GOVERNMENT ARTS COLLEGE (AUTONOMOUS)

SALEM – 636 007

B.A., (PUBLIC ADMINISTRATION)

COURSE STRUCTURE, REGULATIONS AND SYLLABUS UNDER CBCS

(For the Candidate admitted from the Academic Year 2018 – 2019)

GOVERNMENT ARTS COLLEGE (AUTONOMOUS), SALEM – 636 007

BACHELOR OF ARTS (B.A., PUBLIC ADMINISTRATION)

Course Structure under CBCS

(For Candidates Admitted from the Academic year 2018 – 2019 onwards)

SEMESTER SYSTEM WITH INTERNAL ASSESSMENT

REGULATIONS

1. OBJECTIVES OF THE COURSE

Main objectives of the course are to create awareness among the students about public administration, formulation of public policy, enforcement of the public policy and government functions. The course highlights principles of public administration, principles of management and development administration. The courses especially focus on Indian Administration, Personnel Administration, Financial Administration and Local self-government. The course brings special attention on central administration, state administration and civil service in India.

2. CONDITIONS FOR ADMISSION:

A candidate who has passed higher secondary examination under Higher Secondary Board of Examination, Tamil Nadu or as per norms set by the Government of Tamil Nadu are permitted to appear and qualify for the B.A., **PUBLIC ADMINISTRATION** Degree Examination of this Autonomous College after a course of study of three Academic years.

The board resolved to admit 24 candidates initially, when the demands arise the number of admit candidates should be increase.

3. DURATION OF THE COURSE:

The course for the degree of Bachelor of Arts in **PUBLIC ADMINISTRATION** shall consist of three Academic Year divided into six semesters. Each semester consist of 90 working days.

4. SCHEME OF EXAMINATIONS:

The Scheme of Examinations for different Semester shall be as follows

SEMESTER - I							
PART	**PAPER CODE**	**COURSE**	**HOURS**	**CREDITS**	**INTERNAL MARKS (I.A)**	**EXTERNAL MARKS (S.E)**	**MAXIMUM MARKS**
I	17FTL01	Tamil Language Course- I	6	3	25	75	100
II	17FEL01	English Language Course – I	6	3	25	75	100
III	17UPA01	Core course–I Principles of Public Administration	6	4	25	75	100
III	17UPA02	Core course-II : Administrative Thinkers	5	4	25	75	100
III	17AEC01	Allied Economics course-I Business Economics	5	5	25	75	100
IV	17UVABE	Common Course :II Value Based Education	2	2	25	75	100
		TOTAL	**30**	**21**	**25**	**75**	**100**

SEMESTER – II

I	17FTL02	Tamil Language Course– II	6	3	25	75	100
II	17FEL02	English Language Course- II	6	3	25	75	100
III	17UPA03	Core course–III – Principles of Management	6	4	25	75	100
III	17UPA04	Core course–IV - Indian	5	4	25	75	100

		Administration					
III	17AEC02	Allied Economics course-II Indian Economy	5	5	25	75	100
IV	17UENST	Common Course: IV Environmental Studies	2	2	25	75	100
		TOTAL	**30**	**21**	**25**	**75**	**100**

SEMESTER - III

I	17FTL03	Tamil Language Course-III	6	3	25	75	100
II	17FEL03	English Language – III	6	3	25	75	100
III	17UPA05	Core course–V – MODERN GOVERNMENTS – I (UK, USA and SWISS)	4	4	25	75	100
III	17UPA06	Core course–VI- National Movement in India	5	4	25	75	100
III	17AHT01	Allied History course-I Main currents in India History-I	6	5	25	75	100
IV	17UPAS1	Skill based Elective course-I: Contemporary Politics of India (1947-2004)	2	2	25	75	100
IV	17UPAN1	Non-major Elective course-I: Gandhian Thought	1	2	25	75	100

TOTAL	**30**	**23**	**25**	**75**	**100**

SEMESTER – IV							
I	17FTL04	Tamil Language Course-IV	6	3	25	75	100
II	17FEL04	English Language Course- IV	6	3	25	75	100
III	17UPA07	Core course–VII- Principles of Political Science	4	4	25	75	100
III	17UPA08	Core course–VIII- Modern Governments – II (France, China, Japan and Germany)	5	4	25	75	100
III	17AHT02	Allied History course-II: Main currents in Indian History-II	6	5	25	75	100
IV	17UPAS2	Skill based Elective course-II: Journalism and Mass Communication	1	2	25	75	100
IV	17UPAN2	Non-major Elective course-II: Public Personnel Administration	2	2	25	75	100
V	17UEXAT	Extension Activities	3	1	-	-	100
TOTAL			**33**	24	25	75	100

SEMESTER – V

III	17UPA09	Core course–IX: Financial Administration in India	6	4	25	75	100
III	17UPA10	Core course–X: Human Rights in India	6	4	25	75	100
III	17UPA11	Core course–XI: Local-self Government in India	5	4	25	75	100
III	17UPA12	Core course–XII: Social Welfare Administration in India	5	4	25	75	100
III	17UPAM1	Major based Elective course-I	4	5	25	75	100

		Human resource Management					
IV	17UPAS3	Skill based Elective course-III: Citizen And Civic Awareness	2	2	25	75	100
IV	17UPAS4	Skill based Elective course-IV: Political Parties And Pressure Groups	2	2	25	75	100
		TOTAL	**30**	**25**	**25**	**75**	**100**

SEMESTER – VI

III	17UPA13	Core course–XIII: Development Administration in India	5	4	25	75	100
III	17UPA14	Core course–XIV: International Organization and Administration	5	4	25	75	100
III	17UPA15	Core course–XV: Public Policy and Analysis	5	4	25	75	100
III	17UPAM2	Major based Elective course –II: Public Administration for competitive examinations	4	5	25	75	100
III	17UPAM3	Major based Elective course –III: Police Administration in India	4	5	25	75	100
IV	17UPAS5	Skill based Elective course-V: NGO Management	2	2	25	75	100
IV	17UPAS6	Skill based Elective course-VI: Labour Welfare Administration in India	2	2	25	75	100
		TOTAL	**27**	**26**	**25**	**75**	**100**

Total Credits and Marks

S.No.	PART	NAME OF THE SUBJECTS	NO.	CREDITS	MARKS
1	I	TAMIL	4	12	400

2	II	ENGLISH	4	12	400
3	III	CORE	15	60	1500
4	III	ALLIED	4	20	400
5	III	MAJOR BASED ELECTIVE	3	15	300
6	IV	SKILL BASED ELECTIVES	6	12	600
7	IV	VALUE BASED EDUCATION	1	2	100
8	IV	ENVIRONMENTAL STUDIES	1	2	100
9	IV	GENERAL KNOWLEDGE AND CURRENT AFFAIRS	2	4	200
10	V	EXTENSION ACTIVITIES	-	1	100
		TOTAL	**40**	**140**	**4100**

5. EXAMINATIONS:

The theory examination shall be three hours duration to each paper at the end of each semester. The candidate failing in any subject(s) will be permitted to appear for each failed subject(s) in the subsequent examination.

