

ANNAMALAI UNIVERSITY
BACHELOR OF ARTS
B.A. PUBLIC ADMINISTRATION
DEGREE COURSE
CBCS PATTERN
(With effect from 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
SEMESTER I									
1	I	Language	Paper-1	6	4	Tamil/Other Languages	25	75	100
2	II	English (CE)	Paper-1	6	4	Communicative English I	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 -I	Paper-1	6	3	Outlines of Political Theory	25	75	100
6	III	PE	Paper-1	6	3	Professional English I	25	75	100
7	IV	Environmental Studies		2	2	Environmental Studies	25	75	100
				36	22		175	525	700
SEMESTER II							CIA	Uni. Exam	Total
8	I	Language	Paper-2	6	4	Tamil/Other Languages	25	75	100
9	II	English (CE)	Paper-2	4	4	Communicative English I	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-I	Paper-2	6	5	Introduction to Sociology	25	75	100
13	III	PE	Paper-2	6	3	Professional English II	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
				36	25		200	600	800

SEMESTER III						CIA	Uni. Exam	Total	
16.	I	Language	Paper-3	6	4	Tamil/Other Languages	25	75	100
17.	II	English	Paper-3	6	4	English	25	75	100
18.	III	Core Paper	Paper-5	4	4	Principles of Organization	25	75	100
19.	III	Core Paper	Paper-6	5	4	Administrative Thinkers - II	25	75	100
20.	III	Allied II	Paper-3	5	3	Indian National Movement	25	75	100

21.	IV	Skill Based Subject	Paper-1	2	2	Public Relation	25	75	100
22.	IV	Non Major Elective	Paper-1	2	2	Indian Administrative System	25	75	100
				30	23		175	525	700

SEMESTER IV						CIA	Uni. Exam	Total	
23.	I	Language	Paper-4	6	4	Tamil/Other Language	25	75	100
24.	II	English	Paper-4	6	4	English	25	75	100
25.	III	Core Paper	Paper-7	5	4	Principles of Management	25	75	100
26.	III	Core Paper	Paper-8	4	3	Modern Western Governments	25	75	100
27.	III	Allied II	Paper-4	5	5	Social Welfare Administration	25	75	100
28.	IV	Skill Based Subject	Paper-2	2	2	NGO Management	25	75	100
29.	IV	Non Major Elective	Paper-2	2	2	Local Government in India	25	75	100
		Total		30	24		175	525	700

SEMESTER V						CIA	Uni. Exam	Total	
30	III	Core Paper	Paper-9	5	4	Development Administration	25	75	100
31	III	Core Paper	Paper-10	6	4	Personnel Administration in India	25	75	100
32	III	Core Paper	Paper-11	6	4	Labour Welfare Administration in India	25	75	100
33	III	Core paper	Paper - 12	6	4	Financial Administration In India	25	75	100
34	III	Elective	Paper-1	4	3	Human Rights	25	75	100
35	IV	Skill Based Subject	Paper-3	3	2	Tourism Management	25	75	100
		Total		30	21		150	450	600

SEMESTER VI							CIA	Uni. Exam	Total
36	III	Core Paper	Paper-13	5	4	Administrative Law	25	75	100
37	III	Core Paper	Paper-14	5	4	E-Governance in India	25	75	100
38	III	Core Paper	Paper-15	5	3	Administration of International Organization	25	75	100
39	III	Compulsory Project	Paper-16	5	5	Group / Individual Project	25	75	100
40	III	Elective	Paper-2	4	3	Gender Studies	25	75	100
41	III	Elective	Paper-3	3	3	Tamilnadu Government and Administration	25	75	100
42	IV	Skill Based Subject	Paper-4	3	2	Disaster Management	25	75	100
43	V	Extension Activities	Paper-1	0	1	Field Based Project	100	0	100
				30	25		275	525	800
		Total			140				4300

