



**MADURAI KAMARAJ UNIVERSITY  
DIRECTORATE OF DISTANCE EDUCATION**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**M.A. PUBLIC ADMINISTRATION**

**SYLLABUS**

# **Program Project Report for M.A. Program in Public Administration**

## **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 M.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**

Graduates 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**

Any Under-Graduate degree – regular or Distant Education mode, from any recognised university / institutions.

### **2. Marks required**

A student must have passed in his/her Under-Graduate degree.

## **VI. Degree Overview**

The M.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 Region-Specific Research**

## **VII. Degree Title**

M.A. in Public Administration

## **VIII. Duration of the Program**

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

## **IX. Program Structure**

The M. 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**

<b>Code</b>	<b>Course Title</b>	<b>Nature</b>	<b>Credit</b>
PPAC01	Administrative Organisation and Management	core	4
PPAC02	Administrative Thinkers	core	4
PPAC03	Indian Administrative System	core	4
PPAE01	Indian Constitution	Elective	4

#### **II. Second Semester**

<b>Code</b>	<b>Course Title</b>	<b>Nature</b>	<b>Credit</b>
PPAC04	Comparative Public Administration	core	4
PPAC05	Modern Western Governments	core	4
PPAC06	Public Policy Analysis	core	4
PPAE02	World Politics and Human Rights	Elective	4

#### **III. Third Semester**

<b>Code</b>	<b>Course Title</b>	<b>Nature</b>	<b>Credit</b>
PPAC07	Public Personnel and Financial Administration	core	4
PPAC08	Development Administration in India	core	4
PPAC09	Law and Order Administration	core	4
PPAE03	Government and Politics in India	Elective	4

#### IV. Fourth Semester

Code	Course Title	Nature	Credit
PPAC10	Local Government in Tamilnadu	core	4
PPAC11	Indian Parliamentary System	core	4
PPAC12	Research Methodology	core	4
PPAE04	Indian Judicial System	Elective	4

#### X. Details of Syllabi

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 / Discussion Forum	C3	E1
Day 2	C1	C2 / Discussion Forum	C3	E1

#### 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
Core Paper I	25	75	100
Core Paper II	25	75	100
Core Paper III	25	75	100
Elective Paper I	25	75	100
<b>Total Marks</b>	<b>400</b>		

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	37	24

Assessment Type	Description of Internal Evaluation	% Weighting	Pass 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.

### 5. Examination Committee

The Director may constitute a Examination Committee consisting of at least two members from the faculty. The Committee will look after the proper and timely completion of internal evaluation and conducting end semester examinations;

integrating internal evaluation and end semester evaluation with respective weightage and then final marks.

## **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.

### **2. Career Development Committee**

The Director may constitute a Career Development Committee consisting of at least three faculty members of the Directorate to look after the career opportunities of the students of the program. This Committee may undertake necessary initiatives in enhancing capabilities and skills such as English Language proficiency, computer and documentation skills, and competency in project writing; it may organise, if possible, campus recruitment in collaboration with NGO sector and print and visual media.

## **Annexure I Detailed Syllabus**

### **SEMESTER - I**

#### **PPAC01 : ADMINISTRATIVE ORGANISATION AND MANAGEMENT**

- Unit I:** Meaning, Nature and Scope of Public Administration – Dichotomy between politics and administration- Administrative Accountability
- Unit II:** Meaning, Nature and Importance of Organisation- Theories of Organisation- Types of Organisation
- Unit III:** Bases of Organisation- Line, Staff and Auxiliary Agencies – The Chief Executive – Field Administration- Organisation Climate.
- Unit IV:** Meaning and Nature of Management – Task of Management – Theories of Leadership - Policy Making – Decision Making.
- Unit V :** Planning – Co-ordination- Delegation – Communication – Supervision – Public Relations – Human Relation.

