MOTHER TERESA WOMEN'S UNIVERSITY KODAIKANAL

DEPARTMENT OF HISTORICAL STUDIES AND TOURISM MANAGEMENT

Curriculum Framework, Syllabus, and Regulations

(Based on TANSCHE Syllabus under Choice Based Credit System - CBCS)

B.A. PUBLIC SERVICE

(For the candidates to be admitted from the Academic Year 2023-24)

(2023-2024 onwards)

B.A. Public Service
Choice Based   Credit System (CBCS)
(2023-2024 onwards)

About the Programme:

   Public Administration is particularly suited to students to pursue a broad-based education giving scope for many multiple careers and meaningful lives, be it in politics, civil service, civil society organisations and businesses with commitment to social service, and new vocations that are in the making. Further it helps students who seek broad-based access to insights from multiple disciplines as a way to understand how people behave and influence the world around us. These students aspire to study social science as a holistic discipline which has practical relevance in understanding and tackling real problems in society.

   The Bachelor's Programme in Public Administration equips the students with knowledge of the Indian constitution, the political system, institutions, and their functioning besides giving an idea of how a government works at the central, state and local levels. The discipline of Public Administration studies government-in-action and has acquired salience and popularity among students, particularly those aspiring to make a career in the rapidly changing political economy of India today. The Indian Civil services are an alternative area of career planning for the students of Public Administration besides the ever-expanding private sector in post globalized India. The programme familiarizes the students with the complexities of state and bureaucratic functioning as well as policy making and implementation with reference to India. The students learn about the concepts and theories of administration/management and their application which is extremely relevant to the working of both public and private sector organizations.

   The courses in this programme have been structured in a manner that they introduce the student to the canvas of subjects that comprise the umbrella discipline of Public Administration which has both theoretical and applied aspects. Beginning with a focus on concepts and theories which form the core courses, other courses are introduced to see how these concepts have been translated into Indian administrative practices. The transition from an era of government to governance has brought Public Administration to the forefront of seminal changes in the operational context of developed and developing countries in the 21st century. All these changes have been mapped to make the course

relevant and meaningful to a student in today's times. Given this diverse basket of courses and skill sets that a student is expected to master in this B.A. Programme, the learning outcome enable them to seek gainful employment and engagement in diverse sectors of the economy such as teaching and research, civil services, journalism, law or executive work in private sector organizations.

BA Public Service is a professional degree for those who want to make a change on the lives of common people. The programme will help the students to acquire the knowledge of the various aspects of administration like Policy making, Finance, Personnel, Development, Social welfare and Law and Justice. This knowledge will help the students to have a better understanding of the National, State and Local government systems and their challenges. The curriculum provides various skill based papers like Computer skills, Managerial Skills and Leadership and Conflict management skills to shape the personality of the students to acquirethe challenging roles in the Organizations. The Programme also provides an opportunity to the students to explore their ideas by bring in the advanced online and MOOC courses to enhance their subject knowledge. With these exposures the students will be aspired to appear for the Civil Service examinations in the Union and State level to serve the nation and participate in shaping the future.

Programme Educational Objectives (PEO)

PEO1	Engage in successful professional practices of administrative theories and issues
PEO2	Demonstrate professional and personal leadership in public administration discipline
PEO3	Demonstrate effective collaboration and communication in the public and private administration systems
PEO4	Utilise formal and informal learning opportunities to maintain and enhance technical excellence and professional growth
PEO5	Develop a reputation as a source of innovative solutions to complex problems in the Public administration discipline

Eligibility:

i) Candidates should have passed the Higher Secondary Examination conducted by the Board of Higher Secondary Examination, Govt. of Tamil Nadu or any other Examination accepted by the syndicate as equivalent.

ii) Candidate should have secured at least 50% in major subjects. (Need to be Referred)

iii) A relaxation of 10% in the total percentage will be given to SC, ST candidates.

General Guidelines for UG Programme:

i. **Duration:** The programme shall extend through a period of 6 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.

i. **Medium of Instruction:** English

ii. **Evaluation:** Evaluation of the candidates shall be through Internal and External assessment. The ratio of formative and summative assessment should be 25:75 for both Core and Elective papers.

Evaluation Pattern

	Theory		Practical	
	Min	**Max**	**Min**	**Max**
Internal	10	25	10	25
External	30	75	30	75

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

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

Max. Marks: 75   Time: 3 Hrs.

S.No.	Part	Type	Marks
1	A	**10*1 Marks=10** Multiple Choice Questions - 2 Questions from each Unit	10
2	B	**5*4=20** (Either/or, Choice, from each unit)	20
3	C	**3*15=45** (Open Choice) (Any three Questions out of 5 - one Question from each Unit)	45
		Total Marks	75

Minimum credits required to pass   - 156.

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
40-49	4.0 – 4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

6. Attendance

Students must have earned 75% of attendance in each course for appearing for the examination, Students who have earned 74% to 71% of attendance to be applied for condonation in the prescribed form with the prescribed fee. Students who have earned 70% to 65% of attendance to be applied for condonation in the prescribed form with the prescribed fee along with the Medical Certificate. Students who have attended below 65% are not eligible to appear for the examination and they shall re-do the semester(s) after completion of the course, with the prior permission of the Controller ofthe Examination, and The Registrar of the University.

7. Any Other Information:

In addition to the above regulations, any other common regulations pertaining to the UGProgrammes are also applicable for this programme.

8. 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.

Programme Educational Objectives (PEO)

PEO1	Engage in successful professional practices of administrative theories and issues
PEO2	Demonstrate professional and personal leadership in public administration discipline
PEO3	Demonstrate effective collaboration and communication in the public and private administration systems
PEO4	Utilise formal and informal learning opportunities to maintain and enhance technical excellence and professional growth
PEO5	Develop a reputation as a source of innovative solutions to complex problems in the Public Administration discipline

CHOICE BASED CREDIT SYSTEM AND LEARNING OUTCOMES - BASED CURRICULUM FRAMEWORK BASED B.A. ECONOMICS SYLLABUS	
Programme:	**U.G.**
Programme Code:	
Duration:	**3 Years (UG)**
Programme Outcomes:	**PO1: Knowledge of Economics:** Ability to understand Economic Theories and functioning of Economic Models. To develop an adequate competency in the Economic Theory and Methods. **PO2: Analytical Reasoning and Critical Thinking:** Critically Analyze and assess the way in which economists examine the real world to understand the current events and evaluate specific proposals. **PO3: Logical Reasoning and Quantitative Ability:** Ability to understand how to collect and analyse data and use empirical evidence to evaluate the validity of hypothesis, using Quantitative Methodology and conduct data analysis to interpret results. **PO4: Communication and Research Skills:** Communication and Research related skills. Developing a sense of capability for relevant/appropriate inquiry and asking questions, synthesising and articulating and reporting results and to efficiently communicate thoughts and ideas in a clear and concise manner. **PO5: Gender, Environment and Sustainability:** Comprehend the Environmental issues and Sustainable Development and strive to achieving economic and social equity for women and be Gender Sensitive. **PO6: Employability and Leadership Skills:** Become empowered individuals to be employed in various positions in industry, academia and research and have the potential to become Entrepreneurs and take leadership roles in their chosen occupations and communities. **PO7**: **Social Interaction**: Acquire the ability to engage in relevant conversations and have the ability to understand the views of society that would help initiate policy making. **PO8:** Digital Literacy and Lifelong Learning: Capability to use ICT tools in a variety of learning situation and use appropriate software for analysis of data **-** Ability to acquire Knowledge situations and skills for life through self directed learning and adapt to different learning environments.
Programme Specific Outcomes:	**PSO1**: To enable students to apply basic microeconomic, macroeconomic and monetary concepts and theories in real life and decision making. **PSO 2**: To sensitize students to various economic issues related to Development, Growth, International Economics, Sustainable Development and Environment. **PSO 3**: To familiarize students to the concepts and theories related to Finance, Investments and Modern Marketing. **PSO 4**: Evaluate various social and economic problems in the society and develop answer to the problems as global citizens. **PSO 5:** Enhance skills of analytical and critical thinking to analyze effectiveness of economic policies.

