

GOVERNMENT ARTS COLLEGE (AUTONOMOUS)

COIMBATORE – 641 018

Accredited with 'A' grade by NAAC

M.A. PUBLIC ADMINISTRATION SYLLABI

Based on Choice Based Credit System (CBCS)

2015 – 2016



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DEPARTMENT OF PUBLIC ADMINISTRATION

GOVERNMENT ARTS COLLEGE (AUTONOMOUS), COIMBATORE
Department of Public Administration

Degree of Master of Arts

Minutes of the Meeting:

The Board with above members resolved to effect the following changes in Core Papers.

SEMESTER	CORE SUBJECT	
	CHANGED PAPERS	RETAINED PAPERS
I	Nil	1.Organisation Behaviour 2.Indian Administrative System 3.Public Financial Administration 4.Rural and Urban Administration in India
II		1.Human Resource Management 2.Police Administration 3. Administrative Thinkers 4. Comparative Public Administration
III	1. Indian Judicial System	1.Administrative Law 2.Public Policy Analysis 3.Labour Welfare and Industrial Relations 4.Trends and Issues In Public Administration
IV	1.E.Governance	1. Environmental Administration in India 2.Research Methodology 3.Indian Parliamentary System 4.PROJECT

GOVERNMENT ARTS COLLEGE (AUTONOMOUS), COIMBATORE

Degree of Master of Arts

Department of Public Administration (Semester System)

SYLLABUS AND LIST OF PAPERS (2015-2016 onwards)

(CHOICE BASED CREDIT SYSTEM)

Semester	Part	Subject Code	Subject	Hours	Exam Hr	Marks					Credits
						SE	CA	Total	SE-Mi	TP-M	
I	A		Paper I- Organization Behaviour	8	3	75	25	100	38	50	5
	A		Paper II – Indian Administrative System	8	3	75	25	100	38	50	5
	A		Paper III – Public Financial Administration	8	3	75	25	100	38	50	5
	B		Elective Paper- I Rural and Urban Administration in India	6	3	75	25	100	38	50	5
II	A		Paper IV – Human Resource Management	8	3	75	25	100	38	50	5
	A		Paper V- Police Administration	8	3	75	25	100	38	50	5
	A		Paper VI - Administrative Thinkers	8	3	75	25	100	38	50	5
	B		Elective Paper- II Comparative Public Administration	6	3	75	25	100	38	50	5
III	A		Paper VII Administrative Law	6	3	75	25	100	38	50	5
	A		Paper VIII- Public Policy Analysis	6	3	75	25	100	38	50	5
	A		Paper IX- Labour Welfare and Industrial relation	6	3	75	25	100	38	50	5
	A		Paper X – Trends and Issues in Public Administration	6	3	75	25	100	38	50	5
	B		Elective Paper- III Indian Judicial System	6	3	75	25	100	38	50	5
IV	A		Paper XI-E.Governance in Administration	6	3	75	25	100	38	50	5
	A		Paper XII – Environmental Administration in India	6	3	75	25	100	38	50	5
	A		Paper XIII-Research Methodology	6	3	75	25	100	38	50	5
	B		Elective Paper- IV - Indian Parliamentary System	6	3	75	25	100	38	50	5
	A		Project and Viva-Voce	6		80	20	100	38	50	5
				Total					1800		

PG - PUBLIC ADMINISTRATION SYLLABUS

SEMESTER – I

	Core/Elective	Subject
1	CORE PAPER – 1	ORGANIZATIONAL BEHAVIOUR
2	CORE PAPER – 2	INDIAN ADMINISTRATIVE SYSTEM
3	CORE PAPER – 3	PUBLIC FINANCIAL ADMINISTRATION
	ELECTIVE PAPER-1	RURAL AND URBAN ADMINISTRATION IN INDIA

SEMESTER – II

	Core/Allied/Elective	Subject
1	CORE PAPER – 4	HUMAN RESOURCE MANAGEMENT
2	CORE PAPER – 5	POLICE ADMINISTRATION
3	CORE PAPER – 6	ADMINISTRATIVE THINKERS
	ELECTIVE PAPER-2	COMPARATIVE PUBLIC ADMINISTRATION

