



PERIYAR UNIVERSITY

PERIYAR PALKALAI NAGAR,

SALEM– 636011

DEGREE OF BACHELOR OF ARTS

Syllabus for

B.A PUBLIC ADMINISTRATION

CHOICE BASED CREDIT SYSTEM

(SEMESTER PATTERN)

**(For Candidates admitted in the Colleges affiliated to
Periyar University from 2023-2024 onwards)**

INTRODUCTION

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.

REGULATIONS

OBJECTIVES OF THE PROGRAMME

- To educate students in both the administrative view and humanistic perspective through the study of public administration and human relations.
- To make students aware of the Government structure, functions, policy and welfare programmes.
- To provide students with the critical faculties necessary in an academic environment, on the job, and in an increasingly complex, interdependent world.
- The syllabus of this program is aimed at preparing the students with the latest developments and put them on the right track to fulfill the present requirements.

VISION AND MISSION OF THE PROGRAMME

- The syllabus of this course is offered to create awareness among the rural youth and as well stockholders.
- This course aim is to creating equality in education by providing opportunities to the rural people whom has higher education is unreachable.
- The syllabi is helpful to students get jobs in government, private sectors and as well in self employment and NGO's.

COMMENCEMENT OF THIS REGULATION

This regulation shall take effect from the academic year 2023-2024, i.e, for the students who are admitted to the first year of the course during the academic year 2023-2024 and thereafter.

DEFINITIONS

Programme: Programme means a course of study leading to the award of the degree in a discipline.

Course : Course refers to the subject offered under the degree programme.

SYLLABUS

The syllabus of the UG degree has been divided into the following five categories:

- | | | |
|----------|---|--|
| Part I | : | Tamil / Other Languages. |
| Part II | : | English Language. |
| Part III | : | Core Courses, Elective Courses and Allied Courses. |
| Part IV | : | Skill Based Elective Courses, Non-Major Course, |

ENVIRONMENTAL STUDIES AND VALUE EDUCATION.

Part V : Extension Activity.

- **Elective Course:** There are 3 Elective Courses offered for B.A Public Administration students.
- **Skill Based Elective Course :** This course aims to impart advanced and recent developments in the concerned discipline.
- **Non-Major Course:** Irrespective of the discipline the student can select papers that are offered by other disciplines as non-major course.
- **Extension Activity:** Participation in NSS / NCC / YRC / RRC / Sports or other co- circular activities are considered for Extension activity.

CREDITS

The Weightage given to each course of study is termed as credit.

CREDIT SYSTEM

The weight age of credits are spread over to different semesters during the period of study and the cumulative credit point average shall be awarded based on the credits earned by the students. A total of 140 credits are prescribed for the under graduate programme.

DURATION OF THE COURSE

The candidates shall complete all the courses of the programme within 3 years from the date of admission. The programme of study shall consist of six semesters and a total period of three years with 140 credits. The programme of study will comprise the course according to the syllabus.

EXAMINATIONS

The course of study shall be based on semester pattern with Internal Assessment under Choice Based Credit System. The Examinations shall be 3 hours to each paper at the end of each last semester. The examination consists of internal assessment (IA) Semester Examinations (SE).

INTERNAL MARKS FOR THEORY PAPER

Attendance	-	5 Marks
Test	-	10 Marks
Seminar	-	5 Marks
Assignment	-	5 Marks
Total	=	25 Marks.

EXTERNAL MARKS FOR THEORY PAPER

Part A	-	15 Marks
Part B	-	10 Marks
Part C	-	50 Marks
Total	=	75 Marks.

□

***** No Examination – Participation in NCC / NSS / RRC / YRC / Others if any**

UNIFORMITY IN THE NUMBER OF UNITS IN EACH PAPER

Each theory paper shall consist of five units. The Question paper shall consist of questions uniformly distributed among the entire unit.

CREDIT SCORE FOR NMEC, ELECTIVE & SBEC

1. NON MAJOR ELECTIVE COURSE = 2 + 2 = 4 Credits

2. ELECTIVE PAPERS = 4 + 4 = 8 Credits

- Introduction to constitution of India.
- Public Service Delivery in India.
- Gender and Public Policy.
- Social Welfare Administration in Tamil Nadu.
- Globalization.

3. SKILL BASED ELECTIVE COURSE = 3 + 3 + 4 + 4 = 14 Credits

- Effective English
- NGO Management
- Administrative Techniques
- Basics of Social Science Research
-

Part – A: (15x1=15 Marks)

Answer all questions, Objective questions with 4 answers

Questions 1 and 3 - From Unit -I

Questions 4 and 6 - From Unit - II

Questions 7 and 9 - From Unit - III

Questions 10 and 12 - From Unit – IV

Questions 13 and 15 - From - Unit -V

Part – B: (2x5= 10)

Answer the following Answer any TWO Questions in about 100 words each:

Question 16 From Unit- I

Question 17 From Unit- II

Question 18 From Unit- III

Question 19 From Unit -IV

Question 20 From Unit- V

Part – C: (5x10=50) Marks)

Answer ALL of the following questions in about 800 words each:

Question 21 From Unit – I with Internal choice - (Either or)

Question 22 From Unit – II with Internal choice - (Either or)

Question 23 From Unit – III with Internal choice - (Either or)

Question 24 From Unit – IV with Internal choice - (Either or)

Question 25 From Unit – V with Internal choice - (Either or)

B. A. PUBLIC ADMINISTRATION

(CBCS PATTERN)

THEORY QUESTION PATTERN

Time : 3 Hrs

Max Marks: 75

PART – A(15 Marks) (Answer all the Questions)

15×1=15 (Choose the best answer) (Multiple choice)

PART – B (5 Marks) (Answer any Two Questions)

2×5=10 (One Question in each units)

PART – C (50 Marks) (Either or Choice)

5×10=50(Two Questions from each unit)

PASSING MINIMUM

- i) The Candidates shall be declared to have passed the examination if he/she secures not less than 40 marks in total (CIA mark + Theory Exam mark) with minimum of 30 marks in the Theory Exam conducted by the University.
- ii) The Candidates shall be declared to have passed the examination if he/she secures not less than 40 marks in total (CIA mark + Practical Exam) with minimum of 30marks in the practical Exam conducted by the University.

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.	O	Outstanding
80 - 89	8.0 - 8.	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

Calculation of Grade Point Average (CGPA) (for the entire programme):

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for the following part wise computed final grades based on the range of CGPA.

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum n \sum i C_{ni} G_{ni}}{\sum n \sum i C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme under each part

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme under each part}}{\text{Sum of the credits of the courses of the entire programme under each part}}$$

CGPA	GRADE
9.5 -10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

CLASSIFICATION OF SUCCESSFUL CANDIDATES

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows for Part I or Part II or Part III:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 -10.0	O +	First Class - Exemplary *
9.0 and above but below 9.5	O	First Class with Distinction*
8.5 and above but below 9.0	D + +	First Class
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A + +	
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
and above but below 4.5	C	

CONFERMENT OF THE DEGREE

No candidate shall be eligible for conferment of the Degree unless he / she

1. Has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed therefore.
2. Has completed all the components prescribed under Parts I to Part Vin the CBCS pattern to earn 140 credits.
3. Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

RANKING

A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures.

I or II class shall be eligible for ranking and such ranking shall be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks shall not be taken into consideration for ranking.

CREDIT DISTRIBUTION FOR U.G.

3 – Year UG Programme Credits Distribution			
		No. of Papers	Credits
Part I	Tamil(3 Credits)	4	12
Part II	English(3 Credits)	4	12
Part III	Core Courses (4 Credits)	15	60
	Elective Courses :Generic / Discipline Specific (3 Credits)	8	24
Total			108
Part IV	NME(2 Credits)	2	4
	Ability Enhancement Compulsory Courses Soft Skill(2 Credits)	4	8
	Skill Enhancement Courses (7courses)		13
	Entrepreneurial Skill -1 Professional Competency Skill Enhancement Course	1	2
	EVS(2 Credits)	1	2
	Value Education (2 Credits)	1	2
Part IV Credits			31
Part V	Extension Activity(NSS / NCC / Physical Education)		1
Total Credits for the UG Programme			140

B.A Public Administration

First Year

Semester-I

Part	Course Code	List of Courses	Credit	Hours per week (L/T/P)	CIA internal	ESC Exam	Total
I		Language – Tamil	3	6	75	25	100
II		English	3	6	75	25	100
Part III	23UPACT01	CCI – Principles of Public Administration	5	5	75	25	100
	23UPACT02	Administrative Thinkers	5	5	75	25	100
	23UPAME01	DSE -1 –Law, State and Government	3	4	75	25	100
	23UHSCT01	History of Tamil Nadu up to 1363CE	2	2	75	25	100
	23UPACT03	Committee and Commissions in India	2	2	75	25	100
			23	30			

Semester-II

Part	COURSE CODE	List of Courses	Credit	Hours per week(L/T/P)	Int. marks	Ext. Ma	Total Marks
Part-I		Language – Tamil	3	6	25	75	100
Part-II		English	3	4	25	75	100
Part IV	NMSDC	Overview of English language Communication	2	2	-	-	-
Part-III	23UPACT04	Public Policy Making in India	5	5	25	75	100
	23UPACT05	Financial Administration in India	5	5	25	75	100
	23UPAME02	Elective -2 – Introduction to Constitution of India	3	4	25	75	100
	23UHSCT02	History of Tamil Nadu - 1311 – 1801 CE	2	2	25	75	100
	23UPAS02	(AECC - 2) Soft Skill –NGO Management	2	2	25	75	100
		Disaster Management	1	2	25	75	100
			26	32			

**Second Year
Semester-III**

Part	Course code	List of Courses	Credit	Hours per week (L/T/P)	Int. marks	Ext. Marks	Total Marks
Part-I		Language – Tamil	3	6	25	75	100
Part-II		English	3	6	25	75	100
Part-III	23UPACT06	Comparative Public Administration	4	4	25	75	100
	23UPACT07	Organization Theory	5	5	25	75	100
	23UPAME03	Elective – 3 – Public Service Delivery in India	3	4	25	75	100
Part-IV	NMSDC	Digital Skills for Employability	2	2	25	75	100
	ALLIED PAPER 23UECOCT03	SEC – 5 – Indian Economy	2	2	25	75	100
		Environmental Studies	-	1	25	75	100
		Health and Wellness	1				
			23	30			

Semester-IV

Part	Course code	List of Courses	Credit	Hours per week (L/T/P)	Int. marks	Ext. Ma	Total Marks
Part-I		Language – Tamil	3	6	25	75	100
Part-II		English	3	6	25	75	100
Part-III	23UPACT08	Administrative Institutions in India	4	5	25	75	100
	23UPACT09	Human Resource Management	4	5	25	75	100
	23UPAME04	Elective -4 – Gender and Public Policy	3	3	25	75	100
Part-IV	NMSDC	GRAPHIC DESIGN	2	2	25	75	100
	ALLIED - 23UECOCT01	SEC – 7 – Tamil Nadu Economy	2	2	25	75	100
		Environmental Studies	2	1	25	75	100
			23	30			

**Third Year
Semester-V**

Part	Course code	List of Courses	Credit	Hours per week (L/T/P)	Int. marks	Ext. Ma	Total Marks
Part-III	23UPACT10	Development Administration	4	5	25	75	100
	23UPACT11	International Organization	4	5	25	75	100
	23UPACT12	Administrative Behaviour	4	4	25	75	100
	23UPACT13	Project with Viva Voce	4	5	25	75	100
	23UPAME05	Elective -5 – Social Welfare Administration in India	3	4	25	75	100
	23UPAME06	Elective – 6 – Globalization	3	4	25	75	100
	23UPAME07	Elective – 7 Ethics and Integrity in Public Administration	4	5	25	75	100
Part-IV		Value Education	2	2	25	75	100
		Internship / Industrial Training (Summer vacation at the end of IV semester activity)	2		25	75	100
	NMSDC	Employability Skills	2	2	25	75	100
			32	35			

Semester-VI

Part	Course code	List of Courses	Credit	Hours per week (L/T/P)	Int. marks	Ext. Ma	Total Marks
Part-III	23UPACT14	New World Order	4	6	25	75	100
	23UPACT15	Politics and Social Justice	4	6	25	75	100
	23UPACT16	Government and Administration in Tamilnadu	4	6	25	75	100
	23UPAME08	Elective – 8 – Demography and Development	3	5	25	75	100
	23UPAME09	Elective – 9 – Civil Service in India	3	5	25	75	100
Part-IV	23UPANE06	Professional Competency Skill – Media Management	2	2	25	75	100
Part -V		Extension Activity	1		25	75	100
			21	30			
		Total Credit	148				

