

ANNA ADARSH COLLEGE FOR WOMEN

DEPARTMENT OF PUBLIC ADMINISTRATION

SHIFT – I

**LEARNING OBJECTIVES AND LEARNING
OUTCOMES FOR THE ACADEMIC YEAR 2021-2022**

PROGRAMME'S MISSION AND OBJECTIVES

Advocating the highest values and ideals of Public Service, expanding and exchanging knowledge about Public Administration, contributing to the resolution of key Issues in Public Administration, promoting the education and professional development of Public Administrators.

The main objective of Public Administration is to implement the policy as well as to formulate the policy. The contents of the curriculum will help in understanding and analyzing the discipline of Public Administration.

ELIGIBILITY & DURATION

A Candidate must have passed the 3 years degree course (any degree) recognized by the University.

Course Duration – 2 Years

DEPARTMENT STAFF DESIGNATION:

S.No.	NAME OF THE STAFF	DESIGNATION
1.	Dr.S.Marceline Pushpa	HOD and Associate Professor
2.	Dr.R.Asha	Assistant Professor
3.	Dr.A.Amudha	Assistant Professor
4.	Dr.S.Kavitha	Assistant Professor
5.	Ms.G.Hemalatha	Assistant Professor

M.A PUBLIC ADMINISTRATION PROGRAMME OUTCOMES

PO1	Illustrate the Classical and Modern Theories in the discipline of Public Administration
PO2	Management and Administration of public and private sector.
PO3	Demonstrate the integrated knowledge, abilities, and ethics required in administrative, managerial, and leadership roles.
PO4	Compare the philosophies of government structure and administrative thinkers in India and overseas.
PO5	Realize the importance of economic and ecological concerns and the human aspects of public policy initiatives.
PO6	Professional development and management of human resources and chance to hold important Government position
PO7	Issues and events of shaping the public administration in national and regional setting.
PO8	Reflect with critical thinking and analysis in planning and implementation of public policy.
PO9	Improving the socio-economic conditions of the state through financial administration.
PO10	Transforms scientific knowledge into effective practices for societal development and growth.

LIST OF SUBJECTS:

YEAR	NAME OF THE SUBJECT
	SEMESTER - I
I	Principles of Public Administration
	Organization Theory and Management
	Public Financial Administration
	Environmental Administration
	Heritage and Tourism Administration
	SEMESTER - II
II	Public Policy
	Human Resource Management
	Indian Administration
	Administrative Law
	Tribal Administration
	SEMESTER - III
III	Human Rights in India
	Research Methodology
	Gender and Public Administration
	International Organization and Administration
	Urban Management in India
	SEMESTER - IV
IV	Police Administration
	New Public Management and Governance
	Project
	Issues of Disinvestment and Public Sector Undertakings in India

M.A. DEGREE COURSE IN PUBLIC ADMINISTRATION
FIRST SEMESTER

							Marks
COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM - HRS	CIA	EXTERNAL
	Public Administration						
Core 1	Principles of Public Administration	I	4	4	3	25	75
Core 2	Organization Theory and Management	I	4	4	3	25	75
Core 3	Public Financial Administration	I	4	4	3	25	75
Core 4	Environmental Administration	I	4	4	3	25	75
Elective 1	Heritage and Tourism Administration	I	4	4	3	25	75
Soft Skills			2	2	3	25	75
Total			22				

SECOND SEMESTER

							Marks
COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM - HRS	CIA	EXTERNAL
	Public Administration						
Core 5	Public Policy	II	4	4	3	25	75
Core 6	Human Resource Management	II	4	4	3	25	75
Core 7	Indian Administration	II	4	4	3	25	75
Core 8	Administrative Law	II	4	4	3	25	75
Elective 2	Tribal Administration	II	4	4	3	25	75
Soft Skills			2	2	3	25	75
Total 22							

THIRD SEMESTER

							Marks
COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM - HRS	CIA	EXTERNAL
	Public Administration						
Core 9	Human Rights in India	III	4	4	3	25	75
Core 10	Research Methodology	III	5	5	3	25	75
Core 11	Gender and Public Administration	III	5	5	3	25	75
Core 12	International Organization and Administration	III	4	4	3	25	75
Elective 3	Urban Management in India	III	4	4	3	25	75
Soft Skills			2	2	3	40	60
**Internship							
Total							26

** Internship will be carried out during the summer vacation of the first year and marks should be sent to the University by the College and the same will be included in the third Semester Marks Statement.

FOURTH SEMESTER

							Marks
COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	EXAM - HRS	CIA	EXTERNAL
	Public Administration						
Core 13	Police Administration	IV	4	4	3	25	75
Core 14	New Public Management and Governance	IV	4	4	3	25	75
Project		IV	6	6	3	25	75
Elective 4	Issues of Disinvestment and Public Sector Undertakings in India	IV	4	4	3	25	75
Soft Skills			2	2	3	40	60
Total 22							

The following procedure to be followed for Internal Marks:

Theory Papers: 75

Internal Marks: 25

Best Two tests out of 3 15 marks

Attendance 5 marks

Assignment/Seminar 5 marks

Project:

Internal Marks Best 2 out of 3 presentations 20 marks

Viva 20 marks

Project Report 60 marks

PATTERN OF QUESTION PAPER

Part	Total questions	Questions to be answered	Marks per Question	Total Marks
A (50 words)	12	10	1	10
B (200 words)	7	5	5	25
C (500 words)	6	4	10	40
Maximum Marks for End Semester External Examination				75

SEMESTER I

PRINCIPLES OF PUBLIC ADMINISTRATION

COURSE OBJECTIVES

1. To understand the nature and scope of Public Administration;
2. To acquaint with the theories, approaches, concepts and principles of Public Administration;
3. To understand the role of public services in Redressal of Citizen Grievances: Transparency, accountability and control.
4. A wide variety of topics will be covered including a survey of major figures and theories of public administration, bureaucratic theory, organizational theory, and an overview of contemporary issues.
5. The course will also blend theory with practical application.

