

**MANONMANIAM SUNDARANAR UNIVERSITY,
TIRUNELVELI**

UG COURSES – AFFILIATED COLLEGES

**B.A. Public Administration
(Choice Based Credit System)**

(with effect from the academic year 2016-2017 onwards)

Sem	Pt. I/ II/ III /I V/ V	Sub. / Ppr. No.	Subject status	Subject Title	Hrs. per week	Cre dits	Marks				
							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot.
V	III	25	Core - 7	Legislative Procedures in India	7	5	25	75	100	30	40
	III	26	Core - 8	Labour Welfare Administration in India	7	5	25	75	100	30	40
	III	27	Major Elective-I	Any one: a)Comparative Public Administration b) Media Management	6	5	25	75	100	30	40
	III	28	Major Elective-II	Any One: a)Police Administration b) Governance and Administration	6	5	25	75	100	30	40
	IV	29	Skilled Based subject (Common)	Personality Development/ Effective Communication/Youth Leadership	4	4	25	75	100	30	40
				Total	30	24					
VI	III	30	Core - 9	Research Methodology	6	5	25	75	100	30	40
	III	31	Core - 10	Civil Services in India	6	5	25	75	100	30	40
	III	32	Core - 11	Tamil Nadu Administration	6	5	25	75	100	30	40
	III	33	Core - 12	Disaster Management	6	5	25	75	100	30	40
	IV	34	Major Elective - III	Any one a)Consumer Rights and Protection in India b) Citizen and Administration.	6	5	25	75	100	30	40
				Total	30	25					

Core 7 - LEGISLATIVE PROCEDURES IN INDIA

Unit-I Political System

Meaning and functions of Legislature – Structure of Indian Parliament: The President- House of People –Council of States - Parliamentary Democracy in India.

Unit-II Electoral System

Elections to Parliament: Qualifications and Disqualifications for Membership-Mode of Election – Anti-Defection Law – Party Whip.

Unit-III Parliamentary Procedures

Speaker and Deputy Speaker of House of People – Chairman of Council of States - Question Hour and Zero Hour – Various kinds of Motions and other procedural devices- Procedure for amending the constitution – Parliamentary Committees: Structure and Functions.

Unit-IV Parliamentary Etiquette and Privileges

Parliamentary Privileges - Code of Conduct for Members of the Parliament and Procedure for removal from the offices - Secretaries of the Houses of Parliament.

Unit-V Tamil Nadu State Legislative Assembly

Tamil Nadu Legislature: Composition and functions –Council Ministers – Speaker and Deputy Speaker – Governor’s Address – Code of Conduct for Members - Various kinds of Motion.

Text Books:

1. Subash Kashyap, Our Parliament, NBT, New Delhi, 2004.
2. Ranjana Arora, Parliamentary Privileges in India, Deep and Deep.1986.
3. Archana Chatunvedi, Indian Government Politics, Commonwealth Publishers, 2006
4. Fadia, B.L, Indian Government & Politics ,Agra ,Sahitya Bhawan Publishers,2008.

Core 8 - LABOUR WELFARE ADMINISTRATION IN INDIA

Unit – I Introduction

Meaning, Nature and Evolution of Labour Welfare Administration – Evolution of Labour Welfare Administration in India - Concept of Labour and Labour Welfare - Theories of labour Welfare.

Unit - II Labour Welfare Administration

Labour Welfare Administration at the Centre – Ministry of Labour Welfare & Employment - Ministry for Labour in Tamil Nadu – Tamil Nadu Labour Welfare Board: organisation and functions- Labour Welfare Officer.

Unit – III Labour Education and Training

Labour Education and Training - Absenteeism - Labour Turnover - Automation - Accidents - Significance of working conditions.

Unit – IV Welfare Policies and Programmes

Labour Legislations in India: The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Employees' State Insurance Act, 1948, Apprentices Act, 1961, The Contract Labour (Regulation & Abolition) Act, The Factories Act, 1948, The Industrial Disputes Act, 1947, The Industrial Employment (Standing Order) Act, 1946 – Recent Developments in Labour Welfare Policies.

Unit – V Labour Issues

Labour Issues: Child Labour, Women Labour, Bonded Labour, Migrant Workers - Wages - Bonus - Trade Unions - Collective Bargaining - Right to Strike – Retrenchment Labour Condition in MNCs and SEZs.

Reference Books

1. Goel, S.L. and R.L.Jain, Social Welfare Administration Vol.I and Vol.II, New Delhi: Deep and Deep. 2009.
2. Choudry, Paul., Social Welfare Administration, Delhi: Atma Ram and sons, 2000.
3. Jacob, K.K., Policy in India, Udaipur: Himalaya Publications, 1989.
4. Sachdeva, D.R., Social Welfare Administration, Kitab Mahal.
5. India 2017, Ministry of Information and Broadcasting, Govt. of India, 2017.

