

*Placed at the meeting of
Academic Council
held on 12.12.2019*

Appendix-H-18
MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)
Directorate of Distance Education

Syllabus for B.A. Public Administration (Semester Pattern)
(With effect from the academic year 2019-2020 onwards)

Regulations, Scheme of Examinations and Syllabus

I. About the Department : The Department of Public Administration in the Directorate of Distance Education of Madurai Kamaraj University is one of the oldest departments in the Directorate started in late 1975s. The department currently offers both P.G. and U.G programs in Public Administration.

II. Program Overview:

The B.A. program in Public Administration at the Directorate is a conventional program focusing on Public Administration, Politics and International Relations. It stresses the development of applied analytic tool skills, advanced cognitive abilities, and topical specialties allowing students to tailor the program to their interest.

III. Objectives of the Program

Students are expected to advance in knowledge thereby contributing to society through the application of their academic training.

IV. Program Target Groups

The Program may be structured in a way to attract aspirants of civil services, academia, policy analysis, program evaluation, policy development, decision-making in the public, private, and non-profit sectors at the local, state, national and international levels.

V. Program Requirements

1. Educational Qualification

Higher Secondary Course Examination (Plus 2 or XII Std. including vocational courses) conducted by the Govt. of Tamil Nadu.

2. Marks required :

A student must have passed in his/her Plus 2 or XII Std. including vocational courses.

VI. Degree Overview :

The B.A. program intends to be inter/multi-disciplinary scope and content. The various disciplinary background and expertise of faculty of the department would lend weight to structure the program in inter/multi-disciplinary canvas. This program is driven by three core areas:

1. Public Administration
- 2 Policy Analysis
3. International Relations

VII. Degree Title : B.A. in Public Administration

VIII. Duration of the Program

All students must complete the program within three years. The program is dedicated to maintaining a full year-round program with six semesters. In all the six semester the students may be engaged in mandatory core and optional courses.

IX. Program Structure :

The B. A. Program in Public Administration is designed as core and elective course papers; for each semester there may be 3 core papers and one elective paper. There may not be any practical or project preparation as part of this program.

Summary Description

I. First Semester

Course Title	Nature	Credit
Part-I : Tamil/Alternative Languages	Language	2
Part-II : English	Language	2
Introduction to Public Administration	core	4
Modern Western Governments	core	4
Introduction to Indian Constitution	Ancillary	4

II. Second Semester

Course Title	Nature	Credit
Part-I : Tamil/Alternate Languages	Language	2
Part-II : English	Language	2
Administrative Theories	core	4
Public Personnel Administration	core	4
National and State Polity in India	Ancillary	4

III. Third Semester

Course Title	Nature	Credit
Part-I : Tamil/Alternate Languages	Language	2
Part-II : English	Language	2
Indian Administration	core	4
Financial Administration in India	core	4
Social and Political Thought of India	Ancillary	4

IV. Fourth Semester

Course Title	Nature	Credit
Part-I : Tamil /Alternate Languages	Language	2
Part-II : English	Language	2
Development Administration	core	4
Public Policy Analysis	core	4
International Organisations	Ancillary	4

V. Fifth Semester

Course Title	Nature	Credit
E-Governance	core	4
Indian Foreign Policy	core	4
Urban Local Self Government	core	4
Human Rights	Ancillary	4

VI. Sixth Semester

Course Title	Nature	Credit
Police Administration	core	4
Social Welfare Administration	core	4
Rural Local Self Government	core	4
Government and Politics in Tamilnadu since 1900AD	Ancillary	4

Part-IV : Value Education is a compulsory paper common for all UG courses. Students have to write examination in **first semester**.

Part-V : Environmental Studies is a compulsory paper common for all UG courses. Students have to write examination in **second semester**.

X. Details of Syllabus : Each course has a detailed syllabus structured in terms of Units. The detailed syllabus for all core and optional courses has been attached in the Annexure I.

XI. Time Table for Contact Class & Counseling : The ODL Regulations insists of minimum 60 hours per semester of which 48 hours are for contact class and 12 hours for counseling purpose. The following table demonstrates the time allotment for both contact and counseling totaling 12hours per week; for a semester there may be available 5 months and one round of contact/counseling class per month is enough to achieve the required hours.

