

**MANONMANIUM SUNDARANAR UNIVERSITY,  
TIRUNELVELI-12**

**BA PUBLIC ADMINISTRATION**

**CHOICE BASED CREDIT SYSTEM – CBCS**

**Syllabus for Affiliated Colleges with effect from the academic  
year 2021- 2022 onwards (incorporated with Learning Outcome  
based Curriculum Framework- LOCF)**

**INTRODUCTION**

Outcome-Based Education is incorporated into the curriculum based on the requirements of NAAC and UGC – Quality Mandate (2018). To fulfill these requirements, the Programme Educational Objectives (PEOs), Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) and Course Outcomes (COs) were framed for all programmes in alignment with the Vision and Mission of the respective departments and in-turn with the Vision, Mission and Educational Objectives of the University.

**ELIGIBILITY FOR ADMISSION**

A candidate who has passed the Bachelor's Degree in any subject including the Professional Courses of this University or an examination of any other Universities accepted by the Syndicate 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:**

Internal Assessment Tests	(2)	15 Marks
Assignments	(2)	5 Marks
Seminar/ Case Study/Mini Project etc.		5 Marks

**Total – 25 marks**

**Pattern of Question Paper:**

QUESTION PAPER CODE –  
B.A. PUBLIC ADMINISTRATION DEGREE EXAMINATIONS,  
MAY/DECEMBER \_\_ SEMESTER - \_\_\_\_  
Course Title: \_\_\_\_\_

Time: 3 Hours  
75

Max Marks:

Part-A

Answer **All** Questions in about 30 words each. 10 X  
1 = 10

1. Administration
2. Public Management
3. Authority
4. Civil Services
5. -----
6. -----
7. -----
8. -----
9. -----
- 10.-----

PART-B

(5X5= 25)

Answer **All** Questions not exceeding 300 words each

11. a) Discuss the importance of Public Administration.

or

b) Explain Public Administration relations with Political Science.

12. a) -----  
Or  
b) -----
- 13) a) -----  
Or  
b) -----
- 14) a) -----  
Or  
b)-----
- 15) a) -----  
Or  
b) -----

## PART –C

(5X8=40)

Answer any **Five** questions not exceeding 1000 words each.

16. Trace the evolution of New Public Administration.

17. -----.

18. -----.

19.-----.

20. -----.

21.-----

22. -----

## PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

Bachelor 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	Bachelors 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 B.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.

### 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)**

**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI**  
**B.A. PUBLIC ADMINISTRATION – CBCS**  
**(2021-2022)**

Maximum 100 Marks (External 75 Marks & Internal 25 Marks)

External Minimum 30 Marks : Minimum Pass 40 Marks

<b>SEMESTER -I</b>		<b>COURSE STRUCTURE</b>	<b>HOURS</b>	<b>CREDIT</b>
Part – I		TAMIL : <b>PAPER - I</b>	06	04
Part – II		ENGLISH : <b>Communicative English</b>	06	04
Part – III	Core Paper -I	Principles of Public Administration	06	04
	Core Paper -II	Administrative Theory	06	04
	Core Paper - III	Professional English for Arts & Sciences	04	04
	Allied -I	Indian Constitution	04	03
Part – IV	Common Paper	Environmental Studies	02	02
		<b>TOTAL</b>	<b>34</b>	<b>25</b>
<b>SEMESTER -II</b>				
Part – I		TAMIL : <b>PAPER - II</b>	06	04
Part – II		ENGLISH : <b>Communicative English</b>	06	04
Part – III	Core Paper - IV	Indian Administration	04	04
	Core Paper - V	Human Resource Management	04	04
	Core Paper – VI	Professional English for Arts & Sciences	04	04
	Allied- II	Modern Political Systems - I	03	03
Part - IV	Common Paper	SOCIAL VALUE EDUCATION	02	02

		<b>TOTAL</b>	<b>28</b>	<b>25</b>
<b>SEMESTER -III</b>		TAMIL-PAPER –III	06	04
		ENGLISH PAPER - III	06	04
Part - III	Core Paper - VII	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 - VIII	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 Government in India	02	02
	Common 4	Computer for Digital era	02	02
		Field Work - III	02	01
		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 - IX	Legislative Procedures in India	05	04
	Core X	Labour Welfare Administration in India	05	04
	Core XI	Public Policy Analysis	05	04
	Core - XII	Police Administration	04	04
	Major Elective I	Any one a)Comparative Public Administration b) Media Management	04	04
IV	Skilled based Common I	Personality Development /Effective Communication /Youth Leadership	02	02
<b>Total</b>			<b>25</b>	<b>22</b>

