

# **DEPARTMENT OF PUBLIC ADMINISTRATION**

## **CHOICE BASED CREDIT SYSTEM (CBCS)**

### **Learning Outcome-based Curriculum Framework (LOCF)**

## **M.A PUBLIC ADMINISTRATION**

### **SYLLABUS 2023 - 2024**



**MADRAS CHRISTIAN COLLEGE  
(AUTONOMOUS)**

**Affiliated to University of Madras  
Tambaram, Chennai – 600 059**

## **VISION**

Madras Christian College aspires to be an Institution of excellence transforming lives through education with a commitment to service.

## **MISSION**

Madras Christian College (MCC) with the inspiration of the love of God offers to people of all community's education of the whole Madras Christian College (MCC) with the inspiration of the love of God offers to people of all community's education of the whole person, which is congruous with God's revelation in Christ of the true nature of humanity and is appropriate to the needs of India and of the world. person, which is congruous with God's revelation in Christ of the true nature of humanity and is appropriate to the needs of India and of the world.

## **Graduate Attributes**

The Madras Christian College defines the philosophy underpinning its academic programmes and student life experience on campus through the Graduate Attributes (GA), that describe the knowledge, competencies, values and skills students imbibe for holistic development and contribution to society. These attributes encompass characteristics that are transferable beyond the domain of study into the national and international realm fostered through curricular, co-curricular and extra-curricular engagements.

### **GA 1: Intellectual Competencies**

- Graduates of MCC have a comprehensive and incisive understanding of their domain of study as well as the capability for cross-disciplinary learning.
- They have the ability to apply the knowledge acquired through the curriculum as well as self-directed learning to a broad spectrum ranging from analytical thinking to synthesizes new knowledge through research.
- Forming independent individual opinions regarding academic cores and socially relevant issues.

### **GA 2: Professional Ethics**

- Graduates of MCC develop ethical and professional behaviour, which will be demonstrated in their chosen careers and constructive citizenship roles.

- They imbibe intellectual integrity and ethics in scholarly engagement and develop a spirit of inclusiveness through interactions with people of special needs and diversity.

### **GA3: Leadership Qualities**

- Graduates of MCC inculcate leadership qualities & attitudes, and team behaviour along democratic lines through curricular, co-curricular and extra-curricular activities
- They develop managerial and entrepreneurial skills to ideate and create new opportunities along with career readiness and capacity to take up various competitive exams.

### **GA 4: Holistic Skill Development**

- Graduates of MCC develop critical thinking, problem-solving, effective communication, emotional and social skills
- They develop digital competency to live, learn and serve in society.

### **GA 5: Cross-Cultural Competencies**

- Graduates of MCC imbibe cross-cultural competencies through engaging with diverse linguistic, ethnic and religious communities providing scope to understand, accept and appreciate individuals at local, national and international levels.
- They develop a global perspective through contemporary curriculum, culture, language and international exchange programmes.

### **GA 6: Service-Oriented Focus**

- Graduates of MCC have sensitivity to social concerns and a conviction toward social justice through a commitment to active social engagement.
- They are endowed with a strong sense of environmental awareness through the curriculum and campus eco-system.

## GA 7: Value-Based Spiritual Development

- Graduates of MCC are rooted in the principles of ethical responsibility and integrity permeated with Christian values leading to the building of character.
- They develop virtues such as love, courage, unity, brotherhood, industry & uprightness.

### Programme Outcomes

Programme Outcomes (POs) of Madras Christian College define the minimum level that students are expected to do, achieve and/or accomplish in order to graduate from a particular programme.

These Outcomes are a framework to assess the nature of learning activity experienced within the programme..

### POs for Postgraduate Programmes

PG Programmes are designed to have the following outcomes			
Upon completion of a Postgraduate programme, the student will be able to			
PO	PO	Description of PO	Mapped with GA
PO 1	Domain Knowledge	Develop intensive and extensive knowledge and expertise in their respective domains	GA1, GA3 & GA4
		Evaluate and create/construct domain specific knowledge in areas of learning, research and industry	
		Formulate and extrapolate the knowledge gained to apply in real-life situations and competitive examinations	
		Develop an aptitude for self-directed learning for excellence in their chosen area within the domain of study	

<b>PO 2</b>	<b>Applicative knowledge and</b>	<b>Translate theoretical understanding to experimental knowledge and solve complex problems using Systems/Design Thinking.</b>	<b>GA1, GA3 &amp; GA4</b>
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	<b>Lateral Thinking</b>	<b>Apply advanced knowledge and approaches to solve concrete and abstract problems in domain-related and multi-disciplinary issues.</b>	
		<b>Able to solve problems using unconventional and creative approaches.</b>	
<b>PO 3</b>	<b>Interdisciplinary knowledge</b>	<b>Develop aptitude for innovation and entrepreneurship</b>	<b>GA1, GA4, GA5 &amp; GA6</b>
	<b>Innovation and Research</b>	<b>Identify contemporary research problems, analyze data and propose solutions</b>	
<b>PO 4</b>	<b>Scientific Communication skills</b>	<b>Document, prepare and present scientific work as reports and research articles in academic forums</b>	<b>GA1, GA4, GA5 &amp; GA6</b>
		<b>Critically assess, review and present theories, principles and concepts</b>	
<b>PO 5</b>	<b>Digital skills</b>	<b>Use of domain-related advanced software resources, computational skills and digital tools for data analysis, visualization and interpretation</b>	<b>GA1, GA2, GA3 &amp; GA4</b>
		<b>Ethically apply digital skills to creatively communicate a wide range of ideas and issues related to academic experiences</b>	

<b>PO 6</b>	<b>Ethical practices</b>	<b>Apply domain specific ethical principles and practices in academic, professional and social engagements</b>	<b>GA2, GA6 &amp; GA7</b>
<b>PO 7</b>	<b>Career readiness and higher education</b>	<b>Choose from diverse career options available in local, national and international realms.</b>	<b>GA1, GA2 &amp; GA5</b>
		<b>Carry out further research or pursue higher education in the country or abroad</b>	

<b>Programme Specific Outcomes (PSO) for Public Administration Programme</b>		
<b>Upon completion of a Postgraduate Programme in Public Administration the student will be able to</b>		
<b>PSO#</b>	<b>Description of PSO</b>	<b>PO</b>
<b>PSO1</b>	Discerning the significance of Public Administration enriched with its historical & philosophical foundation and also to develop a profound knowledge in citizen rights and Constitutional guarantees.	<b>PO1</b>
<b>PSO2</b>	Encouraging interdisciplinary, multi-disciplinary and transdisciplinary research work for a systematic enquiry to address problems & concerns using scientific methods, tools and techniques also fostering values & ethics promoting cultural diversity, democratic values & a conscious civic society.	<b>PO2, PO3, PO6 &amp; PO4</b>
<b>PSO3</b>	Conducting policy analysis, evaluation and strategies for efficient, effective & feasible policy research and instilling and integrating sustainable development goals & environmental conservation.	<b>PO2 &amp; PO3</b>
<b>PSO4</b>	Developing skills to document, prepare reports, write research articles and nurturing skills for oral presentation and scientific writing.	<b>PO4</b>
<b>PSO5</b>	Engaging learners with the changing dynamics of governmental agencies and the use ICT & modern technologies and also nurturing and promoting skill development & exposing students to simulation studies & fieldwork for employability.	<b>PO5 &amp; PO7</b>

<b>Weightage for Correlation</b>		
<b><math>0 \leq C \leq 5\%</math></b>	<b>No correlation</b>	<b>-</b>
<b><math>5\% &lt; C \leq 40\%</math></b>	<b>Low / Slight</b>	<b>1</b>
<b><math>40\% &lt; C &lt; 60\%</math></b>	<b>Moderate</b>	<b>2</b>
<b><math>60\% \leq C &lt; 100\%</math></b>	<b>Substantial / High</b>	<b>3</b>





**M.A. PUBLIC ADMINISTRATION**  
**(Revised CBCS Course Structure 2023-2024 ONWARDS)**

SEMESTER	PART	COURSE CODE	Course Title	Instruction Hours per cycle	Duration of Exam	Marks			Credits
						ICA	ESE	TOTAL	
SEMESTER ONE	CORE		Administrative Thought	6	3	50	50	100	5
	CORE		Organizational Behaviour	6	3	50	50	100	5
	CORE		Indian Constitution	6	3	50	50	100	4
	CORE		Principles of Public Administration	6	3	50	50	100	4
	ELECTIVE		Environmental Administration and Disaster Management	6	3	50	50	100	5
	ELECTIVE		Public Relations Management						
SEMESTER TWO	CORE		Modern Administrative System	6	3	50	50	100	4
	CORE		Public Policy Analysis	5	3	50	50	100	4
	CORE		Research Methodology	6	3	50	50	100	5
	CORE		Indian Administration	6	3	50	50	100	4
	ELECTIVE		Social Welfare Administration	5	3	50	50	100	5
	ELECTIVE		Health care and Hospital Administration						
	SOFT SKILL PROGRAMME			2	3	50	50	100	4

**M.A. PUBLIC ADMINISTRATION**  
**(Revised CBCS Course Structure 2023-2024 ONWARDS)**

SEMESTER	PART	COURSE CODE	Course Title	Instruction Hours per cycle	Duration of Exam	Marks			Credits
						ICA	ESE	TOTAL	
SEMESTER THREE	CORE		Human Resource Management	6	3	50	50	100	4
	CORE		Development Administration	6	3	50	50	100	5
	CORE		Local Government in India	5	3	50	50	100	4
	CORE		Public Financial Administration	6	3	50	50	100	5
	ELECTIVE		India & International Relations	5	3	50	50	100	5
	ELECTIVE		Administration of Public Enterprises						
	SOFT SKILL PROGRAMME			2	3	50	50	100	4
SEMESTER FOUR	CORE		Administrative Law	6	3	50	50	100	4
	CORE		E-Governance in India	6	3	50	50	100	4
	CORE		Engaged Governance	6	3	50	50	100	4
	CORE		Dissertation with Viva Voce	6	3	50	50	100	5
	ELECTIVE		Human Rights Administration	6	3	50	50	100	5
	ELECTIVE		Gender and Administration						
	INTERNSHIP			15 Days					2
	TOTAL CREDITS				100				

**COURSE TITLE: ADMINISTRATIVE THOUGHT**

<b>Course Code</b>	<b>232PA1M01</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>I</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To gain a strong understanding on the main administrative ideas of major administrative thinkers and to acquire knowledge on different theoretical approaches and administrative practices.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Relate the evolution of public administration with theory building.	<b>PSO1, PSO2, PSO3</b>	<b>K1</b>
<b>CO 2</b>	Explain the administrative phenomena in myriad situations and times comparing it with modern times.	<b>PSO1, PSO3 &amp; PSO4</b>	<b>K2</b>
<b>CO 3</b>	Apply the principles advocated by contemporary administrative thinkers to modern industrial practices.	<b>PSO2, PSO3 &amp; PSO4</b>	<b>K3</b>
<b>CO 4</b>	Examine the theories and laws that govern the principles of Public Administration.	<b>PSO2, PSO3 &amp; PSO5</b>	<b>K4</b>
<b>CO 5</b>	Appraise the various administrative models postulated by Modern theorists on administration.	<b>PSO2, PSO3 &amp; PSO4</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<b>Administrative Theory:</b> Concept, significance and importance of theory, Evolution and Emerging Trends in Administrative theory <b>Dichotomy Theorists:</b> Woodrow Wilson: Politics Administration Dichotomy, Frank Goodnow: American Public Administration	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<b>Indian Theorists:</b> Kautilya - Artha shastra, Tiruvallur - Governance and Management, Ambedkar - The Constitution of India <b>Classical Theorists:</b> Fredrick Winslow Taylor: Scientific Management theory, Henry Fayol: Foundations of Management, Luther Gullick and Lyndall Urwick: Science of Administration	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<b>Human Relations Theorists:</b> Elton Mayo: Human Relations Movement, M.P. Follet: Constructive Conflict and Leadership <b>Bureaucratic Theorists:</b> Max Weber: Bureaucracy, Karl Marx: State and Bureaucracy	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<b>Behavioral Theorists:</b> Chester Barnard: Formal and Informal Organizations and Functions of the Executive, Herbert Simon: Administrative Behavior and Decision Making, Chris Argyris: Organizational development <b>Management &amp; Leadership Theorists:</b> Rensis Likert: Organizational structure and Management Practices, P.F. Drucker: Management by Objectives	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

<b>V</b>	<p><b>Motivation Theorists:</b> Abraham Maslow: Need Hierarchy Theory</p> <p>Douglas McGregor: Motivation and Human Behaviour, Fredrick Herzberg: Motivation Studies and Job Enrichment</p> <p><b>Modern Theorists and Writers on Administration:</b> Y. Dror: Public Policy, Fred. W. Riggs: Administrative Models, Dwight Waldo: The Administrative State and Future of Administration</p>	<b>18</b>	<p><b>CO1,</b></p> <p><b>CO2,</b></p> <p><b>CO3,</b></p> <p><b>CO4,</b></p> <p><b>CO5</b></p>	<p><b>K1,</b></p> <p><b>K2,</b></p> <p><b>K3,</b></p> <p><b>K4,</b></p> <p><b>K5</b></p>
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## References

- Ravindra Prasad, V.S. Prasad and Sathya Narayana, *Administrative Thinkers*, Sterling Publishers Pvt.Ltd., New Delhi, 2011.
- Luther Gullick & Lyndall Urwick (eds.), *Papers on Science of Administration*, New York Institution of Public Administration, New York, 1937.
- Maheshwari. S.R., *Administrative Thinkers*, Macmillan Publications, New Delhi, 2014.
- Amitai Etzioni, *Modern Organisation*, Englewood Cliffs, N.J., Prentice-Hall, New Jersey, 1964. Peter Self, *Administrative Theories and Politics: An Enquiry into the Structure and Processes of Modern Government*, Harper Collins Publishers Ltd, London, 1977.
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- Ashok Kumar, *Administrative Thinkers*, Saurabh Publishing House, New Delhi, 2008.
- Rakesh Hooja , Ramesh K Arora , *Administrative Theories: Approaches, Concepts and Thinkers in Public Administration*, Rawat Publications, New Delhi 2007.

## Suggested Reading

- Rumki Basu, *Public Administration: Concepts and Theories*, Sterling Publication, New Delhi, 2004.
- Rajam.M. *Thirukkural: Pearls of Inspiration*, Co, Kolkata, 2009.
- Sapru. R.K., *Administrative theories and Management Thought*, India Learning Pvt. Ltd, New Delhi. 2013.
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- Laxmikanth, M. *Public Administration*. New Delhi, Tata McGraw-Hill Publishing 8 Company Ltd, 2012.
- Kumar, Ashutosh., & Singh, M. K, *Administrative Thinkers*. New Delhi, Anmol Publisher, 2011. Goel, S.L *Administrative and Management Thinkers: Relevance in New Millennium*. New Delhi, Deep & Deep Publications Ltd, 2008
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## Web Resources

### Google Books

- Maslow, Abraham Harold. *A Theory of Human Motivation*. United States, Lulu.com, 1974.
- Max Weber: *Bureaucracy, Charisma, Charismatic Authority, Disenchantment, Ideal Type, Inner-Worldly Asceticism, Interpretations of Weber's Liberalism*, Canada, General Books, 2013.
- Administrative Theory: Principles and Approaches Author Dr. Jayanta Kumar Dash & Ratnaprava Barik, [https://ddceutkal.ac.in/MA\\_Pol\\_Science/PAPER-2.pdf](https://ddceutkal.ac.in/MA_Pol_Science/PAPER-2.pdf)
- eGyanKosh/IGNOU Self Learning Materials (SLM)/ School of Social Sciences, Administrative theory <https://www.egyankosh.ac.in/handle/123456789/25205>

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	2	3	2		2			3	2	2			K1
CO 2	3	2	2	2					3		2	2		K2
CO 3		3	3	2						3	3	2		K3
CO 4	3	2	2	2						3	3		2	K4
CO 5	3	2	2							3	3	2		K5
Wt. Avg.	3	2.2	2.4	2		2			3	2.75	2.6	2	2	
Overall Mapping of the PO							2.36		Overall Mapping of the PSO				2.53	

## COURSE: ORGANIZATIONAL BEHAVIOUR

<b>Course Code</b>	<b>232PA1M02</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>I</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To be able to comprehend the various aspects of human behavior. To be able to recognize various aspects which influence individual behavior. To be able to recognize and analyze aspects which determine group dynamics.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels(K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Define the types, models of organizational behavior and the contemporary challenges faced by organizations.	<b>PSO1 PSO2, PSO3,</b>	<b>K1</b>
<b>CO 2</b>	Explain the various psychological tools used for assessing individual behavior.	<b>PSO1, PSO3 &amp; PSO5</b>	<b>K2</b>
<b>CO 3</b>	Construct models for group dynamics and interpersonal behavior and learn certain application skills	<b>PSO2, PSO3 &amp; PSO4</b>	<b>K3</b>
<b>CO 4</b>	Analyze the organizational dynamics, structure, design, culture and forms.	<b>PSO1, PSO2 &amp; PSO3</b>	<b>K4</b>
<b>CO 5</b>	Assess the emerging trends and challenges organizations face due to technological transformation.	<b>PSO2, PSO4 &amp; PSO5</b>	<b>K5</b>



SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<b>Organisational Behaviour:</b> Meaning, Evolution, Importance, Types, Contemporary Challenges. Models: Autocratic, Custodial, Supportive and Collegial Model	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<b>Individual Dimensions of Organisation Behaviour:</b> Foundations of Individual Behaviour: Personal, Psychological, Organisational systems and resources, Environmental Factors. Psychological assessment tools: 16 PF, MBTI Perception, Learning, Attitudes and Values, Motivation: Theories and Practices	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<b>Group Dimensions of Organisational Behaviour:</b> Interpersonal behaviour, Transactional Analysis, Group Dynamics: Formal and Informal groups, Group Decision Making, Teamwork, Leadership, Communication, Organisational Conflicts, Stress Management.	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<b>Organisational Dynamics: Power and Politics,</b> Organisation Structure, design and forms, Ethical Behaviour, Corporate Social Responsibility, Organisational Culture, Organisational Effectiveness, Diversity and Sensitivity Training.	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
V	<b>Development Interventions:</b> Macro Perspectives, Organisational Change and Development, Processes in Planned Change, Emerging challenges, Globalization, Technology Transformation, Case Studies.	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

## **References**

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- Prasad L.M., Organisational Theory and Behaviour, Sultan Chand and Co, New Delhi, 2005 John W. & Davis, Organisational Behaviour, Tata McGraw Hill, New Delhi, 2004 Prasad Allan Banerjee, Management of Human Resources, Sterling, New Delhi, 1985 Robbins Stephen P, Organisational Behaviour, Prentice Hall, New Delhi, 2005
- Singh Nirmal, Organisational Behaviour: Concept, Theory and Practice, Deep and Deep Publications, New Delhi, 2003.

