

**Meenakshi College for Women (Autonomous)  
Chennai 600 024**

**M.A. Public Administration**

**Syllabus**

**SEMESTER I**

**PAPER I – ADMINISTRATIVE THEORY (1PA01)**

**UNIT I**

1. Meaning, Nature and Scope of Public Administration
2. Evolution of Public Administration as a Discipline
3. Private and Public Administration
4. New Public Administration (Public Choice Theory)

**UNIT II**

1. Woodrow Wilson
2. Henri Fayol
3. Fredrick. W. Taylor
4. Max Weber
5. Contributions of Thiruvalluvar & Kautilya to Administration

**UNIT III**

1. Karl Marx
2. Elton Mayo
3. Chester. I. Barnard
4. Herbert A. Simon

**UNIT IV**

1. Abraham Maslow
2. Fredrick Herzberg
3. Mc Gregor

**UNIT V**

1. Mary Parker Follet
2. Rensis Likert
3. Peter Drucker

**BOOKS RECOMMENDED**

- Administrative Thinkers – Ravindra Prasad & Satyanarayanan
- Public Administration in Theory and Practice – M.P. Sharma & B.L. Sadana

## **BOOKS FOR REFERENCE**

- Administrative Theory – S.R. Maheshwari
- Public Administration- Vishnoo Bhagwan & Vidya Bhushan
- Administrative Theory – Unique Publishers

## **PAPER II – ORGANISATION BEHAVIOUR (1PA02)**

### **UNIT I**

1. Meaning, Nature, Scope of Organisation
2. Types of Organisations
3. Approaches of Organisation
4. Principles of Organisation

### **UNIT II**

1. Individual Behaviour and Learning
2. Perceptions and Attitudes
3. Motivation
4. Behaviour Modification and Self-Management

### **UNIT III**

1. Interpersonal Behaviour
2. Group Dynamics
3. Team and Teamwork
4. Conflicts and Negotiations

### **UNIT IV**

1. Communication in organisation
2. Leadership
3. Occupational Stress and Management

### **UNIT V**

1. Organisation Culture & Ethics
2. Organisation Effectiveness & Design
3. Organisation Change and Development

## **BOOKS RECOMMENDED**

- Organisation Behaviour – Keith Davis & Newstrom J.W
- Organisation Development– French & Bell
- Organisation Theory – D.S. Pugh
- Organisation Behaviour – F. Luthans

## **BOOKS FOR REFERENCE**

- Organisation Theory and Behaviour– V.S.P. Rao & Others
- Organisation Theory – L.M. Prasad

## **PAPER III – HUMAN RESOURCE ADMINISTRATION (IPA03)**

### **UNIT I**

1. Meaning, Nature Scope & Significance of Human Resource Administration
2. Evolution and Development of Human Resource Management

### **UNIT II**

1. Human Resource Planning
2. Job Design, Description, Analysis, Evaluation
3. Recruitment
4. Compensation
5. Welfare
6. Retirement (Separation from Service)

### **UNIT III**

1. Career Planning Development
2. Training
3. Executive Development
4. Performance Appraisal

### **UNIT IV**

1. Grievances
2. Discipline
3. Conflict Management, Negotiation and Mediation

### **UNIT V**

1. Personnel Research, Audit and Accounting
2. International Human Resource Management
3. HRM – Cases from Indian Organisation

## **BOOKS RECOMMENDED**

- Public Personnel Administration – Stahl.G
- Personnel Management–Edwin B. Flippo

## **BOOKS FOR REFERENCE**

- Managing Human Resources – Wayne F. Cascio
- Human Resource Management – Lan Beardweth & Holdern

- Personnel Management – A Point of View and a Method – Pigors and Myres
- Personnel Management and Human Resources- G.C. Vekataratam & B.K. Srivatsava
- Personnel Management and Industrial Relations – Davar.R

## **PAPER IV– GOVERNMENT IN BUSIBESS (1PA04)**

### **UNIT I**

1. Concept and Meaning of Public Enterprises
2. Rationale and Objectives
3. Autonomy and Accountability

### **UNIT II**

1. Relationship with Government
2. Relationship with Public and Consumer
3. Aspects of Control over Public Enterprises (Financial, Personnel, Pricing Policy)

