

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 improvement of government and social institutions.
2. To educate the students about generalist 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 making 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	<i>Gender Studies</i>	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

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	<p>The Course aims</p> <ol style="list-style-type: none"> 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 		

UNIT I - Introduction

Meaning, Nature, Scope and Importance of Public Administration – Evolution of Public Administration – Public and Private Administration – Principles and Tools of Administration – Approaches to the study of Public Administration – Relationship between Public Administration and other Social Sciences – New Public Administration – New Public Management.

UNIT II - Organisation

Meaning and Bases of Organisation – Principles of Organisation – Theories of Organisation.

UNIT III - Structure of Organisation

Chief Executive – Types of Chief Executive – Line, Staff and Auxiliary Agencies – Departments – Public Corporations – Boards and Commissions – Headquarters and Field Relationship.

UNIT IV - Management

Meaning, Nature, Tasks and Types of Management – Leadership – Planning – Delegation – Decision-Making – Coordination – Communication – Motivation – Morale – Supervision – Public Relations.

UNIT V - Administrative Control and Responsibility

Control over Public Administration [Legislative, Executive and Judicial Control] – Integrity Vigilance in Administration [Modes of Corruption, Existing Legal Framework, Conduct Rules, Central Bureau of Investigation (CBI), Central Vigilance Commission, Lokpal, Lokayukta, Values in Public Services] - Redressal of Citizen's Grievances – Good Governance and Public Administration.

Textbook:

1. Dr. Ambika Prasad Verma, Administrative Theory and Public Administration, Manglam Publishers and Distributors, Delhi, 2017.

Reference Books

2. Avasthi and Maheswari, Public Administration, Lakshmi Narain Agarwal, Agra, 2009.
3. Anand Prakash, Public Administration – Theory and Practice, Book Enclave, Jaipur, 2013.

4.Dr.Chandra Prakash, Public Administration – Policy, Politics and Practice, Astha Publishers and Distributors, New Delhi, 2015.

5.Dr. M.P.Sharma and Dr. B.L. Sadana, Public Administration in Theory and Practice, Kitab Mahal, New Delhi, 1998.

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

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	M	S	M	S	M	S	S	M	S	M
CO2	S	S	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	S	M	S	M	S	M	S	S	M	S	M
CO5	S	S	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S)	-	3 Marks
Moderately Correlating (M)	-	2 marks
Weakly Correlating (W)	-	1 Mark
No Correlation (N)	-	0 mark

Course Code & Title	Semester-I 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.		

UNIT I Kautilya : Life and Works, Arthashastra, Saptanga theory of elements of state,

Monarchy- the best form of Government, Principles of Public Administration

Thiruvalluvar : Life History, Contribution to Administration :Woodrow Wilson : Administration as Science, Politics-Administration Dichotomy, Public Administration as Government in Action

UNIT II

F W Taylor : Scientific Management, Functional Foremanship,
Henry Fayol : General Theory of Management, Management Process School, Gang Plank
M.P.Follet : Constructive Conflict, Integration, Depersonalising Orders

UNIT III

Max Weber : Forms of Authority, Legal Rational Bureaucracy
Karl Marx : Bureaucracy as an exploitative class instrument, Materialistic interpretation of
history, Alienation of Bureaucracy

UNIT IV

Elton Mayo : Human relations approach to organisation, Hawthorne experiments,
Informal organisations and groups
Herbert A.Simon : Decision making, Bounded rationality, Zone of acceptance
Chester I.Barnard : Acceptance theory of authority and „Zone of indifference“, Contribution-
satisfaction equilibrium, Functions of the executive
Chris Argris : Maturity-Immaturity theory, T-Group techniques, Organisational learning
A Maslow : Motivation, Hierarchy of Needs McGregor : Theory „X“ and theory „Y“,
Management education
Herzberg : Hygiene-Motivation theory, Job Enrichment, Job loading

Unit V

F.W. Riggs : Prismatic society, Sala model of Administration, Development as
diffraction and Y.Dror
Integration : Optimal model of policy making, Paradigms of Policy Sciences

Peter Drucker : Management by Objectives, New Public Management, Knowledge Society and Knowledge workers.

Text Book:

1.Ravindra Prasad, Dr. V.S Prasad and P. Sathya Narayana, Administrative Thinkers, Sterling Publications, New Delhi. 1989.

Reference Books :

1. R.M. Singh, Management Thought and Thinkers S.Chand, New Delhi. 1977.
2. Sapru R.K. Administrative Theories and Management Thought, Prentice Hall, New Delhi, 2001.
3. Hoshiar and Pradeep Sachdeva, Administration Theory, Kitah Mahal Publication Allahabad, 2005.
4. Vikram Singh, Public Administrative Thought, Jawahar Publishers, New Delhi, 2003.

