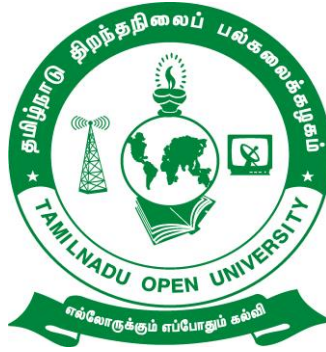


**Master of Arts in Public Administration  
M.A., Public Administration**

**Programme Project Report & Detailed Syllabus  
Semester Pattern  
Academic Year 2021 onwards**



**தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்**

**Tamil Nadu Open University**

**Department of Public Administration**

**School of Politics and Public Administration**

**(A state open University Established by Government of Tamilnadu,  
Recognized by UGC & DEB, Member in Asian Association of Open  
Universities & Association of Commonwealth Universities)**

**Tamilnadu Open University**

**577, Anna salai, Saidapet**

**Chennai - 600015**

**Tamilnadu, India**

**Website: [www.tnou.ac.in](http://www.tnou.ac.in)**

**September 2020**

**TAMIL NADU OPEN UNIVERSITY**  
**SCHOOL OF POLITICS AND PUBLIC ADMINISTRATION**  
**Board of Studies Members list**

**Chairman**

**Dr. R. Mathaiyan**

Professor,  
Department of Public Administration,  
Institute of Distance Education,  
University of Madras,  
Chennai-600 005.  
Mobile No: 9444256817  
Email: [mathaiyan@gmail.com](mailto:mathaiyan@gmail.com)

**Internal Faculty Member**

**Dr. R. Arumugam**

Assistant Professor in Political Science  
& Public Administration,  
School of Politics and Public  
Administration,  
Tamil Nadu Open University,  
Chennai – 15.  
Mobile No:8695004048/7904606667  
Email:arumugamrspm2017@gmail.com

**Member Subject Expert**

**Dr. D. Devanathan**

Professor,  
Department of Politics & Public  
Administration,  
Anna Malai University. TamilNadu.  
Mobile No:9994909774  
Email: [devanathanphd@gmail.com](mailto:devanathanphd@gmail.com)

**Member Subject Expert**

**Dr. S. Marcelin Pushpa**

Associate Professor & Head  
Department of Public Administration  
Anna Adarsh College for Women  
Chennai – 600 040.  
Mobile No:9840199992  
Email: [smarcy16@gmail.com](mailto:smarcy16@gmail.com)

**Member Subject Expert**

**Dr. T. Krishnakumar**

Associate Professor,  
Department of Political Science,  
Presidency College,  
Kamaraj Salai, Triplicane, Chennai-  
600 005  
Mobile No:9444696977  
Email: [thangakrish@Yahoo.co.in](mailto:thangakrish@Yahoo.co.in)

**Member Subject Expert**

**Dr. D. Ramakrishnan**

Professor & Head,  
Department of Political Science,  
School of Social Sciences,  
Madurai Kamaraj University  
Palkalainagar, Madurai – 625 021.  
Mobile No:9443862648  
Email :drramkirkj@gmail.com

**Member Subject Expert**

**Dr. M. B. Pavithra**

Assistant Professor,  
No.6, Old No.15A, 'P' Block,  
18<sup>th</sup> Extension, Anna Nagar,  
Chennai – 600 040.  
Mobile No: 9941085934  
Email: ptra\_in @Yahoo.com

**Member Subject Expert**

**Dr. R. Nithya**

Assistant Professor,  
Department of Human Rights,  
Ethiraj College,  
Chennai – 600 008.  
Mobile No:9940632747  
Email:rpnithya @ gmail.com

**Industrialist**

**Dr. P. Kanagaraj**  
**(Civil Service Coaching Expert)**  
Associate Professor & Head,  
Department of Political Science,  
Govt. Arts College,  
Coimbatore.  
Mobile No. **9443935919**  
Email: [iasips2011@gmail.com](mailto:iasips2011@gmail.com)

**Member Alumni**

**Mr.S.Rajendran, M.A., M.Phil.,**  
Assistant, Dept. of Survey and  
Settlement,  
1/92 Mariyamman Kovil Street,  
Madhanam & PO, Sirkali TK  
Nagapattinam Dt.  
Pincode: 609 104.  
Mobile No.9786505155  
Email: [rajusurvey2006@gmail.com](mailto:rajusurvey2006@gmail.com)

**Member Alumni**

**Mr.S.Thangaraj, M.A., M.Phil.,**  
Head Master,  
No.129B, Maniyammal illam,  
7<sup>th</sup> Street, Goplapuram,  
Dindivanam - 604 001.  
Mobile No:7010163384  
Email:  
[thangarajs2661971@gmail.com](mailto:thangarajs2661971@gmail.com)

**Student on Roll**

**K.C.M. Thirumaalan Sarravanan**  
1/1A, F3, Dhanam Flats,  
EgappanNaickan Street,  
Vanasakthi Nagar, Tower Road,  
Kolathur, Chennai - 600 099.  
Mobile No:9789959418  
Email: [thiruviveka15@gmail.com](mailto:thiruviveka15@gmail.com)

**Student on Roll**

**Mrs. D. Revathi**  
**M.A Public Administration**  
No.8A, Velleri, Thangal Lane,  
Rajamangalam, Villivakkam,  
Chennai - 600049.  
Mobile No: 96000088126  
Email: [d@tnmgrmu.ac.in](mailto:d@tnmgrmu.ac.in)

**TAMIL NADU OPEN UNIVERSITY**  
**School of Politics and Public Administration**

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**Programme Name & Code: PG PUBLIC ADMINISTRATION (MPAS)**

**1. Programme Objectives:**

While studying M.A. Public Administration, the learners will be able

PO1: To trace the knowledge about and the ability to bridge public administration theory, research and practice

PO2: To develop students for leadership and scholarship by educating them in areas of public policy and governance

PO3: To examine the comparative public administration and development administration

PO4: To recognize the orientation for future research prospects.

PO5: To interpret the incorporation, advancement and reliance on public service ethics in decision-making processes

**2. Programme Outcomes:**

After the completion of M.A. Public Administration, learners will be able to:

POC1: Theoretical and practical underpinnings about public administration theories research and practices.

POC2: Analytical and critical thinking skills and aptitude required to serve and address the public issues and concerns.

POC3: An understanding of the ethical basis for public services and governance.

POC4: Communicate and interact productively with a diverse social groups and citizenry.

POC5: Prepare for higher order of thinking and analysis in different research areas of public administration.

POC6: Rigorous critical analysis skills to inform evidence-based public and community problem-solving and decision-making processes in changing contexts

**3. Programme specific Outcomes:**

The programme specific outcomes of M.A. Public Administration is to

PSO1: Analyze the operations and procedures of public sector and non-profits organization.

PSO2: Develop skills and aptitude in managing a public sector or non-profit organization.

PSO3: Apply the theories and practices of accounting and budgeting in government and non-profits.

PSO4: Demonstrate ethical concerns while serving in the public sector.

PSO5: Recognise the research temperament to address the current issues and problems in public administration.

PSO6: Identify diverse stakeholders and utilize effective communication to engage them.

**Relevance of the Programme with HEI's Mission and Vision:** The Programme M.A Public Administration is offered to meet current demands of the civil service aspirants and to create awareness on the other public service aspects to the society. This programme aims to creating equity in education by providing opportunity to rural people for whom higher Education in unreachable.

**Nature of prospective target group of Learners:** Master of Arts (Public Administration) is meant for students who have completed a Degree Programme from recognized University. The course has been designed keeping in mind the individuals who are in public service and the students who are interested in public administration and civil services.

**Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence:** The master's degree programme in Public Administration has a lot of scope in the Civil Service Examinations. As outcomes of the programme, students may gain knowledge in the Indian, Personnel and Financial Administration aspects. The student further acquires the knowledge of Principles of Management, Administrative Thinkers, Administrative Law and Environmental Administration which will help the students to become a good administration.

**Instructional Design:** The Curriculum and the Syllabus for Master of Arts in Public Administration Programme has been designed to provide the recent developments in Public Administration, has been included in the enriched M.A, (Public Administration) Syllabus to meet out the present day needs of academic and Research, Institutions, and Industries. The course for the degree of Master of Arts in Public Administration shall consist of two years (Four Semester) and the medium of instruction is English and Tamil.

The Master of Arts in Public Administration Programme is offered through the Learner Support Centres established by TNOU in the affiliated Arts and Science College, where the same Programme is offered through Conventional Mode. The Faculty Members available at Department of Public Administration, School of Politics of Politics and Public Administration of Tamil Nadu Open University and the faculties approved as Academic Counselors of TNOU at Learner Support Centres will be used for delivering the Master of Arts Degree Programme in Public Administration. The credits systems suggested as per UGC-ODL Regulations-2020 have been assigned to The Master of Arts in Public Administration Programme. The total number of credit assigned for the Programme is 72. The Self Learning Materials in the form of print, e-content and audio/ video materials wherever required has also been developed for the Programme.

**Procedure for admissions, curriculum transaction and evaluation:** The Eligibility for an Admission to the Master of Arts in Public Administration is any bachelor's degree from recognised University (10+2+3 pattern). The Programme Fee is Rs.7,600/- for two years, and Registration and other Charges. The admission is carried out by Tamil Nadu Open University and through its Regional Centres located within the State of Tamil Nadu. The Theory Counselling and the Practical Counselling will be conducted through the Learners Support Centres of Tamil Nadu Open University. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Assignment and External Assessment through Term End Examination.

**Financial Assistance:** SC/ST Scholarship available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically challenged/ differently abled persons.

**Policy of Programme delivery:** The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

**Evaluation System:** Examination to Master's degree Programme in Public Administration is designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

**Continuous Internal Assessment (CIA):** Assignment: 1 assignment for 2 credits are to be prepared by the learners. E.g. If a Course is of Credit 6, then 3 number of Assignments are to be written by the learner to complete the continuous assessment of the course. Assignment carries 30 Marks (Average of Total no of Assignment), consists of Long Answer Questions (1000 words) for each Course.

**Theory Examination:** Students shall normally be allowed to appear for theory examination by completing the Assignment. The Term -End Examination shall Carry 70 marks and has PART: A and B and will be of duration 3 hours.