Part	Subject	Papers	Credit	Total Credits	Marks	Total Marks
Part I	Languages	4	4	16	100	400
Part II	Communicative English & English	4	4	16	100	400
Part III	Allied (Odd Semester)	2	3	6	100	200
	Allied (Even Semester)	2	5	10	100	200
	Electives	3	3	9	100	300
	Core	15	(3-5)	54	100	1500
	Professional English	2	3	6	100	200
	Compulsory Project (Group/Individual Project)	1	5	5	100	100
Part IV	Environmental Science	1	2	2	100	100
	Soft skill	1	1	1	100	100
	Value Education	1	2	2	100	100
	Lang. & Others /NME	2	2	4	100	200
	Skill Based	4	2	8	100	400
Part V	Extension Activities	1	1	1	100	100
	Total	43		140		4300

ANNAMALAI UNIVERSITY
B.A. PUBLIC ADMINISTRATION

SYLLABUS
UNDER CBCS

(With effect from 2021 - 2022 onwards)

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

SEMESTER - III

CORE PAPER - 5

PRINCIPLES OF ORGANIZATION

UNIT - I

Meaning – Nature - Scope and Importance of Organization - Bases of Organization – types of organizations

UNIT - II

Classical theory of Organization - Henri Fayol – Willoughby - Luther Gullick

UNIT - III

Neo - Classical Theory - Human Relations Theory - Systems Theory

UNIT - IV

Organizational Types - Department – Corporation - Government companies - Boards and Commissions

UNIT - V

Management of Organization - Communications – Motivation – Morale - Decision Making – Leadership

REFERENCE BOOKS:

1. Hoshiar Singh & Pradeep Sachdeva, **Administrative Theory**, Kitab Mahal, New Delhi, 2005.
2. Prasad.L.M, **Principles and Practice of Management**, Sultan Chand & Sons, Educational Publishers, New Delhi, 2005.
3. S.R. Maheshwari, **Indian Administration**, Orient longman, New Delhi, 2004
4. R.K. Sapru, **Administrative Theories And Management Thought**, PHI Learning Pvt Limited, Delhi, 2013

CORE PAPER – 6

ADMINISTRATIVE THINKERS - II

UNIT - I

George Elton Mayo, Herbert A. Simon

UNIT - II

Doglus Mc Gregor, Frederick Hertzberg

UNIT - III

Rensis Likert, Mary parker Follett

UNIT - IV

Chester I. Barnard, F. W. Riggs

UNIT - V

C. Argyris, Karl Marx

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

INDIAN NATIONAL MOVEMENT

UNIT - I

British Rule – Queens Proclamation – The Government of India Act 1858 – Indian Council Act, 1861 – Indian Nationalism Under British Rule – Brahmo Samaj – Arya Samaj – Sir Syed Ahammed Khan – Role of Indian Press.

UNIT - II

Birth and Growth of Indian National Congress –Its aims – Indian Council Act 1892 – Swadeshi Movements – Split in Congress – Moderate and Extremists – Revolutionary Nationalism – Birth of Muslim League of 1906 – India Council Act 1909.

UNIT - III

Home Rule Movement by Annie Beasant – Government of India Act– 1919, – M. K. Gandhi and the Congress – Rowlat Act – Jallian Wala Bagh Tragedy – Khilafat Movement – Non Cooperation Movement – Simon Commission – Civil Disobedience Movement 1930–31, – First Round Table Conference.

UNIT - IV

Gandhi – Irwin Pact 1931 – Second Round Table Conference – Resumption of Civil Disobedience Movement 1932–34, – Communal Award – Poona Pact – Third Round Table Conference – Jinnah and Two Nation Theory – Socialist and Communist Trends – Government of India Act 1935 – Second World War and The Constitutional Deadlock.

UNIT - V

Cripps Mission – Quit India Movement – Gandhi – Jinnah Talks – Wavell Plan – Cabinet Mission – Indian independence Act of 1947 – Birth of India and Pakistan – Princely States and Integration – Special Status to Jammu and Kashmir.

