



BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI 620 024

B.A. Public Administration Course Structure under CBCS

(Applicable to the candidates admitted from the academic year 2016 -2017 onwards)

Sem	Part	Course	Ins. Hrs	Credit	Exam Hours	Marks		Total	
						Int.	Ext.		
I	I	Language Course – I (LC) – Tamil*/Other Languages +#	6	3	3	25	75	100	
	II	English Language Course - I (ELC)	6	3	3	25	75	100	
	III	Core Course – I (CC) Introduction to Public Administration	6	5	3	25	75	100	
			Core Course – II (CC) Principles of Organisation	6	5	3	25	75	100
				Allied Course –I (AC) Outlines of Political Theory	4	3	3	25	75
	IV	Value Education	2	2	3	25	75	100	
	Total			30	21				600
II	I	Language Course – II (LC) - Tamil*/Other Languages +#	6	3	3	25	75	100	
	II	English Language Course – II (ELC)	6	3	3	25	75	100	
	III	Core Course – III(CC) Indian Administration	6	5	3	25	75	100	
			Core Course – IV (CC) Modern Governments	6	5	3	25	75	100
				Allied Course – II (AC) Introduction to Sociology	4	3	3	25	75
		Environmental Studies	2	2	3	25	75	100	
	Total			30	21				600

III	I	Language Course – III (LC) Tamil*/Other Languages +#	6	3	3	25	75	100
	II	English Language Course - III (ELC)	6	3	3	25	75	100
	III	Core Course – V (CC) Administrative Thought	6	5	3	25	75	100
		Core Course – VI (CC) Public Personnel Administration	6	5	3	25	75	100
		Allied Course – III(AC) Indian National Movement	4	3	3	25	75	100
	IV	Non Major Elective I – for those who studied Tamil under Part I a) Basic Tamil for other language students b) Special Tamil for those who studied Tamil upto 10 th +2 but opt for other languages in degree programme c) Public Administration for Civil Services	2	2	3	25	75	100
	Total	30	21				600	
IV	I	Language Course –IV (LC) Tamil*/Other Languages +#	6	3	3	25	75	100
	II	English Language Course – IV (ELC)	6	3	3	25	75	100
	III	Core Course – VII (CC) – Public Financial Administration in India	5	5	3	25	75	100
		Core Course - VIII (CC)- Labour Welfare Administration	5	5	3	25	75	100
		Allied Course – IV (AC) Indian Constitution	4	3	3	25	75	100
	IV	Non Major Elective II – for those who studied Tamil under Part I a) Basic Tamil for other language students b) Special Tamil for those who studied Tamil upto 10 th +2 but opt for other languages in degree programme c) Indian Government and Administration	2	2	3	25	75	100
	V	Skill Based Elective I	2	2	3	25	75	100
	TOTAL	30	23				700	

V	III	Core Course – IX (CC) Welfare Administration in India	5	5	3	25	75	100
		Core Course – X (CC) Development Administration in India	5	5	3	25	75	100
		Core Course – XI (CC) Police System in India	5	5	3	25	75	100
		Core Course – XII (CC) IT Administration	5	5	3	25	75	100
		Major Based Elective – I NGO Management	4	3	3	25	75	100
	IV	Skill Based Elective – II	2	2	3	25	75	100
	IV	Skill Based Elective – III	2	2	3	25	75	100
		Soft Skills Development	2	2	3	25	75	100
		Total	30	29				800
VI	III	Core Course – XIII (CC) Legislative Studies (UK, USA, India)	6	5	3	25	75	100
		Core Course – XIV (CC) Administrative Law in India	6	5	3	25	75	100
		Core Course – XV (CC) Local Government	6	5	3	25	75	100
		Major Based Elective II Environmental Administration	5	4	3	25	75	100
		Major Based Elective III Human Rights	6	4	3	25	75	100
	V	Extension Activities		1	-	-	-	-
		Gender Studies	1	1	3	25	75	100
		Total	30	25				600
		Grand Total	180	140	-	-	-	3900