## QUESTION PATTERN FOR THEORY EXAMINATIONS

**Time: 3 hours**

**Maximum marks: 70**

### **PART - A (5 X 5 = 25 marks)**

**Answer any five questions out of eight questions in 300 words.**

**All questions carry equal marks**

1. From Block- I
2. From Block - II
3. From Block - III
4. From Block- IV
5. From Block– V
6. From any Block
7. From any Block
8. From any Block

### **PART - B (3 X 15= 45 marks)**

**Answer any Three questions out of Five questions in 1000 words.**

**All Questions Carry Equal Marks**

9. From Block- I
10. From Block - II
11. From Block - III
12. From Block- IV
13. From Block– V

**Passing Minimum:** For Theory Examination: - The candidate shall be declared to have passed the examination if the candidate secures not less than 32 marks in the University examination in each theory paper and overall 50 percent in both Term End Examination and Continuous Internal Assessment (Assignment) taken together.

**Classification of Successful Candidate:** Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class.

**Requirement of laboratory and Library Resources:** The Programme will be offered through the Learner Support Centre (LSC) maintained by Tamil Nadu Open University. The LSC's have the required infrastructural facilities to conduct the Counselling for the students who wish clear their doubts and also, they are having well equipped laboratory facilities relevant to the master's degree Programme in Public Administration. A well-equipped Library is available in the University Headquarters with about 24,000 books and lot of research journals. The Learners Support Centre through which the Degree Programme is to be offered is also equipped will a full-fledged library having books and journals related Public Administration.

**Cost estimate of the Programme and the provisions:**

(Cost Estimate shall be filled subject to approval of the Finance Committee of the TNOU)

	<b>Details</b>	<b>Amount in Rs.</b>
1.	Programme development and launching cost (Expenditure)	24,46,400
2.	Programme Fee charged for 2 years per student (Income)	7,600
3.	Examination Fee charged for 2 years (Income) per student	1500
4.	Examination expenses per student for 2 years per student (Expenditure)	3,600



## Structure of the M.A., Public Administration Programme (Semester Pattern)

Sem	L/C/ A/O	Course Title	Course code	Credits	Evaluation		
					Internal	External	Total
<b>I</b>							
	C1	Administrative Theory	MPAS - 11	6	30	70	100
	C2	Administrative Thinkers	MPAS - 12	6	30	70	100
	C3	Modern Administrative System (UK, USA, France and Switzerland)	MPAS - 13	4	30	70	100
	C4	Police Administration	MPAS - 14	4	30	70	100
	E1	Indian Constitution	MPAS - 15	2	30	70	100
<b>II</b>				<b>22</b>			
	C5	Principles of Management	MPAS - 21	6	30	70	100
	C6	Social Welfare Administration	MPAS - 22	6	30	70	100
	C7	Indian Administration	MPAS - 23	4	30	70	100
	C8	Human Rights Administration in India	MPAS - 24	4	30	70	100
	E2	Political Theory	MPAS - 25	2	30	70	100
<b>III</b>				<b>22</b>			
	C9	Local Government and Administration in India	MPAS - 31	6	30	70	100
	C10	Government and Administration of Tamil Nadu	MPAS - 32	6	30	70	100
	C11	Public Policy Analysis	MPAS - 33	4	30	70	100
	C12	Hospital Administration in India	MPAS - 34	4	30	70	100
	E3	Research Methodology	MPAS - 35	2	30	70	100
<b>IV</b>				<b>22</b>			
	C13	Human Resource Management	MPAS - 41	6	30	70	100
	C14	Public Financial Administration	MPAS - 42	6	30	70	100
	C15	Development Administration	MPAS - 43	4	30	70	100
	C16	Administrative Law	MPAS - 44	4	30	70	100
	E4	Environmental Administration	MPAS - 45	2	30	70	100
				<b>22</b>			
		<b>Total</b>		<b>88</b>			

**COURSE OUTCOMES (INCLUDING LANGUAGE AND ALLIED)**

**1. ACADEMIC APTITUDE**

Programme Outcomes	Core	Core	Core	Core	Elective	Core	Core	Core	Core	Elective
	MPAS-11	MPAS-12	MPAS-13	MPAS-14	MPAS-15	MPAS-21	MPAS-22	MPAS-23	MPAS-24	MPAS-25
1. Understanding of concept, nature, and importance	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
2. Theoretical Understanding	✓	✓	✓	✓	✓	✓	✓	-	-	-
3. Understanding of Individual, Group, Community Issues	-	✓	✓	-	✓	-	✓	✓	✓	-
4. Application of Scientific Knowledge and skills	-	-	-	✓	✓	-	-	-	-	✓
5. Professional knowledge, communication, and Attitude	-	-	-	✓	✓	-	✓	-	✓	✓
6. Critical Evaluation of social work theory and practice	✓	✓	✓	-	✓	✓	✓	✓	✓	✓

Programme Outcomes	Core	Core	Core	Core	Elective	Core	Core	Core	Core	Elective
	MPAS-31	MPAS-32	MPAS-33	MPAS-34	MPAS-35	MPAS-41	MPAS-42	MPAS-43	MPAS-44	MPAS-45
1. Understanding of concept, nature, and importance	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
2. Theoretical Understanding	✓	✓	✓	✓	✓	✓	✓	-	-	-
3. Understanding of Individual, Group, Community Issues	-	✓	✓	-	✓	-	✓	✓	✓	-
4. Application of Scientific Knowledge and skills	-	-	-	✓	✓	-	-	-	-	✓
5. Professional knowledge, communication, and Attitude	-	-	-	✓	✓	-	✓	-	✓	✓
6. Critical Evaluation of social work theory and practice	✓	✓	✓	-	✓	✓	✓	✓	✓	✓

## 2. PERSONAL AND PROFESSIONAL APTITUDE:

Programme Outcomes	Core	Core	Core	Core	Elective	Core	Core	Core	Core	Elective
	MPAS-11	MPAS-12	MPAS-13	MPAS-14	MPAS-15	MPAS-21	MPAS-22	MPAS-23	MPAS-24	MPAS-25
2.1. Understanding Self and Self Guiding Principles	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
2.2. Ability to develop Professional Skills	✓	✓	✓	✓	✓	✓	✓	-	-	-
2.3. Application of Social work skills and Techniques	-	✓	✓	-	✓	-	✓	✓	✓	-
2.4. Ethical and Psychosocial Sensibility	-	-	-	✓	✓	-	-	-	-	✓
2.5. Ability to work with individuals groups and communities.	-	-	-	✓	✓	-	✓	-	✓	✓
2.6 Employability	✓	✓	✓	-	✓	✓	✓	✓	✓	✓
2.7 Skill Development	✓	✓	✓	-	✓	✓	✓	✓	✓	✓

Programme Outcomes	Core	Core	Core	Core	Elective	Core	Core	Core	Core	Elective
	MPAS-31	MPAS-32	MPAS-33	MPAS-34	MPAS-35	MPAS-41	MPAS-42	MPAS-43	MPAS-44	MPAS-45
2.1. Understanding Self and Self Guiding Principles	✓	✓	✓	✓	✓	✓	✓	✓	✓	-
2.2. Ability to develop Professional Skills	✓	✓	✓	✓	✓	✓	✓	-	-	-
2.3. Application of Social work skills and Techniques	-	✓	✓	-	✓	-	✓	✓	✓	-
2.4. Ethical and Psycho social Sensibility	-	-	-	✓	✓	-	-	-	-	✓
2.5. Ability to work with individuals groups and communities.	-	-	-	✓	✓	-	✓	-	✓	✓
2.6 Employability	✓	✓	✓	-	✓	✓	✓	✓	✓	✓
2.7 Skill Development	✓	✓	✓	-	✓	✓	✓	✓	✓	✓

### 3. SOCIETAL APTITUDE:

Programme Outcomes	Core	Core	Core	Core	Elective	Core	Core	Core	Core	Elective
	MPAS-11	MPAS-12	MPAS-13	MPAS-14	MPAS-15	MPAS-21	MPAS-22	MPAS-23	MPAS-24	MPAS-25
3.1. Moral, ethical and cultural values	✓	✓	✓	✓	✓	✓	-	✓	✓	✓
3.2. Understanding social issues, problems and fields	✓	✓	✓	✓	✓	✓	-	✓	✓	✓
3.3. Cooperation, collaboration, and participation	-	-	-	-	-	-	-	-	-	-
3.4. Ecological and sustainable development	-	-	-	-	-	-	-	-	-	-
3.5. Professional and social Responsibility.	✓	✓	✓	-	-	-	✓	✓	✓	✓
3.6 community Welfare and social wellbeing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Programme Outcomes	Core	Core	Core	Core	Elective	Core	Core	Core	Core	Elective
	MPAS-31	MPAS-32	MPAS-33	MPAS-34	MPAS-35	MPAS-41	MPAS-42	MPAS-43	MPAS-44	MPAS-45
3.1. Moral, ethical and cultural values	✓	✓	✓	✓	✓	✓	-	✓	✓	✓
3.2. Understanding social issues, problems and fields	✓	✓	✓	✓	✓	✓	-	✓	✓	✓
3.3. Cooperation, collaboration, and participation	-	-	-	-	-	-	-	-	-	-
3.4. Ecological and sustainable development	-	-	-	-	-	-	-	-	-	-
3.5. Professional and social Responsibility.	✓	✓	✓	-	-	-	✓	✓	✓	✓
3.6 community Welfare and social wellbeing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



**TAMIL NADU OPEN UNIVERSITY**  
**SCHOOL OF POLITICS AND PUBLIC ADMINISTRATION**  
**CHENNAI – 15**

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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – I SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>ADMINISTRATIVE THEORY</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 11</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>6</b>

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**COURSE OBJECTIVES**

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While studying the Administrative Theory, the student shall be able:

- CO1: To define the meaning, nature scope and importance and evolution of public administration
- CO2: To describe the meaning nature, importance and types organization and principles of organization
- CO3: To assess the classical, bureaucratic, scientific, human relations, behavioural and social action theory
- CO4: To explain good governance, concept and essentials of good governance
- CO5: To measure the needs of the welfare state

**MPAS – 11**

**ADMINISTRATIVE THEORY**

**BLOCK I - INTRODUCTION**

- Unit-1 Meaning, Nature, Scope and importance of Public Administration
- Unit-2 Evolution of Public Administration
- Unit-3 Public Administration and other social sciences relations
- Unit-4 Approaches to the Study of Public Administration
- Unit-5 Public Administration is an Art or Science
- Unit-6 New Public Administration

**BLOCK II - PRINCIPLES OF ORGANIZATION**

- Unit-7 Meaning, Nature, Importance and Types of Organization
- Unit-8 Principles of organization: Hierarchy - Span of Control -Delegation - Centralization and Decentralization -Supervision