REFERENCE BOOKS:

1. M.Abel, **Glimpses of Indian National Movement**, ICFAI University Press, Hyderabad, 2005.
2. Bipan Chandra, **Indian National Movement: The Long-Term Dynamics**, HARANAND Publication Pvt Limited, New Delhi, 2010.
3. D.C.Gupta, **Indian National Movement**, Vikas Publication, Bombay, 1970

SKILL BASED SUBJECT

PAPER - I

PUBLIC RELATIONS

UNIT - I

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

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

UNIT - IV

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

UNIT - V

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.

REFERENCE BOOKS:

1. Frank, Jefkins, **Public Relations Techniques**, Butterworth-Heinmann Ltd, Oxford, 1994.
2. Mehta D.S., **Handbook of Public Relations in India**, Allied Publishers, New Delhi, 2005
3. Sam Black, **Practical Public Relations**, Universal Book Hall, New Delhi, 1976
4. Balan, K.R., **Lectures on Applied Public Relations**, Sultan and Chand, New Delhi, 1994

NON MAJOR ELECTIVE

PAPER - I

INDIAN ADMINISTRATIVE SYSTEM

UNIT - I

Evolution of Indian Administration - Administration in Pre- colonial, Colonial and Post- colonial era- welfare state- Salient features of Indian Constitution- Fundamental Rights – Directive Principles of State Policy.

UNIT - II

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

UNIT - V

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

REFERENCE BOOKS:

1. R.C. Sharma, **Indian Government and Politics**, Konal Books, New Delhi, 2013.
2. J.C.Johari, **Indian Parliament: A Critical Study of Its Evolution, Composition and Working**, Metropolitan Book, New Delhi, 2006.
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

SEMESTER - IV
CORE PAPER - 7
PRINCIPLES OF MANAGEMENT

UNIT - I

Meaning, nature, scope and significance Of management – difference between management and administration – Evolution of management thought.

UNIT - II

Modern management techniques – levels of management – management techniques in government and corporate sector.

UNIT - III

Planning – decision making – coordination – communication – leadership – training – motivation.

UNIT - IV

Management by Objective (MBO) – management information system – total quality management – managerial audit.

UNIT - V

Participative management – self management – quality circle – impact of Multinational Corporation on management.

REFERENCE BOOKS:

1. P.C.Tripathi, P.N.Reddy, **Principles of Management**, Tata MCGRAW- Hill Publications, New Delhi, 2009
2. R.N.Gupta, **Principles of Management**, S.Chand& Company Limited, New Delhi, 2010
3. Dr.D.K.Tripathi, **Principles and Practices of Management**, Wisdom Publications, New Delhi, 2009
4. Prasad.L.M, **Principles and Practice of Management**, Sultan Chand & Sons, Educational Publishers, New Delhi, 2005.

CORE PAPER - 8
MODERN WESTERN GOVERNMENTS

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

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

UNIT - V

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

REFERNCE BOOKS:

1. Vishnoo Bhagwan and Vidya Bhushan, **World Constitution**, Sterling Publishers Pvt Limited, 2011
2. Ghai K.K , **Major Governments** , Kalyani Publishers,Ludhiana,2010
3. Mahajan V.D, **Political Theory**, Sultan Chand, New Delhi 2012

4. J.C. Johari, **New Comparative Government**, Lotus Press, New Delhi, 2006.

ALLIED PAPER - 4

SOCIAL WELFARE ADMINISTRATION IN INDIA

UNIT - I

Meaning, Nature, Scope and Importance of Social Welfare Administration – Social Welfare Administration as a Discipline and as a Profession–Evolution of Social Welfare in India

UNIT - II

Social Welfare Administrative structure at the Union Level – Central Social Welfare Board – State Social Welfare Board – National Commission for Women – Role of Voluntary Organization in Social Welfare.

UNIT - III

Welfare legislation and administration for Family–Women–Transgender–Child–Youth–Aged–Disabled–Drug Addicts–Ex–service Men

UNIT - IV

Welfare Administration for Scheduled Castes and Scheduled Tribes – Welfare of OBCs – Welfare of Minorities and Marginalized.

