

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

SEMESTER – I

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

SEMESTER – II

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

B.A. PUBLIC ADMINISTRATION

SEMESTER-I

PRINCIPLES OF PUBLIC ADMINISTRATION

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Unit-V

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

Books Recommended For Study:

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

SEMESTER-I
INDIAN CONSTITUTION AND ADMINISTRATION

Unit-I

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

Unit-II

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

Unit-III

Union Administration - President, Prime Minister - Cabinet Secretariat.

Unit-IV

State Administration - Governor, Chief Minister - State Secretariat.

Unit-V

Local Self Government - 73rd and 74th Amendment.

Books Recommended For Study:

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

SEMESTER – II

INDIAN ADMINISTRATION

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Unit-V

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

Books Recommended For Study:

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

SEMESTER-II

LOCAL GOVERNMENT ADMINISTRATION IN INDIA

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Unit-V

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

Books Recommended for Study:

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

SEMESTER – III
PRINCIPLES OF MANAGEMENT

Unit-I

Definition, nature, scope and significance of management – difference between Management and administration – importance of management, Evolution of management thought.

Unit – II

Modern management techniques – levels of management – management techniques in government.

Unit – III

Planning – decision making – Supervision - coordination – communication – leadership – training -

Unit – IV

Management by Objective (MBO) – management information system – total quality Management.

Unit – V

Participative management – self management – quality circle – issues in management.

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REFERENCES:

1. P.C. Tripathi, P.N. Reddy, Principles of Management, Tata MCGRAW- Hill Publications, New Delhi. 2008,
2. Dr.Vishnoo Bhagwan and VidyaBhushan, Public Administration, New Delhi, S.Chand and Company LTD, 2011
3. R.N. Gupta, Principles of Management, S.Chand& Company Limited, New Delhi,2010
4. Dr. D.K. Tripathi, Principles and Practices of Management, Wisdom Publications, New Delhi. 2009
5. E. Owen Hughes, Public Management & Administration; An Introduction, Palgrave Macmillan Publishers Limited, 2015

SEMESTER – III

ORGANISATION THEORY

Unit – I

Meaning, Nature and Scope of Organisation – Types of Organization – Principal of organisation – Approaches to Study organization.

Unit – II

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

Unit – III

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

Unit – IV

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

Unit – V

Organizational Behaviour – Organizational Conflict – Organizational Effectiveness – Organization and Society - Redressed Mechanism

Books for Reference:

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

SEMESTER – III
NMEC - I
SOCIAL ISSUES IN INDIA

Unit – I

Social Structure in India – Ancient Medieval 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

SEMESTER – III
NMEC - II
GK for Competitive Exams

UNIT – I

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

UNIT – II

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

UNIT – III

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

UNIT – IV

Water Resources – rivers in India – Soil – minerals and natural resources – population density and distribution – natural calamities - Disaster Management.

UNIT - V

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

Books for Reference:

1. K.L.Khurana, R.C. Sharma, Simple History of Ancient India, Lakshmi Narain Agarwal Publishers, Agra-3.
2. L.P.Sharma, History of Ancient India, Konark Publishers Pvt.Ltd, Delhi.
3. S.R.Maheshwari, Indian Administration, ORIENT LONGMAN PVT LTD, Hyderabad; 2003
4. Joshua O.Miluwi, Public Administration Theory and Practice, Mangalam Publications, New Delhi, 2014
5. Laxmikanth M, Public Administration, TATA McGRAW HILLS , New Delhi; 2012.
6. V.V.K. Subburasu, Pothu Arivu Kalanjiyam, Sura Publication, Chennai, 2019