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 <i>administration</i> and the major thinkers.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	M	M	S	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	M	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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	<p>The Course aims</p> <p>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 .</p> <p>3.To discuss the various international conventions and treaties which are binding on the member nations .</p> <p>4. To learn about Administration of Regional Organizations</p>		

UNIT I - Introduction

Emergence of Internationalism : Historical perspective- First World War- League of Nations- Second World War- Formation of U N O

UNIT II - United Nations Organization

Organisation and Administration of UNO-The General Assembly- The Security Council - the Economic and Social Council – The Trusteeship Council – International Court of Justice – The Secretariat.

UNIT III

Organisation and Administration of UN Agencies :International Monetary Fund (IMF)-
World Bank (WB) – Asian Development Bank (ADB)- GATT and WTO.

UNIT IV

UN Humanitarian Organizations: World Health Organization (WHO) – International Labour
Organization (ILO) –United Nations Children’s Fund (UNICEF)-United Nations Education
Scientific And Cultural Organization (UNESCO)

UNIT V

Administration of Regional Organizations: North Atlantic Treaty Organization (NATO):
European Union (EU),NAM, Association of Southeast Asian Nations (ASEAN), SAARC- Oil
and Petroleum Exporting Countries (OPEC)-Group of 8 (G8)- Group of 20 (G20) –Group of 77
(G77) , Commonwealth Nations.

Textbook:

1. Moore, John Alliphiri., 2017. *The New United Nations*. Routledge.

BOOKS RECOMMENDED

2. Archer, Clive ., 2014. *International Organizations*. Routledge.
3. Weiss, Thomas g., and Rorden Wilkinson. 2013. *International Organization and Global governance*. Routledge.
4. Khanna.V.N.,*International Relations*, Vikas Publishing House, U. P(Noida), 2008.
5. KalpanaRajaram (Ed.) *International Organization, Conferences and Treaties*, Spectrum Books Ltd., New Delhi,2005.
6. PrakashChander and PremArora,*Comparative Politics and International Relations*, Cosmos Book hive(P) Ltd., New Delhi, 2003
7. Evan Luard,*The United Nations How it works and What it Does*, The Macmillan Press Ltd., New Delhi, 1982.
8. RadheyShyam, *International Relations*, Educational Publishers, Delhi,1993.
9. Goel., S.L., 1993. *International Administration*. (New Delhi : Sterling)

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.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	M	S	M	S	M	S	S	M	S	M
CO2	S	S	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	S	M	S	M	S	M	S	S	M	S	M
CO5	S	S	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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.		

UNIT - I: Introduction

Comparative Public Administration : Meaning, Nature, Significance- Approaches to comparative Public Administration- Environment of Administration- Features of Administration: Developing and Developed countries.

UNIT – II: Framework for Analysis

Comparative approach: contribution of Fred Warren Riggs, Ferrell Heady- New

Framework : Political culture, the constitutional framework, financing the system, coordinating the system, managing system, accountability, democracy and administrative system, further developments and issues with the system.

UNIT – III : Case studies : Developed countries

Great Britain : features , political executive , control over administration, New Analytical framework – USA- France- Japan - Ireland – Greece- Italy.

UNIT – IV : Case studies : Developing countries

India : features, political executive, Local government, control over administration, New Analytical Framework- Russia – The people’s Republic of China – Greece.

UNIT – V : Globalisation and Administrative Systems

Nature of Globalisation- ideological background of Globalisation- the constitutional framework- the civil service and the government agencies- privatisation- decentralization- challenges from economic front.

Textbook:

1. Dahiya, Sewa Singh ., and Revindra Singh ., 2012. *Comparative Public Administration*. Sterling.

BOOKS RECOMMENDED FOR STUDY :

2. Chandler, J.A., ed. 2014. *Comparative Public Administration*. Routledge.
3. Gupta, Bhuvanesh , 2013. *Comparative Public Administration*.
4. Chaturvedi , T.N., 2011. *Comparative Public Administration*.
5. Jan- Erik Lane and Moshe Maor., 1999. *Comparative public administration*. (vol 1 & 2).
6. Ferrel Heady . 1995. *Public Administration : A comparative Perspective*. (Public Administration and Public Policy).
7. Kumar, A .(2012) *comparative public administration*.
8. Eric e otenyo and Nancy Lind, 2006. *Comparative Public Administration*.
9. Sharma , A ., and R.P. Gajanan., 2011. *Comparative Public administration*

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

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	S	M	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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.		

UNIT – I

Communication Skills for effective Business Presentation, perfecting oral skills.

Listening Skill Comprehending – Retaining – Responding – Tactics – Barriers to Listening – Overcoming listening barriers – Misconception about listening.

UNIT – II

Body Language – Kinesics, Proxemics, Para linguistic, Chronemics, Nuances of Speech Delivery.

