

306 - M.A. PUBLIC ADMINISTRATION

Programme Structure and Scheme of Examination (under CBCS)
 (Applicable to the candidates admitted in Affiliated Colleges from the academic year 2022 - 2023 onwards)

Course Code	Study Components & Course Title	Hours/Week	Credit	Maximum Marks		
				CIA	ESE	Total
SEMESTER - I						
22PPUBC11	Core Course - I : Principles of Public Administration	6	4	25	75	100
22PPUBC12	Core Course - II : Indian Administrative System	6	4	25	75	100
22PPUBC13	Core Course - III : Administrative Thinkers - I	5	4	25	75	100
22PPUBC14	Core Course - IV : Organizational Behaviour	5	4	25	75	100
	Core Elective - I	5	3	25	75	100
	Open Elective - I	3	3	25	75	100
	Total	30	22			600
SEMESTER - II						
22PPUBC21	Core Course - V : Comparative Public Administration	6	4	25	75	100
22PPUBC22	Core Course - VI : Human Resource Management	6	4	25	75	100
22PPUBC23	Core Course - VII : Public Personnel Administration	6	4	25	75	100
22PPUBC24	Core Course - VIII : Gender Studies	6	4	25	75	100
	Core Elective - II	5	3	25	75	100
22PFLDC26	Field Study	-	3	25	75	100
22PHUM27	Compulsory Course: Human Rights	2	2	25	75	100
	Total	30	23			800

List of Core Electives
[Internal Elective for Same Major Students]
(Choose 1 out of 3 in each Semester)

Semester	Course Code	Course Title	H/W	C	CIA	ESE	Total
I	22PPUBE15-1	Tamil Nadu Administration and Governance	5	3	25	75	100
	22PPUBE15-2	Indian National Movement	5	3	25	75	100
	22PPUBE15-3	Fiscal Federalism in India	5	3	25	75	100
II	22PPUBE24-1	Consumer Protection and Consumer Rights	5	3	25	75	100
	22PPUBE24-2	Law and Order Administration in India	5	3	25	75	100
	22PPUBE24-3	NGO Administration in India	5	3	25	75	100

List of Open Electives
[External Elective for Other Major Students – Inter/Multi Disciplinary Courses]
(Choose 1 out of 3 in each Semester)

Semester	Course Code	Course Title	H/W	C	CIA	ESE	Total
I	22PPUBO15-1	Disaster Management	3	3	25	75	100
	22PPUBO15-2	Entrepreneurship Development	3	3	25	75	100
	22PPUBO15-3	Administration of Public Enterprises	3	3	25	75	100

SEMESTER – I CORE - I	22PPUBC11: PRINCIPLES OF PUBLIC ADMINISTRATION	CREDIT:4 HOURS:6
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Learning Objectives

L01.To provide superior graduate education to students aspiring to or committed

to public service careers.

L02.To promote understanding of the political, social, legal, and economic environments in which public organizations operate.

L03.To provide understanding of, and insight into, the nature of the administrative

process and bureaucratic behavior, leadership, and decision making.

L04.To promote understanding of New Public Administration and New Public

Management.

L05.To Study about the principles of Public Administration.

UNIT – I Introduction

Meaning, Nature, Scope and importance of Public Administration: Public and Private Administration; New Public Administration.

UNIT – II Types of Organization

Organization- Meaning and Types: Formal and Informal; Types of Organization: Departments, Public Corporations, The Bureau Boards/Commissions – Field Establishments – Independent Regulatory Commission – Line-Staff- Auxiliary Agencies.

UNIT – III Principles of Organizations

Hierarchy, Span of Control, Unity of Command, Delegation, Coordination, and Centralization Vs Decentralization – Delegated Legislation.

UNIT – IV Personnel Administration

Position Classification – Recruitment – Direct and Indirect (promotion): Training: Machinery for Negotiations and Employee Organization. Administrative Corruption: Concept, Causes and Remedies; Grievance – Redressal Machinery: Lokpal and Lokayukta.

UNIT – V Financial Administration

Budget – Principles, Budgetary Process: Preparation and Enactment; Parliamentary Control over Finance-Public Accounts Committee; Comptroller and Auditor General: Functions and Role.

COURSE OUTCOMES

CO1.The concepts and theories of Public Administration, New Public Administration

and New Public Management

CO2.Governing collaboration with other leaders, employees, volunteers, and the public.

CO3.Strategic plans to promote organizational effectiveness and minimize risk.

CO4. Critical thinking and problem solving skills to complex strategic.

CO5.Financial Administration of India, Monetary and Fiscal policies of India with case studies.

TEXT BOOKS

1. Avasthi A. & R. Maheshwari, “**Public Administration**”, Agra, Lakshmi Narain Agarwal, 2016.

2. Bhattacharya, M., “**New Horizons of Public Administration**”, New Delhi, Jawahar Publishers and Distributors, 2017.

3. Singh, H. and M. Singh, “**Public Administration in India: Theory and Practice**”, New Delhi, Sterling Publishers, 2018.