	PO 1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
PSO 1	Y	Y	Y	Y	Y	Y	Y	Y
PSO 2	Y	Y	Y	Y	Y	Y	Y	Y
PSO3	Y	Y	Y	Y	Y	Y	Y	Y
PSO 4	Y	Y	Y	Y	Y	Y	Y	Y
PSO 5	Y	Y	Y	Y	Y	Y	Y	Y

3 – Strong, 2- Medium, 1- Low

Highlights of the Revamped Curriculum:

➢ Student-centric, meeting the demands of industry & society, incorporating industrial components, hands-on training, skill enhancement modules, industrial project, project with viva-voce, exposure to entrepreneurial skills, training for competitive examinations, sustaining the quality of the core components and incorporating application - oriented content wherever required.

➢ The Core subjects include latest developments in the education and scientific front, advanced programming packages allied with the discipline topics, practical training, devising mathematical models and algorithms for providing solutions to industry / real life situations. The curriculum also facilitates peer learning with advanced mathematical topics in the final semester, catering to the needs of stakeholders with research aptitude.

➢ The General Studies and Mathematics based problem solving skills are included as mandatory components in the 'Training for Competitive Examinations' course at the final semester, a first of its kind.

➢ The curriculum is designed so as to strengthen the Industry - Academia interface and provide more job opportunities for the students.

➢ The Industrial Statistics course is newly introduced in the fourth semester, to expose the students to real life problems and train the students on designing a mathematical model to provide solutions to the industrial problems.

➢ The Internship during the second-year vacation will help the students gain valuable work experience, that connects classroom knowledge to real world experience and to narrow down and focus on the career path.

➢ Project with viva-voce component in the fifth semester enables the student, application of conceptual knowledge to practical situations. The state of art technologies in conducting a Explain in a scientific and systematic way and arriving at a precise solution is ensured. Such innovative provisions of the industrial training, project and internships will give students an edge over the counterparts in the job market.

➢ State-of Art techniques from the streams of multi-disciplinary, cross disciplinary and inter disciplinary nature are incorporated as Elective courses, covering conventional topics to the latest - Artificial Intelligence.

Value additions in the Revamped Curriculum:

Semester	Newly introduced Components	Outcome/ Benefits
I	**Foundation Course** To ease the transition of learning from higher secondary to higher education, providing an overview of the pedagogy of learning Literature and analysing the world through the literary lens. Gives rise to an ewperspective.	➢ Instill confidence among students ➢ Create interest for the subject
I,II,III,IV	**Skill Enhancement papers** (Discipline centric /Generic/Entrepreneurial)	➢ Industry ready graduates ➢ Skilled human resource ➢ Students are equipped with essential skills to make them employable
		➢ Training on language and communication skills enable the students to gain knowledge and exposure in the competitive world.
		➢ Discipline centric skill will improve the Technical know how of solving real life problems.
III,IV,V& VI	Electivepapers	➢ Strengthening the domain knowledge ➢ Introducing the stakeholders to the State-of Art techniques from the streams of multi-disciplinary, crossdisciplinary and interdisciplinary nature ➢ Emerging topics inhigher education / industry / communication network / health sector etc. are introduced with hands-on-training.

IV	Elective Papers	➢ Exposure to industry moulds students into solution providers ➢ Generates Industry ready graduates ➢ Employment opportunities enhanced
VSemester	Electivepapers	➢ Self-learning is enhanced ➢ Application of the concept to real situation is conceived resulting Intangible outcome
VISemester	Electivepapers	➢ Enriches the study beyond the course. ➢ Developing a research framework and presenting their independent and intellectual ideas effectively.
Extra Credits: **For Advanced Learners / Honors degree**		➢ To cater to the needs of peer learners / research aspirants
Skills acquired from the Courses	Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill	

Credit Distribution for UG Programmes

Sem I	Credit	H	Sem II	Credit	H	Sem III	Credit	H	Sem IV	Credit	H	Sem V	Credit	H	Sem VI	Credit	H
1.1. Language	3	6	2.1. Language	3	6	3.1. Language	3	6	4.1. Language	3	6	5.1 Core Course –\CC IX	4	5	6.1 Core Course – CC XIII	4	6
1.2 English	3	6	2.2 English	3	6	3.2 English	3	6	4.2 English	3	6	5.2 Core Course – CC X	4	5	6.2 Core Course – CC XIV	4	6
1.3 Core Course – CC I	5	5	2.3 Core Course – CC III	5	5	3.3 Core Course – CC V	5	5	4.3 Core Course – CC VII Core Industry Module	5	5	5. 3.Core Course CC - XI	4	5	6.3 Core Course – CC XV	4	6
1.4 Core Course – CC II	5	5	2.4 Core Course – CC IV	5	5	3.4 Core Course – CC VI	5	5	4.4 Core Course – CC VIII	5	5	5. 4.Core Course –/ Project with viva- voce CC -XII	4	5	6.4 Elective - VII Generic/ Discipline Specific	3	5
1.5 Elective I Generic/ Discipline Specific	3	4	2.5 Elective II Generic/ Discipline Specific	3	4	3.5 Elective III Generic/ Discipline Specific	3	4	4.5 Elective IV Generic/ Discipline Specific	3	3	5.5 Elective V Generic/ Discipline Specific	3	4	6.5 Elective VIII Generic/ Discipline Specific	3	5
1.6 Skill Enhancement Course SEC-1	2	2	2.6 Skill Enhancement Course SEC-2	2	2	3.6 Skill Enhancement Course SEC-4, (Entrepreneurial Skill)	1	1	4.6 Skill Enhancement Course SEC-6	2	2	5.6 Elective VI Generic/ Discipline Specific	3	4	6.6 Extension Activity	1	-
1.7 Skill Enhancement - (Foundation Course)	2	2	2.7 Skill Enhancement Course –SEC-3	2	2	3.7 Skill Enhancement Course SEC-5	2	2	4.7 Skill Enhancement Course SEC-7	2	2	5.7 Value Education	2	2	6.7 Professional Competency Skill	2	2
						3.8 E.V.S.	-	1	4.8 E.V.S	2	1	5.8 Summer Internship /Industrial Training	2				
	23	30		23	30		22	30		25	30		26	30		21	30

Total – 140 Credits

Choice Based Credit System (CBCS), Learning Outcomes Based Curriculum Framework (LOCF) Guideline Based Credit and Hours Distribution System for all UG courses including Lab Hours

First Year
Semester-I

Part	List of Courses	Credit	No. of Hours
Part-1	Language - Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses & Elective Courses [in Total]	13	14
	Skill Enhancement Course SEC-1	2	2
Part-4	Foundation Course	2	2
		23	**30**

Semester-II

Part	List of Courses	Credit	No. of Hours
Part-1	Language - Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses & Elective Courses including laboratory [in Total]	13	14
Part-4	Skill Enhancement Course -SEC-2	2	2
	Skill Enhancement Course -SEC-3 (Discipline / Subject Specific)	2	2
		23	**30**

Consolidated Semester wise and Component wise Credit distribution

Parts	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Part I	3	3	3	3	-	-	12
Part II	3	3	3	3	-	-	12
Part III	11	11	11	11	22	18	84
Part IV	6	6	6	7	3	3	31
Part V	-	-	-	-	-	1	1
Total	23	23	23	24	25	22	**140**

* Part I. II, and Part III components will be separately taken into account for CGPA calculation and classification for the under graduate programme and the other components. IV, V have to be completed during the duration of the programme as per the norms, to be eligible for obtaining the UG degree

MethodsofEvaluation		
Internal Evaluation	Continuous Internal Assessment Test	25 Marks
	Assignments	
	Seminars	
	Attendance and Class Participation	
External Evaluation	End Semester Examination	75 Marks
	Total	100 Marks
MethodsofAssessment		
Recall(K1)	Simple definitions, MCQ, Recallsteps, Concept definitions	
Understand/Comprehend(K2)	MCQ, True/False, Short essays, Concept explanations, Short summary or overview	
Application (K3)	Suggestidea/concept with examples, Suggest formulae, Solve problems, Observe, Explain	
Analyze(K4)	Problem – solving questions, Finish a procedure in many steps, Differentiate	
	Between various ideas, Map knowledge	
Evaluate(K5)	Longer essay/Evaluation essay, Critique or justify with pros and cons	
Create(K6)	Check knowledge in specific or off beat situations, Discussion, Debatingor Presentations	

