BHARATHIDASAN UNIVERSITY TIRUCHIRAPPALLI - 620 024

B.A. PUBLIC ADMINISTRATION

CHOICE BASED CREDIT SYSTEM –LEARNING OUTCOMES BASED CURRICULUM FRAMEWORK (CBCS - LOCF)

(Applicable to the candidates admitted from the academic year 2026-27 onwards)

Sem.	Part	Courses	Title	Credits	Exam. Hours	Maximum Marks		
						Int.	Ext.	Total
I	I	Language Course - 1 (Tamil $/Other Languages +#)		3	3	25	75	100
	II	English Course-I		3	3	25	75	100
	III	Core Course – I (CC)	Introduction to Public Administration	5	3	25	75	100
		Core Course-II (CC)	Principles of Organization	5	3	25	75	100
		First Allied Course-I (AC)	Concept of Political Theory	4	3	25	75	100
	IV	Value Education	Value Education	2	3	25	75	100
		Total		**22**				**600**
II	I	Language Course - 1I (Tamil $/Other Languages +#)		3	3	25	75	100
	II	**English Course-II**		**3**	**3**	**25**	**75**	**100**
	III	Core Course – III (CC)	Indian administration	5	3	25	75	100
		Core Course-IV (CC)	Comparative Public Administration	5	3	25	75	100
		First Allied Course-II (AC)	Public Sector Management	4	3	25	75	100
	IV	Environmental Studies	Environmental Studies	2	3	25	75	100
		Total		**22**				**600**

SUMMARY OF CURRICULUM STRUCTURE OF UG PROGRAMMES – ARTS

Sl. No.	Part	Types of the Courses	No. of Courses	No. of Credits	Marks
1.	I	Language Courses	4	12	400
2.	II	English Courses	4	12	400
3.	III	Core Courses	15	75	1500
4.		Allied Courses - I & II	4	16	400
5.		Major Based Elective Courses	2	6	200
6.		Project	1	7	100
7.	IV	Non Major Elective Courses	2	4	200
8.		Soft Skills Development	1	2	100
9.		Value Education	1	2	100
10.		Environmental Science	1	2	100
11.	V	Gender Studies	1	2	100
		Total	**36**	**140**	**3600**

PROGRAMME OBJECTIVES:

- To educate students in both the administrative view and humanistic perspective through the study of public administration and human relations.
- To make students aware of the Government structure, functions, policy and welfare programmes.
- To provide students with the critical faculties necessary in an academic environment, on the job,and in an increasingly complex, interdependent world.
- The syllabus of this program is aimed at preparing the students with the latest developments and put them on the right track to fulfill the present requirements.

PROGRAMME SPECIFIC OUTCOMES:

- The syllabus of this course is offered to create awareness among the rural youth and as well stock holders.
- This course aim is to creating equality in education by providing opportunities to the rural people whom has higher education is unreachable.
- The syllabi is helpful to students get jobs in government, private sectors and as well in self employment and NGO's.

PROGRAMME EMPOLYMENT OPPORTUNITY

After acquiring a Bachelor's degree in Public Administration, students gain a certain universal skill set that makes them an asset, not only in government organizations but also in the corporate sector. Leadership skills and the ability to analyze and frame policies equip students to organize and manage large teams, making them fit for taking up specialized roles in healthcare, education, government, communications, and social services sectors. The following are popular professions that taken up by Public Administration graduates:

- Business Administrator
- Public Policy Analyst
- Public Affairs Consultant
- Management Consultant
- Legislative Aid
- Investment Strategist
- Government Administrator
- Lawyer
- Legal Secretary
- Policy Researcher
- Policy Advisor
- Human Resource Specialist
- Community Worker
- Non-Profit Administrator
- Professor

Students can also go on to do a Master's or Doctoral degree in the subject and become academic specialists andresearchers in their chosen field of study

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First Year **CORE COURSE-I** **Semester-I**

INTRODUCTION TO PUBLIC ADMINISTRATION

(Theory)

OBJECTIVES :

- To make the student to understand the elements of Administration, its evolution, Theories and Principles asa new discipline
- To enable them to study the recent changes in the field of Public Administration
- To enable the students know about the role of public administration in modern times.