The Semester Examinations consist of Internal Assessment (IA) and Semester Examination (SE).

IA marks for theory paper:

Attendance	-	5 Marks
Assignment	-	10 Marks
Test	-	10 Marks
Total Marks		25 Marks

Test on theory subjects:

In order to award 10 Marks for the test component, three test on each subject will be conducted of which the average of higher two scores will be taken into account.

Attendance Marks:

Marks	**1st Mark**	**2nd Marks**	**3rd Marks**	**4th Marks**	**5th Marks**

Percentage of Attendance	75% - 80%	81% - 85%	86% - 90%	91% - 95%	96% - 100%

6. QUESTION PAPER PATTERN:

U.G. PUBLIC ADMINISTRATION COURSE

For Theory

Time: 3 Hours Max. Marks: 75

PART – A (10 X 2 = 20 Marks)

(Answer all Questions)

(Two Questions from each Unit)

PART – B (5 X 5 = 25 Marks)

(Answer all Questions)

(Two Questions from each Unit with Internal Choice)

PART – C (3 X 10 = 30 Marks)

(Answer any Three)

(One Question from each Unit. Answer any Three out of five questions)

7. PASSING MINIMUM:

A candidate shall be declared to have passed the examination if the candidate secures not less than 40% of the Marks in Semester Examination and in IA in each course. The candidate should get a minimum of 40% Marks in SE as well as minimum of 10 Marks in IA, i.e. a minimum of 30 Marks out of 75 in SE and a minimum of 10 Marks out of 25 in IA in the theory courses.

8. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

The performance of the student is indicated by letter Grades and the corresponding Grade Point (GP), Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

Letter Grade	**Cumulative Grade Points Average**	**Grade Description**	**Range of Marks**
S	10	Out standing	90-100
A	9	Excellent	80-89
B	8	Very Good	70-79
C	7	Good	60-69

D	6	Average	50-59
E	5	Satisfactory	40-49
RA	0	Reappear	0-39

A student is deemed to have completed a course successfully and earned the appropriate credit, only if, the candidate earned a grade of D and above. RA denotes the candidate should Re-appear the course again.

GP = (Marks obtained in a Course X Credit) / 10

GPA = Total Grade points earned in a Semester

_____

Total Credits registered in a Semester

CGPA = Sum of Grade Points earned

_____

Sum of Grade Points earned

Classification

CGPA	9 and above	1st Class with Distinction
CGPA	between 7 and 8.9	1st Class
CGPA	between 6 and 6.9	IInd Class

Note:

The above classification shall be given for

- Over all performance including Non-major Elective and Skill based course.
- For Performance in the Part III only.

9. MAXIMUM DURATION FOR THE COMPLETION OF THE UG PROGRAMME:

The maximum duration for completion of the UG Programme shall not exceed twelve Semesters.

10. TRANSITORY PROVISION:

Candidates who were admitted to the UG course of study before 2018-2019 shall not be permitted to appear for the Examinations under these regulations.

SEMESTER-I

CORE PAPER-I **COURSE CODE: 17UPA01**

PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT-I:

Meaning, Nature and Scope of Public Administration – Public Administration and Private Administration – Public Administration Arts, Science or Both – Public Administration and Its Relations with Other Social Sciences – New Public Administration.

UNIT-II:

Organization-Bases of organization – Principles of Organization – Hierarchy-Span of control – Unity of Command – Delegation of Authority – Co-Ordination- Integration Vs Disintegration – Centralization Vs Decentralisation.

UNIT-III:

Chief Executive – Types Of Chief Executive – Line, Staff And Auxiliary Agencies – Departments – Public Corporations – Independent Regulatory Commissions – Boards And Commissions - Field Vs. Head Quarters.

UNIT-IV:

Meaning And Nature Of Management – Planning – Decision – Making – Communication – Supervision – Leadership- Public Relations.

UNIT-V:

Control over Public Administration –Legislative Control –Executive- Judicial-Issues in Public administration- Corruption- Human Rights

Books Recommended for Study:

1.Avasthi, A. and Maheswari, S.R.- Public Administration

2.Tyagi, A.R. – Principles and Practice of Public Administration

3.Vishnoo Bhagwan and – Public Administration, S.Chand & co., New Delhi 1994.

4.Bhambhri, C.P – Public administration – Theory and Practice, Jain Prakash, Nath&co., Meerut, 2002.

SEMESTER-I

CORE PAPER-II **COURSE CODE: 17UPA02**

ADMINISTRATIVE THINKERS

UNIT – I:

Henri Fayol - F.W. Taylor - Gullick-Urwick

UNIT – II:

Max Weber-Karl Marx

UNIT – III:

Mary Parker Follet – Elton Mayo –Riggs.

UNIT – IV:

C.I. Barnad – Herbert A. Simon- fredrick – Herzberk

UNIT – V

Rensis Likert – Chris Argyris - Abraham Maslow

Books Recommended for Study:

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

SEMESTER – I

AEC:I **COURSE CODE: 17AEC01**

Allied – I – Business Economics

Unit – I:

Meaning of Economics – Definition – Scope – Nature – Positive and Normative Economics – Micro and Macro Economics Divisions of Economics

Unit – II:

Law of demand – Elasticity of demand – Law of supply

Unit – III:

Cost – Meaning – Short run and Long run cost curves – Revenue concepts - BEP

Unit – IV:

Market – Meaning – Classification price and output determination under perfect competition – Monopoly and Monopolistic competition

Unit – V:

Inflation – Meaning – Causes effects – Trade cycle

SEMESTER-I

COMMEN COURSE: II **COURSE CODE: 17UVABE**

VALUE BASED EDUCATION

Unit-1

Concept of Human Value-Value Education towards Personal Development: Aim of Education and Value Education- Evolution of Value Oriented Education-Concept of Human Values-types of value-Components of Value Education

Personal Development:

Self-analysis and introspection-Sensitization towards Gender Equality-Physically challenged-Intellectually challenged-Respect to age-Experience Maturity-Family members -Neighbours-Co-workers.

Character Formation towards Positive Personality:

Truthfulness-Contructivity-Sacrifice-Sincereity-Self-control-Altruism-Tolerance-Scientific vision

Unit-II

Value Education towards National and Global Development:

Value-Democracy-Socialism-Secularism- Equality-Justice-Liberty-Freedom and Fraternity-Social Values-Pity and Probity-Self-control-Universal brotherhood-Professional Values-Knowledge thirst-Sincerity in Profession-Regularity-Punctuality and Faith

Unit-III

Religious Value- Tolerance-Wisdom-Character-Aesthetic Value-Love and Appreciation of literature and Fine Arts and Respect for the same-National Integration and International understanding

Unit-IV

Impact of Global Development on Ethics and Values-Conflict of cross-Cultural influences-Mass media- Cross-border Education- Materialistic Values-Professional Challenges and compromise-Modern Challenges of Adolescent-Emotions and Behaviour -Sex and Spirituality-Comparison and Competition-Positive and Negative Thoughts

Unit-V

Therapeutic Measures:

Control of the Mind through:

1.Simplified physical exercise

2.Meditation-Objectives, types, effect on body, mind and soul

3.Yoga-Objectives, types, Asanas

4.Benefits of Blessings

Reading List:

1) Value Education for Health, Happiness and Harmony- The World Community Service centre-Vethari. Philosophy of Universal Magnetism

SEMESTER-II

CORE PAPER-III **COURSE CODE: 17UPA03**

PRINCIPLES OF MANAGEMENT

UNITT-I:

Meaning, Nature, Scope and Importance of Management - Scientific Management - Administration and Management.

