

**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI**  
**B.A. PUBLIC ADMINISTRATION – CBCS**  
**(2020-2021)**

<b>SEMESTER -III</b>		TAMIL-PAPER –III	06	04
		ENGLISH PAPER - III	06	04
Part - III	Core Paper - V	Personnel Administration	05	04
	Allied - III	Modern Political Systems - II	03	03
	Skill based Core- I	Financial Administration	04	04
	Non Major Elective - I	Indian Government and Politics	02	02
		Field Work	02	02
	Common 3	Yoga	02	02
		<b>TOTAL</b>	<b>30</b>	<b>25</b>
<b>SEMESTER -IV</b>		TAMIL-PAPER –IV	06	04
		ENGLISH PAPER - IV	06	04
Part - III	Core Paper - VI	Development Administration	05	04
	Allied -IV	Human Rights Administration	03	03
Part - IV	Skill based subject -II	Political Science for Competitive Examinations	04	04
	Non Major Elective -II	Local Governments in India	02	02
	Common 4	Computer for Digital era	02	02

		Field Work - III	02	02
		EXTENSION ACTIVITY (NCC,NSS,YRC,YWF)		01
		<b>TOTAL</b>	<b>30</b>	<b>25</b>

### V - SEMESTER

Part I	Subject Status	Subject	Hours	Credits
III	Core - VII	Legislative Procedures in India	06	04
	Core VIII	Labour Welfare Administration in India	06	04
	Core IX	Public Policy Analysis	06	04
	Core - X	Police Administration	06	04
	Major Elective III	Any one a)Comparative Public Administration b) Media Management	04	04
IV	Skilled based Common I	Personality Development /Effective Communication /Youth Leadership	02	02
Total			30	22

### VI - SEMESTER

Part I	Subject Status	Subject	Hours	Credits
III	Core - XI	Research Methodology in Social Sciences	05	04
	Core - XII	Civil Services in India	05	04
	Core - XIII	Tamil Nadu Administration	04	04
	Core - XIV	Disaster Management	04	04
	Major Elective IV	Any One a)Consumer Rights and Protection in India. b) Administrative Law	04	04
		Major Project and Viva-Voce Examinations	08	07
Total			30	27
<b>TOTAL CREDITS - 153</b>				

## **Core Paper- V Personnel Administration**

### **Unit – I Introduction**

Meaning, Nature, Scope and Significance of Personnel Administration – Functions of Personnel Administration – Origin and Evolution of Civil Services.

### **Unit- II Recruitment**

Recruitment: Meaning, Significance and Types – Problems of Recruitment – Promotion – Seniority - Merit cum seniority.

### **Unit – III Training**

Meaning, objectives and Types of Training – Training in India – Performance Appraisal system.

### **Unit – IV Conditions of Service**

Conduct and Discipline – Administrative Ethics and Integrity in Civil Services – Constitutional Safeguards for Civil Servants - Employer and Employee relations – Retirement Benefits - Corruption in Civil Services.

### **Unit – IV Personnel Agencies in India**

Personnel Agencies: UPSC – SPSC – SSC – Central and State Training Institutes - Administrative Tribunals.

### **Text Books:**

1. S.L.Goel and Shalini Rajneesh , Personnel Administration, Deep and Deep, New Delhi, 2013.
2. M.K.Sharma, Personnel Administration, Anmol Publishers, New Delhi, 2010.
3. Suneel Dhariwal and K.K. Parnami, Civil services and Personnel Administration, New Delhi, Rawat Books, 2008.

## **Allied – III Modern Political Systems – II**

### **UNIT-I Constitution of Canada**

Salient features – Executive – Legislature – Judiciary – Local Government.

### **UNIT-II Constitution of Switzerland**

Salient features – Executive – Legislature – Judiciary – Direct Democracy Devices – Local Government – Political Parties.

### **Unit – III Constitution of China**

Salient features – Executive – Legislature – Judiciary- Communist Party – Local Government.