Per Week	9.00 – 10.30	10.30 – 12.00	1.00 – 2.30	2.30 – 4.00
Day 1	C1	C2	C3	A1
Day 2	C1	C2	C3	A1

XII. Evaluation Procedures

1. Principles of Evaluation : The rubrics of evaluation of the program will be based on the following principles:

- Proof of Initiative, Active immersion, Interaction;
- Use of DIE - Describe, Interpret, Evaluate;
- Utilizing variety of sources;
- Analytical Approach.

2. Methods of Evaluation : The students will be assessed by two pronged evaluation methods: (a) Continuous Internal Evaluation; (b) End-of-semester evaluation.

(a) Continuous Internal Evaluation : Aiming to assess values, skills and knowledge imbibed by students, internal assessment is to be done by the concerned faculty-member. It would comprise the following steps:

- There may be three different modes of continuous internal assessment:
 1. Book Review (BKR)
 2. Preparing Bibliography (BIB)
 3. Writing Assignment (WRA)
- Components for internal evaluation are to have a time-frame for completion (by students), and concurrent and continuous evaluation (by faculty-members).
- The evaluation outcome may be expressed either by pre-determined marks.
- The evaluation reports submitted by all the faculty-members are to be reviewed, from time to time, by the Examination Committee under the chairmanship of Director in order to ensure transparency, fair-play and accountability.
- Following the review by the Examination Committee, the outcome of internal evaluation will be announced or displayed on the Notice Board and / or web-site as per the timeframe or academic calendar.

(b) End-of-semester evaluation : This is to be carried out at the end of first semester, and will aim to assess skills and knowledge acquired by students through class-room interaction. The evaluation can be in the form of written examination, or term paper assignment. Evaluation process should be verifiable and transparent.

Towards this end, the following steps have been adopted:

- All the students pursuing this program have to undergo external evaluation at the end of first semester as per syllabi;
- With regard to written examination the internal faculty may associate themselves with the external examiners in the examination process.
- In the case of written examination, the format of question paper is attached in annexure could be moderated by the Examination Committee.
- Answer-books or –sheets are to be ‘encoded’ (before being passed on to examiner / evaluator, and decoded (before tabulation).

(c) Integration of Continuous and End-of-semester evaluation

The following points have been incorporated for effecting the integration of continuous and end-of-semester evaluation:

- Relational weightage assigned to internal evaluation is 40 percent.
- Relational weightage assigned to end of semester evaluation is 60 percent.
- Following the integration of internal and external evaluations, the results may be expressed in marks
- As soon as the integration of internal and external evaluations has been completed, the results should be announced, in keeping with the academic calendar, to facilitate students’ academic or occupational pursuits.

3. Description of Evaluation :

This table lists all the assessment components that make up the course assessment, their weightings and the dates at which coursework are due. The table in the module specification indicates the week in which coursework should be submitted but the exact day may be decided by the concerned course instructor. The column headed Qual Mark indicates the particular assignment has to be passed.

Course Title	Marks		
	Internal	External	Total
Language Part 1 (Tamil)	25	75	100
Language Part II (English)	25	75	100
Core Paper I	25	75	100
Core Paper II	25	75	100
Ancillary Paper	25	75	100
Total Marks	500		

Assessment type	Description of Program Evaluation	Total Marks	Pass Mark	Week due
CWK	Book Review, Bibliography & Writing Assignment	25	13	6-18
EXU	3 hour unseen examination	75	27	24

Assessment Type	Description of Internal Evaluation	Total Marks	Qual Mark	Week due
BKR	Book Review	10	5	6
BIB	Bibliography	10	5	12
WRA	Assignment	5	3	18

4. Model Question Paper for End-semester Exam : There will be a 3 hour unseen end-semester examination. The question paper for this exam will be set by the respective course coordinator for core courses and by respective course instructor for optional courses. A model question paper has been attached in Annexure II.

XII. Program Facilities :

1. Library & Documentation Unit

The Directorate has a full-fledged state of the art reference library of standard text and reference books and research journals and well established documentation unit having NSS, NFHS and Census data.

