



# ALAGAPPA UNIVERSITY

(A State University Established in 1985)  
Karaikudi - 630003, Tamil Nadu, India



2017	2018	2018	2019	2019
Accredited with A+ Grade by NAAC (CGPA : 3.84)	Graded as Category - 1 & Granted Autonomy	Swachh Campus Rank : 4	NATIONAL INSTITUTIONAL RANKING FRAMEWORK Rank : 28	India Rank : 20 BRICS Rank : 104 Asia Rank : 216

## DEPARTMENT OF POLITICS AND PUBLIC ADMINISTRATION



### M.A., PUBLIC ADMINISTRATION

[Choice Based Credit System (CBCS)]

[For the candidates admitted from the academic year 2019-2020]

**MASTER OF ARTS IN PUBLIC ADMINISTRATION**  
**CHOICE BASED CREDIT SYSTEM FOR THE CANDIDATES**  
**SINCE 2019-2020**

<b>Name of the Programme</b>	<b>- M.A. Public Administration</b>
<b>Medium of Instruction</b>	<b>- English</b>
<b>Duration of the Programme</b>	<b>- Two Year</b>
<b>Mode of the Study</b>	<b>- Regular</b>
<b>Programme Pattern</b>	<b>- Bi-Annual Semester</b>

**PROGRAMME GENERAL OBJECTIVES**

The general objective of M.A. Public Administration Programme is to develop strong minded graduates with high quality skills and capabilities arising from need for more efficient and effective public administration. The curriculum is designed to equip students to understand concept, theories, principles, skills, techniques, policy and governance of public administration. At the end of the programme the students would gain in depth knowledge in the field of public administration and policy. Thereafter students will play active role in public administration leadership and management positions in public services, research and non-profit sectors at the local, state, national and international levels with emphasis on efficient and effective and ethical management practices of organizations.

**PROGRAMME SPECIFIC OBJECTIVES**

- To understand the governance of the large scale public organizations in various socio-economic and political settings
- To build up the students with strong foundation in theoretical and practical dimension of Public Administration in order to promote values and ethics in public service.
- To impart knowledge in research methodology and its application in order to understand the problems relevant to the governance of a country.
- To understand and analyze the policies, programmes, issues and challenges which are associated with the governance of a country and make pertinent recommendations.
- To train up students to get suitable employment in public service.

## **PROGRAMME OUTCOME**

On successful completion of the programme, the students of the post graduate would be able to demonstrate broader understanding of public administration theory and practice and its application in public services and also could prepare themselves for career in teaching and research in the field of Public Administration and Policy.

## **REGULATIONS**

### **I. ELIGIBILITY:**

A candidate should have passed any under graduate degree recognized by UGC

### **II. DURATION OF THE PROGRAMME**

The duration of the programme is two year Bi annual Semester Programme.

### **III. COURSE STRUCTURE FOR THE PROGRAMME**

The post graduate M.A.Public Administration Programme which includes the following Courses

- a. **CORE COURSES (CC): 13** for all Four Semesters
- b. **ELECTIVE COURSES (EC): 3** for Semester I,II,III
- c. **NON - MAJOR ELECTIVE COURSES (NME): 2** for Semester II,III
- d. **SELF LEARNING COURSES (SLC) under MOOCs** for Semester II,III
- e. **DISSERTATION** for Semester IV

### **IV. DISSERTATION**

Each candidate should be required to undertake a Dissertation Work and submit Dissertation Report at the end of the IV Semester. The Head of the Department will assign the Guide to the students. The candidates should submit the dissertation report to the University through the Department on or before the date fixed by the University. The dissertation report is evaluated by both Internal and External Examiner. The candidate should appear before the Viva– Voce in order to pass out the dissertation.

### **V. SEMESTERS**

An Academic year is divided into two Semesters. In each semester, courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for conduct of examination and evaluation purposes. Each week has 30 working hours spread over 5 / 6 days a week.

## **VI. CREDITS**

The Term “Credit” refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, a six hour course is assigned five credits; five hour course is assigned four credits. However, in no instance the credits of a course can be greater than the hours allotted to it. The total minimum credits, required for completing a PG programme is 90. The details of credits for individual components and individual courses are given in

## **VII. COURSE**

Each Course is to be designed variously under lectures / tutorials / laboratory or fieldwork / seminar / practical training / assignments / term paper or report writing etc., to meet effective teaching and learning needs.

## **VIII. EXAMINATIONS**

- a. There shall be examinations at the end of each semester, for odd semesters in the month of October / November; for even semesters in April / May.
- b. A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However candidates who have arrears in Practical shall be permitted to take their arrear Practical examination only along with Regular Practical examination in the respective semester.
- c. A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit / regulation prescribed OR belated joining OR on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the programme.
- d. Viva-Voce: Each candidate shall be required to appear for Viva-Voce Examination (in defense of the Dissertation only).
- e. For the Dissertation Report, the maximum marks will be 75 percent for dissertation report evaluation and for the Viva-Voce it is 25 percent (if in some programmes, if the dissertation is equivalent to more than one course, the dissertation marks would be in proportion to the number of equivalent courses).

f. The results of all the examinations will be published through the College/ University Department where the student underwent the course as well as through University Website. In the case of private candidates, the results will be published through the Centre in which they took the examinations as well as through University Website.

#### **IX. CONDONATION**

Students must have earned 75% of attendance in each course for appearing for the examination. Students who have earned 74% to 70% of attendance to be applied for condonation in the prescribed form with the prescribed fee. Students who have earned 69% to 60% of attendance to be applied for condonation in the prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the programme.

#### **X. QUESTION PAPER PATTERN**

The question paper for the Course of the programme is divided into three parts like Part A, Part B and Part C

Part A which consist of Ten questions in absence of choice. Each question carries equally two marks for total of twenty marks. Each Unit of the Course equally shares two questions.

Part B which consist of five questions each by choosing either A or B pattern. Each question carries five marks equally for total of twenty five marks. Each Unit of the Course equally shares two questions.

Part C which consists of five questions from each unit of the course. The candidate should answer any three questions out of five.

#### **XI. EVALUATION**

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each course shall be done by a continuous internal assessment by the concerned Course Teacher as well as by an end semester examination and will be consolidated at the end of the course. The components for continuous internal assessment are:

Two tests	-	15marks(Third/repeat tests for genuine Absentees)
Seminar / Quiz	-	5 marks

Assignments	-	5 marks
Total	-	25 marks

Attendance need not be taken as a component for continuous assessment, although the students should put in a minimum of 75% attendance in each course. In addition to continuous evaluation component, the end semester examination, which will be a written examination of at least 3 hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 25: 75. The evaluation of laboratory component, wherever applicable, will also be based on continuous internal assessment and on an end-semester practical examination.

## **XII. PASSING MINIMUM**

A candidate shall be declared to have passed in each course if he / she secures not less than 40% marks in the University Examinations and 40% marks in the Internal Assessment and not less than 50% in the aggregate, taking Continuous assessment and University Examinations marks together.

Failed candidates in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests and by submitting assignments.

Candidates, who have secured the pass marks in the end-semester examination (E.S.E) and in the CIA but failed to secure the aggregate minimum pass mark (E.S.E + C.I.A.), are permitted to improve their Continuous Internal Assessment marks in the following semester and / or in University examinations.

A candidate shall be declared to have passed in the Dissertation Work if he / she gets not less than 40% in each of the Dissertation Report and Viva-Voce but not less than 50% in the aggregate of both the marks for Dissertation Report and Viva-Voce.

A candidate who gets less than 40% in the Dissertation Report must resubmit the Dissertation Report. Such candidates need take again the Viva-Voce on the resubmitted Dissertation.