#### **Reference Books:**

1. Avasti and Maheswari , Public Administration
2. Dr.M.P.Sharma & Dr.B.L.Sadana, Public Administration in Theory and Practice ( Kitab Manal)
3. K.Pandurengan and P,Sathiya : Administrative Organisation and Management ( Savira)



## **PPAC02 : ADMINISTRATIVE THINKERS**

Kautilya	-	Tiruvalluvar
F.W. Taylor	-	Elton Mayo
Mary Parker Follett	-	Max Weber
Chester I. Bernard	-	Herbert A. Simon
Peter Drucker	-	F.W.Riggs

### **Reference Books:**

R.Shamashastry (Tr)	-	Kautilya's Arthashastra
Tiruvalluvar	-	Tirukkural
Chester I Barnard	-	Functions of the Executive
Herbert A.Simon	-	Administrative Behavior
F.W.Riggs	-	Administrative in Developing Countries
Peter Drucker	-	Management
Henry Fayol	-	General and Industrial Management
F.W.Taylor	-	Scientific management
Ravindra Prasad et al (ed)	-	Administrative Thinkers

## **PPAC03: INDIAN ADMINISTRATIVE SYSTEM**

### **UNIT- I: Evolution of Indian Administration**

Administration in Pre- colonial, Colonial and Post – Colonial era - Welfare state- salient features of Indian Constitution – Fundamental Rights – Directive Principles of State Policy.

### **UNIT – II: Union Administration**

President – Prime Minister – Council of Ministers – Cabinet Secretariat- Cabinet Committees – Prime Minister’s Office – Central Secretariat – Ministries and Departments.

### **UNIT – III : Constitutional Authorities**

Finance Commission – Union Public Service Commission – Election Commission – National Commission for SCs & STs – Attorney General of India – Comptroller and Auditor General of India.

### **UNIT – IV : State Administration**

Governor – Chief Minister – Cabinet – State Secretariat- Departments - Directorate – Collectorate – State Public Service Commission.

### **UNIT – V : Issues in Indian Administration**

Minister - Civil Servant Relation – Generalist Vs. Specialists – Union – State Relations ( Administrative and Financial) – Planning Commission – National Development Council – Corruption – administrative reforms – Impact of Information Technology on Indian Administration – Globalisation and Indian Administration.

### **Reference Books:**

- 1.Arun Shourie , The Parliamentary System in India, Rupa, New Delhi, 2007.
2. J.C.Johari, Indian Parliament: A Critical Study of its Evolution, Composition and Working, Metropolitan Book, New Delhi, 2006.
3. D.D. Basu, Introduction to The Constitution of India, Lexis Nexis, Publishing House
- 4.Shankar B.L. Valerian Rodrigues, The Indian Parliament, Oxford university Press, Nagpur 2013.

**PPAE01: INDIAN CONSTITUTION**

- UNIT I :** Constitutional Development in India since 1857 – Constituent Assembly – Adoption of the Constitution – Preamble – Citizenship- Parliamentary System-Indian Union-Schedules
- UNIT II:** Federal System – Union Executive – Union Parliament – Finance Commission - Centre – State Relations
- UNIT III:** Judiciary – Supreme Court – High Courts – Sub Courts -Judicial Review.
- UNIT IV:** State Executive – Governor – Chief Minister and the Council of Ministers – State Legislature- Legislative Procedures- Local Governments.
- UNIT V:** Fundamental Rights –Directive Principles of the state Policy – Amendments -  
Extra Constitutional Bodies: Election Commission – Attorney General of India - Planning Commission and National Development Council- Union Public Service Commission – State Service commissions- Commissioner for Scheduled Caste and Scheduled Tribes-

**Reference Books:**

- 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**

### **PPAC04 : COMPARATIVE PUBLIC ADMINISTRATION**

#### **UNIT I**

Meaning, Nature and Scope of Comparative Public Administration -  
Evolution of the Study of Comparative Public Administration -  
Approaches to the Study of Comparative public Administration -  
Traditional- Structural-Behavioural - Functional - System , institutional,  
Ecological and Modern Approach.

#### **UNIT II:**

Comparative Study of Political Systems in UK, USA, and France-  
Comparative study of Administrative Institutions and processes in UK  
USA and France.

#### **UNIT III:**

Comparative Study of Civil Services in UK, USA and France -  
Comparative study of Public Policies in UK, USA and France.