**BLOCK III - THEORIES OF ORGANIZATION**

- Unit-9 Classical - Bureaucratic - Scientific Management Theory
- Unit-10 Human Relations - Behavioral Theory
- Unit-11 System Approaches - Contingency - Social Action Theory

## **BLOCK IV - ADMINISTRATIVE ORGANIZATION**

- Unit-12 Departments and Boards
- Unit-13 Public Corporations
- Unit-14 Independent Regulatory Commission

## **BLOCK V - GOOD GOVERNANCE**

- Unit-15 Good Governance: Concept, Application and Essentials of Good Governance
- Unit-16 Welfare state
- Unit-17 Role of ICT in Good Governance

### **Book References:**

1. Avasthi, A and Maheshwari, S R (2013) *Public Administration*. Lakshmi Narain Agarwal: Agra
2. Basu, Rumki (2008) *Public Administration: Concepts and Theories*. Sterling Publishers: New Delhi
3. Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) *Public Administration*. S. Chand: Jalandhar
4. Bhambri, C.P. (2010) *Public Administration Theory and Practice* (21<sup>st</sup> Edition). Educational Publishers: Meerut
5. Bhattacharaya, Mohit (2008) *New Horizons of Public Administration*. Jawahar Publishers and Distributors: New Delhi
6. Bhambri, C.P. (2010) *Public Administration Theory and Practice* (21<sup>st</sup> Edition). Educational Publishers: Meerut

### **Web Links:**

1. <https://www.youtube.com/watch?v=kzcVaZ3cwMo>
2. <https://www.youtube.com/watch?v=zi27kfgSKPQ>
3. <https://www.youtube.com/watch?v=pE0DVJvVZQk>
4. <https://www.youtube.com/watch?v=AP9fhEJOJYI>
5. <https://www.youtube.com/watch?v=1dRJ6SQB808>

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## **COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Indicate with the basic knowledge of evolution of the separate discipline as a Public Administration along with various theories and Principles of Public Administration
- COC2: Recognise depth knowledge of Public Administration and theoretical and professional aspects.
- COC3: Apply capacity for mapping out the tasks in organization and tools, usage of the organization.
- COC4: Examine the merits of the chief executive and department, commissions, boards and public corporations.
- COC5: Enumerate about good governance: concept and application and essentials of good governance and welfare state



**TAMIL NADU OPEN UNIVERSITY**  
**SCHOOL OF POLITICS AND PUBLIC ADMINISTRATION**  
**CHENNAI – 15**

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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – I SEMESTER (DISTANCE MODE)**

---

<b>COURSE TITLE</b>	<b>:</b>	<b>ADMINISTRATIVE THINKERS</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 12</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>6</b>

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**COURSE OBJECTIVES**

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While studying the Administrative Thinkers, the student shall be able:

CO1: To explain the politics-administration dichotomy of Woodrow Wilson.

CO2: To recognise the human relation schools of administrative thought

CO3: To enumerate the concept of motivational theory, Abraham Maslow, Herzberg and McGregor

CO4: To analyse the functions of development schools

CO5: To explain the Indian administrative thought and views on Kautilya and Thiruvalluvar

**MPAS – 12**

**ADMINISTRATIVE THINKERS**

**BLOCK I INTRODUCTION**

Unit-1 Woodrow Wilson

Unit-2 F.W.Taylor

Unit-3 Max Weber

Unit-4 Henry Fayol

Unit-5 Mary Parker Follett

**BLOCK II HUMAN RELATIONS SCHOOL**

Unit-6 Elton Mayo

Unit-7 Chester. I. Barnard

Unit-8 Herbert A. Simon

Unit-9 Chris Argyris

**BLOCK III HUMAN RESOURCE SCHOOL**

Unit-10 Abraham Maslow

Unit-11 Douglas McGregor

Unit-12 Fredrick Herzberg

Unit-13 Rensis Likert

#### **BLOCK IV DEVELOPMENT SCHOOL**

Unit-14 F. W. Riggs

Unit-15 Yehezkel Dror

#### **BLOCK- V INDIAN ADMINISTRATIVE SCHOOL**

Unit-16 Kautilya

Unit-17 Thiruvalluvar

Unit-18 Dr. B.R. Ambedkar

#### **Book References:**

1. Agarwal R.D. Organization and Management
2. Harmon M.M. and Mayer R.T. Organizational Theory for Public Administration
3. Maheswari S.R -Administrative Theory
4. Prasad, L.M. Organization Theory and Behavior
5. Prasad, Ravindra and P. Satya Narayana., (1989) Administrative Thinkers, New Delhi: Sterling Publishers.
6. Singh, RN. (1977) Management Thought and Thinkers, Delhi: Sultan Chanel.
7. White L.D. Introduction to the Study of Public Administration Pugh- Organizational Theory

#### **Web Links:**

1. <https://www.youtube.com/watch?v=gLMik3WyTX0>
2. <https://www.youtube.com/watch?v=d1jOwD-CTLI&list=TLPQMDYwOTIwMjJvYZK31FCvXg&index=5>
3. <https://www.youtube.com/watch?v=jRMO43s5NGY>
4. [https://www.youtube.com/watch?v=5MT5qj\\_kaBU](https://www.youtube.com/watch?v=5MT5qj_kaBU)
5. <https://www.youtube.com/watch?v=q4qzIhP8nKU>

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#### **COURSE OUTCOMES**

After completion of the course, the students will be able

- COC1: Analyse effectiveness of administration Woodrow Wilson views on public administration.
- COC2: Assess the significance of 14 point principles of Henry Fayol and “POSDCORB” of Luther Gulick.
- COC3: Describe the importance power of Webers Bureaucratic Theory.
- COC4: Demonstrate the values of human relation theory of Elton Mayo.
- COC5: Interpret the Importance of Motivational Theory of Elucidate the Abraham Maslow.





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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – I SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>MODERN ADMINISTRATIVE SYSTEM (UK, USA, FRANCE AND SWITZERLAND)</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 13</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>4</b>

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**COURSE OBJECTIVES**

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While studying the Modern Administrative System-I, the student shall be able:

- CO1: To describe the concept of modern administration system
- CO2: To define the basic concept of salient features of various constitution
- CO3: To express the power of the president and senate of U.S.A and the utility of judiciary review, checks and balances.
- CO4: To clarify the value of features of the French constitution and effect of the president.
- CO5: To analyse the political parties and public services globally.

**MPAS – 13**

**MODERN ADMINISTRATIVE SYSTEM (UK, USA, France and Switzerland)**

**BLOCK I - INTRODUCTION**

- Unit-1 Concept of Comparative and Modern Administrative systems
- Unit-2 Meaning and Classification of Constitution
- Unit-3 Parliamentary System - Presidential System - Collegiate System

**BLOCK II - BRITISH ADMINISTRATIVE SYSTEM**

- Unit-4 Salient features of British Administrative System
- Unit-5 Executive, Legislative and Judiciary - Powers and Functions
- Unit-6 British Civil Service
- Unit-7 Rule of Law
- Unit-8 Party System and Pressure Groups

**BLOCK III - ADMINISTRATIVE SYSTEM OF AMERICA**

- Unit-9 Salient Features of American Administrative System
- Unit-10 Executive, Legislative and Judiciary - Powers and Functions
- Unit-11 Separation of Powers
- Unit-12 Judicial Review

## **BLOCK IV - FRANCE ADMINISTRATIVE SYSTEM**

- Unit-13 Salient Features of the French Administrative System
- Unit-14 Executive, Legislative and Judiciary - Powers and Functions
- Unit-15 Administrative Law
- Unit-16 Political Party and Public Services

## **BLOCK V- SWITZERLAND ADMINISTRATIVE SYSTEM**

- Unit-17 Salient features of Switzerland Administrative System
- Unit-18 Executive, Legislative and Judiciary - Powers and Functions
- Unit-19 Public Services in Switzerland
- Unit-20 Political Parties in Switzerland

### **Book References:**

1. R.Hague and M. Harrop, *Comparative Government and Politics: An Introduction*, 5<sup>th</sup> edn., New York, Palgrave, 2000
2. G. Almond, Harper/ Collins, et.al, *Comparative Political Today: A world view* 7<sup>th</sup> edn., London, 2000.
3. U.N. Gupta, *Select world Constitution*, New Delhi, Atlantic, 2009.
4. Vishnoo Bhagawan and Vidhya Bjushan, *World Constitutions*, New Sterling Publishers

### **Web Links:**

1. <https://www.youtube.com/watch?v=wTVrY7RE2wA>
2. <https://www.youtube.com/watch?v=xHKY3Onm25k>
3. <https://www.youtube.com/watch?v=HepCMUUTfzY>
4. <https://www.youtube.com/watch?v=PrKpnXCc5l4>
5. <https://www.youtube.com/watch?v=YLsdWOGml8Q>

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## **COURSE OUTCOMES**

After completion of the course, the students will be able

- COC1: Develop a better understanding of theoretical as well as practical aspects of Modern public administration.
- COC2: Enumerate the basic salient features of the constitution and value of rule of law, separation of powers and administrative law, convention and usages.
- COC3: Describe the usefulness of the salient features of the UK constitution and relevance of the legislative, executive and judiciary.
- COC4: Analyze the power of the president and senate of U.S.A and the utility of judiciary review, checks and balances.
- COC5: Examine the value of features of the French constitution and effect of the president of the republic, law making procedure.