### **Improvement of marks – Norms for the Improvement marks**

- a) Candidates willing to improve his / her performance of marks in the University Examinations (other than Practical / Dissertation Work) in Theory course shall be permitted to re-appear again in the succeeding semester examination for the theory course(s) in which he / she has passed in the first appearance.
- b) Improvement of performance of marks is allowed only once for a (theory course) course.
- c) If the candidate shows no improvement in such appearance, marks secured by him / her in the first appearance will remain. No fresh marks statement will be issued in such cases.
- d) If the candidate shows improvement, a revised mark statement will be issued on production of the original mark statement issued to him / her.
- e) On improvement of performance, if a candidate becomes eligible for a higher class / GPA and CGPA it shall be incorporated / awarded in the mark statement/ provisional certificate / degree certificate on an application made by the candidate (along with the original Mark Statement / Provisional Certificate / Degree Certificate) already issued (as the case may be) together with a fee prescribed for the purpose. However, he / she is not eligible for Revision of Rank or for the award of Prize.
- f) Candidates willing to appear for the examination for improvement of marks at his / her last semester examination may await for the results of his / her latest appearance and re-appear twice in the immediately succeeding examination sessions.
- g) The fee for permission to re-appear for improvement of marks is to be paid in addition to the examination fee for each course for which he / she is appearing for.
- h) The application for permission of re-appearance must be sent separately to the Controller of Examinations in the prescribed form duly recommended by the Principal of the College on or before the last date for receipt of application for registration.
- i) Fees paid once by these candidates will not be refunded or adjusted under any circumstances.

### **XIII. GRADING**

From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated respectively by **Grade Point**

**Average (GPA) and Cumulative Grade Point Average (CGPA).** These two are calculated by the following formulate :

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where ‘**C<sub>i</sub>**’ is the Credit earned for the Course **i** in any semester; ‘**G<sub>i</sub>**’ is the Grade Point obtained by the student for the Course **i** and ‘**n**’ is the number of Courses **passed** in that semester. **CGPA** (Cumulative Grade Point Average) = Average Grade Point of all the Courses passed starting from the first semester to the current semester.

**XIV. CLASSIFICATION OF FINAL RESULTS**

- a) The final result of the candidate shall be based only on CGPA earned by the candidate.
- b) Successful candidates who are passed the examinations and earned CGPA between 6.01 and 7.50 shall be declared to have passed in First Class and those who earned CGPA between 5.00 and 6.00 shall be declared to have passed in Second Class.
- c) Successful Candidates who are passed the examinations and earned CGPA between 7.51 and 9.00 in the first appearance within the prescribed duration of the programme shall be declared to have passed in First Class with Distinction and those who earned CGPA 9.01 and above in the first appearance within the prescribed duration of the programme shall be declared to have passed in First Class – Exemplary in the respective Programme.
- d) Absence of candidates in an examination shall not be counted as an attempt.

**XV. CONFERMENT OF THE MASTER’S DEGREE**

A candidate shall be eligible for the conferment of the Degree only after he / she earned the minimum required number of 90 credits which are prescribed for the programme.



#### **XVI. RANKING: UNIVERSITY EXAMINATION**

Those candidate who secures highest score in the overall Semester Examinations of the programme would be honoured with University Rank Holder Certificate.

#### **XVII. GRIEVANCES AND REDRESSAL COMMITTEE**

The Department has constituted a Grievances and Redressal Committee which consists of the Course Teacher as a member and Head as a chairman in order to solve the dispute of Continuous Internal Assessment Marks of students of the Department.

#### **XVIII. TRANSFER OF CREDITS**

Students are permitted to transfer the Course Credits from the Regular Stream to Distance mode Vice versa in our University.

#### **XIX. REVISION OF REGULATIONS AND CURRICULUM**

The University may revise, amend and modify the curriculum and regulations from time to time, if it is necessary.

**Table:1**

**Details on the number of courses, credits per course, hours per course for the programme**

**Pattern for all Semester**

Course Name	No. of Courses				Total hours per Programme
	I Semester	II Semester	III Semester	IV Semester	
CC - 5credits	4	3	3	3	78
EC - 5credits	1	1	1	-	15
NME - 2 credits	-	1	1	-	6
Dissertation-6 credits	-	-	-	1	12
Library	1	-	-	-	1
Library, Yoga & Career guidance	-	4	4	-	8
SLC		Extra credits	Extra credits		
Credits per Semester	25	22+ Extra credits	22+ Extra credits	21	<b>120</b>
Total credits Per Programme	<b>90 + Extra credits</b>				

\*CC - Core Course

\* EC - Elective Course

\*NME - Non Major Elective

\*SLC - Self Learning Course

**Table:2**  
**Grading of the Courses**

<b>MARKS</b>	<b>GRADE POINT</b>	<b>LETTER GRADE</b>
96 and above	<b>10</b>	<b>S+</b>
91 – 95	<b>9.5</b>	<b>S</b>
86 – 90	<b>9.0</b>	<b>D++</b>
81 – 85	<b>8.5</b>	<b>D+</b>
76 – 80	<b>8.0</b>	<b>D</b>
71 – 75	<b>7.5</b>	<b>A++</b>
66 – 70	<b>7.0</b>	<b>A+</b>
61 – 65	<b>6.5</b>	<b>A</b>
56 – 60	<b>6.0</b>	<b>B</b>
50 – 55	<b>5.5</b>	<b>C</b>
Below 50	<b>0</b>	<b>F</b>

**Table: 3**  
**Final Result**

<b>CGPA</b>	<b>Letter Grade</b>	<b>Classification of Final Results</b>
9.51 and above	<b>S+</b>	First class – Exemplary
9.01 – 9.50	<b>S</b>	
8.50 – 9.00	<b>D++</b>	First class – Distinction
8.01 – 8.50	<b>D+</b>	
7.50 – 8.00	<b>D</b>	
7.01 – 7.50	<b>A++</b>	First Class
6.51 – 7.00	<b>A+</b>	
6.01 – 6.50	<b>A</b>	
5.51 – 6.00	<b>B</b>	Second Class
5.00 – 5.50	<b>C</b>	
Below 5.00	<b>F</b>	Fail

**M.A. PUBLIC ADMINISTRATION – PROGRAMME STRUCTURE**

Semester	Code	Course Name	Credit	Hrs/ week	Marks		Total Marks	
					Int	Ext		
I	549101	Principles of Public Administration	5	6	25	75	100	
	549102	Administrative Thought	5	6	25	75	100	
	549103	Indian Constitution	5	6	25	75	100	
	549104	Indian Administration	5	6	25	75	100	
	549501	A. Human Rights Administration in India	Anyone	5	5	25	75	100
	EC-I	B.E-Governance						
	Library			-	1	--	--	--
<b>Total</b>			<b>25</b>	<b>30</b>	<b>--</b>	<b>--</b>	<b>500</b>	
II	549201	Modern Administrative System	5	6	25	75	100	
	549202	Public Personnel Administration	5	6	25	75	100	
	549203	Local Self Government Administration in India	5	6	25	75	100	
	549502	A.Public Relations Management	Anyone	5	5			
	EC-II	B.Social Welfare Administration in India						
		NME-I	2	3	25	75	100	
	MOOCs	SLC-I	Extra Credit	-	-	-	-	
	Library, Yoga and Career Guidance			-	4	-	-	-
<b>Total</b>			<b>22+Extra Credit</b>	<b>30</b>		<b>--</b>	<b>500</b>	
III	549301	Public Financial Administration	5	6	25	75	100	
	549302	Development Administration	5	6	25	75	100	
	549303	Research Methodology	5	6	25	75	100	
	549503	A.Disaster Management and Mitigation	Anyone	5	5	25	75	100
	EC-III	B.Administration of Public Enterprises						
		NME-II	2	3	25	75	100	
	MOOCs	SLC – II	Extra Credit	-	-	-	-	
	Library, Yoga and Career Guidance				4	-	-	-
<b>Total</b>			<b>22+Extra Credit</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>500</b>	
IV	549401	Administrative Law	5	6	25	75	<b>100</b>	
	549402	Public Policy Analysis	5	6	25	75	<b>100</b>	
	549403	Citizen Centric Governance	5	6	25	75	<b>100</b>	
	549999	Dissertation	6	12	25	75	<b>100</b>	
	<b>Total</b>			<b>21</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>500</b>
<b>Grant Total (Four Semesters)</b>			<b>90+Extra Credit</b>	<b>120</b>	<b>-</b>	<b>-</b>	<b>2000</b>	

NME	Semester	II	549701	Indian Public Administration For Civil Services	2	3	25	75	<b>100</b>
		III	549702	Introduction to Public Administration	2	3	25	75	<b>100</b>

