



**School of Government and International Affairs**

**M.A Public Administration**

**Revised Rules and Regulations,**

**Curriculum and Syllabus**

**2012 - 13**

**Semester Pattern**

SRM University, Kattankulathur

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**SRM UNIVERSITY**  
**FACULTY OF SCIENCE AND HUMANITIES**  
**M.A.DEGREE COURSE IN PUBLIC ADMINISTRATION**  
**CHOICE BASED CREDIT SYSTEM**  
**REGULATIONS**  
**(w.e.f. 2012-2013)**

**1. AIM OF THE COURSE**

The aim of the course is to provide the student knowledge base and theoretical orientation to public administration for competitive Public Management and problem solving.

**2. ELIGIBILITY FOR ADMISSION:**

Candidates for admission to the first year of the Post Graduate Degree shall be required to have passed any Bachelor's degree of not less than three years duration with a Fifty percentage of Marks or any other Bachelor's degree course accepted as equivalent thereto.

**3. DURATION OF THE COURSE:**

The Course duration shall be two years consisting of four semesters. In order to be eligible for the award of the degree the candidate shall successfully complete the course in a maximum period of five years reckoned from the date of enrolment for the first semester of the course.

**4. ELIGIBILITY FOR THE AWARD OF DEGREE:**

A candidate shall be eligible for the award of the degree only if he/she has undergone the prescribed course of study in the University for a period of not less than two academic years, passed the examination of all the four semesters prescribed earning 80 credits.

**5. STRUCTURE OF THE COURSE AND EVALUATION PATTERN:**

The duration of University examination for theory shall be 3 hours. The maximum mark for each theory is 100 with 50 for Continuous Internal Assessment and 50 for University Examination.

The procedures for awarding marks shall be as follows:

**INTERNAL ASSESSMENT:**

a. For Regularity	-	5 Marks
b. For One Assignment	-	5 Marks
c. For Two tests (2x10)	-	20 Marks
d. Model Test	-	20 Marks

Total 50 Marks

University Examination for Each Course 50 Marks

**6. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER:**

- i) Candidates shall register their name for the First Semester Examination after the admission in the P.G. course.
- ii) Candidates shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects.
- iii) Candidates shall be eligible to go to subsequent semester, only if they earn sufficient attendance as prescribed thereof by the Syndicate from time to time.

**7. PASSING MINIMUM:**

A candidate shall be declared to have passed in each paper and Viva-voce, if he / she secures not less than 50% of marks of the continuous internal assessment (CIA) and the University examinations/ UE (External) put together, provided a minimum of 50% of marks secured in the University examination.

**8. CLASSIFICATION OF SUCCESSFUL CANDIDATES**

Candidates who secured not less than 60 per cent of aggregate marks (CIA + External) in the whole examination shall be declared to have passed the examination in the First Class.

Candidates who obtain 75 per cent of the marks in the aggregate (CIA+ External) shall be deemed to have passed the examination in First Class with Distinction provided they pass all the examinations, theory papers and viva voce, prescribed for the course in the First appearance. All other successful candidates shall be declared to have passed in Second Class.

**9. AWARD OF LETTER GRADES:**

All assessment of course will be done on absolute marks basis. However for the purpose of the reporting the performance of a candidate, letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the candidate as detailed below.

<b>Range of total marks</b>	<b>Letter Grade</b>	<b>Grade Points</b>
<b>90 – 100</b>	<b>S</b>	<b>10</b>
<b>80 – 89</b>	<b>A</b>	<b>9</b>
<b>70 – 79</b>	<b>B</b>	<b>8</b>
<b>60 – 69</b>	<b>C</b>	<b>7</b>
<b>50 – 59</b>	<b>D</b>	<b>6</b>
<b>0-49</b>	<b>U</b>	<b>0</b>
<b>Incomplete</b>	<b>I</b>	<b>0</b>
<b>Withdrawal</b>	<b>W</b>	<b>0</b>

## **10. RANKING**

Candidates who pass all the examinations prescribed for the course in the first appearance itself alone are eligible for Ranking/Distinction.

Provided in the case of candidates who pass all the examinations prescribed for the course with a break in the First Appearance due to reasons as furnished in the Regulations under "Requirements for Proceeding to subsequent Semester" are only eligible for Classification.