**VI - SEMESTER**

Part I	Subject Status	Subject	Hours	Credits
III	Core - XIII	Research Methodology in Social Sciences	05	04
	Core - XIV	Civil Services in India	05	04
	Core - XV	Tamil Nadu Administration	04	04
	Core - XVI	Disaster Management	04	04
	Major Elective II	Any One a)Consumer Rights and Protection in India. b) Administrative Law	04	04
		Major Project I	08	07
<b>Total</b>			<b>30</b>	<b>27</b>
<b>TOTAL CREDITS - 149</b>				



## **Core Paper -I- PRINCIPLES OF PUBLIC ADMINISTRATION**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Acquire knowledge about the meaning, scope and relationship of Public Administration with other subjects.
2	Knows the principles of Organization
3	Understands the theories of Organization
4	Will able to know the structure of administration
5	Identifies the accountability and control over administration

### **COURSE OUTCOMES (COs):**

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

CO 1	Knew the meaning, scope and relationship with other subject
CO 2	Understood the principles of organization
CO 3	Understood the theories of organization
CO 4	Learnt about structure of administration
CO5	Knew the accountability and control over 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**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Knows about the administration theories
2	Acquires knowledge about principles of organization and management
3	Understands the Human Relation School theories
4	Learns to explain the Human Resources School theories and organization
5	Identifies the theories of development

**COURSE OUTCOMES (COs):**

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

CO 1	Understood the administration theories
CO 2	Knew the principles of organization and management
CO 3	Understood the Human Relation theories
CO 4	Learnt about the different Human Resources school theories
CO5	Knew the theories of development

**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 )- Hertz Berg (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 Boks**

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, 2003.

**Allied – I INDIAN CONSTITUTION****LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Acquires knowledge about the making of the Indian Constitution and its features.
2	Students will have better understanding about the Union Executive, and Supreme court
3	Understands the state Executive, High court and new system of Panchayat system
4	Get an opportunity to understand thenature of Indian federalism and working of various commissions
5	Develop holistic understanding about constitutional authorities

**COURSE OUTCOMES (COs):**

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

CO 1	Knowledge about making of constitution and to features will be achieved
CO 2	Understood the nature of working of the Union Executive
CO 3	Get comprehensive knowledge about State executive and the working of Panchayat Raj systems.
CO 4	Learnt about nature of Indian Federalism during different regimes in India.

CO5	Make critical analysis about the constitutional Authorities.
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### **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 – IV INDIAN ADMINISTRATION**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Understand the Union Administration and it's working.
2	Understands the working of the state executive.
3	Learn the district administration.
4	Recalls the nature of Indian Administration.
5	Analyses the issues in India, especially Corruption.

### **COURSE OUTCOMES (COs):**

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

CO 1	Knew the Union Administration and it's working.
CO 2	Understood the working of state executive.
CO 3	Learnt the structure of district Administration.
CO 4	Gained knowledge about Grassroots Governance.
CO5	Suggest measures to curb political and administrative corruption.

### **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 73<sup>rd</sup> and 74<sup>th</sup> 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 – V Human Resource Management**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Develop thorough knowledge about need for human resource management.
2	Get familiarity over different types of training .
3	Acquires knowledge about human relations.
4	Understands the working of Grievance Redressal Mechanism.
5	Students will be properly sensitized about work place stress and measures to reduce it.

### **COURSE OUTCOMES (COs):**

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

CO 1	Developed through knowledge about human resource management.
CO 2	Learnt about the types of training.
CO 3	Acquired knowledge about human relations.
CO 4	Understood the Grievance Redressal mechanism and its working.
CO5	Students will be able to come up with overcoming workplace stress.

### **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**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Recalls the modern political system.
2	Understand types of Constitution.
3	Discuss salient features of Britain Constitution.
4	Students will be in a position to develop knowledge about American constitution.
5	Understand the Constitution of France.

### **COURSE OUTCOMES (COs):**

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

CO 1	Student's knowledge about modern political systems will be enhanced.
CO 2	Appraised the types of constitution.
CO 3	Discuss the salient features of Britain constitution.
CO 4	Learnt about the working of American constitution.
CO5	Understood the nature and features of Constitution of France.