<b>Semester - I</b>			
<b>Core Course</b>			
<b>Course code: 549101</b>	<b>1.1 Principles of Public Administration</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To understand the conceptual framework, theories and principles of Public Administration</li> <li>➤ To update and appraise the evolution of Public Administration as a discipline</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Meaning, Nature , Scope and Evolution of the study of Public Administration-Significance and role of Public Administration- Differences and Similarities between Public and Private Administration- Public Administration and its relations with other Social Sciences-New Public Administration-New Public Management Perspective and Minnow Brook Conference-State Vs Market debate.		
<b>Unit-II</b>	<b>Administrative Principles:-</b> Organization - Hierarchy-Unity of Command-Span of Control-Authority and Responsibility- Co-ordination-Centralization – Decentralization - Delegation-Supervision-Line and Staff		
<b>Unit III</b>	<b>Administrative Behaviour:-</b> Leadership-Communication- Motivation- Decision Making –Control and its Techniques		
<b>Unit IV</b>	<b>Typology and Forms:-</b> Bases of Department- Public Corporations and Government Companies, Independent Regulatory Commission- Head Quarters and Field Relations		
<b>Unit V</b>	<b>Accountability and Control:-</b> Concept and Meaning - Legislative-Executive- Judicial control over public administration- People’s participation-Role of Civil Society.		
<b>References</b>			
Arora, Ramesh, K. and Goyal, Rajni. (1997). <i>Indian Public Administration: Institutions and Issues</i> . New Delhi : New Age International Publishers			
Basu, Rumki. (2008). <i>Public Administration: Concepts and Theories</i> . New Delhi :Sterling Publishers.			
Fadia. B.L., Fadia, Kuldeep. (2010). <i>Public Administration-Administrative Theories and Concepts</i> , New Delhi: Sahityabhawan Publications			
Avasthi, A. and Maheshwari, S. R. (2013). <i>Public Administration</i> . Agra: Lakshmi Narain Agarwal.			
Bhattacharya, Mohit. (2012). <i>Public Administration: Issues and Perspectives</i> . New Delhi :Jawahar Publishers and Distributors.			
<b>Outcome</b>	➤ Students could gain knowledge about administrative principles, behaviour, evolution and growth of Public Administration		
<b>Course Teacher</b>	Dr.S.Prabhu		

<b>Semester - I</b>			
<b>Core Course</b>			
<b>Course code: 549102</b>	<b>1.2 Administrative Thought</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To study various administrative thinkers' contribution in the field of administrative studies.</li> <li>➤ To understand the significant approaches, models and concepts and its relevance to public administration</li> </ul>		
<b>Unit –I</b>	Kautilya –Thiruvalluvar- Woodrow Wilson		
<b>Unit-II</b>	F.W.Taylor- Max Weber - Henry Fayol		
<b>Unit III</b>	Elton Mayo- Mary Parker Follet - Chester I Barnard		
<b>Unit IV</b>	Herbert A. Simon Abraham Maslow - Herzberg		
<b>Unit V</b>	Rensis Likert -.Fred W Riggs- Yehezkel Dror		
<b>References</b>			
<p>Fadia. B.L., Fadia, Kuldeep. (2010). <i>Public Administration-Administrative Theories and Concepts</i>, New Delhi: Sahityabhawan Publications.</p> <p>Hooja Rakesh. and Arora, Ramesh, K . (2007). <i>Administrative Theories: Approaches, Concepts and Thinkers in Public Administration</i>. New Delhi: Rawat Publications.</p> <p>Maheshwari. S.R. (2014). <i>Administrative Thinkers</i>, New Delhi: Macmillan Publications.</p> <p>Prasad, Ravindra, Prasad, V.S. and Narayana, Sathya. (2011). <i>Administrative Thinkers</i>, New Delhi: Sterling Publishers Pvt. Ltd.</p> <p>Sapru. R.K. (2013). <i>Administrative theories and Management Thought</i>, New Delhi: India Learning Pvt. Ltd.</p>			
<b>Outcome</b>	<ul style="list-style-type: none"> <li>➤ Students could understand various administrative thinkers' contribution and its application in the field of Public Administration.</li> </ul>		
<b>Course Teacher</b>	Dr.N.K.Bhuvaneshwari		

<b>Semester - I</b>			
<b>Core Course</b>			
<b>Course code: 549103</b>	<b>1.3 Indian Constitution</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To understand the values, ideals, rights and duties of Indian Constitution</li> <li>➤ To study the different organs and institutions which are enshrined in the Constitution of India</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Making of the Constitution-Salient features of the Constitution- Preamble-Fundamental Rights-Directive Principles of State Policy- Fundamental Duties- Citizenship -Constitutional Amendments		
<b>Unit-II</b>	<b>Union Government:-</b> President-Vice-President-Prime Minister-Cabinet- Council of Ministers-Parliament –Supreme Court : Powers and Functions -Judicial Review.		
<b>Unit III</b>	<b>State Government:-</b> Governor- Chief Minister- Council of Ministers-State Legislature- High Court: Powers and Functions -Subordinate Courts		
<b>Unit IV</b>	<b>Indian Federalism:-</b> Features of Indian Federalism-Central and State Legislative, Administrative and Financial Relations –Inter State Council-Zonal Council- Emergency provisions- Sarkaria Commission recommendations.		
<b>Unit V</b>	<b>Constitutional Authorities:-</b> Union Public Service Commission-Finance Commission of India-Election Commission of India-Comptroller and Auditor General – Attorney General-Advocate General.		
<b>References</b>			
Arora, Ramesh, K. and Goyal, Rajni. (1995). <i>Indian Public Administration: Institutions and Issues</i> . New Delhi: New Age International Publishers.			
Avasthi, A. and Avasthi, A. P. (2004). <i>Indian Administration</i> . Laksmi Narain Aggarwal: Agra.			
Basu, D.D. (2013). <i>Introduction to the Constitution of India</i> (21st Edition). New Delhi: Lexus Nexus.			
Chakraborty, Bidyut. (2016). <i>Indian Administration</i> . New Delhi: Sage.			
Singh, Hoshiar. (1999). <i>Indian Administration</i> . Allahabad: Kitab Mahal.			
<b>Outcome</b>	➤ Students gain knowledge in understanding the features of the Indian Constitution and its functioning.		
<b>Course Teacher</b>	Ms.A.Sumithira		

<b>Semester - I</b>			
<b>Core Course</b>			
<b>Course code: 549104</b>	<b>1.4 Indian Administration</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To study the evolution and growth of Indian Administration.</li> <li>➤ To understand the organizational structures and functions of Union, State and District level administration and its issues and challenges.</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Salient features of Indian Administrative System-Indian Administration during the period of British Legacy-Constitutional Context.		
<b>Unit-II</b>	<b>Union Administration:-</b> President-Prime Minister- Central Secretariat- Cabinet Secretariat- Prime Minister’s Office- organization and Functions of Ministry of Home-Finance-External Affairs		
<b>Unit III</b>	<b>State Administration:-</b> Governor-Chief Minister- Chief Secretary- State Secretariat-Directorates		
<b>Unit IV</b>	<b>District Administration:-</b> Organisation and Functions of District Administration – Zonal Commissioner-District Collector- District Revenue Officer-District Rural Development Agency- other District Officials-Administration below the District Level.		
<b>Unit V</b>	<b>Issues and Challenges:-</b> Globalization and Indian administration-Impact of Information Communication Technology on Indian Administration-Corruption in Indian Administration- Criminalization of Indian Politics.		
<b>References</b>			
Arora, Ramesh, K. and Goyal, Rajni. (1995). <i>Indian Public Administration: Institutions and Issues</i> . New Delhi: New Age International Publishers.			
Avasthi, A. and Avasthi, A. P. (2004). <i>Indian Administration</i> . Laksmi Narain Aggarwal: Agra.			
Fadia. B.L., Fadia, Kuldeep. (2010). <i>Indian Administration</i> . New Delhi: Sahityabhawan Publications			
Basu, D.D. (2013). <i>Introduction to the Constitution of India</i> (21st Edition). New Delhi: Lexus Nexus.			
Singh, Hoshiar. (1999). <i>Indian Administration</i> . Allahabad: Kitab Mahal.			
<b>Outcome</b>	➤ Students would gain knowledge in functioning of Indian Administration		
<b>Course Teacher</b>	Ms.A.Sumithira		