Language Part – I	-	4
English Part –II	-	4
Core Paper	-	15
Allied Paper	-	4
Non-Major Elective	-	2
Skill Based Elective	-	3
Major Based Elective	-	3
Environmental Studies	-	1
Value Education	-	1
Soft Skill Development	-	1
Gender Studies	-	1
Extension Activities	-	1 (Credit only)

* for those who studied Tamil upto 10th +2 (Regular Stream)

+ Syllabus for other Languages should be on par with Tamil at degree level

those who studied Tamil upto 10th +2 but opt for other languages in degree level under Part I should study special Tamil in Part IV

** Extension Activities shall be out side instruction hours

Non Major Elective I & II – for those who studied Tamil under Part I

- Basic Tamil I & II for other language students
- Special Tamil I & II for those who studied Tamil upto 10th or +2 but opt for other languages in degree programme

Note:

1. Theory Internal 25 marks External 75 marks

2. Separate passing minimum is prescribed for Internal and External

The passing minimum for CIA shall be 40% out of 25 marks (i.e. 10 marks)

The passing minimum for University Examinations shall be 40% out of 75 marks (i.e. 30 marks)

CORE COURSE – I

INTRODUCTION TO PUBLIC ADMINISTRATION

Objectives :

- 1. To make the student to understand the elements of Administration, its evolution, Theories and Principles as a new discipline**
- 2. To enable them to study the recent changes in the field of Public Administration**

Unit- I

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 – Politics Administration Dichotomy – Role of Public Administration in Modern Times

Unit – III

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

Unit-IV

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

Unit-V

Public Accountability – Citizen Charter – Integrity in Administration

References:

1. A.R. Tyagi – Principles and Practice of Administration, Atma Ram Publications , 1966
2. Ramki Basu – Public Administration : Concepts and Theories, Sterling Publishers, New Delhi , 2012
3. Dr.B.L.Fadia , Public Administration in India , Sahitya Bhavan, Agra , 2015

CORE COURSE – II

PRINCIPLES OF ORGANISATION

Objective :

- 1. To highlight the importance of organisational structures**
- 2. To make the students understand the basic principles of organisation and its significance.**

Unit- I

Meaning, Nature and Scope and Importance of Organization – Types of Organisation – Bases of Organisation.

Unit – II

Hierarchy – Unity of Command – Span of Control – Co-Ordination – Centralisation v/s Decentralisation.

Unit – III

Department – Board – Public Corporation – Commission.

Unit-IV

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

Unit-V

Supervision – Leadership- Communication – Decision Making.

References:

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

ALLIED COURSE - I

OUTLINES OF POLITICAL THEORY

Objectives:

- 1. To make the students understand the basic concepts of political theory**
- 2. To enable them to study the different elements of the political theory**

Unit – I

Meaning, Nature and Scope of Political Science – State – Government- Classification of Constitution.

Unit – II

Theories of State – Divine Theory – Social Contract Theory – Evolutionary Theory.

Unit- III

Rights – Liberty –Equality

Unit – IV

Sovereignty – Types of Sovereignty – Federal and Unitary form of Government.

Unit – V

Democracy – Election – Political Parties.

References:

1. Bhargava, R and Acharya A. An Introduction to Political Theory, Pearson Longman, New Delhi
2. Kukathas, Ch, and Gaus G.F. Handbook of Political Theory, Sage Publishers, 2004
3. Vincent A. The Nature of Political Theory, Oxford University Press, New York, 2004

CORE COURSE - III

INDIAN ADMINISTRATION

Objective :

It facilitates the students to understand its various aspects of the subjects - evolution and constitutional frame work, salient features of Indian Administration, Union executive, State executive, District Administration.

Unit - I

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

Unit - II

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

Unit - III

State Administration – Executive – Council of Ministers – Departments and Directorate – State Public Service Commission – High Court – District Administration – Local Government.

Unit - IV

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

Unit - V

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

References:

1. Dr.Vishnoo Bhagwan and Dr.Vidya Bhushan Indian Administration, S.Chand and Company Ltd., New Delhi, 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.

