CURRICULUM FRAMEWORK AND SYLLABI FOR

M.A PUBLIC ADMINISTRATION

(FOR THE CANDIDATE TO BE ADMITTED FROM THE ACADEMIC YEAR 2018-19)

(UNDER CHOICE BASED CREDIT SYSTEM-CBCS)

MOTHER TERESA WOMEN'S UNIVERSTIY

KODAIKANAL

SYLLABUS FOR M.A., PUBLIC ADMINISTRATION

PRELUDE

M.A. in Public Administration is a two-year post-graduate programme offered by Mother Teresa Women's University from 2018-2019. The course offers specializations in a variety of subjects such as Management, Political Science, Economics, Social Welfare Administration,Civics, Law, among others. There are several job opportunities after completing MA in Public Administration. Some of the job roles include Administrative officer, Manager, Political scientist, Public Relation Officer, Budget analyst, teacher, professor etc.

VISION

The vision is to prepare women for a variety of public sector roles, including leadership, management, and administrative positions in government and non-profit organizations. To instill in our students public service values and professional ethics.

MISSION

➢ To empower students in achieving their professional goals.

➢ To keep the students updated with current affairs and new managerial skills.

➢ To enhance research aptitude, capacity building and communication skills through teaching and extension activities.

➢ To provide opportunities for all-round development of the students and excellence in higher education, research and extension in the field of public service values and professional ethics.

MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL
M.A., Public Administration(Two Year Programme)

Programme Outcome :

1. To promote a commitment to the imporovement of government and social institutions.

2. To educate the students about grneralist public management knowledge and skills.

3. Prepare students to initiate and facilitate interactions between government, for-profit, and nonprofit sectors to provide ethical and workable solutions to societal needs.

4. Educate students to be compassionate and effective leaders who humanely manage public organizations

5. Translate research into effective practices and achievable, human policies.

6. Impart the students the important skills like conceptual;, entrepreneurial, and analytical skill for the acquisition of academic theory and skills to foster an ethical commitment to the public service values of serving the public interest with accountability and transparency.

7. To encourage students to acquire knowledge ,skills and capabilities arising from the need for a more efficient and effective public administration.

Programme Specific Outcome:

1. To provide the students a deeper and broader understanding of the subject.

2. To enhance their research ability to add new thinking and concept into its body of knowledge.

3. To equip the students for seeking suitable employment ability.

4. To impart knowledge and develop understanding of research methodology and its application for research relevant to problems of governance.

5. Use ethical leadership in transparent, accountable decision maki9ng for the common good.

M.A PUBLIC ADMINISTRATION

P. No.	Paper Code	Course Title	Hours	Credits	Continuous Internal Assessment (CIS)	End Semester Exam (ESE)	Total
Semester I							
1.	PPAT11	Introduction to Public Administration	6	5	25	75	100
2.	PPAT12	Administrative Thinkers	6	5	25	75	100
3.	PPAT13	International Organizations	6	5	25	75	100
4.	PPAT14	Comparative Public Administration	6	5	25	75	100
5	PPAE11	Soft Skills	6	5	25	75	100
Total			30	25			500
Semester II							
6.	PPAT21	Public Personnel Administration	6	5	25	75	100
7.	PPAT22	Public	6	5	25	75	100

		Financial Administration					
8.	PPAT23	Indian Administration	6	5	25	75	100
9.	PPAT24	Environmental Administration	6	5	25	75	100
10.	PPAE22	*Gender Studies*	6	5	25	75	100
Total			**30**	25			500
Semester III							
11.	PPAT31	Public Policy and Analysis	6	5	25	75	100
12.	PPAT32	Administrative Law	6	5	25	75	100
13.	PPAT33	Local Government in India	6	5	25	75	100
14.	PPAT34	Research Methodology/ Internship in Public Bodies- Report Presentation	6	5	25	75	100

