M.A PUBLIC ADMINISTRATION
(Full-time)

Under Choice-based Credit System

REGULATIONS & SYLLABI
(from 2021-22 onwards)

MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL-624 101

Mother Teresa Women's University, Kodaikanal
Department of Sociology
Choice Based Credit System (CBCS)
(2021-2022 onwards)
M.A Public Administration

1. About the Programme

M.A. in Public Administration is a two-year post-graduate Programme offered by Mother Teresa Women's University, Kodaikanal. Master of Public Administration is a professional degree for those who seek leadership positions in public service. The students will learn the skills and techniques to design and implement policies, projects and programs to provide vital daily services and address important societal problems while attending to the day to day administrative issues in organizations. Students will be prepared for leadership and management positions in the public and non-profit sectors, at local, state and national levels with an emphasis on the development of effective and ethical management of organizations. The employment areas for Master of Arts [MA] Public Administration are plenty likeCorporate Management,Economic Development,Indian Civil Services,Fire and Emergency Services,Public Works,Land Revenue Systems,Municipal Bodies,Panchayati Raj,Education,Police Department,Secretariat,Tribal Administration etc. Students who aspired to engage such services in State level can appear for all competitive exams like TNPSC and all India civil services like IAS, IPS IFS, etc.

2.ProgrammeEducational Objectives (PEOs)

PEO1	To engage in successful professional practices of administrative theories and issues
PEO2	To demonstrate professional and personal leadership in public administration discipline
PEO3	To demonstrate effective collaboration and communication in the public and private administration systems
PEO4	To utilize formal and informal learning opportunities to maintain and enhance technical excellence and professional growth
PEO5	To develop a reputation as a source of innovative solutions to complex problems in the Public administration discipline provided Public administration is also an excellent choice for those that seek educational careers with their degree program.

3. Eligibility *: Anyunder Graduate Degree

4. General Guidelines for PG Programme

i. **Duration:** The programme shall extend through a period of 4 consecutive semesters and the duration of a semester shall normally be 90 days or 450 hours. Examinations shall be conducted at the end of each semester for the respective subjects.
ii. **Medium of Instruction:** English
iii. **Evaluation:** Evaluation of the candidates shall be through Internal Assessment and External Examination.

- **Evaluation Pattern**

Evaluation Pattern	Theory		Practical	
	Min	Max	Min	Max
Internal	13	25	13	25
External	38	75	38	75

- **Internal (Theory): Test (15) + Assignment (5) + Seminar/Quiz(5) = 25**
- **External Theory: 75**

- **Question Paper Pattern for External examination for all course papers.**

Max. Marks: 75   **Time: 3 Hrs.**

S.No.	Part	Type	Marks
1	A	**10*1 Marks=10** Multiple Choice Questions(MCQs): 2 questions from each Unit	10
2	B	**5*4=20** Two questions from each Unit with Internal Choice (either / or)	20
3	C	**3*15=45** Open Choice: Any three questions out of 5 : one question from each unit	45
		Total Marks	75

* Minimum credits required to pass: 90

- **Project Report**

A student should select a topic for the Project Work at the end of the third semester itself and submit the Project Report at the end of the fourth semester. The Project Report shall not exceed 75 typed pages in Times New Roman font with 1.5 line space.

- **Project Evaluation**

There is a Viva Voce Examination for Project Work. The Guide and an External Examiner shall evaluate and conduct the Viva Voce Examination. The Project Work carries 100 marks (Internal: 25 Marks; External (Viva): 75 Marks).

5. Conversion of Marks to Grade Points and Letter Grade
(Performance in a Course/Paper)

Range of Marks	Grade Points	Letter Grade	Description
90 – 100	9.0 – 10.0	O	Outstanding
80-89	8.0 – 8.9	D+	Excellent
75-79	7.5 – 7.9	D	Distinction
70-74	7.0 – 7.4	A+	Very Good
60-69	6.0 – 6.9	A	Good
50-59	5.0 – 5.9	B	Average
00-49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

6. Attendance

Students must have earned 75% of attendance in each course for appearing for the examination. Students with 71% to 74% of attendance must apply for condonation in the Prescribed Form with prescribed fee. Students with 65% to 70% of attendance must apply for condonation in the Prescribed Form with the prescribed fee along with the Medical Certificate. Students with attendance less than 65% are not eligible to appear for the examination and they shall re-do the course with the prior permission of the Head of the Department, Principal and the Registrar of the University.

7. Maternity Leave

The student who avails maternity leave may be considered to appear for the examination with the approval of Staff i/c, Head of the Department, Controller of Examination and the Registrar.

8. Any Other Information

In addition to the above mentioned regulations, any other common regulations pertaining to the PG Programmes are also applicable for this Programme.

ProgrammeOutcomes (POs)

On completion of this Programme, this student will be able to

PO1	promote a commitment to enhancing the system of government and social institutions.
PO2	acquiregeneral public managerial skills.
PO3	appear for competitive Examinations like IAS, IPS, IFS, TNPSC, NET, SETand others.
PO4	develop interpersonal relationship with ethical values and emerge as compassionate and effective leaders to manage public affairs.
PO5	translate research skill into effective practices for societal growth and development.

Programme Specific Outcomes (PSOs)
On completion of this Programme, the students will be able to

PSO1	acquire a deeper and broader understanding of the discipline of Public Administration.
PSO2	demonstrate the integrative knowledge, skills and ethics necessary for responsible administrative, management, and leadership positions.
PSO3	identify major issues in today's public and private sectors.
PSO4	acquire suitable employable skills ability for placements in Public and Private Institutions.
PSO5	demonstrate critical thinking, research and communication skills.
PSO6	applytransparent, accountable decision making skill for the common good.

M.A Public Administration Curriculum

Paper No.	Course Code	Course Title	Credits	Hours		Continuous Internal Assessment (CIA)	End Semester Exam (ESE)	Total
				L	P			
Semester I								
1	P21PAT11	**Core I -** Principles of Public Administration	4	5	-	25	75	100
2	P21PAT12	**Core II -** Administrative Thinkers	4	5	-	25	75	100
3	P21PAT13	**Core III -** Contemporary Issues in World Affairs	4	6	-	25	75	100
4	P21PAT14	**Core IV -** Comparative Public Administration	4	6	-	25	75	100
5	P21PAT15	**Core V -** Law and Order Administration in India	4	6	-	25	75	100
6	P21PAS11	**Supportive Course I**–Urban Planning and Development	2	-	2	25	75	100
		Total	**22**	**28**	**2**	**-**	**-**	**600**
Semester II								
7	P21PAT21	**Core VI -** Personnel Administration	4	4	-	25	75	100
8	P21PAT22	**Core VII -** Financial Administration	4	5	-	25	75	100
9	P21PAT23	**Core VIII -** Indian Administration: Institutions and Issues	4	4	-	25	75	100
10	P21PAT24	**Core IX-** Tamil Nadu:	4	5	-	25	75	100

		Administration and Governance						
11	P21PAT25	**Core X -** Development Administration	4	4	-	25	75	100
12		**(NME)**	4	4	-	25	75	100
13	P21CSS22	**Supportive Course II–** Computer Skill for Web Designing and Video Editing	2	-	4	25	75	100
		Total	**26**	**30**		**-**	**-**	**700**
		**Semester III**						
14	P21PAT31	**Core XI -** Disaster and Risk management	4	5	-	25	75	100
15	P21PAT32	**Core XII -** Administrative Law	4	5	-	25	75	100
16	P21PAT33	**Core XIII -** Administration of Public Enterprises	4	5	-	25	75	100
17	P21PAT34	**Core XIV -** Media Management	4	4	-	25	75	100
18	P21PAT35	**Core XV -** Research Methodology	4	5	-	25	75	100
19	P21PAT36	**Core XVI –** Public Policy Analysis	4	4	-	25	75	100
20	P21WSS33	**Supportive Course III**(Women Empowerment)	2	2	-	25	75	100
		Total	**26**	**30**				**700**
		**Semester IV**						
21	P21PAE41	**Elective I* -** Trends and Issues in Public Administration in India	4	4	-	25	75	100

22	P21PAE42	**Elective II*–** E-Governance	4	4	-	25	75	100
23	P21PAR41	Project	8	22		25	75	100
		Total	**16**	**30**				**300**
	Total		**90**	**120**				**2300**

Non Major Elective

The candidates, who have joined the PG Programme, can also undergo Non Major Elective offered by other Departments.

Non Major Elective (NME) :
  NME - I: P21PAN21-Human Rights Administration in India

Additional Credit Courses (Two Credit courses)
  1. **P21PAV11** - Value Added Course I-Two Credits (First Semester)
  2. **P21PAI21** - Internship/Industrial Training – Two Credits- (End of Second Semester)
  3. **P21PAO31** - Online Courses (MOOC Courses)-Two Credits- (Third Semester)
  4. **P21PAV42** - Value Added Course II-Two Credits (Fourth Semester)

*Those who have CGPA 9 and want to do the project in Industry/ Institution during 4th semester, these two elective papers in IV semester can be opted in third semester itself.

For Elective – I / Elective- II, the students can also take either one 4-credit course or two 2-credit courses in MOOC, with the approval of Departmental Committee.

Outside Class Hours (Attendance compulsory, Certificate Mandatory)
- Health, Yoga and Physical fitness.
- Library information access and utilisation
- Employability Training.
- Students Social Responsibility.

