

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
MA PUBLIC ADMINISTRATION
Under Choice Based Credits System
(With effect from the academic year 2018-2019)

SCHEME OF EXAMINATION

SEMESTER I	SUBJECTS	CREDIT	MAX MARKS		TOTAL
COURSE COMPONENT			INT	EXT	
Core Paper- I	Administrative Theory	4	20	80	100
Core Paper- II	Administrative Thinkers	4	20	80	100
Core Paper-III	Indian Administration	4	20	80	100
Core Paper -IV	Modern Administrative System	4	20	80	100
Elective Paper- I	Principles of Public Relations	3	20	80	100

SEMESTER II	SUBJECTS	CREDIT	MAX MARKS		TOTAL
COURSE COMPONENT			INT	EXT	
Core Paper- V	Organization Theory	4	20	80	100
Core Paper - VI	Human Resource Management	4	20	80	100
Core Paper - VII	Public Financial Administration	4	20	80	100
Core Paper - VIII	Social Welfare Administration in India	4	20	80	100
Elective Paper - II	Police Administration	3	20	80	100

SEMESTER III	SUBJECTS	CREDIT	MAX MARKS		TOTAL
COURSE COMPONENT			INT	EXT	
Core Paper- IX	Principles of Management	4	20	80	100
Core Paper- X	Development Administration	4	20	80	100
Core Paper - XI	Public Policy Analysis	4	20	80	100
Core Paper - XII	Labour Welfare and Industrial Relations Administration	4	20	80	100
Elective Paper- III	Health and Hospital Administration in India	3	20	80	100

SEMESTER IV	SUBJECTS	CREDIT	MAX MARKS		TOTAL
COURSE COMPONENT			INT	EXT	
Core Paper - XIII	Administrative Law	4	20	80	100
Core Paper - XIV	Human Rights Administration	4	20	80	100
Core Paper - XV	Government and Administration in Tamil Nadu	4	20	80	100
Core Paper - XVI	Local Government and Administration in India	4	20	80	100
Elective Paper-IV	Research Methodology	3	20	80	100

CREDITS DISTRIBUTION

		CREDITS
Core Paper	16 X 4	64
Elective	4 X 3	12
TOTAL		76

MA PUBLIC ADMINISTRATION Under Choice Based Credits System (With effect from the academic year 2018-2019)

REVISED SYLLABUS

SEMESTER - I

Core Paper – I: ADMINISTRATIVE THEORY

Unit - I: Introduction

Meaning, Nature, Scope and Significance of Public Administration- Evolution of Public Administration- Public Administration Versus Private Administration- Public Administration and Its Relation with other disciplines - Public Administration is an Art or Science - Approaches to the study of Public Administration.

Unit-II: Theories of Administration

Classical Theory - Scientific Management Theory- Human Relations Theory - Theories of Bureaucracy- New Public Administration

Unit- III: Principles of Organization

Principles of Organization- Hierarchy - Span of Control- Unity of Command - Delegation- Centralization and Decentralization- Line and Staff and Auxiliary Agencies

Unit- IV: Structure of Administration

Chief Executive- Types of Chief Executives- Departmental Organizations - Public Corporations- Independent Regulatory Commissions-Boards

Unit- V: Administrative Control Mechanism

Accountability and Responsibility- Forms of Administrative Control- External and Internal Control- Redressal of Grievances- Lok Pal- Lok Ayukta- Civil Service Reforms

Books Recommended for Study:

1. Bhattacharya, Mohit., (2002) New Horizons Public Administration.
2. Geol, S.L. (2002) Advanced Public Administration, New Delhi: Deep and Deep.
3. Jena, Saroj Kumar.; (2001) Fundamentals of Public Administration, New Delhi: Anmol Publications (P) Ltd.
4. Maheswari, Sri Ram, (1995) Administrative Theory: An Introduction, New Delhi: Macmillan India Ltd.
5. Raimann Pattanayak, (2002) Modern Public Administration, New Delhi Anmol Publications (P) Ltd.
6. Singh, Amit, (2002) Public Administration: Roots and Wings, New Delhi: Galgatia Publishing Company

