

UNIVERSITY OF CALICUT (Abstract)

B.A Public Administration Programme – Choice Based Credit Semester System – Regular and Private stream – syllabus implemented – approved - Orders issued.

GENERAL AND ACADEMIC BRANCH – IV ‘B’ SECTION

No.GAIV/B1/246/2011(ii)

Dated: Calicut University P.O., 30.10.2012.

Read:	1	U.ONote No.GAI/G3/6494/2011 dated 30.05.2012 from G&A-I Branch.
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	2	Letter No.B1/2/2011 dated 30.07.2012 from the Principal, Government College, Attappady.
	3	Minutes of the meeting of the Board of Studies in Political Science (UG) held on 24.07.2012.
	4	Letter No.A1/1/2012 dated 11.09.2012 from the Principal, Government College, Attappady.
	5	Orders of Registrar in the file of even number dated 17.09.2012.
	6	Letter No.B1/2/2011 dated 20.09.2012 from the Principal, Government College, Attappady.
	7	Letter No.P1/37163/2011/co. viva dated 11.09.2012 from the College Education Director.
	8	Orders of Registrar in the file of even number dated 28.12.2012.
	9	Minutes of the meeting of the Board of Studies in Political Science (UG) held on 28.09.2012.
	1	Orders of Vice Chancellor in the file of even number dated 18.10.2012.
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ORDER

Vide paper read first above, General and Academic Branch I had requested to prepare the syllabus of BA Public Administration as per recommendations of the University for starting new colleges in existing colleges for academic years 2012-2013 and were forwarded to Higher Education Department, Government of Kerala. Vide paper read second above the Principal, Government College, Attappady had informed that BA Public Administration has been sanctioned for the college with effect from academic year 2012-2013, but there are no orders/instructions with regard to the curriculum and syllabus to be followed for BA Public Administration Programme. The Principal had requested to initiate urgent action on this regard.

Vide paper read third above, the meeting of the Board of Studies in Political Science (UG) held on 24.07.2012 had resolved to prepare the syllabus for BA Public Administration. The Board resolved that the complementary courses for BA Public Administration should be two courses in Political Science, ie. Political Science and International Politics and Organizations.

Vide paper read fourth above, the Principal, Government College, Attappady had forwarded the proposed syllabus for BA Public Administration for approval.

Vide paper read fifth above, the Registrar has given orders to place the syllabus submitted by the Principal, Government College, Attappady in the Board of Studies meeting of Political Science (UG)

(Contd.....2)

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Vide paper read 6th above the Principal, Government College, Attappady requested to finalize the curriculum and syllabi under CCSS for BA Public Administration programme with Sociology and Computer Science as Complementary courses at the earliest.

Vide paper read 7th above the letter from the Directorate of Collegiate Education requested to make available the syllabus of BA Public Administration to Government College, Attappady immediately.

Vide paper read 8th above, the Registrar has given orders that the Government have started the courses in colleges with effect from 2012 admission itself and hence there is no other way than to approve the syllabus from 2012 admission itself.

Vide paper read ninth above, the meeting of the Board of Studies held on 28.09.2012 discussed the submission of the Principal, Government College, Attappady and resolved that since Public Administration is a branch of Political Science, Political Science should be studied as Complementary course for Public Administration Core Course. The Board resolved that the Complementary courses for BA Public Administration should be Political Science and International Politics and organizations which will qualify the graduate students to do their PG in Political Science too.

Vide paper read tenth above the Vice Chancellor has given orders to approve the decision of the Government to sanction Sociology and Computer Science as the Complementaries of BA Public Administration. The Vice Chancellor has also ordered to place the matter before the Syndicate. The Vice Chancellor after having considered the matter and in view of urgency exercising the powers of Academic Council has approved items 1 and 3 of the minutes of the meeting of the Board of Studies in Political Science UG held on 28-09-2012 subject to ratification by

Sanction has therefore been accorded for implementing the scheme and syllabus of BA Public Administration programme with Sociology and Computer Science as Complementaries under Choice based Credit Semester System in Regular and Private stream of the University with effect from 2012 admission onwards.

Orders are issued accordingly.

Syllabus is uploaded in the University website.

Sd/-

DEPUTY REGISTRAR (G&A-IV)**For REGISTRAR**

To

The Principal,

Government College, Attappady.

Copy to:

PA to CE/Ex Section/EG Section/DR, AR – BA Branch/EA II/System Administrator with a request to upload the syllabus in the

Universitywebsite/GAI'F' Section/Library/SF/DF/FC

Forwarded/By order

Sd/-

SECTION OFFICER

UNIVERSITY OF CALICUT

**Under Graduate Programme in Public Administration
Semester wise Details of Courses**

(2012 Admission Onwards)

Recommended by Board of Studies in Political Science (UG) of 28/9/2012

**Choice Based Credit Semester System [CCSS]
For Under Graduate Curriculum in
Public Administration**

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UNIVERSITY OF CALICUT

The Under Graduate programme in Public Administration includes

- (a) Common Courses
- (b) Core Courses
- (c) Complementary Courses
- (d) Open Courses and
- (e) Project

The number of Courses for the restructured U.G. Programme in Public Administration should contain 10 common Courses, 15 Core Courses including one Choice based course from the Electives, eight Complementary Courses from the relevant subjects for complementing the Core of the study, an Open Course offered by other streams and a Project.

