

PERIYAR UNIVERSITY

PERIYAR PALKALAI NAGAR,

SALEM- 636011

DEGREE OF BACHELOR OF ARTS

Syllabus for

B.A PUBLIC ADMINISTRATION

CHOICE BASED CREDIT SYSTEM

(SEMESTER PATTERN)

(For Candidates admitted in the Colleges affiliated to
Periyar University from 2026-2027 onwards)

INTRODUCTION

Public Administration is particularly suited to students to pursue a broad-based education giving scope for many multiple careers and meaningful lives, be it in politics, civil service, civil society organisations and businesses with commitment to social service, and new vocations that are in the making. Further it helps students who seek broad-based access to insights from multiple disciplines as a way to understand how people behave and influence the world around us. These students aspire to study social science as a holistic discipline which has practical relevance in understanding and tackling real problems in society.

The Bachelors Programme in Public Administration equips the students with knowledge of the Indian constitution, the political system, institutions, and their functioning besides giving an idea of how a government works at the central, state and local levels. The discipline of Public Administration studies government-in-action and has acquired salience and popularity among students, particularly those aspiring to make a career in the rapidly changing political economy of India today. The Indian Civil services are an alternative area of career planning for the students of Public Administration besides the ever-expanding private sector in post globalized India. The programme familiarizes the students with the complexities of state and bureaucratic functioning as well as policy making and implementation with reference to India. The students learn about the concepts and theories of administration/management and their application which is extremely relevant to the working of both public and private sector organizations.

The courses in this programme have been structured in a manner that they introduce the student to the canvas of subjects that comprise the umbrella discipline of Public Administration which has both theoretical and applied aspects. Beginning with a focus on concepts and theories which form the core courses, other courses are introduced to see how these concepts have been translated into Indian administrative practices. The transition from an era of government to governance has brought Public Administration to the forefront of seminal changes in the operational context of developed and developing countries in the 21st century. All these changes have been mapped to make the course relevant and meaningful to a student in today's times. Given this diverse basket of courses and skill sets that a student is expected to master in this B.A. Programme, the learning outcome enable them to seek gainful employment and engagement in diverse sectors of the economy such as teaching and research, civil services, journalism, law or executive work in private sector organizations.

REGULATIONS

OBJECTIVES OF THE PROGRAMME

- ☐ 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.

VISION AND MISSION OF THE PROGRAMME

- ☐ The syllabus of this course is offered to create awareness among the rural youth and as well stockholders.
- ☐ This course aim is to creating equality in education by providing opportunities to the rural people whom has higher education is unreachable.
- ☐ The syllabi is helpful to students get jobs in government, private sectors and as well in self employment and NGO's.

COMMENCEMENT OF THIS REGULATION

This regulation shall take effect from the academic year 2023-2024, i.e, for the students who are admitted to the first year of the course during the academic year 2023-2024 and thereafter.

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

The 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 shall be 3 hours to each paper at the end of each last semester. The examination consists of internal assessment (IA) Semester Examinations (SE).

INTERNAL MARKS FOR THEORY PAPER

Attendance	-	5 Marks
Test	-	10 Marks
Seminar	-	5 Marks
Assignment	-	5 Marks
Total	=	25 Marks.

EXTERNAL MARKS FOR THEORY PAPER

Part A	-	15 Marks
Part B	-	10 Marks
Part C	-	50 Marks
Total	=	75 Marks.

*** No Examination - Participation in NCC / NSS / RRC / YRC / Others if any

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 the entire unit.

CREDIT SCORE FOR NMEC, ELECTIVE & SBEC

1. NON MAJOR ELECTIVE COURSE = 2 + 2 = 4 Credits

2. ELECTIVE PAPERS = 4 + 4 = 8 Credits

☐ Introduction to constitution of India. ☐ Public

Service Delivery in India. ☐ Gender and Public

Policy.

☐ Social Welfare Administration in Tamil Nadu. ☐

Globalization.

3. SKILL BASED ELECTIVE COURSE = 3 + 3 + 4 + 4 = 14 Credits

☐ Effective English

☐ NGO Management

☐ Administrative Techniques

☐ Basics of Social Science Research

Part - A: (15x1=15 Marks)

Answer all questions, 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: (2x5= 10)

Answer the following Answer any TWO Questions in about 100 words each:

Question 16 From Unit- I

Question 17 From Unit- II

Question 18 From Unit- III

Question 19 From Unit -IV

Question 20 From Unit- V

Part - C: (5x10=50) Marks)

Answer ALL of the following questions in about 800 words each:

Question 21 From Unit - I with Internal choice - (Either or)

Question 22 From Unit - II with Internal choice - (Either or)

Question 23 From Unit - III with Internal choice - (Either or)

Question 24 From Unit - IV with Internal choice - (Either or)

Question 25 From Unit - V with Internal choice - (Either or)

B. A. PUBLIC ADMINISTRATION

(CBCS PATTERN)

THEORY QUESTION PATTERN

Time : 3 Hrs

Max Marks: 75

PART - A(15 Marks) (Answer all the Questions)

15×1=15 (Choose the best answer) (Multiple choice)

PART - B (5 Marks) (Answer any Two Questions)

2×5=10 (One Question in each units)

PART - C (50 Marks) (Either or Choice)

5×10=50(Two Questions from each unit)

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 30marks in the practical Exam conducted by the University.

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

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
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

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.

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum \sum_i C_{ni} G_{ni}}{\sum \sum_i C_{ni}}$$

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+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
and above but below 4.5	C	

CONFERMENT OF THE DEGREE

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

1. 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.
2. Has completed all the components prescribed under Parts I to Part Vin the CBCS pattern to earn 140 credits.
3. 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**First Year****Semester-I**

PART	COURSE GROUP	PAPER TYPE	SUBJECTS	WEEKLY HOURS	CREDITS	EXAM HOURS	CIA	EA	TOTAL
Part-1	Language	Theory	Tamil-I	6	3	3	25	75	100
Part-2	Language	Theory	English-I	6	3	3	25	75	100
Part-3	Core-I	Theory	Introduction to Public Administration	5	5	3	25	75	100
	Core-II	Theory	Principles of Organization	5	5	3	25	75	100
	Allied-I	Theory	History of Tamil Nadu Up to 1336 CE	4	4	3	25	75	100
Part-4	NME-I (Offered to other departments)	Theory	Outlines of Political Theory	2	2	3	25	75	100
	Common Paper to All UG Programmes	Theory	Value Education	2	1	3	25	75	100
			Total	30	23				

Semester-II

PART	COURSE GROUP	PAPER TYPE	SUBJECTS	WEEKLY HOURS	CREDITS	EXAM HOURS	CIA	EA	TOTAL
Part-I	Language	Theory	Tamil-II	6	3	3	25	75	100
Part-II	Language	Theory	English-II	4	3	3	25	75	100
Part-III	Core-III	Theory	Administrative Thinkers	5	5	3	25	75	100
	Core-IV	Theory	Comparative Public Administration	5	5	3	25	75	100
	Allied-II	Theory	History of Tamil Nadu - 1311- 1801 CE	4	4	3	25	75	100
	NME-II (Offered to other departments)	Theory	Constitution of India	2	2	3	25	75	100
	Common Paper to All UG Programmes	Theory	Disaster Management	2	1	3	25	75	100
		NMSDC	Naan Mudhalvan	2	2	3	25	75	100
				30	25				

**Second Year
Semester-III**

PART	COURSE GROUP	PAPER TYPE	SUBJECTS	WEEKLY HOURS	CREDITS	CIA	EA	TOTAL
Part-I	Language	Theory	Tamil-III	6	3	25	75	100
Part-II	Language	Theory	English-III	6	3	25	75	100
Part-III	Core-V	Theory	Financial Administration in India	5	5	25	75	100
Part-III	Allied-III	Theory	Indian Economy – Problems And Policies	4	4	25	75	100
Part-III	Elective-I	Theory	Indian Polity	4	4	25	75	100
Part-IV	NME-III (Offered to other departments)	Theory	International Administration	2	2	25	75	100
	Common Paper to All UG Programmes	Theory	Health and Wellness	1	1	25	75	100
		NMSDC	Naan Mudhalvan	2	2	25	75	100
				30	24			

Semester-IV

Part	COURSE GROUP	PAPER TYPE	List of Courses	Hours per week (L/T/P)	Credit	Exam Hours	Int. marks	Ext. Ma	Total Marks
Part-I	Language	Theory	Tamil-IV	6	3	3	25	75	100
Part-II	Language	Theory	English-IV	6	3	3	25	75	100
Part-III	Core-VI	Theory	Public Policy Making in India	4	4	3	25	75	100
	Core-VII	Theory	Human Resource Management	4	4	3	25	75	100
	Allied-IV	Theory	Tamil Nadu Economy	4	4	3	25	75	100
Part-IV	NME-IV (Offered to other departments)	Theory	Public Administration for Competitive Examinations	2	2	3	25	75	100
	SEC-4	Theory	Entrepreneurship and Skill Development	2	2	3	25	75	100
		NMSDC	Naan Mudhalvan	2	2	3	25	75	100
				30	24				

**Third Year
Semester-V**

Part	COURSE GROUP	PAPER TYPE	List of Courses	Hours per week (L/T/P)	Credit	Exam Hours	Int. marks	Ext. Ma	Total Marks
Part-III	Core-VIII	Theory	Development Administration	6	6	3	25	75	100
	Core-IX	Theory	Indian Administration	6	6	3	25	75	100
	Core-X	Theory	Project with Viva Voce	10	6	3	25	75	100
	NME-V (Offered to other departments)	Theory	E – Governance in India	2	2	3	25	75	100
	NME-VI (Offered to other Departments)	Theory	Citizen Centric Administration	2	2	3	25	75	100
Part-IV	Common Paper to All UG Programmes	Theory	Environmental Studies	2	2	3	25	75	100
	Report	Viva voce	Internship / Industrial Training (Summer vacation attend of IV semester activity)	-	2	3	25	75	100
	NMSDC	Practical/ Viva voce	Naan Mudhalvan	2	2	3	25	75	100
				30	28				

Semester-VI

Part	COURSE GROUP	PAPER TYPE	List of Courses	Hours per week (L/T/P)	Credit	Exam Hours	Int. marks	Ext. Ma	Total Marks
Part-III	Core-XI	Theory	Public Personnel Administration	6	5	3	25	75	100
	Core-XII	Theory	Civil Services in India	6	5	3	25	75	100
	Core-XIII	Theory	Organizational Behavior	6	5	3	25	75	100
	Core-IV	Theory	Government and Administration in Tamil Nadu	5	5	3	25	75	100
	Core-XV	Theory	Media and Management	5	5	3	25	75	100
Part-V			Extension Activity	-	1	3	25	75	100
Part-V	NMSDC	Practical/ Viva voce	Naan Mudhalvan	2	2	3	25	75	100
				30	28				