SUPPLEMENTARY READINGS

1. Arora R.K. & R. Goyal, “**Indian Public Administration**”, New Delhi, Vishwa Prakashan, 2016.

2. M.P. Sharma and B.L. Sadhana, “**Public Administration in Theory and Practice**”, Allahabad, Kitab Mahal, 2017.

3. Hoshiar and Pradeep Sachdeva, “**Administration Theory**”, Allahabad, Kitab Mahal Publication, 2019.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – I CORE – II	22PPUBC12: INDIAN ADMINISTRATIVE SYSTEM	CREDIT:4 HOURS:6
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Learning Objectives

- L01.**To learn about the British occupation of India
L02.To understand functioning of British empire
L03.To grasp the actions and reactions in Indian territory
L04.To have comprehensive understanding about different acts.
L05.To Study about the Constitutional Rights and Duties.

Unit - I Introduction

Constitutional Development in India since 1857: Salient features of important Act, 1858, 1909, 1919, 1935 – Constituent Assembly - Adoption of the Constitution.

Unit – II Basics of Constitution

Preamble – Salient Features of the Constitution – Basic Structure Doctrine

Unit – III Constitutional Rights and Duties

Fundamental Rights -- Directive Principles of the state Policy - Fundamental Duties

Unit – IV Constitutional Systems

Federal System – Union Executive – Union Parliament – Supreme Court

Unit – V Constitutional State Functions

State Executive – Governor – Chief Minister and the Council of Ministers – State Legislature.

COURSE OUTCOMES

- At the end of the course, the student will be able to
- C01.**To trace out different phases of the law of the land
C02.To identify the important provisions of the British empire.
C03.To evaluate the British imperialistic policies.
C04. To study about the Introduction to Constitution of India.
C05. Acquire knowledge on State Executive.

TEXTS BOOKS

1. Gupta.D.C.“**Indian Government and Politics**”, New Delhi: Vikas, 2016.
2. Basu,DD, “**Introduction to Constitution of India**”, Nagpur: Lexisnexis, 2017.
3. Baski, P.M. “**The Constitution of India**”, New Delhi, Universal Law Publishing Co. Pvt.Ltd, 2018.

SUPPLEMENTARY READINGS

1. Bhambhri,C.P., “**The Indian State: Fifty Years**”, New Delhi ,Shipra, 2016.
3. Hoshiar and Pradeep Sachdeva, “**Administration Theory**”, Allahabad, Kitah Mahal Publication, 2017.
2. Pylee, M.V., “**Introduction to Constitution of India**”, New Delhi, Vikas, 2018..

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – I CORE – III	22PPUBC13: ADMINISTRATIVE THINKERS – I	CREDIT:4 HOURS:4
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Learning Objectives

LO1.To analyze the historical development of public administration and the major thinkers.

LO2. To study the important contributions of Administrative thinkers.

LO3.To Provide high quality instruction about human relations approach

LO4.To understand the views on Luther Gullick, L. F. Urwick

LO5.To discuss the decision making process

UNIT- I

Thiruvalluvar, Kautilya

UNIT-II

Woodrow Wilson, Henri Fayol

UNIT-III

Frederick W. Taylor, Max Weber

UNIT-IV

Luther Gullick, L. F. Urwick

UNIT-V

Abraham Maslow, Karl Marx

Course Outcomes

CO1.To study about Administrative theories of Indian thinkers (Thiruvalluvar, Kautilya,)

CO2.To discuss classical organization theories: Dichotomy theory, Scientific management theory,

CO3.To know Principles of management and Departmentalization

CO4.Student can understand views of thinkers

CO5.Students can explain the administration development process through thinkers

Text Books

1.Maheswari, S.R., **“Administrative Thinkers”**, New Delhi, Macmillan Publishers, 2015.

2.Sapru R.K., **“Administrative Theories & Management Thought”**, New Delhi, Prentice Hall, 2016.

3.Ravindra Prasad. D.,V.S.Prasad and P. Sathyanarayana, **“Administrative Thinkers”**, New Delhi, Sterling Publishers Private Limited, 2017.

4.AnthonyTillet, Thomas Kemper & Gordon Willey, **“Management Thinkers”**, New Delhi, Penguin Books, 2018.

Supplementary Reading

1.Ravindra Prasad.D., V.S.Prasad and P. Sathyanarayana, **“Administrative Thinkers”**, New Delhi, Sterling Publishers Private Limited, 2016.

2.Maheswari,S.R.,**“Administrative Thinkers”**, Macmillan Publishers, New Delhi, 2017.

3.AnthonyTillet, Thomas Kemper & Gordon Willey, **“Management Thinkers”**, Penguin Books, 2019.

4.Sapru R.K, **“Administrative Theories & Management Thought”**, New Delhi, Prentice Hall, 2020.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – I

SEMESTER – I CORE – IV	22PPUBC14: ORGANIZATIONAL BEHAVIOUR	CREDIT:4 HOURS:4
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Learning Objectives

LO1.To Explain the advantages of Object oriented Organizational Behaviour.

LO2.To Understand how to apply in the Organization concepts of organizational behavior.

LO3.To learn how to implement of individual behavior in the organization

LO4.To explain the motivation and group behavior

LO5.To helps in implementing in the organization for conflict and effectiveness organizational behavior

UNIT – I Introduction

Meaning, Nature, Scope of Organization Behaviour, Need of Organization Behaviour, Approaches to Organizational Behaviour, Models of Organisation Behaviour.