SEMESTER – I

Course Code	P21PAT11	PRINCIPLES OF PUBLIC ADMINISTRATION	L	T	P	C
CORE I			5	-	-	4
Cognitive level	K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate					
Course Objectives	➢ To provide superior graduate education to students aspiring to or committed to public service careers. ➢ To promote understanding of the political, social, legal, and economic environments in which public organizations operate. ➢ To provide understanding of, and insight into, the nature of the administrative process and bureaucratic behavior, leadership, and decision making. ➢ To promote understanding of New Public Administration and New Public Management					

UNIT I: Evolution of Public Administration

Meaning, scope and significance of Public Administration - Evolution of the discipline and its present status in India - New Public Administration; Public Choice Approach - Challenges of Liberalization, Privatization, Globalization - Good Governance: concept and application - New Public Management.

UNIT II: Administrative Theories

Scientific Management Theory - Weber's bureaucratic model – its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett) - Human Relations School (Elton Mayo and others) - Functions of the Executive (C.I. Barnard); Simon's decision – making theory – Participative Management (R.Likert, C.Argyris, D.McGregor) – Decision Making Approach (Herbert A. Simon) -Ecological Approach (F.W.Riggs)

UNIT III: Concepts

Hierarchy – Span of Control – Unity of Command - Decision-making – Communication: - Morale and Integrity - Motivation- Leadership – Supervision – Centralisation and Decentralisation – Power and Authority.

UNIT IV: Personnel Administration

Recruitment – Training – Promotion – Retirement Benefits – Recruitment Agencies in India: UPSC, SSC, TNPSC, TRB, RRC & BSRB.

UNIT V: Financial Administration

Monetary and fiscal policies; Public borrowings and public debt-Budgets – types and forms; Budgetary process; Financial accountability; Accounts and Audit - Models of policy-making and their critique; Processes of conceptualization, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation

Text Books:
1. Avasthi, A. and Maheswari, S.R, Public Administration, Agra: LaxmiNarainAgarwal,2017.
2. Basu, Rumki, Public Administration: Concepts and Theories, New Delhi: Sterling Publishers, 2012.

Reference Book
1. Bhattacharya, Mohit, New Horizons of Public Administration, New Delhi:Jawahar Publishers and Distributors,2008.
2. Basu, R,.Public Administration: Concepts and Theories (5th ed). Sterling Publications Private Limited, 2019.
3. Dhameja, A., & Mishra, S., Public Administration: Approaches and Applications. Pearson Education India, 2016.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	the concepts and theories of Public Administration, New Public Administration and New Public Management	**K2**
CO2	governin collaboration with other leaders, employees, volunteers, and the public.	**K3**
CO3	strategicplans to promote organizational effectiveness and minimize risk.	**K4**
CO4	criticalthinking and problem solving skills to complex strategic.	**K4**
CO5	financial Administration of India, Monetary and Fiscal policies of India with case studies	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5**– Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	3	2	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	2	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation – 0

Course Code	P21PAT12	ADMINISTRATIVE THINKERS	L	T	P	C
CORE II			5	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate				
Course Objectives		➢ To develop a solid understanding of public administration theory. ➢ To analyze the historical development of public administration and the major thinkers. ➢ To study the important contributions of Administrative thinkers. ➢ To Provide high quality instruction about human relations approach				

UNIT I : Indian Theorists

Thiruvalluvar: Features of Tirukkural – Morality in Public life - Duties of Ruler – Government and Department – Economic thoughts. Kautilya: Features of Arthashastra- Saptanga theory – King and Government - Gandhi: Non-Violence, Self-Reliance, Sarvodaya and Collectivism - B.R. Ambedkar: His view on Indian society - Social justice and upliftment of marginalized - Role in making of India's Constitution – Communism and economic thoughts.

UNIT II:Dichotomy and Classical Theorists

Woodrow Wilson: Administration as science, Dichotomy theory, Public administration - Frank Goodnow: Politics and Administration - F W Taylor: Principles of Scientific management, Functional foremanship, Mental revolution. - Henry Fayol : Principles of management - Luther Gullick&LyndallUrwick: Principles, Executive functions, Departmentalization.

UNIT III: Bureaucratic Theorists

   Max Weber: Forms of authority, Legal rational Bureaucracy, Protestant ethic - Karl Marx: Bureaucracy and types of Bureaucracy - Regulatory mechanism, parasitic role of bureaucracy

UNIT IV:Human Relations and Behavioural Theorists

Elton Mayo: Hawthrone effect, Human relations approach - Herbert A.Simon: Decision making, Bounded rationality, Zone of acceptance - Chester I.Barnard: Zone of indifference, Contribution-Satisfaction equilibrium, Functions of executive - Chris Argris: Maturity-Immaturity theory, T-Group techniques, Single loop and Double loop learning - M.P.Follet: Constructive conflict, Integration, Depersonalizing orders

UNIT V: Motivation and Modern Theorists

A Maslow: Hierarchy of needs, Self-actualization, Peak experiences - McGregor: Theory of X and Theory of Y, Transactional influence - Herzberg: Hygiene-motivation theory, Job enrichment, Job loading - F.W. Riggs: Prismatic society, Sala model of administration –YehezkelDror: Optimal model of policy making, paradigm of policy sciences - Peter Drucker: Generic management, Management by Objectives, Knowledge based organization

Text Book:
1. Ravindra Prasad, Dr. V.S Prasad and P. SathyaNarayana, Administrative Thinkers, Sterling Publications, New Delhi. 1989.
2. R.M. Singh, Management Thought and Thinkers S.Chand, New Delhi. 1977.

Reference Book
1. Sapru R.K. Administrative Theories and Management Thought, Prentice Hall, New Delhi, 2001.
2. Hoshiar and PradeepSachdeva, Administration Theory, KitahMahal Publication Allahabad, 2005.
3. Vikram Singh, Public Administrative Thought, Jawahar Publishers, New Delhi, 2003.
4. Sapru, R.K. Administrative Theories and Management Thought.PHI Learning Pvt. Ltd, New Delhi, 2013.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	administrative theories of Indian thinkers (Thiruvalluvar, Kautilya, Gandhi and Ambedkar)	**K2**
CO2	classical organisational theories: Dichotomy theory, Scientific management theory, Principles of management and Departmentalisation	**K4**
CO3	bureaucratic theories of Max weber and Karl Marx	**K5**
CO4	behaviouraltheories of administration: Decision making, Contribution-Satisfaction equilibrium, Maturity –Immaturity theory and Constructive conflict	**K3**
CO5	motivational theories of administration: Need hierarchy theory, Theory X and Theory Y, Hygiene motivation theory, Generic management	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	2	3	3	3	3	3	2
CO3	3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	2	3	3	3	3	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1,
No Correlation - 0

Course Code	P21PAT13	CONTEMPORARY ISSUES IN WORLD AFFAIRS	L	T	P	C
CORE III			6	-	-	4

Cognitive level	K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate
Course Objectives	➢ To develop a solid understanding of Global Governance. ➢ To analyze the contemporary Political, Economic and Social issues in the world. ➢ To study the changing nature of world politics ➢ To provide an idea to anticipate the future of world politics.

UNIT-I: Global Governance

Global Governance - State and Non- Sate Actors- Global Trade and CommerceMDG and SDG Goals - Sustainable Development in developing countries.

UNIT-II: Climate Change and Migration

Global Commons and Global Governance: Agenda and Issues - Global Climate Change and Climate summits - Rise of Non-governmental, Intergovernmental and Transnational Corporations - International Migration and its issues.

UNIT-III: Economic and Trade Issues

Global Economic and Trade Issues: From Bretton Woods to GATT to WTO - Economic Regionalism - Economic Governance: G-20, G-77, OECD, IBSA, OPEC - Shanghai Cooperation Organization; Brazil-Russia-India-China-South Africa - (BRICS); East Asia Summit; One Belt One Road; Association of Southeast Asian Nations (ASEAN)

UNIT-IV: UN and Subsidiaries

Organisation and Administration of UNO-The General Assembly- The Security Council - Economic and Social Council - International Court of Justice – The Secretariat - World Health Organization (WHO) – International Labour Organization (ILO) - United Nations Development Programme - United Nations Children's Fund (UNICEF) - United Nations Higher Commissioner for Refugees (UNHCR)

UNIT-V: Terrorism

Terrorism and Weapons of Mass Destruction – Cyber warfare – Bio warfare – National Security - Ethnicity, Ethnic Conflicts and Causes - Rise of MNCs and TNCs and its impact on sovereignty of nations.

Text Book

1. Baylis, John; Steve Smith; and Patricia Owens. The Globalisation of World Politics, Oxford University Press 7th edition, 2016
2. Daniel Papp, Contemporary International Relations: Frameworks for Understanding, 6th edition Pearson. 2002

Reference Book

1. James Dougherty and Robert Pfaltzgraff, Contending Theories of InternationalRelations. A Comprehensive Survey, Harper Collins, 2000
2. Peter Calvocoressi, World Politics since 1945, Pearson LongmanClive Archer, International Organizations. Routlledge, 2014.
3. Thomas g. Weiss and Rorden Wilkinson, International Organization and Global governance. Routledge, 2013.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	the emerging trends in global governance and Sustainable development	**K2**
CO2	dynamic roles of intergovernmental and transnational organisation in global governance	**K2**
CO3	importance of international economic bodies in contemporary world affairs	**K3**
CO4	analyze the crucial role of UNO and its subsidiary organizations	**K4**
CO5	evaluatethe contemporary issues in world affairs: Terrorism, Cyber warfare, National security and Ethnic conflicts.	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5**– Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	3	3	2
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	2	3	3	3	3	2	3	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	2	3	3	3	3	3	3	3	3	2

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAT14	COMPARATIVE PUBLIC ADMINISTRATION	L	T	P	C
CORE IV			6	-	-	4
Cognitive level	K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate					
Course Objectives	➢ To let the students exposed to the administrative systems functioning in various countries of the world. ➢ To give awareness on the administrative systems of various countries. ➢ 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, ➢ To identify further administrative developments and the financial crash etc.					

