudsman in India

Books Recommended for Study

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

NON MAJOR ELECTIVE-II: PUBLIC RELATIONS

Unit I: Introduction
Meaning - Nature, Scope and Importance of Public Relations - Distinction between Publicity, Propaganda, Advertising and Public Relations

Unit -II: Public Relations in Indian Environment
Changes in Socio, Economic Political and Cultural Relations - Public Relations in Government, Non-Government Organizations, Commercial and Non-Commercial Organizations

Unit -III: Public in Public Relations
Concept of Public in Public Relations: Communities, Organizations, Suppliers and Distributors and Consumers

Unit- IV: Public Relations Department
Public Relations Department: Public Relation Officer (PRO), Role & Responsibilities - Press Information Bureau: Film Divisions, Publication Division

Unit-V: Challenges of Public Relations
Public Relations Education and Training - Challenges and growth in Public Relations-Public Opinion Leaders

Books Recommended for Study:
1. Balan.K.R. Lectures on Applied Public Relations, Sultan Chand & Sons, New Delhi, 1985.
2. Ganesh, S., Introduction to Public Relations, Indian Publishers Distributors, Delhi, 1999.
3. Metha.D.S. Hand Book of Public Relations in India.
4. Moore arid Frank, Public Relations - Principle, Cases and Problems, Sur Publication, New Delhi, 1987.

CORE PAPER IX: PUBLIC PERSONNEL ADMINISTRATION

Unit- I: Introduction
Meaning, Nature and Importance of Personnel Administration – Types of Personnel System- Bureaucracy –Max Weber and Bureaucracy

Unit -II: Position Classification
Meaning - Position Versus Rank classification - Classification of services in Britain and India - Civil Services in India - Recruitment - Training

Unit- III: Promotion
Meaning - Types of Promotion - Performance Appraisal - Remuneration and Service Conditions – Job Evaluation – Pay Commission- Other Service Conditions

Unit - IV: Conduct and Discipline
Meaning -Disciplinary Action – Morale - Retirement – Pension System – Provident Fund - Retirement Benefits

Unit- V: Compensation
Method of Compensation – Various Allowances to the Employees – Employees Association – Whitely Councils in Britain, USA and India – Integrity in Administration

Books Recommended for study:

1. Avasthi – Maheswari, (1998) Public Administration, Laksmi Narayan Agarwal, Agra.
2. Goel, S.L. - Personnel Administration and Management
3. Hays, S.W. & Kearney, R.C. - Public Personnel
4. Lallan Prasad & Bannerjee., Management of Human Resources, Sterling Publishers (P) Ltd.,
5. Rao, Subha P., and V.S.P.Rao.,(1995) Human Resource Management , New Delhi: Konark Publishers Pvt. Ltd,
6. Sharma.M.P., (1998) Public Administration Theory and Practice, Kitab Mahal, Allahabad.
7. Singh, Nirmal & Bhatia. S.K., Industrial Relations and Collective Bragaining Theory and Pratice
8. Sinha, V.M. - Public Personnel Administration
9. Stahl, O Glenn - Public Personnel Administration
10. Tripathi, P.C.,(2000) Human Resource Development, New Delhi, Sultan Chand And Sons.

CORE PAPER X: PUBLIC FINANCIAL ADMINISTRATION

Unit -I: Introduction

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

Unit - II: Budgeting in India

Preparation and Executive of the Budget - Finance Ministry - Control over Public Expenditure - Executive - Legislative

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: Parliamentary Committee

Financial Committees - Public Account Committee - Estimate Committee - Committee on Public undertaking - Finance Commission - Planning Commission.

Unit - V: Fiscal Federalism

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. Goel.S.L., Financial Administration of India

CORE PAPER XI: DEVELOPMENT ADMINISTRATION

Unit - I: Introduction

Meaning, Nature and Scope of Development Administration - Evolution of Development Administration -- Public Administration and Development Administration - Administration for Development

.

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: Development Programmes

Area Development Program - Tribal Development Program - Agricultural Development Program - Educational Development Program - Community Development Program

Books Recommended for Study:

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

CORE ELECTIVE-1: SOCIAL WELFARE ADMINISTRATION

Unit- I: Introduction
Meaning, nature and scope of social welfare- Distinction between Social Security, Social Assistance and Social Insurance

Unit- II: Administration of Social Welfare
Central Social Welfare Board- State Social Welfare Board- Role of Voluntary Organizations and Non- Governmental Organizations in Social Welfare

Unit- III: Social problems
Social Problems: Adult offenders, Juvenile Delinquency, Beggary, Dowry, Prostitution, Drug Trafficking and Sexual harassment

Unit- IV: Welfare Services
Child- Women- Disabled Persons - Labours- Tribes

Unit- V: Social Welfare Policy
Social Policy of Government of India – Social Legislation - Social Welfare Department Welfare – International Welfare Organizations -WHO- UNICEF and UNESCO

Books Recommended for Study

1. Kohli A.S – Sharma S.R – The Welfare State, Encyclopedia of Social Welfare and Administration Series, Anmol Publications Pvt Ltd, New Delhi, 1997.
2. Madan G.R – Indian social Problems Vol.I&Vo.II, Allied Publishers Private Limited, Ahmadabad, 1989.
3. Shankar Pathak – Social Welfare – An Evolutionary and Developmental Perspective, Macmillan India Ltd., New Delhi, 1981.
4. Chaudhary, D.P. - A. Hand Book of Social Welfare
5. Choudry, Paul. (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
6. Goel, S.L. and R.L.Jain, Social Welfare Administration Vol. l and II, New Delhi: Deep and Deep.
7. Jacob, K.K (1989) Policy in India, Udaipur: Himalaya' Publications.
8. Mukherjee, Radhakamal - Social Welfare Administration
9. Prasad, R. - Encyclopaedia of Social Welfare Administration
10. Sachdeva, D.R., Social Welfare Administration. Kitab Mahal.
11. Shukla, K.S. - Social Welfare Administration in India

