

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI
PG - COURSES – AFFILIATED COLLEGES
Course Structure for M.A. PUBLIC ADMINISTRATION
(Choice Based Credit System)
(With effect from the academic year 2021-2022 onwards)

1. Vision of the University

To provide quality education to reach the un-reached.

2. Mission of the University

- To conduct research, teaching and outreach programmes to improve conditions of human living.
- To create an academic environment that honours women and men of all races, caste, creed, cultures and an atmosphere that values intellectual curiosity, pursuit of knowledge, academic freedom and integrity.
- To offer a wide variety of off-campus educational and training programs, including the use of information technology, to individuals and groups.
- To develop partnership with industries and government so as to improve the quality of the workplace and to serve as catalyst for economic and cultural development.
- To provide quality/inclusive education, especially for the rural and un-reached segments of economically downtrodden students including women, socially oppressed and differently abled.

VISION of the Programme

- I. To encourage the students to pursue Higher Education, especially research, in Public Administration.
- II. To promote critical thinking among the students to understand administrative issues and challenges in India.
- III. To inculcate Moral and Life skills among the students.
- IV. To facilitate the theoretical and practical perspectives of the students to understand the working of Indian Administration.
- V. Empower the students to face any contemporary challenges through Life Skills / Soft Skills.

MISSION of the Programme

- I. Periodical updating of the syllabi in accordance with syllabi prescribed in premier social science institutions.
- II. To enhance the ICT skills of the students to understand the discipline Public Administration.
- III. To empower the students to pursue micro / macro research and extension activities.
- IV. To institute Centre for Advanced Study of Contemporary Administrative Issues in India.
- V. To Establish MOU with social science institutions, government and non-government organizations to advance the teaching and research activities.

Course Structure :

Sem. (1)	Sub. No. (2)	Subject Status (3)	Subject Title (4)	Contact Hrs./ Week (5)	Cred its (6)
I	1	Core - I	Principles and Concepts of Public Administration	6	4
	2	Core - II	Administrative Thought	6	4
	3	Core - III	Personnel Administration in India	6	4
	4	Core - IV	Indian Administration	4	4
	5	Elective - I	Constitution of India	4	3
	6	Elective - II	Public Administration for Competitive Examinations	4	3
	Subtotal				30
II	7	Core – V	Development Administration in India	6	4
	8	Core – VI	Comparative Public Administration	6	4
	9	Core – VII	Financial Administration in India	6	4
	10	Core - VIII	Federal Administration in India	4	4
	11	Elective - III	Political Science for Competitive Examinations	4	3
	12	Elective - IV	Issues in Indian Administration	4	3
	Subtotal				30

III	13	Core - 9	Business Administration in India	6	4
	14	Core - 10	Consumer Rights in India	6	4
	15	Core - 11	Public Sector Administration	6	4
	16	Core - 12	Research Methodology	4	4
	17	Elective - 5	Civil Services and Recruitment Agencies in India	4	3
	18	Elective - 6	Citizen and Administration	4	3
	Subtotal			30	22
IV	19	Core - 13	Organisational Behaviour	5	4
	20	Core - 14	NGO Management	5	4
	21	Core - 15	Democracy and Development in India	4	4
	22	Core - 16	Dynamics of Indian Administration	4	4
	23	Core - 17	Project and Viva – Voce Examinations	12 +	8
	Subtotal			30	24
Total				120	90

For the Project, flexible credits are b/w 5 - 8 & Hours per week are b/w 10 -16.

Total number of credits \geq 90	:	90
Total number of Core Courses	:	17 (16 T + 1 Prj.)
Total number of Elective Courses	:	6
Total hours	:	120

ELIGIBILITY FOR ADMISSION

A candidate who has passed the Bachelor's Degree in Public Administration and any other subjects including the Professional Courses of this University or an examination of any other Universities accepted by the Syndicate of this university as equivalent thereto.

EXAMINATION

There will be Two Sessional assessments Test and one End-Semester examination in each semester.

Sessional Test-I will be held in the Eighth Week of the Semester.

Sessional test –II will be held during Fourteenth Week of the Semester.

The duration of the sessional tests will be two/three hours. The duration shall be decided by the respective department.

The pattern of question papers for the sessional tests will be same as end semester examinations question pattern.

There will be one End Semester Examination of 3 hour duration for each course. The End Semester theory Examination will cover the entire syllabus and will carry 75marks. Internal assessment marks carry 25 marks.

For the Internal Assessment Evaluation, the breakup of marks shall be as follows: (Average of Best two from three compulsory test)

Internal Assessment Tests	15 Marks
Assignments	5 Marks
Seminar/ Case Study/Mini Project etc.	5 Marks
Total -	25 marks

External Marks - 75 marks

Section A	10X 1marks	= 10 marks
Section B	5X 5 marks	= 25 marks
Section C	5X 8 marks	= 40 marks
Total		75 marks

PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

Master of Arts in Public Administration will enable the students to:

PEO 1	Pursue Centre and State Civil Services as their career, since the syllabi for the programme are framed in accordance with syllabi prescribed for Civil Services.
PEO 2	Adopt moral and ethical standards in socio-economic and public life.
PEO 3	The curriculum is designed to train and mould the personality of the students, so as to contribute for the socio-economic developments of the society.
PEO 4	Master's programme in Public Administration will enable the students to apply critical thinking in order to understand the societal issues.
PEO 4	Pursue careers in private sectors also, as the syllabi is conducive for them to opt for careers in private sectors.
PEO 5	After successful completion of the degree, the students will be in a position to understand all the nuances of Union and State Administration.
PEO 6	To Train the students to take up any contemporary challenges, especially in politics and public administration discipline.

PROGRAMME OUTCOMES (POs)

The Programme Outcome of M.A. Public Administration will be:

PO 1	To Train the students to pursue Civil Services, including state level civil services, as their career.
PO 2	To enable the students to understand the nuances of Public Administration in India.
PO 3	Empower the students' personality to take any contemporary challenges in their social life.
PO 4	To develop holistic development of the students by inculcating soft skills, such as communication, decision, computer skills etc.
PO 5	Incorporating necessary skills to take up careers in private sectors also.
PO 6	Inculcating research and soft skills among the students to understand the societal issues and providing opportunity for them to apply theoretical and practical knowledge in understanding the society.

PROGRAMME SPECIFIC OUTCOMES (PSOs)

After successful completion of the programme the students:

PSO 1	Will apply critical thinking in understanding the nature and working of Public Administrations and institutions in India.
PSO 2	Will develop theoretical and practical perspectives in Public Administration discipline.
PSO 3	Will pursue higher education in the discipline Public Administration and social science.
PSO 4	Will have better opportunities in both government and private sectors.
PSO 5	Will have better knowledge about UN Sustainable Development Goals (SDGs), especially gender equality, governance and understanding the societal issues properly.
PSO 6	Students will get opportunity to improve their skills, up skills and re skills, so as to take any contemporary challenges.

PSO 7	Students will excel in State and Centre level Civil Services examinations, as the syllabi is designed in accordance with UPSC and TNPSC syllabi.
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COs at Cognitive level and mapping with POs and PSOs

SEMESTER I																	
PART III : CORE COURSE 1.1 INVERTEBRATA																	
CO	COGNITIVE LEVEL	PO							PSO								
		1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	
CO1	K-2 Understand	3	3	3	3	2	1	1	3	3	3	3	3	3	3	2	-
CO2	K-3 Apply	3	3	3	3	1	1	1	3	3	3	2	2	2	1	-	
CO3	K-3 Analyse	3	3	2	3	1	1	1	3	3	2	2	1	1	1	-	
CO4	K-4 Analyse	3	3	2	3	2	1	1	3	3	2	2	2	2	-	-	
CO5	K-4 Analyse	3	2	2	3	3	1	1	3	2	2	3	3	3	2	1	
CO6	K-5 Evaluate	3	2	2	2	3	3	2	3	2	2	2	2	2	3	2	
CO7	K-6 Creativity	3	2	1	2	3	2	2	2	1	1	1	2	3	3		

Strongly Correlated (3); Moderately Correlated (2); Weakly Correlated (1)
No Correlation (0)

**CORE COURSE: PRINCIPLES AND CONCEPTS OF PUBLIC
ADMINISTRATION**

4Hrs/Week

Credits: 4

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

LO1	Learn the emergence of Public Administration as subject of study and its practical necessity
LO2	Understand the organizational structure and its importance in Administration
LO3	Familiarize on various theories organization, leadership, decision making
LO4	Get awareness on Bureaucracy and structure of Civil Services
LO5	Identify the relationship between administration and accountability

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Demonstrate fundamental understanding of theories, concepts and practices relevant to public administration and its sub - fields
CO 2	Acquired critical thinking and problem-solving skills that are applied in the public service realm
CO 3	Asses their knowledge and experience of ethics and integrity in public services
CO 4	Lead and manage various public as well as private organization
CO5	Critically analyse the policies, programmes and issues and make pertinent recommendations

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Core - 1

UNIT – I Introduction

Meaning, Definition, Nature and Scope of Public Administration – Need for studying Public Administration – Politics and Public Administration Dichotomy- General and Public Administration – Public Administration relations with other Social Sciences – Public Administration: Arts or Science – New Public Administration.