Annexure- 1
PART III SYLLABUS

SEMESTER I : INTRODUCTION TO PUBLIC ADMINISTRATION

- Unit 1 : Meaning — Nature and scope of Public Administration Evolution of Public Administration
- Unit 2 : Private and Public Administration — Politics and Public Administration
- Unit 3: Principles of Organisation: Hierarchy, Span of Control, Unity of Command- POSDCORB.
- Unit 4: Units of Organisation: Line, Staff and Auxiliary- Formal and informal Organisation
- Unit 5: Bases of Organisation: Departmental Organisation
- Unit 6: Public Enterprises — independent Regulatory Commissions Centralization Vs Decentralization - Integration Vs Disintegration.
- Unit 7: Planning — Decision Making — Communication and Supervision
- Unit 8: Leadership — Delegation of Authority – Co-ordination - Public Relations.
- Unit 9: Administrative Responsibility-Accountability- Transparency — RTA
- Unit 10: Control over Public Administration: Legislative, Executive, Judicial - Ombudsmanic Institutions.

References:

1. Avasthi. A and S.R.Maheswari: Public Administration,Agra: L.N.Agarwal, I 996.
2. S.R.Nigam: Principles of Public Administration, Allahabad: Kitab Mahal, 1998.
3. C.P.BIrnhiri : Public Administration : Theory and Practice, Meerut: Jam Prakash Nath & Co, 2002.
4. N.D.White : Public Administration, New Delhi: S.Chand & Co, 1996.
5. A.R.Tyagi : Public Administration: Principles and Practice, Lucknow: Atma ram Publications, 1962
6. E.N.Gladden: The Essentials of Public Administration, London, Staples Press,1958.

MODERN WESTERN GOVERNMENTS
(UK, USA, France and Switzerland)

- Unit 1: Constitution - Meaning and Classification - Written and Unwritten , Rigid and Flexible Conventions - Classification of Governments.
- Unit 2: Parliamentary and Presidential , Unitary and Federal - Futures of the Constitution UK - Composition, Powers and functions of the Parliament.

- Unit 3: The position and powers of the Executive - Political Parties - Local Governments –Rule of Law in UK.
- Unit 4: Features of USA Constitution - The Composition and powers of the Congress Powers and position of the President of the USA.
- Unit 5: Judicial System of USA - Political Parties in USA - Local Government in USA.
- Unit 6: Features of French Constitution.
- Unit 7: Powers and position of the President of French- Composition and powers of the Parliament .
- Unit 8: Administrative Law – Party System.
- Unit 9: Futures of the constitution of Switzerland - Direct Democracy.
- Unit10: The Legislature and Executive in Switzerland - Civil Service in Switzerland.

References

1. Vishnoobhagawan & Vidhyabhushan : World Constitutions (Sterling , 1995).
2. N. Sathiyathan (Ed.) : Modern Governments Madurai Kamaraj University.

INTRODUCTION TO INDIAN CONSTITUTION

- Unit 1 : Constitutional Development in India since 1857.
- Unit 2: Constituent Assembly - Adoption of the Constitution.
- Unit 3: Preamble – Salient Features – Basic Structures.
- Unit 4: Fundamental Rights.
- Unit 5: Directive Principles of the state Policy.
- Unit 6: Federal System – Union Executive – Union Parliament.
- Unit 7: Judiciary – Supreme Court – High Courts –Judicial Review.
- Unit 8: State Executive – Governor – Chief Minister and the Council of Ministers – State Legislature.
- Unit 9: Amendments - Election Commission.
- Unit 10: Extra Constitutional Bodies: Planning Commission and National Development Council.

References:

1. DD.Basu, Introduction to Constitution of India, Nagpur:Lexisnexis, 2012.
2. P.M.Baski, The Constitution of India, New Delhi: Universal Law Publishing Co. Pvt.Ltd.1998.
3. C.P.Bhambhri, The Indian State: Fifty Years, New Delhi: Shipra,1997.
4. M.V.Pylee, Introduction to Constitution of India, New Delhi, Vikas, 1998.
5. D.C.Gupta: Indian Government and Politics, New Delhi: Vikas, 2007.

SEMESTER II

ADMINISTRATIVE THEORIES

- Unit 1: Introduction to Administrative Theories- Nature and Scope
- Unit 2: Classification of Administrative Theories Woodrow Wilson's contribution to Administrative Theory
- Unit 3: Scientific Management Theories (F.W.Taylor)
- Unit 4: Classical Theories : Henry Fayol
- Unit 5: Human Relations Theories: Elton Mayo
- Unit 6: Modern Theories: Bureaucratic Theories (Max Weber)
- Unit 7: Behavioural Theories (Chester I.Barnard)
- Unit 8: Leadership Theories (M.P.Follett)
- Unit 9: Motivational Theories (Abraham Maslow)
- Unit 10: Decision Making Theories(Herbert Simon)

References :

1. Ravindra Prasad (et.al) Administrative Thinkers, New Delhi: Sterling, 1993.
2. R.N.Singh: Management Thought and Thinkers, New Delhi: S.Chand& Co 1977.
3. S.Maheswari: Administrative Theory: An Introduction, New Delhi: Machmillan, 200.3
4. R.K.Sapru: Administrative Theories and Managemnet Thought, New Delhi:PHI 2006.
5. B.L.Fadia and Kuldeep Fadia: Public Administration : Administrative Theory and Concepts, Sahitya Bhawan, 2012.