SYLLABUS

Unit I

Meaning, Nature and Scope of Public Administration - Evolution of Public Administration- Public and Private Administration - Approaches to the study of Public Administration - New Public Administration - Changes brought about by Privatization in Governance

Unit II

Principles of Organisation - Theories of Organisation (Classical, Neo-Classical, Modern) – Bureaucracy - Liberal and Marxist Conceptions

Unit III

Chief Executives – Types - Line, Staff and Auxiliary agencies – Departments - Public Corporations - Boards - Independent Regulatory Commissions - Head Quarters and Field Relationships

Unit IV

Concept of Accountability and Control - Legislative, Executive and Judiciary Control over administration - Accounts and Audit.

Unit V

Citizen and State Responsibility - Redressal of Grievances - Lok Pal – Lok Ayukta - Citizen Charter - Good Governance

COURSE OUTCOMES

1. Helps in learning of basic principles and approaches of Public Administration.
2. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating.
3. Awareness about the evolution and growth of the discipline of Public Administration.
4. Helps in knowing the nuances of administrative practices.
5. Helps in identifying the role of citizens in administration.

REFERENCE BOOKS

1. Avasthi R and Maheswari S.R., Public Administration Lakshmi Narain Agarwal, Agra, 2004.
2. Goel S.L. Advanced Public Administration, Deep and Deep Publication N.Delhi,2002.
3. Shriram Maheswari-Administrative Theory- An Introduction, Maomillan India Ltd,1998.
4. Chakrabarty, B and Bhattacharya, M Public Administration: A Reader, Oxford, 2005.

MAPPING-COURSE OBJECTIVES WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	M	S	M
CO3	S	S	M	S	M
CO4	S	M	S	M	S
CO5	S	M	S	S	S

Key: S-Strong, M-Medium/Moderate, L-Low

ORGANISATION THEORY AND MANAGEMENT

COURSE OBJECTIVES

1. To help the students gain understanding of the functions and responsibilities of managers.
2. To provide them tools and techniques to be used in the performance of the managerial job.
3. To enable them to analyze and understand the environment of the organization.
4. To help the students to develop cognizance of the importance of management principles.
5. To learn about Managing in a Changing Global Environment.

UNIT I

Meaning, Nature and Scope of Organisation - Principles of Organisation - Theories of Organisation - Types of Organisation.

UNIT II

Meaning, Nature and Significance of Management.-Schools of Management thought – Classical , Behavioural – Human Relations, Public Choice Schools - Levels of Management.

UNIT III

Organisational Behaviour - Organisational Effectiveness - Organisational Change and Development - Organisational Society.

UNIT IV

Management by Objectives - Management Information System - Total Quality Management - Self Management - Quality Circle

UNIT V

Power and Politics – Conflict - Participative Management - Training and Development in Management

COURSE OUTCOMES

1. Understand the concepts related to Organization and Management.
2. Demonstrate the roles, skills and functions of management.
3. Analyse effective application of management knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.
4. Understand the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.
5. Understand the change process and the techniques that can be used to help an organization achieve its desired future state.

REFERENCE BOOKS

1. Robbins Stephen P., Organisation Theory Structure, design and applications, Prentice Hall, New Delhi, 1990.
2. Khanna S.S., Organisational Behaviour, S. Chand & Co., New Delhi, 2002.
3. Davav Rustam S., The Principles of Management, Crown Publishing Company, Bombay.
4. Rao U.S.P and P.S. Narayana,- Principles and Practice of Management, Konark Publications, New Delhi, 1991.
5. Bhusan Y.T., - Fundamentals of Business Organisation and Management and Management, S.Chand & Co. New Delhi, 2002.

MAPPING-COURSE OBJECTIVES WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	S	S
CO2	S	S	M	S	M
CO3	S	S	S	S	M
CO4	S	S	M	S	M
CO5	S	M	S	M	S

Key: S-Strong, M-Medium/Moderate, L-Low

PUBLIC FINANCIAL ADMINISTRATION

COURSE OBJECTIVES

1. To gain knowledge of various aspects of Public Financial Administration in general and in the Indian context in particular.
2. To understand public budgeting, public financial institutions and financial resource mobilization strategies in the Indian context.
3. To understand the role of Comptroller and Auditor General in accounting and auditing. To gain knowledge about the administration of taxes in India.
4. Comprehending the system and dynamics of Indian fiscal federalism
5. Deep understanding of the role and mechanism of Parliamentary control over finance in India

SYLLABUS

UNIT I – INTRODUCTION

Nature, Scope and Significance of Public Financial Administration - Budget and its Principles
- Modern techniques of Public Financial Administration - Budgetary procedures in UK, USA and India.

