

# **M.A., PUBLIC ADMINISTRATION**

## **SYLLABUS**

**FROM THE ACADEMIC YEAR**

**2023 – 2024**

**PERIYAR UNIVERSITY, SALEM-636011**

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<b>TANSICHE REGULATIONS ON LEARNING OUTCOMES-BASED CURRICULAM FRAME WORK FOR POST GRADUATE EDUCATION</b>	
<b>Programme</b>	<b>M.A., PUBLIC ADMINISTRATION PROGRAMME</b>
<b>Programme Code</b>	
<b>Duration</b>	<b>PG – Two Years</b>
<b>Programme Outcomes (Pos)</b>	<p style="text-align: center;"><b>PO1: Problem Solving Skill</b> Apply knowledge of Management theories and Human Resource practices to solve business problems through research in Global context.</p> <p style="text-align: center;"><b>PO2: Decision Making Skill</b> Foster analytical and critical thinking abilities for data-based decision-making.</p> <p style="text-align: center;"><b>PO3: Ethical Value</b> Ability to incorporate quality, ethical and legal value-based perspectives to all organizational activities.</p> <p style="text-align: center;"><b>PO4: Communication Skill</b> Ability to develop communication, managerial and interpersonal skills.</p> <p style="text-align: center;"><b>PO5: Individual and Team Leadership Skill</b> Capability to lead themselves and the team to achieve organizational goals.</p> <p style="text-align: center;"><b>PO6: Employability Skill</b></p>

	<p>Inculcate contemporary business practices to enhance employability skills in the competitive environment.</p> <p><b>PO7: Entrepreneurial Skill</b> Equip with skills and competencies to become an entrepreneur.</p> <p><b>PO8: Contribution to Society</b> Succeed in career endeavors and contribute significantly to society.</p> <p><b>PO 9 Multicultural competence</b> Possess knowledge of the values and beliefs of multiple cultures and a global perspective.</p> <p><b>PO 10: Moral and ethical awareness/reasoning</b> Ability to embrace moral/ethical values in conducting one’s life.</p>
<p><b>Programme Specific Outcomes (PSOs)</b></p>	<p><b>PSO1 – Placement</b> To prepare the students who will demonstrate respectful engagement with others’ ideas, behaviors, and beliefs and apply diverse frames of reference to decisions and actions.</p> <p><b>PSO 2 - Entrepreneur</b> To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate startups and high potential organizations.</p> <p><b>PSO3 – Research and Development</b> Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development.</p> <p><b>PSO4 – Contribution to Business World</b> To produce employable, ethical and innovative professionals to sustain in the dynamic business world.</p> <p><b>PSO 5 – Contribution to the Society</b> To contribute to the development of the society by collaborating with stakeholders for mutual benefit.</p>

Semester-I	Credit	Semester-II	Credit	Semester-III	Credit	Semester-IV	Credit
1.1. Core-I	4	2.1. Core-IV	4	3.1. Core-VII	4	4.1. Core-X	4
1.2 Core-II	4	2.2 Core-V	4	3.2 Core-VII	4	4.2 Core-XI	4
1.3 Core – III	4	2.3 Core – VI	4	3.3 Core – IX	4	4.3 Core – XII	4
1.4 Elective (Generic / Discipline Centric)- I	3	2.4 Elective (Generic / Discipline Centric) – III	3	3.4 Elective (Generic / Discipline Centric) – V	3	4.4 Elective (Generic / Discipline Centric) – VI	3
1.5 Elective (Generic / Discipline Centric)-II	3	2.5 Elective (Generic / Discipline Centric)-IV	3	3.5 Core Industry Module	3	4.5 Project with Viva- Voce	3
1.6 Ability Enhancement Course- Soft Skill -1	2	2.6 Ability Enhancement Course - Soft Skill -2	2	3.6 Ability Enhancement Course- Soft Skill -3	2	4.6 Ability Enhancement Course- Soft Skill -4	2
Skill Enhancement Course SEC 1	2	2.7 Skill Enhancement Course SEC 2	2	3.7 Skill Enhancement Course – Term Paper and Seminar Presentation SEC 3	2	4.7 Skill Enhancement Course - Professional Competency Skill	2
		Common paper for all PG	1	3.8 Internship/ Industrial Activity	2	4.8 Extension Activity	1
	<b>22</b>		<b>23</b>		<b>24</b>		<b>23</b>
<b>Total Credit Points</b>							<b>92</b>

Core- Papers	12 x 4 = 48
Elective (Generic / Discipline Centric)	8 x 3 = 24
Ability Enhancement Course- Soft Skill -	8 x 2 = 16
Internship/ Industrial Activity	1 x 2 = 2
Extension Activity	1 x 1 = 1
<b>Total Credits</b>	<b>92</b>

### Component wise Credit Distribution

Credits	Sem I	Sem II	Sem III	Sem IV	Total
<b>Part A</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>72</b>
<b>Part B</b>					
(i)Discipline– Centric/Generic Skill	2	2	2	2	8
(ii)Soft Skill	2	2	2	2	10
(iii)Summer Internship/Industrial Training			2		
<b>Part C</b>		1		1	1
<b>Total</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>23</b>	<b>92</b>

<b>METHODS OF EVALUATION</b>		
<b>Internal Evaluation</b>	Continuous Internal Assessment Test	<b>25 Marks</b>
	Assignments / Snap Test / Quiz	
	Seminars	
	Attendance and Class Participation	
<b>External Evaluation</b>	End Semester Examination	<b>75 Marks</b>
<b>Total</b>		<b>100 Marks</b>
<b>METHODS OF ASSESSMENT</b>		
<b>Remembering (K1)</b>	The lowest level of questions require students to recall information from the course content. Knowledge questions usually require students to identify information in the text book.	
<b>Understanding (K2)</b>	Understanding of facts and ideas by comprehending organizing, comparing, translating, interpolating and interpreting in their own words. The questions go beyond implore call and require students to combine data together	
<b>Application (K3)</b>	Students have to solve problems by using/applying a concept learned in the classroom. Students must use their knowledge to determine exact response.	
<b>Analyze (K4)</b>	Analyzing the question is one that asks the students to break down something into its component parts. Analyzing requires students to identify reasons causes or motives and reach conclusions or generalizations.	
<b>Evaluate (K5)</b>	Evaluation requires an individual to make judgment on something. Questions to be asked to judge the value of an idea, a character, a work of art, or a solution to a problem. Students are engaged in decision-making and problem-solving. Evaluation questions do not have single right answers.	
<b>Create (K6)</b>	The questions of this category challenge students to get engaged in creative and original thinking. Developing original ideas and problem solving skills	

**CREDIT DISTRIBUTION – M.A. PUBLIC ADMINISTRATION****FIRST YEAR - SEMESTER - I**

<b>Course code</b>	<b>List of Courses</b>	<b>Credits</b>	<b>No. of hours</b>	<b>CIA internal</b>	<b>ESC Exam</b>	<b>Total</b>
23PPACT01	<b>Core Course – I –Principles of Public Administration</b>	<b>5</b>	<b>7</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPACT02	<b>Core Course – II– Administrative Thought</b>	<b>5</b>	<b>7</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPACT03	<b>Core Course–III–Essentials of Constitution of India</b>	<b>4</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAME01	<b>Elective Course–I –Dynamics of Development</b>	<b>3</b>	<b>5</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAME02	<b>Elective Course–II–Social Entrepreneurship</b>	<b>3</b>	<b>5</b>	<b>75</b>	<b>25</b>	<b>100</b>
		<b>20</b>	<b>30</b>	<b>75</b>	<b>25</b>	<b>100</b>

**FIRST YEAR - SEMESTER-II**

<b>Course code</b>	<b>List of Courses</b>	<b>Credits</b>	<b>No. of hours</b>	<b>CIA internal</b>	<b>ESC Exam</b>	<b>Total</b>
23PPACT04	<b>Core Course–IV–Indian Government and Administration</b>	<b>5</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPACT05	<b>Core Course–V–Public Policy in India</b>	<b>5</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPACT06	<b>Core Course–VI–Public Financial Administration</b>	<b>4</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAME03	<b>Elective Course–III –Disaster Management</b>	<b>3</b>	<b>4</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAME04	<b>Elective Course–IV –Administrative Behavior</b>	<b>3</b>	<b>4</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPANME01	<b>Non major Elective–I–Public Opinion and Survey Research</b>	<b>2</b>	<b>4</b>	<b>75</b>	<b>25</b>	<b>100</b>
	<b>Fundamentals of Human Rights</b>	<b>1</b>	<b>2</b>			
		<b>23</b>	<b>32</b>	<b>75</b>	<b>25</b>	<b>100</b>

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

**SECONDYEAR-SEMESTER-III**

<b>Course code</b>	<b>List of Courses</b>	<b>Credits</b>	<b>No. of hours</b>	<b>CIA internal</b>	<b>ESC Exam</b>	<b>Total</b>
23PPACT07	<b>Core Course–VII–Technology and Public Administration</b>	<b>5</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPACT08	<b>Core Course – VIII–Administrative Law</b>	<b>5</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPACT09	<b>Core Course–IX–Local Governance in India</b>	<b>5</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPACT10	<b>Core Course-X- Industry Module–Supply Chain Management</b>	<b>4</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAME05	<b>Elective Course – Social auditing in India</b>	<b>3</b>	<b>3</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPANME02	<b>Non major Elective–II–Performance Management</b>	<b>2</b>	<b>3</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAIO1	<b>Internship/Industrial Activity[Credits]</b>	<b>2</b>	<b>-</b>	<b>75</b>	<b>25</b>	<b>100</b>
		<b>26</b>	<b>30</b>			

**SECONDYEAR-SEMESTER-IV**

<b>Course code</b>	<b>List of Courses</b>	<b>Credits</b>	<b>No. of hours</b>	<b>CIA internal</b>	<b>ESC Exam</b>	<b>Total</b>
23PPACT11	<b>Core Course – XI – Comparative Public Administration</b>	<b>5</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPACT12	<b>Core Course–XII–Research Methods in Public Administration</b>	<b>5</b>	<b>6</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAME06	<b>Elective Course–VI –Political Economy in India</b>	<b>3</b>	<b>4</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAPR01	<b>Project with VIVA VOCE</b>	<b>7</b>	<b>10</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAS01	<b>Skill Enhancement Course–I– Collaborative Governance</b>	<b>2</b>	<b>4</b>	<b>75</b>	<b>25</b>	<b>100</b>
23PPAEC01	<b>Extension Activity</b>	<b>1</b>	<b>-</b>	<b>75</b>	<b>25</b>	<b>100</b>
		<b>23</b>	<b>30</b>			

**OVERALL CREDIT DISTRIBUTION FOR  
M.A.PUBLIC ADMINISTRATION**

<b>S.NO.</b>	<b>COURSEDETAILS</b>	<b>CREDITS</b>
<b>1</b>	<b>Core Course[12 Courses X 4 Credits]</b>	<b>48</b>
<b>2</b>	<b>Elective Course[6Courses X 3Credits]</b>	<b>18</b>
<b>3</b>	<b>Skill Enhancement Course[3Courses X 2Credits]</b>	<b>6</b>
<b>4</b>	<b>Professional Competency Course &amp; Industry Module Project Work VIVA VOCE</b>	<b>8</b>
<b>5</b>	<b>Ability Enhancement Compulsory Course[4CoursesX2]</b>	<b>8</b>
<b>6</b>	<b>Internship</b>	<b>2</b>
<b>7</b>	<b>Extension Activity</b>	<b>1</b>
		<b>92</b>
<b>S.NO.</b>	<b>COURSEDETAILS</b>	<b>CREDITS</b>
<b>1</b>	<b>Core Course[12 Courses X 4 Credits]</b>	<b>48</b>



## SEMESTER I

### PRINCIPLES OF PUBLIC ADMINISTRATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Principles of Public Administration</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To identify the important elements of Public Administration										
C2	To demonstrate how the principles enable efficient and effective public services										
C3	To analyses the basic concepts and dynamics relating to Public Organization										
C4	To depict the importance of human and financial resources for Public Administration										
C5	To evaluate the various control mechanisms in Public Administration										
UNIT	Content								No. of Hours		
I	Public Administration: Meaning, Nature, Scope and Significance – Public and Private Administration – Public Administration and its relation with subjects in Social Science–Concept of Organization, Management and Administration								<b>6</b>		
II	Principles of Organization–Origin, Nature and Objectives of Organization–Planning–Division of Work–Hierarchy –Co–ordination–Span of Control–Line and Staff Agencies								<b>6</b>		
III	Bases and Theories of Organization–Purpose, People, Place and Process - Theories – Classical – Behavioral - Ecological								<b>6</b>		
IV	Personnel Administration: Recruitment, Training and Promotion–Financial Administration: Principles of Budget –Preparation–Enactment–Execution–Accounting and Auditing								<b>6</b>		
V	Administrative Control and Accountability–Legislative, Executive and Judicial Control								<b>6</b>		
	<b>Total</b>								<b>30</b>		
<b>Course Outcome</b>									<b>Programme Outcome</b>		