UNIT-II:

Organization- meaning nature Scope of Organization – Types of Organization- Ministers and Dept.Contribution of Peter F.Drucker, Max Weber, Elton Mayo – Hawthrorne Experiments.

UNIT-III:

OB- Planning – Introduction, Meaning, Characteristics, Objective & Importance Of Planning, Essentials Of Good Planning, Decision Making – Introduction, Characteristics, Elements And Types Of Decision Making.

UNIT-IV:

Co-Ordination – Definition, Features, Characteristics, Need and Importance, Types And Techniques Of Co-Ordination, Communication- Leadership – Motivation.

UNIT-V:

Management by Objectives (MBO), Management Information System (MIS), Appraisal and Evaluation, Participative Management, Training and Management Development – Disaster Management

Books recommended for study:

1. Keeling.D.: Management In Government
2. Sethi.K.C Et Al: Self-Management and Workers Participation.
3. Joseph L.Magpie: Essential of Management.
4. Pollard .H.R : Further Development In Management Thought

SEMESTER-II

CORE COURSE: IV **COURSE CODE: 17UPA04**

INDIAN ADMINISTRATION

Unit – I:

Evolution of Indian Administration – Kautilya's Views on Administration – Mughal Administration – The British Legacies of Indian Administration – Features of the Indian Administration – Constitutional Frame work

Unit – II: **Parliamentary Democracy**

The President: Election – Powers – Position – The Prime Minister and The Council of Ministers – Appointment – Powers and Functions – Central Secretariat and Cabinet Secretariat: The Prime Minister's office.

Unit – III:

Governor – CM – State Secretariat-Centre State Administrative Relations

Unit – IV: **Local Government- Urban and rural**

District Collector –The role of District Collector-DRO-BDO-Tahsildar -VAO

Unit – V:

UPSC – SPSC-SC-CVC-Corruption in administration-Ethics in Indian Administration

Books Recommended:

1. Avasthi A. Central Administration: Tata Mc graw Hill: New Delhi. 1989.
2. Chanda Ashok: Indian Administration: Allen and Unwin: London. 1967.
3. Jain, R.B. Contemporary Issues In Indian Administration, Vishal Publications: New Delhi. 1996.
4. Johari, J.C., Indian Government and politics: Vishal Publications Delhi. 1987.
5. Khera, S.S. The Central Executive: Orient Longman: New Delhi. 1985.
6. Maheswari, S.R. Indian Administration. Orient Longman: New Delhi. 1989.

Semester – II

AEC: II **COURSE CODE: 17AEC02**

Allied – II– Indian Economy

Unit – I:

Under development – meaning and characteristics – causes – the determinants of economic development – Concepts of growth and development

Unit – II:

Human resources – Population growth as a retarding factor – Population policy – National Income – Concept – its measurement – limitations – recent trends in National income

Unit – III:

Agriculture – Features – Role of agriculture – Agricultural productivity – Food problem – Green revolution

Unit – IV:

Industrialization – role of industries in economic development – Cottage and small scale industries – Industrial sickness – Causes and measures for prevention

Unit – V:

Globalization privatization – Liberalization – meaning – impact on Indian economy

Reference:

1. Dutt and Sundaram – Indian Economy
2. Mishra and Puri – Indian Economy
3. I.C. Dhingra – Indian Economy
4. M.L. Jhigan – Economic Development and Planning
5. Govt. of India – Five year plan reports

SEMESTER-II

COMMON COURSE: IV **COURSE CODE: 17UENST**

ENVIRONMENT STUDIES

Unit-I: Natural Resource:

- Definition-Scope-Importance and Public Awareness
- Forest resource: Deforestation, Mining, Dams and their effect on forests
- Water resource: Utilization of surface and ground water, floods, benefit and problems.
- Mineral resource: Environmental effects of extracting and using mineral resources.

Unit-II: Ecosystems:

- Concept-Structure-Function of an Ecosystem
- Producers-Consumers and Decomposers
- Energy flow in the Ecosystem
- Ecological Succession
- Outline of important Ecosystem

Unit-III: Biodiversity and Pollution:

- Introduction-Definition-Genetic-species and Ecosystem diversity
- Threats to bio-diversity: Habitat loss poaching of wildlife-Man wild life conflict
- Endangered and endemic species of India
- Environmental Pollution: Causes- effects and control measures- Role of an Individual in the prevention of pollution of Air –Water and Soil Pollution
- Solid Waste Management : Causes – effects and control measures of Urban and Industrial wastes
- Disaster Management : Floods- Earthquake-Cyclone- Landslides

Unit-IV: Biodiversity and Pollution:

- From unsustainable to Sustainable development
- Environmental ethics-Issues and problem- Solutions
- Climate change – Global warming- Acid rain-Ozone layer depletion

Unit-IV: Pollution issues and Legislation:

- Pollution explosion and Problems
- Environment and Human health

Reading List:

1. T.G.Miller –Jr.Environmental Science,Wadsworth Publishing Co,(TB)
2. P.D.Sharma- Environmental Science

SEMESTER-III

CORE COURSE: V **COURSE CODE: 17UPA05**

MODERN GOVERNMENTS – I (UK.USA and SWISS)

UNIT – I: INTRODUCTION THE STATE AND GOVERNMENT

State and its Nature – State and Government – Sovereignty – Division of powers – Unitary state – Federal State – Constitution and its classifications – Written and Unwritten – Flexible and Rigid – Parliamentary and Presidential form of Government.

UNIT – II: THE BRITISH CONSTITUTION

UK – Salient features of the constitution – Conventions – Powers and Position of the Monarch – Prime Minister – Council of Ministers – Parliament – Process of Law making – Judiciary – Rule of Law – Party System.

UNIT – III: CONSTITUTION OF USA

USA – Salient features of the Constitution – Federal System – Separation of Powers – President and American Cabinet – Congress – Committee System – Law making process – Supreme Court – Judicial Review – Party System.

UNIT – IV: THE FRENCH CONSTITUTION

French – Salient features of the Constitution – President of the Republic – Prime Minister – Parliament – Law making procedure – Judiciary – Administrative law – Party System.

UNIT – V: THE SWISS CONSTITUTION

Swiss – Salient features of the Constitution – Federal Council – Federal Assembly – Federal Tribunal – Direct Democracy – Party System.