UNIT – I INTRODUCTION :

Meaning, Nature and Scope of Public Administration – Public Administration and Private Administration –Public Administration and other Social Sciences (Political Science, History, Economics, Sociology)

UNIT – II EVOLUTION OF PUBLIC ADMINISTRATION :

Evolution of Public Administration – Politics Administration - Dichotomy – Role of Public Administration inModern Times

UNIT – III NEW PUBLIC ADMINISTRATION :

New Public Administration – Principles and Tools of Public Administration – E-governance.

UNIT – IV PUBLIC MANAGEMENT :

Public Management – New Dimensions of Public Administration – State v/s Market

UNIT – V PUBLIC ACCOUNTABILITY :

Public Accountability – Citizen Charter – Integrity in Administration

UNIT - VI CURRENT CONTOURS (for Continuous Internal Assessment only):

AGILE ADMINISTRATION :

The COVID-19 pandemic underlined the importance of rapid, flexible and mission-driven governance, and public administration offices across the globe have demonstrated that they are up to the task. Government entities must be able to make quick judgments and move ahead with confidence, especially during emergencies. Policymaking, legislation, procurement and the workforce are all examples of where this is needed.

REFERENCE BOOKS :

1. A.R. Tyagi – Principles and Practice of Administration, Atma Ram Publications , 1966
2. Rumki Basu – Public Administration : Concepts and Theories, Sterling Publishers, New Delhi , 2012
3. Dr.B.L.Fadia , Public Administration in India , Sahitya Bhavan, Agra , 2015
4. Rumki basu, public administration: concepts and theories new delhi Sterling publishers,2004.Fadia , public administration: Administrative theories and concepts New Delhi sahithya bhavan publications, 2011.
5. Ravidra Prasas, D., Prasad.V.S ed., Administrative Thinkers, Sterling Publishers, New Delhi, 1995
6. Sayanarayana, P. Ed., Administrative Thinkers, Sterling Publishers Pvt. Ltd., 1989
7. Bhagwan. D.V, &Mohla, public administration, new Delhi ,S. chand companies,2012.
8. Avasthi & maheswari, public administration, Agra, Lakshmi Narain Agarwal,2013.
9. Basu. R, public administration: concept and theories, New Delhi, Sterling publishing 2014.

LEARNING OUTCOMES:

After completing this course, the students will be able to:

- Understand the distinctive features of the public administration.
- Enhance his/her knowledge about evolution of public administration
- Gain knowledge about politics administration
- Understand the main concepts of public management
- Critically read and analyze the public accountability

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First Year **CORE COURSE-II** **Semester-I**

PRINCIPLES OF ORGANIZATION

(Theory)

OBJECTIVES :

- To highlight the importance of organizational structures
- To make the students understand the basic principles of organization and its significance.
- To know about types of organization

UNIT – I INTRODUCTION :

Meaning, Nature and Scope and Importance of Organization – Types of Organization – Basic Principles ofOrganization.

UNIT – II HIERARCHY :

Hierarchy – Unity of Command – Span of Control – Co-Ordination – Centralization v/s Decentralization.

UNIT – II DEPARTMENT :

Department – Board – Public Corporation – Commission.

UNIT – IV AUXILIARY AGENCIES :

Line – Staff – Auxiliary Agencies – Head Quarters and Field Relationship.

UNIT – V SUPERVISION :

Supervision – Leadership- Communication – Decision Making.

UNIT - VI CURRENT CONTOURS (for Continuous Internal Assessment only) :

IMPACT OF ARTIFICIAL INTELLIGENCE IN ORGANIZATIONAL LERANING :

Practical applications of machine learning and Artificial Intelligence are entering the market in many differentfields.

REFERENCE BOOKS :

1. L.M. Prasad – Principles of Organisation and Management, Sultan Chand & Sons, New Delhi , 2015.
2. Stephen Robbinsons - Organisation Theory – Structure, Design and Application ,Prentice Hall , USA
   ,1987.
3. S.K.Bhatia , Organisation Theory And Designs: Contemporary Concepts And Emerging Trends, Deep andDeep Publications , New Delhi , 2009.