SEMESTER - III

	Core/Allied/Elective	Subject
1	CORE PAPER – 7	ADMINISTRATIVE LAW
2	CORE PAPER – 8	PUBLIC POLICY ANALYSES
3	CORE PAPER – 9	LABOUR WELFARE AND INDUSTRIAL RELATIONS
	CORE PAPER – 10	TRENDS AND ISSUES IN PUBLIC ADMINISTRATION
	ELECTIVE PAPER-3	INDIAN JUDICIAL SYSTEM

SEMESTER – IV

	Core/Allied/Elective	Subject
1	CORE PAPER – 7	E – GOVERNANCE IN ADMINISTRATION
2	CORE PAPER – 8	ENVIRONMENTAL ADMINISTRATION IN INDIA
3	CORE PAPER – 9	RESEARCH METHODOLOGY
	ELECTIVE PAPER-4	INDIAN PARLIAMENTARY SYSTEM

PROJECT

SEMESTER – I

CORE PAPER-1

ORGANIZATIONAL BEHAVIOUR

UNIT – I: Introduction

Meaning, Nature, Scope of Organization Behaviour ,Need of Organization Behaviour, Approaches to Organizational Behaviour, Models of Organisation Behaviour

UNIT – II: Individual Behaviour

Individual Behaviour - Personality, Learning Attitudes, Perception, Motivation Group Behaviour-Group Dynamics, Group Cohesiveness.

UNIT – III: Process of Organization

Leadership, Meaning, Styles, Qualities, Types, Theories, Organisational Communication-Meaning, Importance, Process, Barriers, Principles of Effective Communication.

UNIT – IV: Issues of Organization Behaviour

Organization Conflict- Organization Effectiveness-Organizational Culture-Meaning, Significance-Organisational Climate, Organization Counselling

UNIT – V: Organization Dynamics

Organisational Change, Meaning, Nature, Cause-Organisational Development-Meaning and Interventions.

Books Recommended for Study:

1. Stephen P.Robbins, Organisational Behaviour, Prentice Hall, 1997.
2. Prasad L.M, Organizational Behaviour, Sultan Chand Publishers, New Delhi 2004
3. Rudani R.B, Management & OB, McGraw Hill Book ,New Delhi 2011.
4. Nirmal Singh, Organizational Behaviour, Concepts, Theory and Practices Managing People and Organization in the 21st century Deep & Deep Publishers New Delhi, Reprint 2009
5. Keith Davis, Human Behaviour at Work, McGraw Hill Book Co., 1991
6. Gregory Moorhead Organisational Behaviour- Managing people and Organisations, Jaico ,1994.
7. Judith R. Gordon, A Diagnostic Approach to Organisational Behaviour, Allyn & Bacon, 1993.

SEMESTER-I

CORE PAPER-2

INDIAN ADMINISTRATIVE SYSTEM

UNIT – I: Evolution of Indian Administration

Administration in Pre- colonial, Colonial and Post- colonial era- welfare state- Salient features of Indian Constitution- Fundamental Rights – Directive Principles of State Policy.

UNIT – II: Union Administration

President- Prime Minister- Council of Ministers- Cabinet Secretariat- Cabinet Committees- Prime Minister's Office- Central Secretariat- Ministries and Departments.

UNIT – III: Constitutional Authorities

Finance Commission – Union Public Service Commission – Election Commission – National Commission for SCs & STs – Attorney General of India – Comptroller and Auditor General of India-

UNIT – IV: State Administration

Governor – Chief Minister, – Cabinet – State Secretariat – Departments – Directorate – Collectorate- State Public Service Commission.

