ALAGAPPA UNIVERSITY

(A State University Established in 1985)

Karaikudi - 630003. Tamil Nadu, India

FACULTY OF ARTS

DEPARTMENT OF POLITICS AND PUBLIC ADMINISTRATION

M.A., PUBLIC ADMINISTRATION

REGULATIONS AND SYLLABUS

(For the candidates admitted from the Academic Year 2022 - 2023)

DEPARTMENT OF POLITICS AND PUBLIC ADMINISTRATION
M.A. PUBLIC ADMINISTRATION

REGULATIONS AND SYLLABUS
[For the candidates admitted from the Academic Year 2022 – 2023 onwards]

ALAGAPPA UNIVERSITY

(A State University Accredited with "A+" grade by NAAC (CGPA: 3.64) in the Third Cycle and
Graded as Category-I University by MHRD-UGC)
Karaikudi -630003, Tamil Nadu.

THE PANEL OF MEMBERS- BROAD BASED BOARD OF STUDIES

S. No.	Name and Address of the Member		
1.	**Chairperson /Convener:** Dr. S.Prabhu, Assistant Professor and Head i/c Faculty of Arts, Department of Politics and Public Administration, Alagappa University, Karaikudi. Mobile No:6385467085 Email.id: prabhus@alagappauniversity.ac.in Chairperson /Convener		
2.	**Foreign Expert:** Dr.Amir Mohammad Nasrullah, Professor and Chairman, Department of Public Administration, University of Chittagong, Chittagong – 4331 Bangladesh. Ph:00880 1711 307197; 00880 1764 722258 amir.nasarulla@cu.ac.bd amir.m.nasarulla@gmail.com		
3.	**Subject Expert** : Dr.C.Aruna Jyothy, Professor and Head, Department of Public Administration, Osmania University. Ph:09866482357 Email id: arunajc5@gmail.com		
4.	**Subject Expert**: Dr.R.Mathaiyan, Professor, Department of Public Administration, IDE, University of Madras, Chennai – 600 005. Ph:9444256817 Email id: mathaiyanr@gmail.com		
5.	**Industry Expert**: Ms.Vaanathi, Joint Director, (Mahalir Thittam) Department of Rural Development and Panchayat Raj, Sivaganga District, Government of Tamil Nadu Email id: dpiu_svga@yahoo.com Ph:8825427706		
6.	Dr.K.Senthil Kumar, Associate Professor, Department of Politics & Public Administration, Alagappa University, Karaikudi – 630003. Email id: drkskau@gmail.com Mob:7358344840	Internal Member	
7.	Dr.V.Sivakumar, Director, CurriculumDesign and Development Cell, Algappa University, Karaikudi.	Ex-Officio Member	

ALAGAPPA UNIVERSITY
DEPARTMENT OF POLITICS AND PUBLIC ADMINISTRATION
Karaikudi -630003, Tamil Nadu.

REGULATIONS AND SYLLABUS - (CBCS-University Department)
[For the candidates admitted from the Academic Year 2022 – 2023 onwards]

Name of the Department   : Politics and Public Administration

Name of the Programme   : M.A., Public Adminstration

Duration of the Programme   : Full Time (Two Years)

Choice-Based Credit System
A choice-Based Credit System is a flexible system of learning. This system allows students to gain Remember at their own tempo. Students shall decide on electives from a wide range of elective courses offered by the University Departments in consultation with the Department committee. Students undergo additional courses and acquire more than the required number of credits. They can also adopt an inter-disciplinary and intra-disciplinary approach to learning, and make the best use of the expertise of available faculty.

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

Courses
'Course' is a component (a paper) of a programme. Each course offered by the Department is identified by a unique course code. A course contains lectures/ tutorials/laboratory work/seminar/project work / practical training/report writing /Viva-voce, etc or a combination of these, to meet effectively the teaching and learning needs.

Credits
The Term "Credit" refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. Normally in each of the courses credits will be assigned on the basis of the number of lectures/tutorials/laboratory and other forms of learning required to complete the course contents in a 15-week schedule. One credit is equal to one hour of lecture per week. For laboratory/field work one credit is equal to two hours.

Semesters
An Academic year is divided into two **Semesters.** In each semester, courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for conduct of examination and evaluation purposes. Each week has 30 working hours spread over 5 days a week.

Medium of instruction
English

Departmental Committee

The Departmental Committee consists of the faculty of the Department. The Departmental Committee shall be responsible for admission to all the programmes offered by the Department including the conduct of entrance tests, verification of records, admission, and evaluation. The Departmental Committee determine the deliberation of courses and specifies the allocation of credits semester-wise and course-wise. For each course, it will also identify the number of credits for lectures, tutorials, practicals, seminars etc. The courses (Core/Discipline Specific Elective/Non-Major Elective) are designed by teachers and approved by the Departmental Committees. Courses approved by the Departmental Committees shall be approved by the Board of Studies. A teacher offering a course will also be responsible for maintaining attendance and performance sheets (CIA -I, CIA-II, assignments and seminar) of all the students registered for the course. The Non-major elective programme and MOOCs coordinator are responsible for submitting the performance sheet to the Head of the department. The Head of the Department consolidates all such performance sheets of courses pertaining to the programmes offered by the department. Then forward the same to be Controller of Examinations.

Programme Educational Objectives- (PEO)

PEO-1	To develop strong minded graduates with high quality skills and capabilities arising from need for more efficient and effective public administration
PEO-2	To equip students to understand concept, theories, principles, skills, techniques, policy and governance of public administration
PEO-3	To promote administrative reforms and government structures, procedures, processes for citizen centric governance
PEO-4	To analyze public policies, programmes and problems and issues critically and make pertinent recommendations
PEO-5	To design and develop training programmes for capacity building of civil servants and elected representatives of local self-governance institutions.
PEO-6	To train up students to play active role in public administration leadership and public service management positions at State, Central and International level
PEO-7	To acquire practical knowledge and understanding of various research methods and models which are contributed to the policy making process.
PEO-8	To gain knowledge on Public Enterprises and its impact in the context of Liberalization, Privatization and Globalization
PEO-9	To gain knowledge on administrative reforms and government structures, procedures, processes for citizen centric governance
PEO-10	To acquire knowledge of natural justice, administrative law and adjudication, Human rights institutions & its enforcement

Programme Specific Objectives-(PSO)

PSO-1	To understand the governance of the large scale government organizations in various socio- economic and political settings
PSO-2	To build up the students with strong foundation in theoretical and practical dimension of Public Administration in order to promote values and ethics in public services.
PSO-3	To impart knowledge in research methodology and its application in order to understand the problems relevant to the governance of a country.
PSO-4	To promote modern management practices and reforms through E- governance
PSO-5	To understand and analyse the policies, programmes, issues and challenges which are associated with the governance of a country and make pertinent recommendations

Programme Outcome-(PO)

PO-1	Graduates will demonstrate basic understanding of **theories, concepts and practices relevant to Public Administration and its allied fields**
PO-2	Graduates will acquire **critical thinking and problem solving skills applied in public service realm.**
PO-3	Graduates will acquire knowledge about **good governance practices, public grievances and redressal mechanism, administrative and legal framework of various Modern Nation States and International Organisations**.
PO-4	Graduates will acquire appropriate skills to be able to **administer public programmes in public management**
PO-5	Graduates will acquire capacity to become an **ethical and effective manager** with appropriate communication skills in public service
PO-6	Graduates will understand and analyze the **policies, programmes, issues and challenges** which are associated with the **governance of a country**
PO-7	Graduates will acquire practical knowledge and understanding of various **research methods and models** which are contributed to the **policy making process.**
PO-8	Graduates will gain knowledge of **Public Enterprises and its impact** in the context of **Liberalization, Privatization and Globalization**
PO-9	Graduates will gain knowledge on administrative reforms and government structures, procedures, processes for **citizen centric governance**
PO-10	Graduates will acquire knowledge of **natural justice, administrative law and adjudication, Human rights institutions** & its enforcement

Programme Specific Outcome (PSO)

PSO-1	Graduates will understand the governance of the large scale government organizations in various socio- economic and political settings
PSO-2	Students will get strong foundation in theoretical and practical dimension of Public Administration in order to promote values and ethics in public services.
PSO-3	Graduates will acquire knowledge in research methodology and its application in order to understand the problems relevant to the governance of a country.
PSO-4	Graduates will demonstrate modern management practices and reforms through E- governance
PSO-5	Graduates will analyse the policies, programmes, issues and challenges associated with the governance of a country and make pertinent recommendations

Eligibility for admission

A candidate should have passed any under graduate degree recognized by UGC

Minimum Duration of programme

The programme is for a period of two years. Each year shall consist of two semesters viz. Odd and Even semesters. Odd semesters shall be from June / July to October / November and even semesters shall be from November / December to April / May. Each semester there shall be 90 working days consisting of 6 teaching hours per working day (5 days/week).

Components

A PG programme consists of a number of courses. The term "course" is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of the courses suggested for the PG programmes:

A. Core courses (CC)- "Core Papers" means "the core courses" related to the programme concerned including practical and project work offered under the programme and shall cover Core competency, critical thinking, analytical reasoning, and research skill.

B. Discipline-specific electives (DSE) means the courses offered under the programme related to the major but are to be selected by the students, and shall cover additional academic Remember, critical thinking, and analytical reasoning.

C. Non-Major Electives (NME)- Exposure beyond the discipline
  ➢ Students have to undergo a total of Non-Major Elective courses with 2 credits offered by other departments (one in II Semester and another in III Semester)
  ➢ A uniform time frame of 3 hours on a common day (Tuesday) shall be allocated for the Non-Major Electives
  ➢ Non-Major Elective courses offered by the departments pertaining to a semester should be announced before the end of the previous semester.

➢ Registration process: Students have to register for the Non-Major Elective course within 15 days from the commencement of the semester either in the department or NME portal (University website).

D. Self Learning Courses from MOOCs platforms.
  ➢ MOOCs shall be voluntary for the students.
  ➢ Students have to undergo a total of 2 Self Learning Courses (MOOCs) one in II semester and another in III semesters.
  ➢ The actual credits earned through MOOCs shall be transferred to the credit plan of programmes as extra credits. Otherwise 2 credits/course be given if the self Learning Course (MOOCs) is without credit.
  ➢ While selecting the MOOCs, preference shall be given to the course related to employability skills.

E. Projects / Dissertation /Internships (Maximum Marks: 200)
  The student shall undertake the Project/Dissertation/internship during the fourth semester.

➢ **Plan of work**
Project/Dissertation
The candidate shall undergo Project/Dissertation Work during the final semester. The candidate should prepare a scheme of work for the dissertation/project and should get approval from the guide. The candidate, after completing the dissertation /project work, shall be allowed to submit it to the university departments at the end of the final semester. If the candidate is desirous of availing the facility from other departments/universities/laboratories/organizations they will be permitted only after getting approval from the guide and HOD. In such a case, the candidate shall acRemember the same in their dissertation/project work.

  ➢ **Format to be followed for dissertation/project report**
  The format /certificate for thesis to be followed by the student are given below
    ➢ Title page
    ➢ Certificate
    ➢ Acknowledgment
    ➢ Content as follows:

Chapter No	Title	Page number
1	Introduction	
2	Aim and objectives	
3	Review of literature	
4	Materials and methods	
5	Result	
6	Discussion	
7	Summary	
8	References	

➢ **Format of the title page**

Title of Dissertation/Project work

Dissertation submitted in partial fulfilment of the requirement for the degree of Master of Science in _____to the Alagappa University, Karaikudi - 630003.

By
(Student Name)
(Register Number)
University Logo

Department of ---

Alagappa University

(A State University Accredited with "A+" grade by NAAC (CGPA: 3.64) in the Third Cycle and Graded as Category-I University by MHRD-UGC, 2019: QS ASIA Rank-216, QS BRICS Rank-104, QS India Rank-20)
Karaikudi - 630003
(Year)

➢ **Format of certificates-**

Certificate -Guide

This is to certify that the thesis entitled "---" submitted to Alagappa University, Karaikudi-630 003 in partial fulfilment for the degree of Master of Science in ----------- by Mr/Miss --------------------(Reg No:--------------) under my supervision. This is based on the results of studies carried out by him/her in the Department of-------------------------, Alagappa University, Karaikudi-630 003. This dissertation/Project or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar titles or record of any University or Institution.

Place: Karaikudi
Date:_____

Research Supervisor

Certificate - (HOD)

This is to certify that the thesis entitled **"---"** submitted by **Mr/Miss -----------------(Reg No: --------------)** to the Alagappa University, in partial fulfilment for the award of the degree of **Master of --------**in **---------------** is a bonafide record of research work done under the supervision of **Dr.------------------,** Assistant Professor, Department of------------------------, Alagappa University. This is to further certify that the thesis or any part thereof has not formed the basis of the award to the student of any degree, diploma, fellowship, or any other similar title of any University or Institution.

Place: Karaikudi

Date:_____

Head of the Department

Declaration (student)

I hereby declare that the dissertation entitled **"-------------------------------------"** submitted to Alagappa University for the award of the degree of Master of -------- in ------------- has been carried out by me under the guidance of **Dr. ------------------,** Assistant Professor, Department of---------------------------, Alagappa University, Karaikudi – 630 003. This is my original and independent work and has not previously formed the basis of the award of any degree, diploma, associateship, fellowship, or any other similar title of any University or Institution.

Place: Karaikudi

Date:_____

(--------------)

Internship

The students shall undergo Internship / industrial training in the reputed organizations for minimum of two weeks to acquire industrial Remember during the summer vacation of second semester. The students have to find industry related to their discipline (Public limited/Private Limited/owner/NGOs etc.,) in consultation with the faculty in charge/Mentor and get approval from the Head of the Department and Departmental Committee before going for an internship / industrial training.