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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – I SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>POLICE ADMINISTRATION</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 14</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>4</b>

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**COURSE OBJECTIVES**

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While studying the Police Administration, the student shall be able:

- CO1: To define nature, scope and importance of police administration
- CO2: To interpret the approaches and evolution of police administration
- CO3: To discuss central police system with the armed, unarmed and auxiliary police
- CO4: To describe the police classification-recruitment, promotion and retirement
- CO5: To explain crime records bureau, squad-modus operandi bureau, forensic science laboratory, mounted police and juvenile aid units

**MPAS – 14**

**POLICE ADMINISTRATION**

**BLOCK 1 - INTRODUCTION**

- Unit - 1 Nature, Scope and importance of Police Administration
- Unit - 2 Approaches to Police Administration
- Unit - 3 Evolution of Police Administration

**BLOCK II - POLICE ORGANIZATION IN INDIA**

- Unit - 4 Central Police system - Armed - Unarmed and Auxiliary in Police Administration
- Unit - 5 State Police System - Role of State Home Ministry – Special Police Structure
- Unit - 6 District Police
- Unit - 7 Women Police and Police in Union Territories

**BLOCK III - POLICE PERSONNEL MANAGEMENT**

- Unit - 8 Police classification - Recruitment, Promotion and Retirement – Pay and Compensation
- Unit - 9 Welfare - Police Association - Police Reforms

## **BLOCK IV - POLICE BEHAVIOUR**

Unit - 10      Autonomy and Accountability

Unit - 11      Police Ethics - Code of Conduct (Violence and Cultural Corruption)

## **BLOCK V - SPECIALIZED POLICE**

Unit - 12      Crime Records Bureau

Unit - 13      Dog squad - Modus operandi Bureau - Forensic Science Laboratory - Finger Print  
Bureau – Mounted Police

Unit - 14      Juvenile Aid Units

### **Book References:**

1.      Ghosh.S.K. and Rustomji.K.F.,- Encyclopedia of Police in India
2.      Raghavan. R.K.,- Indian Police
3.      Rajinder Prasher., - Police Administration
4.      Report of the National Police Commission, Central Government Publications.
5.      Saha B.P.,- Indian Police
6.      Shamim Allem.,- Women in Indian Police
7.      Venugopal Rao.S.,- Criminal Justice, Problems and Perspectives in India

### **Web Links:**

1.      <https://www.youtube.com/watch?v=cjCvXVH-EJ0>
2.      [https://www.youtube.com/watch?v=Fr9ltAG\\_sE](https://www.youtube.com/watch?v=Fr9ltAG_sE)
3.      <https://www.youtube.com/watch?v=6GgRJ7kTowg>
4.      <https://www.youtube.com/watch?v=cjCvXVH-EJ0&t=240s>
5.      <https://www.youtube.com/watch?v=nkrCfExfVK4>

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## **COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1:            Explain the meaning, nature and scope of police administration.
- COC2:            Relate the knowledge on central police system, armed and unarmed in police administration.
- COC3:            Describe the structure and functions of State Police Organization.
- COC4:            Analyse the police personnel management.
- COC5:            Examine the role and functions of special police force



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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – I SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>INDIAN CONSTITUTION</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 15</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>2</b>

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**COURSE OBJECTIVES**

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While studying the Indian Constitution, the student shall be able:

- CO1: To explain the knowledge about the Organs of Government.
- CO2: To trace the basic knowledge and concepts of Forms of Government
- CO3: To analyse the Aristotle's Classification of government
- CO4: To evaluate the important concepts of modern Forms of Government.
- CO5: To interpret the electorate concepts of Universal Adult Franchise, Women suffrage, Election and Methods.

**MPAS – 15**  
**INDIAN CONSTITUTION**

**BLOCK I - INTRODUCTION**

- Unit-1 Making of the Indian Constitution and Constituent Assembly
- Unit-2 Salient features of the Indian Constitution
- Unit-3 Nature of Indian Federalism - Preamble – Citizenship -Parliamentary System - Indian Union – Schedules
- Unit-4 Fundamental Rights and Directive Principles of State Policy

**BLOCK II - UNION EXECUTIVE**

- Unit-5 The President
- Unit-6 Council of ministers - Prime Minister
- Unit-7 Parliamentary system of Government - Parliamentary procedures
- Unit-8 Budget
- Unit-9 Finance Commission
- Unit-10 Executive and Judiciary

**BLOCK III - STATE EXECUTIVE**

- Unit-11 The Governor
- Unit-12 Chief Minister, Legislative Assembly and Legislative Procedures

- Unit-13 The State executive  
Unit-14 High Court- Special status Act (Article 370)

#### **BLOCK IV - CENTRE-STATE RELATIONS**

- Unit-15 Centre – State relations - Concurrent List - Democratic Decentralization - Major amendments to the Constitution  
Unit-16 Service Commission of the Union & States - Constitutional protection of civil servants - Emergency provision – National, State and Financial - Property Rights

#### **BLOCK V - CONSTITUTIONAL AUTHORITIES**

- Unit-17 Comptroller and Auditor General of India  
Unit-18 Commission for Scheduled Castes and Scheduled Tribes  
Unit-19 Election Commission and Attorney General of India  
Unit-20 Union Public Service Commission

#### **Book References:**

1. D.D Basu, (2018) *Introduction to Indian Constitution*, Prentice Hall, New Delhi.
2. M.V Pylee, *Indian Constitution*, S Chand and Company, New Delhi.
3. J.C Johari, *Government and Politics in India*, Vishal Publications, New Delhi.

#### **Web Links**

1. [https://www.youtube.com/watch?v=xsRP\\_9aqFl0](https://www.youtube.com/watch?v=xsRP_9aqFl0)
2. <https://www.youtube.com/watch?v=5giWafDawOc>
3. <https://www.youtube.com/watch?v=LtO508rPuao>
4. <https://www.youtube.com/watch?v=uCodeIu42qw>
5. <https://www.youtube.com/watch?v=7cLApDacLxA>

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#### **COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Explain the salient features of Indian constitution.  
COC2: Describe the fundamental rights and directive principles of state policy.  
COC3: Discuss the functions of union and state legislatures  
COC4: Enumerate about the Electorate concepts of Universal Adult Franchise, Women suffrage , Election and Methods  
COC5: Analyse the role of constitutional authorities



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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – II SEMESTER (DISTANCE MODE)**

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**COURSE TITLE : PRINCIPLES OF MANAGEMENT**  
**COURSE CODE : MPAS - 21**  
**COURSE CREDIT : 6**

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**COURSE OBJECTIVES**

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While studying the Principles of Management, the student shall be able:

- CO1: To explain the meaning, nature and scope, functions and levels of management and schools of management
- CO2: To define management process of planning, organizing, supervising and leadership
- CO3: To describe the decision making, co-ordination, delegation, communication control, motivation and morale
- CO4: To express the operation research-break-even analysis-linear programming- queuing theory of replacement
- CO5: To apply the various styles of management.

**MPAS – 21**

**PRINCIPLES OF MANAGEMENT**

**BLOCK I INTRODUCTION**

- Unit-1 Meaning, Nature, Scope and Significance of Management
- Unit-2 Schools of Management Thought

**BLOCK II MANAGEMENT TECHNIQUES**

- Unit-3 Modern Management Techniques
- Unit-4 Levels of Management
- Unit-5 Management in Government and Business

**BLOCK III MANAGEMENT PROCESS**

- Unit-6 Planning
- Unit-7 Policy Making
- Unit-8 Decision Making
- Unit-9 Co-ordination
- Unit-10 Communication
- Unit-11 Leadership and Control

## **BLOCK IV ANALYSIS OF MANAGEMENT**

Unit-12 Management by Objectives

Unit-13 Management Information System

## **BLOCK V STYLES OF MANAGEMENT**

Unit-14 Participative Management

Unit-15 Self Management

Unit-16 Quality Circle

### **Book References:**

1. Almja, R.K. (1997) Management and Organization, New Delhi: CBS Publications.
2. Bhushan, Y.K.,(2002) Fundamentals of Business Organization and Management, New Delhi: Sultan Chand and Sons.
3. Davav, Rustom S., Principles of Management, Bombay: Crown Publishing Company.
4. Massie, Joseph L., Elements of Management, New Delhi: Prentice Hall of India.
5. Parasad, L.M. (2000) Principles and Practice of Management, New Delhi: Sultan Chand and Sons,
6. Rao, V.S.P. and P.S. Narayana, (1991) Principles and Practice of Management New Delhi: Konark Publications (P) Ltd.
7. Saxena, S.C., (1988) Principles and Practice of Management, Agra: Sahitya Bhavan

### **Web Links:**

1. <https://www.youtube.com/watch?v=8aZDmpjZg5s>
2. <https://www.youtube.com/watch?v=txXOV7XjVSY>
3. <https://www.youtube.com/watch?v=VxTgbPRCYkA>
4. <https://www.youtube.com/watch?v=fwGTh9JIPso>
5. <https://www.youtube.com/watch?v=nEach1xbkqo>

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## **COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Enumerate the concept of management
- COC2: Describe the functions and process of management.
- COC3: Examine the techniques of management
- COC4: Analyses the operation research-break-even analysis-linear programming-queuing theory of replacement
- COC5: Discuss knowledge on management process such as planning, policy making, decision making, coordination and communication.





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**M.A PUBLIC ADMINISTRATION FIRST YEAR – II SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>SOCIAL WELFARE ADMINISTRATION</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 22</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>6</b>

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**COURSE OBJECTIVES**

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While studying the Social Welfare Administration, the student shall be able:

- CO1: To trace the evolution of social welfare administration as a discipline and as a profession
- CO2: To explain social welfare administration at the union level and state social welfare board
- CO3: To describe the welfare programmes, family welfare, women welfare, transgender welfare, child welfare and youth welfare.
- CO4: To define governmental organizations, social welfare department welfare and international welfare organizations.
- CO5: To assess the development of social welfare

**MPAS – 22**

**SOCIAL WELFARE ADMINISTRATION**

**Block I Introduction**

- Unit-1 Meaning, Nature, Scope and Significance of Social Welfare Administration
- Unit-2 Evolution of Social Welfare Administration
- Unit-3 Social Work and Social Welfare

**Block II Administration of Social Welfare**

- Unit-4 Central Social Welfare Board- State Social Welfare Board
- Unit-5 Role of Voluntary Organizations and Non- Governmental Organizations in Social Welfare

**Block III Social Welfare Policies**

- Unit-6 Social Planning and Social Policy
- Unit-7 Formulation and Implementation of Social Policy
- Unit-8 Social Welfare and Five-year Plans in India

#### **Block IV Social Welfare Programmes**

- Unit-9 Community Development Programme
- Unit-10 Child and Women Development in India
- Unit-11 Health and Family Planning in India
- Unit-12 Welfare of Disabled in India
- Unit-13 Social Welfare Scheme for Weaker Sections in India

#### **Block V Development of Social Welfare**

- Unit-14 Social Defence and Social Welfare
- Unit-15 The Civil Service and Social Welfare
- Unit-16 Social Welfare Agencies

#### **Book References:**

1. Annual Report of Ministry of Social Justice and Empowerment, Government of India.
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
4. Goel, S.L. and R.L.Jain , Social Welfare Administration Voll and II, New Delhi: Deep and Deep.
5. Jacob,K.K (1989) Policy in India, Udaipur: Himalaya' Publications.
6. Mukherjee, Radhakamal - Social Welfare Administration
7. Prasad, R. - Encyclopaedia of Social Welfare Administration
8. Sachdeva, D.R., Social Welfare Administration. Kitab Mahal.
9. Shukla, K.S. - Social Welfare Administration in India

#### **Web Links:**

1. <https://www.youtube.com/watch?v=Y46Ww9NZjmw>
2. <https://www.youtube.com/watch?v=Y3fqjAxSB6s>
3. <https://www.youtube.com/watch?v=O3SKo86uVWA>
4. <https://www.youtube.com/watch?v=YeLeJ-0cr3A>
5. <https://www.youtube.com/watch?v=RfFGq5QZn7M>

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#### **COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Recognise the conceptual theoretical Framework of social welfare administration.
- COC2: Describe the administration of social welfare in India
- COC3: Analyze the problems and status of social welfare programme in India
- COC4: Evaluate governmental organizations ,social welfare department welfare international welfare organizations –WHO - UNICEF AND UNESCO
- COC5: Indicate the information of development of social welfare



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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – II SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>INDIAN ADMINISTRATION</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 23</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>4</b>

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**COURSE OBJECTIVES**

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While studying the Indian Administration, the student shall be able:

- CO1: To define evolution of Indian administration (ancient, medieval and modern period)
- CO2: To relate the constitutional framework of the indian system
- CO3: To explain the basic concepts central administration; structure and functions of central government administration.
- CO4: To describe the state administration, structures and its functions of state government
- CO5: To discuss the constitutional authorities comptroller& auditor general, election commission, and finance commission.

