BHARATHAIR UNIVERSITY : COIMBATORE 641 046.

B.A PUBLIC ADMINISTRATION - (SDE)

WITH EFFECT FROM 2007-08

SCHEME OF EXAMINATION

Year	Part	Subject and Paper	Instructional Hours per Week	University Examinations	
				Duration Hours	Maximum Marks
First	I	Language Paper I		3	100
	II	English Paper I		3	100
	III	PAPER I : Principles of Public Administration		3	100
	III	PAPER I I: Government and Administration of India		3	100
	III	PAPER III :Modern Governments		3	100
Second	I	Language Paper II		3	100
Second	II	English Paper I I		3	100
Second	III	PAPER IV : Administrative Thinkers		3	100
Second	III	PAPER V : Urban Local Government in India		3	100
Second	III	PAPER VI : Personnel Administration		3	100
Third	III	PAPER VII : Rural Local Government in India		3	100
Third	III	PAPER VIII : Public Financial Administration in India		3	100
Third	III	PAPER IX : Development Administration		3	100
Third	III	PAPER X :Public Policy Analysis		3	100
Third	III	PAPER XI : Comparative Public Administration		3	100

B.A PUBLIC ADMINISTRATION (SDE) – 1 YEAR
CORE PAPER - I

Subject Title : **Principles of Public Administration**

Course Number : Number of Credit Hours :3 (Three)

Subject Description :

This paper includes the meaning and nature of public administration, control, over public administrators, kinds of organization and theories organization.

Goals :
To make the students to learn the fundamentals principles of public administration

Objectives:
After completion of this paper the students will be able to

1. Understand the basic principles of public administration
2. To learn various theories of organization.

I Meaning nature and scope of Public Administration – Evolution to the study of public administration -Arts, Science or Both – Relations with other social sciences-– New Public Administration- Politics and Administration – Public Administration and Law – Public Administration and Economics – Public Administration and Psychology.

II Public Administration and Private Administration – Public Administration – Chief Executive– Types of Chief Executive – Chief Executive as General Manager- Legislature as Board of Directors – Line -Staff and Auxiliary Agencies – Departments – public Corporations – Independent Regulatory Commissions – Boards and Commissions – Field Vs. Head Quarters

III Control over Public Administration- Legislative Control – Executive Control - Judicial Control, Meaning and nature of Management – Planning – Decision Making communication – Supervision – Leadership.

IV Organization : Formal and Informal Organization – Principles of Organization- Hierarchy -Span of Control – Delegation of Authority -Unity of Command – Coordination – Centralization Vs Decentralization – Integration Vs Disintegration. Structure of Organization :Bases of Organization – Units of Organization – Departmental Organization – Public Enterprises – Independent Regulatory Commission - Organization and Methods.

V Theories of Organization -Scientific Management Theory – Bureaucratic Theory – Behavioural Theory -Systems Theory – Control Over Public Administration : Legislative Control – Executive Control Judiciary Control. Leadership – Communication – Co-ordination, Motivation – Decision Making – Public Relations.

Reference :

1. Thagi.A.R : Principles and practice of Public Administration
2. A.Avasthi and S.R.Maheswari: Public Administration
3. M.P.Sharma & B.L.Sadana : Public Administration Theory and practice (Kitab Mahal)
4. L.D. White : Introduction to the Study of Publication (E.P.S)
5. Avasthi : Public Administration Laxmi Maheswari Narayan Agarwal
6. K.Pandurangan &P.Sathya : Administrative Organization and Management (SAVIRA)

CORE PAPER - II

Subject Title : **Government and Administration of India**

Course Number : Number of Credit Hours :3 (Three)

Subject Description :

This presents the development and structure of Indian Administrator, centre-state relations, public Services and the administrative reforms in India.

Goals :
To enrich the students in the field of Indian administration in general and the centre state relations, Public Services, and various commissions and committees for administrative reforms in particular.

Objectives:

On the completion of this paper the students will be capable of

1. Knowing the evolution and significance of Indian Administration and
2. Receiving the knowledge of the union and state administrative system.

Contents :

I Development of Indian Administration - Institutional framework of Indian Administration – Contemporary administrative context.

II Structure of Indian Administration : Cabinet Secretariat – Secretariat – Field Organization Boards and commissions – Ministries & Departments of the Central Government – Minister – Secretary Relationship.

III Centre – State Relations in India – Planning – Machinery for Planning - Planning Commission at the centre and the states and District Levels – Public Sector undertakings -Disinvestments – Reforms of economic Policies - District Administration –Local Govt. – Rural and urban.

