THIRUVALLUVAR UNIVERSITY

SERKKADU, VELLORE–632115

B. A. PUBLIC ADMINISTRATION

SYLLABUS

FROM THE ACADEMIC YEAR

2023 – 2024

1. Introduction

Public Administration is particularly suited to students to pursue a broad-based education giving scope for many multiple careers and meaningful lives, be it in politics, civil service, civil society organisations and businesses with commitment to social service, and new vocations that are in the making. Further it helps students who seek broad-based access to insights from multiple disciplines as a way to understand how people behave and influence the world around us. These students aspire to study social science as a holistic discipline which has practical relevance in understanding and tackling real problems in society.

The Bachelor's Programme in Public Administration equips the students with knowledge of the Indian constitution, the political system, institutions, and their functioning besides giving an idea of how a government works at the central, state and local levels. The discipline of Public Administration studies government-in-action and has acquired salience and popularity among students, particularly those aspiring to make a career in the rapidly changing political economy of India today. The Indian Civil services are an alternative area of career planning for the students of Public Administration besides the ever-expanding private sector in post globalized India. The programme familiarizes the students with the complexities of state and bureaucratic functioning as well as policy making and implementation with reference to India. The students learn about the concepts and theories of administration/management and their application which is extremely relevant to the working of both public and private sector organizations.

The courses in this programme have been structured in a manner that they introduce the student to the canvas of subjects that comprise the umbrella discipline of Public AdministrationwhichhasboththeoreticalandappliedaspectsBeginningwithafocusonconceptsandtheoreswhichform the core courses, other courses are introduced to see how these concepts have been translated into Indian administrative practices. The transition from an era of government to governance has brought Public Administration to the forefront of seminal changes in theoperationalcontextofdevelopedanddevelopingcountriesinthe21stcentury.Allthesechangeshave been mapped to make the course relevant and meaningful to a student in today'stimes. Given this diversebasketofcoursesandskillsetsthatastudentisexpectedtomasterinthisB.A.Programme,thelearning outcome enablethemtoseekgainfulemploymentandengagement in diverse sectors of the economy

such as teaching and research, civil services,journalism, law or executive work in privatesectororganizations.

CHOICE BASED CREDIT SYSTEM AND LEARNING OUTCOMES-BASED CURRICULUM FRAMEWORK BASED B.A. ECONOMICS SYLLABUS	
Programme:	U.G.
Programme Code:	
Duration:	3 Years(UG)
Programme Outcomes:	**PO1: Knowledge of Economics:** Ability to understand Economic Theories and functioning of Economic Models. To develop an adequate competency in the Economic Theory and Methods. **PO2: Analytical Reasoning and Critical Thinking:** Critically Analyze and assess the way in which economists examine the real world to understand the current events and evaluate specific proposals. **PO3: Logical Reasoning and Quantitative Ability:** Ability to understand how to collect and analyse data and use empirical evidence to evaluate the validity of hypothesis, using Quantitative Methodology and conduct data analysis to interpret results. **PO4: Communication and Research Skills:** Communication and Research related skills. Developing a sense of capability for relevant/appropriate inquiry and asking questions, synthesising and articulating and reporting results and to efficiently communicate thoughts and ideas in a clear and concise manner. **PO5: Gender, Environment and Sustainability:** Comprehend the Environmental issues and Sustainable Development and strive to achieving economic and social equity for women and be Gender Sensitive. **PO6: Employability and Leadership Skills:** Become empowered individuals to be employed in various positions in industry, academia and research and have the potential to become Entrepreneurs and take leadership roles in their chosen occupations and communities. **PO7**: **Social Interaction**: Acquire the ability to engage in relevant conversations and have the ability to understand the views of society that would help initiate policy making. **PO8:** Digital Literacy and Lifelong Learning: Capability to use ICT tools in a variety of learning situation and use appropriate software for analysis of data **-** Ability to acquire Knowledge situations and skills for life through self directed learning and adapt to different learning environments.
Programme Specific Outcomes:	**PSO1**: To enable students to apply basic microeconomic, macroeconomic and monetary concepts and theories in real life and decision making. **PSO 2**: To sensitize students to various economic issues related to Development, Growth, International Economics, Sustainable Development and Environment. **PSO 3**: To familiarize students to the concepts and theories related to Finance, Investments and Modern Marketing. **PSO 4**: Evaluate various social and economic problems in the society and develop answer to the problems as global citizens. **PSO 5:** Enhance skills of analytical and critical thinking to analyze

	PO 1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
					effectiveness of economic policies.			