UNIT II - BUDGETARY PROCESS- PUBLIC BUDGETING IN INDIA

Aspects of Indian Budgetary System - Preparation and Enactment of Budget - Control over Public Expenditure in India - Finance Ministry

UNIT III - FINANCIAL COMMITTEES

Public Accounts Committee - Estimates Committee - Committee on Public Undertakings - Committee on Subordinate Legislation - Departmentally Related Standing Committee

UNIT IV- AUDITING AND ACCOUNTING

Meaning of Audit - Audit in India - Comptroller and Auditor General of India - Separation of Accounts from Audit - Performance Auditing

UNIT V - PUBLIC FINANCE

Finance Commission of India - Union- State Financial Relationships - Resource Mobilisation - Tax Administration in India - Public Debt Administration in India - State Finance Commissions - Local Finances in India

COURSE OUTCOMES

1. Helps in understanding the basic concepts of Public Financial Administration.
2. Helps in understanding the role of financial standing committees.
3. Helps in identifying the major issues in public financial administration.
4. Helps in acquiring knowledge on socio-economic conditions through financial administration.
5. Helps in understanding the role of various agencies at the national, state and local levels involved in Public Financial Administration.

REFERENCE BOOKS

1. Goel S.L., Public Financial Administration, New Delhi Deep and Deep Publications, 2002.
2. Thavaraj M.J.K., Financial Administration in India, Sultan Chand & Sons, New Delhi,2000.
3. Mukherjee S.S., Financial Administration in India, Surjeet Publication, New Delhi.
4. Kramer Fred A., ed. Contemporary Approaches to Public Bdgeting, Cambridge,Mass: Winthrop, 1979.

MAPPING-COURSE OBJECTIVES WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	M	M
CO2	M	S	S	S	S
CO3	M	S	M	M	M
CO4	M	M	M	M	S
CO5	M	S	M	M	S

Key: S-Strong, M-Medium/Moderate, L-Low

ENVIRONMENTAL ADMINISTRATION IN INDIA

COURSE OBJECTIVES

1. The aim of Environmental Administration is to develop a student population that is to be aware of and concerned about the environment and its associated problems and which has the knowledge, skills, attitudes, motivations and commitment to work individually and collectively towards solutions of current problems and prevention of environmental pollution.
2. Students will have integrated knowledge from multiple disciplines representing physical and life sciences perspectives, political and economic perspectives, and socio-cultural perspectives on humans' interactions with their environment.
3. After learning environmental issues students would contribute to and facilitate interdisciplinary research and problem solving, through independent and collaborative work.

SYLLABUS

Unit I

Meaning, Nature and significance of environmental administration - Environmental Degradation - Global Environment

Unit II

Main Causes of Environmental Pollution, Sources and Effects of Pollution (Water, Air, Noise, Land Pollution) - Planning Model for Industrial Complex

Unit III

Ministry of Environment- Environmental Policy - Environmental Information System [ENVIS] - Critical Evaluation of Environmental Policy

Unit IV

Common law - Aspects of environmental law – Constitutional and Environmental Law – Statutory Control of Environmental Pollution – Public Interest Litigation

Unit V

Strategies for Environmental Management – Socio-economic impacts –India's

participation in International Conventions –Stake holders – Community Participation – Public Awareness and Media

COURSE OUTCOMES

1. Understand the interconnected and interdisciplinary nature of environmental administration.
2. Demonstrate a sustainable approach to environmental issues with a focus on balanced development.
3. Students will use critical thinking to solve the environmental issues at least in their neighbourhood.
4. Understand and evaluate the global scale of environmental problems.
5. Reflect critically on their roles as citizens, consumers and environmental activist in a complex world.

REFERENCE BOOKS

1. Kailash Thakur, Environmental Protection- Law and Policy in India, Deep & Deep Publications, New Delhi, 1999.
2. Divan, S and Rosencranz, A Environmental Law and Policy in India, Oxford,2002.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	M
CO2	M	M	S	M	M
CO3	M	M	M	M	S
CO4	S	S	S	S	S
CO5	M	S	S	M	M

Key: S-Strong, M-Medium/Moderate, L-Low

HERITAGE AND TOURISM ADMINISTRATION

COURSE OBJECTIVES

1. Contextualize tourism within broader cultural, environmental, and economic dimensions of society.
2. Critique tourism practices for their implications locally and globally.
3. Explain the diverse nature of tourism, including culture and place, global/local perspectives.

SYLLABUS

Unit I

Meaning, Nature & Scope of tourism – basic elements of tourism – Nature & importance of heritage

Unit II

Evolution of tourism in India – Ministry of Tourism at the central and state level – Role of Tourism Development Corporation at Central & State level – Role of travel Agency - International Tourism Organization

Unit III

Recreation management – parks & heritage sites – Culture & heritage

Unit IV

Tourism planning & Development – Marketing for tourism – Management aspects of tourism
– Travel Logistics

Unit V

Economic impact of Tourism – managing public awareness – Tourism and information technology – Tourism education – eco- tourism

COURSE OUTCOMES

1. Evaluate Government policy and regulations governing Culture & Heritage Tourism in India
2. Develop Marketing Plan for local and foreign market, to promote Culture & Heritage Tourism.
3. Evaluate the impact of Tourism on Indian economies.
4. Examine the planning and management aspects of tourism industry.
5. Develop public consciousness about the importance of tourism.

REFERENCE BOOKS

- 1.V.P.Sali, Tourism Development in India, Panten Publishers, Jaipur, 2001.
2. Y.P.Singh, Effective Tourism Management, Anmal Publications, New Delhi 2001.
- 3.Praveen Sethi, Handbook of Hospitalisation and Tourism, Anmal Publications, New Delhi, 1999.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	M	M	M
CO3	M	M	M	S	S
CO4	M	M	M	M	M
CO5	M	M	M	S	S

Key: S-Strong, M-Medium/Moderate, L-Low

SEMESTER II
PUBLIC POLICY

COURSE OBJECTIVES

1. To understand the basic concepts such as public policy, policy analysis, policy orientation.
2. To acquaint with the different stages of the Public policy process in terms of formulation, implementation and evaluation.
3. To understand the role of policy formulation agencies such as legislature, bureaucracy, political parties, pressure groups.