Format to be followed for Internship report

The format for internship report to be followed by the student are given below

- ➤ **Format of the title page**

Title of internship report

Internship report submitted in partial fulfillment of the requirement for the Master of Science in Fisheries Science to the Alagappa University, Karaikudi -630003.

By
(Student Name)
(Register Number)
University Logo

Department of _____

Alagappa University
(A State University Accredited with "A+" grade by NAAC (CGPA: 3.64) in the Third
Cycle and Graded as Category-I University by MHRD-UGC, 2019: QS ASIA Rank-
216, QS BRICS Rank-104, QS India Rank-20)
Karaikudi - 630003
(Year)

Format of certificate

(Faculty in-charge)

This is to certify that the internship report entitled "---" submitted to Alagappa University, Karaikudi-630 003 in partial fulfilment for the Master of Science in _____by Mr/Miss ------------------------------- (Reg. No.:------------) under my supervision. This is based on the work carried out by him/her in the organization M/S ------------------------. This Internship report or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar record of any University or Institution.

Place:
Date:_____

Research Supervisor

(HOD)

This is to certify that the Internship report entitled "-------------------------" submitted by Mr./Miss.------------------------------ (Reg No:------------------) to the Alagappa University, in partial fulfilment for the award of the Master of Science in _____is a bonafide record of Internship report done under the supervision of ----------------------, Assistant Professor, Department of ----------------------, Alagappa University and the work carried out by him/her in the organization M/S ------------------------. This is to further certify that the thesis or any part thereof has not formed the basis of the award to the student of any degree, diploma, fellowship, or any other similar title of any University or Institution.

Place: Karaikudi
Date:_____

Head of the Department

(Company supervisor or Head of the Organization)

This is to certify that the Internship report entitled "---" submitted to Alagappa University, Karaikudi-630 003 in partial fulfilment for the Master of Science in _____by Mr./Miss -------------------- (Reg No:------------) under my supervision. This is based on the work carried out by him/her in our organization M/S ------------------------- for the period of ------. This Internship report or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar record of any University or Institution.

Place:
Date:_____

Supervisor or In charge

Declaration (student)

I hereby declare that the Internship Report entitled "-------------------------" submitted to the Alagappa University for the award of the Master of Science in _____has been carried out by me under the supervision of--------------, Assistant Professor, Department of----------------------, Alagappa University, Karaikudi – 630 003. This is my original and independent work carried out by me in the organization M/S ------------------------- for the period of ------ and has not previously formed the basis of the award of any degree, diploma, associateship, fellowship, or any other similar title of any University or Institution.

Place: Karaikudi   (-------------)
Date:_____

➢ Acknowledgment
➢ Content as follows:

Chapter No.	Title	Page No.
1	Introduction	
2	Aim and objectives	
3	Organisation profile / details	
4	Methods / Work	
5	Observation and Remember gained	
6	Summary and outcome of the Internship study	
7	References	

Field Visit

The students shall undergo Field Visits to various aquaculture farms, fish landing centers, sea food processing industries, Research Institutes, ship building industries etc. to acquire industrial and practical Remember during the first semester.

Format to be followed for Field Visit report

The format for Field Visit report to be followed by the student are given below

➢ **Format of the title page**

Field Visit report

submitted in partial fulfilment of the requirement for the Master of Science in _____to the Alagappa University, Karaikudi -630003.

By
(Student Name)
(Register Number)
University Logo
Department of _____

Alagappa University
(A State University Accredited with "A+" grade by NAAC (CGPA: 3.64) in the Third Cycle and Graded as Category-I University by MHRD-UGC, 019: QS ASIA Rank- 216, QS BRICS Rank-104, QS India Rank-20)
Karaikudi - 630003
(Year)

- **Format of certificate**

(HOD)

This is to certify that the Field Visit report submitted by Mr./Miss ---------------------------- (Reg No:-------------------) to the Alagappa University, in partial fulfilment for the award of the Master of Science in _____is a bonafide record of Field Visit reports carried out by him/her during -------------------------. This is to further certify that the report or any part thereof has not formed the basis of the award to the student of any degree, diploma, fellowship, or any other similar title of any University or Institution.

Place: Karaikudi   Head of the Department

Date:_____

Declaration (student)

I hereby declare that the Field Visit Report submitted to the Alagappa University for the award of the Master of Science in _____has been carried out by me. This is my original and independent work carried out by me during ------ and has not previously formed the basis of the award of any degree, diploma, associateship, fellowship, or any other similar title of any University or Institution.

Place: Karaikudi   (-------------)

Date:_____

- Acknowledgment
- Content as follows:
-

S. No.	Date	Field Visit	Page No.	Signature
1				
2				

No. of copies of the dissertation/internship report

The candidate should prepare three copies of the dissertation report and submit the same for the evaluation of examiners. After evaluation, one copy will be retained in the department library, one copy will be retained by the guide and the student shall hold one copy. The candidate should prepare one copy of the field visit/internship report and submit the same for the evaluation of examiners

Teaching methods

Lecture Method and Group Discussion

Attendance

Students must have earned 75% of attendance in each course for appearing for the examination. Students who have earned 74% to 70% of attendance need to apply for condonation in the prescribed form with the prescribed fee. Students who have earned 69% to 60% of attendance need to apply for condonation in the prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the End Semester Examination (ESE). They shall re-do the semester(s) after completion of the programme

Examination

The examinations shall be conducted separately for theory and practical's to assess (remembering, understanding, applying, analysing, evaluating, and creating) the Remember required during the study. There shall be two systems of examinations viz., internal and external examinations. The internal examinations shall be conducted as Continuous Internal Assessment tests I and II (CIA Test I & II).

A. Internal Assessment

The internal assessment shall comprise a maximum of 25 marks for each subject. The following procedure shall be followed for awarding internal mark

Theory – 25 Marks

Sl.No	Content	Marks
1.	Average marks of two CIA test	15
2.	Seminar/group discussion/quiz	5
3.	Assignment/field trip report/case study report	5
	Total	25

A. External Examination

➢ There shall be examinations at the end of each semester, for odd semesters in the month of October / November; for even semesters in April / May.

➢ A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in Practical shall be permitted to take their arrear Practical examination only along with Regular Practical examination in the respective semester.

➢ A candidate should get registered for the first-semester examination. If registration is not possible owing to a shortage of attendance beyond condonation limit/regulation prescribed OR belated joining OR on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the programme.

➢ For the Project Report/ Dissertation Work the maximum marks will be 100 marks for project report evaluation and for the Viva-Voce it is 75 marks

➢ For the Internship the maximum marks will be 50 marks for project report evaluation and for the Viva –Voce it is 25 marks.

➢ Viva-Voce: Each candidate shall be required to appear for the Viva-Voce Examination (in defense of the Dissertation Work / Internship).

B. *Scheme of External Examination (Question Paper Pattern)*
Theory - Maximum 75 Marks

Section A	10 questions. All questions carry equal marks. (Objective-type questions)	10 x 1 = 10 Marks	10 questions – 2 each from every unit
Section B	5 questions Either / or type like 1.a (or) b. All questions carry equal marks	5 x 5 = 25	5 questions – 1 each from every unit
Section C	5 questions Either / or type like 1.a (or) b. All questions carry equal marks	5 x8 = 40	5 questions – 1 each from every unit

Results
The results of all the examinations will be published through the Department where the student underwent the course as well as through University Website

Passing minimum
➤ A candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the End Semester Examinations and 40% marks in the Internal Assessment and not less than 50% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.

➤ The candidates not obtained 50% in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests and by submitting assignments.

➤ Candidates, who have secured the pass marks in the End-Semester Examination and in the CIA but failed to secure the aggregate minimum pass mark (E.S.E + C I.A), are permitted to improve their Internal Assessment mark in the following semester and/or in University examinations.

➤ A candidate shall be declared to have passed in the Project / Dissertation / Internship if he /she gets not less than 40% in each of the Project / Dissertation / Internship and Viva-Voce and not less than 50% in the aggregate of both the marks for Project / Dissertation / Internship Report and Viva-Voce.

➤ A candidate who gets less than 50% in the Project Report must resubmit the Project Report. Such candidates need to take again the Viva-Voce on the resubmitted Project.

Grading of the Courses
The following table gives the marks, Grade points, Letter Grades and classifications meant to indicate the overall academic performance of the candidate.
Conversion of Marks to Grade Points and Letter Grade (Performance in Paper / Course)

RANGE OF MARKS	**GRADE POINTS**	**LETTER GRADE**	**DESCRIPTION**
90 – 100	**9.0 – 10.0**	**O**	**Outstanding**
80 – 89	**8.0 – 8.9**	**D+**	**Excellent**

75 – 79	**7.5 – 7.9**	**D**	**Distinction**
70 – 74	**7.0 – 7.4**	**A+**	**Very Good**
60 – 69	**6.0 – 6.9**	**A**	**Good**
50 – 59	**5.0 – 5.9**	**B**	**Average**
00 – 49	**0.0**	**U**	**Re-appear**
ABSENT	**0.0**	**AAA**	**ABSENT**

a) Successful candidates passing the examinations and earning GPA between 9.0 and 10.0 and marks from 90 – 100 shall be declared to have Outstanding (O).
b) Successful candidates passing the examinations and earning GPA between 8.0 and 8.9 and marks from 80 - 89 shall be declared to have Excellent (D+).
c) Successful candidates passing the examinations and earning GPA between 7.5 – 7.9 and marks from 75 - 79 shall be declared to have Distinction (D).
d) Successful candidates passing the examinations and earning GPA between 7.0 – 7.4 and marks from 70 - 74 shall be declared to have Very Good (A+).
e) Successful candidates passing the examinations and earning GPA between 6.0 – 6.9 and marks from 60 - 69 shall be declared to have Good (A).
f) Successful candidates passing the examinations and earning GPA between 5.0 – 5.9 and marks from 50 - 59 shall be declared to have Average (B).
g) Candidates earning GPA between 0.0 and marks from 00 - 49 shall be declared to have Re-appear (U).
h) Absence from an examination shall not be taken as an attempt.

From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated respectively **by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).** These two are calculated by the following formulate

$$\text{GRADE POINT AVERAGE (GPA)} = \Sigma_i C_i\ G_i / \Sigma_i C_i$$

GPA = Sum of the multiplication of Grade Points by the credits of the courses
Sum of the credits of the courses in a Semester

Classification of the final result

CGPA	Grade	Classification of Final Result
9.5 – 10.0	**O+**	First Class – Exemplary*
9.0 and above but below 9.5	**O**	
8.5 and above but below 9.0	**D++**	First Class with Distinction*
8.0 and above but below 8.5	**D+**	
7.5 and above but b elow 8.0	**D**	

7.0 and above but below 7.5	**A++**	First Class
6.5 and above but below 7.0	**A+**	
6.0 and above but below 6.5	**A**	
5.5 and above but below 6.0	**B+**	Second Class
5.0 and above but below 5.5	**B**	
0.0 and above but below 5.0	**U**	Re-appear

The final result of the candidate shall be based only on the CGPA earned by the candidate.

a) Successful candidates passing the examinations and earning CGPA between 9.5 and 10.0 shall be given Letter Grade (O+), those who earned CGPA between 9.0 and 9.4 shall be given Letter Grade (O) and declared to have First Class –Exemplary*.

b) Successful candidates passing the examinations and earning CGPA between 7.5 and 7.9 shall be given Letter Grade (D), those who earned CGPA between 8.0 and 8.4 shall be given Letter Grade (D+), those who earned CGPA between 8.5 and 8.9 shall be given Letter Grade (D++) and declared to have First Class with Distinction*.

c) Successful candidates passing the examinations and earning CGPA between 6.0 and 6.4 shall be given Letter Grade (A), those who earned CGPA between 6.5 and 6.9 shall be given Letter Grade (A+), those who earned CGPA between 7.0 and 7.4 shall be given Letter Grade (A++) and declared to have First Class.

d) Successful candidates passing the examinations and earning CGPA between 5.0 and 5.4 shall be given Letter Grade (B), those who earned CGPA between 5.5 and 5.9 shall be given Letter Grade (B+) and declared to have passed in Second Class.

i) Candidates those who earned CGPA between 0.0 and 4.9 shall be given Letter Grade (U) and declared to have Re-appear.

e) Absence from an examination shall not be taken as an attempt.

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \Sigma_n \, \Sigma_i \, C_{ni} \; G_{ni} / \Sigma_n \, \Sigma_i \, C_{ni}$$

CGPA = <u>Sum of the multiplication of Grade Points by the credits of the entire Programme</u>
Sum of the credits of the courses for the entire Programme

Where '**Ci**' is the Credit earned for Course i in any semester; '**Gi**' is the Grade Point obtained by the student for Course i and 'n' refers to the semester in which such courses were credited.

CGPA (Cumulative Grade Point Average) = Average Grade Point of all the Courses passed starting from the first semester to the current semester.

Note: * The candidates who have passed in the first appearance and within the prescribed Semesters of the PG Programme are alone eligible for this classification.

Maximum duration of the completion of the programme
The maximum period for completion of **M.A.** in Public Administration shall not exceed eight semesters continuing from the first semester.

Conferment of the Master's Degree

A candidate shall be eligible for the conferment of the Degree only after he/ she has earned the minimum required credits for the Programme prescribed therefor (i.e. 90 credits). Programme).

