

GOVERNMENT ARTS COLLEGE (AUTONOMOUS), SALEM – 636 007
(NAAC Accredited with B Grade)

DEPARTMENT OF PUBLIC ADMINISTRATION

SYLLABUS FOR CANDIDATES ADMITTED FROM THE ACADEMIC YEAR – 2022 – 2023
B.A. PUBLIC ADMINISTRATION

GOVERNMENT ARTS COLLEGE (AUTONOMOUS), SALEM – 636 007
DEPARTMENT OF PUBLIC ADMINISTRATION

PROGRAMME OBJECTIVES

1. Provide students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analysing and performing the tasks concerning public affairs.
2. Develop students' ability to apply the acquired knowledge and skills to the solution of specific theoretical and applied problems in Public Administration settings.
3. Develop abilities in students to come up with innovative prescriptions/solutions for the benefit of society, by diligence, leadership, team work and lifelong learning.

PROGRAMME OUTCOMES

On the successful completion of the programme, students will be able to

PO Number	PO Statement
P01	Understand the Public Administration Theories, Concept of POSDCORB and Inter related with Social Sciences.
P02	Understand the Evolution of Public Administration Theories, Approaches, different levels of Administration and functions of Government Machinery.
P03	Increase knowledge of the Classical, Neo-Classical and Motivational Theories with Indian Administrative Thought.
P04	Analyse the Characteristics of Comparative Constitution, Executive, Judiciary and Political Party System of India, USA, UK and Swiss.
P05	Analyse the New Public Management concept on Non-Governmental Organisation and Human Resource Management.
P06	Understand the Evolution of Development Administration Principles through E-Governance in Financial, Police, Social Welfare & Labour Welfare Administration.
P07	Understand the Changing role of Globalisation concept, to using Political Ideologies and safeguarding Human Rights with Uplift of Rural and Urban Areas.
P08	Understand the Principles of Political Science and Compare the Asian Political System.
P09	Create the awareness of Citizens through the Gandian Thought.
P010	Explain the Research and analytical skills, including the ability to think critically; to construct logical arguments; to collect, analyse, and interpret evidence and data; and to formulate reasoned conclusions.

PROGRAMME EDUCATIONAL OUTCOMES

1. Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors.
2. Explain the cross-cultural context of public and private institutions operating in a global
3. Manage diversity issues within an organizational framework.
4. Identify major issues in today's public and private institutions.
5. Demonstrate the integrative knowledge, skills, and ethics necessary for responsible Administrative, management and leadership positions.
6. Demonstrate the management, legal, ethical, and behavioural skills for effective job performance and career mobility.

PROGRAMME SPECIFIC OUTCOME: Students who graduate with a B.A in Public Administration will

1. Understand the basic concepts of public administration.
 - a) General concept of public administration and bureaucracy.
 - b) Understanding knowledge of human resource management.
 - c) Understanding knowledge of public budgeting and finance.
 - d) Understanding knowledge of policy analysis.
 - e) Understanding knowledge of information management and technology.
 - f) Understanding how administrative responsibility, accountability, efficiency, diversity, and teamwork within the context of government and non-profit public service programs.
2. Have the research skills to critically analyse public administration issues and analyse Managerial issues and policy recommendations.
3. Have the ability to communicate and interact productively with a diverse and changing Workforce and citizenry.
4. To develop/formulate a public policy response to social or economic problem.

GOVERNMENT ARTS COLLEGE (AUTONOMOUS), SALEM-7

B.A.DEGREE IN PUBLIC ADMINISTRATION - 2022-23

S.No	Part	Course Code	Title of the Course	Hours to be handled	Credits	Marks		
						IA	SE	Total
SEMESTER-I								
1	I	22FTL01	Language – I –Tamil	5	3	25	75	100
2	II	22FEL01	Communication English – I	5	3	25	75	100
3	III	22UPA01	Core course–I : Introduction to Public Administration	6	4	25	75	100
4	III	22UPA02	Core course-II : Administrative Thinkers	5	4	25	75	100
5	III	22AEC01	Allied-I course-I	5	4	25	75	100
6	IV	22AECC1	AECC – I: Value Based Education	2	2	25	75	100
7	IV	22UPE01	Professional English – I	2	2	50	-	50
Total				30	22	--	--	650
Cum Total					22			650
SEMESTER-II								
1	I	22FTL02	Language – II –Tamil	5	3	25	75	100
2	II	22FEL02	Communication English – II	5	3	25	75	100
3	III	22UPA03	Core course – III: Comparative Public Administration	6	4	25	75	100
4	III	22UPA04	Core course – IV: Indian Administration	5	4	25	75	100
5	III	22AEC02	Allied-I course-II:	5	4	25	75	100
6	IV	22AECC2	AECC–II: Environmental Studies	2	2	25	75	100
7	IV	22UPE02	Professional English – II	2	2	50	-	50
Total				30	22	--	--	650
Cum Total					44			1300

GOVERNMENT ARTS COLLEGE (AUTONOMOUS), SALEM-7

B.A.DEGREE IN PUBLIC ADMINISTRATION

S.No	Part	Course Code	Title of the Course	Hours to be handled	Credits	Marks		
						IA		
SEMESTER-III								
1	I	22FTL03	Language - III – Tamil	5	3	25	75	100
2	II	22FEL03	Foundation English – I	5	3	25	75	100
3	III	22UPA05	Core course – V: Public Personnel Administration	6	4	25	75	100
4	III	22UPA06	Core course – VI: Human Resource Management	5	4	25	75	100
5	III	22AHT01	Allied Course-I:	5	4	25	75	100
6	IV	22UPAS1	Skill Enhancement course-I Political Ideology	2	2	25	75	100
7	IV	22UPAN1	Non-Major Elective Course- I: NGO Management	2	2	25	75	100
8	V	22EXAT1	Extension(Community Service): National Cadet Corps	(Self-Study)	2	-		100
		22EXAT2	Extension(Community Service): National Social Service					
		22EXAT3	Extension(Community Awareness): Indian Heritage and Culture					
		22EXAT4	Extension(Community Awareness): Public Health and Personal Hygiene					
TOTAL				30	24			800
Cum Total					68			2200
SEMESTER-IV								
1	I	22FTL04	Language – IV	5	3	25	75	100
2	II	22FEL04	Foundation English – II	5	3	25	75	100
3	III	22UPA07	Core course – VII: Public Policy Analysis	6	4	25	75	100
4	III	22UPA08	Core course – VIII: Financial Administration	5	4	25	75	100
5	III	22AHT02	Allied Course-II:	5	4	25	75	100
6	IV	22UPAS2	Skill Enhancement Course-II: Principles of Political Science	2	2	25	75	100
7	IV	22UPAN2	Non-Major Elective course-II: Asian Political Systems	2	2	25	75	100
8	IV	22AEEC1	Ability Enhancement Elective Course I: Gandhian Thoughts	(Self-Study)	2	-		100
		22AEEC2	Ability Enhancement Elective Course I: Human Rights					
		22AEEC3	Ability Enhancement Elective Course I: Business Startup Fundamentals					
		22AEEC4	Ability Enhancement Elective Course I: Professional Ethics & Cyber Netiquette					
TOTAL				30	24			800
Cum Total					92			2900

GOVERNMENT ARTS COLLEGE (AUTONOMOUS), SALEM-7
B.A.DEGREE IN PUBLIC ADMINISTRATION

S.No	Part	Course Code	Title of the Course	Hours to be handled	Credits	Marks		
						IA		
SEMESTER-V								
1	III	22UPA09	Core course–IX: Development Administration	5	5	25	75	100
2	III	22UPA10	Core course–X: Social Welfare Administration in India	5	5	25	75	100
3	III	22UPA11	Core course–XI: Rural Governance	5	4	25	75	100
4	III	22UPA12	Core course–XII: Police Administration	5	4	25	75	100
5	III	22UPAM1	Major Based Elective course-I Citizen And Civic Awareness	4	4	25	75	100
		22UPAM2	Major Based Elective course-II: Introduction to New Public Management					
6	III	22UPAM3	Major Based Elective course-III : Urban Governance	4	4	25	75	100
		22UPAM4	Major Based Elective course-IV: Governance, Accountability and Corruption					
7	IV	22UPAS3	Skill Enhancement Course-III: Political Parties and Pressure Groups	2	2	25	75	100
Total				30	28			700
Cum Total					120			3600
SEMESTER-VI								
1	III	22UPA13	Core course–XIII: International Organizations	5	5	25	75	100
2	III	22UPA14	Core course–XIV: Labour Welfare Administration in India	5	5	25	75	100
3	III	22UPA15	Core course–XV: Research Methodology	5	4	25	75	100
4	III	22UPAM5	Major based Elective course –V: E-Governance in India	4	4	25	75	100
		22UPAM6	Major based Elective Course –VI: Political Economy					
5	III	22UPAM7	Major based Elective Course –VII: Organizational Behaviour	4	4	25	75	100
		22UPAM8	Major based Elective Course –VIII: Understanding Globalisation					
6	III	22UPAPR	Project Work (Group)	5	8	50	50	100
7	IV	22UPAS4	Skill Enhancement Course-IV: Journalism and Mass Communication	2	2	25	75	100
Total				30	32			700

Cum Total		152			4300
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Course Structure for B.A. Programmes – 2022-23

Part	Category	No. of Courses	Total Credits
I	Tamil	4	12
II	English + Communicative English	2+2	12
III	Core Course	15	64
III	Allied Theory	4	16
III	Major Based Elective Course (MBEC)	4	16
III	Project Work	1	8
IV	Skill Enhancement Course (SEC)	4	8
IV	Non-Major Elective Course (NMEC)	2	4
IV	Ability Enhancement Compulsory Course (AECC)	1	2
IV	Professional English (Mandatory)	2	8
V	Extension Activities (ELECTIVE)	1	2
	PART III Total Credits – 104		
	TOTAL	44	156

SEMESTER-I

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA01	INTRODUCTION TO PUBLIC ADMINISTRATION				

LEARNING OBJECTIVES

- Explain the Meaning, Nature, Scope and Significance of Public Administration.
- Discuss the Various Approaches of Public Administration.
- Describe the Concept of Good Governance.

SYLLABUS

Unit - I: Introduction

Meaning, Nature, Scope and Significance - Characteristics and Qualities - Models.

