



# PERIYAR UNIVERSITY

PERIYAR PALKALAI NAGAR  
SALEM – 636011

DEGREE OF BACHELOR OF ARTS  
*CHOICE BASED CREDIT SYSTEM*

*Syllabus for*  
**B.A PUBLIC ADMINISTRATION**

**(SEMESTER PATTERN)**

**(For Candidates admitted in the College affiliated to  
Periyar University from 2018 - 2019 onwards)**



## REGULATIONS

### OBJECTIVES OF THE COURSE

- To educate students in both the administrative view and humanistic perspective through the study of public administration and human relations.
- To make students aware of the Government structure, functions, policy and welfare programmes.
- To provide students with the critical faculties necessary in an academic environment, on the job, and in an increasingly complex, interdependent world.
- The syllabus of this program is aimed at preparing the students with the latest developments and put them on the right track to fulfill the present requirements.

### COMMENCEMENT OF THIS REGULATION

This regulation shall take effect from the academic year 2018 – 2019, i.e, for the students who are admitted to the first year of the course during the academic year 2018 – 2019 and thereafter.

### ELIGIBILITY

Refer this office circular No: PU/R/AD-1/UG/PG/Programmes Eligibility/2019 Dated: 16-04-2019.

### DEFINITIONS

**Programme :** Programme means a course of study leading to the award of the degree in a discipline.

**Course :** Course refers to the subject offered under the degree programme.

### SYLLABUS

*The syllabus of the UG degree has been divided into the following five categories:*

- Part I** : Tamil / Other Languages.
- Part II** : English Language.
- Part III** : Core Courses, Elective Courses and Allied Courses.
- Part IV** : Skill Based Elective Courses, Non-Major Course,

*Environmental Studies and Value Education.*

- Part V** : Extension Activity.

- **Elective Course:** There are 3 Elective Courses offered for B.A Public Administration students.
- **Skill Based Elective Course :** This course aims to impart advanced and recent developments in the concerned discipline.
- **Non-Major Course:** Irrespective of the discipline the student can select papers that are offered by other disciplines as non-major course.
- **Extension Activity:** Participation in NSS / NCC / YRC / RRC / Sports or other co-circular activities are considered for Extension activity.

### **CREDITS**

Weightage given to each course of study is termed as credit.

### **CREDIT SYSTEM**

The weight age of credits are spread over to different semesters during the period of study and the cumulative credit point average shall be awarded based on the credits earned by the students. A total of 140 credits are prescribed for the under graduate programme.

### **DURATION OF THE COURSE**

The candidates shall complete all the courses of the programme within 3 years from the date of admission. The programme of study shall consist of six semesters and a total period of three years with 140 credits. The programme of study will comprise the course according to the syllabus.

### **EXAMINATIONS**

The course of study shall be based on semester pattern with Internal Assessment under Choice Based Credit System.

The examinations for all the papers consist of both Internal (Continuous Internal Assessment-CIA) and External (end semester) theory examinations. The theory examination shall be conducted for three hours duration at the end of each semester. The candidates failing in any subjects(s) will be permitted to appear for the same in the subsequent semester examinations.

**COURSE OF STUDY AND SCHEME OF EXAMINATIONS**

Part	Code Paper	Course	Hours / Week			Credit	Hrs. Exam.	Marks		
			Lect.	Prac.	Total			CIA	Exam.	Total
<b>SEMESTER I</b>										
I	Language	Tamil - I	6	-	6	3	3	25	75	100
II	Language	English - I	6	-	6	3	3	25	75	100
III	Core-I	Principles of Pubic Administration	5	-	5	5	3	25	75	100
IV	Core-II	Indian Constitution and Administration	5	-	5	5	3	25	75	100
V	Allied-I	History of Tamil Nadu from 1565 to Vellore Mutiny	5	-	5	4	3	25	75	100
VI	VLE	Value Education - YOGA	2	-	2	2	3	25	75	100
<b>SEMESTER II</b>										
I	Language	Tamil -II	6	-	6	3	3	25	75	100
II	Language	English- II	6	-	6	3	3	25	75	100
III	Core -III	Indian Administration	5	-	5	5	3	25	75	100
IV	Core -IV	Local Government Administration in India	5	-	5	5	3	25	75	100
V	Allied - II	History of Tamil Nadu from Vellore Mutiny to Present day	6	-	6	5	3	25	75	100
VI	EVS	Environmental Studies	2	-	2	2	3	25	75	100
<b>SEMESTE III</b>										
I	Language	Tamil- III	6	-	6	3	3	25	75	100
II	Language	English-III	6	-	6	3	3	25	75	100
III	Core -V	Organization Theory	6	-	6	5	3	25	75	100
IV	Core - VI	Principles of Management	6	-	6	5	3	25	75	100
V	Allied -III	Indian Economy - I	6	-	6	5	3	25	75	100
VI	SBEC - I	Social Issues in India	6	-	6	3	3	25	75	100
VII	SBEC-II	GK for Competitive Exams	2	-	2	3	3	25	75	100
			2	-	2	3	3	25	75	100
VIII	NMEC-I	& CE M & MLJ dI\$N& - I	2	-	2	2	3	25	75	100

## B A - PUBLIC ADMINISTRATION

Part	Paper Code	Course	Hours / Week			Exam. Hrs.	Marks			
			Lect.	Prac.	Total		CIA	Uni. Exam.	Total	
<b>SEMESTER IV</b>										
I	Language	Tamil - IV	6	-	6	3	3	25	75	100
II	Language	English - IV	6	-	6	3	3	25	75	100
III	Core-VII	Administrative Thought	6	-	6	5	3	25	75	100
IV	Allied IV	Indian Economy - II	6	-	6	5	3	25	75	100
V	SBEC III	Indian Polity	2	-	2	2	3	25	75	10
VI	NMEC II	<b>dNd My&amp; &amp; OE - II</b>	2	-	2	2	3	25	75	100
<b>SEMESTER V</b>										
I	Core VIII	Personnel Administration	6	-	6	5	3	25	75	100
II	Core IX	Financial Administration	6	-	6	5	3	25	75	100
III	Core X	Comparative Public Administration	6	-	6	5	3	25	75	100
IV	Core XI	Citizen and Civic Engagement	6	-	6	4	3	25	75	100
V	Elective I	Human Rights	6	-	6	4	3	25	75	100
VI	SBEC IV	E- Governance in India	2	-	2	3	3	25	75	100
<b>SEMESTER VI</b>										
I	Core XI	Development Administration	6	-	6	5	3	25	75	100
II	Core XII	International Organizations	6	-	6	5	3	25	75	100
III	Core XIII	Policy Science	6	-	6	4	3	25	75	100
IV	Elective II	Police Administration	6	-	6	4	3	25	75	100
V	Elective III	Social Welfare Administration	6	-	6	4	3	25	75	100
	SDC Introduced	Rural Entrepreneur in Tamil Nadu (Employability Readiness)	-	-	-	-	2	25	75	100

\*\*\* No Examination – Participation in NCC / NSS / RRC / YRC / Others if any.

