

**PONDICHERRY UNIVERSITY  
(A CENTRAL UNIVERSITY)**



**REGULATIONS & SYLLABUS  
M.A. PUBLIC ADMINISTRATION**

**MAIN & SOFT CORE PAPERS  
CHOICE BASED CREDIT SYSTEM (CBCS)**

**FROM THE ACADEMIC YEAR  
2020 -21 ONWARDS**

## Syllabus format

**1. Course for which the consideration is made : (Title of Course)**

[Whether run in University campus/Affiliated College separately. University PG (CBCS)/Affiliated college PG/ Affiliated College UG (CBCS)]

**M.A. PUBLIC ADMINISTRATION**  
**Affiliated Colleges**

2. Aims, Objectives and Programme Outcomes: See the syllabus text appended
3. Eligibility Criteria for each course: Any graduation with 50% marks
4. Academic year of the course implementation:2020-21
5. Course structure

Break up of internal marks/University examinations, as per CBCS University Regulations except for program covered under statutory bodies/Councils There will be semester end **University examinations for 60 Marks** (Maximum)) in each paper. There will be **Internal 40 Marks** (Maximum) for tests, submission of assignments, seminars etc. awarded by the faculties of the Department. So there will be **Maximum 100 Marks** for each paper (*60 Marks University Exam + 40 Marks Internal*).The duration of examination for each paper will be of 03hours only, starting in the forenoon session. In the fourth and final semester there will be a **dissertation work of 60 Marks** (Maximum) and **viva voce of 40 Marks** (Maximum). An external **subject expert will be called for the viva voce**. All expenses for the external subject expert will be borne by the University Rules.

The medium of answering the questions will be English only.

The Educational Tour has its own importance in Post-Graduation Levels, for its kind of exposure and practical knowledge that it levies on the students mind. Public Administration as such is a field of knowing the recent Legislative, Executive and Judiciary practices. In the globalised era a compulsory tour for the first and second year students is mandatory and it will equip them with the latest knowledge through practical experiences.

1. First Year Students – **Visit to Puducherry Legislative Assembly & Chief Secretariat**
2. Second Year Students – **Educational Tour to outside Puducherry.**

**The Expenses for the educational tour shall be borne by the Government of Puducherry.**

6. Learning outcomes (Course outcomes) for each course: refer the text of syllabus appended
7. Syllabus (course content): See the text attached
8. Instructional materials :See the syllabus text appended
9. Text Books and Reference Books: See the syllabus text appended
10. Question paper pattern for all papers: See the Syllabus text appended

## **REGULATIONS FOR THE CURRICULUM**

There will be semester end **University examinations for 60 Marks** (Maximum) in each paper. There will be **Internal 40 Marks** (Maximum) for tests, submission of assignments, seminars etc. awarded by the faculties of the Department. So there will be **Maximum 100 Marks** for each paper (*60 Marks University Exam + 40 Marks Internal*). The duration of examination for each paper will be of 03hours only, starting in the forenoon session. In the fourth and final semester there will be a **dissertation work of 60 Marks** (Maximum) and **viva voce of 40 Marks** (Maximum). An external **subject expert will be called for the viva voce**. All expenses for the external subject expert will be borne by the University Rules.

The medium of answering the questions will be English only.

The Educational Tour has its own importance in Post-Graduation Levels, for its kind of exposure and practical knowledge that it levies on the students mind. Public Administration as such is a field of knowing the recent Legislative, Executive and Judiciary practices. In the globalised era a compulsory tour for the first and second year students is mandatory and it will equip them with the latest knowledge through practical experiences.

3. First Year Students – **Visit to Puducherry Legislative Assembly & Chief Secretariat**
4. Second Year Students – **Educational Tour to outside Puducherry.**

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**SYLLABUS**  
**M.A. PUBLIC ADMINISTRATION**

**(From 2020 Admission Onwards)**

**Eligibility Criteria for admission:** Bachelor's Degree with 50% marks or equivalent grade in any discipline. Weightage will be given to Public Administration and Political Science graduates. Students must secure **72 Credits** for the award of the degree.

M.A. Public Administration curriculum consists of four Semesters. **Each Semester** there will be total **five papers** i.e. **four compulsory** papers and **one optional** paper from the list of Soft Core papers. See the semester wise papers' list given below:

**HARD CORE COURSES**

Sl. No.	Course Code	Title of the Paper	Credits
<b>SEMESTER – I</b>			
1.	PUPA 673	Administrative Theories	4
2.	PUPA 674	New Public Management	4
3.	PUPA 675	Indian Administrative System	4
4.	PUPA 676	Financial Administration	4
<b>SEMESTER – II</b>			
1.	PUPA 677	Organizational Behavior	4
2.	PUPA 678	Law and Order Administration	4
3.	PUPA 679	Public Personnel Administration	4
4.	PUPA 680	Comparative Public Administration	4
<b>SEMESTER – III</b>			
1.	PUPA 681	Social Welfare Administration	4
2.	PUPA 682	Administrative Law	4
3.	PUPA 683	Public Policy Analysis	4
4.	PUPA 684	Research Methodology	4
<b>SEMESTER – IV</b>			
1.	PUPA 685	Local Government in India	4
2.	PUPA 686	Disaster Management	4
3.	PUPA 687	Dissertation & Viva	4

**SYLLABUS****M.A. PUBLIC ADMINISTRATION  
CHOICE BASED CREDIT SYSTEM (CBCS)****SOFT CORE COURSES**

<b>Sl. No.</b>	<b>Course Code</b>	<b>Title of the Paper</b>	<b>Credits</b>
	<b>ODD SEM ESTER</b>		
1.	PUPA 688	Environmental Administration	3
2.	PUPA 689	E- Governance	3
3.	PUPA 690	Anti Corruption Mechanisms	3
4.	PUPA 691	Human Rights and Human Development	3
	<b>EVEN SEMESTER</b>		
1.	PUPA 692	Legislative Practices and Procedures	3
2.	PUPA 693	Health and Hospital Administration	3
3.	PUPA 694	International Organisations	3
4.	PUPA 695	Public Sector Administration in India	3

**PUPA 673**

**ADMINISTRATIVE THEORIES**

**Course Contents:**

- UNIT I** : Meaning, Scope and significance of Public Administration
- UNIT II** : Evolution of Public Administration as a discipline and Identity of Public Administration
- UNIT III** : Theories of Organization: Scientific Management Theory, Classical Model, Human Relations Theory
- UNIT IV** : Organization goals and Behaviour
- UNIT V** : Groups in organization and group dynamics
- UNIT VI** : Organizational Design.
- UNIT VII** : Decision Making
- UNIT VIII** : Communication
- UNIT IX** : Motivation
- UNIT X** : Administrative thinkers: Kautilya, Woodrow Willson,

**BOOKS FOR REFERENCE:**

1. Crozier M : The Bureaucratic phenomenon (Chand)
2. Blau. P.M and Scott. W : Formal Organizations (RKP)
3. Presthus. R : The Organizational Society (MAC)
4. Alvi, Shum Sun Nisa : Eminent Administrative Thinkers.
5. Keith Davis : Organization Theory (MAC)

**PUPA 674****NEW PUBLIC MANAGEMENT****Course Contents:**

- UNIT I** : Definition, Features and Principles of New Public Management
- UNIT II** : Approaches and Methods of New Public Management
- UNIT III** : Challenges and Reforms towards New Public Management
- UNIT IV** : Public Sector Restructuring
- UNIT V** : Theoretical Developments
- UNIT VI** : Quasi Markets
- UNIT VII** : Transformation Change: Multilayered changes within organization  
Technology and delivery systems  
Individual roles and Power relations
- UNIT VIII** : Professionals: Concept, Themes and Issues
- UNIT IX** : Changing Management Process and Impact on Professionals
- UNIT X** : New Public Management in Developing Countries, European Countries and  
Developed Countries in Asia

**BOOKS FOR REFERENCE:**

1. New Horizons of Public Administration by Zach Jacob
2. Public Administration by Laxmikanth
3. A Practical Introduction to Public Management by Enaleen Draai, Enslin Van Rooyen,  
Kishore Raga
4. Public Administration: Concepts and Cases by Richard J. Stillman II



**PUPA 675****INDIAN ADMINISTRATIVE SYSTEM****Course Contents:**

- UNIT I** : Evolution and Constitutional Context of Indian Administration
- UNIT II** : Constitutional Authorities: Finance Commission, Union Public Service Commission, Election Commission, Comptroller and Auditor General of India, Attorney General of India
- UNIT III** : Role & Functions of the District Collector, Relationship between the District Collector and Superintendent of Police
- UNIT IV** : Role of Block Development Officer in development programmes
- UNIT V** : Local Government: Meaning and Types
- UNIT VI** : Main Features of 73rd Constitutional Amendment Act 1992
- UNIT VII** : Salient Features of 74th Constitutional Amendment Act 1992
- UNIT VIII** : Coalition politics in India
- UNIT IX** : Integrity and Vigilance in Indian Administration
- UNIT X** : Corruption – Ombudsman, Lok Pal & Lok Ayuktha

**BOOKS FOR REFERENCE:**

1. S.R. Maheswari : Indian Administration
2. Khera. S.S : Administration in India
3. Ramesh K. Arora : Indian Public Administration
4. T.N. Chaturvedi : State administration in India
5. Basu, D.D : Introduction to the Constitution of India

