

**PERIYAR UNIVERSITY, SALEM – 11**  
**B.A PUBLIC ADMINISTRATION SYLLABUS**  
**(FOR AFFILIATED COLLEGES 2018-2019)**

**SEMESTER – I**

- PAPER – I        TAMIL –I
- PAPER – II        ENGLISH – II
- PAPER – III        CORE- PRICIPLES OF PUBLIC ADMINISTRATION
- PAPER – IV        CORE- INDIAN CONSTITUTION AND ADMINISTRATION
- PAPER – V [ALIED] HISTORY OF TAMILNADU FROM 1565 TO VELLORE MUTINY
- PAPER – VI        YOGA (value Education)

**SEMESTER – II**

- PAPER – VII        TAMIL – II
- PAPER – VIII        ENGLISH- II
- PAPER – IX        CORE- INDIAN ADMINISTRATION
- PAPER – X        CORE – LOCAL GOVERNMENT ADMINISTRATION IN INDIA
- PAPER – XI        ALIED- HISTORY OF TAMINADU FROM VELLORE MUTINY TO THE  
PRESENT DAY
- PAPER – XII        ENVIRONMENTAL STUDIES

# B.A. PUBLIC ADMINISTRATION

## SEMESTER-I

### PRINCIPLES OF PUBLIC ADMINISTRATION

#### Unit-I

Meaning , Nature , Scope and Importance of Public Administration – Public Administration and Private Administration – Public Administration and Relationship with Other Social Sciences.

#### Unit-II

Organisation – types of organisation – Bases of organisation – principles of organisation ( Hierarchy , Span of Control , Unity of Command , Delegation , Centralization )

#### Unit-III

Chief Executive – Types of Chief Executive – Line Agency , Staff Agency , Auxiliary Agency – Department – Public Corporation – IRC ( Independent Regulatory commission ) – Head Quarters and Field Relationship.

#### Unit-IV

Meaning and Nature, Scope of Management - Planning - Decision making – Communication – Supervision – Leadership – Public Relations.

#### Unit-V

Control over Public Administration - Legislative control - Executive Control - Judicial Control

### **Books Recommended For Study:**

1. Tyagi, A.R - Principles and practice of public Administration.
2. Mohit Bhattacharya - Public Administration.
3. Vishoo Bhagwan - Public Administration, S.Chand and co, New Delhi.
4. Bhambhri, C.P. - Public Administration – Theory and Practice, Jain Prakasu, Nath and co, Meerut.

**SEMESTER-I**  
**INDIAN CONSTITUTION AND ADMINISTRATION**

**Unit-I**

The Preamble - Salient features - Directive Principles of State Policy - Fundamental Rights - Fundamental Duties - Federal and Unitary Features of the Indian Constitution.

**Unit-II**

Union Administration - Loksabha , Rajyasabha ( Composition Powers and Functions) - Speaker of Loksabha - Chairman of Rajya sabha - Committees of Parliament.

**Unit-III**

Union Administration - President, Prime Minister - Cabinet Secretariat.

**Unit-IV**

State Administration - Governor, Chief Minister - State Secretariat.

**Unit-V**

Local Self Government - 73rd and 74th Amendment.

**Books Recommended For Study:**

- 1) D D. Basu - Introduction to the Constitution of India.
- 2) Pylee - The Constitution of India.
- 3) Avasthi - Public Administration in India.
- 4) S.R. Maheswari - Indian Administration.

**SEMESTER – II**  
**INDIAN ADMINISTRATION**

**Unit-I**

Evolution of Indian Administration - Kautilya's Views on Administration - the British Legacies of Indian Administration - Features of the Indian Administration.

**Unit-II**

The President - Election , Powers , Position - The Prime Minister and Council of Minister - Appointment , Powers and Functions – Central Secretariat and Cabinet Secretariat - The Prime Minister's Office.

**Unit-III**

Ministries - Structure , Functions - Home Ministry - Finance Ministry - Defence Ministry - Ministry of External Affairs.

**Unit-IV**

The Election Commission - Role , Function - The Controller and Auditor General of India ( CAG ) - Powers , Duties – Finance Commission - Structure , Functions.

**Unit-V**

Issues in Indian Administration - Generalist & Specialist - Minister & Secretary Relationship - Corruption - Criminalization of Politics.

**Books Recommended For Study:**

- 1) Avasthi - Central Administration.
- 2) S.R. Maheswari - Indian Administration.
- 3) Johari - Indian Government and Politics.
- 4) R.B. Jain – Contemporary issues in Indian Administration.

## **SEMESTER-II**

### **LOCAL GOVERNMENT ADMINISTRATION IN INDIA**

#### **Unit-I**

Nature , Scope and Importance of Local Administration - Evolution of Local Government in Independent India - Balwant Ray Mehta and Ashok Mehta Committee Reports - 73<sup>rd</sup> and 74<sup>th</sup> Amendment Acts and its Recommendations.

#### **Unit-II**

Rural local Government - Structure and Functions - Village Panchayat - panchayat - Samithi - Zilla Parizad - Local Finance.

#### **Unit-III**

Urban Local Government - Structure and Functions - Municipal Corporation - Municipality - Town Panchayat - Township - Cantonment - Notified Area.

#### **Unit-IV**

Rural and Urban Development Programmes - Community Development Programmes -Employment and Poverty Alleviation Programmes - Urban Development Schemes - Housing , Water supply and Sanitation Schemes.

#### **Unit-V**

Role of District Collector in Local Government Administration - Role of DRDA –Control over Supervision Local Bodies - State and District.

### **Books Recommended for Study:**

- 1) S.R. Maheswari - local Governments in India.
- 2) Mathur - Rural Development and Co – operation.
- 3) Bhargava - Indian local Government.
- 4) Chaturvedi - Panchayat Raj: Indian Institute of Public Administration.