## **11. PATTERN OF QUESTION PAPER (THEORY)**

**Time 3 hours**

**Max Marks 100**

**Part - A :** (5 X 5 = 25 Marks)

Five questions are to be answered from eight questions drawn from all the units

**Part - B** (5X 15 = 75 Marks)

Five Questions are to be answered from all the units equally drawn in **either or pattern**

**School of Government and International Affairs**  
**M.A. Public Administration**

**I Semester**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
0911	Theory of State	5
0912	Administrative Thought	5
0913	Organisation Theory	5
0914	Principles of Management	5
<b>Sub Total</b>		<b>20</b>

**II Semester**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
0921	Administrative Ethics	5
0922	Development Administration	5
0923	Human Resource Management	5
0924	Public Financial Administration	5
<b>Sub Total</b>		<b>20</b>

**III Semester**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
0931	Public Policy Analysis	5
0932	Indian Administration	5
0933	Western Administrative Systems – I (U.K, USA)	5
0934	Asian Administrative Systems – I (Japan, China)	5
<b>Sub Total</b>		<b>20</b>

**IV Semester**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
0941	Administrative Law	5
0942	Public Enterprise Management	5
0943	Western Administrative System – II (France, Russia, Switzerland)	5
0944	Asian Administrative System – II (Malaysia, Indonesia, Singapore)	5
<b>Sub Total</b>		<b>20</b>
<b>Grand Total</b>		<b>80</b>

## **M.A. PUBLIC ADMINISTRATION Semester I**

### **Course 0911 Theory of State**

Modern State is the fulcrum with which Political, Administrative, Social, Economic and Cultural activities revolve around. This course introduces the various characteristics and facets of the modern state to students of non-political science backgrounds.

#### **Unit I :**

What is Public Administration? Relationship with other disciplines - Nature, Scope and importance of the state – Approaches to the state : Philosophical, Comparative, Historical and sociological – Elements of the state and theories of state – Sovereignty – Classification of sovereignty – Theories of the sovereignty

#### **Unit II :**

Greek Age and city states – Roman Age and imperial state – Medieval Age and feudal states – Modern Age and Nation – states – Post Modern Age and Global state.

#### **Unit III :**

Nationalism – forces of Nationalism: Race, Religion, Language, Common Traditions – National Self Determination – International Law and state Recognition – sub nationalism and Regionalism – Supra nationalism – Pan nationalism.

#### **Unit IV :**

Democratic states : Presidential, Prime Ministerial and Mixed – Non democratic states : Dictatorships, Military states, authoritarian states - Ideological states: Liberal States, Socialist States, Capitalist states, Communist States - Consociational, Pluralist and Multicultural States.

#### **Unit V :**

Territorialism and Border Studies – Sovereignty studies – Citizenship studies – Refugee Studies – Internally Displaced persons – Ends of state: Liberty, equality, fraternity, justice, law and order, welfare and Development.

### **Recommended Reading**

Amal Ray and Mohit Bhattacharya, Political Theory: Ideal and Institutions, The World press, Calcutta, 1994.

Ashok Chand Kapoor, Political Theory, S. Chand & Co., Calcutta, 2010.

## **Course 0912 Administrative Thought**

Administrative thought basically focuses on how a business should be organized and the practices an effective manager should follow. While pioneers of scientific management tried to determine the best way to perform a job, those in the administrative management explored the possibilities of an ideal way (rule of thumb) to put all jobs together and operate an organization.

### **Unit I:**

Classical Theory – Basic theme- Contribution of Fayol – Taylor Vs. Fayol, Contributions of Gullick and Urwick – Contribution of Mooney and Reiley – Critical evaluation – significance

### **Unit II:**

Scientific Management - Rise and growth – Basic theme – Principles – Techniques – Criticism and opposition

### **Unit III:**

Human relations school – Hawthorne studies – Elements / Features – Classical Vs. Human relations – Taylor Vs. Mayo- Critical evaluation – Behavioural approach – Basic Theme – features – Contribution of Chris Argyris – contribution of Rensis Likert – Contribution of others – significance – criticism – organization development

### **Unit IV:**

Bureaucratic Theory – Rise and Growth – Theory of authority – Characteristics of Bureaucracy – Control over Bureaucracy – Critics of Weber – Ideas of Mary Parker Follet – Conflict and integration – The giving of orders – New concept of power – Authority and responsibility – Leadership – Planning and coordination

### **Unit V:**

Idea of C.I. Barnard – Herbert Simon - System approach – Basic concepts – Organisation as a system – Rise and growth – Classical Vs. System – critical evaluation – closed and open models

## **Recommended Reading**

Laxmikanth, Public Administration, Tata McGraw-Hill Pub. Co. Ltd., New Delhi, 2006.