SYLLABUS

Unit I

Nature, Scope, significance of public policy - National Character and Culture - Approaches in Public Policy - Policy Orientation

Unit II

Models in Public Policy - Rational Model - Optimal Model - Policy Analysis

Unit III

Policy formulating agencies – Legislature – Bureaucracy - Political Parties - Pressure Groups and Civil Society Organisations

Unit IV

Economic Policy of India- Industrial Policy of India - Educational Policy of India - Agricultural Policy of India - Environmental policy of India

Unit V

Policy Implementation and Policy Evaluation – Mechanisms - Accountability and Performance Measurement of Public Programmes - Programme Evaluation Unit of Planning Commission

COURSE OUTCOMES

1. Helps in understanding fundamental concepts related to public policy such as policy analysis, policy orientation, public policy models.
2. Helps in acquiring necessary competence to undertake policy analysis.
3. Critically examine the policies of the government related to key sectors.
4. Helps in identifying the role of citizens in policy making and policy implementation. Helps in understanding the various policies designed by the government.
5. Helps in acquiring knowledge about the issues in administration and to suggest corrective changes for smooth policy implementation.

REFERENCE BOOKS

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	S
CO2	M	M	S	M	S
CO3	S	S	S	S	S
CO4	M	M	M	M	S
CO5	M	M	M	M	M

Key: S-Strong, M-Medium/Moderate, L-Low

HUMAN RESOURCE MANAGEMENT

COURSE OBJECTIVES

1. Students will understand the fact that human resources are one of the primary means of creating a competitive advantage for the modern organizations.
2. HR department acts as a productivity center rather than a cost center by enhancing the profitability of the organizations.
3. Best practices in HRM primarily help to enhance organizational efficiency.
4. The HRM skill include technical skills, human relations skills, conceptual and design skills, and business skills.
5. To understand the changing paradigms of Resources management.

SYLLABUS

Unit I - INTRODUCTION

Meaning, Nature ,Scope, Significance of Human Resource Management - Objectives and uses of HR Management - Human Resources Development Policy

Unit II - HUMAN RESOURCES DEVELOPMENT

Role and significance of Human Resource Development, Techniques of Human Resource Development - Design and implementing Human Resource Development - Manpower Planning - Training and Development

Unit III - ORGANISATION DESIGN AND PERSONNEL FUNCTIONS

Role of HR department in the organisation - Job Description - Job Analysis and Evaluation

Unit IV - HUMAN RESOURCE PLANNING

Recruitment and Selection - Compensation- Promotion - Career Planning and Development - Motivation and Morale - Performance Appraisal - Retirement

Unit V- STRESS MANAGEMENT

Job Satisfaction - Grievance Systems - Stress and Counselling
Employee Stress - Employee Counselling- Types of Counselling

COURSE OUTCOMES

1. Effective management and planning of key human resource functions within organizations.
2. Examination of current issues, trends, practices, and processes in HRM.
3. Contribution to employee performance management and organizational effectiveness, problem-solving and human resource planning.
4. Develop employability skills in the workplace.
5. To analyze the strategies required to select and develop human resources.

REFERENCE BOOKS

1. Rao, Subha P., and V.S.P. Rao., Personnel / Human Resource Management, New Delhi : Konark Publishers Pvt, Ltd., 1995.
2. Chatterjee, Bhasker., Human Resource Management, New Delhi: Sterling Publishers Pvt.Ltd., 1999.
3. Tripathi, P.C., Human Resource Development, New Delhi: Sultan Chand and Sons, 2000.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	S	S
CO2	M	S	S	M	M
CO3	S	S	S	M	M
CO4	S	S	M	M	M
CO5	M	M	S	M	S

Key: S-Strong, M-Medium/Moderate, L-Low

INDIAN ADMINISTRATION

COURSE OBJECTIVES

1. To understand the historical evolution and global context of Indian Administration.
2. To acquaint with the functioning of the Indian administration at the central and state levels.
3. To identify the emerging issues in Indian Administration in the context of changing role of state, market and civil society.
4. Discern the connects and disconnects between structure, purpose and process and results in Indian Administration;
5. Acquaint with the functioning of the Administrative Accountability: Legislative and Judicial Control

SYLLABUS

Unit I - EVOLUTION OF INDIAN ADMINISTRATION

Pre colonial, colonial, post colonial welfare state - salient features of Indian constitution - Fundamental rights - Directive Principles of State Policy

Unit II - UNION ADMINISTRATION

President – Cabinet - Prime Minister - Organisation of Central Secretariat - Ministries and Departments - All India Services - Role of Planning Commission - National Development Council

Unit III - CONSTITUTIONAL AUTHORITIES

Finance Commission - Union Public Service Commission - Election Commission - Commissioners for SCs, STs - Attorney General of India - Comptroller and Auditor General of India

Unit IV - STATE ADMINISTRATION

Governor - Chief Minister – Cabinet - Organisation of State Secretariat – Departments - State Public Service Commission

Unit V – ISSUES IN INDIAN ADMINISTRATION

Minister-Secretary Relations - Generalists Vs Specialist - Union State Relations – Corruption - Impact of Information Technology in Indian Administration - Globalisation and Indian Administration - Administrative reforms

COURSE OUTCOMES

1. Helps in understanding India’s development experience and changing role of administration.
2. Helps in identifying the multi-dimensionality of problems and processes of Indian Administration.
3. Helps to understand the Indian Administration role as the main instrument of State to achieve its developmental goals; and the responses of these systems in addressing the concerns of the people.
4. Helps in understanding the philosophies of government structure of India.
5. Helps to identify the issues in administration and to suggest reforms for better administration.

