

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

Maximum 100 Marks (External 75 Marks & Internal 25 Marks)				
External Minimum 30 Marks : Minimum Pass 40 Marks				
SEMESTER -I		Subjects	HOURS	CREDIT
Part – I	Language	Tamil	06	04
Part – II	Language	Communicative English	06	04
Part – III	Core Paper -I	Principles of Public Administration	05	04
	Core Paper -II	Administrative Theory	04	04
	Add on major (Mandatory)	Professional English for Arts and Social Sciences - I	04	04
	Allied -I	Indian Constitution	03	03
Part – IV	Common Paper	Environmental Studies	02	02
		TOTAL	30	25
SEMESTER -II				
Part – I	Language	Tamil	06	04
Part – II	Language	English	06	04
Part – III	Core Paper - III	Indian Administration	05	04
	Core Paper - IV	Human Resource Management	04	04
	Add on major (Mandatory)	Professional English for Arts and Social Sciences - II	04	04
	Allied- II	Modern Political Systems - I	03	03
Part - IV	Common Paper	Value Based Education / சமூகஒழுக்கங்களும் பண்பாட்டு விழுமியங்களும் / Social Harmony	02	02
		TOTAL	30	25

Core Paper -I-

PRINCIPLES OF PUBLIC ADMINISTRATION

Unit – I Introduction

Meaning, Nature, Scope and importance of Public Administration- Public Administration as an independent discipline - New Public Administration - Public and Private Administration –Public Administration relationships with Political Science, History, Economics, Sociology and Psychology.

Unit – II Organization

Principles of organization -: Hierarchy -Span of Control - Unity of Command- Delegation - Coordination –Integration and Disintegration- Centralization and Decentralization.

Unit – III Bases of Organization

Bases of Organisation: Purpose, Process, People and Place - Theories of Organisation: Classical- Neo-Classical- Modern Theories of Organisation.

Unit IV Administration

Structure of Administration: Chief Executive - Types of Chief Executive: Single - Plural and Collegiate - Department - Public Corporation -- Boards and Commissions

Unit –V Accountability and Control

Accountability and Control: Legislative, Executive and Judicial Control over Administration - Citizen Control over Administration – Right to Information (RTI).

Text Books

1. Avasti and Maheswari, Public Administration (Agra : Lakshmi Narain, 2015)
2. Mohit Bahattacharya, New Horizons of Public Administration, 2012 Jawahar Publications, New Delhi.
3. C.P.Bhambhari: Public Administration – Theory and Practice, Meerut, Jaiparkash Nath Publishers (ed.) 1992-93
4. Basu, Rumki: Public Administration: Concepts and Theories, Sterling Publishers Pvt. Ltd, 2004.

Core Paper - II

ADMINISTRATIVE THEORY

Unit I Introduction

Woodrow Wilson (Politics - Administration Dichotomy) - F.W. Taylor (Scientific Management) - Max Weber (Theory of Bureaucracy) - Mary Parker Follett (Conflict in Organisations).

Unit II Structuralist School

Henri Fayol (Principles of Organisation) - Luther Gulick (Principles of Management) - Lyndall Urwick (Principles of Organisation and Management).

Unit III Human Relations School

Elton Mayo (Human Relations Theory) - Chester I Barnard (Theory of Authority) - Herbert A Simon (Theory of Decision Making) - Chris Argyris (Organisational Environment).

Unit IV Human Resource School

Abraham Maslow (Theory of Hierarchy of Needs) - Douglas McGregor (Theory of X and Y) - Herzberg (Two Factor Theory) - Rensis Likert (Linking Pin Model of Organisation).

Unit V Development School

Fred W Riggs (Theories of Development) - Yehezkel Dror (Theory of Public Policy Making).

Text Books

1. Prasad, Ravindra D.V.S. and P. Satya Narayana (1989) **Administrative Thinkers**, New Delhi : Sterling Publishers.
2. Singh, R.N. (1977) **Management Thought and Thinkers**, Delhi, Sultan Chand.
3. Shriram Maheshwari (2003) MacMillan India Ltd. New Delhi.
4. R.K.Sapru, Administrative Theories and Management Thought, PHI learnings Private Limited, 2009
5. S.R.Maheshwari, Administrative Theories, New Delhi, Mac Millan, 2

Allied – I

INDIAN CONSTITUTION

Unit-I Introduction

The Making of the Constitution– Features of the Constitution – Preamble - Fundamental Rights and its importance- Directive Principles of State Policy – Fundamental Duties –Procedure for Amendment – Emergency Provisions.

Unit-II Union Executive

President-Vice-President-Prime Minister- Parliament – Speaker – Committee System - Judiciary: The Supreme Court-Powers and Functions – Judicial Review – PIL.