Books Recommended for Study:

1. Kapoor, A.C., - Modern Constitutions, S. Chand and Co, New Delhi, 1992.
2. Mahajan, V.D., - Modern Governments, New Delhi, 1992.
3. Vishnoo Bhagwan and Vidya Bhusan – World Constitutions, Streling Publishers Pvt. Ltd.
4. Ridley and Blondel – Public Administration in France.
5. Blondel, S., - Comparative Governments.
6. Johari, J.C., - Comparative Government and Politics.

SEMESTER-III

CORE COURSE: VI **COURSE CODE: 17UPA06**

NATIONAL MOVEMENT IN INDIA

UNIT – I

East India Company and British Rule in India-First war of Independence 1857 – Queen Proclamation

UNIT – II

Origin of Indian National Congress - Moderates - Extremist- Revolutionary Nationalism – Muslim League – Massacre -Jalian Walabagh

UNIT – III

Gandhiji – Shamparan Sathya graha- Non- co-operation Movement – Civil dis obedience movement – Dandi Salt March – Simon Commission – Round Table Conferences

UNIT –IV

Role of Women Leaders in Indian National Movement – Quit India Movement

UNIT – V

Mount Patten Plan – two nations Theory – Partition of India – Independence of India – Making of Indian Constitution

Books Recommended for Study:

1. Ghari, U.R. : Indian Political System(1998) Jalendhar – Academic Publishing House.
2. Harihara Das : Political system of India, New Delhi –Anmol Publication (P) Ltd.
3. Kishore Sharma : Introduction to the Constitution of India. (Prentice Hall of India)
4. Aggarwal R.C : Constitutional Development and national movement of India, New Delhi, S. chand &co.
5. D.C. Gupta : Indian national movement and Constitutional Development, New Delhi Wikas Publication.

B.A. PUBLIC ADMINISTRATION – ALLIED HISTORY

(II-Year, III –Semester)

MAIN CURRENTS IN INDIAN HISTORY-I

(Allied Course, Code: 17AHTA1, Credit:3, Hours:5)

UNIT I

Pre History and Proto-History-Features of Indus Valley and Vedic Civilization-Transition to Historic Period - Mahajanapadas-Religious Transformation-Principles and Impact of Buddhism and Jainism.

UNIT II

Foreign Invasions- Persian and Greek-Alexander the Great-Rise of Magadha Empire-Kautilya and Mauryan Administration-Religious Patronage of Mauryan Kings and Kanisnhka-Kushanas-Gandhara Art

UNIT III

Classical Age-Kalidasa-Revival of Hinduism-Chandra Gupta II and Samudra Gupta-Harsha Vardhana -Chinese Pilgrims-Prominent Rajput Kingdoms-It's glory and weakness.

UNIT IV

Turkish Invasion-Mohammad Ghazini- Mohammad Ghori-Tarain Battles-Foundation of Turkish rule-Balban-Revenue and Military Reforms of Alauddin-Administrative Experiments of Muhamad- Bin Tuqlag-land and public reforms of Firoz-shah tuqlag-important monuments.

UNIT V

Rise of Mughals-Ggreat Battles of Babur-Weakness of Humayan-Rise of Sher Sha-Fore runner of Akbar-Second Battle of Panipat-Bairam Khan –Innovative Ideas of Akbar – Golden Age of Mughals-Nur Jahan-Paintings and Jahangir's reign-Popular Monuments-Aurangazeb-Religious Policy-Notable Sikh Gurus-Guru Govind Singh-Khalsa

SEMESTER-III

SBEC: I **COURSE CODE: 17UPAS1**

CONTEMPORARY POLITICS OF INDIA (1947-2004)

UNIT – I PARTITION OF BRITISH INDIA

Demand for Pakistan – Mountbatten Plan – Indian Independence Act- Integration of Princely states- Role of Vallabhai Patel

UNIT – II INDIA'S FOREIGN POLICY

It's basic Concepts – Objectives –Principles – Panchasheel and Non Alignment- Indo- Pak Relations- Indo – Sri-Lankan Relations – Indo – Bangladesh Relations – Indo- China Relations – India & UNO – Common Wealth of Nations –SAARC- Indo- US and Indian Russian Relations

UNIT – III ECONOMIC AND EDUCATIONAL DEVELOPMENT

Planning Commission (Niti Ayok) –Five year Plans- National Development Council and its role – Welfare Programmes – IRDP – Jawahar Rozgar Yojana –NREGP- Growth of Education: Radhakrishnan Commission- National Literacy Commission

UNIT – IV DEVELOPMENT OF SCIENCE & TECHNOLOGY

Atomic Energy Commission and its Programmes – Indian Space Research Organization and its Programmes –DRDO and its Programmes – Missile Technology and its Development- Bio- Technology-Green, White and Blue revolutions – Development of Communication –Railways – Roadways- Airways

UNIT – V MAKERS OF CONTEMPORARY INDIA

J.Nehru-Patel –Indira Gandhi- C.V.Raman – Radhakrishnan-Visveswaraya- H.J.Bhaba- Vikram Sarabhai-H.N. Sethna- Shanti Swarup Bhatnagar – P.C.Roy –M.S.Swaminathan-Vargeesg kurien and A.P.J.Abdul kalam.

Books :

1. G.Venkatesan- Contemporary History of India
2. D.D.Basu – Introduction to Constitution, Culcutta,2006
3. G.John Gilbert - Contemporary History of India,New Delhi,2006
4. Rajani Kothari.Politics in India,New Delhi,2003
5. Summit Sarkar, Modern India, New Delhi,2004

SEMESTER-III

24

SEMESTER-III

NMEC:1 COURSE CODE: 17UPAN1

GANDHIAN THOUGHT

UNIT – I:

Life of Gandhiji- Gandhiji's Concept on Religion and Social Service-Truth and Non-violence-Satyagraha- Sarvodaya

UNIT – II:

Gandhian Principles of Directive Principles of State Policy- Gandhiji view's Dalit and Reservation

UNIT – III:

Education Philosophy of Gandhiji- Basic Education-Education for all Ganandhian Experiments in Education-Key to Health: The Importance of Naturopathy- Health for all.

UNIT – IV:

Economic Ideas of Gandhiji: Trusteeship-Public Sector-Private Enterprise-Gandhian way of Management

UNIT – V

Political Philosophy: Gandhiji's Idea of Good Government –People's Power-Democracy-Qualities of Good Leader-Qualities of Parliament-Relevance of Gandhism to Present World.