Students who fail the Naan Mudhalvan examination shall appear for this paper instead

Methods of Evaluation	
Continuous Internal Assessment Test	25 Marks
Assignments	
Seminars	
Attendance and Class Participation	
End Semester Examination	75 Marks
Total	100 Marks
Methods of Assessment	
Simple definitions, MCQ, Recall steps, Concept definitions	
MCQ, True/False, Short essays, Concept explanations, Short summary or Overview	
Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain	
Problem-solving questions, Finish a procedure in many steps, Differentiate	
Between various ideas, Map knowledge	
Longer essay/Evaluation essay, Critique or justify with pros and cons	
Check knowledge in specific or off beat situations, Discussion, Debating or Presentations	

SEMESTER I

INTRODUCTION TO PUBLIC ADMINISTRATION

Course Objectives		
C1	To understand the basis of administration and management.	
C2	To describe the theoretical evolution of Public Administration.	
C3	To analyse the relevance and effectiveness of changing organizational forms to carry out the administrative process.	
C4	To assess the importance of legislative and judicial controls in administration	
C5	To examine the civil society and other grievance mechanism in Public Administration	
UNIT	Content	No. of Hours
I	Public Administration – Meaning & Definition - Nature of Public Administration - Integral view - Managerial view – Scope of Public Administration - POSDCORB and Subject matter - Approaches to the study of Public Administration - Evolution of Public Administration as a discipline - Significance of Public Administration - Public Administration & other Social Sciences	5
II	Evolution & Development of Public Administration -Comparative Public Administration - Development Administration - New Public Administration - State versus Market Debate - New Public Management -	5
III	Introduction to the Branches of Public Administration - Theories of Organisation - Public Personnel Administration - Public Financial Administration - Local Governments - Public Policy	5
IV	Introduction to Administrative Law - Meaning and Definition of Administrative Law - Source of Administrative Law - Reasons for the Growth of Administrative Law - Concept of Delegated Legislation - Concept of Natural justice and Rule of Law.	5
V	Public Grievances Redressal - Nature and Scope of Public Grievances - Growth of Public Grievances - Public Redressal Mechanisms in India - Concept of Citizen and Administration - People's Participation in Administration - Right to Information - Public Information Commissions in India	5
	Total	25

	Course Outcome	Programme Outcomes
CO	On completion of this course, students will learn	
1	To assimilate the basic concepts of public administration.	PO1
2	To gain insights on various functions of administration and its principles.	PO1, PO2
3	To evaluate relevance of public administration today.	PO4, PO6
4	To trace the growth of Public Administration and the trends.	PO4, PO5, PO6
5	To distinctively identify the process of administration, governance and organization.	PO3, PO8
Text Books		
1	Bhattacharya Mohit (2019), New Horizons of Public Administration, New Delhi, Jawahar Publishers & Distributors.	
2	Hoshiar Singh / Sachdeva (2011), Public Administration: Theory and Practice, New Delhi, Pearson Education India.	
3	Ravindra Prasad Singh (2011), Principles and Practice of Public Administration, Jaipur, ABD Publishers.	
4	Ravi Goel, (2012), Public Administration, Concepts and Theories, New Delhi, Sonali Publications.	
5	Ebenezer Oni (2016), Principles of Public Administration, New Delhi, Concept Publications Ltd.	
Reference Books		
1	Basu, Rumki. (2019), Public Administration in the 21 st Century: A Global South Perspective, New York and London, Routledge.	
2	S.R Myneni (2016), Principles of Public Administration, Haryana, Allahabad Law Agency.	
3	Peters, B. Guy (2018), The Next Public Administration: Debates & Dilemmas. New Delhi, Sage Publications.	
4	Marc Holzer, Richard W. Schweser (2019), Public Administration: An Introduction, New Delhi, Taylor & Francis Ltd.	
5	P.B. Rathod (2005), A Handbook of Public Administration, Jaipur, ABD Publishers.	

	Web Resources
1	https://www.jstor.org/stable/977179
2	https://www.britannica.com/topic/public-administration/Principles-of-public-administration
3	https://www.sigmaweb.org/publications/Principles-of-Public-Administration-2017-edition-ENG.pdf
4	https://www.academia.edu/30097948/PRINCIPLES_OF_PUBLIC_ADMINISTRATION
5	https://botw.org/top/Science/Social_Sciences/Public_Administration/

PRINCIPLES OF ORGANISATION

UNIT	Content	No. of Hours
I	Introduction to Theories of Organisation - The Scientific Management Theory - Classical Theory - The Bureaucratic Theory - Human Relation Theory - Behavioural Theory - The System Theory	5
II	The Meaning and definitions of Organisation - Bases of Organisations –Principles of Organisation - The Hierarchy - Span of Control - Unity of Command - Co-ordination - Delegation - Supervision - Authority and Responsibility	5
III	Departmental Organisations – Staff Agencies - - Line Agencies - Auxiliary Agencies - Distinction between the Staff - Line - Auxiliary Agencies – Attached Offices – Subordinate Offices – Importance of departmental Organisations.	5
IV	Organisation of Public Undertakings – Types - Nature - Functions – Forms of the Departmental Undertakings -The Government Companies - Public Corporations.	5
V	Commissions and Boards Types of Organisations – Constitutional and the Statutory Boards -Constitutional Commissions - The Union Public Service Commission - Election Commissions - Finance Commission - Central Social Welfare Board - Railway Board.	5
	Total	25

Reference:

(i) Public Administration / Dr. Vishnoo Bhagwan, Dr. Vidya Bhushan, Dr. Vandana Mohla, S. Chand & Company, New Delhi

(ii) Public Administration / Laxmikanth, McGraw Hill (WE) Series, ND

(iii) Governance in India / Laxmikanth, McGraw Hill Education (WE) Series

OUTLINES OF POLITICAL THEORY

UNIT	Content	No. of Hours
I	Introduction to Political Science - Meaning, Nature and Scope - Political Science and other Social Sciences - Political Science - Utility of the Study of Political Science. Definition of Political Theory - Political Philosophy - Political Ideology - Political Scie and Public Administration	5
II	Approaches to the Study of Political Science - Traditional Approach - Philosophical Approach - Historical Approach - Institutional Approach - Legal Approach - Behavioural Approach - System Approach - Structural - Functional Approach - The Marxist Approach	5
III	The Study of State and Nationality - The State - Meaning - Elements of the State - State and Government - State and Society - State – Association Relations - Concept of Nationality - Factors Promote the Nationality	5
IV	Theories of Origin of State - - Social Contract Theory - The Matriarchal Theory - The Patriarchal Theory - Historical Theory - The Marxist Theory- Characteristic features of the State.	5
V	Concepts in Political Science: Sovereignty - Rights - Duties - Liberty - Equality - Property - Justice - Law	5
	Total	25

Ref:

(1) Political Theory - V.D. Mahajan, S. Chand & Company A.C. Kapoor - Political Theory

HISTORY OF TAMIL NADU UPTO 1336 CE

UNIT	Content	No. of Hours
I	Geography and its impact on the History of TamilNadu– Importance of Sources- Sangam Age- Chera, Chola and Pandyas- Their Feudatories- Political, Economic and Social conditions- Sangam Literature.	5
II	Kalabhra Interregnum – Early and LaterPallavas - Administration - Economic and Social Life - Art and Architecture - Education and Literature - Bhakti cult	5
III	Imperial Cholas - Chola-Chalukyas, Chola-Pandyas and Chola - Rashtrakutas Relationship - Administration - Economic and Social life - Art and Architecture - Education - Literature.	5
IV	Pandyas of Madurai -Relationship between Cholas and Pandyas- Later Pandya Empire– Marco Polo -Hoysalas in TamilNadu- Economic and Social conditions - Art and Architecture	5
V	Muslim invasions - Conditions in Southern India - Malik Kafur– Khusrukhan- Muhammad-bin-Tughlaq- Sultanate of Madurai - Impact of Muslim invasions	5
	Total	25

References

1. Madhavan, Cithra. *History and Culture of Tamil Nadu, Vol. I*. New Delhi: D.K. Print World (P) Ltd., 2005.
2. Gopalan, R. *Pallavas of Kanchi*. Madras: University of Madras, 1928.
3. Gurumurthy, S. *Education in South India*. Madras: New Era Publications, 1979.
4. Kanagasabai Pillai, K. *Tamils Eighteen Hundred Years Ago*. Madras: Saiva Siddhanta Publishing Society, 1904.
5. Krishnaswami, A. *Topics in South Indian History*. Annamalai Nagar, 1978.
6. Meenakshi, C. *Administration and Social Life under the Pallavas*. Madras: University of Madras, 1977.

SEMESTER II

ADMINISTRATIVE THINKERS

Course Objectives		
C1	To provide the comprehensive view of administrative theories.	
C2	To familiarize the concepts propounded by various administrative thinkers.	
C3	To examine the emerging ideas of public administration with theories.	
C4	To gather insights of various ideas of the theorists over a period of time.	
C5	To appreciate the contribution of thinker's ability to describe, explain and predict an administrative phenomenon.	
UNIT	Content	No. of Hours
I	Introduction to Administrative Theory - Meaning of Theory - Elements of Theory - Classification of Theory - Composition of a Good Theory - Significance of Theory – Theory of Public Administration - Streams in Administrative Theory - Theory Building in Public Administration	5
II	Administrative Thoughts of - Kautilya – Thiruvalluvar – Woodrow Wilson – F. W Taylor	5
III	Henry Fayol – Luther Gulick – Lyndall Urwick – Elton Mayo	5
IV	Max Weber - Mary parker Follet – Chester I Bernard	5
V	Herbert Simon - Abraham Maslow - Douglas McGregor – Fredrick Herzberg	5
	Total	25
	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To understand the basic concepts and ideas of Public Administration.	PO1
2	To examine the characteristic features of ideas of various thinkers.	PO1, PO2
3	To have insight on ideas emerging during different time periods	PO4, PO6
4	To distinguish the perspectives of various Concepts of Thinkers.	PO4, PO5, PO6
5	To apply the ideas / theories to real time situations.	PO3, PO8