Village Extension Programme

The Sivaganga and Ramnad districts are very backward districts where a majority of people
Lives in poverty. The rural mass is economically and educationally backward. Thus the aim of the introduction of this Village Extension Programme is to extend out to reach environmental awareness, social activities, hygiene, and health to the rural people of this region. The students in their third semester have to visit any one of the adopted villages within the jurisdiction of Alagappa University and can arrange various programs to educate the rural mass in the following areas for three day based on the theme.1. Environmental awareness 2. Hygiene and Health. A minimum of two faculty members can accompany the students and guide them.
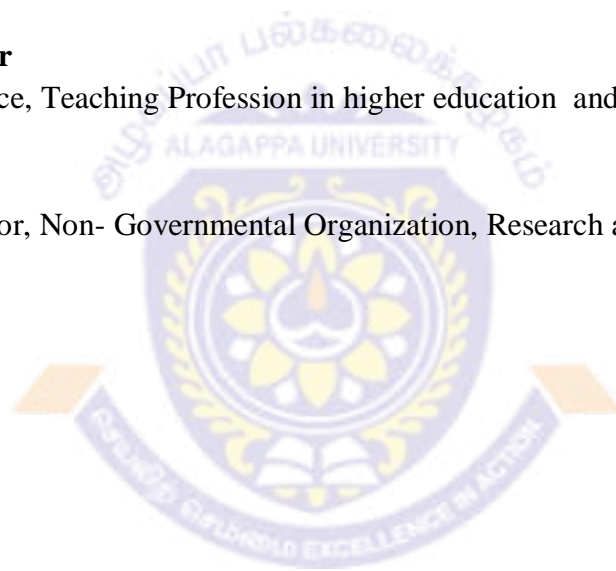
What to do after M.A. Public Administration

Job and Career option for

Civil Service, Public Service, Teaching Profession in higher education and Private Employment

Employment Areas

Public Sector, Private Sector, Non- Governmental Organization, Research and Development

M.A. PUBLIC ADMINISTRATION -PROGRAMME STRUCTURE

S.No	Code		Title of the paper	T/P	Credits	Hours/ Week	Marks		
							I	E	TOTAL
SEMESTER - I									
1	549101	Core 1	Principles of Public Administration	T	5	6	25	75	100
2	549102	Core 2	Administrative Thought	T	5	6	25	75	100
3	549103	Core 3	Indian Constitution	T	5	6	25	75	100
4	549104	Core 4	Indian Administration	T	5	6	25	75	100
6	549501	DSE-1	Human Rights Administration in India	T	5	5	25	75	100
	549502		E-Governance						
			Library			1			
					25	30	125	375	500
SEMESTER - II									
7	549201	Core 5	Modern Administrative System	T	5	6	25	75	100
8	549202	Core 6	Public Personnel Administration	T	5	6	25	75	100
9	549203	Core 7	Local Self Governance in India	T	5	6	25	75	100
12	549503	DSE-2	Public Relations Management	T	5	5	25	75	100
	549504		Social Welfare Administration in India						
13			NME-I	T	2	3	25	75	100
14			Self-learning course (SLC) – MOOCs ***		Extra Credit				
			Library / Yoga/ Career Guidance		-	4	-	-	-
					22+Extra Credit	30	125	375	500
SEMESTER - III									
15	549301	Core 8	Public Financial Administration	T	5	6	25	75	100
16	549302	Core 9	Development Administration	T	5	6	25	75	100
17	549303	Core 10	Research Methodology	T	5	6	25	75	100
20	549505	DSE-3	Disaster Management and Mitigation	T	5	5	25	75	100
	549506		Administration of Public Enterprises						
21			NME-II	T	2	3	25	75	100
22			Self-learning course (SLC) – MOOCs ***		Extra Credit				
			Library / Yoga / Career Guidance			4	-	-	-
					22+Extra Credit	30	125	375	500

			SEMESTER - IV						
23	549401	Core 11	Administrative Law	T	5	6	25	75	**100**
24	549402	Core 12	Public Policy Analysis	T	5	6	25	75	**100**
25	549403	Core 13	Citizen Centric Governance	T	5	6	25	75	**100**
26	549999		Dissertation		6	12	25	75	**100**
Total					21	30	-	-	**400**
Grant Total (Four Semesters)					**90+Extra Credit**	120			**1900**

NME	Sem	II	549NM1	Introduction to Public Administration	2	3	25	75	**100**
		III	549NM2	Indian Public Administration For Civil Services	2	3	25	75	**100**

		Semester - I			
Core	Course code: 549101	**Principles of Public Administration**	T	Credits : 5	Hours:6
		Unit -I			
Objective 1	To understand the conceptual framework and appraise the evolution of Public Administration as a discipline				
Introduction:- Meaning, Nature , Scope and Evolution of the study of Public Administration-Significance and role of Public Administration- Differences and Similarities between Public and Private Administration- Public Administration and its relations with other Social Sciences-New Public Administration-New Public Management Perspective and Minnow Brook Conference-Recent Developments in Public Administration: State Vs Market Debate.					
Outcome 1	Students realize the importance of the discipline Public Administration and its conceptual framework				K1
		Unit-II			
Objective2	To understand principles of Public Administration				
Administrative Principles:- Organization - Hierarchy-Unity of Command-Span of Control-Authority and Responsibility- Co-ordination-Centralization – Decentralization - Delegation-Supervision-Line and Staff Agencies					
Outcome 2	Students understand the principles of Public Administration				K2
		Unit- III			
Objective 3	To explain the significance of administrative behaviour				
Administrative Behaviour:- Planning **-** Leadership-Communication- Motivation- Decision Making –Control and its Techniques					
Outcome 3	Students analyze the significance of administrative behaviour				K4
		Unit -IV			
Objective 4	To study the typology and forms of public organisations				
Typology and Forms:- Bases of Department- Departmental Undertakings-Public Corporations and Government Companies, Independent Regulatory Commission- Head Quarters and Field Relationship					
Outcome 4	Learners compare the various forms of public organizations				K5
		Unit- V			
Objective 5	To know about the control over public administration				
Accountability and Control:-Concept and Meaning - Legislative-Executive-Judicial control over public administration- People's participation-Role of Civil Society and Media.					
Outcome 5	Students discuss control over public administration				K6
Suggested Readings:- Arora, Ramesh, K. and Goyal, Rajni. (1997). *Indian Public Administration: Institutions and Issues*. New Delhi : New Age International Publishers Avasthi, A. and Maheshwari, S. R. (2013). *Public Administration*. Agra: Lakshmi Narain Agarwal. Basu, Rumki. (2008). *Public Administration: Concepts and Theories*. New Delhi :Sterling Publishers.					

Bhattacharya, Mohit. (2012). *Public Administration: Issues and Perspectives*. New Delhi :Jawahar Publishers and Distributors

Fadia. B.L., Fadia, Kuldeep. (2010). *Public Administration-Administrative Theories and Concepts,* New Delhi: Sahityabhawan Publications

Online Resources

Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]

https://egyankosh.ac.in/handle/123456789/63334

https://ddceutkal.ac.in/Syllabus/MA_Pol_Science/PAPER-2.pdf

https://archive.mu.ac.in/myweb_test/SYBA%20Study%20Material/pol_sc-III.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	S (3)	L(1)	M(2)	M (2)	M (2)	L(1)	L(1)	L(1)	L(1)
CO2	S (3)	S (3)	S (3)	S (3)	S (3)	M (2)	M(2)	M (2)	M (2)	M (2)
CO3	S (3)	S (3)	S (3)	S (3)	S (3)	M (2)	M(2)	M (2)	M (2)	M (2)
CO4	S (3)	M (2)	S (3)	S (3)	M (2)	S (3)	M(2)	S (3)	S (3)	M (2)
CO5	S (3)	S (3)	S (3)	S (3)	M (2)	M(2)	M(2)	S (3)	S (3)	L(1)
W.AV	S (3)	2.8	2.6	2.8	2.4	2.2	1.8	2.2	2.2	1.6

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L(1)	S (3)	-	-	M (2)
CO2	L(1)	S (3)	-	-	M (2)
CO3	M (2)	S (3)	-	-	M (2)
CO4	S (3)	S (3)	-	-	L(1)
CO5	S (3)	S (3)	-	-	M (2)
W.AV	2	3	-	-	1.8

S- Strong (3), M-Medium (2), L- Low(1)

Semester – I					
Core	Course code: 549102	Administrative Thought	T	Credits: 5	Hours:6
Unit –I					
Objective 1	To study various administrative thinkers' contribution in the field of administrative studies.				
Kautilya –Thiruvalluvar- Woodrow Wilson					
Outcome 1	Learners understand the Classical theories of Public Administration and Fundamentals of Organization			K2	
Unit-II					
Objective 2	To know the important contributors of administrative management approach				
F.W.Taylor- Max Weber - Henry Fayol					
Outcome 2	Students know the important contributors of administrative management approach			K1	
Unit- III					
Objective 3	To gain knowledge on formal and informal systems of organization				
Elton Mayo- Mary Parker Follet - Chester I Barnard					
Outcome 3	Learners interpret the cumulative role and formal and informal systems of organization			K5	
Unit –IV					
Objective 4	To study the techniques of management and administrative behaviour				
Herbert A. Simon- Abraham Maslow – Karl Marx					
Outcome 4	Students analyze the techniques of management and administrative behaviour			K4	
Unit- V					
Objective 5	To understand the significant approaches, models and concepts and its relevance to public administration				
Rensis Likert - Fred W Riggs-Yehezkel Dror					
Outcome 5	Learners discuss the issues and approaches to the study of Comparative Public Administration.			K6	

References

Fadia. B.L., Fadia, Kuldeep. (2010). *Public Administration-Administrative Theories and Concepts,* New Delhi: Sahityabhawan Publications.

Hooja Rakesh. and Arora, Ramesh, K . (2007). *Administrative Theories: Approaches, Concepts and Thinkers in Public Administration.* New Delhi: Rawat Publications.

Maheshwari. S.R. (2014). *Administrative Thinkers*, New Delhi: Macmillan Publications.

Prasad, Ravindra, Prasad, V.S. and Narayana, Sathya. (2011). *Administrative Thinkers*, New Delhi: Sterling Publishers Pvt. Ltd.

Sapru. R.K. (2013). *Administrative theories and Management Thought,* New Delhi: India Learning Pvt. Ltd.

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https://ddceutkal.ac.in/Syllabus/MA_Pol_Science/PAPER-2.pdf

https://guruignou.com/wp-content/uploads/2020/03/BPAC-132-Administrative-Thinkers.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	S (3)	S (3)	S (3)	S (3)	M(2)	M(2)	M (2)	S (3)	S (3)
CO2	S (3)	S (3)	S (3)	S (3)	S (3)	S (3)	M(2)	M (2)	S (3)	L(1)
CO3	S (3)	S (3)	S (3)	S (3)	S (3)	S (3)	M(2)	M (2)	S (3)	L(1)
CO4	S (3)	S (3)	S (3)	S (3)	S (3)	S (3)	M(2)	M (2)	S (3)	L(1)
CO5	S (3)	S (3)	S (3)	M(2)	M(2)	S (3)	S (3)	L(1)	S (3)	L(1)
W.AV	3	3	3	2.8	2.8	2.8	2.2	1.8	3	1.4

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M (2)	S (3)	-	-	M (2)
CO2	L(1)	S (3)	-	-	S (3)
CO3	L(1)	S (3)	-	-	L(1)
CO4	L(1)	S (3)	-	-	L(1)
CO5	S (3)	S (3)	-	-	M (2)
W.AV	1.6	3	-	-	1.8

S- Strong (3), M-Medium (2), L- Low(1)

Semester – I					
Core	Course code: 549103	Indian Constitution	T	Credits: 5	Hours:6
Unit –I					
Objective 1	To understand the evolution of Indian Constitution				
Introduction:-British Legacy-Making of the Constitution-Salient features of the Constitution-Preamble-Fundamental Rights-Directive Principles of State Policy-Fundamental Duties- Citizenship -Constitutional Amendments					
Outcome 1	Students understand the evolution of Indian Constitution				K2
Unit-II					
Objective 2	To study the powers and functions of Union government				
Union Government:-President-Vice-President-Prime Minister-Cabinet- Council of Ministers-Parliament –Supreme Court : Powers and Functions -Judicial Review.					
Outcome 2	Learners identify the powers and functions of Union government and its functionaries				K3
Unit- III					
Objective 3	To explain the powers and functions of State government				
State Government:- Governor- Chief Minister- Council of Ministers-State Legislature- High Court: Powers and Functions -Subordinate Courts					
Outcome 3	Students evaluate the powers and functions of State government and its functionaries				K5
Unit –IV					
Objective 4	To identify the salient features of Indian Federalism				
Indian Federalism:- Salient Features of Indian Federalism-Central and State Legislative, Administrative and Financial Relations –Inter State Council-Zonal Council- Emergency provisions- Sarkaria Commission recommendations.					
Outcome 4	Students analyze the salient features of Indian Federalism				K4
Unit- V					
Objective 5	To learn about the role of constitutional authorities in upholding Indian constitution				
Constitutional Authorities:- Union Public Service Commission-Finance Commission of India-Election Commission of India-Comptroller and Auditor General – Attorney General-Advocate General.					
Outcome 5	Learners discuss the role of constitutional authorities in upholding Indian constitution				K6

Suggested Readings:-

Arora, Ramesh, K. and Goyal, Rajni.(2012). *Indian Public Administration: Institutions and Issues*. New Delhi: New Age International Publishers.

Avasthi, A. and Avasthi, A. P. (2004). *Indian Administration.* Laksmi Narain Aggarwal: Agra.

Basu, D.D. (2013). *Introduction to the Constitution of India* (21st Edition). New Delhi: Lexus Nexus.

Chakraborty, Bidyut. (2016). *Indian Administration.* New Delhi: Sage.

Singh, Hoshiar. (1999). *Indian Administration*. Allahabad: Kitab Mahal.	