Methods of Evaluation	
Continuous Internal Assessment Test	25 Marks
Assignments	
Seminars	
Attendance and Class Participation	
End Semester Examination	75 Marks
Total	100 Marks
Methods of Assessment	
Simple definitions, MCQ, Recall steps, Concept definitions	
MCQ, True/False, Short essays, Concept explanations, Short summary or Overview	
Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain	
Problem-solving questions, Finish a procedure in many steps, Differentiate	
Between various ideas, Map knowledge	
Longer essay/Evaluation essay, Critique or justify with pros and cons	
Check knowledge in specific or off beat situations, Discussion, Debating or Presentations	

SEMESTER I

PRINCIPLES OF PUBLIC ADMINISTRATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Principles of Public Administration	Core	Y	-	-	-	5	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 other Social Sciences									5	
III	Trends in Public Administration: New Public Administration; New Public Management; Globalization and Public Administration Paradigm Shift from Government to Governance.									5	
IV	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.									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
	Text Books	
1	Bhattacharya Mohit (2019), New Horizons of Public Administration, New Delhi, Jawahar Publishers & Distributors.	
2	Hoshier 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 21 st 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. Schweser (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.sigmaxweb.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/

ADMINISTRATIVE THINKERS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Administrative Thinkers	Core	Y-	-	-	-	5	5	25	75	100
Course Objectives											
C1	To provide the comprehensive view of administrative theories.										
C2	To familiarize the concepts propounded by various administrative thinkers.										
C3	To examine the emerging ideas of public administration with theories.										
C4	Together 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	Kautilya - Thiruvalluvar - M.K. Gandhi - Dr.B.R. Ambedkar.									5	
II	Woodrow Wilson – Henry Fayol – F.W. Taylor.									5	
III	MaxWeber – Elden Mayo – M.P. Follet									5	
IV	C.I.Bernard – Herbert Simon - Peter – Druker									5	
V	Abraham Maslow - Hertzberg -									5	
	Total									25	
	Course Outcome									Programme Outcome	
CO	On completion of this course, students will learn										
1	To understand the basic 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	Anupama Puri 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, PHI Learning 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 Publishing House.
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

LAW, STATE AND GOVERNMENT

Course Code	Course Name	Category	L	T	P	S	Credit	Inst. Hours	Marks		
									CIA	External	Total
	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, and 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 analyses 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. & Chandran Kukathas (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/	

COMMITTEES AND COMMISSIONS IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credit	Inst. Hours	Marks		
									CIA	External	Total
	Law, State and Government	Core	Y	-	-	-	2	2	25	75	
Course Objectives											
C1	To understand the concepts of Committees and Commissions										
C2	To trace the evolution of Committees and Commissions										
C3	To examine the salient features and theories of Committees and Commissions										
C4	To comprehend the institutional mechanism and their processes.										
C5	To identify the power and functions of the Committees and Commissions										
UNIT	Content								No. of Hours		
I	Meaning and Nature of Committees and Commissions – Purpose of Committees and Commissions – difference between Committees and Commissions.								2		
II	Parliamentary Committees: Standing Committees - Financial standing committees - Department related standing committee								2		
III	Ad hoc Committee: Significance of Ad hoc Committees – Inquiry Committee – Advisory Committee								2		
IV	Commissions in India: Election Commission – National Commission for Women – National Human Rights Commission								2		
V	State Commissions and Committees: State Planning Commission – State Information Commission – District Rural Development Agencies (DRDA)								2		
	Total								10		

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To analyse the concepts and dimensions of Committees and Commission and its origin	PO1
2	To describe the evolution and changing concepts of Indian Committees and Commissions	PO1, PO2
3	To comprehend and describe the nature and characteristics of various theories of Committees and Commissions	PO4, PO6
4	To evaluate the intrinsic relationship between Committees and Commissions	PO4, PO5, PO6
5	To review the various Committees and Commissions	PO3, PO8
	Text Books	
1	R.Gupta, General knowledge and current Affairs, Sage Publishers, 2021	
2	Edgar Thorpe and Showick Thorpe, General Knowledge, Manual SBE Publishers, 2017	
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. & Chandran Kukathas (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/	

HISTORY OF TAMIL NADU UP TO 1363 CE

Course Title	HISTORY OF TAMIL NADU UP TO 1363 CE					
Course Type	Core Course	Course Code	23UHSCT02			
Year	I	Semester	I			
Credits	2	Hours	L	T	P	Total
			-	2	0	2

Learning Objectives	
S. No.	<i>The learning objectives are to impart:</i>
1	Knowledge of geography and sources of Tamil Nadu.
2	Understanding of polity, society and economy of the Sangam period.
3	The contribution of Pallavas in the field of art and architecture.
4	Appreciation of the achievements and contribution of the Imperial Cholas.
5	Factors for the decline of the Pandyas.

UNIT I

Geography – Sources for the study of history of Tamil Nadu – Pre & Proto history of Tamil Nadu – Ancient Tamil Civilization

UNIT II

Sangam Age – Historicity –Early Cholas – Karikala – Cheras – Senguttuvan – Pandyas – Nedunchezian – Polity – Society – Economy – Foreign Trade – Religion – Literature – KalabharaInterregnum – Impact of their rule

UNIT III

The Pallavas – Origin: Early Pallavas – Later Pallavas – Political, Social and Economic Conditions – Growth of Literature and Education – Art and Architecture – Sculpture – Paintings & Fine arts – Early Bakthi Movement - The First Pandyan Empire – Sources –Triangular conflict betweenPallavas, Pandyas and Western Chalukyas – Administration – Art and Architecture

UNIT IV

Later Cholas: Raja RajaChola I - RajendraChola I – Overseas Expansion – Kulothunga – Chalukya-Chola relations – Administrative System – Land Grants and Temple Administration – Social and Economic life – Maritime Trade & Commerce – Religion – Literature –Art and Architecture – Bronze Sculptures

UNIT V

The Second Pandyan Empire (1190-1312 CE) – Triangular conflict among Cholas, Pandyas and Hoysalas – Social and Economic Life – Malik Kafur’s Invasion

LEARNING RESOURCES

Recommended Books

A. Ramasamy, *A History of Ancient Tamil Civilization*, New Century Book House, Chennai

B. Eraiyanasan, *The History of Tamil Nadu (The Only Surviving Classical Civilization)*, International Institute of Tamil Studies, Chennai, 2017

- K.A. NilakantaSastri, *A History of South India: From Prehistoric Times to the Fall of Vijayanagar*, Oxford University Press, Chennai, 1997
- N. Subramanian, *History of Tamilnad*, Koodal Publishers, Madurai, 1977
- NoboruKarashima, ed., *A Concise History of South India: Issues and Interpretations*, OxfordUniversity Press, New Delhi, 2014
- V.T. Chellam, *New Light on the Early History of Tamil Nadu*, Vijay Publications, Trichy, 1981
- V.T. Chellam, *Tamil Nadu: History and Culture* (in Tamil), Manivasagar Pathipakam, 2016

References

- Avvai Duraisamy Pillai, *History of the Chera King*, Saran Books, Chennai, 2020
- C. Minakshi, *Administration and Social Life Under the Pallavas*, University of Madras, Madras,1938
- K.A. NilakantaSastri, *The Colas*, University of Madras, Madras, 1984
- K.K. Pillay, *A Social History of the Tamils*, University of Madras, Madras, 1967
- K.K. Pillay, *Historical Heritage of Tamils*, MJP Publishers, Chennai, 2021
- K.K. Pillay, *Studies in Indian History: With Special Reference to Tamil Nadu*, K.K. Pillay, Madras,1979
- Ma.Rajamanickanar, *History of Cholas*, Saran Books, Chennai Ma.Rajamanickanar, *History of Pallavas*, Saran Books, Chennai
- N. Subramanian, *Sangam Polity*, Asia Publishing House, Bombay, 1966
- P.T. SrinivasaIyengar, *History of the Tamils: From the Earliest Times to 600 A.D.*, AsianEducational Services, New Delhi, 2001
- V. Kanakasabhai, *Tamils Eighteen Hundred Years Ago*, Asian Educational Service, New Delhi,1982
- Y. Subbarayalu, *South India under the Cholas*,Oxford University Press, New Delhi, 2012

Resources <https://www.tamildigitallibrary.in/bookdetail.php?id=jZY9lup2kZl6TuXGlZQdjZt9lJpd#book1/>

<http://www.historydiscussion.net>

<http://globalsecurities.org/military/world/india/history-chola.htm>

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Public Policy Making in India	Core	Y	-	-	-	5	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.										5
II	Concepts and Theories of Governance: Governance as per the World Bank, UNDP, Role of State.										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.										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	Kuldeep Mathur (2015), Public Policy and Politics in India, New Delhi, Oxford University Press.										
2	qan 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	Aushiki Sanyal, Rajesh Chakrabarti, Kaushiki Sanyal, 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/

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Financial Administration in India	Core	Y	-	-	-	5	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	Meaning, Nature, Scope and Importance of Financial Administration - Evolution of Financial Administration										5
II	Concept of Budget, Types of Budget-Performance Budgeting-Capital Budgeting-Zero Base Budgeting, Budgetary Process in India, Public Policy and Budgeting, Accounts and Audit - GST.										5
III	Resource Mobilization For Different Level of Government-Monetary and Fiscal Policies-Tax and Non Tax Sources, Public Borrowings, Public Debt and its Management										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.										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 inIndia, 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 Financial Administration, 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	Ahamed Abdullahi Dahir and Sardar M N Islam(2010),Financial Liberalisation in Developing Countries: Issues, Time Series Analysis and Policy Implications, New York, Springer
4	Chkrabarty Bidyut 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

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	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: Panchayat 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, (24 th 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

HISTORY OF TAMIL NADU - 1311– 1801 CE

Course Title	HISTORY OF TAMIL NADU - 1311 – 1801 CE					
Course Type	Core Course	Course Code	23UHSCT04			
Year	I	Semester	II			
Credits	2	Hours	L	T	P	Total
			2			2

Learning Objectives	
S. No.	<i>The learning objectives are to impart:</i>
1	Rise of the Madurai Sultanate and its contribution.
2	Knowledge about the impact of Vijayanagar rule in Tamilaham.
3	Contribution of the Nayaks of Madurai, Senji and Thanjavur.
4	Contribution of the Marathas to Tamil culture.
5	Understand the Poligar Rebellion as the early resistance against British imperialism.

UNIT I

Decline of the Pandya Kingdom – Rise of the Madurai Sultanate – Administration – Society – Economy – Culture

UNIT II

Impact of Vijayanagar Rule – Invasion of Kumara Kampana – The Nayaks of Madurai – Vishwanatha Nayak – Thirumalai Nayak – Rani Mangammal – Meenakshi – Decline of Nayaks of Madurai

UNIT III

Nayaks of Tanjore – Nayaks of Senji – Civil War among the Nayak Rulers – Poligari system – Administration – Social and Economic Conditions – Religion – Temple Art and Architecture

UNIT IV

Marathas of Tamil Country – Serfoji II – Administration – Contribution of Maratha to the Tamil Culture – Saraswathi Mahal Library – Sethupathis of Ramnad – Society – Economy – Religion and Culture

UNIT V

Nawabs of Carnatic – Tamil Society Under the Nawabs – Anglo – Mysore Relations – Carnatic wars - Society – Economy and Religion and Culture -Poligar Rebellion – PuliThevar – Khan Sahib
– VeluNachiyar – Veerapandia Kattabomman – Revolt of Maruthu

BrothersField Study to Historical Landmark site

LEARNING RESOURCES

Recommended Books

- G. Venkatesan, *History of Modern Tamil Nadu 1600-2011*, VC Publications, Rajapalayam
- K. Rajayyan, *History of Tamil Nadu, 1565 to 1982*, Raj Publishers, 1982
- N. Subramanian, *History of Tamil Nadu, 1336 to 1984*, Koodal Publications, 1976
- Noboru Karashima, ed., *A Concise History of South India: Issues and Interpretations*, OUP, New Delhi, 2014
- R. Kalidoss, *History and Culture of Tamils*, Vijay Publishers, Dindugal, 1976

References

- K. Rajayyan, *Rise and Fall of the Poligars of Tamil Nadu*, University of Madras, 1974
- K. Rajayyan, *South Indian Rebellion: The First War of Independence 1800-1801*, Akani Veliyeedu, 2012
- K.A. Nilakanta Sastri, *The Illustrated History of South India: from Pre-Historic times to the fall of Vijayanagar*
- K.R. Srinivasan, *Temples of South India*, National Book Trust, New Delhi, 2005
- R. Sathianathaier, *History of the Nayaks of Madura*, University of Madras, Madras, 1980

Web Resources

- <https://archive.org/details/SouthIndianRebellion/mode/2up>
- www.nationalgeographic.org/threekingsintamilakam