UNIT - V

Welfare organization at International level - Structure and Functions of the UNO – WHO, UNESCO, UNICEF, ILO, FAO, UNHR.

REFERENCE BOOKS:

1. Saandeva.p.R, **Social Welfare Administration**, Kitab Mahal, Allahabad, 2004.
2. Mohinder Singh, **Social Policy and Administration in India**, M.D. Publication, New Delhi, 2004.
3. Madar,G.R. **Indian of Tomorrow Problem of Social Reconstruction**, Allied publisher, 2001.
4. Goel S.L, **Social Welfare Administration**, Deep & Deep Publications, New Delhi, 2010.

SKILL BASED SUBJECT
PAPER – 2
NGO MANAGEMENT

UNIT - I

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

UNIT - II

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

UNIT - III

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

UNIT - IV

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 Media – Government Control over NGOs – NGOs and Public Affairs.

REFERENCE BOOKS:

1. Micheal Edwards, David Hulme (ed.), **Non-Governmental Organizations: Performance and Accountability**, Earthscan Publications Limited, London, 2002.
2. David Lewis and Nazneen Kanji, **Non-Governmental Organizations and Development**, Routledge, London, 2009.
3. Devendra Prasad Pandey, **Development and Management of NGOs**, Adhyayan Publishers and Distributors, New Delhi, 2009
4. Ravi Shankar Kumar Singh, **Role of NGOs in Socio-Economic Development**, Abhijeet Publications, Delhi, 2003

NON MAJOR ELECTIVE

PAPER - 2

LOCAL GOVERNMENT IN INDIA

UNIT - I

Meaning, nature and scope of local government- local government institutions in ancient India- Evolution of local government in India before and after independence – democracy and need for decentralization.

UNIT - II

Constitutional provisions on Panchayat Raj- Community Development Programme- National Extension Service - Committees on Panchayat Raj: Balwantrai Mehta Committee- Ashok Mehta Committee- G.V.K Rao committee- L.M Singhvi committee.

UNIT - III

Reforming rural local government – 73rd constitutional amendment – salient features – Gram Sabha – Implications of 73rd Amendment

UNIT - IV

Reforming of urban local government – types of urban local government institutions – 74th constitutional amendment – salient features – implications of 74th amendment

UNIT - V

Role of bureaucracy in rural and urban local government- state election commission – peoples' participation in local governance – Application of E-Governance in local bodies.

REFERENCE BOOKS:

1. Pradeep Sachdeva, **Local Government in India**, Pearson Education, 2011
2. Goel S.L and Shalini Rajneesh, **Panchayat Raj in India; Theory and Practice**, Deep & Deep Publications, New Delhi, 2009.
3. Maheswari.S.R, **Local Government in India**, Macmillan, New Delhi, 2008.

4. G.Palanithurai, **Decentralization Of Powers In South-Indian States**, MJP publishers, Chennai, 2015

SEMESTER - V

CORE PAPER - 9

DEVELOPMENT ADMINISTRATION

UNIT - I

Meaning, Nature, Scope of Development Administration – Development Administration and Administration of Development – Understanding Development - Approaches to Development Administration.

UNIT - II

Development Administration in the international context - context of Development Administration – Political , Economic, Cultural, Administrative and Social- World Bank, Asian Development Bank , International Monetary Fund.

UNIT - II

Bureaucracy and Development Administration – Development of Planning – Training for Development – Citizen and Administration.

UNIT - IV

Decentralization - State Planning – District Level Planning – District Administration and District Collector – DRDA – Development programmes in India - IRDP – Tribal Development Program – Area Development Program – Educational Development.

UNIT - V

Role of NGOs and civil society in Development Administration – Need for reforms in NGO sector – Media and Development Administration.