Pardeep Sahini and Etakula Vayunandhan, Administrative Theory, PHI, New Delhi, 2009.  
D. Ravindra Prasad, Administrative Thinkers, Sterling Publishers, New Delhi, 2010.

## **Course 0913 Organisation Theory**

This course features the need for clarity in Organization and Management dynamics in both public and private Administrations.

### **Unit I:**

Nature, Scope and Importance of organizations – Classification of Organizations – Approaches to Organizations – Organizational structure – Organizational design and change.

### **Unit II:**

Bases and Principles of organization – line, staff and auxiliary agencies departmentation, Public Corporations, Boards, Independent Regulatory Commissions – Centralization and decentralization – Headquarters and fields.

### **Unit III:**

Firm Composition – Resources and firms – Expansion of firms – Mergers and acquisitions – Bifurcations and closures – Conglomerates – Multinationals– Principles of Office Management – Project Management – Operations Management – Supply Chain Management – Systems Management.

### **Unit IV:**

Organisational Behaviour – Foundations of Organisational Behaviour – Research in organisational behavior – Organisational change – Organisation development – organizational control – Organisational conflict – Organisational effectiveness – Organisational society

### **Unit V:**

Knowledge Management –Quality Management –Media and Public Relations Management – Manpower Management – Waste Management – Recycle Management.

## **Recommended Reading**

Ewan Ferlie, The Oxford Handbook of Public Management, OUP, Oxford, 2005.

Jan Erik Lane, New Public Management, Routledge, London, 2000.

Jerald Greenberg and Robert A. Baron Behaviour in Organization – Delhi, Pearson Education (PH), 2003.

S.S. Khanna, Organizational Behaviour, S. Chand & Co, New Delhi, 2002.

Stephen Robbins, Organisation Theory: Structure design and applications, Prentice Hall, New Delhi, 2001.

## **Course 0914 : Principles of Management**

Knowledge on the principles of management is essential for all kinds of people in all kinds of organizations. After studying this course, students will be able to have a clear understanding of the managerial functions like planning, organizing, staffing, leading and controlling. Students will also gain some basic knowledge on international aspect of management.

### **Unit I:**

Nature, Scope, meaning and significance of Management – Theories of Management - Science or Art – Management and Administration – Development of Management Thought - Functions of Management

### **Unit II:**

Planning - Nature & Purpose – Steps involved in Planning – Objectives –Process of Managing by Objectives – Strategies, Policies & Planning Premises- Forecasting – Decision-making.

### **Unit III:**

Organising - Nature and Purpose – Formal and informal organization – Organization Chart – Structure and Process – Departmentation by difference strategies – Bases of organisation

### **Unit IV:**

Directing - Leadership – Theories of leadership - Motivation – Motivation theories – Motivational Techniques – Communication – Process of Communication – Barriers and Breakdown – Effective Communication – Electronic media in Communication.

### **Unit V:**

Controlling - System and process of Controlling – Requirements for effective control – Information Technology in Controlling – MIS – The Global Environment – Globalization and Liberalization – International Management and Global theory of Management.

## **Recommended Reading**

Parthasarathy P., Principles of Management, Vrinda Publications, Delhi, 2010.

L.M. Prasad, Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 2000.

Richard. L. Daft, Principles of Management, Cengage Learning India Pvt. Ltd., New Delhi, 2009.

JAF Stomer, Freeman R. E and Daniel R Gilbert, "Management", Pearson Education, Sixth Edition, 2004.

M.P. Sharma, Public Administration in Theory and Practice, Kitab Mahal, New Delhi, 2010.

Tripathy PC and Reddy PN, "Principles of Management", Tata McGraw-Hill, 1999.

## **Semester II**

### **Course 0921 : Administrative Ethics**

Ethics shape and define the nature of public professions. Therefore, public administrators need to be competent in understanding and dealing with ethical dilemmas and difficult public management issues that have no easy solutions, no right or wrong answers in order to conduct their work effectively and fairly. The ethics portion of the course centers on the dynamic relationships between public professionals and the people, organizations, and society they serve.

#### **Unit I:**

Administrative Ethics as a field of study – Emergence of Administrative ethics – Research and knowledge in Administrative ethics – Ethics education in Public Administration and Affairs – Ethics in In-service training

#### **Unit II:**

Philosophical perspectives in Administrative ethics – Use of philosophy in administrative ethics – The public interest – A teleological approach to administrative ethics

#### **Unit III:**

Context of Administrative ethics – Society's values and individual ethics – governmental ethics and organization culture – Relevance of public ethics to administration and policy

#### **Unit IV:**

Maintaining Ethical conduct – external controls – Codes of ethics – Ethics management in public organizations – ethics management and public trust – administrative corruption – ethical decision making

#### **Unit V:**

Gender differences in administrative ethics – citizenship ethics in public administration – Administrative ethics and democratic theory – Administrative ethics in Nonprofit organizations – Military ethics

### **Recommended Reading**

Terry Cooper, *Handbook of Administrative Ethics*, Marcel Dekker Inc., New York, 2001.