### **UNIT III**

1. Evaluation of Public Enterprises
2. Achievement of Public Enterprises
3. Need for Reforms in Public Sector

### **UNIT IV**

1. Privatisation (Meaning, Objectives, Approaches and Methods, Aspects)
2. Privatisation in India
3. Privatisation in UK – Case Studies

### **UNIT V**

1. New Economic Policy and Liberalisation
2. Recent Trends and Development (Reforms and Challenges)

### **BOOKS RECOMMENDED**

- Principles and Practice of Public Enterprises Management – Laxminarain
- Administration of Public Enterprise–Jagdish Prakash

### **BOOKS FOR REFERENCE**

- Public Enterprises – V.V. Ramanadham
- Privatisation Experience Around The World– G.Ganesh

## **PAPER V– PUBLIC POLICY ANALYSIS (1PA05)**

### **UNIT I**

1. Meaning, Nature & Scope of Public Policy
2. Evolution & Nature of Policy Science as a branch of study

### **UNIT II**

1. Policy Analysis
2. Models in Policy Analysis (Incremental, Optional, Rational, Delphi Techniques)

### **UNIT III**

1. Policy Formulation & Implementation in India
2. Policy Evaluation
3. Public Opinion (Pressure Groups) & Policy Making
4. Constraints in Policy Making
5. Agencies involved in Policy Making

### **UNIT IV**

1. Food & Agricultural Policy
2. Education Policy
3. Foreign Policy
4. Industrial Policy

### **UNIT V**

1. Fiscal Policy
2. Science & Technology Policy
3. Nuclear Policy
4. Health Policy

### **BOOKS RECOMMENDED**

- Public Policy Making Reexamined – Y. Dror
- Public Policy & Policy Analysis in India – R.S. Ganapathy
- Public Policy – R.K. Sapru

### **BOOKS FOR REFERENCE**

- Public Policy Making – James.E.Anderson

## **SEMESTER II**

### **PAPER VI – INDIAN ADMINISTRATION (2PA06)**

#### **UNIT I**

1. Evolutionary Perspective
2. Constitutional Overview

#### **UNIT II**

1. Administrative Setup at the Union Level
2. Constitutional Authorities – (UPSC, CAG, Election Commission, Finance Commission, SC/ST and Minorities Commission, Planning Commission)
3. Organisation and Functions of Ministries – (Human Resource Development, Finance, Home, External Affairs)

#### **UNIT III**

1. State Administrative Setup
2. Administration of Union Territories
3. Centre – State Administrative Relations

#### **UNIT IV**

1. Civil Service – All India & State Service
2. Structure
3. Evolution
4. Recruitment
5. Training
6. Minister – Secretary Relationship
7. Generalist Vs Specialist

#### **UNIT V**

1. Administrative Reforms in India
2. Control Over Administration (Executive Control, Right to Information, Lok pal and Lok Ayukta)
3. Anti-Defection
4. Coalition Governance
5. Reservation Policy

#### **BOOKS RECOMMENDED**

- Indian Administration – Ramesh k. Arora, Rajini Goyal
- Indian Administration – Vidhya Bhushan, Vishnoo Bhagwan

#### **BOOKS FOR REFERENCE**

- Indian Administration – Avasthi & Avasthi
- Indian Administration – Shriram Maheswari

## **PAPER VII – THEORY AND PRACTICE OF MANAGEMENT (2PA07)**

### **UNIT I**

1. Management Theory and Practice – An Overview
2. Evolution of Management Thought
3. Management and Society

### **UNIT II**

1. Planning
2. Decision Making
3. Co-ordination
4. Communication

### **UNIT III**

1. Motivation
2. Leadership
3. Evaluation and Control
4. Modern Techniques of Management

### **UNIT IV**

1. Management by objectives
2. Management Information Systems
3. Participative Management
4. Total Quality Management

### **UNIT V**

1. Global Management
2. Multi-National Corporations

### **BOOKS RECOMMENDED**

- Principles & Practice of Management –L.M. Prasad
- Essentials of Management – Koontz & O'Donnell

### **BOOKS FOR REFERENCE**

- Management – Krietner
- Management – Louis E. Boone, David Kurtz
- Management- A Global Perspective – Heinz Weilrich, Harold Koontz