B.A. PUBLIC SERVICE

Total Credits: 140

Course Code	Title of the Course	Credits	Hours		Maximum Marks		
			L	P	CIA	ESE	Total
FIRST SEMESTER							
U23TAL11	Language – Tamil	3	6	-	25	75	100
U23ENL21	English	3	6	-	25	75	100
U23PST11	Core-1: **Principles of Public Administration**	5	5	-	25	75	100
U23PST12	**Core-2: Administrative Thinkers**	5	5	-	25	75	100
U23PSE1A / U23PSE1B	Discipline Specific Elective – 1: A - **Law, State and Government** / B - **Introduction to Public Relations**	3	4	-	25	75	100
U23PSS11	Skill Enhancement Course (Non Major Elective) – **Data Analysis and Interpretation**	2	2	-	25	75	100
U23PSF11	Foundation Course FC: **Professional and Communication Skills**	2	2	-	25	75	100
Total		**23**	30				**700**
SECOND SEMESTER							
U23LTA22	Language – Tamil	3	6	-	25	75	100
U23LEN22	English	3	6	-	25	75	100
U23PST23	**Core-3: Public Policy Making in India**	5	5	-	25	75	100
U23PST24	**Core-4: Financial Administration in India**	5	5	-	25	75	100
U23PSE2A / U23PSE2B	Elective-2: A – **Introduction to Constitution of India /** B – **Disaster Management**	3	4	-	25	75	100
U23PSS22	SEC -2: **Soft Skills**	2	2	-	25	75	100
U23PSS23	SEC – 3: **Citizen Centric Governance**	2	2	-	25	75	100
Total		**23**	**30**				**700**

1. Suggestive Topics in Core Component

2. Suggestive Topics in Elective Courses (Generic / Discipline-centric)

3. Group II –Suggestive Elective Courses (Discipline-centric)

4. Suggestive Topics in Skill Enhancement Courses (SEC)

5. Skill Enhancement Courses (SEC)

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

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3
Weightage	15	15	15	15	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	3.0	3.0

Level of Correlation between PSO's and CO's

SEMESTER I

PRINCIPLES OF PUBLIC ADMINISTRATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	CIA	External	Total
									Marks		
U23PST11	**Principles of Public Administration**	Core	Y-	-	-		4	5	25	75	100

Course Objectives	

C1	To understand the basis of administration and management.
C2	To describe the theoretical evolution of Public Administration.
C3	To analyse the relevance and effectiveness of changing organizational forms to carry out the administrative process.
C4	To assess the importance of legislative and judicial controls in administration
C5	To examine the civil society and other grievance mechanism in Public Administration

UNIT	Content	No. of Hours
I	Introduction: Public Administration- Meaning, Nature, Scope and Significance; Dimensions of Public Administration; Difference between Private Administration and Public Administration.	5
II	Growth of Public Administration: Evolution of Public Administration; Minnow brook Conferences (I, II and III); Relation of Public Administration with Political Science, Sociology, History, Economics, Law and Management.	5
III	Trends in Public Administration: New Public Administration; New Public Management; Globalization and Public Administration; Paradigm Shift from Government to Governance; New Public Service.	5
IV	Organization and its Principles: Principles of Organization- Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation.	5

V	Good Governance: Concept, characteristics, elements, Issues and challenges, development of leadership, qualities of leadership, citizen and administration issues and problems, methods to promote good relationship.	5
	Total	25

	Course Outcome	**Programme Outcomes**
CO	On completion of this course, students will learn	
1	To assimilate the basic concepts of public administration.	PO1
2	To gain insights on various functions of administration and its principles.	PO1, PO2
3	To evaluate relevance of public administration today.	PO4, PO6
4	To trace the growth of Public Administration and the trends.	PO4, PO5, PO6
5	To distinctively identify the process of administration, governance and organization.	PO3, PO8
	TextBooks	
1	Bhattacharya Mohit (2019), New Horizons of Public Administration, New Delhi, Jawahar Publishers & Distributors.	
2	Hoshiar Singh / Sachdeva (2011), Public Administration: Theory and Practice, New Delhi, Pearson Education India.	
3	Ravindra Prasad Singh (2011), Principles and Practice of Public Administration, Jaipur, ABD Publishers.	
4	Ravi Goel, (2012), Public Administration, Concepts and Theories, New Delhi, Sonali Publications.	
5	Ebenezer Oni (2016), Principles of Public Administration, New Delhi, Concept Publications Ltd.	
	Reference Books	
1	Basu, Rumki. (2019), Public Administration in the 21st Century: A Global South Perspective, New York and London, Routledge.	
2	S.R Myneni (2016), Principles of Public Administration, Haryana, Allahabad Law Agency.	
3	Peters, B. Guy (2018), The Next Public Administration: Debates & Dilemmas. New Delhi, Sage Publications.	
4	Marc Holzer, Richard W. Schwester (2019), Public Administration: An Introduction, New Delhi, Taylor & Francis Ltd.	
5	P.B. Rathod (2005), A Handbook of Public Administration, Jaipur, ABD Publishers.	
	Web Resources	
1	https://www.jstor.org/stable/977179	

2	https://www.britannica.com/topic/public-administration/Principles-of-public-administration
3	https://www.sigmaweb.org/publications/Principles-of-Public-Administration-2017-edition-ENG.pdf
4	https://www.academia.edu/30097948/PRINCIPLES_OF_PUBLIC_ADMINISTRATION
5	https://botw.org/top/Science/Social_Sciences/Public_Administration/

Mapping with Programme Outcomes:

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

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	3	3
CO2	3	3	3	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	3	3	3
Weightage	15	15	13	13	12
Weighted percentage of Course Contribution to POs	3.0	3.0	2.6	2.6	2.4

Level of Correlation between PSO's and CO's

ADMINISTRATIVE THINKERS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PST12	**Administrative Thinkers**	Core	Y	-	-	-	4	5	25	75	100

Course Objectives	
C1	To provide the comprehensive viewof administrative theories.
C2	To familiarize the concepts propounded by various administrative thinkers.
C3	To examine the emerging ideas of public administrationwith theories.
C4	Togather insights of various ideas of the theorists over a period of time.
C5	To appreciate the contribution of thinker's ability to describe, explain and predict an administrative phenomenon.

UNIT	Content	No. of Hours
I	Indian Administrative Thinkers**:** Kautilya &Thiruvalluvar-Statecraft and Governance, Classical Approach**:** Woodrow Wilson: Politics Administration – Dichotomy Henri Fayol: Principles of Management, F.W. Taylor: Scientific Management Max Weber: Model of Bureaucracy	5
II	Human Relations Approach**:** Luther Gullick and LyndallUrwick: Administrative Principles; M.P. Follett: Leadership and Conflict; Elton Mayo: Human Relations Theory; Abraham Maslow: Need Hierarchy Concept	5
III	Behavioral Approach**:** Chester Barnard: Contribution Satisfaction Equilibrium; Herbert Simon: Theory of Decision-Making; F.W. Riggs: Administrative Models and Approaches; Douglas Mc Gregor: Managerial Theories of 'X' and 'Y'	5
IV	Public Choice, Entrepreneurial Government and NPS: Vincent Ostrom: Public choice approach and the theory of democratic administration; David Osborne and Ted Gaebler: Concept of entrepreneurial government; Robert and Janet Denhardt: The New Public Service	5
V	MBO, Policy Science and Theory Z: P.F. Drucker: Management by Objectives; YehezkelDror: Ideas on Policy Sciences; William Ouchi: Theory 'Z'; Frederick Herzberg: Hygiene Motivation Theory	5
	Total	25