#### **UNIT IV:**

Control Mechanism over Administration in UK, USA and France –  
Comparative study of Administration at Grass root level.

#### **UNIT V:**

Citizen and Administration- Machinery of Redressal of Citizen  
Grivences in UK, USA and France.

#### **Reference Books:**

- 1.Arora R.K. Comparative Public Administration. Unique Publishers, New Delhi, 2007
- 2.S.S Pahlya, Ravindra Singh, New Delhi, Sterling Publishers Pvt,Ltd, New Delhi
- 3.Rathod P.B . Comparative Public Administration, Abd Publishers Jaipur -2007
- 4.Juditha Bara And Mark Pennigton Comparative Politics, Sage Publication New Delhi, 2009.

## **PPAC05: MODERN WESTERN GOVERNMENTS**

- Unit I:** Constitution: Definition, Types – Constitutional Governments – Classification of Governments: Parliamentary and Presidential, Unitary and Federal – Rule of Law and Administrative Law – Separation of Powers.
- Unit II:** Salient Features of the Constitution of UK – The Crown – British Parliament – Prime Minister and Council of Ministers – Committee System – Judiciary – Political Parties and Pressure groups.
- Unit III:** Salient features of the Constitution of USA – President – Congress – Federalism – Separation of Powers – Judicial System – Political Parties and Pressure groups.
- Unit IV:** Salient features of the Constitution of France – President – Prime Minister and Council of Ministers – Parliament – Judiciary – Civil Services – Political Parties.
- Unit V:** Salient features of the Constitution of Switzerland – Federalism – Plural Executive – Federal Assembly – Federal Tribunal – Direct Democracy: Instruments and Working of Direct Democracy – Political Parties.

### **Reference Books:**

1. Finer, Theory and Practice of Modern Governments, London, Methuen, 1969.
2. Colin Turpin and Adam Tomkin: British Government and the Constitution, Cambridge, Cambridge University Press, 2007.
3. Robert Singh, American Government and Politics, New Delhi, Sage Publications, 2003.
4. Andrew Knapp and Vincent Wright: The Government and Politics of France, New York, Routledge, 2006.
5. N.Bhuniya, Direct Democracy in Switzerland, Bombay, Associated Press, 1977.
6. V.D. Mahajan, Select Modern Governments, New Delhi, S.Chand & Co, 2008

## **PPAC06 : PUBLIC POLICY ANALYSIS**

### **UNIT-1: Introduction**

Meaning and Nature Scope and importance of policy science- Evolution of Policy Science-Social, Economic, Political and cultural Factors relevance to policy science.

### **UNIT- II: Policy Analysis**

Policy analysis — process and stages, models in policy analysis: System Model, Presser group model, Game Model and Elite Model, Institutional and incremental model- Dror's Optimal model.

### **UNIT- III: Public Policy in India**

Policy making process- Stake Holders-Citizens-Pressure Groups- Political Parties- Election Manifesto-Agencies in policy Making- Policy Implementation- Policy Evaluation.

### **UNIT - IV: Central Level Policy**

New Economic Policy-Food and Agriculture Policy-Population and Health Policy- Science and Technology Policy- New Education Policy-Environment Policy

### **UNIT-V: State Level Policy**

Language Policy — Reservation Policy— Social Welfare Policy

### **Reference Books :**

- 1.Khurana, Public Policy and contemporary issues, Excell Publicatoin, New Delhi,
- 2.Saprd,R.K. Public Policy, art and Craft of Policy Ananlysis, 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,

## **PPAE02 : WORLD POLITICS AND HUMAN RIGHTS**

- UNIT – I**                      Development of the Study of the World Politics – Theories of International Relations : Relation, Idealism and World State Theory – Marxist Theory and Pluralist Theory
- UNIT – II**                      The Concept of Power : Its Constituent and Limitations.  
The Struggle for Power : As Status Quo, as Imperialism and AS Prestige
- UNIT – III**                      The Management of Power : Balance of Power, Collective Security and Co-operative Security –Changing Nature of National Power.
- UNIT – IV**                      The Concept of Non Alignment : Bases,Role and Relevance  
Disarmament and Arms Control: CTBT,NPT and PNE  
Regional Organisation : SAARC and ASEAN  
Liberalisation, Privatisation and Globalisation.
- UNIT – V**                      Emerging Issues: Humanitarian Intervention, Sanctions, Human Rights, Environmentalism, Terrorisim and Democratic Expansion.