## **Suggested Reading**

- Richard Pettinger, Organisational Behaviour: Performance Management in Practices, Routledge, 2010.
- Treven, Sonja, Mulej, Mumtaz, Lynn, Monty, The Impact of Culture on Organisational Behaviour, Management, Journal of Contemporary Management Issues, Vol 13, No.2, July 1, 2008.
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- Ricky W.Griffin, Anne M. O’Leary Kelly, Bass, The Dark Side of Organisational Behaviour, 2004.
- Jeong-Han, Han Sang, A Typology of Organisational Behaviour: At the Cross Road of Risk and Uncertainty, Development and Society, Vol 39, No. 2, December 2010
- Frances James G & Milbourn Gene, Human Behaviour in work Environment: Managerial Perspective, Good Year Publication Co, New York, 1980
- In Vance Gibson, Organisations: Behaviour, Structure and Process, Business Publications, Texas, 1979
- Korman Abraham K. Luthans Fred, Organisational Behaviour, Prentice Hall, NJ, 1997

## **Web Resources**

- [www.investopedia.com](http://www.investopedia.com)
- [https://www.macmillanlearning.co.uk/resources/chapters/9781137429445\\_.pdf](https://www.macmillanlearning.co.uk/resources/chapters/9781137429445_.pdf)
- <https://hostnezt.com/cssfiles/businessadmin/Organizational%20Behavior%20By%20Stephen%20P%20Robbins%20&%20Timothy%20A%20Judge%205th%20Ed.pdf>
- <https://www.iedunote.com> › organiz
- <https://www.marketing91.com> › org

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3		2	2					3	2	2			K1
CO 2	3	3			2	2			3		2		2	K2
CO 3	3				2	2				3	2	2		K3
CO 4	3		3		2	3			2	3	2			K4
CO 5	3	3	2	2						3		2	2	K5
Wt. Avg.	3	3	2.33	2	2	2.33			2.66	2.75	2	2	2	
Overall Mapping of the PO							2.5		Overall Mapping of the PSO					2.333

## COURSE TITLE: INDIAN CONSTITUTION

<b>Course Code</b>	<b>232PA1M03</b>		
<b>Credits</b>	<b>4</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>I</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	<p>To describe the historical background of the Constituent Assembly of India and relate the importance of the Constitutional Principles.</p> <p>To categorize the role and functions of the administrative machineries at the Union and the State Level.</p> <p>To examine the role, functions and significance of the Constitutional and Non-Constitutional Bodies.</p>		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
CO1	Trace and Relate the evolution of the Indian Constitution	<b>PSO1</b>	<b>K1</b>
CO2	Relate and apply the importance of Fundamental Rights Fundamental Duties and Directive Principles of State Policy to the present day context.	<b>PSO1, PSO2 &amp; PSO4</b>	<b>K2</b>
CO3	Identify and apply the working of the administrative machineries at the Union and State level with suitable Examples	<b>PSO1 &amp; PSO2</b>	<b>K3</b>
CO4	Distinguish and examine the roles and responsibilities of the Constitutional and Non constitutional Bodies	<b>PSO2 &amp; PSO4</b>	<b>K4</b>
CO5	Elaborate and discuss the constitutional functions providing present day instances.	<b>PSO2 &amp; PSO4</b>	<b>K5</b>

## SYLLABUS

UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
<b>I</b>	<b>Introduction:</b> Historical Background – Constituent Assembly of India – Philosophical Foundation of the Indian Constitution – Preamble – Fundamental Rights – Directive Principles of State Policy – Fundamental Duties – Citizenship including provisions of the Indian Citizenship Act, 1955 – Constitutional Remedies for Citizens	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
<b>II</b>	<b>Union Government:</b> President – Vice President – Prime Minister – Cabinet – Parliament – Supreme Court of India – Judicial Review	<b>16</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
<b>III</b>	<b>State Government:</b> Governor – Chief Minister – Cabinet – State Legislature – Judicial system in States – High Courts and other Subordinate Courts.	<b>16</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
<b>IV</b>	<b>Constitutional Bodies:</b> Election Commission – Union Public Service Commission- State Public Service Commission – Finance Commission – National Commission for SC/ST – Comptroller and Auditor General – Attorney General of India – Advocate General of India. <b>Non-Constitutional Bodies:</b> Planning Commission – National Development Council– National Human Rights Commission – State Human Rights Commission - Central Information Commission – State Information Commission – Central Vigilance Commission– Central Bureau of Investigation – Lokpal and Lok Ayukta	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

<b>V</b>	<b>Constitutional Functions:</b> Indian Federal System – Centre State Relations – President’s Rule – Constitutional Amendments – Assessment of the working of the Parliamentary system in India.	<b>18</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
<b>Activities</b>  Discussion, Library Visits, Blended Learning, Case study, Educational Visits				

## Assessment Tasks

Book Review, Debates, Group Discussion, Quiz, Assignments

## TEXT BOOKS

- Bidyut Chakrabarty and Prakash Chand, “*Indian Administration: Evolution and Practice*”, Sage Publications India Pvt.Ltd., 2016
- Durga Das Basu, *Introduction to the Constitution of India*, Prentice Hall of India, New Delhi, 2014

## Suggested Reading

- Madhav Khosla, “*India’s Founding Moment – The Constitution of a Most Surprising Democracy*”, Maurice and Lula Bradley Smith Memorial Fund, 2020
- Granville Austin, “*The Indian Constitution, Cornerstone of a Nation*”, Clarendon Press, ed. 2020.

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Fadia B.L., Kuldeep Fadia, *Public Administration – Administrative Theories and Concepts*, Sahitya Bhawan Publications, New Delhi, 2010.
- Amreshwar Avasthi, Shriram Maheshwari, *Public Administration*, Lakshmi Narain Agarwal, Agra, 2010.  
M. Laxmikanth, “*Indian Polity*”, Mc. Graw Hill, 7<sup>th</sup> edition

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3								3					K1
CO 2	2	3						3	2	3		3		K2
CO 3	2	3	3						2	3				K3
CO 4			3					3		2		3		K4
CO 5		3			3			3		2		3		K5
Wt. Avg.	2.33	3	3		3			3	2.33	2.5		3		
Overall Mapping of the PO							2.833		Overall Mapping of the PSO					2.61



**COURSE TITLE: PRINCIPLES OF PUBLIC ADMINISTRATION**

<b>Course Code</b>	<b>232PA1M04</b>		
<b>Credits</b>	<b>4</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>I</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	<p>To gain knowledge about the evolution and the growth of Public Administration as a discipline.</p> <p>To obtain a conceptual perspective of the principles of Public Administration.</p> <p>To learn the basic principles and approaches of Public Administration.</p>		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
CO1	Acquire knowledge of the elements, theories and principles of Public Administration as a discipline.	<b>PSO1</b>	<b>K1</b>
CO2	Get theoretical clarity of basic concepts and dynamics relating to Public Administration.	<b>PSO1 &amp; PSO3</b>	<b>K2</b>
CO3	Appraise the developments taking place in the discipline of Public Administration.	<b>PSO2 &amp; PSO3</b>	<b>K3</b>
CO4	Infer the dynamics and importance of Public Accountability in Administration.	<b>PSO2&amp; PSO5</b>	<b>K4</b>
CO5	Appraise the concept of good governance and Public Administration in 21 <sup>st</sup> century.	<b>PSO2, PSO3 &amp; PSO5</b>	<b>K5</b>

## SYLLABUS

UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<b>Public Administration as a discipline</b> Meaning, Nature, and Significance of Public Administration – Evolution of the discipline and its present status – Approaches of Public Administration – Classical, Human Relations, Rational- Choice, Systems and Ecological approach. Public Administration and its relationship with other social sciences - Public Choice approach – Challenges of Liberalization, Privatization and Globalization.	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<b>New Public Administration &amp; New Public Management</b> <b>New Public Administration:</b> Meaning and genesis -nature-concepts – major conferences; Minnow brook I, II & III- Features, Structure,Significance, Goals, Issues and Criticism <b>New Public Management:</b> Introduction and background – reasons for the emergence of NPM-limitations of traditional Public Administration- Themes – Ideological and theoretical basis corethemes of NPM – Issues and Criticism	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<b>Techniques of Administrative Improvement</b> Organization and methods – Work study and work management – e governance and information technology – Management aid tools - network analysis, MBO, MIS, PERT, CPM.	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

<b>IV</b>	<b>Public Accountability and Control</b> Meaning and changing nature of Accountability Concept and types – Organizational, Political and Judicial control over administration Citizen and administration – Role of media, interest groups and voluntary organization – Civil society - Citizen’s Charter – Right to information – Social audit	<b>15</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
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<b>V</b>	<b>Good Governance and Public Administration in the 21<sup>st</sup> Century</b>  <b>World Bank Conceptualization-</b> Challenges of Good Governance in India, Meaning of People's Participation, Problems of Peoples' Participation in India, Measure to Promote People's Participation in Administration- Good Governance Initiative in India	<b>20</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
<b>Teaching Learning Activities</b>  Discussion, Library Visits, Blended Learning, Case study, Educational Visits				
<b>Assessment Tasks</b>  Book Review, Debates, Group Discussion, Quiz, Assignments				
<b>Text Books</b>  <ul style="list-style-type: none"> <li>● Avasthi &amp; Maheshwari, <i>Public Administration</i>, Lakshminarayan Agarwal, Agra Arguden, Yilmaz2011</li> <li>● Arndt Christiane and Charles Oman <i>Keys to Governance: Strategic Leadership for Quality of Life</i>, Macmillan, Hampshire, 2006</li> <li>● M. E. Sharpe. Henry, Nicholas <i>The State of Public Administration: Issues, Challenges and Opportunities</i>, New York, 2006</li> </ul> Jan-Erik Lane, <i>Public Administration and Public Affairs</i> , Prentice Hall of India, New Delhi, 2000				
<b>Suggested Reading</b>  <ul style="list-style-type: none"> <li>● Ravindra Prasad, D. Prasad, VSPrasad, Satyanarayana P, and Y.Pardhasaradhi, <i>New Public Management: An Introduction</i>, Routledge, London, 2013</li> <li>● Donald Menzel Administrative <i>Thinkers</i>, Sterling, New Delhi. Donald Menzel 2011.M.</li> <li>● E. Sharpe. Frank J. Goodnow, <i>Politics and Administration: A Study in Government</i>, Transaction Publishers, New York, 2003</li> </ul> D C Martin Albrow, <i>The Future of Public Administration around the World: The Minnowbrook Perspective</i> , George Town university Press, 1970				

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- UN Department of Economic and Social Affairs, *Development Administration: Current Approaches and Trends in Public Administration for Development*, New York, UN, 1975.
- M. E. Sharpe. Henry, Nicholas, *The State of Public Administration: Issues, Challenges and Opportunities*, New York, 2006

Jan-Erik Lane, *Public Administration and Public Affairs*, Prentice Hall of India, New Delhi. 2000

## ONLINE RESOURCES

- Wilson, Woodrow, “The Study of Administration”, *Political Science Quarterly* 2 (June 1887)  
<https://www.zambianguardian.com>
- <https://www.signaweb.org>
- Principles of Public Administration – SIGMA-OECD

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3								3					K1
CO 2	3	3							2		3			K2
CO 3		3				2				2	3			K3
CO 4		2		2		3				2			3	K4
CO 5						2	3			2	3		3	K5
Wt. Avg.	3	2.66		2		2.33	3		2.5	2	3		3	
Overall Mapping of the PO							2.66		Overall Mapping of the PSO				2.62	

**COURSE TITLE: ENVIRONMENT ADMINISTRATION AND  
DISASTER MANAGEMENT**

<b>Course Code</b>	<b>232PA1E01</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>I</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To gain knowledge on the basic techniques, to protect environment and to study the role of National Disaster Management Authority and other international agencies involved in Disaster Risk Management for sustainable development.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Understand the meaning, nature and significance of environmental administration.	<b>PSO3</b>	<b>K1</b>
<b>CO 2</b>	Analyse the causes, sources and effects of environmental pollution	<b>PSO2 &amp; PSO3</b>	<b>K2</b>
<b>CO 3</b>	Gain knowledge on the aspects of disaster, new threats, risk reduction and decision-making during crisis and disasters	<b>PSO2 &amp; PSO3</b>	<b>K3</b>
<b>CO 4</b>	Predict the procedures to tackle natural and man-made disasters.	<b>PSO5</b>	<b>K4</b>
<b>CO 5</b>	Evaluate the techniques adopted during disasters in India.	<b>PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>Environment administration: Meaning, Nature and Significance of Environmental Administration:</b> Global Environment Administration – UN Environment Program, Global Environment Facility (GEF), UN Commission on Sustainable Development, World Environment Organization (WEO), UN International Council for Local Environment Initiatives (UN ICLEI) Environmental Degradation- Conferences, Impacts, Introduction to ISO 14001.</p> <p><b>Environment Conventions:</b> Ramsar Convention, Vienna Convention, Stockholm Convention, Bonn Convention, Basel Convention, Rotterdam Convention.</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<p><b>Causes, sources and effects of environment pollution:</b></p> <p><b>Main Causes of Environmental Pollution:</b> Sources and Effects of Pollution – Air – Noise Water – Land Pollution, Tourism and e-waste.</p> <p><b>Eco-Friendly Model for Industrial Complexes:</b> Environmental Policy- Environmental Information System (ENV0IS)- Public Interest Litigation– Strategies for Environment Management.</p> <p><b>Ministry of Environment and Forests:</b> Organization, Structure and Functions Environment Impact Assessment, Pollution Control Board, Biosphere Reserve Programme, National Green Tribunal, National River Conservation Plan Environmental issues and Challenges.</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<p><b>Introduction to Disaster Management:</b></p> <p><b>Introduction:</b> Meaning, Concepts, Nature and Classification of Disasters – Natural &amp; Man-Made Disasters</p> <p><b>Disaster Management Policy:</b> Importance of Policy in Managing Disasters – National Policy in Disaster Management – National Disaster Management Plan</p> <p><b>Legal Framework:</b> Significance of Legal</p>	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5



	Framework – Constitutional Perspective –Disaster Management Act 2005 – Disaster Management Act 2005 – Disaster Management Act of States –Preventive Laws			
<b>IV</b>	<b>Disaster Management Mechanisms:</b> <b>Disaster Management Cycle:</b> Preparation, Prevention-Mitigation Response & Recovery Rehabilitation <b>Disaster Warning Systems:</b> Geo-Information Technologies-Earth Sciences-Disaster Communication - Use of Science & Technology in Managing Select Disasters <b>Disaster Mitigation Institutional Arrangements:</b> Machinery at the Central Level, Machinery at the State and District Levels – Role of Local Bodies- Role of NDRF-Community Based Disaster Management	<b>15</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
<b>V</b>	<b>Conventions, National and Multinational Co-operations: Conventions:</b> Paris Agreement, Kyoto Protocol- Hyogo Framework-Sendai Framework <b>Innovations and Challenges in Managing Disasters:</b> Law and Order – Corruption and Administrative Malpractices- Challenge of Equity –Dilemma of Foreign Funds <b>Measures towards Resilience:</b> Philosophy of Disaster Resilient India- Re-inventing Disaster Management – Public-Private Partnership – Corporate Social Responsibility	<b>18</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>

## References

- Helen P. Kavitha, P. Anandan and R. Kumaravelan, “Principles of Environmental Sciences”, SciTech Publications, Pvt, Ltd., Chennai, India., 2011
- Kurian Joseph and R.Nagendran, “Essentials of Environmental Studies”, Pearson Education,(Singapore), Pte. Ltd., Indian Branch, Patparganj, Delhi , Sanat Printers, India, 2004
- Kailash Thakur, “Environmental Protection-Law and Policy in India”, Deep & Deep Publications, NewDelhi,1999
- Alok Gupta, Trends in Disaster Management, Mohit Publication, New Delhi,2010. Kappor, Mukesh, Disaster Management, Lotus Press, New Delhi,2010.
- Gupta Harsh.K., Disaster Management, University Press, New Delhi,2004.

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Mukesh Kapoor, “*Disaster Management*”, Saurabh Publishing House, NewDelhi,2010.

Brotherton,B., Researching Hospitality and Tourism, AStudentGuide,SagePublications,2008.

- Jagbir Singh, *Disaster Management: Challenges and Opportunities*, I K International Pvt. Ltd., New Delhi, 2007.