UNIT – V: Issues in Indian Administration

Minister – Civil Servant Relation – Generalist Vs. Specialists – Union- State Relations(Administrative and Financial) – Planning Commission- National Development Council- Corruption- Administrative Reforms -Impact of Information Technology on Indian Administration – Globalization and Indian Administration

Books Recommended for Study:

- 1.Arun Shourie,The Parliamentary System In India,Rupa,Newdelhi,2007.
- 2.J.C.Johari ,Indian Parliament: A Critical Study of Its Evolution, Composition And Working,Metropolitant Book, New Delhi,2006.
- 3.Shukla.V.N. Constitution Of India,Eastern Book Company,Lucknow,2013.
- 4.Basu.D.D.Introduction To The Constitution Of India, Lexis Nexis, Publishing House,
5. Shankar. B.L., Valerian Rodrigues. The Indian Parliament, Oxford University Press, Nagpur 2013, Nodia U.P. 2010

SEMESTER-I

CORE PAPER-3

PUBLIC FINANCIAL ADMINISTRATION

UNIT – I: Introduction

Nature, Meaning, Scope and Significance of Public Financial Administration- Principles of Budget – Modern Techniques of Public Financial Administration – Budgetary procedure in UK., U.S.A and India.

UNIT – II: Budgetary process and Public Budgeting in India

Aspects of Indian Budgetary system –Types of Budget –Finance Ministry- Preparation, Enactment and Execution of Budget - -Control over Public Expenditure in India.

UNIT – III: Parliamentary Committee

Public Accounts Committee – Estimate Committee – Committee on Public Undertakings – Committee on Subordinate Legislation – Departmental Standing Committees.

UNIT – IV: Accounts and Auditing

Meaning of Audit – Auditing procedures in India – Comptroller and Auditor General of India – Separation of Accounts from Audit – Performance Auditing.

UNIT – V: Public Finance and Financial Relations

Finance Commission– Union – State Financial Relations - Resource Mobilization – Tax Administration in India-Financial Administration in States and Local Bodies – Public Debt– State Finance Commission.

Books Recommended for Study:

1. Goel S.L., Public Financial Administration, New Delhi Deep and Deep Publication, 2002
2. Thavaraj M.J.K., Financial Administration in India, Sultan Chand & Sons , New Delhi ,2000.
3. Mukherjee S.S., Financial Administration in India, Surjeet Publication, New Delhi
4. Kramer Fred A., ed. Contemporary Approaches to Public Budgeting, Cambridge, Mass:Winthrop,1979

SEMESTER-I

Elective Paper-1

RURAL AND URBAN ADMINISTRATION IN INDIA

UNIT – I: Introduction

Meaning, Nature & Scope of Local Government - Democratic Decentralization – Evolution of Local Government.

UNIT – II: Committees on Panchayathraj

Community Development Programme – National Extension Service – Balwantrao Mehta Committee – Ashok Mehta Committee-Committees on Local Administration Since-1980

UNIT – III: Rural Local Government

Rural Local Government -73rd Amendment – Role, Function and Powers of Zilla Parishad – Panchayat Samiti - Village Panchayats and Grama Sabha , Control Over Rural Local Government.

UNIT – IV: Urban Local Government

Urban Local Government – 74th Amendment – Municipal Corporation Municipality – Townships - Notified Area Committees – Cantonment Board – Mayor and Commissioner-Control Over Urban Local Bodies.

UNIT – V: Issue in Local Government

Role of Political Parties in Local Bodies- Women Representation In Local Bodies – Corruption in Rural and Urban Local Bodies – People’s Participation and Social Audit.

Books Recommended for Study:

1. Dhaliwal.S.S – Municipal Administration, Deep & Deep, New Delhi,1999
2. Goel S.L and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice, Deep & Deep Publications, New Delhi,2009.
3. Maheswari.S.R-Local Government in India ,Laxmi Narain Agarwal , New Delhi,2010-1011.
4. M.P Sharma:Local self-Government in india- Munshiram -1977-
5. U.B.Singh Functioning of Local Government in South India- Gyan Publishing house - 2001.

