



ANNAMALAI UNIVERSITY

107 B.A. PUBLIC ADMINISTRATION

Programme Structure and Scheme of Examination (under CBCS)
(Applicable to the candidates admitted in Affiliated Colleges from
the academic year 2022 -2023 onwards)

Course Code	Part	Study Components & Course Title	Hours/Week	Credit	Maximum Marks		
					CIA	ESE	Total
SEMESTER - I							
22UTAML11	I	Language Course - I : Tamil/Other Languages	5	3	25	75	100
22UENGL12	II	English Course - I : Communicative English I	5	3	25	75	100
22UPUBC13	III	Core Course - I : Principles of Public Administration	5	4	25	75	100
22UPUBC14		Core Course - II : Indian Constitution	5	4	25	75	100
		Allied Course - I	5	3	25	75	100
22UPUBS16	IV	Skill Based Course - I: Public Relations	3	2	25	75	100
22UENVS18	IV	Environmental Studies	2	2	25	75	100
Total			30	21			700
SEMESTER - II							
22UTAML21	I	Language Course - II : Tamil/Other Languages	5	3	25	75	100
22UENGL22	II	English Course - II : Communicative English II	5	3	25	75	100
22UPUBC23	III	Core Course - III : Administrative Thinkers-I	5	4	25	75	100
22UPUBC24		Core Course - IV: Indian Administrative System	5	4	25	75	100
		Allied Course - II	4	3	25	75	100
22UPUBS26	IV	Skill Based Course - II: NGO Management	2	2	25	75	100
22UVALE27	IV	Value Education	2	1	25	75	100
22USOFS28	IV	Soft Skill	2	1	25	75	100
Total			30	21			800

List of Allied Courses (Choose 1 out of 3 in each Semester)

Semester		Course Title	H/W	C	CIA	ESE	Total
I	22UPUBA15-1	Principles of Political Science	5	3	25	75	100
	22UPUBA15-2	Law and Order Administration	5	3	25	75	100
	22UPUBA15-3	Issues in Public Administration in India	5	3	25	75	100
II	22UPUBA25-1	Indian National Movement	4	3	25	75	100
	22UPUBA25-2	Labor Welfare Administration in India	4	3	25	75	100
	22UPUBA25-3	New Public Management	4	3	25	75	100

SEMESTER - I CORE - I PART - III	22UPUBC13: PRINCIPLES OF PUBLIC ADMINISTRATION	CREDITS: 4 HOURS: 5
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COURSE OBJECTIVES

- 1) To provide superior graduate education to students aspiring to or committed to public service careers.
- 2) To promote understanding of the political, social, legal and economic environments in which public organizations operate.
- 3) To provide understanding of, and insight into, the nature of the administrative process and bureaucratic behavior, leadership, and decision making.
- 4) To discuss the span of control and delegation of authority
- 5) To examine the Control over Public Administration

UNIT – I Introduction

Meaning, nature and scope – Evolution of the study of public administration - Arts, Science or Both – Relations with other social sciences.

UNIT – II New Public Administration

New Public Administration - Politics and Administration – Public Administration and Law - Public Administration and Economics etc.

UNIT – III Chief Executive

Chief Executive – Types of Chief Executive – Line - Staff and Auxiliary Agencies – Departments – Public Corporations – Independent Regulatory Commissions – Boards and Commissions.

UNIT – IV Formal and Informal Organization

Formal and Informal Organization – Principles of Organization - Hierarchy - Span of Control – Delegation of Authority -Unity of Command – Coordination – Centralization Vs Decentralization – Integration Vs Disintegration.

UNIT – V Control over Public Administration

Control over Public Administration - Legislative Control – Executive Control - Judicial Control, Meaning and nature of Management – Public Administration and Management.

COURSE OUTCOMES

- 1) To understand concepts and theories of Public Administration, New Public Administration and New Public Management.
- 2) To Students know Strategic plans to promote organizational effectiveness and minimize risk.
- 3) To know Financial Administration of India, Monetary and Fiscal policies of India with case studies
- 4) Students know the Centralization Vs Decentralization
- 5) Students can understand the Public Administration and Management

Text Books

- 1) RumkiBasu, **“Public Administration: Concepts and Theories”**, New Delhi, New Delhi, Sterling Publications, 2015.
- 2) Sharma. M.P. & B.L.Sadana, **“Public Administration Theory and Practice”**, Allahabad, Kitab Mahal, 2016.
- 3) Laxmikanth, **“Public Administration”**, New Delhi, Tata McGraw-Hill Education Pvt. Ltd., 2018.
- 4) Avasthi & Maheshwari, **“Public Administration,”** Agra, Laxminarayan Agrawal, 2019.