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To understand thebasic concepts and ideas of Public Administration.	PO1
2	To examine the characteristic features of ideas of various thinkers.	PO1, PO2
3	To have insight on ideas emerging during different time periods	PO4, PO6
4	To distinguish the perspectives of various Concepts of Thinkers.	PO4, PO5, PO6
5	To apply the ideas / theories to real time situations.	PO3, PO8
	Text Books	
1	Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana& Y. Pardhasaradhi (eds.) (2010), Administrative Thinkers, New Delhi, Sterling Publishing House.	
2	AnupamaPuri Mahajan (2020), Administrative Thinkers, New Delhi, Sage Publications Pvt. Ltd.	
3	S.R. Maheshwari (2003), Administrative Thinkers, New Delhi, Macmillan, India.	
4	S.L. Goel (2008), Administrative and Management Thinkers, New Delhi, Deep and Deep Publications.	
5	R. K. Sapru, 2013, Administrative Theories and Management Thought, New Delhi, PHILearning Pvt., Ltd.	
	Reference Books	
1	R Hooja (2007), Administrative Theories: Approaches, Concepts and Thinkers in Public Administration, Jaipur, Rawat Publications.	
2	Ramesh K Arora (1979), Perspective in Administrative Theory, New Delhi, Associated PublishingHouse.	
3	Gangadhar. V &Sharma Manoj, Administrative Thinkers, New Delhi, Anmol Publications Pvt., Ltd.	
4	Anthony Tillet, Thomas Kemper & Gordon Willey (1970), Management Thinkers, London, Penguin Books.	
5	Pardeep Sahni, Etakula Vayunandan (2009), Administrative Theory, New Delhi, PHI Learning Pvt., Ltd.	
	Web Resources	
1	https://study.sagepub.in/mahajan_at	
2	https://www.academia.edu/32941538/Administrative_Thinkers_by_Siam	
3	https://sterlingpublishers.in/sterling/product/administrative-thinkers	
4	https://aub.edu.lb.libguides.com/publicadministration/Web_Resources	
5	https://www.bl.uk/business-and-management/management-thinkers	

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	M	S	S	M	M	S	S
CO2	S	S	M	M	M	M	M	S	M	M
CO3	S	S	M	S	M	M	S	M	L	L
CO4	S	S	S	M	S	S	M	S	M	S
CO5	S	S	M	S	S	M	S	M	L	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	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.4	2.6

Level of Correlation between PSO's and CO's

LAW, STATE AND GOVERNMENT

Course Code	Course Name	Category	L	T	P	S	Credit	Inst. Hours	Marks		
									CIA	External	Total
U23PSE1A	**Law, State and Government**	Elective	Y	-	-	-	3	4	25	75	

	Course Objectives
C1	To understand the concepts of Law, State and Government
C2	To trace the evolution of State and Government
C3	To examine the salient features and theories of State
C4	To comprehend the institutional mechanism and their processes.
C5	To identify the nexus between Law, State and Government

UNIT	Content	No. of Hours
I	Law, Justice, and Morality - Classification of Laws - Public and Private Law, Substantive and Procedural Law, Municipal and International Law, Civil Law and Criminal Law - Sources of Law: Custom, Precedent, Legislation.	4
II	Basic Concepts of Indian Legal System - Common Law Foundations - Rule of Law, Separation of Powers, Principle of Natural Justice, and Rule of equity - Indian Constitution: Salient Features - Judicial System in India - Hierarchy of Courts and Jurisdiction of the Courts.	4
III	State: Theories of the Origin (Divine Origin, Social Contract, Evolutionary Theory and Marxist Theory), Nature of the State - Organic theory of the State, the Concept of Welfare State, Sovereignty: Monistic and Pluralistic theories.	4
IV	Government - Forms of government - Unitary, Federal, and Quasi-federal - Parliamentary and Presidential - Organs of Government - Legislature, Executive and Judiciary.	4

V	Political Ideas: Liberty, Equality, rights, Justice, Democracy, Citizenship, Individualism, Liberalism, Socialism, Fascism, Nationalism and Feminism Franchise and Methods of Representation.	4
	Total	20
	Course Outcome	**Programme Outcome**
CO	On completion of this course, students will learn	
1	To analyse the concepts and dimensions of law and its origin	PO1
2	To describe the evolution and changing concepts of State and legal system	PO1, PO2
3	To comprehend and describe the nature and characteristics of various theories of State	PO4, PO6
4	To evaluate the intrinsic relationship between law and Political System.	PO4, PO5, PO6
5	To review the various ideas and concepts related to political systems	PO3, PO8
	Text Books	
1	N. D. Arora (2006), Theory of State, New Delhi, K. K. Publications.	
2	Das, P. G. (2011), History of Political Thought, New Delhi, New Central Book Agency.	
3	J. Duncan M. Derrett (1999), Religion, Law and the State in India, New Delhi, Oxford University Press.	
4	Klosko, George (ed.) (2011), The Oxford Handbook of the History of Political Philosophy, Oxford, Oxford University Press.	
5	Hans Kelsen (2005), General Theory of Law and State, Routledge.	
	Reference Books	
1	Gaus, Gerald F. &ChandranKukathas (eds.) (2004), Handbook of Political Theory, New Delhi, Pearson.	
2	O.P.Guaba (2011), Introduction to Political Theory, New Delhi, Macmillan.	
3	Sabine, George H. (1961), A History of Political Theory, New York, Holt, Rinehart and Winston.	
4	S.Ramaswamy, Political Theory: Ideas and Concepts, New Delhi, Macmillan.	
5	S.P. Varma. Modern Political Theory (1975), New Delhi, Vikas Publishing House.	
	Web Resources	
1	https://www.ebooks.com/en-us/subjects/law/	
2	https://nptel.ac.in/courses/109103176	

3	https://www.india.gov.in/download-e-book-ministry-law-justice
4	https://legal.un.org/avl/studymaterials/handbook/english/book_1.pdf
5	https://www.igi-global.com/e-resources/subject-e-book-collections/government/

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	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.4	2.4	2.6

Level of Correlation between PSO's and CO's

INTRODUCTION TO PUBLIC RELATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Hours Inst.	Marks		
									CIA	External	Total
U23PSE1B	**Introduction to Public Relations**	SEC 1(NME)	- Y	-	-	-	2	2	25	75	100

	Course Objectives	
C1	To evaluate how public relations has been defined in myriad ways since early 20th century	
C2	To explicate the importance of Public Relations in Public Administration.	
C3	To focus on public relations in different agencies like media, company, government and community.	
C4	To identify how public relations and communications are heavily interlinked	
C5	To develop various management and organizational practices.	
UNIT	**Content**	**No. of Hours**
I	Meaning, Nature and Scope of Public Relations, Differences between public relations, marketing and Advertising-History of Public Relations-The Publics in Public Relations.	2
II	Ethics and Social Responsibility - Public Relations and the Law-Public Relations Theory-Communications Theory and Public Opinion	2
III	Planning: Strategies in Public Relations -Tactics of Public Relations-Types of Relations-Community relations- Government relations-Consumer relations - International relations	2
IV	Social Projects and Public Relations -Multimedia Message Development - Media relations Cyber-Relations in the Digital Age - Social Media and Public Relations-Cross-Cultural Communications	2
V	Careers in Public Relations-Professional Development – Corporate Social Responsibility - Crisis Management- Future Pathway.	2
	Total	10
	Course Outcome	**Programme Outcome**
CO	On completion of this course, students will learn	
1	To understand the significance of Public Relations in Public administration	PO1
2	To examine how transparency in administration is made possible through media	PO1, PO2

3	To have an insight on the use of the technological advancement in Public Relations.	PO4, PO6
4	To integrate various concepts in Public Administration to promote Relations	PO4, PO5, PO6
5	To develop writing skills for newspapers and creation of Blogs.	PO3, PO8
	Text Books	
1	Mordecai Lee, Grant Neeley, Kendra B Stewart (2021), The Practice of Government Public Relations, United Kingdom, Routledge.	
2	OyvindIhlen (2007), Public Relations and Social Theory: Key Figures and Concepts, United Kingdom, Routledge Communication Series.	
3	Guth, D. W., & Marsh, C. (2012), Public Relations: A Value-Driven Approach (5th edition), Boston, Allyn and Bacon.	
4	Wilcox, Dennis, et al. (2012), ThinkPublic Relations, (2nd ed.), NewYork, Pearson Education.	
5	Kelleher, Tom (2017), Public Relations, Oxford, Oxford University Press.	
	Reference Books	
1	Mehta. D.S (1980), Handbook of Public Relations in India, New Delhi, Allied Pulishers.	
2	Broom, G., Casey, S., & Ritchey, J. (2000). Toward a concept and theory of organization– public relationships: An update. In J. A. Ledingham& S. D. Bruning (Eds.),	
3	J.V. Vilanilam (2011), Public Relations in India: New Tasks and Responsibilities, SAGE Publications India Pvt Ltd, New Delhi	
4	C. S.Rayadu and K.R.Balan (1997), Principles of Public Relations, New Delhi, Himalaya Publishing House.	
5	Heath, R.L (2001), Handbook of Public Relations in India, New Delhi, Sage Publications.	
	Web Resources	
1	https://apps.prsa.org/AboutPRSA/PublicRelationsDefined	
2	http://www.instituteforpr.org/global-public-relations	
3	https://study.sagepub.com/copley/student-resources/13-public-relations	
4	https://in.coursera.org/specializations/introduction-to-public-relations-and-the-media	
5	https://www.academia.edu/24762203/INTRODUCTION_TO_PUBLIC_RELATIONS	