**SKILL BASED ELECTIVE COURSE :**

<b>SKILL BASED ELECTIVE COURSE ( III -SEMESTER)</b>	<b>PAPER CODE</b>
<b>SBEC - I SOCIAL ISSUES IN INDIA</b>	<b>18UPAN01</b>
<b>SBEC - II GK FOR COPETITIVE EXAMS</b>	<b>18UPAN02</b>

<b>SKILL BASED ELECTIVE COURSE ( IV -SEMESTER)</b>	<b>PAPER CODE</b>
<b>SBEC - III E- GOVERNANCE IN INDIA</b>	
<b>SBEC - IV INDIAN POLITY</b>	

**NON – MAJOR ELECTIVE COURSES :**

<b>NON – MAJOR ELECTIVE COURSE – I ( III -SEMESTER)</b>	<b>PAPER CODE</b>
<b>&amp; CE M &amp; ML dN\$ &amp;</b>	<b>17UTAN01</b>

<b>NON – MAJOR ELECTIVE COURSE – II ( IV -SEMESTER)</b>	<b>PAPER CODE</b>
<b>dNd My&amp; &amp; CE</b>	

**UNIFORMITY IN THE NUMBER OF UNITS IN EACH PAPER:**

Each theory paper shall consist of five units. The Question paper shall consist of questions uniformly Distributed among all the units.

**Question Pattern for 2018-2019**  
**Admitted Students**

Duration: **Three Hours**

Maximum Marks: 75

**Part A: (10 X 2 = 20 marks)**

Answer ALL Questions (Two  
Questions from Each Unit)

**Part B: (5 X 5 = 25 marks)**

Answer ALL Questions  
(One Question from Each Unit with internal choice)

**Part C: (3 X 10 = 30 marks)**

Answer Any THREE Questions out of Five  
Questions (One Question from Each Unit)

**Question pattern for 2019-2020 admitted students**

**Part A: (15 X 1 = 15marks)**

Answer ALL Questions

**Objective questions with 4 answers**

(Three Questions from Each Unit)

**Part B: ( 2 X 5 = 10 marks**

Answer any TWO Questions  
(One Question from Each Unit)

**Part C: (5X 10 = 50 marks)**

Answer Any FIVE Questions out of Five  
Questions (One Question from Each Unit with  
internal choice)



**PASSING MINIMUM**

- i) The Candidates shall be **declared to have passed the examination if he/she secures not less than 40 marks in total (CIA mark + Theory Exam mark) with minimum of 30 marks in the Theory Exam conducted by the University.**
- ii) The Candidates shall be **declared to have passed the examination if he/she secures not less than 40 marks in total (CIA mark + Practical Exam) with minimum of 30 marks in the practical Exam conducted by the University.**

**CONVERSION OF MARKS TO GRADE POINTS AND LETTER GRADE (Performance in a Course/Paper)**

<b>RANGE OF MARKS</b>	<b>GRADE POINTS</b>	<b>LETTER GRADE</b>	<b>DESCRIPTION</b>
90 - 100	9.0 - 10.	O	Outstanding
80 - 89	8.0 - 8.	D+	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A+	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
40 - 49	4.0 - 4.9	C	Satisfactory
00 - 39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

$C_i$  = Credits earned for course  $i$  in any semester

$G_i$  = Grade Point obtained for course  $i$  in any semester

$n$  = refers to the semester in which such course were credited

**Grade point average (for a Semester):**

**Calculation of grade point average semester-wise and part-wise is as follows:**

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum iC_iG_i}{\sum iC_i}$$

Sum of the multiplication of grade points by the credits of the courses offered under each part GPA = .....  
 Sum of the credits of the courses under each part in a semester

**Calculation of Grade Point Average (CGPA) (for the entire programme):**

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for the following part wise computed final grades based on the range of CGPA. **CUMULATIVE**

$$\text{GRADE POINT AVERAGE [CGPA]} = \frac{\sum n \sum iC_{ni}G_{ni}}{\sum n \sum iC_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme under each part  
 CGPA = .....  
 Sum of the credits of the courses of the entire programme under each part

CGPA	GRADE
9.5 -10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

**Classification of Successful candidates**

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows **for Part I or Part II or Part III:**

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 -10.0	O+	First Class - Exemplary *
9.0 and above but below 9.5	O	First Class with Distinction*
8.5 and above but below 9.0	D++	First Class
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	

### Conferment of the Degree

No candidate shall be eligible for conferment of the Degree unless he / she

- i. Has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed therefore.
- ii. Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits.
- iii. Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

### Ranking

A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures

I or II class shall be eligible for ranking and such ranking shall be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks shall not be taken into consideration for ranking.

**B.A. PUBLIC ADMINISTRATION**

**SEMESTER - I**

**CORE PAPER - I**

**PRINCIPLES OF PUBLIC ADMINISTRATION**

**Unit-I**

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

**Unit-II**

Organization – types of organization –Bases of organization – principles of organization ( 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, Nature and Scope of Management - Planning - Decision making – Communication – Supervision – Leadership – Public Relations.

**Unit-V**

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

**Books for Reference:**

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**  
**CORE PAPER – II**

**INDIAN CONSTITUTION AND ADMINISTRATION**

**Unit - I**

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

**Unit - II**

Union Administration - Lok Sabha , Rajyasabha ( Composition Powers and Functions) - Speaker of Lok Sabha - 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 for Reference:**

- 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**

**CORE PAPER - III**

**INDIAN ADMINISTRATION**

**Unit-I**

Evolution of Indian Administration - Kautilya's Views on Administration - the British Legacies of Indian Administration - Features of the Moghal 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 Comptroller 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 for Reference:**

- 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**

**CORE PAPER - IV**

**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.

**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 for Reference:**

- 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.

**SEMESTER – III**

**CORE PAPER - V**

**ORGANIZATION THEORY**

**Unit – I**

Meaning, Nature and Scope of Organization – Types of Organization – Principles – Approaches.

**Unit – II**

Theories of Organization : Classical Theory – Scientific Management Theory – Bureaucratic Theory – Human Relations Theory.

**Unit – III**

Types of Organizations – Ministries and Departments – Corporations – Boards and Commissions.

**Unit – IV**

Organization Change – Organisational Development – Organizational Leadership - Control – OD and Intervention Techniques.

**Unit – V**

Organizational Behaviour – Organizational Conflict – Organizational Effectiveness – Organization and Society - Redressal Mechanism.

**Books for Reference:**

1. V.S.P Rao & P.S Narayana, Organization Theory and behaviour, Konark Publications Ltd, Delhi, 1990
2. Nirmal Singh, Organizational Behaviour – Concepts & Theory and Practice, Deep and Deep Publishers, New Delhi; 2001
3. S.S.Khanka, Organisational Behaviour, S.Chand & Co Ltd, Delhi, 2003
4. P. Stephen Robbins, Organizational Behaviour, Prentice Hall, 1997



**SEMESTER – III**

**CORE PAPER VI**

**PRINCIPLES OF MANAGEMENT**

**UNIT-I**

Definition, nature, scope and significance of Management – difference between Management and Administration – Importance of Management, Evolution of Management Thought.

**UNIT – II**

Modern Management Techniques – Levels of Management – Management Techniques in Government.

**UNIT – III**

Planning – Decision making – Supervision - Coordination – Communication – Leadership – Training.

**UNIT – IV**

Management by Objective (MBO) – Management Information System – Total Quality of Management.

**UNIT – V**

Participative Management – Self Management – Quality Circle – Issues in Management.