Core Paper – II :ADMINISTRATIVE THINKERS

Unit-I: Introduction

Woodrow Wilson — (Politics- Administration Dichotomy). F.W.Taylor (Scientific Management)- Max Weber (Theory of Bureaucracy) — Mary .Parker. Follet (Conflict in Organizations)

Unit- II: Strucutalist Thinking

Henry Fayol (Principles of Organization)- Luther Gullick(Principles of Management)- Lyndal Urwick (Principles of Organization and Management)

Unit- III: Human Relations School

Elton Mayo (Human Relations theory) - Chester Barnard (Theory of Authority) - Herbert A Simon (Theory of Decision Making)- Chris Argyris (Organizational Environment)

Unit- IV: Human Resource School

Abraham Maslow (Theory of Hierarchy of Needs)- Douglas McGregor (Theory of X and Y) - Herzberg (Two Factor Theory) - Renisis Likert (Linking Pin Model of Organization)

Unit- V: Development School

Fred W Riggs (Theories of Development Administration)- Yezhel Dror (Theory of Public Policy Making)

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. Maheswari S.R -Administrative Theory
4. Prasad, L.M. Organization Theory and Behavior
5. Prasad, Ravindra and P. Satya Narayana., (1989) Administrative Thinkers, New Delhi: Sterling Publishers.
6. Pugh D.S - Organizational Theory
7. Singh, RN. (1977) Management Thought and Thinkers, Delhi: Sultan Chandel.
8. White L.D. Introduction to the Study of Public Administration

Core Paper – III: INDIAN ADMINISTRATION

Unit- I: Introduction

Evolution of Indian Administration- Constitutional framework of Indian administration- Federalism in India – Parliamentary Democracy

Unit –II: Central Administrative Structure

President – Vice President – Prime Minister –Council of Minister- Structure of Central Administration- Central Secretariat –Cabinet Secretariat- Organization and functions of Ministers- Finance Commission and National Development Council

Unit – III: Administrative Services in India

All India Services and Central Services – Staff Selection Board –Reform of Civil Service- Administrative Changes and Reforms – Organizations and Methods.

Unit –IV: Constitutional Authorities

Union Public Service Commission- Commission for SC and ST- Election Commission – Attorney General – Controller and Auditor General of India

Unit- V: Issues in Indian Administration

Political and Permanent Executive Relationship – Generalists Versus Specialist- Union and State Relations- Corruption- Impact of Information Technology in India Administration

Books Recommended for Study:

1. Arora, Ramesh K., and Rajini Goel., (2001) Indian Public Administration- 'Institutions and issues, New Delhi: Wishwa Prakashan for New Age International (P) Ltd.
2. Avasthi, A. & Avasthi, A.P. - Indian Administration
3. Basu, D.D. Introduction to the Constitution of India
4. Charabarty, Bidut & Chand, Prakash – Indian Administration
5. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
6. Johari, J.C. - Indian Govt & Politics
7. Johari, J.C. - The Constitution of India
8. Maheshwari, S.R. - State Administration
9. Maheswari., S.R., (2002) Indian Administration, Orient Longman, New Delhi
10. Ramchandran, Padma – Public Administration in India
11. Singh Hoshier, and Mohinder Singh (1989) Public Administration in India, New Delhi: Sterling Publications.
12. Singh Hoshier.,(2000) Indian Administration, New Delhi: Sterling Publication

Core Paper – IV: MODERN ADMINISTRATIVE SYSTEM (U.K., U.S.A., France and 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

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. Vishnool Bhagawan and Vidhya Bjushan — World Constitutions, New Sterling Publishers

Elective Paper – I: PRINCIPLES OF PUBLIC RELATIONS

Unit I: Introduction

Public Relations - Meaning - Nature, Scope and Importance of Public Relations - Distinction between Publicity and Public Relations - Distinction between Public Relations and Propaganda - Advertising

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 - Target Groups- Communities- Organizations - Investors-Suppliers and Distributors- Consumers- Community Relations.