## **PAPER VII – DEVELOPMENTADMINISTRATION (2PA08)**

### **UNIT I**

1. Meaning, Nature & Scope of Development Administration

2. Dimensions of Development – Economic, Social, Political & Cultural

## **UNIT II**

1. Changing Profile of Development Administration
2. Classification of Societies – (Riggs Model)
3. Characteristics of Developed and Developing Countries

## **UNIT III**

1. Organisation for Development Planning at the Centre, State and District Level
2. Developmental Programmes and its Management
3. Administrative Capability in Development Administration
4. Role of Bureaucracy in Development (With special reference to District Collector)

## **UNIT IV**

1. Policies and Programmes for Women Development and Child Development (Centre and State Programmes)
2. Tribal Development Administration
3. Educational Administration
4. Agricultural Development

## **UNIT V**

1. Role of UN in Development
2. Panchayat Raj and Development
3. People's Participation in Development
4. Role of Voluntary Sector in Development

## **BOOKS RECOMMENDED**

- Development Administration in India –S.K.Chatterjee
- Development Debate – Fred Riggs/Daya Krishna
- Frontiers of Development Administration – Fred Riggs (edited)
- Development Administration – R.K. Saprú
- Public Administration and Planning – Mohit Bhattacharya

## **BOOKS FOR REFERENCE**

- Development Administration –N.Hazary
- Development Administration in India–Swinder Singh



## **PAPER IX – PUBLIC FINANCIAL ADMINISTRATION (2PA09)**

### **UNIT I**

1. Nature, Scope, Evolution, Principles & Importance of Public of Financial Administration
2. Budget and its Aspects

### **UNIT II**

1. Ministry of Finance
2. Planning Commission & NDC
3. Finance Commission
4. Reserve Bank of India
5. Department of Accounts and Audit

### **UNIT III**

1. Fiscal Federalism
2. Tax Administration
3. Resource Mobilization
4. Public Debt

### **UNIT IV**

1. Parliamentary Control
2. CAG Control

### **UNIT V**

1. Financial Administration in India
2. Financial Administration in USA
3. Financial Administration in UK

### **BOOKS RECOMMENDED**

- Financial Administration in India- M. J. K. Thavraj
- Control of Public Expenditure in India- Prem Chand

### **BOOKS FOR REFERENCE**

- Financial Administration & Management- S.L. Goel
- Modern Public Finance- Theory and Practice- D.M. Mithani

## **PAPER X – HUMAN RIGHTS (2PA10)**

### **UNIT I**

1. Meaning, Nature and Scope of Human Rights
2. Evolution and Concept of Human Rights
3. Universal Declaration of Human Rights
4. Human Rights Commission - UN

### **UNIT II**

1. Development of HR concept in India
2. Constitutional Guarantees of HR
3. Human Rights and Fundamental Rights
4. Directive Principles of State Policy

### **UNIT III**

1. Role and Functions of National Commission on Human Rights
2. State Human Rights Commission
3. UN and Non-Governmental Organisation

### **UNIT IV**

1. Human Rights Violation
2. Human Rights and Redressal of Grievances
3. Terrorism – TADA, MISA, POTA

### **UNIT V**

1. Human Rights Awareness and Education
2. Role of Police in Human Rights
3. Role of Media and Judiciary in Human Rights
4. Role of Industry in Human Rights
5. Role of Civil Society (Communal, Caste, Domestic Violence)

### **BOOKS RECOMMENDED**

- Perspectives on Human Rights – Abdul Rahim P. Vijaypur, Kumar Suresh
- Human Rights in India – C.J. Nirman
- Human Rights under the Indian Constitution – P.L. Mehta Neena Varma
- Human Rights – Global Issues – Promod Mishra
- Human Rights in India – G.S. Bajwa
- Human Rights – Sanayaoba

### **BOOKS FOR REFERENCE**

- Human Rights in India – Issues and Perspectives – Dr. S. Mehartaj Begum
- Burning Issues in Human Rights – Mamta Rajawat