Supplementary Reading

- 1) Laxmikanth, **“Public Administration”**, New Delhi, Tata McGraw-Hill Education Pvt. Ltd., 2015.
- 2) RumkiBasu, **“Public Administration: Concepts and Theories”**, New Delhi, Sterling Publications, 2016.
- 3) Avasthi & Maheshwari, **“Public Administration”**, Agra, Laxminarayan Agrawal, 2018.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

*1-Low *2-Medium *3-Strong

SEMESTER - I CORE - II PART - III	22UPUBC14: INDIAN CONSTITUTION	CREDITS:4 HOURS:4
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COURSE OBJECTIVES

- 1) To learn about the British India Administration.
- 2) To understand the functioning of British empire and east India Company.
- 3) To get in depth knowledge about the federal system, secular system and fundamental rights and duties in the Indian Constitution.
- 4) To explain the Powers and functions of President and council of Ministers.
- 5) To get the concept of Judicial Review

UNIT - I Introduction

Philosophy and Sources of Constitution, Features, Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of State Policy.

UNIT – II Federalism

Federalism, Division of Powers, Quasi – Federal Structure, Emergency Provisions

UNIT – III Parliamentary Democracy

Parliamentary Democracy, Legislature - Composition, Power and Functions.

UNIT - IV Executive

Executive – President - Functions of Executive, Nominal and Real Executive, Council of Ministers.

UNIT – V Judiciary

Judiciary and its Functions, Independence of Judiciary, Judicial Review, Judicial Activism.

COURSE OUTCOMES

After the successful completion of the course, the students will be able to:

- 1) The students will know the different phases of the laws of the land
- 2) Gain in-depth knowledge about the Central state relations.
- 3) The students will know the value of democratic system, judicial systems
- 4) Students can understand the parliamentary process
- 5) Students can explain the judicial activism

Text Books

- 1) Granville Austin, “The Indian Constitution: Cornerstone of a Nation”, Oxford, Oxford University Press, 2016.
- 2) Basu, D.D. “An Introduction to the Constitution of India”, New Delhi, Oxford University, 2017.
- 3) Laxmikanth, M, “Indian polity”, New Delhi, Oxford University, 2018.

Supplementary Reading

- 1) Bhambhari. C.P., **“The Indian State: Fifty Years”**, New Delhi, Shipra, 2016.
- 2) P.Brass, **“Politics of Indian since Independence”**, Hyderabad, Orient Longman, 2017.
- 3) R.Kothari, **“Politics in India”**, New Delhi, Orient Longman, 2018.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER - I SKILL BASED - I PART - IV	22UPUBS-16: PUBLIC RELATIONS	CREDITS:4 HOURS:4
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COURSE OBJECTIVES

- 1) To Study of meaning, Definition and Concept of Public Relation
- 2) To understand the various forms of communication
- 3) To analysis the role of Public Relations Officer and Formulation of public opinion
- 4) To explain the Organizational Set-up of Public Relation agency and department
- 5) To discuss the Role of PR in private Sector

UNIT I - Introduction

Public Relations-Meaning, Definition & Concept – Evolution of Public Relations- Need, nature and scope of Public Relations- History and evolution of Public Relations in India- Use of Public Relations.

UNIT II - communication

Various forms of communication- tools of communication- Role of TV and Radio - Audio-visual communication - Satellite broadcasting - Producing a house journal- Role of book publishing.

UNIT III - Role of Public Relations

Role of Public Relations Officer- Formulation of public opinion- The communication process in an organization - Employee Communication- Group Communication.

UNIT IV - Public Relations and Advertising

Public Relations and Advertising - Public Relations and Marketing –Sales Promotion – Publicity and Public Relations- Propaganda and Lobbying.

UNIT V- Organizational Set-up

Organizational Set-up of Public Relation agency and department - Effect of Public Relations- Role of Public relations in government organization- Role of PR in public sector- Role of PR in private Sector – Public Relation as Profession.