REFERENCE BOOKS:

1. Manoranjan Sarkar, **Dynamics of Development Administration**, New Delhi, Wisdom Press, 2014.
2. R.K. Sapru, **Development Administration**, Sterling Publishers Limited, New Delhi, 2002.

3. S.A Palekar, **Development Administration**, PHI Publishers, Delhi, 2012.
4. F.W.Riggs, **The Ecology of Public Administration**, Asia Publishing House, Mumbai, 1975.

CORE PAPER - 10

PERSONNEL ADMINISTRATION IN INDIA

UNIT - I

Nature and Scope of Public Personnel Administration – Bureaucratic – Aristocratic and Democratic Personnel Systems.

UNIT - II

Public Service– Tenure System– Merit System– Spoils System – Position Classification– Organization and Methods.

UNIT - III

Recruitment – Methods of Recruitment – Agency for Recruitment– Direct / Indirect Recruitment.– Appointment and Probation – Recommendation of various Committees and ARC's recommendations.

UNIT - IV

Training– Objectives of Training – Types of Training– Training for Public Services in India–Principles of Promotion– Transfer, Retirement and Retirement Benefits.

UNIT - V

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

REFERENCE BOOKS:

1. Jain,C.M.Public, **Personnel Administration**, College book Publishers, Jaipur,2003.
2. Goel.S.L, **Public Personal Administration**, Deep & Deep Publishers, New Delhi, 2004.
3. Shinha V.M, **Personal Administration**, RBSA Publishers, Jaipur, 2000.
4. Ghosh.P, **Personal Administration**, Sudha Publication, New Delhi, 2002.

CORE PAPER - 11

LABOUR WELFARE ADMINISTRATION IN INDIA

UNIT - I

Concept of Labour Welfare — Historical Development— Statutory welfare Provision – Industrial Safety and Industrial Hygiene, Factories Act 1948

UNIT - II

Labour welfare policies and Female labourer – Child labourer – Contract labourer – Bonded labourer – Rural labourer – International Labour Organization in Pursuits of Labour Welfare – Equal Remuneration

UNIT - III

Social Security – The Workmen’s Compensation Act 1923 – The Employee’s State Insurance Act 1923 – The Employee’s State Insurance Act 1948 – The Employee Provident Fund and Miscellaneous Provision Act 1952 – The Maternity Benefit Act 1961 – The Payment of Gratuity Act, Minimum Wage Act etc.

UNIT - IV

Trade Union – History of Labour Movement in India – The Structure and Function of Trade Union – The Salient features of Trade Union in India – Central Trade Union Organization –AITUC – CITU – HMS – INTUC etc.

UNIT - V

Employee Discipline – Suspension, Reprimand and Dismissal – Collective Bargaining – Industrial Disputes Act 1947 – Industrial Relation Machinery – Employee Grievance Handling – Industrial Democracy and Workers Participation in Management.

REFERENCE BOOKS:

1. K.N.Vaid, **Labour Welfare in India**, Shriram Centre for Industrial Relations, New Delhi, 1970.
2. R.C.P. Singh, **Labour Welfare Administration in India**, Deep and Deep Publication, New Delhi, 1989.
3. Srikanta Mishra, **Labour laws and Industrial Relations**, Deep and Deep Publication, New Delhi, 1998.
4. R.C.Sharma, **Industrial Relations and Labour Legislations**, PHI Learning Pvt Limited, Delhi, 2016.

CORE PAPER – 12

FINANCIAL ADMINISTRATION IN INDIA

UNIT - I

Nature, scope and significance of public financial administration-budget and its types-performance budgeting - planning – programming budgeting system – zero base budgeting – cost benefit analysis.

UNIT - II

British budgetary system – British budgetary procedure – control over public expenditure in Britain – Accounting and auditing in Britain.

UNIT - III

Salient features of American budgetary system – American budgetary procedure – control over public expenditure in USA – Accounting and auditing in USA.

UNIT - IV

Salient features of Indian budgetary system – Indian budgetary procedure – control over public expenditure in India – administrative, parliamentary control over budget – Accounting and auditing – finance ministry.

