

## **B.A. PUBLIC ADMINISTRATION (NON-SEMESTER)**

### **REGULATIONS AND SYLLABUS**

(To be implemented from 2013-2014)

#### **REGULATIONS:**

##### **Duration of the Course:**

The course of study shall be spread over for a period of three years

##### **Application for Admission:**

The course may be offered through the Regular System of education under the Directorate of Distance Education

##### **Eligibility for Admission:**

Candidates who have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Government of Tamil Nadu or any other similar examination accepted by the Syndicate of Madurai Kamaraj University as equivalent thereto are eligible to join the Course.

##### **Medium of Instruction:**

English / Tamil

##### **Examination**

Major Papers and Optional Papers (Ancillaries) shall have a Maximum of 100 Marks each

Duration of Examination in each paper shall be Three Hours

The passing minimum shall be 35% marks in each paper. The candidate shall be declared to have passed in I class if one obtains in an average 60% and above, in II class if one obtains in an average 50% and above but less than 60% and in III class if one obtains in an average 35% and above but less than 50%, based on the marks obtained in Part III Papers only.

##### **Structure of Question Paper:**

Each Paper shall have Question Papers containing Two Sections, namely Section A and Section B

Section A: Short Answers in about 100 words required. To answer any Five Questions out of Eight Questions. Marks: 5 x 5 = 25

Section B: Answers in about 500 words required. To answer any Five Questions out of Eight Questions. Marks: 5 x 15 = 75

Questions shall cover all the Units in the Syllabus

**Eligibility for the Degree:**

A candidate shall be eligible for the Degree by completing the prescribed courses of study in not less than a period of three academic years and passing all the papers prescribed for the Degree Course in the external examinations conducted by the University.

**Ranking:**

Ranking shall be made according to the marks obtained in Part III. A candidate who has successfully completed the course without any arrears in each year and obtained the maximum total marks in Part III shall be given the First Rank. Candidates who have obtained lesser marks shall be given the subsequent ranks as per the merit list following the same procedure.

**Schedule of the Course:**

The Course shall have six major papers and two ancillary papers under part III, distributed through the three year period:

**PART III**

**FIRST YEAR**

Major Paper I : Introduction to Public administration  
Ancillary I : Modern Western Governments

**SECOND YEAR**

Major Paper II : Administrative Theories  
Ancillary II : Indian Constitution

**THIRD YEAR**

Major Paper III : Public Personnel administration  
Major Paper IV : Financial Administration in India  
Major Paper V : Social Welfare Administration  
Major Paper VI : Local Government and Administration in India

**Note:** The candidates who study the B.A. degree course in Public Administration shall also, as the candidates studying in other similar degree courses, study a Language (Tamil or an alternative language, other than English offered by the University) under Part I, English language under Part II during the First Two Years of the Course, Compulsory Paper on Environmental Studies under Part IV during the Third Year of the Course, besides the common paper on General Knowledge during the Second Year of the Course.

PART- I	TAMIL (or) OTHER LANGUAGE	(I & II YEARS)
PART – II	ENGLISH	(I & II YEARS)
PART – IV	ENVIRONMENTAL STUDIES	(III YEAR)
	GENERAL KNOWLEDGE	(II YEAR)

### **SYLLABUS (PART III)**

(With effect from the Academic Year 2013-2014)

#### **Paper I: Introduction to Public Administration**

- Unit I: Meaning – Nature and scope of Public Administration – Evolution of Public Administration - Private and Public Administration – Politics and Public Administration – Public Administration and other Social Sciences – Approaches to Public Administration.
- Unit II: Principles of Organisation: Hierarchy, Span of Control, Unity of Command - POSDCORB - Units of Organisation: Line, Staff and Auxiliary- Formal and Informal Organisation - Bases of Organisation: Departmental Organisation, Public Enterprises – Independent Regulatory Commissions – Centralization Vs Decentralization – Integration Vs Disintegration.
- Unit III: Public Management: Meaning and Nature– Planning – Decision Making – Communication and Supervision – Leadership – Delegation of Authority - Co-ordination - Public Relations.
- Unit IV: Administrative Responsibility – Accountability – Transparency – RTA – Control over Public Administration: Legislative, Executive, Judicial - Ombudsmanic Institutions.
- Unit V: Recent Trends: New Public Administration – Comparative Public Administration - Human Rights and Administration – Environmental Administration – E-Governance – Globalization and Public Administration.

