

**BHARATHIAR UNIVERSITY : COIMBATORE 641046**  
**M.PHIL. / Ph.D – (FT/PT) - PUBLIC ADMINISTRATION**

**PART – 1 SYLLABUS**

PART – III :

1. ADMINISTRATIVE ORGANISATION AND  
MANAGEMENT
2. DEVELOPMENT ADMINISTRATION
3. LABOUR WELFARE AND INDUSTRIAL RELATIONS
4. ORGANISATIONAL BEHAVIOUR
5. SOCIAL WELFARE ADMINISTRATION
6. ENVIRONMENTAL ADMINISTRATION
7. POLICE ADMINISTRATION
8. HUMAN RESOURCE MANAGEMENT
9. INDIAN ADMINISTRATION
10. PUBLIC FINANCIAL ADMINISTRATION IN INDIA

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**PART – 1 SYLLABUS**  
**PAPER – III ADMINISTRATIVE ORGANIZATION AND MANAGEMENT**

**UNIT I**

Meaning, Nature and Scope of Public Administration – Evolution of the study of Public Administration – New Public Administration – Politics and Public Administration.

**UNIT II**

Organization: Formal and Informal Organization – Principles of Organization: Hierarchy – Span of Control – Delegation of Authority – Unity of Command – Co-ordination – Centralization Vs Decentralization – Integration Vs Disintegration.

**UNIT III**

Structure of Organization: Bases of Organization – Units of Organization – Departmental Organization – Public Enterprises – Independent Regulatory Commission – Organization and Methods.

**UNIT IV**

Theories of Organization: Scientific Management Theory – Bureaucratic Theory – Behavioural Theory – Systems Theory – Control over Public Administration: Legislative Control – Executive Control – Judiciary Control.

**UNIT V**

Leadership – Communication – Motivation – Decision-making – Public Relations.

**BOOKS FOR REFERENCE**

1. M.P. Sharma & B.L. Sandana : Public Administration in Theory and Practice (Kitab Mahal)
2. L.D. White : Introduction to the Study of Public Administration (E.P.S) (Pvt. Ltd.)
3. Avasthi & Maheswari : Public Administration (Laxmi Maheswari Narayan Agarwal)
4. K. Pandurangan & P. Sathya : Management (Samtra)

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**PART – 1 SYLLABUS onwards)**  
**PAPER – III DEVELOPMENT ADMINISTRATION**

**UNIT I**

Meaning Nature, and Scope of Development Administration – Public Administration, Comparative Administration and Development Administration – Concept of Economic and political development – Administration in Developing countries Administrative Reports and Development Administration.

**UNIT II**

Theories of Development Administration - Beaucocratic Theory and Development Administration - Systems Theory and Development Administration. Behavioural Theory of Development Administration – Riggs Prismatic Model – Riggs concepts of Development Administration.

**UNIT III**

Development Administration in India – Evolution of Development Administration in India – Tribal Development Administration – Rural Development Administration – Development Administration – Development and Bureaucracy at District Level – Changing Role of the District Collector.

**UNIT IV**

Development Administration and planning – Theory of Development Planning – Tasks and Techniques of Development planning in India – Agencies for development in India – Five years plans for Economic Development.

**UNIT – V**

Peoples participation in Development Administration peoples involvement in Developmental process – Citizen and Administration – Panchayati Raj and Rural Development in India.

**BOOKS**

1. Chatterjee : Development Administration in India
2. Pai Parandikar : Development Administration in India

**BOOKS FOR REFERENCE**

1. Riggs : Frontiers of Development Administration
2. Mohit Bhattacharya : Bureaucracy and Development Administration

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**PART – 1 SYLLABUS**  
**PAPER – III LABOUR WELFARE AND INDUSTRIAL RELATIONS**

**UNIT I**

Philosophy of Labour welfare Philosophy of Labour welfare – Historical development of Labour welfare in India – Statutory welfare provision – Industrial safety – Industrial health and Industrial hygiene. Factories act 1948

**UNIT – II**

Social Security Scheme of social security – the workmen’s compensation Act 1923 – The employee’s State Insurance Act 1923 – The Employees State Insurance Act 1948 – the Employees provident funds and miscellaneous provisions act 1952, - The activity Benefit Act 1961 – The payment of gratuity Act, Minimum wages Act.

**UNIT – III**

Trade Union Trade union – Concept and definition – History of Labour movement in India – The Role and function of trade union – The casters features of Trade union in India – Central trade union organization – AITUC – CITU – HMS – INTUC – Trade union Act 1926 employee’s organization.

**UNIT – IV**

Industrial Relations Concept and Definition – Employee discipline – Suspending Refreshment and dismissal collective bargaining – Industrial conflicts – Industrial Disputes Act 1947 – Industrial Relations machine – Employee grievance handling – Industrial democracy and workers party in management – standing order – Domestic

**UNIT – V**

Special categories of Labour and ILO in of Labour welfare Female Labour – Child Labour – Contract Labour – Bonded Labour - Rural Labour – International Labour Organisation in pursuits of Labour Welfare – Equal Remuneration.