**PUPA 676**

**FINANCIAL ADMINISTRATION**

**Course Contents:**

- UNIT I** : Meaning and Significance of financial administration
- UNIT II** : Resource mobilization: Tax and Non-tax resources
- UNIT III** : Principles of Tax Administration
- UNIT IV** : Budget: Concept and Principles of budget, Preparation and Presentation of Budget, Performance Budgeting and Zero Based Budgeting, Deficit financing and public debt
- UNIT V** : Ministry of Finance: Organizations and functions
- UNIT VI** : Reserve Bank of India
- UNIT VII** : Controller General of Accounts
- UNIT VIII** : Controlling Agencies: Parliamentary control, Public Accounts Committee, Estimates Committee, Committee on Public Undertakings
- UNIT IX** : Separation of Audit and Accounts
- UNIT X** : Role of Opposition in Budget and Issue areas in financial Administration

**BOOKS FOR REFERENCE:**

1. Thavaraj M K : Financial Admn in India (S. Chand)
2. Premchand A : Control of Public Expenditure in India
3. Tripathy R N : Federal Finance & Economic Development in India (Sterling)
4. Krama F.A : Contemporary Approach to Public Budgeting
5. Burkhea J : Government Budgeting (JWS)

**PUPA 677**

## **ORGANISATIONAL BEHAVIOUR**

### **Course Contents:**

- UNIT I** : Definition of Organizational Behavior
- UNIT II** : Meaning, importance and principles of organization - OB Models
- UNIT II** : Behavioural disciplines contributing to organizational behavior
- UNIT IV** : Individual in the organization: Personality , Learning, Attitudes, Job Satisfaction and Organisational Commitment
- UNIT V** : Group in Organization: Dynamics of group formation, Group Effectiveness
- UNIT VI** : Team: Its nature and effectiveness
- UNIT VII** : Organisational Change and Development
- UNIT VIII** : Organisational Climate
- UNIT IX** : Organisational Effectiveness
- UNIT X** : Organisational Power, Leadership, Conflict

### **BOOKS FOR REFERENCE:**

1. Gangadhar Roa, VPS Roa, P.S Narayana - Organisational Behaviour - Text cases
2. Fred luthans - Organisational Behaviour
3. Keith Dairs - Human Behaviour at work
4. Paul Hersey - Management of Organizational Behaviour

**PUPA 678****LAW AND ORDER ADMINISTRATION****Course Contents:**

- UNIT I** : Introduction: Nature and Scope of Police Administration, Evolution of Police Administration in India
- UNIT II** : The Structure of Police Organisation at the State Level
- UNIT III** : Crime Investigation Department (CID), Finger Print Bureau and Crime Record Bureau
- UNIT IV** : Special Police Battalions: Home Guards and Prohibition Enforcement Wing
- UNIT V** : Commissioner system of Police Administration
- UNIT VI** : Patrols, Beats and Outposts
- UNIT VII** : Traffic Police Administration
- UNIT VIII** : Women Police
- UNIT IX** : Personnel Administration: Recruitment: Centre and State level, Training of Police personnel, Police Public Relations
- UNIT X** : Central Police Agencies: Central Reserve Police Force, Border Security Force, Central Industrial Security Force

**BOOKS FOR REFERENCE:**

1. S.Mehantaj Begum : District police Administration (APH)
2. James Vadachumchery : Police Leadership (APH)
3. Sen Saxena : Police Training (Rawat)
4. M.P Chande : The Police in India (Atlantic Pub.)
5. H.L Kapoor : Police Administration in India

**PUPA 679****PUBLIC PERSONNEL ADMINISTRATION****Course Contents:**

- UNIT I** : Meaning and Objectives of Personnel Administration
- UNIT II** : Types of Bureaucracy and role of civil services in Developing Society
- UNIT III** : Staffing: All India Service and Central Service, Recruitment,
- UNIT IV** : Motivation and Development: Training - All India Services and Central Services, Promotion, Employer-Employee Relationship
- UNIT V** : Conduct: Integrity and code of conduct in administration, Discipline, Removal and Appeals
- UNIT VI** : Civil Service and Administrative Ethics
- UNIT VII** : Union Public Service Commission
- UNIT VIII** : State Public Service Commission
- UNIT IX** : Staff Selection Commission
- UNIT X** : Railway Recruitment Board

**BOOKS FOR REFERENCE:**

1. Stahl G : Public Personnel Administration (Oxford-IBH)
2. Gladen.E.N. : Civil Services in U.K.
3. Sapru. R.K : Civil services admn in India (Deep & Deep)
4. Agarwal. D.V. : Industrial Relations and Collective Bargaining (Deep & Deep)
5. S.R. Maheswari : Public Administration (Agra)