Unit- IV: Public Relations Department

Public Relations Department in Organizations - Public Relation Officer (PRO) - Role & Responsibilities - Staffing- 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 and Frank, Public Relations - Principle, Cases and Problems, Sur Publication, New Delhi, 1987.

SEMESTER - II

Core Paper – V: ORGANIZATION THEORY

Unit- I: Introduction

Meaning, Nature, Scope and Significance of Organization- Bases of Organization-Principles of Organization

Unit- II: Theories of Organization

Classical Theories of Organization- Neo-Classical Theories of Organization- Modern Theories of Organization

Unit- III: Organization Structure

Types of Organization- Structure and forms of Organization- Organizational Goals

Unit- IV: Organizational Development

Management of Organization- Organizational Change and Development — Organizational Leadership and Control

Unit- V: Organizational Behaviour

Organizational Behaviour- Organizational Conflict- Organizational Effectiveness- Organization and Society

Books Recommended for Study:

1. Harman, M.M. and R.T. Mayer, (1986) Organization Theory for Public Administration, Boston and Toronto: Little Brown and Company.
2. Prasad, L.M. (2001) Organization Theory and Behaviour, Delhi: Sultan Chand and Sons.
3. Pugh D.S - Organizational Theory
4. Rao, V.S.P. and P.S. Narayana, (1990) Organization Theory and Behaviour, Delhi: Konark Publications (P) Ltd.
5. Singh, Nirmal., (2001) Organizational Behaviour- Concepts. Theory and Practice. New Delhi: Deep and Deep.
6. Singh, R.N. (1977) Management Thought and Thinkers, Delhi: Sultan Chandel.

Core Paper – VI: HUMAN RESOURCE MANAGEMENT

Unit- I :Introduction

Meaning, Definition and Significance of Human Resource Management- Scope of the discipline Human Resource Management- Objective and Uses of Human Resource Management

Unit- II: Human Resource Development

Role and Significance of Human Resource Development- Techniques of Human Resource Development- Human Resource Development Policy- Manpower Planning- Training and Development

Unit- III: Organization Design and Personnel Functions

Central Personnel Agency- Role of Personnel Department in the organization- Position Classification- Jobs Analysis and Evaluation

Unit- IV: Human Resource Planning

Recruitment and Selection- Compensation- Promotion-Career Planning and Development- Motivation and Morale- Performance Appraisal- Retirement

Unit- V: Interpersonal Behaviour

Worker's Participation in Management- Grievance Systems- Employees Stress and Counseling-Types of Counseling - Time Management

Books Recommended for Study:

1. Chatterjee, Bahskar., (1999) Human Resource Management, New Delhi: Sterling Publishers Pvt. Ltd
2. Davis Keith., Human Behaviour at Work
3. Goel, S.L. - Personnel Administration and Management
4. Hays, S.W. & Kearney, R.C. - Public Personnel
5. Human Resource Development Report, UNDP, Oxford University Press
6. Lallan Prasad & Bannerjee., Management of Human Resources, Sterling Publishers (P) Ltd.,
7. Rao, Subha P., and V.S.P.Rao.,(1995) Human Resource Management , New Delhi: Konark Publishers Pvt. Ltd,
8. Singh, Nirmal & Bhatia. S.K., Industrial Relations and Collective Bargaining Theory and Practice
9. Sinha, V.M. - Public Personnel Administration
10. Stahl, O Glenn - Public Personnel Administration
11. Tripathi, P.C.,(2000) Human Resource Development, New Delhi, Sultan Chand And Sons.