Major Elective-I (a) - COMPARATIVE PUBLIC ADMINISTRATION.

Unit – I Introduction

Comparative Public Administration: Concept, Nature, Scope and Significance - Approaches and Methods to the Study of Comparative Public Administration: Institutional, Behavioural, Structural – Functional, Ecological and Systems Approach.

Unit – III UK, USA and France

Salient Features of Administrative Systems in UK, USA and France - Comparative perspectives of Personnel administration in UK, USA, and France.

Unit – IV Russia and China

Nature of Administrative systems in Russia and China – Personnel Comparative Perspectives of Administration in Russia and China.

Unit – V Redressal Mechanisms

Citizens Grievances and Redressal Mechanisms in UK, USA, France, Russia and China– Trends and Issues in Comparative Public Administration.

Text Books:

1. Arora, Ramesh K: Comparative Public Administration
2. Chaturvedi, TN: Comparative Public Administration, 1980
3. Avasti, Anand Prakash, Comparative Public Administration (Hindi), Luxmi Narain, Agra, 2002.
4. Sabine Kuhlmann, Hellmut Wollmann, Introduction to Comparative Public Administration, Edward Elgar, 2014.

Major Elective – I (B) - MEDIA MANAGEMENT

UNIT-I Introduction

Meaning, Nature, Definition and Scope of Media Management- Significance and Functions of Media Management - Evolution of Media Management in India.

UNIT-II Print and Electronic Media

Print Media: News Papers – Magazines, Weekly, bi-weekly, Fortnightly, monthly, and quarterly- Electronic Media: e-papers and Social Media.

UNIT-III Mass Media

Radio – Television – Cable TV operations – Prasar Bharathi Broadcasting Corporation of India – Press Council of India – Central Board of Film Certification.

UNIT IV Media Management

Media Managers- Production techniques for Radio and Television – Script for Radio and Television – Types of Telecasting Introduction to visualization – Different kinds of Visuals.

UNIT-V: New Media and Knowledge Management

Media Ethics and Laws- Digital Media- Social Media and its impact on Administration and society- management in Electronic publishing (Internet/Web, CD-ROM) changing Nature of Media Management – IT Act 2000 and 2008 – Cyber Crimes.

Books

1. B.K.Chaturvedi, Media Management, Global Vision Pub House, New Delhi, 2009.
2. G. R. Chatwal, Media And Communication Management, Himalaya Publishing House, New Delhi, 2011.

Major Elective – II (a) - POLICE ADMINISTRATION

Unit - I Introduction

Nature, Evolution and Scope of Police Administration - Police in Ancient, Medieval and Modern India - Police Act of 1861 - National Police Commission recommendations (NPC), 1979.

Unit - II Structure of Administration

Central Police Organizations - CBI, CISF, CRPF, RPF - Police Research and Crime Statistics Organizations: BPR & D, NCRB - Structure of Tamil Nadu Police.

Unit - III Recruitment

Recruitment in Police Department - Training for Police – Types of Training – CBCID – Forensic Department – DVAC.

Unit - IV : Police Investigation

Police Investigation Procedures Methods of Investigation - Information, Interrogation and Instrumentation - Recording of FIR - Case Diary and Station House Diary - Modus Operandi, Collection of Evidence, Examination of Witnesses and Suspects, Confession, Filing Charge Sheet.

Unit - V : Modernization of Police

Autonomy and Accountability of Police - Police neutrality – Corruption- Role of Police in society- developing healthy police public relationship - Friends of Police – Community Police.

References

1. Krishna Mohan Mathur (1994), Indian Police, Role and Challenges, Gyan Publishing House, New Delhi.
2. Parmar. M.S., (1992), Problems of Police Administration, Reliance Publishing House, New Delhi.
3. Sankar Sen (1986), Police Today, Ashish Publishing House, New Delhi
4. Gautam, D.N. (1993), The Indian Police : A study in fundamentals, Mittal Publications.
5. Ramanujam .T (1992), Prevention and Detection of Crime, Madras Book Agency

Major Elective – II (b) - GOVERNANCE AND ADMINISTRATION

Unit – I Introduction

Meaning, Nature and Scope of Governance – Concept of Good governance – Essential elements of Good Governance.

Unit – II Good governance and Public Administration

Good governance and Public Administration - Good Governance in Developing countries - Good Governance in India - Critique of good governance.