### **Reference Books :**

1. D.G.Brennan (ed), Arms Control Disarmament and National Security, New York, George Braziller,1961.
2. D.Brown, Internationa Relations Theory, London, Harvester Wheatsheaf,1973.
3. N.D.Palmer and H.Perkins, International Relations, Culcutta, Scientific Book Company,1971.
- 4.M.P.Sullivan, theories of International Politics: Enduring Paradigm in a Changing World, Hampshire, Macmillian 2001.
- 5.K.P.Mishra and R.S.Beal, International Relations Theory, New Delhi Vikas 1980



## **SEMESTER - III**

### **PPAC07:**

#### **PUBLIC PERSONNEL AND FINANCIAL ADMINISTRATION**

**Unit I:** Nature and Scope of Public Personnel administration Evolution of Personnel and Financial Administration – Bureaucracy - Characteristics

**Unit II:** Personnel Administration - Position Classification Recruitments - Training – Promotion-Transfer - Conduct-Discipline-Morale-Retirement - Employees Association

**Unit III :** Financial Administration – Budget – Principles-Preparation-Enactment- Execution of Budget - Finance Ministry – Parliamentary control over finance – Bureau of Budget- Treasury – Accounts and Audit- Comptroller and Auditor General of India

**Unit IV:** Administrative reforms in Personnel and Financial Administration

**Unit V:** Recent Development in Personnel and Financial Administration

#### **Reference Books:**

1. Jain C M Public Personnel Administration, Jaipur, College Book Publishers, jaipur, 2003
2. Goel, S.L. Public Personnel Administration, Deep & Deep Publishers, New Delhi, 2004
3. Ghosh P. Personnel Administration, Sudha Publication, New Delhi-2002
4. Sarapa.A. Public Finance In India, Kanlshka Publishers, Dlstrlbutros, New Delhi,2004.

## **PPAC08:DEVELOPMENT ADMINISTRATION IN INDIA**

### **UNIT-I**

Meaning, Nature, Scope and Importance of Development Administration - Development Administration and Administrative Development

### **UNIT - II:**

Context of Development Administration- Administration and Development in the New states - Bureaucracy and Development Administration - District Collector - DRDA — Field Level Agencies.

### **UNIT – III**

Nature of Development Planning – Mechanics of Planning - Planning Organisations in India – Evolution of Five year plans in India. Programmes - Urban Self Employment Programme - Urban Wage Employment Programme -JNNURM - Housing Urban Development Programme.

### **UNIT - IV:**

Rural Development Programmes - Integrated Rural Development Programmes - Poverty Alleviation Programme - SJSRY-MGNREGA.

### **UNIT - V:**

NGO's and Development Administration - Citizen Grievances And Redressal Mechanism. Transference

### **Reference Books:**

- 1.Palekar-S.A development Administration- Prentice hall India Publication -2012
- 2.Narayanan Hazary development Administration, Quest for identity Publication- 2005- Aph Rup
- 3.Kuldeep Matheer Development Policy and Administration ,SAGE publication

## **PPAC 09: LAW AND ORDER ADMINISTRATION**

- UNIT –I**            Meaning , Nature, Scope and Importance of Law and Order Administration – Society – Control of Society – Control of Law – Evolution of Police Administration in India.
- UNIT – II**            General Police structure and Organisation – Central Government Unarmed Police Agencies – Central Armed Police Force – State Police Service – Auxiliary Police.
- UNIT – III**           System Policing – Police in Making – Recruitment to Retirement – Powers, Duties, Accountability and Conduct – Crowd Control.
- UNIT – IV**            Modernization of Police – Information Technology – Cyber Crimes – Youth Police.
- UNIT - V**            Maintenance of Law and Order – Human Trafficking – Drug Abuse – Insurgency and Terrorism – Criminalisation of Police – Police Public Relations – Police Reforms .

