

INTRODUCTION TO PUBLIC ADMINISTRATION

Major Part – I

UNIT - I

Meaning, Nature and Scope of Public Administration – Evolution of Public Administration – Public Administration as other Social Science – Public Administration as a Separate Discipline

UNIT – II

Public Administration is Art or Science – Approaches to Public Administration.

UNIT - III

Origin and growth of New Public Administration – New Public Management and its impact on Public Administration.

UNIT – IV

Control Over Public Administration – Legislative control – Executive control – Judicial Control

UNIT - V

Accountability in Public Administration – Citizen and Administration – Citizen Character – Integrity in **Public Administration**.

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ORGANISATION THEORY

Major – II

UNIT – I

Organisation – Meaning – Nature – Scope - Importance and Scientific Approach to study of organisation – Other Approaches.

UNIT – II

Principle of Organisation – Hierarchy – Unity of Command – Span of Control – Co-ordination.

UNIT – III

Centralization and Decentralization – Delegation – Line, Staff and Auxiliary Agencies

UNIT – IV

Types of Organisation – Department – Boards – Commission – Corporation

UNIT – V

Supervision – Communication – Decision Making – Leadership

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MODERN GOVERNMENTS [UK, USA, France, Switzerland]

Allied – I

UNIT – I

Constitution – Written – Unwritten Constitution – Flexible and Rigid – Unitary and Federal – Amending Procedures

UNIT – II

Salient Features of British Constitution – Powers and Prerogatives of the Crown – Powers and Functions of House of Lords and House of Commons – Process of Law Making – Judicial System in UK – Party System.

UNIT – III

Salient Features of USA Constitution – Election of American President – Powers and functions of the President – congress – Law making – Committee System – Supreme Court and Judicial Review – Party System.

UNIT – IV

Salient Features of French Constitutions - Fifth Republic - Powers and Functions of President and Prime Minister – Constitutions Assembly – Parliament – Civil Service - Multi-party System – Local Government in France

UNIT – V

Salient Features of Swiss Constitution – Legislature – Executive – Federal Tribunal - Political Parties – Directs Democratic Devices.

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PRINCIPLES OF MANAGEMENT

Major - III

UNIT – I

Meaning Nature and Scope and functions of Management – Different School of Management Thought – Scientific Management Movement – Human Relation and Behavioural Management Movements

UNIT – II

Planning – Organising – Leadership – Training and Development – Motivation.

UNIT – III

Decision making – Communication – Managerial Control – Delegate and Decentralization

UNIT – IV

Modern Management: MBO - Participative Management

UNIT – V

Modern Control Techniques in Management – MIS – Management Audit – Social Audit

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ADMINISTRATIVE THINKERS

Major – IV

Unit – I

Kautilya – Thiruvalluvar – Woodrow Wilson

UNIT – II

F.W. Taylor – Henri Fayol – Max Weber

UNIT – III

Elton Mayo – Chester Irving Barnard - Herbert Simon

Unit – IV

Abraham Maslow – McGregor – Herzberg

UNIT – V

F.W Riggs –Yehezkel Dror – Rensis Likert

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INDIAN CONSTITUTION

Allied – II

UNIT – I

Features of Constitution – Making of Constitution – Preamble – Formation of States – Indian Citizenship

UNIT – II

Fundamental Rights – Directive Principal of State Policy – Fundamental Duties

UNIT – III

Union Government – Union Executive – Legislature and Judiciary

UNIT – IV

State Administration Executive, Legislature, High Court and Subordinate Courts

UNIT – V

Centre – State Relations: Legislative Relations, Administration Relations, and Financial Relations – Provision for Weaker Sections, Emergencies – Amendments.

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FINANCIAL ADMINISTRATION IN INDIA

Major – V

UNIT – I

Meaning, Nature, Significance and Scope of Financial Administration

UNIT – II

Budget: Meaning, Principles of Budget – Preparation, Enactment and Execution of Budget.

UNIT – III

Types of Budget – Performance Budget – Programme Budget – Zero Based Budget

UNIT – IV

Control over financial administration – Executive Control, Parliamentary Control and Judicial Control – Accounting and Auditing – CAG – Financial Reforms.

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LOCAL GOVERNMENT IN INDIA

Major VI

UNIT – I

Meaning, Nature, and Significance of Local Government – Evolution of Local government – Indian Constitution and Local Government.

UNIT – II

Committees and its recommendations on Local Government – 73rd and 74th constitutional Amendments.

UNIT – III

Structure of Urban and Rural Local Government – Panchayat Raj and Gram Sabah – Municipality and Urban Local Bodies.

UNIT – IV

Tamil Nadu Local Bodies Act 1994 – Working of Reservation in Panchayat Raj in Tamil Nadu – Women’s participation in Local Government.

UNIT – V

Role of Local Government in Rural and Urban Development – State Control over Local Government Reforms and Recent Trends in India.

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Indian Administrative System

Major – VII

UNIT – I

Evolution of Indian Administration – British Legacy – Frame work of Indian Administration

UNIT – II

Central administration – Cabinet Secretariat – Central Secretariat – Head Quarters and field Agencies – Ministries – Departments – Minister Secretary Relationship – Public Sector

UNIT – III

Centre State Relations in India – Planning Commission – NITI Aayog – State Administration – District Administration

UNIT – IV

Public Services – UPSC – All India Services – Central Civil Services – State Services – SPSC – Recruitment – Training – Promotion – Rights and Duties of Civil Servants – Disciplinary Procedures – Pension Benefits

UNIT – V

Administration Reforms in India – Administration Reforms Commission in India – Lokpal – Lokayukta – Current Issues in India Administration

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E- Governance
ELECTIVE – III

UNIT – I

Introduction: Meaning, Nature, and Significance E – Governance – Governance and E – Governance.

UNIT – II

Development Stages of E- Governance – Behavioural modification of Public Personnel – Training and Skill Development for E – Governance

UNIT – III

Impact of Information and Communication Technology (ICT) - Traditional and Electronic Communication – Internet and Mobile Applications

UNIT – IV

National E – Governance policy in India – E – Governance initiatives in various States – E-Governance in Local Bodies.

UNIT – V

Law relating to E- Governance – Challenges and barriers for E- Governance – E – Kiosk and Public Service Delivery – Citizen and E-Governance.

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