Writing skill Note-making – CVs – Report writing, copy writing, Agenda – Minutes – Circular – Essay writing on any current issues – paragraph – Writing Research papers – Dissertation.

UNIT – III

Etiquettes for Public Speaking (extempore and lectures), Interviews and *Group Discussions*, Telephone conversations and Business Meetings.

UNIT - IV

Social Communication - Interpersonal skills, Public Speaking, Group Discussion.
Time Management - Features of time, Three sects of time management, Effective Scheduling, Analysis of Time matrix management.
Stress Management - Sources of Stress, Kinds of Stress, Stress Management Tips, Optimism.

UNIT - V

Team Building - Meaning, Aspects of Team Building, Skills needed for team work, Role of team leader - team members, Tips to groom into a successful team.
Interviews – Types of Interviews, preparing for interviews, facing interviews, reviewing performance, participating in mock interviews.

Textbook:

1. Minippally, Methukutty. M. 2001. Business Communication Strategies. 11th Reprint. Tata McGraw – Hill. New Delhi.

Reference books:

2. The Process of Writing: Planning and Research, Writing, Drafting and Revising.
3. Peter, Francis. *Soft Skills and Professional Communication*. New Delhi: Tata McGraw Hill, 202. Pint.
4. Pease, Allan and Peas, Barbara. *The Definitive Book of Body Language*. New York: Random House.2006.
5. Gardner, Howard. 1993. Multiple Intelligences: The Theory in Practice: A Reader Basic Book, New York.

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.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	S	M	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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 <i>industrial relations</i> systems and participatory processes. 4.To initiate in to <i>industrial Relations</i> Management		

UNIT I - Introduction

Definition, Nature, Scope, Importance and Functions of Public Personnel Administration
– Principles of Personnel Administration – Personnel Administration and Ecology – Bureaucracy
– Meaning, Max Weber and Bureaucracy, Types, Merits and Demerits of Bureaucracy – Civil Service – Meaning, Significance, Functions – Qualifications – Modern Trends.

UNIT II - Position Classification

Position Classification – Manpower Planning – Recruitment – Training – Promotion and Incentives – Performance Appraisal - Employees“ Welfare – Retirement.

UNIT III - Relations in Public Personnel Administration

Employer-Employee Relations – Motivation and Morale - Career Planning and Development – Professional Standards – Redress of Public Grievances – Generalists and Specialists in Administration.

UNIT IV - Legal Framework

Conduct and Discipline – Constitutional Law and Civil Service Rules – Civil Service Tribunals – Central Personnel Agency.

UNIT V - Personnel Administration and Modern Management Techniques

Management by Objectives [MBO], Participative Management, Self-Management, Management of Inter-Personal Relations and Transactional Analysis – Organisational Development [OD], Management Information System for Personnel Administration, Total Quality Management.

Textbook:

1. S.L.Goel, Personnel Administration and Management, Sterling Publishers Pvt. Ltd., New Delhi, 1993.

BOOKS RECOMMENDED

2. N.C.Jain & Saakshi, Personnel Management and Human Resources, A.I.T.B.S. Publishers, Delhi, 2005.

3. Sahib Singh & Swinder Singh, Public Personnel & Financial Administration, New Academic Publishing Co., Jalandhar, 1996.

4. P.Subba Rao, Personnel and Human Resource Management – Text and Cases, Himalaya Publishing House, Delhi, 2008.

5. Avasthi & Maheswari, Public Administration, Lakshmi Narain Agarwal, Agra, 2009.

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.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	S	M	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S)	-	3 Marks
Moderately Correlating (M)	-	2 marks
Weakly Correlating (W)	-	1 Mark
No Correlation (N)	-	0 mark

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	<p>The Course aims</p> <ol style="list-style-type: none"> 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 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 of the public budgeting- contemporary approaches to public budgeting: problems of traditional budgeting- performance 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- Budget cycle in India – Budgetary Process in UK, USA

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 of the Indian Parliament, parliament members control over public expenditure, Accounting and Auditing in UK and USA

UNIT – IV : Mobilization of Resources

Fiscal Federalism in India : Constitutional Provisions regarding sharing of taxes- Finance commission: Recommendations of the Finance commission- Goods and Services Tax Act.

UNIT – V : Ministry of Finance

Union Ministry of finance : Departments - Reserve Bank of India : Monetary Policy- Public Debt of India : Internal and External Debt – Debt Management – Role of Reserve Bank of India.

Textbook:

1. Goel , S.L., 2008. *Public Financial Administration* . New delhi : Deep and Deep.

BOOKS RECOMMENDED FOR STUDY :

2. Baisya , K.N. 1986. *Financial Administration in India* .

3. Burkhead, Jesse and Miner . 1976. *Public Expenditure*. Londong : Mac Millian.

4. Datt, Rudar and K.P.M . Sundaram., 2000. *Indian Economy*. New delhi: S.Chand.

5. Potter, Barry H., and Jack Diamond . 1999. *Guidelines for Public Expenditure Management*.

IMF.