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	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

SEMESTER III

COMPARATIVE PUBLIC ADMINISTRATION

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Comparative Public Administration	Core	Y	-	-	-	4	4	25	75	100
Course Objectives											
C1	To focus on various approaches and theories of CPA.										
C2	To examine the issues and concerns in developed and developing countries.										
C3	To compare the administrative processes applying methodologies of comparison.										
C4	To develop an understanding of Political system of different countries.										
C5	To conclude how public administration across the countries is coping with new challenges										
UNIT	Content									No.of Hours	
I	Introduction: Comparative Public Administration: Meaning, Nature, Scope and Significance. Salient Features of Administration in Developed & Developing Countries.									5	
II	Approaches: Structural Functional Approach; Behavioral Approach; and Ecological Approach – Institutional Approach.									5	
III	UK – Salient features of British Administration – Conventions – Civil Services – Local Government.									5	
IV	USA – Salient features of American Administrative System – Federal System – Separation of Powers – President and American Cabinet.									5	
V	Salient Features of Constitution of Japan – Legislature – Executive – Parliament – Cabinet – Lawmaking Procedure - Judiciary - Local Government.									5	
	Total									25	
	Course Outcome									Programme Outcome	
CO	On completion of this course, students will learn										
1	To analyze the emerging concepts and dimensions of comparative public administration									PO1	
2	To evaluate the social fabrics of developed and developing countries									PO1, PO2	
3	To compare the pertinent features of various political systems									PO4, PO6	
4	To diagnose the countries specific issues in public administration									PO4, PO5, PO6	
5	To appreciate the relevance between comparative approach of study									PO3, PO8	

Text Books	
1	Sharma, R.D. (Ed.) (1999), Administrative Systems of Developing Countries, New Delhi, Mittal Publications.
2	Viswanathan, V.N. (1996), Comparative Public Administration, New Delhi, Sterling Publishers.
3	Jesmine Ahmed (2020), An Introduction to Comparative Government and Politics, New Delhi, Kalpaz Publications.
4	Dahiya, Sewa Singh and Ravindra Singh (2014), Comparative Public Administration. New Delhi, Sterling Publishers.
5	Heady, Ferrel (1996), Public Administration: A Comparative Perspective, New York, M Dekker Inc.
Reference Books	
1	Arora, Ramesh K. (2008), Comparative Public Administration, New Delhi, Associated Publishing House.
2	Berman, Evan et al. (2010), Public Administration in East Asia, Francis & Taylor (China Chapter) Routledge.
3	Rowat, Donald E, 1985, Public Administration in Developed Democracies, New York, Marcel Dekker, Inc., (Latest Edition).
4	Sabharwal, Meghna& Evan M. Berman (2013), Public Administration in South Asia, London, Francis & Taylor.
5	Wang, James C.F. (2002), Contemporary Chinese Politics, New Jersey, Prentice Hall.
Web Resources	
1	https://unacademy.com/content/upsc/study-material/publicadministration/comparative-public-administration
2	https://www.academia.edu/35253178/Comparative_Public_Administration_Definition_Sources_and_Problems
3	https://egyankosh.ac.in/handle/123456789/78054
4	https://www.routledge.com/Comparative-Public_Administration/Chandler/p/book/9780415569286
5	https://onlinelibrary.wiley.com/doi/10.1111/j.1540-6210.2011.02432.x

ORGANISATION THEORY

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Organization Theory	Core	Y	-	-	-	5	5	25	75	100
Course Objectives											
C1	To outline the meaning, nature and scope of the study of Organisational Theory										
C2	To distinguish the background of evolution of various theories of organization										
C3	To elaborate on the emerging trends in forms of organization in the digital era										
C4	To infer how the behavioural pattern impacts the growth of organization										
C5	To compile the pertinent contributions of organizational theorists										
UNIT	Content										No.of Hours
I	Meaning, Nature and Scope and Importance of Organization – Types of Organization –Basic Principles of Organization – Bases of Organization.										5
II	Theories of Organization - Human Relations or Neo-Classical Theory - Decision Making Theory - Systems Approach - Weber's Ideal of Bureaucracy - Modern Theory.										5
III	Process of Organization- Leadership, Meaning, Styles, Qualities, Types- Theories of Organisational Communications-Meaning, Importance, Process, Barriers, Principles of Effective Communication										5
IV	Issues of Organizational Behaviour - Organization Conflict Organization Effectiveness Organizational – Organizational change, Meaning, Nature Organizational development.										5
V	Ethics, Concept of Organizational Culture- Types of culture – Creating and Sustaining Culture Organisational Behaviour and Development – Corporate Social Responsibility, Global Dimensions, Development Interventions today										5
	Total										25
	Course Outcome										Programme Outcome
CO	On completion of this course, students will learn										
1	To demonstrate the importance of various proponents of theories.										PO1
2	To determine the factors that lead to changes in the organizational setup										PO1, PO2
3	To propose descriptive solutions to the ingrained problems of public organization.										PO4, PO6

4	To justify the need for creating an effective organizational machinery through ideas of theorists	PO4, PO5, PO6
5	To translate the theories into practice	PO3, PO8
Text Books		
1	Dwivedi R.S. (1979), Human Relations and Organisational Behaviour, New Delhi, Oxford & IBH.	
2	Singh Nirmal (2003), Organisational Behaviour: Concept, Theory and Practice, New Delhi, Deep and Deep Publications.	
3	Prasad Lallan Banerjee (1985), Management of Human Resources, New Delhi, Sterling Publishers.	
4	Prasad L.M (2005), Organisational Theory and Behaviour, New Delhi, Sultan Chand and Co.	
5	Parikh, Margie and Rajen Gupta (2010), Organisational Behaviour, New Delhi, McGraw Hill Education (India) Pvt. Ltd.	
Reference Books		
1	John W. & Davis (2004), Organisational Behaviour, New Delhi, Tata McGraw Hill.	
2	Berman, Evan et al. (2010), Public Administration in East Asia, London, Francis & Taylor.	
3	Robbins Stephen. P (2005), Organisational Behaviour, New Delhi, Prentice Hall.	
4	Sabharwal, Meghna & Evan M. Berman (2013), Public Administration in South Asia, London: Francis & Taylor.	
5	Pershing, Sandra Parkes and Eric K. Austin (2015), Organization Theory and Governance for the 21 st Century, New Delhi, Sage Publications.	
Web Resources		
1	https://www.researchgate.net/publication/31695904_Essential_Organization_Theory_and_Design	
2	https://www.cambridge.org/ca/academic/elements/organizational-theory	
3	https://www.oxfordbibliographies.com/view/document/obo-9780199846740/obo-9780199846740-0024.xml	
4	https://global.oup.com/ukhe/disciplines/business-and-management/management/organizational-theory/	
5	https://libguides.eastern.edu/olg350	

PUBLIC SERVICE DELIVERY IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Public Service Delivery in India	Elective	Y	-	-	-	3	4	25	75	100
Course Objectives											
C1	To identify the various public service delivery systems in India										
C2	To describe the operational mechanisms of the public delivery system										
C3	To distinguish the features of private and public delivery system										
C4	To limelight the core issues in public service delivery today.										
C5	To formulate measures of reform in public service delivery in India										
UNIT	Content										No. of Hours
I	Meaning, Nature and Scope of Public Service and Social Protection, State of Public Service Delivery in India, Scope, Significance of PSD, Public perception, Political Agenda										4
II	Delivering Physical and Social Infrastructure: Community Mobilisation, Decentralisation, Affirmative Action, Cohesion and Consensus among States, Technology										4
III	Issues in Public Service Delivery : Financial Resources, Capacity building, Citizen Charters, Role of ICT, Target group-based Service Delivery, Bio Metric Identity										4
IV	Reforms in Public Service Delivery Role of NGO_s & PPPs:Sevottam Model, Right to Public Service Delivery, Public Trust on Governments										4
V	Governance and Public Service Delivery: Government Initiatives and Schemes, MyGov, E-Kranti, Digital India, Good Governance, UngalThokuthiyilMuthalamaichar Scheme 2022										4
	Total										20
	Course Outcome										Programme Outcome
CO	On completion of this course, students will learn										

1	To determine the strategic importance of planning for public service delivery	PO1
2	To prioritize the sectoral dimensions in public service delivery	PO1, PO2

3	To modify the structure of public service delivery system with other delivery system	PO4, PO6
4	To critically measure the gaps /lapses in public service delivery	PO4, PO5, PO6
5	To propose a possible solution to initiate effective plan of action for providing quality service	PO3, PO8
Text Books		
1	Vikram Chand, Reinventing Public Service Delivery in India: Selected Case Studies, (2021), New Delhi, Sage Publications.	
2	Chand. K.Vikram, et.al (2010), Public Service Delivery in India, Oxford.	
3	Bhargava, Gopal (1981), Urban Problems and Policy Perspectives, New Delhi, Abhinav Publications.	
4	Dahiya, Sewa Singh and Ravindra Singh (2014), Comparative Public Administration. New Delhi, Sterling.	
5	Tanuja Trivedi (2013), Public Services in the Digital Age, New Delhi, JnandaPrakashan.	
Reference Books		
1	Mohanty, Bidyut (ed.) (1993), Urbanization in Developing Countries: Basic Services and Community Participation, New Delhi, Concept Publishing Company.	
2	Singh U.B. (2001), Privatization of Municipal Services, Lucknow, Bharat Book Centre.	
3	Harrington. J (2001), Financing Basic Social Services, New York, United Nations Development Programme Division.	
4	Jagannadam. V, Bhattacharya. M (1977), Integrated Delivery System for Social Services, New Delhi, IIPA.	
5	Stephen Osborne (2020), Creating Value for Public Service Users, Citizens and Society through Public Service Delivery, New York, Routledge.	
Web Resources		
1	https://www.researchgate.net/publication/272730347_Public_Service_Delivery_in_India_Challenges_and_Opportunities	
2	https://www.insightsonindia.com/2017/08/10/insights-mindmaps-governance-publicservice-delivery-india-changing-facets-education/governance-and-public-servicedelivery-in-india-2/	
3	https://casi.sas.upenn.edu/iit/muralidharan	
4	https://in.sagepub.com/en-in/sas/reinventing-public-service-delivery-in-india/book229855	
5	https://www.amazon.in/Public-Service-Delivery-India-Understanding/dp/019806845X	

ENTREPRENEURSHIP AND SKILL DEVELOPMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst Hours	Marks		
									CIA	External	Total
	Entrepreneurship and Skill Development	SEC - 5	Y	-	-	-	1	1	25	75	100
Course Objectives											
C1	To spell out the innate need to acquire skills of entrepreneurship										
C2	To develop entrepreneurial abilities by providing skills sets										
C3	To analyse the entrepreneurial process of creating innovative start-ups										
C4	To learn basic fundamentals of decision making towards establishing enterprises in real life situations.										
C5	To make a foundation for those who plan to work and start a business enterprise.										
UNIT	Content									No. of Hours	
I	Concept and need of entrepreneurship, Characteristics and types of entrepreneurship, aim of an Entrepreneur: Entrepreneurial decision process, Entrepreneurship as a career, Entrepreneurship as a style of management, changing role of the entrepreneur, Entrepreneurial traits, Factors affecting entrepreneur.									1	
II	Influences on entrepreneurship development, External influences on entrepreneurship development: socio-cultural, political and economic, Personal entrepreneurial success and failure, Reasons and remedies, Women entrepreneurs, Challenges and achievements of women entrepreneurs.									1	
III	Meaning of entrepreneurial motivation, Motivation cycle or process, Theories of entrepreneurial motivation, Entrepreneurial motivating factors, Changes in entrepreneurial motivation, Entrepreneurial motivation behavior, Meaning of entrepreneurial competencies, Major entrepreneurial competencies, Developing entrepreneurial competencies.									1	

IV	Need for opportunities identification and selection, Environmental dynamics and changes, Business Opportunities in various sectors, Identification of business opportunities, Opportunity selection	1
V	Role of central government and state government in promoting entrepreneurship with various incentives, subsidies, grants, programmed schemes and challenges, Government initiatives and inclusive entrepreneurial growth.	1
	Total	5
	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To propose an alternate options to acquire varied skills to absorb in both public and private organizations	PO1
2	To appraise the objectives of the government to train its citizens to acquire individual skills to emerge as an entrepreneur	PO1, PO2
3	To deduct how the state vs market debate has lead to initiate the scope for learning entrepreneurship skills	PO4, PO6
4	To recommend how with changing times the student has to adapt by adopting new skills for development	PO4, PO5, PO6
5	Understand the relevance between comparative approach of study	PO3, PO8
Text Books		
1	Desai, Vasant (2011), Dynamics of Entrepreneurship: New Venture Creation, New Delhi, Prentice Hall of India.	
2	Arvind Kumar Bhatt (2016), Innovation and Entrepreneurship, New Delhi, Laxmi Publications Pvt. Ltd.	
3	.K. Gupta (2022), Generic Skills and Entrepreneurship Development, New Delhi, S.K. Kataria & Sons.	
4	Sharma, Sangeeta (2022), Entrepreneurship Development (2nd Edition), New Delhi, PHI Learning.	
5	Mohd. Shoeb (2020), Skill Development, Innovations and Entrepreneurship, NewDelhi, New Century Publications.	
Reference Books		
1	Arya Kumar (2013), Entrepreneurship Creating and Leading an Entrepreneurial Organization, Noida, Pearson Education India.	
2	Robert Hisrich and Michael Peters (2013), Entrepreneurship, Tata Mc Graw– Hill.	
3	Dangi K.L. (2014), Communication Skills and Entrepreneurship Development, Udaipur, Agrotech Publications.	
4	Rameshwari Pandya (2016), Skill Development and Entrepreneurship in India, New Delhi, New Century Publications.	
5	Shipra Vaidy (2014), Developing Entrepreneurial Life Skills, New Delhi, Springer.	