<b>Semester - I</b>			
<b>1.5 Elective Course</b>			
<b>Course code: 549501</b>	<b>A. Human Rights Administration in India</b>	<b>Credits:5</b>	<b>Hours: 5</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To study the evolution and growth of human rights in general and India in particular.</li> <li>➤ To Gain knowledge in the areas of human rights laws and institutions.</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Nature, Evolution and Scope of Human Rights- Classification - Human Right Duties and Education		
<b>Unit-II</b>	<b>Human Rights in Indian Constitution :-</b> Democracy and Human Rights- Preamble- Fundamental Rights- Directive Principles of State Policy- Constitutional Remedies		
<b>Unit III</b>	<b>UNO and Human Rights:-</b> Universal Declaration of Human Rights of1948-UN Commissioner for Human Rights: Powers and Functions-International Human Rights Commission		
<b>Unit IV</b>	<b>Human Rights Bodies and Law:-</b> National and State Human Rights Commission of India-National Commission for Scheduled Caste-National Commission for Scheduled Tribe- National Commission for Women- Protection of Civil Rights Act of 1955- SC/ST Prevention of Atrocities Act of 1989- Domestic Violence Act of 2005- Special Courts for Human Rights		
<b>Unit V</b>	<b>Issues and Challenges:-</b> Role of Non -Governmental and Voluntary Organizations in Protecting and Promoting Human Rights –Challenges of Dalits, Minorities, Women and Children Human Rights.		
<b>References</b>	<b>Reference</b>		
<p>Begum, S.M. (ed.). (2000). <i>Human Rights in India: Issues ad Perspectives</i>. New Delhi: APII Publishing Co.</p> <p>Jha, R.C. (1995). <i>Resurrecting: Human Right in India</i>. New Delhi: Sheridan Book Company.</p> <p>Mehartaj S. and Verma, Neena. (1999). <i>Human Rights under Indian Constitution</i>. New Delhi: Deep &amp; Deep Publications.</p> <p>Nirmal, Chiranjeevi, J. (2012). <i>Human Rights in India: Historical, Social and Political Perspectives</i>. Oxford University Press.</p> <p>Subramaniam, S. (2000). <i>Human Rights Training</i>. Delhi : Manas.</p>			
<b>Outcome</b>	<ul style="list-style-type: none"> <li>➤ Students would gain awareness of human rights institutions and its enforcement.</li> </ul>		
<b>Course Teacher</b>	Dr.S.Prabhu & Dr.N.K.Bhuvaneshwari		

<b>Semester - I</b>			
<b>1.5 Elective Course</b>			
<b>Course code: 549501</b>	<b>B. E-Governance</b>	<b>Credits:5</b>	<b>Hours: 5</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To study the impact of Information Communication and Technology(ICT) and its application on Public Administration</li> <li>➤ To understand the E-Services of Public Administration</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Meaning, Definition, Scope and Importance of E-Governance- Stages and Development of E-Governance- E-Governance Process-Benefits of E-Governance		
<b>Unit-II</b>	<b>Public-Private Partnership:-</b> Public-Private Partnership in E-Governance- Differences between Government and Governance-E-Services-Database Management in Government		
<b>Unit III</b>	<b>National Informatics Centre:-</b> National Informatics Centre-Data Ware house- Government Web Services-Data Centre-Online Transaction-Public Domain- Government Portals		
<b>Unit IV</b>	<b>Digitalization of Administration:-</b> Digitalization of Central, State and District Administration-Bridging digital Divide-National Academic Depository.		
<b>Unit V</b>	<b>Cyber Law:-</b> Cyber Law and E-Governance-Legal status for Digital Transactions- Information Technology		
<b>References</b>			
Deva, Vasu. (2005). <i>E-Governance</i> . New Delhi: Commonwealth Publishers.			
Laxmikanth, M. (2012). <i>Governance in India</i> (2nd Edition). New Delhi: McGraw Hill Publication.			
Sharma, Pankaj. (2004). <i>E-governance</i> . New Delhi: Ashish Publishing House.			
Prabhu. (2012). <i>E - Governance: Concepts and Case Studies</i> (2nd Edition). New Delhi: Prentice Hall India Learning Private Limited.			
Purohit, Ashok. (2012). <i>E5-Governance</i> . New Delhi: Mohit Books International.			
<b>Outcome</b>	➤ Students would gain knowledge in E-governance and its initiatives in public service delivery system.		
<b>Course Teacher</b>	Dr.S.Prabhu.		

<b>Semester - II</b>			
<b>Core Course</b>			
<b>Course code: 549201</b>	<b>2.1 Modern Administrative System</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To provide in-depth knowledge to the students in the area of administrative system of various countries.</li> <li>➤ To teach students with a broader understanding in comparative analysis of modern administrative system</li> </ul>		
<b>Unit -I</b>	<b>Introduction:</b> Concept, Meaning, Nature, Scope and Evolution of Comparative Public Administration – Comparative Administrative Group (CAG) – Various Approaches to the Study of Comparative Public Administration.		
<b>Unit-II</b>	<b>United Kingdom (UK):</b> Salient Features of British Administrative System - Crown-Parliament- Prime Minister-Cabinet- Parliamentary Commissioner- Treasury-British Civil Service- Local Government		
<b>Unit III</b>	<b>United States of America (USA):</b> Salient features of USA Administrative System- President-Congress-Executive office - Independent regulatory commission- Civil service- Judiciary		
<b>Unit IV</b>	<b>France:</b> Salient features of French Administrative System- President-French parliament- Civil service -Administrative Courts-Local Government		
<b>Unit V</b>	<b>Japan:</b> Salient features of Japanese Administrative System- Constitutional Monarchy-Diet-Prime minister- Organization of Central government-Civil service- Central personnel agency- Local Government.		
<b>References</b>			
Arora, Ramesh.K (1972). <i>Comparative Public Administration</i> , New Delhi: Associated Publishing House.			
Bhusan, vidhya. and Bhagavan, Vishnoo.(2019). <i>World Constitutions A Comparative Study (10 edition)</i> . NewDelhi: Sterling Publications.			
Farazmand, A (Ed.) (2001) <i>Handbook of Comparative and Development Public Administration (2<sup>nd</sup> Edition)</i> . New Delhi: Routledge.			
Marcell Dekker, Heady, Ferrel (2001). <i>Public Administration: A Comparative Perspective (6<sup>th</sup> Edition)</i> . New York: Taylor & Francis Inc.			
Raphaeli, N. Readings. (1969). <i>Comparative Public Administration</i> , Boston:Allyn and Bacon			
<b>Outcome</b>	➤ The students would gain knowledge and conceptual clarity of various approaches and models of comparative public administration.		
<b>Course Teacher</b>	Dr.K.Senthilkumar		

<b>Semester - II</b>			
<b>Core Course</b>			
<b>Course code: 549202</b>	<b>2.2 Public Personnel Administration</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To provide complete knowledge about Indian public personnel administrative system</li> <li>➤ To teach various issues and challenges in the field of public personnel administration</li> </ul>		
<b>Unit -I</b>	<b>Introduction:</b> Meaning, Nature and Scope of Public Personnel Administration – Classification of Civil Services - Issues in Public Personnel Administration- Neutrality- Anonymity- Ethics And Accountability- Generalist and Specialist Controversy.		
<b>Unit-II</b>	<b>Recruitment :</b> Methods -Process- Recruitment System in India- Union Public Service Commission and State Public Service Commission- Staff Selection Commission		
<b>Unit III</b>	<b>Training:</b> Training -Objectives - Types of Training- Techniques-Training for Indian Civil Services – Training Institutes in India.		
<b>Unit IV</b>	<b>Wage and Promotion:</b> Promotion – Wage and Compensation - Retirement benefits		
<b>Unit V</b>	<b>Conduct and Discipline:</b> Code of Conduct for Civil Services- Disciplinary Action- Permanent and Political Executive Conflict and Relationships - Joint Consultative Machinery- Rights of Civil Servants.		
<b>References</b>			
Avasthi, Maheswari. (1998). <i>Public Administration</i> , Agra: Laksmi Narayan Agarwal,			
Flippo, Edwin. B. (2008). <i>Principles of Personnel Management (4th Edition)</i> . New Delhi: Vikas Publishing House.			
Fadia. B.L., Fadia, Kuldeep. (2010). <i>Public Administration-Administrative Theories and Concepts</i> , New Delhi: Sahityabhawan Publications			
Jalandhar Davar, Rustom S .(2008). <i>Personnel Management and Industrial Relations in India (2nd Edition)</i> . New Delhi: New Academics.			
Kogakusha Saxena, A P. (2010). <i>Training and Development in Government</i> . New Delhi: McGraw Hill.			
<b>Outcome</b>	➤ The student would gain knowledge in human resource management of public administration.		
<b>Course Teacher</b>	Dr.N.K.Bhuvaneshwari		

