

**ANNAMALAI UNIVERSITY**  
**Syllabi for the Affiliated Colleges**  
**BACHELOR OF ARTS**  
**B.A. PUBLIC ADMINISTRATION**  
**DEGREE COURSE**  
**CBCS PATTERN**  
**(2021-2022)**

**The Course of Study and the Scheme of Examinations**

S.NO.	Part	Study Components		Ins. hrs /week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
<b>SEMESTER I</b>									
1	I	Language	Paper-1	6	4	Tamil/Other Languages	25	75	100
2	II	<b>English (CE)</b>	<b>Paper-1</b>	<b>6</b>	<b>4</b>	<b>Communicative English I</b>	25	75	100
3	III	Core Theory	Paper-1	5	3	Principles of Public Administration	25	75	100
4	III	Core Theory	Paper-2	5	3	Constitution of India	25	75	100
5	III	ALLIED -1	Paper-1	6	3	Outlines of Political Theory	25	75	100
6	III	<b>PE</b>	<b>Paper-1</b>	<b>6</b>	<b>3</b>	<b>Professional English I</b>	25	75	100
7	IV	Environmental Studies		2	2	Environmental Studies	25	75	100
				<b>36</b>	<b>22</b>		<b>175</b>	<b>525</b>	<b>700</b>
<b>SEMESTER II</b>							<b>CIA</b>	<b>Uni. Exam</b>	<b>Total</b>
8	I	Language	Paper-2	6	4	Tamil/Other Languages	25	75	100
9	II	<b>English (CE)</b>	<b>Paper-2</b>	<b>4</b>	<b>4</b>	<b>Communicative English I</b>	25	75	100
10	III	Core Theory	Paper-3	5	3	Administrative Thinkers-I	25	75	100
11	III	Core Theory	Paper-4	5	3	Indian Administration	25	75	100
12	III	ALLIED-1	Paper-2	6	5	Introduction to Sociology	25	75	100
13	III	<b>PE</b>	<b>Paper-2</b>	<b>6</b>	<b>3</b>	<b>Professional English II</b>	25	75	100
14	IV	Value Education		2	2	Value Education	25	75	100
15	IV	Soft Skill		2	1	Soft Skill	25	75	100
				<b>36</b>	<b>25</b>		<b>200</b>	<b>600</b>	<b>800</b>

**ANNAMALAI UNIVERSITY**  
**B.A. PUBLIC ADMINISTRATION**  
**SYLLABUS**  
**UNDER CBCS**  
**(2021-2022)**  
**SEMESTER- I**  
**CORE PAPER - 1**  
**PRINCIPLES OF PUBLIC ADMINISTRATION**

**UNIT-I**

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

**UNIT-III**

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

**REFERENCE BOOKS:**

1. Rumki Basu, **Public Administration: Concepts and Theories**, Sterling Publications, New Delhi, 2004
2. M.P.Sharma & B.L.Sadana, **Public Administration Theory and Practice**, Kitab Mahal, Allahabad, 2010
3. Laxmikanth, **Public Administration**, Tata McGraw-Hill Education Pvt. Ltd., New Delhi, 2011
4. Avasthi & Maheshwari, **Public Administration**, Laxminarayan Agrawal, Agra, 1997

**CORE PAPER – 2**  
**CONSTITUTION OF INDIA**

**UNIT – I**

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

**UNIT – II**

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

**UNIT-III**

Parliamentary Democracy, Legislature - Composition, Power and Functions.

**UNIT-IV**

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

**UNIT-V**

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

**REFERENCE BOOKS:**

1. Granville Austin, **The Indian Constitution: Cornerstone of a Nation**, Oxford, Oxford University Press, 2011.
2. D.D. Basu, **An Introduction to the Constitution of India**, 2015, Amazon.in
3. M Laxmikanth, **Indian polity**, 2015, Amazon.in
4. C.P. Bhambhari, **The Indian State: Fifty Years**, Shipra, New Delhi, 1997.
5. P.Brass, **Politics of Indian since Independence**, Orient Longman, Hyderabad, 1990.
6. R.Kothari, **Politics in India**, Orient Longman, New Delhi, 1970.

## **ALLIED – 1**

### **PAPER - 1**

#### **OUTLINES OF POLITICAL THEORY**

##### **UNIT- I**

Meaning – Nature – Scope of Political Science - Art and Science of Political Science – Relation between Political Science and other Social Sciences.

##### **UNIT- II**

Meaning – Definition - Elements of State – Democracy - Types of Democracy – Conditions required for the success of Democracy.