**MPAS – 23**

**INDIAN ADMINISTRATION**

**BLOCK I INTRODUCTION**

- Unit-1 Evolution of Indian Administration (Ancient, Medieval and Modern period)
- Unit-2 Constitutional Framework

**BLOCK II CENTRAL ADMINISTRATIVE SYSTEM**

- Unit-3 Central Administration: Structure of Central Government –Cabinet– Council of Minister
- Unit-4 Central Secretariat
- Unit-5 NITI Aayog (Planning Commission)
- Unit-6 National Development Council

**BLOCK III STATE ADMINISTRATIVE SYSTEM**

- Unit-7 State Administration: Structures of State Administration – Governor
- Unit-8 Chief Minister – Council of Ministers
- Unit-9 State Secretariat – Chief Secretary – State Services – SPSC
- Unit-10 District Administration-District Collector-Role and Functions of District Collector

**BLOCK IV CONSTITUTIONAL AUTHORITIES**

- Unit-11 Constitutional Authorities Comptroller & Auditor General

Unit-12	Election Commission
Unit-13	Finance Commission
Unit-14	Attorney General, Advocate General)
Unit-15	UPSC
<b>BLOCK V</b>	<b>ISSUES IN INDIAN ADMINISTRATION</b>
Unit-16	Integrity in Indian Administration
Unit-17	Minister-Secretary Relationships
Unit-18	Administrative Reforms
Unit-19	Redressal of Citizen Grievances (Lok Pal & Lok Ayukta)

**Book References:**

1. S.R.Maheswari, Indian Administration (New Delhi: Orient Longmans, 2000)
2. B.B.Mishra, Administrative History of India (New Delhi: Oxford University, 1970)
3. M. Laxmikanth, Public Administration, (New Delhi: McGraw Hill Education, 2011)
4. S.R.Maheswari, Public Administration in India, (New Delhi: Macmillan India Ltd, 2000)
5. Siuli Sarkar, Public Administration in India,(New Delhi:PHI Learning pvt. Ltd, 2010)
6. B.L. Fadia & Kuldeep Fadia, Indian Administration, New Delhi, Sahitya Bhawan

**Web Links:**

1. <https://www.youtube.com/watch?v=4c8vXqt7JKc>
2. <https://www.youtube.com/watch?v=d2DP6ncGMDQ>
3. <https://www.youtube.com/watch?v=RkeuQSgjprA>
4. <https://www.youtube.com/watch?v=7cLApDacLxA&t=22s>
5. <https://www.youtube.com/watch?v=SrWeVXoFjkM>

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**COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Recognise the Theoretical Framework of Indian Administration.
- COC2: Describe the structure of union and state executive
- COC3: Analyze the issues of Indian administration.
- COC4: Assess the constitutional authorities comptroller & auditor general, election commission, and finance commission.
- COC5: Examine the issues in Indian administration.



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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – II SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>HUMAN RIGHTS ADMINISTRATION IN INDIA</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS -24</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>4</b>

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**COURSE OBJECTIVES**

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While studying the Human Rights Administration, the student shall be able:

- CO1: To define the origin, nature and scope, need for the study of human rights
- CO2: To explain the civil and political rights economic relations and human rights social relations and human rights
- CO3: To describe the United Nations human rights commission, national, state human rights commission
- CO4: To discuss the national human rights act, national commission for minorities, scheduled caste and scheduled tribe
- CO5: To examine the legal mechanism for the protection of human rights

**MPAS – 24**

**HUMAN RIGHTS ADMINISTRATION**

<b>BLOCK I</b>	<b>INTRODUCTION</b>
Unit – 1	Origin, Nature and Scope of Human Rights
Unit – 2	Theories of Human Rights
Unit - 3	Human Rights and Human Duties
<b>Block II</b>	<b>Categories of Human Rights</b>
Unit – 4	Civil and Political Rights
Unit – 5	Economic Relations of Human Rights
Unit – 6	Social Relations and Human Rights
<b>Block III</b>	<b>Legal Mechanism for Human Rights</b>
Unit – 7	United Nations Human rights commission
Unit – 8	National Human Rights Commission
Unit – 9	State Human Rights Commission
<b>Block IV</b>	<b>International Covenant on Human Rights</b>

Unit - 10	International Covenant on Civil and Political Rights
Unit - 11	International Covenant on Economic and Social Rights
<b>Block V</b>	<b>Human Rights Act</b>
Unit - 12	National Human Rights Act
Unit - 13	National Commissions for Minorities
Unit – 14	National Commissions for Scheduled Caste and Scheduled Tribe
Unit - 15	National Commissions for Women

#### Book References:

1. Chaudhary, Jayant, *A Text Book of Human Rights*, New Delhi, Dominant Publishers, 2000.
2. Sinha, P.C., *India's Global Human Rights Obligations: A Status Report Part-I & II*, New Delhi: Kanishka Publications, 2003.
3. Awasthi, Dr.S.K.Kataria, *Law Relating to Protection of Human Rights*, New Delhi, Orient Publishing company 2002.
4. Begum, S.Mehartaj, Begum, *Human Rights in India Issues of Perspectives*, New Delhi: APH publishing Corporation, 2000.
5. Rachna Kausal, *Women & Human Rights in India*, New Delhi: Daya Publishers, 2004.
6. Mehta P.L. & Neenavarma, *Human Rights under Indian Constitution*, New Delhi: Deep & Deep publications 1999.
7. Paul, R.C. *Situation of Human Rights in India*, New Delhi, commonwealth publishers, 2000.

#### Web Links

1. <https://www.youtube.com/watch?v=bE6kMi9DrL4>
2. [https://www.youtube.com/watch?v=Q\\_EuXbNth4](https://www.youtube.com/watch?v=Q_EuXbNth4)
3. <https://www.youtube.com/watch?v=qkZBimSzfWo>
4. [https://www.youtube.com/watch?v=zDloU\\_eiR-o](https://www.youtube.com/watch?v=zDloU_eiR-o)
5. <https://www.youtube.com/watch?v=iLrRJ09ct4Q>

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#### COURSE OUTCOMES

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After completion of the course, the students will be able

- COC1: Determine the theories of human rights administration
- COC2: Describe the various categories of human rights
- COC3: Analyze the status of legal mechanism in India.
- COC4: Examine the national human rights act, national commission for minorities, scheduled caste and scheduled tribe
- COC5: Generalise the international covenant on Human Rights.



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**M.A., PUBLIC ADMINISTRATION FIRST YEAR – II SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>POLITICAL THEORY</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 25</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>2</b>

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**COURSE OBJECTIVES**

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While studying the Political Theory, the student shall be able:

- CO1: To define the approaches to the study of political science, historical, normative and empirical.
- CO2: To express origin of the state, elements of state, functions of the state
- CO3: To describe the theories of state, divine, force, patriarchal and matriarchal theory
- CO4: To illuminate the justice, rule of law, civil society, revolution democratic and participation
- CO5: To memorise the political ideologies of the political theory

**MPAS – 25**  
**POLITICAL THEORY**

**BLOCK I INTRODUCTION**

- Unit-1 Meaning Nature and Scope of Political Science
- Unit-2 Relationship with Allied Disciplines
- Unit-3 Approaches to the Study of Political Theory: Historical - Normative and Empirical study
- Unit-4 Key Concepts: State – Society – Sovereignty - Power – Citizenship - Nation and Nationality -Global Order

**BLOCK II ORGANIZATION AND FUNCTIONS OF STATE**

- Unit-5 Origin of the State – Essential Elements of the State - Functions of the State
- Unit-6 Separation of Powers

**BLOCK III THEORIES OF STATE**

- Unit-7 Theories of State: Divine Theory - Force Theory - Patriarchal and Matriarchal Theory

Unit-8	Social Contract Theory- Evolutionary Theory
<b>BLOCK IV</b>	<b>POLITICAL IDEAS</b>
Unit-9	Rights
Unit-10	Liberty
Unit-11	Equality
Unit-12	Justice- Rule of Law- Civil Society- Revolution - Democratic Participation
Unit-13	Political Obligation
<b>BLOCK V</b>	<b>POLITICAL IDEOLOGIES</b>
Unit-14	Liberalism - Neo-Liberalism
Unit-15	Marxism –Socialism
Unit-16	Fascism
Unit-17	Gandhism

**Book References:**

1. Appadorai,A. The substance of Politics, London: Oxford University Press, 1968.
2. Gettell, Raymond Garfield, Political Science, Calcutta.
3. Gilchrist, R.N. Principles of Political Science, Bombay: Orient Longmans, 1952 (Seventh Edition).
4. Agarwal, R.C. Political Theory, New Delhi S.Chand. Co. 2008.
5. Eddy Asirwatham, Political Theory, New Delhi. 2007.