Common Courses:

Every Under Graduate student shall undergo 10 Common Courses (38 Credits) for completing the Programme.

Core Courses:

Core courses are the courses in the major (core) subjects of the U.G. Programme. The parent Department offers core courses.

Complementary Courses:

Complementary Courses cover one or two disciplines that are related to the core subject and are distributed in the first four Semesters.

Open Courses:

There shall be one Open course in Core subjects in the Fifth Semester. **The Open course shall be open to all students in the department except the students in the parent department.**

Project:

The students have to submit **a project at the end of the sixth semester**. The work of the project starts from the fifth semester

Credits:

Each course shall have certain credits for passing the U.G. Programme. The student shall be required to achieve a minimum of 120 credits of which 38 credits shall be from Common courses, 78 credits from Core courses and Complementary courses and 4 credits from the Open course. Attendance: The minimum requirement of attendance during a Semester shall be 75% of each course. Condonation of shortage of attendance to a maximum of 10 days in a Semester, subject to a maximum of two times during the whole period of a Degree programme, may be granted by the University. Examination: There shall be University examinations at the end of each semester. Duration of the examination shall be 3 hours. A question paper may contain Objective type, Short answer type, Paragraph type and essay type questions. Project evaluation shall be conducted at the end of the Sixth semester. Evaluation and Grading: The evaluation scheme for each course shall contain two parts:

1. Internal evaluation

2. External evaluation.

25% Weightage shall be given to the internal evaluation. The remaining

75% Weightage shall be given to the external evaluation.

Weightage of Internal and External evaluation.

Evaluation Weightage

Internal 1 (or 25%)

External 3 (or 75%)

Both internal and external evaluation shall be carried out using Direct Grading System.

Internal evaluation:

The internal evaluation shall be based on a pre-determined, transparent system involving written tests, assignments, seminars and attendance in respect of theory courses.

Component of internal evaluation

Components	Weightage
a assignments	1
b seminars	1
c Test papers	1
d Attendance	2

External Evaluation:

The external evaluation is to be conducted with question papers set by external experts. The evaluation of answer scripts shall be done by examiners based on well defined scheme of valuation.

Direct Grading System:

Direct grading system based on a 5 point scale is used to evaluate the performance (External and Internal) of students.

Letter Grade	Performance	Grade Points	Grade Range
A	Excellent	4	3.5 to 4.00
B	Very Good	3	2.5 to 3.49
C	Good	2	1.5 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	0.00 to 0.49

Each course is evaluated by assigning a letter grade (A, B, C, D and E) to that course by the method of direct grading. The internal (Weightage 1) and external (Weightage 3)

components of a course are separately graded and then combined to get the grade of the course after taking into account of their Weightage. An aggregate of C grade is required in each course for a pass and also for awarding a degree.

The detailed syllabi of the programme are appended.

Structure of Courses for B.A. programmes

Common courses.....	: 38 credits
Core courses including project & elective.....	: 62 credits
Complementary courses.....	: 16 credits
Open courses.....	: 04 credits
Total	:120credits

Semester 1

Sl.No	Course code	Title of courses	Hours/week	No. of credits
1		Communicative skills in English	4	3
2		critical reasoning, writing and presentation	5	3
3		Communicative skills in other languages	4	4
4		Core course - 1	6	4
5		Complementary – 1	3	2
6		Complementary – 2	3	2
		Total	25	18

Semester 2

7		Reading literature in English	4	4
8		Readings on Indian Constitution, secularism and sustainable environment	5	4
9		Translation and communication in other languages	4	4
10		Core course - 2	6	4
11		Complementary – 1	3	2
12		Complementary – 2	3	2
		Total	25	20

Semester 3

13		Literature and contemporary issues	5	4
14		Literature in other languages	5	4
15		Core course - 3	4	4
16		Core course - 4	5	4

17	Complementary – 1	3	2
18	Complementary – 2	3	2
	Total	25	20

Semester 4

19	History philosophy of science	5	4
20	Culture and civilization	5	4
21	Core course - 5	4	4
22	Core course -6	5	4
23	Complementary – 1	3	2
24	Complementary – 2	3	2
	Total	25	20

Semester 5

25	Core course - 7	5	4
26	Core course -8	5	4
27	Core course - 9	5	4
28	Core course -10	5	4
29	Open course	3	4
30	Project	2	*
	TOTAL	25	20

Semester 6

31	Core course - 11	5	4
32	Core course -12	5	4
33	Core course -13	5	4
34	Core course -14	5	4
35	Elective course	3	2
36	Project	2	4
	Total	25	22

Total Credits : **18 + 20 + 20 + 20 + 20 + 22 = 120**

Under Graduate Programme in PUBLIC ADMINISTRATION
Semester wise Details of Core Courses recommended by Board of Studies in Political Science (UG) in its meeting held on 28-09-2012 are as follows.