Books Recommended

1. Bandyopadhyaya. J : Social and Political Thought of Gandhi : Allied Publishers Private Limited.
2. Gandhi M.K: Basic Education L: Navajivan Publication House : Ahamaedabad.
3. Gandhi M.K: Hindu Dharma : Navajivan Publication House : Ahamaedabad
4. Gandhi M.K: Gita According to Gandhi : Navajivan Publication House : Ahamaedabad
5. Gandhi M.K: Key to Health : Navajivan Publication House : Ahamaedabad
6. Appadurai. A : Political Thought 20th Century : South Asia Publishers : New Delhi

SEMESTER-IV

CORE PAPER-VII **COURSE CODE: 17UPA07**

PRINCIPLES OF POLITICAL SCIENCE

UNIT-I **Introduction**

Definition, Meaning And Scope Of Political Science – State – Definition And Meaning – Elements Of States – State And Nation – The Distinctive Features Of The State – State And Its Functions.

UNIT-II: **Theories of origin of state**

Theory Of Divine Origin – Theory Of Force – The Patriarchal Theory – The Matriarchic Theory – The Evolutionary Theory – Social Contract Theory Of Hobbes, Locke And Rousseau.

UNIT-III: **Basic political concepts**

Sovereignty – Monistic And Pluralistic Theories – Merits And Defects – Law – Nature Of Law – Source Of Law – Liberty –Meaning, Civil Liberty And Political Liberty – Safe Guards Of Liberty – Equality – Meaning Extent Of Equality In Modern State – Equality And Liberty

UNIT-IV: **Forms of government**

Democracy – Definition, Meaning and Participles – Merits and Demerits Of Democracy – Classification Of Government; Unitary And Federal, Parliamentary And Presidential Forms Of Government – Legislative – Executive -Judiciary

UNIT-V: **Public opinion, political parties and pressure group**

Meaning, Nature, Type And Agents Of Public Opinion – Political Parties, Their Types And Functions – Election – Importance Of Election- Franchise-Qualifications – Conditions For Good Electoral Process- Pressure Groups.

Books Recommended for study:

1) A.Appadurai: Substance Of Politics: Oxford University Press, India.
2) Amal Ray And Mohit Bhattacharya: Political Theory: Ideas And Institutions, Calcutta, The World Press.
3) Macrids R.C(Ed). Modern Political System, Prentice Hall International
4) Kapoor A.C, Principles Of Political Science.

SEMESTER – IV

CORE COURSE:VIII **COURSE CODE: 17UPA08**

MODERN GOVERNMENTS – II (FRANCE, CHINA, JAPAN AND GERMANY)

Unit – I

Constitution of the Fifth Republic of France: Salient Features, Amendment Procedures – President – Prime Minister – Parliament and Law Making - Administrative Law – Judiciary - Local Government.

Unit – II

Salient Features of Constitution of China – Legislature – Executive – Parliament – Cabinet – Lawmaking Procedure – Communist Party of China – Judiciary - Local Government.

Unit – III

Salient Features of Constitution of Japan – Legislature – Executive – Parliament – Cabinet – Lawmaking Procedure – Political Parties – Judiciary - Local Government.

Unit – IV

Salient features of Constitution of South Africa – Legislature - Executive - Political Parties – Judiciary – Local Governments.

Unit – V

Salient features of Constitution of Germany - Legislature - Executive - Political Parties – Judiciary – Local Governments.

Reading List:

1) Wayper C.L : Political Thought, English University Press, London, 1967.
2) Varma V.P : Ancient and Medieval Political Thought, Lakshmi Narain Agarwal, Agra-2000.
3) Subrata Mukherjee & Sushila Ramaswamy: A History of Political Thought, Prentice Hall of India, New Delhi, 1999.

4) Sabine G.H : History of Political Theory, 4th revised edition, Oxford and IBH.Delhi.
5) Maxey C.C : Political Philosophies, Surjeeth Publications, Delhi, 2007.

B.A. PUBLIC ADMINISTRATION – ALLIED HISTORY

(II-Year, IV-Semester)

MAIN CURRENTS IN INDIAN HISTORY-II

(Allied Course, Code: 17AHTA2, Credit:3, Hours:5)

Unit-I

European Colonialism and imperialism-Foundation of British rule-Battle of Plassey and Buxar-Robert Clive-Carnatic Wars-Mysore Wars-Hyder Ali and Tippu Sultan.

Unit-II

British Supremacy-Rule of East India Company-Revenue and Civil reforms of Corn Wallis-Wellesely and Subsidiary Alliance-Rajaram Mohan Roy and other Indian Reformers-Reform of William Bentinck-Dalhousie- His reforms and Doctrine of Lapse.

Unit-III

Great Revolt of 1857-Transfer of Administration-Lord Rippon-His reforms of Local Self-government-Formation of Indian National Congress-Administrative and Constitutional changes up to 1909- Partition of Bengal and Swadeshi Movement-Moderate and Extremists' wings of INC.

Unit-IV

Gandhian era of Indian National Movement-Champran satyagraha to Salt satyagraha-From Dominion Status to Poorna Swaraj- Revolutionary forces in Freedom struggle- Bhagat Singh-Constitutional Reforms-Nehru Report-Dyarchy-Provincial Autonomy-Round Table Conferences-Communal Award and rise of Communalism.

Unit-V

Towards Freedom-Individual Satyagraha-Quit India Movement-Cripps Mission and Cabinet Mission Plan-Netaji and INA-Transfer of power to Indians-Partition of India- Lord Mt. Batten-Indian Independence Act of 1947.

SEMESTER-IV

SBEC:II **COURSE CODE: 17UPAS2**

JOURNALISM AND MASS COMMUNICATION

UNIT-I

Journalism- its definition-Mass Media-Kinds of Mass Media- History of Journalism Experiences during the British Indian Age- press laws -Mass Communication in India.

UNIT-II

Development of Journalism in India since Independence-News- news values-News Agencies- Freedom of the press and Ethics in Journalism-Press Council

UNIT-III

Reports –Types- Role and responsibilities-Reporting Crimes-Public meeting-Art of Interview and its types – Investigative Journalism

UNIT –IV

Writing –Inverted pyramid- Features and News story-type of Writers- Editing – Role of Editors, Sub-Editors-Editorial-Page Make up-Proof-Reading

UNIT-V

Role of Press in India-Recent Advertisements in Electronic and Print Media-Social media-journalism as a preparation for career.

Reference :

1) James.M.Neal and Suxanne S.Brown- News Writing,Reporting
2) Pathayali Seth- Professional Journalism
3) Ahuja-Introduction to Journalism
4) S.Natarajan- AHistory of the Press in India
5) Mehta.D.S-Mass Communication and Journalism in India
6) Rangasamy Parthasarathy- Journalism in India

SEMESTER-IV

IVth SEMESTER **Code 17UPAN2**

PUBLIC PERSONNEL ADMINISTRATION

UNIT -I

Nature, scope and Importance of personnel Administration – Different types of personnel Systems – Bureaucratic, Democratic and representative systems.

UNIT - II

Civil services - Generalist Vs Specialist – Civil Service Neutrality – Civil servants relationships with Political Executive –Ethics, Morale and Motivation Integrity in Administration.

UNIT –III

Staffing Pattern – Recruitment – Examination and selection – Position and Rank classification - Training – Kinds of Training - Promotion and performance Evaluation - Confidential Reports –Superannuation and Retirement Benefits.