Core Paper – VII PUBLIC FINANCIAL ADMINISTRATION

Unit- I: Introduction

Nature, Scope, and Significance of Public Financial Administration- Budget and its principles- Modern Techniques of Management

Unit- II: British Financial System

Aspects of British Budgetary System- British Budgetary Procedure- Control over Public Expenditure in Britain- Accounting and Auditing in Britain

Unit- III: American Financial System

Aspects of American Budgetary System- American Budgetary Procedure- Control over Public Expenditure in USA- Accounting and Auditing in USA.

Unit- IV: Indian Budgetary System

Aspects of Indian Budgetary System- Indian Budgetary Procedure- Control over Public Expenditure in India-Administrative- Parliamentary - Audit- Finance Ministry.

Unit- V: Indian Public Finance

Finance Commission- Union- State Financial Relations- Resource Mobilization - Tax Administration in India- Public Debt Management in India- Local Finances in India.

Books Recommended for Study:

1. Chand, Prem - Performance Budgeting
2. Goel, S.L. (2002) Public Financial Administration, New Delhi: Deep and Deep.
3. Handa, K.L. - Financial Administration
4. Joshi, P.L. & Raja, V.P. - Techniques of Zero Base Budgeting
5. Lall. G.S. - Public Finance & Financial Administration in India
6. Mookerjee, S.S., Financial Administration in India, Delhi: Surjeet Publications.
7. Singh., S.K., Public Finance in Developed and Developing Countries
8. Sury, M. M. Government Budgeting in India
9. Thavaraj, M.J.K, (1992) Financial Administration of India, New Delhi: Sultan Chand Publications.
10. Tyagi, B.P. - Public Finance
11. Vithal, B.P.R. & Shastri, M. - Fiscal Federation in India

Core Paper – VIII: SOCIAL WELFARE ADMINISTRATION IN INDIA

Unit- I: Introduction

Meaning Nature, Scope and Significance of Social Welfare Administration- Evolution of Social Welfare Administration- Theoretical Basis of Social Welfare Administration- Social Work and Social Welfare Administration

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- Panchayat Raj in the sphere of Social Welfare.

Unit- III: Social Welfare Policies

Social Planning and Social Policy- Formulation and Implementation of Social Policy- Social Welfare and Five year Plans in India,

Unit- IV: Social Welfare Programmes

Community Development Programme and Social Welfare in India-Child and Women Development in India- Health and Family Planning in India-Welfare of Disabled in India-Social Welfare Scheme for Weaker Sections in India.

Unit- V: Development of Social Welfare

Social Defence and Social Welfare- The Civil Service and Social Welfare — Public Relation Activities and Social Welfare Agencies

Books Recommended for Study:

1. Annual Report of Ministry of Social Justice and Empowerment, Government of India.
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
4. Goel, S.L. and R.L.Jain , Social Welfare Administration Voll and II, New Delhi: Deep and Deep.
5. Jacob,K.K (1989) Policy in India, Udaipur: Himalaya' Publications.
6. Mukherjee, Radhakamal - Social Welfare Administration
7. Prasad, R. - Encyclopaedia of Social Welfare Administration
8. Sachdeva, D.R., Social Welfare Administration. Kitab Mahal.
9. Shukla, K.S. - Social Welfare Administration in India

Elective Paper – II 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

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

SEMESTER - III

Core Paper – IX : PRINCIPLES OF MANAGEMENT

Unit- I: Introduction

Meaning, Nature, Scope and Significance of Management- Schools of Management Thought

Unit- II: Management Techniques

Modern Management Techniques-.Levels of Management- Management in Government and Business

Unit- III: Management Process

Planning - Policy Making - Decision Making-Coordination-Communication Leadership-Control

Unit- IV: Analysis of Management

Management by Objectives- Management Information System

Unit- V: Styles of Management

Participative Management - Self Management-Quality Circle

Books Recommended for Study:

1. Almja, R.K. (1997) Management and Organization, New Delhi: CBS Publications.
2. Bhushan, Y.K.,(2002) Fundamentals of Business Organization and Management, New Delhi: Sultan Chand and Sons.
3. Davav, Rustom S., Principles of Management, Bombay: Crown Publishing Company.
4. Massie, Joseph L., Elements of Management, New Delhi: Prentice Hall of India.
5. Parasad, L.M.(2000) Principles and Practice of Management, New Delhi: Sultan Chand and Sons,
6. Rao, V.S.P. and P.S. Narayana, (1991) Principles and Practice of Management New Delhi: Konark Publications (P) Ltd.
7. Saxena, S.C., (1988) Principles and Practice of Management, Agra: Sahitya Bhavan
8. Terry and Franklin (1987) Principles of Management, 8 e., Delhi: All India Traveller Book Publishers.