I. Core Courses

Name of Semester	Course Code	Name of the Core Course
I Core course I	PA1 B01	Principles of Public Administration
II Core course II	PA2 B02	Indian Government and Politics
III Core course III	PA3 B01	Administrative Thought
III Core course IV	PA3 B02	Major Modern Governments
IV Core course V	PA4 B01	Indian Administration
IV Core course VI	PA4 B02	Decentralization and Local Self Governments
V Core course VII	PA5 B01	Research Methodology
V Core course VIII	PA5 B02	Public Personnel Administration
V Core course IX	PA5 B03	Public Financial Administration
V Core course X	PA5 B04	Human Resources Management
VI Core course XI	PA6 B01	Development Administration
VI Core course XII	PA6 B02	Public Policy Analysis
VI Core course XIII	PA6 B03	Labour Welfare Administration
VI Core course XIV	PA6 B04	Major Administrative Systems
II (A) Elective Courses (VI th Semester) (Select any one course)		
Elective Course I	PA6 E01	Comparative Public Administration
Elective Course II	PA6 E02	International Organisation & Administration
Elective Course III	PA6 E03	Police Administration
II (B) Open Courses (Vth Semester) (For Students from other Streams. Select any one Course)		
Open Course I	PA5 D01	Indian Administration
Open Course II	PA5 D02	Human Resources Management
Open Course III	PA5 D03	Local Self Governments

III Complementary Courses for BA Public Administration Programme

Complementary Course I : Political Science

(Same Syllabus of Complementary Model I offered by BA Political Science Faculty is to be followed)

POLITICAL SCIENCE:	An Introduction.
POLITICAL SCIENCE:	Ideas and Concepts
POLITICAL SCIENCE:	Structures and Processes
POLITICAL SCIENCE:	Political Ideologies

Complementary CourseII INTERNATIONAL POLITICS AND

ORGANISATION

(Same syllabus of Complementary Model III offered B.A Political Science Faculty is to be followed)

INTERNATIONAL POLITICS AND ORGANISATION:	An Introduction.
INTERNATIONAL POLITICS AND ORGANISATION:	Concepts.
INTERNATIONAL POLITICS AND ORGANISATION:	Organisations for Peace.
INTERNATIONAL POLITICS AND ORGANISATION:	Contemporary Issues.

B.A. PUBLIC ADMINISTRATION SYLLABUS
CORE COURSES

Semester I

CORE COURSE I

Code No : PA1 B01

Principles of Public Administration

Module I: Public Administration

Meaning, nature, scope & significance

Evolution of Public Administration as a discipline

Public and Private administration

New Public Administration

New Public Management

Module II: Approaches to the study of Public Administration

Traditional Approaches:

Historical

Philosophical

Institutional

Modern Approaches:

Behavioral

Decision-making

Marxian Approaches:

Module III: Principles of Organization

Hierarchy, Unity of Command

Authority and Responsibility

Coordination

Span of Control

Supervision

Delegation

Module IV : Structure of Organizations

Chief Executive, Types of Chief Executives and their functions

Line, Staff and Auxiliary agencies

Departments, Corporations, Companies

Boards and Commissions

Headquarters and Field relationship

Module V: Basis of Departmental Organization

Function, Clientele, Process, Area or Territory

Books and References

1. Vishnu Bhagawan Vidya Bushan - Public Administration
2. Avasthi & Maheswari - Public Administration
4. M.P. Sharma - Public Administration (Theory Concept)
5. Willoughby - Principles of Public Administration
7. Fadia&Fadia - Public Administration
8. A.R. Tyagi - Principles & Practice of Public Administration
9. Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
10. Smita Srivatava, Theory and Practice of Public Administration, Pearson, 2011.
11. Hoshier Singh and Pradeep Sachdeva, Public Administration Through Practice, Pearson, 2010.

Semester II**CORE COURSE II**

Code No. PA2 B01

Indian Government and Politics

Module I: An overview of Constitutional Development with reference to Government of India act 1909, 1919, 1935 and Indian Independence Act 1947, The Constituent Assembly of India.

Module II: Salient features of the Indian Constitution - the Preamble- the Fundamental Rights - Directive principles of State Policy- Fundamental duties.

Module III: Indian federalism

Centre-State relations- distribution of legislative powers, Administrative and financial relations between the Union and the States. The Finance Commission, The Planning Commission, National Development Council

Module IV: Government of the Union

(a) The Union Executive- the President and the Vice-President- The Council of Ministers and the Prime Minister.

(b) The Union Legislature - The Parliament- The Lok Sabha and the Rajya Sabha, composition, Powers and functions – the role of the Speaker.

(c) Government of the States. The Governor- The Council of Ministers and the Chief Minister- the State Legislature- composition, powers and functions.

(d) Local-self Governments - Significance of 73rd and 74th Amendment acts.

Module V: The Indian Judicial System

The Supreme Court and the High Courts composition, jurisdiction and functions, Judicial review, Judicial activism, Independence of Judiciary in India.

Books and References

- 1 D. D. Basu, Introduction to the Constitution of India, Prentice Hall, 2010
2. Dr. M. V. Pylee, India's Constitution, Vikas, New Delhi 2010.
3. Dr. B. L. Fadia, Indian Government and Politics, Sahitya Bhavan Publications, 2010.
4. J. C. Johari. Indian Political System, Anmol Publications, 2008.
5. Grenville Austin, Indian Constitution: A cornerstone of a Nation, Oxford, 2008.
6. Bidyut Chakrabarthy & Rajendra Kumar Pandey, Indian Government and Politics, Sage, New Delhi 2010.
7. Lakshmi Kanth, Indian Polity, TATA Macgrows Hills, 2012.
8. M. P. Singh & Rekha Saxena, Federalizing Indian Politics in the Age of Globalisation: Problems and Prospects, Primus Books, Delhi, 2012.
9. Madhav Khosla, The Indian Constitution, Oxford University Press, 2012.
10. Sumit Ganguly and Rahul Mukherjee, India Since 1980, Cambridge University Press, New Delhi, 2010.