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https://vikaspedia.in/education/interactive-resources/indian-constitution-resources

https://www.clearias.com/constitution-of-india/

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M (2)	M (2)	S (3)	M (2)	M (2)	S (3)	M(2)	S (3)	S (3)	S (3)
CO2	M (2)	L(1)	S (3)	M (2)	M (2)	S (3)	M(2)	M(2)	M(2)	M (2)
CO3	M (2)	L(1)	S (3)	M (2)	M (2)	S (3)	M(2)	M(2)	S (3)	L(1)
CO4	M (2)	L(1)	S (3)	M (2)	M (2)	S (3)	M(2)	M(2)	S (3)	L(1)
CO5	M (2)	M (2)	S (3)	L(1)	L(1)	S (3)	L(1)	L(1)	S (3)	S (3)
W.AV	2	1.4	3	1.8	1.8	3	1.8	2	2.8	2

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome with Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L(1)	M (2)	-	-	-
CO2	M (2)	M (2)	-	-	M (2)
CO3	M (2)	M (2)	-	-	M (2)
CO4	S (3)	S (3)	-	-	M (2)
CO5	M (2)	M (2)	-	-	M (2)
W.AV	2	2.2	-	-	1.6

S- Strong (3), M-Medium (2), L- Low(1)

Semester – I					
Core	Course code: 549104	**Indian Administration**	T	Credits: 5	Hours:6

Unit –I	
Objective 1	To study the evolution and growth of Indian Administration

Introduction:-Salient features of Indian Administrative System-Indian Administration during the period of British Legacy-Constitutional Context.

Outcome 1	Students understand the evolution of Indian Administration	K2

Unit-II	
Objective 2	To understand the organizational structure and functions of Union administration

Union Administration:- President-Prime Minister- Central Secretariat- Cabinet Secretariat- Prime Minister's Office- organization and Functions of Ministry of Home-Finance-External Affairs

Outcome 2	Learners explain the organizational structure and functions of Union administration	K5

Unit- III	
Objective 3	To understand the organizational structure and functions of State administration

State Administration:-Governor-Chief Minister- Chief Secretary- State Secretariat-Directorates

Outcome 3	Students examine the organizational structure and functions of State administration	K4

Unit –IV	
Objective 4	To understand the organizational structure and functions of District administration

District Administration:-Organisation and Functions of District Administration – Zonal Commissioner-District Collector-   District Revenue Officer-District Rural Development Agency- other District Officials-Administration below the District Level.

Outcome 4	Learners elaborate the organizational structure and functions of District administration	K6

Unit- V	
Objective 5	To identify the issues and challenges in Indian Administration

Issues and Challenges:-Globalization and Indian administration-Impact of Information Communication Technology on Indian Administration-Corruption in Indian Administration- Criminalization of Indian Politics-Digitalization of Indian Administration.

Outcome 5	Students analyze the issues and challenges in Indian Administration	K4

Suggested Readings:-

 Arora, Ramesh, K. and Goyal, Rajni.(2012). *Indian Public Administration: Institutions and Issues*. New Delhi: New Age International Publishers.

Avasthi, A. and Avasthi, A. P. (2004). *Indian Administration.* Laksmi Narain Aggarwal: Agra.

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https://www.clearias.com/constitution-of-india/

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M (2)	M (2)	S (3)	M (2)	M(2)	S (3)	M(2)	S (3)	S (3)	S (3)
CO2	M (2)	L(1)	S (3)	M (2)	M(2)	S (3)	M(2)	M(2)	M(2)	M (2)
CO3	M (2)	L(1)	S (3)	M (2)	M(2)	S (3)	M(2)	M(2)	S (3)	L(1)
CO4	M (2)	L(1)	S (3)	M (2)	M(2)	S (3)	M(2)	M(2)	S (3)	L(1)
CO5	M (2)	M (2)	S (3)	L(1)	L(1)	S (3)	L(1)	L(1)	S (3)	S (3)
W.AV	2	1.4	3	1.8	1.8	3	1.8	2	2.8	2

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M (2)	S (3)	-	-	L(1)
CO2	M (2)	M (2)	-	-	M (2)
CO3	M (2)	M (2)	-	-	M (2)
CO4	M (2)	M (2)	-	-	M (2)
CO5	S (3)	M (2)	-	-	S (3)
W.AV	2.2	2.2	-	-	2

S- Strong (3), M-Medium (2), L- Low(1)

Semester – I					
DSE-1	Course code: 549501	Human Rights Administration in India	T	Credits: 5	Hours:5
Unit –I					
Objective 1	To study the evolution and growth of human rights in general and India in particular.				
Introduction:-Nature, Evolution and Scope of Human Rights- Classification of Human rights -Human Right Duties and Education					
Outcome 1	Students understand the evolution and growth of human rights in general and India in particular.				K2
Unit-II					
Objective 2	To know about Indian constitution in the promotion of Human rights				
Human Rights in Indian Constitution :- Democracy and Human Rights-Preamble-Fundamental Rights- Directive Principles of State Policy-Constitutional Remedies					
Outcome 2	Students asses the role of Indian constitution in the promotion of Human rights				K5
Unit- III					
Objective 3	To understand the role of UN in the protection of Human Rights				
UNO and Human Rights:-Universal Declaration of Human Rights of1948-UN Commissioner for Human Rights: Powers and Functions-International Human Rights Commission					
Outcome 3	Learners elaborate the role of UN in the protection of Human Rights				K6
Unit –IV					
Objective 4	To gain knowledge in the areas of human rights institutions and laws				
Human Rights Bodies and Law:- National and State Human Rights Commission of India-National Commission for Scheduled Caste-National Commission for Scheduled Tribe- National Commission for Women- Protection of Civil Rights Act of 1955- SC/ST Prevention of Atrocities Act of 1989- Domestic Violence Act of 2005- Protection of Children from Sexual Offences Act of 2012-Special Courts for Human Rights					
Outcome 4	Students examine the areas of human rights institutions and laws				K4
Unit- V					
Objective 5	To Identify the issues and challenges in the promotion of human rights				
Issues and Challenges:- Role of Media, Non-Governmental and Voluntary Organizations in the Protection and Promotion of Human Rights –Challenges of Dalits, Minorities, Women and Child Human Rights.					
Outcome 5	Students analyze the issues and challenges in the promotion of human rights				K4
Suggested Readings:- Begum, S.M. (ed.). (2000). *Human Rights in India: Issues ad Perspectives.* New Delhi: APII Publishing Co.					

Jha, R.C. (1995). *Resurrecting: Human Right in India*. New Delhi: Sheridan Book Company.

Mehartaj S. and Verma, Neena. (1999). *Human Rights under Indian Constitution*. New Delhi: Deep & Deep Publications.

Nirmal, Chiranjeevi, J. (2012). *Human Rights in India: Historical, Social and Political Perspectives*.Oxford University Press.

Subramaniyam, S. (2000). *Human Rights Training*. Delhi : Manas.

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https://www.distanceeducationju.in/pdf/404%20HUMAN%20RIGHTS.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M (2)	M (2)	M (2)	L(1)	L(1)	M (2)	L(1)	L(1)	M (2)	S (3)
CO2	S (3)	S (3)	S (3)	S (3)	S (3)	S (3)	S (3)	S (3)	S (3)	S (3)
CO3	L(1)	L(1)	M (2)	L(1)	L(1)	L(1)	L(1)	L(1)	M (2)	S (3)
CO4	S (3)	M (2)	M (2)	L(1)	L(1)	M (2)	L(1)	L(1)	M (2)	S (3)
CO5	M (2)	M (2)	M (2)	M (2)	M(2)	M (2)	M (2)	M(2)	M (2)	S (3)
W.AV	2.2	2	2.2	1.6	1.6	2	1.6	1.6	2.2	3

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L(1)	M (2)	-	-	M (2)
CO2	M (2)	M (2)	-	-	M (2)
CO3	-	-	-	-	-
CO4	M (2)	M (2)	-	-	M (2)
CO5	M (2)	M (2)	-	-	S (3)
W.AV	1.4	1.6	-	-	1.8

S- Strong (3), M-Medium (2), L- Low(1)

Semester – I					
DSE-1	Course code: 549502	E-Governance	T	Credits: 5	Hours:5
Unit –I					
Objective 1	To understand the basic components in E-governance and its initiatives in public service delivery system.				
Introduction:- Meaning, Definition, Scope and Importance of E-Governance-Stages and Development of E-Governance- E-Governance Process-Benefits of E-Governance					
Outcome 1	Students understand the basic components in E-governance and its initiatives in public service delivery system.			K2	
Unit-II					
Objective 2	To study the role of public private partnership in E-Governance				
Public-Private Partnership:- Public-Private Partnership in E-Governance-Differences between Government and Governance-E-Services-Database Management in Government					
Outcome 2	Students asses the role of public private partnership in E-Governance			K5	
Unit- III					
Objective 3	To explain the functions of National Informatics Centre				
National Informatics Centre:-National Informatics Centre-Data Ware house-Government Web Services-Data Centre-Online Transaction-Public Domain-Government Portals					
Outcome 3	Students elaborate the functions of National Informatics Centre			K6	
Unit –IV					
Objective 4	To understand the importance of Digitalization in Indian Administration				
Digitalization of Administration:-Digitalization of Central, State and District Administration-Bridging digital Divide-National Academic Depository.					
Outcome 4	Learners explain the importance of Digitalization in Indian Administration			K4	
Unit- V					
Objective 5	To study the recent developments in Indian E- Governance				
Cyber Law:-Cyber Law and E-Governance-Legal status for Digital Transactions-Recent developments in Indian E- Governance					
Outcome 5	Learners analyze the recent developments in Indian E-Governance			K4	
Suggested Readings:- Deva, Vasu. (2005). *E-Governace.* New Delhi: Commonwealth Publishers. Laxmikanth, M. (2012). *Governance in India* (2nd Edition). New Delhi: McGraw Hill Publication. Prabhu. (2012). *E - Governance: Concepts and Case Studies* (2nd Edition). New Delhi: Prentice Hall India Learning Private Limited. Purohit, Ashok. (2012). *E5-Governance*. New Delhi: Mohit Books International. Sharma, Pankaj. (2004). *E-governance*. New Delhi: Ashish Publishing House.					

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Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]
https://unacademy.com/content/upsc/study-material/governance/stages-of-e-governance-and-government-initiatives/
https://egyankosh.ac.in/bitstream/123456789/25880/1/Unit-1.pdf
http://www.ignou.ac.in/upload/B2U2cit-002.pdf

K1- Remember	K2-Understand	K3-Apply	K4-Analyze	K5-/Evaluate	K6- Create

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L(1)	L(1)	S (3)	M (2)	L(1)	M(2)	L(1)	M(2)	S (3)	L(1)
CO2	L(1)	L(1)	M (2)	M (2)	L(1)	M(2)	L(1)	M(2)	M(2)	L(1)
CO3	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)
CO4	M (2)	L(1)	S (3)	M (2)	L(1)	M(2)	L(1)	S (3)	S (3)	L(1)
CO5	M (2)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)
W.AV	1.6	1	2.4	1.6	1	1.6	1	1.8	2	1.4

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L(1)	M (2)	-	S (3)	L(1)
CO2	L(1)	L(1)	-	S (3)	L(1)
CO3	-	-	-	S (3)	-
CO4	L(1)	S (3)	-	S (3)	M (2)
CO5	M (2)	M (2)	-	S (3)	M (2)
W.AV	1	1.6	-	3	1.2

S- Strong (3), M-Medium (2), L- Low(1)

Semester – II					
Core	Course code: 549201	**Modern Administrative System**	T	Credits : 5	Hours: 6
Unit –I					
Objective 1	To gain conceptual clarity of various approaches and models of comparative public administration				
Introduction: Concept, Meaning, Nature, Scope and Evolution of Comparative Public Administration – Comparative Administrative Group (CAG) – Various Approaches to the Study of Comparative Public Administration.					
Outcome1	Students understand the emergence of Comparative Public Administration			K2	
Unit-II					
Objective 2	To study the Features of British Administrative System				
United Kingdom (UK): Salient Features of British Administrative System - Crown- Parliament- Prime Minister-Cabinet- Parliamentary Commissioner- Treasury- British Civil Service- Local Government					
Outcome 2	Students asses the Features of British Administrative System			K5	
Unit- III					
Objective 3	To explain the features of USA Administrative System				
United States of America (USA): Salient features of USA Administrative System- President-Congress-Executive office - Independent regulatory commission- Civil service- Judiciary					
Outcome 3	Students elaborate the features of USA Administrative System			K6	
Unit –IV					
Objective 4	To understand the salient features of French Administrative System				
France: Salient features of French Administrative System- President-French parliament- Civil service -Administrative Courts-Local Government					
Outcome 4	Students explain the salient features of French Administrative System			K4	
Unit- V					
Objective 5	To know the Salient features of Japanese Administrative System				
Japan: Salient features of Japanese Administrative System- Constitutional Monarchy-Diet- Prime minister- Organization of Central government-Civil service- Central personnel agency- Local Government.					
Outcome 5	Learners analyze the Salient features of Japanese Administrative System			K4	
Suggested Readings:- Arora, Ramesh.K (1972). *Comparative Public Administration*, New Delhi: Associated Publishing House. Bhusan, vidhya. and Bhagavan, Vishnoo.(2019).*World Constitutions A Comparative Study (10 edition).* NewDelhi: Sterling Publications.					

| Farazmand, A (Ed.) (2001) *Handbook of Comparative and Development Public Administration (2nd Edition)*. New Delhi: Routledge. |
| Marcell Dekker, Heady, Ferrel (2001). *Public Administration: A Comparative Perspective* (6th Edition). New York: Taylor & Francis Inc. |
| Raphaeli, N. Readings. (1969). *Comparative Public Administration*, Boston:Allyn and Bacon. |

| **Online Resources** |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]** |
| https://www.careerlauncher.com/upsc/sources-of-indian-constitution/- https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/4/__UG_B.A._Public%20Administration%20(English).pdf |

| *K1- Remember* | *K2-Understand* | *K3-Apply* | *K4-Analyze* | *K5-/Evaluate* | *K6- Create* |