Unit - II: Development of Public Administration

Evolution of Public Administration: Post- Independent era - LPG (Liberalization, Privatization, Globalization) Neo- Liberalization era - Contemporary developments

Unit - III: Approaches of Public Administration

Approaches to the study of Public Administration: Historical Approach - Legal Approach - Moral Approach - Socio-economic Approach - Liberal Approach - Marxian Theory - Classical and Neo – Classical Theory.

Unit - IV: Contents of Public Administration

New Public Administration; Development Administration -Financial Administration- Welfare Administration - Judicial Administration-Land Revenue Administration - Urban and Rural Administration

Unit - V: Good Governance

Good Governance: Concept and Application - Welfare state - Public Services - State, Civil society and Public service- Public Private Partnership - State vs Market Debate - Administrative reforms - Anti – Corruption.

REFERENCE BOOKS

1. Janet VinzantDenhardt, Robert B. Denhardt, The New Public Service: Serving, Not Steering, ME Sharpe, 2007.
2. Grover Starling, Managing the Public Sector, Cengage Learning,2007.
3. M.Lakshmikanth, Public Administration, Tata Mcgraw Hills, New Delhi, 2011.
4. Bhattacharya, Mohit, Public Administration, The World Press Private Ltd., Calcutta,2007.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand the Models, Characteristics and Qualities of Public Administration	Understand
CO2	Explain the evolution and growth of the discipline of Public Administration.	Understand
CO3	Evaluate the basic principles and approaches of Public Administration	Evaluate
CO4	Understand the New Public Administration concepts	Understand
CO5	Estimate the Good Governance Concept	Analyze

MAPPING WITH PROGRAM OUTCOMES

[illegible]

SEMESTER-I

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA02	ADMINISTRATIVE THINKERS				

LEARNING OBJECTIVES

- To examine the Politics-Administration Dichotomy and Scientific Management movement
- To analyse the Human Relations Theory and Motivation Concept
- To Bring out the relevance of Kautilya to the present day study of public administration

SYLLABUS

Unit – I: Introduction

Meaning, Nature Scope and Significance of Administrative theory

Unit – II: Classical School

Classical Theory: Politics-Administration Dichotomy (Woodrow Wilson) - Scientific Management and Scientific Management movement (F.W.Taylor) Bureaucratic Theories – Max Weber.

Unit –III: Modern Theories

Human Relations School (Elton Mayo) - Decision-Making Theory of Herbert Simon- Functions of the Executive (C.I. Barnard)

Unit – IV: Motivational School

Theories of Motivation: Contribution of Abraham Maslow - Herzberg and McGregor- Participative Management (R. Likert, C. Argyris)- Development Models of F.W. Riggs- P.F. Drucker's Ideas on Management

Unit-V: Indian Administrative Thinkers

Indian Administrative Thought: Kautilya - Thiruvalluvar

REFERENCE BOOKS

1. Baker R.J.S. - Administrative Theory and Public Administration, London, Hutchinson, 1972.
2. Maheshwari S.R.- Administrative Thinkers, New Delhi, Macmillan, 2003.
3. Prasad Ravindra D., V. S. Prasad & P. Satyanarayana, (eds.),-Administrative Thinkers, New Delhi, Sterling, 2005.

4. Shafritz Jay: M. and Albert C. I lyde. (eds.)- Classics of Public Administration, Illinois, Moore, 1978.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand the Administrative Theory and Principles	Understand
CO2	Estimate the Woodrow Wilson, F.W.Taylor and Weberian Concept of Public Administration	Analyze
CO3	Interpret the Human Relations, Decision Making Theory and C.I. Bernard's Theory of Functions of Executive	Understand
CO4	Explain the Motivational Theories	Understand
CO5	Understand the Kautilya and Thiruvalluvar view's on Administration	Understand

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	S	S	S	S	S	L	M	L
CO2	S	S	S	M	M	M	L	M	-	L
CO3	S	S	S	L	M	S	S	M	M	L
CO4	S	S	S	M	S	S	S	M	M	L
CO5	M	M	S	L	L	M	L	L	L	L

SEMESTER-II

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA03	COMPARATIVE PUBLIC ADMINISTRATION (INDIA, USA, UK, SWITZERLAND)				

LEARNING OBJECTIVES

- To formulate general principles and concepts by studying specific administrative problems and systems.
- To present far reaching analysis of different cultures, nations and systems, and thereby extend the scope of modern public administration.
- To point out the necessity of administrative improvement in the context of comparative studies, to bring out the shortcomings into light.
- To contribute in the policy determination of the government.

SYLLABUS

UNIT-I: Introduction

Meaning, Nature and Scope of Comparative Public Administration-Characteristics of CPA- Comparison in Constitution

UNIT-II: Comparison of Legislature

Legislatures- origin – Composition: Powers and Functions -Bureaucracy and its Role.
Executive - Legislature Relations - Amendment Procedure

UNIT-III: Comparison of Executive

Executives- Types (single, Plural, Elective, Hereditary, Parliamentary- Presidential)
Powers and Functions -Personnel Recruitment and Management

UNIT-IV: Comparison of Judiciary

Judicial systems -Basic Rights of the Citizens provided by the Constitution
Administrative Reforms

UNIT-V: Comparison of Political Party System

Party systems -Mass media -Politics and Bureaucracy -Administrative Accountability
Globalization and Public Administration.

REFERENCE BOOKS

1. Dhal, Robert. A, 1947. The science of public administration three problems. Public administration review 7(1):1-11.
2. Heady, Ferrel, 2001. Public administration, a comparative perspective (chap.2, PP71-112). New York ,NY: Marcel Dekker
3. Peters, B. Guy .2010. the politics of bureaucracy: an intro to comparative public administration. New York, NY: Routledges
4. Bryner, Gray C.2007. Public organizations and public policies and Luc Roubon, Politicization of the civil service.
5. Modern constitutions- Wheare. K.C
6. Modern constitution – J.C. Johari
7. Modern constitution – A.C. Kapur
8. Chan, hon.s and David h. Rosen bloom 2010. Four challenges to accountability in contemporary public administration:
9. Klinger, Donald .E. and v. Pallavinci campos.2002. Human resource management reform in Latin America and the Caribbean: what works and what doesn't. Public Organization review2 (4): 349-64
10. Sharma and Sharma : Principles and Princely of Public Administration, Kitab Mahal, New Delhi.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand the Comparative Public Administration Concepts	Understand
CO2	Evaluate the functions of Legislative, Executive and its Amendment Procedure	Evaluate
CO3	Differentiate the Powers and functions of Parliamentary and Presidential form of Government	Analyze
CO4	Understand the Judiciary Functions	Understand
CO5	Compare the Party Systems and Impact of Globalization concept on the Public Administration.	Understand

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	S	M	S	S	M	L	-	L
CO2	M	M	M	S	S	M	M	M	-	L
CO3	L	S	S	S	S	S	M	M	-	L
CO4	L	M	S	S	S	S	S	M	L	L
CO5	L	M	M	S	S	S	L	L	L	L

SEMESTER-II

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA04	INDIAN ADMINISTRATION				

LEARNING OBJECTIVES

- To understand the historical evolution and socio-economic, political, cultural and global context of Indian Administration
- To identify the transformative role of Indian Administration
- To make out the multi-dimensionality of problems and processes of Indian Administration.

SYLLABUS

Unit I: Introduction

Evolution of Indian Administration (Ancient, Medieval and Modern period) – Constitutional Framework

Unit II: Union Executive

Central Administration: Structure of Central Government – Cabinet – Council of Ministers- Central Secretariat – NITI Ayog (Planning Commission) – National Development Council – Ministry and Departments - Constitutional Authorities Comptroller & Auditor General- Election Commission- Finance Commission - Attorney General – UPSC.

Unit III: State Executive

State Administration: Structures of State Administration – Governor Chief Minister – Council of Ministers – State Secretariat – Chief Secretary – State Services – SPSC - District Administration -Role and Functions of District Collector.

Unit IV: Local Governments

Evolution of Local Administration: Meaning and Nature of Local Administration– Units of Urban Local Government (Corporation, Municipality, Cantonment Board and Notified and Town area) – Rural local Government (Three tier system) – Panchayati Raj System – Balwant Rai and Ashok Mehta Committee Reports – 73rd and 74th Constitutional Amendments.

Unit V: Issues in Administration

Issues in Indian Administration: Integrity in Indian Administration– Minister-Secretary Relationships – Administrative Reforms –Redressal of Citizen Grievances (Lok Pal & Lok Ayukta). Administrative Reforms - Judicial Review – Judicial Activism – Intervention

REFERENCE BOOKS

1. S.R.Maheswari, *Indian Administration* (New Delhi: Orient Longmans, 2000)
2. B.B.Mishra, *Administrative History of India* (New Delhi: Oxford University, 1970)
3. S.R.Maheswari, *Local Administration*. (New Delhi: LaxmiNarain Agarwal Publications, 2003)
4. S.R.Nigam, *Local Government in India*.(New Delhi: S.Chand and Co.,1986)
5. M. Laxmikanth, *Public Administration*, (New Delhi: McGraw Hill Education, 2011)
6. Siuli Sarkar, *Public Administration in India*,(New Delhi:PHI Learning pvt. Ltd, 2010)
7. B.L. Fadia&KuldeepFadia, *Indian Administration*,(New Delhi, SahityaBhawan
8. Hosiar Sing- Indian Administration.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Evaluate Ancient, Medieval and Modern Administrative framework in India and functions of Ministries and Departments.	Evaluate and Understand
CO2	Understand functions of Indian Union government and Statuary bodies.	Understand
CO3	Understand functions of State Administrative Machineries	Understand
CO4	Enumerate Local Self Government Administration and Balwant Rai and Ashok Mehta Committee Reports	Remember
CO5	Identify issues in Indian Administrative System	Remember

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	S	S	L	M	S	S	M	M	L
CO2	L	M	M	L	S	S	M	L	L	L
CO3	L	M	M	L	S	S	S	S	M	L
CO4	M	M	S	M	S	S	S	L	L	L
CO5	L	M	S	L	L	M	L	L	-	L

SEMESTER-III

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA05	PUBLIC PERSONNEL ADMINISTRATION				

LEARNING OBJECTIVES

- Personnel management involves developing applying, and evaluating policies, procedures, methods and programmes relating to the individual in the organization.
- Like other branches of management, it seeks to achieve both task and maintenance goals of the organization, but its focus is on human resources rather than on financial or material ones.
- Four primary objectives and aims of the personnel management are as follows: (i) Societal or Macro Level (ii) Organisational (Micro Level) (iii) Functional (iv) Personal.

