

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI
AFFILIATED COLLEGES
M.A. PUBLIC ADMINISTRATION
(with effect from the academic year 2020-2021 onwards)

ELIGIBILITY FOR ADMISSION

A candidate who has passed the Bachelor's Degree in any subject including the Professional Courses of this University or an examination of any other Universities accepted by the Syndicate as equivalent thereto.

EXAMINATION

There will be Two Sessional assessments Test and one End-Semester examination in each semester.

Sessional Test-I will be held in the Eighth Week of the Semester.

Sessional test –II will be held during Fourteenth Week of the Semester.

The duration of the sessional tests will be two/three hours. The duration shall be decided by the respective department.

The pattern of question papers for the sessional tests will be same as end semester examinations question pattern.

There will be one End Semester Examination of 3 hour duration for each course. The End Semester theory Examination will cover the entire syllabus and will carry 75 marks. Internal assessment marks carry 25 marks.

For the Internal Assessment Evaluation, the breakup of marks shall be as follows: (Average of Best two from three compulsory test)

Internal Assessment Tests	15 Marks
Assignments	5 Marks
Seminar/ Case Study/Mini Project etc.	5 Marks
Total –	25 marks

External Marks - 75 marks

Section A	10X 1marks	= 10 marks
Section B	5X 5 marks	= 25 marks
Section C	5X 8 marks	= 40 marks
Total		75 marks

Course Structure

Sem . (1)	S u b. N o. (2)	Subject Status (3)	Subject Title (4)	Contact Hrs./ Week (5)	Credits (6)
I	1	Core - I	Principles and Concepts of Public Administration	6	4
	2	Core - II	Administrative Thought	6	4
	3	Core - III	Personnel Administration in India	6	4
	4	Core - IV	Indian Administration	4	4
	5	Elective - I	Constitution of India	4	3
	6	Elective - II	Public Administration for Competitive Examinations	4	3
	Subtotal				30
II	7	Core – V	Development Administration in India	6	4
	8	Core – VI	Comparative Public Administration	6	4
	9	Core – VII	Financial Administration in India	6	4
	10	Core - VIII	Federal Administration in India	4	4
	11	Elective - III	Political Science for Competitive Examinations	4	3
	12	Elective - IV	Issues in Indian Administration	4	3
	Subtotal				30

CORE – I PRINCIPLES AND CONCEPTS OF PUBLIC ADMINISTRATION

UNIT – I Introduction

Meaning, Definition, Nature and Scope of Public Administration – Need for studying Public Administration – Politics and Public Administration Dichotomy- General and Public Administration – Public Administration relations with other Social Sciences – Public Administration: Arts or Science – New Public Administration.

UNIT – II Principles of Organization and Concepts

Organization – Types of Organization – Principles of organization – Bases of Organization- Staff, Line and Auxiliary agencies – Departments – Public Corporations – Bureau, Board, Commissions – Field Establishments – Independent Regulatory Commission.

UNIT – III Hierarchy and Decentralisation

The Hierarchy - Span of Control – Delegation – Unity of Command – Supervision – Delegation – Coordination - Decentralisation and Centralisation.

UNIT – IV - Leadership

Leadership: Types and role of Leadership in Administration - Policy Formation - Decision Making – Communication - Planning and Decentralised Planning in Administration

Unit Administration and Accountability

Chief Executive: Types (Single - Plural and Collegiate) and functions of Chief Executive: - Accountability and Integrity in Administration – Various control over Administration: Legislative, Executive and Judicial - Citizen and Administration – Right to Information (RTI) – Right to Services and Redressal Mechanism – Administrative Corruption – Ombudsman institutions role in combating administrative corruption.

Reference / Text Books

1. Avasthi Maheswari, *Public Administration*, Laskhmi Narain Agarwal, Agra.
2. Vishnoo Bhagvan & Vidhy Bhushban, *Public Administrations*, S.Chand and Company Ltd, Ram Nagar, New Delhi.
3. Mohit Bahttacharya, *Public Administration*, Structures, Process and Behaviour, The World Press (P) Ltd, Calcutta.
4. G.Venkatesan, *Public Administration (Principles, Practices and Perspectives)*, V.C. Publications, Rajapalayam, 2009.