CO	On completion of this course, students will learn	
1	To recognize the concepts related To principles Of administration	PO1
2	To analyses the effective application of principles and approaches to diagnose and solve organizational problems and develop optimal managerial decisions.	PO1,PO2
3	To be familiar with the dynamics Of organization, management and administration	PO4,PO6
4	To exhibit the new horizons of Public Administration	PO4,PO5,PO6
5	To gauge the gap between theory and practice in Public Administration	PO3,PO8
<b>Text Books</b>		
1	D.Ravindra Prasad&Y.Pardhasaradhi (eds.) (2011), Public Administration: Concepts, Theories and Principles (Eng),Hyderabad,Telugu Akademi.	
2	Avasthiand Maheswari(2010),Public Administration,(30thEdition),Agra,Lakshmi Narayan Agarwal.	
3	Rumki Basu (2004), Public Administration: Concepts and Theories (5 <sup>th</sup> Revised) , New Delhi, Sterling Publishers.	
4	A.K.Tripathi (2008), Principles of Public Administration, New Delhi, Murali Lal & Sons.	
5	Dr.S.R.Myneni (2016) , Principles of Public Administration, Faridabad, Allahabad Law Agency.	
<b>Reference Books</b>		
1	W.F.Willoughby (1929), Principles of Public Administration, Brooking Institutions.	
2	S.R.Nigam (1974), Principles of Public Administration, New Delhi, Kitab Mahal.	
3	Avasthi & Avasthi (2012), Public Administration in India,Agra, Lakshmi Narayan Agarwal.	
4	M.Laxmikanth (2017), Public Administration, Tata Mc Graw Hill, New Delhi.	
5	H.George Frederick son (1980), New Public Administration, Alabama, The University of Alabama Press.	
<b>Web Resources</b>		
1	<a href="https://www.britannica.com/topic/public-administration/Principles-of-public-administration">https://www.britannica.com/topic/public-administration/Principles-of-public-administration</a>	
2	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs03/preview">https://onlinecourses.swayam2.ac.in/cec22_hs03/preview</a>	
3	<a href="https://link.springer.com/10.1007/978-3-319-31816-5_3856-1">https://link.springer.com/10.1007/978-3-319-31816-5_3856-1</a>	
4	<a href="https://archive.org/details/in.ernet.dli.2015.276830">https://archive.org/details/in.ernet.dli.2015.276830</a>	
5	<a href="https://www.tandfonline.com/doi/full/10.1080/23311886.2017.1316916">https://www.tandfonline.com/doi/full/10.1080/23311886.2017.1316916</a>	

## ADMINISTRATIVE THOUGHT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Administrative Thought</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To provide introduction to the discipline of Public Administration										
C2	To acquaint with the ideas of prominent administrative thinkers										
C3	To classify and interpret the contributions made by these thinkers to the administrative thinking.										
C4	To gain deep in sight and understanding about thoughts on administration.										
C5	To know how the administrative theories and concepts makes sense in administrative practices.										
<b>UNIT</b>	<b>Content</b>										<b>No. of Hours</b>
I	Administrative Theory: Concept, significance and importance of Theory-Evolution and Emerging Trends in Administrative theory. <b>Dichotomy Theorists:</b> Woodrow Wilson: Politics-Administration Dichotomy, Frank Good now : American Public Administration										<b>6</b>
II	Indian Theorists: Kautilya–Arthashastra, Thiruvalluvar–Governance and Management, Ambedkar – The Constitution of India <b>Classical Theorists:</b> Fredrick Winslow Taylor: Scientific Management theory, Henry Fayol: Foundations of Management, Luther Gullick and Lyndall Ur wick: Science of Administration										<b>6</b>
III	Human Relations Theorists: Elton Mayo Human Relations Movement, M.P. Follet : Constructive Conflict and Leadership Bureaucratic Theorists: Max Weber, Bureaucracy, Karl Marx: State and Bureaucracy										<b>6</b>
IV	Behavioral Theorists: Chester Barnard: Formal and Informal Organisations and Functions of the Executive, Herbert Simon: Administrative Behaviour and Decision Making, Chris Argyris: Organizational development Management & Leadership Theorists: Rensis Likert: Organizational structure and Management Practices, P.F.Drucker: Management by Objectives										<b>6</b>
V	Motivation Theorists: Abraham Maslow: Need Hierarchy Theory, Douglas McGregor: Motivation and Human Behaviour, Fredrick Herzberg: Motivation Studies and Job Enrichment Modern										<b>6</b>
	Theorists and Writers on Administration: Y.Dror: Public Policy, F.W.Riggs: Administrative Models, Dwight Waldo: The Administrative State and Future of Administration, Christopher Hood’s NPM.										<b>6</b>
	<b>Total</b>										<b>30</b>

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will earn</b>	
1	To review the various administrative theories and concepts	PO1
2	To compare and contrast the contributions by Indian and Classical thinkers	PO1,PO2
3	To develop an understanding of the contributions of human relations and behavioural thinkers	PO4,PO6
4	To comprehend the contributions of theorists over a period of time	PO4,PO5,PO6
5	To establish the application of theories to understand real life situations	PO3,PO8
	<b>Text Books</b>	
1	Ravindra Prasad (2011), V.S.Prasad and Sathya Narayana, Administrative Thinkers, NewDelhi Sterling Publishers Pvt. Ltd.	
2	Maheshwari.S.R. (2014), Administrative Thinkers, New Delhi, Macmillan Publications.	
3	Fadia.B.L.,Kuldeep Fadia(2010),Public Administration-Administrative Theories and Concepts, NewDelhi,Sahitya bhawan Publications.	
4	Ashok Kumar (2008), Administrative Thinkers, New Delhi, Saurabh Publishing House.	
5	Rakesh Hooja, Ramesh KArora (2007),Administrative Theories: Approaches, Concepts And Thinkers in Public Administration, New Delhi, Rawat Publications.	
	<b>Reference Books</b>	
1	Luther Gulick & Lyndall Urwick (eds.) (1937), Paperson Science of Administration, NewYork, NewYork Institution of Public Administration.	
2	Goel,S.L(2003), Public Administration: Theory and Practice, New Delhi, Deep and Deep.	
3	Hoshiarand Pradeep Sachdeva (2005), Administration Theory, Allahabad, Kitab Mahal Publications.	
4	Sapru. R.K. (2013), Administrative theories and Management Thought, New Delhi, India Learning Pvt. Ltd.	
5	Amitai Etzioni (1964), Modern Organization, Engle wood Cliffs, N.J.,Prentice-Hall.	
	<b>Web Resources</b>	
1	<a href="https://www.tandfonline.com/loi/madt20">https://www.tandfonline.com/loi/madt20</a>	
2	<a href="https://global.oup.com/academic/product/journal-of-public-administration-research-and-theory-14779803">https://global.oup.com/academic/product/journal-of-public-administration-research-and-theory-14779803</a>	
3	<a href="https://onlinelibrary.wiley.com/journal/14679299">https://onlinelibrary.wiley.com/journal/14679299</a>	
4	<a href="https://link.springer.com/10.1007/978-3-319-31816-5_3856-1">https://link.springer.com/10.1007/978-3-319-31816-5_3856-1</a>	
5	<a href="https://www.insightsonindia.com/2015/07/28/public-administration-strategy-how-to-prepare-better-to-deal-with-uncertainties/">https://www.insightsonindia.com/2015/07/28/public-administration-strategy-how-to-prepare-better-to-deal-with-uncertainties/</a>	

## ESSENTIALS OF CONSTITUTION OF INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Essentials of Constitution of India</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To gain insights on the constitutional design of state structures and institutions										
C2	To illustrate the various institutions of the Union and States										
C3	To develop the ability to understand the working of the Indian Constitution										
C4	To categorize the role and functions of the administrative machineries at the Union and the State Level										
C5	To examine the significance of the Constitutional and Non-Constitutional Bodies.										
UNIT	Content										No. of Hours
I	Introduction: Historical Background – Constituent Assembly of India – Philosophical Foundations of the Indian Constitution – Preamble – Fundamental Rights – Directive Principles of State Policy – Fundamental Duties – Citizenship including provisions of the Indian Citizenship Act, 1955 – Constitutional Remedies for Citizens										<b>6</b>
II	Union Government: President – Vice President – Prime Minister – Cabinet – Parliament – Supreme Court of India – Judicial Review										<b>6</b>
III	State Government: Governor – Chief Minister – Cabinet – State Legislature – Judicial system in States – High Courts and other Subordinate Courts.										<b>6</b>
IV	Constitutional Bodies: Election Commission – Union Public Service Commission – State Public Service Commission – Finance Commission – National Commission for SC/ST – Comptroller and Auditor General – Attorney General of India – Advocate General of India. Non Constitutional Bodies: Planning Commission – National Development Council – National Human Rights Commission – State Human Rights Commission – Central Information Commission – State Information Commission – Central Vigilance Commission – Central Bureau of Investigation – Lokpal and Lok Ayukta.										<b>6</b>
V	Constitutional Functions: Indian Federal System – Centre State Relations – President's Rule – Constitutional Amendments – Assessment of the working of the Parliamentary system in India.										<b>6</b>
	<b>Total</b>										<b>30</b>

		<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>		<b>On completion of this course, students will learn</b>	
1		To enumerate the origin and evolution of the Indian constitution.	PO1
2		To measure and justify division of power between various organs of the government at different levels.	PO1,PO 2
3		To develop an understanding on the Constitutional and non-Constitutional bodies.	PO4,PO 6
4		To compare and contrast the working of the administrative machineries at the Union and the State level.	PO4,PO 5,PO6
5		To understand the division of power sin Indian federal set-up and its asymmetrical federal arrangements	PO3,PO 8
		<b>Text Books</b>	
1		Bidyut Chakrabarty and Prakash Chand (2016), Indian Administration: Evolution and Practice, New Delhi, Sage Publications India Pvt., Ltd.	
2		Durga Das Basu (2014), Introduction to the Constitution of India, New Delhi, Prentice Hall of India.	
3		S.Kashyap (2017), Our Constitution: An Introduction to India's Constitution and Constitutional Law, New Delhi, National Book Trust.	
4		A.Thiruvengadam (2017), The Constitution of India, A Contextual Analysis, New Delhi, Oxford Press.	
5		M.Khosla (2012), The Indian Constitution, New Delhi, Oxford University Press.	
		<b>Reference Books</b>	
1		Madhav Khosla (2020), India's Founding Moment–The Constitution of a Most Surprising Democracy, Maurice and Lula Bradley Smith Memorial Fund.	
2		Granville Austin (2020), The Indian Constitution-Corner stone of a Nation, Clarinda on Press.	
3		S.K.Chaube(2010),TheMakingandWorkingoftheIndianConstitution, NewDelhi, National Book Trust.	
4		V.N.Shukla & Mahendra Pal Singh, 2001, Constitution of India, Eastern Book Company.	
5		M.P.Singhand Rekha Saxen at (2013), Federalizing India in the Age of Globalization, New Delhi, Primus Books.	
		<b>Web Resources</b>	
1		<a href="https://legislative.gov.in/sites/default/files/COI.pdf">https://legislative.gov.in/sites/default/files/COI.pdf</a>	
2		<a href="https://vikaspedia.in/education/interactive-resources/indian-constitution-resources">https://vikaspedia.in/education/interactive-resources/indian-constitution-resources</a>	
3		<a href="https://www.constitutionofindia.net/about-us">https://www.constitutionofindia.net/about-us</a>	

4		<a href="https://constitutionnet.org/vl/item/basic-structure-indian-constitution">https://constitutionnet.org/vl/item/basic-structure-indian-constitution</a>
5		<a href="https://indiacode.nic.in/">https://indiacode.nic.in/</a>

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks	
									External	Total
	<b>Dynamics of Development</b>	<b>Elective</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>										
C1	To enable the students to appreciate the different perspectives and approaches to process of development.									
C2	To map and examine the contours of Development.									
C3	To deduce the importance and need for the Development Administration in the developing countries and more particularly in India.									
C4	To familiarize the students with different approaches to development and their characteristics.									
C5	To analyse the significance of Human Development Index and synthesize with the study of Development economics									
<b>UNIT</b>	<b>Content</b>								<b>No. of Hours</b>	
<b>I</b>	Introduction: Meaning, nature and scope of Dynamics of Development–Significance of Dynamics of Development–Evolution and role of development economics-‘Development Dynamics: Role of marketing Development, Role of community in Development								<b>4</b>	
<b>II</b>	Context of Dynamics of Development :Context of Development –Changing nature of Development-‘Development Processes: Theoretical Perspectives-Development Approaches and Development Strategies’								<b>4</b>	
<b>III</b>	Concept of Development: Changing profile of development–Strong State Versus the market debate –‘Social and Cultural Dynamics of Development’ Emerging concepts of social and cultural development, social development theory, social development index, cultural obstacles to economic development, social as portioning the Determinants of development and social development principles.								<b>4</b>	
<b>IV</b>	Development Agencies: Development Agencies’- National and International agencies in development. Role of Government Agencies-Role of Financial and Nonfinancial Institutions- Role of Multilateral and Bilateral International Agencies- Role of the United Nations Agencies								<b>4</b>	
<b>V</b>	Sustainable Development: UN Sustainable Development Goals –India and SDG-Human Development–Gender Development–Self-help group movement-Entrepreneurship								<b>4</b>	
	<b>Total</b>								<b>20</b>	