**Books for Reference:**

1. **P.C. Tripathi, P.N. Reddy**, Principles of Management, Tata MCGRAW- Hill Publications, New Delhi. 2008,
2. Dr.Vishnoo Bhagwan and VidyaBhushan, Public Administration, New Delhi, S.Chand and Company LTD, 2011
3. R.N. Gupta, Principles of Management, S.Chand& Company Limited, NewDelhi, 2010
4. Dr. D.K. Tripathi, Principles and Practices of Management, Wisdom Publications, New Delhi. 2009

**SEMESTER – III**

**SBEC - I**

**SOCIAL ISSUES IN INDIA**

**Unit – I**

Social Structure in India – Ancient, Medieval and Modern Society – Reforms and Modern Society

**Unit – II**

Population Growth – Illiteracy – Unemployment – Poverty – Issue of Social Inclusion and Exclusion  
– Civil Society and NGOs

**Unit – III**

Child Labour – Child Abuse – Violence against Women – Domestic Violence

**Unit – IV**

Castism – Communalism – Regional Unrest – Minorities and Reservation - Linguism

**Unit – V**

Alcoholism – Drug Abuse – Digital Divide - Cyber Crime – Social Media and Awareness

**Books for Reference:**

1. G. David Mandelbaum, Society in India, SAGE TEXTS, New Delhi; 2016
2. Veena Das (ed), Oxford Handbook of Indian Sociology, Oxford University Press, New Delhi, 2004
3. T.K. Oommen, Social Inclusion in Independent India Dimensions and Approaches, Orient Black Swan Pvt Ltd, New Delhi, 2016
4. O.P. Goel (ed), Role of NGOs in Development of Social System, ISHA Books, Delhi, 2004

**SEMESTER – III**

**SBEC - II**

**GK FOR COMPETITIVE EXAMS**

**UNIT – I**

Indus Valley Civilization – Guptas, Delhi Sultans, Mughals and Marathas – Age of Vijayanagaram and the bahamanis - Culture and Heritage of Tamil people - – Unity in diversity – race, colour, language, custom – India as secular state.

**UNIT – II**

Emergence of National Leaders – Gandhi, Nehru – role of Tamil Nadu in freedom struggle Rajaji, VOC, Periyar, Kamaraj, Barathi.

**UNIT – III**

National Development Council – National Human Rights Commission – State Human Rights Commission – Central Information Commission – State Information Commission- Anti-Corruption measures - Central Vigilance Commission – Lokpal and Lokayukta – Ombudsman – Comptroller and Auditor General.

**UNIT – IV**

Water Resources – Rivers in India – Soil – Minerals and natural Resources – Population density and distribution – Natural Calamities - Disaster Management.

**UNIT - V**

Current Affairs - Eminent personalities - sports and games – Awards and honours – political parties and political and social issues in India – welfare oriented government schemes.

**Books for Reference:**

1. G. David Mandelbaum, Society in India, SAGE TEXTS, New Delhi; 2016
2. Veena Das (ed), Oxford Handbook of Indian Sociology, Oxford University Press, New Delhi, 2004
3. S.R.Maheshwari, Indian Administration, ORIENT LONGMAN PVT LTD, Hyderabad; 2003
4. Laxmikanth M, Public Administration, TATA McGRAW HILLS , New Delhi; 2012

**SEMESTER-IV**

**CORE PAPER VII**

**ADMINISTRATIVE THOUGHT**

**UNIT – I**

Kautilya – Thiruvalluvar - Woodrow Wilson

**UNIT – II**

Gulick – Urwick – Max Weber

**UNIT – III**

F.W. Taylor – Henri Fayol - Elton Mayo

**UNIT – IV**

Mary Parker Follet –Riggs.

**UNIT – V**

C.I. Barnad – Herbert A. Simon.

**Books for Reference:**

1. **Tellett A.Etal** – Management, Penquin, 1978.
2. **Sapru R.K** – Theories of Administration. Chand & Co, Delhi, 1996.
3. **Ravindra Prasad Detal (ed)** – Administrative Thinkers – Sterling Madras 1993.
4. **Maheswari S.R.** – Administrative Thinker – Orient Longman, 1998.

**SEMESTER – IV**

**SBEC – III**

**INDIAN POLITY**

**UNIT I**

Indian Constitution - Composition of Constituent Assembly – Citizenship – Right to Constitutional Remedies – Writs and its types – Amendments - its procedure.

**UNIT II**

Parliamentary System – Parliamentary Committee – Financial Committee – Standing Committee – Committee on Enquiry.

**UNIT III**

Federal System – Centre -State Relation – Supreme Court - Judicial Review - Emergency Provisions.

**UNIT IV**

Constitutional Bodies – Union Public Service Commission – State Public Service Commission – Finance Commission.

**UNIT V**

National Commission for SC/ST – Attorney General of India – Non - Constitutional Bodies- NITI Ayok – Central Bureau Investigation.

**Books for Reference:**

1. **D.D.Basu**, Introduction to the Constitution of India
2. **Lakshmikanth**, Indian Polity for Civil Service Exams
3. **R.B.Jain**, Contemporary issues in Indian Administration

**SEMESTER V**

**CORE PAPER – VIII**

**PERSONNEL ADMINISTRATION**

**UNIT – I**

Meaning, Nature and scope of Public Personnel Administration – Bureaucratic – Aristocratic and Democratic Personnel Systems and their merits and demerits.

**UNIT – II**

Public Service – Tenure System – Merit System – Spoil System – Merit and Demerits – Position classification – Organization and methods.

**UNIT – III**

Recruitment – Problems of recruitment – Methods of recruitment – Direct Indirect Recruitment – Appointment and Probation - ARC's Recommendations.

**UNIT – IV**

Training – Objectives of training – Types of training – Training for public services in India – Promotion – Principles of Promotion – Transfer - Retirement benefits.

**UNIT – V**

Conduct and Discipline – Morale – Employer – Employee Relations – Employee Associations – Whitley Council – Integrity in Administration.

**Books Recommended for Study:**

1. Goel, O.S.R – Public Personnel Administration.
2. Rudrabasavraj – Dynamic Personnel Administration – Management of Human Resources.
3. Negro, Felix, A – Public Personnel management.
4. Sapru, R.K., - Civil Service Administration in India.

**SEMESTER V**  
**CORE PAPER – IX**  
**FINANCIAL ADMINISTRATION**

**UNIT – I**

Nature, Scope and Significance of Public Financial Administration – Meaning and Principles of Budget – Modern techniques of Public Financial Administration.

**UNIT – II**

Aspects of Indian Budgetary system – Preparation and Enactment of Budget – Execution of Budget – Control over Public Expenditure in India – Finance Ministry.

**UNIT – III**

Public Accounts Committee – Estimate committee – Committee on Public Undertakings – Committee on Subordinate Legislation.

**UNIT – IV**

Meaning of Audit – Audit in India – Comptroller and Auditor General of India – Separation of Accounts from Audit – Performance Auditing.

**UNIT – V**

Finance Commission – Union – State financial relation – Resource Mobilization – Tax Administration in India – Public Debt Administration – Local body Finances – State Finance Commission.