**BOOKS FOR REFERENCE**

1. Sharma A. M. : Aspects of Labour Welfare & Social Security, Himalaya Publishing
2. Ramasamy & Uma Ramasamy : Industry & Labour – Oxford University
3. Verma Prasad & Surya mukherjee : Trade Union in India

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**PAPER III ORGANISATIONAL BEHAVIOUR**

**UNIT I**

Introduction, Meaning, Elements, Needs, approaches of organizational Behaviour, Nature of Organisational Behaviour.

**UNIT II**

Individual Behaviour – Personality, Learning, Attitudes, Perception, Motivation - Group Behaviour – Group Dynamics, Norms, Cohesiveness, Transaction Analysis.

**UNIT III**

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

**UNIT IV**

Organisational dynamics – design – effectiveness – Organisational culture – Meaning, Significance – Organisational Climate, Conflicts in Organisations.

**UNIT V**

Organisational change, Meaning, Nature, Cause – Organisational Development - Meaning and Interventions, Process of Organisation Development.

**BOOKS FOR REFERENCE**

1. Fred Luthans : Organisational Behaviour, McGraw Hill Book Co., 1995
2. Stephen P. Robbins : Organisation Behaviour, Prentice Hall, 1997
3. Keith Davis : Human Behaviour at Work, McGraw Hill Book Co., 1991
4. Gregory Moorehead : Organisational Behaviour – Managing People and organizations, Jaico, 1994.
5. Judith R. Gordon : A Diagnostic Approach to Organisational Behaviour, Allyn & Bacon, 1993
6. Varma & Agarwal : Organisational Behaviour – Forward Book Depot, New Delhi

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**PAPER III SOCIAL WELFARE ADMINISTRATION**

**UNIT I**

Introduction – Social welfare –Social Welfare Programmes – Evolution of Social Welfare in India – Social Welfare Administration as a discipline and as a profession

**UNIT II**

Social Welfare administration in India - Social Welfare Administration at the Union Level – Central Social Welfare Board – Role of Voluntary Organization in Social Welfare.

**UNIT III**

Welfare of Social Categories – Family Welfare – Women Welfare, Child Welfare, Youth Welfare – Welfare of the Aged Welfare of disabled – Welfare of Drug Addicts – Welfare of Ex-Services Men – Labour Welfare.

**UNIT IV**

Welfare of Social Categories – II: Welfare of SC/ST's welfare of OBC's – welfare of minorities-welfare of the poor.

**UNIT V**

International social welfare administration –UNO's role in Social Welfare.

**BOOKS FOR REFERENCE**

1. D.R. Sachdeva : Social Welfare Administration in India
2. S.L. Goel : Social Welfare Administration

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**PAPER III ENVIRONMENTAL ADMINISTRATION**

**UNIT I**

Scope of Environmental study – Industrialization and Mass Production – Awareness of Natural Resources and Natural Law – Development Administration and Ideas of Sustainable Development and Environmental Consciousness.

**UNIT II**

Environmental Issues – Atmospheric Pollution – Ozone Depletion – Climate Change – Marine and Fresh Water Contamination – Land Degradation and Desertification – Deforestation and Degradation of Forests – Loss of Biological Diversity – Treatment of Toxic Hazardous and Radio Active Wastes and Third World Countries – Public Health.

**UNIT III**

Environmental Economics: Limitations of Traditional Economic Theories – Globalization, Privatization, International Trade Limitations of Free Market Economy and Environmental Polices Poverty, Illiteracy and Third World Economics – North South Divide on Environment – Ideas of Sustainable Consumption and Environmental Sustainability.

**UNIT IV**

Environmentalism and Public Policy – Review of Cost Benefit Analysis – Policy Inputs and Strategic Approach to Policy – Policy Meaning and The Means for Policy – Total Quality Management (TQM) and The Management of Policy – Accountability, Good Governance and Ecological Policy.

**UNIT V**

Environmental Law and Institutions: Environmental Protection Laws in India – Pollution Control Boards, Its Structure And Functions – Trans – Boundary Problems and Environmental Law – Green Consciousness and Environmental Protection Movements – Public Involvement and Transparency – Social Values and Role of Civil Service – Environmental Politics.