	Web Resources
1	https://www.oecd.org/cfe/leed/cooney_entrepreneurship_skills_HGF.pdf
2	https://msme.gov.in/entrepreneurship-and-skill-development-programs
3	https://www.ediindia.org/
4	https://nsdcindia.org/
5	https://www.msde.gov.in/

SEC – 5 – Indian Economy

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
23UECOCT03	INDIAN ECONOMY	ALIED					2	2	25	75	100
Learning Objectives											
C1	To understand the features and issues of Indian economy and new economic policy										
C2	To analyse the national income, poverty and human development and its method										
C3	To equip conceptual foundations and macroeconomic concepts of Indian Economy										
C4	To describe the Trends in Production and Productivity in Agriculture										
C5	To know the importance of Foreign Trade for a Developing Economy										
UNIT	Contents									No. of Hours	
I	Introduction to Indian Economy Features and Issues of Indian Economy - Planned Economic Development in India - Achievements and Failures of Planning in India – Economic Crisis and Rationale behind Economic Reforms – New Economic Policy (LPG) 1991 – NITI Aayog									4	
II	National Income, Poverty and Human Development Index National Income – Sectoral Contributions and Economic Transition in India – Poverty and Inequality – Definition and Estimates, Gini Coefficient, Sen Index, Poverty Line - Income and Regional Inequalities: Causes and Measures, Unemployment: Nature and Extent, Measures – HDI – International Comparisons.									4	
III	Sectors of the Indian Economy Indian Agriculture – Trends in Production and Productivity – Land Reforms – Green Revolution - Agricultural Pricing - Agricultural Marketing – Food Security - Industrial Development – Trends and Problems, MSMEs – Industrial Policy 1991 and Recent Developments - Overview of Service and Financial Sectors in India – Importance – Expansion of Private Banks.									4	
IV	Foreign Trade Importance of Foreign Trade for a Developing Economy- Composition and Direction of India's Foreign Trade- Role of FDI and Foreign Institutional Investors- BOP Crisis - India's Trade Policy.									4	

V	Fiscal Federalism Principles of Federal Finance – Fiscal Federalism in India – Functions and Sources of Revenue – Vertical and Horizontal	4
	Imbalances – Finance Commission – Reports and its Recommendations.	
	Total	

Course Outcomes		ProgrammeOutcome
CO	On completion of this course, students will	
1	Outline the nature of the Indian Economy and highlight the changes	PO1,PO2
2	Discuss the major issues of Poverty, Inequality, Unemployment, and Human Development in India in comparison to other countries	PO6, PO8
3	Provide a qualitative and quantitative overview of different sectors of the Indian Economy	PO1,PO2,PO3
4	Describe the components of Foreign Trade and analyze India’s Balance of Payments	PO1,PO2,PO3
5	Identify various components of fiscal federalism in India	PO1,PO2
Textbooks		
1	Gaurav Datt and Ashwani Mahajan “Datt and Sundaram”s Indian Economy” S.Chand 72 nd Edition.	
2	Kaushik Basu (Ed.) (2012), Oxford Companion to Indian Economy, 3 rd Edition, OUP, New Delhi.	
3	Ramesh Singh, “Indian Economy”, Mc Graw Hill, 2022	
4	Sanjiv Verma, “The Indian Economy”, Unique Publication, 2022	
5	Dr. V.C Sinha,“Indian Economy Performance and Policies”, SBPD Publications,2021	
Reference Books		
1.	Puri. V.K & S.K. Misra (2022) Indian Economy	
2.	Uma Kapila (Ed.) (2018) Indian Economy Since Independence	
3.	Byres, T.J. (Ed.) (1997), The State, Development Planning and Liberalization in India, Oxford University Press, New Delhi	
4.	Ashima Goyal(Ed.) The Oxford Handbook of the Indian Economy in the 21 st Century: Understanding the Inherent Dynamism, Oxford University Press	
5.	K. R. Gupta, J. R. Gupta, “ Indian Economy”, Altanic, 2008	
Web Resources		
1.	http://www.niti.gov.in/	
2.	https://www.rbi.org.in/	
3.	https://hdr.undp.org/	
4.	https://www.india.gov.in/	
5.	https://www.cmie.com/	

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3	3	3	3	3	3	3	3
CO 2	3	3	2	3	3	3	3	3
CO 3	3	3	3	3	2	3	3	3
CO 4	3	2	3	3	3	2	3	3
CO 5	3	3	3	3	3	3	2	3
Weightage	15	14	14	15	15	14	14	15
Weighted percentage of course contribution to POS	3.0	2.8	2.8	3.0	2.8	2.8	2.8	3.00

Level of Correlation between PSO's and CO's

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	3	2	3	1
CO2	3	3	2	3	2
CO3	2	3	2	3	3
CO4	2	3	3	3	3
CO5	1	3	3	3	2
Weightage	10	15	12	15	11
Weighted percentage of Course Contribution to PSOs	2	3	2.4	3	2.2

Strong-3 M-Medium-2 L-Low-1

SEMESTER IV

ADMINISTRATIVE INSTITUTIONS IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Insti. Hours	Marks		
									CI A	External	Total
	Administrative Institutions in India	Core	Y	-	-	-	4	5	25	75	100
Course Objectives											
C1	To evaluate the major constitutional and administrative institutions in India.										
C2	To gain the deep insight about the structure and functions of these institutions.										
C3	To analyse the changing dynamics of administrative relations between these institutions.										
C4	To assess the role of these institutions in maintaining the ethical values in the administrative system.										
C5	To examine the role of various statutory bodies in the Indian administrative system.										
UNIT	Content									No. of Hours	
I	Administrative Institutions in a Democratic Society - Concepts of - Laissez Faire State - Welfare State - Administrative State									5	
II	Constitutional Bodies: Role and importance of administrative institutions in democracy - Election Commission of India - Union Public Service Commission									5	
III	Centre State Relations: Changing dynamics - Finance Commission - Comptroller and Auditor General of India – NITI Aayog									5	
IV	Democratic Context: Accountability and Control - Ethics in administration: Lokpal and Lokayuktas - Right to Information act - Role of Central Information Commission .									5	
V	Statutory Bodies - National Human Rights Commission - National Commission for Women - Unique Identification Authority of India - National Bank for Agriculture and Rural Development – National Commission for SC/ST.									5	
	Total									25	
	Course Outcome									Programme Outcome	
CO	On completion of this course, students will										
1	To get an overview of different administrative institutions in India									PO1	
2	To distinctively examine the operational aspects of the public institutions.									PO1, PO2	

3	To assess the process of ethical values in the public institutions	PO4,PO6
4	To evaluate the relationship between constitutional and nonconstitutional bodies	PO4,PO5,PO6
5	To analyse the changing nature of Centre –State relations.	PO3,PO8
	Text Books	
1	Ahmed, Naseem (2005), Indian Public Administration, New Delhi, Anmol Publications Pvt. Ltd.	
2	Arora Ramesh K. and Rajni Goyal (2019), Indian Administration: Institutions and Issues, New Delhi, New Age Publications.	
3	Basu Rumki (2019), Indian Administration: Structure, Performance and Reform, New Delhi, Adroit Publishers.	
4	Chakravarty Bidyut & Prakash Chand (2016), Indian Administration: Evolution and Practice, New Delhi, Sage Publications.	
5	Kapur Devesh et. Al (2017), Public Institutions in India: Performance and Design, New Delhi, OUP.	
	Reference Books	
1	Devesh, Kapur., & Mehta B. Pratap (Ed.), (2005), Public Institutions in India. New Delhi, Oxford University Press.	
2	Fadia, B. L., & Fadia, Kuldeep., (2014), Indian Administration. New Delhi, Sahitya Bhawan.	
3	Sarkar, Siuli (2010), Public Administration in India, New Delhi, PHI Learning Pvt. Ltd.	
4	Sapru. R (2018), Indian Administration: A Foundation of Governance, New Delhi, Sage Publications.	
5	Mukhi, H.R. (2005), Indian Administration, New Delhi, SBD Publishers and Distributors.	
	Web Resources	
1	https://www.education.gov.in/en/institutions-national-importance	
2	http://nationalarchives.nic.in/	
3	https://www.iipa.org.in/cms/public/page/library	
4	https://projects.worldbank.org/en/projects-operations/projects-home	
5	https://darpg.gov.in/en	

HUMAN RESOURCE MANAGEMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Human Resource Management	Core	Y	-	-	-	4	5	25	75	100
Course Objectives											
C1	To determine the value of human resources.										
C2	To trace the evolution of human resource management in India										
C3	To analyze the various aspects of human resource management.										
C4	To assess the importance of recruitment process and training methods.										
C5	To examine the international human resource management mechanism.										
UNIT	Content									No. of Hours	
I	Human Resource Management - Definition - Objectives - Functions - Scope - Importance - HRM in India - Evolution of HRM - Computer Application in Human Resource Management - Quality of a good Human Resource Managers - Human Resource Planning.									5	
II	Recruitment and Selection - Sources of Recruitment - Selection Process - Test Types - Interview Types – Career Planning – Process – Career Development – Placement and Induction.									5	
III	Training - Methods of Training - Executive Development - Performance Appraisal - Methods of Performance Appraisal - Transfers - Promotion - Wage & Salary Administration -Boards and Pay Commission - Grievance Procedures - Redressed of Grievances.									5	
IV	Industrial Relations - Meaning & Characteristics Industrial Relations - Parties to Industrial relations - Nature of Trade Unions - Problems of Trade Union - Measures to Strengthen Trade Union Movement in India.									5	
V	International HRM: Concepts, Features, importance and issues. International Human Resources Management.									5	
	Total									25	
	Course Outcome									Programme Outcome	
CO	On completion of this course, students will learn										
1	To examine the core value of human resources in administration.									PO1	

2	To trace the growth of Human resources management and its emerging trends.	PO1, PO2
3	To gain insights on various aspects of HRM and its relevance.	PO4, PO6
4	To analyze the role of Trade Union Movement and its relationship with Industry.	PO4, PO5, PO6
5	To enumerate the challenges of International HRM system.	PO3, PO8
	Text Books	
1	Pattanayak, Biswajeet (2016), Human Resource Management, New Delhi, Prentice – Hall of India Pvt., Ltd.	
2	Prasad, L.M (2018), Principles and Practice of Management, New Delhi, Sultan Chand and Sons.	
3	Prasad L.M, (2017), Human Resource Management, New Delhi, Sultan Chand and Sons.	
4	Awasthappa, K. (2013), Human Resource Management: Text and Cases, New Delhi, Tata McGraw Hill.	
5	Chatterjee, Bhaskar (1999), Human Resource Management, New Delhi, Sterling Publishers.	
	Reference Books	
1	Gary Dessler (2016), Human Resources Management (ed.15), United Kingdom, Pearson Publisher.	
2	John Daly (2016), Human Resource Management in the Public Sector: Policies and Practices, UK, Taylor & Francis.	
3	Decenzo. D.A & Robbins. S.P (2011), Fundamentals of Human Resource Management, New York, Wiley.	
4	Dessler. G (2017), Human Resource Management, United Kingdom, Pearson.	
5	Jared J. Llorens, Donald E. Klingner, John Nalbandian (2017), Public Personnel Management: Contexts and Strategies, UK, Taylor & Francis.	
	Web Resources	
1	https://www.wiley.com/enus/Handbook+of+Human+Resource+Management+in+Government,+3rd+Edition-p-9780470484043	
2	https://services.india.gov.in/service/detail/integrated-human-resource-management-system	
3	https://www.researchgate.net/publication/254352709_Strategizing_Public_Sector_Human_Resource_Management_The_Implications_of_Working_in_Networks	
4	https://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32088.pdf	
5	https://journals.sagepub.com/doi/10.1177/009102601204100204	

