

SEMESTER – I
AC I - MODERN GOVERNMENTS

Internal Marks:25
External Marks:75

Exam Hrs : 3
Subject Code : UHA1

OBJECTIVES:

1. To know the evolution of states
2. To understand the classification of governments
3. To know the concepts of separation of powers
4. To know the administration judiciary

- UNIT I** Constitution – Meaning, purpose and contents of Constitution- Classification of Constitution, written and unwritten constitution – Flexible and rigid constitution – early classification.
- UNIT II** Unitary State- features of the unitary state – Federal state – Characteristics of a federal state – Variations of the federal type.
- UNIT III** Separation of powers – theory – criticism, Executive: Importance and functions of parliamentary and non-parliamentary executive - plural Executive.
- UNIT IV** Legislature – Functions of Legislature – delegated legislation – unicameral versus Bicameral Legislature – methods of solving dead locks – Direct popular democratic devices.
- UNIT V** Judiciary – the independence of judiciary – functions of judiciary – Qualification, selection and tenure of judges – the Rule of Law – Administrative law – Political parties: Formation and function of parties – single party – bi-party, and multi-party system – interest and pressure groups.

References

1. James M. Beck, —The Constitution of United States, Indiana Law Journal, Vol. I, Issue I, Article 7, Maurer School of Law: Indiana University, 1926.
2. Brij Mohan Sharma, Modern Governments, Asia Publishing House, Mumbai, 1969.
3. Alan R. Ball, Modern Politics and Government, Macmillan, New Delhi, 1983.
4. M.H. Syed, Encyclopedia of Modern Governments, Anmol Publisher, New Delhi.
5. K.C. Wheare, Modern Constitutions, Oxford University Press, II Edition, Madras, 1966.
6. C.F. Strong, A History of Modern Political Constitutions, G.P. Puthilam's Sons, Newyork, 1963.
7. Pon. Thangamani, History of Indian Constitution (A.D. 1773 - 1950), Ponnaiah Pathipagam, Chennai, 2001.
8. J.C. Johari, New Comparative Governments, Lotus Press, New Delhi, 2000.
9. N. Jayapalan, Modern Governments, Atlantic Publishers and Distributors, New Delhi, 1999.
10. N. Jayapalan, Modern Governments and Constitutions, Vol. I & II, Atlantic Publishers and Distributors, New Delhi, 2002.
11. Hoveyda Abbas, Ranjay Kumar and Mohammed Aftab Alam, Indian Government and Politics, Pearson, Chennai, 2011.

SEMESTER II
AC II - PUBLIC ADMINISTRATION I

Internal Marks:25

External Marks:75

Objectives:

1. To understand the concepts of public administration
2. To know the various theories of organisations
3. To understand the importance of field administration

Exam Hrs : 3

Subject Code : UHA2

UNIT I CONCEPTS of Public Administration – Meaning – Nature – Scope – Public and Private Administration – Human factor – Art of Science.

UNIT II ORGANIZATION – Meaning – Various theories – a) Bureaucrate b) Classic c) Human relation d) Scientific Management: Principles – Hierarchy – Span of Control – Unity of Command.

UNIT III STRUCTURE – CHIEF Executive – Functions – Line and Staff agencies – Indian Prime Minister’s Office – Secretariat – White house office (U.S.A) Department as Unit of administration – Bases of Organization - Departments of Home Foreign Affairs, and Defence.

UNIT IV PUBLIC UNDERTAKING AND COMMISSIONS: Finance Commission – UPSC – Backward Class, Official Language - Significance of Public undertakings – Various kinds and reasons for Government participation in India – Public Corporations – Their problems – Ministerial control and corporations accountability to Parliament.