PUBLIC PERSONNEL ADMINISTRATION

- Unit 1: Personnel Administration – Meaning, Nature, Scope and Significance.
- Unit 2: Position Classification
- Unit 3: Generalist Vs Specialist – Public Services – Role of Civil Services
- Unit 4: Recruitment
- Unit 5: Training - Promotion
- Unit 6: Discipline - Morale –Retirement.
- Unit 7: Recruitment Agencies: Union Public Service Commission and State Public Service Commission.
- Unit 8: Administrative Reforms
- Unit 9: Employer- Employee Relations
- Unit 10: Redressal Mechanism: Staff Council, Whitely Council and Administrative Tribunal.

Selected References:

1. O.Glenn Stahl (ed), Public Personnel Administration, New York: Harper & Brothers, 1956.
2. Pfiffner and Presthus, Public Administration, New York:The Ronald Press Company,1967.
3. Felix Nigro, Public Personnel Administration, New York: Macmillan, 1980.
4. Rajesh K. Jha, Public Personnel Administration, New Delhi: Pearson, 2012

NATIONAL AND STATE POLITY IN INDIA

- Unit 1: Nature of the Indian Politics - Historical Background of Indian Political System.
- Unit 2: Basic Features of the Indian Constitution
- Unit 3: Fundamental Rights and Duties – Directive Principles of State Policy
- Unit 4: Federalism in India
- Unit 5: Legislative System

- Unit 6: Executive System
- Unit 7: Judicial System
- Unit 8: Electoral System
- Unit 9: State Governments
- Unit 10: Party System

Reference:

1. Palmar, N.D. – The Indian Political System
2. Avasthi & Maheswari – Public Administration

SEMESTER III INDIAN ADMINISTRATION

- Unit 1 : Historical Development of Indian Administration-Institutional framework of Indian Administration
- Unit 2: Structure of Central Administration- Central Secretariat
- Unit 3: Cabinet Secretariat – Cabinet Secretary – Ministry of Home Affairs
- Unit 4: Central State Relations –
- Unit 5: Finance Commission – Civil Services –All India Services-State Services
- Unit 6: Planning Commission – NITI Aayog – Five Year Plans
- Unit 7: State Administration – frame work- organisation and structure
- Unit 8: District Administration
- Unit 9: Panchayati Raj system in India
- Unit 10: The Centre – State relations – Legislative relations – Administrative relations and Financial relations.

References :

1. Hoshiar Singh : Indian Administration (Kitab Mahal, 2000)
2. Maheswari : Public Administration in India, (Mac. Millan, 2000)
3. Gnanapragasam & T. Kalyani : Indian Administration.

FINANCIAL ADMINISTRATION IN INDIA

- Unit 1: Financial Administration – Meaning, Nature, Scope and Importance.
- Unit 2: Budget – Concept – Principles –
- Unit 3: Types.
- Unit 4: Budget – Preparation
- Unit 5: Enactment Budget
- Unit 6: Execution of Budget
- Unit 7: Finance Ministry – Finance Commission
- Unit 8: Audit and Accounts – Comptroller and Auditor General of India
- Unit 9 : Parliamentary Control over Administration
- Unit 10: Public Accounts Committee, Estimates Committee, Committee on Public Undertakings.

References:

1. S.L. Goel, Public Financial Administration, New Delhi, : Deep & Deep, 2002.
2. S.S. Mukherjee, Financial Administration in India, New Delhi: Surjeet Publications, 1992
3. Jesse Burkhead, Government Budgeting, New York: John Wiley and Sons., 1967.
4. G.S.Lall, Financial Administration in India, New Delhi: Kapoor, 1969.

5. Administrative Reforms Commission, Report on Finance Accounts and Audit, Government of India, New Delhi, 1968.
6. M.J.K. Thavaraj, Financial Administration In India, New Delhi: S. Chand & Co, 1992.