UNIT – II Principles of Organization and Concepts

Organization – Types of Organization – Principles of organization – Bases of Organization- Staff, Line and Auxiliary agencies – Departments – Public Corporations – Bureau, Board, Commissions – Field Establishments – Independent Regulatory Commission.

UNIT – III Hierarchy and Decentralisation

The Hierarchy - Span of Control – Delegation – Unity of Command – Supervision – Delegation – Coordination - Decentralisation and Centralisation.

UNIT – IV - Leadership

Leadership: Types and role of Leadership in Administration - Policy Formation - Decision Making – Communication - Planning and Decentralised Planning in Administration

Unit Administration and Accountability

Chief Executive: Types (Single - Plural and Collegiate) and functions of Chief Executive: - Accountability and Integrity in Administration – Various control over Administration: Legislative, Executive and Judicial - Citizen and Administration – Right to Information (RTI) – Right to Services and Redressal Mechanism – Administrative Corruption – Ombudsman institutions role in combating administrative corruption.

Reference / Text Books

1. Avasthi Maheswari, *Public Administration*, Laskhmi Narain Agarwal, Agra.
2. Vishnoo Bhagvan & Vidhy Bhushban, *Public Administrations*, S.Chand and Company Ltd, Ram Nagar, New Delhi.
3. Mohit Bahttacharya, *Public Administration*, Structures, Process and Behaviour, The World Press (P) Ltd, Calcutta.
4. G.Venkatesan, *Public Administration (Principles, Practices and Perspectives)*, V.C. Publications, Rajapalayam, 2009.

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Core - 2

CORE COURSE: ADMINISTRATIVE THOUGHT

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

LO1	Know about the evolution of different theories in public administration as a subject
LO2	Understand the works of different thinkers who have had seminal influence on the discipline of Public Administration
LO3	Identify the difference between the classical and modern theories in administration
LO4	Learn the relations between the theory and practice
LO5	Study the present world leaders and their policy formulation with help of the theories

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Explain the nature of different administrative thinkers
CO 2	Demonstrate the importance of the practical studies
CO 3	Attempt to solve the administrative problems through the theoretical background
CO 4	Analyse and integrate the theories
CO5	Explain the ideological background of the thinkers

Unit – I Politics and Administration Dichotomy

Woodrow Wilson: Views on Administration and Politics - Comparative Administration -Public Opinion - Henri Fayol : Managerial Activities - Principles of Organization - F.W. Taylor: The Scientific Management Movement-Impact of Taylorism on organization Theory

Unit – II Human Relations theory

Elton Mayo: Hawthorne Experiments - Human Relation Approach

Chester Bernard: System Approach - Organization a Consciously Coordinated Cooperative System- Authority and Responsibility - Herbert Simon: Decision making as heart of Administration - Stages in Decision Making Process - Rationality in Decision Making

Unit – III Theory X and Y

Mc Gregor : Theory ‘X’ and Theory ‘Y’ - Conflict Management - Frederick Herzberg: Two factor Theory - Job Enrichment - Abraham Maslow: Need – Hierarchy Theory -

Unit – IV Authority and Development

F.W. Riggs: Sala Model in Prismatic Society - Concept of Development
Max Weber: Ideal type Model of Bureaucracy - Authority and Legitimacy -
Chris Argyris: Organizational Theory: Fusion Model - Organizational Changes

Unit – V Management

Rensis Likert : Supervisory Style - Management Systems - Peter Drucker - Management by objectives - Concept of Effective Executive - Yehezkel Dror - Policy Science

Reference / Text Books

1. D. Ravindra Prasad, V.S. Prasad and P . Satyanaryana Administrative Thinkers, Sterling Publishing House, New Delhi.
2. S.R Maheshwari Administrative Thinkers, Mac Millan India Limited, New Delhi.
3. R.N. Singh Management Thought & Thinkers Sultan Chand and Sons, New Delhi.
4. Navin Mathur: Management Thought, National Publishing House, Jaipur.
5. M.R.Minto: Management Thinkers, New Delhi, Allied Pub.Ltd., 1989.
6. R.K.Sapru: Theories of Administration, New Delhi, S.Chand & Co.Ltd., 1996

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Core - 3

CORE COURSE: PERSONNEL ADMINISTRATION IN INDIA

4Hrs/Week

Credits: 4

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

LO1	Introduce the students about the persons who fill the various positions in an organization
LO2	Know regarding various categories of staff involved in the administration
LO3	Learn the procedures of Recruitment, Training, Promotion in public services in India
LO4	Understand the powers and functions of various recruiting agencies and their constitutional status
LO5	Familiarize with the working of public services in Tamil Nadu

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Enlighten about the need for personnel in any administration
CO 2	To find out different kinds of services in India
CO 3	Knowledge about the recruiting procedure of the Union and State recruiting agencies
CO 4	To know about the service records and Pay structures
CO5	Get motivation for entry into various civil services positions

Unit – I Introduction

Concept, Nature, Significance and functions of Personnel Administration
– Evolution of Personnel Administration in India – Characteristics of Personnel Administration in India.

Unit – II Development of Civil Services in India

Emergence of Civil Services in India - Civil Services in the context of modern Bureaucracy – All India and State Services – Generalist and Specialists – Need for reforming Indian Civil Service system.

Unit – III Recruiting Agencies

UPSC – SSC – State Public Service Commission –Central and State Training Institutes – Types of Recruitment in India – Recruitment Process – Merit and Seniority Principle – Reservation in Recruitment – Training – Promotion – Disciplinary Procedures- Retirement Benefits.

Unit- IV Integrity in Administration

Administrative Ethics and integrity in Civil Services – Employer – Employee Relations – Right to Strike – ESMA – TESMA – Employee Unions – JCM – Administrative Tribunals – Working conditions of employees in government and private sectors.

Unit – V Public Services in Tamil Nadu

Tamil Nadu Public Service Commission – Qualification and eligibilities – method of examinations – Various types of services – Recruitment for Police personnel – SSC (regional branch) – need for capacity building of civil servants in Tamil Nadu.

Reference / 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.
5. Dr. P.B.Rathod, *Personal Administration*, Commonwealth Publishers, New Delhi,2004.

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Core - 4

CORE COURSE: INDIAN ADMINISTRATION

4Hrs/Week

Credits: 4

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

LO1	Learn the evolution of Indian Administration over the period
LO2	Know the legacy of Mugal and British Administration
LO3	Uunderstand the Constitutional aspects of Indian Administration
LO4	Identify the social, economic, political and geographical issues related to the Administrative System in India
LO5	Able to realize the need and necessity of citizen's participation in the administrative process and also understand the importance of civic awareness

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Disclose the impact of ancient, medieval, and British periods of administration in post-independence Indian administration
CO 2	Analyse the functioning of governmental organizations on the basis of the principles of the constitution
CO 3	Demonstrate the federal nature of the Indian administrative system
CO 4	Identify the emerging issues in Indian Administration
Co5	Provides suggestions for administrative reforms

UNIT – I: Evolution of Indian Administration

Nature of Administration: Ancient, Mughal, Medieval period and British period - Constitutional Framework of Indian Administration - Features of Indian Bureaucracy – Thiruvalluvar’s Thirukkural and Kautilya's Arthashastra on Administration.