REFERENCE BOOKS

1. Arora, Ramesh K., and Rajini Goyal, Indian Public Administration- Institutions and Issues,; Nishwa Prakashan for New Age International (P) Ltd, New Delhi, 2001.
2. Chaturvedi T.N., Organization of Government of India, Indian Institute of Public Administration, New Delhi 1985.
3. Singh, Hoshair, Indian Administration, Sterling Publication, New Delhi 2000.
4. Arora, Ramesh K and Goyal R India Public Administration, New Age International Pvt Ltd, New Delhi, 2004 (2 edition).

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	S	S
CO2	M	M	M	M	S
CO3	S	M	M	S	S
CO4	M	M	M	M	M
CO5	M	S	M	S	M

Key: S-Strong, M-Medium/Moderate, L-Low

ADMINISTRATIVE LAW

COURSE OBJECTIVES

- 1.Helps in understanding latest legal developments in the area of Constitutional and Administrative law.
- 2.Demonstrate an understanding of the basic concepts, principles, doctrines and theories in administrative law.
- 3.Inculcate Research ethics and also contribute to the holistic development of the students.

SYLLABUS

Unit I – INTRODUCTION

Meaning, nature, scope of Administrative Law-Constitutional law and Administrative law- Rule of law and Administrative law-Principles of Natural justice and growth of Administrative law

Unit II- EXECUTIVE AND ADMINISTRATIVE LAW

Government liability-classification of administrative actions-administrative discretion- administrative law and privileges

Unit III - LEGISLATURE AND ADMINISTRATIVE LAW

Quasi legislative function-delegated legislation-control over delegated legislation

Unit IV- JUDICIARY AND ADMINISTRATIVE LAW

Distinction between Judicial and quasi judicial functions-administrative tribunals-judicial remedies-writ

Unit V- CONTROL OVER ADMINISTRATION

Executive control over public authorities-legislative control over public authorities-statutory and other remedies-judicial review of administrative actions-Ombudsman, lokpal, lokayukta- media control

COURSE OUTCOMES

1. Developing an understanding of principles of natural justice, rule of law, administrative legislation, adjudication and much more.
2. Distinguishing between constitutional law, administrative law and droit administration
3. Delineating the concept, merits and demerits of administrative tribunals and especially Central Administrative Tribunal
4. Helps to gain an insight on the various types of delegated legislation and the role and functions of the Ombudsman.
5. Contributing to the society by creating legal awareness.

REFERENCE BOOKS

1. Thakker, C.K., Lectures on Administrative law.: Eastern Book Company, Lucknow 2001.
2. Durga Das Basu, Administrative Law, Prentice Hall of India Pvt, Ltd., New Delhi, 1986.
3. U.P.D.Kesari, Lectures on Administrative Law, Eastern Book Company, Lucknow.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	S
CO2	S	S	M	S	M
CO3	S	S	M	S	M
CO4	S	S	M	S	M
CO5	S	S	S	S	S

Key: S-Strong, M-Medium/Moderate, L-Low

TRIBAL ADMINISTRATION IN INDIA

COURSE OBJECTIVES

1. The aim of this programme is to give basic knowledge of tribes and their status in India.
2. It will help students to understand the tribal way of life in India including their culture, tradition as well as changes in their life.
3. The programme hopes to provide employment opportunities to learners in the tribal development departments, in NGOs or other institutions engaged in tribal welfare activities.

SYLLABUS

Unit I

Tribes in India - Distribution of tribal people in different States - Culture and Tradition - Issues of Living

Unit II

Socio-economic and political development of Scheduled Tribes - Constitutional Guarantees

Unit III

Tribes And Government Policies - Tribal Development Programmes - Tribal Welfare Programmes - Integrated Tribal Development Programmes in States

Unit IV

Impact of Development on Tribals - Migration and Changed Lifestyle - Forests-Indigenous People in Different Nations - Administration of Tribal Areas

Unit V

Tribal Policy in India - National Tribal Policy - Ministry of Tribal Affairs - State Administration and Tribal Development

COURSE OUTCOMES

1. Through this programme students will develop the capacity to successfully understand the tribal culture, life and their situation in India.
2. Know about the Tribal development in India from Pre-independence to Present-day.
3. Develops zeal to work for tribal people and their development in different departments of Government and non-governmental organizations.
4. Helps in understanding the socio-economic conditions of tribal people across the country.
5. Helps in examining the role and functions of the government in catering to the requirements of tribal population in India.

REFERENCE BOOKS

- 1.Hassan Amir, Tribal Administration in India, B.R.Publishing Corporation, New Delhi, 1988.
- 2.Thakur, D and Thakur, D.N.Tribal Law and Administration Deep and Deep Publication, New Delhi.
- 3.Bhanderi, J.S. and Subhadra Mitra Channa Tribes and Government Policies, Cosmo Publications, 1997.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	S	S
CO2	S	S	M	S	M
CO3	S	S	M	S	M
CO4	S	S	S	S	M
CO5	S	M	S	M	S

Key: S-Strong, M-Medium/Moderate, L-Low

SEMESTER: III
HUMAN RIGHTS IN INDIA

COURSE OBJECTIVES

1. In depth insight into the constitutional, statutory and institutional aspects of human rights protection in India.
2. Covers International provisions like UDHR, ICCPR, ICESCR for the protection of human rights.
3. Enhance knowledge about social issues in India.