UNIT – I: Introduction

Meaning, Nature, Scope and Significance of Comparative Public Administration - Salient Features of Administration in Developed & Developing Countries – Issues in administration in developing countries (Asian countries) -   Structural Functional Approach - Behavioural Approach; and Ecological Approach; Ferrel Heady, F.W. Riggs and Weber's critique about administration.

UNIT – II: Administrative System in USA and UK

Salient Features of Federal Administration – Structure of Administration – Chief Executive – Control over Administration: Legislative, Executive and Judicial – Citizens' Grievance Redressal system – Local Governments

UNIT – III: Administrative system in France and Germany

Salient Features of Administration – Structure of Administration – Chief Executive – Control over Administration: Legislative, Executive and Judicial – Citizens' Grievance Redressal system – Local Governments.

UNIT – IV: Administrative system in Japan and Singapore

Salient Features of Administration – Structure of Administration – Chief Executive – Control over Administration: Legislative, Executive and Judicial – Citizens' Grievance Redressal system – Local Governments

UNIT-V: Issues
Problems of administration in developed and developing countries - Role of International agencies in sustainable development in developing countries.Relevance of Comparative Public Administration in the era of Liberalization, Privatization and Globalization.

Text Books:
1. Bhatt, A and Ranjan, R Comparative Government and Politics (1st Edition). AnmolPublications: New Delhi, 2010

Reference Books
1. Dahiya, SewaSingh and Singh, Ravindra Comparative Public Administration. Sterling Publishers: New Delhi, 2012
2. Farazmand, A (Ed.) Handbook of Comparative and Development Public Administration (2nd Edition). Marcell Dekker: New York, 2001
3. Heady, Ferrel Public Administration: A Comparative Perspective (6th Edition). Marcel Dekker: New York, 2001

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
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.	**K2**
CO2	Theories, Models and types of comparative public administration research	**K3**
CO3	Impact of Liberalisation, Privatisation and Globalisation on administrative systems of various counties	**K4**
CO4	Compare the role of Executive, Legislature and Judiciary of various countries	**K5**
CO5	Administrative issues and reforms in developing, Under developing and developed nations	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	2	3	3	3	3	2	2	3
CO2	3	3	3	3	3	3	3	3	3	2	3
CO3	3	3	3	3	3	3	3	3	3	3	2
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	2	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation – 0

Course Code	P21PAT15	LAW AND ORDER ADMINISTRATION IN INDIA	L	T	P	C
CORE V			6	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ To define the Nature, Scope and importance of Police in India ➢ To discuss the central police system, Armed, unarmed and auxiliary in police administration ➢ To explain the police recruitment, training, promotions, retirement, pay and compensation and welfare activities				

Unit – I: Introduction

Nature, Evolution and Scope of Police Administration - Police in Ancient, Medieval and Modern India - Police Act of 1861 - National Police Commission recommendations (NPC), 1979.

Unit – II: Structure of Administration

Structure of State Police - District Police - City Police.Central Police Organizations - CBI, CISF, CRPF, RPF etc.PoliceResearchand Crime Statistics Organizations BPR & D, NCRB.Village Police, Railwayand Armed Police.

Unit – III: Recruitment

Recruitment in Police Department - Training for Police – Types of Training – CBI – CID - Finger Print Bureau - Dog Squad – DVAC

Unit - IV: Police Investigation

Police Investigation Procedures Methods of Investigation - Information, Interrogation and Instrumentation - Recording of FIR - Case Diary and Station House Diary - Modus Operandi, Collection of Evidence, Examination of Witnesses and Suspects, Confession, Filling Charge Sheet.

Unit - V: Modernization of Police

Contemporary and Modernization of police : Autonomy and d Accountability of police - Police neutrality – Corruption- Role of Police in society- developing healthy police public relationship, zero tolerance policing.

Text Books

1. VenugopalRao S., Criminal Justice, Problems and Perspectives in India, New Delhi, 1991
2. Fosdick Raymond Blaine, Police Administration, Haryana, Franklin Classics Trade Press, 2018

Reference Books:

1. ArvindVerma, K.S. Subramanian, Understanding the Police in India, New Delhi: Lexis Nexis Publishers, Juanuray 2009

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	Historical evolution of police administration in India	K2
CO2	Understand the structure and functions of police administration system of India	K2
CO3	The recruitment process of various wings of police administration	K3
CO4	Analyze the police investigation procedures and methods	K4
CO5	Evaluate the reforms needed in the existing police administration system of India	K5

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	2	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	2	3	3
CO3	3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	PS1CSS11	URBAN PLANNING AND DEVELOPMENT	L	T	P	C
Supportive Course I			2	-	-	2
Cognitive Level		K1: Remember K2:Understand K3:Evaluate K4:Creative K5: Analyze				
Learning Objectives		➢ To understand the urban planning is most important for developing the urban sectors. ➢ To enable the students have to develop the skills in sustainable development. ➢ To find that the reason why those people are moving towards the urban sectors				

UNIT – I: Urban Planning:

Nature and Scope of Urban Sociology – Importance of the Study of Urban Sociology – Modernism and Urbanism – Urbanism as a way of life – Factors of Urbanization – Importance of urban planning.

UNIT – II: Urban Planning and Sustainable Development:

Urban Planning – Definition of urban locality, urban place – Urban agglomeration and other related terms – Urban Renewal – Planning for New Settlements – Measuring Urbanization – Trends of Urbanization in the world – Growth of urban population – Location of cities – nature, culture, function, migration – Urban Social Problems – Crime – Juvenile Delinquency – Slums – Housing Problems – Environmental Problems – Poverty – Unemployment.

UNIT – III: Origin & Growth of Cities:

Industrialization, Urbanization & Modernization – Garden City – Cities of tomorrow – Environmental issues – Health and Hygiene, Characteristics of urban communities – Growth of slums – cultural, political & social aspects of slum life – Schemes for Slum Rehabilitation and affordable housing – urban transport.

UNIT – IV: Urban Community Development:

Concepts & Strategies – Urban development programmes – Initiatives under Five year plans – 74th Constitutional Amendment.

UNIT – V: Ministry of Housing and Urban Affairs

Ministry of Housing and Urban Affairs – Habitat – Smart Cities – AMRUT, SWACCHH Bharat Mission, HRIDAY – Housing for all by 2022-JNNRUM, National Urban Livelihood Mission.

REFERENCE BOOKS:

1. Brunn, Stanley D., Maureen Hays-Mitchell, and Donald J. Zeigler, eds. Cities of the world: world regional urban development. Rowman& Littlefield Publishers, 2011.
2. Bathrellos, George D., Hariklia D. Skilodimou, KonstantinosChousianitis, Ahmed M. Youssef, and BiswajeetPradhan. "Suitability estimation for urban development using multi-hazard assessment map." Science of the total environment (2017)
3. Siciliano, Giuseppina, Frauke Urban, Sour Kim, and PichDaraLonn. "Hydropower, social priorities and the rural–urban development divide: The case of large dams in Cambodia." Energy Policy 86 (2015)
4. Beall, Jo, BasudebGuha-Khasnobis, and Ravi Kanbur. Urbanization and development: multidisciplinary perspectives. Oxford University Press, 2010.
5. Rajendra Kumar sharma, Urban Sociology, Atlantic publishers, & Distributors, 2007.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	Know Urbanism as a way of life.	K2
CO2	Study the Importance of urban planning.	K2
CO3	Trace the trends of Urbanization.	K3
CO4	Analyze the Origin & Growth of Cities	K4
CO5	Visualize the impact of Govt schemes on Urban development.	K5

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	2	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	2	3	3
CO3	3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

SEMESTER – II

Course Code	P21PAT21	PERSONNEL ADMINISTRATION	L	T	P	C
CORE VI			4	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate				
Course Objectives		➢ To introduce students to the terminology, history, and models of the Personnel Administration industrial relations system ➢ To know the procedures of Recruitment, Training, Promotion and Incentives ➢ To introduce the students to the essential knowledge of labor relations and industrial relations systems and participatory processes ➢ To initiate in to industrial Relations Management				

UNIT – I:Introduction
Concept, Nature, Significance and functions of Personnel Administration – Evolution of Personnel Administration in India – Characteristics of Personnel Administration in India.

UNIT – II: Development of Civil Services in India
Emergence of Civil Services in India - Civil Services in the context of modern Bureaucracy – All India and State Services – Generalist and Specialists – Need for reforming Indian Civil Service system.

UNIT – III: Recruiting Agencies
UPSC – SSC – State Public Service Commission –Central and State Training Institutes – Types of Recruitment in India – Recruitment Process -Merit and Seniority Principle – Reservation in Recruitment - Training – Promotion – Disciplinary Procedures- Retirement Benefits.

Unit- IV: Integrity in Administration
Administrative Ethics and integrity in Civil Services – Employer – Employee Relations – Right to Strike – ESMA – TESMA – Employee Unions – JCM - Administrative Tribunals – Working conditions of employees in government and private sectors.

Unit – V: Public Services in Tamil Nadu
Tamil Nadu Public Service Commission: Qualification and eligibilities – method of examinations - Various types of services - Tamil Nadu Uniformed Services Recruitment Board - SSC (regional branch) – Need for capacity building of civil servants in Tamil Nadu.