6. Thavaraj, M. J.K., 1978. *Financial Administration in India* . New Delhi : Sultan Chand.

7. Caiden , Naomi . 1986. *Budgeting : A Comparative theory of Budgetary Process* . rev. Ed.

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.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	S	M	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S)	-	3 Marks
Moderately Correlating (M)	-	2 marks
Weakly Correlating (W)	-	1 Mark
No Correlation (N)	-	0 mark

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 <i>public</i> administration.		

UNIT I - Introduction

Evolution of Indian Administration [Ancient, Medieval, British Period, After Independence] – Constitutional Framework: Salient Features, Fundamental Rights and Duties, Directive Principles of State Policy.

UNIT II - Union Executive

President – Vice President – Prime Minister- Cabinet – Cabinet Secretariat – Council of Ministers – Central Secretariat – Ministries and Departments – All India Services – Central Services – NITI Aayog – National Development Council [NDC].

UNIT III - Constitutional Authorities

Finance Commission, Union Public Service Commission – Election Commission of India
– Commission for SCs, Commission for STs, Commission for OBCs, Commission for Minorities
– Attorney General and Solicitor General of India – Comptroller and Auditor General of India.

Unit IV - State Administration

Governor – Chief Minister – Cabinet – Council of Ministers – State Secretariat & Chief
Secretary – Departments – State Public Service Commission – Advocate General of the State –
District Administration.

Unit V - Issue Areas in Indian Administration

Generalists Vs Specialists – Minister-Secretary Relationship – Union-State Relations –
Integrity in Public Administration – Citizen and Administration – Impact of Information and
Communication Technology (ICT) on Indian Administration – Globalization and Indian
Administration - Administrative Reforms in India.

TEXT BOOK:

1. Ramesh K. Arora and Rajni Goyal, Indian Public Administration - Institutions and Issues,
Wishwa Prakashan, New Delhi, 2003.

BOOKS RECOMMENDED

2. M. Sharma, Indian Administration, Anmol Publications PVT.LTD., New Delhi, 2003.
3. Hoshiar Singh, Indian Administration, Kitab Mahal, New Delhi, 2003.
4. S.R.Maheswari, Indian Administration, Orient Longman, New Delhi, 2004.
5. Sanjay Narula, Indian Administration, Murari Lal & Sons, New Delhi, 2007.

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

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	S	M	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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 <i>environmental</i> efforts on recovery of ecosystems, conserving biodiversity and the natural and cultural <i>environment</i> 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 <i>environmental protection</i> .		

UNIT I - Introduction

Meaning, Characteristics & Components of Environment, Classification of Environment, Environmental Studies, Environmental Education, Global Environment.

UNIT II - Environmental Resources and Conservation

Natural Resources and Energy Resources, Biodiversity, Sustainable Development, Afforestation, Social - forestry and Agro – forestry, Environmental Pollution – Sources, Cost and Kinds of Pollution [Air, Water, Soil, Marine, Noise and Thermal Pollution and Nuclear Hazards], Management of Environmental Pollution – Solid Waste Management.

UNIT III - Environmental Policies

Indian Environment Policy, Ministry of Environment and Forests, Government of India, Environmental Information System [ENVIS], Role of State and Local Governments in Environmental Administration.

UNIT IV- Environmental Laws

Environmental Legislations in India – Water[Prevention and Control of Pollution] Act,1974, Air[Prevention and Control of Pollution] Act, 1981, The Environment [Protection] Act,1986, National Environment Tribunal Bill, 1992, Environmental Impact Assessment, 1994, Forest[Conservation] Act,1980, National Forest Policy, Wildlife [Protection] Act, 1972.

UNIT V - Management of Environment

Major Environment Issues – Climate Change, Global Warming, Global Cooling, Acid Rains, Ozone Layer Depletion, Urbanization, Automobile Pollution, E-Waste - Environmental Ethics, Environment and Human Health, Human Rights, Value Education, Women and Child Welfare and Environment, Media and Environment Communication, Disaster Management, Role of NGOs in Environmental Protection.

TEXT BOOK:

1. S.P. Misra & S.N. Pandey, Essential Environmental Studies, 4th Edition, Ane Books Pvt.Ltd., New Delhi, 2016.

BOOKS RECOMMENDED

2. S.N. Pandey & S.P.Misra, Environment and Ecology, 2nd Edition, Ane Books Pvt. Ltd., New Delhi, 2016.

3. Dr.Rabindranath Barajunayak, Environmental Awareness and Education, Avon Publications, New Delhi, 2016.

4. Babita Verma, Environmental Education, Kunal Books, New Delhi, 2009.

5. D.K.Thakur, Environmental Sanitation, Discovery Publishing House Pvt. Ltd., New Delhi, 2015.

6. S.N. Tripathy & Sunakar Panda, Fundamentals of Environmental Studies, 2nd Revised Edition, Vrinda Publications Pvt. Ltd., Delhi, 2007.