**PUPA 680****COMPARATIVE PUBLIC ADMINISTRATION****Course Contents:**

- UNIT I** : Meaning and Significance of Comparative Administration
- UNIT II** : Evolution of Comparative Public Administration
- UNIT III** : Models of Comparative Public Administration: Bureaucratic and Ecological
- UNIT IV** : Parliamentary Form of Government
- UNIT V** : Presidential Form of Government
- UNIT VI** : Dictatorial State
- UNIT VII** : Administrative System In United Kindom  
a) British Constitution  
b) Cabinet and Cabinet Secretariat  
c) Civil Services
- UNIT VIII** : Administrative System In United States of America:  
a) American Constitution  
b) Executive Office of the President,  
c) Independent Regulatory Commission
- UNIT IX** : Administrative System in France:  
a) French Constitution  
b) Droit Administratif in France
- UNIT X** : Administrative System in Japan:  
a) Japanese Constitution  
b) Civil Service in Japan

**BOOKS FOR REFERENCE:**

1. John Greenwood & David Wilson : Public Admn in Britain (GAW)
2. Gordon G.J : Public Admn in America (St. Martin)
3. Ridly F.F : Govt & Admn in Western Europe
4. Blondel : The organization of Govt (sage)
5. Johari J C : Modern Governments

**PUPA 681****SOCIAL WELFARE ADMINISTRATION**

- UNIT I** : Social Welfare: Meaning and Significance
- UNIT II** : a) Concept of a Welfare State  
b) Social Welfare and Social Justice
- UNIT III** : a) Scheduled Castes and Scheduled Tribes: Constitutional Safeguards  
b) Welfare Programs for the Scheduled castes and Scheduled Tribes  
c) Reservation in Services: Merits and Demerits
- UNIT IV** : a) Other Backward Classes: Meaning and Constitutional Provisions  
b) Mandal Commission
- UNIT V** : a) Constitutional Safeguards for the Protection of Minorities  
b) Minorities Commission and 15 point program
- UNIT VI** : Social Legislation in India: An Overview
- UNIT VII** : a) Protection of Women from Domestic Violence Act, 2005  
b) The Juvenile Justice (Care and Protection of Children) Act, 2000
- UNIT VIII** : Organisation and Functions of Union Ministry of Social Justice and Empowerment
- UNIT IX** : Central Social Welfare Board, State Social Welfare Board
- UNIT X** : Role of NGOs/Voluntary Organisations for Social Welfare

**BOOKS FOR REFERENCE:**

1. D.Paul Chowdhary; **Social Welfare Administration**, Delhi : Atma Ram and Sons, 1976.
2. Friedlander, Walter A & Apte, Robert Z; **Introduction to Social Welfare**, New Delhi: Prentice Hall, 5th ed. 2006
3. Gangrade, K.D.; **Social Legislation in India**, Delhi: Concept Publishing House, Reprint 2011
4. Goel, S.L. and R.K. Jain: **Social Welfare Administration** Vol.2. Deep & Deep Publications, New Delhi.
5. Robson, William A.; **Welfare State and Welfare Society: Illusion and Reality** London: Allen and Unwin, 2nd ed. 1976
6. Sankhdher, M.M.; **Welfare State**, New Delhi: Deep & Deep, 1995
7. Sachdeva. D.R.; **Social Welfare Administration**, Allahabad Kitab Mahal, 2009
8. Government of India; **Encyclopedia of Social Welfare in India**, New Delhi: Ministry of Information and Broadcasting, 1987, 4 Vols

**PUPA 682**

**ADMINISTRATIVE LAW**

**Course Contents:**

- UNIT I** : Definition, Nature and Scope of Administrative Law
- UNIT II** : Growth and Development of Administrative Law
- UNIT III** : Rule of Law
- UNIT IV** : Delegated Legislation: Definition and needs  
Types of delegated legislation, Process of delegated legislation
- UNIT V** : Meaning, growth and characteristics of administrative tribunals
- UNIT VI** : Central Administrative Tribunal  
State Administrative Tribunal
- UNIT VII** : Judicial control over administration in India
- UNIT VIII** : Judicial Review
- UNIT IX** : Human rights and Administrative Law
- UNIT X** : Preventive Legislations: Prevention of Corruption Act 1958, Dowry Prohibition Act 1961, Child Labour Act

**BOOKS FOR REFERENCE:**

1. Takwani : Lectures on Administrative Law
2. Dayal Rameswar : Text Book of Administrative Law
3. Shulia S M : Judicial control of Administrative process
4. Chandrasekaran : Delegated Legislation, Madras Law Journal Office 1965
5. Rajagopalan S : Administrative law