<b>Semester - II</b>			
<b>Core Course</b>			
<b>Course code: 549203</b>	<b>2.3 Local Self Government Administration in India</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To understand the evolution and the growth of local government in India.</li> <li>➤ To provide knowledge in the field of democratic decentralization.</li> </ul>		
<b>Unit -I</b>	<b>Introduction:</b> Meaning, nature, Scope, Significance and Evolution of Local Government in India: Chola- British and Post Independent Period- Community Development Programmes- National Extension Service		
<b>Unit-II</b>	<b>Rural Local Self Government:</b> Organisation, Structure and Functions of three tier system- Salient Features of 73rd Constitutional Amendment Act of 1992 and its Implementation		
<b>Unit III</b>	<b>Urban Local Self Government :</b> Organisation, Structure and Functions of three types - Salient Features of 74th Constitutional Amendment Act of 1992 and its Implementation-Other Urban local bodies: Notified Area Committee, Town Area Committee , Cantonment Board and Public Improvement Trust.		
<b>Unit IV</b>	<b>Personnel and Finance :</b> Personnel Administrative system- Local Finances- Functional Autonomy		
<b>Unit V</b>	<b>Issues and Challenges:</b> State Control over Local self government institutions – Problems and Issues of local self government institutions in India.		
<b>References</b>			
Arora, Ramesh, K. & Goyal, Rajni .(1995). <i>Indian Public Administration: Institutions and Issues ( 2nd Revised Edition)</i> . New Delhi: New Age International Publications.			
Maheswari,S.R. (1971). <i>Local Government in India</i> , New Delhi: Orient Longman,			
Maheshwari,Shriram. (2009). <i>Local Government in India</i> , Agra: Lakshmi Narayan Agarwal.			
Siuli Sarkar, (2010). <i>Public Administration in India</i> , New Delhi: PHI.			
Pradeep Sachdeva, (2011). <i>Local Government in India</i> , New Delhi: Pearson Education India.			
<b>Outcome</b>	➤ The Student would gain knowledge of governance at gross root level		
<b>Course Teacher</b>	Dr.S.Prabhu		

<b>Semester - II</b>			
<b>2.4 Elective Course</b>			
<b>Course code:</b> <b>549502</b>	<b>A.Public Relations Management</b>	<b>Credits:5</b>	<b>Hours: 5</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To provide in-depth knowledge in the field of public relations management and its practices</li> <li>➤ To understand public relations in Government organizations</li> </ul>		
<b>Unit -I</b>	<b>Introduction:</b> Public Relations: definitions - basic elements of PR- Evolution of Public Relations- Need for PR activities.		
<b>Unit-II</b>	<b>Public Relations and Communication:</b> Public Relation and other forms of Communication: Public Relations and Advertising- Public Relations and Marketing- Sales Promotion- Publicity and Public Relations-Propaganda and Lobbying.		
<b>Unit III</b>	<b>Public Relations in Organisation :</b> Public Relations in Organisation :Organizing a Public Relations Department- In-house Public Relations- Public Relations as Staff and Line Function- -Public Relations structure in Government and Private sectors - Role of Public Relations officer- Formulation of Public Opinion		
<b>Unit IV</b>	<b>Press and Public Relations:</b> Press and Public Relations- Press and democracy- Press and Public- Press Council- Right to information- Languages and Press-Freedom of Press.		
<b>Unit V</b>	<b>Media and Public Relations:</b> Media and Public Relations- Role of TV and Radio- Audio Visual Communication-Documentary films- Satellite Broadcasting- Film Censorship- Social Media : Importance and Impact- Public Relations and Media Laws- Media in Good Governance.		
<b>References</b>			
Black, (1976). <i>Practical Public Relations (4<sup>th</sup> Edition)</i> , New Delhi: Universal Book Hall			
Frazier Moore and Kalupa, B. Frank, (2005). <i>Public Relations – Principles, Cases and Problems</i> , New Delhi: Surjeet Publications,			
Mehta. D.S., (2005). <i>Handbook of Public Relations in India</i> , New Delhi: Allied Publishers.			
Jalandhar Davar, Rustom S (2008). <i>Personnel Management and Industrial Relations in India (2<sup>nd</sup> Edition)</i> . New Delhi: New Academics			
Sachdeva, S. Iqbal, (2009): <i>Public Relations – Principles and Practices</i> , New Delhi: Oxford University Press.			
<b>Outcome</b>	➤ The student would gain detailed knowledge of the public relations management in large scale government organisations.		
<b>Course Teacher</b>	Dr.S.Prabhu		

<b>Semester - II</b>			
<b>2.4 Elective Course</b>			
<b>Course code: 549502</b>		<b>B. Social Welfare Administration in India</b>	<b>Credits:5</b>
		<b>Hours: 5</b>	
<b>Objectives</b>	➤	To learn social welfare administration and its policies	
	➤	To understand the role of Voluntary and Non-Governmental Organizations in the promotion of social welfare	
<b>Unit -I</b>	<b>Introduction:</b> Evolution, Concept, Nature and Scope of Social welfare administration – Various Approaches to the study of Social welfare administration		
<b>Unit-II</b>	<b>Social Welfare Administration at Centre:</b> Organisation, Structure and Functions of Ministry of Social Justice and Empowerment– Central Social Welfare Board- National Institute of Social Defence – Rights of Women and Children.		
<b>Unit III</b>	<b>Central Social Welfare Policies and Programmes :</b> Policies and Programmes of Disabled-Drug addict-Prisoners-Juvenile Delinquency.		
<b>Unit IV</b>	<b>Social Welfare Administration at State Level :</b> Organization, Structure and Functions of Ministry of Social Welfare –State Social Welfare Board- Current Social Welfare Programmes and Policies with Special Reference to Government of Tamil Nadu		
<b>Unit V</b>	<b>NGOs and Social Welfare:</b> Role of Non-Governmental Organizations in social welfare administration- Regulations of foreign aid to Organizations and Non-Governmental Organizations- International Voluntary agencies-World Vision- Amnesty International-International Council for Social Welfare (ICSW)		
<b>References</b>			
Baldock John & Manning Nick. (1999). <i>Social Policy</i> , New Delhi: Oxford University Sachdeva, D.R..(1993). <i>Social Welfare Administration in India</i> , Allahabad: Kitab Mahal.			
Devi Laxmi.(1993). <i>Encyclopaedia of Women’s Development and Family Welfare (Vol. I-V)</i> , Lucknow: Anmol Publication.			
Goel, S.L and Jain, R.K.(1998). <i>Social welfare Administration Vol.I-III</i> , New Delhi: Deep and Deep			
Rameswari Devi & Ravi Prakash. (1998). <i>Social Work and Social Welfare Administration, Methods and Practice (Vol. I – III)</i> , Jaipur: Mangal Deep.			
<b>Outcome</b>	➤	The student would gain specific knowledge in issues and challenges of social welfare administration	
<b>Course Teacher</b>	A.Sumithira		

<b>Semester - III</b>			
<b>Core Course</b>			
<b>Course code:</b> 549301	<b>3.1 Public Financial Administration</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To gain in depth knowledge in concepts, theories and principles of public finance</li> <li>➤ To understand different stages of budget enactment in financial administration</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Meaning, Nature, Scope and Significance of Public Financial Administration - Principles of sound budgeting.		
<b>Unit-II</b>	<b>Types of budgeting System:-</b> Line Item Budgeting, Performance Based Budgeting, Planning Programming Budgeting and Zero Based Budgeting		
<b>Unit III</b>	<b>Budget Making Process:-</b> Formulation, Enactment and Execution of the Budget		
<b>Unit IV</b>	<b>Financial Administration in India:-</b> Organization, Role and Functions of Central Ministry of Finance – Tax administration: Direct and Indirect Taxes – GST Regime - Deficit Financing-Public Debt- Reserve Bank of India.		
<b>Unit V</b>	<b>Control over Public Finance:-</b> Legislative Control over Public Finance: Public Accounts Committee - Estimates Committee – Committee on Public Undertakings. Accounting and Auditing: Concept and Meaning - Separation of Accounts from Audit- Controller General of Accounts – Comptroller and Auditor General of India.		
<b>References</b>			
Avasthi, A. and Maheshwari, S. R. (2013). <i>Public Administration</i> . Agra: Lakshmi Narain Agarwal.			
Chand, P. (2010). <i>Performance Budgeting</i> (2ndEdition). New Delhi: Allied Publishers .			
Gupta, B N. (2006). <i>Indian Federal Finance and Budgetary Policy</i> . Allahabad: Chaitanya Publishing House			
Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri. (2014) <i>Financial Administration in India</i> . New Delhi: PHI Learning.			
Tyagi,B.P.(2004). <i>Public Finance</i> . NewDelhi:Jai parkash nath publishers.			
<b>Outcome</b>	➤ Students would acquire knowledge in the field of public finance and its accountability		
<b>Course Teacher</b>	Dr.S.Prabhu.		