SEMESTER – II

CORE PAPER-4

HUMAN RESOURCE MANAGEMENT

UNIT – I: Introduction

Meaning, Nature, Scope and significance of Human Resource Management – Objectives of Human Resource Management – HRM and HRD

UNIT – II: Human Resource Development

Role and Significance of HRD – Techniques of HRD – Design and Implementing HRD – Manpower Planning – Training and Development.

UNIT – III: Organization Design and Personnel Functions

Role of HR Department in the Organization – Job Description – Job analysis ,Job Enrichments and Evaluation.

UNIT – IV: Human Resource Planning

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

UNIT – V: Management Development

Job Satisfaction – Grievance systems – TQM- Quality Circles – Employees Stress – Employee Counselling – Types of Counselling-Resent trends in HRM.

Books Recommended for Study:

1. Tripathi,.P.C. Human Resource Management Development , New Delhi: Sultan Chand and Sons. 2000
2. Mahapatro B.B. Human Resource Management, New Age International Publishers New Delhi, 2010
3. Kandila. S.R. Competency – Based Human Resource Management, P H I Publishing House , New Delhi, 2012
4. Aswathappa.K. Human Resource Management Text and cases, Tata mcGraw Hill Education India Private Limited, New Delhi, 2013
5. Singh .N.K. Human Resource Management Excell Publication New Delhi, 2002

SEMESTER – II

CORE PAPER-5

POLICE ADMINISTRATION

UNIT – I: Introduction

Meaning, Nature and Scope of Police Administration – Evolution of Police Administration in India. Duties and Responsibilities of Police in Modern India.

UNIT – II: System of Police Administration

Organization of the Police Department at the state level various branches – District Police Administration Armed Police, Special Branch, Crime Branch ,Communication System – Commissioner System – Police Station.

UNIT – III: Police Personnel Administration

Police Personnel Administration: Recruitment - Training – Promotion – Rights of the Police Personnel –Redressal of Police Grievances, Police Judiciary Relations, Police-Public Relation.

UNIT – IV: Police Operation

Police Operation: Patrol, Beats, Outposts, Investigation, and Prosecution – Traffic Police Administration – Women police.

UNIT – V: Central Intelligence Agencies

Central Intelligence Agencies: Central Bureau of Investigation – Central Intelligence Bureau – Central Reserve Police Force – Central Industrial Security Force – Railway Protection Force - Forensic Science Laboratory-Cyber Crime Bureau – Crimes – Record Bureau – Juvenile Delinquency.

Books Recommended for Study:

1. H. L. Kapoor, Police Administration, Ess Ess publication, New Delhi,2000.
2. Chaturvedi, J.C. Police Administration and Investigation of Crime, Isha Books, New Delhi, 2005.
3. Gary Corner, Police Administration, Anderson Publishing, Australia, 2010.
4. James Vadakumchery,Human Rights and the Police in India, Ashish Publishing, New Delhi, 2000.
5. Rohit Choudhari, Policing, Sage Publications, New Delhi,2009.

SEMESTER – II

CORE PAPER-6

ADMINISTRATIVE THINKERS

UNIT – I: Introduction

Growth of Administrative Thought- Kautilya – Thiruvalluvar - Woodrow Wilson.

UNIT – II: Classical School

F. W. Taylor – Henri Fayol- Elton Mayo-Luther Gullick- Max **Weber**

UNIT – III: Neo _ Classical School

Elton Mayo- Mary Parker Follet – C. I. Barnard

UNIT – IV: Behavioural School

Herbert. A. Simon- Rensis Likert- Riggs

UNIT – V: Socio-Psychological School

Abraham Maslow -McGregor- Herzberg

Books Recommended for Study:

1. Anthony Tillet, Thomas Kemper & Gordon Willey – Management Thinkers, Penguin Books 1970.
2. Ramesh K Arora – Perspective in Administrative Theory, Associated Publishing House, New Delhi, 1979.
3. Ravindra Prasad and Sathyanarayanan - Administrative Thinkers, sterling publishers
4. Sapru R.K.-Administrative Theories & management Thought, Prentice Hall, New Delhi 2000.
5. Singh R N – Management Thinkers, Sultan Chand Publishers, New Delhi.