	Text Books
1	Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana & Y. Pardhasaradhi (eds.) (2010), Administrative Thinkers, New Delhi, Sterling Publishing House.
2	AnupamaPuri Mahajan (2020), Administrative Thinkers, New Delhi, Sage Publications Pvt. Ltd.
3	S.R. Maheshwari (2003), Administrative Thinkers, New Delhi, Macmillan, India.
4	S.L. Goel (2008), Administrative and Management Thinkers, New Delhi, Deep and Deep Publications.
5	R. K. Sapru , 2013, Administrative Theories and Management Thought, New Delhi, PHI Learning Pvt., Ltd.
	Reference Books
1	R Hooja (2007), Administrative Theories: Approaches, Concepts and Thinkers in Public Administration, Jaipur, Rawat Publications.
2	Ramesh K Arora (1979), Perspective in Administrative Theory, New Delhi, Associated Publishing House.
3	Gangadhar. V & Sharma Manoj, Administrative Thinkers, New Delhi, Anmol Publications Pvt., Ltd.
4	Anthony Tillet, Thomas Kemper & Gordon Willey (1970), Management Thinkers, London, Penguin Books.
5	Pardeep Sahni, Etakula Vayunandan (2009), Administrative Theory, New Delhi, PHI Learning Pvt., Ltd.
	Web Resources
1	https://study.sagepub.in/mahajan_at
2	https://www.academia.edu/32941538/Administrative_Thinkers_by_Siam
3	https://sterlingpublishers.in/sterling/product/administrative-thinkers
4	https://aub.edu.lb.libguides.com/publicadministration/Web_Resources
5	https://www.bl.uk/business-and-management/management-thinkers

COMPARATIVE PUBLIC ADMINISTRATION

Course Objectives		
C1	To focus on various approaches and theories of CPA.	
C2	To examine the issues and concerns in developed and developing countries.	
C3	To compare the administrative processes applying methodologies of comparison.	
C4	To develop an understanding of Political system of different countries.	
C5	To conclude how public administration across the countries is coping with new challenges	
UNIT	Content	No.of Hours
I	Introduction to Comparative Public Administration - Meaning and Definition of CPA - Evolution of CPA - Formation of CAG - Factors contributed to the rise of CPA - Trend in the CPA - Approaches to the Study of CPA – Nature – Features – Types -Conceptual framework of CPA – Significance of CPA	5
II	Origin and Study of CPA - Reasons for the evolution of CPA - Origin and Tradition of CPA - CPA and Comparative Methods - Characteristic Features of the CPA - Types of CPA studies .	5
III	Approaches to the Study of CPA - Bureaucratic Approach - The General Systems Approach - Ecological Approach - Structural-Functional Approach - Development Approach	5
IV	Models in CPA - The Riggsian Models -- The Models of Fused - Prismatic - Diffracted Societies – Concepts in the Prismatic Society – The SALA - Heterogeneity - Formalism - Overlapping - Riggs concept of Development.	5
V	Development Administration Meaning and Definition - Salient Features - Scope of Development Administration	5
	Total	25
	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To analyze the emerging concepts and dimensions of comparative public Administration	PO1
2	To evaluate the social fabrics of developed and developing countries	PO1, PO2
3	To compare the pertinent features of various political systems	PO4, PO6
4	To diagnose the countries specific issues in public administration	PO4, PO5, PO6
5	To appreciate the relevance between comparative approach of study	PO3, PO8

Text Books	
1	Sharma, R.D. (Ed.) (1999), Administrative Systems of Developing Countries, New Delhi, Mittal Publications.
2	Viswanathan, V.N. (1996), Comparative Public Administration, New Delhi, Sterling Publishers.
3	Jesmine Ahmed (2020), An Introduction to Comparative Government and Politics, New Delhi, Kalpaz Publications.
4	Dahiya, Sewa Singh and Ravindra Singh (2014), Comparative Public Administration. New Delhi, Sterling Publishers.
5	Heady, Ferrel (1996), Public Administration: A Comparative Perspective, New York, M Dekker Inc.
Reference Books	
1	Arora, Ramesh K. (2008), Comparative Public Administration, New Delhi, Associated Publishing House.
2	Berman, Evan et al. (2010), Public Administration in East Asia, Francis & Taylor (China Chapter) Routledge.
3	Rowat, Donald E, 1985, Public Administration in Developed Democracies, New York, Marcel Dekker, Inc., (Latest Edition).
4	Sabharwal, Meghna& Evan M. Berman (2013), Public Administration in South Asia, London, Francis & Taylor.
5	Wang, James C.F. (2002), Contemporary Chinese Politics, New Jersey, Prentice Hall.
Web Resources	
1	https://unacademy.com/content/upsc/study-material/publicadministration/comparative-public-administration
2	https://www.academia.edu/35253178/Comparative_Public_Administration_Definition_Sources_and_Problems
3	https://egyankosh.ac.in/handle/123456789/78054
4	https://onlinelibrary.wiley.com/doi/10.1111/j.1540-6210.2011.02432.x

CONSTITUTION OF INDIA

UNIT	Content	No. of Hours
I	Introduction to study of Constitution - Meaning - Historical Background - Framing of the new Constitution - Nature of the Indian Constitution - Parliamentary Democracy	5
II	Preamble of the Constitution - Significance of the Preamble - Fundamental Rights - Fundamental Duties - Directive Principles of State Policy	5
III	Union and the State Executives - The President - Vice President - The Prime Minister - Cabinet Ministers - The Governor - The Chief Minister - Council of Ministers.	5
IV	The Central Legislature and State Legislature - The Parliament - The Lok Sabha - The Rajya Sabha - Sessions of Parliament - Functions of Parliament - State Legislature - Powers of the Legislature -	5
V	The Supreme Court - The Guardian of the Constitution - Composition - Powers - Functions - Jurisdiction - Independence of Judiciary - The High Courts - Jurisdiction - Powers and Functions.	5
	Total	25

Reference:-

1. Constitutional Law of India - Dr. J.N. Pandey, Central Law Agency
51st edition, Allahabad
2. Indian Polity, Laxmikanth M. 6th edition, Tata McGraw Hill, ND.
3. Indian Administration, Maheshwari & Avasthi, Lakshmi Narain Agarwal, Agra.

HISTORY OF TAMIL NADU - 1311- 1801 CE

Learning Objectives	
S. No.	The learning objectives are to impart:
1	Rise of the Madurai Sultanate and its contribution.
2	Knowledge about the impact of Vijayanagar rule in Tamilaham.
3	Contribution of the Nayaks of Madurai, Senji and Thanjavur.
4	Contribution of the Marathas to Tamil culture.
5	Understand the Poligar Rebellion as the early resistance against British imperialism.

UNIT	Content	No. of Hours
I	Decline of the Pandya Kingdom - Rise of the Madurai Sultanate - Administration - Society -Economy - Culture	5
II	Impact of Vijayanagar Rule - Invasion of Kumara Kampana - The Nayaks of Madurai -Vishwanatha Nayak - Thirumalai Nayak - Rani Mangammal - Meenakshi - Decline of Nayaks of Madurai	5
III	Nayaks of Tanjore - Nayaks of Senji - Civil War among the Nayak Rulers - Poligari system -Administration - Social and Economic Conditions - Religion - Temple Art and Architecture	5
IV	Marathas of Tamil Country - Serfoji II - Administration - Contribution of Maratha to the Tamil Culture - Saraswathi Mahal Library - Sethupathis of Ramnad - Society - Economy -Religion and Culture	5
V	Nawabs of Carnatic - Tamil Society Under the Nawabs - Anglo - Mysore Relations -Carnatic wars - Society - Economy and Religion and Culture -Poligar Rebellion - PuliThevar- Khan Sahib - VeluNachiyar - Veerapandia Kattabomman - Revolt of Maruthu	5
	Total	25

LEARNING RESOURCES

Recommended Books

G. Venkatesan, History of Modern Tamil Nadu 1600-2011, VC Publications, Rajapalayam

K. Rajayyan, History of Tamil Nadu, 1565 to 1982, Raj Publishers, 1982

N. Subramanian, History of Tamil Nadu, 1336 to 1984, Koodal Publications, 1976

Noboru Karashima, ed., A Concise History of South India: Issues and Interpretations, OUP, New Delhi, 2014

R. Kalidoss, History and Culture of Tamils, Vijay Publishers,

Dindugal, 1976

References

K. Rajayyan, Rise and Fall of the Poligars of Tamil Nadu, University of Madras, 1974

K. Rajayyan, South Indian Rebellion: The First War of Independence 1800-1801, Akani Veliyeedu, 2012

K.A. Nilakanta Sastri, The Illustrated History of South India: from Pre-Historic times to the fall of Vijayanagar K.R. Srinivasan, Temples of South India, National Book Trust, New Delhi, 2005

R. Sathianathaier, History of the Nayaks of Madura, University of Madras, Madras, 1980

Web Resources
<https://archive.org/details/SouthIndianRebellion/mode/2up>

www.nationalgeographic.org/threekingsintamilakam

SEMESTER III

FINANCIAL ADMINISTRATION IN INDIA

Course Objectives		
C1	To examine the importance of financial administration as distinct from Public Finance	
C2	To discuss various agencies and processes involved in financial administration	
C3	To illustrate different sources of income and borrowing of government.	
C4	To compare and contrast different types of budgeting and their significance	
C5	To recommend the importance of methods in the control of over public expenditure	
UNIT	Content	No. of Hours
I	Meaning, Nature, Scope and Importance of Financial Administration - Evolution of Financial Administration	5
II	Concept of Budget, Types of Budget-Performance Budgeting-Capital Budgeting-Zero Base Budgeting, Budgetary Process in India, Public Policy and Budgeting, Accounts and Audit - GST.	5
III	Resource Mobilization For Different Level of Government-Monetary and Fiscal Policies-Tax and Non Tax Sources, Public Borrowings, Public Debt and its Management	5
IV	Parliamentary Control Over Public Expenditure-Estimates Committee-Public Accounts Committee-Committee on Public Undertakings, Comptroller and Auditor General of India, Role of Finance Ministry, Finance Commission.	5
V	Union, State, Local Finances in India National Development Council Financial Reforms in the Era of Globalization and Liberalization	5
	Total	25
	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
CO1	To describe the basic concepts of public finance in India	PO1
CO2	To outline the different stages of the budgetary process and financial administration in India	PO1, PO2
CO3	To classify the types of budgeting used in India	PO4, PO6
CO4	To evaluate the various mechanism for control over public Expenditure	PO4, PO5, PO6
CO5	To construct the significance of Public Finance in India	PO3, PO8
Text Books		
1	Mahajan Kumar Sanjeev and Mahajan Puri Anupama(2014),Financial Administration inIndia, New Delhi, PHI Learning Private Limited	
2	Goel S L(2008),Public Financial Administration, New Delhi, Sterling Publications	
3	Goel Sandeep(2016),Financial Management Practices in India, New Delhi, Routledge	