### Web Resources

- National Disaster Management Authority Government of India, <https://ndma.gov.in/>
- Anil K Gupta, Sreeja S Nair., “*Environment Legislations for Disaster Risk Management*”, Ministry of Home Affairs, New Delhi and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), GmbH, Germany, 2012, [https://www.preventionweb.net/files/30127\\_30127legal1.pdf](https://www.preventionweb.net/files/30127_30127legal1.pdf)
- Centre for Distance and Online Education, Tezpur Central University, [https://www.tezu.ernet.in/tu\\_codl/dem.html](https://www.tezu.ernet.in/tu_codl/dem.html)
- National Disaster Management Plan, National Disaster Management Authority, New Delhi, 2016,
- <https://www.mha.gov.in/sites/default/files/National%20Disaster%20Management%20Plan%20May%202016.pdf>

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3										3			K1
CO 2		3								2	3			K2
CO 3	3	3								2	3			K3
CO 4		3				3							3	K4
CO 5		3				3							3	K5
Wt. Avg.	3	3				3				2	3		3	
Overall Mapping of the PO								3	Overall Mapping of the PSO					2.66

**COURSE TITLE: PUBLIC RELATIONS  
MANAGEMENT**

<b>Course Code</b>	<b>232PA1E02</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Elective</b>	<b>Theory</b>
<b>Semester</b>	<b>I</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	<p>To gain knowledge on the role and importance of Public Relations and the functions of a Public Relations Officer in an organization.</p> <p>To determine brand and relationship management with respect to media, public and government.</p>		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Recognize the need and importance of Public Relations and various forms of communication available for effective Public Relations .	<b>PSO1 PSO3,</b>	<b>K1</b>
<b>CO 2</b>	Analyze the emerging trends and techniques of Public Relations in organization and its functions. The role of press in public relations.	<b>PSO1,PSO3 &amp; PSO5</b>	<b>K2</b>
<b>CO 3</b>	Identify the micro and macro perspective of media, digital media, communication channels available for effectiveness in public relations	<b>PSO1 &amp; PSO4&amp;PSO5</b>	<b>K3</b>
<b>CO 4</b>	Identify the tools and techniques are available in government and private sector organizations.	<b>PSO2&amp;PSO4</b>	<b>K4</b>
<b>CO 5</b>	Evaluate the ideas of Professional Codes, laws and Ethics in public relations.	<b>PSO1&amp;PSO2</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>The field of Public Relations:</b> Working definitions of PR- Four basic elements of PR- 'PUBLICS' in Public relations- Evolution of Public Relations- Need for PR activities.</p> <p><b>Public Relation and other forms of Communication:</b> Public Relations and Advertising- Public Relations and Marketing- Sales Promotion- Publicity and Public Relations- Propaganda and Lobbying.</p>	20	CO1,	K1,
			CO2,	K2,
			CO3,	K3,
			CO4,	K4,
			CO5	K5
II	<p><b>Public Relations in Organization:</b> Organizing a Public Relations Department- In-house Public Relations- Public Relations as Staff and Line Function- CEO and Public Relations- Public Relations structure in Government and Private sectors.</p> <p><b>Functions of Public Relations:</b> Role of Public Relations officer- Formulation of Public Opinion- The communication process- Employee Communication- Group Communication <b>Press and Public Relations-</b> Press and democracy- Press and Public- Press Council- Right to information- Languages and Press- Freedom of Press.</p>	15	CO1,	K1,
			CO2,	K2,
			CO3,	K3,
			CO4,	K4,
			CO5	K5
III	<p><b>Media and Public Relations-</b> Role of TV and Radio- Audio Visual Communication- Documentary films- Satellite Broadcasting- Film Censorship.</p>			

	<p><b>Public Relations through Publications and Journal:</b> Producing a house journal- History and types of house journals- Production and editing of House journals- Role of book publishing.</p> <p><b>Oral Communication:</b> Forms of Oral Communications- Formal speeches-Round table conferences- Panel discussions- Questions and Answer discussion-Fundamental elements of effective speaking.</p> <p><b>Social Media:</b> Importance and Impact – Digital PR</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

<b>IV</b>	<p><b>Tools and techniques of PR</b></p> <p>Traditional and Modern Public Relations Media and their role- Folk drama, Community Songs and Dances, Puppetry, Outdoor media, Oral Communication, Cinema slides and Quickies, Labels, Neo Signs, Sky writing, Boards, Folk Art, Photographs, exhibition and fairs. <b>Public Relations Writing:</b> Keys to effective Public Relations writing- News release- Annual Report and Balance sheets- Writing feature articles.</p> <p><b>Corporate Public Relations:</b> Basic Principles- Corporate and identity- Corporate Social Responsibility- Public Relations and Industrial Relations- Public Service Communication- Corporate Advertising.</p>	<b>15</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
<b>V</b>	<p><b>Public Relations and Professional Bodies-</b> Public Relations and Professional Bodies- Public Relations and Local Government, Voluntary bodies- Public Relations and International Organizations- Public Relations and Environmental protection, AIDS.</p> <p><b>Public Relations and Media Laws:</b> Copyrights Act- The Official Secrets Act- The Press (objectionable matters) Act- Libel- Slander - Contempt of Court- Right to Privacy.</p> <p><b>Public Relations and Professional Code:</b> Code of Athens- Personal Credo of Bateman- Professional standards for the practice of Public Relations, Journalist Guild, Reuters, Press Trust of India.</p>	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

## References

- ☐ Narashima Reddi: C.V. (1976); *How to be a Good PRO, The Guide to Public Relations*, 2<sup>nd</sup> Ed; Sharda Publications; Hyderabad - 4.
- ☐ Narashima Reddi, C. V; (1987); *Public Relations in Municipal Government*: Sharda Publications. Hyderabad - 4.
- ☐ Principles of Public Relations- C. Rayendu & K.R. Balan (Himalaya).
- ☐ Effective Public Relations Management- A Guide to Corporate Survival- Winner Park- Jaico.
- ☐ Practical Public Relation- Sam Black- Universal Bookstall- Delhi.
- ☐ Handbook of Public Relations in India - Mehta D. - Allied Pub. Delhi.
- ☐ Public Relations for Your Business- Jefikins F. Excel-Delhi
- ☐ Lesley, PR Handbook, (Mumbai: Jaico Publications, 1999).
- J. Jethwaney and N.N. Sarkar, Public Relations, (New Delhi: Sterlings Publications, 2000).
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- Effective PR, Prentice Hall, N.J. 1978.
  - Practical Public Relations (Indian Reprint by Universal Book Stall, New Delhi (1973), 6th Reprint).

### **Suggested Reading**

- Ihlen, O (2009) On Bourdieu: Public Relations in Field Struggles in Ihlen, O, van Ruler, B and Fredriksson, M *Public Relations and Social Theory: Key Figures and Concepts*, Routledge.
- Hon, L and Grunig, J (1999) *Guidelines for Measuring Relationships in Public Relations*, IPR(pdf).
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- Murphy, P. (1991). The limits of symmetry: A game theory approach to symmetric and asymmetrical public relations. *Public Relations Research Annual*, 3.
- Handbook of Public Relations, New York, McGraw Hill, 1971.

### **Web Resources**

- Annual Report; 1991-92; Ministry of Information and Broadcasting; Govt. of India; New Delhi.
- Mass Media in India; 1992; Publications Division; Ministry of Information & Broadcasting, Govt. of India, New Delhi.
- [https://www.researchgate.net/publication/42582037\\_Key\\_Concepts\\_in\\_Public\\_Relations](https://www.researchgate.net/publication/42582037_Key_Concepts_in_Public_Relations)

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3								3	2				K1
CO 2					3	2	2		3		3		2	K2
CO 3	2				3	3				3		2	2	K3
CO 4			2	3	2					2		4		K4
CO 5	2	3					3		3	2				K5
Wt. Avg.	2.33	3	2	3	2.66	2.5	2.5		3	2.25	3	3	2	
Overall Mapping of the PO							2.42		Overall Mapping of the PSO				2.65	



**COURSE TITLE: MODERN ADMINISTRATIVE  
SYSTEMS**

<b>Course Code</b>	<b>232PA2M01</b>		
<b>Credits</b>	<b>4</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>II</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	<p>To appreciate and ascertain an in-depth knowledge on the existing administrative systems of major countries.</p> <p>To fathom the administrative systems and practices of the Modern era particularly the executive, the legislature, the judiciary, bureaucracy and Local Governments of the modern nations. `</p>		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	List the leading forms of Government around the world.	<b>PSO1 PSO2,</b>	<b>K1</b>
<b>CO 2</b>	Explain the Administrative systems of various countries	<b>PSO1 &amp; PSO2</b>	<b>K2</b>
<b>CO 3</b>	Identify and review the constitutions of different countries.	<b>PSO1 ,PSO2 &amp; PSO4</b>	<b>K3</b>
<b>CO 4</b>	Examine the functioning of bureaucracies of different countries.	<b>PSO1 &amp; PSO2 &amp; PSO4</b>	<b>K4</b>
<b>CO 5</b>	Compare and evaluate the three organs of the government of different countries	<b>PSO4 &amp; PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<b>Constitution of USA:</b> Salient features, Executive, Legislature, Judiciary.  <b>Administrative System of USA:</b> Civil Service, Local Government.	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<b>Constitution of UK:</b> Salient features, Executive, Legislature, Judiciary.  <b>Administrative System of UK:</b> Civil Service, Local Government	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<b>Constitution of France:</b> Salient features, Executive, Legislature, Judiciary.          <b>Administrative System of France:</b> Civil Service, Local Government	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<b>Constitution of Japan:</b> Salient features, Executive, Legislature, Judiciary.  <b>Administrative System of Japan:</b> Civil Service, Local Government.	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

<b>V</b>	<b>Constitution of Switzerland:</b> Salient features, Executive, Legislature, Judiciary  <b>Administrative System of Switzerland:</b> Civil Service, Local Government.	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

## References

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- Maheshwari S.R.,Comparative Government And Politics, Lakshmi NarayanAgarwal,2001 Kapur A.C., Select Constitutions, S.Chand, New Delhi, 2011
- J. C Johari., World Constitutions, Lotus Press, New Delhi, 2012.
- Bhagawan and Vishnoo., World Constitution – A Comparative Study, Sterling,NewDelhi, 2012

## Suggested Reading

- Maheshwari S.R.,Comparative Government And Politics, Lakshmi Narayan Agarwal,2001 Kapur A.C.,Select Constitutions, S.Chand, New Delhi, 2011
- J. C Johari., World Constitutions, Lotus Press, New Delhi, 2012.
- Bhagawan and Vishnoo., World Constitution – A Comparative Study, Sterling, New Delhi, 2012.
- Almond, Gabriel. A. and Coleman, James. S., The Politics of the Developing Areas, PrincetonUniversity Press, Princeton,1970.
- Merk Peter. H., Modern Comparative Politics, Rinehart And Winston, New York, 1970

## Web Resources

- <https://www.jstor.org> › stable
- Democracy, Development and the Administrative System – Jstor
- <http://www.ebookbou.edu.bd> › ...PDF

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	2	3						2	3				K1
CO 2	2	3	2						2	3				K2
CO 3	3	2	2	3					3	2		2		K3
CO 4	3	2	2	3					2	3		2		K4
CO 5	2	3	2	3								3	2	K5
Wt. Avg.	2.6	2.4	2.2	3					2.25	2.75		2.33	2	
Overall Mapping of the PO							2.55		Overall Mapping of the PSO				2.33	

## COURSE: PUBLIC POLICY ANALYSIS

<b>Course Code</b>	<b>232PA2M03</b>		
<b>Credits</b>	<b>4</b>		
<b>Hours / Cycle</b>	<b>5</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>II</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	Identify and categorize policy models and its approaches and derive the outcome of its implementation.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Explain the importance of Policy studies and the significance the models and approaches.	<b>PSO1</b>	<b>K1</b>
<b>CO 2</b>	Identify the tools and techniques used in the stages of policy formulation and the perspectives in the administrative machinery	<b>PSO3 &amp; PSO4</b>	<b>K2</b>
<b>CO 3</b>	Illustrate the policy analysis, evaluation and strategies for a feasible policy research	<b>PSO5</b>	<b>K3</b>
<b>CO 4</b>	Classify the differences in the various stages of policy and unfold the changing dynamics of administrative machinery	<b>PSO4</b>	<b>K4</b>
<b>CO 5</b>	Enunciate the various existing policies and integrating sustainable developmental goals Alongside	<b>PSO4 &amp; PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>Introduction to Public Policy Introduction</b>– History, Meaning, Nature, Types and Significance of Public Policy</p> <p><b>Models and Approaches</b> –System's Model – – Rational Policy Making Model – Simon's Bounded Rationality – Lindblom's Incremental Approach –Ezekiel Dror's Optimal Model, David Easton's Black Box Model, Public Choice Approach</p> <p><b>Approaches</b> – The Process Approach, The Logical Positivist Approach, The Phenomenological Approach, The Participatory and Normative Approach, Institutional Approach.</p> <p><b>Public Policy and Public Administration</b>-Parliament, Executive, Bureaucracy and Judiciary in Policy Making</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<p><b>Policy Formulation Forces in Policy Making</b></p> <p><b>Process</b>- Citizens, Electorate Power. Media, Pressure Groups <b>Tools in Policy formulation</b> – Participatory Assessment, Multi- criteria Analysis, Cost- benefit Analysis, Computerized Models <b>External and Internal Agencies</b> – Transnational Actors, IMF, World Bank.</p>	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<p><b>Policy Implementation</b></p> <p><b>Approaches to Policy Implementation</b> – Top-down model, Bottom-Up Model Policy Action Model, Managerial Approaches, inter-organizational interaction approach, synthesis of bottom- up and top-down implementation approaches</p> <p><b>Development and Public Policy in India</b> – Public Performance Management, Economic Policy, Market and Non-market Policies, Social Exclusion and New Social Risks <b>Constraints of Public Policy Implementation</b> – Citizen, Government</p>	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<p><b>Policy Analysis</b></p> <p><b>Approaches to Policy Analysis</b> – Rational Analysis, Analysis as a tool of HRM, Multiplist Approach, Design Approach, Negotiation Approach <b>Policy</b></p>			

	<b>Analysis</b> – Forms and Criteria of Policy Analysis, Techniques of Analysis, Problems	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
V	<b>Policy Studies</b> <b>Social and Urban Policies</b> - Health, Education, Food Security, Environment, Digital Governance Policy, Immigration Policy, Land and Housing, Water and Irrigation <b>Case Studies</b> – Environment Sustainability and Economic Growth, Gender, Law and Social Security and Cash Transfers <b>Globalization and Policy</b> - Global Policy Process, Impact of Globalization on Policy making	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

#### References

- Parson.D.W., *Public Policy: An Introduction to the Theory and Practice of Policy Analysis*, Edward Elgar Publishing,2010.
- Prabir Kumar De, *Public Policy and Systems*, Pearson Education India, NewDelhi, 2012.
- SapruR.K.,*Public Policy – Formulation, Implementation and Evaluation*, Sterling Publishers Pvt. Limited., New Delhi,2010.
- Vaidyanatha Ayyar, *Public Policy Making in India*, Pearson Education India, NewDelhi,2009.