**Web Links:**

1. [https://www.youtube.com/watch?v=emgFkUt\\_was](https://www.youtube.com/watch?v=emgFkUt_was)
2. <https://www.youtube.com/watch?v=Ck87nSn9Fcs>
3. [https://www.youtube.com/watch?v=uHHG6q\\_lg88](https://www.youtube.com/watch?v=uHHG6q_lg88)
4. [https://www.youtube.com/watch?v=hdciWl\\_H7X4](https://www.youtube.com/watch?v=hdciWl_H7X4)
5. <https://www.youtube.com/watch?v=vyl2DeKT-Vs>

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**COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Explain the meaning, nature and scope of political theory.
- COC2: Describe the theory of political science.
- COC3: Analyze the elements of state.
- COC4: Enumerate the various ideologies of political theory.
- COC5: Illuminate the justice, rule of law, civil society, revolution democratic and participation.





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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – III SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>LOCAL GOVERNMENT AND ADMINISTRATION IN INDIA</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 31</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>6</b>

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**COURSE OBJECTIVES**

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While studying the Local Government and Administration, the student shall be able:

CO1: To study meaning, nature and importance of local self-government.

CO2: To categories the evolution of local self -government in India

CO3: To define democracy at grassroots level with democratic decentralization

CO4: To discuss the salient features of 73rd constitutional amendment act

CO5: To describe resources mobilization such as taxes, revenues and social audit

**MPAS – 31**

**LOCAL GOVERNMENT AND ADMINISTRATION IN INDIA**

**BLOCK - I INTRODUCTION**

Unit – 1 Meaning, Nature and Importance of Local Government

Unit – 2 Evolution of Local Self -Government in India

Unit - 3 Community Development Programme

**BLOCK - II PANCHAYATI RAJ SYSTEMS**

Unit – 4 Democracy at Grassroots level: Balwantray Mehta Committee

Unit – 5 Ashok Mehta Committee

Unit – 6 Decentralization Panchayat Raj Amendment Bill

**BLOCK - III RURAL LOCAL BODIES**

Unit – 7 Panchayati Raj System – Salient features of 73<sup>rd</sup> Constitutional Amendment Act

Unit – 8 Structure and Functions of Panchayati Raj Institutions

**BLOCK - IV URBAN LOCAL BODIES**

Unit - 9 Salient features of 74th Constitutional Amendment Act

Unit - 10 Structure of Urban Local Bodies - Functions and Powers of Urban local bodies

## **BLOCK - V LOCAL FINANCES**

Unit – 11	Resources Mobilization – Taxes - Tax Revenue - Non-Tax Revenue - Octroi
Unit - 12	Local Audit - Social Audit

### **Book References:**

1. Amarendra, ( 1998) Poverty, Rural Development and Public Policy, New Delhi: Deep and Deep.
2. Chattarjee.S.K., Development Administration, Sujeet Publications, Delhi
3. Maheswari, Sriram., (1997) Local Governments in India, Agra: Lakshmi Narayan Aggarwal.
4. Maheswari, Sriram.,(2001) Indian Administration, New Delhi: Orient Longman.
5. Mathur, B.L.,(2000) Rural Development and Cooperation, Jaipur: RBSA Publishers.
6. Pattanayak, Raiman,(2002) Local Government Administration Reform. New Delhi: Anmol Publications(P) Ltd.
7. Singh, Amit., (2002) Public Administration Roots and Wings, New Delhi: Galgatia Publishing Company.

### **Web Link:**

1. <https://youtu.be/CrVYAG1Q4VM>
2. <https://youtu.be/4z--hMdSyog>
3. [https://youtu.be/F\\_XWakWR4pQ](https://youtu.be/F_XWakWR4pQ)
4. <https://youtu.be/O8XDFReLHUA>
5. <https://youtu.be/NdlRNcN27rs>

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### **COURSE OUTCOMES**

The Learners will be able to strengthen the knowledge on Local Government and Administration in India.

- COC1: Explain the importance of the local self-government and related committee.
- COC2: Examine the use fullness of the organisation structure and functions of rural local government.
- COC3: Evaluate the effectiveness of organisation structure and functions urban government.
- COC4: Recognize the need for the assistance and aids of rural and urban developmental programmes.
- COC5: Analyse the service and role district collector in development administration.



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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – III SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>GOVERNMENT AND ADMINISTRATION OF TAMIL NADU</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 32</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>6</b>

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**COURSE OBJECTIVES**

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While studying Government and Administration of Tamil Nadu the student shall be able:

- CO1: To define the Significance and theoretical framework and problems and determinants of State Politics
- CO2: To study the concept of the Non-Brahmin Movement
- CO3: To describe the status of political parties in India.
- CO4: To discuss about the knowledge of central and state relations
- CO5: To analyse the recent trends and issues of government administration of Tamil Nadu.

**MPAS – 32**

**GOVERNMENT AND ADMINISTRATION OF TAMIL NADU**

**BLOCK I INTRODUCTION**

- Unit - 1 Significance of the study of State Politics
- Unit - 2 Theoretical Framework and Problems – Determinants of State Politics

**BLOCK II NON-BRAHMIN MOVEMENT**

- Unit - 3 Impact of Constitutional Reforms of 1909 and 1919 on Provincial Politics
- Unit - 4 Emergence of Non-Brahmin Movement
- Unit - 5 Theoretical Background of the Movement – Objectives and Achievements
- Unit - 6 Caste – Class Dichotomy in the Movement

**BLOCK III POLITICAL PARTIES**

- Unit - 7 Congress (I)
- Unit - 8 DMK
- Unit - 9 AIADMK
- Unit - 10 CPI - CPI (M)

Unit - 11 MDMK – PMK – DMDK

**BLOCK IV CENTRE-STATE RELATIONS**

Unit - 12 Centre - State Relations

Unit - 13 The Congress Period - The DMK period – The AIADMK period

**BLOCK V RECENT TRENDS AND ISSUES**

Unit - 14 Reservation

Unit - 15 Language issue

Unit - 16 Tamil National Movement

Unit - 17 Communalism

Unit - 18 Caste Politics and Prohibition Politics

Unit - 19 Agriculture Policy

Unit - 20 Water Policy and River Water Dispute

**Book References:**

1. Baskaran, R. *Sociology of Politics Tradition and Politics in India*, New Delhi: Asia Publishing House, 1967.
2. Barnett M.R., *The Politics of Cultural Nationalism in South India*, Princeton: Princeton University Press, 1976.
3. Hardgrave, R.L. Jr. *The Dravidian Movement*, Bombay: Popular Prakashan, 1965.
4. Narendra Subramaniam, *Ethnicity and Populist Movement*, OUP, 1999.

**Web Link:**

1. <https://youtu.be/tUrjAn24ZiA>
2. <https://youtu.be/gAJDsUKJ3v8>
3. <https://youtu.be/dEVulKf1wYs>
4. [https://youtu.be/RIozYN\\_rhkA](https://youtu.be/RIozYN_rhkA)
5. <https://youtu.be/-xoU9mVf1j8>

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**COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Enumerate the Significance of the study of State Politics
- COC2: Describe the concept of the Non-Brahmin Movement
- COC3: Analyze the status of political parties in India.
- COC4: Interpret knowledge of central and state relations.
- COC5: Examine the recent trends and issues in the Tamil Nadu



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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – III SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>PUBLIC POLICY ANALYSIS</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 33</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>4</b>

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**COURSE OBJECTIVES**

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While studying the Public Policy Analysis, the student shall be able:

- CO1: To define meaning, nature, scope and significance of policy science.
- CO2: To describe structure and process of policy formulation
- CO3: To explain the monitoring of policy in policy implementation
- CO4: To infer the different policies in India
- CO5: To create space for understanding the policy evaluation.

**MPAS – 33**

**PUBLIC POLICY ANALYSIS**

**BLOCK I INTRODUCTION**

- Unit - 1 Meaning, Nature, Scope and Significance of Public Policy
- Unit - 2 Policy Cycle - Policy Science - Policy Change
- Unit - 3 Models of Public Policy - Non-State Actors & Public Policy

**BLOCK II POLICY FORMULATION**

- Unit - 4 Structure and Process - Role of Various Agencies - Inter Governmental Relations
- Unit - 5 Policy Formulation - Policy Making Indices & Post Globalised Scenario

**BLOCK III POLICY IMPLEMENTATION**

- Unit - 6 System and Models - Role of Various Agencies
- Unit - 7 Problems and Monitoring of Public Policy
- Unit - 8 Importance and Approaches - Constraints and Remedial Measures

**BLOCK IV POLICIES IN INDIA**

- Unit - 9 Health and Education
- Unit - 10 Agriculture and Food

- Unit – 11      Transport - Science & Technology  
 Unit – 12      Telecom and Environment  
**BLOCK V      POLICY EVALUATION**  
 Unit-13        Understanding Policy Evaluation - Ascertaining Policy  
                     Impact and Evaluation  
 Unit-14        Techniques - Social Cost Benefit Analysis, Input -  
                     Output Analysis  
 Unit-15        Dror’s Optimal Model

**Book References:**

1. Anderson, James E. : Public Policy Making, New York, 1975
2. Charles, Public Policy Making, Lind Bloom.
3. Dror, Y., Public Policy Making Re-Examined, Leonard Hill Books.
4. Ganapathy, R.S. et al. (1985) Public Policy and Policy Analysis in Indict. Delhi. Sage Publications.
5. Hogwood, Brain. W and B.Guy Peters,. (1985) Pathology of Public Policy, Oxford: Clarendon Press.
6. Madan, K.D. et. al, - Public Policy Making in Government; Publication Division, Ministry of Information and Broadcasting, New Delhi, 1982
7. Paul, Devika,. (1995) Public Policy formulation and Implementation in India. Delhi: Devika.
8. Sahani, P.: Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987
9. Saigal, Krishna, Public Policy Making in India : An Approach to Optimisation, Vikas, New Delhi, 1983
10. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation ; Sterling, New Delhi, 2000.

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2. <https://youtu.be/nhLsnpQnItk>
3. [https://youtu.be/\\_VPHq1xyEBE](https://youtu.be/_VPHq1xyEBE)
4. <https://youtu.be/MB23f5ge2bk>
5. <https://youtu.be/asQszdqNMLA>

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**COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1:        Describe the meaning, nature and scope of policy science.  
 COC2:        Examine the process of policy formulation  
 COC3:        Enumerate the system and models, role of various agencies  
 COC4:        Analysis the impact of Indian policies.  
 COC5:        Evaluate understanding policy evaluation and ascertaining policy



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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – III SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>HOSPITAL ADMINISTRATION IN INDIA</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 34</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>4</b>

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**COURSE OBJECTIVES**

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While studying the Hospital Administration in India, the student shall be able:

- CO1: To explain the nature, scope and meaning, basis for public health government
- CO2: To define the organization of health care administration at the union state and local level
- CO3: To describe the policy making, planning for health care personnel management
- CO4: To discuss the hospital planning administration
- CO5: To interpret the trends in hospital administration with quality health care in India.