### **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.

### **CORE COURSE: VII Personnel Administration**

**4Hrs/Week**

**Credits: 4**

#### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	To introduce the concept of Personnel Administration which mainly deals with human resource management and its significance in developing vital organizations of the state administration
2	To understand the necessity, process and purpose of the recruitment to deliver effective and efficient administration.
3	To impart the knowledge, understanding and key skills that are required through training for the administrative personnel to face the challenges in

	the concern department and to enable students effectively to contribute to the organizations.
4	To teach the students to inculcate the administrative ethics with conduct and discipline and to get access to the welfare / benefits
5	To inform various agencies in the state and nation that are recruiting personnel for the administration for different positions and purposes.

### **COURSE OUTCOMES (COs):**

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

CO 1	Understand the relevance of personnel administration which plays major role in administering the vital organs of the state
CO 2	Enable them to involve into the process of recruitment to get qualified to contribute in the state departments
CO 3	Enable them to face the ground realities in the department with necessary training skills so as to function effectively in the administrative system
CO 4	Understand that ethics, conduct and discipline are more important than the qualification and knowledge and to inform them about the adverse effects if they violate.
CO5	Enable them to get qualified to work in the Personnel Agencies with utmost prestige and privileges.

### **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 – V 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.

**CORE COURSE: Allied – III Modern Political Systems – II****4Hrs/Week****Credits: 4****LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	To introduce the concept of evolution of modern political systems which are functioning Canada, Switzerland, China, Japan and Srilanka.
2	To teach the students what are the founding principles of the constitutions of the mentioned countries and functioning of the constitutional machineries with power relations
3	To understand the differences between the parliamentary democratic system in the above mentioned countries.
4	To impart the knowledge to compare the political system and the functioning of executives, legislatures, judiciary, local governments and political parties
5	To give a holistic understanding about the modern political systems in the current context and contemporary relevance of it.

**COURSE OUTCOMES (COs):**

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

CO 1	Understand the role of modern political systems and how it operationalize political functioning Canada, Switzerland, China, Japan and Srilanka.
CO 2	Enable them to apprise the significance of the constitutions of the mentioned countries and to improve functioning of the constitutional machineries with power relations
CO 3	Understand the differences between the political systems in the above mentioned democratic countries and India
CO 4	Analyze the functioning of executives, legislatures, judiciary, local governments and political parties within the perspective of comparative the political system

CO5	Understand the modern political systems and its contribution for the socio-political and economic development of the countries in the contemporary period.
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### **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. Strong.C.F. Modern Political Constitutions, London: Sidgwick and Jackson Ltd. 1970.

## **CORE COURSE: Skill Based Core – I - Financial Administration**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	To introduce the evolution of Financial Administration concept as a new course in the Public Administration which is a core part of any type of organization
2	To teach the students about the meaning, definition and principles of the financial administration which makes major impacts in the socio-political and economic systems of the country.
3	To understand the budget which makes the balance sheet of various expenditure and revenues on different heads and improve the knowledge of financial administration
4	To impart the knowledge of different departments and agencies that are involving to prepare major developmental projects, schemes and initiatives and their relationship within and specific responsibilities.
5	To understand the relationship with political system (Executive) which controls and delivers the goods and services and economic administrative institutional structure with responsibilities.

### **COURSE OUTCOMES (COs):**

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

CO 1	Understand the evolution of Financial Administration concept as an important discipline and its inevitable relevance of developmental politics.
CO 2	Enable them to understand with explained meaning, definition and principles of the financial administration and its structural relationship with the socio-political and economic systems of the country.
CO 3	Understand the organic relationship between the democratic political systems and financial administration in India
CO 4	Analyze the budget and important agencies that are involving to prepare the road map for the development of the country with political

	system.
CO5	Understand the role of various committees comprise of Members of Parliament and various experts in different walks of life to improve the economic conditions of the state and society.

### **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



**CORE COURSE: Non-Major Elective – I - Indian Government and Politics****4Hrs/Week****Credits: 4****LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	To introduce the Indian politics within the framework of freedom struggle whose ultimate aim is self - governing with constitutional guidelines
2	To teach the students about the evolution of Indian politics founded by parliamentary system with the democratic principle and procedures and the changes that has gone through.
3	To understand the nature of the federal structure of the Indian constitution and the powers and conflicts in the Centre-state relationship
4	To make them to understand and roles and responsibilities of different statutory institutions such as Election Commission, National Commission for SC&ST, Backward Classes, Women, Minorities and Human Rights.
5	To understand the issues that have been affecting democratic structure of political and social systems such as casteism, Communalism, Terrorism, Naxalism, Criminalisation of Politics, Corruption and Violence.