COURSE OUTCOMES

- 1) The Students know about History and evolution of Public Relations in India
- 2) The Students can know about deference between Employee Communication and Group Communication
- 3) Students can understand the role of PR in public sector and role of PR in private Sector
- 4) Students can know about Propaganda and Lobbying
- 5) Students can know the Public Relation as Profession

Text Books

- 1) Frank, Jefkins, “**Public Relations Techniques**”, Butterworth-Heinmann Ltd, Oxford, 2016. .
- 2) Mehta D.S., “**Handbook of Public Relations in India**”, New Delhi, Allied Publishers, 2017.
- 3) Sam Black, “**Practical Public Relations**”, New Delhi, Universal Book Hall, 2018.
- 4) Balan, K.R., “**Lectures on Applied Public Relations**”, New Delhi, Sultan and Chand, 2019.

Supplementary Reading

- 1) Mehta D.S., “Handbook of Public Relations in India”, New Delhi, Allied Publishers, 2015.
- 2) Balan, K.R., “Lectures on Applied Public Relations”, New Delhi, Sultan and Chand, 2016.
- 3) Sam Black, “Practical Public Relations”, New Delhi, Universal Book Hall, 2017
- 4) Frank, Jefkins, “Public Relations Techniques”, New Delhi, Butterworth-Heinmann Ltd, Oxford, 2018.

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CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER - I CORE - III PART - III	22UPUBC23: ADMINISTRATIVE THINKERS - I	CREDITS:4 HOURS:4
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COURSE OBJECTIVES

- 1) To analyze the historical development of public administration and the major thinkers.
- 2) To study the important contributions of Administrative thinkers.
- 3) To Provide high quality instruction about human relations approach
- 4) To understand the views on Luther Gulick, L. F. Urwick
- 5) To discuss the decision making process

Unit- I

Thiruvalluvar, Kautilya

UNIT-II

Woodrow Wilson, Henri Fayol

UNIT-III

Frederick W. Taylor, Max Weber

UNIT-IV

Luther Gulick, L. F. Urwick

UNIT-V

Abraham Maslow, Karl Marx

COURSE OUTCOMES

- 1) **CO1.** To study about Administrative theories of Indian thinkers (Thiruvalluvar Kautilya)
- 2) To discuss classical organization theories: Dichotomy theory, Scientific management theory,
- 3) To know Principles of management and Departmentalization
- 4) To Student can understand views of thinkers
- 5) To Students know the administration development process though thinkers

Text Books

- 1) Maheswari, S.R., **“Administrative Thinkers”**, New Delhi, Macmillan Publishers, 2016.
- 2) Sapru R.K, **“Administrative Theories & Management Thought”**, New Delhi, Prentice Hall, 2017.
- 3) Ravindra Prasad. D., V.S.Prasad and P. Sathyanarayana, **“Administrative Thinkers”**, New Delhi, Sterling Publishers Private Limited, 2018.
- 4) Anthony Tillet, Thomas Kemper & Gordon Willey, **“Management Thinkers”**, New Delhi, Penguin Books, 2019.

Supplementary Reading

- 1) Ravindra Prasad. D., V.S.Prasad and P. Sathyanarayana, "**Administrative Thinkers**", New Delhi, Sterling Publishers Private Limited, 2016.
- 2) Maheswari, S.R., "**Administrative Thinkers**", Macmillan Publishers, New Delhi, 2017.
- 3) Anthony Tillet, Thomas Kemper & Gordon Willey, "**Management Thinkers**", Penguin Books, 2018.
- 4) Sapru R.K, "**Administrative Theories & Management Thought**", Prentice Hall, New Delhi, 2019.

OUTCOME MAPPING

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	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

*1-Low *2-Medium *3-Strong

SEMESTER - II CORE - IV PART - III	22UPUBC24: INDIAN ADMINISTRATIVE SYSTEM	CREDITS:4 HOURS:4
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COURSE OBJECTIVES

- 1) To explain ideas of Administration in Pre - colonial, Colonial and Post - colonial era
- 2) To enhance understanding of the concept of social Justice, good governance and righteous welfare.
- 3) To analyze the various activities done by the Indian Administration
- 4) To discuss the Impact of Information Technology on Indian Administration
- 5) To understand the Corruption- Administrative Reforms in India

UNIT I- Introduction

Evolution of Indian Administration - Administration in Ancient and Medieval in Post Colonialism - welfare state - Salient features of Indian Constitution - Fundamental Rights – Directive Principles of State Policy.

UNIT II - Union Administration

Union Administration – President - Prime Minister - Council of Ministers - Cabinet Secretariat - Cabinet Committees - Prime Minister’s Office - Central Secretariat - Ministries and Departments.