15.	PPAE33	Public Administration for Civil Services	6	5	25	75	100
	Total		**30**	**25**			**500**
	Semester IV						
16.	PPAT41	Social Welfare Administration	6	5	25	75	100
17.	PPAT42	Development Administration	6	5	25	75	100
18.	PPAD41	Dissertation- Viva Voce	18	5	25	75	100
	Total		30	15			300
	Total		120	90			1800

Credit Distribution

S.No	Courses Category	Credits	Percentage of credits to total credits
1	Core Theory	65	72.2
2	Internship	5	5.55
3	Major based elective	15	16.66
4	Projects	5	5.55
	Total	90	100 100%

AVERAGE PERCENTAGE OF THE COURSES HAVING FOCUS ON SKILLS

P. No.	Subject Code	Name of the Course	Employability	Skill	Entrepreneurship	Knowledge
1.	PPAT11	Introduction to Public Administration				Y
2.	PPAT12	Administrative Thinkers				Y
3.	PPAT13	International Organizations	Y			
4.	PPAT14	Comparative Public Administration		Y		
5.	PPAT21	Public Personnel Administration		Y		
6.	PPAT22	Public Financial Administration			Y	
7.	PPAT23	Indian Administration				Y
8.	PPAT24	Environmental Administration		Y		
9.	PPAT31	Public Policy and Analysis				Y

					Y		
10.	PPAT32	Administrative Law			Y		
11.	PPAT33	Local Government in India				Y	
12.	PPAT34	Research Methodology/ Internship in Public Bodies-Report Presentation	Y				
13.	PPAT41	Social Welfare Administration				Y	
14.	PPAT42	Development Administration			Y		
	Core Course - Total		2	5		3	4

Elective Courses

P. No.	Subject Code	Name of the Course	Employability	Skill	Entrepreneurship	Knowledge
1	PPAE11	Soft Skills		Y		
2	PPAE22	Gender Studies				Y
3	PPAE33	Public Administration for Civil Services	Y			
Elective Courses Total			1	1		1

Project work

P. No.	Subject Code	Name of the Course	Employability	Skill	Entrepreneurship	Knowledge
1	PPAD41	Dissertation-Viva Voce		Y		
2	Courses Total			1		

Type of course	Employability	Skill	Entrepreneurship	Knowledge
Core Courses-Total	2	5	3	4
Elective Courses - Total	1	1		1
Others – Total		1		

Course Code & Title	Semester-I		
	INTRODUCTION TO PUBLIC ADMINISTRATION		
PPAT11	**Semester-I**	**Credits:5**	**Hours:6**
Cognitive Level	K2: Understand K3: Apply K4: Analyze K6:Evaluate		
Learning Objectives	The Course aims **1.** To provide superior graduate education to students aspiring to or committed to public service careers. 2.To promote understanding of the political, social, legal, and economic environments in which public organizations operate; 3.To provide understanding of, and insight into, the nature of the administrative process and bureaucratic behavior, leadership, and decision making; 4.To promote understanding of New Public Administration and New Public Management		

Course outcomes

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

K2	**CO1**	New Public Administration and New Public Management
K3	**CO 2**	Govern in collaboration with other leaders, employees, volunteers, and the public.
K4	**CO 3**	strategic plans to promote organizational effectiveness and minimize risk.
K2	**CO 4**	organizational needs and decisions effectively in written and oral forms.
K6	**CO5**	critical thinking and problem solving skills to complex strategic

Course Code &	Semester-I

Title	ADMINISTRATIVE THINKERS		
PPAT12	Semester-I	Credits:5	Hours:6
Cognitive Level	K1:Recall K2: Understand K4: Analyze K6:Evaluate		
Learning Objectives	The Course aims 1.To develop a solid understanding of public **administration** theory. 2.To analyze the historical development of public **administration** and the major **thinkers.** **3.**To study the important contributions of Administrative thinkers. 4.To Provide high quality instruction about human relations approach.		