**COURSE OUTCOMES (COs):**

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

CO 1	Understand the evolutionary process of Indian state and politics within the framework of freedom struggle and how achieved the self – governance with constitutional rights
CO 2	Understand the Indian politics and the parliamentary democratic system
CO 3	understand the nature of the formation of Indian state and necessity of federal structure of the Indian constitution and the powers and conflicts in the Centre-state relationship in the current context
CO 4	To realize the roles and responsibilities of different statutory institutions such as Election Commission, National Commission for

	SC&ST, Backward Classes, Women, Minorities and Human Rights to secure the democratic rights of every Indian citizens.
CO5	Understanding and addressing the dynamics of issues those have been affecting the Indian society and polity and to analyze the suitable solutions within the constitutional framework.

### **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 VIII - Development Administration**

### **CORE COURSE: DEVELOPMENT ADMINISTRATION**

#### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student

1	To Educate the students to understand the significance and functions of Development Administration.
2	To make the students aware about citizens role in Development Administration
3	To make student to know the various Agencies for Development in India like NITI Aayog, Panchayat Raj Institutions and volunteer organisations
4	To motivate student to aware about the various Community Development Programmes provided by governments.
5	To guide the needy people to participate in the various developmental programmes to improve their social and economic life.

#### **COURSE OUTCOMES (COs):**

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

CO 1	Know the growth and evolution of development administration and understand various issues in development administration in India.
CO 2	Perform his role in development administrative aspects of government and non-government sectors.
CO 3	Participate in the welfare activities of the society and individual.
CO 4	Get more employment opportunities in voluntary organisations.
CO5	Play a key role in providing inputs to frame development programmes.

### **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**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student

1	To learn about the concept, meaning, nature, scope of human rights.
2	To inculcate awareness among the students about human rights related provisions in Indian Constitution.
3	To educate students to understand global context of human rights i.e., UDHR, UNHCHR and IHRC.
4	Students knowledge about various human rights commissions in India (NHRC,SHRC, NCW, NCSC,NCST) will be enhanced.
5	To impart the knowledge of issues and challenges in human rights and promote human rights education.

### **COURSE OUTCOMES (COs):**

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

CO 1	Get awareness on the classification of human right and importance of human rights and democracy.
CO 2	Pplay a constructive role in making awareness of human rights and Indian Constitution.
CO 3	To know the international perspective of human rights and its provisions.
CO 4	Know powers and functions of various commission on human rights and able to protect human rights violations through legal measures.
CO5	Perform constructive role in the promotion of human rights education for the betterment of civil society.

### **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 UDHRUnited 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 International Law and Indian Law, Allahabad; Central Law Agency, 2009.
2. Damien Kings Lurge & Leena Avonius. Ed., Human Rights in Asia, London, Macmillan, Publishers, 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, Dordredn, 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**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student

1	To understand the concept, meaning, nature, scope of Political Science.
2	To inculcate awareness among the students about the significance of political science as a subject for cracking civil services.
3	To educate students to understand the significance of the subject, Political Science from the civil service point of view.
4	Students knowledge about various state and centre civil services will be enhanced.
5	To impart the knowledge of various constitutional amendments.

### **COURSE OUTCOMES (COs):**

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

CO 1	Students will be in a better position to understand the nuances of the subject Political Science.
CO 2	Students will be in a position to take up civil services as their career.

CO 3	Students knowledge and understanding about political science will be established.
CO 4	Students will get an opportunity to pursue civil services as their career.
CO5	Students will be in a position to analyse the reasons behind in proposing various constitutional amendments.

### **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**

1. Basu, D.D., *Introduction to the Constitution of India*, Nagpur, Wadhwa Publications, 2010.
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.
4. Laxmikanth, M., *Indian Polity*, Tata Mcgraw Hill, 2017.
5. Bhambri, C.P., *Indian Politics 2001-2004*, Shipra Publishers, 2008.
6. Upmanyu, Shaileja, *State in Indian Political System*, Rawat Publishers, 2005.
7. Grover, V., *Trends and Challenges to Indian Political Systems*, New Delhi, Deep and Deep, 2006.