### **Unit – IV Constitution of Japan**

Salient Features- Fundamental Rights — Legislature – Executive - Judiciary – Local –Self Government - Political Parties

### **Unit V Constitution of Sri Lanka**

Salient Features of the Constitution- Fundamental Rights — Legislature - Executive – Judiciary – Local –Self Government - Political Parties

### **Text Books:**

1. R. Hague and M. Harrop, Comparative Government and Politics: An Introduction, 5th edn., New York, Palgrave,2001.
2. G. Almond, Harper/ Collins, et.al, Comparative Political Today: A world view 7th edn., New York . London, 2000.
3. U.N. Gupta, Select world Constitution, New Delhi , Atlantic ,2009.
4. Bhagwan Vishnoo, Rajani R Shirur, Bhushan Vidya, World Constitution, Sterling Publishers, New Delhi 2014.
5. Prem Arora, World Constitutions, Bookhives's Publication, New Delhi, 2016.
6. Appadurai.A. Substances of Politics, London, Oxford University Press, 1980.
7. 4.Strong.C.F. Modern Political Constitutions, London: Sidgwick and Jackson Ltd. 1970.

## **Skill Based Core – I - Financial Administration**

### **Unit- I - Introduction**

Meaning, Nature and Significance of Financial Administration– Principles and Problems in Financial Administration.

### **Unit-II Budget**

Meaning, Definition, Importance and types of Budget – Indian Budgetary system – Parliament control over Budget.

### **Unit-III Budget - II**

Classification of Government Expenditure – Public Expenditure – Performance Budgeting - Zero base Budget.

### **Unit- IV Financial Relations**

Centre – State Financial Relations – Art.360 of Indian Constitution - Finance Ministry - Finance Commission. – NITI Aayog - RBI.

### **Unit- V Financial Control**

Financial Control - Parliamentary Committees – Accounting and Auditing – CAG.

#### Text Books

1. M.J.K.Thavaraj, Financial Administration, Sultan chand & sons, 2008.
2. Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing world, Sage India, 2015.
3. M.K.Sharma, Financial Administration, Anmol Publishers, New Delhi, 2007.
4. S.L.Goel, Public Finance Administration, New Delhi, Deep and Deep Publishers,2008

## **Non-Major Elective – I Indian Government and Politics**

### **Unit – I Introduction**

Nature of Indian Freedom Struggle- Constitutional Assembly- Salient Features of Indian Constitution – Preamble and its significance.

### **Unit-II Parliament**

Parliament - Working of Indian Parliament – Law Making Procedure – Executive, Legislature and Judiciary conflicts –Coalition Politics.

### **Unit – III Federal Issues**

Issues in Centre – State relations – Art.370 – State Autonomy – Demand for separate Statehood - River Water Disputes – NDC – NIC – Zonal Councils.

### **Unit-IV Statutory Institutions**

UPSC- Election Commission- CAG- National Commission for SC – National Commission for ST - Backward Classes Commission- National Commission for Women- NHRC - Minorities Commission.

### **Unit-V Issues**

Casteism - Communalism – Terrorism and Naxalism – Criminalisation of Politics – Corruption – Violence.

### **Text Books:**

1. D.D. Basu, Introduction to the Constitution of India, Wadhwa Publications, Nagpur, 2003.
2. .R. Maheshwari, State Governments in India, Macmillan India Ltd., New Delhi, 2000
3. S.R. Maheshwari, Indian Administration, Orient Longman, New Delhi 2000
4. C.P. Bhambri, Indian Politics 2001-2004, Shipra Publishers ,2008
5. Shaileja Upmanyu, State in Indian Political System, Rawat Publishers, 2005.
6. V. Grover, Trends and Challenges to Indian Political Systems , Deep and Deep, New Delhi, 2006.
7. Manoj Sharma, Indian Government And Politics, Anmol Publications Pvt. Limited, 2004.

## **Core Paper VI - Development Administration**

### **Unit – I Introduction**

Meaning, Scope and Nature of Development Administration – Significance and functions of Development Administration – Growth and Evolution of Development Administration.

### **Unit – II Context of Development Administration**

General and International context of Development Administration – Nature of Politics, Administration and issues in developing countries- Development Planning.

### **Unit – III Bureaucracy and Development**

Bureaucracy and Development – Citizen’s Participation in Development Administration – Issues in Development Administration in India.