UNIT – II: Union Administration

President - Prime Minister & Council of Ministers - Central Secretariat - Cabinet Secretariat - Cabinet Committees- Prime Minister Office - Ministry of Home Affairs and Finance Ministry.

UNIT – III: Constitutional Institutions

Parliament, Executive and Judiciary powers and functions -Election Commission of India - Union Public Service Commission - Union-State structural relations(Legislative, Executive and Financial) - Advisory Boards and Committees.

UNIT – IV: Development Administration

Bureaucracy and Democracy - Bureaucracy and development - Structures of Urban and Rural Governments: from Municipal Administration to District and Local Administration; Impact of Liberalization and Privatization on Indian Administration - e-Governance and Mobile Governance.

UNIT – V: Citizen and State Interface

Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission, CBI Lok Pal and Lok Ayukta; Politician and Civil Servants relationship - Civil society - Citizen's charters - Right to Information – Right to Services - Social Audit – Administrative Tribunals.

Reference / Text Books

1. Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
2. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
3. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
4. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
5. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
6. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur

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Elective - 1

CORE COURSE: CONSTITUTION OF INDIA

4Hrs/Week

Credits: 4

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

LO1	Understand the Constitutional development and the philosophy of the Constitution of India
LO2	Know the important of fundamental rights and duties under the constitution and also the ideas of social justice and equality
LO3	Learn the different organizational structure of the Union, State and Panchayati Raj Institutions
LO4	Can understand the basic tenets of the Indian Federation
LO5	Study the nature and need of different independent constitutional bodies

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Understand and explain the importance of the Constitution of India as a basic law the country
CO 2	Utilize the fundamental rights in right means at the same time identifying the duties as a citizen
CO 3	Analysing the functioning of Union, State, and Local Governments from the constitutional perspective
CO 4	Evaluate the largest democratic exercise in the world i.e., the General Elections
CO5	Grasp the difference between the constitutional and extra-constitutional authorities and their significant role in Indian democracy

UNIT - I Constitution Development

Main provisions of the Government of India Act of 1935 –Indian Independent Act 1947- Making of Indian Constitution: Constituent Assembly – various committees of assembly – Preamble and basic features – Philosophical features of constitution – Fundamental Rights - Fundamental Duties - Directive Principles of State Policy – Federal and Unitary Features in Indian Constitution.

UNIT - II Union Government

The President – Vice President - Prime Minister – The Council of Ministers – Parliament: Composition, Powers and Functions - Speaker and Deputy Speaker - Committees of Lok Sabha – Judiciary: The Supreme Court – Judicial Activism – Judicial Review – PIL – Methods for amending the Constitution.

UNIT - III State and Local Administration

The Governor – Powers and Functions – Chief Minister – Council of Ministers – State Legislature: Composition, Powers and Functions - Local Self Government: Rural and Urban Local Government – Working of Grama Sabha- Democratic Decentralisation process and issues at the grassroots level – The status of Reserved Village Panchayats in Tamil Nadu.

Unit – IV Federalism and Issues

Federal features in Indian Constitution - Centre - State Relations: Legislative, Administrative and Financial relations - NDC – Inter State Relations – Sarkariav Commission and Rajamannar Committee and their recommendations – Major areas of conflicts in Centre – State relations.

Unit – V Constitutional and non-constitutional authorities

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

Reference / Text Books

1. A.S. Narang, *Indian Government and Politics*, Geetanjali Publishing House, New Delhi, (Latest edition)
2. Bidyut Chakrabarty & Rajendra Kumar Pandey, *Indian Government and Politics*, SAGE, New Delhi, 2014
3. Durga Dasu Basu, *Introduction to The Constitution Law of India*, Prentice - Hall India Pvt. Ltd., 2011.
4. Ambika Prasad Verma, *Indian Constitution*, Mangalam Publishers, New Delhi, 2015.
5. Gopal Chowdhary, *Constitution Law of India*, Veekumar Publications, Pvt. Ltd., 2013.

**CORE COURSE: PUBLIC ADMINISTRATION FOR COMPETITIVE
EXAMINATIONS**

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Elective - 2**

4Hrs/Week

Credits: 4

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

LO1	Know The significance of public administration from examination point of view
LO2	Learn the organizational structures and working mechanisms of union, state, and local governments
LO3	Raising awareness, about the nature, scope, and functioning of civil services in India
LO4	Provide a thematic and methodological approach to the subject matter of public administration
LO5	To understand the constitutional status of union recruiting agencies and also the method of selection, training, promotion, and disciplinary activities

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Confidently choose Public Administration as a subject for the Civil Service Examinations
CO 2	To get a clear view of the Public Administration course syllabus for civil service exams
CO 3	To learn the principles and principles related to public administration in conjunction with Indian administrative practice
CO 4	To study the India's development experiences and changing role of administrative system from critical point of view
CO5	Understand the powers and functions of anti-corruption organizations and explore issues in the Indian administration and answer competitive exams

Unit-I Union Government

President- Prime Minister and the Council of Ministers- Parliament - Central Secretariat- Cabinet Secretariat- Prime Minister's Office- All India and Central Service- Union Public Service Commission.

Unit-II State and District Administration

Governor- Chief Minister- State Assembly - Secretariat- Chief Secretary- District Collector – State Public Service Commission – Rural and Urban Local Governments - Financial status and Autonomy - Issues in local government in India.

Unit – III Civil Services

Civil Services in India - UPSC – SSC – State Public Service Commission – Central and State Training Institutes – Types of Recruitment in India – Recruitment Process - Training – Promotion – Disciplinary Procedures- Retirement Benefits – Civil Service Neutrality and Activism – Politician and Civil Servants relations.

Unit – IV Anti – Corruption institutions

Lokpal and Lokayukta – Central Vigilance Commission – CBI – Administrative Tribunals - Administrative Reforms Commissions and its Recommendations - Right to Information Act (RTI) – Right to Services Act – NHRC and SHRC – Human Rights Courts.

Unit – V Issues in Indian Administration

Corruption and decline of Values in Politics and Administration – ARCs recommendations - Governance, e-Governance and Mobile Governance in Administration- Digital Divide - Disaster Management - Bureaucracy and Citizen's relations – ICT in administration.

Reference / Text Books

1. Basu, D.D., *Introduction to the Constitution of India*, Lexis Nexis, 2019.
2. Maheshwari, S.R., *State Governments in India*, New Delhi, Macmillan India Ltd., 2000
3. Maheshwari, S.R., *Indian Administration*, New Delhi, Orient Longman, 2000.

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Core -5

DEVELOPMENT ADMINISTRATION IN INDIA

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

1	To provide opportunity for the students to understand the nuances of Development Administration and its origin and growth.
2	To make the students to aware about Sustainable Development Goals (SDGs), especially socio-economic targets.
3	To unearth the role of planning agencies in India in the process of Development Planning
4	Students' knowledge about the reasons for the eruption of corruption, especially in Public Administration.
5	Students' understanding about working of grassroots governments will be enhanced after the completion of the course.

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Students knowledge about various theories and concepts associated with Development Administration will be enhanced.
CO 2	The course will create awareness among the students about socio-economic and demographic profile of India.
CO 3	Enable the students to pursue career in Public Administration in general and Development Administration in particular.
CO 4	The critical thinking and knowledge of students' about Bureaucracy role in the process of socio-economic Development in India will be enhanced.
CO5	The course will make the students' to participate in the socio-economic development of the country.

UNIT 1 Introduction

Development Administration: Meaning, Nature, Concept, Theories and Assumptions - Distinction between Development Administration and General Administration- Thrust areas of Development Administration - Concept of Sustainable Development- Principles, criteria and Strategies of sustainable Development.