**Books for Reference:**

1. **Goel S. L.** Public Financial Administration, New Delhi Deep and Deep Publication, 2005.
2. **Thavaraj MJK**, Financial Administration in India, Sultan Chand & Sons, New Delhi, 2000.
3. **Mukherjee S.S.** Financial Administration in India, Surjeet Publication, New Delhi.
4. **Kramer Fred A.**, ed. Contemporary Approaches to Public Budgeting

**SEMESTER - V**

**CORE PAPER - X**

**COMPARATIVE PUBLIC ADMINISTRATION**

**UNIT I**

Meaning, nature and scope of Comparative Public Administrative System – Need for comparative study

**UNIT II**

U.K. Constitution – Salient Features – legislature – Executive –Judiciary

**UNIT III**

USA Constitution - Salient Features – legislature – Executive –Judiciary

**UNIT IV**

France Constitution - Salient Features – legislature – Executive –Judiciary

**UNIT V**

Switzerland Constitution - salient Features – legislature – Executive –Judiciary

**Books for Reference:**

1. **Lakshmikanth.M**, Indian Polity for Civil service Exams, 2017
2. **Chandler J.A.**, Comparative Public Administration 2014
3. **Ramesh K.Arora**, Comparative Public Administration, 2005



**SEMESTER-V**

**CORE PAPER - XI**

**CITIZEN AND CIVIC ENGAGEMENT**

**UNIT – I**

Need for Political Education – Citizen Obligation under Indian Constitution – Citizenship Training – Political Culture.

**UNIT – II**

Approaching Government Agencies for various welfare Programmes – Applying for Ration Card – Birth and Death Certificates – Voter Registration – Voter Identity Card – PAN Card – Enrolling Membership for Central and State Government Programme – Employment Registration – Make use of Right to information Act 2005 – Consumer forum and its use for citizens – Redressing of Citizen Grievances.

**UNIT – III**

Citizens Charter – Meaning - Origin – Need for Citizen Charter.

**UNIT – IV**

NGO - Meaning, Significance – Dimensions – Organization and Functions of NGO – Regulatory Mechanism at Central and State level Government over NGOs – Sources of Finances of NGOs – Expenditure, Account and Audit of NGOs.

**UNIT – V**

Awareness - Term Paper – Preparation – Presentation and Discussion.

**Books for Reference:**

1. D.D. Basu – Introduction to the Constitution of Indian
2. Social Welfare Programmes
3. Voluntary Agencies for Development

**SEMESTER -V**  
**ELECTIVE PAPER I**  
**HUMAN RIGHTS**

**UNIT I**

Origin of the Human rights – Nature and Scope of Human Rights – Human Rights and Duties

**UNIT II**

Constitutional Remedies – Human Rights Violation against Men – Women – Children

**UNIT III**

Universal Declaration of Human Rights – Human Rights Court

**UNIT IV**

Communal Violence in India – Female Infanticide – Refugees - Bonded Labourer – Prisoners

**UNIT V**

Human Rights and Media – Human rights and Voluntary Organisations – Human Rights in New Era

**Books for Reference:**

1. **Subramaniam**, Human Rights: International Challenges
2. **Sekasena**, Human Rights: Fifty years of India's Independence,
3. **Desai** Violence of Democratic Rights in India,

**SEMESTER-V**

**SBEC IV**

**E – GOVERNANCE IN INDIA**

**UNIT – I:**

E – Governance – Meaning - Definition – Stages and Development of E-governance – E-governance process.

**UNIT II:**

Public – Private partnership in E-Governance – Difference between government and Governance – Government Database management

**UNIT III:**

Data Warehouse – Government Web Services – State Data

Centre **UNIT IV:**

Digitalization of State and District Administration – Bridging and Digital

Divide **UNIT V:**

Cyber Law and e-governance – Legal Status for Digital Transactions – Information Technology.

**Books for Reference:**

1. **Satyanarayanan.J:** e-Government – the science of the possible; Prentice hall of India (PVT), New Delhi
2. **Kenneth Kennison and Deepak Kumar (Eds):** IT Experience in India; Bridging the Digital Divide, Sage Publication, New Delhi, 2004
3. IT Act, Government of India, [www.mit.gov](http://www.mit.gov)

**SEMESTER-VI**

**CORE PAPER - XII**

**DEVELOPMENT ADMINISTRATION**

**UNIT – I**

Meaning, Nature, Scope and Importance of Development Administration – Evolution of Development Administration

**UNIT – II**

Traditional Administration and Development Administration – International Context of Development Administration.

**UNIT –III**

Development Planning in India – Bureaucracy and Development Administration – District Collector – DRDA – Field Level Agencies.

**UNIT – IV**

Urban Development Programmes – Swarna Jayanthi Sahari Rozgar Yojana – Urban Self Employment Programme – Urban Wage Employment Programme – JNNURM –Urban Housing Development Programme.

**UNIT – V**

NGO's and Development Administration – Citizen Grievances And Redressal Mechanism

**Books for Reference:**

1. **S.K. Chaterjee** – Development Administration, Sultan Chand Deep and Sons, Delhi, 2005.
2. **Goel S. L** – Development Administration, Sultan Chand Deep and Sons, Delhi, 2009
3. **Rathod, P. B.** – Development Administration, Common Wealth Publishers, New Delhi, 2005
4. **Sapru. R.K.** – Development Administration, Sterling Publisher, 2008

**SEMESTER**

**CORE PAPER XIII**

**INTERNATIONAL ORGANIZATIONS**

**UNIT - I**

General Assembly – Secretary – International Court of Justice – The Secretariat

**UNIT - II**

UNESCO – UNICEF – FAO

**UNIT - III**

UNDP –IMF- IBRD (World Bank)

**UNIT –IV**

ILO – WHO – UNHRC

**UNIT - V**

NATO –VNAM – EU – SAARC

**Books for Reference:**

1. **Pittman, B.Potter** – An Introduction to the Study of International Organisation
2. **Steen, Good Speed**, The Nature and Functions of International Organizations
3. **Paul Taylor** – International organisation in the Modern World

**SEMESTER VI**  
**CORE PAPER XIV**  
**POLICY SCIENCE**

**UNIT- I**

Nature and scope and significance of Policy Science – Approaches to Policy Science – Organization for Policy Formulation

**UNIT - II**

Public Policy Analysis - Models – Rational Model –Optimal Model – Incremental Model.

**UNIT -III**

Policy Evaluation – Mechanism – Policy evaluation tools in India

**UNIT - IV**

Role of Legislature – Policy Making in India – Planning Commission & Policy Formulation

**UNIT- V**

Economic Policy – New Education Policy – Environmental Policy

**Books for Reference:**

1. **Birkaland, Thomas, A.** An Introduction to the Policy Process, London 2001
2. **Dye, Thomas .R.,** Understanding Public Policy, New jersey, 1979
3. **Vaidayanatha Iyar,** Public Policy Making in India

**SEMESTER-VI**  
**ELECTIVE PAPER II**  
**POLICE ADMINISTRATION**

**UNIT – I**

Meaning, Nature, Scope and Importance of Law and Order Administration – Society – Evaluation of Police Administration.

**UNIT – II**

Structure of Police - Recruitment - Training – Promotion - Retirement – Powers, Duties, Accountability and Conduct.