CORE COURSE - IV
MODERN GOVERNMENTS

Objectives :

- 1. To help the students to get familiar with the structure and functions of Government Systems in the USA, UK and Switzerland.**
- 2. To make them know the basics of the above said Governments in the present scenario.**

Unit - I

State - Government – Division of Powers- Unitary and Federal State-Constitution and its Classification - Forms of Governments

Unit - II

Salient features of the British constitution- Conventions-Positions of the Monarch- Prime Minister-Council of Ministers- Parliament- Judiciary- Rule of Law- Party System

Unit - III

Salient features of the US constitution- Federal System-Separation of powers- President - Congress- Committee system- Judicial Review- Party System

Unit - IV

Salient Features of the Swiss constitution- Federal Government- Amending process of swiss Constitution- Federal Tribunal- Devices of Direct Democracy- Party System

Unit - V

Comparative study of Civil Services in UK, USA and Switzerland
Comparative Study of Local Government Institutions in UK,USA and Switzerland

References :

1. Arora R.K. Comparative Public Administration, Unique Publishers, New Delhi, 2007
2. Rathod P.B., Comparative Public Administration ABD publishers Jaipur.2007
3. Vishnoo Bhagvan and Vidhya Bhoosan, World Constitutions, Sultan Chand, New Delhi, 1987

ALLIED COURSE - II

INTRODUCTION TO SOCIOLOGY

Objectives :

- 1. To facilitate the students to understand the elements of Sociology**
- 2. To help the students to expose the various basic dimensions of sociology**

Unit I

Meaning, Nature and Scope of Sociology – Relationship between Sociology and other Social Sciences – Indian Society.

Unit II

Social Organization – Family – Marriage – Types of Marriage – Social Groups – Socialization Processes

Unit III

Social Structure and Social Stratification – Class – Caste – Social Role and Structure.

Unit IV

Urbanization and Urban Community – Social Conflict - Social Change – Rural Development.

Unit V

Social Movement – Social and Political Elite – Poverty and Development.

References :

1. Vidya Bhushan, D.R.Sach Dev ,An Introduction to Sociology , Kitab Mahal, Allahabad – 2015.
2. M.Francis Abraham , Contemporary Sociology: An Introduction to Concepts and Theories, Vikas Book House, Pune-2014
3. [Lttp://WWW.amazon.in/vidya Bhushan, Fundamentals of Sociology, 2012](http://WWW.amazon.in/vidya%20Bhushan,Fundamentals%20of%20Sociology,2012)

CORE COURSE V

ADMINISTRATIVE THOUGHT

Objectives:

- **To make the students to understand ideas of various Thinkers on Administration**
- **To examine the significance of those ideas in the contemporary world**

Unit I

Kautilya - Thiruvalluvar – Woodrow Wilson.

Unit II

Fw Taylor – Henry Fayol – Max Weber – Karl Max.

Unit III

Elton Mayo – H.Simon – C.I.Barnard.

Unit IV

Chris Argyris –Peter Drucker – M.P Follet

Unit V

A. Maslow – McGregor – Herzberg.

References:

1. Ravindra Prasad And Sathyanarayana – Administrative Thinkers – Publishers, New Delhi,2010
2. Sapru.R.U - Administrative Thinkers And Management Thought _ Prentice Hall, New Delhi,2000
3. Singh R.N – Management Thinkers - Sultan Chand Publishers, New Delhi.

CORE COURSE VI

PUBLIC PERSONNEL ADMINISTRATION

Objectives :

1. To make the students understand the process of recruitment of the public personnel and how they are given training.
2. To make them familiar with the Policies and Practices of Public Personnel system
3. After Studying this the students will come to know the working of employee association.

Unit 1

Nature and Scope of Public Personnel Administration-Bureaucratic, Aristocratic and Democratic Personnel Systems and their Merits and Demerits

Unit II

Types of Personnel System - Patronage - Spoil System - Merits and Demerits - Merit System - Tenure System- Position Classification.

Unit III

Methods of Recruitment- Contract and Outsourcing - Problems of Recruitment- Agencies for Recruitment - Appointment and Probation - -Recommendations of ARC on personnel Administration.