GENDER AND PUBLIC POLICY

Course Code	Course Name	Category	L	T	P	Credits	Inst. Hours	Marks				
								CIA	External	Total		
	Gender and Public Policy	Elective	Y	-	-	-	3	3	25	75	100	
Course Objectives												
C1	To better understand inequities based on gender and sex, their sources, and attempts to reduce them Through political and legal means.											
C2	To analyses the various theories on gender and evaluate how gender identitiesare constructed.											
C3	To learn key elements of the political science canon on gender and politics, and evaluate them theoretically and empirically.											
C4	To understand the relationship among gender, public policy and law.											
C5	To explain the implications of judicial decisions on gender-based rights											
UNIT	Content								No. of Hours			
I	Theorizing Gender in Public Policy –Understanding Sex and Gender- Feminism, Difference, and Equality- -Modern and Post-modern Feminist Theory								4			
II	States and Families- The Gender Gap-The Wage Gap- The Gendered Division of Housework and Care- Social Policy and the Work-Family Balance								4			
III	Violence and Harassment- Abortion and Reproductive Choice Regulation of Women’s Bodies: Prostitution and Pornography – gender sensitization.								4			
IV	Gender Equality and Multiculturalism- Gender, Voting, an Political Representation- Women Leadership – Women in Decision Making.								4			
V	Libertyand equity as goals of public policy Contemporary Policy Approaches - Contemporary Feminis Theories -Gender Based Analysis(—Plus!) and Inter- sectionality- Gender Equality Policy								4			
	Total								20			
		Course Outcome								Programme Outcome		
	CO	On completion of this course, students will learn										
	1	To comprehend the role of gender in public policy making.								PO1		
	2	To envision Women development, enhancing their equality and equity in society.								PO1, PO2		

	3	To examine the gender bias process in all dimensions.	PO4, PO6
	4	To interpret and identify the gender issues and problems	PO4, PO5, PO6
	5	To analyse the role of gender factor on demographic processes and economic development	PO3, PO8
		Text Books	
	1	Kalpagam. U (2011), Gender and Development in India: Current Issues, Jaipur, Rawat Publications.	
	2	Kannabiran, Kalpana (ed.) (2014), Women and Law: Critical Feminist Perspective, New Delhi, Sage Publications.	
	3	Sangeeta Bhardwaj Badal (2009), Gender, Social Structure and Empowerment, Jaipur, Rawat Publications.	
	4	<u>M. Margaret Conway</u> , <u>David W. Ahern</u> & <u>Gertrude A. Steuernagel</u> (2004), Women and Public Policy: A revolution in Progress, Sage Publications.	
	5	Agarwal Supriya (2009), Gender, History and Culture, Jaipur, Rawat Publications.	
		Reference Books	
	1	Newman, Jacquetta and Linda White (2012, 2 nd edition), Women, Politics and Public Policy, Don Mills, Oxford University Press.	
	2	Jain, Devaki, Elson and Diane (2012), Harvesting Feminist Knowledge for Public Policy, New Delhi, Sage Publications.	
	3	Jaggar, Alison M. (ed.) (1994), Living with Contradictions: Controversies in Feminist Social Ethics, New York, Basic Books.	
	4	Ray, Raka (ed) . (2012), Handbook of Gender, Oxford University Press.	
	5	World Bank (2011), world Development Report 2012: Gender Equality and Development, Washington.	
		Web Resources	
	1	https://wcd.nic.in/womendevelopment/national-policy-women-empowerment	
	2	https://www.oecd.org/gender/resources/	
	3	https://www.un.org/womenwatch/osagi/pdf/e65237.pdf	
	4	https://www.hhh.umn.edu/research-centers/center-women-gender-and-public-policy	
	5	https://genderdata.worldbank.org/	

INFORMATION AND CYBER SECURITY

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Information and Cyber Security	SEC	Y	-	-	-	2	2	25	75	100
Course Objectives											
C1	To have fair idea about application of Information and Cyber Security in Institutions.										
C2	To know the specific roles and be aware of the information and cyber security management system.										
C3	To examine the digital changes taking place in society and promoting information and cyber security awareness.										
C4	To reflect on how a change in culture is becoming necessary in many institutions										
C5	To provide focus on the learning methods, stressing the need for sensitization and training.										
UNIT	Content									No. of Hours	
I	Meaning, nature and scope of Information and cyber security – Definition – Concepts-Types-Difference-Risks - Strategies and Security Policies–Protecting Government Network- Emerging Challenges.									2	
II	Introduction to Information Security -Information Security Governance-Conventional Cryptographic Techniques - Symmetric and Asymmetric Cryptographic Techniques - Authentication and Digital Signatures- Program Security -Security in Networks									2	
III	Introduction to Cyber Security-Network Defense Tools-Web Application Tools- Cyber Crime, law and Investigation-Cyber law and Policy- Cyber security initiatives in India									2	
IV	Database Management and Policy-Cyber security Policy and Risk Management-Web Technology-Security Threats and Vulnerabilities- Information Security Management Systems- Government models and networks.									2	
V	Cyberspace and inter-state conflict - International Norms and Treaties-Global Internet Governance-Ethical Issues in Information Security & Privacy-Security Challenges in E-commerce & e governance									2	
	Total									10	

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To recapture the concepts, terminology, principles, and methods of information security and cyberspace.	PO1
2	To evaluate the wide range of technologies, available tools, and practical approaches in information security and cyberspace.	PO1, PO2
3	To acknowledge the professional responsibilities based on legal and ethical principles in the context of computing practice.	PO4,PO6
4	To reiterate the needs for users in the field of developing information systems and building secure computer networks.	PO4,PO5,PO6
5	To identify ethical responsibilities and professional certifications in the labor market for Information and Cyber security.	PO3,PO8
	Text Books	
1	rya Prakash Tripathi and Ritendra (2014), Introduction to Information Security and Cyber Laws, Noida, John Wiley.	
2	P.K. Sharma (2016), Information Warfare and Cyber Security, New Delhi, Surendra Publications.	
3	and Shinde (2021), Introduction to Cyber Security, Chennai, Notion Press.	
4	Kahate, A (2009), Cryptography and Network Security, New Delhi, McGraw-Hill Education.	
5	Krishna, S., Shirin Mad on (2003), The Digital Challenge: Information Technology in theDevelopment Context, United Kingdom, Ashgate Publishing Limited.	
	Reference Books	
1	ni S.L, Col. C.P. Bhargav (2016), Cyber Security and Cyber Law, New Delhi, Prashant Publishing House.	
2	Forouzan, B.A. (2010), Cryptography & Network Security, New Delhi, Tata McGraw - Hill Education.	
3	rk S. Merkow James Breithaupt (2007), Information Security: Principles and Practices, Noida, Pearson Education India.	
4	l Nadkarni (2020), Fundamentals of Information Security, New Delhi, BPB Publications.	
5	j Gupta, Dharma P. Agrawal, Shingo Yamaguchi (2016), Handbook of Research on Modern Cryptographic Solutions for Computer and Cyber Security, USA, IGI Global.	
	Web Resources	
1	https://cybersecurityguide.org/resources/	
2	https://guides.library.cmu.edu/c.php?g=572612&p=3948772	
3	https://www.mha.gov.in/division_of_mha/cyber-and-information-security-cis-division	
4	https://nielit.gov.in/content/online-course-cyber-security-tools	
5	https://dst.gov.in/basic-research-cyber-security	

TAMILNADU ECONOMY

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
23UECODE05	TAMIL NADU ECONOMY	Discipline Specific Elective - V					2	2	25	75	100
Learning Objectives											
C1	To discuss the Features, Performance and development issues of Tamil Nadu Economy										
C2	To analyse the agricultural and industrial scenario in Tamil Nadu										
C3	To understand the industrial scenario in tamil nadu and its growth										
C4	To know the general performance of the tamilnadu										
C5	To describe the state finances and its development initiatives										
UNIT	Contents									No. of Hours	
I	Introduction Tamil Nadu–Salient features–Geographical Features – Economic and Social Indicators –Human Development – Index Rank–Gender Disparity Index–Poverty Index –Work Participation Rate – Unemployment Rate – Literacy Rate–Life Expectancy – Demography and Occupational Patterns.									15	
II	Agriculture Agriculture–Land Use Patterns– Cropping Pattern–Irrigation - Agricultural Marketing – Defects and Remedial measures – Agricultural Finance – Policy and Issues –Crop Insurance.									16	
III	Industry Industrial Scenario in Tamil Nadu – Production Trends— Large Industries- MSMEs –Khadi and Village Industries – Export Contribution of top 5 Major Industries - Industrial Financial Institutions: TIIC, SIDCO, SIPCOT, Industrial Estates-DIC, EPZ, SPZ, SEZ.									14	
IV	State Finances and Development Initiatives State Finance – Revenue and Expenditure of the State – Tamil Nadu,,s Recent Budget – Poverty Alleviation and Unemployment Programmes – Education and Health Care and State Welfare Programmes.									15	
V	General Performance of the State Tourism and Medical Tourism – Women Empowerment Programme – Self Help Groups and Micro Finance- MahalirThittam - Environmental Protection Measures.									15	
Total									75		

Course Outcomes		Programme Outcomes
CO	On completion of this course, students will	
1	Understand salient features, Poverty, Unemployment of Tamil Nadu Economy	PO1,PO2
2	Examine the Issues in Indian Agriculture, Land Use Patterns, finance and Insurance	PO2,PO3
3	Grasp the Industrial Scenario in Tamil Nadu	PO1,PO7 ,PO8
4	Describe the status of State Finances and Development Programmes of Tamil Nadu	PO2,PO3
5	Analyse the overall performance of Tamil Nadu Economy.	PO3,PO7,PO8
Textbooks		
1	Leonard A.G,S.J, (2006), Tamil Nadu Economy, Macmillan India Ltd, New Delhi	
2	Naganathan M (2002), Tamil Nadu Economy: Trends and Prospects,(ed.), University of Madras.	
3	Rajalakshmi N, (1999), Tamil Nadu Economy, Business Publishers, Bombay.	
4	Kuppusamy.K, —Socio-Economic Development Of India, Sharadha Publications, 2014	
5	S. Perumalsamy, — Economic Development of Tamil Nadul, S.Chand &Company,1985	
Reference Books		
1.	Veeramani A.R., Tamil Nadu Agricultural Economy, Divyasre Publication,2015	
2.	Manickam.S, (2010), Tamil Nadu – An Economic Appraisal, Department of Evaluation and Applied Research, Panorama of Indian Economy.	
3.	Madras Institute of Development Studies, (1988), Tamil Nadu Economy: Performance and Issues, Oxford and IBH Publishing Company Pvt. Ltd., New Delhi	
4.	Kurien C.T and James Joseph (1979), —Economic Change in Tamil Nadu: A Regionally and Functionally Disaggregated Study, Allied Publishers Pvt. Ltd. New Delhi.	
5.		
Web Resources		
1.	www.tn.gov.in	
2.	http://tnenvi.nic.in/	
3.	https://www.msmeonline.tn.gov.in/	
4.	https://ctd.tn.gov.in	
5.	https://www.tamilnadutourism.tn.gov.in	

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Development Administration	Core	Y	-	-	-	4	5	25	75	100
	Course Objectives										
C1	To develop a basic intellectual understanding of development, its approaches and sustainable development										
C2	To outline conceptual and theoretical understanding of Development Administration including the ecological and post-globalization contexts										
C3	To classify Public Private Partnership, Corporate Social Responsibility, Inclusive Development, Sustainable Development Goals and Human Development Indicators										
C4	To evaluate the contribution of major thinkers in development administration										
C5	To analyse the new perspectives and issues in development administration										
UNIT	Content									No. of Hours	
I	Introduction: Development and its dimensions; Development and Modernization; Approaches to Development; Ecology of Development Administration; Sustainable Development and Anti-Development									5	
II	Conceptual Constructs: Development Administration – concept, nature, scope and objectives; Features and Significance of Development Administration									5	
III	Contribution of Ralph Braibant, Edward Weidner, Fred W. Riggs and Dwight Waldo									5	
IV	Issues: Globalization and Development Administration; Emergence of Non-State Actors in Development Administration; Gender Parity in Development; Role of Bureaucracy in Development									5	
V	New Perspectives of Development: Public Private Partnership; Corporate Social Responsibility; Inclusive Development; Sustainable Development Goals (SDGs); Human Development Indicators and Social Audit									5	
	Total									25	
	Course Outcome									Programme Outcome	
CO	On completion of this course, students will learn										
1	To describe the basic concepts of management and understand how an organization functions.									PO1	
2	To discuss the scope and types of planning along with decision making techniques and process									PO1, PO2	
3	To develop insights on various functions of organizing, managing change and Innovation									PO4, PO6	
4	To analyse the concepts of coordination and controlling techniques									PO4, PO5, PO6	
5	To synthesize a better understanding on business ethics and social responsibility.									PO3, PO8	
	Text Books										