#### Suggested Reading

- Amartya Sen. “*Development as Freedom*”, Anchor, ed.2000
- James Ferguson, “*The Anti- Politics Machine*”, University of Minnesota Press, 1990
- Guy Peters, Jon Pierre, “*Handbook of Public Policy*”, SAGE Publications Ltd.,2006



## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	3							3					K1
CO 2			3		3				3		3			K2
CO 3				3	3								3	K3
CO 4			2	3		3						3		K4
CO 5				2		3						3	3	K5
Wt. Avg.	3	3	2.5	2.66	3	3			3		3	3	3	
Overall Mapping of the PO							2.833		Overall Mapping of the PSO				3	

**COURSE TITLE: RESEARCH METHODOLOGY**

<b>Course Code</b>	<b>232PA2M03</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>II</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	Identify and categorize policy models and its approaches and derive the outcome of its implementation.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Choose specific procedures and techniques to identify and analyse a research problem.	<b>PSO2 PSO3,</b>	<b>K1</b>
<b>CO 2</b>	Demonstrate a study's overall validity and reliability.	<b>PSO1,PSO3 &amp; PSO5</b>	<b>K2</b>
<b>CO 3</b>	Construct and develop theoretical framework for a research study.	<b>PSO2,PSO3 &amp; PSO4</b>	<b>K3</b>
<b>CO 4</b>	Examine the process used to collect data for the research study.	<b>PSO2,PSO4, PSO5</b>	<b>K4</b>
<b>CO 5</b>	Determine the techniques and tools for data analysis and interpretation	<b>PSO3,PSO4 &amp; PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>Research Methods for Public Administration-</b> Social Science Research and its Scope-Intentions for research in policy formulation and program Management-Importance of research in the public Sector-Basic concepts and theories- Deductive and Inductive theory - Concept of Independent and Dependent Variables-Variable Values - Research Process – research ethics</p> <p><b>Qualitative and Quantitative Research:</b> Qualitative method and Quantitative method</p>	16	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<p><b>Problem Identification &amp; Formulation:</b> Selection of the research problem-Defining and formulating the research problem, necessity of defining the problem, importance of literature review in defining a problem - Research Gap- Research Questions-Types of Questions- Investigative Questions-Descriptive Questions- Normative Questions- Impact Questions- Prospective Questions</p> <p><b>Hypotheses-</b> Qualities of a good Hypothesis –Null and Alternative Hypothesis-Hypothesis Testing-Framing Research Objectives</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<p><b>Research Design</b> – Purpose of research design – Features of a good research design – Typologies of research design – Research design and related concepts – Design of exploratory and formulative studies – Design of descriptive and diagnostic studies – Experimental study design – design in mixed methodology</p> <p><b>Scaling:</b> Meaning, Scale classification base, important scaling techniques, Scale construction Techniques</p> <p><b>Data Collection:</b> Sources: Primary</p>	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

	<p>and Secondary, Methods: Observation, Survey, Questionnaire Schedule and Interview, Case Study, Panel Study.</p> <p><b>Sampling:</b> Concepts of Statistical Population, Sample, Sampling Frame, Sampling Error, Sample Size, Characteristics of a good sample, types of sampling, methods for data collection for qualitative and quantitative research</p>			
<b>IV</b>	<p><b>Data Analysis</b> - Data Preparation – Univariate analysis (frequency tables, bar charts, pie charts, percentages), Bivariate analysis – Cross tabulations and Chi-square test including testing hypothesis of association – statistical tools -</p> <p>Editing, Classification and Tabulation – analysis qualitative data</p> <p><b>Data Interpretation:</b> Meaning of Interpretation, Technique of Interpretation, Precaution in Interpretation</p>	<b>15</b>	<p><b>CO1,</b></p> <p><b>CO2,</b></p> <p><b>CO3,</b></p> <p><b>CO4,</b></p> <p><b>CO5</b></p>	<p><b>K1,</b></p> <p><b>K2,</b></p> <p><b>K3,</b></p> <p><b>K4,</b></p> <p><b>K5</b></p>
<b>V</b>	<p><b>Report Writing:</b> Significance of Report Writing, Different Steps in Writing Report, Layout of the Research Report, Types of Reports,</p> <p>Oral Presentation - Principles of Writing Reports-Documentation-Footnotes, Bibliography and Types of referencing styles-American Psychological Association (APA), Modern Language Association (MLA), Chicago</p> <p>Style-Citations-Articles-Journals-Newspaper-Print Source-Web source</p> <p><b>Current Trends and Ethical Issues in research:</b> Scientific Misconduct – Falsification, Fabrication and Plagiarism -</p> <p>Mono and Multidisciplinary Research – Citation methods and rules- Plagiarism and self-Plagiarism, use of computer electronic devices in research– Publication Ethics.</p>	<b>20</b>	<p><b>CO1,</b></p> <p><b>CO2,</b></p> <p><b>CO3,</b></p> <p><b>CO4,</b></p> <p><b>CO5</b></p>	<p><b>K1,</b></p> <p><b>K2,</b></p> <p><b>K3,</b></p> <p><b>K4,</b></p> <p><b>K5</b></p>

## References

- Bailey Kenneth.D., “*Methods of Social Research*”, The Free Press, New York, 1982.
- Garbich Carol, “*New Approaches in Social Research*”, Sage Publication, New Delhi, 2004.
- Murray. R. Thomas, “*Blending Qualitative and Quantitative Research Methods in Thesis a*

*Dissertation*”, Corwin Press INC, USA, 2003.

- Kothari. C.R., Research Methodology: Methods and Techniques (second revised edition), New AInternational Publication, New Delhi, 2014.
- Young Pauline. V., Scientific Social Surveys and Research, Printice Hall, New Delhi, 1968
- Sivapragasam, C. “*Research Methods: Tips and Techniques*”, M.J.Publishers, Chennai, 2009.
- Priyaranjan Dash, “*Research Methodology*”, Vrinda Publications, Delhi, 2011.
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- Garg, B.L., Karadia, R., Agarwal, F. and Agarwal, U.K., “*An introduction to Resear Methodology*”, RBSA Publishers, 2002.
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- Trochim, W.M.K., “*Research Methods: the concise knowledge base*”, Atomic Dog Publishing, 200
- Wadehra, B.L., “*Law relating to patents, trademarks, copyright designs and geographical indication*”, Universal Law Publishing,2000.

### **Suggested Reading**

- Anthony, M., Graziano, A.M. and Raulin, M.L., 2009, “*Research Methods: A Process of Inquir*  
Allyn and Bacon.
- Carlos, C.M., “*Intellectual property rights, the WTO and developing countries: the TRIPS agreement*  
and policy options” Zed Books, New York, 2000.
- Coley, S.M. and Sheinberg, C. A., "Proposal Writing", Sage Publications, 1990,.
- Day, R.A., 1992.How to Write and Publish a Scientific Paper, Cambridge University Press.
- Fink, A., 2009. Conducting Research Literature Reviews: From the Internet to Paper. Sa Publications
- Leedy, P.D. and Ormrod, J.E., 2004 Practical Research: Planning and Design, Prentice Hall.

### **Web Resources**

- Online materials for research methodology course  
<https://www.iium.edu.my/centre/cps/onlinmaterials-for-research-methodology-course>
- Research Methodology – A Step – by – Step Guide for beginners by Ranjit Kumar, Sage Publishing, [https://study.sagepub.in/kumar\\_rm4e](https://study.sagepub.in/kumar_rm4e)

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1		3	3	2	2				3	3				K1
CO 2	3	3	2		2				3	2	3			K2
CO 3	3		2	3					3	2	3			K3
CO 4	3	2	3	2					3	2	3			K4
CO 5		3	2	3	3						2	2		K5
Wt. Avg.	3	2.75	2.4	2.5	2.33				3	2.25	2.75	2		
Overall Mapping of the PO							2.666		Overall Mapping of the PSO				2.5	

# COURSE TITLE: INDIAN ADMINISTRATION

<b>Course Code</b>	<b>232PA2M04</b>		
<b>Credits</b>	<b>4</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>II</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To obtain knowledge, appraise and critically analyze the practices of the Indian Administrative system.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Trace the evolution of administrative systems of India.	<b>PSO3</b>	<b>K1</b>
<b>CO 2</b>	Analyse and discuss the role of the bureaucrats and illustrate the functions and responsibilities of the executive in the Indian administrative system.	<b>PSO3 &amp; PSO5</b>	<b>K2</b>
<b>CO 3</b>	Gain knowledge on the significance of civil service, the constitutional provisions, recruitment and training methods.	<b>PSO2 &amp; PSO3</b>	<b>K3</b>
<b>CO 4</b>	Classify, compare and elucidate the role of Police in armed and unarmed forces and enlist their various functions	<b>PSO2 &amp; PSO5</b>	<b>K4</b>
<b>CO 5</b>	Assess, evaluate and interpret the various issues and challenges of the Indian administrative system.	<b>PSO2 &amp; PSO3</b>	<b>K5</b>

<b>SYLLABUS</b>				
<b>UNIT</b>	<b>CONTENT</b>	<b>HOURS</b>	<b>COs</b>	<b>BLOOM'S TAXONOMY LEVEL</b>
<b>I</b>	<b>Introduction:</b> Kautilya's Arthashastra, Mughal administration, Legacy of British rule in politics and administration – Evolution of Indian Administration in the Colonial Period - Post Independence Indian Administration.	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

<b>II</b>	<p><b>Union Administration:</b> Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Ministries and departments, Boards and Commission</p> <p><b>State Administration:</b> State Secretariat, Chief Secretary, Directorates.</p> <p><b>District Administration:</b> Changing role of the Collector, Union-State local relations, District administration and democratic decentralization- Urban and Rural Administration in India</p>	<b>15</b>	<p><b>CO1,</b></p> <p><b>CO2,</b></p>	<p><b>K1,</b></p> <p><b>K2,</b></p>
			<p><b>CO3,</b></p> <p><b>CO4,</b></p> <p><b>CO5</b></p>	<p><b>K3,</b></p> <p><b>K4,</b></p> <p><b>K5</b></p>
<b>III</b>	<p><b>Civil Services:</b> Constitutional Position, structure, recruitment, training and capacity building, Good Governance initiatives, code of conduct and discipline, staff associations, political rights, Grievance redressal mechanism, Civil service neutrality, Civil service activism.</p>	<b>20</b>	<p><b>CO1,</b></p> <p><b>CO2,</b></p> <p><b>CO3,</b></p> <p><b>CO4,</b></p> <p><b>CO5</b></p>	<p><b>K1,</b></p> <p><b>K2,</b></p> <p><b>K3,</b></p> <p><b>K4,</b></p> <p><b>K5</b></p>
<b>IV</b>	<p><b>Introduction to Police Administration:</b> Nature and Scope, Evolution and Approaches of Police Administration</p> <p>Organisation and Structure: Ministry of Home Affairs- State Home Department-Police Organisation and Structure- the Police Personnel- the Departments- National, State and District levels- Traffic Police Administration- All Women Police Stations</p> <p>Branches of Police and Police Forces: Central Intelligence Bureau- National Crime Records Bureau- Central and State Level Police Forces- Specialized and Auxiliary Forces</p>	<b>15</b>	<p><b>CO1,</b></p> <p><b>CO2,</b></p> <p><b>CO3,</b></p> <p><b>CO4,</b></p> <p><b>CO5</b></p>	<p><b>K1,</b></p> <p><b>K2,</b></p> <p><b>K3,</b></p> <p><b>K4,</b></p> <p><b>K5</b></p>



<b>V</b>	<p><b>Issues in Indian Administration:</b> Administrative reforms in India: Major Committees and Commissions, Generalist Vs Specialists.</p> <p><b>Major Debates</b> – Centralization Vs Decentralization; Inter-State Water Disputes; Corruption and Accountability; Peoples’ Participation – Regulatory Commissions - Values and Ethics in administration</p>	20	<b>C01,</b>  <b>C02,</b>  <b>C03,</b>  <b>C04,</b>  <b>C05</b>	<b>K1,</b>  <b>K2,</b>  <b>K3,</b>  <b>K4,</b>  <b>K5</b>
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### Prescribed Books/Textbooks

- Chakrabarty Bidyut , Prakash Chand, *Indian Administration: Evolution And Practice*, SagePublications, India,2016
- FadiaB.L., KuldeepFadia, *Public Administration – Administrative Theories and Concepts*, Sahitya Bhawan Publications, New Delhi,2010.
- Maheshwari.S.R., *Indian Administration*, Orient Black swan Publication India,2018
- Durga Das Basu , *Introduction to the Constitution of India*, Prentice Hall of India, New Delhi,2021

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- Kashyap, Subash C., *Our Constitution*, National Book Trust, India, February, 2021.  
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- Kashyap, Subash C, *We, The People and Our Constitution*, Universal Law Publishing, Lexis Nexis, Nagpur,2017.
- Singh, Hoshier, *Indian Administration*, Kitab Mahal, Allahabad,1999 Arora K. Ramesh and RajaniGoyal, *Indian Administration: Institutions and issues*, VishwaPrakashan, New Delhi,1996
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- Fadia B.L., Kuldeep Fadia, *Public Administration – Administrative Theories and Concepts*, Sahitya Bhawan Publications, New Delhi,2010.

### Suggested Reading

- Bhattacharya,Mohit, *New Horizon of Public Administration* , Jawahar Publishers & Distributors,2017
- Maheshwari. S.R. *Public Administration in India: The Higher Civil Service*, Oxford India,
- Dalrymple, William, *The Anarchy*, Bloomsburg Publishing, London, 2019
- Durga Das, *India from Curzon to Nehru and After*, Rupa Publications, New Delhi, 2020
- Agarwal, Dr. P.K. (IAS Retd.) & Viras Gupta (IRS Retd.), *Constitution of India – Bare Acts with Short Notes*, Prabhat Prakasham Publishers, India, 2021

### Web Resources

- <https://www.india.gov.in/>  
<https://www.india.gov.in/topics/governance-administration> <https://loksabha.nic.in/>
- <https://www.darpg.gov.in/arc-reports>  
<https://dopt.gov.in/central-secretariat-service-css-0>  
<https://www.pmindia.gov.in/en/prime-ministers-office/> <https://cabsec.gov.in/>
- [tn.gov.in](http://tn.gov.in)
- Ancient and Medieval Indian Thought – Themes and Traditions, Ankit Tomar & Suratha
- Kumar Malik, Sage Publications, India,

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
<b>CO 1</b>		3	3								3			<b>K1</b>
<b>CO 2</b>		3	3		3		3				3		3	<b>K2</b>
<b>CO 3</b>		2	2	3		3				3	3			<b>K3</b>
<b>CO 4</b>		2	2							2			3	<b>K4</b>
<b>CO 5</b>		2	2	2	2	2	2			3	3			<b>K5</b>
<b>Wt. Avg.</b>		2.4	2.4	2.5	2.5	2.5	2.5			2.66	3		3	
<b>Overall Mapping of the PO</b>							2.46		<b>Overall Mapping of the PSO</b>					2.66

**COURSE TITLE: SOCIAL WELFARE  
ADMINISTRATION**

<b>Course Code</b>	<b>232PA2E01</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>5</b>		
<b>Category</b>	<b>Part</b>	<b>Elective</b>	<b>Theory</b>
<b>Semester</b>	<b>II</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To provide an understanding about Social Welfare Administration and clarify the concepts and define to Social work, Social Welfare, Social Services, Social Reform and Social Security.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Find the origin, theoretical concepts for the study of social welfare.	<b>PSO1 PSO3,</b>	<b>K1</b>
<b>CO 2</b>	Outline the working of the Ministry of Social Justice and Empowerment, Human Resource Development, Women and Child Development, Central and Social Welfare Boards at state and central levels.	<b>PSO1, PSO3&amp; PSO4</b>	<b>K2</b>
<b>CO 3</b>	Identify the provisions for the differently abled, Welfare Measures for drug addicts, Prisoners welfare and juvenile delinquents	<b>PSO2 &amp; PSO3</b>	<b>K3</b>
<b>CO 4</b>	Examine the role, Scope, Registration procedures, Structure, Bye-laws and operational procedures of Non-Governmental Organizations. The rules for receiving foreign aid and FCRA.	<b>PSO2, PSO3, PSO5</b>	<b>K4</b>
<b>CO 5</b>	Evaluate the Role and significance of Voluntary organizations in India and International agencies of social welfare.	<b>PSO2, PSO4&amp; PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>Social Welfare Administration:</b> Evolution – Concept – Nature - Theoretical approaches to the study of Social Welfare.</p> <p><b>Social Welfare Policies:</b> Central and State Government since Independence.</p> <p><b>Social Welfare:</b> National and International perspectives.</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<p><b>Social Welfare Administration at Central Level:</b> Constitutional Provisions for Women and Child - Ministry of Welfare – Ministry of Social Justice and Empowerment - Activities of the Ministry – Development — Ministry of Human Resource Development – Department of Women and Child Development - Activities of the department – CSWB - Social Audit.</p> <p><b>Social Welfare Administration at State Level with reference to Tamil Nadu:</b> Administrative Organization and Activities of the Department – Child and Women Welfare schemes – General welfare schemes – Tamil Nadu State Social Welfare Board.</p> <p><b>Social Defense :</b> National Institute of Social Defense.</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<p><b>Welfare of the Differently Abled :</b> Magnitude of the problem – National Institute for the Disabled</p> <p><b>Welfare of the Drug Addicts:</b> Factors contributing to Drug Addiction and Drug Trafficking – Drug Abuse in India – Welfare Programmes for the Addicts – Public awareness and Prevention education Prisoners Welfare, Juvenile Delinquency.</p>	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

<b>IV</b>	<p><b>Concept of Non-Governmental Organizations –</b> Nature - Scope - Importance Of Non-Governmental Organizations. <b>Non-Governmental Organizations:</b> Registration, Components of Bye-laws ,Structure of NGOs. -Foreign Aid to Voluntary Organizations – FCRA.</p>	<b>15</b>	<p><b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b></p>	<p><b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b></p>
<b>V</b>	<p><b>Role of volunteer organization in India:</b> CRY, Banyan, SOS. <b>NGOs in Community Development:</b> Different areas of involvement by NGO's – Financial and Administrative Autonomy of NGOs – Need for reforms in NGOs. <b>International Agencies of Social Welfare:</b> World Vision, Amnesty International, International Council for Social Welfare (ICSW).</p>	<b>20</b>	<p><b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b></p>	<p><b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b></p>

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- Goel.S.L. &Jain. R.L., *Social Welfare Administration*, Sterling Publication, New Delhi, 1995.
- Paul Chaudry, *Social Welfare Administration*, Chand Publication, New Delhi, 1998
- Dubey. S.N., *Administration in Social Welfare Programme in India*, Himalayan Publication, Mumbai, 1997.