SYLLABUS

UNIT-I: Introduction

Meaning, Nature, Scope and importance of Personnel Administration - Types of Personnel
- Bureaucracy - Role of Civil Services in Developing Society

UNIT- II: Staffing

All India Service and Central Service - Recruitment - Position classification

UNIT- III: Motivation and Development

Training- Promotion - Employer-Employee Relationship

UNIT- IV: Conduct

Integrity and code of conduct in administration - Discipline, Removal and Appeals - Civil
Service and Administrative Ethics

UNIT- V: Personnel Agencies

Union Public Service Commission - State Public Service Commission - Staff Selection
Commission - Railway Recruitment Board.

REFERENCE BOOKS

1. Stahl G : Public personnel Administration (Oxford-IBH)
2. Gladen.E.N. : Civil services in U.K.
3. Sapru. R.K : Civil services admn in India (Deep&Deep)
4. Agarwal. D.V. : Industrial relations and collective bargaining (Deep&Deep)
5. S.R. Maheswari : Public administration (Agra).

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the different types of Personnel System	Understand
CO2	Classify the All India Service and Recruitment	Analyze
CO3	Understand the Motivation and Development concept	Understand
CO4	Explain the Administrative Ethics	Understand
CO5	Analyse the personnel Agencies	Analyze

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	S	S	S	S	S	M	L	L	L
CO2	L	M	S	L	S	S	M	L	-	L
CO3	M	S	S	L	S	S	L	L	-	L
CO4	S	S	S	L	M	S	M	L	M	L
CO5	L	L	M	L	M	L	L	L	-	L

SEMESTER-III

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA06	HUMAN RESOURCE MANAGEMENT				

LEARNING OBJECTIVES

- To Understand the basic concepts of human resource management
- To Explain what human resource management is and how it relates to the management process
- To Provide an overview of functions of HRM
- To Describe how the major roles of HR management are being transformed
- To Explain the role of HRM in the present Scenario.

SYLLABUS

UNIT- I: Introductions

Definition, Scope and Significance - Human Resource Development: Concepts, Elements and its Applications in Government - Recent Trends and its Role in Modern management.

UNIT- II: Human Resource Planning

Working conditions and the Working environment -Work Measurement: The Techniques of Work Management - Strategic Planning and Human Resource Planning: Human Resource Planning in Changing Context.

UNIT- III: Action Plan & Training

Qualitative determination of human resource requirements- Human Resource Demand Forecasting: Human Resource Supply Estimates-Actions Plan- Separation; Action plans- Retention, Training, Redeployment & Staffing

UNIT- IV: Motivation

Motivation and Morale, Employer- Employee relations -Code of Conduct; Discipline and Grievance Redressal Mechanisms-Rewards and Incentives management

UNIT- V: Human Resource Development and Capacity Building

Job design and Analysis-Total Quality Management - Employee Training and Participation in Management/ Organisation- Employee's Capacity Building Strategies - Assessing Human Resource Management.

REFERENCE BOOKS

1. Ashwathappa .K., Human Resource Management, 6th edition , Tata McGraw Hill Education Pvt.Ltd., 2010
2. Decenzo, D.A. and Robbins, S.P., Human Resource Management, 10th edition, Wiley India Pvt.Ltd., 2011
3. Dessler,G., Human Resource Management, 12th edition, Pearson, 2011
4. Ivaneceovich, J.M., Human Resource Management, 10th edition, Tata McGraw Hill Education Pvt.Ltd., 2010
5. Mamoria, C.B. and Gaonkar, S.V., Personnel Management, Himalaya Publishing House, 2011
6. Mathis, R.L., Jackson.J and Johnson, R., Human Resource Management, 10th edition, south western, 2010
7. Noe, R.A., Hollenbeck, Gerhart and Wright, Fundamentals of human Resource Management, 3rd edition, McGraw Hills Education Ltd., 2012
8. Rao, V.S.P., Human Resource Management, 3rd edition, Excel Books, 2010
9. Vance, C.M and Paik, Y., Managing a Global workforce Challenges and opportunities in International Human Resource Management, P I Learning,2009
10. Harzing, A and Pinnington, A.H ., International Human Resource Management, 3rd edition, sage South Asia,2011
11. Mone, E and London, M., Employee engagement through effective Performance Management, Tata McGraw Hill Education Pvt. Ltd., 2009

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand the Evolution of Human Resource Development concepts and Modern Trends	Understand
CO2	Explain the Human Resource Technics and working Environment	Understand
CO3	Evaluate the Action Plan and Training concept in HRM	Evaluate
CO4	Estimate the Motivation of Employee and Employer-Employee relations	Understand
CO5	Analyze the Human Resource Development Concept	Analyze

MAPPING WITH PROGRAM OUTCOMES

[illegible]

SEMESTER-III

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAS1	POLITICAL IDEOLOGIES				

LEARNING OBJECTIVES

- Study close link between an idea and its actual realization in public policy needs to be explained as well
- Philosophical basis of the ideologies is emphasized with special emphasis on key thinkers and their theoretical formulations
- Legacy of all the major ideologies is to be critically assessed.

SYLLABUS

Unit – I Introduction

Meaning and characteristics of Political Ideology -Development of Political Ideologies

Unit – II Political Ideologies

Political Ideologies: Conservatism – Liberalism

Unit – III Economic Ideologies

Economic Ideologies: Capitalism – Socialism – Marxism.

Unit – IV State Ideologies

Contending State Ideologies: Nationalism –Democracy.

Unit – V Neo Ideologies

Neo Ideologies: Critical Theory – Feminism – Colonial and Post Colonialism.

REFERENCE BOOKS

1. Political Ideologies: A Reader and Guide, Editors: Matthew Festenstein, Michael Kenny, Oxford University Press, 2005.
2. Political Ideologies: An Introduction Book by Andrew Heywood, 2012.
3. History of economic thought, Author: Eric Roll, Baron Roll of Ipsden, 1977.
4. The Modern State: Theories and Ideologies, by Author Erika Cudworth, Timothy Hall, John McGovern, 2007.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand Evolution of Ideologies	Understand
CO2	Estimate about the Conservatism and Liberalism	Analyze
CO3	Analyse the difference between Capitalism, Socialism and Marxism.	Analyze
CO4	Analyse the Democracy concept in Nationalism	Analyze
CO5	Analyse the differences between Theories of Critical Theory, Feminism, Colonial and Post Colonialism	Analyze

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	L	M	M	M	S	L	L	M	L
CO2	-	M	M	M	M	S	S	L	L	L
CO3	-	M	S	M	M	S	S	L	L	L
CO4	L	L	M	L	M	S	S	L	M	L
CO5	-	L	M	M	M	L	L	L	-	-

SEMESTER-III

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAN1	NGO MANAGEMENT				

LEARNING OBJECTIVES

- To trace out the History of Non - Governmental Organization
- To Explain the Policy formulation agencies in India
- To Discuss Planning and Budgeting of NGO's

SYLLABUS

UNIT – I:

Introduction to NGO: Concept and Background – Role of NGOs – Types of NGOs – History of NGOs in

UNIT – II

Policy Formulation – Agencies providing inputs to Policy Makers – Major Schemes of the Government of India in Various Sectors

UNIT – III:

Legal and Policy environment – Formation of Society's Memorandum of Association – Rules and Byelaws of the Society

UNIT – IV:

Public Trust Act – Trusts and Foundation Act – Definition of Trust – Formation of Trust – Legal Requirements in the Formation.

UNIT – V:

Management of NGOs – Organizing for Implementation – Planning & Budgeting.

REFERENCE BOOKS

1. Putnam .R Leonard .R and Naneth.R.Y (eds): Making Democracy Work: Civic Tradition in Modern Italy, Princeton University, Princeton, 1992
2. Walzer.M :The Concept of Civil Society; Walzer M (Ed) 1999.
3. Pandey Devendra Prashad: Development and Management of NGO.
4. Dr.Manoj Fogla: Trusts & NGOs; Taxmann Publishers, 2022.
5. Nabhi: Nabhi's Handbook for NGOs Incorporating; A Nabhi Publications, 2019.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the Evolution of NGO's	Understand
CO2	Understand the Policy Formulations and Major Schemes in NGO's	Understand
CO3	Explain the Rules and By - Laws of NGO's	Understand
CO4	Understand the Formation of Trusts	Understand
CO5	Analyse the Planning of NGO's and Budget Preparation	Analyze

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	M	S	M	S	S	S	L	L	L
CO2	L	M	L	L	M	M	S	L	M	L
CO3	-	L	L	M	M	S	S	L	-	-
CO4	M	M	L	L	M	L	M	L	M	L
CO5	M	M	M	S	S	S	M	L	L	-

SEMESTER-IV

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA07	PUBLIC POLICY ANALYSIS				

LEARNING OBJECTIVES

- To explain the meaning of public policy
- To throw light on the characteristics of public policy
- To discuss the different types of policy
- To highlight the stages in public policy process
- To discuss the importance of public policy.

SYLLABUS

UNIT-I: Introduction

Meaning, Nature, Scope and Importance of Policy Science – Models and Approaches

UNIT-II: Social Needs and Public Policy

Federalism and Public Policy – Political parties and Public Policy – Pressure Groups and Public Policy – Public Opinion and Public Policy.

UNIT-III: Policy Making

Policy Analysis – Modes of Policy Making – Planning Commission and National Development Council –NITI Ayog- Legislature and Policy Making

UNIT-IV: Policy Implementation

Civil Servants and Policy Implementation – Non-Governmental Organisations and Implementation –Budget and Policy Implementation

UNIT-V: Policy Evaluation

Modes of Policy Evaluation – Judiciary and Policy Evaluation – Elections and Policy Evaluation – Major determinants of Public Policy.