## **SEMESTER III**

### **PAPER XI – COMPARATIVE ADMINISTRATION (3PA11)**

#### **UNIT I**

1. Salient Features of Constitution of – U.K, U.S.A, & France

#### **UNIT II**

1. Role of Bureaucracy - U.K, U.S.A, & France
2. Civil Service - U.K, U.S.A, & France

#### **UNIT III**

1. Administration and Policy Formulation - U.K, U.S.A, & France
2. Role of Pressure Groups and Parties - U.K, U.S.A, & France

#### **UNIT IV**

1. Administration and Public Relations - U.K, U.S.A, & France
2. Ethics and Accountability in Administration - U.K, U.S.A, & France
3. Administration Improvement and Reforms - U.K, U.S.A, & France

#### **UNIT V**

1. Local Government Administration in U.K, U.S.A, & France

#### **BOOKS RECOMMENDED**

- Public Administration in Theory and Practice – Dr. M.P. Sharma
- Advanced Public Administration – S.L. Goel

#### **BOOKS FOR REFERENCE**

- Comparative Administration – Ramesh. K. Arora
- Public Administration – A Comparative Perspective – Ferrel Heady

## **PAPER XII – ADMINISTRATIVE LAW (3PA12)**

### **UNIT I**

1. Meaning, Nature and Scope of Administrative Law
2. Growth and Development of Administrative Law
3. Constitutional Law and Administrative Law

### **UNIT II**

1. Classification of Administrative Actions
2. Delegated Legislation
3. Conditional Legislation and Sub-Delegation

### **UNIT III**

1. Principles of Natural Justice
2. Statutory Enquiries
3. Judicial and Quasi-Judicial Functions

### **UNIT IV**

1. Control over Delegated Legislation
2. Administrative Discretion
3. Judicial Control Over Administrative Discretion

### **UNIT V**

1. Administrative Law and Privileges
2. Administrative Tribunals
3. Judicial Review
4. Constitutional, Statutory and Ordinary Remedies

### **BOOKS RECOMMENDED**

- Lectures on Administrative Law – C.K. Takwani
- Lectures on Administrative Law – U.P.D. Kesari

### **BOOKS FOR REFERENCE**

- Administrative Law – M.P. Jain & N.S. Jain
- Administrative Law – D.D. Basu

## **PAPER XIII– RESEARCH METHODOLOGY (3PA13)**

### **UNIT I**

1. Meaning, Objectives and Significance of Research
2. Approaches to Research
3. Problems and Process of Research

### **UNIT II**

1. Types of Research – Historical, Descriptive, Explorative, Analytical, Statistical and Empirical
2. Ethics in Research

### **UNIT III**

1. Formulation of Research Problem
2. Research Design
3. Hypothesis

### **UNIT IV**

1. Observation, Interview, Questionnaire, Sampling
2. Measurement, Scaling (Projective Techniques)

### **UNIT V**

1. Data Analysis
2. Interpretation
3. Types and Layout of Report
4. Report Writing
5. Computer and its role in Research

### **BOOKS RECOMMENDED**

- Research Methodology – Methods & Techniques – C.R. Kothari
- Research Methodology in Social Sciences – B.C. Tandon
- Methodology and Techniques of Social /Research – Willikinson and Bhandarkar
- Lectures on Administrative Law – U.P.D. Kesari

### **BOOKS FOR REFERENCE**

- Research Method for Political Science – David E. Mc Nabb
- Research Methods- Tips and Techniques – G. Vijayalakshmi, C. Sivaprakasam

## **PAPER XIV– SOCIAL WELFARE ADMINISTRATION (3PA14)**

### **UNIT I**

1. Introduction to Social Welfare – Meaning, Nature, Scope and Functions
2. Evolution and Development of Social Welfare Administration

### **UNIT II**

1. Indian Council of Social Welfare
2. Central Social Welfare Board
3. State and Local Level Social Welfare Organisations

### **UNIT III**

1. Women and Child Welfare
2. Social Work Practice for Aged and Differently Abled
3. Community Welfare

### **UNIT IV**

1. Social Legislation
2. Social Policy
3. Social Security
4. Social Responsibility

### **UNIT V**

1. Role of Voluntary Agencies in Social Welfare
2. Role of International Bodies

### **BOOKS RECOMMENDED**

- Administration of Social Welfare – A.S. Kohli & S.R. Sharma
- Social Work & Social Welfare Administration – Methods & Practices Vol I & Vol II – Rameshwar Devi & Ravi Prakash
- Public Administration and Welfare Policies – Paramanand Parashar
- Organisation of Social Welfare – A.S. Kohli & S.R. Sharma

