

CMJ UNIVERSITY

SYLLABUS FOR B.A.PUBLICADMINISTRATION

I-Year

- BPA 11 - Principles of Public Administration
- BPA 12 - Modern Administrative Systems
- BPAAL 11 - Human Rights Administration.

II – Year

- BPA 21 - Indian Administration BPA
- BPA 22 - Administrative Thought
- BPAAL 21 - Environment Administration

III – Year

- BPA 31 - Public Personnel Administration
- BPA 32 - Public Financial Administration
- BPA 33 - Development Administration
- BPA 34 - Administrative Law
- BPA 35 - Local Government and Administration in India

Principles of Public Administration

Block I:

Meaning, Nature and Scope of Public Administration – Public Administration and Private Administration – Public Administration Arts, Science or both – Public Administration and its relations with other Social Sciences – Approaches to Public Administration.

Block II:

Organisation – Bases of organization – Principles of Organisation – Hierarchy– Span of control – Unity of command – Delegation of Authority – Co-Ordination – Integration Vs Disintegration – Centralisation Vs Decentralisation.

Block III:

Chief Executive – Types of Chief Executive – Line, Staff and Auxiliary Agencies – Departments – Public corporations- Independent Regulatory commissions – Boards and commissions – Field Vs Head Quarters.

Block IV:

Meaning and nature of Management- Planning – Decision-making – Communication Supervision – Leadership – Public Relations

Block V:

Control over Public Administration – Legislative control – Executive - Judicial.

Books Recommended:

1. Avasthi, A. and Maheswari, S.R. - Public Administration
2. Tyagi, A.R. - Principles and Practice of Public Administration
3. Vishnoo Bhagwan and Vidya Bhusan - Public Administration, S. Chand & Co., New Delhi 1994.
4. Bhambhri, C.P. - Public Administration – Theory and Practice, Jain Prakash, Nath & Co., Meerut, 2002
5. White - Public Administration, S. Chand & Co., New Delhi, 1994.

Modern Administrative Systems:
(UK, USA, FRANCE and SWISS)

Block I:

State and its Nature- State and Government – Sovereignty – Division of powers – Unitary state – Federal State- Constitution and its classifications- Written and Unwritten – Flexible and Rigid – Parliamentary and Non-Parliamentary form of Government-

Block II:

UK - Salient features of the constitution – conventions- Powers and Position of the Monarch- Prime Minister – Council of Ministers- Parliament- Process of Law making- Judiciary – Rule of Law- Party System-

Block III:

USA - Salient features of the Constitution – Federal System- Separation of Powers – President and American Cabinet – Congress Committee System – Law making- Supreme Court – Judicial Review- Party System.

Block IV:

France - Main features of the Constitution- President of the Republic – Prime Minister- Parliament- law making Procedure- Judiciary- Administrative Law – Party System.

Block V:

Swiss- Main features of the Constitution- Federal Council – Federal Assembly- Federal Tribunal- Direct Democracy- Party System-

Books:

1. Kapoor, A.C.,- Modern Constitutions, S.Chand and Co, New Delhi, 1992.
2. Mahajan, V.D., - Modern Governments, New Delhi, 1992.
3. Vishoo Bhagwan and Vidya Bhusan – World Constitutions, Sterling Publishers Pvt. Ltd.,
4. Ridley and Blondel- public Administration in France.
5. Blondel, S.,- Comparative Governments.
6. Johari, J.C.,- Comparative Government and Politics.

HUMANRIGHTSADMINISTRATION

BlockI:

Meaning , nature and scope of Human Rights- Theories of Human Rights and Human Duties – Need for the study of Human Rights-

BlockII:

Indian Constitution and Human Rights- Fundamental Rights- Directive Principles of State Policy- Constitutional Remedies of Human Rights-

BlockIII:

United Nations and Human Rights- Universal Declaration of Human Rights (UDHR) National Commission on Human Rights- State Human Rights Commission – Human Rights Courts.

BlockIV:

Communal violence in India – Violation of Women’s rights – Violation of Child Rights - Suspension of Human Rights during Emergency-

BlockV:

Human Rights and Civil Society Organisations – Promotion of Human Rights – Challenges to Human Rights – Human Rights and Global perspectives-

RecommendedBooks:-

1. Dr.Maharaj Begum - Human Rights in India- Issues and Perspectives, APH Publishing Corporation, New Delhi, 2000.
2. Mehta, P.L., and Neena Verma – Human Rights under Indian constitution, Deep & Deep Publications, New Delhi, 1999
3. Vinod Sharma- Human Rights violation – A Global Phenomenon, APH Publication, New Delhi, 2002.
4. Arun Kumar Palai- National Human Rights Commission of India, Atlantic Publisher, 1999.