REFERENCE BOOKS

1. K.D.Madhan, Policy Making in Government.
2. R.S. Ganapathy, Public Policy and Public Analysis in India.
3. Saigal, Policy Making in India.
4. V.K.Agnihotri, Public Policy Analysis and Design.
5. Thomas R. Dye, Understanding Public Policy
6. Sapru, Public Policy in India.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand the Approaches and Models of Policy Science	Understand
CO2	Analyze the relationship with Policy Orientation	Analyze
CO3	Explain the Policy Making Agencies	Understand
CO4	Estimate the Functions of Civil servant Personnel's and Policy Implementation	Understand
CO5	Analyse the Public Policy Evaluation	Analyze

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	S	S	M	M	L	M	L	L	-
CO2	M	M	M	M	M	M	M	M	M	L
CO3	L	L	M	M	L	L	L	L	-	-
CO4	M	M	S	S	S	S	M	L	L	-
CO5	M	M	M	S	S	L	-	-	-	S

SEMESTER-IV

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA08	FINANCIAL ADMINISTRATION IN INDIA				

LEARNING OBJECTIVES

- To discuss the objectives of fiscal policies aimed at securing certain social and economic goals as envisaged in contemporary public policies
- To describe ways and means as well as appropriate institutional instruments to secure the above objectives
- To explain Indian experience in formulation and execution of fiscal measures through certain fiscal institutions and processes from time to time
- To highlight certain trends and their utility in the light of contemporary challenges faced .by modern democratic political societies like India
- To discuss the need to comprehend various aspects of financial administration as a way out to consider contemporary socio-economic problems and the solutions therefor.

SYLLABUS

UNIT- I: Introduction

Nature and significance of financial administration - Distinction between Public and Private financial administration - Implications for financial administration in India

UNIT - II: Budget and Its Principles

Budget: Concept, evolution, tool of administrative efficiency - Legal and institutional context of public budgeting (Preparation of Budget and Role of Finance Ministry) - Performance budgeting- meaning & features: measurement – PPBS - Zero-Based Budgeting - Budget process - Public Debt management (Revenue deficit and Fiscal deficit - Deficit financing).

UNIT - III: Accounting and Audit

Accounting and Audit System: Concept- Types- Emerging Trends in Accounting System - Comptroller & Auditor General of India – History - powers & functions

UNIT - IV: Parliamentary Committees

Parliamentary control over financial administration- Public Accounts Committee - Estimates Committee - other financial committees - Centre-State financial relation in India—Finance Commission and State Finance Committees.

UNIT - V: Control Over Public: Expenditure

Parliamentary Control Over Public Expenditure - Executive - Audit Control Public Expenditure - Controller and Audit General of India.

REFERENCE BOOKS

1. A. Sarapa: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
2. Manjusha Shanna & O.P. Bohra: Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi, 2005.
3. B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
4. G.S. Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
6. Andley, Sundharam: Public Finance, Agra, Rattan Prakash and Mandir, 1979.
7. Ruddar Dutt & K.P. Sundharam: Indian Economy, New Delhi, S. Chand & Co. Pvt. Ltd., 1997.
8. M.Y. Khan and P.K. Jain: Finance Management, New Delhi, Tata McGraw Hill 1982.
9. R.N. Srivastava: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.
10. S.L. Goel, Public Financial Administration, New Delhi, Deep & Deep

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Evaluate the Financial Administration in India	Evaluate
CO2	Analyze the Budgetary Process	Analyze
CO3	Explain the Powers and Functions of Comptroller & Auditor General of India	Understand
CO4	Estimate the Parliamentary Committees and Control over the Financial Administration	Understand
CO5	Explain the formulation of Planning and Fund Allocation	Understand

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	S	S	S	S	S	-	M	-	L
CO2	M	M	L	S	S	S	L	M	L	L
CO3	L	M	M	S	S	S	M	L	-	-
CO4	L	M	M	S	S	S	S	M	-	L
CO5	M	M	M	S	S	S	M	S	-	-

SEMESTER-IV

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAS2	PRINCIPLES OF POLITICAL SCIENCE				

LEARNING OBJECTIVES

- To develop an understanding of the fundamental principles and theories of politics to include foundations of political community, the structure and process of government, citizenship and forms of political participation, and the public policy process.
- To understand the decisions human beings make in political settings, including those regarding the forms of government available and understand the philosophical underpinnings of political systems, major ideologies, and political parties.
- To develop the ability to communicate effectively and clearly in written and oral form.
- To understand the requirements of effective and virtuous citizenship.

SYLLABUS

UNIT-I Introduction

Definition, Meaning and Scope of Political Science – State – Definition and Meaning – Elements of States – State and Nation

UNIT-II: Theories of State

Theory of Divine – Theory of Force – Patriarchal Theory –Matriarchic Theory – Evolutionary Theory – Social Contract Theory of Hobbes, Locke and Rousseau

UNIT-III: Basic Political Concepts

Sovereignty - Nature of Law – Liberty –Civil Liberty and Political Liberty – Safe Guards of Liberty – Equality

UNIT-IV: Forms of Government

Democracy – Definition, Meaning and Principles – Merits and Demerits of Democracy – Classification of Government; Unitary and Federal

UNIT-V: Public Opinion, Political Parties and Pressure Groups

Meaning, Nature, Type and Agents of Public Opinion – Election – Importance of Election- Franchise-Qualifications

REFERENCE BOOKS

1. A.Appadurai: Substance of Politics: Oxford University Press, India.

2. Amal Ray and Mohit Bhattacharya: Political Theory: Ideas and Institutions, Calcutta, The World Press.
3. Macrids R.C(Ed). Modern Political System, Prentice Hall International
4. Kapoor A.C, Principles of Political Science.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Describe about State and its Elements	Understand
CO2	Understand the Theories of Origin of State and Social Contract Theory	Understand
CO3	Explain the Basic Political Concepts	Understand
CO4	Analyze about the Democracy and Classify the Unitary, Federal System	Analyze
CO5	Estimate the key role of Election	Understand

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	S	S	S	M	M	S	L	-
CO2	L	M	S	-	-	-	-	L	-	-
CO3	L	M	M	S	L	L	L	S	M	-
CO4	L	L	L	S	L	L	L	S	-	-
CO5	L	M	L	S	S	S	L	L	-	-

SEMESTER-IV

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAN2	ASIAN POLITICAL SYSTEMS (INDIA, CHINA, JAPAN AND MALAYSIA)				

LEARNING OBJECTIVES

- Asian politics is diverse and rapidly changing.
- Many different types of political system can be found in Asia, including communist regimes, constitutional monarchies, democracies and military-based authoritarian governments.

SYLLABUS

Unit- I: Introduction

Political System – Meaning and Nature - Constitution

Unit- II: Constitution of India

Salient Features- Parliament – Lok Sabha – Rajya Sabha – Judiciary – Supreme Court

Unit- III: Constitution of China

Salient features – The National People's Congress - Supreme People's Court – Party system.

Unit- IV: Constitution of Japan

Salient Features – The Emperor – Prime Minister – Diet – House of Councillors – House of Representatives.

Unit- V: Constitution of Malaysia

Salient Features – Federalism – Federal Executive – Judiciary.

REFERENCE BOOKS

1. J.C.Johari - Major Modern Political System.
2. J.Denis Derbyshire & Ian Derbyshire - Political System of the World.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand the Asian Political System and its Nature	Understand
CO2	Estimate the Salient Features of the Indian Constitution	Understand
CO3	Explain the Salient Features of the China Constitution	Understand
CO4	Evaluate the Salient Features of the Japan Constitution	Evaluate
CO5	Describe the Salient Features of the Malaysia Constitution	Understand

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	M	M	M	S	S	M	S	-	-
CO2	M	M	M	M	L	S	S	S	M	-
CO3	M	M	M	M	L	S	S	S	-	-
CO4	M	M	M	M	L	S	S	S	-	-
CO5	M	M	M	M	L	S	S	S	-	-

SEMESTER-IV

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22AEEC1	GANDHIAN THOUGHTS				

LEARNING OBJECTIVES

- To create awareness about Mahatma Gandhi, his life, deeds and philosophy among the youth
- To promote and instil Gandhian values among the youth and impart value education to them through his teachings
- To offer opportunities to learners to provide experiential learning of Gandhian life style through “do-it yourself” mode.

SYLLABUS

- Unit: I** Biography of Gandhiji - Gandhiji's Concept on Truth and Non Violence.
- Unit: II** Gandhian Principles of Directive Principles of State Policy - Gandhiji's Views on Reservation.
- Unit: III** Education Philosophy of Gandhiji: Basic Education- Education for all- Key to Health: Naturopathy.
- Unit: IV** Economic Ideas of Gandhiji: Trusteeship-Public Sector- Private Enterprise.
- Unit: V** Political Philosophy: Gandhiji's Idea of Good Government – Democracy- Qualities of Good leader.

REFERENCE BOOKS

1. Bandhyopadhyaya J: Social and Political Thought of Gandhiji: Allied Publishers Private Limited.
2. Gandhi M.K: Basic Education: L.Navajivan Publication House: Ahmedabad.
3. Gandhi M.K: Hindu Dharma: L.Navajivan Publication House: Ahmedabad.
4. Gandhi M.K: Key to Health : L.Navajivan Publication House: Ahmedabad.
5. Appadurai.A:Political Thought 20th Century: South Asia Publishers, New Delhi.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand Gandhism	Understand
CO2	Explain Gandhiji's Principles in Indian Constitution.	Understand
CO3	Explain Gandhiji's Education Philosophy	Understand
CO4	Explain Gandhiji's views on Economic Development.	Understand
CO5	Understand Gandhiji's Ideas about Good Government.	Understand

MAPPING WITH PROGRAM OUTCOMES

[illegible]

SEMESTER-IV

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22AEEC2	HUMAN RIGHTS				

LEARNING OBJECTIVES

- To strengthen respect for human rights and fundamental freedoms,
- To value human dignity and develop individual self-respect and respect for others,
- To develop attitudes and behaviours that will lead to respect for the rights of others,
- To promote respect, understanding and appreciation of diversity,
- To empower people towards more active citizenship.

SYLLABUS

INTRODUCTION

Unit: I Introduction: Meaning, Nature and Importance of the study of Human Rights - Concept of Human Rights.

