MOTHER TERESA WOMEN'S UNIVERSITY KODAIKANAL

&

TAMIL NADU STATE COUNCIL FOR HIGHER EDUCATION

(TANSCHE, CHENNAI)

M.A. Public Administration

(FOR CANDIDATES TO BE ADMITTED FROM THE

ACADEMIC YEAR FROM 2023 – 2024 Onwards)

May 2023

TANSCHE REGULATIONS ON LEARNING OUTCOMES-BASED CURRICULUM FRAMEWORK FOR POSTGRADUATE PUBLIC ADMINISTRATION	
Programme	**M.A., Public Administration**
Programme Code	M.A., PA
Duration	**PG – Two Years**
Programme Outcomes (Pos)	**PO1: Problem Solving Skill:** Apply knowledge of public administration and solve public issues in Global context. **PO2: Managerial skills:** Acquire general public management skills **PO3: Ethical Value:** Ability to incorporate quality, ethical and legal value-based perspectives to all activities of the society. **PO4: Communication Skill:** Ability to develop communication, and interpersonal skills. **PO5: Individual and Team Leadership Skill:** Capability to lead themselves and the team to achieve societies' goals. **PO6: Employability Skill:** Inculcate contemporary practices to enhance employability skills in the competitive environment. **PO7: Contribution to Society:** Succeed in career endeavors and contribute significantly to society. **PO 8: Multicultural competence:** Possess knowledge of the values and beliefs of multiple cultures and a global perspective. **PO 9:: Moral and ethical awareness/reasoning:** Ability to embrace moral/ethical values in conducting one's life.
Programme Specific Outcomes (PSOs)	**PSO1 – Placement:** To prepare the students who will demonstrate respectful engagement with others' ideas, behaviors, beliefs and apply diverse frames of reference to decisions and actions. **PSO 2 – Administrators:** To create effective administrators by enhancing their critical thinking, problem solving, decision making and

leadership skill that will facilitate startups and high potential organizations.

PSO3 – Contribution to Business World: To produce employable, ethical and innovative professionals to sustain in the dynamic world.

PSO 4 – Contribution to the Society: To contribute to the development of the society by collaborating with stakeholders for mutual benefit.

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 degreefor 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 andnon-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 like Corporate 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. Eligibility *: Any under Graduate Degree

3. 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

- **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**

- **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).

4. 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

5. 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.

6. 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.

7. 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**.**

WRITTEN EXAMINATION QUESTION PAPER PATTERN
Theory Paper (Bloom's Taxonomy based)

(Common for UG, PG, Certificate, Diploma and P.G.Diploma Programmes)

Intended Learning Skills	Maximum 75 Marks Passing Minimum: 50% Duration: Three Hours
Memory Recall/Example/ Counter Example / Knowledge about the Concepts/Understanding	**Part–A (10x2=20Marks)** Answer ALL questions **Each Question carries 2 marks**
	Two questions from each Unit
	Question 1 toQuestion10
Descriptions/Application (problems)	**Part–B (5x5=25Marks) Answer** **ALL questions** **Each question carries 5 Marks**
	Either - or Type Both parts of each question from the same Unit
	Question 11 (a) or 11(b) to **Question 15(a) or 15(b)**
Analysis/Synthesis / Evaluation	**Part-C (3x 10 = 30 Marks)** **Answer any THREE questions** **Each question carries 10 Marks**

	There shall be FIVE questions covering all the five units
	Question 16 to Question 20

*Minimum credits required to pass: 91

Credit distribution for P.G., Programmes

Semester–I	Credit	Hours	Semester-II	Credit	Hours	Semester-III	Credit	Hours	Semester–IV	Credit	Hours
1.1. Core-I	5	7	2.1. Core-IV	5	6	3.1. Core-VII	5	6	4.1. Core-XI	5	6
1.2 Core-II	5	7	2.2 Core-V	5	6	3.2 Core-VIII	5	6	4.2 Core-XII	5	6
1.3 Core – III	4	6	2.3 Core – VI	4	6	3.3 Core – IX	5	6	4.3 Project with viva voce	7	10
1.4 Discipline Centric Elective –I	3	5	2.4 Discipline Centric Elective – III	3	4	3.4 Core – X	4	6	4.4Elective - VI (Industry / Entrepreneurship) 20% Theory 80% Practical	3	4
1.5 Generic Elective-II:	3	5	2.5 Generic Elective -IV:	3	4	3.5 Discipline Centric Elective - V	3	3	4.5 Skill Enhancement course / Professional Competency Skill	2	4
			2.6 NME I	2	4	3.6 NME II	2	3	4.6 Extension Activity	1	
						3.7 Internship/ Industrial Activity	2	-			
	20	30		22	30		26	30		23	30
Total Credit Points -91											

Choice Based Credit System (CBCS),
Learning Outcomes Based Curriculum Framework (LOCF)
Guideline Based Credits and Hours Distribution System
for all

Post – Graduate Courses including Lab Hours

First Year – Semester – I

Part	List of Courses	Credits	No. of Hours
III	Core – I	5	7
	Core – II	5	7
	Core – III	4	6
IV	Elective – I	3	5
	Elective – II	3	5
		20	**30**

Semester-II

Part	List of Courses	Credits	No. of Hours
III	Core – IV	5	6
	Core – V	5	6
	Core – VI	4	6
IV	Elective – III	3	4
	Elective – IV	3	4
V	Skill Enhancement Course [SEC] - I	2	4
		22	**30**

Credit Distribution for PG Programme

Semester–I	Credit	Semester-II	Credit
1.1. Core-I	5	2.1. Core-IV	5
1.2 Core-II	5	2.2 Core-V	4
1.3 Core – III	4	2.3 Core – VI	4
1.4 Elective (Generic / Discipline Centric)- I	3	2.4 Elective (Generic / Discipline Centric) – III	3
1.5 Elective (Generic / Discipline Centric)-II	3	2.5 Elective (Generic / Discipline Centric)-IV	3
Total	**20**	**Total**	**22**

METHODS OF EVALUATION		
Internal Evaluation	Continuous Internal Assessment Test	**25 Marks**
	Assignments / Snap Test / Quiz	
	Seminars	
	Attendance and Class Participation	
External Evaluation	End Semester Examination	**75 Marks**
Total		**100 Marks**