UNIT-II Development Administration in India

Development Administration in India: Evolution of Administration in India- Emergence of Indian Republic - Developmental role of Public Administration in India since Independence - India's Socio - Economic profile at the time independence - Mixed economy model and its rational and significance -

Unit -III Development Planning

Development Planning in India : Agencies - Planning Commission - Niti Aayog - NDC and State Planning Board - Planning at the local level - District Planning Committee in making District Plan - Block Level Planning - Bureaucracy and Development Administration in the context of Globalization, Liberalization and Privatization - NGO's and Development

Unit - IV Bureaucracy and Development

Bureaucracy and Development - Neutral versus committed Bureaucracy - Corruption among Indian Bureaucratic system - Bureaucrats and Politicians and their relationship - Need for enhancing Indian Bureaucracy -

UNIT-V Issues and Challenges

Challenges and Prospects of Development Administration: Environment and Development-Citizen Participation in Development-Globalization and Development Administration - Concept of Democratic Decentralisation - Problems and Prospects of Panchayat Raj system - e-governance and digital divide.

Reference / Text Books

1. Pai Panandikar V.A., Development Administration in India, New Delhi: Macmillan, 1974.
2. Chatarjee S.K., Development Administration with Special Reference to India, New Delhi: Surjeet Publications, 1981.
3. Hari Mohan Mathur., Administering Development in Third World Constraints and Choices, New Delhi: Sage Publications India Pvt. Ltd., 1986.
4. Prayag Mehta, Bureaucracy, Organizational Behaviour and Development, New Delhi: Sage Publications India Pvt. Ltd., 1989.
5. Chaturvedi T.N., Development Administration, New Delhi: Indian Institute of Public Administration, 1984.
6. Fred W.Riggs (Eds.), Frontiers of Development Administration, Durham: Duke University Press, 1970.
- 6.K. B. Shrivastava, New perspectives in Development administration in India, New Delhi, Concept, 1994.
7. R. K. Arora and S. Sharma (edi.) Comparative and Development administration; Ideas and action, Jaipur arihant 1992.

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Core -6

COMPARATIVE PUBLIC ADMINISTRATION
LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

1	Students understanding about concepts and theories of comparative public administration will be improved.
2	Students will get an opportunity to read the working of Administrative systems in various countries, for instance Uk, USA, Germany, Japan etc.
3	Equip the students to compare the working of one administrative system with other systems.
4	Inculcating Knowledge about functioning of Grievance Redressal mechanisms in various countries will be enhanced.
5	The course will provide opportunity for the students to understand administrative issues in developing and developed countries.

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Students will apply critical approach in understanding the working of public administration in various countries.
CO 2	They will be in a better position to distinguish between well performing and poor performing administrative systems in the world.
CO 3	Students will be in a better position to compare the working of one administrative system with other systems.
CO 4	Students and other stakeholders Knowledge and understanding about working of Grievance Redressal mechanisms in various countries will be enhanced.
CO5	After successful completion of the course the students will be in a position to understand and come with suggestions for administrative issues.

UNIT – I: Introduction

Comparative Public Administration: Meaning, Nature, Scope and Significance - Salient Features of Administration in Developed & Developing Countries – Issues in administration in developing countries (Asian countries) - Structural Functional Approach - Behavioural Approach; and Ecological Approach; Ferrel Heady, F.W. Riggs and Weber's critique about administration.

UNIT – II Administrative Systems & Accountability - I

Salient features of Administration in UK, USA, Germany and Japan, Chief Executive of UK, USA, Germany and Japan - Accountability: Control over administration in UK, USA, Germany and Japan.

UNIT – III Local Governments

Local governments in UK, USA, Germany and Japan - Grievance Redressal mechanism in UK, USA, Germany and Japan.

Unit – IV Administrative Systems – II

Features of Administration in South Africa, Israel, Singapore and Malaysia - Grievance Redressal mechanism in South Africa, Israel, Singapore and Malaysia – Local Governments in South Africa, Israel, Singapore and Malaysia.

Unit-V Issues

Problems of administration in developed and developing societies - Role of International agencies in sustainable development in developing countries. Relevance of Comparative Public Administration in the era of Liberalization, Privatization and Globalization.

Reference / Text Books

1. Arora, R K and Sharma, S (Eds.) (1992) Comparative and Development Administration: Ideas and Actions. Arihant Centre for Administrative Change: Jaipur.
2. Bhatt, A and Ranjan, R (2010) Comparative Government and Politics (1st Edition). Anmol Publications: New Delhi.
3. Dahiya, Sewa Singh and Singh, Ravindra (2012) Comparative Public Administration. Sterling Publishers: New Delhi.
4. Farazmand, A (Ed.) (2001) Handbook of Comparative and Development Public Administration (2nd Edition). Marcell Dekker: New York.
5. Heady, Ferrel (2001) Public Administration: A Comparative Perspective (6th Edition). Marcel Dekker: New York.
6. Nadkarni, Vidya and Noonan, Norman C (Eds.) (2013) Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries. Bloomsbury Academic: London.
7. Ray, S N (2004) Modern Comparative Politics: Approaches, Methods and Issues. Prentice Hall of India: New Delhi.

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Core -7

FINANCIAL ADMINISTRATION IN INDIA

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

1	To teach about the origin and evolution of Financial Administration in India.
2	Knowledge about structure, functions and role of Ministry of Finance in preparing the Union Budget will be inculcated.
3	The course will help the students to understand the Budgetary process in Parliament.
4	Inculcating Knowledge about types and functions of Budget will be the main objective of the course
5	The students will make critical analysis on the financial autonomy of the PRI institution.

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Students gets clear understanding about the need for Financial administration in India.
CO 2	Students perception about preparation, enactment and implementation of Budget will be improved.
CO 3	Knowledge about Financial administration role in socio-economic justice in India among the students will be enhanced.
CO 4	Students will be in a better position to unearth financial issues in Centre-State relations in India.
CO5	After successful completion of the course the students will be in a position to debate and discuss the financial issues of grassroots governance.

UNIT-I Introduction

Meaning, Significance and Scope of Financial Administration - Evolution of Financial Administration in India – Constitutional context of Financial Administration in India.

UNIT- II Ministry of Finance

Ministry of Finance: Powers and Functions- Role in preparing Budget - Department of Economic Affairs- Department of Revenue – Dept of Expenditure

UNIT- III Budgetary Process

Budget: The concept and types of Budget- Development of budget- Process of Budget making - Budget Enactment – Execution – Parliament control over Budget – Fiscal Policy, Equity and Social Justice.

UNIT – IV Auditing and Accounting

Auditing and Accounting – Legislative, Executive and Judicial Control over financial administration - Centre – State Financial Relations – GST - Art.360 of Indian Constitution - NITI Aayog - RBI .

UNIT-V Finance Commission

Finance Commission: Composition, Powers and Functions -Comptroller and Auditor General- Financial Administration at the Rural and Urban Governments level – Financial autonomy of local governments – issues in Indian financial administration.

Reference / Text Books

1. Avasthi Maheswari, *Public Administration*, LaskhmiNarainAgarwal, Agra.
2. Vishnoo Bhagvan & Vidhy Bhushban, *Public Administrations*, S.Chand and Company Ltd, Ram Nagar, New Delhi
3. Mohit Bahttacharya, *Public Administration*, Structures, Process and Behaviour, The World Press (P) Ltd, Calcutta.
4. Sahib Singh and Swinder Singh, *Public Personnel and Financial Administration*,New Academic Publishing Co. Jalander, 2000
5. K.N.Basiya, *Financial Administration in India*, Bombay, Himalya Publishing House, 1986.C.P.Bhambri
6. *Public Administration in India*, Bombay, Vikas Publications House, 1973.
7. K.L.Handa, *Financial Administration in India*, New Delhi, IIPA, 1988.

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Core -8

FEDERAL ADMINISTRATION IN INDIA

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

1	The course will help the students to understand the evolution and significance of federal system, especially in Indian context.
2	Study of Federal Administration in India is important, as the content of the course has been included in competitive examinations syllabus.
3	Students will get an opportunity explore issues in Centre – State relations in India.
4	Knowledge about GST regime will be inculcated among the students through this course.
5	It is an opportunity for the students to explore major issues in India's Federal System.

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Students will get thorough understanding about constitutional provisions of Federal System in India.
CO 2	The course will motivate the students to pursue research in India's Federal administration.
CO 3	Knowledge about GST regime among the students and other stakeholders will be achieved after the end of the course.
CO 4	Students will develop critical thinking over Centre-State issues.
CO5	Students will be familiar with the working of various institutions / agencies in Indian Administration, especially in federal administration.