CORE – II ADMINISTRATIVE THOUGHT

Unit – I Politics and Administration Dichotomy

Woodrow Wilson: Views on Administration and Politics - Comparative Administration - Public Opinion - Henri Fayol : Managerial Activities - Principles of Organization - F.W. Taylor: The Scientific Management Movement-Impact of Taylorism on organization Theory

Unit – II Human Relations theory

Elton Mayo: Hawthorne Experiments - Human Relation Approach
Chester Bernard: System Approach - Organization a Consciously Coordinated Cooperative System- Authority and Responsibility - Herbert Simon: Decision making as heart of Administration - Stages in Decision Making Process - Rationality in Decision Making

Unit – III Theory X and Y

Mc Gregor : Theory ‘X’ and Theory ‘Y’ - Conflict Management - Frederick Herzberg: Two factor Theory - Job Enrichment - Abraham Maslow: Need – Hierarchy Theory -

Unit – IV Authority and Development

F.W. Riggs: Sala Model in Prismatic Society - Concept of Development
Max Weber: Ideal type Model of Bureaucracy - Authority and Legitimacy -
Chris Argyris: Organizational Theory: Fusion Model - Organizational Changes

Unit – V Management

Rensis Likert : Supervisory Style - Management Systems - Peter Drucker - Management by objectives - Concept of Effective Executive - Yehezkel Dror - Policy Science

Reference / Text Books

1. D. Ravindra Prasad, V.S. Prasad and P . Satyanaryana Administrative Thinkers, Sterling Publishing House, New Delhi.
2. S.R Maheshwari Administrative Thinkers, Mac Millan India Limited, New Delhi.
3. R.N. Singh Management Thought & Thinkers Sultan Chand and Sons, New Delhi.
4. Navin Mathur: Management Thought, National Publishing House, Jaipur.
5. M.R.Minto: Management Thinkers, New Delhi, Allied Pub.Ltd., 1989.
6. R.K.Sapru: Theories of Administration, New Delhi, S.Chand & Co.Ltd., 1996

CORE – III PERSONNEL ADMINISTRATION IN INDIA

Unit – I Introduction

Concept, Nature, Significance and functions of Personnel Administration – Evolution of Personnel Administration in India – Characteristics of Personnel Administration in India.

Unit – II Development of Civil Services in India

Emergence of Civil Services in India - Civil Services in the context of modern Bureaucracy – All India and State Services – Generalist and Specialists – Need for reforming Indian Civil Service system.

Unit – III Recruiting Agencies

UPSC – SSC – State Public Service Commission – Central and State Training Institutes – Types of Recruitment in India – Recruitment Process - Merit and Seniority Principle – Reservation in Recruitment - Training – Promotion – Disciplinary Procedures- Retirement Benefits.

Unit- IV Integrity in Administration

Administrative Ethics and integrity in Civil Services – Employer – Employee Relations – Right to Strike – ESMA – TESMA – Employee Unions – JCM - Administrative Tribunals – Working conditions of employees in government and private sectors.

Unit – V Public Services in Tamil Nadu

Tamil Nadu Public Service Commission – Qualification and eligibilities – method of examinations - Various types of services - Recruitment for Police personnel - SSC (regional branch) – need for capacity building of civil servants in Tamil Nadu.

Reference / Text Books

1. Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi).
2. Human Resource Management: Text and Cases, McGraw Hill, New Delhi.
3. Mohit Bhattacharya and Bidut Chakraborti, Public Administration Reader, New Delhi, Oxford University Press, 2015.
4. Saroj Kumar and Jaena, Fundamental of Public Administration, New Delhi, Anamol Publication, 2014.
5. Dr. P.B.Rathod, *Personal Administration*, Commonwealth Publishers, New Delhi, 2004.