UNIT – II Organizational Behaviour

Individual Behaviour - Individual Behaviour - Personality, Learning Attitudes, Perception, Motivation Group Behaviour - Group Dynamics, Group Cohesiveness.

UNIT – III Process of Organization

Process of Organization - Leadership, Meaning, Styles, Qualities, Types, Theories, Organisational Communication-Meaning, Importance, Process, Barriers, Principles of Effective Communication.

UNIT – IV Issues of Organization Behaviour

Issues of Organization Behaviour - Organization Conflict- Organization Effectiveness Organizational Culture- Meaning, Significance-Organizational Climate, Organization Counseling.

UNIT – V Organization Dynamics

Organization Dynamics -Organizational Change, Meaning, Nature, Cause of Organizational Development-Meaning and Interventions.

COURSE OUTCOMES

CO1.Acquire knowledge on Approaches to Organizational Behaviour.

CO2.Find out the Process of Organization

CO3.To find out Organization Counseling.

CO4.Acquire knowledge on Principles of Effective Communication.

CO5.Acquire knowledge on Organization Dynamics.

TEXT BOOKS

1. Prasad L.M, **Organizational Behaviour**, New Delhi, Sultan Chand Publishers, 2014.
2. Nirmal Singh, **“Organizational Behaviour, Concepts, Theory and Practices Managing People and Organization in the 21st century”**, New Delhi, Deep & Deep Publishers Reprint 2017.
3. Stephen P.Robbins, **“Organizational Behaviour”**, New Delhi, Prentice Hall, 2018.

SUPPLEMENTARY READINGS

1. Keith Davis, **“Human Behaviour at Work”**, McGraw, Hill Book Co., 2016.
2. Sudersana Reddy,G.,K. Aswathappa, **“Organizational Behaviour”**, New Delhi, Himalaya Publications, 2018.
3. Kushpat, S.Jain, Apexa V. Jain, **“Organizational Behaviour”**, Mumbai, Himalaya Publications, 2019.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – I CORE ELECTIVE-I	22PPUBE15-1: TAMIL NADU ADMINISTRATION AND GOVERNANCE	CREDIT:4 HOURS:4
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Learning Objectives

L01.To explain the advantages of Object of Tamil Nadu Administration And Governance.

L02.To understand merits and concepts of Tamil Nadu Administration And Governance.

L03.To learn how to During British period.

L04.To explain the motivation of study about additional chief secretary.

L05.To helps the study about State Planning Commission.

UNIT-I: Introduction

Nature of Administrative system in Tamil Nadu: During British period – evolution of Bureaucracy in Madras presidency – Merits of Bureaucracy in Madras Presidency – Structure of Bureaucracy in pre-1947 period.

UNIT-II: State Administration

State Administration: Secretariat- Chief Secretary-Additional Chief Secretary-Principal Secretary to Government- Chief Minister’s Special Cell -Secretariat Services.

UNIT-III: Departments

State Planning Commission – State Finance Commission –Commissionerate of Municipal Administration – Commissioner of Revenue Administration – Chennai Metropolitan Development Authority(CMDA) – Department of Town and Country Planning (DTCP) – Sports Development Authority of Tamil Nadu – State Commission for Women – State Backward Class Commission – State Minority Commission – State Social Welfare Board.

UNIT-IV: Specialized Departments

Electronic Corporation of Tamil Nadu (ELCOT) – Tamil Nadu Industrial Development Corporation (TIDCO) – Tamil Nadu Small Industries Development Corporation (TANSIDCO) –Tamil Nadu Urban Habitat Development Board – Tamil Nadu Adi- Dravidar Housing and Development Corporation (THADCO) - Tamil Nadu State Marketing Corporation (TASMAC).

UNIT-V: Recruiting Agencies

State Recruiting Agencies and Training Institutes:- Tamil Nadu Public Service Commission: Organization, Role and Functions – Teachers Recruitment Board – Staff Selection Board(Regional Branch) – Tamil Nadu Uniformed Services Recruitment Board - Anna Institute of Management, Chennai – Civil Services Training Institute (Bhavanisagar).

COURSE OUTCOMES

CO1.Acquire knowledge on State Administration.

CO2.Find out the Commissionerate of Municipal Administration.

CO3.To find out Additional Chief Secretary.

CO4.Acquire knowledge on Recruiting Agencies.

CO5.Acquire knowledge on Tamil Nadu Uniformed Services Recruitment Board.

TEXT BOOKS

1. Paulo Coelho, "**Tamilnadu Nirvagam**", Chennai, G.Sriram Sakthi Publishing, 2015.

2. Venkatesan.K, "**Tamil Nadu: Government, Administration and Governance**",

New Delhi, Varththamanam Pathippagam, 2016.

3Venkatesan, . K., "**Tamil Nadu Government, Administration and Governance**)", New Delhi, Tamil Edition, 2017.

SUPPLEMENTARY READINGS

1. WWW.tngove.in

2. WWW.tnpsce.gov.in.

3. PalanithuraiG. and K. Vallinayagam, "**A Handbook for Panchayati Raj Administration (Tamil Nadu)**",New Delhi, 1 January, 2007.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – I CORE ELECTIVE-II	22PPUBE15 – 2: INDIAN NATIONAL MOVEMENT	CREDIT:4 HOURS:4
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Learning Objectives

The objectives of the paper is to impart and imbibe in students values and lessons of the Indian National Movement, sacrifices made by nationalist leaders for the cause of freedom, prepare students for the state and central government competitive examinations, and to communicate the importance of safeguarding our freedom and national values.