Unit IV

Training- Objectives of Training-Types of Training-Training for Public Services in India-Promotion- Principles of Promotion-Transfer-Retirement and Retirement Benefits

Unit V

Conduct and discipline- Morale-Employer- Employee relations- employee associations-whitley council - integrity in administration

Books Recommended for study:

1. Jain,C.M. Public PersonnelAdministration,Jaipur,College book publishers,Jaipur,2003.
2. Goel.S.L,Public Personal Administration,Deep&Deep publishers, New Delhi,2004.
3. C.B. Mammoria & V.S.P. Rao, Personnel Management, Jain Book Agency, New Delhi,2014

ALLIED COURSE III
INDIAN NATIONAL MOVEMENT

Objectives :

- 1. Make the students to learn the significance of National Movement**
- 2. To know the role of national leaders in freedom movement**
- 3. To inculcate the culture of Nationalism among the learners**

Unit- I

East India Company and British Rule in India- First war of independence 1857- Emergence of Indian National Congress, 1885 - Partition of Bengal.

Unit-II

Moderate and extremist leaders- Muslim League- Rowlett Act and Jallianwala Bagh Massacre.

Unit- III

Gandhiji - Non –Cooperation and Civil disobedience movement-Dandi Salt March-Simon Commission- Round Table Conferences.

Unit- IV

Role of Revolutionary Leaders in Freedom movement - Women Leaders - Quit India Movement .

Unit-V

Mount Patten Plan - Partition of India –Independent India- Ambedkar - Constitutional Assembly-Emergence of Indian Republic.

Reference Books

1. P. Lakshmikanth, Indian Polity, Macraw Hill, New Delhi, 2015
2. D.S. Rajgat, History of India and Indian National Movement, <http://www.developindia.com>
3. Arihant Experts, Indian History & India National Movement, Mumbai, 2014

NON-MAJOR ELECTIVE - I

PUBLIC ADMINISTRATION FOR CIVIL SERVICES

Objectives :

- 1. Students studying other majors may get familiarize with the basic concepts of Public Administration**
- 2. To expose the students to various basic theories in Public administration.**

Unit I - Introduction

Meaning, Nature, Scope and Significance of Public Administration - Comparative Public Administration - Public and Private Administration - New Public Management.

Unit II - Basic Concepts

Organisation - Hierarchy - Unity of command - Span of control - Co-ordination - Centralization and Decentralization - Line and Staff.

Unit III - Theories of Administration

Scientific Management (Taylor and the Scientific Management Movement) - Classical Theory (Fayol, Urwick, Gulick and others) - Bureaucratic Theory (Weber and his critics) - Behavioural Approach - Systems approach.

Unit IV - Administrative Behaviour

Decision making - Communication and control, Leadership.

Unit V - Accountability and Control

The concepts of Accountability and control : Legislative, Executive and Judicial control - Citizen and Administration : Role of civil society - People's Participation and Right to Information.

Reference :

1. Avasthi and S.R. Maheswari , “ Public Administration’ , Lakshmi Navas, Agra, 2006
2. Rumki Basu, Concepts and Theories of Administration, Sterling Publication, New delhi-2004.
3. Lakshmi Kanth P, Public Administration for UPSC McGraw Hill, New Delhi-2011.

CORE COURSE VII

PUBLIC FINANCIAL ADMINISTRATION IN INDIA

Objectives:

- To make the students to understand the basic concepts of Financial Administration
- To enable them to expose the various basic dimension to Financial Administration

UNIT I

Meaning, Nature And Importance of Financial Administration - History of Financial Administration In India - Principles Of Financial Administration.

UNIT II

Budget - Meaning, Importance, Types and Principles - Performance Budgeting - PPBS - Zero Base budgeting.

UNIT III

Finance Ministry – Preparation, Enactment And Execution of The Budget - Finance Commission.

UNIT IV

Accounting and Auditing In India - Separation of Audit And Accounts - Comptroller and Auditor General of India.

UNIT V

Control Over Public Expenditure In India (Executive, Legislative And Audit Control) - Committee To Control the Public Expenditure Public Accounts Committee, Estimates Committee, Committee On Public Undertakings.

References :

- 1) Goel S L, Financial Administration, Deep And Deep Publication, New Delhi, 2002.
- 2) Gupta R.K And Saini P.K – Financial Administration In India - Deep And Deep Publication , New Delhi.
- 3) Thavaraj M.J.K – Financial Administration In India, Sultan Chand & Sons , New Delhi, 2000.