Unit-I Introduction

Meaning, Definition, Characteristics of a Federal Constitution - Confederation and Federation: fundamental distinction- - Evolution of federal polity in India- Federal nature of Indian Constitution-Asymmetrical Federal Provisions and adaption.

Unit-II Centre – State Relations

Legislature, Financial and Judicial relations between centre – states - Division of Powers- Residuary Powers- Distribution of Executive Powers between centre and states - Centre-State Administrative Co-ordination - Inter-governmental Delegation of Functions - Centre's directives to the State- Constitutional and other statutory provisions for centre-state relations.

Unit-III Financial Relations

Distribution of Fiscal Powers between centre - states - Restriction of fiscal power - Distribution of Tax Revenue - Borrowing power of the State - NITI Aayog - Constitution (101st Amendment) Act, 2016- GST.

Unit-IV Issues in Federal Administration

Emergency Provisions –Article 352, 356 and 360 – Role of Governor in state administration - Arbitrary use of power by centre over state governments - Sarkaria and other Commission recommendations –Role of All India Services- State Services - State Autonomy.

Unit-V Cooperative Federalism

India towards cooperative federalism-Inter-State Water Disputes: Role of Union government - Inter-Governmental Cooperation in solving administrative problems/issues- Inter- State Council -Zonal Councils - Role of other statutory bodies in promoting centre-state cooperation.

Reference / Text Books

- 1.A.V.Dicey. An Introduction to the Study of the Law of the Constitution. (Universal Law Publishing Co)
- 2.K.C.Wheare. Federal Government. [Oxford University Press.
- 3.M.P. Jain. Outlines of Indian Legal History. [Nagpur, LexisNexis Buttersworth Wadhwa].
- 4.Granville Austin: The Indian Constitution: Cornerstone of a Nation. [New Delhi, Oxford University Press].
5. D.D.Basu: Constitution of India. Nagpur, LexisNexis Butterworth Wadha
6. Brish Kishore Sharma, *Introduction to the Constitution of India*, Prentice Hall of India, 2012.

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Elective - 3

POLITICAL SCIENCE FOR COMPETITIVE EXAMINATIONS
LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

1	The context of the course will certainly motivate the students to opt for civil services and other competitive examinations
2	Students from other disciplines will get an opportunity to understand the nuances of Political Science.
3	To teach the structure and functions of union and state administration.
4	To make the students to understand the circumstances in which various constitutional amendments were made in India and its possible impact on the working of Indian Democracy.
5	Students will get ample opportunity to understand the various issues in Indian Government and Politics.

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Since the syllabus is prepared in accordance with civil services syllabus, the students will get added advantages to take up the competitive examinations successfully.
CO 2	Other discipline students will get thorough understanding about various constitutional provisions.
CO 3	Students knowledge about the working of various constitutional and non-constitutional bodies will be enhanced.
CO 4	The procedure for constitutional amendments and historical necessity for such amendments will be taught among the students.
CO5	Students will get opportunity to acquire knowledge about recent developments in Indian Polity.

Unit-I Introduction

Making of Indian Constitution: Constituent Assembly and its committees - Preamble and Salient features of constitution- Union, State and Territory - Citizenship - Fundamental Rights - Fundamental Duties - UDHR and Indian Constitution.

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 – Classification of All India services – UPSC – State Public Service Commission – TNPSC.

Unit – III Administrative Challenges

Administrative challenges in a welfare state - Complexities of district administration - Elections to State Legislature and National Parliament - Election Commission - Administrative reforms & tribunals-

Unit – IV Amendments and Schedules

Methods of amending the Constitution - Important Amendments to Constitution (1st, 7th, 10th, 24th, 42nd, 44th, 61st, 73rd, 74th, 91st, 101st& 102nd, 103rd)- Various Schedules and Indian Constitution - Official language and Schedule-VIII.

Unit – V Issues

Political and Administration Corruption - Anti corruption measures - Central Vigilance Commission – CBI - Lok-Adalats - Ombudsman Comptroller and Auditor General of India. Right to Information – Right to Food - Right to Services and Grievances redressal – Right to Privacy - Empowerment of women - Voluntary Organizations - Consumer Protection Forums.

Reference / Text Books

1. Basu, D.D., *Introduction to the Constitution of India*, Nagpur, Wadhwa Publications, 2010.
2. Laxmikanth, M., *Indian Polity*, Tata Mcgraw Hill, 2017.
3. Bhambri, C.P., *Indian Politics 2001-2004*, Shipra Publishers, 2008.
4. Grover, V., *Trends and Challenges to Indian Political Systems*, New Delhi, Deep and Deep, 2006.
5. Sharma, Manoj, *Indian Government and Politics*, Anmol Publications Pvt. Limited, 2004.
6. Ambika Prasad Verma, *Indian Constitution*, Mangalam Publishers New Delhi, 2015.
7. Gopal Chowdhary, *Constitution Law of India*, Veekumar Publications, Pvt. Ltd., 2013.
8. B.S Raman, *Constitution of India*, United Publishers, New Delhi 2011.
9. Brish Kishore Sharma, *Introduction to the Constitution of India*, Prentice Hall of India, 2012.

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Elective - 4

ISSUES IN INDIAN ADMINISTRATION

The objectives of the course are enabling the student to

1	To impart knowledge about emergence of Indian Administration in both pre and post-independent period.
2	To teach the recruitment process being followed in India, especially in civil services and other competitive examinations bodies
3	To educate the students about the impact of globalization on Indian Administration.
4	Students will get thorough knowledge about Environmental issues in India.
5	Topics such as e-governance and public – private partnership will be taught in this course.

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Knowledge about combating corruption in India will be inculcated among the students.
CO 2	Students will develop critical thinking over issues in Indian Recruitment system.
CO 3	Students will be in a position to differentiate between the two concepts, for instance Judicial Review and Judicial Activism.
CO 4	Understand the major recommendations of ARCs and its level of implementation in India.
CO5	The mobile-governance initiatives of both union and state governments will be inculcated among the students.

Unit-I: Introduction

Values in public service - Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface - Need for integrity in Administration - Corruption in administration - Disaster management.

Unit - II Personnel Administration:

Importance of Human Resources Development - Recruitment - Training - Career Advancement - Rank and Position clarification - Discipline, performance appraisal - Promotions - Contracting: labour welfare, working environment.

Unit - III: Administrative Reforms

Privatization and Disinvestment in the era of globalization - Social Exclusion and Inclusive Policies - Digital Governance and its Problems - Public Services Acts - Citizens Grievance Redressal Mechanism - Judicial Review and Activism.

Unit - IV: Environmental Issues: Disaster and its Management in India- Preparedness and Mitigation, Recovery and Rehabilitation - Socio - Political movements: Tribal Movement, Peasants' Movement, Workers' Movement, environmental movements and Women's Movement.

Unit - V: e-Governance and Good Governance: Meaning and elements of Good Governance - Public-Private Partnerships - Public Service Approach and Technological Application - Governance and need for accountability in Administration - E-Governance and Mobile - Governance in 21st century.

Reference / Text Books

1. Arun Maira, (2014), "Remaking India, One Country One destiny", New Delhi Response books.
2. Niraja Gopal Jayal, Pratap Bhanu Mehta, (2015), "The Oxford Companion to Politics in India", New Delhi Oxford.
3. Vasudeva, (2013), "E-Governance in India; A Reality", New Delhi Commonwealth Publishers.
4. S.R. Maheshwari, (2013), "Administrative Reforms in India". MacMillan Publishers India Pvt Ltd, New Delhi.
5. Bidyut Chakrabarty & Mohit Bhattacharya (Eds), 2003, Public Administration: A Reader, Oxford University Press, New Delhi
6. Vidhu Verma (2012), Non-discrimination and Equity in India: Contesting Boundaries of Social Justice, Routledge: London.