SEMESTER – II

Elective Paper-2

COMPARATIVE PUBLIC ADMINISTRATION

UNIT I: Introduction

Meaning, Nature and Scope of Comparative Public Administration - Evolution of the Study of Comparative Public Administration – Approaches to the Study of Comparative Public Administration –Traditional- Structural-Behavioural – Functional – System , Institutional, Ecological and Modern Approach.

UNIT II: Comparison of Law and Policy Making Process

Comparative Study of Legislature and Policy Making Process in UK, USA and France

UNIT III: Function of Executive Branches

Comparative Study of Executive Branches in UK, USA and France

UNIT IV: Methods of Judicial System:

Comparative Study of Judicial System in UK, USA and France

UNIT V: Types of Civil Service and Local Governments:

Comparative Study of Civil Services in UK, USA and France Comparative Study of Local Government Institutions in UK, USA and France

Books Recommended for Study:

1. Arora R.K. Comparative Public Administration. Unique Publishers, New Delhi , 2007
2. S.S Pahlya, Ravindra Singh, New Delhi , Sterling Publishers Pvt,Ltd, New Delhi ,2012
3. Rathod P.B . Comparative Public Administration, Abd Publishers Jaipur -2007
4. Juditha Bara And Mark Pennigton Comparative Politics, Sage Publication New Delhi, 2009.
5. Chatorvedi . T.N. Comparative Public Administration Associated Publishing House , New Delhi 2002.

SEMESTER – III

CORE PAPER-7

ADMINISTRATIVE LAW

UNIT – I: Introduction

Meaning, Nature and scope of Administrative Law – Historical Growth and Development of Administrative Law – Rule of Law – Driot Administratif – Constitutional Law and Administrative Law.

UNIT – II: Government and Administrative Law

Executive and Administrative law- Government Liability – Classification of Administrative Actions – Administrative Discretion - Administrative Law and Privileges.

UNIT – III: Delegated Legislation

Legislature and Administrative Law -Delegated Legislation – Control over Delegated Legislation.

UNIT – IV: Judiciary and Administrative Law

Judiciary and Administrative Law- Distinction between Judicial and Quasi – Judicial Function – Principles of Natural Justice – Administrative Tribunals – Judicial Remedies.

UNIT – V: Control over Administration

Government Control Over Public Undertakings – Legislative control over Public Undertakings – Statutory Inquiries – Statutory and other Remedies – Judicial Review of Administrative Action – Ombudsman, Lokpal – Lokayukta.

Books Recommended for Study:

1. Durga Doss Basu, Administrative Law, Prentice Hall of India (p) Ltd
New Delhi, 1986
2. Kesari, U.P.D., Lecturers on Administrative Law,
3. Takwani,C.K, Lecturers on Administrative Law, Eastern Book Company Lucknow,
2001

SEMESTER – III

CORE PAPER-8

PUBLIC POLICY ANALYSIS

UNIT – I: Introduction

Meaning and Nature Scope and importance of policy science-Evolution of Policy Science-Social, Economic, Political and cultural Factors relevance to policy science.

UNIT – II: Policy Analysis

Policy analysis – process and stages, models in policy analysis: System Model, pressure group model, Game Model and Elite Model, Institutional and incremental model-Dror'S Optimal model.

UNIT – III: Public Policy in India

Policy making process- Stake Holders-Citizens-Pressure Groups-Political Parties-Election Manifesto-Agencies in policy Making-Policy Implementation- Policy Evaluation.

UNIT – IV: Central Level Policy

New Economic Policy-Food and Agriculture Policy-Population and Health Policy-Science and Technology Policy- New Education Policy-Environment Policy

UNIT – V: State Level Policy

Language Policy – Reservation Policy – Social Welfare Policy

Books Recommended for Study:

1. Khurana, Public Policy and contemporary issues, Excell Publicatoins, New Delhi, 2010.
2. Sapr, R.K. Public Policy, art and Craft of Policy Ananalysis, PHI learing Pvt.Ltd.2010.
3. Arvind sivaramakrishanan, Public policy and Citizenship, sage publications private limited, New Delhi, 2010.
4. Sarpu, R. K. Public Policy : Art and craft of policy Analsis. PHI Publiching House, New Delhi, 2010.
5. Mohanty.P.K. cites and Public Policy , Sage Publication Pvt Limited, New Delhi, 2014.