#### **Selected References:**

1. Avasthi. A and S.R.Maheswari: Public Administration, Agra: L.N.Agarwal, 1996.
2. S.R.Nigam: Principles of Public Administration, Allahabad: Kitab Mahal, 1998.
3. C.P.Bhambiri : Public Administration : Theory and Practice, Meerut: Jain Prakash Nath & Co, 2002.
4. N.D.White : Public Administration, New Delhi: S.Chand & Co, 1996.
5. A.R.Tyagi : Public Administration: Principles and Practice, Lucknow: Atma ram Publications, 1962
6. E.N.Gladden: The Essentials of Public Administration, London, Staples Press, 1958.

## **Paper II: Administrative Theories**

- Unit I: Introduction to Administrative Theories – Nature and Scope- Classification of Administrative Theories – Woodrow Wilson’s contribution to Administrative Theory
- Unit II: Classical Theories: Henry Fayal
- Unit III: Human Relations Theories: Elton Mayo
- Unit IV: Modern Theories: Bureaucratic Theories (Max Weber)  
Behavioural Theories (Chester I. Bernard):  
Leadership Theories (M.P. Follet):  
Motivational Theories (Abraham Maslow)  
Decision Making Theories (Herbert Simon)
- Unit V: Scientific Management Theories: F.W. Taylor

### **Selected References:**

1. Ravindra Prasad (et.al): Administrative Thinkers, New Delhi: Sterling, 1993
2. R. N. Singh: Management Thought and Thinkers, New Delhi: S.Chand & Co, 1977
3. S. Maheswari: Administrative Theory: An Introduction, New Delhi: Macmillan, 2003
4. R.K. Sapru: Administrative Theories and Management Thought, New Delhi: PHI, 2006
5. B.L. Fadia and Kuldeep Fadia: Public Administration: Administrative Theory and Concepts, Sahitya Bhawan, 2012

## **Paper III: Public Personnel Administration**

- Unit I: Personnel Administration – Meaning, Nature, Scope and Significance.
- Unit II: Position Classification – Generalist Vs Specialist – Public Services – Role of Civil Services – Integrity in Public Services.
- Unit III: Recruitment – Training - Promotion – Discipline - Morale –Retirement.
- Unit IV: Recruitment Agencies: Union Public Service Commission and State Public Service Commission.
- Unit V: Administrative Reforms – Employer- Employee Relations – Redressal Mechanism: Staff Council, Whitley Council and Administrative Tribunal.

### **Selected References:**

1. O.Glenn Stahl (ed), Public Personnel Administration, New York: Harper & Brothers, 1956.
2. Pfiffner and Presthus, Public Administration, New York: The Ronald Press Company, 1967.
3. Felix Nigro, Public Personnel Administration, New York: Macmillan, 1980.
4. Rajesh K. Jha, Public Personnel Administration, New Delhi: Pearson, 2012
5. S.L. Goel (et.al), Public Personnel Administration,,: Theory and Practice, New Delhi: Deep & Deep, 2008

### **Paper IV: Financial Administration in India**

- Unit I: Financial Administration – Meaning, Nature, Scope and Importance.
- Unit II: Budget – Concept – Principles – Types.
- Unit III: Budget – Preparation and Enactment
- Unit IV: Finance Ministry – Finance Commission
- Unit V: Audit and Accounts – Comptroller and Auditor General of India –  
Parliamentary Control over Administration: Public Accounts Committee,  
Estimates Committee, Committee on Public Undertakings

### **Selected References:**

1. S.L. Goel, Public Financial Administration, New Delhi,,: Deep & Deep, 2002
2. S.S. Mukherjee, Financial Administration in India, New Delhi: Surjeet Publications, 1992
3. Jesse Burkhead, Government Budgeting, New York: John Wiley and Sons, 1967.
4. G.S.Lall, Financial Administration in India, New Delhi: Kapoor, 1969.
5. Administrative Reforms Commission, Report on Finance Accounts and Audit, Government of India, New Delhi, 1968.
6. M.J.K. Thavaraj, Financial Administration In India, New Delhi: S. Chand & Co, 1992

### **Paper V: Social Welfare Administration in India**

- Unit I: Meaning, Nature, Scope and Importance of Social Welfare  
Administration - Evolution of Social Welfare Administration in India
- Unit II: Social Welfare Board: Structure and Functions – National, State and

### District Social Welfare Boards

- Unit III: Social Welfare Policy in India - Constitutional Provisions: DPSP – National Commission for Women / SC-STs / Minorities /Backward Classes.
- Unit IV: Social Welfare Programmes and Five Year Plans – Social Welfare Legislations and Programmes for Women/ SC-STs – Welfare Programmes for Family, Children, Youth, Differently-Abled and Elderly.
- Unit V: Bureaucracy and Social Welfare Administration – Role of Civil Society / NGOs / Media/ Judiciary in Social Welfare.