Core Paper – X: DEVELOPMENT ADMINISTRATION

Unit- I: Introduction

Meaning, Nature, Scope of Development Administration- Development Administration and Administration of Development- Administrative machinery for Development- Approaches to Development Administration

Unit- II: Context of Development Administration

Contents of Development-Administration - Development Administration in the International context- Context of Development Administration- Political, Economic, Cultural, Administrative and Social

Unit- III: Development of Administration

Development of Administration- Bureaucracy and Development Administration- Development Planning- Training for Development -Citizen and Administration

Unit- IV: Administration of Development

Decentralization of Powers in India- State Planning- District level Planning- District Administration and Field Agencies – Development Programmes in India- Community Development Programme

Unit- V: Reforming Administrative System

Autonomy and Accountability of Administration-Administrative Culture-Corruption in Administration-ARC-Transparency-Good Governance-E-Governance

Books Recommended for Study:

1. Bhattacharya, Mohit : Bureaucracy & Development Administration
2. Chateijee S.K.,(1990) Development Administration, Sultan Chand, Delhi
3. Riggs, F.W., The Ecology of Public Administration
4. Riggs.F.W., Frontiers of Development Administration
5. Sapru, R K., (2002) Development Administration, New Delhi Sterling Publications.
6. Sharma, S.K., Development Administration in India
7. Smith, Swindar., Development Administration

Core Paper – XI PUBLIC POLICY ANALYSIS

Unit- I Introduction

Nature, Scope and Significance of Public Policy- National Character and Culture- Policy Orientation- Organization for Policy formulation

Unit- II: Policy Analysis

Models in Public Policy Analysis- Policy Analysis

Unit -III: Research Procedure and Policy Science

Research and Policy Analysis –Social Science in Policy Making –Role of Universities in Policy Making

Unit -IV: Policy Process

Policy making process in India –Policy Making Agencies – Bureaucracy and policy process- Pressure Groups and Public Policy Making –Optimal Model of Policy Making

Unit -V: Improving Policy Making

Policy Evaluation- Dror's Optimal Model

Books Recommended for Study

1. Anderson, James E. : Public Policy Making, New York, 1975
2. Charles, Public Policy Making, Lind Bloom.
3. Dror, Y., Public Policy Making Re-Examined, Leonard Hill Books.
4. Ganapathy, R.S. et al. (1985) Public Policy and Policy Analysis in Indict. Delhi. Sage Publications.
5. Hogwood, Brain. W and B.Guy Peters,. (1985) Pathology of Public Policy, Oxford: Clarendon Press.
6. Madan, K.D. et. al, - Public Policy Making in Government; Publication Division, Ministry of Information and Broadcasting, New Delhi, 1982
7. Paul, Devika,. (1995) Public Policy formulation and Implementation in India. Delhi: Devika.
8. Sahani, P.: Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987
9. Saigal, Krishna, Public Policy Making in India : An Approach to Optimisation, Vikas, New Delhi, 1983
10. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation ; Sterling, New Delhi, 2000
11. Shekhar Singh.(ed.)(1994) Environment Policy in India, New Delhi: Indian Institute of Public Administration.
12. Susan Barrett and Colin Fudge(ed.) (1981) Policy and Action Essay on the Implementation of Public Policy, London and New York: Methuen.(Part - One Only)