Core Course VIII

LABOUR WELFARE ADMINISTRATION IN INDIA

Objectives :

1. To enable the students to understand the concept of Labour Welfare
2. To make them familiar with the working of different trade unions.

UNIT-I

Meaning, Nature, Importance of Labour Welfare - Philosophy of Labour welfare– Historical development of Labour welfare in India.

UNIT –II

Manpower Planning - Recruitment - Training - Wage - Wage Commission - Settlement
Female labour – child labour contract labour bonded labour – Rural labour- international
labour organization in pursuits of labour welfare – Equal Remuneration

UNIT-III

Statutory and non-statutory welfare provisions - Social security - Major Labour Welfare
act : Industrial dispute act (1948) - Bonus act (1965) - ESI act (1948) - Minimum wages
act - Group Insurance

UNIT-IV

Trade union- Concept and Definition – History of labour movement in India – The
structure and function of Trade union – Trade union act (1926) - The salient feature of
trade union in India – Central trade unions - collective bargaining - negotiation.

UNIT V

Industrial relations - concept - morale - discipline - suspension– Reprimand and
Dismissal- industrial relations Machinery – Employee Grievance Redressal – Industrial
democracy and workers Participation in management - joint consultative machinery -
impact of globalization on labour welfare.

Books recommended for study :

1. Sharma A.M.-Aspect of social welfare and social security.
2. Mehrota – Labour Problems in India.
3. Tripathy, P.C. Labour welfare and Industrial Relations.

ALLIED COURSES IV
INDIAN CONSTITUTION

Objectives:

- 1. To make the students to understand the basic concepts of Indian Constitution**
- 2. To enable them to know to various dimension of Indian Constitution**

Unit I

Constitutional Development - Salient Features of Indian Constitution – Preamble

Unit II

Schedule - Law Making - Amendment

Unit III

Union Executive - Parliament - Supreme Court

Unit IV

State Executive - State Legislature – High Courts

Unit V

Union Territories – Executive - Legislature – Judiciary

Books Recommended

1. P.M. Bakshi, The Constitution of India, Jain Book Agency, New Delhi, 2016
2. D.D.Basu, Introduction to Constitution of India, Jain Book Agency, New Delhi, 2014
3. Madhav Khosla, The Indian Constitution, Jain Book Agency, New Delhi, 2014

NON-MAJOR ELECTIVE - II

INDIAN GOVERNMENT AND ADMINISTRATION

Objective :

It facilitates the students to understand its various aspects of the subjects - evolution and constitutional frame work, salient features of Indian Administration, Union executive, State executive, District Administration.

Unit - I

Evolution of Indian Administration - Constitutional Development Framework – Salient Feature of Indian constitution

Unit - II

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

Unit - III

State Administration – Executive – Council of Ministers – Departments and Directorate – State Public Service Commission – High Court – District Administration – Local Government.

Unit - IV

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

Unit - V

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

References:

1. Dr.Vishnoo Bhagwan and Dr.Vidya Bhushan Indian Administration, S.Chand and Company Ltd., New Delhi, 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.

CORE COURSE - IX

WELFARE ADMINISTRATION IN INDIA

Objectives

- 1. To make students understand the prevalence of social problems in the society**
- 2. To make students know the legal protection available for the people in the society.**

Unit - I

Welfare State: Definition – Features – Importance of Social Welfare – Kind of Social Welfare: Labour Welfare – Woman and Child Welfare – Welfare of the Aged.

Unit – II

Social Problems – Poverty – Delinquency – Alcoholism, Beggary – Prostitution

Unit - III

Institution for Social Welfare: CSWB, State Social Welfare Board, Voluntary, NGOs: Composition, Function.

Unit - IV

Social Security: Meaning, Nature, Social Insurance – Social Assistance: Their Advantages – Social Defence Act

Unit - V

Current Scenario in Welfare Administration: Impact of IT – Globalisation - Liberalisation – Recent Trends in Social Welfare Policy and Social respective.