**PUPA 683**

**PUBLIC POLICY ANALYSIS**

**Course Contents:**

- UNIT I** : Definition and Importance of policy science
- UNIT II** : Relevance of policy making in Public Administration
- UNIT III** : Steps in Policy Analysis
- UNIT IV** : Theory of Policy Analysis: System, Groups and Elitist, Institutional and Incremental, Contribution of Y. Dror
- UNIT V** : Policy formulation in India
- UNIT VI** : Policy Implementation
- UNIT VII** : Feedback and Evaluation
- UNIT VIII** : Public Policy Impacts: Policy Impact, Policy Change and Continuity
- UNIT IX** : Globalisation of National Policy Making
- UNIT X** : Recent Policies:  
a) New Economic Policy  
b) National Health Policy  
c) New Education Policy

**BOOKS FOR REFERENCE:**

1. Dror. Y : Public policy making re-examined (Leonard Hill)
2. Mathan K.D : Policy making in Government (Public Dill)
3. Sangal. K : Policy making in India (Vikas)
4. Lind Blom. C.E : Policy Making Process (PNI)
5. Sapru. R.K. : Public Policy (Sterling Publishers)

**PUPA 684****RESEARCH METHODOLOGY****Course Contents:**

- UNIT I** : Definition, Objectives and Significance
- UNIT II** : Recent trends in social research: Computer and their application in Research
- UNIT III** : Research Process:  
a) Formulation of Problems  
b) Hypothesis  
c) Research Design
- UNIT IV** : Data collection: Interview, Questionnaire, and Observation
- UNIT V** : Sampling
- UNIT VI** : Scaling Techniques
- UNIT VII** : Statistical Methods in Research:  
a) Classification and Tabulation: Definition, Objects and Types  
b) Correlation  
c) Chi-Square Test
- UNIT VIII** : Data Analysis
- UNIT IX** : Interpretation of Data
- UNIT X** : Research Report, Foot Notes, Bibliography, Index

**BOOKS FOR REFERENCE:**

1. Goode and Hatt : Methods in Social Research, McGraw Hill, New Delhi
2. Hansraj : Theory and Practice in Social Research Subject
3. Young Pauline : Scientific Social Surveys and Research (Prentice Hall)
4. Speeter : Research Design (Sage)
5. Seltiz Cet.al : Research Methods in Social Science

**PUPA 685****LOCAL GOVERNMENT IN INDIA****Course Contents:**

- UNIT I** : Nature and Scope of Local Administration
- UNIT II** : History of Local Administration in Pre-Independence India
- UNIT III** : Development of Local Government in Post-Independence Period
- UNIT IV** : Administrative set up of Local Government
- UNIT V** : Community Development Program
- UNIT VI** : Balwant Roy Mehta Committee  
Ashok Mehta Committee
- UNIT VII** : Rural Local Government:  
a) District Development Council  
b) 73<sup>rd</sup> Constitutional Amendment Act 1992  
c) Sources of Local Revenue
- UNIT VIII** : Urban Local Government:  
a) 74<sup>th</sup> Constitutional Amendment Act 1992  
b) Types of Urban Local Government  
c) Financial Management
- UNIT IX** : Performance Evaluation:  
a) Evaluation of the progress of Local Government  
b) Recent Trends and Problems of Local Government
- UNIT X** : Local Self Government in Puducherry

**BOOKS FOR REFERENCE:**

1. Sharma M P : Reforms of Local Self Government in India, Hind Kithabs, Bombay
2. Maheswari S R : Local Government in India, Lakshmi N arayanan agarwal, Agra
3. Basu D D : Introduction to the constitution of India, Waddha & Co. New Delhi
4. Bhadouria VPS and Dubay: Panchayati Raj and Rural Development,  
Common Wealth Publishers, New Delhi
5. Anita Sharma : Rural development Programs in India, Mohit Pub. New Delhi.

**PUPA 686****DISASTER MANAGEMENT****Course Contents:**

- UNIT I** : Meaning, Goals and Importance of Disaster Management
- UNIT II** : Limitations of Traditional Management and Effectiveness of Disaster Management
- UNIT III** : Decision Making in Crisis Management
- UNIT IV** : Tools and techniques of Disaster Management
- UNIT V** : Use of Information Technology and satellite Control Mechanism etc
- UNIT VI** : Types and Effects of Disaster Management- Drought, Earthquake, Flood, Natural Calamities, Forest fires, Landslide Hazards etc
- UNIT VII** : Socio-Religious and Political Tensions, Communal Riots, Caste Conflicts
- UNIT VIII** : Effective Disaster Management: Man-made Disaster - Bhopal Disaster, Nuclear Disaster - Chernobyl
- UNIT IX** : Risk Management: Disaster Resource, Causality Management, role of armed Forces, resources mobilization
- UNIT X** : Institutional Framework: Centre and State Government Support, Non – Governmental Organization’s Role, U.N.’s Specialized Agencies

**BOOKS FOR REFERENCES:**

1. Parasuraman : India Disasters report
2. Bhattacharya : Environmental Economics
3. Ram Prakash : Disaster Management
4. Mollinga : Integrated water resource management
5. Narayanan : Disaster Management