4	Singh Sekhar Raj(1988),Union Budgets and Financial Administration, New Delhi, Deep &Deep Publications
5	Chelliah, Raja J. (2011), Fiscal Policy in Underdeveloped Countries: With Special Reference to India, New Delhi, Routledge
	Reference Books
1	Thavaraj M J K(2014),Financial Administration of India, New Delhi, Sultan Chand
2	Sharma M K(2008), Financial Administration, New Delhi, R. K. Books
3	Ahamed Abdullahi Dahir and Sardar M N Islam(2010),Financial Liberalisation in Developing Countries: Issues, Time Series Analysis and Policy Implications, New York, Springer
4	Chkrabarty Bidyut and Prakash Chand(2012),Public Administration in a Globalizing World: Theories and Practices, New Delhi, Sage Publications
5	Chand S N (2008),Public Finance, New Delhi, Atlantic Publishers
	Web Resources
1	https://onlinecourses.swayam2.ac.in/cec20_mg05/preview
2	https://gyankosh.ac.in/handle/123456789/3759
3	https://www.nic.in/products/public-financial-management-system/
4	https://financialservices.gov.in/
5	https://doe.gov.in/public-finance-central

INTERNATIONAL ADMINISTRATION

UNIT	Content	No. of Hours
I	Evolution of International Organization - Formation of United Nations Organization: Purpose & Structure - Organs of United Nations	5
II	UN in the Post-Cold War Era - Reforms in UN Organization	5
III	Emerging Trends in International Organization - UN and Disarmament: Revision of UN Charter - UN and Collective Security	5
IV	Major Specialized Agencies: UNESCO, WHO - WTO, IMF, World Bank	5
V	UN and Maintenance of International Peace & Security - UN: Environment & Health Policy – Limitations & Constraints	5
	Total	25
	Course Outcome	Programme Outcome
CO		
CO1	To know the formation, purpose, structure, principles, and organs of	PO1
CO2	To Understand the UN in the post–Cold War era and reforms.	PO1, PO2
CO3	To Analyse emerging trends in international organizations,	PO4, PO6
CO4	To Know the major functions and purpose of specialized agencies: UNESCO, WHO, WTO, IMF, World Bank.	PO4, PO5, PO6
CO5	To Know the Overall purpose of the international Organization in Public Administration	PO3, PO8
	Text Books	
1	David Armstrong et al., <i>International Organization in World Politics</i> (2013)	
2	B.N. Mehrish, <i>International Organization: Structure and Processes</i> (1996)	
3	K.P. Saksena, <i>Reforming the United Nations: The Challenge of Relevance</i> (1993)	
	Shambhavi Vendantam, <i>United Nations: Putting World to Work</i> (1996)	

INDIAN POLITY

Learning Objectives		
C1	Explain the philosophical foundations of the Indian Constitution.	
C2	Study the structure and functions of the Central Government & Secretariat.	
C3	Understand State Administration: Governor, Chief Minister, Judiciary	
C4	Discuss Central–State relations.	
UNIT	Contents	No.of Hours
I	Introduction Philosophy of Indian Constitution - Salient Features of Indian Constitution – Fundamental Rights – Fundamental Duties – Directive Principles.	15
II	Union Government President - Prime Minister & Council of Ministers – Parliament - Powers and Functions - Law-making Process - Supreme Court - Powers and Functions	13
III	State Administration Governor - Chief Minister & Council of Ministers -High Court - District Administration	16
IV	Central & State Relations Legislative Relations - Executive Relations - Administrative Relations - Financial Relations	16
V	Issues in Indian Administration Integrity in Indian Administration - Administrative Reforms - Redressal of Citizen Grievances (Lok Pal & Lok Ayukta) - Administrative Reforms	15
	Total	75

Textbooks	
1	D.D. Basu, <i>Introduction to the Constitution of India</i> (2010)
2	M. Laxmikanth, <i>Indian Polity</i> (2013)
3	M. Laxmikanth, <i>Public Administration</i> (2011)
4	S.R. Maheswari, <i>Public Administration in India</i> (2000)
5	Siuli Sarkar, <i>Public Administration in India</i> (2010)

INDIAN ECONOMY – PROBLEMS AND POLICIES

Learning Objectives		
C1	To understand the features and issues of Indian economy and new economic policy	
C2	To analyse the national income, poverty and human development and its Method	
C3	To equip conceptual foundations and macroeconomic concepts of Indian Economy	
C4	To describe the Trends in Production and Productivity in Agriculture	
C5	To know the importance of Foreign Trade for a Developing Economy	
UNIT	Contents	No.of Hours
I	Introduction to Indian Economy Nature of Indian Economy–Five Year Plan Models – An Assessment – Planned Economic Development in India–Achievements and Failures of Planning in India–Economic Crisis and Rationale behind Economic Reforms – New Economic Policy (LPG) 1991 – Planning Commission and NITI Aayog	15
II	National Income National Income – Sectoral Contributions and Economic Transition in India – Methods of measuring National Income – difficulties in measuring National Income- Basic Indicators – GNP, GDP, NNP, NDP – Personal Income, Disposable Income, Per capita Income - Whole sale Price Index – Consumer Price Index – Green GDP - Human Development Index (HDI) - Multi-Dimensional Poverty Index (MPI) - National Income as a measure of Welfare and Development.	13
III	Development Issues and measures Structure of Indian Economy – Social Problems: Population, Education, Health, and, and Environmental Degradation. Poverty and Inequality – Definition and Estimates, Gini Coefficient, Sen Index, Poverty Line - Income and Regional Inequalities: Causes and Measures - Employment Generation and Unemployment: Nature and Extent, Measures – International Comparisons.	16
IV	Fiscal Federalism Principles of Federal Finance – Fiscal Federalism in India – Functions and Sources of Revenue – Vertical and Horizontal Imbalances –Finance Commission– Resource sharing between Union and State Governments – Reports and its Recommendations.	16
V	Foreign Trade Importance of Foreign Trade for a Developing Economy-Structure, Composition and Direction of India’s Foreign Trade – Role of FDI and Foreign Institutional Investors – BOP Crisis– India’s Trade Policy.	15
	Total	75

Course Outcomes		Programme Outcome
CO	On completion of this course, students will	
1	Outline the nature of the Indian Economy and highlight the changes	PO1,PO2
2	Discuss the major issues of Poverty, Inequality, Unemployment, and Human Development in India in comparison to other countries	PO6,PO8
3	Provide a qualitative and quantitative overview of different sectors of the Indian Economy	PO1,PO2,PO3
4	Describe the components of Foreign Trade and analyze India’s Balance of Payments	PO1,PO2,PO3
5	Identify various components official federalism in India	PO1,PO2
Textbooks		
1	Gaurav Datt and Ashwani Mahajan“Dattand Sundaram”s Indian Economy” S.Chand72 nd Edition.	
2	Kaushik Basu(Ed.)(2012),Oxford Companion to Indian Economy, 3 rd Edition, OUP, New Delhi.	
3	RameshSingh,“IndianEconomy”,McGrawHill,2022	
4	Sanjiv Verma, “The Indian Economy”, Unique Publication, 2022	
5	Dr.V.CSinha, “Indian Economy Performance and Policies”,SBPD Publications,2021	
Reference Books		
1.	Puri.V.K & S.K.Misra (2022) Indian Economy	
2.	UmaKapila (Ed.)(2018)Indian Economy Since Independence	
3.	Byres,T.J.(Ed.)(1997),The State, Development Planning and Liberalization in India, Oxford University Press, New Delhi	
4.	Ashima Goyal (Ed.) The Oxford Handbook of the Indian Economy in the 21 st Century: Understanding the Inherent Dynamism, Oxford University Press	
5.	K.R.Gupta, J.R.Gupta,“ Indian Economy”, Altanic, 2008	
Web Resources		
1.	http://www.niti.gov.in/	
2.	https://www.rbi.org.in/	
3.	https://hdr.undp.org/	
4.	https://www.india.gov.in/	
5.	https://www.cmie.com/	

SEMESTER –IV**PUBLIC POLICY MAKING IN INDIA**

Course Objectives		
C1	Describe the relevance of policy making and its analysis	
C2	Compare the different approaches to the study of public policy	
C3	Analyze the stages involved in making and implementation of public policy	
C4	Evaluate the role of bureaucracy, media, NGO etc. in the policy making process.	
C5	Synthesize the importance and impact of policies in the prime areas of administration	
UNIT	Content	No. of Hours
I	Public Policy Making - Introduction - Meaning and Definition - Emergence of Public Policy –Public Policy and Administration - Forces involved in Policy making process - Significance of Public Policy	5
II	Institutions involved in Public Policy Making - The Legislature - The Executive - NITI AAYOG - National Development Council - The Cabinet - The Prime Minister Office - Central Secretariat - The Cabinet Secretariat.	5
III	Stages in the Policy Making - Policy Formulation - Policy Implementation - Elements of Policy Implementation - Conditions for Successful Policy Implementation - Policy Evaluation - Meaning of Policy Evaluation - Functions of Policy Evaluation .	5
IV	Models of Public Policy - Institutional Approach - Group Theory in Public Policy Making - Elite Theory Model - System Model - Rational Theory Model.	5
V	Public Policies in India - National Policy on e- governance - National Policy for Empowerment of Women - National Policy for Persons with Disabilities - National Policy on Child Labour- National Policy on Education- National Population Policy - Environmental Policy.	5
	Total	25
	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To examine the basic concepts such as public policy, policy analysis, public policy process and governance	PO1
2	To recall the different stages of the public policy process in terms of theoretical formulation and the process	PO1, PO2
3	To apply necessary competence to undertake policy analysis	PO4, PO6
4	To elaborate on the concepts using practical examples involving public policy issues.	PO4, PO5, PO6
5	To discuss the issues in public policy implementation	PO3, PO8
Text Books		
1	Kuldeep Mathur (2015), Public Policy and Politics in India, New Delhi, Oxford University Press.	
2	qan Ahmad (2020), Public Policy in India, New Delhi, Adroit Publishers.	