Mapping with Programme Outcomes:

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

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	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.4	2.6

Level of Correlation between PSO's and CO's

DATA ANALYSIS AND INTERPRETATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PSS11	**Data Analysis and Interpretation**	SECC-2	Y	-	-	-	2	2	25	75	100

	Course Objectives	
C1	To focus on the analysis and interpretation of data.	
C2	To affirm the need for datacollection and analysingthe data.	
C3	To familiarize students with data interpretation and evaluation.	
C4	To apply various research tools for interpretation of data in social science research	
C5	To understand the application of statistics for examining the research problem.	
UNIT	**Content**	**No. of Hours**
I	Facts- value – Data – Methods of Data Collection: Documents, Observation, Interview and Questionnaire-Data Processing: Editing, Coding and Tabulation – Graphic Representation: Graphs of time series and Graphs of frequency distributions.	2
II	Statistics for investigating relationships – Multiple Regression – Logistic Regression and Exploratory Factor Analysis	2
III	Methods to conduct an experiment and an observational study – Exploration of content analysis – Use of digital analytics-	2
IV	Data Preparation – Appropriate Data Analysis and the Pearson Correlation – Use of statistics to investigate relationships -	2
V	Data Analysis and Report Writing – Data Analysis & Measures of Central Tendency: Mean, Median, Mode – Measures of Dispersion – Formatting the Report – Tools for Referencing- MLP, APA – Content & Style of Report writing.	2
	Total	10
	Course Outcome	**Programme Outcome**
CO	On completion of this course, students will learn	
1	To analyse the concepts and dimensions of data preparation and description	PO1

2	To understand quantitative and qualitative data analysis	PO1, PO2
3	To comprehend and describe the appropriate data analysis techniques	PO4, PO6
4	To explore the usage of statistical tools while conducting research	PO4, PO5, PO6
5	To review the various measures of data interpretation	PO3, PO8
	Text Books	
1	Kothari, C R and Garg, G (2018), Research Methodology: Methods and Techniques, New Delhi, New Age International Publishers.	
2	McNabb, David E (2017), Research Methods in Public Administration and Non-profit Management (4th Edition), United Kingdom, Routledge.	
3	Kumar, P. S. G (2004), Research Methods and Statistical Techniques, New Delhi, B.R. Publishing Corporation.	
4	Kumar, Ranjit (2011), Research Methodology: A Step-by-Step Guide for Beginner, London, Sage Publications.	
5	Srivastava, Vijay Shankar (2017), Data Analysis and Interpretation, New Delhi, S. Chand Publishing Company.	
	Reference Books	
1	Ahuja, Ram (2003), Research Methods.Jaipur, Rawat Publications.	
2	Yin, Robert K. (2003), Case Study Research, New Delhi, Sage Publications.	
3	Nachmias, C V and Nachmias, D (2005), Research Methods in Social Sciences, London, Hodder Headline Group.	
4	Miller, G J and Yang, K (Eds.) (2007), Handbook of Research Methods in Public Administration, New York, CRC Press.	
5	Yadava, Surendra S and Yadava, K N S (1995), Statistical Analysis for Social Sciences, New Delhi, Manak Publications.	
	Web Resources	
1	https://www.edx.org/course/data-analysis-in-social-scienceassessing-your-know	
2	https://www.worldbank.org/en/research/dime/data-and-analytics	
3	https://link.springer.com/article/10.1007/s00146-014-0549-4	
4	https://files.eric.ed.gov/fulltext/ED536788.pdf	
5	https://www.sciencedirect.com/science/article/pii/S0049089X1630206X	

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	M	S	S	M	M	S	S
CO2	S	S	M	M	M	M	M	S	M	M
CO3	S	S	M	S	M	M	S	M	L	L
CO4	S	S	S	M	S	S	M	S	M	S
CO5	S	S	M	S	M	M	S	M	L	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	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.4	2.6

Level of Correlation between PSO's and CO's

PROFESSIONAL AND COMMUNICATION SKILL

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PSF11	**Professional and Communication Skill**	AECC-1	**Y**	-	-	-	2	2	25	75	100

	Course Objectives
C1	To help students gain the necessary public administration skills.
C2	To build the practical knowledge and skills needed to help both individuals and agencies meet their organization goals.
C3	To enhance the ability to act as a leader and delegate to others the ability to communicate and solve problems.
C4	To enable the students to become leading thinkers and become change makers.
C5	To accept the fact that the public administration professionals must be adaptable with the changing organizational environment.

UNIT	Content	No. of Hours
I	Administrative/Management function -Managing People Skills - Managing the Office Function -Developing your Critical Thinking Skills-Developing your Professional Competencies-Organization Skill: - Attention to detail -Allocation of meeting Spaces-Digital organization - Event planning - Filing-Invoicing-Office organization-Project management - Reimbursement and expense processing-Supply inventory - Travel planning, scheduling, and booking.	2
II	Communication Skills-The ability to give and receive Feedback-Active listening - Body language awareness - Communication method choice- Citizen service - Editing and proofreading – Emailing-Empathetic listening - Note taking – Presenting – Persuasion –Writing	2
III	Time Management Skills: -Calendar Management-Deadline Management - Delegation-Goal Setting – Pre-Planning-Prioritization – Roadmap creation – Scheduling-Schedule coordination -Task management-Time estimation	2
IV	Technical Skills - Communication Software: Slack, Zoom, Microsoft Teams, Google Meet - Database searching and updating – Emailing-Google Suite – Word- Project management software -	2

	Use of office equipment (for example, operating a printer, scanner, or fax machine)-Scheduling software: Google Calendar, -i-Calendar, Microsoft Outlook –Typing – Printing	
V	Problem Solving - Adaptability – Analysis - Attention to detail – Brainstorming –Conflict resolution – Creativity - Critical thinking – Curiosity - Decision making - Forecasting – Judgement – Prioritization – Research-Resource allocation –Teamwork	2
	Total	10

	Course Outcome	**Programme Outcome**
CO	On completion of this course, students will learn	
1	To apply Verbal and Non-Verbal Communication Techniques in the Professional Environment	PO1
2	To communicate fluently and sustain comprehension of an extended discourse.	PO1, PO2
3	To strengthen creative learning process through individual expression and collaborative peer activities.	PO4, PO6
4	To conduct all business activities related to the workplace with technical efficiency.	PO4, PO5, PO6
5	To contribute positively to the overall growth of the organization.	PO3, PO8

	Text Books
1	NiraKonar (2022), Communication Skills for Professionals, New Delhi, PHI Learning Pvt., Ltd.
2	Jain A K & et Al (2006), Professional Communication Skills, New Delhi, Sultan Chand.
3	John Brown, Pat Gaudin, Wendy Moran (2013), PR and Communication in Local Government and Public Services, London, Kogan Page Ltd.
4	Christopher Reddick, Leonidas Anthopoulos (2015), Information and Communication Technologies in Public Administration: Innovations from Developed Countries, United Kingdom, Routledge.
5	Owen Hargie (2019), The Handbook of Communication Skills, New York, Routledge.