Course outcome:

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

K1	**CO1**	Contribution of Administrative Thinkers.
K2	**CO 2**	The works and studies related to Administrative Thinkers
K4	**CO 3**	Implementation and effects of public policies and laws**.**
K2	**CO 4**	Various aspects and dimension of the Theories and Practice of Modern Government.
K6	**C05**	Historical development of public *administration* and the major thinkers.

Course Code & Title	Semester-I **INTERNATIONAL ORGANISATIONS**		
PPAT13	**Semester-I**	**Credits:5**	**Hours:6**
Cognitive Level	K2: Understand K4: Analyze K5:Create K6:Evaluate		
Learning Objectives	The Course aims 1.To give exposure to the students in the context of the world countries are operating. 2.To focus on the international organizations such as, United Nations Organization (UNO), and its sister organizations" origin, and rotationale . 3.To discuss the various international conventions and treaties which are binding on the member nations . 4. To learn about Administration of Regional Organizations		

Course outcome:

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

K4	CO1	Various international conventions and treaties which are binding on the member nations .
K6	CO 2	Analytical skills relevant to International Administration and Global Governance.
K5	CO 3	Skills needed for both professional careers in and post-graduate research related to international administration and global governance
K5	CO 4	Equip students with the analytical skills to assess the international policy
K2	CO5	Complex interrelations among domestic and international governmental, intergovernmental and nongovernmental actors.

Course Code & Title	Semester-I COMPARATIVE PUBLIC ADMINISTRATION		
PPAT14	Semester-I	Credits:5	Hours:6
Cognitive Level	K1:Recall K2: Understand K3: Apply K4: Analyze		
Learning Objectives	The Course aims 1.To let the students exposed to the administrative systems functioning in various countries of the world. 2.To give awareness on the administrative systems of various countries. 3.To study the analyzed compared and estimated administrative systems , which include political culture, constitutional frame work, civil service, public sector agencies , federal and local government, financing system, coordination of the system, managing the system, accountability, secrecy and openness, democracy, 4.To identify further administrative developments and the financial crash etc.		

Course outcome:

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

K4	CO1	Political culture, constitutional frame work, civil service, public sector agencies , federal and local government, financing system, coordination of the system, managing the system, accountability, secrecy and openness, democracy and so on
K3	CO 2	Theories, methods and types of comparative public administration research
K1	CO 3	Models and traditions of public administration
K2	CO 4	Public administration development and reforms
K4	CO5	Organization and functions of public administration in different countries

Course Code & Title	Semester-I SOFT SKILLS		
PPAE11	**Semester-I**	**Credits:5**	**Hours:6**
Cognitive Level	K3: Apply K4: Analyze K5:Create K6:Evaluate		
Learning Objectives	The Course aims **1.To** promote written and oral communications skills. 2. To promote the professional development of PA students 3.To promote the Etiquettes for Public Speaking. 4. To build capacity among the students.		

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Course outcome:
    On successful completion of the course, the students will be able to gain knowledge about

K5	CO1	Etiquettes for Public Speaking
K3	**CO 2**	Team work, presentation and public communication
K3	**CO 3**	Public speaking
K6	**CO 4**	Adapt to new situations and reflect upon professional practice in order to most effectively address challenges
K4	**C05**	Developing interpersonal communication skills including report writing, workplace discussions, negotiation and management strategies.

Course Code & Title	Semester-II
	PUBLIC PERSONNEL ADMINISTRATION

PPAT21	**Semester-Ii**	**Credits:5**	**Hours:6**
Cognitive Level	K1:Recall K2: Understand K4: Analyze		
Learning Objectives	The Course aims 1.To introduce students to the terminology, history, and models of the Personnel Administration industrial relations system. 2.To know the procedures of Recruitment ,Training ,Promotion and Incentives. 3. To introduce the students to the essential knowledge of labor relations and *industrial relations* systems and participatory processes. 4.To initiate in to *industrial Relations* Management		

Course outcome:
   On successful completion of the course, the students will be able to gain knowledge about

K2	CO1	Concept and its philosophical ground to study civil service system in India.
K1	**CO 2**	Public Personnel Administration in India
K2	**CO 3**	Employee recruitment, Selection, Training, discipline, development,Grievance redressal and assessment of public safety of employees.
K4	**CO 4**	Personnel administration of the concerned agency
K4	**C05**	Public safety administrators in public safety administration.