METHODS OF ASSESSMENT

Remembering (K1)	• The lowest level of questions require student store call information from the course content • Knowledgequestionsusuallyrequirestudentstoidentifyinformationinthetextbook.
Understanding (K2)	• Understanding of facts and ideas by comprehending organizing, comparing, translating, interpolating and interpreting in their own words. • The questions go beyond simple recall and require students to combine data together
Application (K3)	• Students have to solve problems by using / applying a concept learned in the classroom. • Students must use their knowledge to determine a exact response.
Analyze (K4)	• Analyzing the question is one that asks the students to break down something into its component parts. • Analyzing requires students to identify reasons causes or motives and reach conclusions or generalizations.
Evaluate (K5)	• Evaluation requires an individual l to make judgment on something. • Questions to be asked to judge the value of an idea, a character, a work of art, or a solution to a problem. • Students are engaged in decision – making and problem–solving. • Evaluation questions do no the vesting relight answers.
Create (K6)	• The questions of this category challenge students to get engaged in creative and original thinking. • Developing original ideas and problem solving skills

- **Question paper pattern for External examination for Core and Elective papers:**

WRITTEN EXAMINATION QUESTION PAPER PATTERN

Theory Paper (Bloom's Taxonomy based)

(Common for UG, PG, Certificate, Diploma and P.G. Diploma Programmes)

Intended Learning Skills	Maximum 75 Marks Passing Minimum: 50% Duration: Three Hours
Memory Recall/Example/ Counter Example / Knowledge about the Concepts/Understanding	**Part–A** (**10x2=20Marks**) Answer ALL questions **Each Question carries 2 marks**
	Two questions from each Unit
	Question 1 toQuestion10
Descriptions/Application (problems)	**Part–B (5x5=25Marks) Answer** **ALL questions** **Each question carries 5 Marks**
	Either - or Type Both parts of each question from the same Unit
	Question 11 (a) or 11(b) to **Question 15(a) or 15(b)**
Analysis/Synthesis / Evaluation	**Part-C (3x 10 = 30 Marks)** **Answer any THREE questions** **Each question carries 10 Marks**
	There shall be FIVE questions covering all the five units
	Question 16 to Question 20

*Minimum credits required to pass: 91

M.A. PUBLIC ADMINISTRATION

FIRST YEAR - SEMESTER-I

Course Code	Title of the Course	Credits	Hours		Maximum Marks		
			Theory	Practical	CIA	ESE	Total
FIRST SEMESTER							
P23PAT11	Core-1: **Principles of Public Administration**	5	7	-	25	75	100
P23PAT12	Core-2: **Administrative Thought**	5	7	-	25	75	100
P23PAT13	Core-3: **Essentials of Constitution of India**	4	6	-	25	75	100
P23PAE1A/ P23PAE1B	Elective Course – 1: A - **Dynamics of Development / B - Social Entrepreneurship**	3	5	-	25	75	100
P23WSG11	Generic Course-1: **Women Empowerment**	3	5	-	25	75	100
	Total	20	30	-	25	75	700
SECOND SEMESTER							
P23PAT24	Core -4: **Indian Government and Administration**	5	6	-	25	75	100
P23PAT25	Core – 5: **Public Policy in India**	5	6	-	25	75	100
P23PAT26	Core – 6: **Public Financial Administration**	4	6	-	25	75	100
P23PAE2A/ P23PAE2B	Elective – 2: A- **Disaster Management / B - Administrative Behavior**	3	4	-	25	75	100
P23CSG22	Generic Course – 2: **Cyber Security**	3	4	-	25	75	100
P23PAS21	Skill Enhancement Course [SEC]–I: **Public Opinion and Survey Research**	2	4	-			100
		22	30	-	25	75	700

*Internship during Summer Vacation. The Credits shall be awarded in Semester–III Statement of Marks

SEMESTER I

COURSE CODE	P23PAT11	PRINCIPLES OF PUBLIC ADMINISTRATION	L	T	P	C
Core – I			7	-	-	5

Course Objectives	
C1	To identify the import ant elements of Public Administration
C2	To demonstrate how the principles enable efficient and effective public services
C3	To analyze the basic concepts and dynamics relating public organization
C4	To depict the importance of human and financial resources for Public Administration
C5	To evaluate the various control mechanisms in Public Administration

UNIT	Content	No. of Hours
I	Public Administration: Meaning, Nature, Scope and Significance – Public and Private Administration – Public Administration and dissertation with subjects in Social Science–Concept of Organization, Management and Administration	6
II	Principles of Organization–Origin, Nature and Objectives of Organization – Planning–Division of Work–Hierarchy –Co–ordination–Span of Control–Line and Staff Agencies	6
III	Bases and Theories of Organization–Purpose, People, Place and Process - Theories – Classical – Behavioral -Ecological	6
IV	Personnel Administration: Recruitment, Training and Promotion- Financial Administration: Principles of Budget –Preparation–Enactment–Execution–Accounting and Auditing	6
V	Administrative Control and Accountability– Legislative, Executive and Judicial Control	6
	Total	**30**

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To recognize the concepts related to principles of administration	PO1
2	To analyse the effective application of principles and approaches to diagnose and solve organizational problems and develop optimal managerial decisions.	PO1, PO2
3	To be familiar with the dynamics of organization, management and administration	PO4, PO6
4	To exhibit the new horizons of Public Administration	PO4, PO5, PO6
5	To gauge the gap between theory and practice in Public Administration	PO3, PO8
	Text Books	
1	D. Ravindra Prasad &Y.Pardhasaradhi(eds.,)(2011),Public Administration: Concepts, Theories and Principles(Eng),Hyderabad, Telugu Akademi.	
2	A vasthi and Maheswari (2010), Public Administration, (30thEdition), Agra, Lakshmi Narayan , Agarwal.	
3	Rumki Basu (2004), Public Administration: Concepts and Theories (5thRevised), New Delhi, Sterling Publishers.	
4	A. K. Tripathi (2008), Principles of Public Administration, New Delhi, MuraliLal &Sons.	
5	Dr. S.R.Myneni (2016), Principles of Public Administration, Faridabad, Allahabad LawA gency.	
	Reference Books	
1	W. F. Willough by (1929), Principles of Public Administration, Brooking Institutions.	
2	S. R. Nigam (1974), Principles of Public Administration, New Delhi, Kitab Mahal.	
3	Avasthi&Avasthi (2012),PublicAdministrationinIndia,Agra,LakshmiNarayanAgarwal.	
4	M. Laxmi kanth (2017), Public Administration, Tata McGraw Hill, New Delhi.	
5	H. George Frederickson (1980), New Public Administration, Alabama, The University of Alabama Press.	
	Web Resources	
1	https://www.britannica.com/topic/public-administration/Principles-of-public-administration	
2	https://onlinecourses.swayam2.ac.in/cec22_hs03/preview	
3	https://link.springer.com/10.1007/978-3-319-31816-5_3856-1	
4	https://archive.org›details›in.ernet.dli.2015.276830	
5	https://www.tandfonline.com/doi/full/10.1080/23311886.2017.1316916	

Mapping with Programme Outcomes:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

COURSE CODE	P23PAT12	**ADMINISTRATIVE THOUGHT**	L	T	P	C
Core – II			7	-	-	5

Course Objectives	
C1	To provide introduction to the discipline of Public Administration
C2	To acquaint with the ideas of prominent administrative thinkers
C3	To classify and interpret the contributions made by these thinkers to the administrative thinking.
C4	To gained e pin sight and understanding about thought son administration.
C5	To know how the administrative theories and concepts makes sense in administrative practices.