L01. To understand about colonialism and Imperialism

L02. To know the impact of British rule in India

L03. To analyze the Freedom struggle by Indian leaders

L04. To learn about different movements of pre-Independent India

L05. To explain the Impact of the Revolt

UNIT-I: South Indian Rebellion

South Indian Rebellion - Poligars and the British - The Vellore Mutiny of 1806, Causes, Course and Results.

UNIT-II: The Revolt of 1857

The Revolt of 1857: Social, Religious and Political Cause - Course and Results - Role of Native Indian Rulers - Impact of the Revolt.

UNIT-III: Indian National Congress

Indian National Congress - Moderates and Extremists - Partition of Bengal - Muslim League- Swadeshi Movement - Revolutionaries - Home Rule Movement - Role of Nationalist Press and Literature in the Indian National Movement.

UNIT-IV: Gandhian Era

Gandhian Era - Satyagraha –Jallianwala Bagh Massacre - Non-Cooperation Movement - Swarajists -Salt Satyagraha - Round Table Conferences - Quit India Movement - British Missions -Partition and Independence.

UNIT-V:Nationalist Leaders

Nationalist Leaders - Jawaharlal Nehru - Subash Chandra Bose –Sardar Vallabhai Patel –Maulana Abul Kalam Azad - Rajaji - Satyamurthy.

COURSE OUTCOMES

At the end of the course, the student will be able

CO1. To trace out the roots of Freedom struggle

CO2. To acquaint with the Noble ideals of the National movement

CO3. To identify the real patriotism

CO4. Acquire knowledge on India’s Struggle for Independence

CO5. Acquire knowledge on Freedom Struggle

TEXT BOOKS

1. Natarajan, J., **“History of Indian Journalism”**, New Delhi, Himalaya Publications, 2016.
2. Sen. S.N., **“Eighteen Fifty Seven”**, New Delhi, Himalaya Publications, 2017.
3. Bipin Chandra et al, **“India’s Struggle for Independence”**, New Delhi, Penguin, 2018.
4. Sumit Sarkar, **“Modern India: 1885-1947”**, New Delhi, Kindle Edition, 2018.
5. Bipin Chandra, Amales Tripathi and Barun De, **“Freedom Struggle”**, New Delhi, National Book Trust, 2019.

SUPPLEMENTARY READINGS

1. Mahajan, V.D., **“Indian National Movement”**, New Delhi, S. Chand & Co, 2016.
2. Gopal, S. **“Jawaharlal Nehru”**, New Delhi, A Biography, 2017.
3. Bipin Chandra, editor, **“The Indian Left”**, New Delhi, Sage, 2018.
4. Nanda, B.R., **“Mahatma Gandhi - A Biography”**, New Delhi, S. Chand & Co, 2019.
5. Chinnaiyan, **“The Vellore Mutiny”**, 2020.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – I CORE ELECTIVE-III	22PPUBE15-3: FISCAL FEDERALISM IN INDIA	CREDIT:4 HOURS:4
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Learning Objectives

- LO1.** To explain the advantages of Fiscal Federalism in India.
- LO2.** To Understand Evolution of the concept-Economic Determinants of Fiscal Federalism
- LO3.** To learn how to do an Assessment of Centre –State Financial Relations.
- LO4.** To explain the motivation of study about Resource Mobilization from the Agricultural Sector.
- LO5.** To help the study about Organization for Investment Decisions.

Unit – I Fiscal Federalism in India

Meaning and nature of Indian Federalism - Evolution of the concept-Economic Determinants of Fiscal Federalism –Principles of Fiscal Federalism - Frame work of Fiscal Federalism Theoretical Perspectives.

Unit – II An Evaluation of Fiscal Policy in India

Norms of Fiscal Policies; Resource Mobilisation under the Plans; Fiscal Incentives and Subsidies; Holes in the Fiscal Pipeline ; Non-tax Revenues ; Non Developmental Expenditure; Deficit Financing ; Impact of Fiscal Policy on Stability ; Fiscal Policy Equity and Social Justice ; Fiscal Policy and Growth Conclusions.-Fiscal Decentralisation: Tax And Expenditure Assignments Fiscal Decentralisation: Some Theoretical Considerations - Tax and Expenditure Assignments in India: Important Issues in Economic Liberalisation and Fiscal Decentralisation - Harmonisation of Tax System in India.

Unit – III An Assessment of Centre –State Financial Relations

A Review of the Working of the Finance Commissions - Planning Commission Vs. Finance Commissions; Centre State Relations and Regional Imbalances; Critical Evaluation of the Report of the Eleventh Finance Commission; An approach to Restructuring of Fiscal Federalism in India.- Fiscal Policies and the Problem of Resource Mobilisation : Evolution of Fiscal Policies in Different Economic Systems ; Theoretical Backdrop; Framework of Objectives for Fiscal Policy; Highlights of Fiscal Policy in India ; Structure of Mixed Economy ; Constraints on Resource Mobilisation.