FUNDAMENTAL RIGHTS

Unit: II Right to Equality - Right to Freedom - Right against Exploitation - Right to Freedom of Religion - Right to Education and Culture - Right to Constitutional Remedies.

HUMAN RIGHTS IN INDIA

Unit: III Protection of Human Rights Act 1993 - National Human Rights Commission - State Human Rights Commission - Right to Information Act.

HUMAN RIGHTS ORGANIZATION

Unit: IV UN and Human Rights- United Nations Human Rights Commission – Universal Declaration of Human Rights.

ISSUES IN HUMAN RIGHTS

Unit: V Areas of Human Rights Violation and Conflicts: Violence against Women and Children- Bonded Labour – Child Labour.

REFERENCE BOOKS

1. Ibohal Singh. H: Human Rights in India, New Delhi: Vibhar Law Publication, (2001).
2. Subramaniam.S: Human Rights Inter National Challenges (Two Volumes Select Paper), 1997.
3. Tiwari D, K. : Laws of Protection of Human Rights, New Delhi – Asia Law Agency, (2000).
4. Krishna Iyer V.R. : Human Rights and Human Wrongs, New Delhi B,R,. Publications Commission, 2011.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Understand Theories and Concept of Human Rights	Understanding
CO2	Understand Fundamental Rights of the Indian Citizens	Understanding
CO3	Enumerate Human Rights Acts	Remembering
CO4	Classify Human Rights Organizations	Analyzing
CO5	Assess the Human Rights Violations and Conflict	Evaluating

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	S	S	S	S	S	S	S	M	-
CO2	-	-	M	-	-	-	-	M	-	-
CO3	-	L	L	S	S	S	S	S	L	-
CO4	L	M	M	S	M	L	S	S	L	-
CO5	-	-	-	-	S	S	S	-	-	S

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA09	DEVELOPMENT ADMINISTRATION				

LEARNING OBJECTIVES

- Define the basic Concepts, Characteristics and Scope of Development Administration.
- Describe about the Administrative Development, Bureaucracy and functions of N.G.Os.
- Analyse about the Central, State and Local Level policy formulation.
- Discuss the Social Development and Economic Empowerment through international Agencies.

UNIT - I: Introduction

Concept - Characteristics - Dimensions and Scope - Development Administration and Traditional Public Administration.

UNIT – II: Instruments of Development Administration

Bureaucracy and N.G.O.s. - Administrative Development - Administrative Capability for Development.

UNIT- III: Sustainable Development

Machinery for Development Planning at the Central, State and Local Level - Process of Development Planning: Plan formulation, Implementation and Evaluation.

UNIT- IV: Alternative Development Paradigm

Women's Development in Educational, Social, Economic, Political and Administrative spheres - Right based development and other development approaches and frame works.

UNIT- V: Changing Profile of Development Administration

New Directions in People's Self-Development and Empowerment - International Agencies for Development: World Bank, International Monetary Fund (IMF) and International Bank for Reconstruction and Development (IRDB).

REFERENCE BOOKS

1. Ali Farazmand(ed.), *Handbook of Comparative and Development Administration*, New York, Marcel Dekker, 1991.
2. R.K.Sapru, *Development Administration*, Sterling , New Delhi, 2012.
3. Bidyut Chakrabarty and Prakash Chand, *Public Administration in a Globalizing world*, Sage India, 2015.
4. Riggs.F.W. *Functions of Development Administration*.

5. Pari Panandikan – Development Administration in India.
6. Rajvir Singh, Rural Development Administration, New Delhi , Anmol Publishers,2004
7. A.K.Sharma, *Planning for Rural Development Administration*, Jaipur, Rawat Publishing, 1995.
8. Bata K.Dubey, *Bureaucracy, Development and Public Management in India*, New Delhi, Uppal Publishing House, 1978.
9. C.P.Bhambri, *Administration in a Changing Society* , New Delhi, NationalPublishers, 1978.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Explain the Concept and Characteristics of Development Administration	Understanding
CO2	Analyse the Administrative Development	Analyzing
CO3	Evaluate the Development Planning and Implementations	Evaluating
CO4	Discuss about the Women's Social, Political and Economic Development	Understanding
CO5	Explain the Development through International Agencies	Understanding

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	-	-	M	S	L	-	-	L
CO2	L	M	L	-	-	S	L	-	-	L
CO3	L	M	-	L	S	S	-	-	L	L
CO4	-	L	M	L	-	L	M	-	-	-
CO5	L	L	-	M	L	L	-	M	-	-

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA10	SOCIAL WELFARE ADMINISTRATION IN INDIA				

LEARNING OBJECTIVES

- Explain the concept of Social Welfare Administration in India
- Describe the functions of Social Welfare Administration in different levels
- Analyse the Social Welfare Programmes
- Define the role of International Organisations in Indian Social Welfare

UNIT – I: Introduction

Meaning, Nature and Scope of Social Welfare – Evolution of social welfare in India – Social welfare administration as a discipline and as a Profession

UNIT – II: Social Welfare Administration in India

Social Welfare Administration at the Union Level – Central Social Welfare Board – Role of Voluntary Organisation in Social Welfare

UNIT – III: Social Welfare Programmes – I

Family welfare – Women welfare, Transgender welfare, Child welfare, Youth welfare - Aged - Social Welfare Programmes.

UNIT – IV Social Welfare Programmes – II

Social welfare policies for Aged-, Disabled and Drug Addicts

UNIT – V: International Social Welfare Organisation

UNO's Role in Social Welfare Organisation – WHO – UNESCO - ILO – FAO

REFERENCE BOOKS

1. D.R. Sachdeva : Social Welfare Administration in India, Kitab Mahal Publishers New Delhi 2010.
2. S. L. Goel : Social Welfare Administration Deep and Deep Publishers New Delhi, 2009.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the Evolution of Social Welfare Administration in India	Understanding
CO2	Evaluate the Functions of Social Welfare Administration in India	Evaluating
CO3	Estimate the Social Welfare Programmes	Understanding
CO4	Interpret the Social Welfare Policies in India	Understanding
CO5	Analyse the Role of International Organisations in Social Development	Analyzing

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	M	-	L	M	M	M	L	M	-
CO2	-	L	-	L	L	M	M	-	-	-
CO3	-	L	-	L	S	S	M	-	L	-
CO4	-	L	-	-	L	S	-	-	-	-
CO5	L	M	L	L	M	M	L	-	-	-

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA11	RURAL GOVERNANCE				

LEARNING OBJECTIVES

- Define the Concepts of Rural Governance
- Describe about the Indian Social Structure in Rural Areas
- Discuss about the Social Development Concepts
- Analyse the impact of Gandhian Principles in Rural Development
- Define the implementation of Policy issues.

UNIT- I: Theoretical Dimensions of Rural Governance

Concept of Rural Governance - Meaning of Rural Governance - Relevance of Rural Governance Determinants of Rural Governance - Measurement of Rural Governance

UNIT-II: Rural Social Structure

Village Community - Rural Society - Distinguishing feature of Rural Society - Socio-Cultural Transformation and Development - Factors Responsible for Changes – Caste - Main features - Caste distance and caste Disabilities – Untouchability - Factors of Change.

UNIT-III: Social Development Concept

Process of social Development - Urbanization - Modernization - Education - Economic opportunity - Political participation - Development and social Mobility

UNIT-IV: Alternative Rural Development Approaches (Paradigm)

Government Rural Development Approach through planning - Gandhian Approach to Rural Development through Gandhian perceptions - Principles and strategies - Non-Governmental Approach to Rural Development through people's participation.

UNIT-V: Issues in Rural Governance

Policy related issues - Planning related issues - Implementation Management Related Issues Techniques and Tools.

REFERENCE BOOKS

1. "The Indian Economy Environment & policy" by Ishwar C.Dhirga, Sultan Chand& sons Educational Publishers, New Delhi,2006
2. Rural Development Administration in the 22st Century- A multidimensional study- Surat Singh, Mohinder Singh.

3. S.R. Maheswari- “Rural Development in India”, Sage Publication, New Delhi,1985
4. C.T. Kurien, Poverty, Planning and social change, allied, 1980.
5. Batra, Globalization and Rural Development, Sage 2006.
6. S.B., Varma, P.N. Shanker and others, Rural Based Development strategies development- 2006
7. Dilip Shah, Alternatives in Rural Development, Sterling-1988
8. Dilip Shah, Gandhian Approach to Rural Development, 2000
9. Katar Sing – Rural Development Administration.
10. Hosiar Sing - Rural Development Administration in India.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the Concept of Rural Governance	Understanding
CO2	Explain about the Rural Development	Understanding
CO3	Discuss about the Concept of Social Development	Understanding
CO4	Analyse the Gandhian Approaches of Rural Development	Analyzing
CO5	Assess the Issues in Rural Governance	Evaluating

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	M	S	-	M	M	S	L	M	-
CO2	L	M	L	L	M	S	S	L	M	-
CO3	L	L	L	L	M	S	S	L	M	-
CO4	-	L	L	L	M	S	S	L	S	-
CO5	L	L	L	L	M	S	S	L	L	-

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA12	POLICE ADMINISTRATION				

LEARNING OBJECTIVES

- Trace out the history of policing
- Know the functions of Central Police Agencies
- Explain the State Police Administration
- Discuss about the powers and functions of District level Policing
- Analyse about the Central and State level Recruitment

UNIT-I: Introduction

Nature and Scope of Police Administration - Evolution of Police Administration in India

UNIT-II: Central Police Agencies

The Structure of Police Organisation at the Central level - Central Reserve Police Force - Border Security Force - Central Industrial Security Force - Indo-Tibetan Border Police -
The Structure of Police Organisation at the Central level

UNIT-III: State Police Administration

Crime Investigation Department (CID) - Finger Print Bureau and Crime Record Bureau
Special Police Battalions: Home Guards and Prohibition Enforcement Wing

UNIT-IV: District Police Administration

Commissioner system of Police Administration-Superintendent of Police –Law and Order
- Patrols, Beats and Outposts - Traffic Police Administration-Women Police

UNIT-V: Personnel Administration

Recruitment: Centre and State level-Training of Police personnel - Police Public relations

REFERENCE BOOKS

1. S.Mehantaj Begum : District police Administration (APH)
2. James Vadachumchery : Police Leadership (APH)
3. Sen Saxena : Police Training (Rawat)
4. M.P Chande : The Police in India (Atlantic Pub.)
5. H.L Kapoor : Police Administration in India

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the Evolution of Police Administration in India	Understanding
CO2	Estimate the Functions of Central Police Agencies	Understanding
CO3	Describe about the State Police Administration	Understanding
CO4	Evaluate the District Level Police Administration	Evaluating
CO5	Estimate the Recruitment and Training in Police Personnel	Analyzing

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	L	L	M	S	S	L	-	-
CO2	-	L	L	L	M	S	-	-	-	-
CO3	-	M	M	L	L	S	S	-	-	-
CO4	-	M	L	L	M	S	M	L	-	-
CO5	-	L	L	L	M	S	S	L	-	-

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAM1	CITIZEN AND CIVIC AWARENESS				

LEARNING OBJECTIVES

- Know about the meaning of Citizen, Citizenship Training and their importance
- Define about the E - Services in various Government Welfare Programmes
- Discuss about the need for Citizen Charter
- Analyse the functions of NGO's and Awareness of Citizens Participation in Social Audit

UNIT – I: Introduction

Meaning of Citizen and their Importance - Need for Political Education – Citizen Obligation under Indian Constitution – Citizenship Training – Political Culture.