4. Rumki basu, public administration: concepts and theories new delhi Sterling publishers,2004.
5. Fadia , public administration: Administrative theories and concepts New Delhi sahithya bhavanpublications,2011.
6. Ravidra Prasas, D., Prasad.V.S ed., Administrative Thinkers, Sterling Publishers, New Delhi,1995
7. Sayanarayana, P. Ed., Administrative Thinkers, Sterling Publishers Pvt. Ltd., 1989
8. Bhagwan. D.V, &Mohla, public administration, new Delhi ,S. chand companies,2012.
9. Avasthi & maheswari, public administration, Agra, Lakshmi Narain Agarwal,2013.
10. Basu. R, public administration: concept and theories, New Delhi, Sterling publishing 2014.

LEARNING OUTCOMES:

After completing this course, the students will be able to:

- Understand the importance of organization
- Enhance his/her knowledge about types of organization
- Gain knowledge about hierarchy in organizations
- Understand the main concepts of supervision
- Critically read and analyze the auxiliary agencies

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First Year **FIRST ALLIED COURSE - I** **Semester-I**

CONCEPT OF POLITICAL THEORY

(Theory)

COURSE OBJECTIVES :

- To learn about the nature of political theory and the ways political Theoretical thinking can enhance ourcapacities for critical reflection and democratic Citizenship.
- This course aims to introduce certain key aspects of conceptual Analysis in political theory and the skills required to engage in debates Surroundings the applications of the concepts.
- To import knowledge about various theories and concepts of Political theory.

UNIT - I INTRODUCTION :

Meaning, nature and scope of political science - Nature and Significance of political theory- Political Science and other Social Science Relationship.

UNIT – II THEORIES OF ORIGIN OF THE STATES :

Divine origin theory- force theory- matriarchal theory- patriarchal Theory- evolutionary theory-social contract theory- state- state and society- state and community- nation-nationality.

UNIT – III SOVEREIGNTY AND RIGHTS :

Sovereignty – characteristics of sovereignty- kinds of sovereignty- Austin's Theory of sovereignty- pluralism-rights-meaning, types of rights.

UNIT – IV LAW, LIBERTY, EQUALITY AND JUSTICE :

Law-sources of law-kinds of law- liberty: Importance and meaning of liberty –kinds of liberty-equality meaning and definition-kinds of equality- justice meaning and types.

UNIT – V DEMOCRACY :

Democracy: Meaning and types – classical and contemporary theories of Democracy-representativedemocracy.

UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment only) :

MODERNIZATION THEORY : Daniel Bell's End of Ideology and Huntington ,

Modernization theory

REFERENCE BOOKS :

1. Appadurai.A the substances of politics, Madras, oxford University press, 1974.
2. Gilchrist R.N, principles of political sciences, Madras, orient Longman, 1983.
3. Johari J.C, principles of modern political science, New Delhi, Sterling publications pvt.ltd,1989.
4. Amal ray and Bhattacharya, political theory: ideas and institutions, Calcutta, The world press, 2004.
5. Bipan Chandra, nationalism and colonialism in modern India, New Delhi: orient Longman :2009
6. Vinod ,M.J. and Deshpande, Meena, contemporary political Theory, Delhi, PHI learning,2013.
7. Heywood, Andrew, political theory: Ideas and concepts, New Delhi: palgrave,2015.
8. Sushila Ramasamy., political theory: ideas and concepts , new Delhi, prentice hall,2015.
9. The Prince, by Niccolò Machiavelli,2015
10. Anarchy, State, and Utopia, by Robert Nozick,1974

LEARNING OUTCOMES:

After completing this course, the students will be able to:

- Understand theoretical and practical world of National and international politics and with the help of political theories and their key concepts and arguments.
- Apply political concepts and ideas in their future course of political research and political action in theform of real politics.
- Understand the main concepts and debates in theories of origin of the state.
- Critically read and analyze concept of sovereignty on political theory
- Illustrate and evaluate the development of concepts and theories throughout the history of origin of thestates.