Indian Administration

Block-I:

Evolution of Indian Administration - Constitutional Framework- Federal Structure – Parliamentary Democracy.

Block-II:

President – The Prime Minister – The Council of Ministers – Cabinet Committees – Cabinet Secretariat – Central Secretariat – PMO Ministers and Departments – Ministry of Home Affairs – Defence – External Affairs – Planning – Minister – Secretary relationship.

Block-III:

All India Services and Central Services- UPSC- Staff selection Commission- Central Vigilance Commission- Reform of Civil Services - Lokpal – Lokayukta- Administrative reforms.

Block-IV:

State Administration – Governor- Chief Minister- Council of Ministers- State Secretariat- State Public Services- Public Service Commission - Planning machinery at the State Level – Centre – State Administrative Relations.

Block-V:

District Administration- District Collector – District Development Council- District Revenue Officer- Revenue Divisional Officer- Tahsildar- Revenue inspector – Village Administrative Officer.

Books:

1. Maheswari, S.R.,-Indian Administration, Orient Longman, New Delhi, 1989.
2. Arora, Ramesh, K., and Rajini Goyal., - Indian Public Administration – Institutions and issues, Wishwa Prakashan for New Age International (P) Ltd., New Delhi., 2001
3. Sing, Hoshiar and Mohinder Singh- Public Administration in India, Sterling Publications, New Delhi, 1989.
4. Singh, Hoshiar, - Indian Administration, Sterling Publications, New Delhi, 1989.
5. Chaturvedi, T.N.,- State Administration in India.

Administrative Thought

Block-I:

Dicotomy Theorists

Woodrow Wilson
Frank Goodnow.

Block-II:

Classical Theorists

F.W. Taylor, Henry Fayal, Luther Gulick

Block-III:

Bureaucratic Theorists

Max Weber, Karl Marx

Human Relation Theorists

Elton Mayo, M.P. Follet

Block-IV:

Behavioural Theorists

Chester I. Bernard
Herbert A. Simon
Rensis Likert.

Block-V:

Motivation Theorists

Frederick Herzberg
Douglas Mc Gregor
Abraham Maslow

Books:

1. Ravindra Prasad., D.V.S., Prasad & P.Sathya Narayana- Administrative Thinkers, Sterling Publishers, New Delhi, 1989.
2. Singh, R.N., - Management Thought and Thinkers, S.Chand & Co., New Delhi, 1977.
3. Pugh, D.S.,- Organization Theory.

Block-I:

Environmental Administration

Importance of Environmental Administration- Environmental Degradation:
Nature and Dimensions – India's concern for Environmental Protection.

Block–II:

Causes of Environmental Pollution- Sources and effects of Pollution – Types of Pollution - Water Pollution- Air Pollution- Noise pollution- Tourism and Environment.

Block–III:

Environmental Policy- Pre-Independence period - Post- Independence period-
Environmental Information System (ENVIS) Evaluation of Environmental Policy.

Block–IV:

Environmental Law - Constitutional aspects of Environmental Law - Statutory control of Environmental Pollution.

Block–V:

Judicial Response- Public Interest Litigation and Environment Protection- New trends in Judicial Approach- Strategies for Environment Management.

Books:

1. Kailash Thakur- Environmental Protection- Law and Policy in India, Deep & Deep Publications, New Delhi, 1999.
2. Ghaliatwal, G.R.,- Encyclopedia of Environmental Management.
3. Sagne, R.K.,- Environmental Management.
4. Santha Kumar- Environmental Law.

Public Personnel Administration

Block-I:

Nature and Scope of Public Personnel Administration- Bureaucratic- Aristocratic and Democratic Personnel Systems and their merits and demerits.

Block-II:

Public Service- Tenure System- Merit System- Spoil System- Merit and demerits- Position classification- Organisation and methods.

Block-III:

Recruitment- Problems of recruitment- Methods of recruitment – Direct / Indirect Recruitment.- Appointment and Probation ARC's recommendations.

Block-IV:

Training- Objectives of training- Types of training- Training for Public services in India- Promotion -Principles of Promotion- Transfer Retirement- Retirement benefits.

Block-V:

Conduct and Discipline-Morale- Employer- Employee Relations- Employee Associations- Whitley Council- Integrity in Administration.

Books:

1. Goel,O.S.R.,- Public Personnel Administration.
2. Rudrabasavraj- Dynamic Personnel Administration- Management of Human Resources.
3. Negro, Felix,A- Public Personnel management.
4. Torpey, W.G.,- Public Personnel Management.
5. Sapru, R.K.,- Civil Service Administration in India.