##### **UNIT- III**

Divine Right Theory - Force Theory - Patriarchial Theory - Matriarchial Theory – Social Contract Theory - Evolutionary Theory.

##### **UNIT- IV**

Rights - Liberty and its Kinds – Equality and its kinds – Law and its kinds.

##### **UNIT- V**

Democracy-Political Parties - Public Opinion - Pressure groups – Media and Peoples' Participation.

##### **REFERENCE BOOKS:**

1. Amal Roy and Bhattacharya, **Political Theory: Ideas And Institutions**, The World Press, Calcutta, 2002.
2. J.C. Johari, **Principles of Modern Political Science**, Sterling Publishers P. Ltd, New Delhi, 1995.
3. S.K. Rathod, **Principles of Political Science**, Arise Publishers, New Delhi, 2012.

**SEMESTER- II**  
**CORE PAPER – 3**  
**ADMINISTRATIVE THINKERS - I**

**UNIT- I**

Thiruvalluvar, Kautilya

**UNIT-II**

Woodrow Wilson, Henri Fayol

**UNIT-III**

Frederick W. Taylor, Max Weber

**UNIT-IV**

Luther Gullick, L. F. Urwick

**UNIT-V**

Abraham Maslow, McGregor

**REFERENCE BOOKS:**

1. D. Ravindra Prasad. V.S.Prasad and P. Sathyanarayana, **Administrative Thinkers**, Sterling Publishers Private Limited, New Delhi, 2010.
2. S.R.Maheswari, **Administrative Thinkers**, Macmillan Publishers, New Delhi, 2009,
3. Anthony Tillet, Thomas Kemper & Gordon Willey, **Management Thinkers**, Penguin Books, 1970.
4. Sapru R.K, **Administrative Theories & Management Thought**, Prentice Hall, New Delhi, 2000

**CORE PAPER - 4**  
**INDIAN ADMINISTRATION**

**UNIT-I**

Administration in Ancient and Medieval India - Modern India - Salient features of Indian Administration; its role in the context of democratic system and socio-economic development.

**UNIT-II**

Union Administration: President -Powers, function and position; Prime Minister-Powers and functions; Council of Ministers - Cabinet secretariat – Central Ministries – Finance and Defense

**UNIT-III**

Governor - appointment - terms of office - powers & position; Chief Minister and Council of Ministers; State Secretariat; Chief Secretary of the State.

**UNIT-IV**

Supreme Court – powers and functions; The High Court - powers & functions; Administrative Tribunals

**UNIT-V**

Corruption - Grievances redressal machinery with special reference to Lokayukta and Lokpal - Ministers and Civil Servant relationship - Specialist and generalist relationship.

**REFERENCE BOOKS:**

1. Maheshwari S.R., **Public Administration in India**, Oxford University Press, New Delhi, 2005.
2. Hoshier Singh, **Indian Administration**, Kitab Mahal, Allahabad, 1999.
3. Avasthi and Avasthi, **Indian Administration**, Lakshmi Narain Agarwal, Agra, 2016
4. S.R. Maheshwari, **Indian Administration**, Orient longman, New Delhi, 2004
5. R.B. Jain, **Contemporary issues in Indian administration**, Vishal Publications, Delhi, 1976.

## **ALLIED-1**

### **PAPER - 2**

## **INTRODUCTION TO SOCIOLOGY**

### **UNIT – I**

Nature and scope of sociology – Emergence of sociology – Need for the study of sociology.

### **UNIT – II**

Approaches to the study of Sociology – Relationship of Sociology with other Social Sciences – Individual and Society:

### **UNIT – III**

Social Attitude – Social Change – Meaning – Definition of Social Change – Theories of Social Change – Marxian and Non Marxian Development – Factors of Social changes – world religion–Culture and – Definition of culture – Types of culture.

### **UNIT – IV**

Social process – Definition – Basic requirements – Characteristics of Social Process – factors – forms – Associative and Disassociative Social Process.

### **UNIT – V**

Social control – definition and Nature of Social Control – Need – Objectives – Types – Means of Social Control – Agencies – Social Control in Modern Society.

### **REFERENCE BOOKS:**

1. Shankar Rao C.N, **Sociology–Principles of Sociology with an Introduction**, Sultan Chand, New Delhi,2007
2. Paul Horton, **Sociology**, McGraw Hill Pvt Ltd, New Delhi, 2004.
3. Shankar Rao C.N, **Sociology of Indian Society**, Sultan Chand, 2006
4. Grove Samuel Dow, **Introduction to the Principles of Sociology**, Nabu Press, 2013
5. Herbert Spencer, **The Principles of Sociology**, Read Books, 2013

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