### **Reference Books :**

1. M.B. Chande , Police in India, Atlantic Publishers, New Delhi
2. K.L.Kapoor, Police Administration in India 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.

## **PPAE03 :**

### **GOVERNMENT AND POLITICS IN INDIA**

**Unit-I Introduction:** Historical Background and Nature of Indian Constitution– Features of Indian Constitution-Preamble, Fundamental Rights and Duties and the Directive Principles of State Policy.

**Unit-II Administrative Structure:** Union Government and Administration: Legislature, Executive, Judicial- Minister's Office (PMO)-Cabinet Secretariat – Central Secretariat – Ministers Departments – Boards and Commissions- State Government and Administration: Legislature, Executive, Judicial Chief Secretary – State Secretariat and Directorates – District Collector: Powers and Functions.

**Unit-III Statutory and Non-Statutory Bodies :** Comptroller and Auditor General – Attorney General and Solicitor General of India- Advocate General of State – Central Vigilance Commission- Election Commission- National Development Council- National Integration Council- UPSC and State Public Service Commissions.

**Unit-IV Political Dynamics :** Political Parties – National and Regional Parties – Elections and Electoral Reforms

**Unit-V Issues in Indian Politics :** Caste- Religion-Language-Region- Poverty Alleviation - Crime and Politics-Corruption – Violence.

#### **Reference Books:**

1. Manoj Sharma, Indian Government and Politics, New Delhi:Vikas Publishing House Pvt. Limited, 2009.
2. D.C.Gupta, Indian government and Politics, New Delhi:Vikas Publishing house Pvt Limited ,2009.
3. C.P.Bhambri, Indian Politics 2001-2004,Shipra Publishers, 2008
4. M.N.Roy, Indian Politics, New Delhi: Vikas Publishers, 2009.

## **SEMESTER - IV**

### **PPAC10 : LOCAL GOVERNMENT IN TAMILNADU**

**UNIT - I:** Meaning, Scope and Importance of Local Government – Evolution of Local Government in Tamilnadu – Position of Local Government in Madras Presidency before and after Independence

**UNIT -II :** Balwantra Rai Mehta Committee Report – 73<sup>rd</sup> & 74<sup>th</sup> Constitutional Amendments and New Panchayat Raj.

**UNIT– III :** Organisation – Structure of Local Government – municipal Corporations – Municipalities Panchayats

**UNIT–IV:** Functions of Local bodies – Community Development Schemes – Political Parties and Local Government – Election – Caste – Leadership in Local Government

**UNIT–V:** Personnel System of Local Government in Tamilnadu – Financial Administration of Local Government in Tamilnadu – State Control over Local Bodies in Tamilnadu.

#### **Reference Books :**

1. Dharambai – The Madrs Panchayat System Vol.1 Impex India, New Delhi.
2. Gnanapragasam C – Local Government in Tamilnadu, (Tamil) Madurai Kamaraj University
3. Maheswari S R – Local Government in India, Laxmi Naran Agarwal, Agra.
4. Saraswathi - The Madras Panchayat System, Vol.II, Impex India , New Delhi.

## **PPAC11 : INDIAN PARLIAMENTARY SYSTEM**

### **UNIT-1: INTRODUCTION**

Legislature. Meaning, Importance and kinds-Functions of the Legislature: Law Making and Non-Law making function.

### **UNIT — II: STRUCTURE OF THE INDIAN PARLIAMENT**

Evolution of the Indian Parliamentary- Lok Sabha: Its structure, composition and powers - Rajya Sabha: Its structure, composition and powers- Whip and his role.

### **UNIT - III: FUNCTIONING OF THE INDIAN PARLIAMENT**

Opening of the parliament-Session by the President-Sessions of the parliament: Budget Session, Monsoon session and Winter session-Question hour: Zero hour- Types of Questions-Unstarred questions, short notice questions, questions by private members-Motions: its kinds: Adjournment motion, Call attention motion, Cut Motions-No confidence motion, censure Resolution.