UNIT	Content	No. of Hours
I	Administrative Theory: Concept, significance and importance of Theory-Evolution and Emerging Trends in Administrative theory. **Dichotomy Theorists:** Woodrow Wilson: Politics-Administration Dichotomy, Frank Good now: American Public Administration	**6**
II	Indian Theorists: Kautilya– Arthashastra, Thiruvalluvar–Governance and Management**,** Ambedkar – The Constitution of India **Classical Theorists:** Fredrick Winslow Taylor: Scientific Management theory, Henry Fayol: Foundations of Management, Luther Gullickand Lyndall Ur wick: Science of Administration	**6**
III	Human Relations Theorists: Elton Mayo Human Relations Movement, M.P. Follet: Constructive Conflict and Leadership Bureaucratic Theorists: Max Weber, Bureaucracy, Karl Marx: State and Bureaucracy	**6**
IV	Behavioural Theorists: Chester Barnard: Formal and Informal Organisations and Functions of the Executive, Herbert Simon: Administrative Behaviour and Decision Making, Chris Argyris: Organizational development Management &Leadership Theorists: Rensis Likert: Organizational structure and Management Practices, P.F .Drucker: Management by Objectives	**6**
V	Motivation Theorists: Abraham Maslow: Need Hierarchy Theory, Douglas McGregor: Motivation and Human Behaviour, Fredrick Herzberg: Motivation Studies and Job Enrichment Modern	**6**

	Theorists and Writers on Administration: Y. Dror: Public Policy, F.W. Riggs: Administrative Models, Dwight Waldo: The Administrative State and Future of Administration, Christopher Hood's NPM.	
	Total	**30**
	Course Outcome	**Programme Out come**
CO	**On completion of this course, students will learn**	
1	To review the various administrative theories and concepts	PO1
2	To compare and contrast the contributions by Indian and Classical thinkers	PO1, PO2
3	To develop an understanding of the contributions of human relations and behavioural thinkers	PO4, PO6
4	To comprehend the contributions of theorists over a period of time	PO4, PO5, PO6
5	To establish the application of theories understand real life situations	PO3, PO8
	Text Books	
1	Ravindra Prasad (2011), V.S. Prasad and Sathya Narayana, Administrative Thinkers, New Delhi Sterling Publishers Pvt. Ltd.	
2	Maheshwari. S.R. (2014), Administrative Thinkers, New Delhi, Macmillan Publications.	
3	Fadia. B.L., Kul deep Fadia (2010), Public Administration-Administrative Theories and Concepts, New Delhi, Sahitya bhaw an Publications.	
4	Ashok Kumar (2008), Administrative Thinkers, New Delhi, Saurabh Publishing House.	
5	Rakesh Hooja, Ramesh KArora (2007), Administrative Theories: Approaches, Concepts And Thinkers in Public Administration, New Delhi, Rawat Publications.	
	Reference Books	
1	Luther Gulick & Lyndall Urwick(eds.) (1937),Paperson Science of Administration, New York, New York Institution of Public Administration.	
2	Goel ,S.L (2003),Public Administration: Theory and Practice, New Delhi ,Deepand Deep.	
3	Hoshiarand Pradeep Sachdeva (2005), Administration Theory, Allahabad, Kitab Mahal Publications.	
4	Sapru. R.K. (2013), Administrative theories and Management Thought, New Delhi, India Learning Pvt. Ltd.	
5	Amitai Etzioni (1964), Modern Organization, Englewood Cliffs N.J., Prentice-Hall.	

	WebResources
1	https://www.tandfonline.com/loi/madt20
2	https://global.oup.com/academic/product/journal-of-public-administration-research-and-theory-14779803
3	https://onlinelibrary.wiley.com/journal/14679299
4	https://link.springer.com/10.1007/978-3-319-31816-5_3856-1
5	https://www.insightsonindia.com/2015/07/28/public-administration-strategy-how-to-prepare-better-to-deal-with-uncertainties/

Mapping with Programme Outcomes:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping(Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

COURSE CODE	P23PAT13	ESSENTIALS OF CONSTITUTION OF INDIA	L	T	P	C
Core – III			6	-	-	4

Course Objectives	
C1	To gain insights on the constitutional design of state structures and institutions
C2	To illustrate the various institutions of the Union and States
C3	To develop the ability to understand the working of the Indian Constitution
C4	To categorize the role and functions of the administrative machineries at the Union and the State Level
C5	To examine the significance of the Constitutional and Non – Constitutional Bodies.

UNIT	Content	No. of Hours
I	Introduction: Historical Background – Constituent Assembly of India – Philosophical Foundations of the Indian Constitution –Preamble – Fundamental Rights – Directive Principles of State Policy – Fundamental Duties – Citizenship including provisions of the Indian Citizenship Act,1955–Constitutional Remedies for Citizens	**6**
II	Union Government: President–Vice President–Prime Minister –Cabinet – Parliament – \Supreme Court of India–Judicial Review	**6**
III	State Government: Governor – Chief Minister – Cabinet – State Legislature – Judicial system in States – High Courts and other Subordinate Courts.	**6**
IV	Constitutional Bodies: Election Commission–Union Public Service Commission – State Public Service Commission–Finance Commission–National Commission for SC/ST–Comptroller and Auditor General – Attorney General of India – Advocate General of India. Non Constitutional Bodies: Planning Commission–National Development Council – National Human Rights Commission –State Human Rights Commission-Central Information Commission– State Information Commission – Central Vigilance Commission– Central Bureau of Investigation–Lokpaland Lok Ayukta	**6**
V	Constitutional Functions: Indian Federal System – Centre State Relations– President's Rule – Constitutional Amendments– Assessment of the working of the Parliamentary system in India.	**6**