SYLLABUS

Unit I - INTRODUCTION

Origin, Nature and scope of Human Rights - Theories of Human Rights – Classification of Human Rights -Human Rights And Duties

Unit II - INDIAN CONSTITUTION AND HUMAN RIGHTS

Preamble-Fundamental Rights-Constitutional Remedies of Human Rights Violation - Directive Principles of State Policy

Unit III - ADMINISTRATION OF HUMAN RIGHTS

United Nations Charter and Human Rights - Universal Declaration of Human Rights - National Human Rights Commission - State Human Rights Commission - Human Rights Courts

Unit IV- ISSUES IN HUMAN RIGHTS

Right to Dissent - Communal Violence in India, Violation of Women Rights - Violation of Child Rights - Female Infanticide - Refugees and Displaced Persons - Bonded Labour - Under trials and Prisoners - Suspension of Human Rights During Emergency - UNHRC for Refugee

Unit V - PROMOTION OF HUMAN RIGHTS

Human Rights and Media - Human Rights and Voluntary Organisations in India - Promotion of Human Rights - Challenges of Human Rights - Human Rights at Global

COURSE OUTCOMES

1. To introduce human rights concepts and philosophies among students.
2. Students utilize the human rights theories in projects.
3. Helps the students to understand current human rights issue in the country and international instruments protects human rights
4. Students learn the challenges in the protection of human rights.
5. Students acquire the knowledge of Intellectual Property Rights

REFERENCE BOOKS

1. Dr.S. Mehartaj Begum, (2000) Human Rights In India- Issues and Perspective, APH Publishing Corporation, New Delhi.
2. P.L.Mehth and Neena Verma, (1999) Human Rights Under Indian Constitution, Deep and Deep Publications, New Delhi.
3. Vinod Sharma, (2002) Human Rights Violation- A Global Phenomenon, APH Publication, New Delhi.
4. Dr.(Mrs.) Sivagami Paramasivam, (1998) Human Rights- A Study, Sriram Computer Prints and offset , Salem (Tamil Nadu)

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	S
CO2	S	S	M	S	M
CO3	S	S	M	S	M
CO4	S	S	M	S	M
CO5	S	S	S	S	S

Key: S-Strong, M-Medium/Moderate, L-Low

RESEARCH METHODOLOGY

COURSE OBJECTIVES

The objective is to give the work plan of research. Students should be able to identify the overall process of designing a research study from its inception to its report.

SYLLABUS

Unit I

Scientific Research - Aim, Characteristics, Types And Methods of Scientific Research - Aims of Social Research

Unit II

Concepts - Constructs-Variables – Hypothesis - Types, Functions

Unit III

Research Design - Selection of Research Topic - Characteristics of Good Research Design- Sampling

Unit IV

Techniques of Data Collection - Questionnaire- Interview - Schedule- Observation- Case Study - Content Analysis

Unit V

Data Processing and Analysis - Comparison of Mean, Median, Mode- Report Writing

COURSE OUTCOMES

1. To create knowledge about various types of research.
2. To make the students to Write Clear Project Proposal.
3. Students can conduct research with the knowledge of data collection and interpretation.
4. Students can do research with tools like latex.
5. Students will learn ethics in research.

REFERENCE BOOKS

1. Good and Hatt, Social Science Research Methods.
2. Johnson and Joslyn- Research Methods in Political Science
3. Kothari Research Methodology
4. Wilkinson and Bhandarkar- Methodology and Techniques of Social Research Himalaya Publishing Co New Delhi, 1993.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	S	S
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	M
CO5	S	S	S	M	M

Key: S-Strong, M-Medium/Moderate, L-Low

GENDER AND PUBLIC ADMINISTRATION

COURSE OBJECTIVES

1. The students will engage in understanding inter-disciplinary knowledge and approaches focusing on gender issues.
2. Comprehend and be able to apply key research methodologies, including textual and cultural analyses related to gender problems.
3. Understand and be able to apply both historical and contemporary understanding about family and other social institutions.
4. Students will be able to strive understand the need for mainstreaming gender and its related challenges.
5. Students will be able to diagnose gender oriented policies and reforms so as to suit the context of current scenario.

SYLLABUS

Unit I

Status – Power – Leadership - Legitimacy and Change - Gender Inequalities in Earnings And Employment

Unit II

Policies Towards Families - Gender And Development - Gender Based Analysis - Glass Ceiling

Unit III

Strategies that have influenced policies - Women's historical progress as public employees

Unit IV

Status of Women Employees in Federal, State and Local Governments - Leadership

Unit V

Gender Responsive Budgeting - Mainstreaming Gender in Organisations and Budgeting

COURSE OUTCOMES

1. Define and Evaluate gender as a social construct.
2. Analyse the ways gender; power and oppression play out across a range of cultures.
3. Able to understand gender and its intersects with sexuality, race, ethnicity and other critical variables.
4. Conduct scholarly research on key gender issues and/or debates.
5. Creates awareness about various policies pertaining to gender.

REFERENCE BOOKS

1. Gender Images in Public Administration Strivers, Camilla Policy, Sage, Politics 2002 and Gender Staudt, Kathleen, Kumarian Press, 1998.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	S
CO2	S	S	M	S	M
CO3	S	S	M	S	M
CO4	S	S	M	S	M
CO5	S	S	S	S	S

Key: S-Strong, M-Medium/Moderate, L-Low

INTERNATIONAL ORGANIZATION AND ADMINISTRATION

COURSE OBJECTIVES

1. To prepare students to gain understanding of the international organizations and its relations as well it's various approaches and concepts.
2. To encourage students to develop a critical attitude and fashion their views on how international relations should be conceived and organized as a systematic body of knowledge.
3. To impart knowledge and create awareness on the importance and significance of the United Nations Organisation and to throw light upon the theories of International Organisation.
4. To acquaint and initiate the students into this new debate on comprehensive financial and trade institutions
5. To know about the international environmental institutions and the national laws to protect it and to help indicate the possible methods by which the the environment can be protected.