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

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	M	S	S	M	S	M	S	S	M	S	S
CO2	S	M	S	S	M	S	M	S	S	M	S	S
CO3	S	M	S	S	M	S	M	S	S	M	S	S
CO4	S	M	S	S	M	S	M	S	S	M	S	S
CO5	S	M	S	S	M	S	M	S	S	M	S	S

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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 .		

UNIT I –

Concept of Women’s Studies – Origin, Growth & Development of Women’s Studies - Nature and Scope of Women’s Studies – Aims and Objectives of Women’s Studies –Status of Women in ancient,medieval and modern periods.

UNIT II-

Sex Vs Gender; Women’s Studies VS Gender Studies.Sex Roles Vs Gender Roles Personal is Political, Patriarchy. Gender Equality vs Gender Equity, Gender Discrimination, Gender Disparity, Gender socialization.

Unit III-

Theories of Feminism-Basic Concepts- Liberal Feminism-Radical Feminism-Marxist/Socialist Feminism. Gender Based Violence-Structural and Direct Forms of Violence-

Strategies to Eliminate Violence Against Women-Legislative Measures:Marriage Laws, The Protection of Women from *Domestic Violence Act* (PWDVA), in 2005.

Unit IV-

Gender Approaches to Development: Women in Development (WID), Women and Development (WAD), Gender and Development (GAD);

UNIT V-

Central and State Government initiation towards Women's Studies - National Commission for Women - CEDAW - NGOs. Achievement and Challenges.

References

1. Neera Desai, Maithreyi Krishnaraj, Women and Society in India, Delhi, 1987.
2. Susheela Kaushik, Women's Studies Perspectives, UGC, New Delhi, 2008.
3. Gokilavani, Women's Studies, Principles, Theories and Methodology.
4. John Charvet, Model Ideologies Feminism London 1982.

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.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	M	M	S	M	S	S	S	S	M	S	M
CO2	S	M	M	S	M	S	S	S	S	M	S	M
CO3	S	M	M	S	M	S	S	S	S	M	S	M
CO4	S	M	M	S	M	S	S	S	S	M	S	M
CO5	S	M	M	S	M	S	S	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

PPAT31

Course Code & Title	Semester-III Public Policy and Analysis		
	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.		

UNIT I : Introduction

Meaning, Nature, Scope and Importance of Policy Science – Evolution of Policy Science
– Social, Economic, Political and Cultural Factors in Policy Making – Policy Making and Public
Administration

UNIT- II : Public Policy analysis models

Models of public policy analysis : content analysis models , process analysis models :
content analysis models : Purely Rationality models , economic rational model, sequential
decision model, satisficing model, prisoners model – Process models : Elite- Mass model- Group
Dynamics model- Organized Anarchy Model- Incremental decision model.

Unit – III : Dror’s Optimum model of public policy analysis

Dror’s analysis of the Policy making system- characteristics of policy sciences- policy
making systems- optimum model of policy making - : characteristics , aspects – three phase – 17
stage optimum model – Meta Policy making – Policy making – Post Policy making –
requirements of optimum model.

Unit IV : Policy processes

Policy Making Process – Stake Holders – Citizen –Pressure Groups – Political Parties – Election
Manifesto –Policy Implementation – Policy Evaluation

Unit – V : Public Policies

Public policy making in India : Nit Ayyog – Ministries – cabinet – State – New Economic
Policy- National Population Policy – National Water Policy- National Industrial Policy- National
Energy Policy – National Education Policy – Globalization and policy making in India-National
Health Policy –Reservation Policy New Education Policy in TN - Social Welfare Policies in
Tamil Nadu.

Text Book:

1. Ganapathy,. 1985. *Public Policy and Policy Analysis in India*, (Delhi : Sage)

Books Recommended for Study :

2. Khurana- *Public Policy*,2010. *Contemporary Issues*, New Delhi : Excel Publications.

3. Larry. N. Gerston. 2009. *Public Policy Making in a Democratic Society*, New Delhi : Prentice
Hall of India Pvt Ltd.

4. Sapru RK Public Policy, *Formulation, Implementation and Evaluation*, Sterling Publications,
New Delhi.

5. Sapru RK Public policy, *Art and Craft of Policy Analysis*, Prentice Hall of India Pvt Ltd, New
Delhi, 2010.

6. Dror Yezkhal, 1976. *Public policy making in Government Re-examined*.

7. Madan, K. D., : *Public policy making in India*

8. Prakash, Anand , 2013. *Public Policy and system*. Jaipur : Book enclave.

9. Guy Peters . *Public Policy*.

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

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	S	M	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

Course Code & Title	Semester-III Administrative Law		
PPAT32	Semester-III	Credits:5	Hours:6
Cognitive Level	K2: Understand K5:Create		
Learning Objectives	<p>The Course aims</p> <ol style="list-style-type: none"> 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 		

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 – Droit Administratif- 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 Ulte vires: – Procedural 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 Lok Ayukta – Central Administrative Tribunals Act- State Administrative tribunals – forms of judicial review : under ordinary law – prerogative writs – Habeas corpus- Mandamus , Certiorari – quo warranto.