1	Barnett, A Doak and Riggs, Fred Warren (1970), Frontiers of Development Administration, USA, Duke University Press.
2	Dwivedi, O.P. (1994), Development Administration: From Under-development to Sustainable Development, UK, Macmillan.
3	Ramulu, Ch. Bala (1999), International Organizations and Rural Employment Programs in India: Emerging Trends, New Delhi, Om Publishers.
4	Sapru, R. K. (2008), Development Administration, New Delhi, Sterling.
5	Parmar, M.S and Mary Parmar (2000), Issues in Development Administration, Majestic Books.
	Reference Books
1	Palekar, S L (2012), Development Administration, New Delhi, PHI Learning.
2	Puri, K K and Barara, G. S. (2013), Development Administration in India, Jalandhar, Bharat Prakashan.
3	Ramulu, Ch. Bala (2016), Governance of Food Security Policies in India, New Delhi, Kalpaz Publications.
4	Ramulu, Ch. Bala (2000), Technology and Rural Development, Jaipur, Rawat Publications.
5	Sapru, R K (2008), Development Administration, New Delhi, Sterling.
	Web Resources
1	https://egyankosh.ac.in/bitstream/123456789/19222/1/Unit-1.pdf
2	https://onlinecourses.swayam2.ac.in/cec21_hs37/preview
3	https://www.tandfonline.com/doi/full/10.1080/25741292.2019.1595916
4	https://www.jstor.org/stable/41855075
5	https://www.academia.edu/44754655/ The Significance of Development Administration in Modern Era

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	International Organizations	Core	Y	-	-	-	4	5	25	75	100
Course Objectives											
C1	To enumerate the role of key international organizations, their origin, functions and importance in World affairs										
C2	To identify key international organizations, their origin, functional role and major issues										
C3	To analyse the working of international administration, civil services, budgetary system and development programs										
C4	To examine the personnel administration of UN organisations										
C5	To describe the special agencies in UN										
UNIT	Content								No. of Hours		
I	Evolution of Internationalism in theory and practice, Development of International Institutions, Characteristics of present Community of Nations. Universal State-State as a Unit. Nation-state co-operation and co-ordinate, coexistence Pacific methods for settlement of international disputes								5		
II	A brief history of League of Nations - Origin, Development structure, Functions of its various organs , appraisal, causes of decline and its contribution process of its liquidation								5		
III	Formation of the UN Charter, Purposes and principles, membership, Various organs of UNO- General Assembly, Security Council. Economic and Social Council. International Court of Justice, UN Secretariat; Role of Secretary General.								5		
IV	Personnel Administration - Problems of International Civil Service, Budgetary Problems, UN Developments Programmes, A Critical Appraisal of UN, Revision of the UN Charter								5		
V	UN Special Agencies - Organization and working of ILO, UNESCO, FAO, WHO and World Bank								5		
	Total								25		
	Course Outcome								Programme Outcome		
CO	On completion of this course, students will learn										
1	To trace the evolution of international organizations								PO1		
2	To examine the brief history of League of Nations								PO1, PO2		
3	To illustrate the formation of UN Charter								PO4, PO6		
4	To analyze the personnel administration of United Nations								PO4, PO5, PO6		
5	To evaluate the nature of special agencies in UN								PO3, PO8		
Text Books											
1	arnett Michael (2006), Rules for the World International Organizations in Global Politics, New Delhi, Atlantic Publishers & Distributors Pvt. Ltd.										
2	. O. Agarwal (2021), International Organization, Allahabad, Central Law Publications.										
3	Archer Clive(2012), International Organizations, London, Routledge.										

4	Baylis, John, smith. Steve and Owens, Patricia (2016), The Globalization of world Politics: An Introduction to International Relations, New York, Oxford University Press.
5	Sonu Trivedi (2005), A Handbook of International Organizations, New Delhi, Atlantic Publishers Pvt., Ltd.,
Reference Books	
1	Basu, Rumki (2004), The United Nations Structure and Functions of an International Organizations, New Delhi, Sterling Publishers.
2	Michael Davis, Richard Woodward (2014), International Organizations – A Companion, USA, Edward Elgar Publishing Ltd.
3	Blavoukos Spyros, Dimitris Bourantonis(eds.)(2011), The EU Presence in International Organizations, London, Routledge.
4	Hurd Ian (2014), International Organizations, Cambridge University Press,
5	arkin. J (2006), International Organization: Theories and Institutions, USA, Palgrave.
Web Resources	
1	https://suffolk.libguides.com/c.php?g=653957&p=4589697
2	https://research.un.org/en/un-resources/organization
3	https://research.ewu.edu/international_resources
4	https://www.ili.org/global-affiliates/affinity-groups/links-of-international-organizations.html
5	https://libraries.indiana.edu/yearbook-international-organizations

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Administrative Behaviour	Core	Y	-	-	-	4	5	25	75	100
Course Objectives											
C1	To introduce the concept and significance of administration and its process										
C2	To analyse decision making in administrative organizations										
C3	To appreciate the rationality in administrative behavior										
C4	To evaluate the role of authority and communication in administrative behaviour										
C5	To reiterate the importance of the value and fact in decision-making										
UNIT	Content									No. of Hours	
I	Introduction: Meaning, Nature, Scope and Signification of Administration - Decision-making and Administrative Process									5	
II	Decision - making and administrative organization - some problems of administrative theory									5	
III	Rationality in Administrative Behaviour - The Psychology of administrative Decisions - The Equilibrium of the organization									5	
IV	The Role of Authority - communication - The Criterion of Efficiency - loyalties and organizational identification - Programmed and Non-Programmed Decision									5	
V	Place of Decision-making in Administration - Choice and Behaviour - Value and Fact in Decision-making - Hierarchy of Decisions									5	
	Total									25	
	Course Outcome									Programme Outcome	
CO	On completion of this course, students will to learn										
1	To be familiar with the meaning and nature of administrative behavior									PO1	
2	To describe the various concepts in administrative behavior									PO1, PO2	
3	To Illustrate the idea of rationality in administrative behavior									PO4, PO6	
4	To analyse the role of authority and communication									PO4, PO5, PO6	
5	To validate the significance of choice and behaviour in administration									PO3, PO8	
Text Books											
1	Morgan, Gareth (2006), Images of Organizations, New Delhi, Sage Publications.										
2	Reddy, G.Sudarsana and K.Asvathappa, (2015), Organizational Behavior, Mumbai, Himalaya Publications.										
3	Sharma, R.A, Organizational Theory &Behaviour (2002), New Delhi, Tata McGraw Hill.										
4	Singh, B.P. & T.N.Chhahra (2000), Organizational Theory and Behaviour(3 rd edition), Delhi,NaiSarak Publications.										
5	Paul Hersey, Kenneth H. Blanchard (1972), Management of Organizational Behaviour: Utilizing Human Resources,Prentice-Hall.										
Reference Books											
1	dney Mailick (2021),Concepts and Issues in Administrative Behavior, Australia, Hassell										

	Street Press.
2	. Guy Peters (2021), Understanding the Roots of Contemporary Administrative Behavior, Oxford, OUP.
3	Sapru, R.K. (2013), Administrative Theories and Management Thought, New Delhi, PHI.
4	Herbert Alexander Simon (1976), A Study of Decision-making Processes in Administrative Organization, Free Press.
5	Sahni, Pardeep & Etakula Vayunandan (2010), Administrative Theory, New Delhi, PHI.
	Web Resources
1	https://egyankosh.ac.in/handle/123456789/19182
2	https://onlinecourses.swayam2.ac.in/cec20_mg03/preview
3	https://www.researchgate.net/publication/341371173_Herbert_A_Simon_Administrative_Behavior_A_Study_of_Decision-Making_Processes_in_Administrative_Organization
4	https://openlibrary.org/works/OL1205037W/Administrative_behavior
5	https://global.oup.com/academic/product/administrative-traditions-9780198297253

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Ethics and Integrity in Public Administration	Core	Y	-	-	-	4	5	25	75	100
Course Objectives											
C1	To be familiar with the ethical standards and values associated with professional public administration										
C2	To appreciate the values, principles, standards and codes that help public servants to make decisions										
C3	To develop ethical reasoning skills for identifying and dealing effectively with ethical dilemmas										
C4	To raise awareness of contemporary administrative challenges and their ethical implications.										
C5	Apply ethical criteria for making decisions and analyzing consequent dilemmas in public administration										
UNIT	Content								No. of Hours		
I	Ethics in Public Service - Basics of Individual Responsibility - Ethics Triangle - Ethics and Leadership								5		
II	On-line Module – Group Discussion - The Ethical Quality of an Organization - Ethical Compliance and Codes of Ethics								5		
III	Ethical Management - Ethics Reform and Programs - Ethics Training - Role of Ethics in Public Administration								5		
IV	Public Office vs. Private Life - Ethical Challenges - Individual Analysis - Debates and Ethical Dilemmas in Public Organizations								5		
V	Portrayal of Public Service Ethics - Personal Code of Administrative Ethics - Changing Ethical Contexts: Historical, Socio-cultural Legal-judicial, Economic and political.								5		
	Total								25		
	Course Outcome								Programme Outcome		
CO	On completion of this course, students will learn										
1	To analyze the basics of ethics in public administration								PO1		
2	To examine the various aspects of ethical compliance								PO1, PO2		
3	To investigate the role of ethics in public administration								PO4, PO6		
4	To explain the ethical dilemmas in public organizations								PO4, PO5, PO6		
5	To develop a better understanding of business ethics and social responsibility.								PO3, PO8		
Text Books											
1	Arora, Ramesh K. (2018), Ethics, Integrity and Values in Public Service, New Delhi: New Age International.										
2	Das, S.K. (2010), Building a World Class Civil Service for Twenty First Century India, New Delhi,OUP.										
3	David Adams, Meriem Doucette, (2019), Ethics in Public Administration, USA, Cognella Academic Publishing.										

4	Phillip W Gray, Sara R Jordan, (2020), Ethics of Public Administration, Baylor University Press.
5	Raymond W Cox (2009), Ethics and Integrity in Public Administration: Concepts and Cases, London, Routledge.
Reference Books	
1	Randy S. Taylor (2017), Ethics for The Public Service Professional, Taylor& Francis Ltd.
2	Samuel, Paul (ed.) (2013), Fighting Corruption: The Way Forward, New Delhi, Academic Foundation.
3	Martinez J. Michael (2009), Public Administration Ethics for the 21st Century, USA, ABC-CLIO.
4	Adam Graycar (2019), Handbook on Corruption, Ethics and Integrity in Public Administration, UK, Edward Elgar Publishing.
5	Upadhyaya, Ranvijay (2018), Ethics, Integrity and Aptitude in Governance, New Delhi, Sage Publications.
Web Resources	
1	https://onlinecourses.nptel.ac.in/noc21_mg46/preview
2	https://egyankosh.ac.in/handle/123456789/19286
3	https://www.academia.edu/9917160/Ethics and Integrity in Public Administration Concepts and Cases
4	https://www.unodc.org/e4j/en/integrity-ethics/module-13/key-issues.html
5	https://www.tandfonline.com/doi/full/10.1080/10999922.2020.1714412

SOCIAL WELFARE ADMINISTRATION IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Social Welfare Administration in Tamil Nadu	Elective	Y	-	-	-	3	5	25	75	100
Course Objectives											
C1	To acquire knowledge on theoretical, administrative application of Social Welfare Organizations.										
C2	To know the Social Welfare Policy and its impact on citizens.										
C3	To gain an overall view of the Welfare Agencies Working at the Central level and State Level.										
C4	To know the working of Ministry of Social Justice and Empowerment.										
C5	To identify the provisions and aids for the differently abled, drug addicts, Prisoners and juvenile delinquents.										
UNIT	Content									No. of Hours	
I	Introduction to Social Welfare Administration- Definition, nature & scope of social welfare, Concepts of social welfare, social administration in India, CSWB, models of welfare-familial, institutional & Titmus									4	
II	Introduction to Social Policy - Definition, meaning and nature of social policy, Objectives of social policy, types of social policy, National Women's policy, National children's policy and National youth policy, Tribal Policy, Policy for aged, Disability policy and Population policy									4	
III	Introduction to Social Planning - Meaning & definition, Types of Planning - Tactical, Operational & Strategic, Types of plan-Five year plan, annual plan, short term plans, long term plans. NitiAayog, features, objectives, constitution, nitiayog as a strategy for new India, Atal Innovation Mission.									4	
IV	Introduction to Development, Social & Sustainable development- Meaning & Definitions, nature of development, indicators of development, distinction - between developed, developing and under developed nations, MDG and models of development – Capitalistic, Communistic, Socialistic & Mixed-Economy, Gandhian approach to development or Sarvodaya movement									4	
V	Constitutional function & Roles of Social Managers - Constitution of India, fundamental rights, DPSP, Current budget review. Role of social managers in welfare administration, Policy formulation and development.									4	
	Total									20	
	Course Outcome									Programme Outcome	
CO	On completion of this course, students will learn										
1	To describe the meaning and nature of social welfare and social									PO1	