Course Code & Title	Semester-II		
	Public Financial Administration		
PPAT22	Semester-Ii	Credits:5	Hours:6
Cognitive Level	K2: Understand K3: Apply K4: Analyze		
Learning Objectives	The Course aims 1.To introduce the students the nature , scope , significance, of the Public Financial Administration . 2.To focuses on the principles and process of the public budgeting. The role of the budgeting process in the functioning of the government and the executive, legislative and judicial control over public spending. 3. To focuses on Accounting and Auditing system in India. 4. To know the role ofUnion Ministry of Finance and Reserve Bank of India.		

Course outcome:

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

K4	CO1	Collection and use of qualitative and quantitative data
K2	CO 2	Financial resources management
K3	CO 3	Ethics and integrity in public service and reflect on ways to incorporate public service values in administering agencies, policies and programs.
K3	CO 4	Critical issues such as helping organizations meet the ever-changing needs of the general population .
K4	CO 5	Theory and research based works.

Course Code & Title	Semester-II INDIAN ADMINISTRATION		
PPA T23	Semester-II	Credits:5	Hours:6
Cognitive Level	K1:Recall K2: Understand K5:Create K6:Evaluate		
Learning Objectives	The Course aims 1. To establish and maintain libraries and information services to facilitate the study of public administration and spreading information in this regard. **2.** To cooperate with approved institutions and bodies for the purposes of helping the cause of public administration. **3.** To undertake, organise and facilitate study courses, conferences and lectures and research in matters relating to Indian administration and the machinery of government. **4.** To encourage innovative and interactive Digitisation of *public* administration.		

Course outcome:

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

K2	CO1	Historical evolution and socio-economic, political, cultural and global context of Indian Administration;
K1	CO 2	Transformative role of Indian Administration
K5	CO 3	Multi-dimensional problems and processes of Indian Administration;
K2	CO 4	Forms of Indian Administration
K6	CO 5	Emerging issues in Indian Administration in the context of changing role of state and civil society

Course Code & Title	Semester-II ENVIRONMENTAL ADMINISTRATION		
PPAT24	Semester-II	Credits:5	Hours:6
Cognitive Level	K2: Understand K4: Analyze K5:Create K6:Evaluate		
Learning Objectives	The Course aims **1.** To guide the sum total of Govt. efforts to safeguard the environment. **2.** To focuses on *environmental* efforts on recovery of ecosystems, conserving biodiversity and the natural and cultural *environment* and good human health. **3.** To utilize efficient material cycles free from dangerous substances and sustainable use of natural resources. **4.** To teach the principles of Environmental education which is a way of implementing the goals of *environmental protection*.		

Course Outcome:

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

K2	CO1	Environmental management approaches at national and international levels
K4	CO2	Environmental management in relation to the major principles of sustainable development like biodiversity conservation; economic sustainability etc
K5	CO 3	Concepts and methods into real-world environmental management practices.
K6	CO 4	Able to evaluate critical information in oral and written forms.
K5	CO5	Environmental management analysis outputs of professional quality, both independently and within team environments

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Course Code & Title	Semester-II		
	GENDER STUDIES		
PPAE22	**Semester-II**	**Credits:5**	**Hours:6**
Cognitive Level	K1:Recall K2: Understand K4: Analyze K5:Create		
Learning Objectives	The Course aims 1. To give an understanding of the Academic discipline of Gender Studies 2. To create awareness on the Government efforts on Gender development. 3. To make aware of gender sensitization. 4. To teach about Gender Approaches to Development .		