### **Unit – IV Agencies for Development**

Agencies for Development Planning in India –NITI Aayog - Public and Private Sector – Democratic Decentralisation – Panchayat Raj and Development in India – Specialised Agencies for Development in India - Role of Voluntary Agencies.

### **Unit – V Community Development Programmes**

Community Development Programmes – NES – IRDP - MGNREGA – Area Development Programmes.

#### Text Books

1. R.K.Sapru, Development Administration, Sterling , New Delhi, 2012.
2. Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing world, Sage India, 2015.
3. Democratic Decentralization and Planning: Essays on Panchayati Raj, District Planning and Development Administration, New Delhi, Rawat Books,2007.
4. Ramsakal Singh, Rural development Administration, New Delhi , Anmol Publishers,2006
5. Rajvir Singh, Rural Development Administration, New Delhi , Anmol Publishers,2004.

## **Allied – IV HUMAN RIGHTS ADMINISTRATION**

### **Unit I Introduction**

Meaning, Nature, Evolution and Scope of Human Rights - Theories of Human Rights - Classifications of Human Rights - Human Rights and Duties - Democracy and Human Rights.

### **Unit II Indian Constitution and Human Rights**

Preamble of Indian Constitution – Human Rights and Fundamental Rights (UDHR) - Constitutional Remedies for Human Rights - Directive Principles of State Policy.

### **Unit III UDHR United Nations and Human Rights**

Universal Declaration of Human Rights(UDHR) -United Nations High Commissioner for Human Rights -International Human Rights Commission (IHRC)

### **Unit IV: Commissions on Human Rights**

National Human Rights Commission- State Human Rights Commission - National Commission for Women-National Commission for Scheduled Castes and National Commission for Scheduled Tribes- Human Rights Courts in India.

### **Unit V Issues and Challenges**

Human Rights and Voluntary Organisations in India - Promotion of Human Rights Education - Challenges of Human Rights - Human Rights and Civil Society.

#### Text Books

1. Kapoor, S.K.Human Rights Under Internations Law and Indian Law, Allahabad; Central Law Agency,2009.
2. Damien Kings Lurge & Leena Avonius. Ed., Human Rights in Asia, London, Macmillan, Publishars, 2008.
3. Todd, Land Man, ed., Human Rights, London, Sage Publications, 2009.
4. Van Bueren, G. The International Law on the Rights of the child, Dordredr, Martinus Law on the Rights of the Child, Dordredn, Martinus Nijhoff, 2000.
5. Waghmare, B.S. ed., Human Rights, Problems and Prospects, Delhi, Lalinga Publications, 2001.

## **Skill Based Subject – II Political Science for Competitive Examinations**

### **Unit-I Introduction**

Constituent Assembly and making of Indian Constitution- Preamble and philosophical features- Salient features of constitution Union, State and Territory - Citizenship - Fundamental Rights - Fundamental Duties.

### **Unit – II Union and State Government**

Union legislature – Parliament - Executive- Judiciary – Judicial Review – Judicial Activism - PIL - State Legislature – Chief Minister – Governor –Indian Federalism – Center – State relations- Emergency provisions - Civil services in India.

### **Unit – III Administrative Challenges**

Administrative challenges in a welfare state - Complexities of district administration - Elections - Election Commission - Administrative reforms & Administrative tribunals-

### **Unit – IV Amendments and Schedules**

Important Amendments to Constitution of India: 1<sup>st</sup>, 7<sup>th</sup>, 15<sup>th</sup>, 42<sup>nd</sup>, 44<sup>th</sup>, 61<sup>st</sup>, 73<sup>rd</sup>, 74<sup>th</sup>, 86<sup>th</sup>, 99<sup>th</sup>, 101<sup>st</sup> & 103<sup>rd</sup> - Official language and Schedule-VIII - Schedules to constitution

### **Unit – V Issues**

Corruption in public life- Anti-corruption measures - Central Vigilance Commission Lok-Adalats Ombudsman Comptroller and Auditor General of India. Right to Information - Right to Services Act and Public Grievances Redressal - Empowerment of women - Voluntary Organizations - Consumer Protection Forums – Consumer Protection Act 2019.