Semester III**CORE COURSE III**

Code No PA3 B01

Administrative Thought

Module I: Theories of Dichotomy, Dichotomy Theorists, Woodrow Wilson, Frank Goodnow

Module II: Theorists of Classical Theorists

F. W. Taylor, Henry Fayol, Luther Gullick

Module III: Theorists of Bureaucratic Theorists

Max Weber, Karl Marx

Human Relation Theorists

Elton Mayo, M.P. Follet

Module IV: Theorists of Behavioural Theorists

Chester I. Bernard, Herbert A. Simon, Rensis Likert

Module V: Theorists of Motivation Theorists

Frederick Herzberg, Douglas Mc Gregory, Abraham Maslow

Books and References

1. Ravindra Prasad, D.V.S, Prasad & P. Sathya Narayana, Administrative Thinkers, Sterling Publishers, New Delhi, 1989.
2. Singh, R. N., - Management Thought and Thinkers, S. Chand & Co., New Delhi, 1977.
3. Pugh D. S., Organization Theory.

SEMESTER III**CORE COURSE IV****Code No PA3 B02****Major Modern Governments**

Module I: A comparative analysis on the features of the constitutions of U.K., U.S.A., France, Switzerland and China.

Module II: Executive, Legislature and Judiciary of U.K., U.S.A. and France

Module III: Compare Federal and Unitary systems - U.S.A., India and Switzerland (Federal systems) – U.K., France and China (Unitary systems)

Books and References

1. S. N. Ray: Modern Comparative Politics: Approaches, Methods and Issues. Forth Printing, Prentice Hall of India, 2007.
- 2 Kenneth Newton & Jan W. Van Dath, Foundations of Comparative olitics, Cambridge University Press, 2005.
3. Almond Gabriel, et al: Comparative Politics Today – Pearson Education, Delhi, 2003
- 4.. Daniele Caramani, Comparative Politics, Oxford University Press, New Delhi, 2010.
5. Macridis, Roy C: Modern Political Regimes, Patterns and Institutions, Boston, little Brown and Company, 1986
6. Ray, Samirendra N: Modern Comparative Politics: Approaches, Methods and Issues, New Delhi, Prentice Hall of India 1999.
7. Bara Judith & Mark Pennigton (ed), Comparative Politics, Sage, New Delhi, 2009.
8. Rekha Saxena (ed), Varieties of Federal Governance, Cambridge University Press, New Delhi, 2011.
9. Prabir Kumar De (ed), Comparative Politics, Pearson, 2010

Semester IV**CORE COURSE V****Code No PA4 B01****Indian Administration****Module I: Evolution of Indian Administration:**

Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.

Module II: Administrative Reforms since Independence:

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

Module III: Civil Services:

Constitutional position, structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline, Staff associations, Political rights, Grievance redressal mechanism, Civil service neutrality;

Module IV: Major Institutions in Indian administration

Planning Commission of India

Election Commission of India

Finance Commission

Comptroller and Auditor General of India

Module V: Issue areas in Indian Administration

Relationship between Political and Permanent Executives

Generalists Vs. Specialists

People's Participation in Administration

State Autonomy

Corruption in administration

Lok Pal and Lok Ayukta

Books and References

1. D.D. Basu, Introduction the study of Indian constitution
2. M.V. Pylle, India's constitution
3. Gai, Indian Govt and Politics
4. J.C. Johari, Indian Political System
5. S.R. Maheswari, Indian Administration
6. Rajesh K. Jha, Public Administration in India, Pearson, 2010
7. Hoshiar Singh & Pankaj Singh, Indian Administration, Pearson 2010
8. Subrata K. Mitra, The Puzzle of India's Governance, Cambridge University Press, New Delhi, 2011.

SEMESTER IV**CORE COURSE VI****Code No PA4 B02****Decentralization and Local Self Government**

Module 1: Meaning, Nature and Scope of Local Governments.

Module 2: Major Features and Structure of Local Government in **U.K., U.S.A.**, France and India.

Module 3 : 73rd and 74th Constitutional Amendments in India.

Module 4: Functions and Role of Local Governments in India.

Module 5 : State – Local Relations in India.

1. Pradeep Sachdeva, Local Govt. in India, Pearson, 2010.

2. Richard C. Crook & James Honor, Democracy and Decentralization in South Asia and West Africa, Cambridge University Press, New Delhi, 2011.

Semester V**CORE COURSE VII****Code No PA5 B01****Research Methodology**

Module I : (A) Research Method and Research Methodology. Social Science Research
 (B) Hypothesis: functions and importance; Characteristics of good Hypothesis
 (C) Concepts and variables: A brief analysis.

Module II : Types of Research: Pure and Applied, Historical and Analytical. Survey Research: features, merits and demerits.

Module III : Research Design. Meaning and importance. Types of Research Design: Exploratory, Descriptive, Experimental and Action Research.

Module IV : Sampling: Meaning and importance. Types of sampling – Random sampling, Stratified sampling and Systematic sampling.