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Business Administration in India

Learning Objectives LOs

LO1	To provide knowledge to understand the evolution of business administration with basic concepts, principles and functions of management.
LO2	To equip the students to understand the different kinds of business organization and its functional processes
LO3	To teach the students about different approaches the functions of management systems in place
LO4	To teach the students organizational structure and other intersections of the organizations to expand the horizons of efficient administration
LO5	To inculcate global and local view of the industrial and organizational establishments and their functions

Course Outcomes COs

CO1	Understand diverse perspectives and apply general business knowledge in the current global trend
CO2	Identify and evaluate sectoral development and its impacts in business
CO3	Articulate the administrative concepts persuasively and to implement it in the organization and collaborate with others institutions toward a common goal
CO4	Utilize administrative knowledge and analytical skills to motivate, devise innovative and creative solutions to smoothening business process
CO5	Integrate core concepts and theories across functional areas of business from cooperatives to corporate organizations

Unit-I: Introduction

Nature and Scope of Business Administration - Concept of Business-Human occupations-Profession, Employment-Business, Divisions of business-Industry and Commerce-Business system-Objectives of business Essentials-Qualities of a good businessman.

Unit-II: Business Organizations in India

Partnership-Joint stock company-public sectors-Societies Act of India-Kinds of partners-Rights and duties of partners-Kinds of Companies-Private-Public Companies-Impact of Multinational Companies in India-Insurance Companies and its functions.

Unit-III: Functions of Management

Meaning and Management-Functions of Management-Managerial Skills-Levels of management-Role of Manager-Contribution to Management by F.W.Taylor, Henry Fayol, Elton Mayo and Peter F.Drucker-process of planning –Decision making-Types of decisions-process of decision making.

Unit-IV: Organizing and Directing

Principles of Organising-Organizational structure-Line and functional organization -Span of Management, Delegation-Centralization and decentralization-Importance and Principles of directing – Motivation-Theories of motivation-Maslow, Herzberg Theories-Leadership in Administration.

Unit-V: Co-operative Organizations in Tamil Nadu

Formation of Co-operative Organizations under the Societies Regulation Act-Tamil Nadu Co-operative Societies Act-Types of Co-operatives-Co-operative movement in India. Primary agricultural Co-operative Societies in Tamil Nadu-Tamil Nadu Civil Supplies Corporation.

References:

- 1.Y.K.Bhushan,Business Organization and Management, Sultan Chand & Sons, 2012.
- 2.C.B.Gupta,Business Organization and Management, Mayor paperbacks,2011.
- 3.Co-operative Societies-Monthly Magazine.

CONSUMER RIGHTS IN INDIA

Learning Objectives LOs

LO1	To introduce the concept of consumer rights to understand its relevance, market behaviour and functions of public administration.
LO2	To equip the students to understand the legal framework of the process of production and marketing with regard to consumption
LO3	To teach the students about the consumer awareness and its legal framework to their safety and utility of goods and services
LO4	To teach the students organizational structure that are dealing with consumer affairs and attending grievances
LO5	To inform the students about the structural network which is part of the parliamentary system to ensure the consumer rights.

Course Outcomes COs

CO1	Understand the concept of consumer rights and its application part of the rights with relevance to consumer affairs.
CO2	Operationalize the legal framework to offer solutions to the existing problems in the consumer affairs
CO3	Address the consumers about their rights and making awareness to adopt the consumer rights with accountability
CO4	Implement the consumer rights within the organizational structure and attending grievances.
CO5	Linking the consumers organically with the parliamentary system to have a democratic approach

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 - Consumer education – Consumer Responsibilities.

Unit- II Legal Framework

Agricultural Products (Grading and Marketing) Act, 1937 - Industries (Development and Regulation) Act, 1951 - The Essential Commodities Act, 1955 - Prevention of Black-marketing and Maintenance of Supplies of Essential Commodities Act, 1980 - The Consumer Protection Rules, 1987 - Bureau of Indian Standards (Recognition of Consumers' Associations) Rules, 1991 - Consumer Welfare Fund Rules, 1992 - Competition Act, 2002 - The Consumer Protection Regulations, 2005 - Right to Information Act, 2005 - Food Safety and Standards Act, 2006 - The Legal Metrology Act, 2009 -- Consumer Protection Act 2019.

Unit- III Consumer Awareness

Consumer Awareness- Consumer Grievances – Consumer Complaints regarding Goods and Services: Procedure for making complaints – Relief available for Consumers - Unfair Trade Practices – e- Commerce and consumer Rights.

Unit- IV 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 – V Ministry of Consumer Affairs

Ministry of Consumer Affairs, Food and Public Distribution - Consumer Protection Councils - NGO and Civil Society organisation role in the protection and promotion of Consumers Rights - 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.

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Public Sector Administration

Learning Objectives LOs

LO1	To provide knowledge to understand the necessity to the evolution of public sector and its background of administration.
LO2	To teach the students to understand the different kinds of PSUs for its unique purpose of business and administration
LO3	To teach the students about the role of Union and State authorities in setting up the public sectors
LO4	To teach the students about its expansion at various levels and linking them with the state
LO5	To introduce the students to know the recruiting agencies and its roles and responsibilities in regulating the PSUs administration.

Course Outcomes COs

CO1	Understand the significance of public sector and its contribution to the nation
CO2	Identify and evaluate their skills to contribute in the larger administrative structure
CO3	Understand the necessity for the existence of the public sectors and the role played by Union and State authorities.
CO4	Utilize administrative knowledge to start a small scale industry to become entrepreneur
CO5	Preparing students to get recruit in the agencies and face challenges to take responsibilities in PSUs administration.

Unit I: Introduction

Meaning, Definition, Nature, Scope and Significance of Public Sectors - Growth and evolution of Public Sectors in India - Public Sectors and Private Sectors - Public sectors in India.

Unit II: Forms of Administrative Organizations

Departments - Kinds of departments - Public Corporation- Difference between public Corporation and Department - Independent Regulatory Commissions - Characteristics and Functions – Line and staff agencies.

Unit III: Union and State Public Sector in India

Cabinet secretariat-Central Secretariat-Major Ministries-departments-State Secretariat-Administrative Organizations and working of departments-Home and Finance in Tamil Nadu-Role of Chief Secretary and other services-Revenue Board-Directorate of Higher Education.

Unit IV: District Public Sector in Tamil Nadu

Organization of district administration-Collector, his Functions-Tahsildar-RI-VAO-Police at district level-Urban and Rural management-Superintendent of Police and his role in Administration-District Revenue System.

Unit V:Public Services

All India Services-Central Services-UPSC- TNPSC- SSC- Administrative Reform Commissions-Role of Public Sectors in Development – Reforms in public sectors.

Reference

1. S.Chand, The working of public sector, Bombay.
2. Principles and practice of public enterprise management, New Delhi.
3. Steppan J.Bailey United Nations World Bank.

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Core - 12

RESEARCH METHODOLOGY

Learning Objectives LOs

LO1	To introduce the students to an environment to think about to relate theories and practices through research as an attitude.
LO2	To understand the basic framework of research with literature review and finding the gaps to relate his/her research problem
LO3	To teach the students to execute their research with design, plan and tool development
LO4	To involve the students to understand the different kinds of methods, approaches with multidisciplinary perspectives
LO5	To train them to write the report within the objectives and perspectives in order to prove the research within the methodological framework

Course Outcomes COs

CO1	Understand the research with perspectives and apply his knowledge to explore the research possibilities
CO2	Identify the research problem to analyse the different characteristics of the same issue
CO3	Equip with analytical skills with different set of arguments and understanding the problem based on the evidences collected.
CO4	Explaining the research with context and contemporary relevance to allow the research continuing further
CO5	Able to submit the research work with adequate knowledge to defend his research with evidences, publications and producing new scope in the relevant field/discipline

Unit – I: Introduction

Meaning, Definition and Purpose of Research- Characteristics of Research- Need for Social Science Research –Types of Research: Descriptive Research-Statistical Research or Analytical Research- Experimental Research- Explorative Research- Diagnostic Research- Case Study Method.

UNIT-II: Concepts

Review of Literature – Objectives- Hypothesis- Primary and Secondary Sources - Limitations and Delimitations - Plan of the study. Concepts - Variables -- Theory and its relevance.

UNIT-III: Research Design and Data Collection

Research Planning –Research Design –Types of Research Design – Preparation of Research Design – Census and Sampling - Types of Sampling. Methods of Data Collection: Survey Research: Interview Methods – Questionnaires – Observation – Content Analysis – Case Study - Analysis of Data – Interpretation of Data.