### **Books**

8. Basu, D.D., *Introduction to the Constitution of India*, Nagpur, Wadhwa Publications, 2010.
9. Maheshwari, S.R., *State Governments in India*, New Delhi, Macmillan India Ltd., 2000.
10. Maheshwari, S.R., *Indian Administration*, New Delhi, Orient Longman, 2000.
11. Laxmikanth, M., *Indian Polity*, Tata Mcgraw Hill, 2017.
12. Bhambri, C.P., *Indian Politics 2001-2004*, Shipra Publishers, 2008.
13. Upmanyu, Shaileja, *State in Indian Political System*, Rawat Publishers, 2005.
14. Grover, V., *Trends and Challenges to Indian Political Systems*, New Delhi, Deep and Deep, 2006.

## **Non-Major Elective – II LOCAL GOVERNMENTS IN INDIA**

### **UNIT – I Introduction**

Local Government: Evolution of the Local Government – Lord Rippon's Resolution – Royal Commission 1907 – Community Development Programme - Mahatma Gandhi's Concept on Panchayat Raj.

### **UNIT – II Committees on PRI**

Constitutional Provisions for PRI – Balwantrai Mehta Committee – Ashok Mehta Committee Report.

### **UNIT – III Rural Government**

73<sup>rd</sup> Constitutional Amendment - Grama Sabha - Village Panchayat -- Panchayat Union - Zilla Parishad

### **UNIT – IV Urban Government**

74<sup>th</sup> constitutional Amendment – Municipal Corporation-Municipal Council- Cantonment Board and Township.

### **UNIT – V Autonomy of PRI**

State Government Control over Local Bodies – Local Finance – State Election Commission - Role of Political Parties in Local Government – People's Participation and Political Problems – Reservation in Local Bodies.

### **Text Books**

1. Maheswari S.R., **Local Government in India**, Lakshmi Narasin Agarwal Publication, Agra.
2. Chaturvedi T.N (Ed.), **Panchayat Raj : India Institute of Public Administration**, New Delhi.
3. Sweta Misra, **Democratic Decentralization in India**, Mital Publication Bombay.
4. Vasant Desai, **Panchayat Raj – Power to the People**, Himalaya Publishing House; Bombay.
5. Subhach C.Kashyap, **73<sup>th</sup>& 74<sup>th</sup> Amendment Acts**; Shipra Publications; New Delhi.
6. Palanithurai G. **Dimensions of New Panchayat Government**; Kanishka Publishers and Distributors; New Delhi.
7. Prabhu. R.K., **Gandhi M.K. – Panchayat Raj**; Concept Publishing Company, New Delhi, 2012.

## **CORE – VII LEGISLATIVE PROCEDURES IN INDIA**

### **Unit-I Political System**

Meaning and functions of Legislature – Structure of Indian Parliament: The President- House of People –Council of States - Parliamentary Democracy in India.

### **Unit-II Electoral System**

Elections to Parliament: Qualifications and Disqualifications for Membership-Mode of Election – Anti-Defection Law – Party Whip.

### **Unit-III Parliamentary Procedures**

Speaker and Deputy Speaker of House of People – Chairman of Council of States - Question Hour and Zero Hour – Various kinds of Motions and other procedural devices- Procedure for amending the constitution – Parliamentary Committees: Structure and Functions.

### **Unit-IV Parliamentary Etiquette and Privileges**

Parliamentary Privileges - Code of Conduct for Members of the Parliament and Procedure for removal from the offices - Secretaries of the Houses of Parliament.

### **Unit-V Tamil Nadu State Legislative Assembly**

Tamil Nadu Legislature: Composition and functions –Council Ministers – Speaker and Deputy Speaker – Governor’s Address – Code of Conduct for Members - Various kinds of Motion.

Text Books:

1. Subash Kashyap, Our Parliament, NBT, New Delhi, 2004.
2. Ranjana Arora, Parliamentary Privileges in India, Deep and Deep.1986.
3. Archana Chatunvedi, Indian Government Politics, Commonwealth Publishers, 2006
4. Fadia, B.L, Indian Government & Politics ,Agra ,Sahitya Bhawan Publishers,2008.