SEMESTER – III

CORE PAPER-9

LABOUR WELFARE AND INDUSTRIAL RELATIONS

UNIT – I: Introduction

Meaning, Nature and scope of labour welfare administration – Evolution of labour welfare administration in India – Theories of Labour welfare.

UNIT – II: Labour Welfare Machineries

Labour Welfare Machinery- Labour Welfare Commissioner - Labour Welfare Officer –Factory Inspectors- Method of Hiring of labour in India – Workers Education and Training – Absenteeism – Labour Turnover - Automation – Accident – Significance of working conditions.

UNIT – III: Labour Legislation India

Labour Legislation India –ESI- Social security Measures – Organised and Unorganized Labourers –Group Insurance – Child Labour – Labour in Agriculture and allied Sectors – Plantation Labour – Industrial Housing.

UNIT – IV: Industrial Relations in India

Wages – Bonus – Trade Union – Collective Bargaining –Grevance Redressal System. Industrial Disputes - Strike – Lockout – Lay out – Retrenchment.

UNIT – V: Labour Related Organization

Participative Management - National and International Labour Organization.

Books Recommended for Study:

1. Sharma A.M. – Industrial Relations, Himalaya Publishing House, New Delhi, 2007
2. Tripathi, P.C.,- Personnel Management and Industrial Relations, Sultan Chand Publications, New Delhi, 2010.
3. B.P Tyagi Labour Economic and Social Welfare, Jaiprakashnath & Co, Meerut 2011
4. Mariappan.K, Employment Policy and Labour Welfare In India, New Century Publication. 2011

SEMESTER – III

CORE PAPER-10

TRENDS AND ISSUES IN PUBLIC ADMINISTRATION

UNIT – I: Introduction

New Trends in Public Administration – Generalist vs. Specialist – Public Administration and Globalization – Relationship between Political and Permanent Executives

UNIT – II: Integrity in Administration

Integrity: Meaning, Historical Perspective and cause for the decline – Modes of Corruption, Conduct rule CVC, Lokpal and Lokayukta.

UNIT – III: Organization and Method

Organisation and Methods – Work Study and work management – Management and Tools: Net work Analysis MIS, PERT & CPM.

UNIT – IV: Administrative Reforms

Administrative Reforms in India (Since Independence) – Reforms in Financial Management and Personnel Administration– Problems of Implementation.

UNIT – V: Values in Public Service

Value in Public Service – Independent Regulatory Commission – NHRC – Problems in Administration in Coalition regimes – Change and Continuity in Government Programmes - Citizen – Administration Interface – Disaster Management– Environmental Issues.

Books Recommended for Study:

1. Frederick . K.S. Lane , Current Issues in Public Administration Wadsworth Publishing Company,1999.
2. Laxmikanth,Public Administration,Tata McGraw Hill,New Delhi,2012
3. Mohit Bhattacharya :New Horizons of Public Administration,Jawahar Publishers,New Delhi,2011
4. Ramesh K. Arora and Rajni Goyal,Indian Administration:Institution and Issues,New Age International 1995.

SEMESTER – III

ELECTIVE PAPER 3

PAPER : INDIAN JUDICIAL SYSTEM

UNIT I : INTRODUCTION

Importance of Judiciary – Scope of judiciary – Evolution of judicial system in India – Indian judicial system – and legal system

UNIT II : LEVELS OF COURT

Civil courts: Supreme court : its structures , functions and powers and jurisdiction – High court ; its structure , functions powers and jurisdiction – District court & village courts : structure , functions & powers

UNIT III : CRIMINAL COURTS

Kinds of crime , civil , criminal , income tax etc. Court structure functions, and powers

UNIT IV : TRIBUNALS

Need for Tribunals - kinds of tribunals – Nature of tribunals – difference between courts and tribunals.