UNIT – II: Government Services

Approaching Government Agencies for various welfare Programmes – Applying for Ration Card – Birth and Death Certificates – Voter Registration – Voter Identity Card – Aadhar Card – PAN Card – Enrolling Membership for Central and State Government Programme – Employment Registration – Right to information Act 2005 – Consumer forum and its use for citizens – Redressing of Citizen Grievances.

UNIT – III: Citizen Charter

Citizens Charter – Meaning Origin – Need for Citizen Charter.

UNIT – IV: Non-Governmental Organizations

NGO - Meaning, Significance – Dimensions – Organization and Functions of NGO – Regulatory Mechanism at Central and State level Government over NGOs – Sources of Finances of NGOs – Expenditure, Account and Audit of NGOs.

UNIT – V: Awareness

Term Paper – Preparation – Presentation and Discussion-Citizen Participation – Social Audit

REFERENCE BOOKS

1. D.D. Basu – Indian Constitution
2. Social Welfare Programmes
3. Voluntary Agencies for Development Political Culture.
4. On successful completion of the course, students will be able to

COURSE OUTCOMES

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Explain the Meaning of Citizen, Citizenship and Political Culture	Understanding
CO2	Discuss about the Government E-Services	Understanding
CO3	Describe about the Citizen Charter	Understanding
CO4	Estimate the Functions and Auditing Process of NGOs	Understanding
CO5	Analyse the Functions of NGOs	Analyzing

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	L	M	-	M	S	S	L	-	-
CO2	L	M	M	L	L	S	L	L	-	M
CO3	L	L	-	M	M	S	S	L	-	-
CO4	L	L	-	L	M	S	S	L	-	-
CO5	L	M	-	M	M	S	M	L	L	-

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAM2	INTRODUCTION TO NEW PUBLIC MANAGEMENT				

LEARNING OBJECTIVES

- Trace the genesis of New Public Management perspective
- Highlight its Management Techniques in Public Sectors
- Know the difference between Government and Governance
- Discuss about the Public Policy Making and Global concept of NPM

UNIT-I: Introduction

Evolution of Public Administration – New Public Management Meaning, Nature and Significance of NPM.

UNIT-II: Management Techniques in Public Sectors

Relevance of public sector - Need for Changes - Management Techniques: strategic management – Marketing - Contracting, Competition and Partnership - Changes in financial management.

UNIT-III: NPM and Governance

Difference between government and governance - Innovation and service transformation - Networking with stakeholders - Public leadership - Citizen partnership - Ethics and code of conduct - Evidence based policy and practice - Technology and Management Reform : Role of ICT - E-Government and E-governance

UNIT-IV: NPM and Public Policy

Public policy - Globalization, Democracy and New Public service - Social use of public enterprises - Redistribution trade off - Shift in the perspective of welfare state - Public Choice approach.

UNIT-V: NPM across the World and its future

National Distinctiveness - Asian countries - Differences in the adoption of NPM in developed and developing countries - Role of politics in NPM - Future prospects, challenges and argumentations

REFERENCE BOOKS

1. New Public Management an Introduction, By Jan-Erik Lane, 2000.
2. New Public Management, by Magnus Fredriksson & Josef Pallas, 2018.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the Evolution of Management Concepts	Understanding
CO2	Discuss about the Management Technics	Understanding
CO3	Evaluate the Management Reforms and E-Governance	Evaluating
CO4	Analyse the New Public Management and Public Policy	Analyzing
CO5	Estimate the challenges and argumentations of NPM	Understanding

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	L	M	S	S	M	L	-	M
CO2	S	S	M	S	S	S	M	L	-	-
CO3	L	M	L	L	S	S	M	L	-	-
CO4	M	M	L	M	S	S	M	L	-	-
CO5	L	L	M	L	S	S	M	L	-	-

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAM3	URBAN GOVERNANCE				

LEARNING OBJECTIVES

- Define the Meaning and Nature of Urban Governance
- Describe about the Urban Development Projects
- Discuss about the Administrative Hierarchy in Administration and Urban Development

UNIT-I: Introductions

Meaning, Nature and Scope of Urban Governance - Urban development - plans, policies and Programmes - Development dynamics in urban administration - civil society - Bridging state power - Urban Infrastructure - Urban Planning - Process of Urbanization

UNIT-II: Project Management

Land Procurement and Acquisition - Funding and Investment options - Construction, Contract, and Safety Management - Consensus building for sustainable urban Development - New Beginnings in people Centred Development.

UNIT-III: Sustainability in Built Environment

Facility Management in Large Complexes - Administrative Hierarchy in Urban Centres - Urban Challenges - Urban Civic Administration - Urban finance - Transparency and Urban Development - Democratic functioning of Urban Local Government - Urban Problems and solutions

UNIT-IV: Urban Development

Urban Development - Means, Methods and Strategies - Urban Entrepreneurship and Technology - Development of service sector and its Contribution to Indian Economy

UNIT-V: Urban Society and Polity

Urban Development and Governance - Urban project Planning and Management - Poverty Alleviation - Means and Techniques.

REFERENCE BOOKS

1. C. Nagaraj Rao, Accountability of Urban Local Government in India, Atlantic Pub., New Delhi, 2007
2. Sudha Mohan, Urban Development and New Localism, Rawat publications, New Delhi, 2005

3. Apurba Kumar Basiston, Urban Local Administration, Growth and Development, Stosius Inc/advent book division, 1986.
4. Raghunandan T.R., Decentralization and Local Governments the Indian Experience, Orient Black swan ,2012

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Explain the meaning and nature of Urban Governance	Understanding
CO2	Estimate the Urban Development	Understanding
CO3	Evaluate the Urban Hierarchy and its Development	Evaluating
CO4	Discuss the development of Indian Economy	Understanding
CO5	Analyse Poverty Alleviation in Urban Society	Analyzing

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	L	M	M	M	S	S	M	-
CO2	L	M	L	L	M	S	S	L	M	-
CO3	M	M	L	L	M	S	S	L	M	-
CO4	-	M	L	L	M	S	M	L	M	-
CO5	-	L	L	L	M	S	M	L	S	-

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAM4	GOVERNANCE, ACCOUNTABILITY AND CORRUPTION				

LEARNING OBJECTIVES

- Define about Corruption and its Remedies
- Discuss about Anti – corruption Organisations
- Analysis about Corruptions and eradication.

UNIT-I

Definition and Types of corruption - Causes of corruption - Consequences of corruption and its Remedies

UNIT-II

Anti- corruption laws in India - Anti- corruption Organisations - Lokpal and Lok Ayukta

UNIT-III

Corruption in Politics - Corruption in Bureaucracy - Corruption in Judiciary

UNIT-IV

Black Money - International aspects of corruption - Steps against Black Money

UNIT-V

Income Tax Department - Central Bureau of Investigation - Central Vigilance Commission

REFERENCE BOOKS

1. Chanakya Niti on Corruption: Glimples of how Chanakya tackled menace of corruption; Kindle Edition by Dev Dantrelia (Author)
2. Corruption and Human Rights in India: Comparative Perspectives on Transparency and Good Governance, by C. Raj Kumar Publisher: OUP India, 2011
3. A Discourse on Corruption In India, by T K Ganguly , Publisher: Alp Books, 2009
4. Handbook on Anti-Corruption Laws (Practice & Procedure) by Dr. Renu, Publisher: The Bright Law House, New Delhi, 2015

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Explain the causes of corruption and its remedies	Understanding
CO2	Describe about the Anti- corruption organizations in India	Understanding
CO3	Analyse the impact of corruption through Politics, Bureaucracy and Judiciary	Analysing
CO4	Discuss about Black Money and steps against Black Money	Understanding
CO5	Evaluate the functions of various agencies against in corruption	Evaluating

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	L	-	L	M	M	-	-	-	-
CO2	-	M	L	L	M	M	M	L	-	-
CO3	L	-	M	M	M	M	L	-	-	-
CO4	M	M	L	M	M	M	L	M	-	-
CO5	M	M	L	M	M	M	L	L	-	-

SEMESTER-V

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAS3	POLITICAL PARTIES AND PRESSURE GOURPS				

LEARNING OBJECTIVES

- Explain the meaning of a political party
- Elaborate the main characteristics of Party System
- Describe the Affiliation of Political Parties and Central and State
- Differentiate between political parties and pressure/interest groups

UNIT – I: Introduction

Political Parties – Meaning – Nature and Functions – Development

UNIT – II: Party System

Types of Party System – Single Party – Bi Party System - Multi Party System

UNIT – III: Process of Affiliation

Registration of Political Parties – Election Manifesto- Symbols and Significance –
Public Meetings – Political Alliance

UNIT – IV: National and Regional Political Parties

Congress, BJP, Communist Parties - Regional Parties: DMK - ADMK.

UNIT – V: Pressure Group Politics

Pressure Groups – Meaning – Types – Functions – Important Pressure Groups -
Difference between Pressure Groups and Political Parties - Lobbying.