	Reference Books
1	Hargie, O (2017), Skilled Interpersonal Communication: Research, Theory and Practice, 6th edition. London, Routledge.
2	Greene & B. Burleson (Eds.) (2003), Handbook of Communication and Social Interaction Skills. Mahwah, New Jersey, Lawrence Erlbaum.
3	Mark Fletcher (1999), Managing Communication in Local Government, London, Kogan Page Ltd.
4	Bradley S. Chilton, Stephen M. King, Viviane E. Foyou, J. Scott McDonald (2019), The Public Administration Profession Policy, Management, and Ethics, New York, Routledge.

5	James S. Bowman, Jonathan P. West, Margo Berman & Montgomery Van Wart (2004),The Professional Edge: Competencies in Public Service, UK, Routledge.
	Web Resources
1	https://www.researchgate.net/publication/351630234
2	https://onlinelibrary.wiley.com/journal/14679299
3	https://www.iipa.org.in/cms/public/training_course/62
4	http://repository.hneu.edu.ua/bitstream/123456789/23747/1/2020-pdf
5	https://edge.sagepub.com/northouse7e/instructor-resources/discipline-specific-resources/public-administration

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	3	2
CO4	3	3	3	2	3
CO5	3	3	3	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.4	2.6

Level of Correlation between PSO's and CO's

SEMESTER II

PUBLIC POLICY MAKING IN INDIA

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PST23	**Public Policy Making in India**	Core	Y	-	-	-	4	5	25	75	100

	Course Objectives
C1	Describe the relevance of policy making and its analysis
C2	Compare the different approaches to the study of public policy
C3	Analyze the stages involved in making and implementation of public policy
C4	Evaluate the role of bureaucracy, media, NGO etc. in the policy making process.
C5	Synthesize the importance and impact of policies in the prime areas of administration

UNIT	Content	No. of Hours
I	Introduction: Public Policy: Concept, Significance and Scope. Policy Analysis: Concept and Significance. Public Policy Approaches and Models with special reference to the Incrementalism and Rationalist Paradigms	5
II	Concepts and Theories of Governance: Governance as per the World Bank, UNDP and others; Public Choice Theory, Public Value Theory; Governance as Theory, Governance and Public Governance; Role of State, Market and Civil Society in Governance	5
III	Role of Various stakeholders in Public Policy Making Process: Role of Legislature, Executive, Judiciary, Planning Machinery at the Central and State levels in Policy Making. Role of other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass Media	5
IV	Public Policy Implementation and Evaluation: Approaches to Policy Implementation, Role of Executive (with special reference to Bureaucracy), Legislature, Judiciary, Non-Governmental Organizations, Pressure Groups.	5
V	Issues in Public Policy Implementation. Policy Evaluation: Approaches to Policy Evaluation: Criteria for Evaluation. Issues in Policy Evaluation	5
	Total	**25**

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To examine the basic concepts such as public policy, policy analysis, public policy process and governance	PO1
2	To recall the different stages of the public policy process in terms of theoretical formulation and the process	PO1, PO2
3	To apply necessary competence to undertake policy analysis	PO4, PO6
4	To elaborate on the concepts using practical examples involving public policy issues.	PO4, PO5, PO6
5	To discuss the issues in public policy implementation	PO3, PO8

	Text Books
1	KuldeepMathur (2015), Public Policy and Politics in India, New Delhi, Oxford University Press.
2	arqan Ahmad (2020), Public Policy in India, New Delhi, Adroit Publishers.
3	Sapru R.K.(2004), Public Policy: Formulation, Implementation and Evaluation, New Delhi, Sterling Publishers
4	aushikiSanyal, Rajesh Chakrabarti, KaushikiSanyal, Rajesh Chakrabarti (2016), Public Policy in India, USA, Oxford University Press.
5	Birkland Thomas A. (2019), An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making,Routledge, India
	Reference Books
1	Dr. Prakash Chandra (2015), Public Administration: Policy, Politics and Practice, New Delhi, Astha Publishers
2	Dr.Rathore Richa (2017), Public Policy and Administration in India, New Delhi, Mangalam Publishers and Distributors
3	Sapru R.K.(2010), Public Policy: Art and Craft of Policy Analysis, New Delhi, PHI Learning Private Limited
4	Peters Guy.B(2018),Policy Problems and Policy Design, United Kingdom, Edward Elgar Publishing
5	Weimer L David (2017), Policy Analysis: Concepts and Practice, United Kingdom, Routledge Publishers
	Web Resources
1	https://www.india.gov.in/my-government/documents/policy
2	https://gyankosh.ac.in/handle/123456789/3759
3	https://www.academia.edu/3482142/Study_of_Public_Policy_making_in_India_A_theoretical_framework
4	https://publicpolicyindia.com/
5	https://ippr.in/

Mapping with Programme Outcomes:

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

Strong – 3; Medium – 2; Low – 1

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5

CO1	3	3	2	3	3
CO2	3	3	3	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	2
Weightage	15	15	12	13	12
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.6	2.4

Level of Correlation between PSO's and CO's

FINANCIAL ADMINISTRATION IN INDIA

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PSE24	Financial Administration in India	Core	Y	-	-	-	4	5	25	75	100

	Course Objectives	
C1	To examine the importance of financial administration as distinct from Public Finance	
C2	To discuss various agencies and processes involved in financial administration	
C3	To illustrate different sources of income and borrowing of government.	
C4	To compare and contrast different types of budgeting and their significance	
C5	To recommend the importance of methods in the control of over public expenditure	

UNIT	Content	No. of Hours
I	Nature, Scope and Importance of Financial Administration, Process and Agents in Financial Administration	5
II	Resource Mobilization for Different Level of Government-Monetary and Fiscal Policies-Tax and Non-Tax Sources, Public Borrowings, Public Debt and its Management	5
III	Concept of Budget, Types of Budget - Performance Budgeting-Capital Budgeting-Zero Base Budgeting, Budgetary Process in India, Public Policy and Budgeting, Accounts and Audit	5
IV	Parliamentary Control Over Public Expenditure-Estimates Committee-Public Accounts Committee-Committee on Public Undertakings, Comptroller and Auditor General of India, Role of Finance Ministry, Finance Commission, Problems and Prospects of Financial administration in India	5
V	Union, State, Local Finances in India National Development Council Financial Reforms in the Era of Globalization and Liberalization	5
	Total	**25**

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
CO1	To describe the basic concepts of public finance in India	PO1
CO2	To outline the different stages of the budgetary process and financial administration in India	PO1, PO2
CO3	To classify the types of budgeting used in India	PO4, PO6
CO4	To evaluate the various mechanism for control over public expenditure	PO4, PO5, PO6
CO5	To construct the significance of Public Finance in India	PO3, PO8
	Text Books	

1	Mahajan Kumar Sanjeev and Mahajan Puri Anupama (2014), Financial Administration in India, New Delhi, PHI Learning Private Limited
2	Goel S L (2008), Public Financial Administration, New Delhi, Sterling Publications
3	Goel Sandeep (2016), Financial Management Practices in India, New Delhi, Routledge
4	Singh Sekhar Raj (1988), Union Budgets and FinancialAdministration, New Delhi, Deep & Deep Publications
5	Chelliah, Raja J. (2011), Fiscal Policy in Underdeveloped Countries: With Special Reference to India, New Delhi, Routledge
	Reference Books
1	Thavaraj M J K(2014),Financial Administration of India, New Delhi, Sultan Chand
2	Sharma M K(2008), Financial Administration,New Delhi, R. K. Books
3	AhamedAbdullahiDahir and Sardar M N Islam (2010),Financial Liberalisation in Developing Countries: Issues,Time Series Analysis and Policy Implications, New York,Springer
4	ChkrabartyBidyut and Prakash Chand (2012), Public Administration in a Globalizing World: Theories and Practices, New Delhi, Sage Publications
5	Chand S N (2008), Public Finance, New Delhi, Atlantic Publishers
	Web Resources
1	https://onlinecourses.swayam2.ac.in/cec20_mg05/preview
2	https://gyankosh.ac.in/handle/123456789/3759
3	https://www.nic.in/products/public-financial-management-system/
4	https://financialservices.gov.in/
5	https://doe.gov.in/public-finance-central

Mapping with Programme Outcomes:

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

Strong – 3; Medium – 2; Low - 1

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	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	2
Weightage	15	15	11	12	12
Weighted percentage of Course Contribution to POs	3.0	3.0	2.2	2.4	2.4

Level of Correlation between PSO's and CO's

INTRODUCTION TO CONSTITUTION OF INDIA

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PSE22	**Introduction to Constitution of India**	**Elective - 2**	Y	-	-	-	3	4	25	75	100
Course Objectives											
C1	To describe the evolution of Indian Constitution										
C2	To identify the basic structure of the Indian Constitution										
C3	To illustrate the exclusiveness of the Indian Constitution.										
C4	To interpret the relations between Centre, State and Local Government										
C5	To assess the machinery of Public Governance as provided in the Constitution.										