Text Books

1. MaheswariSriram, Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi), 2005
2. Human Resource Management: Text and Cases, McGraw Hill, New Delhi, 2007

Reference Books

1. Mohit Bhattacharya and BidutChakraborti, Public Administration Reader, New Delhi, Oxford University Press, 2015.
2. Saroj Kumar and Jaena, Fundamental of Public Administration, New Delhi, Anamol Publication, 2014.
3. Dr.P.B.Rathod, Personal Administration, Commonwealth Publishers, New Delhi,2004.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	the terminology, history and models of the personnel administration of India	**K2**
CO2	understandthe recruitment, training, promotion and incentives system of Indian personnel administration.	**K2**
CO3	apply the administrative ethics and integrity in Indian civil services and various institutions	**K3**
CO4	evaluate the role and procedures of UPSC, SSC and TNPSC: Recruitment, Reservation, Training, promotion and disciplinary	**K5**
CO5	evaluate the reforms and capacity building systems of Indian civil servants	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	2	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	2	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAT22	FINANCIAL ADMINISTRATION	L	T	P	C
CORE VII			4	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ To introduce the students the nature, scope, significance, of the Public Financial Administration. ➢ 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 ➢ To focuses on Accounting and auditing system in India ➢ To know the role of Union Ministry of Finance and Reserve Bank of India				

UNIT – I: Introduction

Nature, scope and significance of the Public Financial administration - Principle of Public Budgeting – budget cycle - Theories and approaches to public budgeting - Planning, Programming and Budgeting systems (PPBS) - Zero Base Budgeting (ZBB) - Cost – Benefit Analysis - Management by Objectives (MBO)

UNIT – II: Budgetary Process

Budgetary Process in India - Aspects of the Indian Budgetary system - Public Budgeting in India - Constitutional Provisions for Public Budgeting.

UNIT – III: Accounting and auditing system

Accounting and Auditing system in India - Classification of Public Expenditure - Accounting in government in India - Auditing: types of the auditing and Comptroller and Auditor General of India - Parliamentary control over Public Expenditure: Financial committees.

UNIT – IV: Resources

Fiscal Federalism in India - Constitutional Provisions regarding sharing of taxes - Finance commission: Recommendations - Central Board of Direct Taxes - Goods and Services Tax Act - Union – State Financial Relations

UNIT – V: Institutions

Union Ministry of Finance: Departments - Reserve Bank of India: Monetary Policy and Debt Management - Public Debt of India: Internal and External Debt - Issues and Challenges- NITI Aayogand National Development Council.

Textbook:
1. Goel, S.L., 2008. Public Financial Administration. New Delhi: Deep and Deep.

Reference Book:
1. Datt, RudarandK.P.M. Sundaram., Indian Economy. New delhi: S.Chand, 2000.
2. Fourie, Mare-Lise, et al. Municipal finance and accounting. Van Schaik Publishers, 2015.
3. Hamscher, Albert N. The Royal Financial Administration and the prosecution of crime in France, 1670-1789. Rowman& Littlefield, 2012.
4. Lisowsky, Petro. "Seeking shelter: Empirically modeling tax shelters using financial statement information." The Accounting Review 85.5 (2010): 1693-1720.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	the nature, scope and significance of the Public Financial Administration	**K2**
CO2	principlesand process of budget making in India. Role of legislature, Executive and Judicial control over public spending	**K3**
CO3	analysethe statutory and constitutional systems on accounting and auditing system of India.	**K4**
CO4	evaluatethe concept and constitutional setup of Fiscal federalism in India.	**K4**
CO5	evaluatethe role of Ministry of Finance and its policies on Financial administration of India.	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	2	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	3	3	2
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	2	3	3	3	3	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAT23	INDIAN ADMINISTRATION: INSTITUTIONS AND ISSUES	L	T	P	C
CORE VIII			4	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ To establish and maintain libraries and information services to facilitate the study of public administration and spreading information in this regard. ➢ To cooperate with approved institutions and bodies for the purposes of helping the cause of public administration. ➢ To undertake, organize and facilitate study courses, conferences and lectures and research in matters relating to Indian administration and the machinery of government. ➢ To encourage innovative and interactive Digitization of public administration				

UNIT – I: Evolution of Indian Administration

Nature of Administration: Ancient, Mughal, Medieval period and British period - Constitutional Framework of Indian Administration - Features of Indian Bureaucracy – Thiruvalluvar'sThirukkural and Kautilya'sArthashastra on Administration.

UNIT – II: Union Administration

President - Prime Minister & Council of Ministers - Central Secretariat - Cabinet Secretariat - Cabinet Committees- Prime Minister Office - Ministry of Home Affairs and Finance Ministry.

UNIT – III: Constitutional Institutions

Parliament, Executive and Judiciary powers and functions -Election Commission of India - Union Public Service Commission – Union-State structural relations (Legislative, Executive and Financial) - Advisory Boards and Committees.

UNIT – IV: Development Administration

Bureaucracy and Democracy - Bureaucracy and development - Structures of Urban and Rural Governments: from Municipal Administration to District and Local Administration; Impact of Liberalization and Privatization on Indian Administration - e-Governance and Mobile Governance.

UNIT – V: Citizen and State Interface

Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission, CBI Lok Pal and LokAyukta; Politician and Civil Servants relationship - Civil society - Citizen's charters - Right to Information – Right to Services - Social Audit – Administrative Tribunals.

Text Book:
1. Ramesh K. Arora and RajniGoyal, Indian Public Administration - Institutions and Issues, WishwaPrakashan, New Delhi, 2003.
2. M. Sharma, Indian Administration, Anmol Publications PVT.LTD., New Delhi, 2003.

Reference Book
1. Hoshiar Singh, Indian Administration, KitabMahal, New Delhi, 2003.
2. S.R.Maheswari, Indian Administration, Orient Longman, New Delhi, 2004.
3. Sanjay Narula, Indian Administration, MurariLal& Sons, New Delhi, 2007.
4. Prof. B. L. Fadia&Dr.KuldeepFadia. Indian Administration. SahityaBhawan, New Delhi, 2017
5. D DBasu, Introduction to the Constitution of India, Lexis Nexis, New Delhi, 2019
6. SiuliSarkar, Public Administration in India, PHI Learning pvt. Ltd, New Delhi, 2010

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	historical evolution and socio-economic, political, cultural and global context of Indian administration	**K2**
CO2	transformational role and multi-dimensional problems of Indian administration	**K3**
CO3	analyse the emerging issues in Indian administration in the context of changing role of state and civil society	**K4**
CO4	evaluate the changing role of democratic institutions in service delivery system of India	**K5**
CO5	evaluate the crucial role of institutions established to ensure the relationship between citizen and state	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	2	3	3
CO3	3	3	3	3	3	3	3	3	2	3	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	2	3	3	3	3	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1,
No Correlation – 0

Course Code	P21PAT24	TAMIL NADU: ADMINISTRATION AND GOVERNANCE	L	T	P	C
CORE IX			5	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ To develop a solid understanding of the structure of Tamilnadu Administration. ➢ To study about the various departments working under the Government of Tamilnadu. ➢ To analyse the functions of various institutions of Government of Tamilnadu. ➢ To provide an understanding about the personnel administration of Government of Tamilnadu				

UNIT-I: Introduction

Nature of Administrative system in Tamil Nadu: During British period – evolution of Bureaucracy in Madras presidency – Merits of Bureaucracy in Madras Presidency – Structure of Bureaucracy in pre-1947 period.

UNIT-II:State Administration

State Administration: Secretariat- Chief Secretary-Additional Chief Secretary-Principal Secretary to Government- Chief Minister's Special Cell -Secretariat Services.

UNIT-III: Departments

State Planning Commission – State Finance Commission –Commissioner ate of Municipal Administration – Commissioner of Revenue Administration - Chennai Metropolitan Development Authority(CMDA) – Department of Town and Country Planning (DTCP) – Sports Development Authority of Tamil Nadu- Slum Clearance Board and Accommodation Control – State Commission for Women – State Backward Class Commission – State Minority Commission - State Social Welfare Board.

UNIT-IV: Specialized Departments

Electronic Corporation of Tamil Nadu (ELCOT) – Tamil Nadu Industrial Development Corporation (TIDCO) – Tamil Nadu Small Industries Development Corporation (TANSIDCO) - Housing and Urban Development Corporation (HUDCO) – Tamil NaduAdi- Dravidar Housing and Development Corporation (THADCO) - Tamil Nadu State Marketing Corporation (TASMAC).

UNIT-V: Recruiting Agencies

State Recruiting Agencies and Training Institutes:- Tamil Nadu Public Service Commission: Organization, Role and Functions – Teachers Recruitment Board – Staff Selection Board(Regional Branch) – Tamil Nadu Uniformed Services Recruitment Board - Anna Institute of Management, Chennai – Civil Services Training Institute (Bhavanisagar).

Text Books:

1. TamilnaduNirvagamG.SriramSakthi Publishing Chennai.
2. Venkatesan.K, Tamil Nadu: Government, Administration and Governance, VarththamanamPathippagam, 2016.

E.References

1. WWW.tngove.in
2. WWW.tnpsce.gov.in.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	The historical evolution of administrative system in Tamilnadu from British era.	**K2**
CO2	Apply the knowledge of the structure, powers and functions of state administration system of Tamilnadu	**K3**
CO3	Analyse the role of various crucial departments functioning under Government of Tamilnadu	**K4**
CO4	Analyze the emergence and case studies of various institutions under the Government of Tamilnadu	**K4**
CO5	Evaluate the reforms and restructure measures needed in existing Tamilnadu administrative system	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	2	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	2	3	3	3	3	2	3
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation – 0

Course Code	P21PAT25	DEVELOPMENT ADMINISTRATION	L	T	P	C
CORE X			4	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ To help students build a knowledge base appropriate to and Development Administration. ➢ To enable the students to perceive and develop the attitudes required for the successful application on Development Administration ➢ To assist them to perceive develop the skills appropriate to the field practices. ➢ To give knowledge on Rural Development Programmes.				