UNIT -IV

All India Services – UPSC – Appointment – Conditions of service – Functions – State Public Service commission for Recruitment and its working - Staff selection commission

UNIT -V

Employer – Employee Relations – Wage and Salary Administration – Wage policy – Allowances and Benefits – Pay Staff Association in Civil Service

Books for Reference:

1. Stahl Glean O: Public Personnel Administration
2. Parnandikar Pai V.A: Personnel System for Development Administration.
3. Bhambhiru . P: Bureaucracy and Policy in India.
4. Dwivedi O.P and Jain R.B: India's Administrative state.
5. Muttalis M.A: Union Public Service Commission.
6. Bhakara Rao .V: Employer Employee Relations in India.
7. Davar R.S. Personnel Management & Industrial Relations

SEMESTER-V

CORE COURSE – IX **COURSE CODE: 17UPA09**

FINANCIAL ADMINISTRATION IN INDIA

UNIT – I: Introduction

Nature, Scope and Significance of public financial administration – Meaning and Principles of Budget – Modern techniques of public financial administration.

UNIT – II: Budgetary Process and Public Budgeting in India

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

UNIT – III: Financial Committees of Parliament

Public Accounts Committee – Estimate committee – Committee on public undertakings – Committee on subordinate Legislation – Departmentally Related standing committees.

UNIT – IV: Accounts and Auditing

Meaning of Audit – Audit in India – Comptroller and auditor General of India – Separation of Accounts from Audit – Performance Auditing- Consolidated Fund of India-Contingency fund of India

UNIT – V: Public Finance and Financial Relations

Finance Commission of India – Union – State financial relation – Resource Mobilization – Tax Administration in India – Public Debt Administration in India – Local body Finances in India – State Finance commission- Foreign Direct Investment.

Books Recommended for Study:

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

SEMESTER-V

CORE COURSE: X **COURSE CODE: 17UPA10**

HUMAN RIGHTS IN INDIA

UNIT – I: INTRODUCTION

Introduction: Meaning, Nature and Importance of the study of Human Rights – Concept of Human Rights – Limitation of Rights – Limitation of Rights – Typology of Rights – Historical Perspective of Human Rights

UNIT – II: HUMAN RIGHTS STUDIES

Legal Provisions to Safe Guard Human Rights – Universal Declaration of Human Rights – Fundamental Rights and Directive Principles of the state policy – Protection of Human Rights Act 1993 – Special Provision for the Protection of the SCs and STs – Human Rights and Fundamental Duties.

UNIT – III: HUMAN RIGHTS RELATED ORGANIZATIONS

Human Rights Institutions – Amnesty International – International Community of Red Cross – United Nations Human Rights Commission – United Nation High Commission for Refugees – National Human Rights Commission – Commission for SCs & STs Minorities – State Human Rights Commission.

UNIT – IV: ISSUES IN HUMAN RIGHTS

Areas of Human Rights Violation and Conflicts – Violence against Women – Bonded Labour – Child Labour – Poverty and Illiteracy – Disability among the Human beings – Bio-Ethics and Human Rights Violation – Emerging Trends- Terrorism

UNIT – V: HUMAN RIGHTS- STATE AND THE CIVIL SOCIETY

Implementation of Human Rights – State Aggression – Custodial Violence – Rights of Prisoners – Caste Association and Caste Conflicts – War and Crimes – Role of Bureaucracy – Citizen Awareness and the Concept of Civil Society- Human Rights Execution.

Books Recommended for Study:

1. Ibohal singh. H: Human Rights in India Vibhar Law Publication, (2001)
2. Subramaniyam.S : Human Rights Inter National Challenges (Two Volumes Select Paper), 1997.
3. Tiwari D, K. : Laws of protection of Human Rights – Asia Law Agency, (2000)
4. Krishna Iyer V.R. : Human Rights and Human Wrongs, B,R,. Publications Commission, Delhi.

SEMESTER-V

CORE COURSE: XI **COURSE CODE: 17UPA11**

LOCAL-SELF GOVERNMENT IN INDIA

UNIT – I:

Local Government: meaning and Significance – Local Government in Ancient and Medieval Period-Local Government during British Rule

UNIT – II:

Community Development Programme and national Extension Service-Committees on Local Government

UNIT – III:

Rural Local Government: 73rd Constitutional Amendment Act – Gram Sabha, Gram Panchayat, Panchayat Samiti,Zilla Parishad – Social Audit

UNIT – IV:

Urban Local Government: 74th Constitutional Amendment Act – Municipal Corporation-Municipalities- Nagar Panchayat – Cantonment - Township

UNIT – V:

Standing and Adhoc Committees on Local Government – Elections to Local Bodies – Role of District Collector – Modern Trends and Problems in local Government in India

Books Recommended for Study:

1. Maheswari, sriram – Local Governments in India, Lakshmi Narayan Agarwal, agra, 1997.
2. Amerendra – Poverty, Rural Development and Public Policy, Deep and Deep Publishers, New Delhi 1998.
3. Mathur, B.L. – Rural Development and Co-operation, RBSA Publishers, Jaipur.
4. Dhaliwal, S.S. – Municipal Administration, Deep and Deep publishers, New Delhi, 1990.
5. Bhargava, B.S. and Rama Rao – Indian Local Government – A Study, Minerva Associates, New Delhi 1978.
6. Gandhi, M.K. – Panchavati Rai. Naviivan Publishers, Ahmedabad, 1994.

SEMESTER-V

CORE PAPER – XII **COURSE CODE: 17UPA12**

SOCIAL WELFARE ADMINISTRATION IN INDIA

UNIT – I: Introductions

Social Welfare – Social Welfare Programmes – Evolution of social welfare in India – Social welfare administration as a discipline and as a Profession.

UNIT – II: Social Welfare Administration in India

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

UNIT – III: Welfare of Social Categories – I

Family welfare – Women welfare, Transgender welfare, Child welfare, Youth welfare- Aged

UNIT – IV Welfare of Social Categories – II

Social welfare policies for Aged , Disabled, Drug Addicts and Ex-service men.

UNIT – V: International Social Welfare Administration

UNO's Role in Social Welfare Administration – WHO –UNESCO- ILO -FAO

Books Recommended for Study:

1. D.R. Sachdeva : Social Welfare Administration in India, Kitab Mahal Publishers New Delhi 2010.
2. S. L. Goel : Social Welfare Administration Deep and Deep Publishers New Delhi, 2009.

SEMESTER-V

MBEC: I **COURSE CODE: 17UPAM1**

HUMAN RESOURCE MANAGEMENT

UNIT – I

Meaning, Nature and scope of Human Resource Management – Bureaucratic – Aristocratic and Democratic Personnel Systems and their merits and demerits.

UNIT – II

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

UNIT – III

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

UNIT – IV

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

UNIT – V

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

Books Recommended for Study:

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

SEMESTER-V

SBEC: III **COURSE CODE: 17UPAS3**

CITIZEN AND CIVIC AWARNESS

UNIT – I: INTRODUCTION

Meaning of Citizen and their Importance-Need for Political Education – Citizen Obligation under Indian Constitution – Citizenship Training – Political Culture.