William D. Richardson, *Administrative Ethics in the Twenty-first Century*, Peter Lang Publishing, New York, 2008

## **Course 0922 : Development Administration**

Development administration is concerned with plans, policies, programmes and projects which focuses on nation building and socio-economic development. It aims to achieve socio-economic goals through the talents and expertise of bureaucrats. Development administration has two concepts administration of development and administrative development.

### **Unit - I**

Development Administration – Meaning, Nature and Scope, Importance - Concept of Development Administration - Development Administration and Traditional Administration - Characteristics of Administration in Developed and Developing Countries - Public and Private Sectors and their Administration - Bureaucracy and Development Administration

### **Unit-II**

Concept of development - Changing profile of development administration - 'Antidevelopment thesis' - Bureaucracy and development - Strong state versus the market debate - Impact of liberalisation on administration in developing countries - Women and development - The self-help group movement - Welfare State

### **Unit-III**

Planning – Projects and Plan Formulation - Plan Implementation and Evaluation - Organisation of Planning Agencies: Planning Commission, National Development Council, State Planning Board and Department, Preparation of Five Years Plans - Approaches and strategies - Traditional administration and development - Administration - national and international context

### **Unit-IV**

Social Welfare Administration in India: Institutional Framework and Programmes of Centre and State Governments for the Welfare of Scheduled Castes, Women and Children - Developments in the new states - development planning - strategies for developing backward areas

### **Unit-V**

Agriculture Development Problems and causes for the Backwardness of Agriculture development - Programme and aims of the Centre and State Government for Agriculture Development

## **Recommended Reading**

Fadia, B.L., Public Administration, Sahitaya Bhawan Publication, Agra, 2010.

Goel, S.L., Development Administration – Potentialities and Prospects, Deep & Deep Publications Pvt. Ltd., New Delhi, 2009.

Goel, S.L., Social Welfare Administration, Deep and Deep Publications, New Delhi, 2010.

Heady, Ferral, Public Administration: A Comparative Perspective, Marcel Dekker, New York, 2001.

Jain, R.B., Public Administration in India – 21st Century Challenges for Good Governance, Deep & Deep Publications Pvt. Ltd., New Delhi, 2001,

Laxmikant, M., Public Administration, Tata Mcgraw Hill, New Delhi, 2010.

Ramesh K. Arora, Indian Public Administration, New Age International Pvt. Ltd., New Delhi, 2005.

Sapru, R.K., Development Administration, Sterling Publishers Pvt. Ltd.: New Delhi, 1994.

Sharma, K. Arvind, Bureaucracy and Decentralization, Mittal Publications, New Delhi, 2004.

Weidner Edward, (ed.), Development Administration in Asia; N.C. Duke University Press: Durban, 1970.

## **Course 0923: Human Resource Management**

This course describes the need for Human Resource Development and Human Relations Management in both Public and Private Sector organizations.

### **Unit I :**

Meaning, Nature and scope of Human Resource Development – HRD Policy – Role and Significance of HRD – Techniques of HRD.

### **Unit II :**

Role of HRD Ministry – Role of HR Department in an Organization – Manpower planning – Job Description – Job Analysis and Evaluation – Research and Development of HR – Training and Human Resources Development.

### **Unit III :**

Classical and Neo classical theory of Personnel Management – Human Relations Theory – Equal opportunity and Managing Diversity – Outsourcing.

### **Unit IV :**

Human Resource Management – Independence and Autonomy of Recruitment Agencies – Recruitment and selection – compensation – career planning and Development – Promotion – Separation.

### **Unit V :**

HR counseling and Guidance personnel Behaviour – Motivation and Morale – Performance appraisal Job satisfaction – Grievances and stresses – Employee Counselling – Employee Guidance – Employee Health – Post retirement welfare.

## **Recommended Reading**

B. Chatterjee, Human Resource Management, New Delhi : Starling Publishers, 1999.

David .A. Deceazo, Human Relations, Jersey PH, 1997.

Henry Nicholos, Public Administration and Public Affairs, Pearson, 2012.