**Core Paper – XII:LABOUR WELFARE AND INDUSTRIAL RELATIONS
ADMINISTRATION****Unit- I: Introduction**

Meaning, Nature, Scope and Significance of Labour Welfare Administration-Labour Legislation and Labour Policy- Labour Administration- Wages - Social Security- National Labour Commission - International Labour Organization

Unit- II: Industrial Relations

Definitions and objectives of Industrial Relations- Theories of Industrial Relations- Causes of Industrial Disputes- Machinery for Prevention and Settlement of Industrial Disputes- Industrial Disputes Act, 1947

Unit -III: Trade Unions

Need for the formation of Trade Unions- Structure and Functions of Trade Unions- Trade Unions Act, 1926

Unit -IV: Collective Bargaining

Meaning and Purposes of Collective Bargaining - Growth Process-Theories of Trends of Collective bargaining - Process of Negotiation

Unit- V: Issues in Industrial Relations

Management of Industrial Relations - conflicts- Integrating Human Resource Development into Industrial Relations- impact of Liberalization on Industrial Relations and Emerging issues of Globalization- Need for change the Labour Laws and New Economic Policy

Books Recommended for Study:

1. Mahrotra, S.N., Problems in India, New Delhi: Sultan Chand and Company Ltd.
2. Saxena,(1999) labour Prblems 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: Jaiprakash Nath and Co.

Elective Paper – III: HEALTH AND HOSPITAL ADMINISTRATION IN INDIA

Unit- I: Introduction

Nature, Scope and Meaning of Health Administration- the Basis for Public Health- Government and Public Health- law and Public Health

Unit- II: Health Organization

Organization of Health care Administration at the Union-State and Local Levels- Administration of Primary Health Care health Centre- Voluntary –Health Agencies

Unit- III: Policy Making and Planning for Health Care

Policy Making for Health care Administration- Planning for Health Care- Personnel Management-Financial Management- Public Relations.

Unit- IV: Hospital Administration

Hospital Planning and Administration- Administration of Out- Patient and In- Patient (wards) Services- Emerging services in Hospitals- Manpower Planning in Hospitals-Medical Practice and Law- Medical Legal Cases.

Unit- V: Trends in Hospital Administration

Modernizing Health Administration- Evaluation of Medical Services in Hospitals- Role of World Health Organization- Quality Health Care in India- Health insurance

Books Recommended for Study:

1. Goel, S.L. and R.Kumar (1986) Hospital Administration and Management, (in three volumes), New Delhi: Deep and Deep.
2. Goel, S.L., (1984) Hospital Administration., Delhi: Sterling Publishers Pvt, Ltd.
3. Kumar, Arun., (2000) Health Administration, New Delhi: Anmol Publications.
4. Kumar, Arun., (2000) Encyclopedia of Hospital Administration and Development, (in Three Volumes), Delhi: Anmol Publications.

SEMESTER - IV

Core Paper – XIII ADMINISTRATIVE LAW

Unit - I: Introduction

Meaning, Nature and Scope of Administrative Law-Constitutional Law and Administrative Law-Growth of Administrative Law

Unit- II: Executive and Administrative Law

Government Liability - Classification of Administrative Actions Discretion- Administrative Law and Privileges

Unit - III: Legislature and Administrative Law

Delegated legislation-Types of Delegated legislation-Control over Delegated legislation

Unit - IV: Judiciary and Administrative law

Distinction between Judicial and Quasi - Judicial Functions-Principles of Natural Justice-Administrative Tribunals-Judicial Remedies

Unit- V: Control over Administration

Public Authorities - Control over Public Authorities- Statutory Inquiries- Judicial Review of Administrative Action- Ombudsman- Lok Pal and Lok Ayukta- Media Control

Books Recommended for Study

1. Durga Das Basu : Administrative Law, Prentice Hall of India Pvt Ltd, New Delhi, 1986.
2. Jain.M.P. and Jain S.N., Principles of Administrative Law
3. Kesari.U.P.D., Lectures on Administrative Law
4. Takwani,C.K., Lectures on Administrative Law, Eastern Book Company, Lucknow, 2001.