UNIT 1: Introduction

Development Administration: Meaning, Nature, Concept, Theories and Assumptions - Distinction between Development Administration and General Administration- Thrust areas of Development Administration - Concept of Sustainable Development- Principles, criteria and Strategies of sustainable Development.

UNIT-II: Development Administration in India

Development Administration in India: Evolution of Administration in India- Emergence of Indian Republic - Developmental role of Public Administration in India since Independence – India's Socio – Economic profile at the time independence – Mixed economy model and its rational and significance

Unit –III: Development Planning

Development Planning in India : Agencies – Planning Commission – NitiAayog - NDC and State Planning Board - Planning at the local level – District Planning Committee in making District Plan - Block Level Planning - Bureaucracy and Development Administration in the context of Globalization, Liberalization and Privatization - NGO's and Development

Unit – IV:Bureaucracy and Development

Bureaucracy and Development – Neutral versus committed Bureaucracy – Corruption among Indian Bureaucratic system – Bureaucrats and Politicians and their relationship – Need for enhancing Indian Bureaucracy

UNIT-V: Issues and Challenges

Challenges and Prospects of Development Administration: Environment and Development- Citizen Participation in Development-Globalization and Development Administration – Concept of Democratic Decentralisation – Problems and Prospects of Panchayat Raj system – e-governance and digital divide.

Text Book

1. Sakiko Fukuda-Parr, A.K.Shivakumar (Eds.,), Readings in Human Development, New Delhi: Oxford University Press, 2003.
2. AmartyaSen, Development as Freedom, New Delhi: Oxford University Press, 2000.

Reference Book

1. M.V Rajkumari, Bureaucracy and Development Administration, New Delhi, Manglam Publishers and Distributors, 2011.
2. R.K.Sapru, Development Administration, New Delhi, Sterling Publishers Pvt. Ltd., 2004.
3. S.A. Palekar, Democracy and Development Administration, New Delhi, Serial Publications, 2010.
4. VisambarNath, Administration and Development Planning in India, New Delhi, Concept Publishing Co., 2011.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	the theoretical base of development administration and sustainable development principles	**K2**
CO2	the development role of public administration in India since independence	**K2**
CO3	models, approaches and agencies of development planning in Union, State and Local level	**K3**
CO4	analyze the role of bureaucracy in development of India and emerging challenges	**K4**
CO5	evaluate the citizen participation in development, concept of democratic decentralization, panchayat raj system and E-Governance	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	2	3	3
CO2	3	3	3	3	3	3	3	3	2	3	3
CO3	3	3	3	3	3	3	3	3	2	3	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1,
No Correlation - 0

Course Code	P21PAN21	HUMAN RIGHTS ADMINISTRATION IN INDIA	L	T	P	C
ELECTIVE-I(NME)			4	-	-	4

Cognitive level	K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate
Course Objectives	➢ To sensitize students about the basic concepts of human rights. ➢ To know about the functional aspects of human rights. ➢ To sensitize about the issues of human rights. ➢ To give knowledge about the application of human rights in the field of Public Administration.

UNIT – I: Introduction

Human Rights – Meaning, Nature, Scope and Evolution of Human Rights-Approaches to Human Rights and Natural Rights.

Human rights concern- The UN Declaration of Human rights, Fundamental rights and duties under the Indian Constitution, Directive Principles of State Policy.

UNIT – II:Classification of Rights

Classification of Human Rights: Moral and Legal Rights- Civil rights, political rights and Human rights issues- First Generation, Second Generation and Third Generation Rights- Horizontal and Vertical Rights.

UNIT – III: Human Rights and International Organizations

Human Rights In International Context- International LabourOrganization- International Convention on Civil, Political, Social and Economical rights - Universal Declaration Of Human Rights (UDHR)- Refugee Law-United Nations High Commission For Human Rights- UN Commission For Refugees.

UNIT IV:Rights of Vulnerable

Rights of Vulnerable group: Children Rights, Women, aged, victims of caste and communal conflicts, human rights for indigenous people, Rights of people living with disabilities, Rights of Transgender- Rights of HIV/AIDS infected persons. Housing rights and rights of prisoners.National Commission for SC's and ST's.

UNIT V:Human Rights Legislations

Law and Human Rights - Bonded Labour - Child Labour and Child Abuse- Dowry Prohibition Act- Immoral Trafficking- Challenges of Human Rights - Police and Custodial Death-Role of Civil Society (NGO)-Human Rights and Media.**Illustrate cases on violation of Human rights**. Public interest Litigation (PIL), Legal aid, Protection of Human rights Act 1993

Text Books:

1. BrijeshBabu, Human Rights; Issues and Concepts, Global Publications, New Delhi, 2010

2. Darren J0Byrne Human Rights; an Introduction, Pearson Education Ltd, NewDelhi, 2007.

Reference Book

1. Dr.S.Mehartaj Begum, Human Rights in India, Issues and Perspectives, APH Publishing Corporation, NewDelhi, 2000.

2. Srinivasulu N.S. –Human Rights; Many sidestoa Coin, Regal Publications, New Delhi, 2008.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	understand the fundamentals of human rights and human rights violations	**K2**
CO2	the role of various International governmental and Non-Governmental organizations	**K3**
CO3	analytical skills in ways to protect the Human rights of Children, Women, victims of caste and communal violence, indigenous people, Transgender.	**K4**
CO4	legislations of Union government to protect the human rights like prohibition of child labour, Dowry prohibition act, Immoral trafficking, police and custodial death	**K5**
CO5	evaluate the role of civil society, media and public interest litigation in human rights protection	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	2	2	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	2	2	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	2	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1,
No Correlation – 0

Course Code	P21PAN21	COMPUTER SKILLS FOR WEB DESIGNING AND VIDEO EDITING	L	T	P	C
ELECTIVE-I(NME)			4	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ Prepare students develop an effective web page using HTML tags. ➢ Create a table within a web page. ➢ Insert heading levels within a web page. ➢ Insert ordered and unordered lists within a web page. ➢ Publish a web page. ➢ learn how to combine basic design principles in video editing. ➢ generate a video by applying her knowledge. ➢ Present the edited video. ➢ Record short clips by using camera.				

Unit I: Hardware and Software

Basics of Hardware and Software – Basics of Windows Operating System – Windows Utilities.**Internet:** Concept of Internet, Applications of Internet, Connecting to the Internet, Troubleshooting – World Wide Web – Web Browsers – Search Engines: Accessing Web Browser, Downloading Web Pages, Printing Web Pages – Understanding URL – Surfing the Web: Using e-Governance Websites.

Unit II: Hyper Text Markup Language (HTML):

Hyper Text Markup Language (HTML): Structure of HTML Script – Components: Text, Table, Image, Hyperlinks, Types of Lists – Headers and Footers. Forms in HTML: Label – Text Field – Radio Group – Text Area – Buttons.

Unit III: OpenElement

Open Element: Introduction – Creating and Saving a Project - Basic User Interface Elements – Media Elements – Images – Carousels - Image Gallery – Videos – Project Preview in Browser.
Containers and Groups: Accordion Group – Collapsible Panel – Group of Elements – Back-End and Full Stack Development.

Unit IV: Video Editor

Video Editor: New Video Project – Sort Video Projects – Store Board – Project Library – Video Editing Tools: Filters, Trim, Split, Text, Motion, 3D Effects, Speed - Screen Direction - Sound Design – Continuity – Titling - Picture Management - Color Correction - Special Effects.

Unit V: Open Shot Video Editor

Open Shot Video Editor: Drag-and-drop functionality - Video effects like brightness, gamma, greyscale, hue, and greenscreen – Variuos layers for audio tracks, background videos, and watermarks - Customizable title cards - Keyframe animation capabilities.

Text Books:
Anne Boehm &ZacRuvalcaba, HTML5 and CSS3, 4th Edition, 2018.

Reference Book

1. Heller, Steven, and David Womack. Becoming a digital designer: a guide to careers in Web, video, broadcast, game and animation design. John Wiley & Sons, 2011.
2. Costello, Vic. Multimedia foundations. Routledge, 2012.
3. Johnson, Richard D., and George M. Marakas. "The role of behavioural modeling in computer skills acquisition: Toward refinement of the model." Information Systems Research 11.4 (2000)
4. Fullerton, Tracy. Game design workshop: a playcentric approach to creating innovative games. AK Peters/CRC Press, 2019.

Learning Outcomes:

Course outcome	Upon completion of this course, the students will be able to		
	CO	**Course Outcomes**	**Knowledge Level**
	CO1	itis thestudy of computer language about the basics of hardware and software and windows operating system.	
	CO2	thisis the study about the HTML structure and its components.	
	CO3	brief study of open element, containers and groups	
	CO4	providesthe guideline and steps for editing the video in the simple ways.	
	CO5	openshot video editor in the easiest way of understanding for the students.	

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	2	2	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	2	2	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	2	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1,
No Correlation - 0

SEMESTER- III

Course Code	P21PAT31	DISASTER AND RISK MANAGEMENT	L	T	P	C
CORE XI			5	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ To provide basic conceptual understanding of disasters and its relationships with development. 2. To gain understand approaches of Disaster Risk Reduction (DRR) and the relationship between vulnerability, disasters, disaster prevention and risk reduction. ➢ To understand Medical and Psycho-Social Response to Disasters. ➢ To prevent and control Public Health consequences of Disasters ➢ To enhance awareness of Disaster Risk Management institutional processes in India ➢ To build skills to respond to disasters.				