3	Sapru R.K.(2004), Public Policy: Formulation, Implementation and Evaluation, New Delhi, Sterling Publishers
4	Aushiki Sanyal, Rajesh Chakrabarti, Kaushiki Sanyal, Rajesh Chakrabarti (2016), Public Policy in India, USA, Oxford University Press.
5	Birkland Thomas A. (2019), An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making, Routledge, India
	Reference Books
1	Dr. Prakash Chandra(2015), Public Administration: Policy, Politics and Practice, New Delhi, Astha Publishers
2	Dr. Rathore Richa (2017), Public Policy and Administration in India, New Delhi, Mangalam Publishers and Distributors
3	Sapru R.K.(2010), Public Policy: Art and Craft of Policy Analysis, New Delhi, PHI Learning Private Limited
4	Peters Guy.B(2018), Policy Problems and Policy Design, United Kingdom, Edward Elgar Publishing
5	Weimer L David(2017), Policy Analysis: Concepts and Practice, United Kingdom, Routledge Publishers
	Web Resources
1	https://www.india.gov.in/my-government/documents/policy
2	https://gyankosh.ac.in/handle/123456789/3759
3	https://www.academia.edu/3482142/Study_of_Public_Policy_making_in_India_A_theoretical_framework
4	https://publicpolicyindia.com/
5	https://ippr.in/

HUMAN RESOURCE MANAGEMENT

Course Objectives		
C1	To determine the value of human resources.	
C2	To trace the evolution of human resource management in India	
C3	To analyze the various aspects of human resource management.	
C4	To assess the importance of recruitment process and training methods.	
C5	To examine the international human resource management mechanism.	
UNIT	Content	No. of Hours
I	HRM - Meaning and Definition of HRM - Evolution and Development of HRM - Objectives of HRM - Functions of HRM - Significance of HRM - Personnel Administration Vs HRM - HRM and HRD - Strategic HRM	5
II	Recruitment in HRM - Meaning - Sources of Recruitment - Recruitment Technique - Selection Procedure - Placement - Job Induction, Training - Objectives and Importance of Training - Benefits of Training.	5
III	HRM and Performance Appraisal -Introduction to Performance Appraisal - Meaning, Need- Purpose - Methods in Performance Appraisal - Mechanism of Employee Remuneration - Principles of Wage and Salary Administration - Salary System - Social Security Measures	5
IV	Industrial Relations in HRM - Collective Bargaining- Meaning and - Objectives - Approaches to the IR - Trade unions - Meaning - Collective Bargaining, Objectives and Functions of Trade Union - Problems of Trade Union in India –Workers Participation - New Industrial Relations Code .	5
V	Human Resource Development (HRD) – HRM and HRD - Concept of HRD - Objective - Scope of HRD - Need for HRD - Significance of HRD - Functions of the HRD Managers - HRD Framework - Technique of HRD.	5
	Total	25
	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To examine the core value of human resources in administration.	PO1

2	To trace the growth of Human resources management and its emerging trends.	PO1, PO2
3	To gain insights on various aspects of HRM and its relevance.	PO4, PO6
4	To analyze the role of Trade Union Movement and its relationship with Industry.	PO4, PO5, PO6
5	To enumerate the challenges of International HRM system.	PO3, PO8
Text Books		
1	Pattanayak, Biswajeet (2016), Human Resource Management, New Delhi, Prentice - Hall of India Pvt., Ltd.	
2	Prasad, L.M (2018), Principles and Practice of Management, New Delhi, Sultan Chand and Sons.	
3	Prasad L.M, (2017), Human Resource Management, New Delhi, Sultan Chand and Sons.	
4	Awasthappa, K. (2013), Human Resource Management: Text and Cases, New Delhi, Tata McGraw Hill.	
5	Chatterjee, Bhaskar (1999), Human Resource Management, New Delhi, Sterling Publishers.	
Reference Books		
1	Gary Dessler (2016), Human Resources Management (ed.15), United Kingdom, Pearson Publisher.	
2	John Daly (2016), Human Resource Management in the Public Sector: Policies and Practices, UK, Taylor & Francis.	
3	Decenzo. D.A & Robbins. S.P (2011), Fundamentals of Human Resource Management, New York, Wiley.	
4	Dessler. G (2017), Human Resource Management, United Kingdom, Pearson.	
5	Jared J. Llorens, Donald E. Klingner, John Nalbandian (2017), Public Personnel Management: Contexts and Strategies, UK, Taylor & Francis.	
Web Resources		
1	https://www.wiley.com/enus/Handbook+of+Human+Resource+Management+in+Government,+3rd+Edition-p-9780470484043	
2	https://services.india.gov.in/service/detail/integrated-human-resource-management-system	
3	https://www.researchgate.net/publication/254352709_Strategizing_Public_Sector_Human_Resource_Management_The_Implications_of_Working_in_Networks	
4	https://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32088.pdf	
5	https://journals.sagepub.com/doi/10.1177/009102601204100204	

PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATIONS

UNIT	Content	No. of Hours
I	Evolution of Public Administration as an academic Discipline - Theory building in Public Administration - woodrow Wilson 's Arguments of Administrative Science - Politics - Public Administration Dichotomy - The concept of New Government - New Public Administration - Goals - Themes - Criticism - Significance - Evolution of New Public Management - Anti-Goals and Goals- Impact of NPM.	5
II	Public Administration and Globalisation Public Administration and Globalisation - Impact of LPG on Public Administration - Good Governance - Public Administration and Emergence of Development Administration - Characteristics DA - Raise of State Versus Market Debate - Theoretical Base of SVMD - Concept of Intervention of State and Failure of State - The World Bank's Report of 1997 on the Essentiality of the State.	5
III	Public Policy and Public Administration Public Policy and Modern Governments - Importance of Public Policy Making in India - Public Policy and Globalisation - Role of Bureaucracy in Public Policy making- Stages in the Public Policy Making - Limitations in Public Policy Making.	5
IV	Public Administration and Subordinate Legislations Public Administration and Administrative Law - Rule of Law - Role of Administrative Law in Modern Governments - Concepts of Subordinate Legislations - Delegated Legislations - Administrative law Agencies in India (Tribunals) - International context of Administrative Law - Droit Administratif - Administrative Law and Natural Justice.	5
V	Ethics, Integrity and Aptitude Meaning and Definitions of Ethics - Values - Morals - Integrity in Public Administration and Civil Services - Role of the Leaders in teaching of ethics - Role of Society, Family and Educational institutions in Teachings of Ethics - civil Service Aptitude - Empathy - Tolerance - Compassion Towards Weaker Sections - Strengthening Ethical and Moral Values in Governance - Probity and Probity in Public Service.	5
	Total	25

References:-

1. [www. Upsc.ac.in](http://www.upsc.ac.in)
2. Public Administration, Avasthi & Maheshwari , Lakshmi Narian Agarwal, Agra.
3. Public Administration, Vishnoolal Bhawan & Vidhya Bhooshan

SEC IV - ENTREPRENEURSHIP AND SKILL DEVELOPMENT

Course Objectives		
C1	To spell out the innate need to acquire skills of entrepreneurship	
C2	To develop entrepreneurial abilities by providing skills sets	
C3	To analyse the entrepreneurial process of creating innovative start-ups	
C4	To learn basic fundamentals of decision making towards establishing enterprises in real life situations.	
C5	To make a foundation for those who plan to work and start a business enterprise.	
UNIT	Content	No. of Hours
I	Concept and need of entrepreneurship, Characteristics and types of entrepreneurship, aim of an Entrepreneur: Entrepreneurial decision process, Entrepreneurship as a career, Entrepreneurship as a style of management, changing role of the entrepreneur, Entrepreneurial traits, Factors affecting entrepreneur.	1
II	Influences on entrepreneurship development, External influences on entrepreneurship development: socio-cultural, political and economic, Personal entrepreneurial success and failure, Reasons and remedies, Women entrepreneurs, Challenges and achievements of women entrepreneurs.	1
III	Meaning of entrepreneurial motivation, Motivation cycle or process, Theories of entrepreneurial motivation, Entrepreneurial motivating factors, Changes in entrepreneurial motivation, Entrepreneurial motivation behavior, Meaning of entrepreneurial competencies, Major entrepreneurial competencies, Developing entrepreneurial competencies.	1
IV	Need for opportunities identification and selection, Environmental dynamics and changes, Business Opportunities in various sectors, Identification of business opportunities, Opportunity selection	1
V	Role of central government and state government in promoting entrepreneurship with various incentives, subsidies, grants, programmed schemes and challenges, Government initiatives and inclusive entrepreneurial growth.	1
Total -		5

Course Outcome		
CO	On completion of this course, students will learn	Programme Outcome
1	To propose an alternate options to acquire varied skills to absorb in both public and private organizations	PO1
2	To appraise the objectives of the government to train its citizens to acquire individual skills to emerge as an entrepreneur	PO1, PO2
3	To deduct how the state vs market debate has lead to initiate the scope for learning entrepreneurship skills	PO4, PO6
4	To recommend how with changing times the student has to adapt by adopting new skills for development	PO4, PO5, PO6
5	Understand the relevance between comparative approach of study	PO3, PO8
Text Books		
1	Desai, Vasant (2011), Dynamics of Entrepreneurship: New Venture Creation, New Delhi, Prentice Hall of India.	
2	Arvind Kumar Bhatt (2016), Innovation and Entrepreneurship, New Delhi, Laxmi Publications Pvt. Ltd.	
3	.K. Gupta (2022), Generic Skills and Entrepreneurship Development, New Delhi, S.K. Kataria& Sons.	
4	Sharma, Sangeeta (2022), Entrepreneurship Development (2nd Edition), New Delhi, PHI Learning.	
5	Mohd. Shoeb (2020), Skill Development, Innovations and Entrepreneurship, New Delhi, New Century Publications.	
Reference Books		
1	Arya Kumar (2013), Entrepreneurship Creating and Leading an Entrepreneurial Organization, Noida, Pearson Education India.	
2	Robert Hisrich and Michael Peters (2013), Entrepreneurship, Tata Mc Graw- Hill.	
3	Dangi K.L. (2014), Communication Skills and Entrepreneurship Development, Udaipur, Agrotech Publications.	
4	Rameshwari Pandya (2016), Skill Development and Entrepreneurship in India, New Delhi, New Century Publications.	
5	Shipra Vaidy (2014), Developing Entrepreneurial Life Skills, New Delhi, Springer.	
Web Resources		
1	https://www.oecd.org/cfe/leed/cooney_entrepreneurship_skills_HGF.pdf	
2	https://msme.gov.in/entrepreneurship-and-skill-development-programs	
3	https://www.ediindia.org/	
4	https://nsdcindia.org/	
5	https://www.msde.gov.in/	

TAMILNADU ECONOMY

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst.Hours	Marks		
									CIA	External	Total
	TAMILNADU ECONOMY	Allied - I					5	6	25	75	100
Learning Objectives											
C1	To discuss the Features, Performance and development issues of Tamil Nadu Economy										
C2	To analyse the agricultural and industrial scenario in Tamil Nadu										
C3	To understand the industrial scenario in Tamil Nadu and its growth										
C4	To know the general performance of the Tamil Nadu										
C5	To describe the state finances and its development initiatives										
UNIT	Contents									No. of Hours	
I	Introduction Salient features–Geographical Features and its impact on economic growth in Tamil Nadu – Economic and Social Indicators in Tamil Nadu: Human Development – Index – Gender Disparity Index – Poverty Index – Work Participation Rate– Unemployment Rate – Literacy Rate – Life Expectancy– Demography and Occupational Patterns, Impact of Social Reforms Movements in the Socio – Economic development of Tamil Nadu.									18	
II	Agriculture Land Reforms and Agriculture – Cropping Pattern across Tamil Nadu – Underemployment in Agriculture in the state - Application of Science and technology in Agricultural development (AI)									10	
III	Industry Industrial Scenario in Tamil Nadu – Production Trends—Large Industries- MSMEs –Khadi and Village Industries – Export Contribution of top 5 Major Industries – Industrial Financial Institutions: TIIC, SIDCO, SIPCOT, Industrial Estates-DIC, EPZ, SPZ, SEZ.									13	
IV	State Finances and Development Initiatives State Finance – Revenue and Expenditure of the State – Tamil Nadu’s Recent Budget – Poverty Alleviation and Unemployment Programmes – Education and Health system of Tamil Nadu.									15	
V	General Performance of the State State Welfare Schemes in the Socio-Economic development of Tamil Nadu. Social Justice and Social Harmony as the milestones of Socio – Economic Development. Achievement of Tamil Nadu in various fields – E governance of Tamil Nadu.									19	
	Total									75	