Core Paper – XIV HUMAN RIGHTS ADMINISTRATION

Unit- I: Introduction

Origin, Nature and Scope of Human Rights-Theories of Human Rights-Classification of Human Rights-Human Rights and Human Duties-Democracy and Human Rights

Unit- II: Indian Constitution and Human Rights

Preamble-Human Rights and Fundamental Rights -Constitutional Remedies of Human Rights-Directive Principles of State policy

Unit - III: Administration of Human Rights

United Nations and Human rights -UDHR- National Commission on Human Rights-State Human Rights Commission -Human Rights Courts

Unit- IV: Issues in Human Rights

Female Infanticide-Right to Dissent-Communal Violence in India-Violation of Women's Rights-Violation of Child Rights-Suspension of Human Rights during Emergency

Unit V: Development of Human Rights

Human Rights and Voluntary Organizations in India-Promotion of Human Rights-Challenges of Human Rights-Human Rights and Global Perspectives-Human Rights in New era

Books Recommended for Study:

1. Mehta.P.L., and Neena Verma, Human Rights under Indian Constitution, Deep & Deep Publications, New Delhi, 1999.
2. Nlehartaj BegumS.Dr., Human Rights in India Issues, APH Publishing Corporation, New Delhi, 2000.
3. Sivagami Paramasivam.Dr, Human Rights - A Study, Sriram Computer Prints and Offset, Salem (Tamil Nadu). 1998.
4. Vinod Sharma, Human Rights Violation - A Global Phenomenon, APH Publication, New Delhi, 2002.

Core Paper – XV: GOVERNMENT AND ADMINISTRATION IN TAMIL NADU

Unitt-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

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. Eugene F.Irschick, Politics and Social Conflicts in South India
6. Maheshwari.S.R., State Governments in India, Macmillan India Limited
7. Nambi Arooran., Tamil Renaissance and Dravidian Nationalism
8. Roberts L.Hardgrave, The Dravidian Movement
9. Saraswathi.S., Minorities in Madras State
10. Tarachand., History of the Freedom Movement in India
11. Venu.A.S., Anna and the Crusade
12. Washbrook, The emergence of provincial politics, The Madras Presidency 1870-1920, Cambridge University Press
13. www.tn.gov.in
14. Zoya Hassan, Politics and the State in India, Sage Publications,

Core Paper – XVI: 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-Structure of 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 Administration, 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.

Elective Paper - IV RESEARCH METHODOLOGY

Unit - I: Introduction

Meaning, Nature and Objectives of Social Research-Types of Social Science Research- Objectivity in Social Science Research

Unit-II: Hypothesis

Meaning and Types of Hypothesis- Formulation of Hypothesis- Qualities of Workable Hypothesis- Difficulties in Formulation of Hypothesis- Case Study as a Method in Public Administration

Unit - III: Sampling

Meaning- Merits and Demerits- Types and Procedure of Sampling- Data Collection- Sources of Data Collection- Primary and Secondary- Tools of Data Collection- Observation- Interview- Questionnaire and Schedule

Unit -IV: Processing and Analysis of Data

Editing and Coding of Data- Classification and Tabulation of Data- Measures of Central Tendency

Unit - V: Report Writing

Research Report Writing-Mean, Mode and Median- Mean Deviation and Standard Deviation- Correlation

Books Recommended for Study:

1. Bose, Pradep Kumar., Research Methodology, ICSSR, New Delhi
2. Doby.J.T., An Introduction to Social Research
3. Goode, W.J. and Hatt P.K. - Methods of Social Research
4. Gosh.B.N., Social Science Research and Methods
5. Madge, John - The Tools of Social Science
6. Myrdal, Gunnar - Objectivity in Social Research
7. Selltiz.C., Research Methods in Social Relations
8. Shah, V.P. - Research Design
9. Wilkinson & Bhandarkar., Methodology and Techniques of Social Research
10. Young, P.V. - Scientific Social Surveys and Research