**UNIT- III**

Modern Police Administration - Technology – Cybercrime – Drug Abuse

**UNIT – IV**

Maintenance of Law and Order – Role of Police in Insurgency, Terrorism and Public Safety

**UNIT – V**

Criminalization of Police – Police Public Relations – Police Reforms.

**Books for Reference:**

1. **M. B. Chande**, Police in India, Atlantic Publishers, New Delhi.
2. **H. L. Kapoor**, Police Administration in, Reference Press, New Delhi, 2000
3. **K. K. Mishra**, Police Administration in India: Mittal Publisher, New Delhi, 1989.

**SEMESTER-VI**

**ELECTIVE PAPER III**

**SOCIAL WELFARE ADMINISTRATION**

**UNIT – I**

Social Welfare Administration - Evolution of social welfare in India – Social Welfare Administration as a discipline and as a Profession.

**UNIT – II**

Social Welfare Administration at the Union Level – Central Social Welfare Board – Role of Voluntary Organization in Social Welfare.

**UNIT – III**

Welfare Programmes - Family welfare – Women welfare, Transgender welfare, Child welfare - Youth welfare .

**UNIT IV**

Special Welfare Programmes - Aged –Disabled –Drug Addicts –Ex-Service Man.

**UNIT – V**

UNO's Role in Social Welfare Administration.

**Books for Reference:**

1. **D.R. Sachdeva** : Social Welfare Administration in India, Kitab Mahal Publishers, New Delhi 2010.
2. **S. L. Goel** : Social Welfare Administration Deep and Deep Publishers, New Delhi, 2009.
3. **M.K.SINGH**, Social Welfare Administration, Vayu Education of India, New Delhi, 2016



## **RURAL ENTREPRENEURS IN TAMIL NADU**

### **Learning Objectives**

- To understand the basic knowledge of entrepreneurship
- To explain the meaning, nature and scopes of rural entrepreneurship
- To know the business plan preparation for various rural enterprises
- To develop entrepreneurial skills in the rural youth
- To create a framework for integrating the business concepts and markets

### **Unit – I Introduction**

Meaning, Nature, Scope and importance of Rural Entrepreneurship - Principles of Rural Entrepreneurship- Types of Rural Entrepreneurs- Entrepreneurship functions and skills - Difference Between Entrepreneur and Businessman- Entrepreneurship and economic growth in rural areas.

### **Unit – II Theories of Entrepreneurship**

Creativity and innovation - Entrepreneur and Entrepreneur - Factors affecting entrepreneurial growth and development - Women entrepreneurs

### **Unit – III Institutional Support and Small Business**

Institutional support for SSI - Incentives and subsidies for small units- Technological up gradation- Business incubators - Role of NGOs and Voluntary Organizations –Self Help Groups

### **Unit – IV Government Schemes for Entrepreneurial Development in Tamil Nadu**

SSI – TIDCO – TANSI – ELCOT – TAHDCO –SIPCOT – Women Development Corporation- District Industries Centers-MSME - Government Policy Initiatives - Infrastructure facilities

### **Unit-V Issues and Challenges in Rural Entrepreneurs**

Sickness in entrepreneur and Small Business - Causes, consequences and remedial measures for the development of rural entrepreneurs

### **Course Outcome (CO)**

**After end of the course the students will be able to**

- CO1- Describe the basic knowledge of entrepreneurship within a rural area.

## B A PUBLIC ADMINISTRATION

CO2 -Examine the scopes of farm-based and non-farm-based livelihoods opportunities in rural areas.

CO3- Prepare a complete rural entrepreneur plan.

CO4- Explore the scopes of preparing business plan in various rural enterprises.

CO5- Acquired skills in rural youths.

### **Books Recommended for References**

Desai, V. Dynamics of Entrepreneurial Development and Management, Himalaya Publishing House, New Delhi

Desai, V. Management of Small Industry Himalaya Publishing House, Mumbai

Gartner.W.B., K. G. Shaver, N. M. Carter and P. D. Reynolds(eds.) Handbook of Entrepreneurial Dynamics

Hisrich, R.D., and Peters, M.P. Entrepreneurship Tata Mc Graw- Hill, New Delhi.

Khanka, S.S. Entrepreneurial Development S. Chand and Company, New Delhi

Roy, R. Entrepreneurship Oxford University Press, New Delhi.

Sangram Keshari Mohanty- Fundamentals of Entrepreneurship

Shukla, M.B. Entrepreneurship and Small Business Management Kitab Mahal, Allahabad

[www.tn.gov.in](http://www.tn.gov.in)

## **SEMESTER - I**

### **ALLIED PAPER – I**

## **HISTORY OF TAMIL NADU FROM 1565 TO VELLORE MUTINY**

### **UNIT I**

Tamil Country under Vijayanagar Rule - Nayaks Rule in Tamil Nadu – Administration – Social and Economic life – Religion – Literature – Art and Architecture

### **UNIT II**

Tamil Nadu under the Maratha Rule – Administration – society and Development of Religion – Literature – Fine Arts.

### **UNIT III**

Tamil Nadu under the Nawabs – Navayats and Wallajas – European Settlements – Administration of the Nawabs

**UNIT IV**

Poligars of Tamil Nadu – South Indian Rebellions – Pulithevan – VeerapandiyaKattaboman – kalliarRevolt and Vellore Mutiny.

**UNIT V**

Social and Reform Movements –NarayanaGuru – Economic Drain – Fall of Cottage Industries  
- Position of Women

**Books for Reference:**

1. **Subramanian.N**, History of Tamil Nadu (Vol. III)
2. **Rajayyan K**, History of Tamil Nadu
3. **Sastri K.A.N. ,** History of South India
4. **Sathiyanantha Iyar R.,** Political and cultural History of India

**SEMESTER II**

**ALLIED PAPER II**

**HISTORY OF TAMIL NADU FROM VELLORE MUTINY TO THE PRESENT DAY**

**UNIT - I**

Tamil Nadu under the British – Administration – Revenue and Judiciary – Progress of Education – Social and Economic Conditions.

**UNIT - II**

Role of Tamil Nadu in Freedom Movement – The Rule of Women – Justice party and its rule – Non-Brahmin Movement - Self-Respect Movement –The Role of Periyar E.V.R – Social Reform Movements - Temples Entrance.

**UNIT - III**

The Congress Rule in Tamil Nadu – C.R. Rajagopalachariar - Kamarakar and his Contributions

**UNIT- IV**

Political parties in Tamil Nadu - D.K. Emergence of D.M.K., - C.N.Annadurai – M.G.Ramachandran and A.D.M.K.

**UNIT - V**

Cultural Movement in the 20<sup>th</sup> century – Development of Mass Media – Development of Education in Tamil Nadu – Tamil Nadu and Srilankan problem – Development of Industries.

**Books for Reference:**

1. **Subramanian .N.**, History of Tamil Nadu from 1565 to the Present Day
2. **Rajayyan k**, history of Tamil Nadu
3. **AlalaSundaram A.**, History of Tamil Nadu
4. **Sastri K.A.N.**, History of South India

**SEMESTER- III**  
**ALLIED PAPER - III**  
**INDIAN ECONOMY – I**

**UNIT – I**

Meaning, features of Indian Economy – Determinates of Development, Background and Structure of Indian Economy.

**UNIT II**

Natural Resources and Economic Development – Principles of Resources Development – Natural Resources of India.