CORE – IV INDIAN ADMINISTRATION

UNIT – I: Evolution of Indian Administration

Nature of Administration: Ancient, Mughal, Medieval period and British period - Constitutional Framework of Indian Administration - Features of Indian Bureaucracy – Thiruvalluvar's Thirukkural and Kautilya's Arthashastra on Administration.

UNIT – II: Union Administration

President - Prime Minister & Council of Ministers - Central Secretariat - Cabinet Secretariat - Cabinet Committees- Prime Minister Office - Ministry of Home Affairs and Finance Ministry.

UNIT – III: Constitutional Institutions

Parliament, Executive and Judiciary powers and functions -Election Commission of India - Union Public Service Commission - Union-State structural relations(Legislative, Executive and Financial) - Advisory Boards and Committees.

UNIT – IV: Development Administration

Bureaucracy and Democracy - Bureaucracy and development - Structures of Urban and Rural Governments: from Municipal Administration to District and Local Administration; Impact of Liberalization and Privatization on Indian Administration - e-Governance and Mobile Governance.

UNIT – V: Citizen and State Interface

Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission, CBI Lok Pal and Lok Ayukta; Politician and Civil Servants relationship - Civil society - Citizen's charters - Right to Information – Right to Services - Social Audit – Administrative Tribunals.

Reference / Text Books

1. Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
2. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
3. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
4. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
5. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
6. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
7. Sharma, M (2007) Indian Administration. Anmol: New Delhi
8. Sharma, Prabhu Datta and Sharma, B M (2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur
9. Singh, M and Singh, H (1989) Public Administration in India. Sterling Publishers: New Delhi.

ELECTIVE – I CONSTITUTION OF INDIA

UNIT - I Constitution Development

Main provisions of the Government of India Act of 1935 –Indian Independent Act 1947- Making of Indian Constitution: Constituent Assembly – various committees of assembly – Preamble and basic features – Philosophical features of constitution – Fundamental Rights - Fundamental Duties - Directive Principles of State Policy – Federal and Unitary Features in Indian Constitution.

UNIT - II Union Government

The President – Vice President - Prime Minister – The Council of Ministers – Parliament: Composition, Powers and Functions - Speaker and Deputy Speaker - Committees of Lok Sabha – Judiciary: The Supreme Court – Judicial Activism – Judicial Review – PIL – Methods for amending the Constitution.

UNIT - III State and Local Administration

The Governor – Powers and Functions – Chief Minister – Council of Ministers – State Legislature: Composition, Powers and Functions - Local Self Government: Rural and Urban Local Government – Working of Grama Sabha- Democratic Decentralisation process and issues at the grassroots level – The status of Reserved Village Panchayats in Tamil Nadu.

Unit – IV Federalism and Issues

Federal features in Indian Constitution - Centre - State Relations: Legislative, Administrative and Financial relations - NDC – Inter State Relations – Sarkariav Commission and Rajamannar Committee and their recommendations – Major areas of conflicts in Centre – State relations.

Unit – V Constitutional and non-constitutional authorities

Union Public Service Commission – Election Commission - Finance Commission- - The Comptroller and Auditor General –Attorney General -Advocate General - NITI Aayog -

Reference / Text Books

1. A.S. Narang, *Indian Government and Politics*, Geetanjali Publishing House, New Delhi, (Latest edition)
2. Bidyut Chakrabarty & Rajendra Kumar Pandey, *Indian Government and Politics*, SAGE, New Delhi, 2014
3. Durga Dasu Basu, *Introduction to The Constitution Law of India*, Prentice - Hall India Pvt. Ltd., 2011.
4. Ambika Prasad Verma, *Indian Constitution*, Mangalam Publishers, New Delhi, 2015.
5. Gopal Chowdhary, *Constitution Law of India*, Veekumar Publications, Pvt. Ltd., 2013.
6. B.S Raman, *Constitution of India*, United Publishers, New Delhi 2011.
7. Brish Kishore Sharma, *Introduction to the Constitution of India*, Prentice Hall of India, 2012.
8. Granville Austin, *The Constitution of India: Cornerstone of a Nation*, OUP, 1999.