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First Year **CORE COURSE - III** **Semester-II**

INDIAN ADMINISTRATION

(Theory)

OBJECTIVES :

It facilitates the students to understand its various aspects of the subjects -

- Evolution and constitutional framework
- salient features of Indian Administration
- Union executive, State executive, District Administration.

UNIT – I INTRODUCTION :

Evolution of Indian Administration - Constitutional Framework – Salient Feature of Indian Administration.

UNIT – II UNION ADMINISTRATION :

Union Administration – President - Prime Minister - Council of Ministers – Ministries and Departments –Supreme Court.

UNIT – III STATE ADMINISTRATION :

State Administration – Executive – Council of Ministers – Departments and Directorate– State Public ServiceCommission – High Court – District Administration

UNIT – IV CONSTITUTIONAL AUTHORITIES :

Constitutional Authorities - Finance Commission - Union Public Service Commission - Election Commission -Comptroller and Auditor General of India

UNIT – V ISSUES IN INDIAN ADMINISTRATION :

Issues in Indian Administration - Generalists vs. Specialists - Centre-State relations - Corruption – Lokpal,Lokayuktha

UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment only) :

GST ACT : Goods and Services Tax Act: Centre Vs. State

REFERENCE BOOKS :

1. Dr.Vishnoo Bhagwan and Dr.Vidya Bhushan Indian Administration, S.Chand and Company Ltd., NewDelhi, 2011
2. M. Sharma , Indian Administration, Anmol Publications Pvt. Ltd., New Delhi, 2007.
3. S.R. Maheswari, Indian Administration, S.Chand Co., New Delhi, 2010.
4. Avasthi and Avasthi, Indian Administration, Laxmi Narain Agarwal publication, 2020

5. B.L.Fadia and Kuldeep Fadia, Indian Administration, SBP Publication, 2017
6. Ramesh K.Arora, Ranjith Goyal, Indian Public Administration Institution and Issues, New Age Publications, 2012
7. Dr.SanjaySen, Lakhi Debnarh, Indian Administration, Mahaveer Publications, 2015
8. K.Chopra, Indian Administration, (UPSC/State Level Service Main Examination), Unique EducationalPublishers, 2020
9. Chakrabarty Bidyut, Public Administration in a Globalizing World: theories and Practices, New Delhi:Sage Publications, July 2012
10. Sapru R.K, Indian Administration: A Foundation of Governance, New Delhi: Sage Publications, January2019.

LEARNING OUTCOMES:

After completing this course, the students will be able to :

- Understand the evolution of Indian administration
- Know about union administration
- Understand the constitutional authorities
- Know about state administration
- Illustrate issues in Indian administration

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First Year **CORE COURSE - IV** **Semester-II**

COMPARATIVE PUBLIC ADMINISTRATION

(Theory)

OBJECTIVES :

- To high light the importance of comparative public administration
- To make the students understand the Comparative Public Administration Concept
- To know about types of administrative systems

UNIT – I INTRODUCTION :

Comparative Public Administration Concept, Nature, Scope and Significance Components. Public administration andEnvironment

UNIT – II APPROACHES AND METHODS :

Approaches and Methods to the Study of CPA-Institutional, Behavioral, Structural Functional, Ecological andSystems Approach.

UNIT – III ADMINISTRATIVE SYSTEMS :

Weber's Typology of Authority. Salient Features of Administrative Systems of UK. USA and France and withParticular Reference to Ideal type of Bureaucratic Model.

UNIT – IV ADMINISTRATION OF DEVELOPMENT :

Riggs Typology of Developing Societies with Particular Reference the Prismatic Society and Sala Model. Administrative Development Problems and Prospects.

UNIT – V CONTROL MECHANISM OF ADMINISTRATIVE SYSTEMS :

A Study of Salient Features and Control Mechanism, of Administrative Systems in UK. U.S.A., France.

UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment only) :

COMPARATIVE RESPONSE TO SYSTEMATIC SHOCK : Comparative Response to Systemic shockand Governance analysis

REFERENCE BOOKS :

1. WJ. Siffin: Towards the Comparative Study of Public Administration, Indian University Press,Bloomington, Indian 1959
2. RJS Baker: Administrative Theory and Public Administration, London: Hutchinson & Co. Ltd. 1972.
3. W. Robson (ed.): Civil Service in England and France, Hogarth, 1956.
4. UK. Royal Commission in the Civil Service (2 Vols.) 1953-55.

5. National Productivity Council: Personnel Management in Japan, USA and Britain, New Delhi, NPC. 1963
6. F. W. Riggs: Administration in Developing Countries - The Theory of Prismatic Society Houghton MiffenCo. Boston 1964.
7. F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration,University of Michigan USA.
8. Lucian W. Pye:" Aspects of Political Development, Amerind Pub Co. Ltd. New Delhi, 1966.
9. Bhagwan. D.V, &Mohla, public administration, New Delhi, S.Chand Companies,2012.
10. Avasthi & Maheswari, public administration, Agra, Lakshmi Narain Agarwal,2013.

LEARNING OUTCOMES:

After completing this course, the students will be able to :

- Understand the scope of comparative public administration
- Know various administrative systems
- Understand the Approaches and Methods to the Study of comparative public administration
- Know control mechanism of administrative systems
- To analyse Riggs Typology of Developing Societies

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First Year **FIRST ALLIED COURSE - II** **Semester-II**

PUBLIC SECTOR MANAGEMENT

(Theory)

COURSE OBJECTIVES :

- To acquire specific knowledge on public sector management
- To understand the environment of public enterprises
- To understand the Board of Directors- its Constitution and Functions

UNIT – I INTRODUCTION :

Public Enterprises meaning- Growth and Environment of Public Enterprises-. Rationale andObjectives- Government's Policy Towards Public Enterprises.

UNIT – II ROLE OF PUBLIC SECTOR :

Role of Public Sector in India- Organizational Forms: Public Corporation- Public Company- Department Form - The Board of Directors- Reforms in Public Sector.

UNIT – III PUBLIC ENTERPRISES MANAGEMENT :

Management of Public Enterprises at Middle and Lower Levels -Financial management. Personnel Management- Recruitment and Training.

UNIT – IV INDUSTRIAL RELATIONS :

Industrial Relations and Workers' Participation in Management - Public Relations and Profitability and Efficiency

UNIT – V AUTONOMY AND ACCOUNTABILITY OF PUBLIC ENTERPRISES:

Performance –Evaluation- Privatization of Public Enterprises- Business Ethics and Corporate Responsibility-Autonomy and Accountability of Public Enterprises

UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment only):

AIR INDIA : Disinvestment of Air India

REFERENCE BOOKS :

1. A.N. Aggarwal: Indian Economy, Delhi: Wiley Eastern Ltd. 1987. A. Ghosh: Indian Economy - its Natureand Problems, Calcutta: The World Press Pvt.
2. Dutt and Sundharam: Indian Economy, Delhi: S. Chand & Co., 2004.
3. B.L. Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.

4. Hoshiar Singh & Mohinder Singh - Public Enterprises In India A Plea for Reforms, New Delhi.
5. Delhi: Uppal Publishing House, 1993. V.V. Ramanadhan (ed.), Public Enterprises and Developing World, London: Groom Helm, 1984.
6. A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972.
7. Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S.Chand &Co.
8. S.C. Kuchhal: The Industrial Economy of India. Agra: Chitanya Pub. House, 1987.
9. Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.
10. Sterling Pulbishers, 1990. Mohinder Singh (ed.): Some Aspects of Public Enterprises in India a Plea forReforms.

LEARNING OUTCOMES:

On successful completion of the course the students should enrich their knowledge about

- Role of public sector management
- Management of Public Enterprises at Middle and Lower Levels
- Industrial Relations and Workers' Participation in Management
- Autonomy and Accountability of Public Enterprises
- Public Relations and Profitability and Efficiency

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