	Justice	
2	To examine the various institutions for social welfare administration	PO1, PO2
3	To know the dynamics of social welfare administration in Tamil Nadu	PO4, PO6
4	To compare and contrast the issues and legislations for women	PO4, PO5, PO6
5	To synthesize the issues and legislations relating to children	PO3, PO8
Text Books		
1	Sachdeva. D.R (1998), Social Welfare Administration in India, New Delhi, Mac Millan.	
2	Goel.S.L&Jain. R.L (1995), Social Welfare Administration, New Delhi, Sterling Publications.	
3	Paul Chaudry (1998), Social Welfare Administration, New Delhi, S. Chand Publications.	
4	Dr. Shradha Chandra (2017), Social Welfare Administration in India, USA, Lulu Press Inc.	
5	Madan, G.R. (1973), Indian Social Problems. Bombay, Allied Publishers.	
Reference Books		
1	Devi Rameshwari& Prakash Ravi (1998), Social Work and Social Welfare Administration, Jaipur, Mangal Deep Publications.	
2	Goel. S.L (2016), SocialWelfare Administration, New Delhi, Deep & Deep Publications.	
3	Sachdeva (2016), Social Welfare Administration in India, New Delhi, Kitab Mahal Distributors.	
4	Chowdary. T.N (1980), Social Administration: Development and Change, New Delhi, IIPA.	
5	<u>Sanjoy Roy (2016), Social Welfare Administration: Development & Prospects, New Delhi, Discovery Publishing House Pvt. Limited.</u>	
Web Resources		
1	https://tnsocialwelfare.org	
2	https://www.tn.gov.in/departments/30	
3	https://egyankosh.ac.in/bitstream/123456789/17237/1/Unit-5.pdf	
4	https://www.sagepub.com/sites/default/files/upm-assets/38141_book_item_38141.pdf	
5	https://onlinelibrary.wiley.com/journal/14682397?af=R	

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Globalization	Elective	Y	-	-	-	3	4	25	75	100

C1	To critically examines the subject of globalization from a sociological & economic perspective.
C2	To examines the concept itself, the central themes of changing communications, social networks, and experiences of space and time, and the major economic, political and Ideological dimensions of globalization.
C3	To provide the student grounding in the most fundamental aspects of globalization.
C4	To understand the distinctive social changes associated with globalization process in recent decades
C5	To make students from diverse background understand the process of globalization from a political perspective.

Text Books	
1	Arjun Appadurai (1996), Modernity at Large: Cultural Dimensions of Globalization, USA, University of Minnesota Press.
2	Deepak Nayyar (ed.) (2002), Governing Globalization: Issues and Institutions, Oxford, Oxford University Press.
3	JagdishBhagwati (2004), In defense of Globalization, New Delhi, Oxford University

	Press.
4	McMichael Philip 2012 Development and Social Change: A Global Perspective (5 th ed), USA, Sage Publications.
5	S. Hobden and R. Jones, (2008) _Marxist Theories of International Relations_ in J. Baylis and S. Smith (eds), The Globalization of World Politics: An Introduction to International Relations, New York, Oxford University Press.
Reference Books	
1	<u>Thomas Hylland</u> (2020), Globalization: The Key Concepts, UK, Bloomsbury Academic Publishing.
2	Tyler Cowen (2000), Creative Destruction: How Globalization is changing the world_s culture, New Jersey, Princeton University Press,
3	Brahis John and Steeve Smith (ed.) (2001), The Globalization of World Politics: An Introduction to International Relations, New York, Oxford University Press.
4	John Clark (ed.) (2003), Globalizing Civic Engagement: Civil Society and Transnational Action, London, Earthscan.
5	Sanjeev Khagram, James Riker and KorthrxuSikkink (ed.) (2002), Restructuring World Politics: Transnational Social Movements, MN, University of Minnesota Press.
Web Resources	
1	https://www.classcentral.com/course/swayam-globalization-theoretical-perspectives-22995
2	https://egyankosh.ac.in/handle/123456789/3696
3	https://www.researchgate.net/publication/240519775_Globalization_and_the_Internet_Myths_and_Realities
4	https://archive.globalpolicy.org/globalization/links-and-resources-on-globalization.html
5	https://www.tandfonline.com/toc/cgse20/current

SEMESTER VI

NEW WORLD ORDER

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	New World Order	Core	Y	-	-	-	4	6	25	75	100
Course Objectives											
C1	To acquire the knowledge of dramatic changes in world politics.										
C2	To foresee the future of global stability and the security										
C3	To appraise the developments taking place and the commitment of International organization										
C4	To equip the students with the knowledge of changing world order										
C5	To create awareness about the regional organisations in global affair										
UNIT	Content										No. of Hours
I	Essentials of International Relations: World War I Through World War I (1914-1945) - isolationism - Treaty of Versailles, the League of Nations The Cold War (1945-1989) - The Post-Cold War Era (1989) World War - II										5
II	New Global Order: Counter trends of Globalisation, Complex world order, Determinants of India's foreign Policy, Evolution of the International Economic System: From Bretton woods Get familito WTO; Socialist economies.										5
III	Rising Powers and International Institutions: Multi-power, Multi-polar, key concepts in International Relations: National interest, Security and power; collective security; World capitalist economy and globalization.										5
IV	Balance of Power, Contemporary Global Concerns: Democracy, human rights, environment, gender justice, terrorism, nuclear proliferation.										5
V	Globalisation: Responses from developed and developing societies, Regionalisation of World Politics: EU, ASEAN, APEC, SAARC, NAFTA.										5
	Total										25
	Course Outcome										Programme Outcome
CO	On completion of this course, students will learn										
1	To be familiar with the Various approaches to the study of international relations.										PO1, PO2
2	To appreciate the counter trends of globalization										PO2, PO4

3	To acquire knowledge about the developments taking place in the International economic system	PO5, PO6
4	To develop necessary competence to analyse the responses of the developing and developed societies.	PO7, PO8
5	To create awareness about the role of international organisations in International Politics.	PO9, PO10
Text Books		
1	Raj Kumar Kothari (2019), India in the New World Order: The Changing Contours of Her Foreign Policy under Narendra Modi, New Delhi, <u>Atlantic Publishers and Distributors (P) Limited</u> .	
2	Dr.ChakaliBramhayya and Dr.KaramalaAreesh Kumar (2022), India and New World Order in Contemporary Global Politics, Writers Choice.	
3	<u>H.G. Wells</u> (2021), The New World Order, United Kingdom, <u>Good Press</u> .	
4	<u>Henry Kissinger</u> (2014), World Order: Reflections on the Character of Nations and the Course of History, London, <u>Penguin Books Limited</u> .	
5	Jeremy Stone (2020), Surviving the New World Order, <u>Amazon Digital Services LLC - Kdp</u> .	
Reference Books		
1	Naveen Tomar, Navroop Singh, Himja Parekh (2017), The New Global Order, Asian Warrior.	
2	Yun-han Chu and Yongnian Zheng (2020),The Decline of the Western-Centric World and the Emerging New Global Order: Contending Views, London, Routledge.	
3	Howlett. D (2005), Nuclear Proliferation in J. Baylis and S. Smith, The Globalization of World Politics, Oxford, Oxford University Press.	
4	Zach Parks (2020), Inside the New World Order: The Plot for Global Enslavement, USA, Abbott Press.	
5	Keith Suther (1992), Global Change: Armageddon and the New World Order, German, Albatross Books.	
Web Resources		
1	https://www.coursera.org/learn/changing-global-order	
2	https://www.orfonline.org/tags/new-world-order/	
3	http://www.un-documents.net/s6r3201.html	
4	https://www.routledge.com/Old-Nations-New-World-Conceptions-Of-World-Order/Jacobson/p/book/9780367297268	
5	https://www.tandfonline.com/doi/pdf/10.2747/0272-3638.14.6.557	

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Politics & Social Justice	Core	Y	-	-	-	4	6	25	75	100
Course Objectives											
C1	To acquire the knowledge of politics and social justice										
C2	To provide an analysis of principles of social justice										
C3	To appraise the developments towards social changes										
C4	To equip the students with the knowledge of government policies										
C5	To create awareness about the welfare schemes for vulnerable sections										
UNIT	Content										No. of Hours
I	History and Evolution of Social Justice: Theories of Social Justice: Utilitarianism, Existentialism: Ambedkarism, Social Justice and India's Constitution										5
II	Access to resource, Equity, Participation, Diversity, Human Rights, Elements of Social Justice, Dispossession, Minorities and Rights.										5
III	Gender, Population, Ethnicity, Age, Ideology and belief system, Science and Religion, Social Changes.										5
IV	Social Justice and Discrimination, VoteBank, Political Parties, Social Justice & Government Policies-Economic, Social, employment, education, Social Justice Activism.										5
V	Welfare Schemes for Vulnerable Sections of the population by the Centre and States and the Performance of these Schemes; Mechanisms, Laws, Institutions and Bodies constituted for the Protection and Betterment of these Vulnerable Sections.										5
	Total										25
	Course Outcome										Programme Outcome
CO	On completion of this course, students will learn										
1	To clearly examine the history and evolution of social justice										PO1, PO2
2	To appreciate the principles of social justice										PO2, PO4
3	To acquire knowledge about the developments in social class system										PO5, PO6
4	To gain necessary competence to analyse the government policies										PO7, PO8
5	To create awareness about the welfare schemes for vulnerable sections										PO9, PO10
	Text Books										

1	Beitz, Charles (1999), Political Theory and International Relations, Princeton, Princeton University Press.
2	Easterly, William (2001), The Elusive Quest for Growth, Cambridge, Mass, MIT Press.
3	Ignatieff, Michael (2001), Human Rights as Politics and Idolatry, Princeton, Princeton University Press.
4	Kant, Immanuel (1991), Political Writings, Edited by H. S. Reiss, translated by H. B. Nisbet, New York, Cambridge University Press.
5	Axtmann, R. (1996), Liberal Democracy into the Twenty-first Century: Globalization, Integration and the Nation – State, Manchester, Manchester University Press.
	Reference Books
1	Capeheart Loretta, Dragan Milovanovic (2020), Social Justice: Theories, Issues, and Movements, Rutgers University Press.
2	VatsalaPratyush (2015), Equality and Social Justice: Issues and Concerns, New Delhi, Atlantic Publishers and Distributors (P) Ltd.
3	Singh, M.P. & Saxena, R (2008), Indian Politics: Contemporary Issues and Concerns. New Delhi, PHI Learning.
4	Vanaik, A. & Bhargava, R. (eds.) (2010), Understanding Contemporary India: Critical Perspectives, New Delhi, Orient Blackswan.
5	Jalal, A. and Bose, S (1997), Modern South Asia: History, Culture and Political Economy, New Delhi, Oxford University Press.
	Web Resources
1	https://www.un.org/esa/socdev/documents/ifsd/SocialJustice.pdf
2	https://www.insightsonindia.com/social-justice/
3	https://www.tandfonline.com/doi/full/10.1080/01436597.2018.1491301
4	https://www.un.org/esa/socdev/documents/ifsd/SocialJustice.pdf
5	https://socialjustice.gov.in

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Government & Administration in Tamil Nadu	Core	Y	-	-	-	4	6	25	75	100
Course Objectives											
C1	To examine the nature of administrative system in Tamil Nadu: Ancient and British Period										
C2	To learn the Salient Features and scope of Tamil Nadu Administration										
C3	To know specifically about the important department and organisations functions in Tamil Nadu										
C4	To evaluate the various state agencies involved in the planning and development process										
C5	To analyse the structure and function of the recruitment agencies in the Tamil Nadu State										
UNIT	Content										No. of Hours
I	Evolution of the Tamil Nadu State Administration – Madras Presidency – Provincial Administration – Montague Chelmsford Reforms - State Reorganization										5
II	Non-Brahmin Movement - Justice Party - Self - Respect Movement - Dravidian Movement - Hindi Agitation										5
III	Governor – Chief Minister – Council of Ministers – Legislative Assembly – Speaker - Organization of State Secretariat – Chief Secretary – Secretariat Departments – Heads of Department / Directorates										5
IV	Important Department and Organisations: State Finance Commission – State Planning Commission – Development Authority (CMDA) – Department of Town and Country Planning (DTCP) – District Development Council										5
V	Specialized Department and Recruiting Agencies ELCOT – TANSIDCO – THADCO– Arasu E-Sevai Maiyam - State Recruiting Agencies: Tami Nadu Public Service Commission – Teachers Recruitment Board – USRB.										5
	Total										25
	Course Outcome										Programme Outcome
CO	On completion of this course, students will learn										
1	To introduce the student about the evolution, government, and administration in Tamil Nadu										PO1, PO2