Course Outcomes		Programme Outcomes
CO	On completion of this course, students will	
1	Understand salient features, Poverty, Unemployment of Tamil Nadu Economy	PO1,PO2
2	Examine the Issues in Indian Agriculture, Land Use Patterns, finance and Insurance	PO2,PO3
3	Grasp the Industrial Scenario in Tamil Nadu	PO1,PO7 ,PO8
4	Describe the status of State Finances and Development Programmes of Tamil Nadu	PO2,PO3
5	Analyse the overall performance of Tamil Nadu Economy.	PO3,PO7,PO8
Textbooks		
1	Leonard A.G,S.J,(2006),Tamil Nadu Economy, Macmillan India Ltd, New Delhi	
2	Naganathan M(2002),Tamil Nadu Economy: Trends and Prospects,(ed.), University of Madras.	
3	Rajalakshmi N,(1999),Tamil Nadu Economy, Business Publishers, Bombay.	
4	Kuppusamy.K, “Socio-Economic Development Of India, Sharadha Publications, 2014	
5	S.Perumalsamy, “Economic Development of Tamil Nadu”,S.Chand& Company,1985	
Reference Books		
1.	Veeramani A.R., TamilNadu Agricultural Economy, Divyasre Publication, 2015	
2.	Manickam.S,(2010),Tamil Nadu–An Economic Appraisal, Department of Evaluation and Applied Research, Panorama of Indian Economy.	
3.	Madras Institute of Development Studies, (1988), Tamil Nadu Economy: Performance and Issues, Oxford and IBH Publishing Company Pvt. Ltd., New Delhi	
4.	Kurien C.T and James Joseph (1979),“Economic Change in Tamil Nadu: A Regionally and Functionally Disaggregated Study”, Allied Publishers Pvt.Ltd. New Delhi.	
5.		
Web Resources		
1.	www.tn.gov.in	
2.	http://tnenvis.nic.in/	
3.	https://www.msmeonline.tn.gov.in/	
4.	https://ctd.tn.gov.in	
5.	https://www.tamilnadutourism.tn.gov.in	

SEMESTER – V

DEVELOPMENT ADMINISTRATION

	Course Objectives	
C1	To develop a basic intellectual understanding of development, its approaches and sustainable development	
C2	To outline conceptual and theoretical understanding of Development Administration including the ecological and post-globalization contexts	
C3	To classify Public Private Partnership, Corporate Social Responsibility, Inclusive Development, Sustainable Development Goals and Human Development Indicators	
C4	To evaluate the contribution of major thinkers in development administration	
C5	To analyse the new perspectives and issues in development administration	
UNIT	Content	No. of Hours
I	Development Administration - Introduction to Concept of Development - Evolution of Development Administration - Characteristics of Development Administration - Development Vs Traditional Administration. Importance of the study of DA.	5
II	Meaning and Definition of DA - Scope of Development Administration - Salient Features of Development Administration - Factors for Emergence of Development Administration - DA and Bureaucracy - Approaches to the DA	5
III	Approach to the DA - Classical and Contemporary Approach to DA – Contributions of Edward Weidner - F.W. Riggs – Early Approach and Contemporary Approach to DA -	5
IV	Comparative Perspective of DA - Concept of Development Administration and Administrative Development - Development and Public Administration - Development Administration and Comparative Public Administration - Development Administration and Traditional Administration - Bureaucracy and Development.	5
V	Bureaucracy and Development - Weber Concept of Bureaucracy - The Indian Bureaucracy and Development Administration - Problems of Bureaucracy in Development Administration - Difference between Traditional and Developmental Bureaucracy.	5
	Total	25
	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To describe the basic concepts of management and understand how an organization functions.	PO1
2	To discuss the scope and types of planning along with decision making techniques and process	PO1, PO2
3	To develop insights on various functions of organizing, managing change and Innovation	PO4, PO6
4	To analyse the concepts of coordination and controlling techniques	PO4, PO5, PO6
5	To synthesize a better understanding on business ethics and social responsibility.	PO3, PO8
	Text Books	

1	Barnett, A Doak and Riggs, Fred Warren (1970), Frontiers of Development Administration, USA, Duke University Press.
2	Dwivedi, O.P. (1994), Development Administration: From Under-development to Sustainable Development, UK, Macmillan.
3	Ramulu, Ch. Bala (1999), International Organizations and Rural Employment Programs in India: Emerging Trends, New Delhi, Om Publishers.
4	Sapru, R. K. (2008), Development Administration, New Delhi, Sterling.
5	Parmar, M.S and Mary Parmar (2000), Issues in Development Administration, Majestic Books.
	Reference Books
1	Palekar, S L (2012), Development Administration, New Delhi, PHI Learning.
2	Puri, K K and Barara, G. S. (2013), Development Administration in India, Jalandhar, Bharat Prakashan.
3	Ramulu, Ch. Bala (2016), Governance of Food Security Policies in India, New Delhi, Kalpaz Publications.
4	Ramulu, Ch. Bala (2000), Technology and Rural Development, Jaipur, Rawat Publications.
5	Sapru, R K (2008), Development Administration, New Delhi, Sterling.
	Web Resources
1	https://egyankosh.ac.in/bitstream/123456789/19222/1/Unit-1.pdf
2	https://onlinecourses.swayam2.ac.in/cec21_hs37/preview
3	https://www.tandfonline.com/doi/full/10.1080/25741292.2019.1595916
4	https://www.jstor.org/stable/41855075
5	https://www.academia.edu/44754655/The_Significance_of_Development_Administration_in_Modern_Era

INDIAN ADMINISTRATION

UNIT	Content	No. of Hours
I	Evolution of Indian Administration Historical Background - Ancient Indian Administration –The Mughal Period - British Indian Administration - Indian Administration After Independence	5
II	Indian Administration - Nature - Legacy - Features of Indian State - Legacies of British Administration - - Indenisation of Civil Service – Modern Indian Administration.	5
III	Constitution of India - Historical Background - The Nature & Making of the Constitution - Salient Features - The Preamble - Fundamental Rights - Fundamental Duties - Directive Principles - Right to Constitutional Remedy.	5
IV	Central Administration - The Union - Executive - Legislature – Judiciary - Parliamentary Government -- The President - Vice President - The Prime Minister - Council of Ministers - The Central Secretariat - Cabinet Secretariat. The Indian Judiciary.	5
V	State Government – The Governor - Legislature - Executive – Judiciary. State Legislatures - Powers and Functions - State Executive - - The Secretariat -- District Administration - The State Judiciary.	5
	Total	25

Reference.

1. Indian Administration, Avasthi & Avasthi Lakshmi Narain Agarwal, Agra 2013-2014 Reprint.
2. Public Administration, Laxmikanth M. McGraw Hill (W-E) Series, New Delhi.
3. Indian Polity, Laxmikanth M. Tata McGraw Hill, N.D 7th ed.
4. Constitutional Law of India, Dr. J. N. Pandey, Central Law Agency, Allahabad 51st ed.

E-GOVERNANCE ADMINISTRATION IN INDIA

UNIT	Content	No. of Hours
I	Introduction to e- Governance - Concept, Definition - Meaning of e-Governance - World Bank Definition on e-Governance - e-Governance and SMART Governance - Goals of e-Governance - Types of Interactions in e-Governance - The Second Administrative Reforms Commission on e-Governance - Benefits of e-Governance, Importance of e-Governance - Concept of ICT.	5
II	e-Governance Initiatives - The Information Technology Act, 2000 - 12 Point Agenda for e-Governance agenda 2000 - The National Institute for Smart Government (NISG) - The National e-Governance Plan (NeGP) 2006 - The National Policy on Information Technology (NPIT) 2012 - The National Conference on e-Governance.	5
III	e-Governance in Practice - Pillars of e-Governance - National Mission Mode Project - National Informatics Centre - State Data Centre (SDC) - Common Service Centres (CSCs.)	5
IV	e-Governance and Public Private Partnership (PPP) Concept of PPP - The Rationale for PPP - PPP - Benefits to Citizen - to Government - to Private partners - Key design principles for PPP - Role of Government in PPP - BOOT	5
V	Aspects of SMART Governance in TN e-Governance Services - TN e-Governance Agency - e-Service Centres - Citizen to Govt (G2C) - TN - e-Governance Policy - EMIS – UMIS - Key Benefits of e- Governance - Increased Transparency - Efficient Delivery - Data Driven Decision making - Transparency - Accountability - Speedy Service delivery - Digital responsive platform - Administrative Impact of e-Governance	5
	Total	25

References:

1. DARPG - e-Governance pdf
2. e-Governance project Life Cycle Handbook
3. e-Gyankosh: Concept and Significance - pdf
4. e-Gyankosh: Unit 4 E Governance

CITIZEN CENTRIC ADMINISTRATION

Course Objectives		
C1	To discuss the concept of Citizen Centric Governance	
C2	To describe the quality of governance	
C3	To illustrate the tools and mechanisms of citizen charters	
C4	To explain the right to service delivery	
C5	To examine the functioning of the institutions and challenges in citizen centric governance	
UNIT	Content	No. of Hours
I	Governance and Good Governance: Ancient Discourse on Good Governance; Elements and Forms of Good Governance; Theories and Concepts of Governance–World Bank and UNDP; State ,Market and Civil Society.	2
II	Citizen Centric Governance :Concept ;Pre-conditions and Principles (Rule of Law-Zero Tolerance Strategy, Making Institutions Vibrant, Responsive and Accountable, Active Citizens’ Participation – Decentralization and Delegation, Transparency, Civil Service Reforms, Ethics in Governance, Process Reforms, Periodic & Independent Evaluation of the Quality of Governance etc.; Functions of the Government; Rights and Duties of the Citizens; Civil Society – Role and Limitations; Right to Information	2
III	Tools and Mechanisms: Citizens’ Charters – Concept, Objectives and Significance; Sevottam Model; Indian Standard for Quality Management Systems; Seven Steps Model for Citizen Centricity;	2
IV	Right to Service Delivery – State of the Concept and Practice; People Participation in Governance (Concept, Forms including Social Audit); Citizens Grievance Redress and Monitoring System (central, state and corporate levels);and Consumer Protection (National Commission, State Commission, District Forum)	2
V	Institutions and Challenges: National Human Rights Commission; National Commission for Women; National Commission for Protection of Child Rights; National Backward Classes Commission; National Minorities Commission; National Consumer Disputes Redressal Commission	2
	Total	10