IV Public services – All India services – Central civil services – State services-Recruitment – Training – Promotion – Rights and duties of civil servants – Disciplinary Procedure Pension benefits – Union Public service commission – Financial Administration – Budget – Parliamentary committees – Finance Ministry – Comptroller and Auditor General of India

V Administrative Reforms in India – Gorwala – Appleby – Administrative Reforms Commission in India Accountability of Administration – LOKPAL and LOKAYUKTA - Santhanam Committees – current issues in Indian Administration .

Reference.

1. Hoshiar Singh -Indian Administration, Kitab Mahal, Allahabad, 1999
2. JAIN R.B - Contemporary Issues in Indian Admn, Vishal, Delhi 1976.
3. Mahewari S.R- Indian Administration, Orient Longman, Delhi 1992
4. Avasthi A, Central Administration, Tata Mecgraw Hill, New Delhi 1980
5. C. Gnanapragsam, T. Kalyani - Indian Administration, Amal publisher, Madurai

CORE PAPER - III

Subject Title : **Modern Governments**
(UK, USA, SWITZERLAND, AND CHINA)

Course Number : Number of Credit Hours :3 (Three)

Subject Description :

This paper explains the constitutional systems of UK, USA, Swiss and China.

Goals :

To enable the students to learn the constitutional patterns of various countries

Objectives:

On completion of this taken the students will be able to

1. Learn the modern governments of UK, USA, Swiss and China. And
2. Have the comparative knowledge an these constitution.

Contents
(UK, USA, SWITZERLAND, AND CHINA)

I Constitution of UK : Salient features – The King and the Crown The Prime Minister – Council of Ministers – The Cabinet The Parliament – House of Lords and House of Commons The British Judiciary-Local Governments – Political Parties.

II Constitution of USA : Evolution of the constitution of USA – Salient features – The President – Kitchen Cabinet – The Congress – The Senate – The House of Representatives – The American Judiciary. State and Local Governments – Political Parties.

III Constitution of Switzerland : Evolution of the Constitution of Switzerland – Salient features – The Federal Executive – Federal Assembly – The National Council – The

Council of States – The Federal Judiciary The Direct Democratic Devices – Referendum and Imitative. Cantonal Governments – Political Parties.

IV Constitution of China : Evolution of the Constitution of China-Salient features – The Chinese Executive – The Chairman of the National People's Congress – The State Council – The Prime Minister – The National Peoples Congress – The Local People's Congress – The Chinese Judicial Systems – The role off the Communist Party

Reference

1. J.C. JOHARI	-	Major Modern Political Systems
2. V.D. MAHAJAN	-	Modern Governments
3. A.C. KAPOOR	-	Modern Constitutions
4. VISHNU BAHAVAN & VIDYA BHUSHAN		World Constitution M.K. UNIVERSITY PUBLICATION

CORE PAPER - IV

Subject Title : **Administrative Thinkers**
Course Number : Number of Credit Hours :3 (Three)
Subject Description :

This paper brings out the administrative thoughts contributed by various administration thinkers from Kautilya.

Goals :

To enable the students to learn the various administrative theories advocated by the Western and Eastern administrative thinkers.

Objectives:
After the completion of this paper the students will be able to

1. Understand the various administrative theories
2. Learn and compare these theories in the field of day- to –day administration

Contents :

I Kautilya –Thiruvalluvar- Woodrow Wilson
II F.W. Taylor – Henri Fayol
III Mary Parker Follet – Elton Mayo - - Riggs
IV Max Weber – C.I. Barnard- Herbert.A. Simon
V Abraham Maslow – Renesis Likert - Peter Drucker

Reference

Tellett A Etal	-	Management Thinkers, Penguin , 1978.
Sapru R.K	-	Theories of Administration. Chand & co, Delhi, 1996
Ravindra Prasad Detal (ed)	-	Administrative Thinkers-Sterling, Madras,1993
Maheswari S.R.	-	Administrative Thinker- Orient Longman, 1998

CORE PAPER - V

Subject Title : **Urban Local Government in India**

Course Number : Number of Credit Hours :3 (Three)

Objectives:

After the completion of this paper, the students can

1. Understand the evolution and importance of urban local bodies in India and
2. Learn the various aspects of urban local bodies and the 74th Constitutional Amendment Act of 1992.

Contents :

I Evolution - importance of urban local Government in India – Forms of Urban Local bodies.