## Suggested Reading

- Devi Rameshwari &Prakash Ravi, *Social Work and Social Welfare Administration*, MangalDeep Publications, Jaipur, 1998.
- Dr.S.L.Goel, *Social Welfare Administration*, Deep & Deep Publication Pvt.Ltd., 2016
- Dr. Sachdeva, *Social Welfare Administration in India*, KitabMahal Distributors, 2016

## Web Resources

### Google Books

- <https://egyankosh.ac.in/bitstream/123456789/17228/1/Unit-1.pdf>
- <https://www.scribd.com/doc/15017715/Social-Welfare-Administration#>

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3		3	2					3		3			K1
CO 2	3			3					3		2	2		K2
CO 3	3		2							3	3			K3
CO 4	3	2		2						3	2		3	K4
CO 5	3	2	2							3		2	3	K5
Wt. Avg.	3	2	2.33	2.33					3	3	2.5	2	3	
Overall Mapping of the PO								2.45	Overall Mapping of the PSO					2.7



**COURSE TITLE: HEALTH CARE AND HOSPITAL ADMINISTRATION**

<b>Course Code</b>	<b>232PA2M02</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>5</b>		
<b>Category</b>	<b>Part</b>	<b>Elective</b>	<b>Theory</b>
<b>Semester</b>	<b>II</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To educate the students on the importance of health care and hospital administration. To learn global health care policies, role and functions of health department at the Centre and State levels in India.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>CO 1</b>	Learn about the meaning, nature and significance of Health Care administration and Hospital Management.	<b>PSO1, PSO2 &amp; PSO3</b>	<b>K1</b>
<b>CO 2</b>	Know the organizational structure, man power planning, role and functions of hospitals.	<b>PSO1, PSO2</b>	<b>K2</b>
<b>CO 3</b>	Compute and sketch health policy formulation and implementation at the global, national and state level.	<b>PSO3, PSO4 &amp; PSO5</b>	<b>K3</b>
<b>CO 4</b>	Develop practical hands-on training through internships about record management in hospitals.	<b>PSO4 &amp; PSO5</b>	<b>K4</b>
<b>CO 5</b>	Learn modern techniques for effective health administration.	<b>PSO2 &amp; PSO5</b>	<b>K5</b>

UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<b>Health Care Administration:</b> Nature-Definition-Scope And Objectives Of Health Care Administration-History And Evolution Of Health Care And Hospital Management- Organizational Chart Of Health Care Sector At National And State Levels In India -National Health Mission, National Rural Health Mission-Accredited Social Health Activist (ASHA) Programme-Ministry Of Health And Family Welfare-Government Of Tamil Nadu	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<b>Ministry of Health and Family Welfare :</b> Ministry Of Ayush-(Allopathy-Ayurveda-Yoga& Naturopathy-Unani-Siddha-Homeopathy)-Types Of Public Hospitals-Medical College And Research Hospitals-District Hospitals-City Or Town Hospitals- Primary Health Centres-Rural Hospitals-Employee Insurance Hospitals- Mission Hospitals-Private Hospitals-Corporate Hospitals	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<b>Health Policies, Programmes and Projects:</b> Mechanism For Health Policy Formulation And Implementation- Role Of WHO Programmes And Projects- Role Of Health Care Workers- Covid 19 Pandemic Situation- International Standards-Advantages-Limitations- Recommendations.	16	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<b>Technological Advancement In Health Administration:</b> Need For Management Improvement-Application Of Techniques-Participative Management-Management Information System Always Better Control(ABC) Analysis-Program Evaluation Review Technique- Critical Path Method-Cost Benefit Analysis-Cost-Effective Analysis-Systems Approach-Critical Appraisal Management Technique	18	CO1, CO2, CO3, CO4,	K1, K2, K3, K4,

			<b>CO5</b>	<b>K5</b>
<b>V</b>	<b>Career planning in health care sectors:</b> Stop For Career Development In Health Care Sectors-Practice Of Professional Standards And Administrative Ethics-Essentials And Mechanism Of Records Management In Hospitals-Issues And Problems In Hospitals.	<b>18</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

### **Text Books**

- Ritesh Mishra and Hitesh Kaushik, “*Management of Hospital: A Handbook for Understanding Hospital Services*”, Notion Press, October 2021
- Goel .S. L., “*Health Care Management and Administration*”, Deep and Deep, New Delhi, 2004
- Francis C.M., “*Hospital Administration*”, J.B. Medical Publishers, New Delhi, 1995
- Sudhir Dawra, “*Hospital Administration and Management*”, Mohit Publications, New Delhi, 2002.
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- S.S. Visvanathan: *Performance Budgeting in Government: An Illustrative Guide*, IIPA, New Delhi, 1972.
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- Ordway Tead, “*The Art of Administration*”, New York, Mc Graw-Hill, 1951.
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- <https://nhsrcindia.org/ph-administration>
- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6334557/>
- <https://www.gc11.ac.in/eContent/health%20administration>
- <https://nurseinnursing.com/organization-and-administration-of-health-services-in-india-at-different-levels/>

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	2	3	2		2			3	2	2			K1
CO 2	3	2	2	2					3		2	2		K2
CO 3		3	3	2						3	3	2		K3
CO 4	3	2	2	2						3	3		2	K4
CO 5	3	2	2							3	3	2		K5
Wt. Avg.	3	2.2	2.4	2		2			3	2.75	2.6	2	2	
Overall Mapping of the PO							2.36		Overall Mapping of the PSO					2.53

## COURSE TITLE: HUMAN RESOURCE MANAGEMENT

<b>Course Code</b>	<b>232PA3M01</b>		
<b>Credits</b>	<b>4</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>III</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	<p>To gain knowledge on need and importance of Human Resource Management (HRM) in an organization.</p> <p>To educate on key concepts, theories and practices in HRM.</p> <p>To gain knowledge on how to provide innovative solutions for issues and challenges in HRM.</p>		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Understand the need and importance of employee orientation, training, and development programs.	<b>PSO1 PSO2</b>	<b>K1</b>
<b>CO 2</b>	Know the development, implementation, and evaluation of employee recruitment, selection, and retention plans.	<b>PSO1,PSO3 PSO4</b>	<b>K2</b>
<b>CO 3</b>	Compare the common methods for recruiting and selecting human resources.	<b>PSO3 PSO4</b>	<b>K3</b>
<b>CO 4</b>	Analyse and Appraise the skills needed to effectively manage human resources.	<b>PSO4</b>	<b>K4</b>
<b>CO 5</b>	Design compensation plans and benefit programs appropriate for various types of organizations by understanding the wage and salary administration.	<b>PSO4 PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	CO'S	BLOOM'S TAXONOMY LEVELS
I	<p><b>Introduction to Human Resources Management:</b> Evolution-Objectives Importance - Functions of a Human Resource Manager.</p> <p><b>Human Resource Policies:</b> Need and Importance – Types – Scope – Essentials of Sound Human Resources Policies.</p> <p><b>Human Resource Planning:</b></p> <p>Meaning – Importance – Factors affecting Human Resource Planning – Planning Process - Job Analysis and Design– Requisites and Barriers of Human Resource Planning</p> <p><b>Job Evaluation:</b> Objectives – process – advantages – limitations – Essentials of successful job evaluation – methods.</p>	14	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<p><b>Recruitment and Selection:</b></p> <p>Meaning – process - Sources and Techniques– recruitment policy- Competency mapping-Placement, Induction, Training, Transfers and Promotions.</p> <p><b>Training and Development:</b> Meaning – Need – Objectives</p> <p>Principles of Training –Training Process and Methods: On-the-job method and off-the-job-method</p> <p>Impediments to Effective Training</p> <p><b>Performance Appraisal:</b>Importance objectives – Process - Performance Appraisal methods –Essential of a Good Appraisal Systemand Challenges</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5



III	<b>Wage and Salary Administration:</b> Compensation Management – Issues and Components - Principles – Factors affecting wages – Methods of Wage Payment – Process of Wage Determination – Wage Policy in India – Employee Motivation - Incentive Compensation.	20	CO1,	K1,
	<b>Employee Welfare and Social Security:</b> Types of Welfare Services – Statutory Provisions - Employee Welfare Programmes and Social Security in India – concept and scope.		CO2,	K2,
	<b>Termination of Services:</b> Resignation, Dismissal, lay off, Retrenchment, Closure and Voluntary Retirement Schemes, Exit Interviews, Prevention of employee turnover.		CO3,	K3,
	<b>Employee Records, Research and Audit:</b> Objectives – Significance of Human Resource Reports – Techniques of Human Resource Research – Concept of Human Resource Audit – Objectives of Human Resource Audit.		CO4,	K4,
			CO5	K5

IV	<p><b>Industrial Relations:</b> Nature– Importance-Approaches-Industrial Disputes: Causes– Prevention and Settlement</p> <p><b>Discipline and Grievance Redressal:</b></p> <p>Types of Discipline -Causes of indiscipline — Principles and Procedure for Disciplinary Action - Essentials of a Good Disciplinary System.</p> <p>–Code of Discipline – Grievance Redressal in Indian Industry.</p> <p><b>Collective Bargaining:</b></p> <p>Meaning Features and Importance of Collective Bargaining– Benefits of Collective Bargaining – Process of Negotiations – Condition Essential for successful Collective Bargaining</p> <p><b>Trade Union:</b></p> <p>Nature – Objectives – Functions – Trade Union Movement in India Organization Structure – Registration Rights and Liabilities of a Registered Trade Union – Recognition – Problem and Shortcomings of Trade Unions.</p>	20	CO1,  CO2,  CO3,  CO4,  CO5	K1,  K2,  K3,  K4,  K5
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<b>V</b>	<b>Industrial Experience- Field work:</b>  Students have to choose an organisation and make periodic visit and study about the practices and specific functions of the organisation with relation to human resource management – The students need to carry out the tasks assigned to them by the organisation to acquire on-the-job training. On completion of the study the student is expected to submit a report and do a presentation on the topic chosen.	<b>18</b>	<b>CO1,  CO2,  CO3,  CO4,  CO5</b>	<b>K1,  K2,  K3,  K4,  K5</b>
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### Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	3	2		2				2	2				K1
CO 2	3	3	3	3			2	3	2		3	3	2	K2
CO 3			2	2	2						2	3		K3
CO 4	3		3	3	3	3	3	3				3	3	K4
CO 5			3	3	2	3	3					3	2	K5
Wt. Avg.	3	3	2.6	2.75	2.25	3	2.6	3	2	2	2.5	3	2.5	
Overall Mapping of the PO							2.77		Overall Mapping of the PSO					2.4

## COURSE TITLE: DEVELOPMENT ADMINISTRATION

<b>Course Code</b>	<b>232PA3M02</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>III</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To deduce and analyse the significance of development administration and correlate the need to incorporate sustainable development goals and practices in our day-to-day life.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Gain insight on the evolution and theoretical perspectives of development administration	<b>PSO1 PSO3,</b>	<b>K1</b>
<b>CO 2</b>	Illustrate the different development models propounded by different development theorists.	<b>PSO1,PSO3 &amp; PSO5</b>	<b>K2</b>
<b>CO 3</b>	Identify the issues and the challenges faced by developing countries	<b>PSO2 &amp; PSO3</b>	<b>K3</b>
<b>CO 4</b>	Distinguish between traditional administration and development administration and understand the significance of Peoples participation in development programmes	<b>PSO1 &amp; PSO2,PSO3, PSO5</b>	<b>K4</b>
<b>CO 5</b>	Develop skills to measure and analyse the Human Development Index and evaluate and interpret development economics	<b>PSO4,PSO2 &amp; PSO5</b>	<b>K5</b>

<b>SYLLABUS</b>				
<b>UNIT</b>	<b>CONTENT</b>	<b>HOURS</b>	<b>COs</b>	<b>BLOOM'S TAXONOMY LEVEL</b>
<b>I</b>	<b>Introduction:</b> Concept, Nature, Scope and importance of Development administration- Approaches and Strategy for Development Administration - New Public Administration- Public Choice Approach- New Public Management. <b>Comparison between Traditional Administration and Development Administration:</b> Similarities and	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

	development administration, Significant features and problems encountered by developing countries and Political Modernization.			
<b>II</b>	<p><b>Sustainable Development:</b> Meaning - Conventions-Challenges.</p> <p><b>Development Economics:</b> Economic Growth and Development, Income and Poverty, Public Economics and the Government, Human Development and HDI.</p> <p><b>Comparative Approach to Development Administration:</b> Evolution–Significance– Scope- Approaches to the study of Comparative Public Administration–F.W. Riggs - Edward Weidner - Paul Appleby –A.D. Gorwala.</p>	<b>20</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
<b>III</b>	<p><b>Machinery of Development:</b> Planning at the Central level: Role of Planning Commission and National Development Council in making national plans, Five year plans –an evaluation. Planning at the State level: State Planning Boards –Objectives and functions - their role in regional development.</p> <p><b>Planning at the local level:</b> Role of District Planning Committee in making District Plan, District Rural Development Agency (DRDA), Block Level Planning, Development Bureaucracy - need and changes in the structure and nature of bureaucracy at the grass root role of community development and Panchayati Raj in rural development</p>	<b>15</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
<b>IV</b>	<p><b>Fields of Development Administration:</b> Area Development and Tribal Development Administration, Agricultural Development-Green Revolution, <b>White Revolution, Blue Revolution - Social Forestry.</b></p> <p><b>Industrial Development:</b> Heavy and Large-Scale Public-Sector Enterprises, Medium Industries, Small Scale and Cottage Industries, Co-operative Sectors - Infrastructural Development and Human Resources Development - Information and Communication Technology.</p>	<b>15</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
<b>V</b>	<p><b>Development Administration-</b> Recent trends: Role of International Agencies in development –World Bank, IMF, IFC and Asian Development Bank.</p> <p><b>Challenges for Development Administration:</b> Administrative Accountability and Transparency, Administrative Communication, Role of Middlemen and Corruption, People’s participation</p>	<b>20</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>

**Prescribed Books/Textbooks**

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- Palekar, S. A., Development Administration, PHI Learning Pvt. Ltd., India, 2012
- Mohit Bhattacharya, Social Theory and Development Administration, Kitab Mahal Publishers, 2006

- Anupama Puri Mahajan, Development Administration in India, Sage Publication, 2019
- Sunil Durt, Development Administration and Multilevel Planning, Kanishka Publishers,

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- George F Gantt, Development Administration: Concept, Goals, Methods, University of Wisconsin Press, 1979
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- Bhattacharya. M, Bureaucracy and Development Administration, Uppal Publishing House, Delhi, 1979.
- Riggs, F.W., Frontiers of Development Administration, Duke University Press, Durham, 1970.
- Waldo Dwight, Temporal Dimension of Development Administration, Duke University Press, Durham, 1970.
- Social Theory, Development Administration and Development Ethics, Jawahar Publication, 2011

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- Ashok Kumar Sarkar & Prashanth Kumar Ghosh, Human Development and Sustainability – Challenges and Strategies, Atlantic Publishers and Distributors, 2017
- Barbara M. Newman & Philip Newman, Theories of Human Development, Psychology Press, 2015
- Amrtya Sen, Development as Freedom, Oxford University Press, Abhijit Banarjee & Esther Duflo, Poor Economics, Penguin Books, 2013



## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	2	2	3	3		2			2	3				K1
CO 2		3	2	2						3				K2
CO 3		3	2	2		2				2	3	3		K3
CO 4	2	2	2	3		3			3	2	3			K4
CO 5											3	3	3	K5
Wt. Avg.	2	2.5	2.25	2.5		2.33			2.5	2.5	3	3	3	
Overall Mapping of the PO							2.31		Overall Mapping of the PSO					2.45

## COURSE TITLE: LOCAL GOVERNMENT IN INDIA

<b>Course Code</b>	<b>232PA3M03</b>		
<b>Credits</b>	<b>4</b>		
<b>Hours / Cycle</b>	<b>5</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>III</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To understand the key definitions and concepts of local governmentTo understand the imperatives of decentralized governance		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Define the concepts and principles of Democracy and Decentralization.	<b>PSO1 &amp; PSO2</b>	<b>K1</b>
<b>CO 2</b>	Illustrate the significance and need for decentralization of democracy and its impact at the grass root level	<b>PSO1,PSO2 &amp; PSO3</b>	<b>K2</b>
<b>CO 3</b>	Identify the challenges and Programmes of Local governance in India.	<b>PSO2 &amp; PSO3</b>	<b>K3</b>
<b>CO 4</b>	Analyse the work of various commissions in the evolution of Local government in India.	<b>PSO1 &amp; PSO2</b>	<b>K4</b>
<b>CO 5</b>	Judge the significance of Civic Engagement in Local Governance	<b>PSO2 &amp; PSO3</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
<b>I</b>	<b>Local Government:</b> Meaning, Nature and Importance, Evolution in India, Democracy, Types, Direct and Representative; Basic Principles of democracy Decentralisation, Types, Deregulation, Deconcentration, Delegation and Devolution, Major Principles, Subsidiarity and Autonomy.	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

<b>II</b>	<b>Ministry of Rural Development in India:</b> Organisation, Structure and Functions, State Institute for Rural Development and Panchayati Raj (SIRD), The District Rural Development Agency (DRDA), National Bank for Agriculture and Rural Development (NABARD), Tamil Nadu Rural Transformation Project (TNRTP). Committees and Recommendations Community Development Programmes – Important Committees: Balwant Rai Mehta (1957), Ashok Mehta (1978), G.V.K. Rao (1985), LM Singhvi (1986)	<b>20</b>	CO1, CO3, CO4	<b>K1,K3,K4</b>
<b>III</b>	<b>Rural Local Government</b> - 73rd Amendment Act (1992), Major Features, 11th Schedule of the Constitution, Significance of Gram Sabha, Resources for Panchayati Raj Institutions (PRI), Difficulties and Issues infunctioing and Suggestions for empowerment of PRIs	<b>15</b>	CO3, CO5	<b>K3, K5</b>
<b>IV</b>	<b>Urban Local Government</b> – Emerging trends of Urbanization in India, 74th Amendment Act (1992), Major Features, 12th Schedule of the Constitution, Types of Urban Local Government Institutions (LGI), Major sources of revenue, Difficulties and Issues in functioning, Suggestions for empowerment of Urban LGIs	<b>20</b>	CO2, CO3	<b>K2, K3</b>
<b>V</b>	<b>Major Rural Development Programmes:</b> Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Swarna Jayanti Gram Swarojgar Yojana (SGSY) / National Rural Livelihood Mission (NRLM), Indira Awaas Yojana (IAY), National Rural Health Mission (NRHM), Total Sanitation Campaign/Swachh Bharat Abhiyan  Major Urban Development Programmes: Jawaharlal Nehru National Urban Renewal Mission (JNNURM), Swarna Jayanti Shahari Rozgar Yo jaya (SJSRY) and Rajiv Awaas Yojana (RAY).	<b>15</b>	CO3	<b>K3</b>