Books Recommended :

1. G.R. Madan “Indian Social Problems” (Vol.I & Vol.II)
2. Friedlander “Social Welfare”
3. R.C. Sanena ”Labours Problem and Social Welfare”

CORE COURSE X

DEVELOPMENT ADMINISTRATION IN INDIA

Objectives:

- **Make the students to understand the basic concepts of Development Administration**
- **To enable the students to expose the various concepts and programmes & Development Administration**

Unit I

Meaning, Nature And Scope of Development Administration – Evolution of Development Administration - Approaches To Development Administration.

Unit II

Contexts of Development Administration - Political – Economic – Cultural – Administrative - Social - Development in the International Context.

Unit II

Development Planning – Central Planning - State Planning - Local Planning.

Unit IV

Bureaucracy And Development Administration - Citizen And Administration – District Collector – DRDA – Field Level Agencies.

Unit V

Development Programmes in India : Rural and Urban Development Programmes

Books Recommended:

- 1) S.K.Chatterjee – Development Administration – Sultan Chand And Sons, Delhi 2005.
- 2) Rathod.P - Development Administration – Commonwealth Publishers, New Delhi 2005.
- 3) Sapru.R.U - Development Administration - Sterling Publications, New Delhi 2008.

Core Course XI

POLICE SYSTEM IN INDIA

Objectives :

- To know about the concepts of Police Administration
- To enable the students to know more about the functioning of Police

UNIT I

Meaning, Nature, Scope and Importance of Police Administration – Evolution of Police Administration in India. – Role of Police in Society.

UNIT II

Organisation of Police at National Level : Central Reserve Police Force (CRPF) – Central Bureau of Investigation (CBI) – Central Intelligence Bureau – Central Industrial Security Force (CISF) Railway Protection Force (RPF) – Border security force (BSF) - Central Crime Record Bureau (CCRB)

UNIT III

Organisation of Police Department at State level : District Police System – Commissioner of Police System – Armed Police – Women Police – Crime Branch - Criminal Investigation Department - (CB-CID).

UNIT IV

Police in Operations : Police Station - Out post- Beat – Patrol – FIR – Charge sheet - Cyber Crime – Video Piracy – Bomb detection and Disposable Squad (BDDS) – Dog Squad – Mounted Police – Finger Print Bureau – Juvenile Units.

UNIT V

Issues in Police Administration : Autonomy and accountability of Police – Police Neutrality – Police Public Relation – Police Judiciary Relation – Police and Mass Media – Custodial death – Encounter – Police and Human Rights.

BOOKS

- 1) Gary Corner , Police Administration Anderson Publishing, Australia – 2010.
- 2) S.K Chaturvedi, Police Administration and Investigation of Crime Isha Books New Delhi -2005.
- 3) H.L Kapoor, Police Administration ESS publication, New Delhi – 2000.

CORE COURSE XII

IT ADMINISTRATION

Objectives :

- 1. To analyse the need for e-governance and its significance.**
- 2. To understand various dimensions of e-governance**
- 3. To trace the impact of e-governance on contemporary administration.**

UNIT – I

Traditional Administration– Disadvantage – Need for Reforms – Transparency and Accountability – Citizen oriented Administration- –Information and Communication Technology.

UNIT – II

Meaning, Nature and Significance of Information in Government – E-Governance – Approaches to E- Governance – E-Governance as a Change Management Tool.

UNIT – III

National E-Governance Policy- National Informatics Centre – Delivery of Public Service through E- services.

UNIT – IV

Identity Card – Pay roll system – GIS and Local Planning – E- Panchayats –E- Governance in Urban Local Bodies - Teleconference – IT Based Projects.

UNIT – V

Cyber Crime and Law relating to E-Governance – – Training – People’s participation in E- governance – Change oriented administrative system – Digital India - Trends and Issues.

Reference Books

- 1. Prabhu.C.S.R. E-Governance: Concept and case studies, PHI Publishing House, Private Limited, New Delhi, 2013**
- 2. Sinha.R.P. E-Governance in India, Initiatives and Issues, concept Publishing Company, New Delhi, 2006.**
- 3. Urmilla Redddy , E-Governance in India , Lambert Academic Publication, New Delhi, 2012.**

MAJOR BASED ELECTIVE - I

NGO - MANAGEMENT

Objectives:

- **To know the significance of NGOs and Civil Societies in Contemporary Context**
- **To understand the Role of NGOs in Public Affairs and Administration**
- **To analyse the Role of NGOs in Empowering Women, Workers and Downtrodden**

Unit - I

Introduction: Meaning, Nature and Importance of NGO – Types – Voluntary Action and Civil Society – Civil Society Movement in India

Unit – II

Legal aspects of NGOs: Society and Trust – Foreign Regulations Contribution Act (FRCA) - Member's Responsibilities and Liabilities – Registration and Management of NGOs.