UNIT V FIELD ADMINISTRATION: Importance of Field Organization – Area Head quarters and Field Agencies relationship – Territorial and functional Dichotomy – Examples : Foreign Affairs ministry, police Dept. and Railway Board. Importance of Panchayat Raj in India as Field Administration

References:

1. Herbert A Simon, Donald W. Smithburg and Victor A. Thomson, Public Administration, Alfred A. Knof Inc, New York, 1950.
2. Fisz Morstein Marx, Elements of Public Administration, Prentice-Hall Inc, New York, 1946.
3. A. Avasthi and S. Maheswari, Public Administration, Laximi Narain Agarwal, Agra, 2013.
4. A. Avasti and K. Arora ramesh (eds.), Bureaucracy and Development: Indian Perspectives, Associated Publishing House, New Delhi, 1978,
5. Ramesh K Arora, Rajni Goyal, Indian Public administration: Institutions and Issues, 2nd Edition, New age International Publishers Ltd, New Delhi, 1996.
6. Vishnoo Bhagwan and Vidya Bhushan, Public Administration 22nd Edition, s.cnand Publishing, New Delhi, 2009.
7. Rukmi Basu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 1995.
8. Noorjahan Bava, People’s Participation in Development Administration in India, Uppal Publishing House, New Delhi, 1984.
9. Fred W. Riggs, The Ecology of Public Administration, Asia Publishing House, Agra, 1961.
10. Parmatma Sharan, Modern Public Administration Meenakshi Prakashan, Meerut, 1981.

SEMESTER IV
AC III - PUBLIC ADMINISTRATION II

Internal Marks:25
External Marks:75
Objectives:

Exam Hrs : 3
Subject Code : UHA3

- To understand the administrative leadership, democratic system, policy making, planning, civil services and their functions.

Unit-I

Management: Meaning-Aims-Nature-Values-Functions-Leadership-Qualities-Functions-Types-Authoritarian and Democratic-Leadership Vs Power.

Unit-II

Policy formation and Decision making : Significance-Policy and Administration-Policy formation in India-Decision making- meaning and nature-Bases of Decision Making and Problems of decision making and its Solutions.

Unit-III

Planning : Definition-kinds-Planning Commission in India Organisation and Functions -National Developmental Council-Plan implementation and Evaluation.

Unit-IV

Bureaucracy :Meaning and Types- Merits and Demerits-Civil Service: Meaning-functions-Civil service in India-Central and State services.

Unit-V

Services : UPSC-Civil service examinations-TNPSC- Training: Objectives-Training Institutions in India - Conduct Rules- Disciplinary rules-actions Neutrality in politics.

Recommended Books

1. Avasthi.A , Maheswari.S - Public Administration, Lakshmi Narain
Agarwal Educational Publications, Agra,1983.
2. Goel, S.L - Advanced Public Administration ,Sterling
Publishers,New Delhi,1994.
3. Rumki Basu - Public Administration Concepts and Theories,
Sterling Publishers,New Delhi,1994.
4. Tyagi A.R., - Public Administration(Principles and practice),
Atmaram & Sons, Delhi, Lucknow, 1989.
5. Vishnu Bhagavan&
Vidya Bhusan - Public Administration, S. Chand & Company Ltd, Ram
Nagar, New Delhi.

SEMESTER IV
AC IV - Quantitative methods

Internal Marks:25
External Marks:75

Exam Hrs : 3
Subject Code : UHA4

Objective : To impart the basics of Statistics

Unit I: 10 hours

Statistics- definition, scope , functions and limitations of statistics. Sources of data-Primary and secondary - Methods of collecting primary data, characteristics of questionnaire – secondary data.

Unit II: 10 hours

Classification of data: objectives – types of classification . Formation of frequency distribution (one way classification) problems only. Tabulation – definition – parts of table – rules for tabulation . Difference between Classification and tabulation.

Unit III: 15 hours

Diagrams : advantages – general rules for constructing diagrams – (one dimensional diagrams only) line diagram – simple bar diagram – subdivided bar diagram- multiple bar diagram– pie diagram – Simple problems. Graphs – Histogram, frequency polygon, frequency curve and ogives. Difference between diagrams and graphs.

Unit IV: 10 hours

Census – Sampling – definition – Random and non random - Simple Random Sampling , Stratified Random Sampling, Systematic Random Sampling.

Unit V: 15 hours

Measures of central tendency: arithmetic mean ,median, mode (problems only) . Vital statistics – definition and uses – methods of obtaining Vital Statistics – Registration method, Census method, Analytical method. Fertility rate - Crude birth rate and Specific fertility. Mortality rate - Crude death rate . (theory only)

BOOKS FOR STUDY:

R.S.N.Pillai & V.Bagavathi, Statistics -S.Chand & company LTD.

S.P.Gupta, Statistical methods- Sultan Chand and Sons

Pa.Navaneetham-Businesstools for decision making – Jai publishers ,Trichy.