UNIT	Content	No. of Hours
I	Constitutional Development - Regulating Act, 1773 - Pitts India Act, 1784 - Govt. of India Act, 1909, 1919 & 1935 -Indian Independence Act, 1947	4
II	Basics of the Constitution - The making of the Constitution - Salient features of the Constitution - The Preamble of the Constitution	4
III	Nature of the federal System - Fundamental Rights - Fundamental Duties - Directive Principles of State Policy -Procedure of Constitution Amendment	4
IV	Union-State Relations - Legislative Relations -Administrative Relations - Financial Relations -Inter-State Relations	4
V	Decentralization: Panchayati Raj Institutions - Local Self Government Institutions; Bureaucracy and the Defense Forces - Nature of Bureaucracy - Civil-Military Relations	4
	Total	**20**

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
CO1	To review the working of the Indian Constitution	PO1
CO2	To outline the main tenets of the Constitution	PO1, PO2
CO3	To relate the functioning of the government along with Constitutional guidelines.	PO4, PO6
CO4	To trace the constitutional history of India.	PO4, PO5, PO6
CO5	To assess the significance of Indian Constitution	PO3, PO8
Text Books		
1	urga Das Basu (2019), Introduction to the Constitution of India, Lexis Nexis, (24th Ed)	
2	B.K. Sharma (2020), Introduction to the Constitution of India, New Delhi, PHI Learning.	
3	rij Kishore Sharma (2011), Introduction to the Constitution of India, New Delhi, Prentice-Hall of India Pvt., Ltd.	

4	De, Rohit (2018), A People's Constitution: The Everyday Life of Law in the Indian Republic, New Delhi, Oxford University Press.
5	run K Thiruvengadam (2017), The Constitution of India: A Contextual Analysis, New Delhi, Hart Publishing Company.
	Reference Books
1	Khosla, Madhav et.al. (2016), The Oxford Handbook of Indian Constitution, New Delhi, Oxford University Press
2	M.V. Pylee (2003), An Introduction to the Constitution of India, New Delhi, Vikas Publishing House.
3	Khosla, Madhav (2012), The Indian Constitution, New Delhi, Oxford University Press.
4	Jayal, Niraja Gopal (2011), The Oxford Companion to Politics in India, New Delhi, Oxford University Press.
5	Kohli, Atul, et.al. (2018), Handbook of Indian Politics, New Delhi, Routledge.
	Web Resources
1	https://egyankosh.ac.in/handle/123456789/53790
2	https://onlinecourses.nptel.ac.in/noc20_lw03/preview
3	https://legislative.gov.in/sites/default/files/coi-4March2016.pdf
4	https://www.constitutionofindia.net/
5	https://www.mea.gov.in/Images/pdf1/Part3.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	M
CO4	S	S	M	M	S	M	S	S	M	S
CO5	S	S	M	M	M	S	M	M	S	M

Strong – 3; Medium – 2; Low - 1

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

Level of Correlation between PSO's and CO'

DISASTER MANAGEMENT

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PSE2B	**Disaster Management**	**SEC-2**	**Y**	**-**	**-**	**-**	**2**	**2**	**25**	**75**	**100**

	Course Objectives
C1	To demonstrate the key concepts in the study of Disaster Management.
C2	To outline the nature, scope and impact of natural and man-made disasters.
C3	To classify the psychological, socio-economic, and political effects of the same.
C4	To deal with disaster preparedness and the role and responsibilities of the State and Society in disaster management in India.
C5	To compare & contrast International State-run and private agencies with special reference to Australia, Chile, Japan, Indonesia, Philippines and the USA.

UNIT	Content	No. of Hours
I	Meaning and Classifications of Disasters, Functioning of Disaster Management Organisation, Methodology to cope with Disaster in India, Disaster Management Cycle, Disaster Management- Recent Trends, Impact of Natural Disasters on Environment and Development.	**2**
II	Disaster Mitigation, Basic Principles and Elements of Disaster Mitigation, Flood mitigation Practices in India, Action Plan for Earthquake Disaster Mitigation, Cost-Benefit Consideration of Mitigation, Resource Analysis and Mobilization	**2**
III	Disaster Prevention and Preparedness, Vulnerability Analysis and Risk Assessment, Role of Community in Disaster Management, Communication Systems and Protocol, Legislation/ Existing Laws	**2**
IV	Disaster Awareness, Role of Disaster Managers, Role of NGOs, Training of Disaster Managers, Use of Formal Education System, Emerging Issues and Lessons for Future.	**2**
V	Disaster Response and Recovery i) Disaster Response Plan: State, Union and Local ; NDRF ii) Communication, Participation and Enforcement of Emergency Plans iii) International Models of Change: State and Private Agencies (Australia, Chile, Japan, Indonesia, Philippines, USA)	**2**
	Total	**10**
	Course Outcome	**Programme Outcome**
CO	On completion of this course, students will learn	
CO1	To describe the functioning of organizations in disaster Management	PO1
CO2	To discuss the conceptual and theoretical understanding of Disaster Preparedness and Mitigation	PO1, PO2
CO3	To develop an insight on disaster mitigation.	PO4, PO6

CO4	To limelight the emerging issues and lessons learnt in disaster management	PO4, PO5, PO6
CO5	To assess the significance of disaster management in the context of development	PO3, PO8
	Text Books	
1	V.K. Sharma (1995), Disaster Management, New Delhi, New United Process.	
2	David Alexander (1993), Natural Disaster, London, UCL Press.	
3	KathakaliBagchi. S (1991), Drought Prone India: Problems and Prospects, New Delhi, Agricale.	
4	Melvin A Benarde (1972), Race against Famine, Bombay, Orient Longmans.	
5	Cohen, D. Aftershock (1991), The Psychological and Political Consequences of Disaster, United Kingdom, Paladin Publication.	
	Reference Books	
1	Drake, F. (2000), Global Warming: The Science of Climate Change, London, Oxford University Press.	
2	Centre for Science and Environment (2001), Down to Earth, Vol. 10, No. 6, New Delhi.	
3	ICRC and Red Crescent (2000), World Disaster Report, Oxford Press.	
4	Shukla P. R., S. K. Sharma and P. Venkatraman (Eds.) (2002), Climate Change and Indian Issues, Concerns and Opportunities, New Delhi: Tata McGraw Hill.	
5	Blaikie P. and others (2005), At Risk: Natural Hazards, People's Vulnerability and Disaster, London, Routledge.	
	Web Resources	
1	https://egyankosh.ac.in/handle/123456789/25233	
2	https://onlinecourses.swayam2.ac.in/cec19_hs20/preview	
3	https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3793465/	
4	https://ndma.gov.in/	
5	https://nidm.gov.in/	

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	S	S	S	M	S	S	S
CO2	S	S	S	M	M	S	M	M	M	L
CO3	S	S	M	S	M	S	S	L	L	M
CO4	S	S	S	M	S	M	M	M	3	1
CO5	S	S	M	S	M	S	S	L	M	S

Strong – 3; Medium – 2; Low - 1

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	3	3
CO2	3	3	3	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	2
Weightage	15	15	12	13	12
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.6	2.4

Level of Correlation between PSO's and CO'

CITIZEN CENTRIC GOVERNANCE

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PSS 23	**Citizen Centric Governance**	**SEC - 3**	**Y**	**-**	**-**	**-**	**2**	**2**	**25**	**75**	**100**

	Course Objectives
C1	To discuss the concept of Citizen Centric Governance
C2	To describe the quality of governance
C3	To illustrate the tools and mechanisms of citizen charters
C4	To explain the right to service delivery
C5	To examine the functioning of the institutions and challenges in citizen centric governance