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	S(3)	S (3)	M (2)	M (2)	S (3)	L(1)	L(1)	S (3)	S (3)
CO2	M (2)	L(1)	S (3)	L(1)	L(1)	M (2)	L(1)	L(1)	S (3)	S (3)
CO3	M (2)	L(1)	S (3)	L(1)	L(1)	M (2)	L(1)	L(1)	S (3)	S (3)
CO4	M (2)	L(1)	S (3)	L(1)	L(1)	M (2)	L(1)	L(1)	S (3)	S (3)
CO5	M (2)	L(1)	S (3)	L(1)	L(1)	M (2)	L(1)	L(1)	S (3)	S (3)
W.AV	2.2	1.4	3	1.2	1.2	2.2	1	1	3	3

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S (3)	S (3)	-	-	S (3)
CO2	S (3)	L(1)	-	-	M (2)
CO3	S (3)	L(1)	-	-	M (2)
CO4	S (3)	L(1)	-	-	M (2)
CO5	S (3)	L(1)	-	-	M (2)
W.AV	3	1.4	-	-	2.2

S- Strong (3), M-Medium (2), L- Low(1)

		Semester – II			
Core	**Course code: 549202**	**Public Personnel Administration**	**T**	**Credits: 5**	**Hours: 6**
		Unit –I			
Objective 1		To understand the significance of personnel administrative system in India			
Introduction: Meaning, Nature and Scope of Public Personnel Administration – Classification of Civil Services - Issues in Public Personnel Administration- Neutrality- Anonymity- Ethics And Accountability- Generalist and Specialist Controversy.					
Outcome 1		Students describe the significance of personnel administrative system in India			K1
		Unit-II			
Objective 2		To study the Recruitment System in India			
Recruitment: Human Resource Developmental Planning- Recruitment**:** Methods & Process- Recruitment System in India- Union Public Service Commission and State Public Service Commission- Staff Selection Commission					
Outcome 2		Students illustrate the recruitment of civil servants in India			K2
		Unit- III			
Objective 3		To explain the training for civil services and the major training institutes in India			
Training: Training -Objectives - Types of Training- Techniques-Training for Indian Civil Services – Training Institutes in India.					
Outcome 3		Learners elaborate the training for civil services and the major training institutes in India			K6
		Unit –IV			
Objective 4		To know the wage and promotion principles for civil servants			
Wage and Promotion: Promotion – Wage and Compensation - Retirement benefits- Staff Council					
Outcome 4		Learners outline the wage and promotion principles for civil servants			K2
		Unit- V			
Objective 5		To assess the conduct and ethics of Indian civil services			
Conduct and Discipline: Code of Conduct for Civil Services- Disciplinary Action- Permanent and Political Executive Conflict and Relationships - Joint Consultative Machinery- Rights of Civil Servants.					
Outcome 5		Students interpret the conduct and ethics of Indian civil services			K4

Suggested Readings:-

Avasthi, Maheswari. (1998). *Public Administration*, Agra: Laksmi Narayan Agarwal, Fadia. B.L., Fadia, Kuldeep. (2010). *Public Administration-Administrative Theories and Concepts,* New Delhi: Sahityabhawan Publications

Flippo, Edwin. B. (2008). *Principles of Personnel Management (4th Edition).* New Delhi: Vikas Publishing House.

Jalandhar Davar, Rustom S .(2008). *Personnel Management and Industrial Relations in*

India (2nd Edition). New Delhi: New Academics.
Kogakusha Saxena, A P. (2010). *Training and Development in Government*. New Delhi: McGraw Hill

Online Resources

Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]

https://niilmuniversity.in/coursepack/humanities/Principles_of_Personnel_Administration.pdf

https://egyankosh.ac.in/handle/123456789/51022

https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/2/PG_M.A._Personnel%20Management%20and%20Industrial%20Relations_308%2021_Public%20Personnel%20Administration.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	S (3)	M(2)	M(2)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)
CO2	L(1)	S (3)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)
CO3	L(1)	S (3)	L(1)	S (3)	S (3)	L(1)	L(1)	L(1)	L(1)	L(1)
CO4	L(1)	L(1)	L(1)	M(2)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)
CO5	S (3)	S (3)	S (3)	L(1)	S (3)	M(2)	L(1)	L(1)	L(1)	S (3)
W.AV	1.8	2.6	1.6	2.2	1.8	1.6	1	1	1.8	1.4

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M (2)	M (2)	-	-	S (3)
CO2	L(1)	L(1)	-	-	L(1)
CO3	L(1)	M (2)	-	-	L(1)
CO4	L(1)	M (2)	-	-	L(1)
CO5	S (3)	S (3)	-	-	S (3)
W.AV	1.6	2	-	-	1.8

S- Strong (3), M-Medium (2), L- Low(1)

		Semester – II			
Core	Course code: 549203	Local Self Governance in India	T	Credits: 5	Hours:6
		Unit –I			
Objective1		To study the evolution and growth of local government in India			
Introduction: Meaning, nature, Scope, Significance and Evolution of Local Government in India: Chola- British and Post Independent Period- Community Development Programmes-National Extension Service- Ashok Mehta Committee-L.M.Singhvi Committee.					
Outcome 1		Students understand the evolution and growth of local government in India			K2
		Unit-II			
Objective 2		To understand the organisation and functions of rural local self governance in India			
Rural Local Self Governance: Organisation, Structure and Functions of three tier system-Salient Features of 73rd Constitutional Amendment Act of 1992 and its Implementation					
Outcome 2		Learners describe the organization and functions of rural local self governance in India			K1
		Unit- III			
Objective 3		To know the organisation and functions of urban local self governance in India			
Urban Local Self Governance : Organisation, Structure and Functions of three types - Salient Features of 74th Constitutional Amendment Act of 1992 and its Implementation- Other Urban local bodies: Notified Area Committee, Town Area Committee , Cantonment Board and Public Improvement Trust.					
Outcome 3		Students elaborate the organization and functions of urban local self governance in India			K6
		Unit –IV			
Objective 4		To explain the personnel administrative system of local Governance			
Personnel and Finance : Personnel Administrative system of local Governance- Local Finances- Functional Autonomy					
Outcome 4		Learners explain the personnel administrative system of local Governance			K5
		Unit- V			
Objective 5		To analyse the challenges and issues of local self-governance institutions in India			
Issues and Challenges: State Control over Local self-governance institutions – Problems and Issues of local self-governance institutions in India-Politicization of local self-governance institutions.					
Outcome 5		Learners examine the challenges and issues of local self-governance institutions in India			K4
Suggested Readings:- Arora, Ramesh, K. & Goyal, Rajni .(1995). *Indian Public Administration: Institutions and Issues (2nd Revised Edition)*. New Delhi: New Age International Publications. Maheshwari**,**Shriram. **(**2009). *Local Government in India*, Agra: Lakshmi Narayan					

Agarwal.

Maheswari,S.R. (1971). *Local Government in India*, New Delhi: Orient Longman,

Pradeep Sachdeva**, (**2011). *Local Government in India*, New Delhi: Pearson Education India.

Siuli Sarkar, (2010). *Public Administration in India*, New Delhi: PHI.

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https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/6/__UG_B.A._Public%20Administration%20(English)_106%2064%20-%20Local%20Self%20Government%20Admin%20in%20India%20-%20VIth%20Sem%20BA[Pub%20Admin]_7680.pdf

https://egyankosh.ac.in/bitstream/123456789/57934/1/Unit13.pdf

https://ddceutkal.ac.in/Syllabus/MA_PUB_ADD/Local_Governance.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	L(1)	M (2)	M (2)	M (2)	M (2)	L(1)	L(1)	S (3)	L(1)
CO2	M(2)	L(1)	M (2)	M (2)	L(1)	M (2)	L(1)	L(1)	S (3)	L(1)
CO3	M(2)	L(1)	M (2)	M (2)	L(1)	M (2)	L(1)	L(1)	S (3)	L(1)
CO4	S (3)	S (3)	M (2)	M (2)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)
CO5	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)	L(1)	S (3)	S (3)	L(1)
W.AV	2.2	1.4	1.8	1.8	1.2	2.4	1	1.4	2.6	1

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S (3)	L(1)	-	-	M (2)
CO2	M (2)	M (2)	-	-	M (2)
CO3	M (2)	M (2)	-	-	M (2)
CO4	L(1)	L(1)	-	-	L(1)
CO5	S (3)	M (2)	-	-	S (3)
W.AV	2.2	1.6	-	-	2

S- Strong (3), M-Medium (2), L- Low(1)

		Semester - II			
DSE-2	Course code: 549503	**Public Relations Management**	T	Credits: 5	Hours:5

	Unit -I	
Objective 1	To study the evolution of public relations	
Introduction: Public Relations: definitions - basic elements of PR- Evolution of Public Relations- Need for PR activities.		
Outcome 1	Students understand the evolution of public relations	K2
	Unit-II	
Objective 2	To understand public relations and other forms of Communication	
Public Relations and Communication: Public Relation and other forms of Communication: Public Relations and Advertising- Public Relations and Marketing- Sales Promotion- Publicity and Public Relations-Propaganda and Lobbying.		
Outcome 2	Students describe public relations and other forms of communication	K1
	Unit- III	
Objective 3	To know the significance of public relations in an organization	
Public Relations in Organization : Public Relations in Organization :Organizing a Public Relations Department- In-house Public Relations- Public Relations as Staff and Line Function- -Public Relations structure in Government and Private sectors - Role of Public Relations officer- Formulation of Public Opinion		
Outcome 3	Students discuss the significance of public relations in organization	K6
	Unit -IV	
Objective 4	To explain the role of press in the promotion of public relations	
Press and Public Relations: Press and Public Relations- Press and democracy- Press and Public- Press Council- Right to information- Languages and Press- Freedom of Press.		
Outcome 4	Students asses the role of press in the promotion of public relations	K5
	Unit- V	
Objective 5	To analyse the impact of media on public relations	
Media and Public Relations: Media and Public Relations- Role of TV and Radio- Audio Visual Communication-Documentary films- Satellite Broadcasting- Film Censorship- Social Media : Importance and Impact- Public Relations and Media Laws- Media in Good Governance.		
Outcome 5	Learners examine the impact of Media on Public Relations	K4

Suggested Readings:-

Black, (1976). *Practical Public Relations (4th Edition),* New Delhi: Universal Book Hall

Frazier Moore and Kalupa, B. Frank, (2005). *Public Relations – Principles, Cases and Problems*, New Delhi: Surjeet Publications,

Jalandhar Davar, Rustom S (2008*). Personnel Management and Industrial Relations in*

India (2nd Edition). New Delhi: New Academics

Mehta. D.S., (2005). *Handbook of Public Relations in India* , New Delhi: Allied Publishers.

Sachdeva, S. Iqbal, (2009): *Public Relations – Principles and Practices*, New Delhi: Oxford University Press.

Online Resources

Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]

https://oms.bdu.ac.in/ec/admin/contents/160_P16MBA4EH4_2020052302220071.pdf

https://www.studocu.com/en-us/document/georgetown-university/business-administration/abbq-4212-public-relations-management-notes-1/30418812

https://study.com/academy/course/public-relations-101-intro-to-public-relations.html

K1- Remember	K2-Understand	K3-Apply	K4-Analyze	K5-/Evaluate	K6- Create

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L(1)	S (3)	L(1)	M(2)	S (3)	M(2)	L(1)	L(1)	M(2)	L(1)
CO2	L(1)	M (2)	L(1)	M(2)	S (3)	M(2)	L(1)	L(1)	M(2)	L(1)
CO3	L(1)	M (2)	L(1)	L(1)	M (2)	L(1)	L(1)	L(1)	L(1)	L(1)
CO4	L(1)	L(1)	L(1)	L(1)	M (2)	L(1)	L(1)	L(1)	L(1)	L(1)
CO5	M (2)	L(1)	L(1)	L(1)	M (2)	L(1)	L(1)	L(1)	L(1)	L(1)
W.AV	1.2	1.8	1	1.4	2.4	1.4	1	1	1.4	1

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L(1)	M (2)	-	-	L(1)
CO2	L(1)	M (2)	-	-	M (2)
CO3	L(1)	M (2)	-	-	M (2)
CO4	L(1)	M (2)	-	-	M (2)
CO5	L(1)	L(1)	-	-	S (3)
W.AV	1	1.8	-	-	2

S- Strong (3), M-Medium (2), L- Low(1)

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Semester - II					
DSE-2	Course code: 549504	**Social Welfare Administration in India**	T	Credits: 5	Hours:5
Unit -I					
Objective 1	To study the evolution of Social welfare administration				
Introduction: Evolution, Concept, Nature and Scope of Social welfare administration – Various Approaches to the study of Social welfare administration					
Outcome 1	Students understand the evolution of Social welfare administration			K2	
Unit-II					
Objective 2	To understand the importance of social welfare administration institutions at the Centre				
Social Welfare Administration at Centre: Organization, Structure and Functions of Ministry of Social Justice and Empowerment– Central Social Welfare Board- National Institute of Social Defence – Rights of Women and Children.					
Outcome 2	Students describe the importance of social welfare administration institutions at the Centre			K1	
Unit- III					
Objective 3	To know the policies and programmes implemented by the central government				
Central Social Welfare Policies and Programmes : Policies and Programmes of Disabled-Drug addict-Prisoners-Juvenile Delinquency.					
Outcome 3	Students assess the policies and programmes implemented by the central government			K5	
Unit -IV					
Objective 4	To explain the role of state in social welfare administration				
Social Welfare Administration at State Level : Organization, Structure and Functions of Ministry of Social Welfare –State Social Welfare Board- Current Social Welfare Programmes and Policies with Special Reference to Government of Tamil Nadu					
Outcome 4	Learners interpret the role of state in social welfare administration			K5	
Unit- V					
Objective 5	To analyze the role of NGOs in social welfare administration				
NGOs and Social Welfare: Role of Non-Governmental Organizations in social welfare administration- Regulations of foreign aid to Organizations and Non-Governmental Organizations- International Voluntary agencies-World Vision- Amnesty International-International Council for Social Welfare (ICSW)					
Outcome 5	Learners interpret the role of state in social welfare administration			K5	

Suggested Readings:-

Baldock John & Manning Nick. (1999).*Social Policy,* New Delhi: Oxford University.