REFERENCE BOOKS

1. Urmila Shrama and Sharma – S.K Principles of Political Science – Atlantic Publishers Pvt Ltd, New Delhi.
2. A.C Kapoor – Principles of Political Science, Sultan Chand & Co, New Delhi 1974.
3. Duncan Watts Pressure Groups (Politics Studies) Amazon, Co. UK.
4. Rob Baggott, Pressure Groups today, Manchester University Press, UK.
5. Hardgrave, R.L & Stanly A., Indian Government and Politics in Developing Nation, Thomson Learning INC, U.K. 2008.

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Explain the meaning nature and development of Political parties in India	Understanding
CO2	Discuss about the party System in India	Understanding
CO3	Estimate the Electoral process in Political Parties	Understanding
CO4	Analyse the National and State Level political Parties	Analyzing
CO5	Evaluate the Pressure Groups in Politics	Evaluating

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	L	M	M	M	M	L	M	-
CO2	L	M	M	L	M	L	M	L	-	-
CO3	L	L	L	M	M	M	L	L	-	-
CO4	M	M	M	M	M	-	L	L	-	-
CO5	L	M	L	S	M	L	M	L	-	-

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA13	INTERNATIONAL ORGANISATIONS				

LEARNING OBJECTIVES

- Trace out the Evolution of International Organisation
- Describe the Era of Cold War and International Organisations
- Discuss about the International Agencies and Policies

UNIT-I: Introduction

Evolution of International Organization - Formation of United Nations Organization: Purpose and Structure - Principal Organs of United Nations

UNIT-II: United Nations Organization

United Nations in the Post-Cold War Era - Reforms in United Nations Organisation –

UNIT-III: Emerging Trends

Emerging Trends in International Organization - UN and Disarmament: Revision of UN Charter - United Nations and Collective Security

UNIT-IV: International Agencies

Major Specialised Agencies: UNESCO, WHO, WTO - IMF - World Bank

UNIT-V: International Policies

United Nations and Maintenance of International Peace and Security - United Nations: Environment and Health Policy - Limitations and Constraints

REFERENCE BOOKS

1. A. Le Roy Bennett; International Organization: Principals and Issues (New Jersey, Prentice Hall, 1991).
2. UN, Basic Facts about the United Nations, 2004 ISBN-13: 978-9221009361.
3. David Armstrong (Author), et al, International Organisation in World Politics (The Making of the Twentieth Century), Palgrave Macmillan; 3 edition 2013, ISBN-13: 978-1403903037.
4. Margaret P. Karns, International Organizations: The Politics and Processes of Global Governance, Viva Books; 2010, ISBN-13: 978-8130913896.
5. Michael Barnett, Rules for the World: International Organizations in Global Politics, Cornell University Press 2004, ISBN-13: 978-0801488238.
6. Thomas G. Weiss, et al, The United Nations and Changing World Politics, West view Press Inc, 2013, ISBN-13: 978-0813348476

7. B.N. Mehrish; International Organization: Structure and Processes (Jalandhar, Visha Publications,1996).
8. ShambhaviVendantam; United Nations: Putting World to Work (New Delhi, Vikash,1996)
9. K.P. Saksena; Reforming the United Nations: The Challenge of Relevance (New Delhi, Sage, 1993

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Describe about the Evolution of International Organization	Understanding
CO2	Explain about the Post-Cold War and International Organization	Understanding
CO3	Discuss about the Trends and Issues of International Organization	Understanding
CO4	Analyse the Functions of International Agencies	Analyzing
CO5	Estimate the International Policies	Understanding

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	L	M	M	L	-	L	-	-
CO2	-	M	L	M	M	L	M	-	-	-
CO3	M	M	L	-	M	L	-	L	-	-
CO4	L	M	M	M	M	L	L	L	-	-
CO5	L	M	L	M	M	-	L	L	-	-

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA14	LABOUR WELFARE ADMINISTRATION IN INDIA				

LEARNING OBJECTIVES

- Define the Concepts, Theories and Evolution of Labour Welfare Administration
- Trace out the functions of Centre and State level Labour Welfare Administration
- Describe the Labour Welfare Acts

Unit – I Introduction

Meaning, Nature and Evolution of Labour Welfare Administration – Concept of Labour and Labour Welfare - Theories of labour Welfare

Unit - II Labour Welfare Administration

Labour Welfare Administration at the Centre – Ministry of Labour Welfare & Employment - Ministry for Labour in Tamil Nadu – Tamil Nadu Labour Welfare Board: organisation and functions- Labour Welfare Officer

Unit – III Labour Education and Training

Labour Education and Training - Absenteeism - Labour Turnover - Automation - Accidents - Significance of working conditions

Unit – IV Labour Legislation in India

Employees' Provident Fund and Miscellaneous Provisions Act, 1952 - The Employees' State Insurance Act, 1948 - Apprentices Act, 1961 - The Contract Labour (Regulation & Abolition) Act- The Factories Act, 1948- The Industrial Disputes Act, 1947 – Recent Developments in Labour Welfare Policies

Unit – V Labour Issues

Labour Issues: Child Labour, Women Labour, Bonded Labour, Migrant Workers - Wages - Bonus - Trade Unions - Collective Bargaining - Right to Strike – Retrenchment Labour Condition in MNCs.

REFERENCE BOOKS

1. Goel, S.L. and R.L.Jain, Social Welfare Administration Vol.I and Vol.II, New Delhi: Deep and Deep. 2009.
2. Choudry, Paul., Social Welfare Administration, Delhi: Atma Ram and sons, 2000.
3. Jacob, K.K., Policy in India, Udaipur: Himalaya Publications, 1989.
4. Sachdeva, D.R., Social Welfare Administration, Kitab Mahal. India 2017.
5. Ministry of Information and Broadcasting, Govt. of India, 2017

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the Evolution of Labour Welfare Administration	Understanding
CO2	Compare the Central and State Labour Welfare Boards	Analyzing
CO3	Interpret the Labour Education and Signification of Training	Understanding
CO4	Evaluate the Employees Act in India	Evaluating
CO5	Classify the labourer Issues	Analyzing

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	M	M	S	S	M	L	M	-
CO2	L	M	L	M	M	S	M	L	-	-
CO3	L	M	M	M	L	S	S	L	-	-
CO4	L	M	M	-	M	S	L	L	-	-
CO5	L	M	M	L	S	S	M	L	-	-

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPA15	RESEARCH METHODOLOGY				

LEARNING OBJECTIVES

- Understand some basic concepts of Research and its methodologies
- Define appropriate research problem and parameters
- Analyse the Research Technique and Methods

UNIT-I: Introduction

Definition, Objectives and Scope of social research - Recent trends in social research - Computer and their application in Research

UNIT- II: Research Process

Formulation of Problems - Hypothesis - Research Design

UNIT- III: Research Techniques

Data collection - Interview, Questionnaire, Observation - Sampling - Scaling Techniques

UNIT- IV: Statistical Methods in Research

Classification and Tabulation: Definition. Objects and Types - Correlation - Chi-Square Test.

UNIT- V: Interpretation and Presentation

Data Analysis - Interpretation of Data - Research Report - Index, Foot Notes, endnotes, references, Bibliography.

REFERENCE BOOKS

1. Goode and Hatt: Methods in Social Research, McGraw Hill, New Delhi
2. Hansraj: Theory and Practice in Social Research Subject
3. Young Pauline : Scientific Social Surveys and Research (Prentice Hall)
4. Speeter: Research Design (Sage)
5. Seltiz Cet.al : Research Methods in Social Science

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Explain the Objectives and Scope of Social Research	Understanding
CO2	Describe about Research Problems, Hypothesis and Research Design	Understanding
CO3	Estimate the Research Techniques	Understanding
CO4	Classify the Statistical Methods	Analyzing
CO5	Interpret the Data Analysis	Applying

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	L	-	S	M	-	-	-	S
CO2	M	M	-	-	M	M	L	-	-	S
CO3	L	L	-	-	L	-	L	-	-	S
CO4	L	L	-	-	L	L	-	-	-	S
CO5	L	L	-	-	M	L	-	-	-	S

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAM5	E - GOVERNANCE IN INDIA				

LEARNING OBJECTIVES

- Trace out the Meaning and Evolution and concepts of E-Governance in India
- Define Technics and policy making process
- Analyse the Challenges of E-Governance

Unit I: Introduction

Evolution of E-Governance - Meaning, Scope and Importance of E-Governance - Implementing E-Governance.

Unit II: Concepts

Models of E-Governance: The General Information Dissemination Model - The Critical Information Dissemination Model - The Advocacy Model - The Interactive Model - (Administrative Co-ordination) - (Technical Co-ordination) (Shared or no Co-ordination)

Unit III: Techniques of E - Governance

National E-Governance Plan - E- Governance in Rural Development - E- Governance in Urban Administration - E- Governance in Economic Development - Geographic Information System (GIS) based Management, Citizen Database and Human Development

Unit IV: E – Governance in India

E-Governance Policy - E-Governance Projects in States - E-Governance in India - Electronic Citizen Services: A Comparative outlook

Unit V: The Challenges of E - Governance

A prerequisite of good Governance - E-Readiness - E-Governance in Democratic set-up (Gender, Geographical, Economical, Social and Political) - E- Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure - Nature of Public Private Partnership (PPP).

REFERENCE BOOKS

1. C.S.R. Prabhu, E-Governance: Concepts and Case Studies, PHI Learning Pvt. Ltd., 2013
2. A Critical Impulse to e-Governance in the Asia Pacific by Amrita Singh (Author) Publisher: Springer; 2016
3. Measuring E-government Efficiency: The Opinions of Public Administrators and Other Stakeholders by Manuel Pedro Rodríguez-Bolívar (Editor) Publisher: Springer; 2014

4. New Horizons of Public Administration by Mohit Bhattacharya (Author) Publisher: Jawahar Publishers & Distributors; 2014
5. E-Governance (IGNOU) help book for MPA-17 by Neeraj Publications (Author, Contributor); 2015
6. M.G. Gupta and R.K. Tiwari (eds.), Reinventing the Government, IIPA, 1998
7. Richard Hecks, Implementing and Managing E-Governance, Vistar Publications
8. Jan Erik Lane, New Public Management, Routledges, 2000
9. Work Bank Report, Good Governance: The Business of Government, 1997

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the Evolution of E-Governance in India	Understanding
CO2	Distinguish the Concepts of E-Governance	Understanding
CO3	Analyze the Developmental Concepts in E-Governance	Analysing
CO4	Justify the E-Governance Policy in India	Evaluating
CO5	Criticize the Trends and Issue of E-Governance	Evaluating

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M	M	L	-	M	S	L	-	-	-
CO2	L	M	-	L	M	S	L	-	-	-
CO3	L	M	M	L	M	S	L	-	-	-
CO4	L	L	L	L	M	S	L	-	-	-
CO5	-	L	L	L	M	S	L	-	-	-

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAM6	POLITICAL ECONOMY				

LEARNING OBJECTIVES

- Define Nature, Scope and approaches of Political Economy
- Describe Economic planning and Reforms in India after Independence
- Discuss about the Indian New Economic policies and Trade Policy's.