UNIT – II: GOVERNMENT SERVICES

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

UNIT – III: CITIZEN CHARTER

Citizens Charter – Meaning Origin – Need for Citizen Charter.

UNIT – IV: NON-GOVERNMENTAL ORGANIZATIONS

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

UNIT – V: AWARNESS

Term Paper – Preparation – Presentation and Discussion-Citizen Participation – Social Audit.

Books Recommended for Study:

1) D.D. Basu – Indian Constitution
2) Social Welfare Programmes
3) Voluntary Agencies for Development Political Culture.

SEMESTER-V

SBEC: IV **COURSE CODE: 17UPAS4**

POLITICAL PARTIES AND PRESSURE GOURPS

UNIT – I

Political Parties – Meaning – Nature and Functions – Development.

UNIT – II

Types of Party System – Single Party – Bi Party System - Multi Party System.

UNIT – III

Registration of Political Parties – Membership Drive – Organisation and Structure – Election Manifesto- Symbols and Significance – Public Meetings – Processions – Political Alliance – Inner-Party – Democratic – Leadership – Dynastic Politics- Role Of Opposition Parties.

UNIT – IV

National Parties: Congress, BJP, Communist Parties- Regional Parties: SP, BSP, TDP, DMK, ADMK, And AKALI DAL & NATIONAL CONFERENCE.

UNIT - V

Pressure Groups – Meaning – Types – Functions – Important Pressure Groups - Difference between Pressure Groups and Political Parties-Trade Union - Lobbying

Books Recommended for Study:

1) Urmila Shrama and Sharma – S.K Principles of Political Science – Atlantic Publishers Pvt Ltd, New Delhi.
2) A.C Kapoor – Principles of Political Science, Sultan Chand & Co, New Delhi 1974.
3) Duncan Watts Pressure Groups (Politics Studies) Amazon, Co. UK.
4) Rob Baggott, Pressure Groups today, Manchester University Press, UK.
5) Hardgrave, R.L & Stanly A., Indian Government and Politics in Developing Nation, Thomson Leaning INC, U.K. 2008.

SEMESTER-VI

CORE PAPER – XIII **COURSE CODE: 17UPA13**

DEVELOPMENT ADMINISTRATION IN INDIA

UNIT – I: Introduction

Meaning, Nature, Scope of Community Development Programmee and Importance of Development Administration – Evolution of Development Administration – Traditional Administration and Development Administration – International Context of Development Administration.

UNIT – II: Bureaucracy and Development Administration

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

UNIT – IV: Urban Development Programmes

Urban Development Programmes – Swarna Jayanthi Sahari Rozgar Yojana – Urban Self Employment Programme – Urban Wage Employment Programme – JNNURM – Housing Urban Development Programme –NDC-CDP

UNIT – V: Issues in Development Administration

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

Books Recommended for Study:

1. S.K. Chaterjee – Development Administration, Sultan Chand Deep and Sons, Delhi, 2005.
2. Goel S. L – Development Administration, Sultan Chand Deep and Sons, Delhi, 2009
3. Rathod, P. B. – Development Administration, Common Wealth Publishers, New Delhi, 2005
4. Sapru. R.K. – Development Administration, Sterling Publisher, 2008
5. Singh. C. Chew and Report. A. Denmark – The under Development of Administration sage publications, New Delhi, 1996.

SEMESTER-VI

CORE PAPER – XIV **COURSE CODE: 17UPA14**

INTERNATIONAL ORGANIZATION AND ADMINISTRATION

UNIT – I: **UN and its Major Organs**

General Assembly – Secretary – The Economic and Social Council – The Trusteeship Council – International court of Justice – The Secretariat.

UNIT – II: **Specified Agencies of UN**

UNESCO – UNICEF – FAO – WHO – IAFA

UNIT – III: **International Agencies Related To Trade, Economics and Development**

UNDP – UNCTAD – IMF – IBRD (World Bank) - WTO

UNIT – IV

ILO – WHO – UNHRC – AI – ICRC

UNIT – V: **Regional Alliance, Treaties, Organizations and Movements**

NATO - NAM – EU - SAARC – ASEAN

Books Recommended for Study:

1) Daniel. S Shever & H.Field Haviland Jr – Organising for peace, International Organisation in Word Affairs.
2) Pittman.B.Potter – An Introduction to the Study of International Organisation.
3) Stephen, Good Speed – The Nature and Functions of International Organisation.
4) Paul Taylor – International Organisation in the Modern World.
5) Kalpana RajaRam – International Organisation, Conference and Treaties.

SEMESTER-VI

CORE COURSE: XIV **COURSE CODE: 17UPA15**

PUBLIC POLICY AND ANALYSIS

UNIT-I : INTRODUCTION

Nature, Scope and Significance of Public Policy- national Character and Culture- Policy orientation- Organization for Policy Formulation- Policy Science.

UNIT-II: POLICY ANALYSIS

Models in Public Policy Analysis-Decision making Analysis-Policy Analysis

UNIT-III: RESEARCH PROCRDURE AND POLICY SCIENCE

Research and Policy Analysis-Social Sciences in Policy making – Role of Universities in Policy Making- Policy Making Process- Optimal Model Of Policy Making

UNIT-IV: POLICY PROCESS

Policy Making Process in India-Policy making Agencies-Bureaucracy and Policy Process-Pressure Groups and Public Policy Making-

UNIT-V : IMPROVING POLICY MAKING

Policy evaluation - Dror's Optimal Model of Policy evaluation-Policy action relationship.

Reading list :

1) Sapru .R.K., (2000) Public Policy Formulation implementation and Evaluation, New Delhi :Sterling
2) Dror.Y, Public Policy making Re-examined, Leonard Hill Books
3) Charles, Public Policy Making, Lind Bloom
4) Madan.K.D.Policy making in Government publication Division Government of India

SEMESTER-VI

MBEC –II **COURSE CODE: 17UPAM2**

PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATIONS

UNIT – I: INTRODUCTION

Meaning, Nature and Scope of Public Administration – Art or Science or both – Relation with other Social Sciences – Evolution Study of Public Administration – Politics and Public Administration – New Public Administration.

UNIT – II: ORGANIZAITON

Formal and Informal Organisation – Principles of Organization – Hierarchy – Span of Control – Delegation of Authority – Unity of Command – Co – ordination – Centralization Vs Decentralization – Integration Vs Disintegration – Structure of Organization; Bases of Organisation – Public Enterprises – Organisation and Methods.

UNIT – III: PUBLIC ADMINISTRATION AND PRIVATE ADMINISTRATION

Public Administration – Chief Executive – Types of Chief Executive – Chief Executive as General Manager – Legislature as Board of Line. Staff and Auxiliary Agencies – Departments – Public Corporations – Independent Regulatory Commissions – Boards and Commissions – Field vs. Head Quarters.