II Municipal Corporation – Mayor, Commissioner Council -Powers – Function – Finance

III Municipality – Chairman, Commissioner- Council -Powers – Function – Finance

IV Other urban local bodies – Township – notified area committee – Town Area Committee – Cantonment Board.

V 74th Constitutional Amendment Act of 1992 – Urban Development Programmes.

Reference :

1. S.R. Maheswar K. Awasthi - Local Government in India

2. B.S. Bhargawa and S.Rama Rao - Indian Local Government

CORE PAPER – VI
PERSONANEL ADMINISTRATION

Personnel Administration

Unit I

Nature, scope and Importance of personnel Administration – Different types of personnel systems – Bureaucratic, Democratic and representative systems. Growth of civil service in India

Unit II

Civil services – some issues – Generalist Vs Specialist – Civil Service Neutrality – civil servants relationships with Political Executive –Ethics, Morale and Motivation Integrity in Administration.

Unit III

Staffing Pattern – Recruitment – Examination and selection – Position and Rank classification Training – kinds of Training - Promotion and performance Evaluation - Confidential Reports – superannuation and Retirement Benefits.

Unit IV

Civil Service In India – UPSC – Appointment – Conditions of service – Functions – Tamil Nadu state Public Service communion for Recruitment and its working - Staff selection communion for Recruitment.

All India Services – condition of service Tamil Nadu State Service – Condition of service.

Unit V

Employer – Employee Relations - Civil service Unionism – Right to strike and right to Political Activities – Machinery for Negotiation – whitely conics in U.K - staff councils and J.C.M in India Discipline – Disciplinal Removal and Appeals – Participative Managent's

Books

1. Stahl Glean O	:	Public Personnel Administration
2. Parnandikar Pai V.A	:	Personnel System for Development Administration.
3. Bhambhiru . P	:	Bureaucracy and Policy in India.
4. Dwivedi O.P and Jain R.B	:	India's Administrative state.
5. Muttalis M.A	:	Union Public Service Commission.
6. Bhakara Rao .V	:	Employer Employee Relations in India.
7. ARC Reports on	:	Personnel, Administration.

CORE PAPER - VII

Subject Title : **Rural Local Government in India**

Course Number : Number of Credit Hours :3 (Three)

Objectives:

On the completion of this paper the students will be able to

1. Understand the evolution and importance of Rural Local bodies in India and
2. Learn the rural local bodies and the 73rd constitutional amendment Act of 1992.

Contents :

I tier Evolution of Local Government – importance and the role of local government – Three system of Panchayat Raj

II Zilla Parizad – Structure – Functions – Powers – Finance

III Block or Samiti – Composition- Powers – functions – Finance.

IV Village Panchayat – Composition- Functions and Powers – Gram Sabha – Grants .

V 73rd constitutional Amendment Act 1992. Rural Development Programmes.

Reference.

1. S.R. Maheswari - Local Government in India
2. B.S. Bhargava K S. Rama Rao - Indian Local Government

CORE PAPER - VIII

Subject Title : **Public Financial Administration in India**

Course Number : Number of Credit Hours :3 (Three)
Subject Description :

This paper deals with the importance and nature of financial administration, Definition of Budget and the Financial Management in India.

Goals :

To enable the students to learn the different aspects and phases of budgetary administration in India.

Objectives:

On completion of this paper the students can

1. Learn the importance of financial administration and the types of Budgets and
2. Study the Financial reforms committees and the auditing.

Contents :

I Importance, scope and nature of financial administration – history of financial administration in India (Pre-British Period-under the East India company – under the

Crown) – Agencies involved in Fiscal Management Executive, Legislature, The Finance Ministry the Audit Department.

II Definition of Budget – Importance of Budget – Economics and Social implication of Budget – Budgetary Process – Preparation and enactment of budget – voting of taxes - finance bill – Ministry of Finance – Post – Budgetary control

III Reforms in Financial Management in India – Type of budgets – Line item Budget – Its short coverings - Performance Budgeting – its advantages.

IV Financial committees of Parliament in India -Public Accounts Committee – Estimate Committee – Public undertakings committee.

V Audit – Meaning of Audit – Audit in India – the comptroller and Auditor General of India – criticism of Indian Audit – separation of Accounts from Audit.

Reference:

1. M.K. Thavaraj : Financial Administration in India
2. Prem Chand : Control of Public expenditure in India
3. *B.P .Tyagi : Public Finance*

CORE PAPER - IX
DEVELOPMENT ADMINISTRATION

Development Administration

Unit – I

Introduction – Nature, Scope and importance of Development Administration – Approaches and Strategy for Development Administration – Western – Liberal – Comparison between Traditional Administration and Development Administration – Development Administration and Political Modernization.