Devi Laxmi.(1993). *Encyclopaedia of Women's Development and Family Welfare (Vol. I-V)*, Lucknow: Anmol Publication.

Goel, S.L and Jain, R.K.(1998). *Social welfare Administration Vol.I-III*, New Delhi: Deep and Deep

Rameswari Devi & Ravi Prakash. (1998). *Social Work and Social Welfare Administration, Methods and Practice (Vol. I – III),* Jaipur: Mangal Deep.

Sachdeva, D.R..(1993). *Social Welfare Administration in India*, Allahabad: Kitab Mahal.

Online Resources

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SocialWelfareAdministrationandSocialLegislations-1,2,3,4,5
https://www.scribd.com/document/477950068/Social-Welfare-Administration-Study-Material
https://egyankosh.ac.in/bitstream/123456789/50439/1/Block-4.pdf

K1- Remember	K2-Understand	K3-Apply	K4-Analyze	K5-/Evaluate	K6- Create

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	L(1)	M (2)	S (3)	L(1)	S (3)	L(1)	L(1)	M (2)	L(1)
CO2	M (2)	L(1)	M (2)	S (3)	L(1)	S (3)	L(1)	L(1)	M (2)	L(1)
CO3	L(1)	L(1)	L(1)	S (3)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)
CO4	L(1)	L(1)	L(1)	S (3)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)
CO5	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)
W.AV	1.6	1	1.4	2.6	1	2.6	1	1	1.4	1

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M (2)	L(1)	-	-	-
CO2	M (2)	M (2)	-	-	M (2)
CO3	L(1)	M (2)	-	-	M (2)
CO4	M (2)	M (2)	-	-	M (2)
CO5	L(1)	L(1)	-	-	S (3)
W.AV	1.6	1.6	-	-	1.8

S- Strong (3), M-Medium (2), L- Low(1)

Semester - III					
Core	**Course code:** **549301**	**Public Financial Administration**	**T**	**Credits:** **5**	**Hours:** **6**
Unit -I					
Objective 1	To study the significance of public financial administration				
Introduction:-Meaning, Nature, Scope and Significance of Public Financial Administration - Principles of sound budgeting.					
Outcome 1	Students describe the significance of public financial administration			K1	
Unit-II					
Objective 2	To know the various types of budgeting system				
Types of budgeting System:-Line Item Budgeting, Performance Based Budgeting, Planning Programming Budgeting, Zero Based Budgeting and Sunset Legislation					
Outcome 2	Students explain the various types of budgeting system			K2	
Unit- III					
Objective 3	To understand the budgetary process in India, UK and USA				
Budget Making Process:-Formulation, Enactment and Execution of the Budget in India, British Budgetary System and USA Budgetary System.					
Outcome 3	Learners understand the budgetary process in India, UK and USA			K2	
Unit -IV					
Objective 4	To explain the role of administrative organizations in managing public finances				
Financial Administration in India:-Organization, Role and Functions of Central Ministry of Finance – Tax administration: Direct and Indirect Taxes – GST Council - Deficit Financing-Public Debt- Reserve Bank of India- Finance Commission of India.					
Outcome 4	Learners analyze the role of administrative organizations in managing public finances			K4	
Unit- V					
Objective 5	To analyse the control over public finance and its accountability				
Control over Public Finance:- Legislative Control over Public Finance: Public Accounts Committee - Estimates Committee – Committee on Public Undertakings. Accounting and Auditing: Concept and Meaning - Separation of Accounts from Audit- Controller General of Accounts – Comptroller and Auditor General of India.					
Outcome 5	Learners interpret the control over public finance and its accountability			K5	
Suggested Readings:- Avasthi, A. and Maheshwari, S. R. (2013). *Public Administration*. Agra: Lakshmi Narain Agarwal. Chand, P. (2010). *Performance Budgeting* (2ndEdition). New Delhi: Allied Publishers .					

Gupta, B N. (2006). *Indian Federal Finance and Budgetary Policy*. Allahabad: Chaitanya Publishing House

Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri. (2014) Financial Administration in India. New Delhi: PHI Learning.

Tyagi, B.P.(2004). *Public Finance.* New Delhi:Jai parkash nath publishers

Online Resources

Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]

https://egyankosh.ac.in/handle/123456789/3759

https://www.gacbe.ac.in/pdf/ematerial/18BPA53C-U1.pdf

https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/5/__UG_B.A._Public%20Administration%20(English)_106%2051%20Public%20Financial%20Administration_BA_5786.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-Evaluate*	*K6- Create*
				Course Designed By:	

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	S (3)	S (3)	M(2)	L(1)	M(2)	L(1)	M(2)	M(2)	L(1)
CO2	L(1)	L(1)	L(1)	M(2)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)
CO3	L(1)	L(1)	M(2)	L(1)	L(1)	S (3)	L(1)	L(1)	M(2)	M (2)
CO4	L(1)	L(1)	S (3)	M(2)	L(1)	S (3)	L(1)	M(2)	M(2)	M (2)
CO5	S (3)	L(1)	L(1)	L(1)	L(1)	S (3)	L(1)	M(2)	M(2)	M (2)
W.AV	1.8	1.4	2	1.6	1	2.4	1	1.6	1.8	1.6

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S (3)	M (2)	-	-	S (3)
CO2	M (2)	M (2)	-	-	M (2)
CO3	M (2)	M (2)	-	-	M (2)
CO4	S (3)	S (3)	-	-	S (3)
CO5	S (3)	S (3)	-	-	M (2)
W.AV	2.6	2.4	-	-	2.4

S- Strong (3), M-Medium (2), L- Low(1)

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		Semester - III			
Core	Course code: 549302	Development Administration	T	Credits: 5	Hours: 6
		Unit -I			
Objective 1		To study the nature, scope and evolution of development administration			
Introduction:-Meaning, Nature, Scope and Significance of Development Administration – Evolution of Development Administration – Various Approaches to the study of Development Administration- Characteristic differences between Traditional public administration and development administration					
Outcome 1		Students understand the nature, scope and evolution of development administration		K2	
		Unit-II			
Objective 2		To know the role of bureaucracy in development administration			
Bureaucracy and Development:-Bureaucracy and Development- Changing role of District Collector - District Rural Development Agency(DRDA)-Field level Organisations.					
Outcome 2		Students explain the role of bureaucracy in development administration		K2	
		Unit- III			
Objective 3		To understand the functions of various planning machineries in India			
Planning Machinery in India:-National Institute of Transforming India(NITI Aayog)-National Development Council (NDC)-State Planning Commission-District Planning Committee- Micro Level Planning- Participatory Rural Appraisal-Rural and Urban Developmental Issues and Challenges.					
Outcome 3		Learners describe the functions of various planning machineries in India		K1	
		Unit -IV			
Objective 4		To explain the role of public sector undertakings in promotion of development administration			
Developmental Policies:-Role of Public Sector Undertakings in Promotion of Development Administration-Policies of Agriculture-Land Reforms-Housing-Poverty Alleviation					
Outcome 4		Students analyze the role of public sector undertakings in promotion of development administration		K4	
		Unit- V			
Objective 5		To analyse the linkage between development administration and sustainable development			
International Organizations And Development Administration:-Recent Trends In Development Administration- Sustainable Development Goals- Role of World Bank- IMF And Asian Development Bank					
Outcome 5		Learners interpret the linkage between development administration and sustainable development		K5	

Suggested Readings:-

Dwivedi,O P. (1994). *Development Administration: From Under-development to Sustainable Development*. UK: Macmillan.

Goel,S.L. (2010). *Development Administration*. New Delhi: Deep & Deep Publications Pvt. Ltd.

Hazary. (2006). *Development Administration: Quest for Identity*. New Delhi: APH Publishing.

Palekar, S L. (2012). *Development Administration*. New Delhi: PHI Learning

Sapru, R K. (2008). *Development Administration*. New Delhi: Sterling.

Online Resources

Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]

https://egyankosh.ac.in/handle/123456789/3745

https://athiyamanteam.com/unit-9-development-administration-in-tamil-nadu/

https://ddceutkal.ac.in/Syllabus/MA_PUB_ADD/Development_Administration.pdf

K1- Remember	K2-Understand	K3-Apply	K4-Analyze	K5-/Evaluate	K6- Create

Course Designed By:

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	L(1)	S (3)	L(1)	L(1)	M(2)	L(1)	L(1)	M(2)	L(1)
CO2	S (3)	L(1)	S (3)	L(1)	L(1)	M(2)	L(1)	L(1)	M(2)	M (2)
CO3	L(1)	L(1)	S (3)	S (3)	L(1)	S (3)	M(2)	S (3)	M(2)	L(1)
CO4	L(1)	L(1)	S (3)	S (3)	L(1)	S (3)	M(2)	S (3)	M(2)	L(1)
CO5	L(1)	L(1)	S (3)	L(1)	L(1)	S (3)	M(2)	S (3)	M(2)	L(1)
W.AV	1.8	1	3	1.8	1	2.6	1.6	2.2	2	1.2

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S (3)	S (3)	-	-	L(1)
CO2	S (3)	S (3)	-	-	M (2)
CO3	S (3)	S (3)	-	-	L(1)
CO4	S (3)	S (3)	-	-	M (2)
CO5	S (3)	S (3)	-	-	L(1)
W.AV	3	3	-	-	1.4

S- Strong (3), M-Medium (2), L- Low(1)

Semester - III					
Core	**Course code: 549303**	**Research Methodology**	**T**	**Credits: 5**	**Hours: 6**
Unit -I					
Objective 1	To familiarize the important terms and concepts in social science research				
Introduction:-Meaning, Nature and Scope of Social Science Research- Pure and Applied research-Problems in Social Science research – Ethics and Integrity in Social Science Research-Recent Developments in Social Science Research					
Outcome 1	Students understand the broader aspect of social science research				K2
Unit-II					
Objective 2	To gain knowledge on research methods				
Methods and Processes: - Methods of Social Science Research-Historical, Empirical, Comparative, Descriptive – Hypothesis- Variables. Approaches to Social Science Research: Positivism, Interpretation, Critical theory, Normative and Empirical.					
Outcome 2	Learners discuss the various methods of conducting social science research				K6
Unit- III					
Objective 3	To know the various types of research design				
Types of Research Design:-Research Design: Exploratory - Descriptive- Experimental - Content Analysis					
Outcome 3	Students describe the various types of research design				K1
Unit -IV					
Objective 4	To get clarity of thinking in collection of data and its interpretation				
Collection of Data and Analysis:- Classification and Analysis of Data: Sampling Method-Observation, Survey, Case Study, Questionnaire and Interview – Statistics and Computer applications in Social Science Research					
Outcome 4	Learners interpret the data collection in social science research				K5
Unit- V					
Objective 5	To prepare research report				
Research Report:-Research Report: Purpose-Content-Style and Presentation-Footnotes and Endnotes-Tables and Figures-Bibliography- Appendices- Writing Research Proposal					
Outcome 5	Students analyze the outcome of research and translate into report.				K4
Suggested Readings:- Dash, Priyaranjan. (2011). *Research Methodology*. Delhi: Vrinda Publications. Gupta, Hitesh. (2011). *Research Methodology*. New Delhi: International Book House. Kothari, C. R. And Garg, G. (2018). *Research Methodology: Methods and Techniques*. New Delhi: New Age International Publishers. Kumar, Ranjit. (2011). *Research Methodology: A Step by Step Guide for Beginner*. London: Sage Publications. Sivapragasam, C. (2009). *ResearchMethods : Tips and Techniques*. Chennai: M.J.Publishers.					

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https://onlinecourses.swayam2.ac.in/cec20_ge37/preview
https://onlinecourses.swayam2.ac.in/cec20_mg14/preview
https://onlinecourses.nptel.ac.in/noc20_hs78/preview

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L(1)	M (2)	L(1)	M(2)	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)
CO2	L(1)	M (2)	L(1)	L(1)	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)
CO3	L(1)	M (2)	L(1)	L(1)	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)
CO4	L(1)	M (2)	L(1)	L(1)	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)
CO5	L(1)	M (2)	L(1)	L(1)	L(1)	S (3)	S (3)	L(1)	L(1)	L(1)
W.AV	1	2	1	1.2	1	1.4	3	1	1	1

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M (2)	M (2)	S (3)	-	M (2)
CO2	L(1)	L(1)	S (3)	-	M (2)
CO3	L(1)	L(1)	S (3)	-	M (2)
CO4	L(1)	L(1)	S (3)	-	M (2)
CO5	M (2)	M (2)	S (3)	-	M (2)
W.AV	1.4	1.4	3	-	2

S- Strong (3), M-Medium (2), L- Low(1)

		Semester - III			
DSE-3	Course code: 549505	Disaster Management and Mitigation	T	Credits: 5	Hours: 5

	Unit -I	
Objective 1	To understand the significance of disaster management and mitigation	
Introduction:- Meaning- Definition- Goals and Significance of Disaster Management and Mitigation-Traditional and New Disaster Threats-Different Aspects of Disaster: Vulnerability- Risk Assessment and reduction -Decision Making in Crisis Management		
Outcome 1	Students understand the significance of disaster management and mitigation	K2

	Unit-II	
Objective 2	To describe the various types of disaster	
Types of Disaster:- Natural :Wind- Cyclone Storm- Tidal Wave- Bush Fires- Water-Flood-Flash flood- Drought- Tsunami- Earthquake- Landslide- Epidemics-Volcanic. Man Made - Communal Riot- Road Accident- Industrial Accident- Fire –Terrorism –Oil Spills – Chemical War – Biological War		
Outcome2	Students describe the various types of disaster	K1

	Unit- III	
Objective 3	To analyze the role of governance in disaster management	
Disaster Management in India:-Administrative machinery at Union, State and District Level. Tools and Techniques of Disaster Management: Role of Information Technology in Disaster Management and Satellite control mechanism, Early warning system.		
Outcome 3	Learners analyze the role of Governance in disaster management	K4

	Unit -IV	
Objective 4	To explain the disaster management cycle	
Disaster Management Cycle :- Prevention-Mitigation- Preparedness-Response- Recovery - Logistics-Post Disaster Review- Role of Stake holders- Allocation of fund – Coordination		
Outcome 4	Learners explain the disaster management cycle	K5

	Unit- V	
Objective 5	To study the role and functions of key institutions in disaster management and disaster mitigation	
Institutional Framework for Disaster Management:- National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA) and Local Disaster Management Authority, National Disaster Management Act 2005		
Outcome 5	Learners discuss the role and functions of key institutions in disaster management and disaster mitigation	K6

Suggested Readings:-

Gupta, Alok. (2010). *Trends in Disaster Management*. New Delhi: Mohit Publication.