Unit – IV Resource Mobilization from the Agricultural Sector

Problem of Resource Mobilization from Agriculture in India ; Approaches to Resource Mobilization ; Taxation of Agriculture; Raj Committee Report ;A review – Investment Decisions in Government : Environment for Decision – Making ; Goals of Investment; Techniques of Investment Appraisal in Private

Sector ; Cost Benefit Analysis ; Problems of cost- Benefits Analysis ; Organization for Investment Decisions ; Procedure for Financial Appraisal ; Public Investment Board.

Unit – V Reserve Bank of India and Public Debt Management

Functions of the Reserve Bank of India ; Features of Indian Money Market; Monetary Policy and Reserve bank of India ;Expansion of Credit ;General Credit Control ; Effectiveness of the RBI in Monetary Policy ; Role and Objective of Public Debt Management ;Public Debt of the Government of India; Position of the States; Level and Structure of Marketable Debt ; Ownership of Debt; Interest Rate Policy ;Maturity Pattern of Public Debt; Servicing of Debt.

COURSE OUTCOMES

- CO1.** Acquire knowledge on basis of Principles of Fiscal Federalism.
- CO2.** Find out the different Chennai Metropolitan Development Authority (CMDA)
- CO3.** To find out All Public Service Commission.
- CO4.** Acquire knowledge on Anna Institute of Management
- CO5.** Acquire knowledge on Tamil Nadu Uniformed Services Recruitment Board.

TEXT BOOKS

1. Bagchi, A. and Sen, Tapas, "**Fiscal Decentralization and Use of National Resources for Development: Issues, Experiences and Policies in the ESCAP Region - Case Study of India**", Bangkok, Development Papers, No. 11, UNESCAP, 2017.
2. Bird, R.M., "**Tax Harmonisation and Federal Finance: A Perspective on Recent Canadian Discussion**", New Delhi, Canadian Public Policy, 2018.
3. Carlos Gervasoni, "**Hybrid Regimes within Democracies: Fiscal Federalism and Sub national Rentier States**", New Delhi, Kindle Edition, 2021.

SUPPLEMENTARY READINGS

1. Bird, R.M., "**Federal Finance in Comparative Perspective**", Toronto: Canadian Tax Foundation, 2016.
2. Bird, R.M., "**Threading the Fiscal Labyrinth: Some Issues in Fiscal Decentralization**", New Delhi, National Tax Journal, Vol. XLVI, No. 2, 2017.
3. Naseer Ahmed Khan, "**Challenges and Issues in Indian Fiscal Federalism**" New Delhi,(India Studies in Business and Economics), November 2019.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
C01	2	2	3	3	2
C02	1	2	2	3	3
C03	2	2	3	2	2
C04	2	3	3	2	3
C05	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – II CORE - V	22PPUBC21: COMPARATIVE PUBLIC ADMINISTRATION	CREDIT:4 HOURS:4
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Learning Objectives

L01.To understand about the importance of Comparison

L02.To learn about various modes of administration in different nations

L03.To have comprehensive understanding of administration

L04.To learn how to Evolution of the Study of Comparative Public Administration

L05.To explain the Comparative Study of Executive Branches in UK, USA

UNIT I: Introduction

Meaning, Nature and Scope of Comparative Public Administration -Evolution of the Study of Comparative Public Administration – Approaches to the Study of Comparative Public Administration –Traditional- Structural –Behavioural – Functional – System, Institutional, Ecological and Modern Approach.

UNIT – II: Comparison of Law

Comparison of Law and Policy Making Process - Comparative Study of Legislature and Policy Making Process in UK, USA and France

UNIT – III : Function of Executive Branches

Function of Executive Branches - Comparative Study of Executive Branches in UK, USA and France

UNIT – IV : Methods of Judicial System

Methods of Judicial System: Comparative Study of Judicial System in UK, USA and France

UNIT V:Types of Civil Service and Local Governments

Types of Civil Service and Local Governments: Comparative Study of Civil Services in UK, USA and France Comparative Study of Local Government Institutions in UK, USA and France.

COURSE OUTCOMES

CO1. To be appraised about different administrative systems

CO2. To understand about the functioning of Executives of nations

CO3. To learn about the local governments of Nations

CO4. Acquire knowledge on Civil Service and Local Governments

CO5. Acquire knowledge on France Comparative Study of Local Government

TEXT BOOKS

1. Arora R.K. “**Comparative Public Administration**”, New Delhi, Unique Publishers,2016.

2. Ferral Heady, **“Public Administration, A Comparative Perspective”**, New York, Marcel Dekker Inc, 2017.
3. Rathod. P.B **“Comparative Public Administration”**, New Delhi, ABD Publishers
Jaipur, 2018.

SUPPLEMENTARY READINGS

1. Juditha Bara And Mark Pennigton, **“Comparative Politics”**, New Delhi, Sage Publication 2016.
2. Chatorvedi, T.N. **“Comparative Public Administration”**, New Delhi, Associated Publishing House, 2017.
3. Rajneesh S, and S.L. Goel, **“Public Personnel Administration Theory and Practice”**, New Delhi, Deep and Deep Publishers, 2018.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – II CORE -VI	22PPUBC22: HUMAN RESOURCE MANAGEMENT	CREDIT:4 HOURS:4
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Learning Objectives

- L01.**To Explain the Human Resource Management.
L02.To Understand Human Resource Planning.
L03.To learn about the Recruitment and Selection.
L04.To explain the Training and Development.
L05.To helps Collective Bargaining.