**BOOKS FOR REFERENCE**

1. Glasbergen and Andrew Blowers (1995) Eds. : Environmental Policy in An International Context. Perspects on Environmental Problem: Arnold London
2. Sloep Peter B. and Andrew Blowers (1996) Eds. : Environmental Policy in An International Context. Environmental Problems as Conflict of Interest, Arnold London
3. Blowora A and Pieter Glassergen (1996) Eds. : Environmental Policy in An International Context, Prospects of Environmental Change, Arnold, London.
4. Bhargara Gopal (2001) : Ecological Politics: Different Dimensions, Kalpaz Publications, New Delhi
5. Stewart Randal.G (1999) : Public Policy: Strategy and Accountability, Macmillan South Yarra (Chapter First only)

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**PAPER III POLICE ADMINISTRATION**

**UNIT I**

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

**UNIT II**

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

**UNIT III**

Police Personnel Administration, Recruitment – Training – Promotion – Rights of the Police Personnel – Redresses of Public grievances, Police Public Relations.

**UNIT IV**

Police Operations: Patrol, Beats, Outposts, Investigation, Prosecution – Traffic Police Administration – Women Police.

**UNIT V**

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

**BOOKS FOR REFERENCE**

1. O.W. Wilson : Police Administration (McGraw-Hill Book  
& R.C.Maclaren Company)
2. J.C. Curry : The Indian Police (Manu Publications)
3. O. Glen Stahl : Police Personnel Administration (Police  
Foundation)
4. David H. Bayley : Police and Political Development in India  
(Princeton)
5. Triloknath : The Indian Police: A case for new image  
(Sterling)
6. R.K. Bharadwaj : Indian Police Administration (National  
Publishing House)
7. K. Pandurangan : Police Administration (Savira)  
& P. Sathya
8. K. Pandurangan : Women Police in India (Savira)
9. David Arnold : Police Power and Colonial Rule (Oxford)



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**PAPER III HUMAN RESOURCE MANAGEMENT**

**UNIT I**

Introduction to Human Resource Management: Significance of Human Resources – Concept of Personnel Management – Concept and Significance of Human Resource Management – HRM Strategy – Structure of Human Resources Department – Functions of HRM – HRD Mechanisms – Process and outcomes.

**UNIT II**

Acquisition of Human Resources: Human Resource Planning - Human Resource Information System – Recruitment and selection strategies.

**UNIT III**

Human Resource Development: Performance Appraisal and Potential Appraisal System – Career Planning and Development – Training and Development.

**UNIT IV**

Motivating Human Resources: Employee Motivation – Management and Motivation Theories of Motivation – Maslow’s Theory of Need-Hierarchy McGregor’s ‘X’ and ‘Y’ Theory – Theory of ‘Z’ – Herzberg’s Two Factor Theory – McClelland’s Needs Theory – Alderfer’s ERG Theory – Vroom’s Valence Expectancy Theory – Contingency Approaches.

**UNIT V**

Maintenance of Human Resources: Compensation Management – Job Enrichment – Job Analysis and Job Evaluation – Reward Systems – Quality of Work Life – Total Quality Management – Emerging trends in Human Resources Management.

**BOOKS FOR REFERENCE**

1. L.M. Prasad : Human Resource Management – Sultan Chand and Sons, New Delhi, 2001.
2. Biswajeet Pattanayak and Harish C. Verma : Text book on Human Resource Management – Wheeler publishing, Allahabad, 1977
3. Pareek U and T-V Rao: Designing and Managing Human System, Oxford & IBH Publishing & Co., 1981.
4. T.V. Rao and D.F. Pereira : Recent Experiences In Human Resources Development – Oxford & IBH Publishing Co. 1986.
5. Herbert J. Chruden & Arhur W.Sherman : Managing Human Resource, Western Publishing Co., 1984,

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**PAPER III INDIAN ADMINISTRATION**

**UNIT I**

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

**UNIT II**

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

**UNIT III**

Center – State Relations in India – Planning – Machinery for planning – Planning commission at the center and the states and District Levels – Public Sector undertakings – Disinvestments – Reforms of economic Policies – District Administration – Local Govt. Rural and urban.

**UNIT 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 – Controller and Auditor General of India.

**UNIT 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.

**BOOKS FOR REFERENCE**

1. Hoshiar Singh : Indian Administration – Kitab Mahal, Allahabad, 1999
2. Jain R.B : Contemporary Issues in Indian Administration – Vishal, Delhi 1976
3. Maheswari S.R : Indian Administration – Orient Longman, Delhi, 1992
4. Avasthi N : Central Administration – Tata McGraw Hill, New Delhi 1980
5. C. Gnanapragsam : Indian Administration, Amal publisher, & I. Kalyani Madurai

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**PAPER III PUBLIC FINANCIAL ADMINISTRATION IN INDIA**

**UNIT 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.

**UNIT 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.

**UNIT III**

Reforms in Financial Management in India – Types of Budgets – Line Item Budget – Its Short Coverings – Performance Budgeting – Its advantages.

**UNIT IV**

Financial Committees of Parliament in India – Public Accounts Committee – Estimate Committee – Public Undertakings Committee.

**UNIT V**

Audit – Meaning of Audit – Audit in India – The Controller and Auditor General of India – Criticism of Indian Audit – Separation of Accounts from Audit.

**BOOKS FOR REFERENCE**

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