SYLLABUS

Unit I

Global Governance and Institutions in a Changing World, Promises of International Institutions

Unit II

Theories of International Organisations, Realist Theory - Power based Theories - Liberal Institutional Theories - Organisational Theories

Unit III

Pathologies of International Organisations, Non State actors in Global Governance

Unit IV

Global Financial Institutions - IMF, WB, Regional and Multilateral Trade Institutions, WTO

Unit V

International Environmental Institutions - Environmental Regulations

COURSE OUTCOMES

1. Demonstrate a sense of administrative action and be able to identify the specific ways in which an individual can participate meaningfully in policy making.
2. Ability to think critically about global concepts and systems.
3. It is our goal that International Administration students will demonstrate the ability to apply their knowledge of administration by using the major analytic and theoretical frameworks in International organizations.
4. Demonstrate the ability to construct and evaluate analytical arguments and write clear logical prose.
5. Identify the structure and operations of the UNO. and other international organizations, and to define and apply concepts and theories in solving problems in international relations.

REFERENCE BOOKS

1. Margaret Karns and Karen Mingst.2004. International Organizations: The Politics and Process of Global Governance. Boulder: Lynne Reinner Publishers. ISBN: 1555879632.
2. Lisa Martin and Beth Simmons. 2001.International Institutions : An International Organization Reader. Cambridge: MIT Press. ISBN: 0262632233.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	S	S
CO2	S	S	M	S	M
CO3	S	S	M	S	M
CO4	S	S	S	S	M
CO5	S	M	S	M	S

Key: S-Strong, M-Medium/Moderate, L-Low

URBAN MANAGEMENT IN INDIA

COURSE OBJECTIVES

1. To gain knowledge of the trends of urbanization, planning and management of cities.
2. To understand the role of government in providing basic services to citizens.
3. To know the role of community in urban management.

SYLLABUS

Unit I

Urbanisation Trends and Development - Planning and Management of cities - Role of government.

Unit II

Nutrition – Health – Education - Water/Sanitation – Housing

Unit III

Role of Markets in Financing Cities - Cities and the New Economy - Land Ceiling Act - Development Authorities - Rent Controls - Housing Boards - Pollution and Waste Management

Unit IV

Urban Poverty - Issues and Approaches - Management of Urban Services - Raising finances for Urban Local Bodies

Unit V

Urban Water Management - Urban Environment Management - Community Participation in Management.

COURSE OUTCOMES

1. Helps in understanding the role of various agencies related to urban management.
2. Acquaint with the issues related to urban management.
3. Understand the emerging civic issues connected with urban governance.
4. To impart knowledge of decentralization in line with democracy.
5. To create awareness about the involvement of Ministry and various agencies in the administration of local and urban government.

REFERENCE BOOKS

1. S.L.Goel, Urban Development and Management, Manohar
2. Kulwant Singh and Steinberg, Florian, Urban India in Crisis, New Age International New Delhi, 1996.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	M	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	M	M	S	S	S

Key: S-Strong, M-Medium/Moderate, L-Low

SEMESTER: IV

POLICE ADMINISTRATION

COURSE OBJECTIVES

1. To understand the history and development of police administration
2. To identify the organizational structure and operation of police administration.
3. To know the process of recruitment, selection, and training of police personnel.
4. To Examine the issues and problems in law enforcement
5. To Assess the types of police behavior in relation to various other organisations.

SYLLABUS

Unit I

Nature, Scope and Importance of Police Administration - Evolution of Police Administration - Approaches to Police Administration

Unit II

Central Police System - Armed, Unarmed and Auxiliary in Police Administration - Role of Home Ministry in Police Administration - State Police System - District Police - Police in Union Territories - Women Police

Unit III

Police Recruitment – Training – Promotion – Retirement - Pay and Compensation - Job Enrichment-Autonomy and Accountability in Police Administration

Unit IV

Police Ethics - Code of Conduct – Violence – Corruption – Reform

Unit V

Police and Judiciary - Police and Mass Media - Police and Terrorism and Insurgency – Police and Juvenile Delinquency - Police and Economic crimes – Police and information technology

COURSE OUTCOMES

1. The course enables the learners to know how to administer law and order at Central, State or District level in both rural and urban areas.
2. The course stresses on the fundamentals and principles of police administration, Indian Constitution, police personnel administration, code of conduct among others.
3. The course also helps the learners gain knowledge regarding several aspects of police administration with respect to mass media, terrorism, juveniles, economic crimes and Information technology.
4. The course helps in understanding the reforms made in the police administration.
5. The Course also enables the candidates to understand and appreciate police administration from the citizens' perspective and point of view.

REFERENCE BOOKS

1. Aparna, S. Role of Police in a Changing Society, APH Publications, New Delhi, 1999.
2. Ghosh S.K. and Rustamju K.F. Encyclopedia of police in India. Vol I to IV.
3. Girija Shah, Indian Police, Cosmo Publication, New Delhi ,1986.
4. James Vadakkumcheri, Police and Delinquency in India, AT.H Publications, New Delhi, 1996.
5. Mohan Rao Police Personal Management, Anmol Publication, New Delhi.
6. Srivatsav, Indian Police Law and Reality, Manas Publications, New Delhi, 1997.
7. Ramakkant, Police Administration, Amson Publications, New Delhi, 1990.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	M	M	M
CO3	M	M	M	S	S
CO4	M	M	M	M	M
CO5	M	M	M	S	S

Key: S-Strong, M-Medium/Moderate, L-Low

NEW PUBLIC MANAGEMENT AND GOVERNANCE

COURSE OBJECTIVES

1. Students learn the themes of Financial Control, Value of Money, increasing efficiency through New Public Management.
2. Continuous monitoring of the efficiency of government through key Performance Indicators can be learnt.
3. Students can learn the administration process of implementing flexibility, transparency, minimum government, de-bureaucratization, decentralization, the market orientation of public services, and privatization.