UNIT I :Introduction
Meaning, definition and significance of Disaster Management - Types of disasters: Natural disasters & Man-made disasters - Major disaster events in India.

UNIT II: Disaster Management
Disaster mitigation and disaster management – Profile, forms and reduction of vulnerability; pre-disaster; concept and principles of disaster mitigation and disaster management; risk assessment; prevention; preparedness; education & awareness.

UNIT III :Impact of Disaster
Impact of disaster: During disaster; post-disaster; impact of disaster on physical, economical, spatial, psycho-social conditions; post-traumatic stress disorder (PTSD); politics of aid; victims of disaster: children, elderly, and women; gender issues.

UNIT IV: Disaster Process
Disaster process: Concept and components of relief, reconstruction; rehabilitation; major issues and dynamics in the administration of relief, reconstruction and rehabilitation; short-term & long-term plans; community participation: objectives, prerequisites and constraints; resource mobilization.

UNIT V: Disasters in India
Disaster and intervention opportunities: Disaster policy in India; disaster management act of 2005; national agencies: NDMA, NIDM, NCMC - Role of NGOs, media and defenseforces in Disaster Management – Covid – 19 Pandemic crisis and lessons for disaster management.

Text Books:
1. Gandhi P.T. 'Disaster mitigation and management post Tsunami perspectives'. Deep-Deep publication 2007.
2. Ghosh G.K 'Disaster management' APH publishing corporation six volumes.2006
   Reference Books:
3. Sekar, K., Dave, A,S., Bhadra, S., Jayakumar, C. Psychosocial care in disaster management– My Workbook. NIMHANS Bangalore, CARE India New Delhi, 2004.
4. Sekar, K., Sayani, P., Jayakumar, C., Girimaji, S., Kishore, KVK. Tsunami – Psycho social care for individuals and families. NIMHANS, Bangalore, 2005
5. Srikala,B. Chandrasekar,C.R. Kishore Kumar,K.V. Chowdhury,P. Parthasarathy,R. Girimaji,S. Sekar,K.&SrinivasaMurthy,R.(2000)Psychosocial care for Individuals after the Orissa Supercyclone, Bangalore, Books for Change.
6. GoleS :L Disaster 'Adminstration and management Text and case studies'. Deep –Deep publication 2007.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	understand the legislations on Disaster management of India	K2
CO2	acquainting with disaster response command system in respective states and application of efficient practices from case studies	K3
CO3	analysethe preparedness, monitoring, evaluation and early warning systems of India	K4
CO4	evaluate the disaster management policies of Indian and states governments	K5
CO5	the role of Union and State institutions, NGOs, media and defence forces in disaster management	K5

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	2	3	3
CO3	3	3	3	3	3	3	3	2	2	3	3
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAT32	ADMINISTRATIVE LAW	L	T	P	C
CORE XII			5	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ This paper introduces the students about the legal requirements of the officers and also citizens when they interact each other. ➢ The administrative law deals with the laws relating to administration citizens' rights and obligations and scope of the judicial review of administrative actions. ➢ Functions of the Administration will be analyzed. ➢ 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				

UNIT – I: Introduction

Meaning, Nature, scope of administrative law – Administration and Administrative Law-classification of administrative action- Rule of Law and Administrative Law –Constitutional background of Administrative law.

UNIT – II: Development of Administrative Law

Diecy's orthodox view of Administrative Law – DroitAdministratif- Administrative Tribunal- subordinate legislation – Development Administrative Law in UK, USA and India – French and English system of Administrative law – Why French System is not preferable in India

UNIT – III: Separation of Functions and Delegation

Doctrine of Separation of Powers – Delegation of Legislative power: Constitutionality of delegation, subordinate, conditional and Delegated legislation- scope of delegated legislation: permissible and non- permissible delegation – power to remove difficulties- power to allow exemptions- effects of excessive delegation- sub delegation of legislative power – the doctrine of abdication – the concepts of unconstitutionality, excessive delegation and ultra vires.

UNIT – IV: Functions of the Administration

Classification of administrative functions: Quasi legislative functions : meaning of subordinate legislation, difference between subordinate legislation and statutes- conditions of validity of sub ordinate legislation- Doctrine of Ultra Vires : substantive Ultra vires: – Proceedureal Ultra vires- Kinds of subordinate legislation – Purely Administrative Functions : Statutory and non- Statutory Administrative Action – Application of doctrine of ultra vires- Quasi

Judicial functions : Definition- when does a function becomes quasi judicial- sources of the quasi judicial functions- Principles of Natural Justice : application of Natural justice in Tribunals

UNIT – V: Liability of State and Public Servants

Proceedings by or against the state – basis of state liability in India – Under contract – Under tort – Proceedings against the public servants – personal immunity of officers for government contract- Misuse of power and corruption: Ombudsman institutions – Lok pal and LokAyukta – Central Administrative Tribunals Act- State Administrative tribunals – forms of judicial review : under ordinary law – prerogative writes – Habeas corpus- Mandamus , Certiorari – quo warranto.

Textbook:

1. Basu ,Durga Das ., 2010. Administrative Law. Kolkara :kamal Law House.

Reference Book:

2. Rose-Ackerman, Susan, and Peter L. Lindseth, eds. Comparative administrative law. Edward Elgar Publishing, 2010.
3. Barnett, Hilaire. Constitutional & administrative law. Routledge, 2017.
4. Head, Michael. Administrative law: context and critique. 2017.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	Origin and development of administrative law in various countries and fundamentals of Indian legal system	**K2**
CO2	Doctrine of separation of power, Delegated legislature, Doctrine of abdication, Concept of unconstitutionality, Doctrine of Ultra vires	**K3**
CO3	Analyze the application and implications of Quasi legislature and Quasi-judicial concepts	**K4**
CO4	Evaluate the liability of state and public servants towards individual citizen.	**K5**
CO5	Evaluate the legislations enacted to ensure the rights of individuals against state	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5**– Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	2	2	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	2	2	3	3
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	3	3	3	3	3	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAT33	ADMINISTRATION OF PUBLIC ENTERPRISES	L	T	P	C
CORE XIII			5	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate				
Course Objectives		• To describe the Concept and Meaning, Objectives, Characteristics and Significances of Public Enterprises • To study about the various Forms of Public Enterprises: Public Corporation, Government Company and Governing Board • To prepare the Personnel Management system: Recruitment, Training, Promotion, Remuneration				

UNIT I: Introduction

Public Enterprises: Concept and Meaning, Objectives, Characteristics and Significances – Public and Private Enterprises

UNIT II: Types of Public Enterprises

Forms of Public Enterprises: Departmental Undertakings - Public Corporation - Government Company and others – Governing Board

UNIT III: Management Of Public Enterprises

Personnel Management: Recruitment – Training – Promotion – Remuneration – workers participation in Management

UNIT IV: Control over the Enterprises

Control over the Public Enterprises: Parliamentary control – Ministerial control – Audit Control

UNIT V :Issues In Public Enterprises

Issues Area in Public Enterprises: Accountability – Autonomy – Privatization – Disinvestment – Concept of Navaratna

Text Book:

1. JagdishPrakash, Administration of Public Enterprises in India, Himalaya Publications in India, 2010

Reference Book:

1. Puntillo, Pina. "Financial Relationships between Public Administration and Public Enterprises: Theoretical Foundations and Practical Implications." Public Economics and Finance. IntechOpen, 2018.
2. Bös, Dieter. Pricing and price regulation: an economic theory for public enterprises and public utilities. Elsevier, 2015.
3. LaxmiNarain: Principles and Practice of Public Enterprises Management New Delhi: S.Chand& Co, New Delhi (2009)

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	the concept, significance and forms of public enterprises in India	**K2**
CO2	personnel management system of public enterprises including training, promotion, remuneration and participation	**K2**
CO3	control over the Public enterprises by parliament, Ministries and Audit system	**K3**
CO4	evaluate accountability and autonomy of public enterprises in existing governing system	**K5**
CO5	evaluate the impact of Privatization and disinvestment policies of union government over public enterprises	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	2	3	3
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	3	3	3	3	2	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAT34	MEDIA MANAGEMENT	L	T	P	C
CORE XIV			4	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		➢ To study the concepts of media management ➢ To understand the role of Print and Electronic media in contemporary world ➢ To analyze the implications of media on the society and administration ➢ To provide knowledge on the dynamic role media management and issues of administration				

UNIT-I: Introduction

Meaning, Nature, Definition and Scope of Media Management- Significance and Functions of Media Management - Evolution of Media Management in India.

UNIT-II; Print and Electronic Media

Print Media: News Papers, Magazines, Weekly, bi-weekly, Fortnightly, monthly, and quarterly- Electronic Media: e-papers, webpage and Social Media.

UNIT-III: Mass Media

Radio – Television – Cable TV operations – PrasarBharathi Broadcasting Corporation of India – Press Council of India – PTI - Central Board of Film Certification.

UNIT IV: Media Management

Media Managers- Production techniques for Radio and Television – Script for Radio and Television – Types of Telecasting   Introduction to visualization – Different kinds of Visuals.

UNIT-V: New Media and Knowledge Management

Media Ethics and Laws- Digital Media- Social Media and its impact on Administration and society- management in Electronic publishing (Internet/Web, CD-ROM) changing Nature of Media Management – IT Act 2000 and 2008 – Union government rules and regulations to regulate social media (2021) - Cyber Crimes – Shrinking Cyberspace for women in India – Initiatives to protect women's rights in cyberspace.