Luis R Gomez Mejia, David B Balkn, Managing Human Resources, Pearson (PHI), New Delhi, 2006.

P.C. Tripathi, Human Resource Development, New Delhi : S. Chand & Co, 2000.

## **Course 0924 Public Financial Administration**

This course introduces to the postgraduate student the importance of Financial considerations in all decision-making processes in all organizations, irrespective of their location, size and scope.

### **Unit I :**

Nature, scope and importance of Financial Management – Financial Resources Mobilization - Budgeting - Financial Administration – Accounting and Audit – Training in Financial Administration.

### **Unit II :**

Evolution of financial Administration in India – Fiscal Federalism in India – Fiscal Policy in India – Public Finance and Resource Mobilization – Taxes and Non – Taxes - Public Debt – External Debt – Resources Management – Financial Institutions - Planning

### **Unit III :**

Principles of Public Budgeting and Contemporary Budgeting - Approaches to Budgeting – Budget process – Performance Budgeting – Zero Based Budgeting - PPBS

### **Unit IV :**

Finance Ministry – Department of Accounts and Audit - Delegation of Financial Powers – Comptroller and Auditor General of India - Centre–State financial relations

### **Unit V :**

Public Expenditure in India – Control over the Public Expenditure – Executive, Legislative and Audit control – Committees to control Public expenditures – Public Accounts Committee – Estimates committee – Committee on Public Undertaking

## **Recommended Reading**

A. Damodaran, Corporate Finance : Theory and Practice, New Delhi, John Wiley & sons, 2003.

S.L. Goel, Financial Administration, Deep and Deep Publications, New Delhi, 2002.

Nageshwar Rao and Shukla , M.B., Himalaya Publishing House, Mumbai, 2002.

Prakash. J. , Administration of Public Enterprises in India, Thinkers Library, Allahabad, 2009.

Thavaraj, M.J.K. Financial Administration of India, Sultan Chand, New Delhi, 2003.

## **Semester III**

### **Course 0931 : Public Policy Analysis**

The course intends to make an analysis of the existing public policy. It combines the key principles and analytical framework of public policy. It is involved with formulating policies and proposals. It is determining which of various alternative policies will most achieve a given set of goals in light of the relations between the policies and the goals

#### **Unit I:**

Public Policy- Meaning, Definition and Types- Approaches- Scope and Importance- Requisites of a good Public Policy- Hindrances- Institutional Arrangements for Policy-Making – Reconstruction of Public Policy – Theory and Practice – Methodology for Policy Analysis – Trends in Policy Analysis.

#### **Unit II:**

Policy Makers – Process and Stages – Models in Policy Analysis – System Model – Pressure Group Model – Game Model – Elite Model - Institutional Model – Incremental Model – Dror's Optimal Model

#### **Unit III:**

Policy making in India – Stake holders – citizens – Pressure groups – Political Parties – Election Manifesto – Agencies in Policy making – Policy implementation – Policy evaluation

#### **Unit IV:**

Policies at the National Level - New Economic Policy – Food and Agricultural Policy – Population and Health Policy – Environmental Policy – Science & Technology Policy

#### **Unit V:**

Policies at the regional or State Level – Language Policy in Tamil Nadu – Reservation Policy in Tamil Nadu - Social Welfare Policies in Tamil Nadu – Education Policy

### **Recommended Reading**

Aravind SivaRama Krishnan, Public Policy & Citizenship, Sage Publications, New Delhi, 2011.

Frank Fisher, Handbook of Public Policy Analysis: Theory, Politics and Method, CRC Press, New York, 2007.

Ganapathy, Public Policy and Policy Analysis in India, Sage Publications, Delhi, 1985.

Guy Peters, Handbook of Public Policy, Sage Publications, 2006.

Henry Nicholas, Models of Public Policy Making, Pearson, 2012.

Yehezkel Dror, Public Policy Making re-examined, Transaction Publishers, New Jersey, 2003.

Pradeep Saxena, Comparative Public Policy, Rawat Publications, New Delhi, 1993.

Sapru R.K., Public Policy: Formulation, Implementation and Evaluation, Sterling Publications, New Delhi, 2010.

## **Course 0932 : Indian Administration**

The course intends to explain the functioning of the Central, State and the local government. The various machineries of the government and their role are dealt with in detail. The course aims to narrate and explain the prevalent system and also proposals for improvement. It focuses on the role, functions and defects of the system.