**PUPA 687**

**Dissertation and Viva**

**PONDICHERRY UNIVERSITY  
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**SOFT CORE PAPERS**

**REGULATIONS & SYLLABUS  
M.A. PUBLIC ADMINISTRATION**

**MAIN & SOFT CORE PAPERS  
CHOICE BASED CREDIT SYSTEM (CBCS)**

**FROM THE ACADEMIC YEAR  
2020 -21 ONWARDS**

**PUPA 688**

## **ENVIRONMENTAL ADMINISTRATION**

### **Course Contents:**

- UNIT I** : Definition and Importance of environmental studies
- UNIT II** : Public Awareness: Need and Techniques  
Natural Resources: Renewable and non-renewable
- UNIT III** : Ecosystem: Concept of an ecosystem, Structure and functions of an ecosystem  
Energy flow in the ecosystem
- UNIT IV** : Biodiversity:  
a) Definition : Genetic, Species and ecosystem diversity  
b) Bio geographical Classification of India  
c) Biodiversity at global and National levels
- UNIT V** : Environmental Pollution: Definition, Causes and Control Measures  
Pollution – case study
- UNIT VI** : Solid Waste Management: Causes, Effects and Control Measures
- UNIT VII** : Environmental Ethics: Issues and possible solutions  
Environment Protection Act
- UNIT VIII** : Role of Information Technology in Environment and human health

### **BOOKS FOR REFERENCE:**

1. **Environmental Jurisprudence in India** (The London-Leiden Series on Law, Administration & Development), by C. M. Abraham, Publisher: Brill, 1999
2. **Learning Environments: Technologies, Challenges & Impact Assessment (Education in a Competitive and Globalizing World)**, by Robert Kenneth Atkinson (Editor), Nova Science Publishers, 2013
3. **Environmental Studies: From Crisis to Cure**, by Rajagopalan (Author) Publisher: OUP India, 2015
4. **Environment for Civil Services Prelims and Mains and Other Competitive Examinations**, by D R Khullar & J A C S Rao, McGraw Hill Education, 2015

**PUPA 689**

## **E- GOVERNANCE**

### **Course Contents:**

- UNIT I** : E-Governance: Concept and Significance, Advantages and Disadvantages of E-Governance, Stages of E-Governance
- UNIT II** : Information and Communication Technology- Concept and Components
- UNIT III** : a) Administrative Organisation Culture: Towards ICT Based Reforms  
b) ICT Implementation in Governance: Issues and Challenge
- UNIT IV** : Panchayati Raj Institutions: Improving Self- Governance Through ICT
- UNIT V** : a) E-Learning: Role of ICT in Education and Training  
b) E-Commerce
- UNIT VI** : a) Role of ICT in Delivery of Citizen Services  
b) ICT in Indian Railways  
c) Saukaryam: ICT Project in Visakhapatnam Municipal Corporation, Andhra Pradesh
- UNIT VII** : E-Seva: ICT Project in Self-Help in Andhra Pradesh  
Information Policy: Right to Information Act 2005
- UNIT VIII** : Biometrics in Government Organisations

### **BOOKS FOR REFERENCE:**

1. **A Critical Impulse to e-Governance in the Asia Pacific** by Amita Singh (Author)  
Publisher: Springer; 2016
2. **Measuring E-government Efficiency: The Opinions of Public Administrators and Other Stakeholders** by Manuel Pedro Rodríguez-Bolívar (Editor) Publisher: Springer; 2014
3. **New Horizons of Public Administration** by Mohit Bhattacharya (Author)  
Publisher: Jawahar Publishers & Distributors; 2014
4. **E-Governance (IGNOU) help book for MPA-17** by Neeraj Publications (Author, Contributor); 2015



**PUPA 690****ANTI CORRUPTION MECHANISMS****Course Contents:**

- UNIT I** : a) Definition and Types of corruption  
b) Causes of corruption  
c) Consequences of corruption and its Remedies
- UNIT II** : a) Anti- corruption laws in India  
b) Anti- corruption Organisations
- UNIT III** : Lokpal and Lok Ayuktas
- UNIT IV** : Corruption in Politics, Whistleblower Protection Act
- UNIT V** : Corruption in Bureaucracy
- UNIT VI** : Corruption in Judiciary
- UNIT VII** : Black Money, Steps against Black Money, International aspects of corruption
- UNIT VIII** : Income Tax Department, Central Bureau of Investigation, Central Vigilance Commission