Text Books

1.G. R. Chatwal,Media And Communication Management, Himalaya Publishing House, New Delhi, 2011.

References:

1. B.K.Chathurvedi, Media Management, Global Vision Pub House, New Delhi,2009.
2. Lynette Sheridan Burns, Understanding Journalism, SAGE Publications Ltd, 2012
3. Dennis Mcquil,Communication Theories, SAGE Publications Ltd, 2010

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	the concepts, evolution, and significance of media management in India	**K2**
CO2	elements of Print and Electronic media: Newspaper, Magazines, periodicals and social media and its impact of society and administration	**K3**
CO3	analyze the role played by mass media on administration and policy implementation	**K4**
CO4	evaluate the production techniques, script and management of print media, Radio and Television	**K5**
CO5	evaluate the changing nature of media management, impact of IT act 2000 and 2008 and union government's regulations to regulate social media	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	2	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	2	2	3	3
CO4	3	3	2	3	3	3	3	3	3	3	2
CO5	3	3	3	3	3	3	3	3	2	3	3

***Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation – 0

Course Code	P21PAT35	RESEARCH METHODOLOGY	L	T	P	C
CORE XV			4	-	-	4

Cognitive level	K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate
Course Objectives	• To highlight the relevance of research in Public Administration. • To enable the students to the applications statistics in the Research. • To strengthen the Social Science Research in Public Administration. • To develop skills and ability to take up Research Projects independently.

UNIT – I: Introduction

Social Science Research: Objectives, Scope and Need for Social Science Research in Public Administration.Types of Research: Pure, Applied and Action Research - Research Designs: Historical, Descriptive, Explorative, Diagnostic and Experimental.

UNIT – II: Research Process

The Research Process:Identification of Problem– Objectives-Variables – Review of Literature- Hypothesis –Criteria for Good Hypothesis. Sources of Data Collection: Primary and Secondary.

UNIT – III: Sampling

Sampling-Types of Probability and Non- Probability Sampling methods. Tools and Techniques of Data Collection: Interview Schedule and types of interview - Questionnaire-Case Study-Observation -Participant and Non-Participant Observation – Content Analysis.

UNIT – IV: Statistics

Statistics-Definition- Functions.Measures of Central Tendency: Mean-Median-Mode. Levels of Measurement – Reliability and Validity- Scaling Techniques.

UNIT V: Data Analysis

Data Analysis –Tabulation- Interpretation – Guidelines to draft the Research Report – Essential contents of Research Report - SPSS and Role of Computers in Research – Ethics in Social Science Research – Plagiarism and academic integrity - Publication Ethics - Foot Notes and End Notes – Appendices - References and Bibliography.

Textbook:

1. Pandey, Prabhat, and MeenuPandey. "Research methodology: Tools and techniques." (2015).

Reference Books:

1. Cauvery R, SudhaNayak, Girija and Meenakshi, Research Methodology, Schand and Co, New Delhi, 2010.
2. DaidEmcNabb –Research Methods in Public Administration and non-profit management, PHIL earning Pvt Ltd, New Delhi, 2008.
3. Mishra, Shanti Bhushan, and ShashiAlok. "Handbook of research methodology." Educreation, (2017).

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	social science research methodology in public administration perspective	K2
CO2	the strengths and weakness of various qualitative and quantitative approaches to measurement	K3
CO3	systematic research work for novel problems in the sphere of public administration	K4
CO4	data interpretation and statistical applications	K5
CO5	research skills for data processing and policy implications	K5

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	2	3	3	3	3	3	3	3	3
CO2	3	3	2	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	3	3	2
CO4	3	3	2	3	3	3	3	3	3	3	2
CO5	3	3	3	3	3	3	3	3	3	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAT36	PUBLIC POLICY ANALYSIS	L	T	P	C
CORE XVI			4	-	-	4
Cognitive level	K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate					
Course Objectives	. On successful completion of the course, the student will be able to: ➢ Understand the scope and significance of public policy. ➢ Describe the different types of public policy. ➢ Examine the contributions of various stakeholders in policy making ➢ List the political, financial and popular difficulties in the implementation of policy. ➢ Analyse the cycle of selected public policies.					

Unit I: Introduction

Concepts of Public and Policy - Nature, Scope and Significance of Public Policy –Definition and Types of Public Policy: Regulatory, Welfare, Distributive and Re-distributive –Evolution of Public Policy Studies – Public Policy Cycle, Models of Public Policy: Systems Model, Harold Lasswell, Herbert Simon, and Charles Lindblom.

Unit II: Policy Making in India

Constitutional framework for Policy Making – Institutional Factors: Legislature, Executive,Judiciary, Planning Commission and National Development Council – Other Forces in policymaking: Public Opinion, Political parties, Pressure groups, Media and Professional Bodies - External Influencing Agencies: UNDP, WHO, ILO, UNEP, ADB, World Bank, and IMF – Policy Making process

Unit III: Policy Implementation

Public Policy Delivery Agencies and Implementers: Aspects of Policy Design forImplementation, Modes of Policy Delivery and Implementers, Enforcement Modes. Problems inPublic Policy Implementation: Conceptual, Political and Administrative Problems, Conditions for Successful Implementation

Unit IV: Policy Monitoring and Evaluation

Policy Monitoring: Approaches and Techniques, Constraints in Policy Monitoring, Measures forEffective Policy Monitoring - Policy Evaluation: Role, Process and Criteria, Types ofEvaluation, Evaluating Agencies – Problems in Policy Evaluation

Unit V: Public Policies   New Economic Policy- National Population Policy – National Water Policy- National Industrial Policy- National Energy Policy – National Education Policy (2020) – Globalization and policy making in India- National Health Policy –Reservation Policy and Education Policy in TN - Social Welfare Policies in Tamil Nadu.

Text Books
1. Prabir Kumar De, Public Policy and Systems, Pearson Education India, New Delhi, 2012.
2. RK Sapru, Public Policy – Formulation, Implementation and Evaluation, Sterling Publishers Pvt. Limited, New Delhi, 2010.

Reference Books :
1. RV VaidyanathaAyyar, Public Policy Making in India, Pearson Education India, New Delhi, 2009.
2. James Anderson, Public Policy Making: An Introduction, Houghton Mifflin, 2003.
3. Michael Hill and Peter Hupe, Implementing Public Policy, Sage, 2002.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	understandthe evolution, concepts and significance of Public Policy. Types of Public Policy: Regulatory, Welfare, Distributive and Re-Distributive Policies	**K2**
CO2	the Policy making, implementation, monitoring and evaluation system of India	**K2**
CO3	applysocial science methods and policy analysis to practical problems of government, communities, regions, and global issues.	**K3**
CO4	developcritical thinking about public policy issues and the ability to conduct professional analyses of social, political, and economic structures and bureaucratic processes.	**K4**
CO5	demonstrate the ability to evaluate the public policy and develop an alternative policy models	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3	3	3	2
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	2	3	3	3

***Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

SEMESTER -IV

Course Code	P21PAE41	TRENDS AND ISSUES IN PUBLIC ADMINISTRATION IN INDIA	L	T	P	C
ELECTIVE I			4	-	-	4
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5 - Evaluate				
Course Objectives		On successful completion of the course, the student will be able to: ➢ To study the grievance redressed institutional mechanisms in Indian administration system ➢ To evaluate the welfare programmes implemented by state and union government ➢ To understand the emerging issues in Indian administration ➢ To examine the important role of civil society in administration.				

UNIT – I: Introduction

Lokpal and Lokayukta – Central Vigilance Commission – CBI –Administrative Tribunals - Administrative Reforms Commissions I & II and its recommendations.

UNIT – II: RTI

Right to Information Act (RTI) – Merits and Demerits of RTI – Right to Services Act and Grievance Redressal Mechanism - NHRC and SHRC – Human Rights Courts.

UNIT – III: Welfare Programmes

Socio- Economic Welfare Programmes for Weaker sections (SC, ST, Minorities, Women, Children, Physically Challenged and Differentially Abled) – Environmental protection programmes of Union Government -   Social Welfare Programmes in Tamil Nadu: SC, ST, MBC, BC, Women, Children, Differentially abled and Transpersons.

UNIT – IV: Issues – I

Corruption and decline of Values in Politics and Administration – Governance, e-Governance and Mobile Governance in Administration- Disaster Management – Public Administration efficacy in tackling covid-19 pandemic.

UNIT –V: Issues – II

Citizens' role in Administration – Civil Servants and Citizens' relations – Bureaucrats and Politicians relations - Public and Private Partnership – Public Corporations – Independent Regulatory Commissions – Need for reforming Indian Administration in the light of LPG.

Text Book:

1. Dr.Manoj Kumar &Dr.Chandrika Singh, Public Administrtion, Regal Publications, New Delhi, 2013.
2. Dr.N.K.Singh, Public Administration: Research and practice, ALP Books publication, New Delhi, 2015.