**MPAS – 34**

**HOSPITAL ADMINISTRATION IN INDIA**

**BLOCK I**

**INTRODUCTION**

- Unit – 1 Meaning, Nature, and Scope of Health Administration
- Unit – 2 Basis for Public Health Government
- Unit - 3 Public Health - Law and Public Health

**Block II**

**HEALTH ORGANIZATION**

- Unit – 4 Organisation of Health Care Administration at the Union, State and Local Levels
- Unit – 5 Administration of Primary Health Care Centres
- Unit – 6 Voluntary - Health Agencies

**Block III**

**POLICY MAKING AND PLANNING FOR HEALTH CARE**

- Unit – 7 Policy Making for Health Care Administration
- Unit – 8 Planning for Health Care
- Unit – 9 Personnel Management
- Unit - 10 Financial Management

**Block IV**

**HOSPITAL ADMINISTRATION**

- Unit - 11 Hospital Planning and Administration – Administration of Out- and In-

	Patient Services – Emerging Services in Hospitals
Unit - 12	Manpower Planning in Hospitals
Unit - 13	Medical Practice And Law – Medical Legal Cases Insurance
<b>Block V</b>	<b>TRENDS IN HOSPITAL ADMINISTRATION</b>
Unit – 14	Modernizing Health Administration
Unit - 15	Evaluation of Medical Services In Hospitals
Unit – 16	Role of World Health Organisation
Unit – 17	Quality Health Care in India – Health insurance

**Book References:**

1. Goel, S.L. and R.Kumar (1986) *Hospital Administration and Management*, (in three volumes), New Delhi: Deep and Deep.
2. Goel, S.L., (1984) *Hospital Administration.*, Delhi: Sterling Publishers Pvt, Ltd.
3. Kumar, Arun., ( 2000) *Health Administration*, New Delhi: Anmol Publications.
4. Kumar, Arun., (2000) *Encyclopedia of Hospital Administration and Development*, (in Three Volumes), Delhi: Anmol Publications.

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3. <https://youtu.be/ZBXwtW7YO3k>
4. <https://youtu.be/2e52O9UOdBM>
5. <https://youtu.be/wTVrY7RE2wA>

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**COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Explain the meaning, nature and scope of hospital administration.
- COC2: Describe the organization of health care administration
- COC3: Discuss the health planning and administration.
- COC4: Assess the hospital planning and administration, emerging services in hospitals
- COC5: Recognise the trends in hospital administration and evaluation of medical services in hospitals





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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – III SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>RESEARCH METHODOLOGY</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 35</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>2</b>

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**COURSE OBJECTIVES**

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While studying the Research Methodology the student shall be able:

- CO1: To memorise the meaning, nature, and scope, pure and applied research, problems in social science research
- CO2: To define methods, historical, comparative and descriptive methods and hypothesis concepts and variables
- CO3: To describe the research design, types of research, exploratory, descriptive and experimental methods
- CO4: To discuss about the collection and analysis of data: sampling method, observation, survey and case study
- CO5: To apply the research methodology to write the research report

**MPAS – 35**

**RESEARCH METHODOLOGY**

**BLOCK I INTRODUCTION**

- Unit - 1 Meaning, Nature, and Scope of Social Science Research
- Unit - 2 Pure and Applied Research – Problems in Social Science Research
- Unit - 3 Ethics in Social Science Research

**BLOCK II METHODS AND PROCESS**

- Unit - 4 Methods of Social Science Research
- Unit - 5 Hypothesis – Concepts - Variables

**BLOCK III RESEARCH DESIGN AND TYPES OF RESEARCH**

- Unit - 6 Research Design – Types of Research

**BLOCK IV COLLECTION OF DATA AND ANALYSIS**

- Unit - 7 Collection and Analysis of Data: Sampling Method
- Unit - 8 Observation
- Unit - 9 Survey - Case Study

- Unit - 10 Questionnaire and Interview Method  
Unit - 11 Statistics and its Use in Social Science Research – Computer and its Applications  
- SPSS

## **BLOCK V RESEARCH REPORT**

- Unit - 12 Research Report: Purpose – Content – Style and Presentation – Footnotes and  
Endnotes - Tables and Figures - Bibliography – Appendices

### **Book References:**

1. Bose, Pradeep Kumar., Research Methodology, ICSSR, New Delhi
2. Doby.J.T., An Introduction to Social Research
3. Goode, W.J. and Hatt P.K. - Methods of Social Research
4. Gosh.B.N., Social Science Research and Methods
5. Madge, John - The Tools of Social Science
6. Selltiz.C., Research Methods in Social Relations
7. Wilkinson & Bhandarkar., Methodology and Techniques of Social Research
8. Young, P.V. - Scientific Social Surveys and Research

### **Web Link:**

1. <https://libguides.wits.ac.za/c.php?g=693518&p=4914913#:~:text=What%20is%20Research%20Methodology%3F,study's%20overall%20validity%20and%20reliability.>
2. <https://www.indeed.com/career-advice/career-development/research-methodology>
3. <https://research.com/research/how-to-write-research-methodology>
4. <https://www.scribbr.com/dissertation/methodology/>
5. <https://www.educba.com/types-of-research-methodology/>

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## **COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Summarise the learners with the knowledge on Research Methodology  
COC2: Explain the meaning, nature and scope of social science research.  
COC3: Describe the methods of social science research  
COC4: Discuss the methods of data collection and research report.  
COC5: Analyses collection and analysis of data: sampling method, observation, survey and case study



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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – IV SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>HUMAN RESOURCE MANAGEMENT</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 41</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>6</b>

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**COURSE OBJECTIVES**

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While studying the Human Resource Management, the student shall be able:

- CO1: To explain meaning and objectives of personnel administration
- CO2: To examine the role of civil services in developing society
- CO3: To assess the all India service and central service, recruitment, position classification
- CO4: To describe the integrity and code of conduct in administration, discipline, removal and appeals
- CO5: To prepare the method of compensation, various allowances to the employees association

**MPAS – 41**

**HUMAN RESOURCE MANAGEMENT**

**Block- I: Introduction**

- Unit-1 Meaning and nature of HRM - Evolution - Objectives – Importance
- Unit-2 Functions of a HR Manager
- Unit3 Human Resource Policies-Need and Importance, Types and Scope
- Unit4 Essentials of Sound Human Resources Policies

**Block- II: Human Resource Planning**

- Unit-5 Meaning, Importance and Factors affecting Human Resource Planning
- Unit-6 Recruitment, Selection and Placement
- Unit-7 Training and Development
- Unit-8 Promotions

**Block-III: Performance Appraisal**

- Unit-9 Importance, objectives and Process of performance appraisal
- Unit-10 Performance Appraisal methods – Essential of a Good Appraisal System and Challenges
- Unit-11 Motivation and Morale

**Block- IV: Organization Design and Personnel Functions**

- Unit-12 Central Personnel Agency- Role of Personnel Department in the organization
- Unit-13 Position Classification
- Unit14 Job Analysis and Evaluation

## **Block-V: Discipline and Grievance Redressal**

- Unit-15       Types of Discipline - Causes of indiscipline — Principles and Procedure for Disciplinary Action
- Unit-16       Grievance Redressal in Indian Industry
- Unit-17       Collective Bargaining-Trade Union
- Unit-18       Human Resource Audit

### **Book References:**

1. Chatterjee, Bahskar., (1999) *Human Resource Management*, New Delhi: Sterling Publishers Pvt. Ltd
2. Goel, S.L. - *Personnel Administration and Management*
3. *Human Resource Development Report*, UNDP, Oxford University Press
4. Lallan Prasad & Bannerjee., *Management of Human Resources*, Sterling Publishers (P) Ltd.,
5. Rao, Subha P., and V.S.P.Rao.,(1995) *Human Resource Management*, New Delhi: Konark Publishers Pvt. Ltd,
6. Stahl, O Glenn - *Public Personnel Administration*
7. Tripathi, P.C.,(2000) *Human Resource Development*, New Delhi, Sultan Chand and Sons.

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2. <https://open.lib.umn.edu/humanresourcemanagement/chapter/1-1-what-is-human-resources/>
3. <https://www.shrm.org/pages/default.aspx>
4. [https://en.wikipedia.org/wiki/Human\\_resource\\_management](https://en.wikipedia.org/wiki/Human_resource_management)
5. <https://onlinelibrary.wiley.com/journal/1099050x>

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## **COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1:       Explain the meaning, nature and scope of HRM.
- COC2:       Analyse the meaning, importance and factors affecting human resource planning
- COC3:       Describe the methods of performance appraisal
- COC4:       Discuss the personnel functions and employees grievances.
- COC5:       Trace the knowledge of discipline and grievance redressal



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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – IV SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>PUBLIC FINANCIAL ADMINISTRATION</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 42</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>6</b>

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**COURSE OBJECTIVES**

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While studying the Financial Administration in India, the student shall be able:

- CO1: To define nature and significance of financial administration and evolution of financial administration
- CO2: To describe budget: concept, preparation of budget and role of finance ministry, performance budgeting-meaning & features: measurement
- CO3: To explain accounting and audit system: concept, types,- emerging trends in accounting system and comptroller & auditor general
- CO4: To discuss the aspects of fiscal federalism, resource mobilization, tax administration in India
- CO5: To examine the public finance system in India

**MPAS – 42**

**PUBLIC FINANCIAL ADMINISTRATION**

**Block- I: Introduction**

- Unit-1 Nature, Scope, and Significance of Public Financial Administration-
- Unit-2 Budget and its principles
- Unit-3 Modern Techniques of Management

**Block- II: British Financial Administration**

- Unit-4 Aspects of British Budgetary System
- Unit-5 British Budgetary Procedure
- Unit-6 Control over Public Expenditure in Britain
- Unit-7 Accounting and Auditing in Britain

**Block- III: American Financial Administration**

- Unit-8 Aspects of American Budgetary System
- Unit-9 American Budgetary Procedure
- Unit-10 Control over Public Expenditure in USA
- Unit-11 Accounting and Auditing in USA

### **Block- IV: Indian Financial System**

- Unit-12 Aspects of Indian Budgetary System
- Unit-13 Indian Budgetary Procedure
- Unit-14 Control over Public Expenditure in India-Administrative- Parliamentary - Audit
- Unit-15 Finance Ministry

### **Block- V: Public Finance in India**

- Unit-16 Finance Commission-
- Unit-17 Union- State Financial Relations-
- Unit-18 Resource Mobilization
- Unit-19 Tax Administration in India
- Unit-20 Public Debt Management in India
- Unit-21 Local Finances in India

### **Book References:**

1. Goel, S.L. (2002) Public Financial Administration, New Delhi: Deep and Deep.
2. Joshi, P.L. & Raja, V.P. - Techniques of Zero Base Budgeting
3. Mookerjee, S.S., Financial Administration in India, Delhi: Surjeet Publications.
4. Singh., S.K., Public Finance in Developed and Developing Countries
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6. Thavaraj, M.J.K, (1992) Financial Administration of India, New Delhi: Sultan Chand Publications.