**UNIT III**

Population Demographic features – Theories of Demographic Transition –causes and measures of controlling High growth rates of population, Human Development Index –Meaning and measurement.

**UNIT IV**

Agriculture – its place and role in the National Economy – Corp pattern – causes for low productivity – Green Revolution – Food Problem.

**UNIT V**

Concepts of GNP, NNP, PCI –Methods of Calculating National Income – Trends in National Income since 1991 – Difficulties in Measuring National Income.

**Books for Reference:**

1. **Mishra &Puri**, Indian Economy
2. **Garg, V.K**, Indian Economic Problems
3. **Dhingral.C**, Indian Economy
4. **Sankaran, S**, Indian Economy

**SEMESTER- IV**

**ALLIED PAPER- IV**

**INDIAN ECONOMY – II**

**UNIT –I**

Role or industries in Economic Development – Cottage, Small Scale and Large Scale Industries (Cotton, Iron & Steel and Cement), Industrial Policy – 1956, 1980 and 1991

**UNIT II**

Definition and scope of planning – objectives of planning in India – a brief resume of Five year plans in India – Recent Five year Plan

**UNIT III**

Meaning of the Poverty line – other estimates of poverty - population below poverty line causes of poverty – poverty eradication programs in India

**UNIT IV**

Types of Transport – Importance of Railway, Roadways, Shipping and Civil Aviation – Transport Co-ordination

**UNIT V**

Importance of foreign trade in Economic Development, balance of payments – recent trade policy WHO and Indian Economy.

**Books for Reference:**

1. **GARG, V.K,** Indian Economic Problems
2. **SANKARAN, S.** Indian Economy
3. **Agarwal,** Indian Economy

**SEMESTER - III**

**NON - MAJOR ELECTIVE COURSE - I (TAMIL)**

**SALAI PATHUKAPPU VITHIKAL - I**

**துறைசாரா விருப்பம் பாடம் : தாள் 1**

**(Non Major Elective Course)**

**சாலை பாதுகாப்பு விதிகள்**

**பாட நோக்கம்:**

சாலை விதிகளை அறிந்து கடைப்பிடிக்க மாணவர்களுக்கு அறிவுறுத்தல்.

**அலகு - 1**

பாதசாரிகளுக்கான பாதுகாப்பு விதிமுறைகள் - மிதிவண்டி ஓட்டுவோருக்கான விதிகள் - பொதுவான விதிமுறைகள்.

**அலகு - 2**

இருசக்கர வாகன ஓட்டிகள் - கார் மற்றும் கனரக வாகன ஓட்டிகள் கவனத்திற்கு - வழக்குதலின் வகைகள் - சைகைகள்.

**அலகு - 3**

வாகன ஓட்டுநரின் தவறான பழக்க வழக்கங்கள் - அனுபவமின்மை - கவனக்குறைவு - அதிவேகம்.

**அலகு - 4**

தவறாக முந்துதல் - தவறாகத் திருப்பதல் - இடைவெளியின்றிப் பின்தொடரல் - வாகனங்களைத் தவறாக நிறுத்ததல்.

**அலகு - 5**

வாகனத்தைத் தவறாகப் பின்னோக்கிச் செலுத்துதல் - தவறாகச் சந்திப்பைக் கடத்தல் - அதிக சமையேற்றல் - மலைப் பகுதியில் தவறாகச் செலுத்துதல் - சாலை விதிகளை மீறுதல்.

**REFERNECE BOOKS**

**பாடநூல்கள்:**

1. கலவை முபரக்அலி - 'சாலை விதிகளும் பாதுகாப்பும்'  
நியூ செஞ்சரி புக் ஹவுஸ் (பி) லிட.,  
41-பி, சிட்கோ இண்டஸ்ட்ரியல்,  
சென்னை - 600 098.
2. ச.அய்யாத்தூரை - 'வாகன விபத்துக்களைத் தவிர்ப்பது எப்படி?'  
நியூ செஞ்சரி புக் ஹவுஸ் (பி) லிட.,  
41-பி, சிட்கோ இண்டஸ்ட்ரியல்,  
சென்னை - 600 098.

**பார்வை நூல்:**

- பி.டி.அலி - 'விபத்தைத் தடுப்போம் உயிரைக் காப்போம்'  
நியூ செஞ்சரி புக் ஹவுஸ் (பி) லிட.,  
41-பி, சிட்கோ இண்டஸ்ட்ரியல்,  
சென்னை - 600 098.



**SEMESTER - IV**

**NON - MAJOR ELECTIVE COURSE - II (TAMIL)**

**VILAMPARAKKALAI - II**

**துறைசாரா விடும்பய் பாடம் - தாள் 2**

(Non Major Elective Course)

**விளம்பரக்கலை**

**பாட நோக்கம்:**

மாணவர்களுக்கு விளம்பரத்துறையைப் பற்றி அறிந்து கொள்ளச் செய்தல்.

**அலகு - 1**

விளம்பரங்களின் தன்மையும் நோக்கமும் - விளக்கங்கள் - விளம்பரத்தின் இயல்புகள் - அறிவிப்பும் விளம்பரமும் - விளம்பரத்தின் தன்மைகள் - விளம்பர எல்லை - விளம்பர நோக்கங்கள் - விளம்பர வரலாறு - குறிக்கோள்.

**அலகு - 2**

விளம்பரங்களின் வகைகள் - நேரடி விளம்பரம் - மறைமுக விளம்பரம் - அடிப்படை விளம்பரம் - விற்பனை நோக்கமுடைய விளம்பரங்கள் - தயாரிப்புப் பொருள் பற்றிய விளம்பரம் - இணங்குவிக்கும் விளம்பரம் - அறிவுறுத்தும் விளம்பரம் - தயாரிப்பு நிறுவனம் பற்றிய விளம்பரம் - நிதி தொடர்பான விளம்பரம் - தொழில்நுறை விளம்பரம் - அரசு விளம்பரங்கள் - சமூக விளம்பரங்கள் - வணிக விளம்பரங்கள் - செய்தித்தாள் விளம்பரங்கள் - வானொலி விளம்பரங்கள் - தொலைக்காட்சி விளம்பரங்கள் - திரைப்பட விளம்பரங்கள் - விளம்பரத்தின் கூறுகள்.

**அலகு - 3**

விளம்பரத்தின் நன்மை தீமைகள் - விளம்பரத்தின் குறைபாடுகள் - விளம்பர ஒழுக்க ஏற்றிகள் - தடை செய்யப்பட்ட விளம்பரங்கள் - விளம்பரத்திற்கான சில விதிமுறைகள் - விளம்பரத் தயாரிப்பில் இதர அம்சங்கள் - நுகர்வோர் பற்றிய முக்கிய விவரங்கள்.

**அலகு - 4**

விளம்பரத்தின் பணிகள் - விளம்பர நிறுவனத்தின் தகுதிகள் - விளம்பர நிறுவன விருதுகள் - நுகர்வோரின் வழிகாட்டி - விளம்பர நகலின் அமைப்பு - விளம்பரத்தில் மனோதத்துவம் - விளம்பர நிறுவனங்கள் - விளம்பர அறங்கள் - விளம்பர நிறுவனங்களுக்கூரிய ஒழுக்க ஏற்றிகள்.