Public Financial Administration

Block-I:

Nature, Importance and Scope of Public Financial Administration – Evolution of Financial Administration in India.

Block-II:

Budget – Meaning and Principles – Types of Budget - Finance Ministry – Budget Preparation – Enactment and Execution of the Budget.

Block-III:

Accounting and Auditing – Separation of Accounts from Audit – Comptroller and Auditor General of India – Control over Public Expenditure in India.

Block-IV:

Financial Committees – Public Accounts Committee – Estimates Committee – Committee on Public Undertakings – Finance Commission – Planning Commission

Block-V:

Aspects of Fiscal Federation in India – Resource Mobilization – Tax and Non-Tax sources – Tax Administration in India – Centre - State Financial relations.

Books:

1. Goel S.L – Public Financial Administration – Deep and Deep New Delhi; 2002
2. Thavaraj M.J.K. – Financial Administration in India – S.Chand & Co New Delhi; 1992
3. Mukherjee, S.S. – Financial Administration in India – Surjeet Publications, New Delhi; 1992.
4. Burkhat – Budgeting System in India

Development Administration

Block-I:

Meaning – Nature and Scope of Development Administration – Traditional Public Administration and Development Administration – Approaches to Development Administration

Block-II:

Bureaucracy and Development Administration – Development Planning – Training for Development – People's participation.

Block-III:

District Administration – its relationship with functional departments – Changing role of the District Collector – New Panchayat Raj – 73rd and 74th Amendments – Rural and Urban Development Programmes.

Block-IV:

Area Development Programme – Tribal Development Programme – Agricultural Developmental Programme – Educational Developmental Programme – Role of NGO's in Development Administration.

Block-V:

Development Administration in the International Context – The role of UNO and allied agencies – IBRD – ADB – IMF.

Books:

1. Riggs, F.W – Frontiers of Development Administration
2. Chatterjee – Development Administration – S.Chand & Co, New Delhi (1990)
3. Sapru, R.K. – Development Administration, Sterling Publications, New Delhi; 2002
4. Verma, S.P. and Sharma S.K. – Development Administration
5. Singh, Swindar – Development Administration

Administrative Law

Block-I:

Meaning, nature and scope of Administrative Law – Constitutional Law and Administrative Law – Growth of Administrative Law

Block-II:

Executive and Administrative Law – Classification of Administrative Actions – Administrative Discretion

Block-III:

Legislature and Administrative Law – Delegated Legislation – Control over Delegated Legislation

Block-IV:

Judiciary and Administrative Law – Judicial and Quasi-Judicial Functions – Administrative Tribunals – Judicial remedies

Block-V:

Government Control over Public Authorities – Statutory Inquiries – Ombudsman – Lok Pal and Lok Ayukta

Books:

1. Durga Das Basu – Administrative Law, Prentice Hall of India Pvt Ltd., New Delhi, 1986
2. Takwani, C.K. – Lecturers on Administrative Law, Eastern Book Company, Lucknow, 2001
3. Kesari, U.P.D., - Lecturers on Administrative Law

Local Government and Administration in India

Block-I:

Nature, scope and importance of Local Administration – Evolution of Local Government in Independent India – Balwant Roy and Ashok Mehta Committee Reports – 73rd and 74th Amendment Acts – Bhuria Committee Recommendations.

Block-II:

Organization Structure and Functions of Rural Local Government – Personnel Administration – Financial Powers – Control and Supervision over Rural Local Bodies

Block-III:

Organization Structure and Functions of Urban Local Government – Personnel Administration – Financial Powers – Control and Supervision of Urban Local bodies

Block-IV:

Rural and Urban Development Programmes – Employment and Poverty Alleviation Programmes – Urban Development Schemes – Housing, water supply and sanitation schemes

Block-V:

Role of District Collector in Development Administration – Role of DRDA – Priorities for weaker sections in Rural Areas in Socio-economic Development.

Books:

1. Maheswari, sriram – Local Governments in India, Lakshmi Narayan Agarwal, agra, 1997
2. Amarendra – Poverty, Rural Development and Public Policy, Deep and Deep Publishers, New Delhi 1998
3. Mathur, B.L. – Rural Development and Co-operation, RBSA Publishers, Jaipur
4. Dhaliwal, S.S. – Municipal Administration, Deep and Deep Publishers, New Delhi, 1990
5. Bhargava, B.S. and Rama Rao – Indian Local Government-A Study, Minerva Associates, New Delhi 1978
6. Gandhi, M.K. – Panchayati Raj, Navjivan Publishers, Ahmedabad, 1994