SOCIAL AND POLITICAL THOUGHT OF INDIA

- Unit 1: Rajaram Mohan Roy
 Unit 2: Jyotiba Phule
 Unit 3: Gopal Krishna Gokhale
 Unit 4: Bala Gangadar Thilak
 Unit 5: Mahatma Gandhi
 Unit 6: Jawaharlal Nehru
 Unit 7: B.R.Ambedkar
 Unit 8: Jayaprakash Narayan
 Unit 9: Ram Manohar Lohia
 Unit10: E.V.R Periyar

References:.

1. V.P.Varma : Indian Political Thought (Lakshmi Narayanan Agarwal, Agra).
2. H.R.Mukhi : Indian Political Thought (Surjeet Book Depot., New Delhi).

SEMESTER IV DEVELOPMENT ADMINISTRATION

- Unit 1 : Meaning Nature and Scope of development Administration.
 Unit 2 : Context of development Administration
 Unit 3 : Administration and Development in the New States
 Unit 4 : Bureaucracy and Development Administration
 Unit 5 : Nature of Development Planning
 Unit 6 : Planning Organisations in India
 Unit 7 : Evaluation of Five year plans in India
 Unit 8 : Monetary and Economic Policies and Development
 Unit 9 : Rural development –Tribal Development
 Unit 10 : Social Welfare Development – peoples participation in the process of Development

Reference :

1. V.A. Paipanandikar : Development Administration in India, Delhi (Mac Millan, 1974).
2. S.K. Chatarjee : Development Administration with Special reference to India, New Delhi (Surjeet Publications, 1981)
3. T.N. Chaturvedi : Development Administration (New Delhi, IIPA, 1984).

PUBLIC POLICY ANALYSIS

- Unit 1: Meaning and Nature Scope and importance of Public Policy
 Unit 2: Evolution of Policy Science-Social, Economic, Political and cultural Factors relevance to policy science.
 Unit 3: Policy analysis - process and stages, models in policy analysis:
 Unit 4: Institutions of Policy making – Legislature, Executive and Judiciary

Unit 5: Policy Implementation

Unit 6: Citizens-Pressure Groups-Political Parties Election Manifesto-Agencies in policy Making

Unit 7: Policy Implementation- Policy Evaluation.

Unit 8: Central Level Policy : New Economic Policy-Food and Agriculture Policy- Population and Health Policy- Science and Technology Policy

Unit 9 : New Education Policy-Environment Policy

Unit 10 : State Level Policy Language Policy - Reservation Policy-Social Welfare Policy

References:

1. Khurana, Public Policy and contemporary issues, Excell Publications, New Delhi, 2010.
2. Saprd, R.K. Public Policy, art and Craft of Policy Analysis, PHI learning Pvt.Ltd.2010.
3. Arvind sivaramakrishanan, Public policy and Citizenship, sage publications private limited, New Delhi, 2010.
4. Mohanty.P.K. cites and Public Policy , Sage Publication Pvt. Limited, New Delhi, 2014.

UPAA 04

INTERNATIONAL ORGANISATIONS

Unit 1: Origin, Structure of International Organisations UN-ILO-UNICHIEF-WHO- UNESCO and UNDP

Unit 2: World Organisations –ASEAN- APEC-EU

Unit 3: NAM-SAARC

Unit 4: WTO-IMF

Unit 5: Common wealth – OPEC-BRICS

Unit 6: NATO-SEATO-CENTO

Unit 7: G-8, G-15, G-77

Unit 8: Amnesty International –Green Peace

Unit 9: Treaties : NTP-CTBT-FMCT-SDI

Unit 10: Agreements: Chemical Weapons Convention-Human Cloning Agreement:

Reference:

1. Narinder Mehta, Theory and Practice of International Politics. (New Academic Publishing Company)
2. H.J.Morgenthau, Politics Among Nations

SEMESTER V E-GOVERNANCE

- Unit 1 : Elements and forms of Good Governance
- Unit 2 : Theories and Concept of Governance
- Unit 3 : ICT and Governance
- Unit 4 : Need of E-Governance
- Unit 5: E-Governance and citizen Governance
- Unit 6 : Effective Governance and efficient administration through E-Governance.
- Unit 7 : Effective service delivery through E. Governance
- Unit 8: RTI Act
- Unit 9 : National Information Centre- Citizen Charter.
- Unit 10: Issues in E-Governance implementations.