Gupta, Harsh.K. (2004). *Disaster Management.* New Delhi: University Press.

Kapoor, Mukesh. (2010). *Disaster Management.* New Delhi: Saurabh Publishing House.

Kappor, Mukesh. (2010). *Disaster Management.* New Delhi: Lotus Press.

Singh, Jagbir. (2007). *Disaster Management: Challenges and Opportunities*. New Delhi: I K International Pvt. Ltd.

Online Resources
Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.] https://meghomeguards.gov.in/sites/default/files/disaster-preparedness.pdf https://unacademy.com/content/upsc/disaster-management-notes/disaster-prevention-and-mitigation/ https://ddceutkal.ac.in/Syllabus/MCOM/Disaster_Management.pdf

K1-Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M (2)	L(1)	M (2)	M(2)	L(1)	L(1)	L(1)	L(1)	M(2)	L(1)
CO2	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	M(2)	L(1)
CO3	L(1)	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)	S (3)	L(1)
CO4	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)
CO5	L(1)	L(1)	M (2)	M(2)	L(1)	L(1)	L(1)	L(1)	M(2)	M (2)
W.AV	1.2	1	1.4	1.8	1	1	1	1	2	1.2

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M (2)	M (2)	M (2)	M (2)	S (3)
CO2	-	-	-	-	-
CO3	M (2)	M (2)	-	S (3)	S (3)
CO4	-	-	-	-	-
CO5	L(1)	M (2)	-	S (3)	S (3)
W.AV	1	1.2	0.4	1.6	1.8

S- Strong (3), M-Medium (2), L- Low(1)

Semester - III					
DSE-3	Course code: 549506	Administration of Public Enterprises	T	Credits: 5	Hours: 5
Unit -I					
Objective 1	To understand the significance of public enterprises in India				
Introduction:- Meaning-Objectives-Characteristic features and significance of Public Enterprises- Role of Public Enterprises in Developing societies					
Outcome 1	Students understand the significance of public enterprises in India				K2
Unit-II					
Objective 2	To describe the various forms of public enterprises				
Forms of Public Enterprises:- Departmental forms, Public Corporation, Government Company - Bureau of Public Enterprise: Powers & Functions					
Outcome 2	Students describe the various forms of public enterprises				K1
Unit- III					
Objective 3	To explain the control over public enterprises in India				
Personnel Management:-Recruitment-Training-Promotion-Wage and Payment- Worker's Participation- Control over Public Enterprises: Parliamentary and Ministerial Audit.					
Outcome 3	Learners explain the control over public enterprises in India				K5
Unit -IV					
Objective 4	To analyze the autonomy and accountability of public sector undertaking in India				
Autonomy and Accountability - Accountability –Autonomy- Memorandum of Understanding- Articles of Association-Privatization & Disinvestment- Navaratna and Miniratna- Mergers & Acquisitions- Profitability & Performance.					
Outcome 4	Students analyze the autonomy and accountability of public sector undertaking in India				K4
Unit- V					
Objective 5	To study the impact of Globalization on public enterprises				
Impact of Globalization: Liberalization and Privatization impact on Public Enterprises – Regulatory Mechanism- Public enterprises relationship with the Government- Public Relations.					
Outcome 5	Learners discuss the impact of Globalization on public enterprises				K6
Suggested Readings:- Aggarwal, A.N. (1987). *Indian economy*. New Delhi : Wiley Eastern Ltd. Ananda Rao, C. R. (1998). *Public Enterprises and Parliamentary Committee in India*. Allahabad: Chung Publications. LaxmiNarain. (2005). *Principles and Practice of Public Enterprises Management*. New Delhi : S. Chand. Prakash, Om. (1996). *The Theory and Working of State Corporations*. New Delhi : Orient Longman. Singh, Hoshiar and Singh,Mohinder. (1990). *Public Enterprises in India- A Plea for reforms*. New Delhi : Sterling Publishers.					

K1- Remember	K2-Understand	K3-Apply	K4-Analyze	K5-/Evaluate	K6- Create

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)	S (3)	M(2)	L(1)
CO2	M (2)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)	M(2)	L(1)
CO3	M (2)	L(1)	L(1)	L(1)	L(1)	M(2)	L(1)	S (3)	L(1)	L(1)
CO4	M (2)	L(1)	L(1)	L(1)	L(1)	M(2)	M(2)	S (3)	L(1)	L(1)
CO5	S (3)	L(1)	M(2)	L(1)	L(1)	L(1)	L(1)	S (3)	M(2)	L(1)
W.AV	2.4	1	1.6	1	1	1.4	1.2	3	1.6	1

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S (3)	S (3)	-	M (2)	M (2)
CO2	S (3)	S (3)	-	M (2)	M (2)
CO3	S (3)	S (3)	-	M (2)	S (3)
CO4	S (3)	S (3)	-	M (2)	S (3)
CO5	S (3)	S (3)	-	S (3)	S (3)
W.AV	3	3	-	2.2	2.6

S- Strong (3), M-Medium (2), L- Low(1)

Semester - IV					
Core	**Course code: 549401**	**Administrative Law**	**T**	**Credits: 5**	**Hours: 6**
Unit -I					
Objective 1	To understand the growth and development of administrative law				
Introduction : Meaning, Nature, scope, importance and growth of Administrative Law – Differences between Constitutional and Administration Law-Reasons for the phenomenal growth of Administration Law-France Droit Administratif system					
Outcome 1	Students understand the growth and development of administrative law			K2	
Unit-II					
Objective 2	To know the working of theory of separation of powers in U.S.A., U.K., India				
Theory of Separation of Powers: Doctrine–Background-Meaning-Importance- Working of Theory of Separation of Powers in U.S.A., U.K., India.					
Outcome 2	Students explain the working of theory of separation of powers in U.S.A., U.K., India			K2	
Unit- III					
Objective 3	To study the significance of administrative action				
Administrative Action: Subordinate Legislation- Delegated Legislation- Principles of Natural Justice- Discretionary Powers of Administration- Administrative Tribunals- Green Tribunal - Lok pal and Lok Ayukta					
Outcome 3	Learners describe the significance of administrative action			K1	
Unit -IV					
Objective 4	To explain the judicial control over administrative action				
Judicial Control over Administrative Action: Judicial Control and Remedies against Administrative Action - Public Interest Litigation- Judicial Activism-Judicial Review.					
Outcome 4	Students interpret the judicial control and remedies against administrative action			K5	
Unit- V					
Objective 5	To discuss the liability of state in tort and contract				
Tort and Contract: Liability of state in Tort- Government Privileges in Legal Proceedings-Suits for Damages - Legal Immunity					
Outcome 5	Learners analyze the liability of state in tort and contract			K4	
Suggested Readings:- Chhabra, S (1990). *Administrative Tribunals* ,New Delhi: Diwan, P (2007). *Indian Constitution (2nd Edition).* New Delhi: Deep and Deep. Kagzi, M C J (2008). *Indian Administrative Law (2ⁿᵈ Edition).* Allahabad: Law Agency. Massey, I P (2008). *Administrative Law,* Delhi: Metropolitan. Sathe, S P (1998). *Administrative Law (6ᵗʰ Edition).* New Delhi: Deep and Deep.					

Online Resources
Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]
https://www.academia.edu/29165685/Module_1_2_Reading_Material_Administrative_Law
https://www.tndalu.ac.in/econtent/1_Administrative_Law.pdf
http://msrlawbooks.in/file/ADMINISTRATIVE_LAW_FF.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	M (2)	M(2)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)
CO2	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)
CO3	L(1)	M (2)	M(2)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)
CO4	S (3)	S (3)	S (3)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)
CO5	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)
W.AV	1.8	1.8	2.2	1	1	1	1	1	1	3

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M (2)	M (2)	-	-	L(1)
CO2	M (2)	M (2)	-	-	L(1)
CO3	M (2)	S (3)	-	-	M (2)
CO4	S (3)	S (3)	-	-	M (2)
CO5	M (2)	M (2)	-	-	-
W.AV	2.2	2.4	-	-	1.2

S- Strong (3), M-Medium (2), L- Low(1)

Semester - IV					
Core	**Course code: 549402**	**Public Policy Analysis**	**T**	**Credits: 5**	**Hours: 6**
Unit -I					
Objective 1	To gain basic knowledge about public policy and various policy models involved in policy making				
Introduction: Concept, Scope and Significance of Public Policy – Various Approaches to the study of Public Policy- Policy models: Institutional, Incremental, Simon's Bounded Rationality Model, and Public Choice Model.					
Outcome 1	Students understand significance of public policy and various policy models drawn in policy making			**K2**	
Unit-II					
Objective 2	To provide in-depth knowledge about various organs involved in policy making process				
Institutions and Organs in Public Policy Making Process: Legislature-Executive-Judiciary-Political Parties-Interest Groups-Media and other Stakeholders.					
Outcome 2	Students explain various institutions and organs involved in public policy making process			**K2**	
Unit- III					
Objective 3	To study the policy making process in modern government				
Policy Making Process : Process – Role of Bureaucracy in policy making- Dror's Optimal model of Policy- Public Policy Advocacy					
Outcome 3	Students describe the policy making process in modern government			**K1**	
Unit -IV					
Objective 4	To explain various approaches and issues involved in policy implementation and its evaluation				
Public Policy Implementation and Evaluation: -various approaches and issues in implementation - criteria for evaluation					
Outcome 4	Learners interpret various issues involved in public policy implementation and its evaluation			**K5**	
Unit- V					
Objective 5	To analyse certain public policies of India				
Public Policy Analysis: Public Policy of India: National Education- Health-Energy-Transport.					
Outcome 5	Learners analyze certain public policies of India			**K4**	
Suggested Readings:- Ayyar, Vaidyanathan R. V. (2009). *Public Policy Making in India*. New Delhi: Pearson Chakraborti, Rajesh (2017) *Public Policy in India*. New Delhi: Oxford University Press. Chakraborty, Bidyut and Chand, Prakash (2016) *Public Policy: Concept, Theory and Practice.* New Delhi: Sage. Sapru,R.K. (2011). *Public Policy: Art and Craft of Policy Analysis*. (2ndEdition). New Delhi: Prentice Hall of India.					

Sapru,R.K. (2012). *Public Policy: Formulation, Implementation and Evaluation.* New Delhi: Sterling Publishers Pvt.Ltd.

Online Resources

Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]

https://egyankosh.ac.in/handle/123456789/3769

https://www.distanceeducationju.in/pdf/405%20PUBLIC%20POLICY.pdf

https://ddceutkal.ac.in/Downloads/UG_SLM/Polsc/Core_9.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	L(1)	L(1)	M(2)	L(1)	S (3)	S (3)	L(1)	L(1)	L(1)
CO2	L(1)	L(1)	L(1)	S (3)	L(1)	S (3)	S (3)	L(1)	L(1)	L(1)
CO3	S (3)	L(1)	L(1)	S (3)	L(1)	S (3)	S (3)	L(1)	L(1)	L(1)
CO4	S (3)	L(1)	L(1)	S (3)	L(1)	S (3)	S (3)	L(1)	L(1)	L(1)
CO5	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)
W.AV	2.2	1	1	2.4	1	3	2.6	1	1	1

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M (2)	M (2)	M (2)	M (2)	S (3)
CO2	M (2)	M (2)	L(1)	-	S (3)
CO3	M (2)	M (2)	M (2)	M (2)	S (3)
CO4	M (2)	M (2)	S (3)	M (2)	S (3)
CO5	M (2)	M (2)	M (2)	M (2)	S (3)
W.AV	2.2	2	2	1.6	3

S- Strong (3), M-Medium (2), L- Low(1)

Semester - IV					
Core	**Course code: 549403**	**Citizen Centric Governance**	**T**	**Credits: 5**	**Hours: 6**
Unit -I					
Objective 1	To make broader understanding of citizen centric governance of our country				
Introduction: Good Governance: Elements -Forms - Theories and Concepts: World Bank and UNDP- Role of State, Market and Civil Society- New Public Service					
Outcome 1	Students understand the significance of citizen centric governance				K2
Unit-II					
Objective 2	To study the role of citizen in administration				
Citizen and Administration: Decentralization- Delegation-Transparency- Morals and Ethics - Rights and Duties of the Citizens- Functions of the Government Vs Civil Society Role.					
Outcome 2	Learners explain the role of citizen in administration				K2
Unit- III					
Objective 3	To explain the tools and mechanisms in citizen centric governance				
Tools and Mechanisms: Citizens' Charter – Concept, Objectives and Significance- Sevottam Model- Indian Standard for Quality Management Systems - Seven Steps Model for Citizen Centricity - Right to Service - Right to Information- Total Quality Management-Re-Engineering Business Process-Total Productive Maintenance.					
Outcome 3	Students describe the tools and mechanisms in citizen centric governance				K1
Unit -IV					
Objective 4	To analyse people's participation in governance				
People's Participation in Governance : Grievances Redressal and Monitoring System- Social Audit- Consumer Protection law and Forum					
Outcome 4	Learners asses people's participation in governance				K5
Unit- V					
Objective 5	To discuss various institutions and its challenges in promoting citizen centric governance				
Institutions and Challenges: Role of Information Commission at Central and State- National Consumer Disputes Redressal Commission- Challenges and Issues					
Outcome 5	Students discuss the challenges of various institutions in promoting citizen centric governance				K6

Suggested Readings:-

Alford, John and O'Flynn, Janine (2012) *Rethinking Public Service Delivery*. New York: Palgrave Macmillan.