<p align="center">**SEMESTER - VI**</p>

<p align="center">**CORE PAPER XII: INDIAN ADMINISTRATION**</p>

Unit - I: Introduction

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

Unit -II: Union Government

President - Prime Minister - Council of Ministers - Cabinet Committees- Cabinet Secretariat -Prime Minister's Office

Unit-III: Machinery of Government

Central Secretariat - Ministry of Home Affairs- Ministry of Defence - Ministry of External Affairs- Ministry of Planning

Unit - IV: All India Services

All India Services- Training for All India Services - Constitutional Authorities: UPSC-Comptroller and Auditor General of India-Election Commission-Finance Commission

Unit- V: Issues in Indian Administration

Corruption - CVC - Lok Pal-Lokayukta - Political and Permanent Executives Relations-Administrative Reforms Commission

Books 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

CORE PAPER- XIII: GOVERNMENT AND ADMINISTRATION IN TAMIL NADU

Unit-1: Introduction
Evolution of Tamil Nadu State Administration-Madras Presidency-Provincial Administration-Montague Chelmsford Reforms-State Reorganization

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
Organization of Secretariat and Directorate-State Planning Commission-State Finance Commission-Tamil Nadu Public Service Commission-District Administration

Unit-V: Local Administration
Rural Local Bodies: Structure and functions of Rural Local Bodies- Urban Local Bodies: Structure and functions of Urban Local Bodies-State Election Commission

Books Recommended for Study:
1. Backer, G.J., Politics of South India
2. Baliga.B.S., Studies in Madras Administration
3. Barnett.M.R., The Politics of Cultural Nationalism in South India
4. David Arnold., The Congress in Tamil Nadu
5. Maheshwari.S.R., State Governments in India, Macmillan India Limited
6. Nambi Arooran., Tamil Renaissance and Dravidian Nationalism
7. Roberts L.Hardgrave, The Dravidian Movement
8. Saraswathi.S., Minorities in Madras State
9. Tamil Nadu Government Reports
10. Tarachand., History of the Freedom Movement in India
11. Washbrook, The emergence of provincial politics, The Madras Presidency 1870-1920, Cambridge University Press
12. www.tn.gov.in
13. Zoya Hassan, Politics and the State in India, Sage Publications,

CORE PAPER XIV: LOCAL GOVERNMENT AND ADMINISTRATION IN INDIA

Unit - I: Introduction
Meaning, Nature and Importance of Local Self-Government- Evolution of Local Self -Government in India-Community Development Programme

Unit- II: Panchayati Raj Systems
Democracy at Grassroots level: Balwantray Mehta Committee - Asoka Mehta Committee -Democratic Decentralization- Panchayat Raj Amendment Bill

Unit - III: 73rd Constitutional Amendment Act
Panchayati Raj System- Salient features of 73rd Constitutional Amendment Act-Composition and Functions of Panchayati Raj Institutions

Unit - IV: 74th Constitutional Amendment Act
Salient features of 74th Constitutional Amendment Act-Structure of Urban Local Bodies- Functions and Powers of Urban local bodies

Unit-V: Local Finances
Resources Mobilization-Taxes-Tax Revenue-Non-Tax Revenue-Octroi - Local Audit-Social Audit

Books Recommended for Study:
1. Amarendra, (1998) Poverty, Rural Development and Public Policy, New Delhi: Deep and Deep.
2. Chattarjee.S.K., Development Administrtion, Sujeet Publications, Delhi
3. Maheswari, Sriram., (1997) Local Governments in India, Agra: Lakshmi Narayan Aggarwal.
4. Maheswari,Sriram.,(2001) Indian Administration, New Delhi: Orient Longman.
5. Mathur, B.L.,(2000) Rural Development and Cooperation, Jaipur: RBSA Publishers.
6. Pattanayak, Raiman,(2002) Local Government Administration Reform. New Delhi: Anmol Publications (P) Ltd.
7. Singh, Amit., (2002) Public Administration Roots and Wings, New Delhi: Galgatia Publishing Company.

CORE ELECTIVE -II: LABOUR WELFARE ADMINISTRATION

Unit - I: Introduction

Concept of Labour Welfare-Evolution of Labour Welfare Administration in India - Theories of Labour Welfare

Unit- II: Working Conditions

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

Unit-III: Types of Labour

Social Labour, Child Labour, Women Labour, Agricultural Labours and Plantation Labour - Labour Legislations in India

Unit- IV: Benefits of Labour

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

Unit- V: Labour Welfare Organization

Workers Participative Management - National and International Labour Organizations

Books Recommended for Study

1. Mahrotra, S.N., Problems in India, New Delhi: Sultan Chand and Company Ltd.
2. Saxena, (1999) labour Problems and Social Welfare, Lucknow: Prakasan Kendra.
3. Sharma, A M. (2001) Aspects of Labour Welfare and Social Security. Delhi: Himalaya Publishers.
4. Singh, Nirmal and S.K.Bhatia., (2000) Industrial Relations and Collective bargaining —Theory and Practice, Delhi: Deep and Deep.
5. Tyagi, B.P., (2000) Labour Economics and Social Welfare, Meerut: Jai Prakash Nath and Co.