<b>Semester - III</b>			
<b>Core Course</b>			
<b>Course code: 549302</b>		<b>3.2 Development Administration</b>	
		<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To gain in depth knowledge in theoretical perspectives of development administration</li> <li>➤ To understand the issues and challenges in development administration</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Meaning, Nature, Scope and Significance of Development Administration – Evolution of Development Administration – Various Approaches to the study of Development Administration- Characteristic differences between Traditional public administration and development administration		
<b>Unit-II</b>	<b>Bureaucracy and Development:-</b> Bureaucracy and Development- Changing role of District Collector - District Rural Development Agency(DRDA)- Field level Organisations.		
<b>Unit III</b>	<b>Planning Machinery in India:-</b> National Institute of Transforming India(NITI Aayog)- National Development Council (NDC)-State Planning Commission-District Planning Committee- Micro Level Planning- Participatory appraisal-Rural and Urban Developmental Issues and Challenges.		
<b>Unit IV</b>	<b>Developmental Policies:-</b> Role of Public Sector Undertakings in Promotion of Development Administration-Policies of Agriculture-Land Reforms-Housing-Poverty Alleviation		
<b>Unit V</b>	<b>International Organizations And Development Administration:-</b> Recent Trends In Development Administration- Sustainable Development Goals- Role Of World Bank- IMF And Asian Development Bank.		
<b>References</b>			
Dwivedi,O P. (1994). <i>Development Administration: From Under-development to Sustainable Development</i> . UK: Macmillan.			
Goel,S.L. (2010). <i>Development Administration</i> . New Delhi: Deep & Deep Publications Pvt. Ltd.			
Hazary. (2006). <i>Development Administration: Quest for Identity</i> . New Delhi: APH Publishing.			
Palekar, S L. (2012). <i>Development Administration</i> . New Delhi: PHI Learning			
Sapru, R K. (2008). <i>Development Administration</i> . New Delhi: Sterling.			
<b>Outcome</b>	➤ Students would gain theoretical and practical knowledge of Development Administration		
<b>Course Teacher</b>	A.Sumithira		

<b>Semester - III</b>			
<b>Core Course</b>			
<b>Course code: 549303</b>	<b>3.3 Research Methodology</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To conceptualize and operationalize the research problem in Public Administration</li> <li>➤ To design qualitative and quantitative studies with appropriate methodology and prepare research reports</li> </ul>		
<b>Unit –I</b>	<b>Introduction:-</b> Meaning, Nature and Scope of Social Science Research- Pure and Applied research-Problems in Social Science research – Ethics and Integrity in Social Science Research		
<b>Unit-II</b>	<b>Methods and Processes :-</b> Methods of Social Science Research-Historical, Empirical, Comparative, Descriptive – Hypothesis- Variables		
<b>Unit III</b>	<b>Types of Research Design:-</b> Research Design : Exploratory, Descriptive, Experimental, Content Analysis		
<b>Unit IV</b>	<b>Collection of Data and Analysis:-</b> Classification and Analysis of Data: Sampling Method- Observation, Survey, Case Study, Questionnaire and Interview – Statistics and Computer in Social Science Research		
<b>Unit V</b>	<b>Research Report:-</b> Research Report: Purpose-Content-Style and Presentation- Footnotes and Endnotes-Tables and Figures-Bibliography- Appendices		
<b>References</b>			
Dash, Priyaranjan. (2011 ). <i>Research Methodology</i> . Delhi: Vrinda Publications.			
Gupta, Hitesh. (2011 ). <i>Research Methodology</i> . New Delhi: International Book House.			
Kothari, C. R. And Garg, G. (2018). <i>Research Methodology: Methods and Techniques</i> . New Delhi : New Age International Publishers.			
Kumar, Ranjit. (2011 ). <i>Research Methodology: A Step by Step Guide for Beginner</i> . London: Sage Publications.			
Sivapragasam, C. (2009 ). <i>ResearchMethods : Tips and Techniques</i> . Chennai: M.J.Publishers.			
<b>Outcome</b>	➤ Students would acquire comprehensive knowledge in the area of research methodology and its application in public administration.		
<b>Course Teacher</b>	Dr.N.K.Bhuvanewari		

<b>Semester - III</b>			
<b>3.4 Elective Course</b>			
<b>Course code: 549503</b>	<b>A. Disaster Management and Mitigation</b>		<b>Credits:5</b>
		<b>Hours: 5</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To gain knowledge in the Disaster management process</li> <li>➤ To study the role and functions of key institutions in disaster management and disaster mitigation</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Meaning- Definition- Goals and Significance of Disaster Management and Mitigation-Traditional and New Disaster Threats-Different Aspects of Disaster: Vulnerability- Risk Assessment and reduction -Decision Making in Crisis Management		
<b>Unit-II</b>	<b>Types of Disaster:-</b> Natural :Wind- Cyclone Storm- Tidal Wave- Bush Fires-Water-Flood-Flash flood- Drought- Tsunami- Earthquake- Landslide-Epidemics-Volcanic. Man Made - Communal Riot- Road Accident- Industrial Accident- Fire –Terrorism –Oil Spills – Chemical War – Biological War		
<b>Unit III</b>	<b>Disaster Management in India:-</b> Administrative machinery at Union, State and District Level. Tools and Techniques of Disaster Management: Role of Information Technology in Disaster Management and Satellite control mechanism, Early warning system.		
<b>Unit IV</b>	<b>Disaster Management Cycle :-</b> Prevention-Mitigation- Preparedness-Response- Recovery - Logistics-Post Disaster Review- Role of Stake holders- Allocation of fund – Coordination		
<b>Unit V</b>	<b>Institutional Framework for Disaster Management:-</b> National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA) and Local Disaster Management Authority, National Disaster Management Act 2005		
<b>References</b>			
Gupta, Alok. (2010). <i>Trends in Disaster Management</i> . New Delhi: Mohit Publication.			
Gupta, Harsh.K. (2004). <i>Disaster Management</i> . New Delhi: University Press.			
Kapoor, Mukesh. (2010). <i>Disaster Management</i> . New Delhi: Saurabh Publishing House.			
Kappor, Mukesh. (2010). <i>Disaster Management</i> . New Delhi: Lotus Press.			
Singh, Jagbir. (2007). <i>Disaster Management: Challenges and Opportunities</i> . New Delhi: I K International Pvt. Ltd.			
<b>Outcome</b>	➤ Students would gain knowledge and understanding on disaster preparedness and mitigation		
<b>Course Teacher</b>	Dr.N.K.Bhuvanewari		

<b>Semester - III</b>			
<b>3.4 Elective Course</b>			
<b>Course code: 549503</b>		<b>B. Administration of Public Enterprises</b>	<b>Credits:5</b>   <b>Hours: 5</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To know the aims and objectives for Public Enterprises</li> <li>➤ To understand the functioning of Public Enterprises in India</li> </ul>		
<b>Unit -I</b>	<b>Introduction:-</b> Meaning-Objectives-Characteristic features and significance of Public Enterprises- Role of Public Enterprises in Developing societies		
<b>Unit-II</b>	<b>Forms of Public Enterprises:-</b> Departmental forms, Public Corporation, Government Company - Bureau of Public Enterprise: Powers & Functions		
<b>Unit III</b>	<b>Personnel Management:-</b> Recruitment-Training-Promotion-Wage and Payment- Worker’s Participation- Control over Public Enterprises: Parliamentary and Ministerial Audit.		
<b>Unit IV</b>	<b>Autonomy and Accountability</b> - Accountability –Autonomy- Memorandum of Understanding- Articles of Association-Privatization & Disinvestment- Navaratna and Miniratna- Mergers & Acquisitions- Profitability & Performance.		
<b>Unit V</b>	<b>Impact of Globalization:</b> Liberalization and Privatization impact on Public Enterprises – Regulatory Mechanism- Public enterprises relationship with the Government- Public Relations.		
<b>References</b>			
Aggarwal, A.N. (1987). <i>Indian economy</i> . New Delhi : Wiley Eastern Ltd.			
Ananda Rao, C. R. (1998). <i>Public Enterprises and Parliamentary Committee in India</i> . Allahabad: Chung Publications.			
LaxmiNarain. (2005). <i>Principles and Practice of Public Enterprises Management</i> . New Delhi : S. Chand.			
Prakash, Om. (1996). <i>The Theory and Working of State Corporations</i> . New Delhi : Orient Longman.			
Singh, Hoshiar and Singh, Mohinder. (1990). <i>Public Enterprises in India- A Plea for reforms</i> . New Delhi : Sterling Publishers.			
<b>Outcome</b>	➤ Students would gain knowledge of Public Enterprises and its impact in the context of Liberalization, Privatization and Globalization		
<b>Course Teacher</b>	A.Sumithira		