ELECTIVE – II PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATIONS

Unit-I Union Government

President- Prime Minister and the Council of Ministers- Parliament - Central Secretariat- Cabinet Secretariat- Prime Minister's Office- All India and Central Service- Union Public Service Commission.

Unit-II State and District Administration

Governor- Chief Minister- State Assembly - Secretariat- Chief Secretary- District Collector – State Public Service Commission – Rural and Urban Local Governments - Financial status and Autonomy - Issues in local government in India.

Unit – III Civil Services

Civil Services in India - UPSC – SSC – State Public Service Commission –Central and State Training Institutes – Types of Recruitment in India – Recruitment Process - Training – Promotion – Disciplinary Procedures- Retirement Benefits – Civil Service Neutrality and Activism – Politician and Civil Servants relations.

Unit – IV Anti – Corruption institutions

Lokpal and Lokayukta – Central Vigilance Commission – CBI –Administrative Tribunals - Administrative Reforms Commissions and its Recommendations - Right to Information Act (RTI) – Right to Services Act – NHRC and SHRC – Human Rights Courts.

Unit – V Issues in Indian Administration

Corruption and decline of Values in Politics and Administration – ARCs recommendations - Governance, e-Governance and Mobile Governance in Administration- Digital Divide - Disaster Management - Bureaucracy and Citizen's relations – ICT in administration.

Reference / Text Books

1. Basu, D.D., *Introduction to the Constitution of India*, Lexis Nexis, 2019.
2. Maheshwari, S.R., *State Governments in India*, New Delhi, Macmillan India Ltd., 2000
3. Maheshwari, S.R., *Indian Administration*, New Delhi, Orient Longman, 2000.
4. Bhambri, C.P., *Indian Politics 2001-2004*, Shipra Publishers ,2008.
5. Sharma, Manoj, *Indian Government And Politics*, Anmol Publications Pvt. Limited, 2004.

CORE – V DEVELOPMENT ADMINISTRATION IN INDIA

UNIT 1 Introduction

Development Administration: Meaning, Nature, Concept, Theories and Assumptions - Distinction between Development Administration and General Administration- Thrust areas of Development Administration - Concept of Sustainable Development- Principles, criteria and Strategies of sustainable Development.

UNIT-II Development Administration in India

Development Administration in India: Evolution of Administration in India- Emergence of Indian Republic - Developmental role of Public Administration in India since Independence – India's Socio – Economic profile at the time independence – Mixed economy model and its rational and significance -

Unit –III Development Planning

Development Planning in India : Agencies – Planning Commission – Niti Aayog - NDC and State Planning Board - Planning at the local level – District Planning Committee in making District Plan - Block Level Planning - Bureaucracy and Development Administration in the context of Globalization, Liberalization and Privatization - NGO's and Development

Unit – IV Bureaucracy and Development

Bureaucracy and Development – Neutral versus committed Bureaucracy – Corruption among Indian Bureaucratic system – Bureaucrats and Politicians and their relationship – Need for enhancing Indian Bureaucracy -

UNIT-V Issues and Challenges

Challenges and Prospects of Development Administration: Environment and Development-Citizen Participation in Development-Globalization and Development Administration – Concept of Democratic Decentralisation – Problems and Prospects of Panchayat Raj system – e-governance and digital divide.

Reference / Text Books

1. Pai Panandikar V.A., Development Administration in India, New Delhi: Macmillan, 1974.
2. Chatarjee S.K., Development Administration with Special Reference to India, New Delhi: Surjeet Publications, 1981.
3. Hari Mohan Mathur., Administering Development in Third World Constraints and Choices, New Delhi: Sage Publications India Pvt. Ltd., 1986.
4. Prayag Mehta, Bureaucracy, Organizational Behaviour and Development, New Delhi: Sage Publications India Pvt. Ltd., 1989.
5. Chaturvedi T.N., Development Administration, New Delhi: Indian Institute of Public Administration, 1984.
6. Fred W.Riggs (Eds.), Frontiers of Development Administration, Durham: Duke University Press, 1970.
- 6.K. B. Shrivastava, New perspectives in Development administration in India, New Delhi, Concept, 1994.
7. R. K. Arora and S. Sharma (edi.) Comparative and Development administration; Ideas and action, Jaipur arihant 1992.