### Selected References:

1. Dr. Sachdeva : Social Welfare Administration in India , New Delhi: Kitab Mahal, 2013
2. S.L. Goel : Social Welfare Administration, New Delhi: Deep & Deep, 2010
3. Nitin Batra: Administration of Social welfare in India, Jaipur: Raj Publishing House, 2004
4. Anand Sirohi: Fundamentals of Social Welfare, New Delhi: Dominant Publishers, 2012
5. K.D. Gangrade: Social Welfare Legislations in India, New Delhi: Concept, 2012.

### Paper VI: Local Government and Administration in India

- Unit I: Meaning, Nature and significance of Local Government Administration- Historical Evolution – Pre and Post Independence Peirods.
- Unit II: Reforms in Local Government since mid-1980's – Power to People – 73<sup>rd</sup> Amendment – Organisation, Structure, Functions and Powers of Rural Local Governments.
- Unit III: 74<sup>th</sup> Constitutional Amendment - Organisation, Structure, Types, Functions and Powers of Urban Local Governments.
- Unit V: Personnel and Financial Administration in Local Governments – Sources of Local Finance– Role of State Finance Commission – Role of District Collector.
- Unit V: Issues in Local Government Administration: Bureaucracy and Elected Representatives – Reservation and Women Leadership – State Control over Local Governments - Elections and State Election Commission – Citizen Participation.

### Selected References:

1. Sr. Maheswari: Local Governments In India, Agra: L.N. Agarwal, 2012.

2. P. Sachdeva: Local Government in India, New Delhi: Pearson, 2011
3. B.S. Bhargava and Rama Rao: Indian Local Government – A Study, New Delhi: Minerva Associates, 1978
4. Neena: Local Government Administration, New Delhi, Alfa, 2008
5. Khanna & Khanna: Rural Local Government in India and South Asia, New Delhi: Deep & Deep, 1998
6. T.M. Joseph: Local Governance in India: Ideas, Challenges, and Strategies, New Delhi: Concept, 2007
7. Lakshmi Narasaiah and Raju: Finances of Local Government, New Delhi: Sonali Publications, 2009

### **Ancillary I: Modern Western Governments**

- Unit I: Constitution: Definition, Types – Constitutional Governments – Classification of Governments: Parliamentary and Presidential, Unitary and Federal – Rule of Law and Administrative Law – Separation of Powers.
- Unit II: Salient features of the Constitution of UK – The Crown – British Parliament – Prime Minister and Council of Ministers – Committee System – Judiciary – Political Parties and Pressure groups.
- Unit III: Salient features of the Constitution of USA – President – Congress – Federalism – Separation of Powers – Judicial System – Political Parties and Pressure groups.
- Unit IV: Salient features of the Constitution of France – President – Prime Minister and Council of Ministers – Parliament – Judiciary – Civil Services – Political Parties.
- Unit V: Salient features of the Constitution of Switzerland – Federalism – Plural Executive – Federal Assembly – Federal Tribunal – Direct Democracy: Instruments and Working of Direct Democracy – Political parties.

### **Selected References:**

1. Finer: Theory and Practice of Modern Governments, London: Methuen, 1969.
2. Colin Turpin and Adam Tomkins: British Government and the Constitution, Cambridge: Cambridge University Press, 2007
3. Robert Singh: American Government and Politics, New Delhi: Sage, 2003

4. Andrew Knapp and Vincent Wright: The Government and Politics of France, New York: Routledge, 2006
5. N. Bhuniya: Direct Democracy in Switzerland, Bombay: Associated Press, 1977.
6. V.D. Mahajan: Select Modern Governments, New Delhi: S. Chand & Co.2008

### **Ancillary II: Indian Constitution**

- Unit I: Constitutional Development in India since 1857 – Constituent Assembly – Adoption of the Constitution – Preamble – Salient Features – Basic Structures.
- Unit II: Federal System – Union Executive – Union Parliament – Centre - State Relations.
- Unit III: Judiciary – Supreme Court – High Courts – Judicial Review.
- Unit IV: State Executive – Governor- Chief Minister and the Council of Ministers – State Legislature.
- Unit V: Fundamental Rights and Duties – Directive Principles of the State Policy – Amendments – Election Commission.
- Extra Constitutional Bodies: Planning Commission and National Development Council.

#### **Selected References:**

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