<b>Semester - IV</b>			
<b>Core Course</b>			
<b>Course code: 549401</b>	<b>4.1 Administrative Law</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To understand the growth and development of administrative law under rule of law system</li> <li>➤ To gain in depth knowledge in the areas of delegated legislation, administrative adjudication and Ombudsman system</li> </ul>		
<b>Unit -I</b>	<b>Introduction</b> :Meaning, Nature, scope, importance and growth of Administrative Law – Differences between Constitutional and Administration Law-Reasons for the phenomenal growth of Administration Law-France Droit Administratif system		
<b>Unit-II</b>	<b>Theory of Separation of Powers:</b> Doctrine–Background-Meaning-Importance- Working of Separation of Powers in U.S.A., U.K., India.		
<b>Unit III</b>	<b>Administrative Action:</b> Subordinate Legislation- Delegated Legislation- Principles of Natural Justice- Discretionary Powers of Administration- Administrative Tribunals		
<b>Unit IV</b>	<b>Judicial Control over Administrative Action:</b> Judicial Control and Remedies against Administrative Action - Public Interest Litigation- Judicial Activism-Judicial Review.		
<b>Unit V</b>	<b>Tort and Contract:</b> Liability of state in Tort- Government Privileges in Legal Proceedings- Suits for Damages - Legal Immunity		
<b>References</b>			
Chhabra, S (1990). <i>Administrative Tribunals</i> ,New Delhi:			
Diwan, P (2007). <i>Indian Constitution (2nd Edition)</i> . New Delhi: Deep and Deep.			
Kagzi, M C J (2008). <i>Indian Administrative Law (2<sup>nd</sup> Edition)</i> . Allahabad: Law Agency.			
Massey, I P (2008). <i>Administrative Law</i> , Delhi: Metropolitan.			
Sathe, S P (1998). <i>Administrative Law ( 6<sup>th</sup> Edition)</i> . New Delhi: Deep and Deep.			
<b>Outcome</b>	➤ The students could gain knowledge of natural justice, administrative law and adjudication		
<b>Course Teacher</b>	Dr.S.Prabhu		

<b>Semester - IV</b>			
<b>Core Course</b>			
<b>Course code: 549402</b>	<b>4.2 Public Policy Analysis</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To understand the policy making process and evaluation in modern government</li> <li>➤ To provide in-depth knowledge to the students about policy models and institutions involved in policy making process</li> </ul>		
<b>Unit -I</b>	<b>Introduction:</b> Concept, Scope and Significance of Public Policy – Various Approaches to the study of Public Policy- Policy models: Institutional, Incremental, Simon’s Bounded Rationality Model, and Public Choice Model.		
<b>Unit-II</b>	<b>Institutions and Organs in Public Policy Making Process :</b> Legislature- Executive-Judiciary-Political Parties-Interest Groups-Media and other Stakeholders.		
<b>Unit III</b>	<b>Policy Making Process :</b> Process – Role of Bureaucracy in policy making- Dror’s Optimal model of Policy .		
<b>Unit IV</b>	<b>Public Policy Implementation and Evaluation:</b> -various approaches and issues in implementation - criteria for evaluation		
<b>Unit V</b>	<b>Public Policy Analysis :</b> Public Policy of India: National Education- Health-Energy-Transport.		
<b>References:</b>			
Ayyar, Vaidyanathan R. V. (2009). <i>Public Policy Making in India</i> . New Delhi: Pearson			
Chakraborty, Bidyut and Chand, Prakash (2016) <i>Public Policy: Concept, Theory and Practice</i> . New Delhi: Sage.			
Chakraborti, Rajesh (2017) <i>Public Policy in India</i> . New Delhi: Oxford University Press.			
Sapru,R.K. (2011). <i>Public Policy: Art and Craft of Policy Analysis</i> . (2ndEdition). New Delhi: Prentice Hall of India.			
Sapru,R.K. (2012). <i>Public Policy: Formulation, Implementation and Evaluation</i> . New Delhi: Sterling Publishers Pvt.Ltd.			
<b>Outcome</b>	<ul style="list-style-type: none"> <li>➤ The students would understand and gain knowledge in the field of public policy making analysis and evaluation</li> </ul>		
<b>Course Teacher</b>	Dr.N.K.Bhuvanewari		

<b>Semester - IV</b>			
<b>Core Course</b>			
<b>Course code: 549403</b>	<b>4.3 Citizen Centric Governance</b>	<b>Credits:5</b>	<b>Hours: 6</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To provide in depth knowledge about grievances and redressal mechanism for ensuring citizen centric governance.</li> <li>➤ To make broader understanding of citizen centric governance of our country.</li> </ul>		
<b>Unit -I</b>	<b>Introduction:</b> Good Governance: Elements -Forms - Theories and Concepts: World Bank and UNDP- Role of State, Market and Civil Society.		
<b>Unit-II</b>	<b>Citizen and Administration:</b> Decentralization- Delegation-Transparency- Values and Ethics - Rights and Duties of the Citizens- Functions of the Government Vs Civil Society Role.		
<b>Unit III</b>	<b>Tools and Mechanisms:</b> Citizens' Charters – Concept, Objectives and Significance; Sevottam Model; Indian Standard for Quality Management Systems; Seven Steps Model for Citizen Centricity; Right to Service Delivery – State of the Practice - Right to Information		
<b>Unit IV</b>	<b>People's Participation in Governance :</b> Citizens Grievance Redressal and Monitoring System (central, state and corporate level)- Social Audit- Consumer Protection law and Forum		
<b>Unit V</b>	<b>Institutions and Challenges:</b> National Human Rights Commission- National Consumer Disputes Redressal Commission- Challenges and Issues		
<b>References</b>			
Alford, John and O'Flynn, Janine (2012) <i>Rethinking Public Service Delivery</i> . New York: Palgrave Macmillan			
Anderson, Dennis; Wu Robert; Cho, June-Suh and Schroeder, Katja (2015) <i>E-Government Strategy, ICT and Innovation for Citizen Engagement</i> . New York: Springer-Verlag.			
Bhattacharya, Mohit. (2012). <i>Public Administration: Issues and Perspective</i> . New Delhi: Jawahar Publishers and Distributors			
Bhattacharya, Mohit. (2018). <i>New Horizons of Public Administration</i> . New Delhi: Jawahar Publishers & Distributors.			
Fadia. B.L., Fadia, Kuldeep. (2010). <i>Public Administration-Administrative Theories and Concepts</i> , New Delhi: Sahityabhawan Publications.			
<b>Outcome</b>	➤ The students would acquire knowledge in service delivery mechanism and its rights.		
<b>Course Teacher</b>	Ms.A.Sumithira		

<b>Semester - IV</b>			
<b>Course code: 549999</b>	<b>4.4 M.A.Dissertation</b>	<b>Credits: 6</b>	<b>Hours: 12</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To inculcate the knowledge of necessary skills to prepare research report</li> <li>➤ To comprehend the process of administrative skills and techniques in public organizations</li> </ul>		
<b>Dissertation &amp; Viva Voce</b>	<p>At the end of the fourth Semester, Dissertation should be submitted by the students to the Department through Supervisor followed by Viva Voce.</p> <p>Dissertation Evaluation which are divided into two parts as follows:  A. Dissertation Work - 75 marks B. Viva Voce - 25 marks</p>		
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>➤ To enable the students to gain practical knowledge in order to prepare a good research report.</li> </ul>		
<b>Course Teacher</b>	Dr.S.Prabhu		