## **CORE – VIII LABOUR WELFARE ADMINISTRATION IN INDIA**

### **Unit – I Introduction**

Meaning, Nature and Evolution of Labour Welfare Administration – Evolution of Labour Welfare Administration in India - Concept of Labour and Labour Welfare - Theories of labour Welfare.

### **Unit - II Labour Welfare Administration**

Labour Welfare Administration at the Centre – Ministry of Labour Welfare & Employment - Ministry for Labour in Tamil Nadu – Tamil Nadu Labour Welfare Board: organisation and functions- Labour Welfare Officer.

### **Unit – III Labour Education and Training**

Labour Education and Training - Absenteeism - Labour Turnover - Automation - Accidents - Significance of working conditions.

### **Unit – IV Welfare Policies and Programmes**

Labour Legislations in India: The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Employees' State Insurance Act, 1948, Apprentices Act, 1961, The Contract Labour (Regulation & Abolition) Act, The Factories Act, 1948, The Industrial Disputes Act, 1947, The Industrial Employment (Standing Order) Act, 1946 – Recent Developments in Labour Welfare Policies.

### **Unit – V Labour Issues**

Labour Issues: Child Labour, Women Labour, Bonded Labour, Migrant Workers - Wages - Bonus - Trade Unions - Collective Bargaining - Right to Strike – Retrenchment Labour Condition in MNCs and SEZs.

#### Reference Books

1. Goel, S.L. and R.L.Jain, Social Welfare Administration Vol.I and Vol.II, New Delhi: Deep and Deep. 2009.
2. Choudry, Paul., Social Welfare Administration, Delhi: Atma Ram and sons, 2000.
3. Jacob, K.K., Policy in India, Udaipur: Himalaya Publications, 1989.
4. Sachdeva, D.R., Social Welfare Administration, Kitab Mahal.
5. India 2017, Ministry of Information and Broadcasting, Govt. of India, 2017.

## **CORE -IX PUBLIC POLICY ANALYSIS**

### **UNIT-I Introduction**

Meaning, Nature, Scope of Public Policy – Significance of Public Policy- Institutions for Policy formulation in India.

### **UNIT-II Models in Public Policy**

Model in Public Policy Analysis – Purely Rational Model- Economic Rational Model- Optimal Policy Making Model- Decision Making Model

### **UNIT-III Policy Formulation in India**

Policy Formulation- Policy Implementation- Policy Evaluation- Role of Legislature and Executive in Policy Making in India.

### **UNIT-IV Policy Making in India**

Policy making process in India- Policy Making Agencies – Bureaucracy, Planning Commission and NITI Aayog in Policy formulation- Role of Political Parties and Pressure groups in Public Policy Making

### **UNIT-V Policies in India**

Social Welfare policies - Economic Policy – Industrial Policy- Power Policy- National Education Policy- Agricultural Policy- Environmental Policy.

### **Books**

1. Sapru, R.K. Public Policy: Formulation, Implementation and Evaluation, Sterling publisher, New Delhi, 2010
2. Dror, Y., Public Policy Making Re examined, Leonard Hill Books.

## **CORE X - POLICE ADMINISTRATION**

### **Unit - I Introduction**

Nature, Evolution and Scope of Police Administration - Police in Ancient, Medieval and Modern India - Police Act of 1861 - National Police Commission recommendations (NPC), 1979.

### **Unit - II Structure of Administration**

Central Police Organizations - CBI, CISF, CRPF, RPF - Police Research and Crime Statistics Organizations: BPR & D, NCRB - Structure of Tamil Nadu Police.

### **Unit - III Recruitment**

Recruitment in Police Department - Training for Police – Types of Training – CBCID – Forensic Department – DVAC.

### **Unit - IV : Police Investigation**

Police Investigation Procedures Methods of Investigation - Information, Interrogation and Instrumentation - Recording of FIR - Case Diary and Station House Diary - Modus Operandi, Collection of Evidence, Examination of Witnesses and Suspects, Confession, Filing Charge Sheet.