**REFERNECE BOOKS**

அலகு - 5

விளம்பரத்தின் தாக்கம் - விற்பனைப் பெருக்கம் - தொலைக்காட்சி விளம்பரங்களில் தவறான போதனைகள் - விளம்பரங்களில் சூழ்நடைகள் - பண்பாட்டுக் கலப்பு - விளம்பரங்களின் மொழிநிலை - விளம்பர உத்திகள் - உத்திமுறைகளின் நன்மைகள் - உத்தி முறைகளின் தீமைகள் - விளம்பரம் தொடர்பான சட்டங்கள்.

**பாடநூல்:**

முனைவர் ச. ஈஸ்வரன் } - 'விளம்பரக்கலை'  
முனைவர் இரா. சபாபதி }  
பாவை பப்ளிகேஷன்ஸ்  
142, ஜானி ஜான் கான் சாலை,  
இராயப்பேட்டை, சென்னை - 600 014.

**பார்வை நூல்கள்:**

1. அ.விநாயகமூர்த்தி - விளம்பரக்கலை  
பாலமுருகன் பதிப்பகம்,  
ஜெய்ஹிந்த்புரம், மதுரை-11.
2. விமல்நாத் - விளம்பர யுத்திகள்  
கண்ணதாசன் பதிப்பகம்,  
தியாகராயநகர், சென்னை -17.
3. எஸ்.ரவிராஜ் - விளம்பரம் செய்வது எப்படி?  
நியூ செஞ்சரி புக ஹவுஸ் பிரைவேட் லிட்,  
சென்னை - 58.

**QUESTION PAPER PATTERN FOR  
CORE, ELECTIVE, SKILL BASED AND NMEC PAPERS  
From 2018 – 2019 Admitted Students**

Time : 3hours

Marks -75

**SECTION 'A' (10 x 2 = 20 Marks)**

- I. Answer the following in about 30 words  
each : Questions 1 and 2 - From Unit I  
Questions 3 and 4 - From Unit II  
Questions 5 and 6 - From Unit III  
Questions 7 and 8 - From Unit IV  
Questions 9 and 10 - From - Unit V

**SECTION 'B' (5 x 5 = 25 Marks)**

- II. Answer the following questions in about 100 wordseach:
11. a) or b) – Questions From UnitI
  12. a) or b) - Questions From UnitII
  13. a) or b) - Questions From UnitIII
  14. a) or b) - Questions From UnitIV
  15. a) or b) - Questions From UnitV

**SECTION 'C' (3 x 10 = 30 Marks)**

- III Answer any three of the following questions in about 200 words each: 16 –  
Question From UnitI  
17 – Question From Unit II  
18 – Question From Unit III  
19 – Question From Unit IV  
20 – Question From Unit

## MODEL QUESTION PAPER

From 2018 – 2019 Admitted Students

### INDIAN CONSTITUTION AND ADMINISTRATION

**TIME: 3 HOURS MAX. MARKS: 75**  
**10X2=20**

#### PART – A

#### ANSWER ALL THE QUESTIONS

1. Sovereignty.
2. Federal Government.
3. Rajya sabha.
4. Speaker of Lok Sabha.
5. Cabinet Secretariat
6. president
7. Governor
8. Prime Minister
9. State Secretariat
10. Gram Panchayat

#### PART – B

**5x5=25**

#### ANSWER ALL QUESTIONS

1. a) Write about Fundamental Rights at Indian Constitution.(or)  
b) Short note on “Preamble”
2. a) What are the Parliament Functions.(or)  
b) Explain the Lok Sabha
3. a) Write the Prime Minister Functions (or)  
b) What are the President?
4. a) Functions of State Secretariat - Explain it.(or)
5. b) Write a short note on Chief Minister.
5. a) What are the Functions of Local Government.(or)  
b) Short Note on “Municipal Corporation”

#### PART – C

**10x3=30**

#### ANSWER ANY THREE QUESTIONS

1. Explain the Directive Principles of State Policy.
2. Analyze the President Powers and Functions
3. 73<sup>rd</sup> Constitutional Amendment Act - Explain
4. Write about Fundamental Duties of Indian Constitution.
5. Write an essay on “ Village Panchayat”

**QUESTION PAPER PATTERN FOR  
Model Question from 2019 – 2020 Admitted Students**

**Part – A**

**I. Answer all question (15x1=15 Marks) Objective questions with 4 answers**

Questions 1 and 3 - From Unit -I

Questions 4 and 6 - From Unit - II

Questions 7 and 9 - From Unit - III

Questions 10 and 12 - From Unit - IV

Questions 13 and 15 - From - Unit -V

**Part – B**

**II. Answer the following Answer any TWO Questions in about 100 words each: (2x5= 10)**

1. Questions From Unit- I
2. Questions From Unit- II
3. Questions From Unit- III
4. Questions From Unit -IV
5. Questions From Unit- V

**Part – C**

**(5x10=50) Marks)**

**III. Answer ALL of the following questions internal choice (either or ) in about 200 words each:**

16 Questions From Unit - I

17 Questions From Unit - II

18 Questions From Unit - III

19 Questions From Unit - IV

20 Questions From Unit - V

**Model Question from 2019 – 2020 Admitted Students**

Public Administration

INDIAN CONSTITUTION AND ADMINISTRATION

Time : Three hours Maximum : 75 marks

PART A — (15 × 1 = 15 marks)

Answer ALL questions.

Choose the correct answer.

1. The fundamental rights can be suspended by the

(a) President (b) Governor

(c) Law minister (d) Prime minister

அடிப்படை உரிமைகள் யாரால் நிறுத்தி வைக்கப்படலாம்

(அ) குடியரசு தலைவர் (ஆ) ஆளுநர்

(இ) சட்ட அமைச்சர் (ஈ) பிரதம மந்திரி



2. The directive principles of state policy have been included in

- (a) Part IV of the Constitution
- (b) Part V of the Constitution
- (c) Part VI of the Constitution
- (d) Part III of the Constitution

அரசு கொள்கையினை நெறிப்படுத்தும் கோட்பாடுகள் எந்த பகுதியில் சேர்க்கப்பட்டுள்ளன.

- (அ) அரசியலமைப்பின் பகுதி IV
- (ஆ) அரசியலமைப்பின் பகுதி V
- (இ) அரசியலமைப்பின் பகுதி VI
- (ஈ) அரசியலமைப்பின் பகுதி III

3. Indian Constitution provides for

- (a) single citizenship
- (b) double citizenship
- (c) multiple citizenship
- (d) none of these

இந்திய அரசியலமைப்பு சட்டம் அளிப்பது

- (அ) ஒற்றைக் குடியரிமை
- (ஆ) இரட்டை குடியரிமை
- (இ) பல குடியரிமை
- (ஈ) மேலே உள்ளவற்றில் ஏதுமில்லை

4. The number of members, the president can nominate to upper house is

- (a) 10
- (b) 7
- (c) 13
- (d) 12

இந்திய குடியரசுத் தலைவர் மேலவைக்கு நியமனம் செய்யும் அங்கத்தினர்களின் எண்ணிக்கை

- (அ) 10
- (ஆ) 7
- (இ) 13
- (ஈ) 12

5. Lok Sabha has a strength of

- (a) 545 members
- (b) 500 members
- (c) 525 members
- (d) 570 members

மக்களவையின் எண்ணிக்கை

- (அ) 545 உறுப்பினர்கள்
- (ஆ) 500 உறுப்பினர்கள்
- (இ) 525 உறுப்பினர்கள்
- (ஈ) 570 உறுப்பினர்கள்