### **BOOKS FOR REFERENCE**

- Social Welfare – Chunkier Pothook
- Social Problems in India – Jogan Sharma

## **PAPER XV– E-GOVERNANCE (3PA15)**

### **UNIT I**

1. Information Systems and Government
2. Reinventing Government in the Information Age

### **UNIT II**

1. Nature, Scope, and Importance of E-Governance
2. Salient Features of E-Governance
3. Approaches to E-Governance
4. E-Governance and E-Government
5. Models of E-Governance

### **UNIT III**

1. Nature and Importance of Information and Communication Technology
2. Traditional Communication
3. Electronic Communication
4. Modes of Electronic Communication

### **UNIT IV**

1. Development stages of E-Governance
2. Policy Initiatives in India
3. Patterns and Progress of E-Governance in various States (India)
4. Land Revenue Administration- Case Study

### **UNIT V**

1. Issues in Implementation of E-Governance
2. Law relating to E-Governance
3. People's Participation in E-Governance

### **BOOKS RECOMMENDED**

- Information Technology and Computer Application “Issues and Trends” – Garson G.D
- Reinventing Government in the Information Age – Heeks. R
- Electronic Governance – S. Pankaj

### **BOOKS FOR REFERENCE**

- Electronic Governance – Concepts and Case Studies– C.S.R. Prabhu
- E-Governance – Pankaj Sharma
- Information Technology and Indian Administration– S.P. Verma (IIPA)

## **E-GOVERNANCE PRACTICAL (3PAP1)**

### **Using HTML**

1. HTML page to display the college name and emblem
2. HTML page to display a name using marquee tag and colour tag
3. HTML page to display the list of items available in a supermarket and the brand names available for each
4. HTML page to show list of student names, register numbers and marks as a table
5. HTML page to display 2 documents using Frames
6. HTML form to accept first name, gender, and their interest

### **Using Front Page**

7. Creating web page using wizard and template
8. Creating forms using wizard
9. Designing web page
10. Publishing web page



## **SEMESTER IV**

### **PAPER XVI– LABOUR WELFARE ADMINISTRATION (4PA16)**

#### **UNIT I**

1. Meaning, Nature and Scope of Welfare State
2. Meaning, Nature and Scope of Labour Welfare
3. Labour Welfare and Industrial Relations in India – Case Studies

#### **UNIT II**

1. Labour Administration
2. Training and Education
3. Discipline
4. Grievances

#### **UNIT III**

1. Working Conditions
2. Wages
3. Welfare
4. Social Security

#### **UNIT IV**

1. Special Group Labour
2. Industrial Disputes
3. Trade Unions
4. Collective Bargaining and Worker's Participation

#### **UNIT V**

1. Industrial Relations Machinery
2. Labour Legislation
3. Labour Policy
4. The International Labour Organisation
5. Labour Welfare Administration-Globalization

#### **BOOKS RECOMMENDED**

- Industrial Relations and Personnel Management– Dr. M.V. Pylee & Simon George
- Labour Welfare and Social Security – A.S. Kohli & S.K. Sharma
- Labour Problems in India – S. Mehrotra

#### **BOOKS FOR REFERENCE**

- Industrial Relations – Arun Moappa
- Personnel Management & Industrial Laws – Tripathi P C, & Kapoor N.D

## **PAPER XVII – INTERNATIONAL ADMINISTRATION (4PA17)**

### **UNIT I**

1. Evolution of International Organisations
2. Classification of International Organisations

### **UNITII**

1. Financial Organisations – IMF, World Bank, ADB
2. Trade Organisations – GATT, WTO

### **UNITIII**

1. UNO
2. Agencies of UNO- WHO, ILO, UNESCO
3. Achievements of UNO

### **UNIT IV**

1. SAARC
2. NAM
3. OPEC
4. ASEAN
5. European Union
6. Commonwealth of Nations
7. Relationship between International and Regional Organisations