Module V : (a) Data collection- Interview, Schedule, Questionnaire, Observation
 Processing and Analysis , Report writing

Books and References

1. Bahnanes & Peter Caputi, Introduction to Quantitative Research Methods, Sage, New Delhi, 2010.
 2. Bridget Somek, Lewin, Research Methods in the Social Sciences, Vistaar Publications, New Delhi, 2008.
 3. Ghosh B.N, Scientific Method and Social Research, Sterling, New Delhi.
 4. Goode and Hatt, Methods in Social Research, Mc Graw-Hill, New York, 1952.
 5. Gopal Lal Jain, Research Methodology : Methods Tools and Techniques. Mangal Deep Publications, Jaipur, 2003.
 6. Kerlinger F.W, Foundations of Behavioural Research. Revised edition, Surjeeth Publications, New Delhi.
 7. Kothari.C.R, Research Methodology : Methods and Techniques. New Age International, New Delhi, 2004.
 8. Krishnaswamy O.R& Ranganathan M : Methodology of Research in Social Sciences, Himalaya, 2006.
 9. Sharma B.A.V.Prasad & Satyanarayana.P (ed); Research Methods in Social Sciences, Sterling, New Delhi, 1983.
 10. Young P.V : Scientific Social Surveys and Research, revised edition, Asia publishing House, Bombay 1997.
 11. Zina O Leary, The Essential Guide to Doing Research, Vistaar, New Delhi, 2008.
 12. Burnett, Judith, Doing Your Social Science Dissertation, Sage, New Delhi, 2009.
- Bernett, Judith Doing your Social Science Dissertation,Sage,New Delhi 2009.

SEMESTER V

CODE No PA5 B02

CORE COURSE VIII**Public Personnel Administration**

Module I: Meaning, Functions and Importance of Public Personnel Administration-- Tenure System, Spoil System and Merit System-- Bureaucracy , Max Weber and Bureaucracy- Civil Service Meaning and definition

Module II: Position Classification Meaning - Position Versus Rank -- Classification of services in Britain and India-- Civil Services in India , Meaning of recruitment and types -- Meaning of recruitment and types of recruitment

Module III: Promotion Meaning and types of Promotion -- Methods of Performance appraisal and Remuneration and Service Conditions-- Methods of Job evaluation - -- Role of Pay Commission and other service conditions.

Module IV: Conduct , Disciplines and Meaning -- Prestige and Morale **and** types of Morale factors-- Retirement ,Objective of Retirement and Advantages of Retirement System--Retirement - Objective of Retirement and advantages of Retirement System.

Module V: Compensation and Method of compensation-- various allowances to the employees-- Growth of employees association in various countries-- Integrity in Administration , Generalists Versus Specialists.

Books and References

1. Sharma, M.P. (1998) Public Administration Theory and Practice, Kitab Mahal, Allahabad.
2. Avasthi-Maheswari, (1998) Public Administration, Lakshmi Narayan Agarwal, Agra.
3. Tyagi. A.R. (1987) Public Administration.
4. Vishnu Bhagawan and Vidhya Bhushan, (1994) PublicAdministration, S.Chand & Company,
New Delhi
5. S.L. Goel : Public Personnel Administration
6. Rajesh K. Jha, Public Personnel Administration, Pearson, 2010.

SEMESTER V**CORE COURSE IX**

Code No PA5 B03

Public Financial Administration

Module I: Financial Administration: Meaning, Scope and Significance. Evolution of Federal Finance. Fiscal Federalism: Centre-State Financial Relations. Finance Commission : Composition, Functions and Role. Ministry of Finance: Organization, Functions and Role.

Module II: Budget: Concept Types, Essential Principles. Budget as an Instrument of Management and Economic Development. Budgeting Procedure : Formulation, Enactment and Execution. Performance Budgeting. Auditing and Accounting. Comptroller and Auditor General.

Module III: Legislative Control Over Finance. Public Accounts Committee, Estimates Committee, Committee on Public Undertakings.

Module IV: Tax Administration: Characteristics of good taxation system, Problems of Tax Administration.

Module V: Public Monetary and fiscal policies-- Debt, Public borrowings and public debt Budgets - types and forms Public Borrowings and Deficit Financing.

Books and References

Fadia B. L. & Kuldip Faida: Public Administration, Theories and Concepts, Sahitya Bhavan Publications, Agra 2008

Raja J Chellaiah: Essays in Fiscal and Financial Sector

Fadia B. L. & Kuldip Faida: Indian Administration, Sahitya Bhavan Publications, Agra 2008.

Sharma K. K., Financial Administration in Government, New Delhi 1996.

Thavaraj M.J.K, Financial Administration, Sulthan Chand & Sons Delhi 2008.

SEMESTER V**CORE COURSE X****Code No PA5 B04****Human Resource Management**

Module I: Human Resource management — Human resource plan; the human issues relating to Recruitment, Dismissal, Retirement and Redundancy.

Module II: Models of Human Behaviour and Motivation (Taylor, McGregor, Maslow and Herzberg).

Module III: Training, Development and Design of Reward System, Recruitment, Selection and Induction, Training and Development,

Module IV: Performance Management, Mentoring, Employee Retention and Managing Separation

Module V: Recent Trends in HRD-- Integrating HR Strategy to Business/Organizational Strategy-- Competency Mapping

Books and References

K. Aswathappa, Human Resource Management and Personnel Management: Text and Cases, Tata

McGraw Hill Publishing Company Ltd., New Delhi.