UNIT - V

Finance commission – union – state financial relations – resource mobilization tax administration in India – public debt management in India – local finances in India

REFERENCE BOOKS:

1. Goel , S.L, **Public Financial Administration**, Deep And Deep, New Delhi, 2002
2. Thavaraj, M.J.K, **Financial Administration Of India**, Sultan Chand Publications, New Delhi, 1992

3. Mookerjee, S.S, **Financial Administration In India**, Surjeet Publications, New Delhi
4. Sanjeev Kumar Mahajan, Anubama Puri Mahajan, **Financial Administration in India**, PHI Learning Private Limited, New Delhi, 2014.

ELECTIVE PAPER - 1

HUMAN RIGHTS

UNIT - I

Meaning – Nature - Scope of Human Rights - Historical Development of Human rights - Need for the study of Human Rights.

UNIT - II

Classification of Human Rights - First Generation - Second Generation - Third generation of Rights - Theories of Human Rights.

UNIT - III

U.N.O - UNO Charter –Universal Declaration of Human Rights (UDHR) - International Covenant on Civil and Political Rights (ICCPR) - International Covenant on Economics and Social Rights (ICESR) - Raporteur and Committees.

UNIT - IV

Human Rights features in the preamble - Fundamental Rights - Directive Principals of State Policy - Constitutional Remedies - Human Rights Act 1993.

UNIT - V

Women’s Rights - Child Rights - National Commission on Human Rights –State Human Rights Commission- Human Rights Court - Role of Media and NGOs.

REFERENCE BOOKS:

1. Dr. M. Begum, **Human Rights in India - Issues and Perspective**, APH Publishing Corporation, New Delhi, 2000.

2. Mehta P.L. and Neena Verma, **Human Rights under Indian Constitution**, Deep & Deep Publications, New Delhi, 1999.
3. Vinod Sharma, **Human Rights Violation- A Global Phenomenon**, APH Publishing Corporation, New Delhi, 2002.
4. T.S.N. Sastry (ed), **India and Human Rights**, Concept Publishing Company, New Delhi, 2005.

SKILL BASED SUBJECT
PAPER - 3
TOURISM MANAGEMENT

UNIT - I

Tourism - basic concepts, types and determinants; Difference between travel and tourism, Concepts of excursion, holiday, sightseeing, tourists and mass tourism; Evolution of Tourism as a discipline, Tourism and other social sciences.

UNIT - II

Nature and components of Tourism Industry, Dimensions of tourism - Four major dimensions of tourism. Factors necessary for the development of travel and tourism, Tourism today.

UNIT - III

Political, Social, Cultural, Environmental and Economic Impacts of Tourism - Tourism Policy – International, National and State Level – Tourism versus development policy.

UNIT - IV

Marketing and promotion of Tourism – objectives and process of Advertising Tourism – Sales promotion and various techniques of tourism promotion

UNIT - V

Issues in Tourism Industry - Customer Services, career opportunities in tourism and travel sector - Travel Insurance, Travel Information system, the passport and Visas

processes, currency exchange – tourism agencies at national, state level and district levels.

REFERENCE BOOKS:

1. Burkart, A.J & Heinemann Medlik, **Tourism: Past, Present and Future**, Professional Publishing, London, 1986 reprint
2. Kamra, Krishan, **Basics of Tourism: Theory, Operation**, Kanishka Publishers, New Delhi, 2002.
3. Sethi, Praveen, **Strategies for the Future of Travel and Tourism**, Rajat Publication, 1999
4. Singh, Dr. Jasbir, **Eco-Tourism**, I.K. International Publishing, New Delhi , 2010

SEMESTER - VI

CORE PAPER - 13

ADMINISTRATIVE LAW

UNIT - I

Meaning, Nature and Scope of Administrative Law-Constitutional Law and Administrative Law-Growth of Administrative Law in India

UNIT - II

Government Liability-Classification of Administrative Actions-Administrative Discretion-Administrative law and privileges

UNIT - III

Delegated legislation - Control over Delegated Legislation – Legislative, executive and judicial control

UNIT - IV

Distinction between Judicial and Quasi - Judicial Functions-Principles of Natural Justice-Administrative Tribunals-Judicial Remedies

UNIT - V

Government Control over Public Authorities- Legislative Control - Statutory Inquiries-Statutory and other Remedies- Judicial Review of Administrative Action-Ombudsman, Lok Pal and Lok Ayukta - PIL - Media Control.