Unit-III State Executive

Governor-Chief Minister – Council of Ministers-Legislature : Composition, Powers and Functions - High Court – Subordinate Courts. Local Government: Special Features of the New System of Panchayats and Municipalities.

Unit-IV Indian Federalism

Indian Federalism - Centre - State Relations–Constitutional Distribution of Powers: Legislative, Administrative and Financial powers – Inter State Relations – Sarkaria Commission and its recommendations.

Unit V: Constitutional Authorities

Union Public Service Commission – The Finance Commission- The Election Commission- The Comptroller and Auditor General –Attorney General -Advocate General.

Text Books

1. Basu, D.D., ***Introduction to the Constitution of India*** Prentice Hall, New Delhi. (Latest Edition)
2. A.S. Narang, ***Indian Government and Politics***, Geetanjali Publishing House, New Delhi, (Latest edition)
3. Bidyut Chakrabarty & Rajendra Kumar Pandey, ***Indian Government and Politics***, SAGE, New Delhi, 2014
- 4.M. V. Pylee, ***Indian Constitution*** New Delhi, Vikas, (Latest Edition)

Core Paper – III

INDIAN ADMINISTRATION

Unit I Introduction

Nature of Administration during Ancient (Kautilya), Medieval and Mughal period - Administration under the British rule –Constitutional Context of Indian Administration.

Unit II Union Administration

President – Prime Minister – Cabinet Secretariat –Prime Minister’s Office – Central Secretariat – Core Ministries (Home, Finance, External) –Planning Commission – NITI Aayog -National Development Council

Unit III Centre-State Relations

Centre-State Relations- Constitutional Framework –Governor – Chief Minister – Chief Secretary – State Secretariat – Departments and Directorates.

Unit IV District Administration

District Administration- Duties of the District Collector - State Public Service Commission- Panchayati Raj Institutions and 73rd and 74th Amendment Acts.

Unit V Issues

Generalists Vs Specialists –Corruption in Administration- Lokpal and Lokayuktas –Redressal of Citizens’ Grievances –Administrative Reforms Commissions (ARC) -Globalization and Indian Administration – E-Governance

Text Books

- 1.Hansraj, Public Administration in India, Surjeet Publications, New Delhi, 2009.
- 2.S.R.Maheshwari, Indian Administration, Orient Blackswan Pvt Ltd, New Delhi, 2004.
- 3.R.P. Joshi, Panchayat Raj in India, Rawat Publications, Jaipur, 2011.
4. Ramesh K. Arora, Indian Public Administration, New Age International Ltd., New Delhi, 2015.

Core Paper – IV

Human Resource Management

UNIT – I Introduction

Meaning, Nature and Scope of Human Resource Management- Objectives and Importance of Human Resource Management- Features of Human Resource Management

UNIT – II Training

Concept of Training- Need for Training- Importance of Training- Benefits of Training- Types of Training

UNIT – III Human Relations

Motivation - Job Evaluation- Job Satisfaction- Human Relations - Labour Welfare – Right to Strike.

UNIT – IV Discipline and Grievances

Discipline and Grievance- Joint Consultative Machinery (JCM) - Conduct Rules – Morale values in Administration - Quality of Work Life.

UNIT – V Work Environment

Working conditions of Employees - Management of Stress – Counselling.

Reference Books

1. C.B.Gupta, ***Human Resource Management***, Sultan, Chand & Sons, New Delhi, 2007.
2. Radha, ***Human Resource Management***, Prsanna Publication, Chennai, 2011.
3. Radha, ***Management Thoughts***, Prsanna Publication, Chennai, 2012.
4. Radha, ***Principles of Management*** (Tamil) Presenna Publications, Chennai, 2012.

Allied – II

Modern Political Systems - I

UNIT-I Introduction

Meaning, Definition and essential elements of Constitution –Ancient Classification of Constitution – Requisite of a good Constitution.

Unit – II Types of Constitution

Types of Constitution: Written and Unwritten – Rigid and Flexible – Unitary and Federal – Parliamentary and Presidential.

Unit - III Britain Constitution

Salient features – Executive – Legislature – Judiciary – Local Government - Party system

UNIT-IV American Constitution

Salient features – Federalism – Executive – Legislature – Judiciary – Party System – Pressure Groups.

UNIT-V Constitution of France

Salient features – Executive – Legislature – Judiciary – Local government party system. (15 Hours)

Text Books:

1. Bhagwan Vishnoo, Rajani R Shirur, Bhushan Vidya, World Constitution, Sterling Publishers, New Delhi 2014.
2. Prem Arora, World Constitutions, Bookhives's Publication, New Delhi, 2016.
3. Appadurai.A. Substances of Politics, London, Oxford University Press, 1980.
- 4.Strong.C.F. Modern Political Constitutions London: Sidgwick and Jackson Ltd. 1970.