	Total	30
	Course Outcome	**Programme Outcomes**
CO	**On completion of this course, students will learn**	
1	To enumerate the origin and evolution of the Indian constitution.	PO1
2	To measure and justify division of power between various organ soft he government at different levels.	PO1, PO2
3	To develop an understanding on the Constitutional and non-Constitutional bodies.	PO4, PO6
4	To compare and contrast the working of the administrative machineries at the Union and the State level.	PO4, PO5, PO6
5	To understand the division of powers in Indian federal set-up and its asym metrical federal arrangements	PO3, PO8
	Text Books	
1	Bidyut Chakrabarty and Prakash Chand (2016), Indian Administration: Evolution and Practice, New Delhi, Sage Publications India Pvt., Ltd.	
2	DurgaDas Basu (2014), Introduction to the Cons titution of India, New Delhi, Prentice Hall of India.	
3	S. Kashyap (2017), Our Constitution: An Introduction to India's Constitution and Constitutional Law, New Delhi, National Book Trust.	
4	A.Thiruvengadam (2017),The Constitution of India, A Contextual Analysis, New Delhi, Oxford Press.	
5	M. Khosla (2012), The Indian Constitution, New Delhi, Oxford University Press.	
	Reference Books	
1	Madhav Khosla (2020), India's Founding Moment–The Constitution of a Most Surprising Democracy, Maurice and Lula Bradley Smith Memorial Fund.	
2	Granville Austin (2020), The Indian Constitution-Cornerst one of a Nation, ClarendonPress.	
3	S.K.Chaube (2010), The Making and Working of the Indian Constitution, New Delhi, National Book Trust.	
4	V.N. Shukla & Mahendra PalSingh, 2001,Constitution of India, Eastern Book Company.	
5	M.P. Singhand Rekha Saxena (2013), Federalizing India in the Age of Globalization, New Delhi, Primus Books.	
	Web Resources	
1	https://legislative.gov.in/sites/default/files/COI.pdf	
2	https://vikaspedia.in/education/interactive-resources/indian-constitution-resources	
3	https://www.constitutionofindia.net/about-us	
4	https://constitutionnet.org/vl/item/basic-structure-indian-constitution	
5	https://indiacode.nic.in/	

Mapping with Programme Outcome:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping(Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

COURSE CODE	P23PAE1A	DYNAMICS OF DEVELOPMENT	L	T	P	C
Elective I			5	-	-	3

Course Objectives	
C1	To enable the students to appreciate the different perspectives and approaches to process of development.
C2	To map and examine the contours of Development.
C3	To deduce the importance and need for the Development Administration in the developing countries and more particularly in India.
C4	Tofamiliarizethestudentswithdifferentapproachestodevelopmentandtheircharacteristics.
C5	To analyse the significance of Human Development Index and synthesize with the study of Development economics

UNIT	Content	No. of Hours
I	Introduction: Meaning, nature and scope of Dynamics of Development– Significance of Dynamics of Development- Evolution and role of development economics - 'Development Dynamics: Role of market in Development, Role of community in Development	4
II	Context of Dynamics of Development: Context of Development – Changing nature of Development - 'Development Processes: Theoretical Perspectives-Development Approaches and Development Strategies'	4
III	Concept of Development: Changing profile of development–Strong State Versus the market debate – 'Social and Cultural Dynamics of Development' Emerging concepts of social and cultural development, social development theory, social development index, cultural obstaclesto economic development, social as piration in the Determinants of development and social development principles.	4
IV	Development Agencies: Development Agencies'-National and International agencies in development. Role of Government Agencies-Role of Financial and Non-Financial Institutions-Role of Multilateral and Bilateral International Agencies-Role of the United Nations Agencies	4
V	Sustainable Development: UN Sustainable Development Goals – India and SDG-Human Development–Gender Development–Self help group movement-Entrepreneurship	4
	Total	**20**

	Course Outcome	Programme Outcome
CO	**On completion of this course, students will learn**	
1	To identify and recognize the basics of development, its approaches and the need for sustainable development	PO1
2	To acquire conceptual and theoretical understanding of development process including the ecological and post-globalization contexts	PO1,PO2

3	To understand the need for Development, Sustainable Development Goals and Development Indicators	PO4,PO6
4	To know about the significance of dynamics of development and learn that develop mentisa dynamic concept.	PO4,PO5,PO6
5	To be familiar with the main actors who play important role in the development process	PO3,PO8
	Text Books	
1	Paleker, S. A. (2012), Development Administration, New Delhi, PHIL earning.	
2	Adam Szirmai, (2005). The Dynamics of Socio-Economic Development :An Introduction. Cambridge University Press.	
3	Manoranjan Sarkar (2014), Dynamics of Development Administration, New Delhi, Wisdom Press.	
4	Jan Nederneen Pieterse (2002), Development Theory: Deconstruction/ Reconstruction, New Delhi, Vistaar Publications.	
5	R.K. Sapru (2012), Development Administration, New Delhi, Sterling Publishers Limited.	
	Reference Books	
1	Sen, Amartya (1999), Development as Freedom, New York, Anchor Books.	
2	Fred Riggs (1970), Frontiers of Development Administration, Durham, Duke University Press.	
3	The World Bank (2001), Engendering Development, Washington D.C, The World Bank.	
4	Adam Szirmai, 2005, The Dynamics of Socio-Economic Development: An Introduction, Cambridge University Press.	
5	S.K.Sharma (ed.)(1978), Dynamics of Development: An International Perspective, New Delhi, Concept Publications.	
	Web Resources	
1	www.tutor2u.net/economics/content/topics/development/development-approachesstate.htm.	
2	http://publicadministrationtheone.blogspot.com/dynamicsofdevelopment	
3	https://worldbank.org/developmentindicators	
4	https://egyankosh.ac.in/bitstream/123456789/48846/1/Block-2.pdf	
5	https://onlinelibrary.wiley.com/doi/10.1111/1467-8268.12440	

Mapping with Programme Outcome:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping(Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

COURSE CODE	P23PAE1B	SOCIAL ENTREPRENRUSHIP	L	T	P	C
ELECTIVE I B			**5**	**-**	**-**	**3**

Course Objectives	
C1	To promote entrepreneurial spirit and aspire for social change.
C2	To prepare professionally for meaningful social engagement
C3	To create entrepreneurship mind set among the students
C4	To launch social entrepreneurship projects which have high-potential of significant positive social impact
C5	To improve consulting skills, formulation of strategic and tactical recommendations and client relationship management.