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- Mathew G and Jain L. C (Eds.), Decentralisation and Local Governance, Orient Blackswan, 2005.
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- Dr. Pankaj Singh, Urban Local Government in India, Kitab Mahal Publications, New Delhi, 2014

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- Sachdeva, Pardeep. *Urban Local Government and Administration in India. India*, Kitab Mahal, 1993.
- Hazarika, Niru, and Venkata Rao, V. *Local Self-government in India: With Special Reference to Assam and North East India. India*, S. Chand, 1980.
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## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	3			2				2	3				K1
CO 2	3	3	2		2				2	2	3			K2
CO 3	3	2	3	2		3				2	2			K3
CO 4		3	2	2					2	3				K4
CO 5		3	2	2		3				2	3			K5
Wt. Avg.	3	2.8	2.25	2	2	3			2	2.4	2.66			
Overall Mapping of the PO							2.55		Overall Mapping of the PSO					2.33

## COURSE TITLE: PUBLIC FINANCIAL ADMINISTRATION

<b>Course Code</b>	<b>232PA3M04</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>III</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	<p>To gain knowledge on Public Financial Administration of Union, State, and local governments.</p> <p>To gain knowledge on preparation of budget and allocation of resources on a priority basis.</p> <p>To educate about various types of taxes.</p>		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Gain knowledge on need and importance of evolution of Financial Administration and Monetary and Fiscal Policies.	<b>PSO1 &amp; PSO3</b>	<b>K1</b>
<b>CO 2</b>	Analyze the budgetary process from various countries, various approaches to the budget and the role of the Ministry of Finance.	<b>PSO3 &amp; PSO4</b>	<b>K2</b>
<b>CO 3</b>	Illustrate the accounting system in India, different types of taxes and the relationship between union and state government on Financial Administration.	<b>PSO1 &amp; PSO2</b>	<b>K3</b>
<b>CO 4</b>	Understand the structure, powers and functions of Ministry of Finance and how the public finance is controlled.	<b>PSO1, PSO2 &amp; PSO3</b>	<b>K4</b>
<b>CO 5</b>	Appraise the current issues, trends and challenges in revenue mobilization and LPG.	<b>PSO3 &amp; PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>Public Financial Administration:</b> Nature, scope, significance evolution and principles.</p> <p><b>Fiscal and Monetary policies:</b> Constitutional provisions and Acts.</p>	14	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
2	<p><b>Budget:</b> Concept -Functions – Principles.</p> <p><b>Contemporary Approaches to Public Budgeting –</b></p> <ul style="list-style-type: none"> <li>a) Line-Item Budgeting.</li> <li>b) Performance Budgeting.</li> <li>c) Planning, Programming and Budgeting System.</li> <li>d) Zero Based Budgeting.</li> </ul> <p><b>Budgetary Process in India</b></p> <ul style="list-style-type: none"> <li>a) <b>Formulation of Budget – Stages/Process.</b></li> <li>b) <b>Enactment of Budget</b> <ul style="list-style-type: none"> <li>(i) Constitutional Provisions.</li> <li>(ii) Stages in Enactment.</li> </ul> </li> <li>c) <b>Execution of Budget</b> <ul style="list-style-type: none"> <li>(i) Expenditure Part.</li> <li>(ii) Revenue Part.</li> </ul> </li> <li>d) <b>Budgetary Process:</b> Comparative study - UK and USA.</li> </ul>	22	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

3	<b>Accounting System in India: Concepts of Accounts</b> <b>-Separation of Accounts from Audit</b> <b>Departmentalization of Accounts - Controller General of Accounts</b> <b>Tax Administration in India: Central Board of Direct Taxes - Indirect taxes, Tax reforms, Goods and Service Tax (GST).</b> <b>Union – State Financial Relations: Division of Powers and Functions - Division of Resources.</b>	18	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
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IV	<b>Ministry of Finance: Organizational Structure, powers and functions</b> <b>Finance Commission of India and NITI Aayog: Role and functions.</b> <b>Control over Public Finance in India</b> <b>a) Administrative Control Over Public Expenditure.</b> <b>b) Parliamentary Control Over Public Expenditure.</b> (i) Estimates Committee. (ii) Public Accounts Committee. (iii) Committee on Public Undertakings. <b>c) Audit Control Over Public Expenditure.</b> (i) Role of Audit. (ii) Comptroller and Auditor General of India. (iii) Investment decisions in Government.	18	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
V	<b>Deficit Financing: Concepts – Role of Deficit Financing Public Debt Management in India: Concepts and Challenges.</b> <b>Revenue Mobilization: Resources and current Challenges.</b> <b>Liberalization, Privatization and Globalization in India: Issues and Trends.</b>	18	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>



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- Sundharam, K.P.M., 1974. *Indian Public Finance and Financial Administration*, Fourth Edition, Sultan Chand & Sons: New Delhi.
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## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	2		2		2			3		2			K1
CO 2	2					2	2				3	2		K2
CO 3									2	3				K3
CO 4	3	2							3	2	2			K4
CO 5			3		2	3	2				3		3	K5
Wt. Avg.	2.66	2	3	2	2	2.33	2		2.66	2.5	2.5	2	3	
Overall Mapping of the PO							2.82		Overall Mapping of the PSO					2.53

## COURSE TITLE: INDIA AND INTERNATIONAL RELATIONS

<b>Course Code</b>	<b>232PA3E01</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>5</b>		
<b>Category</b>	<b>Part</b>	<b>Elective</b>	<b>Theory</b>
<b>Semester</b>	<b>III</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To learn the key concepts and the making of India's Foreign Policy To gain insight into India's Defence and Security policies.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Find the indispensability of International Institutions in the context of Regional imbalances	<b>PSO1 PSO3,</b>	<b>K1</b>
<b>CO 2</b>	Interpret the recent developments in Indian Foreign Policies	<b>PSO1,PSO3 &amp; PSO4</b>	<b>K2</b>
<b>CO 3</b>	Identify the non-state actors and recent global trends and issue	<b>PSO1, PSO2 &amp; PSO3</b>	<b>K3</b>
<b>CO 4</b>	Analyse India's Relations with Global Powers like the US, Russia and Trans-Pacific States.	<b>PSO1, PSO2 &amp; PSO3</b>	<b>K4</b>
<b>CO 5</b>	Appraise the major threats to national Security like border disputes, Drug trafficking, and Insurgency.	<b>PSO2, PSO3 &amp; PSO4</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
<b>I</b>	<b>India's External Affairs:</b> History, approaches, Indian Foreign Services, Role of Ambassadors, Role of government, Ministry of External Affairs  <b>Making of India's Foreign Policy:</b> Role of the Cabinet and Parliament, Influence of the Political parties and Pressure Groups.	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

<b>II</b>	<b>India's Foreign Policies:</b> Look East to Act-East, Link-West to Think-West Interaction with Global and Regional Institutions: UNO, G20, BRICS, BIMSTEC, SAARC, ASEAN, APEC, Trans-Pacific Partnership, QUAD	<b>15</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
<b>III</b>	<b>National Security:</b> India's Defence and Security Policies, Issues in Indian border areas, border security, Organized crimes: Narco, drug trafficking, Insurgencies in borders, Sino – Indian and Indo – Pak border disputes, UN Security Council membership, the politics behind denial for India	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
<b>IV</b>	<b>India's Relations with Global Powers:</b> Indo-US, Indo-Pacific and Indo-Russia, The Volatile Triangle: India – China – Pakistan, India's relations with Sri Lanka, Nepal and Bhutan.	<b>15</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>
<b>V</b>	<b>Issues and Challenges:</b> Afghanistan Refugee crisis in 2021: Implications for India, Nuclear threat from China and Pakistan – India's Diplomacy, Nuclear Politics: Issues of Non - Proliferation Contemporary global concerns and India's response: Human rights, Environment, Oil Diplomacy and International terrorism.	<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

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- Rajiv Sikri, Challenges and Strategy: Rethinking India's Foreign Policy, SAGE Publications Pvt.Ltd, India, 2009.
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- Sagarika Dutt, India in a Globalized World, Manchester University Press, New York, 2006.
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- India and the Study of International Relations – ORF

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	2	2						3					K1
CO 2	3	2	3	2					3		2			K2
CO 3	3		2	2					3	2				K3
CO 4	3	2	2						3	2				K4
CO 5	3	3	2	2						3	2			K5
Wt. Avg.	3	2.5	2.2	2					3	2.33	2			
Overall Mapping of the PO								2.42	Overall Mapping of the PSO					2.44

**COURSE TITLE: ADMINISTRATION OF PUBLIC ENTERPRISES**

<b>Course Code</b>	<b>232PA3E02</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>5</b>		
<b>Category</b>	<b>Part</b>	<b>Elective</b>	<b>Theory</b>
<b>Semester</b>	<b>III</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	<p>To gain knowledge on the need and importance of Private and Public Enterprises in “nation-building”.</p> <p>To learn the different types of Public Sector Enterprises and their management.</p> <p>To gain knowledge on the impact of Globalization on Public Enterprise.</p>		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom’s Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Explain the need and importance of Public Enterprises to bring the changes in socio-economic conditions of nation.	<b>PSO1&amp;PSO2</b>	<b>K1</b>
<b>CO 2</b>	Know the various types of Public Enterprises and its functions in the management.	<b>PSO1&amp;PSO2</b>	<b>K2</b>
<b>CO 3</b>	Explain the various theories related to pricing policies and the ethical behaviour in Public Enterprises.	<b>PSO2&amp;PSO3</b>	<b>K3</b>
<b>CO 4</b>	Identifying impact of reforms in Public Enterprises and how its affect the national economy. Explain the autonomy and accountability of Public Enterprises.	<b>PSO2&amp;PSO4</b>	<b>K4</b>
<b>CO 5</b>	Identify management tools and techniques tor effective management of public enterprises and explain the industrial development post liberalization.	<b>PSO3&amp;PSO4 &amp; PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>Evolution and Scope:</b> Public Enterprises in India- Philosophy, Objective and Performance, their contribution to the economy.</p> <p><b>Economic Administration of the State:</b> Nature and Scope - the Rational for Governmental intervention in the economy, the State versus Market debate.</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<p><b>Types of Public Enterprises:</b> Boards, Public Corporation, Public Company, Department form, Bureau of Public Enterprises.</p> <p><b>Management of Public Sectors: PSEB,</b> Personnel Management - Recruitment, Training and development in Public Enterprises, Pay, Promotion, Retirement and Grievance Redressal in Public Enterprises.</p>	15	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<p><b>Pricing Policies in Public Enterprises:</b> Pricing theories - Marginal Cost theory, Average Cost theory, Import Parity Theory, Two-part tariff theory, Import - export theory.</p> <p><b>Efficiency and Ethical Behaviour in Public Enterprises:</b> Efficiency criteria- Profit or loss, contribution to national economy, external auditing, minimization of wastage, social responsibility, Department of Public Enterprises- Code of ethics and business conduct for the employees of Public Sectors - code of ethics for Indian Industry.</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<p><b>Impact of Economic Reforms:</b> Globalization&amp; its impact on Public Enterprises - Privatization, Disinvestment and efforts for reviving Public Enterprises in India.</p>	15	CO3, CO4, CO5	K3,K4,K5



	<b>Accountability and Control:</b> Techniques of Legislation and Ministerial control - Autonomy, Accountability & Reforms in Public Enterprises.			
<b>V</b>	<b>Case Studies</b> <ol style="list-style-type: none"> <li>British Broadcasting Corporation.</li> <li>Damodar Valley Corporation.</li> <li>Tennessee Valley Corporation.</li> <li>ELCOT.</li> </ol> <p>Industrial Development of Vidharbha and Impact of post liberalization of policies on Rural Industrialization.</p>	<b>20</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>

### References

- United Nations, *Organization, Management and Supervision of Public Enterprises in Developing Countries*, New York., 1994.
- Rao, Jagdish and Shukla: *Administration of Public Enterprises in India*, Himalaya Publishing House. Venkataraman, R., 1997.
- Asian Development Bank. *Privatization: Policies, Methods and Procedures*, Manila, 1985.
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- Gouri, G and others, *Privatization. The Asia - Pacific Experience*, Hyderabad, India: Institute of Public Enterprises, 1989.

### Suggested Reading

- Narain, Laxmi, *Principles and Practice of Public Enterprise Management* S. Chand & Co., New Delhi, 1995.
- Iyer, R. Ramaswamy, *A Grammar of Public Enterprises*, Rawat Publications, Jaipur, Chapter IV, The Relationship between the Government and Public Enterprises. 1991.
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- Management and Monitoring of Industrial Sickness.
- Gupta, Asha, *Towards Privatization* – BR Publishing Corporation, Delhi, India., 1999.

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- <https://www.politicalsciencenotes.com/essay/public-enterprises/essay-on-public-enterprises-in-india-public-administration/13634>.
- <https://www.politicalsciencenotes.com/essay/public-administration/essay-on-public-corporations-forms-public-enterprises/13633>.
- <https://www.toppr.com/guides/business-environment/scales-of-business/public-enterprises-and-their-structures/>

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	2					2		3	2				K1
CO 2	2	2							2	2				K2
CO 3			3	2		3				3	3			K3
CO 4	2	3							2			3		K4
CO 5	3	2			3		3				2	2	3	K5
Wt. Avg.	2.5	2.25	3	2	3	3	2.5		2.33	2.33	2.5	2.5	3	
Overall Mapping of the PO							2.62		Overall Mapping of the PSO					2.52

# COURSE TITLE: ADMINISTRATIVE LAW

<b>Course Code</b>	<b>232PA4M01</b>		
<b>Credits</b>	<b>4</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>
<b>Semester</b>	<b>IV</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To analyze and understand the laws and practices governing the Constitution of India		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Define administrative law and relate it to government accountability for the exercise of public power.	<b>PSO1, PSO3</b>	<b>K1</b>
<b>CO 2</b>	Compare and contrast the Indian, British and French Administrative law.	<b>PSO1, PSO3</b>	<b>K2</b>
<b>CO 3</b>	Identify the role of administrative tribunals and the application of principles of natural justice.	<b>PSO1, PSO2 &amp; PSO3</b>	<b>K3</b>
<b>CO 4</b>	Examine the types of delegated legislation and extend of control over delegated legislation exercised in India.	<b>PSO2&amp; PSO3,PSO4</b>	<b>K4</b>
<b>CO 5</b>	Assess the importance of PIL, it's jurisdiction and remedies available in the Constitution of India.	<b>PSO1,PSO3 &amp; PSO4</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>Administrative Law:</b> Nature – Scope - Reasons for the growth and development of Administrative Law - Constitutional Law and Administrative Law.</p> <p><b>Rule of Law:</b> Meaning - Rule of Law and Administrative Law - Rule of Law under the Indian Constitution.</p> <p><b>Droit Administration:</b> Meaning and Development – Conseil D'Etat of France.</p> <p><b>Doctrine of Separation of Powers:</b> Historical Background - Meaning and Importance – Separation of Powers in U.S.A., U.K., and India.</p>	16	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<p><b>Delegated Legislation:</b> Meaning - Growth of Delegated Legislation, Permissible and Impermissible Delegation - Types of Delegated Legislation: Normal type, Exceptional type, Henry VIII Clause, Delegated Legislation excluding Judicial Review.</p> <p><b>Control Over Delegated Legislation:</b> (a) <b>Procedural control</b> –Prior consultation of interests likely to be affected by proposed Delegated Legislation - Prior publicity of proposed rules and regulations - Publication of Delegated Legislation (b) <b>Parliamentary control:</b> Parliamentary control in India - The practice of 'Laying in England' - Scrutinizing Committees (c) <b>Judicial control:</b> The Enabling Actor Delegating Statute being unconstitutional - The subordinate Legislation violating the Constitution - The Subordinate Legislation is 'Ultra Vires' in the Delegating Act - Case Laws.</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<p><b>Administrative Tribunals and Administrative Adjudication:</b> Meaning of Administrative Tribunals - Salient features - Distinction between Administrative Tribunals and Courts.</p> <p><b>Principles of Natural Justice – “Doctrine of Bias”</b> : Meaning and Scope -Types of Bias: Pecuniary Bias – Case Laws - Personal Bias – Case Laws - Bias as to Subject Matter – Case Laws.</p> <p><b>Audi Alteram Partem– Rule of Natural Justice :</b> Meaning and Definition -Incidents of Audi Alteram Partem Rule : Notice - Hearing - Right to represent by the counsel - Exceptions to the Audi Alteram Partem Rule.</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

IV	<b>Ombudsman:</b> Needs and Importance - Office of Ombudsman - Lokpal and Lokayukta - The Central Vigilance Commission. <b>Judicial Control over Administrative Action:</b> General Principles – Judicial Review in India. <b>Constitutional Remedies:</b> Writ of Habeas Corpus - Writ of Mandamus- Writ of Certiorari - Writ of Prohibition - Writ of Quo-Warranto.	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
V	<b>Public Interest Litigation:</b> Meaning of Public Interest Litigation - Growth of Public Interest Litigation - Characteristics of Public Interest Litigation <b>Equitable Remedies:</b> Injunction. - Declaratory Action - Action for Damages <b>Suits against Government in Torts and Contracts:</b> Liability for Torts - Act of State	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

## References

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- Kesari U.P.D., *Administrative Law*, Central Law Publications, Allahabad,2004.
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- Ginsberg, *Law and Public Opinion in 20th Century England*.
- P. Ishwar Bhatt, *Law and Social Transformation*, Eastern Book Company, Lucknow, 2008.