### **UNIT-IV: OFFICERS OF THE PARLIAMENT**

Speaker and Deputy Speaker of Lok Sabha-Chairman and Deputy chairman Rajya Sabha-Their Powers and Functions-Parliament Secretariat: Lok Sabha Secretariat: Its Structure and Functions-Rajya Sabha Secretariat and its Structure and Functions.

### **UNIT - V: PARLIAMENT PROCEDURE**

Procedures during the presentation of the Budget- Procedures during the making of the Bill- Parliamentary Committees: Joint Parliamentary committee- Adhoc Committees- Standing Committees- Other Committees- Parliamentary forums: Objectives of the Forum- Parliamentary Groups: Their composition and functions.

### **Reference Books:**

1. Arun Shourie, The Parliamentary System In India, Rupa, New Delhi, 2007.
2. J.C. Johari, Indian Parliament: A Critical Study of Its Evolution, Composition And Working, Metropolitan Book, New Delhi, 2006.
3. Shukla. V.N. Constitution of India, Eastern Book Company, Lucknow, 2013.
4. Shankar. B.L., Valerian Rodrigues. The Indian Parliament, Oxford University Press, Nagpur 2013, Nodia U.P. 2010

## **PPAC12 : RESEARCH METHODOLOGY**

### **Unit-I Introduction**

The meaning and nature of Social Science Research – objectives and basic postulates – Pure and Applied Research - Problems in Social Science Research.

### **Unit-II Methods and Problems**

Methods of Social Science – Historical – Comparative and Descriptive Methods. - Problem of formulation of Hypothesis – Concepts – Variables.

### **Unit-III Research Design and Types of Research**

Research Design: Meaning, Purpose and Principles of Research Design. - Types of Research: Exploratory – Descriptive - Experimental – Ex-Post Facto Research – Content Analysis.

### **Unit-IV Collection of Data and Statistical Tools**

Collection and Analysis of Data: Sampling – Observation – Survey – Case Study – Questionnaires – Interview. - Statistics and its use in Social Science Research - Computer and its Applications.

### **Unit- V - Research Report.**

Research Report: Purpose - Content – Style and Presentation – Use of Footnotes – Tables and Figures – Bibliography - Webliography.

### **Reference Books:**

1. Ghosh, B.N. Scientific Methods and Social Research, New Delhi: Sterling Publishers, 1982.
2. Goode, W.G. and P.K. Hatt, Methods in Social Research, New York: 1952.



## **PPAE04 : INDIAN JUDICIAL SYSTEM**

### **UNIT I: INTRODUCTION**

Importance of Judiciary - Scope of judiciary - Evolution of judicial system in India - Indian judicial system - and legal system

### **UNIT II: LEVELS OF COURT**

Civil courts: Supreme court: its structures, functions and powers and jurisdiction - High court; its structure, functions powers and jurisdiction - District court & village courts: structure , functions & powers

### **UNIT III: CRIMINAL COURTS**

Kinds of crime, civil, criminal, income tax etc. Court structure functions, and powers.

### **UNIT IV: TRIBUNALS**

Need for Tribunals - kinds of tribunals - Nature of tribunals - difference between courts and tribunals.

### **UNIT V: ADMINISTRATIVE PROCEDURES**

Administrative procedures involved in Supreme court and High court, Other forms of legal system : Arbitration , Public interest litigation.

#### **Reference Books :**

1. Legal History - "Evolution of Indian legal system" by Nilakshi Jalar and Lakshmi
2. "The practice and procedures of the supreme court" by B.R Agarawala
3. "Our Judiciary" by B.R. Agarwala, National Book trust

## ANNEXURE - II

### Question Paper Pattern

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

Section A must be an Objective Type

Section B should be a descriptive type with internal choice

Section C Should be a descriptive type with choice

#### **Section A :**

10 Multiple choice/ Short Answer questions (two questions from each unit)

(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 be in 4 pages (3 X 10=30)

Total = 75 Marks