SYLLABUS

Unit I

Core themes and features of NPM-Managerialism-Is managerialism ideological?-how has managerialism affected the public sector-inherent tensions of NPM-Differences between NPM and old public administration

Unit II

Strategic management in public sector-barriers for effective strategic management-scope of competition and markets-introduction of competition of public services-changes marketing brought to public sector-how far markets replaced hierarchy

Unit III

Performance indicators and performance measurement-management in public sector organisations-performance evaluation-quality management in public sector-what are performance indicators and measures-why measure and evaluate performance-Limitation of performance evaluation.

Unit IV

Reasons for contractualisation-contracting mechanisms-long term and short term contracts-variety of roles of government in contracting regimes

Unit V

Governance and government-Networking with stake holders and engaging with citizens and stake holders.

COURSE OUTCOMES

1. Comprehensive knowledge about management approaches and techniques which are mainly borrowed from the private sector and applied in the public sector.
2. Awareness about citizen centric administration through various Government schemes is highlighted.
3. Effective Policy Implementation and services to the citizen is covered.
4. Apply key concepts and theories in public management in local issues and also issues across the world Compare public management practices across different countries.
5. Critically present a public management issue efficiently to any audience.

REFERENCE BOOKS

1. Hughes O.E., Public Management and Administration, Macmillan, London,. 1998.
2. Lane, Jan-Erik New Public Management, Rout ledge, London, 2000
3. Bovaird, Tony and Loffler, Elke (eds) Public Management and Governance, Rout ledge, London 2003

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	M
CO2	S	S	M	S	M
CO3	S	M	S	S	S
CO4	S	S	S	S	M
CO5	S	M	S	M	S

Key: S-Strong, M-Medium/Moderate, L-Low

ISSUES OF DISINVESTMENT AND PUBLIC SECTOR UNDERTAKING IN INDIA

COURSE OBJECTIVES

1. To know the role of public enterprises in economic development.
2. To understand the accountability issues related to public enterprises.
3. To gain knowledge about methods of privatization and performance of disinvested public sector undertakings in India.
4. Understand the importance of effective governing in public services.
5. Prepare for challenges and changes of public sectors.

SYLLABUS

Unit I

Public Enterprises in India - Its Importance and Development in Indian economy - Concept of Public enterprises - Genesis and Growth of Public Enterprises - Development of Public Enterprises during Plan Period - Government Policy on Public Enterprises - Rationale and Importance of Public Enterprises in India

Unit II

Public Enterprises at the State Level - Kinds of Public Enterprises that emerged - Types of Public Enterprises and Organisations - Working of Public Enterprises - Efficacy of Public Enterprises.

Unit III

Human Resource Management in Public Enterprises – Recruitment – Training – Compensation - State Level Public Enterprises

Unit IV

Economic Development - Financial Performance of Public Enterprises - Accountability Issues
Parliamentary Control over Public Enterprises in India

Unit V

The Effects of Ownership and Competition on Efficiency - Liberalisation and Privatisation - Rationale and Methods of privatisation - Disinvestment in India, Policy, Procedure,

COURSE OUTCOMES

1. Helps in understanding the functioning of public enterprises.
2. Helps in understanding the privatization/ disinvestment practices and procedures involved.
3. Critically analyzing the role of public enterprises in economic development of the nation.
4. Examining the personnel management aspects of public enterprises.
5. Acquaint with knowledge about accountability issues involved with public enterprises.

REFERENCE BOOKS

1. Naib, Sudhir, Disinvestment in India, Sage, 2004.
2. Yadav, B.S.and Aggarwal, Poonam, Disinvestment of Public Sector Enterprises in India, Eastern, Delhi, 2006.
3. Mathur, Vibha Disinvestment of Public Sector Enterprises in India: Policies and Challenges , New Century Publications, 2004.
4. Health, John Public Enterprises at the crossword. Essays in Honour of V.V.Ramanatham, Routledge, 1990, London.

MAPPING-COURSE OUTCOME WITH PROGRAMME OUTCOME

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	S	M	S	M	S
CO2	S	S	M	S	M
CO3	M	S	M	S	M
CO4	M	S	M	S	M
CO5	S	M	S	S	S

Key: S-Strong, M-Medium/Moderate, L-Low

QUESTION PAPER PATTERN

Time 3 Hours

SUBJECT NAME	MARKS	TOTAL	SPECIAL INSTRUCTION IF ANY
Principles of Public Administration	Section A (Ten out of twelve) (10 X 1 = 10 marks)	75	---
Organisation Theory and Management			---
Public Financial Administration			---
Environmental Administration in India	Section B (Five out of seven) (5 X 5 = 25 marks)		---
Heritage and Tourism Administration			---
Public Policy	Section C (Four out of six) (4 X 10 = 40 marks)		---
Human Resource Management			---
Indian Administration			---
Administrative Law			---
Tribal Administration			---
Human Rights in India			---
Research Methodology			---
Gender and Public Administration			---
International Organization and Administration	---		
Urban Management in India	---		
Police Administration	---		
New Public Management and Governance	---		
Project	---		
Issues of Disinvestment and Public Sector Undertakings in India			---

S. Marudhar

HOD

R. Shanthi

PRINCIPAL