Reference :

1. Kiran Bedi, Paraminder jeet singh and Sandeep Srivastava, Government @net : N Governance opportunities for India, New Delhi Sage Publication, 2001.
2. Scot macconnail connection with the unconnected @ www.fao.org
3. V. Venkatakrishnan, E. Governance strategy in India : An Urgent need for reorientation towards local E. Governance .
4. G. Palanithurai, Dynamics of new panchayat raj system in India Vol. III, New Delhi Concept Publishing Company 2004.

INDIAN FOREIGN POLICY

- Unit 1 : The Nature and Meaning of Foreign Policy
- Unit 2 : Foreign Policy and Domestic Policy
- Unit 3 : Factors determining Foreign Policy
- Unit 4: The Non – Aligned Movement and International relations.
- Unit 5: India’s Foreign Policy under Nehru
- Unit 6: India and her Neighbours
- Unit 7: Look East and Act East Policy of India
- Unit 8: India and UNO
- Unit 9: Issues in Indian Foreign Policy: Refugees, Terrorism, and Climate Change
- Unit 10: Emerging Role of India in World Politics

References:

1. B.R. Nasda : Indian Foreign Policy (Vikas).
2. Bimal Prasath : India’s Foreign Policy.
3. Joshua gold stein and Jon Pevehouse, International Relation ,2008-2009 update, International Edition 8th Edition ,2008.
4. Peter calvocoressi ,World Politics since 1945, 19th Edition,2008. 4. Robert Art & Robert Jervis, International Politics, Enduring Concepts and Contemporary Issues, United states Edition 9th Edition,2008.
5. Paul viotti & Mark Kauppi, International Relations theory, International Edition, 4th Edition,2009 . POSE-205-PO.

URBAN LOCAL SELF GOVERNMENT

Unit 1 Organisation and functions of Urban Local Self Government.

Unit 2: Personnel Administration in Urban Local Self Government.

Unit 3 : Financial Administration in Urban Local Self Government.

Unit 4 : State Control over Local Self Government.

Unit 5 : 74th Constitution Amendment Act – main features

Unit 6 : 12th schedule of the Indian Constitution.

Unit 7: Organisation –functions of Rural Local self Governments

Unit 8 : Finance of Rural Local self Government

Unit 9 : Various issues in Rural local Self Government

Unit 10: State control over Urban Local Self Government

Reference :

1. S.R. Maheswari : Local Government in India (Lakshmi Narayan Agarwal)
2. L.B. Srivastava : Local Government in India (Surjeet Book Depot)

HUMAN RIGHTS

Unit 1: Meaning – Nature – Historical Development of Human Rights.

Unit 2: International Organizations and Human Rights – UNO - Universal Declaration of Human Rights.

Unit 3: International Human Rights Organizations – Amnesty International – European Commission on Human Rights – Asia Watch.

Unit 4: Constitution of India – Fundamental rights - Directive Principles of State Policy.

Unit 5 : Human Right in India – Civil and Political Rights.

Unit 6 : Human Right Violation – Causes - Prevention – Remedies – Need for Human Rights Awareness.

Unit 7: Human Rights Issues in India: Capital Punishment – Caste Discrimination.

Unit 8: Human Rights Issues in India: Bonded Labour – Female Infanticide.

Unit 9: Human Rights for Target Groups: Women, Children, Minorities, Refugees Rights.

Unit 10: Human Rights Commission of India – State Human Rights Commission.

Reference:

1. Arunkumar Palai : National Human Rights Commission of India. Formation functioning and prospects (Atlantic Publications, New Delhi, 1999).
2. Jayapalan .N : Human Rights , (Atlantic Publications, New Delhi).
3. James Vadackamcherry: Human Rights and the police in India (APH Publishing Corporation, New Delhi, 1996).

SEMESTER VI POLICE ADMINISTRATION

Unit 1 : Introduction History of Indian Police - Evolution of Police Administration – Organisation of the Police Department.

Unit 2 : Police Act of 1861 - National Police Commission recommendations (NPC), 1979

Unit 3 : Structure of State Police - District Police - City Police

Unit 4 : Commissioner of Police System

Unit 5: Role of Police Station

Unit 6 : Central Police Organizations - CBI, CISF, CRPF, RPF ,

Unit 7: Recruitment of Constables, Sub Inspectors, Deputy / Assistant Superintendents of Police.