Textbook:

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

Books Recommended for Study :

2. Takwani , C.K., 1998. *Lectures on Administrative Law*. Lucknow : Eastern Book company.

3. Craig P.P., 1993. *Administrative Law*.

4. Jain and Jain 1986. *Principles of Administrative law*.

5. Kagzi , 1986. *Indian Administrative Law*.

6. Ramachandran 1986. *Administrative law*

7. Sathe , 1988. *Administrative law in India*

8. Basu, Durga Das, 1996. *Shorter Constitution of India*.

9. Thakker , 1996. *Administrative Law*

10. Wade, 1988. *Administrative Law*.

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.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	M	S	M	S	M	S	S	M	S	M
CO2	S	S	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	S	M	S	M	S	M	S	S	M	S	M
CO5	S	S	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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 <ol style="list-style-type: none"> 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. 		

Unit – I: Introduction

Meaning, Nature and Significance of Local Governance, Rural – Urban Divide, Local Government in India – Origin, Ancient, Medieval, British, Independent India.

Unit-I : Legal Framework

Constitution of India: Three-tier structure of Local Government – The Directive Principles of State Policy- The 73rd Constitutional Amendment Act of 1992, The 74th Constitutional Amendment Act of 1992.

Unit-III : Rural Local Government

Panchayat Raj : A Historical Perspective – Balwantrai Mehta Committee, Ashok Mehta Committee – Role of District Rural Development Agency, Powers and Duties of Officers and Employees of District Rural Development Agencies – Decentralisation of Rural Development : The Role of Cooperatives / Self Help Groups – Union and State level Ministries related to Rural Development, Decentralisation in India : Poverty, Politics and Panchayat Raj, Panchayat Raj Institutions of India, Rural Development and Panchayat Raj, 11th Schedule, District Planning Committee, Rural Development Programmes, Elections, Reservation for Women.

Unit – IV: Urban Local Government

Urban Local Government: A Historical Perspective, Types of Urban Local Bodies, Metropolitan Planning Committee, 12th Schedule, State Finance Commission, Elections, Reservation for Women, State Directorate of Municipal Administration, Administration and Development in Urban India, Urban Development Programmes.

Unit – V: Local Government and Sustainable Development

Role and Responsibilities of Local Bodies – Environment Protection and Sustainability of Resources – Impact of (ICT) Information and Communication Technology on Local Governments, Local Bodies and Human Resource Management – State and Local Government Relations – State Directorates of Local Bodies.

TextBook:

1. D.D.Basu, Introduction to the Constitution of India, Lexis Nexis, Gurgaon, 2007.

BOOKS RECOMMENDED

2. Ramesh K. Arora & Rajini Goyal, Indian Public Administration, Wishwa Prakashan, New Delhi, 2003.
3. S.L.Goel & Shalini Rajneesh, Panchayat Raj in India – Theory and Practice, Deep & Deep Publications PVT., LTD., New Delhi, 2009.
4. Jawahar Lal Gupta, Local Government, Wisdom Press, Delhi, 2013.
5. B.C. Barik, Panchayati Raj and Rural Development, Astha Publishers & Distributors, New Delhi, 2015.
6. Y.K.Chandrasekhar, Rural Development Administration in India, Mohit Publications, New Delhi, 2012.

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

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	M	S	M	S	M	S	S	S	S	M
CO2	S	S	M	S	M	S	M	S	S	S	S	M
CO3	S	S	M	S	M	S	M	S	S	S	S	M
CO4	S	S	M	S	M	S	M	S	S	S	S	M
CO5	S	S	M	S	M	S	M	S	S	S	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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.		

UNIT - I

Scientific Method-Definition-objectives-steps- 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

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-Types of Probability and Non- Probability Sampling methods. Tools and Techniques of Data Collection: Interview Guide, Interview Schedule, Questionnaire-Case Study- Observation -Participant and Non Participant Observation.

UNIT – IV

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

UNIT V

Data Analysis –Tabulation- Interpretation – Guidelines to draft the Research Report – SPSS and Role of Computers in Research – Ethics in Social Science Research.

Internship in Public Bodies-Report Presentation

*Students have to undergo Internship in Public Bodies for a period of 30 days (not less than 144 hours) at the end of II Semester in the month of May and present the Report in the III Semester.