6. One third of the members of Rajya Sabha retire

- (a) every year
- (b) every two years
- (c) every three years
- (d) every four years

மூன்றில் ஒரு பங்கு மாநிலங்களவை உறுப்பினர்கள்

(அ) ஒவ்வொரு ஆண்டும் ஓய்வு பெறுகின்றனர்

(ஆ) இரண்டு ஆண்டுகளுக்கு ஒருமுறை ஓய்வு பெறுகின்றனர்

(இ) மூன்று ஆண்டுகளுக்கு ஒருமுறை ஓய்வு பெறுகின்றனர்

(ஈ) நான்காண்டுகளுக்கு ஒருமுறை ஓய்வு பெறுகின்றனர்

7. The council of ministers is collectively responsible to the

(a) President (b) Prime minister

(c) Lok sabha (d) Rajya sabha

அமைச்சரவை கூட்டாக யாருக்கு பொறுப்பானது?

(அ) குடியரசு தலைவர் (ஆ) பிரதமமந்திரி

(இ) மக்களவை (ஈ) மாநிலங்களவை

8. The president can vacate his office by addressing his resignation to

(a) Vice president (b) The speaker

(c) Prime minister (d) Chief Justice

குடியரசு தலைவர் தனது பதவி விலகல் கடிதத்தை கீழ்க்கண்ட நபருக்கு அனுப்பலாம்

(அ) துணை குடியரசுத் தலைவர்

(ஆ) மக்களவை சபாநாயகர்

(இ) பிரதமர்

(ஈ) உச்சநீதிமன்றத்தின் தலைமை நீதிபதி

9. The prime minister is the

(a) Head of the state

(b) Head of the Government

(c) Nominal head

(d) Head of the Parliament

பிரதம மந்திரி

(அ) அரசின் தலைவர் (ஆ) அரசாங்க தலைவர்

(இ) பெயரளவு தலைவர் (ஈ) பாராளுமன்ற தலைவர்

10. Who is the head of the state?

(a) Governor

(b) Prime minister

(c) Chief minister

(d) President

மாநில அரசின் தலைமை யார்?

(அ) ஆளுநர்

(ஆ) பிரதம மந்திரி

(இ) முதலமைச்சர்

(ஈ) ஜனாதிபதி



11. Who has to approve state legislation?  
 (a) President (b) Union Government  
 (c) Parliament (d) Governor  
 மாநில சட்டங்களை யார் ஒப்புதல் அளிப்பார்?  
 (அ) ஜனாதிபதி (ஆ) மத்திய அரசாங்கம்  
 (இ) பாராளுமன்றம் (ஈ) ஆளுநர்
12. Minimum age to become a chief minister  
 (a) 25 years (b) 21 years  
 (c) 18 years (d) 22 years  
 முதலமைச்சராக குறைந்த பட்ச வயது வரம்பு  
 (அ) 25 வயது (ஆ) 21 வயது  
 (இ) 18 வயது (ஈ) 22 வயது
13. Three-tier system of Panchayat Raj is recommended by  
 (a) Ashok Mehta  
 (b) S.k. Dey  
 (c) Balvanth Rai Mehta  
 (d) Krishnamachari  
 மூன்றடுக்கு ஊராட்சி முறையை பரிந்துரைத்தவர்  
 (அ) அசோக் மேத்தா (ஆ) எஸ்.கே. டே  
 (இ) பல்வந்தராய் மேத்தா (ஈ) கிருஷ்ணமாச்சாரி

14. The lowest unit in the Panchayat Raj institutions is  
 (a) Village Panchayat  
 (b) Panchyat Samiti  
 (c) Zilla Parishad  
 (d) Corporation  
 பஞ்சாயத்து ராஜ் நிறுவனங்களில் அமைந்திருக்கும் சிறிய நிர்வாக அமைப்பு  
 (அ) கிராம பஞ்சாயத்து (ஆ) பஞ்சாயத்து சமிதி  
 (இ) ஜில்லா பரிஷத் (ஈ) மாநகராட்சி
15. The basic purpose of Panchayat Raj is  
 (a) to give post for party members  
 (b) democratic decentralisation  
 (c) to collect taxes directly  
 (d) to give employment to local people  
 பஞ்சாயத்து ராஜ் என்பதன் அடிப்படை நோக்கம்  
 (அ) கட்சிகாரர்களுக்கு பதவிகள் கொடுப்பது  
 (ஆ) மக்களாட்சியை ஊரக அளவில் பரவலாக்குவது  
 (இ) நேரடியாக வரிகள் வசூலிப்பது  
 (ஈ) கிராம மக்களுக்கு வேலை தருவது

## B A PUBLIC ADMINISTRATION

### PART B — (2 × 5 = 10 marks)

Answer any TWO questions out of Five.

16. What are the features of the Indian Constitution?  
இந்திய அரசியலமைப்பின் அம்சங்கள் யாவை?
17. State the functions of the speaker of Lok Sabha.  
மக்களவை சபாநாயகரின் பணிகளை கூறுக.
18. Explain the role of the Cabinet secretariat.  
கேபினட் செயலக அலுவலகத்தின் பங்கு பணியினை விளக்குக.
19. Discuss the importance of the chief minister in State Administration.  
மாநில நிர்வாகத்தில் முதலமைச்சரின் முக்கியத்துவத்தை விவாதிக்க.
20. What are the features of the 73<sup>rd</sup> amendment?  
73வது திருத்தத்தின் அம்சங்கள் யாவை?

### PART C — (5 × 10 = 50 marks)

Answer ALL questions.

21. (a) Explain the fundamental rights of the citizen.  
குடிமகனின் அடிப்படை உரிமைகளை விளக்குக.

- (b) Discuss the importance of the directive principles of State policy.

அரசு வழிநடத்தும் கொள்கையின் முக்கியத்துவத்தை விவாதிக்க.

22. (a) Examine the role of the committees of the Parliament.

பாராளுமன்ற குழுக்களின் பங்கு பணியினை ஆராய்க.

Or

- (b) Describe the composition and functions of the Lok Sabha and Rajya Sabha.

லோக்சபா மற்றும் ராஜ்ய சபாவின் அமைப்பு மற்றும் பணிகளை விவரிக்க.

23. (a) Discuss the power and functions of the President.

ஜனாதிபதியின் அதிகாரம் மற்றும் பணிகளை விவாதிக்க.

Or

- (b) "The prime minister in the real head of the State" Comment.

"அரசின் உண்மையான தலைவர் பிரதம மந்திரி ஆவார்" கருத்துரைக்க.

24. (a) Evaluate the role of the Governor.  
ஆளுநரின் பங்கு பணியினை மதிப்பிடுக.

Or

(b) Analyse the position of the chief minister.  
முதலமைச்சரின் நிலையினை பகுத்தாய்க.

25. (a) Classify local government.  
ஊரக அரசாங்கத்தை வகைப்படுத்துக.

Or

(b) Write an essay on 74<sup>th</sup> amendment.  
74வது திருத்தத்தை பற்றி ஒரு கட்டுரை எழுதுக.