**BOOKS FOR REFERENCE:**

1. Chanakya Niti on Corruption: Glimples of how Chanakya tackled menace of corruption; Kindle Edition by Dev Dantreliya (Author)
2. Corruption and Human Rights in India: Comparative Perspectives on Transparency and Good Governance, by C. Raj Kumar Publisher: OUP India, 2011
3. A Discourse on Corruption In India, by T K Ganguly, Publisher: Alp Books, 2009
4. Handbook on Anti-Corruption Laws (Practice & Procedure) by Dr. Renu, Publisher: The Bright Law House, New Delhi, 2015

**PUPA 691****HUMAN RIGHTS AND HUMAN DEVELOPMENT****Course Contents:**

- UNIT I** : Evolution of the Concept and Definition of human rights, Nature and Scope of human rights
- UNIT II** : Human rights and human duties
- UNIT III** : Classification of human rights – Positive and Negative Rights – Acquired Rights – Constitutional Rights - First, Second and Third Generation Rights – Fourth and Fifth Generation Rights
- UNIT IV** : State and human rights – Internationalization of human rights
- UNIT V** : United Nations and human rights, Human rights provisions of the UN Charter
- UNIT VI** : Universal Declaration of Human Rights
- UNIT VII** : International Covenant on Civil and Political Rights and International Covenant on Socio, Cultural and Economic Rights
- UNIT VIII** : Human Development – Human Development Index

**BOOKS FOR REFERENCE:**

1. G. Alfredson, et al, (eds.), **The Universal Declaration of Human Rights: A Commentary**, Scandinavian University Press, Oslo, 1992.
2. P. Alston, **The United nations and the Human Rights: A Critical Appraisal**, The Clarendon Press, Oxford, 1995.
3. D. Beetham, (ed), **Politics and Human Rights**, Blackwell, Oxford, 1995.
4. D. O’Byrne, **Human Rights: An Introduction**, Delhi: Pearson, 2007.
5. Subramanian, S., **Human Rights: International Challenges**, Delhi, Manas, 1997.
6. M. Ishay, **The History of Human Rights: From Ancient Times to the Globalization Era**, Delhi: Orient Blackswan, 2004.
7. S.Kothari and H. Sethi (eds.), **Rethinking Human Rights**, Delhi: Lokayan, 1989. Evans, Tony, **The Politics of Human Rights: A Global Perspective**, London, Pluto Press, 2001.

**PUPA 692**

**LEGISLATIVE PRACTICES AND PROCEDURES**

**Course Contents:**

- UNIT- 1** : Organs of Government: Legislature, Executive, and Judiciary
- UNIT- II** : Functionaries of Rural Local Self Government: Panchayat, Panchayat Samiti and Zila Parishad
- UNIT- III** : Process of Bill Preparation, Role of Standing Committees in Reviewing a Bill, Framing of rules and regulations
- UNIT- IV** : Members of Legislative Assembly, Members of Parliament.
- UNIT- V** : Types of Committees, Role of Committees in Reviewing Government Finances and Legislation
- UNIT - VI** : Role of Legislators and Media in Legislation
- UNIT- VII** : Overview of Budget Process, Role of Parliament in Reviewing the Union Budget
- UNIT- VIII** : Working of Ministries

**BOOKS FOR REFERENCE:**

1. Legislative Procedure: Parliamentary Practices and the Course of Business in the Framing of Statutes ; Author : Luce, Robert, Publisher : Forgotten Books
2. Fifty Years of Indian Parliament; G.C. Malhotra, Delhi: Lok Sabha Secretariat, 2002.
3. Emergence of Second chamber in India; Tripathi, R.C. New Delhi: Published for and on behalf of Rajya Sabha Secretariat
4. Parliament and Administration; Goswami , B. , New Delhi: Rawat Publications, 2002.
5. Our Parliament; Kashyap, Subhash, New Delhi:National Book Trust, 2004
6. Parliamentary Procedure Law Privilage Practice & Precedents; Kashyap, Subhash, Delhi: Universal Law Publishing, 2006

**PUPA 693****HEALTH AND HOSPITAL ADMINISTRATION****Course Contents:**

- UNIT I** : Social Development, Social Services and Health Care
- UNIT II** : a) Nature and Scope of Public Health Administration  
b) Challenges of Health and Hospital Administration
- UNIT III** : a) Administration of Family Planning Programme  
b) Reproductive and Child Health Programme  
c) Information, Education and Communication
- UNIT IV** : Policy Making and Planning:  
a) Policy –Making For Health Administration  
b) Planning For Health Care Administration  
c) Planning Nursing Education and Administration
- UNIT V** : Health Administration at the Union Level: Organization and Working of Ministry of Health and Family Welfare
- UNIT VI** : a) Organization and Working of Primary Health Centers  
b) Role of the World Health Organization (WHO)
- UNIT VII** : Administration of Hospital Services
- UNIT VIII** : a) Health Education and Health Development  
b) Modernizing Health and Hospital Administration

**BOOKS FOR REFERENCES:**

- 1) S.L. Goel: Public Health Administration: New Delhi: Sterling Publishers Pvt. Ltd. 1984.
- 2) G. Rameshwaarm: Medical and Health Administration in Rural India, New Delhi: Asish Publishing House, 1989.
- 3) The Central Health Education, Health Today, Director-General of Health Services, New Delhi, 1971.
- 4) S.L. Goel: Health Care Administration: Ecology Principles and Modern Trends, New Delhi, Sterling Publishers Pvt.Ltd, 1980.
- 5) N.V. Ram Raghu: Health Administration, and Policy Development, Hyderabad: Ramakrishna Printers and Publishers, 1971.