REFERENCE BOOKS:

1. Takwani.C.K: **Lectures on Administrative Law**, Eastern Book Company, Lucknow, 2001
2. Durga Das Basu, **Administrative Law**, Prentice Hall of India Pvt Ltd, New Delhi, 1986
3. U.P.D. Kesari, **Administrative Law**, Central Law Publications, Allahabad, 2016
4. Manoj Sharma, **Indian Administrative Law**, Anmol Publications Limited, New Delhi, 2004

CORE PAPER - 14
E-GOVERNANCE IN INDIA

UNIT - I

Traditional Model of Bureaucracy- Advantage and Disadvantages of Weberian Model
Bureaucracy- Citizen Relationship- Need for re-engineering government processes.

UNIT - II

Nature, Scope and Importance of E-Governance- Salient Features of E-Governance-
Approaches to E-Governance- National E-Governance Plan - Challenges for E-
Governance implementation.

UNIT - III

Significance of Information and Communication Technologies - Traditional and
electronic communication- Information Orientation -Administrative Orientation- User
Orientation- Model of Electronic Communication and E-Governance.

UNIT - IV

Development Stages of E-Governance - Traditional Information-Horizontal and
Vertical Integration of Authority and Personnel- E-Governance initiatives in State
Governments- E-Governance initiatives in Local Governments

UNIT - V

Law relating to E-Governance- Online transformations relating to E-Governance-
Bahavioural Modification of Public Personnel- Public funding for E-Governance-
People's Participation in E-Governance – Impact of digital era.

REFERENCE BOOKS:

1. Dr. Ashok Purohit, **E –Governance**, Mohit Books International, New Delhi, 2012
2. Pankai Sharma, **E-Governance - The New Age Governance**, APH Publishing Corporation, New Delhi, 2012
3. C.S.R Prabhu, **E – Governance: Concepts and Case Studies**, PHI Learning Private Limited, New Delhi, 2012.
4. R.P. Sinha, **E – Governance in India - Initiatives and Issues**, IAMR, Delhi, 2006.

CORE PAPER - 15

ADMINISTRATION OF INTERNATIONAL ORGANIZATION

UNIT - I

Meaning, Nature and Scope of International Organization – First World War and League of Nation – 2nd World War and Emergence of UNO.

UNIT - II

General Assembly – Secretary – The Economic and Social Council – The Trusteeship Council – International court of Justice – The Secretariat. UNESCO – UNICEF – FAO – IAFA

UNIT - III

International Agencies Related To Trade, Economics and Development – UNCTAD – IMF – IBRD (World Bank) – WTO – UNDP.

UNIT - IV

ILO – WHO – UNHRC – AI – International Red Cross Society.

UNIT - V

European Union – SAARC – ASEAN – BRICS

REFERENCE BOOKS:

1. Kalpana Rajaram, **International Organization Conferences and Treaties**, Spectrum books, New Delhi, 2005
2. Kelly Kate, S. Pease, **International Organizations**, Routledge, New York, 2016
3. Rumiki Basu, **International Politics – Concepts, Theories and Issues**, Sage Publications, New Delhi, 2012.
4. Michael Davis, Richard Woodward, **International Organization – A Companion**, Edward Elgar Publishing Limited, Massachusetts, USA, 2014.