UNIT-I: Introduction

Definition - Nature and Scope of Political Economy - Approaches to the study of political economy - Independent India: Nature and Economic Development in India

UNIT-II: Economic Planning

Socialistic Mode of Planning - Goals of planning - problems of planning - Crisis of political Stability and National Economic Planning - 11th and 12th plan

UNIT-III: Economic Reforms

Economic Reforms in India since 1947 - Land reform - Abolition of Zamindari system - Gandhi's economic reform - Mixed Economy - Structural Adjustment Programme (SAP) - Macroeconomic Reforms of 1990's.

UNIT-IV: New Economic Policy

Liberalization, Privatization and Globalization - WTO regime and India's response - Capital Market - FDI

UNIT-V: India's Trade Policy

Public sector and Industries in India - Maharatna, Navratna, Miniratna - India and IMF, World Bank - Disinvestment.

REFERENCE BOOKS

1. Francine R. Frankel, India's political Economy: 1947-2004, 2nd Edition OUP, 2004
2. Vijay Joshi and IM Little. India's Economic Reform OUP, 2011
3. Rahul Mukherjee, India's Economic Transition, OUP 2011
4. Ghanshyam shah: Capitalist Development- Critical Essay: Popular Press, Bombay, 1990

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Define the Nature, Scope and Approaches of Political Economy	Remembering
CO2	Enumerate the Social and National Economic Planning	Remembering
CO3	Explain the Indian Economic Structure	Understanding
CO4	Evaluate the Global Concept of Economic Policy	Evaluating
CO5	Describe the India's Trade Policy	Understanding

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	L	L	M	M	M	L	-	-	-
CO2	-	L	L	L	M	S	L	-	-	-
CO3	L	M	L	L	M	S	M	L	M	-
CO4	L	M	M	M	M	S	S	L	L	-
CO5	-	M	L	L	-	S	S	-	-	-

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAM7	ORGANISATIONAL BEHAVIOUR				

LEARNING OBJECTIVES

- Trace out the Meaning, Significance, Theories and Approaches of Organisational Behaviour
- Discuss about Behavioural Management and Motivation
- Describe the Organisational Development and Behaviour

UNIT—I: Introduction

Meaning and Significance - Formal and Informal Organisation - Process and techniques of decision-making – Communication - Theories of Leadership: Traditional and Modern.

UNIT-II: Diversity, Personality and Behavioural Management.

Workforce Diversity - Demographic and Personality Differences - Managing Diversity - Theories of personality - Measurement of Attitude, Attitudes and Productivity - Learning Processes, Reward System and Behavioural Management

UNIT-III: Group Dynamic's, Conflict and Motivation.

Meaning, Types of Groups, Group Size, Status, Group norms and cohesiveness, Group Effectiveness, Models of Group Behaviour - Organisational Conflict: Meaning, Features, Stages, Conflict Management and Negotiation - Motivation and Team work: Theories and Models, High Performance Job Designs.

UNIT-IV: Organisational Change and Development

Meaning, Models and Change Agents, Processes in Planned Change - Change Innovation and Stress Management - Organisational Dynamics: Macro Perspectives, Power and Politics - Organizational Development Interventions.

UNIT – V: Organisational Behaviour

Organisational Behaviour and Development - Intellectual Capital - E-commerce, Virtual Organizations, Life-long learning - Ethical Behaviour, Social Responsibility, Global Dimensions, Development Interventions today

REFERENCE BOOKS

1. Newstrom John W. & Davis Keith Organisational Behaviour, New Delhi, Tata McGraw Hill, 2004.
2. Prasad L.M. Organisational Theory and Behaviour, New Delhi, Su/tan Chand and Co., 2005.
3. Robbins Stephen P. Organisational Behaviour, Delhi, Prentice Hall, 2005
4. Singh Nirmal, Organisational Behaviour Concepts, Theory and Practices, Deep and Deep, New Delhi, 2003.
5. John W Newstrom, Organizational Behavior: Human Behavior at Work, McGraw-Hill Higher Education; 13 edition (May 2010)
6. Stephen P. Robbins, Organizational Behavior, Pearson Education; 15 edition (2013)

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Describe the behavioral Approaches and Models	Understanding
CO2	Discuss about the Theories of Personality and Attitudes	Understanding
CO3	Classify the Groups and Motivational Theories	Analysing
CO4	Estimate the Organizational Development Concepts	Understanding
CO5	Apply the Ethics of organizational Behaviour	Applying

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	S	M	L	S	L	L	-	-	-
CO2	M	S	M	M	S	M	-	-	M	-
CO3	M	S	M	L	M	M	M	-	-	-
CO4	M	S	M	L	M	M	L	L	-	-
CO5	L	S	L	L	M	L	-	-	-	M

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAM8	UNDERSTANDING GLOBALIZATION				

LEARNING OBJECTIVES

- Estimate the concept of Globalisation and Trade
- Discuss about the Globalisation of Development in Developing Countries
- Analyse the Issues in Globalisation

Unit –I: Understanding Globalization

Historical perspectives and evolution of globalization - New Economic Policy (NEP). The dimensions of globalization: sociological, historical, political and economical. Concept of Liberalization, Privatisation and Globalization (LPG)

Unit –II: The globalization of economy and trade

Brief history of multilateral institutions, their structure and working: IMF and World Bank. The WTO: Organisational structure and decision making process and its evolution.

Unit – III: The globalization of development and democracy

World development patterns: divergence and convergence; The political economy of aid: the donors. Politics of foreign Aid - The instruments and international pressure: conditional aid, sanctions shaming campaigns.

Unit –IV: Agricultural globalization in developing countries

Agricultural Industry and services in the globalization process: Labour, Migration and outsourcing. Financial globalization: footloose capital and capital controls – Patent rights.

Unit V: Issues in Globalization

Alternative perspectives on its nature and character - Questioning the benefits of economic integration: Inequality in global economy - Globalization social and political movements

REFERENCE BOOKS

1. M. Albrow and E. King (eds.), Globalization, Knowledge and Society (London: Sage, 1990)
2. Afridi, Farzana (2017) Governance and Public Service Delivery in India, Synthesis paper, International Growth Centre.
3. Ali, Farazmand (2018) Global Encyclopedia of Public Administration, Public Policy, and Governance, Springer International Publishing.

4. Erik Hans Klijn and Joop Koppenjan (2016), Governance Networks in the Public Sector, Routledge, New York and London.
5. Medury, Uma(2012), Public Administration in the Globalisation Era : The New Public Management Perspective”, Orient Blackswan, New Delhi
6. v. Stephen P. Osborne (2010), The New Public Governance, Emerging Perspectives on the Theory and Practice of Public Governance, Routledge, New York and London
7. Chand, Vikram K. (2010), Public Service Delivery in India: Understanding the Reform Process, New Delhi: Oxford University Press

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Trace out the historical perspectives and Evolution of Global concepts	Understanding
CO2	Explain the functions of International Organizations	Understanding
CO3	Describe the development Activities of International Aids	Remembering
CO4	Analyse the Agricultural developments in global context	Analyzing
CO5	Estimate the Impact of globalization issues in Economic Development	Understanding

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L	M	L	L	M	S	S	-	-	-
CO2	L	M	L	L	M	L	S	-	-	-
CO3	L	M	L	S	L	M	S	-	-	-
CO4	M	L	L	M	M	M	S	L	M	-
CO5	M	M	L	L	M	M	S	L	L	-

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAPR	PROJECT WORK (GROUP)				

SEMESTER-VI

Course code	Course name	Lecture(L)	Tutorial(T)	Practical(P)	Credit
22UPAS4	JOURNALISM AND MASS COMMUNICATION				

LEARNING OBJECTIVES

- Define the Mass Communication in India
- Describe about the News Agencies and its Ethics
- Discuss about Reports, Investigative Journalism and Recent Trends in Social Media.

UNIT-I

Journalism - its definition - Mass Media - Kinds of Mass Media - Mass Communication in India.

UNIT-II

News - news values - News Agencies - Freedom of the press and Ethics in Journalism - Press Council

UNIT-III

Reports – Types - Role and responsibilities - Reporting Crimes - Public meeting - Art of Interview and its types – Investigative Journalism

UNIT –IV

Writing – Type of Writers - Page Make up - Proof-Reading

UNIT-V

Role of Press in India - Recent Advertisements in Electronic and Print Media - Social media.

REFERENCE BOOKS

1. James.M.Neal and Suxanne S.Brown- News Writing,Reporting
2. Pathayali Seth- Professional Journalism
3. Ahuja-Introduction to Journalism
4. S.Natarajan- AHistory of the Press in India
5. Mehta.D.S-Mass Communication and Journalism in India
6. Rangasamy Parthasarathy- Journalism in India

COURSE OUTCOMES

On successful completion of the course, students will be able to

S. NO.	COURSE OUTCOME	BLOOMS VERB
CO1	Define the Different kinds of Mass Media in India	Remembering
CO2	Explain the News Values and News Agencies in India	Understanding
CO3	Apply the Knowledge about News Reports	Applying
CO4	Explain the Proof reading and Page Makeup	Understanding
CO5	Criticize about the impact of Social Media	Evaluating

MAPPING WITH PROGRAM OUTCOMES

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	L	-	L	M	L	M	-	-	-
CO2	L	L	L	L	M	M	L	-	-	-
CO3	L	M	M	L	M	L	L	-	-	L
CO4	M	L	L	-	M	L	L	-	-	-
CO5	-	L	-	L	L	L	L	-	-	M