Course Outcome:

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

K2	**CO1**	Biologically determined and socially constructed Gender roles.
K4	**CO 2**	Gender disparity and gender discrimination within the family, education, political and societal systems
K2	**CO 3**	Empowerment and power relations
K1	**CO 4**	Gender Approaches to Development.
K5	**CO 5**	Information on central and state government initiatives towards women's studies.

Course Code & Title	Semester-III **Public Policy and Analysis**		
PPAT31	**Semester-III**	**Credits:5**	**Hours:6**
Cognitive Level	K1:Recall K2: Understand K3: Apply K4: Analyze K6:Evaluate		
Learning Objectives	The Course aims t 1. To use a public agency to identify, respond and implement a political process. 2. Public policy is the means by which a government maintains order or addresses the needs of its citizens through it's legal system. 3.The object of the paper is to enlighten the structure about the method and process of public policy making in government and impact of the public policies on the society. 4. The students are exposed to the content and process analysis models of policy making in addition to study some of the important public policies formulated in India.		

Course Outcome:

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

K4	**CO1**	Important public policies formulated in India
K2	**CO 2**	Ills prevailing in the society and aids to identify the solutions
K2	**CO 3**	Basic areas of public policy
K6	**CO 4**	Decision-making in the public sector
K3	**CO 5**	Leading and managing policy initiatives from all levels of an organizations

Course Code & Title	Semester-III		
	Administrative Law		
PPAT32	**Semester-III**	**Credits:5**	**Hours:6**
Cognitive Level	K2: Understand K5:Create		
Learning Objectives	The Course aims 1.This paper introduce the students about the legal requirements of the officers and also citizens when they interact each other . 2 The administrative law deals with the laws relating to administration citizens rights and obligations and scope of the judicial review of administrative actions. 3. Functions of the Administration will be analyzed. 4. To support State employees to perform their roles, to make decisions independently, and to innovate and improve service delivery without the concern of being sued and the accompanying financial risk, by providing an enhanced protection from civil liability		

Course Outcome:

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

K2	**CO1**	Fundamentals of the Indian legal system
K2	**CO 2**	Constitutional principles most relevant to agency action and Public administration
K2	**CO 3**	Administrative law as applied to nonprofit practice
K5	**CO 4**	Develop fluency in administrative law terminology and concepts.
K5	**CO 5**	Judicial decisions interpreting and establishing administrative law.

Course Code & Title	Semester-III		
	LOCAL GOVERNMENT IN INDIA		
PPAT34	Semester-III	Credits:5	Hours:6
Cognitive Level	K2: Understand K4: Analyze K5:Create K6:Evaluate		
Learning Objectives	The Course aims 1. To get a clear understanding of the various dimensions of Local Government.. 2. To understand need for Local Government along with the different steps to assess the community needs and to link them with the resources. 3. To study the ways and means of implementing Local Government. 4. To bring constructive changes in the social structure and to modify the functioning of the social and economic institutions.		

Course Outcome:

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

K2	CO1	evolution of local self-government in India.
K5	CO 2	active and responsible leadership role in the functioning of Local Government Institutions.
K4	CO 3	Equip the youth regarding planning, implementation and monitoring of various development and welfare programmes.
K4	CO 4	Enable the youth to participate in disaster management and sustainable development.
K6	CO 5	strive for realising Good Governance at the Grassroots

Course Code & Title	Semester-III		
	RESEARCH METHODOLOGY		
PPAT 34	**Semester-III**	**Credits:5**	**Hours:6**
Cognitive Level	K2: Understand K3: Apply K4: Analyze K6:Evaluate		
Learning Objectives	The Course aims 1. To highlight the relevance of research in Public Administration. 2. To enable the students to the applications statistics in the Research. 3. To strengthen the Social Science Research in Public Administration. 4. To develop skills and ability to take up Research Projects independently.		