UNIT	Content	No. of Hours
I	Governance and Good Governance: Ancient Discourse on Good Governance; Elements and Forms of Good Governance; Theories and Concepts of Governance – World Bank and UNDP; State, Market and Civil Society.	2
II	Citizen Centric Governance: Concept; Pre-conditions and Principles (Rule of Law-Zero Tolerance Strategy, Making Institutions Vibrant, Responsive and Accountable, Active Citizens' Participation – Decentralization and Delegation, Transparency, Civil Service Reforms, Ethics in Governance, Process Reforms, Periodic & Independent Evaluation of the Quality of Governance etc.; Functions of the Government; Rights and Duties of the Citizens; Civil Society – Role and Limitations; Right to Information	2
III	Tools and Mechanisms: Citizens' Charters – Concept, Objectives and Significance; Sevottam Model; Indian Standard for Quality Management Systems; Seven Steps Model for Citizen Centricity;	2
IV	Right to Service Delivery – State of the Concept and Practice; People Participation in Governance (Concept, Forms including Social Audit); Citizens Grievance Redress and Monitoring System (central, state and corporate levels); and Consumer Protection (National Commission, State Commission, District Forum)	2
V	Institutions and Challenges: National Human Rights Commission; National Commission for Women; National Commission for Protection of Child Rights; National Backward Classes Commission; National Minorities Commission; National Consumer Disputes Redressal Commission	2
	Total	**10**
	Course Outcome	**Programme Outcome**
CO	On completion of this course, students will learn	
CO1	To trace the evolution and growth of the idea and concept of citizen centric governance	PO1

CO2	To examine the theoretical approaches towards governance, good governance, and citizen centric governance	PO1, PO2
CO3	To analyse the working of the institutions, tools, and mechanism for ensuring citizen centric governance	PO4, PO6
CO4	To exhibit the challenges whilst establishing citizens-oriented governance	PO4, PO5, PO6
CO5	To ensure the need for creating citizen centric engagement in India	PO3, PO8
	Text Books	
1	Alford, John and O'Flynn, Janine (2012), Rethinking Public Service Delivery, New York, Palgrave Macmillan.	
2	Anderson, Dennis; Wu Robert; Cho, June-Suh and Schroeder, Katja (2015), E - Government Strategy, ICT and Innovation for Citizen Engagement, New York, Springer-Verlag New York Inc.	
3	Mishra (2012), Citizen - Centric Public Systems, New Delhi, Pearson Education India.	
4	Chakrabarty, Bidyut and Bhattacharya, Mohit (Eds.) (2008), The Governance Discourse: A Reader, New Delhi, Oxford.	
5	Chand, Vikram K (Ed.) (2010), Public Service Delivery in India: Understanding the Reform Process, New Delhi, Oxford.	
	Reference Books	
1	Ramesh K Arora, Meena Sogani (2011), Governance in India: Paradigms and Practices, New Delhi, Aalekh Publishers	
2	Government of India (2009). Citizen Centric Administration: The Heart of GovernanceTwelfth Report. Second Administrative Reforms Commission, Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, New Delhi	
3	Government of India (2008), Citizen's Charter – A Handbook. Centre for Good Governance Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, New Delhi	
4	Mathur, Birendra Prasad (2014), Ethics for Governance: Reinventing Public Services. New Delhi, Routledge.	
5	Sawshilya, Archana (2012), Ethics and Governance, New Delhi, Pearson	
	Web Resources	
1	http://goicharters.nic.in/ccinitiative.htm	
2	https://www.researchgate.net/publication/289190592_A_Framework_for_Citizen-Centric_Government_Websites	
3	https://www.csi-sigegov.org/1/5_392.pdf	
4	https://www.academia.edu/22903936/Next_Generation_Citizen_Centric_e_Services	
5	https://www.mckinsey.com/industries/public-and-social-sector/our-insights/implementing-a-citizen-centric-approach-to-delivering-government-services	

Mapping with Programme Outcomes:

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

CO3	S	S	M	S	M	S	S	L	L	M
CO4	S	S	S	M	S	M	M	M	3	L
CO5	S	S	M	S	M	S	S	L	M	S

Strong – 3; Medium – 2; Low – 1

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	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	2
Weightage	15	15	12	12	12
Weighted percentage of Course Contribution to POs	3.0	3.0	2.2	2.4	2.4

Level of Correlation between PSO's and CO'

NGO MANAGEMENT

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23PSN11	NGO Management	AECC - 2	Y	-	-	-	2	2	25	75	100

	Course Objectives	
C1	To examine the purpose of forming NGOs	
C2	To describe the various organizational forms and governance structure of NGOs	
C3	To evaluate the administrative practices of NGOs	
C4	To assess the issues, accountability and problems of NGOs	
C5	To identify the research tools necessary for case study analysis of each NGO's	

UNIT	Content	No. of Hours
I	Non-Governmental Organisations (NGOs): Concept, Rationale and Scope; National Policy on the Voluntary Sector 2007; NGO-Government Interface in India with special reference to the NITI Ayog, Ministries and Departments	2
II	Organisational Forms and Governance Structures of NGOs: Trust; Society; Company; NGO-Government & NGO-Private sector partnerships	2
III	Rationale and practice; Sources of NGO Funding; Government and Foreign Grants: Eligibility, Requirements & Procedures with special reference to Foreign Contributions	2
IV	Issues, Accountability, Mechanism & Problems: Issues of Governance; Capacity Building; Autonomy; Ethics. Accountability of NGOs: Rationale, Mechanisms and Problems; Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements	2
V	Case Studies: Self Employed Women's Association (SEWA): Organisation, Functions and Working; Red Cross Society of India: Organisation, Functions and Working; Voluntary Action Network India (VANI); and OXFAM India	2
	Total	**10**

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
CO1	To have theoretical conceptualization of NGOs and the Public sector	PO1
CO2	To examine the National Policy on Voluntary Sector and Government-NGO interface	PO1, PO2
CO3	To analyse the role of public and foreign financial contributions to NGOs	PO4, PO6
CO4	To perceive how NGO'S have an innate role to address social concerns.	PO4, PO5, PO6

CO5	To create the necessary skills for student to plan and execute projects	PO3, PO8
	Text Books	
1	Chandra, Suresh (2015), Non-Government Organisations. Jaipur, Rawat.	
2	Dantwala, M L, Sethi, Harsh and PravinVisaria (Eds.) (1998), Social Change Through Voluntary Action, New Delhi, Sage Publications.	
3	Government of India (2007), Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan, New Delhi, Planning Commission.	
4	Jain, N (2009), Handbook for NGOs: An Encyclopedia for Non-Governmental Organisations and Voluntary Agencies, (I & II), New Delhi, Nabhi Publications.	
5	Ashok Kumar Sarkar (2008), NGOs and Globalization: Development and Organizational Facets, Jaipur, Rawat Publications.	
	Reference Books	
1	Khaira, Dahlia (2017), Appreciation &Evaluation of MGNREGA in Punjab, New Delhi, Adroit Publishers.	
2	Planning Commission (2002), Report of the Steering Committee on Voluntary Sector for the Tenth Five-Year Plan: Government of India, New Delhi, Planning Commission.	
3	Meher, Nanavaty and Kulkarni P (1998), NGOs in the Changing Scenario, New Delhi, Uppal Publishing House.	
4	Prasad, K (Ed.) (2000,) NGOs and Socio-Economic Development Opportunities, New Delhi, Deep and Deep Publications.	
5	Smith-Sreen, P (1995), Accountability in Development Organisations: Experiences of Women Organisations in India, New Delhi, Sage Publication.	
	Web Resources	
1	https://ngosindia.com/	
2	https://ngobox.org/resources-ngos-in-india	
3	https://www.researchgate.net/publication/341089166_INTRODUCTION_TO_NGO_MANAGEMENT_Compiled_Lecture_Notes	
4	https://web.worldbank.org/archive/website00978/WEB/PDF/GUIDE_TO.PDF	
5	https://researchguides.library.syr.edu/c.php?g=471151&p=3222302	

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

Strong – 3; Medium – 2; Low - 1

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	13
Weighted percentage of Course Contribution to POs	3.0	3.0	2.0	2.0	2.6

Level of Correlation between PSO's and CO'

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