UNIT-IV: Research Ethics

Research Ethics: definition, moral philosophy, nature of moral judgments and reactions - Ethics with respect to Social science research - Intellectual honesty and research integrity – Committee on Publication Ethics(COPE) - World Association of Medical Editors (WAME) - Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP) - Redundant Publications: duplicate and overlapping publications, salami slicing - misrepresentation of data – UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

UNIT-V: Research Report

Research Report Writing: Types, Contents of Report Writing- Research Report Format – Various Reference Models: Turabian, MLA, APA and Chicago models - Use of Computer and statistical tools in Research - SPSS in Social Science Research- Foot Notes End Notes – Appendices - Bibliography.

Reference/Text Books:

1. Ranjith Kumar, Research Methodology, Sage Publications, 2011.
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, Sterling publishers Pvt. Ltd. 2003.
5. Judith Bell, Doing Research Project, Open University Press, 2005.
6. Current, Richard N. et al American History A Survey, New York: Alfred A Knopf, 1987.
7. Parkes, Henry Bamford: The United States of America, New York: Alfred A. Knopf, 1968.

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Elective-5

CIVIL SERVICES AND RECRUITMENT AGENCIES IN INDIA

Learning Objectives LOs

LO1	To provide knowledge and opportunity to understand the idea of civil services
LO2	To make the students to know about different recruiting agencies for different administrative purposes/objectives
LO3	To teach the students about state level recruiting authorities in different departments for public administration
LO4	To teach the students about the training due to the diversity of the aspirants and selected candidates from different background to work along with
LO5	To provide new insights to update the changes taking place across the global and local establishments and their functions

UNIT – I: Introduction

Civil Services: Origin, Meaning, Nature, functions and Significance - Evolution of Civil Services in India. Classification of Civil Services: All India Services, Central Services, State Services and Local Services - Civil Service: Neutrality and Commitment - Relationship between Political Executive and Civil Servants.

Unit – II: Recruitment Agencies in All India Level

Union Public Service Commission – Staff Selection Commission (SSC)- Central and State Secretariat Services - Railway Recruitment Board – Banking Service Recruitment Board –National Recruitment Agency (NRA).

Unit – III: Recruitment Agencies in Tamil Nadu

State Public Service Commission: TNPSC – Teachers Recruitment Board (TRB) – Staff Selection Commission (regional branch) - Tamil Nadu Uniform Service Recruitment Service - Anna Institute of Management, Chennai – Civil Services Training Institute (Bhavanisagar).

UNIT - IV: Recruitment and Training

Recruitment in Civil Services – Training in Civil Services: Orientation Training, In-Service Training and Post Entry Training – Promotion in Civil Services – Code of Conduct for civil servants - Disciplinary Procedure – Retirement Benefits.

Unit – V: Trends and Issues

Integrity in Civil Services – 3rd ARC Recommendations on Civil Services
- Administrative Corruption in Indian Civil Services – Reforms in Civil Services
– Public perception about officials – Capacity building for government officials.

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.

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CITIZENS AND ADMINISTRATION

Learning Objectives LOs

LO1	To provide different definitions of citizenship in India and the world
LO2	To equip the students to understand the different agencies, forums to chart out for their rights
LO3	To teach the students about delegation of power to the different institutions to intervene into the issues of citizens
LO4	To teach the students to understand the redressal mechanisms available to sort out the problems and enhance the power
LO5	To incorporate the citizens to be part of the decision making bodies in the administrative structure

Course Outcomes COs

CO1	Understand the opportunities to aspire to become civil servant
CO2	Identify ability to become part of the public administrative bodies/authorities
CO3	Applying to the suitable positions based on the qualification to become part of authorities in public administration
CO4	Compete with the students due to the diversity of the aspirants for responsible position with adequate knowledge
CO5	To get through the recruitment they update the concurrent knowledge, current affairs and new developments in the world

Unit-I: Introduction

Citizen: Meaning and Qualities – Citizenship in Indian Constitution – Meaning and Significance of Citizen Administration – Democracy as a means of citizens participation – Participatory Democracy.

Unit-II: Citizens' Charter

Citizens' Charters: Evolution, Features and Applications. Need for Citizens' Participation in Administration - Agencies for citizens' participation - Significance and Limitations of citizens' participation – NGO and Civil Society role in promoting citizens participation in Administration.

Unit-III: Decentralization and Delegation

Decentralization and Delegation: Concept and Benefits – Citizens' participation at the grassroots level administration - Grievance Redressal Mechanism at the Centre and State level - Agencies for Redressal of Grievances.

Unit-IV: Consumer Protection

Consumer Protection: Consumer Protection Act 2019 and Working of the Consumer Courts in India - National Consumer Disputes Redressal Commission – RTI and Right to Services in India.

Unit-V: Citizens' and Good Governance

Citizens and good governance – Accountability - Participation-Transparency - Social Audit - Social Media role in Citizens' participation in Administration-Corporate Social Responsibility – Issues in Citizens' participation in Administration.

Text Books:

1. Arora, K., Public Administration in India – Tradition, Trends and transformation, Paragon International Publishers, New Delhi, 2006.
2. Arora. K. Ramesh, People Centred Administration, Aalekh Publishers, 2001.
3. Bhattacharya, Mohit, Bureaucracy and Development Administration, Uppal Publishing House, New Delhi, 1979.
4. Verma, V.P. Modern Administrative Theory, Alfa Publications, New Delhi, 2008.

CORE COURSE: ORGANISATOINAL BEHAVIOUR**4Hrs/Week****Credits: 4****LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

LO1	understand the Basics of Organizational Goals, Individual Goals and Organizational Behaviour
LO2	get awareness about personality, determinants of Personality and motivation and its various theories
LO3	Getting Conceptual clarity of Bases of Power, Sources of Authority, Leadership . Trait of Leadership and Theories of Leadership
LO4	Learning the Concept of Communication and its Functions and Importance of Communications in Administration
LO5	Acquiring the various theoretical knowledge of Organization and its salient features

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Excel in Organizational, Individual Goals and Organizational Behaviour achieve goals both in Organizational and individual levels
CO 2	Shape his own personality and motivated to contribute to the peer groups in Organization and society
CO 3	After learning the concept of power and leadership, prove his leadership in his career and Organization
CO 4	Improve communication skills and apply it in Organizational and group levels
CO5	Better understanding of organization and its theories to perform duties in perfect manner.

UNIT-I Concept of Organization

Organisation: Meaning, Features and Significance - Organisation Goals – Individual Goals- Concept of Organisational Behaviour- Nature of Organisational Behaviour- Foundation of Organisational Behaviour- Hawthorne Experiments- Contribution of Behavioural Scientists and System Scientists

UNIT-II Individual Dimensions

Perception – Personality – Determinants of Personality – Personality of Administrator – Attitudes- Motivation- Motivation and Behaviour- Theories of

Motivation – Maslow’s Need Hierarchy, Two Factor Theory McClelland’s Need Theory-Theory X- Theory- Y

UNIT-III Power Authority and Leadership

Need for Control of Organisational Behaviour — Organisational Factors- Power and Authority – Bases of Power- Sources of Authority-Limits of Authority-Concept of Leadership – Trait of Leadership – Theories of Leadership

UNIT- IV Communication and Organisation

Concept of Communication- Functions and bases of Communications – Role of Language in Communication - Effective communication- Barriers in Communications – Importance of Communications in Administration.

UNIT-V Organisational Theory

Classical Organisational Theory – Scientific Management – Features of Organisation Theory- Neo Classical Organisational Theory.

Reference Books

1. Kumar, Jiraj. Organizational Behaviour: A new Look Concept, Theory and cases
New Delhi, Himalya,2012
2. Prasad L.m. Organisational Behaviour New Delhi, Sultan chand and sons,2019.
- 3.Aswathappa, Organisational Behaviour (10th Edison) New Delhi: Himalaya publishing Pvt.Ltd.,2012.