	<b>Course Outcome</b>	<b>Programme Outcome</b>
CO	On completion of this course, students will learn	
1	To identify and recognize the basics of development, its approach and the need for sustainable development	PO1
2	To acquire conceptual and theoretical understanding of development process including the ecological and post-globalization contexts	PO1,PO2
3	To understand the need for Development, Sustainable Development Goals and Development Indicators	PO4,PO6
4	To know about the significance of dynamics of development and learn that development is a dynamic concept.	PO4,PO5,PO6
5	To be familiar with the factors who play important role in the development process.	PO3,PO8
	<b>Text Books</b>	
1	Paleker,S.A. (2012), Development Administration, New Delhi, PHI Learning.	
2	Adam Szirmai, (2005).The Dynamics of Socio-Economic Development: An Introduction. Cambridge University Press.	
3	Manoranjan Sarkar (2014), Dynamics of Development Administration, NewDelhi, Wisdom Press.	
4	Jan Nederneen Pieterse (2002), Development Theory: Deconstruction /Reconstruction, New Delhi, Vistaar Publications.	
5	R.K.Sapru (2012), Development Administration, New Delhi, Sterling Publishers Limited.	
	<b>Reference Books</b>	
1	Sen,Amartya(1999), Development as Freedom, New York, Anchor Books.	
2	Fred Riggs (1970), Frontiers of Development Administration, Durham, Duke University Press.	
3	The World Bank (2001), Engendering Development, Washington D.C, The World Bank.	
4	Adam S zirmai, 2005, The Dynamics of Socio-Economic Development: An Introduction, Cambridge University Press.	
5	S.K.Sharma (ed.) (1978), Dynamics of Development: An International Perspective, New Delhi, Concept Publications.	
	<b>Web Resources</b>	
1	<a href="http://www.tutor2u.net/economics/content/topics/development/development-approachesstate.htm">www.tutor2u.net/economics/content/topics/development/development-approachesstate.htm</a> .	
2	<a href="http://publicadministrationtheone.blogspot.com/dynamicsofdevelopment">http://publicadministrationtheone.blogspot.com/dynamicsofdevelopment</a>	
3	<a href="https://worldbank.org/developmentindicators">https://worldbank.org/developmentindicators</a>	
4	<a href="https://egyankosh.ac.in/bitstream/123456789/48846/1/Block-2.pdf">https://egyankosh.ac.in/bitstream/123456789/48846/1/Block-2.pdf</a>	
5	<a href="https://onlinelibrary.wiley.com/doi/10.1111/1467-8268.12440">https://onlinelibrary.wiley.com/doi/10.1111/1467-8268.12440</a>	

### SOCIAL ENTREPRENEURSHIP

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Social Entrepreneurship</b>	<b>Elective</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To promote entrepreneurial spirit and aspire for social change.										
C2	To prepare professionally form meaningful social engagement										
C3	To create entrepreneurship mindset among the students										
C4	Tolaunchsocialentrepreneurshipprojectswhichhavehigh-potentialofsignificantpositivesocialimpact										
C5	To improve consulting skills, formulation of strategic and tactical recommendations and client relationship management.										
<b>UNIT</b>	<b>Content</b>									<b>No. of Hours</b>	
I	Social Entrepreneurship: Definition, Relevance and Importance, difference between Business Entrepreneurship and Social Entrepreneurship, Social Engagement & Forms, Mapping the Social Entrepreneurship Ecosystem, Ideas and Opportunities.									<b>4</b>	
II	Types of Social Entrepreneurship: Community Social Entrepreneur, Non-Profit Social Entrepreneur, Transformational Social Entrepreneur, Transformational Social Entrepreneur.									<b>4</b>	
III	Social Entrepreneurship Skills: Experiential Learning for the Social Entrepreneur, Sustainable Development & Social Entrepreneurship, Assessing social change opportunities and designing social change Ventures to meet unmet needs.									<b>4</b>	
IV	Being a Social Entrepreneur: Vision Characteristics, Challenges and Issues of a Social Entrepreneur, Structuring your social change ventures and other organization considerations									<b>4</b>	
V	Social Entrepreneurship and Innovation: Market and industry analysis, Structuring your social change, ventures and other organization, Launch, Growth and Goal Attainment									<b>4</b>	
	<b>Total</b>									<b>20</b>	

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To learn how to address social problems and transform society	PO1
2	To learn to apply social entrepreneurship skills to address social problems.	PO1,PO2
3	To apply the theoretical and experiential understanding of concepts, strategies and tools of social entrepreneurship	PO4,PO6
4	To create new patterns and possibilities for employment generation through social entrepreneurship.	PO4,PO5,PO6
5	To assess the strengths and limitations of social entrepreneurship in addressing social problems	PO1
<b>Text Books</b>		
1	S.S.Khanka (2009), Entrepreneurship in India: The next big perspective and practice, New Delhi, Akansha Publishing House.	
2	Kaliyamoorthy and Chandrasekhar (Ed) (2007), Entrepreneurial Training: Theory and Practice, New Delhi, Kanishka Publishers.	
3	Roy Rajeev, Entrepreneurship (ed.2) (2011), New Delhi, Oxford University Press.	
4	Gopalakrishnan (2014), The Entrepreneur's Choice: Cases on Family Business in India, New Delhi, Routledge Taylor & Francis Group.	
5	Robert Hisrich, Michael Peters and Dean Shepherd (2009), Entrepreneurship, New Delhi, Tata McGraw-Hill Publishing Company Limited.	
<b>Reference Books</b>		
1	EDII (1986), Faculty and External Experts–A Hand Book for New Entrepreneurs, Ahmadabad, Entrepreneurship Development Institute of India.	
2	Philips, Bonefiel and Sharma (2011), Social Entrepreneurship, New Delhi, Global Vision Publishing House.	
3	Banks Ken, Peter Gabriel, Bill Drayton (2016), Social Entrepreneurship and Innovation: International case Studies and Practice, Kogan Page.	
4	Chahine, T. (2016), Introduction to Social Entrepreneurship., FL: CRC Press, Boca Raton.	
5	Keohane, G.L. (2013), Social entrepreneurship for the 21 <sup>st</sup> century: Innovation across then on profit, private and public sectors, New York,.	
<b>Web Resources</b>		
1	<a href="https://www.ediindia.org/">https://www.ediindia.org/</a>	
2	<a href="http://www.innovation-portal.info/online-resources-for-innovation-entrepreneurship/">http://www.innovation-portal.info/online-resources-for-innovation-entrepreneurship/</a>	
3	<a href="https://www.researchgate.net/publication/259923145_Social_Entrepreneurship_in_India_A_n_Exploratory_Study">https://www.researchgate.net/publication/259923145_Social_Entrepreneurship_in_India_A_n_Exploratory_Study</a>	
4	<a href="https://library.jgu.edu.in/content/entrepreneurship">https://library.jgu.edu.in/content/entrepreneurship</a>	
5	<a href="https://www.researchgate.net/publication/36388150_Online_business_development_services_for_entrepreneurs_An_exploratory_study">https://www.researchgate.net/publication/36388150_Online_business_development_services_for_entrepreneurs_An_exploratory_study</a>	

**SEMESTER II**

<b>Course code</b>	<b>Course Name</b>	<b>Category</b>
	Indian Government and Administration	Core
C1	To critically examine the structures of Indian government system.	
C2	To identify the core features of government of India.	
C3	To describe the nature of Indian Administrative system.	
C4	To substantiate how effective government enables good governance.	
C5	To exhibit the strategies store form the system.	
<b>UNIT</b>		
<b>I</b>	Introduction: Kautilya's Arthashastra, Mughal administration, Legacy of British rule in politics and administration – Evolution of Indian Administration in the Colonial Period - Post Independence Indian Administration.	
<b>II</b>	Union Administration: Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Ministries and departments, Boards and Commission State Administration: State Secretariat, Chief Secretary and Directorates. District Administration: Changing role of the Collector, Union-State local relations, District administration and democratic decentralization-Urban and Rural Administration in India.	
<b>III</b>	Reinventing Government: Reforms-Bureaucratic Re-engineering-Strategies for reform. Examining the Principles of Administration: New Administrative initiatives, Efficiency, Effectiveness-Equity and Fairness-Reversibility-Transparency & Accountability, Civil service neutrality, Civil service activism.	
<b>IV</b>	State Administration Government-chief Minister – Council of Minister – Legislative – Speaker – Secretariat – Chief Secretary – Secretary – Department.	
<b>V</b>	Issues in Indian Administration: Administrative reforms in India: Major Committees and Commissions, Generalist Vs. Specialists. Major Debates–Centralization Vs. Decentralization; Inter-State Water Disputes; Corruption and Accountability; Peoples' Participation – Regulatory Commissions - Values and Ethics in administration	

## INDIAN GOVERNMENT AND ADMINISTRATION

	<b>Total</b>
	<b>Course Outcome</b>
<b>CO</b>	<b>On completion of this course, students will earn</b>
1	To appreciate the features of administrative system of India.
2	To appreciate the role of the bureaucrats, their functions and responsibilities in the Indian administrative system.
3	To gain knowledge on the significance of civil service, the constitutional provisions, recruitment, and training methods.
4	To gain knowledge on the significance of civil service, the constitutional provisions, recruitment, and training methods.
5	To have conceptual clarity of approaches & dimensions of government and administration in India
	<b>Tex books</b>
1	Chakrabarty Bidyut, Prakash Chand (2016), Indian Administration: Evolution and Practice, New Delhi, Sage Publications.
2	Fadia B.L., Kuldeep Fadia (2010), Public Administration–Administrative Theories and Concepts, New Delhi, Sahitya Bhawan Publications.
3	Maheshwari.S.R. (2018), Indian Administration, New Delhi, Orient Black Swan Publications.
4	Durga Das Basu (2021), Introduction to the Constitution of India, New Delhi, Prentice Hall of India.
5	Maheshwari.S. R. (2003), Administration of India, New Delhi, Macmillan India Ltd.
	<b>Reference Books</b>
1	Bhattacharya, Mohit (2017), New Horizon of Public Administration, New Delhi, Jawahar Publishers & Distributors.
2	Maheshwari.S.R. Public Administration in India: The Higher Civil Service, Oxford India.
3	Singh, Hoshiar (1999), Indian Administration, Allahabad, Kitab Mahal.
4	Arora K. Ramesh & Rajani Goyal (1996), Indian Administration: Institutions and Issues, New Delhi, Vishwa Prakashan.
5	Sharma, Manoj (2005), Indian Constitution, New Delhi, Anmol Publications Limited.
	<b>Web resource books</b>
1	<a href="https://www.india.gov.in/">https://www.india.gov.in/</a>
2	<a href="https://www.india.gov.in/topics/governance-administration">https://www.india.gov.in/topics/governance-administration</a>
3	<a href="https://www.darpg.gov.in/arc-reports">https://www.darpg.gov.in/arc-reports</a>
4	<a href="https://dopt.gov.in/central-secretariat-service-css-0">https://dopt.gov.in/central-secretariat-service-css-0</a>
5	<a href="https://www.pmindia.gov.in/en/prime-ministers-office/">https://www.pmindia.gov.in/en/prime-ministers-office/</a>

## PUBLIC POLICY IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hou	Marks		
									CIA	External	Total
	<b>Public Policy in India</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To familiarize students with the basic concepts, theories and models of public policy analysis.										
C2	To provides an inter face between public policy and administration in India.										
C3	To promote understanding of the political, social, legal and economic environment in which public policy is made.										
C4	To explore how in situations of public policy shape society and it safaris, how the originated, and how they work.										
C5	To exhibit the goals, instruments and formulation of public policy at the national and regional levels describes the multiple nodes–markets, civil society, legislative and judicial actors and agendas that shape decision making.										
<b>UNIT</b>	<b>Content</b>										<b>No. of Hours</b>
I	Public Policy: Concept, Significance and Approaches-Policy Analysis: Concept, Significance and Approaches-Models for Policy Analysis: Systems, Institutional, and Rational Policy making.										<b>6</b>
II	Public Policy Making: Structure and Process - Policy Making in India: Constitutional Arrangement and Role of Executive, Legislature and Judiciary - Other Stake holders in Policy-making: Political Parties, Interest Groups, Mass-media, Civil Society and International Agencies.										<b>6</b>
III	Public Policy Implementation and Control: Role of Executive with Special reference to Bureaucracy, Legislature, Judiciary, Non-Governmental Organizations, Pressure Groups-Approaches to Policy Implementation-Major Issues and Problems in Policy Implementation.										<b>6</b>
IV	Policy Evaluation: Purpose and Significance-Criteria for Evaluation: Cost-Benefit Analysis; Efficiency; Effectiveness; Equity-Forums for Policy Evaluation: Legislative and Departmental Committees-Policy Change and continuity										<b>6</b>
V	Recent Trends in Policy Making in India–Strength and Weaknesses of Policy making in India–Technology and Policy making										<b>6</b>
	<b>Total</b>										<b>30</b>