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

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student

1	To learn about the concept, meaning, nature and evolution of local government.
2	Understand changing aspects of Constitutional provisions of Panchayat Raj institutions.
3	To educate the students to understand the powers and functions of various rural local government institutions.
4	To know about the powers and functions of various urban local government institutions.
5	To instill the knowledge of autonomy of panchayat raj institutions, role of political parties, local government and reservation policy in local bodies.

### **COURSE OUTCOMES (COs):**

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

CO 1	Develop awareness on the importance of local government in India.
CO 2	Understand recommendations of various committees on local government.
CO 3	Students will be properly sensitized about the salient features of 73 <sup>rd</sup> Constitutional amendment.
CO 4	Students will get thorough understanding about provisions of 74 <sup>th</sup> Constitutional amendment.
CO5	make awareness on the importance of peoples participation in local government.

### **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**

74th 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 – IX LEGISLATIVE PROCEDURES IN INDIA****LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Unearth the structure and functions of Indian Parliament.
2	Get thorough knowledge about qualifications to become members of the Parliament.
3	Students will be in a position to develop a discourse on nature of question hour and its types.
4	The course will enhance the students’ knowledge about privileges and code of conduct being practiced for member of the Parliament.
5	Students will get an opportunity to understand legislative procedures of

	Tamil Nadu state legislature.
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**COURSE OUTCOMES (COs):**

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

CO 1	Develop a thorough understanding about Structure and functions of Indian Parliament.
CO 2	Students knowledge about Elections and electoral system will be achieved,
CO 3	Students will develop discourse on parliament procedures, especially the question hour and zero hour.
CO 4	Students will be in a position to pursue micro and macro research in legislative procedures, after the successful completion of the course.
CO5	Students will make critical comment and analyse about the nature and working of Tamil Nadu State legislature.

**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 – X LABOUR WELFARE ADMINISTRATION IN INDIA LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	To teach the nature and scope of Labour Welfare Administration at the global and Indian level.
2	To teach about various theories of Labour Welfare Administration.
3	Sensitize the students on Labour Education and issues of Labours in India.
4	Students will be exposed to various labour welfare policies in India.
5	The course will help the students to unearth labour issues by applying critical thinking.

### **COURSE OUTCOMES (COs):**

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

CO 1	Students knowledge about the nature and purpose of Labour Welfare Administration will be materialized.
CO 2	Will apply various theories to understand the nuances of labour welfare administration in India.

CO 3	Students will be properly sensitized or aware about issues pertaining with labours in India.
CO 4	Possibility to stimulate the students to pursue research on labour welfare policies in India.
CO5	Students will come out with solutions for labours problems.

### **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 - IILabour 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 -XI PUBLIC POLICY ANALYSIS**

#### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Make the students to understand about the need for studying public policy as a discipline.
2	To inculcate knowledge about public policy making institutions in India.
3	To develop a serious of debate and discussion over the existing public policies in India.
4	To understand the role of NITI Aayog in public policy making in India.
5	Students will be exposed to assess the merits and demerits of public policies.

#### **COURSE OUTCOMES (COs):**

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

CO 1	Students will be properly sensitized about the purpose and emergence of Public Policy as a separate discipline in India.
CO 2	Students will get comprehensive knowledge about the role of public policy making institutions in framing of public policy.
CO 3	Make critical analysis over the nature of working of NITI Aayog as a public policy making institution in India.
CO 4	The course will empower the students to pursue research in public policies in India and Tamil Nadu.
CO5	Students will be in a position to suggest their inputs to government and other stakeholders at the time of framing of public policies.

#### **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 XII - POLICE ADMINISTRATION**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	To make the students to aware about the nature and evolution of Police Administration before and after independence in India.
2	To provide opportunity to students to understand the recommendations of Police Commissions.
3	Students will be properly sensitized about the nature of recruitment process being followed by Police Recruitment Agencies.
4	Will teach to students about Police investigation procedures.
5	To teach about police issues and need to modernize the police in India.

**COURSE OUTCOMES (COs):**

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

CO 1	Students will knowledge will be enhanced with regard to evolution of police administration in India.
CO 2	Will make critical analysis and comparison over recommendations of various Police Commissions.
CO 3	Students can able to choose Police as a career, as the course is designed in a way to sensitize the students about the need to apply jobs in police departments.
CO 4	Knowledge about investigation procedures will be achieved at the end of the course.
CO5	Students will be properly sensitized about police issues and need for modernizing the police department.

