

**P.G. DIPLOMA POLITICAL SCIENCE AND PUBLIC ADMINISTRATION –
REGULAR**

SCHEME OF EXAMINATION

Semester	Part	Subject and Paper	Instructional Hours per Week	University Examinations	
				Duration Hours	Maximum Marks
First	I	Principles of Political Science		3	100
	II	Principles of Public Administration		3	100
	III	Indian Administration		3	100
	IV	Rural Local Government in India		3	100
Second	I	Political Thinkers		3	100
	II	Administrative Thinkers		3	100
	III	Urban Local Government in India		3	100
	IV	Human Rights		3	100

P.G DIPLOMA IN POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

SEMESTER – I PAPER – I

Subject Title : **Principles of Political Science**

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

Objectives:

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

1. Understanding the fundamentals of Political Science and
2. Learning the various theories and forms of government .

Contents:

- I Introduction Definition, Nature and Scope of Political Science – Growth of Political Science as a Discipline – The Science vs Art debate in Political Science – Political Science and other Social Science – Methodology of Political Science- Modern Political Theory.
- II Origin and Elements of State – Definition of the State – Nature of the State – State and Association, State and Society, State and Nation, Nationality. Theories of Origin of the State- Divine Right Theory, Patriarchal and Matriarchal Theory, Force Theory, Social Contract Theory- Evolutionary Theory, Marxist Theory – Elements of the State – End and Function of the state.
- III Concept of Political Science- Sovereignty – Law – Liberty –Equality- Justice Rights and Duties – Citizenship.
- IV Forms of Governments – Monarchy – Aristocracy – Democracy – Despotism – Written – Unwritten – Unitary – Federal – Parliamentary – Presidential – Direct and Indirect Democracy.
- V Political Ideology - Liberalism – Individualism – Utilitarianism – Syndicalism – Socialism – Fabian Socialism – Guild Socialism – Utopian Socialism – Marxian Socialism (Communism) – Democratic Socialism – Fascism – Nazism – Idealism – Gandhism

Reference :

1. Principles of political Science : A.C. Kapoor
2. Principles of Political Theory : V.D. Mahajan
3. Political Theory : Roy Battachariya
4. Arasial Kotpadukal : Tamil Nadu Text Book Society
5. Arasial Kotpadugal : Gomathinayagam

PAPER - II

Subject Title : **Principles of Public Administration**

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

Objectives:

On completion of this paper the students will be able to

1. Learn basic principles of Public Administration
2. Study the theories and administrative machineries in general.

Contents:

- 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. S 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)

PAPER- III

Subject Title : **Indian Administration**

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

Objectives:

On the completion of this paper the students can

1. Knowing the evolution and significance of Indian administration and
2. Receiving the knowledge of Union and State Administrative Systems.

Contents :

- I Development of Indian Administration - Institutional framework of India
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. Gnanapragam,
T. Kalyani - Indian Administration, Amal publisher, Madurai

PAPER - IV

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 Evolution of Local Government – importance and the role of local government – Three tier 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

SECOND SEMESTER
PAPER - V

Subject Title : **Political Thinkers**

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

Subject Description :

Objectives:

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

1. Know the Indian Political Philosophies from Kautilya, and
2. Study the Political ideologies contributed by the western thinkers from Plato.

Contents :

- I Kautilya – Thiruvalluvar
- II Rajaram Mohan Roy – Mahatma Gandhi
- III Jawaharlal Nehru – B.R. Ambedkar
- IV Aristotle – Plato
- V Machiavelli – Karl Marx

Reference:

- Ebenstein - Western Political Thought
- V.P. Verma - Indian Political Thought
- S.R. Maheswari - Indian Political Thinkers

PAPER – VI

Subject Title : **Administrative Thinkers**

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

Objectives:

After the completion this paper the students will be able to

1. Learn the various administrative theories contributed lay the eastern ad western thinkers and
2. Have the comparative knowledge in the field of administrative thoughts.

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

PAPER – VII

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 - Local Government in India
K. Awasthi
2. B.S. Bhargawa and - Indian Local Government
S.Rama Rao

PAPER – VIII

Subject Title : **Human Rights**

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

Objectives:

The students will be able to learn the concepts, theories and the institution relating to Human Rights after studying this paper.

Contents :

- I Introduction : Meaning Nature and importance of the Study of Human Rights - Concept of Human Rights, -Limitations of Rights. -Typology of Rights - Historical Perspectives of Directive Principles of State Policy in India.
- II Legal Provisions to Safeguard Human Rights - Universal Declaration of Human Rights - Fundamental Rights and Directive Principles of State Policy in India, -Protection of Human Rights Act 1993 - Special Provision for the Protection of the of SC and STs --- Human Rights and Fundamental Duties.
- III Human Right Institutions -Amnesty International - International Committee of the Red Cross- United Nations Human Rights Commission - United Nations High Commission for Refugees - National Human Rights Commission - Commission for SC, ST's and Minorities State Human Rights Commission.
- IV Areas of Human Rights Violations and Conflicts - Violence Against Women - Bonded Labour - Child Labour - Poverty and Illiteracy - Disabilities among Human Beings - Bioethics and Human Rights Violation - Emerging Trends.
- V Implementations of Human Rights - State Aggression - Custodial Violence and Rights of Prisoners - Caste Associations and Low Level Conflicts - War and Crimes - Role of Bureaucracy -- Citizens awareness and the Concept of Civil Society.

Reference:

- 1) Ibohal Singh. M. : Human Rights in India
Vibhar Law Publications, (2001) Allahabad.
- 2) Subramanian . S : Human Rights International Challenges (Two Volumes
Select Chapters) -Manas, (1997) New Delhi.
- 3) Tiwari D.K. : Laws of Protection of Human Rights- Alia Law Agency,
(2000) Allahabad.
- 4) Krishna Iyer V. R. : Human Rights and Human Wrongs B.R. Publication
Corporation, (1990) Delhi.