UNIT	Content	No. of Hours
I	Social Entrepreneurship: Definition, Relevance and Importance, difference between Business Entrepreneurship and Social Entrepreneurship, Social Engagement & Forms, Mapping the Social Entrepreneurship Eco system, Ideas and Opportunities	**4**
II	Types of Social Entrepreneurship: Community Social Entrepreneur, Non-Profit Social Entrepreneur, Transformational Social Entrepreneur, Transformational Social Entrepreneur	**4**
III	Social Entrepreneurship Skills: Experiential Learning for the Social Entrepreneur, Sustainable Development & Social Entrepreneurship, assessing social change opportunities and designing social change Ventures to meet unmet needs.	**4**
IV	Being a Social Entrepreneur: Vision Characteristics, Challenges and Issues of a Social Entrepreneur, Structuring your social change ventures and other organization considerations	**4**
V	Social Entrepreneurship and Innovation: Market and industry analysis, Structuring your social change, ventures and the organization, Launch, Growth and Goal Attainment	**4**
	Total	**20**
	Course Outcome	**Programme Outcome**
CO	**On completion of this course, students will learn**	

| 1 | To learn how to address social problems and trans form society | PO1 |

2	To learn to apply social entrepreneurship skills to address social problems.	PO1,PO2
3	To apply the theoretical and experiential understanding of concepts, strategies and tools of social entrepreneurship	PO4,PO6
4	To create new patterns and possibilities for employment generation through social entrepreneurship.	PO4,PO5,PO6
5	To assess the strength sand limitations of social entrepreneurship in addressing social problems	PO1
	Text Books	
1	S .S. Khanka (2009), Entrepreneurship in India: Then extbig perspective and practice, New Delhi, Akansha Publishing House.	
2	Kaliya moorthy and Chandrasekhar (Ed) (2007), Entrepreneurial Training: Theory and Practice, New Delhi, Kanishka Publishers.	
3	Roy Rajeev, Entrepreneurship (ed.2) (2011), New Delhi, Oxford University Press.	
4	Gopala krishnan (2014), The Entrepreneur's Choice: Case son Family Business in India, New Delhi, Rout ledge Taylor & Francis Group.	
5	Robert Hisrich, Michael Peters and Dean Shepherd (2009), Entrepreneurship, New Delhi, Tata Mc Graw-Hill Publishing Company Limited.	
	Reference Books	
1	EDII (1986), Faculty and External Experts–A Hand Book for New Entrepreneurs, Ahmadabad, Entrepreneurship Development Institute of India.	
2	Philips, Bone fiel and Sharma (2011), Social Entrepreneurship, New Delhi, Global Vision Publishing House.	
3	Banks Ken, Peter Gabriel, Bill Drayton (2016), Social Entrepreneurship and Innovation: International Case Studies and Practice, Kogan Page.	
4	Chahine T. (2016), Introduction to Social Entrepreneurship, FL: CRC Press, BocaRaton.	
5	Keohane, G.L. (2013), Social entrepreneurship for the 21st century: Innovation across then on profit, private and public sectors, New York, Mc Graw Hill.	
	Web Resources	
1	https://www.ediindia.org/	
2	http://www.innovation-portal.info/online-resources-for-innovation-entrepreneurship/	
3	https://www.researchgate.net/publication/259923145_Social_Entrepreneurship_in_India_An_Exploratory_Study	
4	https://library.jgu.edu.in/content/entrepreneurship	
5	https://www.researchgate.net/publication/36388150_Online_business_development_services_for_entrepreneurs_An_exploratory_study	

Mapping with Programme Outcome:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping(Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

SEMESTER II

COURSE CODE	P23PAT21	INDIAN GOVERNMENT AND ADMINISTRATION	L	T	P	C
CORE IV			6	-	-	5

	Course Objectives
C1	To critically examine the structures of Indian government system
C2	To identify the core features of government of India
C3	To describe the nature of Indian Administrative system
C4	To substantiate how effective e government enables good governance
C5	To exhibit the strategies store form the system

UNIT	Content	No. of Hours
I	Introduction: Kautilya Arthashastra, Mughal administration, Legacy of British rule in politics and administration – Evolution of Indian Administration in the Colonial Period - Post Independence Indian Administration.	6
II	Union Administration: Cabinet Secretariat, Prime Minister'sOffice, Central Secretariat, Ministries and departments, Boards and Commission State Administration: State Secretariat, Chief Secretary and Directorates. District Administration: Changing role of the Collector, Union-State local relations, District administration and democratic decentralization-Urban and Rural Administration in India.	6
III	Reinventing Government: Reforms- Bureaucratic Re-engineering-Strategies for reform. Examining the Principles of Administration: New Administrative initiatives, Efficiency, Effectiveness –Equity and Fairness –Reversibility –Transparency & Accountability, Civil service neutrality, Civil service activism.	6

IV	Modeling government Actions: Government capacity- Government actions - Rhetoric Nudge-Changing Incentives-Umpiring-Changing Ownership-Unpacking Regulation-Role of a regulator-Regulatory Independence- Government as a market player-Market making	**6**
	Issues in Indian Administration: Administrative reforms in India: Major Committees and Commissions, Generalist Vs Specialists.	**6**
V	Major Debates– Centralization Vs Decentralization; Inter-State Water Disputes; Corruption and Accountability; Peoples' Participation – Regulatory Commissions - Values and Ethics in administration	
	Total	**30**
	Course Outcome	**Programme Outcome**
CO	**On completion of this course, students will earn**	
1	To appreciate the features of administrative system of India.	PO1
2	To appreciate the role of the bureaucrats, their functions and responsibilities in the Indian administrative system.	PO1, PO2
3	To gain knowledge on the significance of civil service, the constitutional provisions, recruitment, and training methods.	PO4, PO6
4	To examine the special role of Police and Defence services in Indian government	PO4, PO5, PO6
5	To have conceptual clarity of approaches & dimensions of government and administration in India	PO3, PO8
	Text Books	
1	Chakrabarty Bidyut, Prakash Chand (2016), Indian Administration: Evolution and Practice, New Delhi, Sage Publications.	
2	FadiaB.L., Kuldeep Fadia (2010), Public Administration–Administrative Theories and Concepts, New Delhi, Sahitya Bhawan Publications.	
3	Maheshwari.S. R. (2018), Indian Administration, New Delhi, Orient Black Swan Publications.	
4	Durga Das Basu (2021), Introduction to the Constitution of India, New Delhi, Prentice Hall of India.	
5	Mahes wari.S.R. (2003), Administration of India, New Delhi, Macmillan India Ltd.	
	Reference Books	
1	Bhatacharya, Mohit (2017), New Horizon of Public Administration, New Delhi, Jawahar Publishers & Distributors.	
2	Maheshwari.S.R. Public Administration in India: The Higher Civil Service, Oxford India.	
3	Singh, Hoshiar (1999), Indian Administration, Allahabad, KitabMahal.	
4	Arora K.Ramesh & Rajani Goyal(1996), Indian Administration: Institutions and Issues, New Delhi, Vishwa Prakashan..	