- Unit 8: Training
- Unit 9 : Role of Women Police
- Unit 10: Police Public relationship.

Reference :

- J.C. Curry, The Indian Police
- O. Gion Stable, Police personnel Administration
- K. Pandurengan, Women Police in India.

SOCIAL WELFARE ADMINISTRATION

- Unit 1: Meaning, Nature, Scope and Importance of Social Welfare Administration –
- Unit 2 : Evolution of Social Welfare Administration in India.
- Unit 3: Social Welfare Board: Structure and Functions.
- Unit 4: National, State and District Social Welfare Boards.
- Unit 5: Social Welfare Policy in India.
- Unit 6: Constitutional Provisions: DPSP
- Unit 7 : National Commission for Women / SC-STs / Minorities /Backward Classes.
- Unit 8: Social Welfare Programmes and Five Year Plans
- Unit 9: Welfare Programmes for Family, Children, Youth, Differently-Abled and Elderly.
- Unit 10: Role of Civil Society / NGOs / Media/ Judiciary in Social Welfare.

References:

1. Dr. Sachdeva : Social Welfare Administration in India , New Delhi: Kitab Mahal, 2013
2. S.L. Goel : Social Welfare Administration, New Delhi: Deep & Deep, 2010
3. Nitin Batra: Administration of Social welfare in India, Jaipur: Raj Publishing House, 2004
4. Anand Sirohi: Fundamentals of Social Welfare, New Delhi: Dominant Publishers, 2012
5. K.D. Gangrade: Social Welfare Legislations in India, New Delhi: Concept, 2012.

RURAL LOCAL SELF GOVERNMENT

- Unit 1 : Meaning , Scope, Importance
- Unit 2 : Historical development of rural local self Government.
- Unit 3 : Community Development Programme
- Unit 4 : Balwantral Mehta Committee report
- Unit 5 : Ashok Mehta Committee report.
- Unit 6 : 73rd Constitutional Amendment Act – Main Features
- Unit 7 : 11th Schedule of the Indian Constitution.
- Unit 8: Organisation –functions of Rural Local self Governments
- Unit 9 : Finance of Rural Local self Government
- Unit 10 : Various Control over Rural local Self Government

Reference :

1. S.R. Maheswari : Local Government in India, Lakshmi Narain Agarwal, Agra.
2. C. Gnanapragasam : Local Government in Tamilnadu (Madurai Kamaraj University)
- 3.S.R. Nilgam, Principles of Public Administration, Allahabad, Kitab Mahal, 1980.
- 4.O. Glenn Stahl, Public Personnel Administration, New York, Harper & Brothers, 1956.
- 5.D. Waldo (ed), Idea and Issues in Public Administration, New York Me Graw Hill 1953.
- 6.N.D. White, Introduction to the Study of Public Administration New York, Macmillan, 1955.

GOVERNMENT AND POLITICS IN TAMILNADU SINCE 1900 A.D.

Unit1: Provincialism in Indian Politics.

Unit 2: Social Reform Movements in Madras Presidency – Theosophical Society – Sakya Buddhist Society.

Unit 3: Government of India Act 1919 and Diarchy.

Unit 4: Indian National Congress in Tamil Nadu.

Unit 5: Dravida Mahajana Sabha - Home Rule League – South Indian Welfare Society - Justice Party.

Unit 6: Communist Movement in Tamil Nadu.

Unit 7: Dravida Movement in Tamil Nadu.

Unit 8: Question of Federalism in Tamil Nadu Politics.

Unit 9: Origin and Development of Regional Parties in Tamil Nadu.

Unit 10: Cinema and Tamil Politics.

Reference :

1. C.J. Babu : The Politics of South India, (Vikas 1970)
2. G. Palanithurai : Caste Politics and Society in Tamil Nadu, New Delhi (Kanishka Publications, 1995)

ANNEXURE - II

Question Paper Pattern

All the Question Papers consists of Three Sections A, B and C

Section A Multiple Choice Questions with four options

Section B should be a descriptive type with internal choice

Section C Should be a descriptive type with choice

Section A : 10 Multiple choice questions (10 X 1=10)

Section B : 5 either or type questions. Answer should not exceed 2 pages
(5 X 7=35)

Section C : 3 out of 5 questions. Answer should not exceed 4 pages
(3X 10=30)

Total = 75 Marks