Unit - III Accountability

Accountability and good governance - Transparency and good governance - Citizen's charter – Right to Services - Social Audit.

Unit – IV RTI

Right to Information (RTI) - Grievance Redressal Machinery – Ombudsman Institutions: Lok Pal and Lok Ayukta. Role of interest groups, media, voluntary organizations; Civil society;

Unit –V Good Governance and Social Justice

Good Governance for Social justice – Inclusive Administration - Decentralised planning and governance – Role of Women in Administration. E-governance as an administration technique

TEXT BOOKS

1. M.Laxmikanth, Good Governance in India, Tata Mcgraw Hill, 2015.
2. G.Subbarao and Roy Choudhry, Good Governance in India, Access Publishing, 2015.
3. Mohit Bhattacharya and Bidut Chakraborti, Public Administration Reader, New Delhi, Oxford University Press, 2015.
4. Saroj Kumar and Jaena, Fundamental of Public Administration, New Delhi, Anamol Publication, 2014.

CORE 9 - RESEARCH METHODOLOGY

UNIT I Introduction

Meaning, Nature, and Scope of Social Science Research – Significance of Social Science Research - Pure and Applied Research – Problems in Social Science Research.

UNIT II Methods and Problems

Methods in Social Science Research: Historical, Comparative, Descriptive and Scientific methods - Review of Literature - Hypothesis – Concepts – Variables - Theory.

UNIT III Research Design

Research Design – Significance and Types of Research Design - Types of Research: Exploratory, Experimental – Content Analysis.

UNIT IV Collection of data and Statistical Tools

Questionnaire and Interview method - Observation method – Survey method - Case Study method .

Sampling Method –Statistics and its use in Social Science research – Computer and its Applications – Plagiarism and Academic integrity.

UNIT V Research Report

Research Report: Purpose, Contents, Style and Presentation – Footnotes and Endnotes- Bibliography – Appendices.

Text Books:

1. A.K. Gupta and R. Singh, *Research Methodology*, New Delhi, Vayu Education of India, 2009.
2. Wishwa Prakasham, *Research Methodology Methods and Technology*, New Delhi, 2001.
3. Mats Alvesson and Kaj Skoldbeny, *Research Methodology*, Sage Publication Ltd. 2000.
4. B.N. Ghosh, *Scientific Method and Social Research*, New Delhi, Stenling publishers Pvt. Ltd. 2003

Core – 10 CIVIL SERVICES IN INDIA

UNIT – I Introduction

Civil Services: Origin, Meaning, Nature, functions and Significance - Evolution of Civil Services in India.

Unit – II Classifications of Civil Services

Classification of Civil Services: All India Services, Central Services, State Services and Local Services - Union Public Service Commission – SSC- Central and State Secretariat Services - State Public Service Commission– TNPSC.

UNIT – III: Bureaucracy

Concept of Bureaucracy – Historical Evolution – Merits and Demerits of Bureaucracy - Civil Service: Neutrality and Commitment - Relationship between Political Executive and Civil Servants.

UNIT - IV: Recruitment in Civil Services

Recruitment in Civil Services – Training in Civil Services – Promotion in Civil Services – Code of Conduct - Disciplinary Procedure for Civil Servants.

Unit – V Trends and Issues

Trends and Issues in Indian Civil Services – Integrity in civil services – Corruption in Indian Civil Services – Reforms in Civil Services – 3rd ARC Recommendations on Civil Services.

Text Books

1. Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi).
2. Human Resource Management: Text and Cases, McGraw Hill, New Delhi.
3. Mohit Bhattacharya and Bidut Chakraborti, Public Administration Reader, New Delhi, Oxford University Press, 2015.
4. Saroj Kumar and Jaena, Fundamental of Public Administration, New Delhi, Anamol Publication, 2014.

Core 11 – TAMIL NADU ADMINISTRATION

UNIT-I Introduction

Nature of Administrative system in Tamil Nadu: During ancient and British period – Salient Features of Tamil Nadu Administration.

UNIT-II State Administration

State Administration: Secretariat- Chief Secretary-Additional Chief Secretary-Principal Secretary to Government- Chief Minister's Special Cell - Secretariat services.

UNIT-III Departments

Important Departments and Organizations: State Finance Commission – State Planning Commission – Chennai Metropolitan Development Authority(CMDA) – Department of Town and Country Planning (DTCP) – Slum Clearance Board and Accommodation Control.

UNIT-IV Specialised Departments

ELCOT - TIDCO – TANSIDCO - HUDCO – THADCO – TASMAL – Arasu Cabel TV Corporation.