### **Web Resources**

Google Books

- Administrative Law, Consortium for Educational Communication and Central University of Punjab via Swayam.
- <https://www.classcentral.com/course/swayam-administrative-law-45137>
- <http://renaissancelawcollege.com/wp-content/uploads/2015/04/Administrative-Law-SC.pdf>
- <https://www.legalbites.in/library-administrative-law/>

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	3	3						3		2			K1
CO 2	3		3	2					2		3			K2
CO 3	3	3	2						3	2	2			K3
CO 4	3		2	2						3	2	3		K4
CO 5	3		3	2					3		2	3		K5
Wt. Avg.	3	3	2.6	2					2.75	2.5	2.2	3		
Overall Mapping of the PO							2.65		Overall Mapping of the PSO					2.61

**COURSE TITLE: E-Governance in  
India**

<b>Course Code</b>		<b>232PA4M02</b>			
<b>Credits</b>		<b>4</b>			
<b>Hours / Cycle</b>		<b>6</b>			
<b>Category</b>	<b>Part</b>	<b>Core</b>	<b>Theory</b>		
<b>Semester</b>	<b>IV</b>				
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>				
<b>Course Objectives</b>	To outline, compare and relate E-Governance with Traditional and Modern Public Administration. To classify the models and identify the implications of e-Governance in Government agencies. To assess the Acts of the Government and categorize the role of e-Governance in various sectors.				
<b>CO #</b>	<b>Course Outcome(s)</b>		<b>PSO Addressed</b>	<b>Bloom’s Taxonomy Levels (K1 to K5)</b>	
<b>On completing the course successfully, the student will be able to</b>					
<b>CO 1</b>	Gain knowledge on the significance of e-Governance, policies of E-Governance and its stages.		<b>PSO1&amp;PSO2 &amp;PSO3</b>	<b>K1</b>	
<b>CO 2</b>	Illustrate the models of E-Governance available in the recent trends.		<b>PSO1&amp;PSO2 &amp;PSO5</b>	<b>K2</b>	
<b>CO 3</b>	Examine the E-Governance facilities available at our country and its impact.		<b>PSO1&amp;PSO4 &amp;PSO5</b>	<b>K3</b>	
<b>CO 4</b>	Gain knowledge on the various E-Governance projects available in our country.		<b>PSO3&amp;PSO2 &amp; PSO5</b>	<b>K4</b>	
<b>CO 5</b>	Identify the issues and the challenges in E-Governance.		<b>PSO2&amp;PSO3 &amp; PSO5</b>	<b>K5</b>	
<b>SYLLABUS</b>					
<b>UNIT</b>	<b>CONTENT</b>		<b>HOURS</b>	<b>COs</b>	<b>BLOOM’S TAXONOMY LEVEL</b>
<b>I</b>	<b>E-Governance:</b> Definition, Meaning, Scope and Importance, Traditional Governance –Need For		<b>16</b>	<b>CO1,</b>	<b>K1,</b>



	Reform – Re-Engineering And Government Process – Government Policy On E- Governance, Citizen Centric Government -E-Government Services-Differentiation Of G2C, G2G, G2B, G2E - Stages of E-Government development, Current Status-Indian and Global Foundations.		CO2, CO3, CO4, CO5	K2, K3, K4, K5
II	<b>Models and Trends in E-Governance:</b> E-Governance Maturity Model -6C Model –Concept of Public Private Partnership-Technology Frame work for E-governance, E-government and E-Governance, E-Governance and Good Governance.	16	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
III	<b>Prospects of E-governance at Union, State and local level:</b> National E-Governance Plan - Central Mission Mode Projects-State Mission Mode Projects-Integrated Mission Mode Projects -Implementation Strategy -Components – IT Act 2000, National E-Governance Plan Programme Management Unit-National Informatics Center – - Information Technology Enabled Service (ITES)  <b>E-governance in Rural Local Bodies:</b> Urban Local Bodies-E-Management of Development Projects at Rural and Urban local bodies (JNNURM) -Effective Service Delivery through E- Governance - Transparency and Accountability at Grass root Level.	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<b>Role of E-Governance in various sectors: Major E-governance Projects:</b> Gyandoot, Warana, E- choupal, E-Bhoomi, E-Governance in Noida City,Raj Nidhi, Raksha Bhoomi. E-Seva (Electronic Citizen Services) -PDS, transport, agriculture, Health, Education, Judiciary, ELCOT.	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

<b>V</b>	<b>Issues and Challenges of E-governance</b> :Women and E-Governance – Asynchronous Learning-Cyber Security–Surveillance-Socio-Economic Issues -Digital Divide-Capacity Building -Socio-Political implications of E-Governance -Issues of integration – Networking with NGOs, CBOs -Government resource planning and process re-engineering, Challenges of e-Governance.	<b>18</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
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- United Nations, *Organization, Management and Supervision of Public Enterprises in Developing Countries*, New York., 1994.
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## Web Resources (

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- <https://www.toppr.com/guides/business-environment/scales-of-business/public-enterprises-and-their-structures/>

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	2							3	2	2			K1
CO 2			3		3		2		2	2			3	K2
CO 3				2	2		3		2			2	2	K3
CO 4				3			2				3	2	2	K4
CO 5				2	2	3				2	3		2	K5
Wt. Avg.	3	2	3	2.33	2.33	3	2.33		2.33	2	2.66	2	2.25	
Overall Mapping of the PO							2.57		Overall Mapping of the PSO					2.248

## COURSE TITLE: ENGAGED GOVERNANCE

<b>Course Code</b>		<b>232PA4M03</b>			
<b>Credits</b>		<b>4</b>			
<b>Hours / Cycle</b>		<b>6</b>			
<b>Category</b>		<b>Part</b>	<b>Core</b>	<b>Theory</b>	
<b>Semester</b>		<b>IV</b>			
<b>Year of Implementation</b>		<b>From the academic year 2023-2024 onwards</b>			
<b>Course Objectives</b>		To cognize and analyse the role, functions and significance of Engaged Governance and Citizen participation.			
<b>CO #</b>	<b>Course Outcome(s)</b>		<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>	
<b>On completing the course successfully, the student will be able to</b>					
<b>CO 1</b>	Gain knowledge and recall the concepts and theories of Governance		<b>PSO1, PSO2</b>	<b>K1</b>	
<b>CO 2</b>	Illustrate the importance of Engaged governance and citizen participation		<b>PSO2</b>	<b>K2</b>	
<b>CO 3</b>	Get an overview and build a model for the administrative practices of the Prime Ministers of India		<b>PS02, PSO3</b>	<b>K3</b>	
<b>CO 4</b>	Examine the Party System and Election practices in India		<b>PSO1, PSO2 &amp; PSO3</b>	<b>K4</b>	
<b>CO 5</b>	Evaluate and appraise the best practices of various States involved in Engaged Governance		<b>PSO3, PSO4, PSO5</b>	<b>K5</b>	
<b>SYLLABUS</b>					
<b>UNIT</b>	<b>CONTENT</b>		<b>HOURS</b>	<b>COs</b>	<b>BLOOM'S TAXONOMY LEVEL</b>
<b>I</b>	<b>Theory of Governance</b> Monarchy, Oligarchy, Liberalism, Neo liberalism, Socialism, Democracy, Anarchism, Colonialism, Communism. Despotism, Distributism, Feudalism, Fascism, Capitalism, Modernism, Post Modernism, Participatory Governance, New Governance and patterns, Good Governance, Partnerships and Task force		<b>20</b>	<b>CO1, CO2, CO3, CO4, CO5</b>	<b>K1, K2, K3, K4, K5</b>

<b>II</b>	<p>Engaged Governance: meaning and concept Models of Measuring Governance:Procedural Measure -Capacity Measure -Output Measure -Autonomy Measure, Government Transparency: -Originality and Replication of Innovation -Innovation with or Without Improvement-Citizen Participation in Government Innovations - Participatory Governance Tool Kits.</p>	<b>15</b>	<p><b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b></p>	<p><b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b></p>
<b>III</b>	<p><b>Prime Ministers of India and Governance</b> J. Nehru:1947-62- founder of Modern Indian State, Founder of Planning Commission Gulzarilal Nanda: Interim PM Lal Bahadur Shastri: Promoted Green &amp; White revolution, Jai Jawan! Jai Kisan Indira Gandhi:20 Point Programme, Garibi Hatao Desh Bachao, Iron Lady Moraji Desai: Nuclear Disarmament, Foreign Policy, Social Worker Charan Singh: Land reforms of UP Rajiv Gandhi: Anti-defection law, Economic and Foreign Policy, Local Governance VP Singh :62 Amendment of 1989 and SC-ST Act, Mandal Commission Report, Chandra Shekar P.V. Narasimha Rao: Father of Indian Economic Reforms, Local Government Atal Bihari Vajpayee: Nuclear Test, H.D. Deva Gowde: Delhi Metro Project I.K. Gujral: Gujral Doctrine Manmohan Singh: Health Care, Education, Economic Reforms Narendra Damodar Modi: Skill India Mission, Digital India, Aatmanirbharath, Clean India</p>	<b>25</b>	<p><b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b></p>	<p><b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b></p>
<b>IV</b>	<p><b>Impact of Party System and Elections in India</b> National &amp; Regional Party, Federalism: Cooperative Vs Competitive Federalism, Constitutionalism-symmetry and asymmetry, Election Commission and elections, Electoral Behaviour and Reforms, Digitalization and Psephology, Plurality, Vote bank and Citizen Participation, Citizen Charter and Civil Society, Corruption Perception Index</p>	<b>10</b>	<p><b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b></p>	<p><b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b></p>

V	<b>Best Practices - Case Study on Innovations by State Governance Perspectives and Challenges</b> AP: Agriculture and Good Governance UP: UP population control draft bill 2021–2030. Delhi: Parivartan and Kabira Tamil Nadu: Women and Child Schemes Kerala: Kudambashree, Akshya West Bengal: Prochesta Prokolpo Madhya Pradesh: GDP in agriculture Punjab: Governance Ethics and Reforms Commission	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
<b>Prescribed Books/Textbooks</b>  <i>Pruthi R. K.Dr., Prime Ministers of India - Nehru to Modi, Indiana Publishing House,2023-2024</i> <ul style="list-style-type: none"> <li>Jarnail Singh, With Four Prime Ministers, Konark Publishers Pvt.Ltd 2020</li> <li>Pruthi R. K .Dr., Prime Ministers of India - Nehru to Modi, Indiana Publishing House,2023-2024</li> <li>Jarnail Singh, With Four Prime Ministers, Konark Publishers Pvt.Ltd 2020</li> <li>Rai,Vinod, Rethinking Good Governance: Holding to Account India’s Public Institutions, Rupa Publications India,2019.</li> </ul>				
<b>References</b> <ul style="list-style-type: none"> <li>CardulloPaolo, Citizens in the 'Smart City': Participation, Co-production, Governance,Routledge2021</li> <li>Christopher Ansell, Jacob Torfing, Handbook on Theories of Governance, Edward ElgarPublishing,2023-2024</li> <li>Kapila Raj, To the Nation, for the Nation: Selections from Selected Speeches of Dr. ManmohanSingh, Academic foundation,2006</li> <li>JurianEdelenbos,Civic Engagement, Community-Based Initiatives and Governance Capacity:AnInternational Perspective,Routledge Critical Studies in Public Management,2020</li> </ul> <p>Jomo Kwame Sundaram and Anis Chowdhury, Is Good Governance Goodfor Development? United Nations Publications. August 2012.</p>				

### **Suggested Reading**

- . Sanford Borins, ed., *Innovations in Government Research, Recognition, and Replication*, Brookings Institution Press, 2008.
- Stephen P. Osborne, Ed., *The New Public Governance? Emerging Perspectives on the Theory and Practice of Public Governance*, London: Routledge, 2001
- Walker, R., Jeanes, E. and Rowlands, R. *Measuring innovation: Applying the literature-based innovation output indicator to public services*. Public Administration, 2002.
- Ali Farazmand, *Sound Governance: Policy and Administrative Innovations*, Praeger Publishers, West Port, 2004
- Bevir, Mark, *The Sage Handbook of Governance*, Sage Publications Ltd, London, 2013
- Francis Fukuyama, *What is Governance?*, Working Paper 314, Center for Global Development, NW, Washington, DC, 2013
- Kathe Callahan (2007), *Elements of Effective Governance: Measurement, Accountability and Participation*, CRC Press, Taylor and Francis Group, Boca Raton.
- Katherine Berscha and Sandra Botero, *Measuring Governance: Implications of Conceptual Choices*, *European Journal of Development Research* Vol. 26, 2014.
- *Elections in India: Everything You Need to Know*, Robin Harper Collins, 10 Apr-2020 - Juvenile Nonfiction - 72 pages

### **Web Resources**

- <http://mim.ac.mw/books/Diane%20Guthrie-Engaged%20governance.pdf>
- [https://pdf.usaid.gov/pdf\\_docs/PNADQ127.pdf](https://pdf.usaid.gov/pdf_docs/PNADQ127.pdf)
- Jurian Edelenbos, Astrid Molenveld, Ingmar van Meerkerk, *Citizen Participation in Rural Development* By H R Chaturvedi And Subrata Kumar Mitra, Cpr, 1982
- *When India Votes: The Dynamics of Successful Election Campaigning* – 20 March 2019, Dr Samir Kapur; Jaishri Jethwaney



## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	2	2	3	3		2			2	3				K1
CO 2		3	2	2						3				K2
CO 3		3	2	2		2				2	3	3		K3
CO 4	2	2	2	3		3			3	2	3			K4
CO 5		2	3	3	2	2					3	3	3	K5
Wt. Avg.	2	2.4	2.4	2.6	2	2.25			2.5	2.5	3	3	3	
Overall Mapping of the PO							2.27		Overall Mapping of the PSO				2.8	

**COURSE TITLE: DISSERTATION WITH VIVA-VOCE**

<b>Course Code</b>	<b>232PA4M04</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Core</b>	
<b>Semester</b>	<b>IV</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To define and identify the research problem through appropriate research process by sourcing and establishing a reliable and legitimate research work.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Apply theoretical knowledge in practice through appropriate survey and data analysis.	<b>PSO4</b>	<b>K1</b>
<b>CO 2</b>	Use the statistical tools and follow research process scientifically.	<b>PSO7</b>	<b>K2</b>
<b>CO 3</b>	Formulate and develop methods to determine solutions to research problems.	<b>PSO5</b>	<b>K3</b>
<b>CO 4</b>	Evaluating the evidences, organizing data, critically analyzing and convincing with articulated research work.	<b>PSO5</b>	<b>K4</b>

The Project work will start in the beginning of the III Semester. The completed work of the dissertation will be submitted during the last month of the Semester.

The dissertation will comprise of the following aspects:

- Minimum 70 pages to not more than 80 pages.
- Well-defined research process which includes problem statement, objectives of the research study, theoretical framework, need for research, research methodology (Data collection & analysis), Sampling, Limitations of the study, Footnotes/Endnotes, Bibliography, Review of Literature and a fitting Conclusion along with findings and suggestions.
- Research proposal to be submitted at the end of the III Semester to their respective Guide & Supervisor
- Project Work will have a standard Declaration form, Supervisor's letter and Cover page
- It is mandatory to prepare and submit an abstract and PowerPoint during the submission of the Dissertation
- Guide and Supervisor will provide a certificate of eligibility for submission of the Project Work based on the interest and the intent of the students shown on research.

On successful submission of the Project Work, the student's work will be evaluated based on:

1. The evaluation of the external examiner for 50 marks
2. The Viva-Voce Examination conducted by the External examiner and members of the faculty of the Department
3. Internal Assessment and Valuation report of 50 marks will be submitted by the Guide and Supervisor.