Reference Books:

1. E.Chandran, Public Administration, Cosmos Bookhive (P) Ltd, Gurgaon, 2014.
2. Dr.Bhuvanesh Gupta, Social Equity and Public Administration, Aadi Publications, Jaipur, (India)2014.
3. AnandPrakash, Public Administration theory and Practice, Book Enclave Publications, Jaipur (India), 2013.
4. M.M Khajooria, Good Governance and Coalition Politics, Kalpaz Publications, New Delhi, 2016.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	understand the grievance redressal institutional mechanisms in Union and State governments	K2
CO2	apply the knowledge of Right to Information Act (RTI), Right to services, National Human Rights Commission and State Human Rights Commission	K3
CO3	analyzethe welfare programmes of union and state governments for SC, ST, Minorities, Differentially abled and Transgender.	K4
CO4	evaluatethe role of E-Governance and Mobile governance on countering corruption and service delivery during the pandemics.	K5
CO5	evaluate the dynamics of citizen participative administration and the reforms proposed by committees and commissions	K5

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	2	3	3	3
CO2	3	3	3	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	2	3	3	3
CO4	3	3	3	3	3	3	3	2	3	3	3
CO5	3	3	3	3	3	3	3	2	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAE42	E-GOVERNANCE	L	T	P	C
ELECTIVE II			**4**	**-**	**-**	**4**
Cognitive level	K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate					
Course Objectives	• To develop knowledge of e-governance and e-government • To know different e-governance models and infrastructure development • To develop alternative ideas on various E-Governance issues					

UNIT I: E-Governance

Meaning, Nature, Definition and Scope of E-Governance- Domains- Taxonomy - Current Status Indian and Global Foundations - Citizen Centric Government - E-Government ServicesDifferentiation of G2C, G2B, G2B, G2E - Four Stages of E-Governance

UNIT II: Models in E-Governance

E-Governance Maturity Model - 6C Model - Concept of Public Private Partnership-TechnologyFrame work for E-governance - E-governance and Good Governance - Benefits and Reasons forthe Introduction of E-Governance – Current Status.

UNIT III: E-governance at Union and State level

National E-Governance Plan - Central Mission Mode Projects- State Mission Mode ProjectsIntegrated Mission Mode Projects - Implementation Strategy - Components – National EGovernancePlanProgramme Management Unit - Major E-governance Projects: Gyandoot,Warna, E-choupal, E-Bhoomi, E-Governance in Nioda City, Raj Nidhi, RakshaBhoomi.

UNIT IV: E-Governance at Local Level

E-Sewa (Electronic Citizen Services) - E-governance in Rural Local Bodies - Urban LocalBodies-E-Management of Development Projects at Rural and Urban local bodies (JNNURM) -Effective Service Delivery through E-Governance - Transparency and Accountability at Grassroots Level.

UNIT V: Issues and Challenges of E-governance

Cyber Security – Surveillance - Cyber Crimes - 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 -Government Process Re-engineering - Best Practices and Lessons from other E-governance reengineering projects

Text Books
1. Ashok Agarwal (Ed.), Goverance - Case Studies, University Press India Pvt. Limited, Hyderabad, 2007.
2. B Srinivas Raj, E-Governanace Techniques – Indian and Global Experiences, New Century Publications,New Delhi, 2008

Reference Books:
1. SubhashBhatnagar, Unlocking E-Government Potentital – Concepts, Cases and Practical Insights, Sage,New Delhi, 2009.
2. G Desai, Information Growth and Economic Growth, Rawat Publications, Jaipur, 2005.
3. RP Sinha, E-Governance in India, Initiatives and Issues in India, Center for Public Policy, 2006.
4. Y.Parthasaradhiet.al., E-governance and Indian Society, Kanishka, New Delhi, 2009.
5. B.C.Smith and D.C .Pitt Computer Revolution and Public Administration, Palgrave, 2007

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	understand the fundaments of E-Governance in current Indian and Global Foundations and Citizen centric government	K2
CO2	apply and analyze the models of E-Governance and implications on service delivery systems	K3
CO3	analyze the National E-Governance policy, State Mission Mode Projects and major E-Governance Projects like GyandootWarna, E-Choupal, E-Bhoomi and E-Governance model of Noida city	K4
CO4	evaluate the efficiency of E-governance models in Local level governments in service delivery systems	K5
CO5	evaluate the emerging challenges of E-Governance like Cyber Security, Digital Divide, Government resource planning and re-engineering in India	K5

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	2	3	3	3
CO2	3	3	3	3	3	3	3	3	2	3	3
CO3	3	3	3	3	3	3	3	3	2	3	3
CO4	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAV11	LEGISLATIVE PRACTICES AND PROCEDURES	Total Hours	C
VALUE ADDED COURSE I			**30**	**2**
Cognitive level	K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate			
Course Objectives	➢ To understand the political system of India ➢ To apply the knowledge of Legislative procedures of Union and State Governments of India ➢ To analyze the efficiency of Indian Legislative systems in Union and State level government systems.			

UNIT-I: Political System

Meaning and functions of Legislature – Structure of Indian Parliament: The President- House of People –Council of States - Elections to Parliament: Qualifications and Disqualifications for Membership-Mode of Election Parliamentary Democracy in India.

UNIT-II: Law making

Law making procedure in Parliament – Procedure for Amendment (Article 368) – Types of Amendment - Ordinary Bills – Money Bills – Ordinance making powers of the President.

UNIT-III: Sessions of the Parliament

Various Sessions of the Parliament –Summoning of the Houses – President's Address – Quorum of the House – Voting Procedure – Joint sitting of the Two Houses- Adjournment and Dissolution – Types of Resolutions – Private Member's Resolutions–Government Resolutions.

UNIT-IV: Budget

Budget in Parliament- Question Hour – Categories of Questions – Starred Questions – Unstarred Questions – Short Notice Questions – Zero Hour – Calling Attention Notice–No-Confidence Motion–Censure Motion - Standing Committees – Ad hoc Committees – Code of Conduct for Members – Parliament Privileges of Members.

UNIT-V:Tamil Nadu Legislature

Tamil Nadu Legislature: Composition and functions –Council Ministers – Speaker and Deputy Speaker – Governor's Address – Code of Conduct for Members - Various kinds of Motion.

Text Book:
1. Legislative Procedure: Parliamentary Practices and the Course of Business in the Framing of Statutes; Author: Luce, Robert, Publisher: Forgotten Books, 2017
2. Fifty Years of Indian Parliament; G.C. Malhotra, Delhi: LokSabha Secretariat, 2002.

Reference Books:

1. Emergence of Second chamber in India; Tripathi, R.C. New Delhi: Published for and on Behalf of RajyaSabha Secretariat, 2002
2. Parliament and Administration; Goswami , B. , New Delhi: Rawat Publications, 2002.
3. Our Parliament; Kashyap, Subhash, New Delhi:National Book Trust, 2004

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	understand the legislature system of Union and state governments of India	K2
CO2	apply the law making procedure of Union Parliament and State Legislative Assemblies	K3
CO3	analyze various sessions of the Parliament, President's address, Voting procedure, Private Member's Resolutions and Government Resolutions	K4
CO4	evaluate the Budget enactment procedure in Parliament, Demand for grants, Cut motions and powers of parliament standing committees	K5
CO5	evaluate the code of conduct for members of Union Parliament and State Legislative Assemblies and Legislative privileges for members	K5

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	3	3	3	3	2	3	3
CO2	3	3	3	3	3	3	3	3	2	3	3
CO3	3	3	3	3	3	3	3	3	3	3	2
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	3	3	3	3	3	2	3	3

*Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0

Course Code	P21PAV42	GOVERNANCE, ACCOUNTABILITY AND CORRUPTION	Total Hours	C
VALUE ADDED COURSE II			30	2
Cognitive level		K1 – Remember K2 – Understand K3 – Apply K4 – Analyze K5– Evaluate		
Course Objectives		➢ To understand the fundamentals of Corruption and Governance ➢ To apply the knowledge of Anti-Corruption legislations and Institutions ➢ To analyze the negative impact of Corruption in Development		

UNIT-I: Introduction

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

UNIT-II: Anti-Corruption

Anti- corruption laws in India - Anti- corruption Organisations: CBI - Lokpal and LokAyuktas – ARC and administrative corruption.

UNIT-III: Corruption and Politics

Corruption in Politics – Criminalization of politics - Corruption in Bureaucracy - Corruption in Judiciary

UNIT-IV: Corruption and Development

Corruption and development in India - Black Money – Hawala Transaction – FERA - International aspects of corruption - Steps against Black Money.

UNIT-V: Institutions

Income Tax Department and its functions in containing corruption - Central Bureau of Investigation - Central Vigilance Commission – Enforcement Department – Anti corruption agencies in Tamil Nadu.

Text Books:
1. Corruption and Human Rights in India: Comparative Perspectives on Transparency and Good Governance, by C. Raj Kumar Publisher: OUP India, 2011

Reference Books:

1. A Discourse on Corruption In India, by T K Ganguly , Publisher: Alp Books, 2009
   Handbook on Anti-Corruption Laws (Practice & Procedure) by Dr.Renu, Publisher: The
2. Bright Law House, New Delhi, 2015.

Learning Outcomes:

CO	After the completion of the course, students will be able to	Remarks
CO1	understand the concepts, causes and consequences of corruptions and its remedies	**K2**
CO2	apply the knowledge of Anti-Corruption legislations of Government of India and State Governments	**K3**
CO3	analyze the relationship of corruption in Politics, Bureaucracy and Judiciary of India	**K4**
CO4	evaluate the impact of corruption on the development of India, Hawala Transaction, FERA and Black Money	**K5**
CO5	evaluate the efficiency of Income Tax Department, CBI, Central Vigilance Commission and Enforcement Department on Anti-corruption administration	**K5**

*K1 – Remember, **K2** – Understand, **K3** – Apply, **K4** – Analyze, **K5** - Evaluate

Outcome Mapping:

PO/CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	2	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3	2	3	3
CO3	3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3	2	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3

***Strongly Correlating – 3, Moderately Correlating – 2, Weakly Correlating – 1, No Correlation - 0