2	To enable the students to understand the various social movements which shaped the Tamil Nadu administration	PO2, PO4
3	To explain the State Administration: Secretariat, Chief Secretary, Chief Minister's Special Cell	PO5, PO6
4	To analyse the activities of State Finance Commission, State Planning Commission, Development Authority (CMDA)	PO7, PO8
5	To examine the process of State Recruiting Agencies: Tamil Nadu Public Service Commission and Teachers Recruitment Board	PO9, PO10
Text Books		
1	Zoya Hassan (2000), Politics and the State in India, New Delhi, Sage Publications.	
2	A. Kalaiyaran, Vijayabaskar M. (2021), The Dravidian Model interpreting the Political Economy of Tamil Nadu, Cambridge University Press.	
3	Dr. K. Venkatesan (2016), Tamil Nadu Government, Administration and Governance, Chennai, Varththamaan Pathippagam.	
4	P. Surianarayanan (1999), State Administration in Tamil Nadu, New Delhi, Vikas Publishing House.	
5	Baskaran, R (1967), Sociology of Politics Tradition and Politics in India, New Delhi, Asia Publishing House.	
Reference Books		
1	Baliga, B.S. (1960), Studies in Madras Administration, Madras, India Press.	
2	Roberts L. Hardgrave (1965), The Dravidian Movement, Bombay, Popular Prakashan.	
3	Barnett, M.R. (1976), The Politics of Cultural Nationalism in South India, Princeton, Princeton University Press.	
4	Baker, C.J. (1977), Politics of South India, New Delhi, Vikas Publishing House.	
5	Maheshwari. S.R. (2000), State Governments in India, New Delhi, Macmillan India Limited.	
Web Resources		
1	https://www.tn.gov.in	
2	https://www.pavithran.net/history-and-administration-of-government-of-tamilnadu-pdf/	
3	https://tnega.tn.gov.in/	
4	https://elcot.in/TT-Tamilnadu	
5	https://www.tnpsc.gov.in/static_pdf/syllabus/Public_Admin_English_PG.pdf	

DEMOGRAPHY AND DEVELOPMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Demography and Development	Elective	Y	-	-	-	3	5	25	75	100
Course Objectives											
C1	To equip the students with demographic theories, techniques and projections.										
C2	To examine how migration and urbanization are the characteristics of structural change taking place in a society.										
C3	To expose the students to sources of population and related characteristics.										
C4	To enable the students to assess the rationale, need and evolution of population policy.										
C5	To enumerate the role of international organisation and forum to manage the rising population globally.										
UNIT	Content									No. of Hours	
I	Demography and Development - Theories of Population-Demography and demographic Transition.									5	
II	Demographic Data Base in India - Study of census in India – Methodology and characteristics of census- National Family Health Survey 1 and 2 and Rapid Household survey - Age structure of population, life expectancy rate, infant and child mortality rates, maternal mortality rates									5	
III	Population Policy in India -Evolution of population policy in India - Women empowerment - Family planning strategies and their outcomes - Reproductive health, Maternal nutrition and child health policies.									5	
IV	Population and Development - Over-population and Economic Development- Some Adverse Consequences of Rapid Population Growth Policy to Control Rapid Population Growth- Influence of Development on Fertility (Birth Rate)-Population and Human Resource - Youth and Development- Population and Sustainable development.									5	
V	Global Population Growth and Sustainable Development- Population trends in 21 st Century – Role of UNFPA- World Bank-IMF (Finance and Development)-Demographics and Human Development- Global Demography.									5	
	Total									25	
	Course Outcome									Programme Outcome	
CO	On completion of this course, students will learn										
1	To judge the relationship between population and development.									PO1, PO2	

2	To examine the idea of over-population state the concept of demographic transition.	PO2, PO4
3	To comprehend the demographic characteristics of developing countries	PO5, PO6
4	To explain the nature of population problem faced by developing countries.	PO7, PO8
5	To suggest proper policy measures to be followed by developing countries.	PO9, PO10
Text Books		
1	Sachs, J. D. (2015), The Age of Sustainable Development, Columbia University Press.	
2	Tim Dyson (2010), Population and Development: The Demographic Transition, Zed Books.	
3	W.T.S. Gould (2015), Population and Development (2 nd Ed), Taylor and Francis, Routledge.	
4	C.M. Lakshmana (ed.) (2018), Population, Development and Environment, New Delhi, Rawat Publications.	
5	Rajendra Kumar Sharma (2020), Demography and Population Problems, New Delhi, Atlantic Publisher.	
Reference Books		
1	Lutz, Wolfgang. Warren C. Sanderson. Sergei, Scherbov, (2004), The End of World Population Growth in the 21st Century: New Challenges for Human Capital Formation and Sustainable Development, London, Earthscan.	
2	Birdsall, Nancy, Allen C. Kelley, and Steven W. Sinding (eds.) (2001), Population Matters: Demographic Change, Economic Growth and Poverty in the Developing World, Oxford, Oxford University Press.	
3	Sanjay K. Mohanty, Udaya S. Mishra, Rajesh K. Chauhan, The Demographic and Development Divide in India: A District-Level Analyses, Singapore, Springer	
4	P.K. Majumdar (2013), India's Demography: Changing Demographic Scenario in India, New Delhi, Rawat Publications.	
5	J. P. Singh (2022), Handbook of Indian Demography, New Delhi, IBP Publishers.	
Web Resources		
1	https://onlinelibrary.wiley.com/doi/abs/10.1111/psj.12200	
2	https://ncert.nic.in/textbook/pdf/lesy102.pdf	
3	https://www.jstor.org/stable/3645564	
4	https://www.census.gov/programs-surveys/international-programs/about/dem-soc-analysis.html	
5	https://www.demographic-research.org/	

CIVIL SERVICE IN INDIA

Course Code	Course Name	Category	L	T	P	Credits
	Civil Service in India	Elective	Y	-	-	3
Course Objectives						
C1	To understand the role of permanent civil service					
C2	To understand the functioning of administrative machinery					
C3	To gauge the relation between political executive and bureaucracy					
C4	To assess the need for civil service and their recruitment and training					
C5	To evaluate how the civil services enhance the life of the citizen.					
UNIT	Content					
I	Evolution of Imperial Civil Service- Nature and Characteristics of the Indian civil services during the Charter Act, 1853-Indian Civil Service Act, 1861 Statutory Civil Service-Aitchison Commission, 188Commission, 1924 - Government of India Act, 1935					
II	Civil service system after the partition of India in 1947-Constitutional Provision for All-India Service					
III	Civil Service in post Independent India -Role of Sardar Vallabhai Patel- All India Service - Central Commission's Recommendations of the Administrative Reforms.					
IV	Types of Civil Service -Indian Administrative Service- Indian Foreign Service Indian Police Service					
V	Functions of Civil Services -Institution of the civil service – Current Development and trends.					
	Total					
	Course Outcome					
	On completion of this course, students will learn					
1	To appreciate the real power and responsibility of the Civil Servants.					
2	To evaluate the policies for the welfare of society and enhancement of nation					
3	To substantiate how civil servants exhibit professionalism					
4	To acknowledge how civil services at various levels coordinate and bring about development					
5	To have a critical view of the Civil services and the challenges they face					
	Text Books					
1	Karthikeyan (2019), Governance in India: Basic and Beyond, New Delhi, Pearson.					

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2	Maheswari, S.R.(2000), Indian Administration, Hyderabad, Orient Blackswan.
3	Bhushan Vidya and Vishnoo Bhooshan (2011), Indian Administration, New Delhi, S. Chand Limited.
4	Jha, Rajesh K (2010), Public Administration in India, New Delhi, Pearson.
5	Bidyut Chakrabarty and Rajendra Kumar Pandey (2008), Indian Government and Politics, New Delhi,
	Reference Book
1	Jain, R.B., (1976), Contemporary Issues in Indian Administration, New Delhi, Vishal Publications.
2	Subramanian, Malathi, (1987), Management of Public Administration (Patterns in the Generalist
3	Singh, Hoshier & Singh, Pankaj (2010), Indian Administration, New Delhi, Pearson.
4	Singh Mohinder & Hoshier Singh (1989), Public Administration in India: Theory and Practice, New
5	S. K. Das (2013), The Civil Services in India, New Delhi, Jain Book Depot.
	Web Resources
1	https://www.researchgate.net/publication/317639457_REFORMS_IN_THE_INDIAN_CIVIL_SERVI
2	https://www.indianculture.gov.in/ebooks/ics-indian-civil-service
3	https://darp.gov.in/sites/default/files/Civil_Services_Survey_2010.pdf
4	https://www.upsc.gov.in/
5	https://link.springer.com/10.1007/978-3-030-29980-4_96

MEDIA MANAGEMENT

Course Code	Course Name	Category	I	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Media Management	SEC		-	-	-	2	2	25	75	100
Course Objectives											
C1	To Develop the professional skills enabling access and shape the media industry										
C2	To enable the students to learn to develop strategies and create business models that promote public relations										
C3	To improve communication, strategy and shaping of the political agenda and public Discourse										
C4	To assess how knowledge on media, politics, communication and related fields could provide employment.										
C5	To engage with research and communicate your ideas in a variety of media, including text, video and audio										
UNIT	Content									No. of Hours	
I	Meaning Nature and Scope of Media Management-Growth of Media Objectives and Functions- Principles and Practices of Media Management – Media Management Department- Media Management Officer – Role and Responsibilities of Media Manager									2	
II	Communication in Media – Techniques and Models – Media as communicating medium									2	
III	Media Management Tools – Advertising – Publicity – Propaganda – Diplomacy – Promotion – Campaigns – Lobbying – Evaluating the effectiveness of Media – Public Opinion Research – Ethical Issues involved in Media Management									2	
IV	News Agencies – PTI, UNI and BBC – Public Relation Society in India – Press Council in India – Indian Institute of Mass Media and Public Opinion – Social Media.									2	
V	The Basic Functions of Government in Media Department – Agencies to provide information to the Citizens – Citizen Service Centers – Civic Society and Media – Emerging Trends and Issues in Media									2	
	Total									10	

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To apply the means of professional and management roles in the media industry.	PO1, PO2
2	To work in a variety of professions, including advertising, non-profit management, and media research, as well as media advocacy and education.	PO2, PO4
3	To be familiar with the options to work in radio, print journalism, publishing, public relations, research, advertising, and television.	PO5, PO6
4	To gain a perspective on the evolution of media in the last decade and on key current trends.	PO7, PO8
5		PO9, PO10
	Text Books	
1	Dr.Saroj Kr. Mishra(2018), Media Management, New Delhi, Gyan Geeta Prakashan.	
2	Yadav K. P (2020), Media Management, New Delhi, Adhyayan Publishers & Distributors.	
3	ChaturvediBadrinath (2009), Media Management (1 st Ed), New Delhi, Global Vision Publishing House.	
4	Catherine Zhou, Robert Wollan, Nick Smith (2011), The Social Media Management Hand Book, Wiley Publications.	
5	B.K. Chaturvedi (2014), Media Management, New Delhi, Global Vision Publishing House.	
	Reference Books	
1	Jan LeBlanc Wicks, George Sylvie, Wilson Lowrey, Ann Hollifield (2015), Media Management: A Casebook Approach, Routledge Communication Series.	
2	Karen E. Sutherland (2021), Strategic Social Media Management: Theory and Practice - Springer Publications.	
3	Amy Van Looy (2015), Social Media Management: Technologies and Strategies for Creating Business Value, Springer Publications.	
4	Bernd W. Wirtz (2020), Media Management, Springer Publications.	
5	Charles Warner (1997), Media Management Review, Routledge.	
	Web Resources	
1	https://www.coursera.org/learn/social-media-management	
2	https://onlinecourses.nptel.ac.in/noc22_mg109/preview	
3	https://journals.sagepub.com/home/mcs	
4	https://onlinelibrary.wiley.com/journal/17488583	
5	https://www.academia.edu/31768302/UNDERSTANDING_MEDIA_MANAGEMENT	