UNIT-V Recruiting Agencies

State Recruiting Agencies and Training Institutes:- Tamil Nadu Public Service Commission – Recruiting Procedure for various group services- Teachers Recruitment Board - Anna Institute of Management – Civil Services Training Institute, Bhavanisagar.

REFERENCES:

1. Tamilnadu Nirvagam G.Sriram Sakthi Publishing Chennai
2. WWW.tngove.in
3. WWW.tnpsce.gov.in.

Core – 12 DISASTER MANAGEMENT

UNIT I. Introduction

Meaning, definition and significance of Disaster Management - Types of disasters: Natural disasters - Man-made disasters - Major disaster events in India-

UNIT II. Disaster Management

Disaster mitigation and disaster management – Profile, forms and reduction of vulnerability; pre-disaster; concept and principles of disaster mitigation and disaster management; risk assessment; prevention; preparedness; education & awareness.

UNIT III. Impact of Disaster

Impact of disaster: During disaster; post-disaster; impact of disaster on physical, economical, spatial, psycho-social conditions; post-traumatic stress disorder (PTSD); politics of aid; victims of disaster: children, elderly, and women; gender issues.

UNIT IV. Disaster Process

Disaster process: Concept and components of relief, reconstruction; rehabilitation; major issues and dynamics in the administration of relief, reconstruction and rehabilitation; short-term & long-term plans; community participation: objectives, prerequisites and constraints; resource mobilization.

UNIT V. Disasters in India

Disaster and intervention opportunities: Disaster policy in India; disaster management act of 2005; national agencies: NDMA, NIDM, NCMC - Role of NGOs, media and defence in Disaster Management

References:

1. Backer, C.W. and Chapman, W. (ed.). (1969). Man and Society in Disasters, New Delhi: Basic Books.
2. Birnbaum, F.; Coplon, J. and Scharff, T. (1973). "Crisis Intervention after a natural Disaster". Social Case Work, Vol.54, No.9 (p.545-551).

Major Elective – III (a) CONSUMER RIGHTS AND PROTECTION IN INDIA

Unit – I Introduction

Evolution, Meaning, Scope and Importance of Consumer Rights Types of Consumer Rights: Right to safety, Right to be informed, Right to choose, Right to be heard and assured, Right to redressal and Right to consumer education – Consumer Rights Movement in India.

Unit- II Legal Framework

Legislative Framework on Consumer Protection In India - Consumer Protection Laws in India- Prevention of Food Adulteration Act, 1954 - Standards of Weights and Measures Act, 1976 - The Drugs and Magic Remedies (Objectionable Advertisement) Act 1954 - Sale of Goods Act, 1930 - Consumer Protection Act, 1986- Food Safety and Standards Act, 2006.

Unit- III Consumer Courts

Consumer Courts in India: Structures, Objectives- Powers and functions - National Consumer Disputes Redressal Commission (NCDRC) – Tamil Nadu [State Consumer Disputes Redressal Commission](#) (SCDRC)- [District Consumer Disputes Redressal Forum](#) (DCDRF).

Unit- IV Consumer Awareness

Consumer Awareness- Consumer Grievances – Consumer Complaints regarding Goods and Services - Unfair Trade Practice.

Unit – V Ministry of Consumer Affairs

Ministry of Consumer Affairs, Food and Public Distribution - Consumer Responsibilities- Problems of Consumer – Online Trade and Consumer problems.

References:

1. Saraf D.N : Law of Consumer Protection in India (1995), Tripathi, Bombay
2. P.K.Majundhar: The Law of Consumer Protection in India (1998); Orient Publishing Co., New Delhi
3. Consumer Hand Book, Department of Consumer Affairs, Government of India.

Major Elective – III (b) CITIZEN AND ADMINISTRATION

Unit-I Introduction

Meaning, Concept and Significance of Citizen Administration - Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

Unit-II Citizens' Charter

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations -

Unit-III Decentralisation and Delegation

Decentralization and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

Unit-IV Consumer Protection

Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission – RTI and Right to Services in India.

Unit V Citizens' and Good Governance

Citizens and good governance-Accountability-Participation-Transparency-Social Audit-Social Media role in Citizens' Administration-Corporate Social Responsibility.

Text Books:

1. Arora, K., 2006, Public Administration in India – Tradition, Trends and transformation, Paragon International Publishers, New Delhi.
2. Arora. K. Ramesh, 2001. People Centred Administration, Aalekh Publishers
3. Bhattacharya, Mohit, 1979, Bureaucracy and Development Administration, Uppal Publishing House, New Delhi
4. Verma,V.P.2008, Modern Administrative Theory, Alfa Publications, New Delhi.