Anderson, Dennis; Wu Robert; Cho, June-Suh and Schroeder, Katja (2015) *E-Government Strategy, ICT and Innovation for Citizen Engagement.* New York: Springer-Verlag

Bhattacharya, Mohit. (2012). *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers and Distributors

Bhattacharya, Mohit. (2018). *New Horizons of Public Administration*. New Delhi: Jawahar

Publishers & Distributors.

Fadia. B.L., Fadia, Kuldeep. (2010). *Public Administration-Administrative Theories and Concepts,* New Delhi: Sahityabhawan Publications.

Online Resources

Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]

 https://byjus.com/free-ias-prep/core-principles-for-making-governance-citizen-centric/

https://unacademy.com/content/upsc/governance-notes/good-governance-and-citizen-centric-administration/

https://onlinecourses.swayam2.ac.in/cec22_hs46/preview

K1- Remember	K2-Understand	K3-Apply	K4-Analyze	K5-/Evaluate	K6- Create

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M (2)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)	M (2)
CO2	M (2)	L(1)	M(2)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)	S (3)
CO3	M (2)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)	M(2)	S (3)	S (3)
CO4	L(1)	L(1)	M(2)	L(1)	L(1)	M(2)	L(1)	L(1)	S (3)	M (2)
CO5	L(1)	L(1)	M(2)	L(1)	L(1)	S (3)	L(1)	L(1)	S (3)	M (2)
W.AV	1.6	1	2.4	1	1	1.6	1	1.2	3	2.4

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S (3)	S (3)	-	L(1)	M (2)
CO2	S (3)	S (3)	M (2)	L(1)	S (3)
CO3	S (3)	S (3)	M (2)	S (3)	S (3)
CO4	S (3)	S (3)	M (2)	S (3)	S (3)
CO5	S (3)	S (3)	M (2)	S (3)	S (3)
W.AV	3	3	1.6	2.2	2.8

S- Strong (3), M-Medium (2), L- Low(1)

Semester - IV				
Core	**Course code:** **549999**	**Dissertation**	**Credits:** **6**	**Hours:** **12**
Objectives	1. To familiarize with important research terms and concepts. 2. To know the various methods of conducting social science research 3. To inculcate the knowledge of necessary skills to prepare research report 4. To manage structuring, scheduling and leading a research project 5. To comprehend the process of administrative skills and techniques in public organizations			
Dissertation & Viva Voce	At the end of the fourth Semester, Dissertation should be submitted by the students to the Department through Supervisor followed by Viva Voce. Dissertation Evaluation which is divided into two parts as follows: Dissertation Work & Viva Voce			
Outcomes	Students Describe the broader aspect of social science research			K1
	Learners outline the various methods of conducting social science research			K2
	Students analyze the outcome of a research and generate good research report			K4
	Students develop structuring, scheduling and leading a research project			K3
	Learners develop the process of administrative skills and techniques in public organizations			K6

Suggested Readings:-

Dash, Priyaranjan. (2011). *Research Methodology*. Delhi: Vrinda Publications.

Gupta, Hitesh. (2011). *Research Methodology*. New Delhi: International Book House.

 Kothari, C. R. And Garg, G. (2018). *Research Methodology: Methods and Techniques*. New Delhi : New Age International Publishers.

Kumar, Ranjit. (2011). *Research Methodology: A Step by Step Guide for Beginner*. London: Sage Publications.

Sivapragasam, C. (2009). *ResearchMethods : Tips and Techniques*. Chennai: M.J.Publishers.

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Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.] https://onlinecourses.swayam2.ac.in/cec20_ge37/preview

https://onlinecourses.swayam2.ac.in/cec20_mg14/preview

 https://onlinecourses.nptel.ac.in/noc20_hs78/preview

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-/Evaluate*	*K6- Create*

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	L(1)	M (2)	M(2)	S (3)	M(2)	M(2)	S (3)	L(1)	L(1)	L(1)
CO2	L(1)	M (2)	M(2)	M(2)	S (3)	M(2)	S (3)	L(1)	L(1)	L(1)
CO3	L(1)	L(1)	L(1)	M(2)	L(1)	S (3)	S (3)	L(1)	L(1)	L(1)
CO4	L(1)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)
CO5	S (3)	S (3)	L(1)	S (3)	S (3)	M(2)	M(2)	L(1)	L(1)	L(1)
W.AV	1.4	1.8	1.4	2.2	2	2	2.8	1	1	1

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M(2)	M(2)	S (3)	-	M(2)
CO2	L(1)	L(1)	S (3)	-	M(2)
CO3	L(1)	L(1)	S (3)	-	M(2)
CO4	L(1)	L(1)	S (3)	-	M(2)
CO5	S (3)	S (3)	S (3)	S (3)	S (3)
W.AV	1.6	1.6	3	0.6	2.2

S- Strong (3), M-Medium (2), L- Low(1)

Semester II: Non Major Elective Course (NME)					
NME	Course code:	Introduction to Public Administration	T	Credits : 2	Hours: 3
Unit -I					
Objective 1	To understand the conceptual framework and appraise the evolution of Public Administration as a discipline				
Introduction:- Meaning, Nature , Scope and Evolution of the study of Public Administration- Role and Significance of Public Administration- Public and Private Administration- Public Administration and its relations with other Social Sciences-New Public Administration-New Public Management Perspective- State Vs Market debate – Recent Development in Public Administration.					
Outcome 1	Learners realize the importance of the discipline Public Administration and its conceptual framework				K1
Unit-II					
Objective 2	To understand the principles of Public Administration				
Principles of Administration:- Organization - Hierarchy-Unity of Command-Span of Control-Authority and Responsibility- Co-ordination-Centralization – Decentralization - Delegation-Supervision-Line and Staff Agencies					
Outcome 2	Students understand the principles of Public Administration				K2
Unit- III					
Objective 3	To explain the significance of administrative behaviour				
Administrative Behaviour:- Planning - Leadership-Communication- Motivation-Decision Making –Control and its Techniques					
Outcome 3	Students analyze the significance of administrative behaviour				K4
Unit -IV					
Objective 4	To study the typology and forms of public organisations				
Typology and Forms:- Bases of Department-Departmental Undertakings- Public Corporations and Government Companies- Independent Regulatory Commission- Head Quarters and Field Relationship					
Outcome 4	Learners compare the various forms of public organizations				K5
Unit- V					
Objective 5	To know about the control over public administration				
Accountability and Control:-Concept and Meaning - Legislative-Executive-Judicial control over Public Administration- People's Participation-Role of Civil Society and Media.					
Outcome 5	Students discuss control over public administration				K6
Suggested Readings:- Arora, Ramesh, K. and Goyal, Rajni. (1997). *Indian Public Administration: Institutions and Issues*. New Delhi : New Age International Publishers Avasthi, A. and Maheshwari, S. R. (2013). *Public Administration*. Agra: Lakshmi Narain Agarwal.					

Basu, Rumki. (2008). *Public Administration: Concepts and Theories*. New Delhi :Sterling Publishers.

Bhattacharya, Mohit. (2012). *Public Administration: Issues and Perspectives*. New Delhi :Jawahar Publishers and Distributors

Fadia. B.L., Fadia, Kuldeep. (2010). *Public Administration-Administrative Theories and Concepts,* New Delhi: Sahityabhawan Publications

Online Resources

Related Online Contents [MOOC, SWAYAM, NPTEL, e – PG pathshala, Websites etc.]

https://archive.mu.ac.in/myweb_test/SYBA%20Study%20Material/pol_sc-III.pdf

https://egyankosh.ac.in/handle/123456789/63334

https://ddceutkal.ac.in/Syllabus/MA_Pol_Science/PAPER-2.pdf

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-Evaluate*	*K6- Create*

Course Designed By:

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S (3)	S (3)	L(1)	M(2)	M(2)	M(2)	L(1)	L(1)	L(1)	L(1)
CO2	S (3)	S (3)	S (3)	S (3)	S (3)	M(2)	M(2)	M(2)	M(2)	M(2)
CO3	S (3)	S (3)	S (3)	S (3)	S (3)	M(2)	M(2)	M(2)	M(2)	M(2)
CO4	S (3)	S (3)	S (3)	S (3)	M(2)	S (3)	M(2)	S (3)	S (3)	M(2)
CO5	S (3)	S (3)	S (3)	S (3)	M(2)	M(2)	M(2)	S (3)	S (3)	L(1)
W.AV	3	2.8	2.6	2.8	2.4	2.2	1.8	2.2	2.2	1.6

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	L(1)	S (3)	-	-	M(2)
CO2	L(1)	S (3)	-	-	M(2)
CO3	M(2)	S (3)	-	-	M(2)
CO4	S (3)	S (3)	-	-	L(1)
CO5	S (3)	S (3)	-	-	M(2)
W.AV	2	3	-	-	1.8

S- Strong (3), M-Medium (2), L- Low(1)

Semester III: Non Major Elective Course (NME)					
NME	Course code:	Indian Public Administration For Civil Services	T	Credits: 2	Hours: 3
Unit -I					
Objective 1	To understand the evolution of Indian Constitution				
Introduction to Constitution of India: Salient features, Preamble, Citizenship - Fundamental rights - Fundamental duties - Directive principles of state policy- Official language- Emergency provisions- Amendments					
Outcome 1	Students understand the evolution of Indian Constitution				K2
Unit-II					
Objective 2	To identify the powers and functions of Union government and its functionaries				
Government at Central : President- Prime Minister-Cabinet- Council of Ministers- Parliament –Supreme Court of India-Prime Minister's Office- Cabinet Secretariat.					
Outcome 2	Students identify the powers and functions of Union government and its functionaries				K3
Unit- III					
Objective 3	To explain the powers and functions of State government and its functionaries				
Government at State: Governor- Chief Minister- Council of Ministers- State legislature-Secretariat-Directorate- District Administration- High Courts- Subordinate Courts – Central and State Relations- - State Election Commission- State Human Rights Commission.					
Outcome 3	Students explain the powers and functions of State government and its functionaries				K5
Unit -IV					
Objective 4	To discuss public grievances redressal mechanism in India				
Public Grievances Redressal Mechanism: Corruption: Causes and Remedies- Anti corruption enforcement Agencies in India- Central Vigilance Commission- Lokpal – lokayukta - Public Grievances Redressal Mechanism at Central & State- Consumer Protection - Information Commission at Central & State- lokadalat.					
Outcome 4	Learners discuss public grievances redressal mechanism in India				K6
Unit- V					
Objective 5	To analyze the foreign policy of India				
Foreign Policy of India: India's relations with its neighbouring Countries – Regional Cooperation: SAARC, ASEAN, BRICS-Indian Diaspora.					
Outcome 5	Learners analyze the foreign policy of India				K4
Suggested Readings:- Arora, Ramesh, K. and Goyal, Rajni. (1997). *Indian Public Administration: Institutions and Issues*. New Delhi : New Age International Publishers Avasthi, A. and Maheshwari, S. R. (2013). *Public Administration*. Agra: Lakshmi Narain Agarwal.					

Basu, Rumki. (2008). *Public Administration: Concepts and Theories*. New Delhi :Sterling Publishers.

Bhattacharya, Mohit. (2012). *Public Administration: Issues and Perspectives*. New Delhi :Jawahar Publishers and Distributors

Fadia. B.L., Fadia, Kuldeep. (2010). *Public Administration-Administrative Theories and Concepts,* New Delhi: Sahityabhawan Publications

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https://egyankosh.ac.in/handle/123456789/63334

https://ddceutkal.ac.in/Syllabus/MA_Pol_Science/PAPER-2.pdf

https://unacademy.com/content/upsc/governance-notes/good-governance-and-citizen-centric-administration/

K1- Remember	*K2-Understand*	*K3-Apply*	*K4-Analyze*	*K5-Evaluate*	*K6- Create*
					Course Designed By:

Course Outcome VS Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	M(2)	M(2)	S (3)	M(2)	M(2)	S (3)	M(2)	S (3)	S (3)	S (3)
CO2	M(2)	L(1)	S (3)	M(2)	M(2)	S (3)	M(2)	M(2)	M(2)	M(2)
CO3	M(2)	L(1)	S (3)	M(2)	M(2)	S (3)	M(2)	M(2)	S (3)	L(1)
CO4	L(1)	L(1)	S (3)	L(1)	L(1)	L(1)	L(1)	L(1)	S (3)	S (3)
CO5	L(1)	L(1)	S (3)	L(1)	M(2)	S (3)	S (3)	M(2)	L(1)	L(1)
W.AV	1.6	1.2	3	1.6	1.8	2.6	2	2	2.4	2

S- Strong (3), M-Medium (2), L- Low(1)

Course Outcome VS Programme Specific Outcomes

Mapping Course Outcome with Programme Specific Outcomes					
COs	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M(2)	S (3)	-	-	L(1)
CO2	M(2)	M(2)	-	-	M(2)
CO3	M(2)	M(2)	-	-	M(2)
CO4	M(2)	M(2)	-	-	M(2)
CO5	S (3)	M(2)	-	-	S (3)
W.AV	2.2	2.2	-	-	2

S- Strong (3), M-Medium (2), L- Low(1)

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