### **Unit - V : Modernization of Police**

Autonomy and Accountability of Police - Police neutrality – Corruption- Role of Police in society- developing healthy police public relationship - Friends of Police – Community Police.

### **References**

1. Krishna Mohan Mathur (1994), Indian Police, Role and Challenges, Gyan Publishing House, New Delhi.
2. Parmar. M.S., (1992), Problems of Police Administration, Reliance Publishing House, New Delhi.
3. Sankar Sen (1986), Police Today, Ashish Publishing House, New Delhi
4. Gautam, D.N. (1993), The Indian Police : A study in fundamentals, Mittal Publications.
6. Ramanujam .T (1992), Prevention and Detection of Crime, Madras Book Agency.

## **Major Elective – I (a) COMPARATIVE PUBLIC ADMINISTRATION.**

### **Unit – I Introduction**

Comparative Public Administration: Concept, Nature, Scope and Significance - Approaches and Methods to the Study of Comparative Public Administration: Institutional, Behavioural, Structural – Functional, Ecological and Systems Approach.

### **Unit – III UK, USA and France**

Salient Features of Administrative Systems in UK, USA and France - Comparative perspectives of Personnel administration in UK, USA, and France.

### **Unit – IV Russia and China**

Nature of Administrative systems in Russia and China – Personnel Comparative Perspectives of Administration in Russia and China.

### **Unit – V Redressal Mechanisms**

Citizens Grievances and Redressal Mechanisms in UK, USA, France, Russia and China– Trends and Issues in Comparative Public Administration.

Text Books:

1. Arora, Ramesh K: Comparative Public Administration
- 2.. Chaturvedi, TN: Comparative Public Administration, 1980
- 3.. Avasti, Anand Prakash, Comparative Public Administration (Hindi), Luxmi Narain, Agra, 2002.
4. Sabine Kuhlmann, Hellmut Wollmann, Introduction to Comparative Public Administration, Edward Elgar, 2014.

## **MAJOR ELECTIVE – I (B) MEDIA MANAGEMENT**

### **UNIT-I Introduction**

Meaning, Nature, Definition and Scope of Media Management- Significance and Functions of Media Management - Evolution of Media Management in India.

### **UNIT-II Print and Electronic Media**

Print Media: News Papers – Magazines, Weekly, bi-weekly, Fortnightly, monthly, and quarterly- Electronic Media: e-papers and Social Media.

### **UNIT-III Mass Media**

Radio – Television – Cable TV operations – Prasar Bharathi Broadcasting Corporation of India – Press Council of India – Central Board of Film Certification.

### **UNIT IV Media Management**

Media Managers- Production techniques for Radio and Television – Script for Radio and Television – Types of Telecasting Introduction to visualization – Different kinds of Visuals.

### **UNIT-V: New Media and Knowledge Management**

Media Ethics and Laws- Digital Media- Social Media and its impact on Administration and society- management in Electronic publishing (Internet/Web, CD-ROM) changing Nature of Media Management – IT Act 2000 and 2008 – Cyber Crimes.

### **Books**

1. B.K.Chaturvedi, Media Management, Global Vision Pub House, New Delhi, 2009.
2. G. R. Chatwal, Media And Communication Management, Himalaya Publishing House, New Delhi, 2011.

## **CORE – XI RESEARCH METHODOLOGY IN SOCIAL SCIENCES**

### **UNIT I Introduction**

Meaning, Nature, and Scope of Social Science Research – Significance of Social Science Research - Pure and Applied Research – Problems in Social Science Research.

### **UNIT II Methods and Problems**

Methods in Social Science Research: Historical, Comparative, Descriptive and Scientific methods - Review of Literature - Hypothesis – Concepts – Variables - Theory.

### **UNIT III Research Design**

Research Design – Significance and Types of Research Design - Types of Research: Exploratory, Experimental – Content Analysis.

### **UNIT IV Collection of data and Statistical Tools**

Questionnaire and Interview method - Observation method – Survey method - Case Study method .

Sampling Method –Statistics and its use in Social Science research – Computer and its Applications – Plagiarism and Academic integrity.