Course Outcome:

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

K2	**CO1**	Social science research in relation to Public Administration
K6	**CO 2**	The strengths and weaknesses of various qualitative and quantitative approaches to measurement.
K4	**CO 3**	Research skills for data processing and policy implications.
K3	**CO 4**	Data interpretation and Statistical Applications
K4	**CO 5**	systematic research work to novel problems

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Course Code & Title	Semester-III PUBLIC ADMINISTRATION FOR CIVIL SERVICES		
PPAE33	Semester-III	Credits:5	Hours:6
Cognitive Level	K1:Recall K2: Understand K6:Evaluate		
Learning Objectives	The Course aims 1. To promote understanding of Union and State Administration. 2. To foster an understanding of values and ethics promoting cultural diversity, democracy, and constitutional principles. 3. To Support State's urban mission 4.To motivate students to participate in public service activities		

Course Outcome:

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

K1	CO1	IAS Public Administration syllabus.
K1	CO 2	Public Administration subject along with General Studies for IAS preparation.
K2	CO 3	role of Public Services in Tamilnadu
K2	CO 4	India's development experience and changing role of administration.
K6	CO 5	Motivation on civil service examinations.

Course Code & Title	Semester-IV		
	SOCIAL WELFARE ADMINISTRATION IN INDIA		
PPAD41	**Semester-IV**	**Credits:5**	**Hours:6**
Cognitive Level	K1:Recall		
	K2: Understand		
	K4: Analyze		
	K5:Create		
Learning Objectives	The Course aims 1.To sensitize students about the basics of Social Welfare Administration in India. 2. To know about the importance of Social Welfare Administration in India. 3. To sensitize about the schemes on Social Welfare Administration in India. 4. To give knowledge about the application of Social Welfare schemes in the field of Public Administration.		

Course Outcome:

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

K5	CO1	Institutional capacity building strategies and programmes
K1	CO 2	History of Social Welfare Administration in India
K4	CO 3	Various aspects and dimension of the Social Welfare Administration.
K2	CO 4	**Various** concepts related to social welfare
K2	CO5	Difference between Public administration and Social Welfare administration.

Course Code & Title	Semester-IV **DEVELOPMENT ADMINISTRATION**		
PPAT42	**Semester-IV**	**Credits:5**	**Hours:6**
Cognitive Level	K3: Apply K4: Analyze K5:Create		
Learning Objectives	The Course aims 1. To help students build a knowledge base appropriate to and Development Administration. 2. To enable the students to perceive and develop the attitudes required for the successful application on Development Administration 3. To assist them to perceive develop the skills appropriate to the field practices. 4. To give knowledge on Rural Development Programmes.		

Course Outcome:

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

K3	**CO 1**	Underdeveloped or developing nations.
K4	**CO 2**	Temperament of organized approach,soft skills and sensitivity to the values of others.
K5	**CO 3**	Aware of developmental programmes.
K4	**CO 4**	Approaches to Development Administration
K4	**CO 5**	Development Planning in India

PPAD41 Dissertation and Viva Voce

The dissertation should be based on individual studies and carry the following format:

Preliminary

1. Title page- title, authors name
2. Certificate of originality by the guide
3. Declaration by the author
4. Table of contents
5. List of tables
6. List of figures
7. Acknowledgement
8. Abstract

I. Introduction: Statement of the problem, significance, need for the study, objectives, and definitions.
II. Review of literature
III. Methodology: tools used, procedures, hypothesis.
IV. Results and discussion: tables and figures, statistical presentations, hypothesis testing.
V. Summary and conclusion
VI. Suggestion for the future study
VII. References

Course Outcome:

1. To familiarize the students with the process of formulating, implementing and evaluating the projects.

2. To develop skills of project formulation

3. To teach the methods of analysis and evaluation of projects.

4. To provide students with the opportunity to synthesise knowledge from various areas of learning, and critically and creatively apply it to real life situations

5. After successful completion of this course the student will be able to understand comprehend and analyze various aspects and dimension of the field Works