Course Outcome		
CO	On completion of this course, students will learn	Programme Outcome
CO1	To trace the evolution and growth of the idea and concept of citizen centric governance	PO1
CO2	To examine the theoretical approaches towards governance, good governance, and citizen centric governance	PO1, PO2
CO3	To analyse the working of the institutions, tools, and mechanism for ensuring citizen centric governance	PO4, PO6
CO4	To exhibit the challenges whilst establishing citizens-oriented governance	PO4, PO5, PO6
CO5	To ensure the need for creating citizen centric engagement in India	PO3, PO8
Text Books		
1	Alford, John and O'Flynn, Janine (2012), Rethinking Public Service Delivery, New York, Palgrave Macmillan.	
2	Anderson, Dennis; Wu Robert; Cho, June-Suh and Schroeder, Katja (2015), E - Government Strategy, ICT and Innovation for Citizen Engagement, New York, Springer-Verlag New York Inc.	
3	Mishra (2012), Citizen – Centric Public Systems, New Delhi, Pearson Education India.	
4	Chakrabarty, Bidyut and Bhattacharya, Mohit (Eds.) (2008), The Governance Discourse: A Reader, New Delhi, Oxford.	
5	Chand, Vikram K (Ed.) (2010), Public Service Delivery in India: Understanding the Reform Process, New Delhi, Oxford.	
Reference Books		
1	Ramesh K Arora, Meena Sogani (2011), Governance in India: Paradigms and Practices, New Delhi, Aalekh Publishers	
2	Government of India (2009). Citizen Centric Administration: The Heart of Governance Twelfth Report. Second Administrative Reforms Commission, Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, New Delhi	
3	Government of India (2008), Citizen's Charter – A Handbook. Centre for Good Governance Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, New Delhi	
4	Mathur, Birendra Prasad (2014), Ethics for Governance: Reinventing Public Services. New Delhi, Routledge.	
5	Sawshilya, Archana (2012), Ethics and Governance, New Delhi, Pearson	
Web Resources		
1	http://goicharters.nic.in/ccinitiative.htm	
2	https://www.researchgate.net/publication/289190592_A_Framework_for_Citizen-Centric_Government_Websites	
3	https://www.csi-sigegov.org/1/5_392.pdf	
4	https://www.academia.edu/22903936/Next_Generation_Citizen_Centric_e_Services	
5	https://www.mckinsey.com/industries/public-and-social-sector/our-insights/implementing-a-citizen-centric-approach-to-delivering-government-services	

SEMESTER – VI

PUBLIC PERSONNEL ADMINISTRATION

UNIT	Content	No. of Hours
I	Introduction Public Personnel Administration - Nature - Meaning - Scope – The Development of Personnel System in India - Indenisation of Civil Service - Importance of Personnel Administration - Role of Civil Service in Development.	5
II	Foundations of Personnel System Tenure System - Merit System - Classification of Service - Bureaucracy - Civil Service - All India Services - Service Classification in India - Recruitment - Training - Promotion – Retirement.	5
III	Elements of Personnel Administration Aspects of Recruitment to Retirement - Rise of Merit System - Recruitment Process - Methods - System of Recruitment - General Merit Ability System - Expertise System - Lateral Entry System – Induction to Service – Training – Promotion – Retirement.	5
IV	Personnel Agencies in India - Ministry of Personnel Administration and Public Grievance - The Union Public Service Commission - Staff Selection Commission - State Public Service Commissions - Railway Recruitment Board - Banking Service Selection Board - Public Sector Service Selection Board	5
V	Challenges in Personnel Administration Minister - Civil Servant Relations - Joint Consultative Machinery - Civil Service Neutrality - Bureaucratic Corruption - Administrative Ethics - Central Administrative Tribunal .	5
	Total	25

Reference:

1. Public Administration, Laxmikanth M Tata McGraw Hill (WE) Series N.D.
2. Public Administration Dr. Vishnoo Bhagwan Dr. Vidya Bhushan Dr. Vandana Mehta S. Chand and Company, ND 21st revised ed. 2014
3. Public Administration Administrative Theory and Concepts Dr. B.L. Fadia, Dr. Kuldeep Fadia Sahitya Bhawan, Agra 12th RE - 2012
4. Public Administration, Avasthi, Maheshwari Lakshmi Narain Agarwal, Agra Reprint 2021

CIVIL SERVICES IN INDIA

UNIT	Content	No. of Hours
I	Introduction to Civil Services in India- British Legacy of Indian Civil Service- Indianization of Civil Services- Meaning of Civil Services - Post-Independent Development of Civil Service- Modern Civil Service- Importance of Civil Service	5
II	Service Classification in India - All India Services-Types of Classification of Services - Position Classification- Ranks Classification- Functional Classification- Central Services- State Civil Services- Civil Services Reform in India.	5
III	Recruitment for Civil Services in India - History of Rise of Merit System- Recruitment: Meaning, Process of Recruitment, Methods of Recruitment, System of Recruitment- The Training: Role and Objective of Training, Types of Training in India- Meaning of Promotion, Promotion in India: Criteria and Types of promotion.	5
IV	Recruitment and Training Agencies in India - The Union Public Service Commission- Staff Selection Commission- State Public Service Commissions- Tamil Nadu Public Service Commission- National Academy of Administration - Indian Institute of Public Administration -- Civil Service Conduct Rules, 1964	5
V	Rights of Civil Servants in India - Right to Organization - Political Rights- Machinery for Consultation- Constitutional Safeguards of Civil Services- Administrative Ethics- Importance of Administrative Ethics- Values in Public Service- Administrative Culture.	5
	Total	25

References:

1. *Public Administration*, Laxmikanth
2. *Indian Administration*, Ramesh K. Arora, Maheshwari
3. *Public Administration*, Vishnoo Bhagwan, Vidya Bhushan
4. *Public Administration*, Maheshwari / Avasthi

ORGANISATIONAL BEHAVIOUR

UNIT	Content	No. of Hours
I	Organisational Behaviour - Meaning of Organisation- Organisational Behaviour- Meaning of Organisation- Behavioral approach to organisation- Basic Theme- Features of OB- Behavioral Approach to the study of Public Administration- Disciplines that Contribute to the OB- Relation of OB to Other Social Science- Importance of Organisational Behaviour- Challenges and opportunities for OB	5
II	Theoretical Contribution to OB- David Easton- Smithburg- Herbert Simon- Chris Argyris- Douglas McGregor- Rensis Likert- C.I. Bernard- Abraham Maslow- Herzberg's Two-factor Theory- M.P. Follett	5
III	Foundations of Individual Behavior*- Ability- Intellectual abilities- General Mental Ability- Physical Ability- Biographical Characteristics- Learning: Definition of Learning, Theories of Learning- Attitude and Job Satisfaction- Main Components of Attitude- Major Job Attitudes- Job Satisfaction: Measuring Job Satisfaction, Causes of Job Satisfaction, Job Satisfaction and Customer Satisfaction- Job Satisfaction - A Global Concept	5
IV	Personality and Values*- Personality: Definition, Measuring Personality, Personality Determinants- The Myers-Briggs Type Indicator (MBTI)- The Big-Five Personality Model- Values in OB: Definition of values, The Importance of values, Values in India	5
V	Perception and Decision Making*- Perception: Definition, Factors influencing Perception, Perception and Organisational Behaviour- Attribution Theory- Decision Making in organisations: Meaning, Decision Making Models, Common Biases and Errors in Decision Making- Ethics in Decision Making- Three Ethical Decision Criteria- Meaning of Decision- Types of Decision- Factors in Decision- Problems of Decision Making- Herbert Simon's Decision Making	5
	Total	25

References:

1. *Public Administration*, Laxmikanth, Tata McGraw Hill, 2011 ed.
2. *Organisational Behaviour*, Stephen P Robbins, Timothy Judge, Seema Sanghi, 13th ed
3. *Public Administration*, Dr. Vishnoolal Bhagwan, Dr. Vidya Bhushan, Dr. Vandana Mohla, 23rd revised ed

GOVERNMENT AND ADMINISTRATION IN TAMIL NADU

Course Objectives.		
C1	To examine the nature of administrative system in Tamil Nadu: Ancient and British Period	
C2	To learn the Salient Features and scope of Tamil Nadu Administration	
C3	To know specifically about the important department and organisations functions in Tamil Nadu	
C4	To evaluate the various state agencies involved in the planning and development process	
C5	To analyse the structure and function of the recruitment agencies in the Tamil Nadu State	
UNIT	Content	No. of Hours
I	Introduction To Tamil Nadu- Geographical features of Tamil Nadu- Tamil Nadu State politics- Evolution of Administrative System- The Presidency - Development of modern State level Administration- The Secretariat – The Collectorate – Local Government.	5
II	State Administration- Evolution of Secretariat organization- Administrative nature of Secretariat- Administrative relation between Centre and States- Relation between Legislature and Secretariat- Departments- Directorates.	5
III	District Administration- Historical Development of District Administration- District- Organization of District Administration - Secretariat and Collectorate - District Administration a Replica of the State Administration- - Development Functions of the District Collector.	5
IV	Evolution of Legislature in the State- Diarchy System - Development of Electoral System - Madras Presidency - Justice Party Ministry- Congress Ministries - DMK Ministry- AIADMK Ministry- TVK Ministry.	5
V	Rural and Urban Local Bodies – The Gram Sabha- Village Panchayat- Panchayat Unions- District Panchayat- Urban Local Bodies- The Greater Chennai Metropolitan Corporation- Municipal Corporations- Municipalities- Importance of Local Governments.	5
	Total	25
	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To introduce the student about the evolution, government, and administration in Tamil Nadu	PO1, PO2