Edwin B. Flippo, Personnel Management, McGraw Hill Book Company, New York.

Arun Monappa, Managing Human Resources, Macmillan India Limited, New Delhi.

David A. Decenzo and Stephen P., Robbins, Personnel/Human Resource Management, Prentice Hall, New Delhi.

Udai Pareek and T.V. Rao, Designing and Managing Human Resource System with Special Emphasis on HRD, Oxford & IBH, New Delhi.

Semester VI**CORE COURSE XI****Code NoPA6 B01****Development Administration**

Module I: Development: Meaning, Nature, Dimensions & Approaches

Development Administration: Concept, nature, scope, significance, characteristics and approaches

Difference between Development Administration and Traditional Administration.

Module II

Evolution of Development Administration, Models of Development Administration, Difference between Development of Administration and Administration of Development Ecology of Development Administration

Module III

Development Administration in India: Constitutional Framework, Institutional arrangements-Central, State, District and Local

Module IV

Bureaucracy and Development Administration

Representative Bureaucracy, Neutral Vs Committed Bureaucracy, Role of Bureaucracy in policy making & Implementation.

Module V

Challenges to Development Administration, Corruption, Nexus between politics and administration, Development Administration and Globalisation

Books and References

1. Amithav Mukherjee; Decentralisation; Panchayats in the Nineties, Vikas, New Delhi, 1994.
2. Atul Kohli: State and Poverty in India: The politics of reform. Orient Longman, New delhi, 1987
3. Jan Dreze & Amerthya Sen: Indian development: Oxford University Press, Calcutta, 1996.
4. George Mathew: Panchayat Raj: From Legislation to Movement. Concept Publications New Delhi, 1994.
5. Institute for Social Sciences: status of Panchayat Raj in the states and Union

Territories of India, Concept Publications New Delhi, 2000.

6. Richard C. Crook & James Manor: Democracy and decentralization in South Asia and West Africa: Participation, accountability and Performance. Cambridge University Press, 1998.

7. Biju. M.R. : Politics of democracy and Decentralisation in India. A case study of Kerala. Atlantic, New Delhi, 1997.

8. Sharma. A.K. & Bhaskar Roa (ed) : Research in Public Administration: An Overview. Vikas, New Delhi, 1996.

9. Pai Panardiker.V. : Bureaucracy and Development Administration, Center for Policy Research, New Delhi, 1978.

SEMESTER VI**CORE COURSE XII****Code No PA6 B02****Public Policy Analysis**

Module I: Public Policy: Meaning, Nature, Types and Importance. Policy Analysis: Meaning, Dimensions, Stages. Models of Public Policy Making: Dror's Model, Simon's Model and Lindbloom's Model. Public Policy Making: Role of Political Executive, Legislature, Bureaucracy and Judiciary. Policy making Process. Major Determinants in Policy Making: Political Parties, Interest Groups. Public Policy Implementation: Role of Legislature, Political Executive, Judiciary

Module II: Bureaucracy. Case for Government Intervention Role of Non-governmental agencies –Voluntary Organizations, Pressure Groups. Major problems in Policy Implementation.

Module III: Policy Evaluation: Meaning, functions, Problems of evaluation. Criteria for evaluation. Forms of Policy Evaluation. New Education Policy 1986 with modification 1992.

Module IV: Public and Merit Goods, Market Failures, Information Asymmetries etc. Objectives of Policy Intervention: Efficiency, Equity, Effectiveness and Others: Concepts and Measures
Deciding on Interventions: Public Choice and the Public Economics Approaches to Bureaucracy and Politics

Module V: Strategising for Interventions: Logic and Other Models-- Policy Instruments: Market Based, Regulatory, Direct-- Quantitative Analytical Methods: Quantitative Models, Estimation, Forecasting and Policy Simulation-- Institutional Issues in Policy Implementation: Mechanism Design/Implementation Theories and Transaction Costs-- Policy Evaluation: Cost-Benefit and Cost Effectiveness Analyses-- Analytical Exercises with Reference to Specific Indian Policies

Books and References

1. Prabir Kumar De, Public Policy and Systems, Pearson, 2010.

2. Shweta Mishra, *Citizen Centric Public Systems*, Pearson, 2011. Bagchi, Amaresh (ed.) (2005), *Readings in Public Finance*, Oxford University Press, New Delhi, Chapters 1-9 & 24.

Dunn, William N. (2004), *Public Policy Analysis – An Introduction*, New Jersey, Prentice Hall.

Fischer, Frank; Gerald J. Miller and Mara S. Sidney (ed.) (2007), *Handbook of Public Policy Analysis:*

Theory, Politics and Methods, Taylor & Francis, Boca Ration, London, New York.

Gruber, Jonathan (2005), *Public Finance and Public Policy*, Worth Publishers, New York.

Duff, Lois (1997), *The Economics of Governments and Markets*, Longman, London.

Friedman, Lee (2002), *The Microeconomics of Public Policy Analysis*, Princeton University Press, Princeton and Oxford.

Hyman, David N. (2005), *Public Finance*, Thomson, Australia.