CORE – VI COMPARATIVE PUBLIC ADMINISTRATION

UNIT – I: Introduction

Comparative Public Administration: Meaning, Nature, Scope and Significance - Salient Features of Administration in Developed & Developing Countries – Issues in administration in developing countries (Asian countries) - Structural Functional Approach - Behavioural Approach; and Ecological Approach; Ferrel Heady, F.W. Riggs and Weber's critique about administration.

UNIT – II Administrative Systems & Accountability - I

Salient features of Administration in UK, USA, Germany and Japan, Chief Executive of UK, USA, Germany and Japan - Accountability: Control over administration in UK, USA, Germany and Japan.

UNIT – III Local Governments

Local governments in UK, USA, Germany and Japan - Grievance Redressal mechanism in UK, USA, Germany and Japan.

Unit – IV Administrative Systems – II

Features of Administration in South Africa, Israel, Singapore and Malaysia - Grievance Redressal mechanism in South Africa, Israel, Singapore and Malaysia – Local Governments in South Africa, Israel, Singapore and Malaysia.

Unit-V Issues

Problems of administration in developed and developing societies - Role of International agencies in sustainable development in developing countries. Relevance of Comparative Public Administration in the era of Liberalization, Privatization and Globalization.

Reference / Text Books

1. Arora, R K and Sharma, S (Eds.) (1992) Comparative and Development Administration: Ideas and Actions. Arihant Centre for Administrative Change: Jaipur.
2. Bhatt, A and Ranjan, R (2010) Comparative Government and Politics (1st Edition). Anmol Publications: New Delhi.
3. Dahiya, Sewa Singh and Singh, Ravindra (2012) Comparative Public Administration. Sterling Publishers: New Delhi.
4. Farazmand, A (Ed.) (2001) Handbook of Comparative and Development Public Administration (2nd Edition). Marcell Dekker: New York.
5. Heady, Ferrel (2001) Public Administration: A Comparative Perspective (6th Edition). Marcel Dekker: New York.
6. Nadkarni, Vidya and Noonan, Norman C (Eds.) (2013) Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries. Bloomsbury Academic: London.
7. Ray, S N (2004) Modern Comparative Politics: Approaches, Methods and Issues. Prentice Hall of India: New Delhi.

CORE – VII FINANCIAL ADMINISTRATION IN INDIA

UNIT-I Introduction

Meaning, Significance and Scope of Financial Administration - Evolution of Financial Administration in India – Constitutional context of Financial Administration in India.

UNIT- II Ministry of Finance

Ministry of Finance: Powers and Functions- Role in preparing Budget - Department of Economic Affairs- Department of Revenue – Dept of Expenditure

UNIT- III Budgetary Process

Budget: The concept and types of Budget- Development of budget- Process of Budget making - Budget Enactment – Execution – Parliament control over Budget – Fiscal Policy, Equity and Social Justice.

UNIT – IV Auditing and Accounting

Auditing and Accounting – Legislative, Executive and Judicial Control over financial administration - Centre – State Financial Relations – GST - Art.360 of Indian Constitution - NITI Aayog - RBI .

UNIT-V Finance Commission

Finance Commission: Composition, Powers and Functions - Comptroller and Auditor General- Financial Administration at the Rural and Urban Governments level – Financial autonomy of local governments – issues in Indian financial administration.