5	Sharma, Manoj (2005), Indian Constitution, New Delhi, An mol Publications Limited.
	Web Resources
1	https://www.india.gov.in/
2	https://www.india.gov.in/topics/governance-administration
3	https://www.darpg.gov.in/arc-reports
4	https://dopt.gov.in/central-secretariat-service-css-0
5	https://www.pmindia.gov.in/en/prime-ministers-office/

Mapping with Programme Outcome:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

COURSE CODE	P23PAT25	PUBLIC POLICY IN INDIA	L	T	P	C
CORE V			6	-	-	5

Course Objectives		
C1	To familiarize students with the basic concepts, theories and models of public policy analysis.	
C2	To provides an interface between public policy and administration in India.	
C3	To promote understanding of the political, social, legal and economic environment in which public policy is made.	
C4	To explore how institutions of public policy shape society and its affairs, how they originated, and how they work.	
C5	To exhibit the goals, instruments and formulation of public policy at the national and region all evels describes the multiple nodes–markets, civil society, legislative and judicial actors and agend as that shape decision making.	
UNIT	**Content**	**No. of Hours**
I	Public Policy: Concept, Significance and Approaches-Policy Analysis: Concept, Significance and Approaches-Models for Policy Analysis: Systems, Institutional, and Rational Policy making.	**6**
II	Public Policy Making: Structure and Process - Policy Making in India: Constitutional Arrangement and Role of Executive, Legislature and Judiciary - Other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass-media, Civil Society and International Agencies.	**6**
III	Public Policy Implementation and Control: Role of Executive with Special reference to Bureaucracy, Legislature, Judiciary, Non-Governmental Organizations, Pressure Groups- Approaches to Policy Implementation-Major Issues and Problems in Policy Implementation.	**6**
IV	Policy Evaluation: Purpose and Significance-Criteria for Evaluation: Cost-Benefit Analysis; Efficiency; Effectiveness; Equity-Forums for Policy Evaluation: Legislative and Departmental Committees-Policy Change and continuity	**6**

V	Recent Trends in Policy Making in India–Strength and Weaknesses of Policy making process in India–Technology and Policy making	**6**
	Total	**3 0**

	Course Outcome		Programme Outcome
CO	**On completion of this course, students will earn**		
1	To use proven methods and frame works to analyze key policies		PO1
2	To identify and explain the key determinants of policy making		PO1, PO2
3	To evaluate the potential out comes and effects of public policies		PO4, PO6
4	To understand and apply various approaches to policy-making		PO4, PO5, PO6
5	To critically analyze the existing policies in India		PO3, PO8
	Text Books		
1	R.K. Sapru, Public Policy, New Delhi, Sterling Publishers.		
2	Rathod P.B, Framework of Public Policy: The Discipline and its Dimensions, New Delhi, Common wealth Publishers.		
3	Ishwar Dayaland K. Mathur (1978), Dynamics of Formulation of Policy in Government of India, New Delhi, Concept Publishing House.		
4	R.K.Sapru (2019), Public Policy: Formulation, Implementation and Evaluation, New Delhi, Sterling Publishers.		
5	Rajesh Chakrabarti and Kaushiki Sanyal (2016), Public Policy in India, New Delhi, Oxford University Press.		
	Reference Books		
1	Bidyut Chakrabarty, Prakash Chand (2016), Public Policy: Concept, Theory and Practice, SAGE Publications		
2	JamesE. Anderson, Public Policy Making, New York, Praegr.		
3	Stuart, S. Nagel, Public Policy: Goals, Means and Methods, New York, Martin Press.		
4	Kuldeep Mathur (2015), Public Policy and Politics in India, New Delhi, OUP.		
5	Kuldeep Mathur and James Warner (2009), Policy-Making in India: Who Speaks? Who Listens?, New Delhi, Hindustan Publishing Corporation.		
	Web Resources		
1	https://www.amazon.in/Public-Policymaking-India-R-V-Ayyar-ebook/dp/B00AE3T7WA		
2	https://www.iipa.org.in/cms/public/page/library		

3	https://publicpolicyindia.com/
4	https://niilmuniversity.in/coursepack/humanities/Public_Policy.pdf
5	https://www.academia.edu/3482142/Study_of_Public_Policy_making_in_India_A_theoretical_framework

Mapping with Programme Outcome:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Artic

COURSE CODE	P23PAT26	PUBLIC FINANCIAL ADMINISTRATION		L	T	P	C
CORE VI				6	-	-	4

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

Course Objectives	
C1	To review the current theories and practices in Financial Administration.
C2	To gain knowledge on preparation of budget and allocation of resources on apriority basis.
C3	To identify the contemporary issues in Public Financial Administration.
C4	To gain knowledge on Public Financial Administration of Union, State and local governments.
C5	To examine the taxation policy, management of public expenditure, public debt and Budgetary techniques and practices.

UNIT	Content	No. of Hours
I	Introduction: Meaning, Nature, Scope and Significance of Pubic Financial Administration- Aspects of budgeting– Principles of Public budgeting- Contemporary approaches to pubic budgeting: Planning–Programming-Budgeting systems (PPBS)-Performance budgeting– Zero Base Budgeting (ZBB)-Cost–Benefit Analysis –Management By Objectives–NPM Model of Budgeting.	6
II	Budgetary Process in Comparative perspective: Constitutional provisions regarding budgeting in India- -Budgetary process in India- Budgetary Process in UK, USA, France, Switzerland- Germany.	6
III	Accounting and Auditing system in Comparative perspective: Accounting and Auditing system in India– Accounting and auditing System in Great Britain- Accounting and Auditing in USA- Accounting and auditing in European countries	6
IV	Control over public expenditures in India: Comptroller and Auditor General of India: powers, functions and responsibilities- Parliamentary control over public expenditure: Standing committees of Parliament in India-Departmentally Related Standing Committees (DRSC)-Public Accounts Committee (PAC)- Estimates Committee (EC)- Committee on Public Undertaking (COPU). Public Debt of India-Monetary Policy: Role of Reserve Bank of India (RBI).	6
V	Fiscal Administration in India: Tax and Non-tax resources of the Union and the states: Direct taxes and Indirect taxes–Board of Direct taxes– Board of Indirect taxes –Goods and Services Tax-Goods and Services Tax Council (GSTC)-Grants–in-Aid system-	6
	Finance Commission - the National Institution for Transforming India(NITI AAYOG)	
	Total	**30**
	Course Outcome	**Programme Outcome**
CO	**On completion of this course, students will learn**	
1	To gain knowledge of Monetary and Fiscal Policies and the concepts of Balance of Payments and basket of currencies	PO1,PO2
2	To analyze the budgetary process and the role of the Ministry of Finance.	PO3,PO4
3	To critically examine the implementation of different types of budgeting systems practiced globally	PO5,PO6
4	To gain clarity on taxation machinery and the GST process.	PO7,PO68
5	To assess the importance of Administrative, Parliamentary and Audit control over Public Expenditure.	PO9,PO10