Niskanen, William A. (1994), *Bureaucracy and Public Economics*, Edward Elgar.

Quade E. (1989), *Analysis for Public Decisions*, Englewood Cliffs.

Robbins, Donijo (ed.) (2005), *Handbook of Public Sector Economics*, Taylor & Francis, London Chapters 3,4,5,6.

Stratton, Hugh & Lionel Orchard (1994), *Public Goods, Public Enterprise, Public Choice*, St. Martin's Press, London.

Tresch, Richard W. (1995), *Public Finance: A Normative Theory (2nd Edition)*, Academic Press, Amsterdam.

W. Parsons (1995), *Public Policy: An Introduction to the Theory and of Policy Analysis*, Cambridge.

Weimer, D.A. Vining (1999), *Policy Analysis: Concepts and Practice (Englewood Cliffs)*.

Dror, Y. (1983), *Public Policy Reexamined*, Transaction Publishers.

SEMESTER VI

CORE COURSE XIII

Code No PA6 B03

Labour Welfare Administration

Module I: Evolution of Labour Welfare Administration in India --Concept of Labour--
Labour Welfare-- Theories of labour

Module II: Methods of Recruitment of Labour in India-- Workers Education and
Training-- Absenteeism - Labour Turnover-- Significance of working conditions—
Workers Health and Safety-- Industrial Housing.

Module III: Social Security : Labour Legislations in India-- Child Labour - Women
Labour-- Agricultural Labours – Plantation Labourer

Module IV: Wages and Bonus-- Trade Unions and Collective Bargaining-- Industrial
Disputes, Strike and Lockout—Layoff and Retrenchment—

Module V: Workers's Participative Management—National Labour organisations—
International Labour organisation

Books & References:

Sharma A: Aspects of Labour Welfare and Social Security—

Mehrota: Labour Problems in India.

SEMESTER VI

CORE COURSE XIV

Code No PA6 B04

Major Administrative Systems

MODULE I: Nature of Government

Introduction-- Constitution and its classifications---
Written and Unwritten and Flexible and Rigid
Parliamentary and Non-Parliamentary form of Government

MODULE II: British Administrative System.

Salient features of the constitution
Powers and Position of the Monarch, Prime Minister
Council of Ministers, Parliament
Process of Law making, Judiciary and rules

MODULE III: Federal Administrative System(USA)

Introduction---- President and American Cabinet
Congress Committee System---- Law making and Supreme Court

MODULE IV French Administrative System

Introduction---- President of the Republic, Prime Minister
Parliament law making Procedure and Judiciary
Administrative Law – Party System

MODULE V :Swiss Administrative System

Main features of the Constitution
Federal Council and Federal Assembly
Federal Tribunal
Direct Democracy- Party System

Books and References

1. Kapoor, A.C.,- Modern Constitutions, S.Chand and Co, New Delhi, 1992.
2. Mahajan, V.D., - Modern Governments, New Delhi, 1992.
3. Vishoo Bhagwan and Vidya Bhusan – World Constitutions, Sterling Publishers Pvt. Ltd.,
4. Ridley and Blondel- public Administration in France.
5. Blondel, S.,- Comparative Governments.
6. Johari, J.C.,- Comparative Government and Politics.

ELECTIVE COURSES

SEMESTER VI (Select One)

ELECTIVE COURSE I

Code No PA6 E01

Comparative Public Administration

Module I

Meaning of Comparative Public Administration—Comparative Administration and comparative Politics-Importance of the study of Comparative Public Administration.

MODULE II: Approaches to the Study of Comparative Public Administration, Institutional & Neo Institutional, Systems, Structural - Functional, Ecological.

Module III

Salient features of Administrative System of U.K., U.S.A. and France.--- A comparative perspective.

MODULE IV: Personnel Administration in Great Britain, USA and France—A comparative Perspective

MODULE V: Control mechanisms in Great Britain, USA and France—A comparative perspective.

Books and References

1. William Siffin (Ed.) Towards the Comparative Study of Public Administration
2. Ferrel Heady And Sybil Stokes (Eds.): Papers In Comparative Public Administration (1962),
Articles By Heady, Riggs & Diamant
3. Ferrel Heady : Public Administration : A Comparative Perspective
4. Fred W. Riggs : Administration In Developing Countries
5. H.H. Gerth And C. Wright Mills : Max Weber Essays In Sociology (Portions On Bureaucracy)
6. Edward Weidner (Ed): Development Administration In Asia.
7. Fred W. Riggs (Ed): Frontiers Of Development Administration
8. Herman Finer: Government Of Greater European Powers
9. Mackenzie And Grove: Central Administration In Britain
10. U.S. Government: Organisation Manual (Latest Edition)
11. M.P. Sharma: Public Administration in theory and Practice, Kitab Mahal
12. V.N. Viswanathan: Comparative Public Administration Sterling Publications Delhi.

Elective Course 2

Code No PA6 E02

International Organisation and Administration

Module I :

(A) Evolution of International Organisation

(B) League of Nations: Structure and achievements; Failure of League of Nations.

Module II :

United Nations Organizations: purposes and principles. Structure and functions of Principal Organs. specialized agencies, .Changing role of Secretary General.