Reference / Text Books

1. Avasthi Maheswari, *Public Administration*, LaskhmiNarainAgarwal, Agra.
2. Vishnoo Bhagvan & Vidhy Bhushban, *Public Administrations*, S.Chand and Company Ltd, Ram Nagar, New Delhi
3. Mohit Bahttacharya, *Public Administration*, Structures, Process and Behaviour, The World Press (P) Ltd, Calcutta.
4. Sahib Singh and Swinder Singh, *Public Personnel and Financial Administration*,New Academic Publishing Co. Jalander, 2000
5. K.N.Basiya, *Financial Administration in India*, Bombay, Himalya Publishing House, 1986.C.P.Bhambri
6. *Public Administration in India*, Bombay, Vikas Publications House, 1973.
7. K.L.Handa, *Financial Administration in India*, New Delhi, IIPA, 1988.

CORE – VIII FEDERAL ADMINISTRATION IN INDIA

Unit-I Introduction

Meaning, Definition, Characteristics of a Federal Constitution -Confederation and Federation: fundamental distinction- - Evolution of federal polity in India- Federal nature of Indian Constitution-Asymmetrical Federal Provisions and adaption.

Unit-II Centre – State Relations

Legislature, Financial and Judicial relations between centre – states - Division of Powers- Residuary Powers- Distribution of Executive Powers between centre and states - Centre-State Administrative Co-ordination - Inter-governmental Delegation of Functions - Centre's directives to the State- Constitutional and other statutory provisions for centre-state relations.

Unit-III Financial Relations

Distribution of Fiscal Powers between centre - states - Restriction of fiscal power - Distribution of Tax Revenue - Borrowing power of the State - NITI Aayog - Constitution (101st Amendment) Act, 2016- GST.

Unit-IV Issues in Federal Administration

Emergency Provisions –Article 352, 356 and 360 – Role of Governor in state administration - Arbitrary use of power by centre over state governments - Sarkaria and other Commission recommendations –Role of All India Services- State Services - State Autonomy.

Unit-V Cooperative Federalism

India towards cooperative federalism-Inter-State Water Disputes: Role of Union government - Inter-Governmental Cooperation in solving administrative problems/issues- Inter-State Council -Zonal Councils - Role of other statutory bodies in promoting centre-state cooperation.

Reference / Text Books

- 1.A.V.Dicey. An Introduction to the Study of the Law of the Constitution. (Universal Law Publishing Co)
- 2.K.C.Wheare. Federal Government. [Oxford University Press.
- 3.M.P. Jain. Outlines of Indian Legal History. [Nagpur, LexisNexis Buttersworth Wadhwa].
- 4.Granville Austin: The Indian Constitution: Cornerstone of a Nation. [New Delhi, Oxford University Press].
5. D.D.Basu: Constitution of India. Nagpur, LexisNexis Butterworth Wadha
6. Brish Kishore Sharma, *Introduction to the Constitution of India*, Prentice Hall of India, 2012.

ELECTIVE – III POLITICAL SCIENCE FOR COMPETITIVE EXAMINATIONS

Unit-I Introduction

Making of Indian Constitution: Constituent Assembly and its committees - Preamble and Salient features of constitution- Union, State and Territory - Citizenship - Fundamental Rights - Fundamental Duties – UDHR and Indian Constitution.

Unit – II Union and State Government

Union legislature – Parliament - Executive- Judiciary – Judicial Review – Judicial Activism - PIL - State Legislature – Chief Minister – Governor –Indian Federalism – Center – State relations- Emergency provisions - Civil services in India – Classification of All India services – UPSC – State Public Service Commission – TNPSC.

Unit – III Administrative Challenges

Administrative challenges in a welfare state - Complexities of district administration - Elections to State Legislature and National Parliament - Election Commission - Administrative reforms & tribunals-

Unit – IV Amendments and Schedules

Methods of amending the Constitution - Important Amendments to Constitution (1st, 7th, 10th, 24th, 42nd, 44th, 61st, 73rd, 74th, 91st, 101st & 102nd, 103rd)– Various Schedules and Indian Constitution - Official language and Schedule-VIII.