**Madras Christian College**  
**(Autonomous) Tambaram East,**  
**Chennai 600 059**

**END OF SEMESTER EXAMINATIONS –**  
**NOVEMBER/APRIL**

**UG & PG PROGRAMMES – Project/Dissertation/Field Work &**  
**Internship**

<b>Criteria</b>	<b>CO#</b>	<b>Marks</b>
<b>Presentation</b>	CO3	25
<b>Viva</b>	CO5	25
<b>Analysis of Results – Dissertation / Report</b>	CO4	25
<b>Evaluate &amp; Create</b>	CO5	25

**Mark Distribution: CO-wise**

<b>Criteria</b>	<b>CO#</b>	<b>K Level</b>	<b>Marks</b>	<b>Weightage in %</b>
<b>Viva</b>	CO5	K5	25	25
<b>Presentation</b>	CO3	K3	25	25
<b>Analysis of Results – Dissertation /Report</b>	CO4	K4	25	25

<b>Evaluate &amp;Create</b>	<b>CO5</b>	<b>K5</b>	<b>25</b>	<b>25</b>
<b>Total</b>		<b>50</b>	<b>100</b>	

**COURSE TITLE: HUMAN RIGHTS ADMINISTRATION**

<b>Course Code</b>	<b>232PA4E01</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Elective</b>	<b>Theory</b>
<b>Semester</b>	<b>IV</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To understand the origin, significance and theories of Human Rights. To educate students on the institutional framework for protection Of Human Rights. To know the privileges and Constitutional rights available for citizens and aliens.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Know the evolution, growth, theories and international framework of Human rights	<b>PSO1 &amp; PSO2</b>	<b>K1</b>
<b>CO 2</b>	Understand the Humanitarian law, International and Indian Constitutional provisions for human rights	<b>PSO1, PSO2 &amp; PSO3</b>	<b>K2</b>
<b>CO 3</b>	Learn the role and functions of National and State Commissions on Human Rights, Legal protections available for SCs and STs	<b>PSO1, PSO3 &amp; PSO5</b>	<b>K3</b>
<b>CO 4</b>	Constitutional protection of Women and Children, Prisoners, Refugees and Differently Abled.	<b>PSO1, PSO4 &amp; PSO5</b>	<b>K4</b>
<b>CO 5</b>	Role of Media, Judiciary and NGOs in the protection of Human rights.	<b>PSO4 &amp; PSO5</b>	<b>K5</b>

SYLLABUS				
UNITS	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<p><b>Introduction to HumanRights:</b> Evolution, Nature, Scope, Theoretical Foundations ofHuman Rights.</p> <p><b>Approaches to HumanRights:</b> Natural Rights Approach, Utilitarian Approach, Liberal- Egalitarian Approach.</p> <p>Human Rights in the International Legal Framework: Obligations in International Law, Development of Human Rights as part of International Law, International Tribunals.</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<p><b>International Humanitarian Law:</b> Origin and development– Principles - Protection. United Nations Human Rights Commission: UDHR</p> <p>Human Rights in the Indian <b>Constitutional Framework:</b> Civil and Political Rights, Economic, Social and Cultural Rights, Fundamental Duties. International <b>Covenants in Human Rights:</b> Economic, Social and Cultural Rights – Civil and Political Rights - Optional Protocols.</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

III	<p><b>National Human Rights Commission:</b> Structure, Functions – Powers Procedures relating to inquiry.</p> <p><b>State Human Rights Commission:</b> Structure - Functions – Powers – Procedures relating to inquiry.</p> <p><b>Human Rights of SC's and ST's:</b> Constitutional Protection - Legal Protections – The SC/ST (Prevention of Atrocities) Act, 1989.</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<p><b>Human Rights of Child:</b> Convention on the Rights of Child Constitutional Protection, Child Labor – Causes of Child Labor Constitutional Protection and Legislations Concerning Child Labor, National Commission on Child Labor.</p> <p><b>Human Rights of Women:</b> Constitutional Guarantees Protection under other Laws International Conventions Contemporary Issues – Nation Commission for Women, Vishak guidelines, Nirbhaya.</p> <p><b>Human Rights of Prisoners:</b> Prison System in India, The Indian Prisons Act 1894, Constitution Provisions.</p>	20	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
V	<p><b>Human Rights of Refugees:</b> International Instrument, Convention on the Status of Refugees, Refugee Protection in India.</p> <p><b>Human Rights of Differently Abled Persons:</b> Causes for Disability, Declaration on the Rights of Disabled, Persons with Disabilities Act, 1995.</p>	16	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5



	<p><b>Role of Media, Judiciary in India for the Protection of Human Rights</b></p> <p><b>International NGOs-</b> Human Rights Watch, Red Cross, Amnesty International.</p> <p><b>Case Studies:</b> International, National and Regional.</p>			
<p><b>References</b></p> <ul style="list-style-type: none"> <li>• Subramaniam, S., “<i>Human Rights Training</i>”, Manas, Delhi, 2000.</li> <li>• Vadakunchery James, “<i>Human Rights and Police in India</i>”, APH Publishing Corporation, New Delhi, 1996.</li> <li>• Mehartaj S. and Neena Verma, “<i>Human Rights under Indian Constitution</i>”, Deep &amp; Deep Publications, New Delhi, 1999.</li> <li>• Vinod Sharma, “<i>Human Rights Violation– A Global Phenomenon</i>”, APH Publishing Corporation, New Delhi, 2002</li> </ul>				

- Sivagami Paramasivam, “*Human Rights- A Study*” Sriram Publishers, Salem, 1998.
- Chiranjeevi J.Nirmal, “*Human Rights in India: Historical, Social and Political Perspectives*”, Oxford University Press, June 2012
- Michael Freeman, “*Human Right’s*, Polity Press, May 2017.

### **Suggested Reading**

- “Lectures on Public International Law and Human Rights” (Lawmann’s Academic Series, Kamal Publishers, 2017.
- Jain Rashree, “*Text Book on Human Rights Law and Practice*“, Universal Law Publishing - An Imprint, 2016.
- Amritpal Kaur, “Promotion of Human Rights Law and Implementation” New Era Law Publications, Allahabad Law Agency, 2014
- H.G. Agarwal, “*Human Rights*”, Central Law Publications, 2020
- Raga Surya Rao, “*International Law and Human Rights*”, Gogia Law Agency, 2020

### **Web Resources:**

- [International Journal of Human Rights](#)
- [International Journal of Human Rights and Constitutional Studies \(IJHRCS\) Inderscience Publishers - linking academia, business and industry through research](#)
- [International Journal of Human Rights in Healthcare | Emerald Insight](#)
- [Universal Declaration of Human Rights | United Nations](#)
- [Full article: Potential tension between children’s engagement in work and the rights of the child: resolving the conflict using margin of appreciation doctrine](#)
- <https://www.tandfonline.com/doi/full/10.1080/13642987.2023-2024.2102609?src>
- [Human Rights Review | Home](#)
- [Journal of Human Rights](#)
- [Journal of Civil and Human Rights on JSTOR](#)

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	3							2	2				K1
CO 2	3	3	3			3	2	3	2		3	3		K2
CO 3	2		2			3					2	3		K3
CO 4			3	3	3		3	3				3	3	K4
CO 5				3	2		3					3	2	K5
Wt. Avg.	2.66	3	2.66	3	2.5	3	2.66	3	2	2	2.5	3	2.5	
Overall Mapping of the PO							2.12		Overall Mapping of the PSO				2.4	

**COURSE TITLE: GENDER AND  
ADMINISTRATION**

<b>Course Code</b>	<b>232PA4E02</b>		
<b>Credits</b>	<b>5</b>		
<b>Hours / Cycle</b>	<b>6</b>		
<b>Category</b>	<b>Part</b>	<b>Elective</b>	<b>Theory</b>
<b>Semester</b>	<b>IV</b>		
<b>Year of Implementation</b>	<b>From the academic year 2023-2024 onwards</b>		
<b>Course Objectives</b>	To learn the importance of gender studies and their issues. Understand the status of women in India and laws favoring them. Gain knowledge on the international conventions and conferences for women.		
<b>CO #</b>	<b>Course Outcome(s)</b>	<b>PSO Addressed</b>	<b>Bloom's Taxonomy Levels (K1 to K5)</b>
<b>On completing the course successfully, the student will be able to</b>			
<b>CO 1</b>	Understand, recognize and acknowledge the multi-dimensional role played by both genders in the society.	<b>PSO1, PSO2</b>	<b>K1</b>
<b>CO2</b>	Know the constitutional safeguards and social legislations for the protection and upliftment of Women.	<b>PSO1, PSO2 &amp; PSO5</b>	<b>K2</b>
<b>CO3</b>	Evaluate the application of the civil and criminal Laws to protect women during crimes committed against them.	<b>PSO3, PSO4 &amp; PSO5</b>	<b>K3</b>
<b>CO4</b>	Know their marital and inheritance rights.	<b>PSO1 &amp; PSO2</b>	<b>K4</b>
<b>CO 5</b>	Analyse the legal rights and support services available for women.	<b>PSO1, PSO2 &amp; PSO5</b>	<b>K5</b>

SYLLABUS				
UNIT	CONTENT	HOURS	COs	BLOOM'S TAXONOMY LEVEL
I	<b>Introduction to Women and Gender Concepts:</b> Difference between sex and gender- Origin and growth of global women's liberation movement-International and National Perspectives for Women's Development- World Conferences for Women- UN Decade for Women-Women's Right to Education –Role and function of Women Study Centers in India.	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
II	<b>Status of Women in Urban and Rural India:</b> Gender Justice-Constitutional Safeguards-Inter State Migrant Workers (Regulation of Employment and Conditions of Service) Act,1979-National Policies, Programmes, Schemes of Women-The Maternity Benefit Act 1961-Equal Remuneration Act 1976- National and State Commissions for Women-Gender Budgeting	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

III	<p><b>Laws for Women:</b></p> <p><b>Civil Laws:</b>  Protection of women from Domestic Violence Act  2005-Sexual Harassment at workplace Act 2013-  Equal Remuneration Act,1976-Maternity, Benefit  Act 1961-Assisted Reproductive Technology  Regulation Bill, 2010, Surrogacy</p> <p><b>Criminal Laws:</b>  Dowry Prohibition Act 1961 -  Dowry Death- The Commission of  Sati (Prevention) Act, 1987-  Cruelty-Sexual Assault- Rape-  Molestation- Indecent Gesture-  Kidnapping-Abduction—  Procurator of Minor Girls-  Preconception and Pre-natal  Diagnostic Techniques (Prohibition  of Sex Selection) Act 1994-The  Prohibition of Child Marriage, Act  2006-Protection of Children from  Sexual Offences Act 2012  (Prevention) Act, 1956-Provisionsin the Indian  Penal Code.</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5
IV	<p><b>Personal laws:</b>  The Muslim Personal Law (Shariat)Application  Act,1937-The Christian Marriage Act, 1872- The  Hindu Marriage Act, 1955- The Hindu Adoption  &amp; Maintenance Act, 1956- The Hindu Succession  Act 1956- The Special Marriage Act, 1954-  Family Court Act, 1984.- The Married  Women’s Property Act, 1874-National Commission  for Women- Tamil Nadu State Commission for  Women.</p>	18	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4, K5

<b>V</b>	<b>Gender Role in the Development Process:</b> Employability in Global Scenario- Corporate Social Responsibility- Positive impacts and Negative Impacts of Globalization -Gender concepts in Organized sectors – Gender in Un-organized sectors- Gender in Information and Communication Technology- Gender and Politics -LGBTAQ in Administration-Gender in Media- Reservation Policy	<b>18</b>	<b>CO1,</b> <b>CO2,</b> <b>CO3,</b> <b>CO4,</b> <b>CO5</b>	<b>K1,</b> <b>K2,</b> <b>K3,</b> <b>K4,</b> <b>K5</b>
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**Text Books**

- Sharanjit, “Gender Justice”, Regal Publications, New Delhi, 2015
- Shri Ram Naik, “Women Laws of India”, Astha Publishers & Distributors, New Delhi, 2016
- Maithreyi Krishna Raj, “Women Studies in India: Some Perspectives”, Bombay Popular Prakashan, 1986
- Maithreyi Krishna Raj, “Contribution to Women’s studies”, Bombay, SNDT, 1991
- Kanta Sharma, “Women Power in Twenty First Century” Anmol Publications, New Delhi, 2004
- Pancholi P.V, “Law on Violence Against Women”, Cyber Tech Publications, New Delhi, 2014

**Suggested Reading**

- Kadambari Sharma, ‘Feminist Theories’, Jnanada Prakashan (P&D) in Association with Women’s Agency for Generating Employment, New Delhi, 2017.
- Maya Majumdar, “Encyclopaedia of Women and Child Development”, Adhyayan, Publishing & Distributors, ( 2 Volumes), Delhi, 2004.
- Kalpana Roy, “Women’s Oppression and Protective Law”, Rajat Publisher, Delhi 1999.
- Madhana Rekha. B, “Women Administrators Challenges in the New Millennium,” New Dawn Publishers, New Delhi, 2006.
- Saumya Kushwaha, “Women Welfare: Some New Dimensions”, Sarup& Sons, New Delhi, 2005.
- Promilla Kapur, “Empowering the Indian Women”, Publication Division, Ministry of Information and Broadcasting , Government of India, New Delhi, 2001

**References**

- Roma Mukherjee, “Women, Law and Free Legal Aid in India”, Deep & Deep New Delhi, 2000.
- Uma Devi K, “Property Rights of Women,” Serials Publishers, New Delhi, 2006.
- Neera Bharihoke, “Rights of Hindu and Muslim Women”, Serials Publishers, New Delhi, 2008.



- Gokilavani.S&Nageswari.R, “Women’s Consumer Rights and their awareness:Textand Case study” Regal Publications, New Delhi,2007.
- Satya P. Kannan, “Global Human Rights: Issues& Initiatives”, Wisdom Press,NewDelhi, 2012.
- Kiran Prasad, “Women and Media”, The Women Press, Delhi, 2005.
- Kumar.A, “Encyclopaedia of Women in 21st Century”, Anmol Publications, NewDelhi,2005.
- Suman Kalyan Chaudhury, “Problems and Prospects of Women Entrepreneurship,Discovery Publishing House Pvt., Ltd., New Delhi, 2012.
- Tanuja Trivedi, “Encyclopaedia of Women’s Studies”, Jnanda Prakashan (P&D),(2 Volumes), New Delhi, 2012.
- Kadambari Sharma, “Encyclopaedia of Women’s Issues”, Jnanda Prakashan(P&D),(2 Volumes), New Delhi, 2013.

#### **Web Resources**

- [Internet Resources - Women's / Gender Studies - Research Guides at California State University, Long Beach](#)
- [https://ocw.mit.edu/search/?d=Women%27s%20and%20Gender%20Studies&s=department\\_course\\_numbers.sort\\_coursenum&t=Women%27s%20Studies](https://ocw.mit.edu/search/?d=Women%27s%20and%20Gender%20Studies&s=department_course_numbers.sort_coursenum&t=Women%27s%20Studies) [Websites - Gender Studies -Research Guides at Queen's University Library](#)
- [Other Resources - Women's, Gender, and Sexuality Studies - Guides at Milner Library,Illinois State University](#)
- [Internet Resources - Women’s, Gender, and Sexuality Studies - Simpson Library at Universityof Mary Washington](#)

## Correlation of POs/PSOs to each CO

Course Articulation Matrix														
Course Outcomes	Programme Outcomes								Programme Specific Outcomes					Cognitive Level
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	3	3	3			3			3					K1
CO 2	3		3	2		3	2	3	3		3	3		K2
CO 3			2			3					3	3		K3
CO 4			3	3			3	3				3		K4
CO 5				3	3		3					3	3	K5
Wt. Avg.	3	3	2.75	2.6	3	3	2.66	3	3	3	3	3	3	
Overall Mapping of the PO									Overall Mapping of the PSO					

## **MODEL QUESTION PAPER**

**Department Of Public Administration  
Madras Christian College**

### **INTERNAL CONTINUOUS ASSESSMENT TEST - I**

**ICA – I**

**Time: 2 Hours**

**Max. Marks: 50**

#### **SECTION – A (3X10=30 Marks)**

**Answer any THREE out of Five questions each not exceeding 300 words**

1		CO 1	K1
2		CO 2	K2
3		CO 3	K3
4		CO 4	K4
5		CO 5	K5

#### **SECTION-B (1X20=20 Marks)**

**Answer any ONE out of Two questions each not exceeding 1200 words**

6		CO4	K4
7		CO5	K5



**MADRAS CHRISTIAN COLLEGE (Autonomous)  
ALL UG & PG PROGRAMMES (Aided & SFS)**

**INTERNAL CONTINUOUS ASSESSMENT TEST – II (INNOVATIVE METHOD)**

*(For Students Admitted from 2023-2024 batch onwards)*

**Max. Marks: 50**

**Formative Learning**

- Project Based Learning (PBL)
- Case Studies
- Field Assignments
- Paper/Poster Presentation
- Computer simulations/ Virtual Labs
- Department Specific Methods

**Formative Assessment (Based on 21st Century Skills)**

Rubric for assessment*					
Criteria	CO # - K level	Descriptors			
		Outstanding	Good	Average	Unsatisfactory
<b>Domain Knowledge</b>	<b>CO2 – K2</b>	10 – 8 Exhibits excellent knowledge on the subject and narrates with confidence and is able to list the sources	7-6 Exhibits sufficient knowledge on the subject and narrates with confidence	5-4 Exhibits little knowledge on the subject and narrates with difficulties	< 4 Exhibits poor knowledge on the subject
<b>Presentation</b>	<b>CO3 – K3</b>	10 – 8 The presentation was presented with clarity of thought, detailed information's, Arguments and Counter Arguments along with the use of ICT.	7-6 The presentation was carried out clearly with detailed information	5-4 The presentation was clear	< 4 The presentation lacks clarity
<b>Analyze</b>	<b>CO4 – K4</b>	10 – 8 Ability to apply more than one method to arrives at	7-6 Appropriate methods are used but arrives at	5-4 Appropriate methods are used but arrives at vague	< 4 Lack of any analyses. The arguments are poorly linked to one

		conclusion	conclusions	conclusions	another.
<b>Evaluate &amp; Create</b>	<b>CO5 – K5</b>	20 – 16 Original Ideas that can be patented / copyrighted/ impact policies	15-12 Ideas are original, Interesting and can be applied in the contemporar y society	11 – 8 Ideas evolved are relevant	< 7 Ideas evolved are completely irrelevant

**Mark Distribution: CO-wise**

<b>Criteria</b>	<b>CO #</b>	<b>Marks</b>	<b>Weightage in %</b>
<b>Domain Knowledge</b>	<b>CO2</b>	10	<b>20</b>
<b>Presentation</b>	<b>CO3</b>	10	<b>20</b>
<b>Analyze</b>	<b>CO4</b>	10	<b>20</b>
<b>Evaluate &amp; Create</b>	<b>CO5</b>	20	<b>40</b>
<b>Total</b>		<b>50</b>	<b>100</b>

## **MODEL QUESTION PAPER**

**Department Of Public Administration  
Madras Christian College**

**INTERNAL CONTINUOUS ASSESSMENT TEST - II**

**ICA – III**

**Time: 2 Hours**

**Max. Marks: 50**

### **SECTION – A (3X10=30 Marks)**

**Answer any THREE out of Five questions each not exceeding 300 words**

1		CO 1	K1
2		CO 2	K2
3		CO 3	K3
4		CO 4	K4
5		CO 5	K5

### **SECTION-B (1X20=20 Marks)**

**Answer any ONE out of Two questions each not exceeding 1200 words**

6		CO4	K4
7		CO5	K5

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