### **Unit I:**

Evolutionary perspective – Kautilya's Administrative State – The Mughal Administration – Administration under the British rule - The Philosophy of the Constitution of India – Salient features in Indian Administration

### **Unit II:**

President – Prime Minister – Council of Ministers – Cabinet Secretariat – Cabinet Committees – PMO – Central Secretariat – Home Ministry – External Affairs Ministry

### **Unit III:**

Centre-State Relations- Constitutional framework – History of reform of Centre-State relations - Governor – Chief Minister – Chief Secretary – State Secretariat – Departments and Directorates – Public Services

### **Unit IV**

District Administration- Duties of the District Collector – Coordination at the district level – District collector and separation of Judiciary - State Public Service Commission.  
Local Government: Rural and Urban Local Government

### **Unit V:**

Issues, Areas in Indian Administration – Generalists Vs Specialists – Sarkaria Commission – Issues of corruption – Gorwala and Appleby Committee – Administrative Reforms Commission – Globalisation and Indian Administration – E-governance

### **Recommended Reading**

Durga Das Basu, Introduction to the Constitution of India, S. C. Sarkar, Delhi, 2008.

Hansraj, Public Administration in India, Surjeet Publications, New Delhi, 2009.

S.R.Maheshwari, Indian Administration, Orient Blackswan Pvt Ltd, New Delhi, 2004.

R.P. Joshi, Panchayat Raj in India, Rawat Publications, Jaipur, 2011.

Pylee. M.V., Constitutional Government in India, S. Chand & Co. Ltd., New Delhi, 2012.

Ramesh K. Arora, Indian Public Administration, New Age International Ltd., New Delhi, 2011.

A.R.Tyagi, Public Administration: Principles & Practice, Atma Ram and Sons, Delhi, 2007.

## **Course 0933 : Western Administrative Systems – I (U.K, USA)**

A comparative study of the constitutions of the Western countries namely U.K. and the U.S.A will enable the students to learn about the functioning of the various forms of governments, to form an opinion as to which of the political systems is worth adoption and which circumstances are congenial to the blossoming of a particular system.

### **Unit I:**

Growth of the English constitution – Sources of the English constitution – Salient features of the English constitution – Conventions of the constitution - Rule of law – exceptions to the rule of law – Crown – distinction between the king and the crown

### **Unit II:**

The cabinet – The Prime Minister - Privy council – The civil service – The British Parliament – Sovereignty of Parliament – The House of Commons - The House of Lords - The British Judiciary

### **Unit III:**

The Constitution of U.S.A. - Amendment of the Constitution – Criticism of the Amendment procedure - The American Presidency - The American Cabinet – Position of the Cabinet

### **Unit IV:**

The Congress – The House of Representatives – The Senate – The congress at work – process of law making – the budget – Committee system – Kinds of committees – standing committees – pressure groups and lobbying

### **Unit V:**

The federal judiciary – The Supreme court – Judicial Review - inferior federal courts – federal courts of appeals – District courts – special federal courts - Political parties - Democrats Vs Republicans – Peculiar characteristics of the American Party System – New Independent Third Parties

## **Recommended Reading**

Judith Bara, *Comparative Politics*, Sage Pub., New Delhi, 2009.

A.C. Kapur, *Select Constitutions*, S. Chand & Co., New Delhi, 1989.

Subrahmanian. N, *A History of the U.S.A.*, Ennes Publications, Chennai, 2006.

Vishnoo Bhagwan, *World Constitutions a Comparative Study*, Sterling Publishers Pvt. Ltd., New Delhi, 2010.

## **Course 0934 : Asian Administrative Systems – I (Japan, China)**

A comparative study of the constitutions of the Asian countries namely Japan and China will enable the students to learn about the functioning of the various forms of governments, to form an opinion as to which of the political systems is worth adoption and which circumstances are congenial to the blossoming of a particular system.

### **Unit I:**

Introduction – Development of Japan's constitution - Feudalism – Salient features of the Japanese Feudal system - Post feudal period – Salient features of the Meiji constitution – Written constitution – Sovereignty of the people – rigid constitution – renunciation of war – limited monarchy – parliamentary government – Unitary government – Bicameral system – end of dualism – Fundamental rights – independent judiciary – adult suffrage – supreme law – local autonomy

### **Unit II:**

Fundamental rights – kinds of rights – an evaluation – duties – Japanese Executive – the emperor – succession to the throne – powers of the emperor – the position of the emperor – the cabinet of Japan – Prime Minister of Japan – The Diet – The Judiciary – Supreme court – The lower courts - Political parties – General elections