Unit – V Issues

Political and Administration Corruption - Anti corruption measures - Central Vigilance Commission – CBI - Lok-Adalats - Ombudsman Comptroller and Auditor General of India. Right to Information – Right to Food - Right to Services and Grievances redressal – Right to Privacy - Empowerment of women - Voluntary Organizations - Consumer Protection Forums.

Reference / Text Books

1. Basu, D.D., *Introduction to the Constitution of India*, Nagpur, Wadhwa Publications, 2010.
2. Laxmikanth, M., *Indian Polity*, Tata Mcgraw Hill, 2017.
3. Bhambri, C.P., *Indian Politics 2001-2004*, Shipra Publishers, 2008.
4. Grover, V., *Trends and Challenges to Indian Political Systems*, New Delhi, Deep and Deep, 2006.
5. Sharma, Manoj, *Indian Government and Politics*, Anmol Publications Pvt. Limited, 2004.
6. Ambika Prasad Verma, *Indian Constitution*, Mangalam Publishers New Delhi, 2015.
7. Gopal Chowdhary, *Constitution Law of India*, Veekumar Publications, Pvt. Ltd., 2013.
8. B.S Raman, *Constitution of India*, United Publishers, New Delhi 2011.
9. Brish Kishore Sharma, *Introduction to the Constitution of India*, Prentice Hall of India, 2012.

ELECTIVE – IV ISSUES IN INDIAN ADMINISTRATION

Unit-I: Introduction

Values in public service - Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface – Need for integrity in Administration - Corruption in administration - Disaster management.

Unit – II Personnel Administration:

Importance of Human Resources Development – Recruitment – Training - Career Advancement – Rank and Position clarification - Discipline, performance appraisal - Promotions – Contracting: labour welfare, working environment.

Unit – III: Administrative Reforms

Privatization and Disinvestment in the era of globalization - Social Exclusion and Inclusive Policies - Digital Governance and its Problems - Public Services Acts – Citizens Grievance Redressal Mechanism - Judicial Review and Activism.

Unit – IV: Environmental Issues: Disaster and its Management in India-Preparedness and Mitigation, Recovery and Rehabilitation - Socio – Political movements: Tribal Movement, Peasants’ Movement, Workers’ Movement, environmental movements and Women’s Movement.

Unit – V: e-Governance and Good Governance: Meaning and elements of Good Governance - Public-Private Partnerships - Public Service Approach and Technological Application - Governance and need for accountability in Administration - E-Governance and Mobile – Governance in 21st century.

Reference / Text Books

1. Arun Maira, (2014), “Remaking India, One Country One destiny”, New Delhi Response books.
2. Niraja Gopal Jayal, Pratap Bhanu Mehta, (2015), “The Oxford Companion to Politics in India”, New Delhi Oxford.
3. Vasudeva, (2013), “E-Governance in India; A Reality”, New Delhi Commonwealth Publishers.
4. S.R. Maheshwari, (2013), “Administrative Reforms in India”. MacMillan Publishers India Pvt Ltd, New Delhi.
5. Bidyut Chakrabarty & Mohit Bhattacharya (Eds), 2003, Public Administration: A Reader, Oxford University Press, New Delhi
6. Vidhu Verma (2012), Non-discrimination and Equity in India: Contesting Boundaries of Social Justice, Rutledge: London.

Pattern of Question Paper:

QUESTION PAPER CODE –

M.A. PUBLIC ADMINISTRATION DEGREE EXAMINATIONS,

Time: 3 Hours

Max Marks: 75

Part-A

Answer **All** Questions (Multiple Choice).

10 X 1 = 10

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----
7. _____
8. _____
9. _____
10. _____

PART-B

(5X5= 25)

Answer **All** Questions not exceeding 250 words each

11. a).
or
b).
12. a) -----
Or
b) -----
- 13) a) -----
Or
b) -----
- 14) a) -----
Or
b)-----
- 15) a) -----
Or
b) -----

PART –C

(5x 8 = 40)

Answer any Five questions not exceeding 600 words each.

16.). a).
or
b).
17. a).
or
b).

18. a).
b). or

19. a).
b). or

20. a).
b). or