UNIT V : ADMINISTRATIVE PROCEDURES

Administrative procedures involved in Supreme court and High court, Other forms of legal system : Arbitration , Public interest litigation.

BOOKS :

1. Legal History – “Evolution of Indian legal system” by Nilakshi Jalar and Lakshmi Paranjbe
2. “The practice and procedures of the supreme court “ by B.R Agarawala
3. “Our Judiciary” by B.R.Agarwala, National Book trust

SEMESTER – IV

CORE PAPER-11

E – GOVERNANCE IN ADMINISTRATION

UNIT – I: Reinventing Government

Traditional Bureaucracy – Disadvantage – Need for Reforms – Transparency and Accountability – Citizen Friendly Administration- Citizen Charter – MIS – Information and Communication Technology.

UNIT – II: Introduction

Meaning, Nature and Significance of Information Government – E-Governance – Approaches to E- Governance – E-Governance as a Change Management Tool – Challenges for E-Governance.

UNIT – III: Resource and Techniques

National and State Level Information Technology Policies –National E- Governance Policy- National Informatics Centre – Delivery of Public Service through E- Programmes – Licensing – Tax administration – E- Kiosks.

UNIT – IV: E- Governance Applications

Aadhar Card – Pay roll system – GIS and Local Planning – E- Panchayats –E- Governance in Urban Local Bodies - Teleconference – IT Based Project.

UNIT – V: Challenges and Response

Law relating to E-Governance – Behavioural changes in Public Personnel system – Training – People’s participation in E- governance – Change oriented administrative system – Trends and Issues.

Books Recommended for Study:

1. Srinivas raj.B, E-Governance Techniques: Indian & Gopal Experance, New Centuery Publicatoions New Delhi,2008.
2. Sinha.R.P. E-Governance in India, Intiatives and Issues, concept Publishing Company, New Delhi, 2006.
3. Urmilla Redddy , E-Governance in India , Lambert Academic Publication, New Delhi, 2012.
4. Prabhu.C.S.R. E-Governance: Concept and case studies, PHI Publishing House, Privatre Limited, New Delhi, 2013.
5. Vayunanadan, E-Governance Good Governance : Initiatives in India, PHI Publishing House, Privatre Limited, New Delhi, 2003

SEMESTER – IV

CORE PAPER-12

ENVIRONMENTAL ADMINISTRATION IN INDIA

UNIT – I: Introduction

Meaning, Nature and Scope of Environmental Administration – Environmental Degradation – Global Context of Environmental Administration.

UNIT – II: Cause, Source and Effects of Environmental Pollution

Main causes of Environmental Pollution – Source and Effects of Pollution – Water Pollution, Air Pollution, Noise Pollution, and Land Pollution – Planning Model for Industrial Development-Importance of Biodiversity and Environmental Administration.

UNIT – III: Environmental Policy

Ministry of Environment – Environmental Policy- New Environmental Policy 1986 –Judicial Activism-Green Tribunal- Environmental Information System (ENVIS) – Critical Evaluation of Environmental Policy.

UNIT – IV: Law for Environmental Protection

Common Law - Aspects of Environmental Law – The Constitutional and Environmental Law – Statutory Control of Environmental Pollution – Public Interest Litigation.

UNIT – V: Environmental Management

Strategies for Environmental Management-Role of State and Local Bodies in Solid Waste Management –Recycling-Green Technologies- Socio Economic Impacts – India's Participation in International Convention – Stakeholders – Community Participation, Public awareness and Media.