Unit – I INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Meaning and nature of HRM - Evolution - Objectives – Importance - Functions of a HR Manager - Human Resource Policies: Need and Importance – Types – Scope –Essentials of Sound Human Resources Policies.

Unit II Human Resource Planning

Meaning – Importance – Factors affecting Human Resource Planning – Planning Process - Job Analysis and Design–Requisites and Barriers of Human Resource Planning.

Unit – III Recruitment and Selection

Meaning – process - Sources and Techniques– recruitment policy – Competency mapping - Placement, Induction, Training, Transfers and Promotions.

Unit – IV Training and Development

Meaning – Need – Objectives – Principles of Training – Training Process and Methods: On-the-job method and off the job method – Impediments to Effective Training – Termination of Services: Resignation, Dismissal, Lay off, Retrenchment, Closure and Voluntary Retirement Schemes, Exit Interviews, Prevention of employee turnover.

Unit – V Collective Bargaining

Meaning – Features and Importance of Collective Bargaining – Benefits of Collective Bargaining – Process of Negotiations – Condition Essential for successful Collective Bargaining Industrial Relations: Nature – Importance – Approaches.

COURSE OUTCOMES

- CO1.** Acquire knowledge on Human Resource Policies
CO2. Find out the Impediments to Effective Training Termination of Services
CO3.To find out Voluntary Retirement Schemes.
CO4. Acquire knowledge on Features and Importance of Collective Bargaining.

CO5. Acquire knowledge on Condition Essential for successful Collective Bargaining Industrial Relations.

TEXT BOOKS

1. Aswathappa. K., "**Human Resource Management**", 6th Edition, Tata Mc-Graw Hill Education Pvt. Ltd., New Delhi, 2016.
2. Mamoria. C.B and Gaonkar S.V, "**Personnel Management**", Himalaya Publishing House, Mumbai, 2017.
3. Subha Rao.P., "**Personnel and Human Resource Management**", Himalaya Publishing House, Mumbai, 2018.

SUPPLEMENTARY READINGS

1. Gupta.C.B., "**Human Resource Management**", New Delhi, Sultan Chand & Sons, 2018.
2. Balu. C. V., "**Human Resource Management**", Chennai, Sri Venkateswara Publications, 2019.
3. Mamoria,C. B. "**A Textbook of Human Resource Management**", New Delhi, Vikas Publishing House PVT LTD, 2020.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – II CORE – VII	22PPUBC23: PUBLIC PERSONNEL ADMINISTRATION	CREDIT:4 HOURS:4
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Learning Objectives

- L01.** To understand about the Meaning, Scope, importance and functions of Personnel Administration.
- L02.** To learn about various Types, Merits and Maladies.
- L03.** To understand problems of recruitment.
- L04.** To study about the Training in India.
- L05.** To explain the Modes of Corruption.

Unit – I Introduction

Meaning, Scope, importance and functions of Personnel Administration – Bureaucracy: Types, Merits and Maladies – Max Weber and Bureaucracy – Civil services – Morale, Ethics and professional standards.

Unit- II Recruitment

Significance – Types – problems of recruitment – promotion – Seniority, merit cum seniority – Training: objectives, types – Training in India.

Unit- III Classification

Rank and position classification – Salary, conduct Rules – Disciplinary Action – Retirement Benefits.

Unit-IV Employees Rights

Employees Rights – Right of Association – Right to strike – Machinery for Negotiations.

Unit- V Integrity problems

Integrity problems – Modes of Corruption – Legal frame work – Central Vigilance Commission (CVC) – Neutrality, and Anonymity.

COURSE OUTCOMES

- CO1.** Acquire knowledge on basis of Public Personnel Administration.
- CO2.** Find out the functions of Personnel Administration.
- CO3.** To find out Rank and position classification.
- CO4.** To Acquire knowledge on Employees Rights.
- CO5.** Acquire knowledge on Integrity problems.

TEXT BOOKS

1. Arthur W. Proctor, **Principles of Personnel Administration**, Michigan, Bibliolife, 2016.
2. Rudra Basavaraj, M.N, **“Dynamic Personnel Administration”**, New Delhi, Himalaya Publishers, 2018.

3. Lloyd G.Nigro, and Felix A. Nigro Edward Kellough, California, “**Personnel Administration**”, New Delhi, Wadsworth publishing,2019.

SUPPLEMENTARY READINGS

1. Suneel Dhariwal and K.K. Parnami, “**Civil services and Personnel Administration**”, New Delhi, Rawat Books, 2015.
2. S.Rajneesh and S.L. Goel, “**Public Personnel Administration Theory and Practice**”, New Delhi, Deep and Deep Publishers, 2016.
3. S.A. Palekar, “**Public Personnel Administration**”, New Delhi, ABD Publishers, 2018.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – II CORE – VIII	22PPUBC24: GENDER STUDIES	CREDIT:4 HOURS:4
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Learning Objectives

LO1. To explain the Concept of Women’s Studies.

LO2. To understand Women’s Studies VS Gender Studies.

LO3. To learn how to Theories of Feminism.

LO4. To explain the Protection of Women from Domestic Violence Act.