## PUBLIC POLICY IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. hours	Marks		
									CIA	External	Total
	Public Policy in India	Core	Y	-	-	-	4	6	25	75	100
<b>Course Objectives</b>											
C1	To familiarize students with the basic concepts, theories and models of public policy analysis.										
C2	To provide sinister face between public policy and administration in India.										
C3	To promote understanding of the political, social, legal and economic environment in which public policy is made.										
C4	To explore how in situations of public policy shape society and it safaris, how they originated, and how they work.										
C5	To exhibit the goals, instruments and formulation of public policy at the national and regional levels describes the multiple nodes–markets, civil society, legislative and judicial actors and agendas that shape decision making.										
<b>UNIT</b>	<b>Content</b>										<b>No. of Hours</b>
I	Public Policy: Concept, Significance and Approaches-Policy Analysis: Concept, Significance and Approaches-Models for Policy Analysis: Systems, Institutional, and Rational Policy making.										<b>6</b>
II	Public Policy Making: Structure and Process - Policy Making in India: Constitutional Arrangement and Role of Executive, Legislature and Judiciary - Other Stake holders in Policy-making: Political Parties, Interest Groups, Mass-media, Civil Society and International Agencies.										<b>6</b>
III	Public Policy Implementation and Control: Role of Executive with Special reference to Bureaucracy, Legislature, Judiciary, Non-Governmental Organizations, Pressure Groups-Approaches to Policy Implementation-Major Issues and Problems in Policy Implementation.										<b>6</b>
IV	Policy Evaluation: Purpose and Significance-Criteria for Evaluation: Cost-Benefit Analysis; Efficiency; Effectiveness; Equity-Forums for Policy Evaluation: Legislative and Departmental Committees-Policy Change and continuity										<b>6</b>
V	Recent Trends in Policy Making in India–Strength and Weaknesses of Policy making in India–Technology and Policy making										<b>6</b>
	<b>Total</b>										30

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To use proven methods and frame works to analyze key policies	PO1
2	To identify and explain the key deter minuets of policy making	PO1,PO2
3	To evaluate the potential out comes and effects of public policies	PO4,PO6
4	To understand and apply various approaches to policy-making	PO4,PO5,PO6
5	To critically analyze the existing policies in India	PO3,PO8
	<b>Text Books</b>	
1	R.K.Sapru, Public Policy, NewDelhi, Sterling Publishers.	
2	Rathod, P.B, Frame work of Public Policy: The Discipline and its Dimensions, New Delhi, Common wealth Publishers.	
3	Ishwar Dayal and K.Mathur (1978), Dynamics of Formulation of Policy in Government of India, New Delhi, Concept Publishing House.	
4	R.K.Sapru (2019), Public Policy: Formulation, Implementation and Evaluation, New Delhi, Sterling Publishers.	
5	Rajesh Chakrabarti and Kaushiki Sanyal (2016), Public Policy in India, New Delhi, Oxford University Press.	
	<b>Reference Books</b>	
1	Bidyut Chakrabarty, Prakash Chand (2016), Public Policy: Concept, Theory and Practice, SAGE Publications	
2	James E. Anderson, Public Policy Making, New York, Praegr.	
3	Stuart, S.Nagel, Public Policy: Goals, Means and Methods, New York, Martin Press.	
4	Kuldeep Mathur (2015), Public Policy and Politics in India, New Delhi, OUP.	
5	Kuldeep Mathurand James Warner (2009), Policy-Making in India: Who Speaks? Who Listens? , New Delhi, Hindustan Publishing Corporation.	
	<b>Web Resources</b>	
1	<a href="https://www.amazon.in/Public-Policy-making-India-R-V-Ayyar-ebook/dp/B00AE3T7WA">https://www.amazon.in/ Public-Policy making-India-R-V-Ayyar-ebook/dp/B00AE3T7WA</a>	
2	<a href="https://www.iipa.org.in/cms/public/page/library">https://www.iipa.org.in/cms/public/page/library</a>	
3	<a href="https://publicpolicyindia.com/">https://publicpolicyindia.com/</a>	
4	<a href="https://niilmuniversity.in/coursepack/humanities/Public_Policy.pdf">https://niilmuniversity.in/coursepack/humanities/Public_Policy.pdf</a>	
5	<a href="https://www.academia.edu/3482142/Study_of_Public_Policy_making_in_India_A_theoretical_framework">https://www.academia.edu/3482142/Study_of_Public_Policy_making_in_India_A_theoretical_framework</a>	



## PUBLIC FINANCIAL ADMINISTRATION

Course code	Course Name	Category	L	T	P	S	Credits	Inst.	Marks		
									CIA	External	Total
	<b>Public Financial Administration</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To review the current the orison practices in Financial Administration.										
C2	To gain knowledge on preparation of budget and allocation of resources on a priority basis.										
C3	To identify the contemporary issues in Public Financial Administration.										
C4	To gain knowledge on Public Financial Administration of Union, State and local governments.										
C5	To examine the taxation policy, management of public expenditure, public debt and Budgetary techniques and practices.										
<b>UNIT</b>	<b>Content</b>									<b>No. of Hours</b>	
I	Introduction: Meaning, Nature, Scope and Significance of Pubic Financial Administration-Aspects of budgeting–Principles of Public budgeting- Contemporary approaches to pubic budgeting: Planning–Programming-Budgeting systems (PPBS)- Performancebudgeting–ZeroBaseBudgeting(ZBB)-Cost–BenefitAnalysis –Management By Objectives–NPM Model of Budgeting.									<b>6</b>	
II	Budgetary Process in Comparative perspective: Constitutional provisions regarding budgeting in India—Budgetary process in India-Budgetary Process in UK, USA, France, Switzerland-Germany.									<b>6</b>	
III	Accounting and Auditing system in Comparative perspective: Accounting and Auditing system in India–Accounting and auditing System in Great Britain-Accounting and Auditing in USA- Accounting and auditing in European countries									<b>6</b>	
IV	Control over public expenditures in India: Comptroller and Auditor General of India: powers, functions and responsibilities- Parliamentary control over public expenditure: Standing committees of Parliament in India-Department all Related Standing Committees (DRSC)-Public Accounts Committee (PAC)- Estimates Committee (EC)- Committee on Public Undertaking (COPU). Public Debt of India-Monetary Policy: Role of Reserve Bank of India (RBI).									<b>6</b>	
V	Fiscal Administration in India: Tax and Non-tax resources of the Union and the states : Direct taxes and In direct taxes–Board of Direct taxes– Board of Indirect taxes –Goods and Services Tax-Goods and Services Tax Council(GSTC)-Grants–in-Aid system-									<b>6</b>	

	Finance Commission-the National In situation for Transforming India (NITI AAYOG)	
	<b>Total</b>	<b>30</b>
	<b>Course Outcome</b>	<b>Programe Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To gain knowledge of Monetary and Fiscal Policies and the concepts of Balance of Payments and basket of currencies	PO1,PO2
2	To analyze the budgetary process and the role of the Ministry of Finance.	PO3,PO4
3	To critically examine the implementation of different types of budgeting systems practiced globally	PO5,PO6
4	To gain clarity on taxation machinery and the GST process.	PO7,PO68
5	To assess the importance of Administrative, Parliamentary and Audit control over Public Expenditure.	PO9,PO10
	<b>Text Books</b>	
1	Thavaraj M.J.K.(1992), Financial Administration in India, New Delhi,S. Chand & Co.	
2	Goel.S.L. (2002), Public Financial Administration, New Delhi, Deep & Deep Publications.	
3	Batsya.K.N. (1993), Financial Administration in India , Chandigarh, Haryana Sahitya Academy.	
4	Mukherjee, S.S. (1992), Financial Administration in India, New Delhi, Surjeet Publications.	
5	Lal G.S. (1998), Financial Administration in India, New Delhi, Sterling Publications.	
	<b>Reference Books</b>	
1	Handa, K.L. (1988), Financial Administration in India, New Delhi, IIPA.	
2	Dutt, Ruddar & Sundram K.P. (1997), Indian Economy, New Delhi, S.Chand.	
3	Gupta, B.N. (2006), Indian Federal Finance and Budgetary Policy, Allahabad, Chaitanya Publishing House.	
4	Musgrave & Musgrave (1989), Public Finance in Theory and Practice, New York, Mc Graw Hill Book Company.	
5	Sundharam, K.P.M.,(1974), Indian Public Finance and Financial Administration, New Delhi, Sultan Chand & Sons.	
	<b>Web Resources</b>	
1	<a href="https://business.mapsofindia.com/india-tax/system.html">https://business.mapsofindia.com/india-tax/system.html</a>	
2	<a href="https://www.brainkart.com/article/Financial-Administration_40516/">https://www.brainkart.com/article/Financial-Administration_40516/</a>	
3	<a href="https://www.politicalsciencenotes.com/essay/public-administration/finance-ministry-in-india-essay-finance-public-administration/13692">https://www.politicalsciencenotes.com/essay/public-administration/finance-ministry-in-india-essay-finance-public-administration/13692</a>	
4	<a href="https://www.politicalsciencenotes.com/essay/public-administration/financial-committees-in-india-essay-public-administration/13697">https://www.politicalsciencenotes.com/essay/public-administration/financial-committees-in-india-essay-public-administration/13697</a>	
5	<a href="https://www.yourarticlelibrary.com/india-2/financial-administration/financial-administration-in-india/63475">https://www.yourarticlelibrary.com/india-2/financial-administration/financial-administration-in-india/63475</a>	

## DISASTER MANAGEMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Disaster Management</b>	<b>Elective</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To understand the basic concepts in disaster management and how it impacts the personal lives										
C2	To know the dimensions and various types of disaster.										
C3	To enhance awareness of Disaster Risk Management in situational processes in India.										
C4	To be aware of the different types and categories of Disasters.										
C5	To understand the challenges posed by Disasters on the role of Government machinery										
UNIT	Content										No. of Hours
I	Disaster: Meaning, Types and Historical sketch of Disasters–Risk and the Components–Dimensions of Disaster –Phases of Disaster										<b>4</b>
II	Hazards: Definition - Types of hazards - Characteristic features, occurrence and impact of different types of hazards viz. natural hazards (including geo hazards)-Human induce dhazards- Environmental hazards-Biohazards –Hazard map of India.										<b>4</b>
III	Vulnerability: Definition-Types of vulnerability–Physical vulnerability–Socio-economic Vulnerability-Vulnerability related to Genderand Age-Rural & Urban Vulnerability-Vulnerability Analysis with special reference to India.										<b>4</b>
IV	Preparedness and Action Programmes: Planning–Training–Providing Equipments–Public Awareness–Education–Media–First Aid Medical treatment–Evacuation–Treating the Hazard–Taking care of Food, Water, Health and other emergency services										<b>4</b>
V	Recovery and Management: Crisis Management-Impact of disaster on development–Role of Government Agencies–NGOs–Academic Institutions–Financial in stitutions-Multilateral Bodies –People’s Participation										<b>4</b>
	<b>Total</b>										<b>20</b>

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To build capacities for investigating the outbreak of disease epidemics during and after disaster and to prevent environmental health problems.	PO1,PO2
2	To enhance the knowledge and abilities in risk reduction strategies to prevent major casualties during disaster.	PO3,PO4
3	To analyze the relationship between Development and Disasters.	PO5,PO6
4	To prioritize Rescue and Relief operational mechanism.	PO7,PO68
5	To create opportunities to build skills to respond to disasters.	PO9,PO10
<b>Text Books</b>		
1	Rajendra Kumar Pandey (2020), Disaster Management in India, New Delhi, Sage Publications.	
2	S.L.Goel (2007), Disaster Administration and Management: Text and Case Studies, New Delhi, Deep & Deep Publications.	
3	R.Nishith,A.K.Singh (2012), Disaster Management in India: Perspectives, Issues and Strategies, Lucknow, New Royal Book Company.	
4	Pradeep Sahani et.al.(ed.) (2002), Disaster Mitigation: Experiences and Reflections, New Delhi, Prentice Hall of India.	
5	Ayaz Ahmad, Disaster Management through the New Millennium, New Delhi, Anmol Publications.	
<b>Reference Books</b>		
1	Disaster Management Guidelines, GOI–UNDP Disaster Risk Reduction Programme 2009-2012.	
2	Bryant Edwards (2005), Natural Hazards, Cambridge, Cambridge University Press, Cambridge.	
3	Carter.W.Nick (1991), Disaster Management; A Disaster Manager’s Hand book, Manila, Asian Development Bank.	
4	Barrow.C.J. (1995), Developing the Environment: Problems and Management, Harlow, Longman.	
5	Bhargava, Gopal (1992), Environmental Challenges and Ecological Disaster: Global Perspective, New Delhi, Mittal Publications.	
<b>Web Resources</b>		
1	<a href="https://nidm.gov.in/">https://nidm.gov.in/</a>	
2	<a href="https://www.researchgate.net/publication/275935187_Digital_Information_Resources_for_Disaster_Management_of_Libraries_and_Information_Centres">https://www.researchgate.net/publication/275935187_Digital_Information_Resources_for_Disaster_Management_of_Libraries_and_Information_Centres</a>	
3	<a href="http://sdmassam.nic.in/pdf/publication/undp/disaster_management_in_india.pdf">http://sdmassam.nic.in/pdf/publication/undp/disaster_management_in_india.pdf</a>	
4	<a href="https://ndma.gov.in/">https://ndma.gov.in/</a>	
5	<a href="https://www.unisdr.org/2005/mdgs-drr/national-reports/India-report.pdf">https://www.unisdr.org/2005/mdgs-drr/national-reports/India-report.pdf</a>	

