

**MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI**

UG COURSES – AFFILIATED COLLEGES

B.A. Public Administration

(Choice Based Credit System)

(with effect from the academic year 2016-2017 onwards)

Sem.	Pt. I/ II/ III/ IV/V	Sub./ Ppr. No.	Subject status	Subject Title	Hrs./ week	Cre- dits	Marks				
							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot.
III	I	13	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	14	Language	English	6	3	25	75	100	30	40
	III	15	Core - 5	Personnel Administration	6	5	25	75	100	30	40
	III	16	Allied - III	Indian Constitution	6	5	25	75	100	30	40
	III	17	Skilled Based subject - I	Financial Administration	4	4	25	75	100	30	40
	IV	18	Non-Major Elective - I	Human Resource Management	2	2	25	75	100	30	40
Subtotal					30	22					

Sem.	Pt. I/ II/ III/ IV/V	Sub./ Ppr. No.	Subject status	Subject Title	Hrs./ per week	Cre- dits	Marks				
							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot.
IV	I	19	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	20	Language	English	6	3	25	75	100	30	40
	III	21	Core -6	Indian Administration	6	5	25	75	100	30	40
	III	22	Allied- IV	Indian Government and Politics	6	5	25	75	100	30	40
	III	23	Skilled Based Core - II	E-Governance	4	4	25	75	100	30	40
	IV	24	Non-Major Elective -II	Local Government in India	2	2	25	75	100	30	40
	V	-	Extension Activity	NCC,NSS, YRC, YWF		1					
Subtotal					30	23					

Personnel Administration

Unit – I Introduction

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

Unit- II Recruitment

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

Unit – III Training

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

Unit – IV Conditions of Service

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

Unit – IV Personnel Agencies in India

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

Text Books:

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

INDIAN CONSTITUTION

Unit-I Introduction

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

Unit-II Union Executive

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

Unit-III State Executive

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

Unit-IV Indian Federalism

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

Unit V: Constitutional Authorities

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

Text Books

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

Financial Administration

Unit- I - Introduction

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

Unit-II Budget

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

Unit-III Budget - II

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

Unit- IV Financial Relations

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

Unit- V Financial Control

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

Text Books

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

Human Resource Management

UNIT – I Introduction

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

UNIT – II Training

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

UNIT – III Human Relations

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

UNIT – IV Discipline and Grievances

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

UNIT – V Work Environment

Working conditions of Employees - Management of Stress – Counselling.

Reference Books

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

INDIAN ADMINISTRATION

Unit I Introduction

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

Unit II Union Administration

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

Unit III Centre-State Relations

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

Unit IV District Administration

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

Unit V Issues

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

Text Books

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

Indian Government and Politics

Unit – I Introduction

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

Unit-II Parliament

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

Unit – III Federal Issues

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

Unit-IV Statutory Institutions

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

Unit-V Issues

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

Text Books:

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

E-GOVERNANCE

UNIT – I Introduction

Meaning, definition, Scope and Importance of E- Governance- Stages and Development of E-Governance – E-Governance process.

UNIT – II Public Private Partnership

Public – Private Partnership for e-Governance – Difference between Government and Governance – E-Services – Government Database Management.

UNIT – III NIC

National Informatics Centre - Data Warehouse – Government Web Services – State Data Centre- Online Transaction

UNIT – IV Digitalization of Administration

Digitalization of Central, State and District Administration – Digital Divide.

UNIT – V Cyber Law

Cyber Laws and e-Governance – Legal status for Digital Transactions – Information Technology Acts.

Text Books

1. Satyanarayanan. J., ***E-Government – The science of the possible***, Prentice Hall of India (PVT), New Delhi, 2003.
2. Kenneth Kennison and Deepak Kumar., (Eds) : ***IT Experience in India***; Bridging the Digital Divide, Sage Publication, New Delhi, 2004.
3. R.P.Sinha, ***E-Governance in India: Initiatives and Issues***, Concept Publishing Company, New Delhi, 2006.
4. S. Pankaj, ***Electronic Governance***, A.P.H. Publishing Corporation, New Delhi, 2008.
5. IT Act, Government of India, www.mit.gov.in
6. Website of Tamil Nadu , www.tn.gov.in
7. <http://meity.gov.in/content/e-governance>

LOCAL GOVERNMENT IN INDIA

UNIT – I Introduction

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

UNIT – II Committees on PRI

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

UNIT – III Rural Government

73rd 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, **73th& 74th 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.