LO5. To helps the study about Theories of Feminism.

UNIT I – I Introduction

Concept of Women’s Studies – Origin, Growth & Development of Women’s Studies - Nature and Scope of Women’s Studies – Aims and Objectives of Women’s Studies –Status of Women in ancient, medieval and modern periods.

UNIT II Gender Studies

Sex Vs Gender; Women’s Studies VS. Sex Roles Vs Gender Roles Personal is Political, Patriarchy. Gender Equality vs Gender Equity, Gender Discrimination, Gender Disparity, Gender socialization.

Unit III Theories of Feminism

Theories of Feminism-Basic Concepts- Liberal Feminism-Radical Feminism Marxist/Socialist Feminism. Gender Based Violence-Structural and Direct Forms of Violence-Strategies to Eliminate Violence Against Women-

Unit IV Gender Approaches to Development

Gender Approaches to Development: Women in Development (WID), Women and Development (WAD), Gender and Development (GAD) –Central and State Government initiation towards Women’s Studies – National Commission for Women.

UNIT V Central and State Government

Legislative Measures: Marriage Laws, The Protection of Women from Domestic Violence Act (PWDVA), in 2005 – CEDAW - NGOs. Achievement and Challenges – Nirphav Act Vishaka Guidelines.

COURSE OUTCOMES

CO1. Acquire knowledge on Development of Women’s Studies.

CO2. Find out the Theories of Feminism-Basic Concepts

CO3. To find out Gender Approaches to Development.

CO4. Acquire knowledge on Central and State Government initiation towards Women’s.

CO5. Acquire knowledge on Achievement and Challenges.

Text Books

1. Neera Desai, Maithreyi Krishnaraj, “**Women and Society in India**”, Delhi, ABD Publishers, 2015.

2. SusheelaKaushik, “**Women’s Studies Perspectives**”, New Delhi, ABD Publishers, 2018.
3. John Charvet, “**Model Ideologies**”, Feminism London, ABD Publishers, 2019.

Supplementary Readings

1. Gokilavani, “**Women’s Studies, Principles, Theories and Methodology**”, New Delhi, ABD Publishers, 2017.
2. John Charvet, **Model Ideologies**, New Delhi, Feminism London 2018.
3. SusheelaKaushik, **Women’s Studies Perspectives**, UGC, New Delhi, Feminism London,2019.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – II CORE ELECTIVE – II	22PPUBE25-1: CONSUMER PROTECTION AND CONSUMER RIGHTS	CREDIT:4 HOURS:4
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Learning Objectives

L01. To learn about various Relationship between Sociology and Other Social Sciences

L02. To understand Social Organization.

L03. To study about the Social Structure and Social Stratification.

L04. To make students to acquire basic knowledge of consumer laws, consumer rights and consumer welfare and protection.

L05. To explain the Consumer Rights

Unit – I Introduction

Introduction of Consumer Protection Act 1986 – Objectives - Consumer Protection Act 2006 (Amendments) – Salient features.

Unit – II Definitions of the term

Consumer – Types of Consumer Appropriate authority – Complaint – Consumer dispute – Restrictive Trade Practice.

Unit – III The various Consumer Rights

The various Consumer Rights: - Right to Safety, Right to Information, Right to Choose, Right to be heard – Right against exploitation – Right to Consumer Education.

Unit –IV Consumer Production Council

Composition and Powers of National Commission, State Commission and District Consumer Forum.

Unit – V Redressal of consumer grievances

Redressal of consumer grievances-Goods & Services covered under Consumer Protection Act-Procedure for filing of complaints with District Forum, State Commission , National Commission.

COURSE OUTCOMES

CO1. To Acquire knowledge on basis of Socialization Processes.

CO2. To Find out the Social Structure and Social Stratification.

CO3. To find out Urbanization and Urban Community.

CO4. To Acquire knowledge on Consumer Protection Laws

CO5. To Acquire knowledge on Redressal of consumer grievances

TEXT BOOKS

1. Rega Surya Rao – Asia, “**Law House, Lecture on Torts and Consumer Protection Laws**”, New Delhi, Hyderabad, 2015.

2. RakeshKhanna, “**Consumer Protection Laws — Central – Law Agency**”, New Delhi, Hyderabad,2016.
3. Claire Andrews, “**Enforcement of Consumer Rights and Protections**”, New Delhi, Hyderabad,2018.

SUPPLEMENTARY READINGS

1. Vinod K. Agarwal, “**Consumer Protection in India: With Special Reference to Restrictive and Unfair Trade Practices**”, New Delhi, Deep & Deep, 2016.
2. RakeshKhanna, “**Consumer Protection Laws — Central – Law Agency**”, New Delhi, Hyderabad, 2018.
3. Vats. LR. M “**Law Relating to Electricity with Special Reference to Consumer Protection Law**”, New Delhi, Universal Publishing, 2019.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – II CORE ELECTIVE – II	22PPUBE25-2 LAW AND ORDER ADMINISTRATION IN INDIA	CREDIT:4 HOURS:4
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Learning Objectives

LO1. To define the Nature, Scope and importance of Police in India

LO2. To discuss the central police system, Armed, unarmed and auxiliary in police administration

LO3. To explain the police recruitment, training, promotions, retirement, pay.