### **Unit III:**

The birth of the people's Republic of China – framing of the constitution – cultural revolution – constitutions of 1975, 1978 and 1982 – Specific rights of Chinese citizens – Duties of Citizens – constitutional structure of China – National people's congress – Legislative functions – Elective functions – Executive functions – Judicial functions – Financial functions – The President of China – The state council – The premier

### **Unit IV:**

The Judicial system – Supreme people's court – The people's procuratorates – Local people's procuratorates – independence of procuratorate system – functions – salient features of the judicial system in China – Rights and duties - Democratic centralism – its working – democratization of the state power

**Unit V:**

The Communist party of China – organisation of the party – national party congress – central committee – politburo – party as governor – how the party controls the government – Current Trends

**Recommended Reading**

Johari, J. C., *New Comparative Government*, Lotus Press, New Delhi, 2010.

Vishnoo Bhagwan, *World Constitutions a Comparative Study*, Sterling Publishers Pvt. Ltd., New Delhi, 2010.

## **Semester IV**

### **Course 0941 : Administrative Law**

This paper helps the students to understand the various characteristics of Administrative Law. The body of law that governs the administration and regulation of government agencies. It encompasses the procedures under which these agencies operate as well as external constraints upon them. Administrative law is considered a branch of public law and is often referred to as regulatory law.

#### **Unit I:**

Evolution - Nature and scope of Administrative Law - From a laissez faire to a social welfare state - State as regulator of primary interest - State as provider of services Other functions of modern state - relief, welfare - Evolution of administration as the fourth branch of Government - Necessity for delegation of powers on administration - Rule of Law and Administrative Law - Definitions of Administrative Law - Scope of Administrative Law

#### **Unit II:**

Delegated Legislation: Theory of separation of power – Types, advantages and limitations – Safeguards – Control over delegated legislation – Legislative and judicial procedure

#### **Unit III:**

Statutory tribunal – Meaning, Characteristics and growth – Limitations and methods of ensuring effectiveness – Administrative tribunals in India – Courts and administrative tribunals – Administrative tribunals and natural justice – rule against bias – the right to fare hearing

#### **Unit IV:**

Administrative discretion – Classification of administrative actions – Judicial control over administration – constitutional remedies: Writs – Ordinary remedies – restriction on remedies

**Unit V:**

Ombudsman in India – Lokpal and Lokayuktha – central vigilance commission – people's participation in judicial administration – role of public interest litigation

**Recommended Reading**

Basu. D.D., Administrative Law, Prentice Hall, New Delhi, 1986.

De Smith, Judicial Review of Administrative Action, Sweet and Maxwell, London, 2006.

Griffith and Street, Principles of Administrative Law, London, 2006.

Jain and Jain, Principles of Administrative Law, Wadhawa Publication, Nagpur, 2008.

Massey, I.P., Administrative Law, Eastern Book Company, Lucknow, 2008.

Sathe. S.P., Administrative Law, Butterworths, New Delhi, 2000.

Wade H.W.R., Administrative Law, Oxford University Press, India, 2005.

## **Course 0942 : Public Enterprise Management**

Public enterprises assume great importance especially in developing countries like India. These enterprises are considered to be a powerful engine of economic development and an important instrument of attaining the widely cherished goal of a socialist society. These are set up to meet the immense task of facilitating industrial development in the country in a manner that no region is left behind in the process.

### **Unit I:**

Meaning & Nature of Public Enterprises – Need, Role and rationale of Public Enterprises in the Public sector Economy – Growth of Public Enterprises in India- Public Vs Private Enterprises

### **Unit II:**

Types of Public Enterprises: Government Corporations, Government Companies, Joint Stock Companies, Departmental Undertakings – Management of Public Enterprises – Board of Directors – Chief Executives

### **Unit III:**

Personnel Management: Recruitment, Deputation – Industrial Management Pool – Public Enterprises Selection Board, Training – Financial Management – Pricing Policy

### **Unit IV:**

Accountability and responsibility of PEs – PE and Parliament – Autonomy of PEs and its problems – Changing role of public sector in the context of Globalisation and Liberalisation

### **Unit V:**

Performance of PEs – Contribution of PEs to economic growth of India – Navaratnas in PEs – Reforms related to PEs – Recent trends

### **Recommended Reading**

Gupta, K.R., Public Enterprises: Economics and Management, Vol. 1 & 2, Atlantic publishers and distributors Pvt. Ltd., New Delhi, 2011.

Laxmi Narain, Principles and Practice of Public Enterprises, Chand and Co., New Delhi, 2001.

Mathur. B.P., Public Enterprise Management, Macmillan, New Delhi, 1999.