Books Recommended for Study:

1. Divan.S And Roseneranz.A Environmental Protection –Law And Policy In India,Oxford University Press,Noida,Uttarpradesh
2. Barman.J.Exploring The Green Horizon:Aspects Of Environmental History,Setuprakashani,Kolkata ,West Bengal-700006,2013.
3. Benny Joseph,Environmental Studies,Tata Mc Gram-Hill.Noida-Uttarpradesh 2005.
4. R.J.Ranjit Daniels And Jagadish Krishnaswamy,Environmental Studies,Willey India Private Limited ,New Delhi.2009
5. Prakash S.M,Environmental Studies,Elite Publishers,Mangalore 2007.

SEMESTER – IV

CORE PAPER-13

RESEARCH METHODOLOGY

UNIT – I: Introduction

Social Science Research – Objectives, Scope and Need for Social Science Research – Research in Public Administration.

UNIT – II: Types of Research

Types of Research – Historical, Explorative, Analytical, and Empirical, Research – Value Dichotomy in Research in Public Administration.

UNIT – III: Research Process

The Research Process and Concepts – Variables – Review of Literature – Hypothesis – Research Design.

UNIT – IV: Research Techniques

Research Techniques and Data Collection, Observation, Interview, Schedule, Questionnaire – Reliability and Validity, Techniques, Sampling – Case Study, Survey and Sociometry.

UNIT – V: Research Report

Data Analysis – Interpretation – The Research Report – Role of SPSS in Research – Ethics in Social Science research. – Issues and Trends

Books Recommended for Study:

1. David E McNabb – Research Methods in Public Administration and Non – Profit Management, PHI Learning Pvt, Ltd, New Delhi, 2013,.
2. Gerald J.Miller Hand book of Research Methods in Public Administration Kaifeng Yang New Yark-2007.
3. Kothari C.R Research Methodology-Methods and Techniques.New Age International Publishers,New Delhi 2004
4. Saravanavel P :Research Methodology,Kitab Mahal,New Delhi 1991.
5. Sam Daniel P and Aroma G.Sam,Research Methodology,Gyan Publishing House,2011.

SEMESTER – IV

Elective Paper 4

INDIAN PARLIAMENTARY SYSTEM

UNIT – I: INTRODUCTION

Legislature: Meaning, Importance and kinds-Functions of the Legislature: Law Making and Non-Law making function.

UNIT – II: STRUCTURE OF THE INDIAN PARLIAMENT

Evolution of the Indian Parliamentary- Lok Sabha: Its structure, composition and powers – Rajya Sabha: Its structure, composition and powers- Whip and his role.

UNIT – III: FUNCTIONING OF THE INDIAN PARLIAMENT

Opening of the parliament-Session by the President-Sessions of the parliament: Budget Session, Monsoon session and Winter session-Question hour: Zero hour- Types of Questions-Unstarred questions, short notice questions, questions by private members-Motions: its kinds: Adjournment motion, Call attention motion, Cut Motions-No confidence motion, censure Resolution.

UNIT – IV: OFFICERS OF THE PARLIAMENT

Speaker and Deputy Speaker of Lok Sabha-Chairman and Deputy chairman Rajya Sabha-Their Powers and Functions-Parliament Secretariat: Lok Sabha Secretariat: Its Structure and Functions- Rajya Sabha Secretariat and its Structure and Functions.

UNIT – V: PARLIAMENT PROCEDURE

Procedures during the presentation of the Budget- Procedures during the making of the Bill- Parliamentary Committees: Joint Parliamentary committee- Adhoc Committees-Standing Committees- Other Committees- Parliamentary forums: Objectives of the Forum-Parliamentary Groups: Their composition and functions.

Books Recommended for Study:

1. Arun Shourie, The Parliamentary System In India, Rupa, New Delhi, 2007.
2. J.C. Johari, Indian Parliament: A Critical Study Of Its Evolution, Composition And Working, Metropolitan Book, New Delhi, 2006.
3. Shukla. V.N. Constitution Of India, Eastern Book Company, Lucknow, 2013.
4. Basu. D.D. Introduction To The Constitution Of India, Lexis Nexis, Publishing House,
5. Shankar. B.L., Valerian Rodrigues. The Indian Parliament, Oxford University Press, Nagpur 2013, Nodia U.P. 2010

PROJECT WORK