**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, Filling 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.

### LEARNING OBJECTIVES (LOs)

The objectives of the course are enabling the student to

1	To make the students to aware about working of different administrative systems.
2	To inculcate the knowledge of comparing one administrative system with another system
3	To understand the salient features of different administrative systems.
4	Students will get an opportunity to unearth the recruitment process in different countries.
5	To inculcate the knowledge of grievance redressal systems in UK, USA, France, Germany, Russia and China.

### COURSE OUTCOMES (COs):

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

CO 1	By applying classical and modern approach the students will understand the need for the study of comparative public administration.
CO 2	Students understood the features of administrative systems in UK,



	USA, France, Germany, Russia and China.
CO 3	The course will enhance the students to compare one administrative system with another
CO 4	Knowledge about nature and issues in recruitment process will be achieved
CO5	Students will have thorough understanding about working of grievance redressal systems in UK, USA, France, Germany, Russia and China

### **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 – II UK and USA**

Salient Features of Administrative Systems in UK and USA - Comparative perspectives of Personnel administration in UK and USA- Local Governments in UK and USA.

### **Unit – III France and Germany**

Salient Features of Administrative Systems in France and Germany - Comparative perspectives of Personnel administration in France and Germany – Local Governments in France and Germany.

### **Unit – IV Russia and China**

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

### **Unit – V Redressal Mechanisms**

Citizens Grievances and Redressal Mechanisms in UK, USA, France, Germany, 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, 2017
3. Avasti, Anand Prakash, Comparative Public Administration (Hindi), Laxmi Narain, Agra, 2002.
4. [J.A. Chandler](#) (Editor), Comparative Public Administration Paperback –2014
5. [Sabine Kuhlmann](#), [Hellmut Wollmann](#), Introduction to Comparative Public Administration, Edward Elgar, 2014.

**MAJOR ELECTIVE – I (B) MEDIA MANAGEMENT  
LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	To impart knowledge among the students about origin and evolution of Media management.
2	To different types of media and their role in democracy.
3	To make the students to aware about Prasar Bharathi Broadcasting Corporation of India and Press Council of India.
4	To teach the nuances of Media management, including technical aspects, is also the aim of the course.
5	To make the students to aware about present acts to regulate online media platforms, especially to curb cybercrimes.

**COURSE OUTCOMES (COs):**

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

CO 1	Students will have thorough knowledge about scope and significance of Media management.
CO 2	Students will make critical analysis over the role of media and its influence in Indian democracy.
CO 3	Knowledge of Prasar Bharathi Broadcasting Corporation of India and Press Council of India and their working will be inculcated to students.
CO 4	Possibility to pursue career in media management for the students.
CO5	Students knowledge about IT Acts and its role in curbing menace of Cybercrimes will be enhanced.

**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 – XIII RESEARCH METHODOLOGY IN SOCIAL SCIENCES****LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Understand the nuances of social science research and enable them to apply scientific research methods to pursue research in Public
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	Administration.
2	Will enable the students to prepare a research design in the subject Public Administration by adopting contemporary research method.
3	Unearth Primary and Secondary data for their research.
4	Get Training and experience in ethics and integrity in research.
5	Will improve quality of writing of research articles and research report.

### **COURSE OUTCOMES (COs):**

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

CO 1	Choose socially relevant research topic and carry out research in a scientific manner.
CO 2	Students will get thorough understanding about research methods, both conventional and modern, in the discipline Public Administration.
CO 3	The Students will be in a position to distinguish and appropriately collect primary and secondary data for their research.
CO 4	Will apply research aptitude in understanding societal issue by applying experiential learning technique.
CO5	The course will empower the students to write research report in a more systematic and scientific manner.

### **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 XIV - CIVIL SERVICES IN INDIA**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Students will get holistic understanding about the origin and evolution of Civil Services in India.
2	Students will be in a position to pursue successfully Civil Services as their career.
3	Get thorough understanding about recruitment process being followed in all India and State Civil Services.
4	Students will be properly sensitized about need for inculcating ethics and integrity in Administration.
5	Understand the trends and issues in Civil Services in India.

**COURSE OUTCOMES (COs):**

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

CO 1	Students will have better understanding about the origin and evolution of civil services in India.
CO 2	Students capacity will be enhanced in such a way to pursue Civil Services as their career.
CO 3	Students will be properly sensitized about issues and challenges in recruitment process in India.
CO 4	Will be able to unearth advantages in Civil Services.
CO5	The course will empower the students to understand the rules regulations pertaining to state and centre civil services.