Textbook:

1. Gupta.S.P.,Statistical Methods, Sultan Chand & Sons, New Delhi, 1987.

BOOKS RECOMMENDED:

2. Cauvery R, Sudha Nayak, Girija and Meenakshi, Research Methodology, Schand and Co, New Delhi, 2010.

3. Daid Emc Nabb –Research Methods in Public Administration and non-profit management, PHIL earning Pvt Ltd, New Delhi, 2008.

4. Kothari, C.R. (1995).“Research Methodology: Methods and Techniques”. Willey Fastern LTD, New Delhi.

5. Agnihotri, Techniques of Social Research, M.N. Publishers, New Delhi 1980.

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

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	M	S	S	S	M	S	S	M	S	M
CO2	S	S	M	S	S	S	M	S	S	M	S	M
CO3	S	S	M	S	S	S	M	S	S	M	S	M
CO4	S	S	M	S	S	S	M	S	S	M	S	M
CO5	S	S	M	S	S	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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		

UNIT I - Introduction

Meaning, Nature Scope and Importance of Public Administration – Evolution of Public Administration – Public Administration and Private Administration – Public Administration and its relationship with other social sciences – Approaches to the study of Public Administration - New Public Administration – New Public Management.

UNIT II - Theories and Principles of Administration and Organisation

Theories of Public Administration (Classical, Neo-classical and Modern theories) - Principles of Organisation – Hierarchy – Span of control – Delegation – Unity of Authority – Coordination – Centralisation Vs Decentralisation – Integration vs Disintegration – Bases of Organisation - Line, Staff and Auxiliary Agencies- Departments – Public Corporations –

Independent Regulatory Commission – Boards and Commissions – Head Quarters and Field Relationship

UNIT III - Union and State Administration

President – Vice President – Prime Minister- Cabinet – Cabinet Secretariat – Council of Ministers – Central Secretariat – Ministries and Departments – All India Services – Central Services – NITI Aayog – National Development Council [NDC] Governor – Chief Minister – Cabinet – Council of Ministers – State Secretariat & Chief Secretary – Departments – State Public Service Commission – Advocate General of the State – District Administration.

UNIT IV - Constitutional Authorities

Finance Commission, Union Public Service Commission – Election Commission of India – Commission for SCs, Commission for STs, Commission for OBCs, Commission for Minorities – Attorney General and Solicitor General of India – Comptroller and Auditor General of India.

UNIT V - Issues and Control over Public Administration

Generalists Vs Specialists – Minister-Secretary Relationship – Union-State Relations – Integrity in Public Administration – Citizen and Administration – Control over Public Administration (Legislative control, Executive control and judicial Control) – Lok Pal - Public Opinion – Good Governance – E-Governance Impact of Information and Communication Technology (ICT) on Indian Administration – Globalization and Indian Administration - Administrative Reforms in India.

Textbook:

1. Anand Prakash, Public Administration – Theory and Practice, Book Enclave, Jaipur, 2013.

BOOKS RECOMMENDED

1. Dr. Chandra Prakash, Public Administration – Policy, Politics and Practice, Astha Publishers and Distributors, New Delhi, 2015.

2. Dr. M.P. Sharma and Dr. B.L. Sadana, Public Administration in Theory and Practice, Kitab Mahal, New Delhi, 1998.

3. Ramesh K. Arora and Rajni Goyal, Indian Public Administration - Institutions and Issues, Wishwa Prakashan, New Delhi, 2003.

4. Hoshiar Singh, Indian Administration, Kitab Mahal, New Delhi, 2003.

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.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	M	S	M	S	M	S	S	S	S	M
CO2	S	S	M	S	M	S	M	S	S	S	S	M
CO3	S	S	M	S	M	S	M	S	S	S	S	M
CO4	S	S	M	S	M	S	M	S	S	S	S	M
CO5	S	S	M	S	M	S	M	S	S	S	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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.		

UNIT - I

Meaning, Nature, Scope of Social Welfare Administration – Social Welfare Administration as a Discipline and as a Profession – Evolution of Social Welfare in India.

UNIT - II

Social Welfare Administration at the Union Level – Central Social Welfare Board (CSWB) – State Social Welfare Board (SSWB) – National Commission for Women – Role of voluntary organizations in social welfare.

UNIT - III:

Welfare of Family, Women, Transgender, Child, Youth, Aged, Disabled, Drug Addicts, Ex-Service Men.

UNIT - IV:

Welfare of SC/STs, OBCs, Minorities, Marginalised groups

UNIT - V

UNO- Structure and Functions – UNESCO, UNICEF, ILO, FAO, UNHR.

Textbook:

1. Sachdeva, P.R Social Welfare Administration, Kitab Mahal, Allahabad, 2004

Books Recommended:

1.Mohinder Singh, Social Policy and Administration in India, M.D. Publication, New Delhi, 2004.