LO4. To make students to acquire Scope of Police Administration

LO5. To explain the National Police Commission recommendations

Unit – I: Introduction

Nature, Evolution and Scope of Police Administration - Police in Ancient, Medieval and Modern India - Police Act of 1861 - National Police Commission recommendations (NPC), 1979.

Unit – II: Structure of Administration

Structure of State Police - District Police - City Police. Central Police Organizations - CBI, CISF, CRPF, RPF etc. Police Research and Crime Statistics Organizations BPR & D, NCRB. Village Police, Railway and Armed Police.

Unit – III: Recruitment

Recruitment in Police Department - Training for Police – Types of Training – CBI – CID -Finger Print Bureau - Dog Squad – DVAC

Unit - IV: Police Investigation

Police Investigation Procedures Methods of Investigation - Information, Interrogation and Instrumentation - Recording of FIR - Case Diary and Station House Diary - Modus Operandi, Collection of Evidence, Examination of Witnesses and Suspects, Confession, Filing Charge Sheet.

Unit - V: Modernization of Police

Contemporary and Modernization of police : Autonomy and Accountability of police -Police neutrality – Corruption- Role of Police in society-developing healthy police public relationship, zero tolerance policing.

COURSE OUTCOMES

C01. Acquire knowledge on basis of Law and Order Administration in India.

C02. Find out the Structure of Administration.

C03. To find out Police Investigation.

C04. To Acquire knowledge on Modernization of Police.

C05. Acquire knowledge on developing healthy police public relationship.

TEXT BOOKS

1. Singh.Hand M. Singh, “**Public Administration in India: Theory and Practice**”, New Delhi: Sterling Publishers, 2016.
2. Avasthi & R. Maheshwari,A. “**Public Administration**”, Agra, Lakshmi Narain Agarwal. 2018.
3. Bhattacharya.M “**New Horizons of Public Administration**”, New Delhi, Jawahar Publishers and Distributors, 2019.

SUPPLEMENTARY READINGS

1. Sharma.M.P and B.L. Sadhana, “**Public Administration in Theory and Practice**”,KitabMahal, Allahabad, 2016.
2. Arora & R. Goyal,R.K. “**Indian Public Administration**”, New Delhi, VishwaPrakashan,2017.
3. Avasthi. A &.R. Maheshwari, “**Public Administration**”, Lakshmi Narain Agarwal. Agra, 2019.

OUTCOME MAPPING

CO/PO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**

SEMESTER – II CORE ELECTIVE – II	22PPUBE25-3: NGO ADMINISTRATION IN INDIA	CREDIT:4 HOURS:4
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Learning Objectives

LO1.To study about meaning, nature and importance of NGO

LO2. To discuss the Society, Trust and Foreign Regulations Contribution Act

LO3.To understand the NGOs in Local and Global context

LO4.To make students to acquire Foreign Regulations Contribution Act

LO5.To explain the Management of NGOs.

UNIT – I Introduction

Introduction: Meaning, Nature and Importance of NGOs – Types – Voluntary Action and Civil Society – Civil Society Movement in India.

UNIT –II Legal aspects of NGOs

Legal aspects of NGOs: Society and Trust – Foreign Regulations Contribution Act (FRCA) – Member’s Responsibilities and Liabilities – Registration and Management of NGOs.

UNIT – III Resource Mobilization

Resource Mobilization: Human Resource Training – Social Networking – Community Initiatives – NGOs in Local and Global context.

UNIT – IV NGOs and Development

NGOs and Development: Role of NGOs in Human Development, Health, Education and Employment generation – Social and Economic Empowerment.

UNIT – V NGOs and Environmental Crisis

NGOs and Environmental Crisis: NGOs and Media – Government Control over NGOs – NGOs and Public Affairs.

Course Outcomes

CO1.This course provides basic knowledge of the Voluntary Action and Civil Society.

CO2.The students will know the Registration and Management of NGOs.

CO3.The students understand the Role of NGOs in Human Development, Health, Education and

Employment generation.

CO4. To Acquire knowledge on Non-Governmental Organizations

CO5.Acquire knowledge on Development and Management of NGOs

Text Books

1. Micheal Edwards, David Hulme (ed.), “**Non-Governmental Organizations: Performance and Accountability**”, London, Earth scan Publications Limited, 2016.
2. David Lewis and Nazneen Kanji, **Non-Governmental Organizations and Development**, London, Routledge, 2017.
3. Devendra Prasad Pandey, **Development and Management of NGOs**, New Delhi, Adhyayan Publishers and Distributers, 2018.

Supplementary Reading

1. Ravi Shankar Kumar Singh, **Role of NGOs in Socio-Economic Development**, Delhi, Abhijeet Publications, 2016.
2. David Lewis and Nazneen Kanji, **Non-Governmental Organizations and Development**, London, Routledge, 2018.
3. Micheal Edwards, David Hulme (ed.), **Non-Governmental Organizations: Performance and Accountability**, London, Earthscan Publications Limited, 2019.

OUTCOME MAPPING

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	PO1	PO2	PO3	PO4	PO5
CO1	2	2	3	3	2
CO2	1	2	2	3	3
CO3	2	2	3	2	2
CO4	2	3	3	2	3
CO5	2	2	2	3	3

***1-Low *2-Medium *3-Strong**