**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 XV - TAMIL NADU ADMINISTRATION**

#### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Understand the nature of administrative machineries in Tamil Nadu.
2	The syllabus will help the students to crack Tamil Nadu Public Services (TNPSC).
3	Students will have better understanding over recruitment process being followed in State Civil Services.
4	Understand the working of specialized departments in Tamil Nadu such as TIDCO, ELCOT, TASMAC etc.
5	Understand the working of various state level recruitment agencies.

#### **COURSE OUTCOMES (COs):**

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

CO 1	Get through in State Civil Services examinations, especially the TNPSC and TRB.
CO 2	Students will get proper knowledge about the working of government machineries in the state of Tamil Nadu.
CO 3	Students will be in a position to pursue research in Tamil Nadu administration.
CO 4	Enhance their skills to get recruited in state level civil services.
CO5	Students will be in a position to understand the rules regulations pertaining to state civil services.

#### **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](http://WWW.tngove.in)
3. [WWW.tnpsce.gov.in](http://WWW.tnpsce.gov.in).

## **Core –XVI DISASTER MANAGEMENT**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Sensitize the students to understand the meaning and nature of the concept Disaster Management.
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2	The course will help the students to have thorough knowledge about types and effects of Disaster.
3	Teaching of post-Disaster management process is also the key objective of the course.
4	Students will be properly sensitized about their role during the natural disaster and learn how to safeguard themselves from any possible attack also.
5	Teaching of disaster policies and role and responsibilities of various institutions in the process of disaster management .

### **COURSE OUTCOMES (COs):**

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

CO 1	Students will be properly sensitized about need for having Disaster Management in India .
CO 2	Students knowledge about types and possible effects of disaster will be improved.
CO 3	Being an important stakeholder, the students will participate in disaster relief process at the grassroots level.
CO 4	Community participation in Disaster Management process will be achieved.
CO5	Students will get an opportunity to work with disaster management authorities.

### **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. Birnabaum, 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**

#### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Understand rights that are guaranteed by legislature to citizens living in India.
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2	Students will know about the various consumer rights movements emerged in India in both pre and post-independent period.
3	Students will have thorough knowledge about working of Consumer grievance redressal mechanisms.
4	Knowledge about structure and functioning of Consumer Courts will be imparted to students.
5	To increase consumer rights awareness among students and other stakeholders of the society in the era of e-commerce and online marketing.

### **COURSE OUTCOMES (COs):**

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

CO 1	Students will be properly sensitized about consumer rights granted to them through legislative and executive orders .
CO 2	Knowledge about various acts protecting the rights of the consumers will be enhanced.
CO 3	Being an important stakeholder, the students will be in a position to fight for restoring consumer rights.
CO 4	Students participation in NGO and Civil Society organization will be enhanced.
CO5	Students will be in a better position to protect themselves from any kinds of online and offline financial fraudulent activities.

### **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 - Consumer Protection Act 2019.

### **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**

### **LEARNING OBJECTIVES (LOs)**

The objectives of the course are enabling the student to

1	Make the students to understand the nuances of Administrative Law.
2	Teaching of key concepts associated with Administrative Law.
3	To inculcate knowledge about Judicial administration in India.

4	Thorough understanding about various constitutional articles pertaining with administrative law.
5	Encourage the students to pursue career in Law and Judicial administration.

**COURSE OUTCOMES (COs):**

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

CO 1	Students will get knowledge about the origin and growth of Administrative Law discipline in India.
CO 2	Knowledge about nature and working of Judicial administration will be enhanced after the end of the course.
CO 3	Students will be enlightened in knowing about various constitutional remedies.
CO 4	Students will be in a better position to distinguish between Judicial Review and Judicial Activism.
CO5	To pursue research and case studies in the discipline 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:**

- 1.Kagzi, M.C.J. Indian Administrative Law, 97th edition), (Delhi Metropolitan),2014
- 2.Chhabra, S. Administrative Tribunals, New Delhi 2007.
4. Pandey, J. N., Constitutional Law ,Central law Agency Allahabad, 2005.
5. Takwani,C.K., Lectures on Administrative law(5th edition), Eastern Book Co, Lucknow,2014
- 6.Massey, I.P, Administrative Law(8th edition),Eastern Book Company,New Delhi,2012 .