## ADMINISTRATIVE BEHAVIOUR

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hour	Marks	
									External	Total
	<b>Administrative Behaviour</b>	<b>Elective</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>75</b>	<b>100</b>

### Course Objectives

C1	To provide theoretical understanding of the rational behavior of personnel in an organization
C2	To examine the decision-making, communication and leadership skills
C3	To review the views of organizational behavioral theorists
C4	To explain the decision making and execution of decision process in administration
C5	To authenticate how the functioning of administration is influenced by the behavior of the personnel

UNIT	Content	No. of Hours
I	Decision-Making with Special Reference to H. Simon: Meaning -Simon's Concept of Decision-Making, Bases or Factors, Simon's Bases of Decision-Making, Process or Stages, Simon's Stages of Decision Making, Programmed and Non- Programmed Decisions, Models.	4
II	Communication: Significance-Definition-Types-Media-Theoretical Contributions - Henry Fayol, Chester Bernard, Herbert Simon, Norbert Weiner-Process-Channels- Barriers and Problems- Elements or Principles.	4
III	Control: Definition, Process, Techniques, And Theoretical Contributions: Classical Thinkers -M P Follet - Behaviouralists -Amitai E-zine.	4
IV	Leadership Theories: Meaning, Definition, Nature, Sources, Styles, Functions, Qualities, And Theories: Trait Theory, Behavioral Theory, And Situational Theory.	4
V	Theories of Motivation: Meaning, Definition, Theories: Traditional Theory, Maslow's Hierarchy of Needs, Herzberg Two Factor Theory, Mas low VS Herzberg.	4
	<b>Total</b>	<b>20</b>

CO	On completion of this course, students will earn	
1	To obtain knowledge about the critical contribution of prominent thinkers in the field of management and administration	PO1,PO2
2	To develop their innate professional qualities by understanding the key elements of administrative behavior.	PO3,PO4
3	To evaluate the idea son many administrative behavioral theorists	PO5,PO6
4	To discuss the impact of motivational theories of Abraham Maslow and Frederick Herzberg on Organizational Processes today	PO7,PO6 8
5	Toreviewtheviewsonleadershiptraitsinleadersinbureaucraticadministration	PO9,PO1 0
<b>Text Books</b>		
1	HerbertA.Simon(2013),Administrative Behavior: A Study of Decision-Making Processes in Administrative Organisation, Free Press.	
2	D.Prasad, V.S.PrasadandP. Satyanarayana (ed)(1995),Administrative Thinkers, New Delhi, Sterling Publishers.	
3	B.GuyPeters (2021), Administrative Traditions: Understanding the Roots of Contemporary Administrative Behavior, OUP Oxford.	
4	Sidney Mailick (2021), Concepts and Issues in Administrative Behavior ,HASSELL STREET Press.	
5	S.L.Goel(2008), Administrative and Management Thinkers (Relevance in New Millennium), Deep& Deep Publications.	
<b>Reference Books</b>		
1	Anthony Tillett, Thomas Kemper and Gordon Wills (ed) (1970), Management Thinkers, Middle Sex, Penguin Books.	
2	Wholey, JosephS. (2007), Monitoring Performance in the Public Sector: Future directions from International Experience, New Jersey, and Transaction Publishers.	
3	HerbertG. Hicksand RayC.Gutlet, Organizations: Theory and Behaviour, New York, McGraw Hill.	
4	P.HerseayandK. H.Blanchard, Management of Organizational Behaviour, New Delhi.	
5	W.M.Newman, C.Summer and E.Warren, Management Concepts, Behaviour & Practice, Meerut, Edu. Publishers.	
<b>Web Resources</b>		
1	<a href="https://www.jeywin.com/wp-content/uploads/2010/03/Optional-Public-Administration-4-Administrative-Behaviour.pdf">https://www.jeywin.com/wp-content/uploads/2010/03/Optional-Public-Administration-4-Administrative-Behaviour.pdf</a>	
2	<a href="https://www.amazon.in/Forest-Ranger-Administrative-Behavior-Resources/dp/0801803284">https://www.amazon.in/Forest-Ranger-Administrative-Behavior-Resources/dp/0801803284</a>	
3	<a href="https://www.library.illinois.edu/sshel/laboremployment/orgazizationaladmin/">https://www.library.illinois.edu/sshel/laboremployment/orgazizationaladmin/</a>	
4	<a href="https://www.researchgate.net/publication/341371173_Herbert_A_Simon_Administrative_Behavior_A_Study_of_Decision-making">https://www.researchgate.net/publication/341371173_Herbert_A_Simon_Administrative_Behavior_A_Study_of_Decision-making</a>	
5	<a href="https://onlinelibrary.wiley.com/journal/10991379">https://onlinelibrary.wiley.com/journal/10991379</a>	

## PUBLIC OPINION AND SURVEY RESEARCH

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Public Opinion and Survey Research</b>	NME	Y	-	-	-	2	4	25	75	100
<b>Course Objectives</b>											
C1	To introduce the students to the methods, theories and common core questions in public opinion research.										
C2	To explain the overview of the statistical and survey methods used to collect and analyze public opinion data.										
C3	To introduce the concepts and practices of public opinion polls in the context of democracies, with special reference to India										
C4	To familiarize the students with the principles and practice of survey research and Conceptualizing and measuring public opinion using quantitative methods.										
C5	To give special attention to developing basic skills pertaining to data collection and its analysis										
<b>UNIT</b>	<b>Content</b>									<b>No. of Hours</b>	
I	Definition and characteristics of public opinion, conceptions and characteristics, Patterns, uses of opinion poll									2	
II	Measuring Public Opinion with Surveys: Representation and sampling-Sample design-Sampling error and non-response-Types of sampling: Non random sampling (quota, purposive and snow ball sampling); and sampling: simple and stratified									2	
III	Survey Research-Interviewing: Interview technique split falls, different types of and forms of interview-Questionnaire: Question Wording; fairness and clarity.									2	
IV	Quantitative Data Analysis-Introduction to quantitative data analysis-Basic concepts: correlation research, causation and prediction, descriptive and inferential Statistics									2	
V	Interpreting polls- Prediction in polling research: possibilities and pitfalls- Politics of interpreting polling									2	
	<b>Total</b>									<b>10</b>	

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will earn</b>	
1	To substantiate the importance of public opinion in democracy	PO1,PO2
2	To learn about the methods used for conducting survey sand in ferreting survey data	PO3,PO4
3	To acquire basic skill sets related to understanding public opinion formation and conducting research through the use of sample date, framing a questionnaire, etc.	PO5,PO6
4	To explore the central theories and se elected key them sin the fields of public opinion	PO7,PO68
5	To introduce students to the practice of survey research	PO9,PO10
<b>Text Books</b>		
1	S.Kumarand P.Rai (2013), Measuring Voting Behaviour in India–Chapter-1, New Delhi, Sage Publications.	
2	R. Erikson and K.Tedin (2011), American Public Opinion (8 <sup>th</sup> edition), New York, Pearson Longman Publishers.	
3	A. Agrestian dB.Finlay(2009),StatisticalMethodsfortheSocialSciences(4 <sup>th</sup> edition), Uppers saddle river, NJ: Pearson-Prentice Hall.	
4	Michael WTraugott, Wolfgang Dons Bach (2007), The SAGEH and book of Public Opinion Research, SAGE Publications.	
5	Kini, N.G.S.,The City Voter in India, Abinav Publications, NewDelhi,1974.	
<b>Reference Books</b>		
1	G.Gallup (1948), A Guide to Public Opinion Polls, Princeton, Princeton University Press.	
2	G.Kalton(1983),Introduction to Survey Sampling, Beverly Hills, Sage Publications.	
3	AdamJ. Berinsky (2015),New Directions in Public Opinion ,Taylor& Francis.	
4	PaulM.Sniderman, Willem E.Saris(2018),StudiesinPublicOpinion:Attitudes,Non-attitudes,MeasurementError, and Change, Princeton University Press.	
5	LiorGideon(2012),Handbook of Survey Methodology or the Social Sciences, Springer New York.	



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

**SEMESTER III**  
**TECHNOLOGY AND PUBLIC ADMINISTRATION**

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Technology and Public Administration</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To educate the students about the role of ICT in facilitating administration and citizen services.										
C2	To know the significance of technology in enhancing the effectiveness of public administration.										
C3	To demonstrate the use of various tools of technology										
C4	To bridge the gap between public administration theory, research and practice										
C5	To examine how the 'EEE' is made possible through technology										
UNIT	Content									No. of Hours	
I	Meaning, Nature and Significance of Information in Government – Information Technology and governance Approaches to Information Technology-E-Governance as a Change management tool–Challenges in Information Technology Sector									6	
II	Traditional bureaucracy–Disadvantages–Need for Reforms–Transparency and Accountability–Citizen Friendly Administration – Citizen Charter – MIS Information and communication Technology									6	
III	National and State level Information Technology Policy–National Informatics Centre–Delivery of Public Services through e-programs–Licensing –Tax administration –E-Kiosks									6	
IV	Identity cards–Pay roll System–GI Sand Local Planning–E-Panchayats –Tax reforms-Teleconference–IT Based Projects									6	
V	Law relating to Information Technology- Behavioural change in Public Personnel System–Training–People's Participation in administration–Change Oriented Administrative System–Recent Trends and Issues in Information Technology Sector									6	
	<b>Total</b>									<b>30</b>	

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To promote student commitment to use of IC Tin government policies	PO1,PO2
2	To gauge the nuances of modern technology and its significance in administration	PO3,PO4
3	To evaluate how technology can enhance the democratic process of decision making	PO5,PO6
4	To develop practical understanding on how application of technology ensures accountability in public service	PO7,PO68
5	To analyses the process of networking among various levels of government organizations	PO9,PO10
	<b>Text Books</b>	
1	Rajiv Shukla (2000),Information Technology in Next Millennium, New Delhi, D.K. Publishers.	
2	S.L.Sah (1999), Information Technology, New Delhi, Cujan Publishing House.	
3	Subhash Bhatnagar (2004), E-Government, New Delhi, Sage Publications.	
4	Kiran Bedi and others (2001), Government and Net in New Governance Opportunities for India, New Delhi, Sage Publications.	
5	P.Paneervel (2005), E-Governance: A Change Management Tool, Jaipur, Rawat Publications.	
	<b>Reference Books</b>	
1	Agarwala K.N., I Tand E-Governance in India, NewDelhi, Macmillan India Limited.	
2	Hecks.R. (1999), Re-Inventing Government in the Information Age, NewYork, Routledge.	
3	Christopher G.Reddick (2011), Public Administration and Information Technology, Canada, Jones and BartlettL earning.	
4	G.David Garson (1999), Information Technology and Computer Applications in Public Administration: Issues and Trends, Idea Group Pub.	
5	David Greisler, Ronald J Stupak (2006), Hand book of Technology Management in Public Administration, Taylor & Francis.	
	<b>Web Resources</b>	
1	<a href="http://ignited.in/I/a/210968">http://ignited.in/I/a/210968</a>	
2	<a href="https://egyankosh.ac.in/bitstream/123456789/25877/1/Unit-4.pdf">https://egyankosh.ac.in/bitstream/123456789/25877/1/Unit-4.pdf</a>	
3	<a href="http://egyankosh.ac.in/bitstream/123456789/25666/1/Unit-6.pdf">http://egyankosh.ac.in/bitstream/123456789/25666/1/Unit-6.pdf</a>	
4	<a href="https://www.igi-global.com/journal/international-journal-public-administration-digital/70583">https://www.igi-global.com/journal/international-journal-public-administration-digital/70583</a>	
5	<a href="https://aiu.edu/publications/student/english/Study%20of%20Information%20Technology%20Impacts%20on%20Public%20Administration%20Performance.htm">https://aiu.edu/publications/student/english/Study%20of%20Information%20Technology%20Impacts%20on%20Public%20Administration%20Performance.htm</a>	