### **UNIT V Research Report**

Research Report: Purpose, Contents, Style and Presentation – Footnotes and Endnotes- Bibliography – Appendices.

#### **Text Books:**

1. A.K. Gupta and R. Singh, *Research Methodology*, New Delhi, Vayu Education of India, 2009.
2. Wishwa Prakasham, *Research Methodology Methods and Technology*, New Delhi, 2001.
3. Mats Alvesson and Kaj Skoldbeny, *Research Methodology*, Sage Publication Ltd. 2000.
4. B.N. Ghosh, *Scientific Method and Social Research*, New Delhi, Stenling publishers Pvt. Ltd. 2003

#### **Reference Books:**

1. Current, Richard N. et al *American History A Survey*, New York: Alfred A Knopf, 1987.
2. Parkes, Henry Bamford: *The United States of America*, New York: Alfred A. Knopf, 1968.
3. Alan Bryman , *Social Research Methodology* ,New York, Oxford University Press, 2008

## **Core XII - CIVIL SERVICES IN INDIA**

### **UNIT – I Introduction**

Civil Services: Origin, Meaning, Nature, functions and Significance - Evolution of Civil Services in India.

### **Unit – II Classifications of Civil Services**

Classification of Civil Services: All India Services, Central Services, State Services and Local Services - Union Public Service Commission – SSC- Central and State Secretariat Services - State Public Service Commission– TNPSC.

### **UNIT – III: Bureaucracy**

Concept of Bureaucracy – Historical Evolution – Merits and Demerits of Bureaucracy - Civil Service: Neutrality and Commitment - Relationship between Political Executive and Civil Servants.

### **UNIT - IV: Recruitment in Civil Services**

Recruitment in Civil Services – Training in Civil Services – Promotion in Civil Services – Code of Conduct - Disciplinary Procedure for Civil Servants.

### **Unit – V Trends and Issues**

Trends and Issues in Indian Civil Services – Integrity in civil services – Corruption in Indian Civil Services – Reforms in Civil Services – 3<sup>rd</sup> ARC Recommendations on Civil Services.

### **Text Books**

1. Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi).
2. Human Resource Management: Text and Cases, McGraw Hill, New Delhi.
3. Mohit Bhattacharya and Bidut Chakraborti, Public Administration Reader, New Delhi, Oxford University Press, 2015.
4. Saroj Kumar and Jaena, Fundamental of Public Administration, New Delhi, Anamol Publication, 2014.

## **Core XIII - TAMIL NADU ADMINISTRATION**

### **UNIT-I Introduction**

Nature of Administrative system in Tamil Nadu: During ancient and British period – Salient Features of Tamil Nadu Administration.

### **UNIT-II State Administration**

State Administration: Secretariat- Chief Secretary-Additional Chief Secretary-Principal Secretary to Government- Chief Minister's Special Cell - Secretariat services.

### **UNIT-III Departments**

Important Departments and Organizations: State Finance Commission – State Planning Commission – Chennai Metropolitan Development Authority(CMDA) – Department of Town and Country Planning (DTCP) – Slum Clearance Board and Accommodation Control.

### **UNIT-IV Specialised Departments**

ELCOT - TIDCO – TANSIDCO - HUDCO – THADCO – TASMAL - Arasu Cabel TV Corporation.

### **UNIT-V Recruiting Agencies**

State Recruiting Agencies and Training Institutes:- Tamil Nadu Public Service Commission – Recruiting Procedure for various group services- Teachers Recruitment Board - Anna Institute of Management – Civil Services Training Institute, Bhavanisagar.

### **REFERENCES:**

1. Tamilnadu Nirvagam G.Sriram Sakthi Publishing Chennai
2. WWW.tngove.in
3. WWW.tnpsce.gov.in.

## **Core -XIV DISASTER MANAGEMENT**

### **UNIT I. Introduction**

Meaning, definition and significance of Disaster Management - Types of disasters: Natural disasters - Man-made disasters - Major disaster events in India-

### **UNIT II. Disaster Management**

Disaster mitigation and disaster management – Profile, forms and reduction of vulnerability; pre-disaster; concept and principles of disaster mitigation and disaster management; risk assessment; prevention; preparedness; education & awareness.