Unit - III

Resource Mobilisation: Human Resource Training - Social Networking – Community Initiatives – NGOs in Local and Global context.

Unit - IV

NGOs and Development: Role of NGOs in Human Development, Health, Education and Employment generation - Social and Economic Empowerment

Unit - V

NGOs and Environmental Crisis: NGOs and Media – Government Control over NGOs – NGOs and Public Affairs.

Reference Books

1. Putnam.R, Leonard R and Naneth R.Y (eds) Making Democracy Work: Civi Tradition in Modern Italy, Princeton University, Princeton, 1992
2. Walzer M. The Concept of Civil Society, Walzer M (ed) 1999
3. Hebert, Robert D. The Jossy-Bas Hand Book of Non-Profit Leadership and Management, San Francisco, Joss-Bass Publishers, 1999.

CORE COURSE - XIII

LEGISLATIVE STUDIES (UK, USA, INDIA)

Objectives :

1. To make the students understand the structure of the legislature in different countries
2. To understand the law making process existing in different countries.

Unit - I

Theory of Separation of Power – Branches of Government – Function & Importance of Legislature.

Unit – II

Classification of Legislature : Unicameralism Evolution – Arguments in favour of Unicameralism – Bicameralism: Evolution - Arguments in favour of Bicameralism.

Unit - III

American Congress: Its Evolution – Senate: Composition , Powers and Functions – House of Representatives : Composition, Powers and Function, Law making procedure.

Unit - IV

British Parliament: Its Evolution – Households: Composition, Powers and Functions – House of Commons : Composition, Powers and Function, Law making procedure.

Unit - V

India : Evolution of Parliament: Composition, Powers and Functions – House of Rajayasabha and Lok Sabha - Law making procedure.

Books Recommended :

1. A.C. Kapur “Principles of Political Science” -S.Chand.Co.,new delhi.
2. J.C. Johari “Comparative Governments”, Sterling Publishers Private Limited, New Delhi 1982.
3. D.C. Gupta ”Indian Government and Politics”-Vikas Publishing House ,New Delhi, 1997.

CORE COURSE XIV

ADMINISTRATIVE LAW IN INDIA

Objective:

- To create awareness among the students about the salient features of Administrative Law
- To enlighten them about the Administrative Liabilities, Powers, Duties and responsibilities of Administrative officials.

Unit I

Meaning, Nature, Scope And Importance of Administrative Law- Constitutional Law And Administrative Law – Rule of Law – Reasons For The Growth of Administrative Law

Unit II

Delegated Legislation – Control Over Delegated Legislation.

Unit III

Administrative Tribunals – Courts and Administrative Tribunals – Natural Justice.

Unit IV

Classification of Administrative Actions – Administrative Discretion – Constitutional Remedies.

Unit V

Ombudsman in India – Lokpal – Lokayuktha – CVC – Role Of PIL.

Books Recommended:

- 1) DD Basu – Administrative Law – Prentice Hall India Private Limited, New Delhi, 1986.
- 2) C.R Takvani – Administrative Law, Prentice Hall Private Limited, New Delhi, 1986.
- 3) VPD Kesari – Lectures On Administrative Law, Eastern Book Company, Lucknow, 2003.

CORE COURSE XV

LOCAL GOVERNMENT

Objectives:

- **To know about the concepts of Local Government in India**
- **To enable the students to know more about the functioning of Local Government**

UNIT I

Meaning, Nature and scope of Local government – Evolution of Local Government – Community Development Programme – National Extension Service – Democratic Decentralization.

UNIT II

Committees on Local Government Reforms : Balwantrai Mehta Committee – Ashok Mehta Committee – G.V.K Rao Committee – LM Singhvi Committee.