## NON MAJOR ELECTIVE COURSES

<b>Semester - II</b>			
<b>Non Major Elective Course (NME)</b>			
<b>Course code:</b> 549701	<b>Indian Public Administration For Civil Services</b>	<b>Credits:2</b>	<b>Hours: 3</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To understand politico- administrative system of India</li> <li>➤ To understand Indian administration issues and challenges</li> </ul>		
<b>Unit -I</b>	<b>Introduction to Constitution of India:</b> Salient features, Preamble, Citizenship - Fundamental rights - Fundamental duties - Directive principles of state policy- Official language- Emergency provisions- Amendments		
<b>Unit-II</b>	<b>Government at Central :</b> President- Prime Minister-Cabinet- Council of Ministers-Parliament –Supreme Court of India-Prime Minister’s Office- Cabinet Secretariat.		
<b>Unit III</b>	<b>Government at State:</b> Governor- Chief Minister- Council of Ministers- State legislature- High Courts –Central and State Relations- District Administration- State Election Commission- State Information Commission		
<b>Unit IV</b>	<b>Public Grievances Redressal Mechanism :</b> Corruption :Causes and Remedies- Anti corruption enforcement Agencies- Central Vigilance Commission- Lokpal-lokayukta- Public Grievance Redressal Mechanism at Central & State- Consumer Protection - Human Rights-lokadalat.		
<b>Unit V</b>	<b>Foreign Policy of India:</b> India’s relations with its neighbouring Countries – Regional Cooperation: SAARC, ASEAN, BRICS-Indian Diaspora.		
<b>References</b>			
Arora, Ramesh, K. and Goyal, Rajni. (1997). <i>Indian Public Administration: Institutions and Issues</i> . New Delhi : New Age International Publishers.			
Avasthi & Avasthi. (2010). <i>Indian Administration (Sixteenth Edition)</i> . Agra:Lakshmi Narayan Agarwal.			
Dixit, J.N. (2010). <i>India's Foreign Policy and its Neighbour</i> , New Delhi :Gyan Publishers			
Fadia. B.L., Fadia, Kuldeep. (2010). <i>Indian Administration</i> , New Delhi: Sahityabhawan Publications.			
Laxmikanth ,M. (2012). <i>Public Administration</i> . New Delhi : Tata Mcgraw publishing House.			
<b>Outcome</b>	<ul style="list-style-type: none"> <li>➤ The student would acquire broader knowledge in Indian public administration in order to get success in various competitive examinations.</li> </ul>		
<b>Course Teacher</b>	Dr.S.Prabhu		

<b>Semester - III</b>			
<b>Non Major Elective Course (NME)</b>			
<b>Course code: 549702</b>		<b>Introduction to Public Administration</b>	<b>Credits:2</b>
			<b>Hours: 3</b>
<b>Objectives</b>	➤ To acquire knowledge in the field of Public Administration as a separate branch of Social Science		
	➤ To understand the evolution and growth in the discipline of Public Administration		
<b>Unit -I</b>	<b>Introduction:-</b> Meaning, Nature , Scope and Evolution of the study of Public Administration- Role and Significance of Public Administration- Public and Private Administration- Public Administration and its relations with other Social Sciences-New Public Administration-New Public Management- State Vs Market debate.		
<b>Unit-II</b>	<b>Principles of Administration:-</b> Organization - Hierarchy-Unity of Command-Span of Control-Authority and Responsibility- Co-ordination-Centralization – Decentralization - Delegation-Supervision-Line and Staff		
<b>Unit III</b>	<b>Administrative Behaviour:-</b> Leadership-Communication- Motivation- Decision Making –Control and its Techniques		
<b>Unit IV</b>	<b>Typology and Forms:-</b> Bases of Department- Public Corporations and Government Companies- Independent Regulatory Commission- Head Quarters and Field Relations		
<b>Unit V</b>	<b>Accountability and Control:-</b> Concept and Meaning - Legislative-Executive- Judicial control over Public Administration- People’s Participation-Role of Civil Society.		
<b>References</b>			
Arora, Ramesh, K. and Goyal, Rajni. (1997). <i>Indian Public Administration: Institutions and Issues</i> . New Delhi : New Age International Publishers			
Avasthi, A. and Maheshwari, S. R. (2013). <i>Public Administration</i> . Agra: Lakshmi Narain Agarwal.			
Bhattacharya, Mohit. (2012). <i>Public Administration: Issues and Perspectives</i> . New Delhi : Jawahar Publishers and Distributors			
Basu, Rumki. (2008). <i>Public Administration: Concepts and Theories</i> . New Delhi: Sterling Publishers.			
Fadia. B.L., Fadia, Kuldeep. (2010). <i>Indian Administration</i> , New Delhi: Sahityabhawan Publications.			
<b>Outcome</b>	➤ Students would gain knowledge about concepts, theories and principles of public administration in order to train up for civil service examinations.		
<b>Course Teacher</b>	Dr.S.Prabhu		

**DEPARTMENT OF POLITICS AND PUBLIC ADMINISTRATION**

**Alagappa University**

**Broad Based Board of Studies Experts**

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**Ex-officio Member**

**Dr. E. KANNAPIRAN**

Professor / Dean In-Charge

College Development Council (CDC) / Director In-Charge, Curriculum Development Cell

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Karaikudi. Pin Code – 630 003

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**Name** : **Dr.S.Prabhu**

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**Designation** : Assistant Professor &  
**Head In- Charge**

**Educational Qualification** : M.A.(Public Administration),  
M.Phil. (Public Administration),  
Ph.D.( Public Administration),  
Qualified UGC-NET-JRF/L &  
SLET in Public Administration

**Teaching/Research Experience** : 12 Years

**Broader area of the Subject** : Public Administration

**Areas of Specialization** : Policy and Governance, Human Rights,  
Local Governance

**Publications** : International Journals: 15 and Edited Books: 4

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Hsin-wei Tang is associate professor of the Department of Political Science at National Taiwan University. He received his Ph. D. from Claremont Graduate University in California, USA and served as Secretary-General of Taiwan Association of International Relations and Chinese Association of Political Science (Taipei). His major interests are foreign policies, regional cooperation and world politics.

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**Research Experience** - 25 years  
**Awards** - 3<sup>rd</sup> rank out of 460 students at PG  
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**Publications:**

**International** - 16  
**National** - 27  
**Edited Books Published** - 08

**Conferences, Seminars and Workshops Attended:**

**International** - 22  
**National** - 54

**Chairing of Sessions in Seminars / Conferences:**

**International** - 05  
**National** - 10

**Seminars Organized:**

**National** - 02  
**Local** - 05

**Guest Lectures Delivered:**

**India** - 25  
**Abroad** - 02  
**Extension Lectures** - 38

**Research Output:**

**M.Phil** - 09  
**Ph.D** - 12

**Post- Doc Fellow** - 04 (Completed)

**Countries Visited :** South Korea, Malaysia, Netherlands, Belgium, Germany, Sweden, Norway, Denmark, UK, USA, Hongkong, Thailand, Nepal, Vietnam



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- 5. Area of Specialization** : Muslim Politics, Tamil Nadu Politics, Electoral Studies
- 6. Teaching / Research Experience** : 21 Years
- 7. Publications** : 76 (09 Popular Publications –  
Dinamani, Dinamalar, Hindustan Times.. .)  
03 Edited Book



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- 8. Area of Specialization** : Development Administration



### **LIST OF PUBLICATIONS**

1. “Workers and Interest Formation” ed. I.N. Tiwary, Political System: Micro Perspectives, Anmol Publications, Delhi, 1988.
2. “Marginal Articulation” ed. I.N. Tiwary, Political System: Micro Perspectives, Anmol Publications, Delhi, 1988.
3. “Judiciary: A supreme Instrument of Constitutional Democracy”, Indian Journal of Public Affairs and Policy Research, published by Academy of Public Affairs, Volume I, Nos. 1-4, January – December, 1998.
- 4.
5. “Urban Governance in Tamil Nadu: A Study on the Impact of 74<sup>th</sup> Amendment and Conformity Laws, publication by Indian Public Administration Association, Lucknow, November 2000.
6. Aspects of Urban Governance, Academy of Public Affairs, University of Madras, 2008.
7. Women Empowerment: Some Perspectives. Today Publications. Chennai. 2014
8. Revamping Urban Governance, Today Publications, Chennai, 2017.