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2. <https://youtu.be/CeZuyGkujWg>
3. <https://youtu.be/XIIuO6ioKjA>
4. [https://youtu.be/vq2Q1\\_v6TNU](https://youtu.be/vq2Q1_v6TNU)
5. <https://youtu.be/tvFfjWixBqA>

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### **COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Recognise the knowledge effect of the nature, importance and scope of financial administration in India.
- COC2: Measure the benefit of budgetary system in India.
- COC3: Explain the advantage of accounting and auditing system in India.
- COC4: Assess the service and aid the financial and other committees.
- COC5: Analyse the merit of the aspects of fiscal federalism in India.



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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – IV SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>DEVELOPMENT ADMINISTRATION</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 43</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>4</b>

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**COURSE OBJECTIVES**

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While studying the Development Administration, the student shall be able:

- CO1: To explain the meaning, nature and scope of development administration and approaches to development administration
- CO2: To define bureaucracy and development administration, planning, training for development and people's participation
- CO3: To describe the district administration – its relationship with functional department and panchayat raj – 73rd and 74th amendments
- CO4: To illustrate the area development programme of tribal, agriculture, development
- CO5: To interpret the international aspects of development administration

**MPAS – 43**

**DEVELOPMENT ADMINISTRATION**

**Block – I: Introduction**

- Unit-1 Meaning, Nature and Scope of Development Administration
- Unit-2 Traditional Public Administration and Development Administration
- Unit-3 Approaches to Development Administration

**Block – II: Bureaucracy and Development Administration**

- Unit-4 Bureaucracy and Development Administration
- Unit-5 Development Planning
- Unit-6 Training for Development
- Unit-7 People's participation

**Block – III: PRIs and Development Administration**

- Unit-8 District Administration – its relationship with functional departments Changing role of the District Collector
- Unit-9 New Panchayati Raj – 73<sup>rd</sup> and 74<sup>th</sup> Amendments
- Unit-10 Rural and Urban Development Programmes

**Block – IV: Area development Programmes**

- Unit-11 Area Development Programme

- Unit-12 Tribal Development Programme  
Unit-13 Agricultural Developmental Programme  
Unit-14 Educational Developmental Programme  
Unit-15 Role of NGO's in Development Administration.

**Block – V: International Context on Development Administration**

- Unit-16 Development Administration in the International Context  
Unit-17 Role of UNO and allied agencies – IBRD – ADB – IMF

**Book Recommended:**

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.

**Web Link:**

1. [https://www.emerald.com/insight/content/doi/10.1016/S0732-1317\(06\)15009-5/full/html#:~:text=%E2%80%9CDevelopment%20administration%E2%80%9D%20is%20the%20term,to%20achieve%20its%20development%20goals.](https://www.emerald.com/insight/content/doi/10.1016/S0732-1317(06)15009-5/full/html#:~:text=%E2%80%9CDevelopment%20administration%E2%80%9D%20is%20the%20term,to%20achieve%20its%20development%20goals.)
2. <https://www.managementstudyguide.com/development-administration.htm>
3. [https://www.lkouniv.ac.in/site/writereaddata/siteContent/202004160626023936shraddha\\_chandra\\_Development\\_Administration.pdf](https://www.lkouniv.ac.in/site/writereaddata/siteContent/202004160626023936shraddha_chandra_Development_Administration.pdf)
4. <https://www.cvs.edu.in/upload/chapter%202.pdf>
5. [https://ddceutkal.ac.in/Syllabus/MA\\_PUB\\_ADD/Development\\_Administration.pdf](https://ddceutkal.ac.in/Syllabus/MA_PUB_ADD/Development_Administration.pdf)

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**COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Describe the significance of development administration.  
COC2: Analyse the power of Bureaucracy in development administration and people's participation.  
COC3: Assess the effectiveness of district administration and rural and urban development programmes.  
COC4: Examine the service of the rural development programme and role of NGO in development administration.  
COC5: Evaluate the efficacy of development administration in the international context.





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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – IV SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>ADMINISTRATIVE LAW</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 44</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>4</b>

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**COURSE OBJECTIVES**

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While studying the Administrative Law, the student shall be able:

- CO1: To relate the meaning, nature and scope of administrative law for the growth
- CO2: To define delegated legislation, need for delegated legislation and types of delegate legislation
- CO3: To discuss about the right to hearing, administrative adjudication and tribunals
- CO4: To analyse the writs as administrative actions- writs
- CO5: To enumerate the state control over administration

**MPAS – 44**

**ADMINISTRATIVE LAW**

**Block-I: Introduction**

- Unit-1 Meaning, nature and scope of Administrative Law
- Unit-2 Constitutional Law and Administrative Law
- Unit-3 Growth of Administrative Law

**Block-II: Executive and Administrative Law**

- Unit-4 Classification of Administrative Actions
- Unit-5 Administrative Discretion
- Unit-6 Government Liability

**Block-III: Legislature and Administrative Law**

- Unit-7 Delegated Legislation – Types of Delegated Legislation
- Unit-8 Control over Delegated Legislation

**Block- IV: Judiciary and Administrative Law**

- Unit-9 Judicial and Quasi-Judicial Functions
- Unit-10 Administrative Tribunals

Unit-11 Judicial remedies

**Block- V: Control over Administration**

Unit-12 Government Control over Public Authorities

Unit-13 Statutory Inquiries

Unit-14 Ombudsman – Lok Pal and LokAyukta

**Book References:**

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.

**Web Link:**

1. [https://www.law.cornell.edu/wex/administrative\\_law](https://www.law.cornell.edu/wex/administrative_law)
2. <https://www.britannica.com/topic/administrative-law>
3. <https://www.britannica.com/topic/administrative-law>
4. <https://blog.ipleaders.in/administrative-law-1/>
5. [https://en.wikipedia.org/wiki/Administrative\\_law](https://en.wikipedia.org/wiki/Administrative_law)

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**COURSE OUTCOMES**

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After completion of the course, the students will be able.

- COC1: Demonstrate the value of constitutional law and administrative law.
- COC2: Examine the influence of the executive and administrative law.
- COC3: Assess the service the legislative and relevance administrative law.
- COC4: Analyse the desirability of judiciary and administrative law.
- COC5: Evaluate the advantage of ombudsman lokpal and lokayuka.



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**M.A., PUBLIC ADMINISTRATION SECOND YEAR – IV SEMESTER (DISTANCE MODE)**

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<b>COURSE TITLE</b>	<b>:</b>	<b>ENVIRONMENTAL ADMINISTRATION</b>
<b>COURSE CODE</b>	<b>:</b>	<b>MPAS – 45</b>
<b>COURSE CREDIT</b>	<b>:</b>	<b>2</b>

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**COURSE OBJECTIVES**

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While studying the Environmental Administration, the student shall be able:

- CO1: To trace the Meaning, definition, nature, scope, and importance of environmental studies and natural resources.
- CO2: To find the Causes of Environmental Pollution, Sources and effects of Pollution Types of Pollution and Tourism and Environment.
- CO3: To explain the important concepts of Environmental Policy, Pre- Independence period, Post- Independence period and Evaluation of Environmental Policy
- CO4: To focus the Environmental Law, Constitutional aspects of Environmental Law and Statutory control of Environmental Pollution
- CO5: To summarise the role of NGO's with the environment.

**MPAS – 45**

**ENVIRONMENTAL ADMINISTRATION**

**Block –I: Introduction**

- Unit-1 Meaning, nature and importance of Environmental Administration-
- Unit-2 Environmental Degradation: Nature and Dimensions –
- Unit-3 India's concern for Environmental Protection

**Block –II: Causes of Environmental Pollution**

- Unit-4 Sources and effects of Pollution – Types of Pollution - Water Pollution- Air Pollution- Noise pollution
- Unit-5 Tourism and Environment

**Block –III: Environmental Policy**

- Unit-6 Pre-Independence period - Post- Independence period- Environmental Information System (ENVIS)

Unit-7 Evaluation of Environmental Policy

**Block –IV: Environmental Law**

Unit-8 Constitutional aspects of Environmental Law

Unit-9 Statutory control of Environmental Pollution

**Block - V: NGO's and Environment**

Unit-10 Environmental movements in India

Unit-11 Governmental organizations-Departments, Corporations and Pollution Control Boards

Unit -12 Non-Governmental Organizations: EXNORA.

**Books References:**

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.

**Web Link:**

1. [https://wedocs.unep.org/bitstream/handle/20.500.11822/22362/Guide\\_Environmental\\_Administration.pdf?sequence=1&isAllowed=y#:~:text=E,the%20area%20of%20environmental%20affairs.](https://wedocs.unep.org/bitstream/handle/20.500.11822/22362/Guide_Environmental_Administration.pdf?sequence=1&isAllowed=y#:~:text=E,the%20area%20of%20environmental%20affairs.)
2. <https://www.slideshare.net/PaulSenthil/environmental-administration>
3. <https://gacbe.ac.in/pdf/ematerial/18MPA42C-U4.pdf>
4. [https://www.researchgate.net/publication/338885045\\_The\\_role\\_and\\_importance\\_of\\_environmental\\_administration\\_in\\_the\\_protection\\_against\\_environmental\\_damages](https://www.researchgate.net/publication/338885045_The_role_and_importance_of_environmental_administration_in_the_protection_against_environmental_damages)
5. <https://www.globalacademicgroup.com/journals/the%20nigerian%20academic%20forum/Buku32.pdf>

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**COURSE OUTCOMES**

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After completion of the course, the students will be able

- COC1: Observe the meaning, nature, and importance of environmental administration.
- COC2: Examine the affecting causes of environmental pollution
- COC3: Discuss about the environmental policy and law
- COC4: Interpret the Environmental Law, Constitutional aspects of Environmental Law and Statutory control of Environmental Pollution
- COC5: Determine the basics of environment, Environmental administration, regulations, and policies in India.