INTERNAL ELECTIVE

PAPER - 2

GENDER STUDIES

UNIT - I

Concepts of gender - Sex – Gender – Biological Determinism – Patriarchy – Feminism – Gender Discrimination – Gender Sensitivity – Gender Equity – Equality

UNIT - II

Women's studies vs gender studies - UGC's Guidelines – VII to XI Plans – Gender Studies: Beijing Conference – Exclusiveness and Inclusiveness.

UNIT - III

Areas of gender discrimination - Family – Sex Ratio – Literacy – Health – Governance – Religion Work Vs Employment – Market – Media – Politics – Law – Domestic Violence – Sexual Harassment – State Policies and Planning .

UNIT - IV

Women development and gender empowerment - Initiatives – International Women's Decade – International Women's Year – National Policy for Empowerment of Women – Women Empowerment Year 2001

UNIT - V

Women's movements and safeguards in India - National /State Commission for Women(NCW) – All Women Police Station – Family Court – Domestic Violence Act –Prevention of Sexual Harassment at Work Place Supreme Court Guidelines – Maternity Benefit Act - Eve Teasing Prevention Act.

REFERENCE BOOKS:

1. Mary E. John, **Women's Studies in India**, Penguin Books, New Delhi, 2008
2. Swarn Latha Sharma, **Gender Discrimination and Human Rights**, K.K. Publications, New Delhi, 2000.
3. Siuli Sarkar, **Gender Disparity in India – Unheard Whimpers**, PHI Learning Limited, New Delhi, 2016.

INTERNAL ELECTIVE

PAPER - 3

TAMIL NADU GOVERNMENT AND ADMINISTRATION

UNIT-I INTRODUCTION

Meaning and Nature of the Administration - During the Ancient period and British period – Salient features of Tamilnadu Administration.

UNIT- II STATE ADMINISTRATION

Secretariat – Chief Secretary- Additional chief secretary- Principal Secretary to Government- Governor- chief Minister- MLAs - Secretariat service - e-governance in the state.

UNIT – III STATE GOVERNMENT DEPARTMENT

Finance commission- Planning commission– State election commission-State Human Rights Commission- CMDA – Adi-Dravidar and Tribal Welfare Department – Social Welfare and Women Empowerment – Slum clearance board -Revenue and Disaster Management.

UNIT – IV SPECIALIZED DEPARTMENT

ELCOT- TIDCO-TANSIDCO – HUDCO – THADCO - Cable TV.

UNIT – V RECRUITMENT AGENCIES

TNPSC- Recruitment: TNUSRB - TN Cooperative Bank – TET- TRB- Higher education department - SET.

READINGS:

1. Dr.K.Venketesan- Tamil Nadu (Government, administration and governance) –Varthamaa
2. Sriram, G., -Tamilnadu Nirvagam- Chennai- Sakthi Publishing House- 2016.
3. Pavithran - Histroy and Administration of Government of Tamil Nadu.

SKILL BASED SUBJECT
PAPER - 4
DISASTER MANAGEMENT

UNIT - I

Meaning, nature, scope and importance of Disaster Management- Act- National Disaster – Management Authority – State Level- District- Local- Structure and Functions

UNIT - II

Natural & Man-made Disasters - Causes and effects of Natural & Man-made Disasters

UNIT - III

Disaster Preparedness- Concept & Nature - Prevention, Preparedness and Mitigation. Roles & Responsibilities of Different Agencies and Government.

UNIT - IV

Role of IT in Disaster Preparedness · Remote Sensing, GIS and GPS · Use and Application of Emerging Technologies · Application of Modern Technologies for the Emergency communication. Application and use of ICST for different disasters.

UNIT - V

Education and Awareness - The Philosophy of Coping with Disasters - Trauma, Psychological Response and Psychological Rehabilitation.

REFERENCE BOOKS:

1. Gupta HK, **Disaster Management**, Universities Press, Hyderabad, 2003.
2. Jack Pinkowski(ed), **Disaster Management Handbook**, CRC Press, Florida, 2008
3. Amit Awasthy, **Disaster management**, Global India Publication Limited, New Delhi, 2009.