### **UNIT III. Impact of Disaster**

Impact of disaster: During disaster; post-disaster; impact of disaster on physical, economical, spatial, psycho-social conditions; post-traumatic stress disorder (PTSD); politics of aid; victims of disaster: children, elderly, and women; gender issues.

### **UNIT IV. Disaster Process**

Disaster process: Concept and components of relief, reconstruction; rehabilitation; major issues and dynamics in the administration of relief, reconstruction and rehabilitation; short-term & long-term plans; community participation: objectives, prerequisites and constraints; resource mobilization.

### **UNIT V. Disasters in India**

Disaster and intervention opportunities: Disaster policy in India; disaster management act of 2005; national agencies: NDMA, NIDM, NCMC - Role of NGOs, media and defence in Disaster Management

### **References:**

1. Backer, C.W. and Chapman, W. (ed.). (1969). Man and Society in Disasters, New Delhi: Basic Books.
2. Birnbaum, F.; Coplon, J. and Scharff, T. (1973). "Crisis Intervention after a natural Disaster". Social Case Work, Vol.54, No.9 (p.545-551).

## **Major Elective-II a) CONSUMER RIGHTS AND PROTECTION IN INDIA**

### **Unit – I Introduction**

Evolution, Meaning, Scope and Importance of Consumer Rights Types of Consumer Rights: Right to safety, Right to be informed, Right to choose, Right to be heard and assured, Right to redressal and Right to consumer education – Consumer Rights Movement in India.

### **Unit- II Legal Framework**

Legislative Framework on Consumer Protection In India - Consumer Protection Laws in India- Prevention of Food Adulteration Act, 1954 - Standards of Weights and Measures Act, 1976 - The Drugs and Magic Remedies (Objectionable Advertisement) Act 1954 - Sale of Goods Act, 1930 - Consumer Protection Act, 1986- Food Safety and Standards Act, 2006.

### **Unit- III Consumer Courts**

Consumer Courts in India: Structures, Objectives- Powers and functions - National Consumer Disputes Redressal Commission (NCDRC) – Tamil Nadu State Consumer Disputes Redressal Commission (SCDRC)- District Consumer Disputes Redressal Forum (DCDRF).

### **Unit- IV Consumer Awareness**

Consumer Awareness- Consumer Grievances – Consumer Complaints regarding Goods and Services - Unfair Trade Practice.

### **Unit – V Ministry of Consumer Affairs**

Ministry of Consumer Affairs, Food and Public Distribution - Consumer Responsibilities- Problems of Consumer – Online Trade and Consumer problems.

### **References:**

1. Saraf D.N : Law of Consumer Protection in India (1995), Tripathi, Bombay
2. P.K.Majundhar: The Law of Consumer Protection in India (1998); Orient Publishing Co., New Delhi
3. Consumer Hand Book, Department of Consumer Affairs, Government of India.

## **MAJOR ELECTIVE-II B) – ADMINISTRATIVE LAW**

### **UNIT I Introduction**

Meaning, Nature, Scope and evolution of Administrative Law : Concept of Rule of Law- Administrative Law under Indian Constitution.

### **UNIT II Judicial Administration**

Principles of Natural Justice & their judicial interpretations- Administrative discretion and Judicial control. -Administration Tribunals: Meaning, Reasons and Features - Difference between Court and Tribunal - Limitations of Tribunals.

### **UNIT III Delegated Legislation**

Delegated Legislation: Meaning & Need of delegated Legislation Types, Parliamentary control over delegated legislation Procedural & Judicial Control.

### **UNIT IV Judicial Review**

Judicial Review and Judicial Activism - Articles 32,136,226,227 – Modes: Writs (Habeas Corpus, Certiorari, Prohibition, Mandamus, Quo-Warranto) – Injunction – Declaration.

### **Unit V Corporations and Public Undertakings**

Corporations and Public Undertakings : State Monopoly - Remedies against arbitrary action against public policy - Liability of public and private corporations - Departmental undertakings.

#### **References Books:**

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**MAJOR PROJECT AND VIVA VOCE EXAMINATIONS**