2. Madan, G.R, Indian Social Problems And Social Disorganisation , Allied Publisher, 2001.

3. Tavaraj M.J.K. Financial Administration in India, Sultan Chand & Sons, New Delhi, 2000.

4. Goel S.L Social Welfare Administration, Deep & Deep Publications, New Delhi 2010.

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.

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	M	M	S	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	M	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

Course Code & Title	Semester-IV DEVELOPMENT ADMINISTRATION		
PPAT42	Semester-IV	Credits:5	Hours:6
Cognitive Level	K3: Apply K4: Analyze K5: Create		
Learning Objectives	<p>The Course aims</p> <ol style="list-style-type: none"> 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. 		

UNIT - I

Meaning, Nature, Scope and Importance of Development Administration – Evolution of Development Administration – Approaches to Development Administration-General and Global context of Development Administration

UNIT- II

Development Planning in India – Bureaucracy and Development Administration – District Collector – DRDA – Field Level Agencies-Public-Private partnership (PPP model) in Development Administration.

UNIT - III

Urban Development Programmes – Swarna Jayanthi Shahari Rozgar Yojana – Urban Self Employment Programme – Urban Wage Employment Programme – National slum Development Programme – Housing Urban Development Programme-JNNURM.

UNIT - IV

Rural Development Programmes – Integrated Rural Development Programmes- Poverty Alleviation Programmes –SGSY- MGNREGA

UNIT V

Citizen participation– NGO's and Development Administration – Citizen's Grievances and Redressal Mechanism.

Textbook:

1.S.K.Chaterjee Development Administration, Sultan Chand and Sons, Delhi, 2005.

Books Recommended:

1. Goel S.L. Development Administration .Deep and Deep Publications, 2009
2. Rathod.P.B. Development Administration, Commonwealth Publishers, New Delhi, 2006
3. Sapru R.K. Development Administration, Sterling Publishers, 2008.

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

Mapping of COs with POs & PSOs:

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PS O1	PS O2	PS O3	PSO 4	PSO 5
CO1	S	S	S	M	M	S	M	S	S	M	S	M
CO2	S	M	M	S	M	S	M	S	S	M	S	M
CO3	S	S	M	S	M	S	M	S	S	M	S	M
CO4	S	M	M	S	M	S	M	S	S	M	S	M
CO5	S	M	M	S	M	S	M	S	S	M	S	M

Strongly Correlating (S) - 3 Marks

Moderately Correlating (M) - 2 marks

Weakly Correlating (W) - 1 Mark

No Correlation (N) - 0 mark

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 synthesis 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

Employability/Entrepreneurship/ Skill Development

Name of the Course	Course Code	Name of the Programme	Activities with direct bearing on Employability/ Entrepreneurship/ Skill development
Introduction to public Administration	PPAT11	M.A. Public Administration	Employability: Imparting knowledge to appear in Civil Service Examination
Administrative Thinkers	PPAT12	M. A. Public Administration	Employability: Imparting knowledge to appear in Civil Service Examination
International Organization	PPAT13	M.A.Public Administration	Employability: Imparting knowledge to appear in Civil Service Examination
Comparative Public Administration	PPAT14	M.A.Public Administration	Employability: Imparting knowledge to appear in Civil Service Examination
Soft Skills	PPAE11	M.A.Public Administration	Skill Development: Imparting knowledge to strengthen Business Communication Skills
Public Personal Administration	PPAT21	M.A.Public Administration	Employability: To impart knowledge on HRM
Public financial Administration	PPAT22	M.A.Public Administration	Employability: T o impart knowledge on financial Management
Indian Administration	PPAT23	M.A.Public Administration	Employability: To impart knowledge on Indian Administration
Environmental Administration	PPAT24	M.A.Public Administration	Skill Development: Imparting knowledge on sustainable development
Gender Studies	PPAE22	M.A.Public Administration	Employability: To impart knowledge es Gender Studies
Public Policy and Analysis	PPAT31	M.A.Public Administration	Employability: To impart knowledge analysis Public Policy and Analysis
Administrative Law	PPAT32	M. A.Public Administration	Employability: To impart knowledge aw Administrative Law
Local Government in India	PPAT33	M.A.Public Administration	Employability: To impart knowledge India Local Government in India
Research Methodology/Internship in Public Bodies	PPAT34	M.A.Public Administration	Employability: To impart knowledge y/Internship in Public Bodies Research Methodology/Internship in Public Bodies
Social Welfare for Administration	PPAE41	M.A.Public Administration	Employability: To impart knowledge Administration Social Welfare for Administration
Development Administration	PPAT42	M.A.Public Administration	Employability: To impart knowledge trade Development Administration
Dissertation- Viva Voce	PPAD41	M.A.Public Administration	Employability: To impart knowledge Voce Dissertation- Viva Voce