## ADMINISTRATIVE LAW

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Administrative Law</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
1	To demonstrate the importance of the concepts and principles of administrative law										
2	To gain advanced skills in statutory interpretation and in analyzing case laws										
3	To enhance the ability to apply legal reasoning and statutory in perpetration										
4	To develop critical understanding of the values of administrative law, and of the avenues to seeker view of decisions made by government bodies.										
5	To review the ambiguities in administrative law, current issues in administrative law, and The contexts in which administrative law maybe relevant.										
UNIT	Content									No. of Hours	
I	Nature & Definition of Administrative Law-Rule of Law & Administrative Law-Separation of Powers & its relevance-Relationship between Constitutional Law & Administrative Law									6	
II	Meaning & Need of Delegated Legislation, Types of Delegated Legislation, Constitutionality of Delegated Legislation, Delegates-Non Potest Delegate, Sub-Delegation & Conditional Legislation									6	
III	Parliamentary Control, Procedural Control, Judicial Control, Judicial control at the stage of Delegation of Administrative Discretion, Judicial control at the stage of Exercise of Administrative-Discretion, Abuse of Discretion									6	
IV	Non Application of Mind, General Limitations, Locus Standing, Ex Turpi Causa Non Oritur Actio, Alternate Adequate Remedy, Laches, Res Judicial at, Ombudsmen, Lokpal & Lok ayukta									6	
V	Needs & Problems of Administrative Adjudication ,Administrative Tribunals, Rules of Natural Justice, Rules against Bias, Rules of Fair Hearing (Audi Alter am Part of Post Decisional Hearing, Exceptions to the Rules of Natural Justice									6	
	Total									30	
	Course Outcome									Programme Outcome	

CO	On completion of this course, students will learn	
1	To recall the meaning of administrative and constitutional law	PO1,PO2
2	To compare and contrast the concepts of delegated legislation and subordinate legislation	PO3,PO4
3	To illustrate the principles of natural justice and analyses the Various administrative authorities	PO5,PO6
4	To examine the various constitutional and non-constitution abodes in administrative law	PO7,PO8
5	To construct the importance of PIL, its jurisdiction and remedies available in administrative law of India	PO9,PO10
	Text Books	
1	D.P. Mittal (2017), Principles of Constitutional & Administrative Law, Kolkata, Book Corporation Board.	
2	Massey.I.P. (2012), Administrative Law (8 <sup>th</sup> Ed.),New Delhi, Eastern Book Company.	
3	Kesari U.P.D. (2004), Administrative Law, Allahabad, Central Law Publications.	
4	Kailash Rai (2000), Administrative Law, Faridabad, Allahabad Law Agency.	
5	S.P.Sathe (2010), Administrative Law, Nagpur, Lexis Nexis.	
	Reference Books	
1	A.W.Bradley, K.D.Ewing, Christopher Knight (2018), Constitutional and Administrative Law, Pearson Education.	
2	Mangal Chandra Jain Kagzi, Madhusudan Saharay (2014), The Indian Administrative Law, Universal Law Publishing Company.	
3	Wade & C.F.Forsyth (2009), Administrative Law, Oxford, Oxford University Press.	
4	P.IshwarBhatt (2008), Law and Social Transformation, Lucknow, Eastern Book Company.	
5	P.Jain&S.NJain (2013), Principles of Administrative Law, Nagpur, LexisNexis.	
	Web Resources	
1	<a href="https://www.legalserviceindia.com/legal/article-3776-development-of-administrative-law-in-india.html">https://www.legalserviceindia.com/legal/article-3776-development-of-administrative-law-in-india.html</a>	
2	<a href="https://www.india.gov.in/topics/law-justice">https://www.india.gov.in/topics/law-justice</a>	
3	<a href="http://www.legalservicesindia.com/article/643/Administrative-law.html">http://www.legalservicesindia.com/article/643/Administrative-law.html</a>	
4	<a href="https://www.lexisnexis.com/documents/pdf/20090218103837_large.pdf">https://www.lexisnexis.com/documents/pdf/20090218103837_large.pdf</a>	
5	<a href="https://www.academia.edu/5498367/Administrative_Law_in_India">https://www.academia.edu/5498367/Administrative_Law_in_India</a>	

## LOCAL GOVERNANCE IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Local Governance in India</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
1	To critically examine the concepts of Democratic Decentralization										
2	To trace the evolution of local administration in India										
3	To know the salient features and provisions of Constitutional Amendment Acts										
4	To comprehend the in situational mechanism and process of Rural and Urban governance										
5	To review the effectiveness of service delivery mechanism in local governance										
UNIT	Content										No. of Hours
I	Meaning, Nature, Scope and Significance of Local Government – Historical Background and Evolution of Local Self Government in India – Ancient – Mughal – British Legacy – Resolutions of Lord Mayo and Lord Ripon.										<b>6</b>
II	Local Administration in British India–Royal Commission on Decentralization–Government of India Act 1909,1919 and 1935 – Indian Independence Act 1947 – Mahatma Gandhi’s Concept of Local Government– Constitutional Provisions–CDP-NES										<b>6</b>
III	Balwant Rai Mehta Committee, 1957 – Ashok Mehta Committee,1978–G.V.K.Rao Committee–L.M.Singhvi Committee–Salient Features of 73 <sup>rd</sup> Constitutional Amendment Act Composition, Powers and Functions of Gram Sabha–Gram Panchayat– Panchayat Union–Zilla Parishad–District Planning Committee										<b>6</b>
IV	Salient Features of 74th Constitutional Amendment Act-Emergence of various types of Urban Local Bodies – Composition, Powers and Functions of Town Panchayat–Municipalities–Municipal Corporation–Standing Committees-Ward Committees –Role of Executives and Elected Representatives										<b>6</b>
V	Statutory Bodies–State Election Commission–State Finance Commission–Mobilization of Resources–Citizens Charter–Social Audit-Local Bodies Ombudsman–Control over Local Bodies –E–service delivery mechanism										<b>6</b>
<b>Total</b>										<b>30</b>	

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To analyze the concepts and dimensions of local governance in India	PO1,PO2
2	To review and observe the history and growth of local administration from Ancient to the present	PO3,PO4
3	To describe the administrative and political frame work of Rural and Urban local institutions	PO5,PO6
4	To evaluate the relationship of local governance and developmental process	PO7,PO68
5	To appreciate the status of stake holders participation in the decision making process	PO9,PO10
	<b>Text Books</b>	
1	Bidyutchakrabarty, Rajendra Kumar Pandey (2018), Local Government in India, New Delhi, Sage Publications.	
2	Maheswari,S.R.(2013), Local Government in India, Agra, Laksmi Narain Agarwal.	
3	Raghunandan, T.R.(2012),Decentralization and Local Governments: The Indian Experience, New Delhi, Orient Black Swan.	
4	Hoshiar Singh and Pankaj Singh (2011), Indian Administration, New Delhi, Pearson Education.	
5	G.Palanithurai (2004), Dynamics of New Panchayati Raj System in India, New Delhi, Concept Publishing Company.	
	<b>Reference Books</b>	
1	G.Palanithurai (2014), Governance Issues in India, New Delhi, Concept Publishing Company.	
2	P.S.N.Rao (2006), Urban Governance and Management, New Delhi, Kanishka Publishers.	
3	Sachdeva, Pradeep (1993), Urban Local Government and Administration in India, Allahabad, Kitab Mahal.	
4	Sahib Singh(1992),Local Government in India, Jalandhar, New Academic Publications.	
5	Venkataraw Niru Hazaika. V (1995), Local Government, New Delhi, S.Chand Company Pvt.,Ltd.	
	<b>Web Resources</b>	
1	<a href="https://www.researchgate.net/publication/342979067_Genesis_of_Local_Government_Institutions_in_India">https://www.researchgate.net/publication/342979067_Genesis_of_Local_Government_Institutions_in_India</a>	
2	<a href="https://www.igi-global.com/chapter/local-government-in-india/157521">https://www.igi-global.com/chapter/local-government-in-india/157521</a>	
3	<a href="https://www.tandfonline.com/doi/full/10.1080/07352166.2016.1271614">https://www.tandfonline.com/doi/full/10.1080/07352166.2016.1271614</a>	
4	<a href="https://www.routledge.com/Decentralization-Local-Governance-and-Social-Wellbeing-in-India-Do-Local/Mullen/p/book/9781138086449">https://www.routledge.com/Decentralization-Local-Governance-and-Social-Wellbeing-in-India-Do-Local/Mullen/p/book/9781138086449</a>	
5	<a href="https://www.academia.edu/14071868/Local_Governance_in_India">https://www.academia.edu/14071868/Local_Governance_in_India</a>	

## SUPPLY CHAIN MANAGEMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hours	Marks		
									CIA	External	Total
	<b>Supply Chain Management</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To provide a congenial learning and training environment to potential aspirants for gaining deep in sight and for pursuing careers in Logistics and Supply Chain Management.										
C2	To have brief introduction towards the concept of SCM(Supply Chain Management)										
C3	To gain commando the key factors in new business models based one-commerce and an insight into how they affect traditional systems of Logistics Management										
C4	To analyze and organize Global Network Logistics for trade and transport systems, sourcing and procurement and Supply chain management.										
C5	To apply the latest developments in information technology to Logistics and Supply chain management in order to generate greater added value.										
<b>UNIT</b>	<b>Content</b>									<b>No. of Hours</b>	
I	Development of SCM concepts and Definitions–key decision are as –strategic. Supply Chain Management and Key components, External Drivers of Change. Dimensions of Logistics – The Macro perspective and the macro dimension–Logistic system analysis.									<b>4</b>	
II	Sourcing strategy: Manufacturing management–make or buy decision – capacity management – Materials Management – choice of sources– procurement planning.									<b>4</b>	
III	Distribution strategy: Choice of Market–network design–ware house designed operation and distribution planning–transportation – packaging									<b>4</b>	
IV	Inventory Strategy: Demand forecasting–inventory planning– planning of stocking facilities–ware house locational location. Ware house design and operations–inventory norms.									<b>4</b>	
V	Channels of Distribution–Customer Service Strategy: Identification of Service needs, cost of services– revenue Management.									<b>4</b>	
	<b>Total</b>									<b>20</b>	



	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To develop a sound understanding of the important role of supply chain management in today's business environment	PO1,PO2
2	To apply knowledge to evaluate and manage an effective supply chain	PO3,PO4
3	To understand the foundational role of logistics as it relates to transportation and ware housing	PO5,PO6
4	To analyze and improve supply chain processes	PO7,PO68
5	To align the management of a supply chain with corporate goals and strategies	PO9,PO10
<b>Text Books</b>		
1	Chandrasekaran (2023), Supply Chain Management Process, Function and System Supply Chain Management: Process, Function and System, Oxford University Press.	
2	Shah,J.(2009), Supply Chain Management: Text and Cases, NewDelhi, Pearson.	
3	Ramakrishnan Ramanathan,Usha Ramanathan (eds)(2013), Supply Chain Strategies, Issues and Models,London, Springer.	
4	R.P.Mohanty,S.G.Deshmukh, Supply Chain Management Theories & Practices, NewDelhi ,Dream Tech Press.	
5	Chopra, Meindl & Kalra (2016), Supply Chain Management: Strategy, Planning & Operation (6 <sup>th</sup> edition), Pearson Education.	
<b>Reference Books</b>		
1	Michael H.Hugos (2018), Essentials of Supply Chain Management, Wiley	
2	Balram Avittathur, Debabrata Ghosh (2020), Excellence in Supply Chain Management,Taylor & Francis.	
3	Christopher.M(1992),Logistics and Supply Chain Management, London, Pitman Publishing.	
4	Sunil Sharma (2010), Supply Chain Management: Concepts, Practices, and Implementation, Oxford University Press.	
5	C.John Langley,Robert A. Novack, BrianJ. Gibson, John Joseph Coyle (2021), Supply Chain Management: A Logistics Perspective, Cengage Learning Asia Pvt.,Ltd.	
<b>Web Resources</b>		
1	<a href="https://www.researchgate.net/publication/304194361_Supply_Chain_Management">https://www.researchgate.net/publication/304194361_Supply_Chain_Management</a>	
2	<a href="https://www.ibm.com/topics/supply-chain-management">https://www.ibm.com/topics/supply-chain-management</a>	
3	<a href="https://onlinelibrary.wiley.com/journal/1745493X">https://onlinelibrary.wiley.com/journal/1745493X</a>	
4	<a href="https://link.springer.com/10.1007%2F1-4020-0611-X_1022">https://link.springer.com/10.1007%2F1-4020-0611-X_1022</a>	
5	<a href="https://www.tandfonline.com/journals/cjol20">https://www.tandfonline.com/journals/cjol20</a>	