Module III :

Peace keeping operations under UNO : A brief analysis Collective Security measures undertaken by UNO: Korean and Iraq experiences. Disarmament efforts under UN: A critical analysis

Module IV. Enforcement of Human Rights: An analysis

Module V. New International Economic Order: Challenges and prospects. Revision of the UN charter and democratization of Security council.

Books and References

1. Charles W.Kegley,etc (ed): World Politics : Trends and Transformation, St:Martins Publication, New York, 2000.
2. David J.Wittaker : The Terrorism: A Reader, Routledgs, London,2001.
3. Hans J.Margenthau : Politics among Nations: Struggle for power and peace, Revised edition, Kalyani publishers, New Delhi, 1989.
4. John Allphin Moore Jr. : The New United Nations : International organization in & Jerry Pubants the 21st century, Pearson Education, New Delhi, 2008.
5. John Baylis, Steve Smit : The Globalization of World Politics : An Introduction etc; (ed) to International Relations, 4th edition, Oxford University Press, New York, 2008.
6. Mahendra Kumar : Theoretical Aspects of International Politics, Shiva Lal Agarwal & Company, New Delhi.
7. Palmer and Perkins : International Relations, AITBS Publishers, New Delhi,2002.
8. Samuel Huntington : The Clash of civilizations and the Remaking of World Order, Penguin Books, New Delhi, 2008.
9. Saxena K.P : Reforming the United Nations : The Challenges and Relevance, Sage, New Delhi, 2003.
10. Stegner B.Manfred : Globalisation : A very short Introduction, Oxford University press, Pondichery, 2009.

Elective Course 3

COURSE CODE: PA6 E03

POLICE ADMINISTRATION

Module I Police Administration

Nature, scope and significance of police administration

Approaches to Police Administration

Role of Police in the Contemporary Society.

Module II Police in India

Evolution of Police in India

Pre-British System of police in India

Indian Police Act 1861 –

Central Police Organisations : Their structure and functions - IB-CBI-CRPF-RPF-BSF
- and CISF

Report of the National Police Commission (1979-82)

Module III Protection of society

Police objectives

Protection of the society – Through

Maintenance of peace and order, protection of life property.

Functions of the police - Prevention of crime, Patrolling,

Surveillance, Intelligence –

Maintenance of law and order - upholding human rights etc.

Module IV Police organisation

State level police: Its structure and function

Other police organizations - CID, Finger Print Bureau, Dog Squad,
DVAC

Module V Accountability of Police

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

Books and References

1. Saha. B.P., Indian Police
2. Venugopal Rao. S., Criminal Justice, Problems and perspectives in India
3. Report of the National Police Commission, Central Government Publications

OPEN COURSES (Semester V --Students from other streams)

Open Course I

Code No PA5 D01

Indian Administration**Module I: Evolution of Indian Administration:**

Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.

Module II: Administrative Reforms since Independence:

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

Module III: Civil Services:

Constitutional position, structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline, Staff associations, Political rights, Grievance redressal mechanism, Civil service neutrality;

Module IV: Major Institutions in Indian administration

Planning Commission of India

Election Commission of India

Finance Commission

Comptroller and Auditor General of India

Module V: Issue areas in Indian Administration

Relationship between Political and Permanent Executives

Generalists Vs. Specialists

People's Participation in Administration

State Autonomy

Corruption in administration

Lok Pal and Lok Ayukta

Books and References

1. D.D. Basu - Introduction the study of Indian constitution
2. M.V. Pylle - Indias constitution
3. Gai - Indian Govt and Politics
4. J.C. Johari - Indian Political System
5. S.R. Maheswari – Indian Administration

Open Course II

Code No: PA5 DO2

Human Resource Management

Module I: Human Resource management — Human resource plan; the human issues relating to Recruitment, Dismissal, Retirement and Redundancy.

Module II: Models of Human Behaviour and Motivation (Taylor, McGregor, Maslow and Hertzberg).

Module III: Training, Development and Design of Reward System, Recruitment, Selection and Induction, Training and Development,

Module IV: Performance Management, Mentoring, Employee Retention and Managing Separation

Module V: Recent Trends in HRD-- Integrating HR Strategy to Business/Organizational Strategy-- Competency Mapping

Books and References

K. Aswathappa, Human Resource Management and Personnel Management: Text and Cases, Tata

McGraw Hill Publishing Company Ltd., New Delhi.

Edwin B. Flippo, Personnel Management, Mcgraw Hill Book Company, New York.

Arun Monappa, Managing Human Resources, Macmillan India Limited, New Delhi.

David A. Decenzo and Stephen P., Robbins, Personnel/Human Resource Management, Prentice Hall, New Delhi.

Udai Pareek and T.V. Rao, Designing and Managing Human Resource System with Special Emphasis on HRD, Oxford & IBH, New Delhi

Open Course III.
Code No:-PA5 D03

Local Self Government

Module 1: Meaning, Nature and Scope of Local Governments.

Module 2:Major Features and Structure of Local Government in **U.K., U.S.A.,** France and India.

Module 3 :73rd and 74th Constitutional Amendments in India.

Module 4: Functions and Role of Local Governments in India.

Module 5 :State – Local Relations in India.

Books and References

1. Pradeep Sachdeva, Local Govt. in India, Pearson, 2010.
2. Richard C. Crook & James Honor, Democracy and Decentralization in South Asia and West Africa, Cambridge University Press, New Delhi, 2011.

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