**PUPA 694****INTERNATIONAL ORGANISATIONS****Course Contents:**

- UNIT I** : Evolution of International Organization  
Emerging Trends in International Organization
- UNIT II** : a) Formation of United Nations Organization: Purpose and Structure  
b) Principal Organs of United Nations
- UNIT III** : a) United Nations in the Post-Cold War Era  
b) Reforms in United Nations Organisation
- UNIT IV** : UN and Disarmament: Revision of UN Charter
- UNIT V** : United Nations and Collective Security
- UNIT VI** : a) Major Specialised Agencies : UNESCO, WHO, WTO  
b) IMF  
c) World Bank
- UNIT VII** : United Nations and Maintenance of International Peace and Security
- UNIT VIII** : a) United Nations: Environment and Health Policy  
b) Limitations and Constraints

**BOOKS FOR REFERENCE:**

1. A. LeRoy Bennett; International Organization : Principals and Issues (New Jersey, Prentice Hall,1991)
2. B.N. Mehrish; International Organization: Structure and Processes (Jalandhar, Vishal Publications,1996)
3. ShambhaviVendantam; United Nations: Putting World to Work (New Delhi, Vikash,1996)
4. K.P. Saksena; Reforming the United NHations: The Challenge of Relevance (New Delhi, Sage, 1993)

**PUPA 695**

**PUBLIC SECTOR ADMINISTRATION IN INDIA**

**Course Contents:**

- UNIT I** : Evolution of Public Sector Undertakings in India
- UNIT II** : a) Expansion of Public sector in modern India  
b) Forms of Public Sector Undertakings
- UNIT III** : Role of Public Sector Undertakings in India
- UNIT IV** : Central Public Sector Enterprises, Public Sector Banks
- UNIT V** : a) Governance of Public Sector Undertakings  
b) Empowerment of Public Sector Undertakings  
c) Corporate Social Responsibility of Public Sector Undertakings
- UNIT VI** : a) Administrative Problems of Public Sector  
b) Autonomy in Public Sector Undertakings  
c) Accountability and Control of PSUs in India  
d) Impact of liberalization and privatization on PSUs
- UNIT VII** : Changing Scenario of Public Sector Undertakings in India
- UNIT VIII** : Role of Development Corporations  
Maharatna  
Navratna

**BOOKS FOR REFERENCE:**

1. **Public Sector Enterprises in India** : The Impact of Disinvestment and Self Obligation on Financial Performance, Authors: **Jain**, P.K., **Gupta**, Seema, **Yadav**, Surendra S.  
**Publisher:** Springer; 2014 edition
2. **Privatisation of Public Sector Undertakings: Experimentation Abroad** Hardcover – 2007 by Jesiah Selvam (Author) **Publisher:** Serials Publications; 2007 edition
3. **Corporate Governance In Public Sector Enterprises** Paperback – 2006 by S. M. Dewan (Author)

**MODEL QUESTION PAPER**

M.A. DEGREE EXAMINATION, APRIL/ MAY XXXX.

Second Semester

Public Administration

**COMPARATIVE PUBLIC ADMINISTRATION**

**TIME: Three Hours**

**MAXIMUM: 60 Marks**

**PART-A (5 x 6 = 30 Marks)**

**Answer any SIX Questions**  
**All Questions Carry Equal Marks**

1. Explain any one model of comparative public administration.
2. Ecological approach
3. Rational approach
4. What a Parliamentary form of government is? Explain.
5. British Cabinet
6. Write about the crown rule and about House of Lords.
7. Explain the features of presidential system of American government.
8. The White House Office
9. Tenure and removal of the French President
10. Explain the Japanese local government

**PART-B (10 x 3 =30 Marks)**

**Answer any THREE Questions**  
**All Questions Carry Equal Marks**

1. The Japanese civil service under event a basic change after the Meiji Restoration. Explain.
2. Justify that the French revolution had a significant impact on the growth of the French constitutional system.
3. Explain the role of House of Representatives and the senate in their relationship with the president? USA.
4. Elaborate on the institution of Whitley council and about the British local Government.
5. Write a detailed account of F.W. Riggs contribution to the comparative public administration.
6. Explain the various models of comparative public administration.

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