Unit – II

Comparative Public Administration

Definition – Nature, Scope and the Characteristics of Comparative Public Administration – Comparative elements in early Administration Theories – The emergence of Comparative public Administration Movements.

Unit – III

Approaches to Development Administration

Structural – Functional Approach

Gandhian Approach

Marxist Approach.

Unit – IV

Development Administration in India

Constitutional Framework – Institutional Framework – Central – Stalt – District and Local Characteristics – Socio-Economic Framework – Parties – Pressure Groups – Public Opinion –

Voluntary Organizations Management of Welfare Programmes – Poverty Alleviation Programmes.

Unit – V

Genus challenge in Development Administration:

Accountability, politicization – Interface between policy – people's Participation and Bureaucracy – citizen and Administration – Evaluation of Development Administration.

Books:

1. Weidner Edward : Development Administration.
2. Riggs FW : Administration in Developing countries.
3. Sapru : Development Administration in India.
4. Sharma S.K : Dynamics of Development.
5. Arora R.K : Comparative Public Administration.

CORE PAPER - X
PUBLIC POLICY ANALYSIS

Public Policy Analysis

UNIT I

Meaning and Definition of Public Policy Nature, Scope and Importance of public policy – Public policy is relationship with social sciences especially with political science and Public Administration.

Unit – II

Approach / Modes for the study of Public Policy – Institutional Approach – Incremental Approach and System's Approach.

Unit – III

Major stages involved in Policy making Process – Policy Formulation – Policy Implementation – policy Evaluation.

Unit – IV

Institutional Framework of Policy making – Role of Bureaucracy – Role of Interest Groups and Role of Political Parties.

Unit – V

Introduction to the following Public Policies – New Economic Policy – Population Policy – Information Technology Policy.

Reference :

Books :

1. Dye Thomas .R : Understanding Public Policy.
2. Wool Peter : Public Policy.
3. Shronksy Era (Ed) : Policy Analysis in Political Science.
4. Pradeep Saxena : Public Policy Administration and Development.
5. Ganapathi R.S (Ed) : Public Policy Analysis in India.
6. Sapru : Public Policy.

CORE PAPER - XI

Subject Title : **Comparative Public Administration**

Course Number : Number of Credit Hours :3 (Three)

Subject Description :

This paper presents the meaning of comparative public administration. Administrative system, personnel administrative, Control Mechanisms and local governments in U.K, USA and France.

Goals :

To make the students to learn the various administrative mechanisms society in UK, USA and France.

Objectives:

On the completion of this paper the students will be capable of

1. understanding the concept of comparative public Administration
2. Learning the various administrative mechanisms for training in U.K. USA and France.

Contents

I Meaning of Comparative Public Administration - Comparative Administration and Comparative Politics - Importance of The Study of Comparative Public Administration.

II Administrative System of Great Britain, U.S.A. and - France - a Comparative Perspective.

III Personnel Administration in Great Britain - U.S.A. and France – a Comparative Perspective.

IV Control Mechanisms in Great Britain U.S.A And France - a Comparative Perspective.

V Local Government and Administration in Great Britain U.S.A. and France - a Comparative Perspective.

Reference :

1. M.P. SHARMA & B.L. SADANA : PUBLIC ADMINISTRATION IN THEORY AND PRACTICE (KITAB MAHAL)

2. V.N. VISWANATHAN : COMPARATIVE PUBLIC ADMINISTRATION (STERLING)

3. RAMES. K. ARORA : COMPARATIVE PUBLIC ADMINISTRATION (ASSOCIATED PRESS)

B.A Public Administration – I Year.
Principles of Public Administration.

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Discuss the meaning, nature and scope of public administration.
2. Explain the relations between Public administration with the private administration and other social sciences.
3. Compare the public administration with the private administration.
4. Bring out the various types of the chief executive.
5. Describe the different types of control over public administration.
6. Give an account of meaning, definition and theories of leadership.
7. What are the principles of organization?
8. "Bureaucratic theory approaches the employees as machines" observe.

Government and Administration of India.

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Explain the evolution and development of Indian administration.
2. What are the institutional frameworks included in Indian administration?
3. Bring out the structure, role and functions of the chief secretariat.
4. Describe the various ministries and departments of the central government.
5. Discuss the provisions of centre state relations in India.
6. "District administration is the Field administration" observe.
7. Explain the various kinds of parliamentary committees.
8. Write an essay on the administration reforms in India.