## SOCIAL AUDITING IN INDIA

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hour	Marks		
									CIA	External	Total
	<b>Social Auditing in India</b>	<b>Elective</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To create awareness about social auditing in India										
C2	To assess the physical and financial gaps between needs and resources available for local development.										
C3	To analyze the social Audit Process and Issues.										
4	To enumerate the challenges and issues in conducting Social Audit.										
C5	To know the Innovative Practices in Social Audit										
<b>UNIT</b>	<b>Content</b>										<b>No. of Hours</b>
I	Meaning, Nature and scope and Origin of Social Audit in India – Types of Audit-Financial, Social and Operational Audit–Role and Significance.										<b>4</b>
II	Social Auditing Process–Stages in the Public Policy Cycle–Impact of Social Audition Social Policy.										<b>4</b>
III	Social Audit – Indian Scenario – Schemes of various States under Social Audit Civil Society Participation – Social Audit and RTI – Inadequate Support										<b>4</b>
IV	Social Audit Law–Public Services Social Audit Act–2017–Social Audit Council– Stakeholders– Challenges of Social Audit.										<b>4</b>
V	Social Audit Process -Evaluation – Innovative Practices – Citizen Report Cards, Public Expenditure and Tracking Surveys ( PTE'S)- Citizen Charter–Integrity Parts–Social Media Initiatives–Mechanism of Accountability-Transparency and Democratic Governance.										<b>4</b>
	<b>Total</b>										<b>20</b>

	<b>Course Outcome</b>	<b>Programme Out come</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To appreciate the role and significance of Social Audit in the current scenario.	PO1,PO2
2	To describe the effects of social audit in democratic governance.	PO3,PO4
3	To analyses various Policy decisions keeping in view stakeholders needs.	PO5,PO6
4	To illustrate the extent of efficacy and effectiveness of Social Welfare Programmes for citizens.	PO7,PO68
5	To compare and contrast the Mechanism of Accountability and Transparency and to String then democratic Governance.	PO9,PO10
	<b>Text Books</b>	
1	Mia Mahmudur Rahim, Samuel O. I down (2015), Social Audit Regulation: Development, Challenges and Opportunities, Springer International Publishing.	
2	Carolyn J. Cordery, David C. Hay (2020), Public Sector Audit, Taylor & Francis.	
3	A.K.Shrivastava (2003), Environment Auditing, New Delhi, APH Publishing Corporation.	
4	Dr.Nazia Sultana (2021), Principles and Practice of Auditing, New Delhi, Walnut Publications.	
5	S.SivaRaju (2017), Corporate Social Responsibility in India: Some Empirical Evidence, Springer Singapore.	
	<b>Reference Books</b>	
1	Mathew,G.(Ed.).(2013),Social Audit Status of Panchayati Rajinthe States and Union Territories of India, NewDelhi, Concept Publishing Company.	
2	Mukkamala Vivekananda, S.Sreedharan, Malavika Belavangala (2012), Social Audit of Public Service Delivery in Karnataka, Public Affairs Centre	
3	John Pearce (1996), Social Auditing or Small Organizations: A Work book for Trainers and Practitioners, New Economics Foundation.	
4	Wally Smieliaus k as,MinleiYe,Ping Zhang (2020), Auditing and Society: Research on Audit Practice and Regulations, Taylor &Francis.	
5	David Hay, Marleen Willekens, W.Robert Knechel (eds) (2014), The Rutledge Companion to Auditing, Taylor & Francis.	
	<b>Web Resources</b>	
1	<a href="https://www.darpg.gov.in/sites/default/files/ccadmin12.pdf">https://www.darpg.gov.in/sites/default/files/ccadmin12.pdf</a>	
2	<a href="file:///D:/BPAE%20141/material%20for%20units/10_Social%20Audit%20Training%20Manual.pdf">file:///D:/BPAE%20141/material%20for%20units/10_Social%20Audit%20Training%20Manual.pdf</a>	
3	<a href="http://www.socialaudit.co.nz/overview.html">http://www.socialaudit.co.nz/overview.html</a>	
4	<a href="http://www.accountability.org.uk">http://www.accountability.org.uk</a>	
5	<a href="http://www.cgg.gov.in/core/uploads/2017/07/Social-Audit-Toolkit-Final.pdf">http://www.cgg.gov.in/core/uploads/2017/07/Social-Audit-Toolkit-Final.pdf</a>	

## PERFORMANCE MANAGEMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hours	Marks		
									CIA	External	Total
	<b>Performance Management</b>	NME	Y	-	-	-	2	3	25	75	100
<b>Course Objectives</b>											
C1	To provide an overview of all the concepts, principles, functions and specialized areas of performance management.										
C2	To provide detailed knowledge regarding the various types of performance management resources										
C3	To provide practical in doctrinal exposure to the students to hone their administrative Competencies and business acumen										
C4	To know the importance of employee performance to achieve the organizational goals										
C5	To identify the challenges of performance management appraisal										
UNIT	Content									No. of Hours	
I	Performance management–Introduction & Historical Overview- Basics of Performance Management-Performance Management Issues: Organizational Learning-Performance Management Process									2	
II	Performance management administration: administration of Performance management process, Developing formats and tools, Performance management cycle, Communication of process and follow ups, Performance development interventions, Role of HR Department, Line Managers Employees and the Top management.									2	
III	Performance Appraisal: Methods and System Designs-Graphic Rating Scale; Alternate Ranking Method; Paired Comparison; Force Distribution Method Critical Incident Method; Behaviorally Anchored Rating Scale (BARS); Management by Objective; 360 Degree Appraisal and Customer feedback system. Balanced Score Card									2	
IV	Process, Leadership, and Organizational Issues-Major Error in Performance appraisal: Ambiguous standards, subjectivity and biasness. Halo effects, regency error, leniency error, central tendency, and Attribution error									2	
V	Recent trends and development in Performance Management practice. Legal and ethical issues in performance appraisal.									2	
	<b>Total</b>									<b>10</b>	

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will earn</b>	
CO1	To examine various stages of Performance Management System.	PO1,PO2
CO2	To evaluate how various elements help in shaping effective Performance Management System.	PO3,PO4
CO3	To illustrate how to transform the raw potential of human resources in to performance.	PO5,PO6
CO4	To categorize the types of performance management systems	PO7,PO68
CO5	To synthesize the empowerment to develop belongingness towards the organization.	PO9,PO10
<b>Text Books</b>		
1	A.M.Sharma (2010), Performance Management System, New Delhi, HPH.	
2	Dipak Kumar Bhattacharyya (2011), Performance Management Systems and Strategies, Pearson Education India.	
3	Prem Chadha (2011), Performance Management, New Delhi, Macmillan.	
4	Clive Fletcher, Richard Williams (2016), Appraisal: Improving Performance and Developing the Individual, Taylor & Francis	
5	S.K.Bhatia (2007), Performance Management , New Delhi , Deep and Deep Publications.	
<b>Reference Books</b>		
1	T.V.Rao (2008), Performance Management & Appraisal System , New Delhi, Sage Publications.	
2	A.S.Kohli & T.Deb (2009), Performance Management, New Delhi, Oxford Press.	
3	Aharon E.Tziner, Edna Rabenu (2018), Improving Performance Appraisal at Work: Evolution and Change, United Kingdom, Edward Elgar Publishing.	
4	Herman Aguinis (2009), Performance Management, London, Pearson Education.	
5	ChadhaPrem (2008), Performance Management, New York, Mac Millan.	
<b>Web Resources</b>		
1	<a href="https://www.researchgate.net/publication/337496192_Performance_Management_as_a_System_in_B_G_Shirke_Construction_Technology_Company_Ltd_Pune">https://www.researchgate.net/publication/337496192_Performance_Management_as_a_System_in_B_G_Shirke_Construction_Technology_Company_Ltd_Pune</a>	
2	<a href="https://www.shrm.org/hr-today/trends-and-forecasting/special-reports-and-expert-views/documents/performance-management.pdf">https://www.shrm.org/hr-today/trends-and-forecasting/special-reports-and-expert-views/documents/performance-management.pdf</a>	
3	<a href="http://sjput.in/pdf/hrmiii_pm.pdf">http://sjput.in/pdf/hrmiii_pm.pdf</a>	
4	<a href="https://darpg.gov.in/sites/default/files/Performance_Management.pdf">https://darpg.gov.in/sites/default/files/Performance_Management.pdf</a>	
5	<a href="https://journals.sagepub.com/doi/full/10.1177/1534484318798533">https://journals.sagepub.com/doi/full/10.1177/1534484318798533</a>	

**SEMESTER IV**

**COMPARATIVE PUBLIC ADMINISTRATION**

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hours	Marks		
									CIA	External	Total
	<b>Comparative Public Administration</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To analyze the administrative machinery from a comparative perspective.										
C2	To familiarize students with the structure and process of the administrative systems around The world.										
C3	To examine and compare the political system and its characteristics										
C4	To explore the role of public management system in a democratic framework.										
C5	To assess and evaluate the globalization affects nomad chancery of government in various Countries.										
<b>UNIT</b>	<b>Content</b>									<b>No. of Hours</b>	
I	Introduction: Meaning, Nature and Scope of Comparative Public Administration - Evolution of the Study of Comparative Public Administration – Approaches to the Study of Comparative Public Administration–Traditional-Structural-Behavioral–Functional–System ,Institutional, Ecological and Modern Approach									6	
II	Comparison of law and policy making process: Comparative Study Of Legislature and Policy Making Process in UK,USA and France									6	
III	Function of executive branches: Comparative Study of Executive Branches in UK, US A and France									6	
IV	Methods of judicial system: Comparative Study of Judicial System in UK, US A and France									6	
V	Types of civil service and local governments: Comparative Study of Civil Services in UK,USA and France Comparative Study of Local Government In situation UK, USA and France									6	
	<b>Total</b>									<b>30</b>	

	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To cognize the significance of Comparative Public Administration	PO1,PO2
2	To differentiate the various conceptual approaches in comparative public administration.	PO3,PO4
3	To recognize the Political and Administrative Systems in the developed Countries.	PO5,PO6
4	To compare and appraise the administrative Systems which prevailing the various parts of the world namely U.S.A.,U.K., France.	PO7,PO68
5	To know about the nature and scope of comparative studies.	PO9,PO10
<b>Text Books</b>		
1	Arora, RameshK.(2000), Comparative Public Administration, NewDelhi, Associated Publishing House.	
2	Chandler,J.A. (2014), Comparative Public Administration, New York, Rout legde.	
3	Sewa Singh Dahiya, Ravindra Singh (2012), Comparative Public Administration, NewDelhi, Sterling Publishers.	
4	R.K.Arora and Sangeeta Sharma (1992), Comparative and Development Administration: Ideas and Actions (ed.), Jaipur, Arihand Centrefor Administrative Change.	
5	T.N.Chaturvedi (2003), Comparative Public Administration, Jaipur, College Book Depot.	
<b>Reference Books</b>		
1	Farazmand, Ali (2019), Handbook of Comparative and Development Public Administration, United Kingdom, CRC Press.	
2	Ferrel Heady (ed.) (1978), Comparative Public Administration, Michigan, Michigan University.	
3	Sabine Kuhlmann, Hellmut Wollmann (2019), Introduction to Comparative Public Administration: Administrative Systems and Reforms in Europe, (2 <sup>nd</sup> Edition), Edward Elgar.	
4	Eric E.Otenyo, Lawrence R.Jones, Nancy S. Lind (2006), Comparative Public Administration: The Essential Readings, Emerald Group Publishing Limited.	
5	Fred W. Riggs (1964), Administration in Developing Countries: The theory of Prismatic Society, Boston, Houghton Mifflin.	
<b>Web Resources</b>		
1	<a href="https://www.ignouassignmentguru.com/bpac-107-english-study-material-download/">https://www.ignouassignmentguru.com/bpac-107-english-study-material-download/</a>	
2	<a href="https://onlinelibrary.wiley.com/doi/10.1111/puar.13373">https://onlinelibrary.wiley.com/doi/10.1111/puar.13373</a>	
3	<a href="http://eflorakkl.in/staff/uploads/sem2%20cpa%20unit2.pdf">http://eflorakkl.in/staff/uploads/sem2%20cpa%20unit2.pdf</a>	
4	<a href="https://unacademy.com/content/upsc/study-material/public-administration/comparative-public-administration/">https://unacademy.com/content/upsc/study-material/public-administration/comparative-public-administration/</a>	
5	<a href="https://www.khoji.net/bpac-107-study-material">https://www.khoji.net/bpac-107-study-material</a>	