	Text Books
1	Thavaraj M. J.K. (1992), Financial Administration in India, New Delhi, S. Chand & Co.
2	Goel. S.L. (2002), Public Financial Administration, New Delhi, Deep & Deep Publications.
3	Batsya.K.N.(1993), Financial Administration in India, Chandigarh, Haryana Sahitya Academy.
4	Mukherjee, S.S. (1992), Financial Administration in India, New Delhi, Surjeet Publications.
5	Lal G.S. (1998), Financial Administration in India, New Delhi, Sterling Publications.
	Reference Books
1	Handa K.L. (1988), Financial Administration in India, New Delhi, IIPA.
2	Dutt, Ruddar & SundramK.P.(1997), Indian Economy, New Delhi, S. Chand.
3	Gupta B.N. (2006), Indian Federal Finance and Budgetary Policy, Allahabad, Chaitanya Publishing House.
4	Musgrave & Musgrave (1989), Public Finance in Theory and Practice, New York, Mc Graw Hill Book Company.
5	Sundharam, K.P.M., (1974), Indian Public Finance and Financial Administration, New Delhi, Sultan Chand &Sons.
	Web Resources
1	https://business.mapsofindia.com/india-tax/system.html
2	https://www.brainkart.com/article/Financial-Administration_40516/
3	https://www.politicalsciencenotes.com/essay/public-administration/finance-ministry-in-india-essay-finance-public-administration/13692
4	https://www.politicalsciencenotes.com/essay/public-administration/financial-committees-in-india-essay-public-administration/13697
5	https://www.yourarticlelibrary.com/india-2/financial-administration/financial-administration-in-india/63475

Mapping with Programme Outcome:

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

S-Strong   M-Medium   L-Low

PO Mapping (Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to POs	3.0	3.0	2.0	2.0	2.4

COURSE CODE	**P23PAE2A**	**DISASTER MANAGEMENT**	**L**	**T**	**P**	**C**
ELECTIVE III			**4**	**-**	**-**	**3**

Course Objectives	
C1	To understand the basic concepts in disaster management and how it impacts the personal lives
C2	To know the dimensions and various types of disaster.
C3	To enhance awareness of Disaster Risk Management institutional processes in India.
C4	To be aware of the different types and categories of Disasters.
C5	To understand the challenges posed by Disasters and the role of Government machinery

UNIT	Content	No. of Hours
I	Disaster: Meaning, Types and Historical sketch of Disasters–Risk and the Components –Dimensions of Disaster –Phases of Disaster	4
II	Hazards: Definition - Types of hazards - Characteristic features, occurrence and impact of different types of hazards viz. natural hazards (including geo hazards)-Human in ducedhazards-Environmental hazards-Biohazards –Hazard map of India.	4
III	Vulnerability: Definition-Types of vulnerability–Physical vulnerability– Socio- economic Vulnerability-Vulnerability related to Genderand Age- Rurel & Urban Vulnerability-Vulnerability Analysis with special reference to India.	4
IV	Preparedness and Action Programmes: Planning–Training–Providing Equipments–Public Awareness–Education–Media–First Aid Medical treatment–Evacuation–Treating the Hazard–Taking care of Food, Water, Health and other emergency services	4
V	Recovery and Management: Crisis Management-Impact of disaster on development– Role of Government Agencies–NGOs–Academic Institutions– Financial institutions - Multilateral Bodies –People's Participation	4
	Total	**20**

	Course Outcome	Programme Out come
CO	On completion of this course, students will learn	
1	To build capacities for investigating the out break of diseaseepidemics during and after disaster and to prevent environmental health problems.	PO1,PO2
2	To enhance the knowledge and abilities in risk reduction strategies to prevent major causalities during disaster.	PO3,PO4
3	To analyze the relationship between Development and Disasters.	PO5,PO6
4	To prioritize Rescue and Relief operational mechanism.	PO7,PO68

5	To create opportunities to build skills to respond to disasters.	PO9,PO10
	Text Books	
1	Rajendra Kumar Pandey (2020), Disaster Management in India, New Delhi, Sage Publications.	
2	S.L. Goel (2007), Disaster Administration and Management: Text and Case Studies, New Delhi, Deep &Deep Publications.	
3	R.Nishith, A.K .Singh (2012), Disaster Management in India : Perspectives, Issues and Strategies, Lucknow, New Royal Book Company.	
4	Pradeep Sahani et. al.(ed.)(2002),Disaster Mitigation: Experiences and Reflections, New Delhi, Prentice Hall of India.	
5	AyazAhmad, Disaster Management through the New Millennium, New Delhi, Anmol Publications.	
	Reference Books	
1	Disaster Management Guidelines, GOI–UNDP Disaster Risk Reduction Programme 2009-2012.	
2	Bryant Edwards (2005), Natural Hazards, Cambridge, Cambridge University Press, Cambridge.	
3	Carter. W.Nick (1991) ,Disaster Management; A Disaster Manager's Hand book, Manila, Asian Development Bank.	
4	Barrow.C.J.(1995), Developing the Environment: Problems and Management, Harlow, Longman.	
5	Bhargava, Gopal (1992), Environmental Challenges and Ecological Disaster: Global Perspective, New Delhi, Mittal Publications.	
	Web Resources	
1	https://nidm.gov.in/	
2	https://www.researchgate.net/publication/275935187_Digital_Information_Resources_for_Disaster_Management_of_Libraries_and_Information_Centres	
3	http://sdmassam.nic.in/pdf/publication/undp/disaster_management_in_india.pdf	
4	https://ndma.gov.in/	
5	https://www.unisdr.org/2005/mdgs-drr/national-reports/India-report.pdf	

Mapping with Programme Outcome:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping(Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

Course Objectives	
C1	To provide theoretical understanding of the rational behavior of personnel in an organization
C2	To examine the decision– making, communication and leadership skills
C3	To review the views of organizational behavioral theorists
C4	To explain the decision making and execution of decision process in administration
C5	Toauthenticatehowthefunctioningofadministrationisinfluencedbythebehaviorofthepersonnel

UNIT	Content	No. of Hours
I	Decision-Making with Special Reference to H. Simon: Meaning - Simon's Concept of Decision-Making, Bases or Factors, Simon's Bases of Decision-Making, Process or Stages, Simon's Stages of Decision Making, Programmed and Non- Programmed Decisions, Models.	**4**
II	Communication: Significance– Definition– Types– Media- Theoretical Contributions - Henry Fayol, Chester Bernard, Herbert Simon, Norbert Weiner–Process–Channels- Barriers and Problems- Elements or Principles.	**4**