Modern Governments.
(UK, USA, SWISS and CHINA).

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Discuss the salient features of the constitution of UK.
2. Explain the Composition and functions of the parliament in UK.
3. Describe the election, functions and powers of the president of USA.
4. "The American judiciary has independence and impartiality" observe.
5. Write an essay on the federal Assembly of Switzerland.
6. What are the direct democratic devices followed in Switzerland?
7. Enumerate the salient features of the constitution of china.
8. Discuss the role of communist party in the administration and government of china.

Administrative Thinkers.

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Discuss the administrative thought of kautilya included in Arthasasthra.
2. What are the contributions of Woodrow Wilson to the administrative thought?
3. Bring out the scientific management theory of F.W. Taylor.
4. Explain the fourteen Principles of organization given by Hanri Fayol.
5. Describe the Bureaucratic theory of max weber.
6. What do you understand by the prismatic model of Riggs.
7. Write an essay on the needs Hierarchy theory of Abraham Maslow.
8. "Dror is considered as the father of modern public policy making" observe.

Urban Local Government in India.

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Discuss the evolution and importance of urban local government in India.
2. What are the various forms of urban local bodies?
3. Explain the functions and powers of the mayor in Municipal Corporation.
4. Describe the financial sources of Municipal Corporation.
5. Give an account of the role of Commissioner in Municipality.
6. What are the functions of the Municipality?
7. Discuss the constitution and functions of the Cantonment Board.
8. "Urban development program are mainly undertaken to eradicate urban poverty" comment.

Personnel Administration.

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Discuss the meaning, nature and scope of personnel administration.
2. What are the various type of personnel system in general?
3. Explain the relationship of civil servants with the politicians.
4. Write an essay on integrity in administration.
5. Describe the steps and processes in recruitment system.
6. Bring out the different kinds of Training available to the civil servants.
7. Give an account of the structure and functions of the Union public service commission.
8. "Employer – employee relation in India is very much cordial" comment.

Rural Local Government in India

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Explain the evolution of Rural Local Government in India.
2. What do you understand by the three-tier system of panchayat Raj ?
3. Discuss the functions and powers of the president of zila parishad.
4. Describe the financial sources of zila parishad.
5. Write an essay on the composition of Samiti.
6. What are the functions of Samiti for rural development?
7. "Gram Sabha is functioning as the Legislative Assembly of the panchayat" – observe.
8. Give an account of the provisions of the 73rd constitutional Amendment Act of 1992.

Public Financial Administration in India.

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Explain the meaning, scope and importance of Financial Administration.
2. What are the agencies involving in Financial Administration?
3. Discuss the social and economic implication of the Budget.
4. How is the Budget prepared and enacted in India?
5. Bring out the different kinds of Budget.
6. Give an account of the reforms in Financial management in India.
7. What are the Financial committees existing in Indian parliament?
8. "The Comptroller and Auditor General of India is an independent authority" observe.

Development Administration

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Discuss the nature, scope and importance of development administration.
2. Differentiate the development administration from the administrative development.
3. Explain the nature and movement of comparative public Administration.
4. Describe the structural functional Approach tot eh development administration.

5. Write an essay about the central Government.
6. What are the steps taken by the Government of India to eradicate the poverty?
7. "People's Participation in development administration is lacking in India" observe.
8. What do you understand by 'Bureaucracy'?

Public Policy Analysis

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Discuss the nature, scope and importance of policy Sciences.
2. What do you understand by the policy Analysis?
3. Explain the role of the state in public policy making.
4. Describe the explained Model of Public Policy Making.
5. Bring out the policy – Action relationship.
6. Write an essay on the social sciences and policy making.
7. What are the economic and monetary policies in India?
8. "Public sector has been sufficient by Strengthened in India" comment.

Comparative Public Administration

Time : 3 Hours **Marks : 100**
(5 X 20 = 100)

Answer any FIVE questions.
Answer should exceed 1500 words.
Each question carries 20 marks.

1. Discuss the meaning and nature of comparative public Administration.
2. Differentiate the comparative administration from the comparative politics.
3. Explain the salient features of the constitution of Great Britain.
4. Describe the composition and functions of American Congress.
5. Write an essay on the recruitment system of Great Britain.
6. Discuss the role of administrative Law in France.
7. Compare the control Mechanisms of USA and France.
8. "There is proper system of Local government in USA" observe.