2	To enable the students to understand the various social movements which shaped the Tamil Nadu administration	PO2, PO4
3	To explain the State Administration: Secretariat, Chief Secretary, Chief Ministers Special Cell	PO5, PO6
4	To analyse the activities of State Finance Commission, State Planning Commission, Development Authority (CMDA)	PO7, PO8
5	To examine the process of State Recruiting Agencies: Tamil Nadu Public Service Commission and Teachers Recruitment Board	PO9, PO10
Text Books		
1	Zoya Hassan (2000), Politics and the State in India, New Delhi, Sage Publications.	
2	A. Kalaiyarasan, Vijayabaskar M. (2021), The Dravidian Model interpreting the Political Economy of Tamil Nadu, Cambridge University Press.	
3	Dr. K. Venkatesan (2016), Tamil Nadu Government, Administration and Governance, Chennai, Varththamaanan Pathippagam.	
4	P. Surianarayanan (1999), State Administration in Tamil Nadu, New Delhi, Vikas Publishing House.	
5	Baskaran, R (1967), Sociology of Politics Tradition and Politics in India, New Delhi, Asia Publishing House.	
Reference Books		
1	Baliga, B.S. (1960), Studies in Madras Administration, Madras, India Press.	
2	Roberts L. Hardgrave (1965), The Dravidian Movement, Bombay, Popular Prakashan.	
3	Barnett, M.R. (1976), The Politics of Cultural Nationalism in South India, Princeton, Princeton University Press.	
4	Baker, C.J. (1977), Politics of South India, New Delhi, Vikas Publishing House.	
5	Maheshwari. S.R. (2000), State Governments in India, New Delhi, Macmillan India Limited.	
Web Resources		
1	https://www.tn.gov.in	
2	https://www.pavithran.net/history-and-administration-of-government-of-tamilnadu-pdf/	
3	https://tnega.tn.gov.in/	
4	https://elcot.in/IT-Tamilnadu	
5	https://www.tnpsc.gov.in/static_pdf/syllabus/Public_Admin_English_PG.pdf	

MEDIA MANAGEMENT

Course Objectives		
C1	To Develop the professional skills enabling access and shape the media industry	
C2	To enable the students to learn to develop strategies and create business models that promote public relations	
C3	To improve communication, strategy and shaping of the political agenda and public Discourse	
C4	To assess how knowledge on media, politics, communication and related fields could provide employment.	
C5	To engage with research and communicate your ideas in a variety of media, including text, video and audio	
UNIT	Content	No. of Hours
I	Meaning Nature and Scope of Media Management-Growth of Media Objectives and Functions- Principles and Practices of Media Management - Media Management Department- Media Management Officer - Role and Responsibilities of Media Manager	2
II	Communication in Media - Techniques and Models - Media as communicating medium	2
III	Media Management Tools - Advertising - Publicity - Propaganda - Diplomacy - Promotion - Campaigns - Lobbying - Evaluating the effectiveness of Media - Public Opinion Research - Ethical Issues involved in Media Management	2
IV	News Agencies - PTI, UNI and BBC - Public Relation Society in India - Press Council in India - Indian Institute of Mass Media and Public Opinion - Social Media.	2
V	The Basic Functions of Government in Media Department - Agencies to provide information to the Citizens - Citizen Service Centers - Civic Society and Media - Emerging Trends and Issues in Media	2
	Total	10

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To apply the means of professional and management roles in the media industry.	PO1, PO2
2	To work in a variety of professions, including advertising, non-profit management, and media research, as well as media advocacy and education.	PO2, PO4
3	To be familiar with the options to work in radio, print journalism, publishing, public relations, research, advertising, and television.	PO5, PO6
4	To gain a perspective on the evolution of media in the last decade and on key current trends.	PO7, PO8
5		PO9, PO10
	Text Books	
1	Dr.Saroj Kr. Mishra(2018), Media Management, New Delhi, Gyan Geeta Prakashan.	
2	Yadav K. P (2020), Media Management, New Delhi, Adhyayan Publishers & Distributors.	
3	ChaturvediBadrinath (2009), Media Management (1 st Ed), New Delhi, Global Vision Publishing House.	
4	Catherine Zhou, Robert Wollan, Nick Smith (2011), The Social Media Management Hand Book, Wiley Publications.	
5	B.K. Chaturvedi (2014), Media Management, New Delhi, Global Vision Publishing House.	
	Reference Books	
1	Jan LeBlanc Wicks, George Sylvie, Wilson Lowrey, Ann Hollifield (2015), Media Management: A Casebook Approach, Routledge Communication Series.	
2	Karen E. Sutherland (2021), Strategic Social Media Management: Theory and Practice - Springer Publications.	
3	Amy Van Looy (2015), Social Media Management: Technologies and Strategies for Creating Business Value, Springer Publications.	
4	Bernd W. Wirtz (2020), Media Management, Springer Publications.	
5	Charles Warner (1997), Media Management Review, Routledge.	
	Web Resources	
1	https://www.coursera.org/learn/social-media-management	
2	https://onlinecourses.nptel.ac.in/noc22_mg109/preview	
3	https://journals.sagepub.com/home/mcs	
4	https://onlinelibrary.wiley.com/journal/17488583	
5	https://www.academia.edu/31768302/UNDERSTANDING_MEDIA_MANAGEMENT	

Naan Mudhalvan Reappear Students
B.A. Public Administration
Semester –II
ECONOMICS OF INSURANCE

UNIT-I NATURE AND IMPORTANCE OF INSURANCE Definition Origin – Principles and Nature of Insurance Primary and Secondary Functions Characteristics Importance to individual, Business and Society

UNIT-II INSURANCE CONTRACT AND RISK MANAGEMENT Meaning of Contract Insurable Interest Utmost Good Faith Principle of Indemnity and other Principles Risk Management: Definition and types management of Risk through Identification analysis and control

UNIT-III PERSONAL LIFE INSURANCE AND INDUSTRIAL LIFE INSURANCE Features of Life insurance Proximate Cause Assignment and Nomination Rate of Premium Endowment Policies Accident Benefit Disability Benefits Industrial Life Insurance: Purpose Group Life Insurance Benefits.

UNIT-IV PROCEDURE TO BECOME AN INSURANCE AGENT Agency Regulation – Perquisites Characteristics – Disqualification Kinds of agents- Duties & Functions Rights working systems Remuneration of Agents other benefits positions of Insurance agent in india.

UNIT-V INSURANCE BUSINESS IN INDIA Major Insurance Legislation growth of industry – Agricultural insurance Health insurance Reinsurance Entry of Private Insurance Companies Insurance Act, LIC Act, GIC act, IRDA Act.

REFERENCE BOOKS:

1. Mishra M.N, Insurance : Principles & Practices.
2. Murthy.A, Elements of Insurance.
3. Srivatsava D.C & Shashank Srivastava, Indian Insurance Industris Transition & Prospect
4. Holyoake, Julia & William Weipers, Insurance
5. Sharma. R.S, Insurance, Principles and Practice
6. Arifkhan.M, Theory and Practice of Insurance.

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B.A. Public Administration
Semester-III
LOCAL GOVERNANCE IN INDIA

UNIT I INTRODUCTION Nature, Scope and Importance of Local Administration - Evolution of Local Government in Independent India – Community Development Programme Balwant Ray Mehta and Ashok Mehta Committee Reports.

UNIT II RURAL LOCAL GOVERNMENT Rural local Government - Structure and Functions - Village Panchayat - Panchayat - Samithi – Zilla Parizad - Local Finance - 73rd Amendment Act.

UNIT III URBAN LOCAL GOVERNMENT Urban Local Government - Structure and Functions - Municipal Corporation - Municipality - Town Panchayat - Township - Cantonment - Notified Area- 74th Amendment Act.

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

UNIT V DISTRICT ADMINISTRATION Role of District Collector in Local Government Administration - Role of DRDA – Control over Supervision Local Bodies.

BOOKS FOR REFERENCE:

1. Pradeep Sachdeva, Local Government in India, Person Education India, 2011
2. Bidjutchakrabarty and Rajendra Kumar Pandey, Local Government in India, Sage publication, 2018
3. Neena.Ms., Local Government and Administration, Alfa Publication, 2008
4. Gajana.R.P., Sharama.A, Public Administration and Local Government Administration, Crescent Publish Corporation.
5. S.R.Maheswari, Local Government in India, LaxmiNarain Agarwal publication, 2009

B.A. Public Administration
Semester-IV
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 - Lingustism

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

B.A. Public Administration
Semester-V
COMMITTEES AND COMMISSIONS IN INDIA

UNIT :I

Meaning and Nature of Committees and Commissions – Purpose of Committees and Commissions – difference between Committees and Commissions

UNIT :II

Parliamentary Committees: Standing Committees - Financial standing committees - Department related standing committee

UNIT-III

Ad hoc Committee: Significance of Ad hoc Committees – Inquiry Committee – Advisory Committee

UNIT IV

Commissions in India: Election Commission – National Commission for Women – National Human Rights Commission

UNIT V

State Commissions and Committees: State Planning Commission – State Information Commission – District Rural Development Agencies (DRDA).

Text Books

- 1.R.Gupta, General knowledge and current Affairs, Sage Publishers, 2021
- 2.Edgar Thorpe and Showick Thorpe, General Knowledge, Manual SBE Publishers, 2017
- 3.J. Duncan M. Derrett (1999), Religion, Law and the State in India, New Delhi, Oxford University Press.
- 4.Klosko, George (ed.) (2011), The Oxford Handbook of the History of Political Philosophy, Oxford, Oxford University Press.
- 5.Hans Kelsen (2005), General Theory of Law and State, Routledge.

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B.A. Public Administration

Semester-VI

UNIT-I

Introduction to Social Welfare Administration- Definition, nature & scope of social welfare, Concepts of social welfare, social administration in India.

UNIT-II

Introduction to Social Policy - Definition, meaning and nature of social policy, Objectives of social policy, types of social policy, National Womens policy, National childrens policy and National youth policy, Tribal Policy, Policy for aged, Disability policy and Population policy

UNIT-III

Introduction to Social Planning - Meaning & definition, Types of Planning - Niti Aayog, features, objectives, constitution, niti ayog as a strategy for new India, Atal Innovation Mission.

UNIT-IV

Introduction to Development, Social & Sustainable development Meaning & Definitions, nature of development, indicators of development, distinction - between developed, developing and under developed nations, -Gandhian approach to development or Sarvodaya movement

UNIT-V

Constitutional function & Roles of Social Managers - Constitution of India, fundamental rights, DPSP, Current budget review. Role of social managers in welfare administration, Policy formulation and development

Reference Books

1. Sachdeva. D.R (1998), Social Welfare Administration in India, New Delhi, Mac Millan.
2. Goel.S.L&Jain. R.L (1995), Social Welfare Administration, New Delhi, Sterling Publications.
3. Paul Chaudry (1998), Social Welfare Administration, New Delhi, S. Chand Publications.
4. Dr. Shradha Chandra (2017), Social Welfare Administration in India, USA, Lulu Press Inc.
5. Madan, G.R. (1973), Indian Social Problems. Bombay, Allied Publishers.
6. Devi Rameshwari& Prakash Ravi (1998), Social Work and Social Welfare Administration, Jaipur, Mangal Deep Publications.
7. Goel. S.L (2016), Social Welfare Administration, New Delhi, Deep & Deep Publications.
8. Sachdeva (2016), Social Welfare Administration in India, New Delhi, Kitab Mahal Distributors.
9. Chowdary. T.N (1980), Social Administration: Development and Change, New Delhi, IIPA.
10. Sanjoy Roy (2016), Social Welfare Administration: Development & Prospects, New Delhi, Discovery Publishing House Pvt. Limited.