NGO MANAGEMENT**4Hrs/Week****Credits: 4****LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

LO1	Know the practical knowledge about the Types and Functions of Non Governmental Organization (NGO) and will understand the Evolution of NGO's in India
LO2	Get awareness about the Legal Frame Work for Establishing and Functioning of NGO's, To understand the trust and societies acts in India and aware about the Resource Mobilization Government Resources
LO3	gain knowledge with the Management of NGO's: Human Resource Management in NGO's and will have training for Planning, Budgeting and Marketing Strategies.
LO4	Know the deep understanding of Functioning of NGO's: Accounting and Documentation Management
LO5	Aware about the Project Management and Project Selection

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Do more socially relevant services to the needy people and will have more social responsibility.
CO 2	Establish the NGO and gain enough legal knowledge of NGO related functions.
CO 3	Improve skill to manage a NGO and able to do resource mobilization for successful functioning of NGOs
CO 4	Gain working knowledge about the accounting and documentation of NGOs
CO5	Involve in the Field Work and do various Social Welfare-Preventive and Rehabilitation services

Unit I Introduction

Meaning, Definition, Concepts, Types and Functions of Non Governmental Organisation (NGO) – Classical and Modern Approaches and Models – Evolution of NGO's in India - Voluntary Action and Civil Society – Volunteerism and NGO's.

Unit II Legal Framework

Legal Frame Work for Establishing and Functioning of NGO's: Trust and societies with special reference to Trust and Society Registration Acts in India - Resource Mobilization Government Resources-Methods of fund raising in International. National and Local Level-Taxation and Tax exemption and other concessions

Unit III Management of NGO

Management of NGO's: Human Resource Management in NGO's: Staff, Volunteers & Boards, Working with Private Sectors, Organizing for Implementation, Planning, Budgeting and Marketing Strategies.

Unit IV Accounting

Functioning of NGO's: Accounting and Documentation Management & Communications: Managing Communications Advertising & Personal Persuasion, Managing Public Media & Public Advocacy.

UNIT-V Project Management

Project Management and Field Work: Philosophy and Project of Management-Project Selection, Appraisal, and Control NGO's Field Work: Role of NGO's in Social Welfare-Preventive and Rehabilitation services- NGO's and Corporate Social Responsibility

Books recommended: -

1. David Lewis, Non-Governmental Organization, Management and Development (3rd Ed.) London: Roulledge, 2014
2. Snehlatha Guidelines for NGO Management in India, New Delhi:Kanisha Publishers 2014
3. 3.Sooryamoorthy.R . Gangraale,NGO's in India: A Cross-Sectional Study
4. Abraham Anitha Formation and Management of NGO's, New Delhi: Universal Law Publishers, 2015
5. Josep Xavier.S Organization and Management of NGO's. New Delhi:Educreation Publishrs, 2019.

DEMOCRACY AND DEVELOPMENT IN INDIA

4Hrs/Week

Credits: 4

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

LO1	Basic knowledge about the Constitution, fundamental rights and duties, to aware about the various types of justice
LO2	Grasping the interest in socio-economic development and Community Development Programme
LO3	Understand various Developmental Issues like Inequality of Caste, Minorities and Tribal issues-Problems of Population Explosion and Challenges of Poverty alleviation Programmes
LO4	Critical understanding of Human Development , to know about the Right to information and sustainable Development
LO5	Know the functioning of Panchayat Raj Institutions and rural development gain knowledge about MGNREGA- Micro Finance and Women Self Groups

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Make themselves as a good citizen by getting awareness on constitutional rights and responsibilities
CO 2	Work for the socio economic development and Community Development Programme
CO 3	Solve various issues that prevailed in Democratic society and contribute for the smooth functioning of the Democratic Institutions
CO 4	Involve in the Human development and work for sustainable development.
CO5	Participate in panchayat raj institutions, MGNREGA and Micro Finance etc.,

UNIT-I Introduction

Constitutional Elements: Democracy - Republic- Socialism - Social and Economic Equality and Justice - Fundamental Rights for Dignity and Development of the individual-Directive Principles of State Policy and the idea of Welfare State-Parliamentary form of Government- Universal Adult Franchise and Political Equality.

UNIT-II Policies and Programmes

Major policies and Programmes on socio-economic development: Community Development Programme- Role of Planning Commission and the success and failure of Five Year Plans- NITI Aayog role in planning - Liberal reforms in India.

UNIT-III Issues

Developmental Issues: Diversity and Pluralism - Inequality of Caste and Class-Federalism and Regional imbalances- Minorities and Tribal issues- Problems of Population Explosion and Challenges of Poverty alleviation Programmes – Urbanisation and issues.

UNIT-IV Human Development

Emerging Issues: Human Development as Electoral issue- Competitive Populism- Right to information and deepening of Democratic Development- Political Mobilization on environment and sustainable Development

UNIT-V PRI and Development

Decentralisation of power and authority: Panchayat Raj Institutions and rural development- Inclusive Growth and MGNREGA- Micro Finance: Women Self Groups and Gender Development – Issues in Reserved Village Panchayats .

Book

1. Durga Das Basu, Introduction to the Constitution of India new Delhi Lexis Nexis 2019
2. 2. Gaurav Datt, Ashwani Mahajan, Indiaan Economy New Delhi S.Chand 2019
- 3.Ram Ahuja, Social Problems In India(4th Edition) New Delhi: Rawat Publications 2020
4. Atul Kohli, Democracy and Development in India: From socialism to Pro-Business , New Delhi: Oxford University Press 2010
5. Chandran Sengupta, Democracy, Development and Decentralization in India- Continuing Dabates, London: Roulledge 2010

DYNAMICS OF INDIAN ADMINISTRATION

4Hrs/Week

Credits: 4

LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

LO1	Know the values of Ethics and Integrity in Indian Administration and to aware about the corruption in administration and Disaster Management
LO2	Familiar with the Recruitment process, Need of training for civil servants and aware about the Labour Rights.
LO3	Exploring the knowledge of Administrative Reforms, Digital Governance and its Problems, Right to Services and Citizens Grievance
LO4	Understand Concepts of accountability, Citizen's Charters; Right to Information and Social audit.
LO5	Gain knowledge of e-Governance and Mobile Governance initiatives in Tamil Nadu – Governance in 21 st century

COURSE OUTCOMES (COs):

On successful completion of the course the student will be able to

CO 1	Inculcate Ethics and Integrity in Indian Administration
CO 2	Join in various private sectors and perform his duties in a smooth and successful manner.
CO 3	Solve problems in Digital governance, Right to services and Citizen Grievance
CO 4	Apply the Concepts of accountability and aware about various Legislative, Executive and Judicial control over administration and Role of media in Administration and Social audit.
CO5	Participate in e-Governance and Mobile Governance initiatives in Tamil Nadu – Governance in 21 st century

Unit-I: Introduction

Ethics and Integrity in Indian Administration - Problems of administration during coalition regimes - Citizen-administration interface – Corruption in administration - Disaster management.

Unit – II Personnel Administration:

Recruitment: Types and various stages – Issues in Recruitment process – Training: Need and types of training for civil servants - Labour Rights in MNCs and TNCs - Contracting: labour welfare, working environment.

Unit – III: Administrative Reforms

Privatization and Disinvestment in the era of globalization - Social Exclusion and Inclusive Policies - Digital Governance and its Problems – Right to Services – Citizens Grievance Redressal Mechanism – Judicial Review and Activism.

Unit – IV: Accountability

Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.

Unit – V: Good Governance

Need for Good Governance in India - Transparency, Accountability in Administration – Social Audit – e-Governance and Mobile Governance initiatives in Tamil Nadu – Governance in 21st century - Impact of Globalisation on Indian Administration – Need for capacity building for civil servants.

Reference / Text Books

1. Arun Maira, (2014), “Remaking India, One Country One destiny”, New Delhi Response books.
2. Niraja Gopal Jayal, Pratap Bhanu Mehta, (2015), “The Oxford Companion to Politics in India”, New Delhi Oxford.
3. Vasudeva, (2013), “E-Governance in India; A Reality”, New Delhi Commonwealth Publishers.
4. S.R. Maheshwari, (2013), “Administrative Reforms in India”. MacMillan Publishers India Pvt Ltd, New Delhi.
5. Bidyut Chakrabarty & Mohit Bhattacharya (Eds), 2003, Public Administration: A Reader, Oxford University Press, New Delhi
6. Vidhu Verma (2012), Non-discrimination and Equity in India: Contesting Boundaries of Social Justice, Rutledge:

London.

Project and Viva – Voce Examinations

12+Hrs/

Credits: 8