UNIT – IV: THEORIES OF ORGANIZATIONS

Scientific Management Theory – Bureaucratic Theory – Behavioural Theory – Systems Theory – Motivation – Decision Making.

UNIT – V: CONTROL OVER PUBLIC ADMINISTRATION

Legislative control, Executive control – Judicial Control and Public expenditure.

Books Recommended for Study:

1. Avasthi, A. and Maheswari, S.R. – Public Administration
2. Tyagi, A.R. – Principles and Practice of Public Administration.
3. Vishnoo Bhagwan and – Public Administration, s. Chand & Co,. New Delhi 1994.
4. Bhambhri, C.P. – Public Administration – Theory and Practice, Jain Prakash, Nath & Co., Meerut, 2002.

SEMESTER-VI

MBEC: III **COURSE CODE: 17UPAM3**

POLICE ADMINISTRATION IN INDIA

UNIT – I: Introduction

Meaning, Nature, Scope and Importance of Police Administration — Evaluation of police Administration.

UNIT – II: Police Recruitment

System Policing – Police in making – Recruitment to Retirement – Powers, Duties, Accountability and Conduct- Police Station: Functions and Process – Beat, Patrol – FIR – Charge sheet - Prosecution

UNIT – III Structure of Police Administration

Administrative Structure and Functions of Police Organisation at the central, state Level- Juvenile Delinquency

UNIT – IV: Modern Police Administration

Use of Information Technology – cybercrime – Drug abuse- Modernisation of Police Forces

UNIT – V: Maintenance of Law and Order

Maintenance of Law and Order – Insurgency and Terrorism – Criminalization of Police – Police Public Relations – Police Reforms – E- Governance in Police Administration

Books Recommended for Study:

1. M. B. Chande, Police in India, Atlantic Publishers, New Delhi.
2. H. L. Kapoor, Police Administration in, Reference Press, New Delhi, 2000
3. K. K. Mishra, Police Administration in India: Mittal Publisher, New Delhi, 1989.
4. Rohit Choudhari, Policing, Sage, New Delhi, 2009.

SEMESTER-VI

SBEC - V **COURSE CODE: 17UPAS5**

NGO MANAGEMENT

UNIT – I:

Introduction to NGO: Concept and Background – Role of NGOs – Types of NGOs – History of NGOs in India – Voluntary Action and Civil Society – Concept of Civil Society – Role of Civil Society in Social Change – Civil Society Movement in India

UNIT – II

Advocacy – Tools for Advocacy – Policy Formulation – Agencies providing inputs to Policy Makers – Major Schemes of the Government of India in Various Sectors – Role of NGOs and Criteria for NGO support

UNIT – III:

Legal and Policy environment – Formation of Society's Memorandum of Association – Rules and Byelaws of the Society –Vesting Property in the society – Suits and against Societies – Liability of Members – Dissolution of Societies

UNIT – IV:

Public Trust Act – Trusts and Foundation Act – Definition of Trust – Formation of Trust – Legal Requirements in the Formation – Registration and Management of the Trust – Incentives given by the Government to the NGO for the promotion of NGO activities – Taxation of NGOs

UNIT – V:

Management of NGOs – Generating Funds – Attracting Human Resources – Staff Volunteers & Boards – Working with Private Sectors – Organizing for Implementation – Planning & Budgeting – Communicating Strategies – Managing Communications – Advertising & Personal Persuasion - Managing Public Media

Books Recommended:

1. Putnam .R Leonard .R and Naneth.R.Y (eds): Making Democracy Work: Civic Tradition in Modern Italy, Princeton University, Princeton, 1992
2. Walzer.M :The Concept of Civil Society; Walzer M (Ed) 1999

SEMESTER-VI

SBEC: VI **COURSE CODE: 17UPAS6**

LABOUR WELFARE ADMINISTRATION IN INDIA

UNIT – I: Philosophy of Labour Welfare

Philosophy of Labour Welfare – Historical Development of Labour Welfare in India – Statutory welfare Provision & Industrial Safety and Industrial hygiene, Factories Act 1948.

UNIT – II: Special categories of Labour and ILO in Labour welfare

Female labour – Child labour – Contract labour – Bonded labour – Rural labour – International Labour Organisation in pursuits of Labour Welfare – Equal Remuneration.

UNIT – III: Labour Welfare Security

Scheme of Social Security – The Workmen's Compensation Act 1923 – The Employee's State Insurance Act 1923 – The Employee's State Insurance Act 1948 – The Employee Provident Fund and Miscellaneous Provision Act 1952 – The Maternity Benefit Act 1961 – The Payment of Gratuity Act, Minimum Wage Act.

UNIT – IV:

Trade Union – Concept and Definition – history of labour movement in India – The structure and function of Trade Union – the salient feature of Trade Union in India – Central Trade Union Organization – AITUC – CITU – HMS – INTUC.

UNIT – V: Industrial Relations

Concepts and Definition – Employee discipline – Suspension Reprimand and dismissal – collective bargaining – Industrial Disputes Act 1947 – Industrial relation machinery – Employee grievance handling – Industrial democracy and workers participation in management – standing order.

Books Recommended for Study:

1. Sharma A.M – Aspect of Social welfare and social security
2. Mehrota – Labour Problems in India.
3. Tripathy, P.C – Labour Welfare and Industrial Relations.

MODEL QUUESTION PAPER FOR ALL PAPERS IN B.A PUBLIC ADMINISTRATION

Government Arts College (Autonomous), Salem – 7

B.A. Degree Examinations

Department of Public Administration

Model Question Paper

Time : 3 Hrs **Maximum: 75 Marks**

SECTION – A (10 × 2 = 20 Marks)

Answer all the Questions: Each answer should be about 50 words

All Questions carry equal marks

1. Define Politics
2. Define State
3. Divine Origin Theory
4. Force Theory
5. Popular Sovereignty
6. Political Sovereignty
7. Define Liberty
8. Define Equality
9. Direct Democracy
10. Indirect Democracy

SECTION – B (5 X 5 = 25 Marks)

Answer all the questions: Choosing either (a) or (b)

Each answer should be about 300 words. All Questions carry equal marks

11. a) Define the term "Politics

(or)

b) What is meant by Association?

12. a) Define Divine Right Theory

(or)

b) Define Force Theory

13. a) What are the characteristics of Sovereignty

(or)

b) What is De-jure Sovereignty?

14. a) Define the term "Liberty"

(or)

b) What are the sources of Law?

15. a) Briefly explain Political Rights

(or)

b) Write a note on Human Rights

SECTION – C (3 X 10 = 30 Marks)

Answer any THREE questions out of five. Each answer should be about 1000 words

All Questions carry equal marks

16. Explain the meaning of the State and its Elements

17. Explain the social contract Theory

18. Describe the pluralistic theory of Sovereignty

19. What is the meaning of Law and explain the types of Law

20. Explain the meaning of Democracy and Bring out the working of Democracy for its success