Vittal. N., Public Sector Governance and Management, Vikas Publishing House Pvt. Ltd., New Delhi, 2001.

## **Course 0943 : Western Administrative Systems – II (France, Russia, Switzerland)**

A comparative study of the constitutions of the Western countries namely France, Russia and Switzerland will enable the students to learn about the functioning of the various forms of governments, to form an opinion as to which of the political systems is worth adoption and which circumstances are congenial to the blossoming of a particular system.

### **Unit I:**

France – The historical background – The French revolution - Nature of the constitution – The French Executive – The President – The Prime Minister – The Council of Ministers – The French parliament – The French Judiciary – Local government in France - Political parties in France

### **Unit II:**

Historical background – Constitution - Constitutional amendments - President of the Russian federation - Federal Assembly – State Duma - Judiciary – Constitutional court – Its powers – Supreme court of Russian federation –Supremacy of constitutional law – Inter State Association

### **Unit III:**

Introduction – The constitution - A federal form of government – Democratic character of the Swiss government – liberalism – Swiss constitution and citizen's rights – plural executive – secondary position of the judiciary – Bicameral legislature – The Federal parliament

### **Unit IV:**

The Swiss executive – urbanization and functions of the council – functions of federal council – judicial – the civil service in Switzerland – The federal secretariat – The federal Judiciary – The federal tribunal, composition and organisation – Seat of the tribunal, its working, its jurisdiction – original jurisdiction – appellate jurisdiction – as guardian of the constitution

**Unit V:**

Direct democracy in Switzerland – Landsgemeinde – referendum - Political parties in Switzerland – Cantonal parties – interest groups – characteristics of pressure groups in Switzerland – The cantonal government – The Landsgemeinde – the Landrat – the Regierungsrat – representative cantons – the great council – Cantonal executive – Cantonal judiciary – Other local units

**Recommended Reading**

U.N. Gupta, *Select World Constitutions*, Vol. I & II, Atlantic Publishers, 2009

Johari, J. C., *New Comparative Government*, Lotus Press, New Delhi, 2010.

Vishnoo Bhagwan, *World Constitutions a Comparative Study*, Sterling Publishers Pvt. Ltd., New Delhi, 2010.

## **Course 0944 : Asian Administrative Systems – II (Malaysia, Indonesia, Singapore)**

A comparative study of the constitutions of the Asian countries namely Malaysia, Indonesia and Singapore will enable the students to learn about the functioning of the various forms of governments, to form an opinion as to which of the political systems is worth adoption and which circumstances are congenial to the blossoming of a particular system.

### **Unit I:**

Introduction – History of Malaysia – British Colonization – World War II – Federal constitutional elective monarchy – King – Constitution – Parliament – Bicameral - Dewan Negara (Upper House or House of Senate) – Dewan Rakyat (Lower House or House of Representatives) – Multi-party system – Federal and State Legislatures – Executive – Prime Minister – Qualification – Power – Tenure - Cabinet

### **Unit II:**

Judiciary – Federal court – Court of Appeal – High courts – sessions courts – Magistrates' Courts – Courts for children – Legal system – English common Law – Internal Security Act – ASEAN – OIC – NAM - Introduction – History of Indonesia – Colonial Era

### **Unit III:**

Presidential system – President – Qualification – Tenure – Powers – Vice-President - 1945 constitution of Indonesia – Council of ministers – Cabinet - People's Representative Council – Regional Representative Council – Reforms since 1998 – State Court (Pengadilan Negeri) – High Court (Pengadilan Tinggi) – The Supreme Court (Mahkamah Agung) – State Administrative Court – Constitutional court – Religious court

### **Unit IV:**

Provinces – regencies – cities – districts – village groupings – ASEAN – OIC – NAM - Introduction – History of Singapore – Colonial Era – Parliamentary Republic – Unicameral legislature - Representative democracy – Legislative process – Constitution - Prime Minister – Powers – Functions

**Unit V:**

President - Tenure – powers – functions - Cabinet - People's Action Party – Members of Parliament - English Common Law – Supreme Court - Public Order Act 2009 – Market-based economy – ASEAN

**Recommended Reading**

Dana, Singapore, Marshall Cavendish, Singapore, 2004.

Edmund T. Gomez, Politics in Malaysia, Routledge, New York, 2007.

Harold A. Crouch, Government and Society in Malaysia, Cornell University Press, 1996.

Leo Suryadinata, Elections and Politics in Indonesia, Institute of Southeast Asian Studies, Singapore, 2002.