UNIT III

73rd Amendment Act and its impact on Panchayat Raj : New pattern of Panchayat Raj - District and State supervision and control over Rural Local Government.

UNIT IV

74th Amendment Act and its impact on Urban Local Government Institution - Government - State supervision and control over Urban Local bodies.

UNIT V

Financial Sources of Local Bodies – Social Auditing - Role of Political parties in Local Government – Women Representation in Local Government – Corruption in Local Bodies.

Books Recommended :

- 1) Pradeep Sachideva Local Government in India – Pearson Education, New delhi – 2011.
- 2) Goel S.L. and Shalini Rajneesh – Panchayat Raj in India Theory and Practice-Deep and deep publication , New delhi -2003.
- 3) Maheswari S.R Local Government in India Laxmi Narain Agarwal, New Delhi 2010-2011.

MAJOR BASED ELECTIVE II

ENVIRONMENTAL ADMINISTRATION IN INDIA

Objectives:

- To create awareness among the students about significance of Environmental Administration and the need Environmental Education
- To know the Environmental Pollution and measures to prevent them
- To understand India's concern for Environmental Protection

UNIT- I

Definition- Significance of Environmental Administration- Components and Elements of Environment- Environmental Administration : Multi disciplinary Approach - Environmental Education.

UNIT-II

Environmental Degradation- Nature and Dimensions- Environmental Pollution: Air, Water, Marine, Noise, Soil, Thermal- Nuclear- Management- Pollution Prevention.

UNIT-III

Health and Environment- Environmental Information System- Ecosystem- Concept- Structure- Functions and Types of Ecosystem- Green Revolution.

UNIT IV

Solid Waste Management- Disaster Management - Tourism and Environment - Sustainable Development- Role of IT in Environment - Role of State and Local Government in Environmental Administration- Role of NGO's in Environmental Protection- Strategies for Environmental Management.

UNIT V

India's concern for Environmental Protection- Environmental Law- Environmental Policy – Pre and Post Independence Period- Statutory control over Environmental Pollution. Judicial Approach to Environment- Public Interest Litigation and Environmental Protection.

Books Recommended:

1. Anindita Basak, Environmental Studies, Dorling Kindersley (India) Pvt. Ltd. , licenses of Pearson Education in South Asia, New Delhi, 2009.
2. Kailash Thakur, Environmental Protection-Law- Policy in India, Deep and Deep Publication, New Delhi, 1999.
3. Ghaliatwal G. R., Encyclopedia of Environmental Management.

MAJOR BASED ELECTIVE III

HUMAN RIGHTS

Objectives:

- **To make the people aware of their Global and National level Rights**
- **To know the Human Rights violations**
- **To understand the Institutional safeguards to Human Rights**

UNIT-I

Definition, Nature, Scope and Importance of Human Rights- Evolution of the concept of Human Rights- Approaches to Human Rights- Human Rights Education.

UNIT-II

United Nations and Human Rights - UN Charter- Universal Declaration of Human Rights (UDHR) - International Conventions and Covenants and optional protocol.

UNIT-III

Human Rights in India- Constitutional and Legal Framework- Public Interest Litigation and Human Rights- The Protection of Human Rights Act, 1993 (8th January, 1994)- Human Rights and Responsibilities.

UNIT-IV

Human Rights and Violations- Violation of Women's Right- Child Rights- Disabled Rights- Communal Violation in India- Human Rights and Policy- Terrorism and Human Rights- Gender Sensitization – Refugees – ICT and Human Rights- HIV/ AIDS and Human Rights

UNIT-V

Institutional safeguard to Human Rights- National Human Rights Commission- State Human Rights Commission, National Commission for Women, National Commission for SCs, STs- NGOs and Human Rights- Individual Activism- Right to Information.

Books Recommended:

1. V.T.Patil, Human Rights- Third Millennium Vision, Authors Press Publication, New Delhi, 2001.
2. Vinod Sharma, Human Rights Violation- A Global phenomenon, APH Publishing Corporation, New Delhi, 2002.
3. D. R. Kaarthikeyan, Human Rights- Problems and Solutions, Gyan Publishing House, New Delhi, 2005.