## RESEARCH METHODS IN PUBLIC ADMINISTRATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hours	Marks		
									CIA	External	Total
	<b>Research Methods in Public Administration</b>	<b>Core</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>6</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To identify and examine the key elements and components of social science research										
C2	To give focus to the research with the exhaustive review of literature available on the research problem										
C3	To assess the validity of research in the field of Public Administration										
C4	To evaluate the research methods used in Public Administration.										
C5	To acquaint students with distinct research methods and tools.										
<b>UNIT</b>	<b>Content</b>									<b>No. of Hours</b>	
I	Research Methodology: Meaning, Scope and Objectives, Types of research, Problem definition, Operationalizing the research problem, formulation of hypothesis-relevance of Research for decision making in various functional areas of Administration Traditional methods of Inquiries: Philosophical, Historical, Legal and Institutional									<b>6</b>	
II	Social Science Research: Choosing the appropriator search mode—desk research, exploratory, descriptive and conclusive research,-Experimental research design-case study method, Scientific methods in social science research—Problems of Values in Social Science research.									<b>6</b>	
III	Research Design: Definition, Essentials of Research Design, Significance, Kinds of Research Designs—Data Collection: Sources: Primary and Secondary, Methods: Observation, Survey, Questionnaire Schedule and Interview, Case Study, Panel Study.									<b>6</b>	
IV	Sampling: Principles, process and types of sampling-Scaling: Techniques, Types and Comparison of measurement scales									<b>6</b>	
V	Data Processing: Steps in Data Processing, Tools and Techniques, Data Analysis, Data Interpretation. Report/Thesis Writing Current Trends and Ethical Issues in research—Citation methods and rules-									<b>6</b>	



		Plagiarism and self-Plagiarism – significance of theoretical contribution (Social Issue /s theoretical perspective)	
		<b>Total</b>	<b>30</b>
		<b>Course Outcome</b>	<b>Program meOutcome</b>
<b>CO</b>		<b>On completion of this course, students will earn</b>	
1		To demonstrate theoretical and practical understanding of the types and basic differences among descriptive, quasi-experimental, And experimental research methods and designs.	PO1,PO2
2		To practice qualitative and quantitative research data collection techniques, including observation, interviews, and document analysis, etc.	PO3,PO4
3		To articulate the epistemological assumptions underlying Qualitative and quantitative research methods, including the competing paradigms in research.	PO5,PO6
4		To develop the proficiency in using SPSS.	PO7,PO68
5		To evaluate the appropriate ness and quality of questionnaires, interviews, and other data collection methods.	PO9,PO10
		<b>Text Books</b>	
1		Kothari. C.R.(2014),Research Methodology: Methods and Techniques (second revised edition), New Delhi, New Age International Publication.	
2		Priyaranjan Dash (2011), Research Methodology, New Delhi, Vrinda Publications.	
3		Mukul Gupta(2011), Research Methodology, New Delhi, Rekha Printers.	
4		Hitesh Gupta (2011), Research Methodology, New Delhi, International Book House.	
5		Garbich Carol (2004), New Approached sin Social Research, New Delhi, Sage Publication.	
		<b>Referen ce Books</b>	
1		Anthony,M.,Graziano,A.M. and Raul in, M.L.(2009), Research Methods: A Process of Inquiry, A llyn and Bacon.	
2		Garg,B.L., Karadia, R., Agarwal, F. and Agarwal, U.K(2002),An Introduction to Research Methodology, Jaipur, RBSA Publishers.	
3		Sinha, S.C. and Dhiman, A.K.(2002), Research Methodology, New Delhi, Ess Publications.	
4		Trochim,W.M.K.(2005),ResearchMethods:TheConciseKnowledgeBase,Ohio,AtomicDogPublishing.	
5		Bailey Kenneth.D. (1982),Methods of Social Research, New York, The Free Press.	

		<b>Web Resourc es</b>
1		<a href="https://www.iium.edu.my/centre/cps/online-materials-for-research-methodology-course">https://www.iium.edu.my/centre/cps/online-materials-for-research-methodology-course</a>
2		<a href="https://study.sagepub.in/kumar_rm4e">https://study.sagepub.in/kumar_rm4e</a>
3		<a href="http://www.ahc.umn.edu/img/assets/26104/Research_Ethics.pdf">http://www.ahc.umn.edu/img/assets/26104/Research_Ethics.pdf</a>
4		<a href="https://www.academia.edu/20126178/Syllabus_Research_Methods_in_Public_Administration">https://www.academia.edu/20126178/Syllabus_Research_Methods_in_Public_Administration</a>
5		<a href="https://www.researchgate.net/publication/286674858_Research_Methods_in_Public_Administration_and_Public_Management_An_introduction">https://www.researchgate.net/publication/286674858_Research_Methods_in_Public_Administration_and_Public_Management_An_introduction</a>

## POLITICAL ECONOMY OF INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	<b>Political Economy in India</b>	<b>Elective</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1		To explain the basic concepts of political economy in India.									
C2		To assess the impact of politics on the formulation of policies and general economic development.									
C3		To examine the political economy perspective on Economic growth and development									
C4		To discuss development histories, contemporary economic issues, and also future economic challenges.									
C5		To compare and contrast different theories and ideologies which work as a base for economic systems.									
<b>UNIT</b>		<b>Content</b>								<b>No. of Hours</b>	
I		Introduction: Meaning, Nature, Scope and Importance of Political economy Evolution of the debate over the role and ramifications of the British colonial rule for India's economy.								<b>4</b>	
II		India's population/demography since Independence- Broad features-major trends-regional dimensions.								<b>4</b>	
III		Planning in India up to 1991 - Historical roots, evolution of plan models, Planning Commission Five Year Plans-limitations and lessons.								<b>4</b>	
IV		Poverty and inequality in India-Diversity of measures and estimates -debates over the trends in the post-liberalization period – poverty alleviation programmes and REG Sand their efficacy; Self-Help Groups.								<b>4</b>	
V		Reforms/Liberalization in India –Political and Economic impact of LPG – Rise of Anti - Reform Movements – Pro- active Approaches of the Government Role of market, state and planning in India's development and its future-NITI AAYOG								<b>4</b>	
		<b>Total</b>								<b>20</b>	
		<b>Course Outcome</b>								<b>Program me Outcom</b>	

			e
<b>CO</b>		<b>On completion of this course, students will learn</b>	
1		To cognize out with India's economic evolution from the prism of state and market interaction since independence.	PO1,PO2
2		To formulate and communicate rigorous arguments, so that students can develop a strong sense of potential for further research on.	PO3,PO4
	<b>India's development from political economy perspective</b>		
3		To develop analytical skills of measuring the political dimensions of economic out put and policy.	PO5,PO6
4		To evaluate the relevance of different stake holders in formulating political economy of any country.	PO7,PO8
5		To appraise the historical trajectories and contemporary challenges in the way towards a global political economic framework.	PO9,PO10
	<b>Text Books</b>		
1	R.Nagaraj, Sripad Motiram (eds) (2017), Political Economy of Contemporary India, Cambridge University Press.		
2	RajuJ Das (2021), The Political Economy of New Indi a, Critical Essays, Aakar Books.		
3	M. Govinda Rao, Nirvikar Singh(2006), The Political Economy of Federalism in India, OUP India.		
4	Bardhan.P (1999), The Political Economy of Development in India, Oxford, OUP Catalogue.		
5	Nooruddin.I (2011), Coalition Politics and Economic Development: Credibility and the Strength of Weak Governments, Cambridge, Cambridge University Press.		
	<b>Reference Books</b>		
1	RahulMukherji(2010), India's Economic Transition-The Politics of Reforms, Oxford University Press.		
2	Bagchi. A(1982), The Political Economy of Under development, Cambridge, Cambridge University Press.		
3	Matthew Mc Cartney (2009), Political Economy, Growth and Liberalization in India, 1991-2008, Taylor & Francis.		
4	Francine R. Frankel (2006), India's Political Economy: The Gradual Revolution (1947-2004), OUP India.		
5	Rob Jenkins (1999), Democratic politics and economic reform in India, Cambridge University Press.		
	<b>Web Resources</b>		
1	<a href="https://www.cambridge.org/core/books/political-economy-of-contemporary-india/590052789AF35F236577515F7FF998B1">https://www.cambridge.org/core/books/political-economy-of-contemporary-india/590052789AF35F236577515F7FF998B1</a>		
2	<a href="https://www.jstor.org/stable/4419281">https://www.jstor.org/stable/4419281</a>		
3	<a href="https://study.sagepub.in/ghosh_ipe">https://study.sagepub.in/ghosh_ipe</a>		
4	<a href="https://academic.oup.com/book/7654/chapter/152692435">https://academic.oup.com/book/7654/chapter/152692435</a>		

**PROJECT WITH VIVA VOCE**

5	<a href="https://www.routledge.com/Understanding-Indias-New-Political-Economy-A-Great-Transformation/Ruparelia-Reddy-Harriss-Corbridge/p/book/9780415598118">https://www.routledge.com/Understanding-Indias-New-Political-Economy-A-Great-Transformation/Ruparelia-Reddy-Harriss-Corbridge/p/book/9780415598118</a>
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**COLLABORATIVE GOVERNANCE**

Course Code	Course Name	C at eg	L	T	P	S	C re	In st.	Marks		
									CIA	External	Total
	<b>Collaborative Governance</b>	<b>SEC</b>	<b>Y</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Course Objectives</b>											
C1	To provide a foundation in understanding the concepts, theories and institutional arrangements of Collaborative Governance										
C2	To develop the skills necessary for effective inter-sectorial policy development, planning, And management.										
C3	To compare the structure, procedures, and goals of various types of inter-sectorial collaboration.										
C4	To classify the role of Stake-Holders in the Policy making Process.										
C5	To design and facilitate inter- sectorial consensus-building processes.										
UNIT	Content									No.ofHours	
I	Introduction: Collaborative government: meaning, dimensions, drivers and outcomes; Governing through collaboration; changing nature of government: network governance.									2	
II	The reality of collaboration: Realizing the Advantage or Disadvantages; Stories of collaborative success; Collaborative governance: the community sector and collaborative network governance.									2	
III	Collaboration: Crisis and Challenges: Collaborating in a crisis; The PPP phenomenon; Private Roles for Public Goals; Rationales and Reservations; The Delegator's Dilemma.									2	
IV	Forms of Collaboration: Collaboration for Productivity; Collaboration for Information; Collaboration for Legitimacy; Collaboration for Resources.									2	

V	Ways Forward: Tasks and Tools; Getting Collaboration Right; Forging the Future: Pay offs and Perils.	2
	<b>Total</b>	<b>10</b>
	<b>Course Outcome</b>	<b>Programme Outcome</b>
<b>CO</b>	<b>On completion of this course, students will learn</b>	
1	To demonstrate the Importance of Collaboration for Good Governance.	PO1,PO2
2	To evaluate the various Theories and Practices.	PO3,PO4
3	To examine the nuances of Conflict Analysis and Assessment.	PO5,PO6
4	To compare and contrast the link between Collaborative, Policy Networks and New Political Economy.	PO7,PO68
5	To critically evaluate the policy making mechanism to enhance government performance.	PO9,PO10
	<b>Text Books</b>	
1	DavidE.McNabb,CarlR. Swenson (2021), Collaboration in Government: Forms and Practices, Taylor & Francis.	
2	Donahue, J. D., & Zeckhauser, R. J. (2012), Collaborative Governance: Private Roles for Public Goalsin Turbulent Times, Princeton University Press.	
3	Yuko Aoyama and Balaji Parthasarathy (2016), The Rise of the Hybrid Domain: Collaborative Governance for Social Innovation, Cheltenham, UK: Edward Elgar.	
4	AnkaKekez, Michael Howlett (2019), Collaboration in Public Service Delivery: Promise and Pitfalls, Edward Elgar Publishing Company.	
5	Thomas (2012),Citizen,Customer,Partner: Engaging the Public in PublicManagement.	
	<b>ReferenceBooks</b>	
1	Stephen Greenwood, LaurelSinger, WendyWillis (2021), Collaborative Governance: Principles, Processes, and Practical Tools, Taylor & Francis	
2	Sotirios Koussouris, Yannis Charalabidis (2012), Empowering Open and Collaborative Governance: Technologies and Methods for Online Citizen Engagement in Public PolicyMaking,Springer, Berlin Heidelberg.	
3	Kirk Emerson, Tina Nabatchi (2015), Collaborative Governance Regimes, Georgetown University Press	
4	Carmen Sirianni (2010), Investing in Democracy: Engaging Citizens in Collaborative Governance, Brookings Institution Press.	
5	JacobTorfing(2016),Collaborative Innovation in the Public Sector, George town University Press.	
	<b>Web Resources</b>	
1	<a href="https://sites.duke.edu/niou/files/2011/05/Ansell-and-Gash-Collaborative-Governance-in-Theory-and-Practice.pdf">https://sites.duke.edu/niou/files/2011/05/Ansell-and-Gash-Collaborative-Governance-in-Theory-and-Practice.pdf</a>	
2	<a href="https://sk.sagepub.com/reference/hdbk_governance/n25.xml">https://sk.sagepub.com/reference/hdbk_governance/n25.xml</a>	
3	<a href="https://www.academia.edu/12890329/Collaborative_Governance_in_Theory_and_Practice">https://www.academia.edu/12890329/Collaborative Governance in Theory and Practice</a>	

4	<a href="https://www.jstor.org/stable/41317401">https://www.jstor.org/stable/41317401</a>
5	<a href="https://academic.oup.com/book/11955/chapter/161173707">https://academic.oup.com/book/11955/chapter/161173707</a>