### **UNIT V**

1. International Civil Service
2. International Law
3. World Public Opinion

### **BOOKS RECOMMENDED**

- International Relations – M.D. Goshal & S. Sen
- International Politics – Prem Arora
- International Organisation – S.J.R. Bilgrami

### **BOOKS FOR REFERENCE**

- International Relations and Politics – J.C. Johari
- International Relations – P.C. Thomas

## **PAPER XVIII –ENVIRONMENTAL ADMINISTRATION (4PA18)**

### **UNIT I**

1. Concept and State of Environment
2. Concept of Sustainable Development
3. Development Vs Environment

### **UNIT II**

1. Environmental Laws in International Level- Conventions and Conferences
2. Trade and Environment
3. Environment Policy in India

### **UNIT III**

1. Constitutional Provisions and Environment
2. Ministry of Environment
3. Pollution Control Board (Centre and State)
4. Regulations in India – Air Act, Water Act, Indian Forest Act, Environment Protection Act

### **UNIT IV**

1. Pollution – AIR, WATER, NOISE
2. Deforestation
3. Urbanisation
4. Environmental Degradation
5. Global Issues – Global Warming, Acid Rain, Ozone Depletion, Biodiversity

### **UNIT V**

1. Role of Courts in Implementing Environmental Laws
2. Role of NGOs in Environment Protection
3. People's Participation – Case Study
4. Environmental Education

### **BOOKS RECOMMENDED**

- Encyclopaedia of Environment Management - G.R. ChilatWal
- Sustainable Development – (edited) Dr. P.C. Sinha
- Global Environmental Politics – Mukund Govind Rajan

### **BOOKS FOR REFERENCE**

- Environmental Scenario for 21<sup>st</sup> Century – S.K. Agarwal
- Environmental Policy & Administration –Hoshiar Singh

## **PAPER XIX – HEALTH CARE ADMINISTRATION(4PA19)**

### **UNIT I**

1. Health – A Basic Fundamental Right
2. Nature and Scope of Health Care Administration
3. Challenges of Health and Health Care Administration
4. Concept of Total Health – Role of Alternative Medicine

### **UNIT II**

1. Population Policy and Family Planning Administration
2. Health Policy
3. Health Care Planning in India

### **UNIT III**

1. Organisation and functions of agencies engaged in Health Care Administration
2. Ministry of Health
3. Administration at Regional, State and Local Levels
4. Administration of Primary Health Care
5. Health Care Services- V.H.S., Cancer Hospital, Missionary Hospitals

### **UNIT IV**

1. Administration of Hospitals
2. Need for New Policies and Programmes for Health
3. Health Insurance
4. Health Tourism

### **UNIT V**

1. W.H.O – Role and Administrative Functions
2. International Health Care Administration

### **BOOKS RECOMMENDED**

- Public Health Administration – S.L. Goel

### **BOOKS FOR REFERENCE**

- Public Health Policy and Administration – Brij Mohan Mathur
- Health Planning in India – Prof. G. Ramachandrudu

## **PAPER XX –LOCAL GOVERNMENTS IN INDIA (4PA20)**

### **UNIT I**

1. Meaning, Historical Background of Local Government
2. Area Administration
3. Regional Administration
4. District Administration
5. Rural and Urban Administration

### **UNIT II**

1. District Planning and District Development
2. Institution of District Collector
3. Changing Role of District Collector

### **UNIT III**

1. Structure and Functions of Urban Administration
2. Structure and Functions of Rural Administration
3. Democratic Decentralisation – Panchayati Raj

### **UNIT IV**

1. 73<sup>rd</sup> and 74<sup>th</sup> Amendment
2. Bureaucracy and Rural Development
3. Women and Local Government

### **UNIT V**

1. Integrated Rural Development Programmes
2. Integrated Urban Development Programmes
3. Trends and Challenges of Local Government

### **BOOKS RECOMMENDED**

- Administration of Rural Development in India – Hoshiar Singh
- Local Government – Hoshiar Singh

### **BOOKS FOR REFERENCE**

- Urban Local Government and Administration in India – Pradeep Sachdeva
- Rural and Urban Studies in India – Dhadave, Joshi, Melkund