UNIT III - Constitutional Authorities

Constitutional Authorities - Finance Commission – Union Public Service Commission – Election Commission – National Commission for SCs & STs – Attorney General of India – Comptroller and Auditor General of India

UNIT IV - State Administration

State Administration - Governor – Chief Minister, – Cabinet – State Secretariat – Departments – Directorate – Collectorate- State Public Service Commission.

UNIT V - Issues in Indian Administration

Issues in Indian Administration - Minister – Civil Servant Relation – Generalist Vs. Specialists – Union-State Relations (Administrative and Financial) – Planning Commission - National Development Council- Corruption - Administrative Reforms - Impact of Information Technology on Indian Administration – Globalization and Indian Administration

COURSE OUTCOMES

- 1) This course provides basic knowledge of the evolution the structure of the system of administration of the control and state levels in India.
- 2) The students will know the Bureaucracy, Planning commission.
- 3) The students understand the various administrative system and function.
- 4) Students can explain the State Public Service Commission
- 5) Students can discuss about the Civil Servant Relation

Text Books

- 1) Sharma. R.C., **“Indian Government and Politics”**, New Delhi, Konal Books, 2016.
- 2) Johari, J.C. **“Indian Parliament: A Critical Study of Its Evolution”, Composition and Working**, New Delhi, Metro politant Book, 2017.
- 3) Avasthi and Avasthi, **Indian Administration**, Lakshmi NarainAgarwal, Agra, 2018.

Supplementary Reading

- 1) Maheshwari, S.R., **“Indian Administration”**, New Delhi, Orient longman, 2016.
- 2) Jain. B., **“Contemporary issues in Indian administration”**, Delhi, Vishal publications, 2017.
- 3) Johari, J.C., **“Indian Parliament: A Critical Study of Its Evolution, Composition and Working”**, New Delhi, Metropolitan Book, 2018.

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CO5	2	2	2	3	3

*1-Low *2-Medium *3-Strong

SEMESTER - II SKILL BASED - II PART - IV	22UPUBS-26: NGO MANAGEMENT	CREDITS:4 HOURS:4
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COURSE OBJECTIVES

- 1) To study about meaning, nature and importance of NGO
- 2) To discuss the society, trust and foreign regulations contribution act
- 3) To understand the NGOs in Local and Global context
- 4) To explain the government control over NGOs
- 5) To examine the government control over NGOs

UNIT – I Introduction

Introduction: Meaning, Nature and Importance of NGO – Types – Voluntary Action and Civil Society – Civil Society Movement in India.

UNIT –II Legal aspects of NGOs

Legal aspects of NGOs: Society and Trust – Foreign Contribution Regulation Act (FCRA) – Member’s Responsibilities and Liabilities – Registration and Management of NGOs.

UNIT – III Resource Mobilization

Resource Mobilization: Human Resource Training – Social Networking – Community Initiatives – NGOs in Local and Global context.

UNIT – IV NGOs and Development

NGOs and Development: Role of NGOs in Human Development, Health, Education and Employment generation – Social and Economic Empowerment.

UNIT – V NGOs and Environmental Crisis

NGOs and Environmental Crisis: NGOs and Media – Government Control over NGOs – NGOs and Public Affairs.

COURSE OUTCOMES

- 1) This course provides basic knowledge of the Voluntary Action and Civil Society and Civil Society Movement in India
- 2) The students will know the Registration and Management of NGOs
- 3) The students understand the Role of NGOs in Human Development, Health, Education and Employment generation
- 4) Students can explain about the NGOs in local and global context
- 5) Students can understand the NGOs and Environmental Crisis

Text Books

- 1) Micheal Edwards, David Hulme (ed.), **“Non-Governmental Organizations: Performance and Accountability”**, London, Earthscan Publications Limited, 2016.

- 2) David Lewis and Nazneen Kanji, **“Non-Governmental Organizations and Development”**, London, Routledge, 2017.
- 3) Devendra Prasad Pandey, **Development and Management of NGOs**, New Delhi, Adhyayan Publishers and Distributors, 2019.

Supplementary Reading

- 1) Ravi Shankar Kumar Singh, **“Role of NGOs in Socio-Economic Development”**, Abhijeet Publications, Delhi, 2016.
- 2) David Lewis and Nazneen Kanji, **“Non-Governmental Organizations and Development”**, London, Routledge, 2017..
- 3) Micheal Edwards, David Hulme (ed.), **“Non-Governmental Organizations: Performance and Accountability”**, London, Earthscan Publications Limited, 2018.

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CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**