III	Control: Definition, Process, Techniques, Theoretical Contributions: Classical Thinkers -M P Follet - Behaviouralists –Amitai Etzioni.	**4**
IV	Leadership Theories: Meaning, Definition, Nature, Sources, Styles, Functions, Qualities, Theories: Trait Theory, Behavioural Theory, Situational Theory.	**4**
V	Theories of Motivation: Meaning, Definition, Theories: Traditional Theory, Maslow's Hierarchy of Needs, Herzberg Two Factor Theory, Maslow vs. Herzberg.	**4**
	Total	**20**
	Course Outcome	**Programme Outcome**

P23PAE2B - ADMINISTRATIVE BEHAVIOUR

Elective – 2B

CO	On completion of this course, students will learn	
1	To obtain knowledge about theoretical contribution of prominent thinkers in the field of management and administration	PO1, PO2
2	To develop their innate professional qualities by understanding the key elements of administrative behavior.	PO3, PO4
3	To evaluate the ideas on many administrative behavioral theorists	PO5, PO6
4	To discuss the impact of motivational theories of Abraham Maslow and Frederick Herzberg on Organizational Processes today	PO7, PO68
5	To review the views on leadership traits in leaders in bureaucratic administration	PO9, PO10
	Text Books	
1	Herbert A.Simon (2013), Administrative Behavior : A Study of Decision-Making Processes in Administrative Organisation, Free Press.	
2	D. Prasad, V.S. Prasad and P.Satyanarayana (ed) (1995), Administrative Thinkers, New Delhi, Sterling Publishers.	
3	B. Guy Peters (2021), Administrative Traditions: Understanding the Roots of Contemporary Administrative Behavior, OUP Oxford.	
4	Sidney Mailick (2021), Concepts and Issues in Administrative Behavior, HASSELL STREET Press.	
5	S.L. Goel (2008), Administrative and Management Thinkers (Relevance in New Millennium), Deep & Deep Publications.	
	Reference Books	
1	Anthony Tillett, Thomas Kemper and Gordon Wills (ed) (1970), Management Thinkers, MiddleSex, Penguin Books.	
2	Wholey, Joseph S. (2007), Monitoring Performance in the Public Sector: Future directions from International Experience, New Jersey, Transaction Publishers.	
3	Herbert G. Hicks and Ray C. Gutlet, Organizations: Theory and Behaviour, New York, McGraw Hill.	
4	P. Herseay and K. H. Blanchard, Management of Organizational Behaviour, New Delhi.	
5	W.M. Newman, C. Summer and E. Warren, Management Concepts, Behaviour & Practice, Meerut, Edu. Publishers.	
	Web Resources	
1	https://www.jeywin.com/wp-content/uploads/2010/03/Optional-Public-Administration-4-Administrative-Behaviour.pdf	
2	https://www.amazon.in/Forest-Ranger-Administrative-Behavior Resources/ dp/ 0801803284	

3	https://www.library.illinois.edu/sshel/laboremployment/orgazinationaladmin/
4	https://www.researchgate.net/publication/341371173_Herbert_A_Simon_Administrative_Behavior_A_Study_of_Decision-making
5	https://onlinelibrary.wiley.com/journal/10991379

Mapping with Programme Outcome:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to POs	3.0	3.0	2.0	2.0	2.4

COURSE CODE	P23PAS21	PUBLIC OPINION AND SURVEY RESEARCH	L	T	P	C
SKILL ENHANCEMENT			**4**	**-**	**-**	**2**

Course Objectives	
C1	To introduce the students to the methods, theories and common core questions in public opinion research.
C2	To explain the overview of the statistical and survey methods used to collect and analyze public opinion data.
C3	To introduce the concepts and practices of public opinion polls in the context of democracies, with special reference to India
C4	To familiarize the students with the principles and practice of survey research and Conceptualizing and measuring public opinion using quantitative methods.
C5	To give special attention to developing basic skills pertaining to data collection and its analysis

UNIT	Content	No. of Hours
I	Definition and characteristics of public opinion, conceptions and characteristics, Patterns, uses of opinion poll	2
II	Measuring Public Opinion with Surveys: Representation and sampling-Sample design-Sampling error and non-response-Types of sampling: Non random sampling (quota, purposive and snow ball sampling); random sampling: simple and stratified	2
III	Survey Research-Interviewing: Interview techniques pit falls, different types of and forms of interview - Questionnaire: Question wording; fairness and clarity.	2
IV	Quantitative Data Analysis-Introduction to quantitative data analysis-Basic concepts: correlation research, causation and prediction, descriptive and inferential Statistics	2
V	Interpreting polls-Prediction in polling research: possibilities and pit falls-Politics of interpreting polling	2
	Total	**10**

	Course Outcome	Programme Outcome
CO	**On completion of this course, students will learn**	
1	To substantiate the importance of public opinion in a democracy	PO1, PO2
2	To learn about the methods used for conducting surveys and interpreting survey data	PO3, PO4

3	To acquire basic skill sets related to understanding public opinion formation and conducting research through the use of sample date, framing a questionnaire, etc.	PO5, PO6
4	To explore the central theories and selected key themes in the fields of public opinion	PO7, PO68
5	To introduce students to the practice of survey research	PO9, PO10

	Text Books
1	S. Kumarand P. Rai (2013), Measuring Voting Behaviour in India–Chapter-1, NewDelhi, Sage Publications.
2	R. Erikson and K.Tedin (2011), American Public Opinion (8thedition), New York, Pearson Longman Publishers.
3	A. Agresti and B. Finlay (2009), Statistical Methods for the Social Sciences (4th edition), Uppers add leriver, NJ: Pearson-Prentice Hall.
4	Michael W Traugott, Wolf gang Donsbach (2007), The SAGE Handbook of Public Opinion Research, SAGE Publications.
5	Kini, N.G.S., The City Voter in India, Abinav Publications, New Delhi, 1974.

	Reference Books
1	G. Gallup (1948), A Guide to Public Opinion Polls, Princeton, Princeton University Press.
2	G. Kalton (1983), Introduction to Survey Sampling, Beverly Hills, Sage Publications.
3	Adam J. Berinsky (2015), New Directions in Public Opinion, Taylor & Francis.
4	Paul M. Sniderman, Willem E. Saris (2018), Studies in Public Opinion: Attitudes, Non-attitudes ,Measurement Error, and Change, Prince on University Press.
5	Lior Gideon (2012), Handbook of Survey Methodology for the Social Sciences, Springer New York.

	Web Resources
1	https://guides.library.cornell.edu/polling_survey_onlinem
2	https://researchguides.library.tufts.edu/publicopinion/websites
3	https://libguides.princeton.edu/politics/opinion/international
4	https://libraryguides.lehigh.edu/publicopinion
5	https://guides.nyu.edu/polisci/public-opinion-data

Mapping with Programme Outcome:

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

CO4	S	S	M	M	S	M	S	S	M	S
CO5	S	S	M	M	M	S	M	M	S	M

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weight age	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

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