	PO 1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
PSO 1	Y	Y	Y	Y	Y	Y	Y	Y
PSO 2	Y	Y	Y	Y	Y	Y	Y	Y
PSO3	Y	Y	Y	Y	Y	Y	Y	Y
PSO 4	Y	Y	Y	Y	Y	Y	Y	Y
PSO 5	Y	Y	Y	Y	Y	Y	Y	Y

3 – Strong, 2- Medium, 1- Low

Highlights of the Revamped Curriculum:

➢ Student-centric, meeting the demands of industry & society, incorporating industrial components, hands-on training, skill enhancement modules, industrial project, project with viva-voce, exposure to entrepreneurial skills, training for competitive examinations, sustaining the quality of the core components and incorporating application oriented content wherever required.

➢ The Core subjects include latest developments in the education and scientific front, advanced programming packages allied with the discipline topics, practical training, devising mathematical models and algorithms for providing solutions to industry / real life situations. The curriculum also facilitates peer learning with advanced mathematical topics in the final semester, catering to the needs of stakeholders with research aptitude.

➢ The General Studies and Mathematics based problem solving skills are included as mandatory components in the 'Training for Competitive Examinations' course at the final semester, a first of its kind.

➢ The curriculum is designed so as to strengthen the Industry-Academia interface and provide more job opportunities for the students.

➢ The Industrial Statistics course is newly introduced in the fourth semester, to expose the students to real life problems and train the students on designing a mathematical model to provide solutions to the industrial problems.

- The Internship during the second year vacation will help the students gain valuable work experience, that connects classroom knowledge to real world experience and to narrow down and focus on the career path.
- Project with viva-voce component in the fifth semester enables the student, application of conceptual knowledge to practical situations. The state of art technologies in conducting a Explain in a scientific and systematic way and arriving at a precise solution is ensured. Such innovative provisions of the industrial training, project and internships will give students an edge over the counterparts in the job market.
- State-of Art techniques from the streams of multi-disciplinary, cross disciplinary and inter disciplinary nature are incorporated as Elective courses, covering conventional topics to the latest - Artificial Intelligence.

Value additions in the Revamped Curriculum:

Semester	Newly introduced Components	Outcome / Benefits
I	**Foundation Course** To ease the transition of learning from higher secondary to higher education, providing an overview of the pedagogy of learning Literature and analysing the world through the literary lens gives rise to a new perspective.	➢ Instill confidence among students ➢ Create interest for the subject
I, II, III, IV	**Skill Enhancement papers** (Discipline centric / Generic / Entrepreneurial)	➢ Industry ready graduates ➢ Skilled human resource ➢ Students are equipped with essential skills to make them employable
		➢ Training on language and communication skills enable the students gain knowledge and exposure in the competitive world.
		➢ Discipline centric skill will improve the Technical knowhow of solving real life problems.
III, IV, V & VI	Elective papers	➢ Strengthening the domain knowledge ➢ Introducing the stakeholders to the State-of Art techniques from the streams of multi-disciplinary, cross disciplinary and inter disciplinary nature ➢ Emerging topics in higher education/ industry/ communication network / health sector etc. are introduced with hands-on-training.

IV	Elective Papers	➢ Exposure to industry moulds students into solution providers ➢ Generates Industry ready graduates ➢ Employment opportunities enhanced
V Semester	Elective papers	➢ Self-learning is enhanced ➢ Application of the concept to real situation is conceived resulting in tangible outcome
VI Semester	Elective papers	➢ Enriches the study beyond the course. ➢ Developing a research framework and presenting their independent and intellectual ideas effectively.
Extra Credits: **For Advanced Learners / Honors degree**		➢ To cater to the needs of peer learners / research aspirants
Skills acquired from the Courses		Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill

Credit Distribution for UG Programmes

Sem I	Credit	H	Sem II	Credit	H	Sem III	Credit	H	Sem IV	Credit	H	Sem V	Credit	H	Sem VI	Credit	H
1.1. Language	3	6	2.1. Language	3	6	3.1. Language	3	6	4.1. Language	3	6	5.1 Core Course –\CC IX	4	5	6.1 Core Course – CC XIII	4	6
1.2 English	3	6	2.2 English	3	6	3.2 English	3	6	4.2 English	3	6	5.2 Core Course – CC X	4	5	6.2 Core Course – CC XIV	4	6
1.3 Core Course – CC I	5	5	2.3 Core Course – CC III	5	5	3.3 Core Course – CC V	5	5	4.3 Core Course – CC VII Core Industry Module	5	5	5. 3.Core Course CC - XI	4	5	6.3 Core Course – CC XV	4	6
1.4 Core Course – CC II	5	5	2.4 Core Course – CC IV	5	5	3.4 Core Course – CC VI	5	5	4.4 Core Course – CC VIII	5	5	5. 4.Core Course –/ Project with viva- voce CC -XII	4	5	6.4 Elective - VII Generic/ Discipline Specific	3	5
1.5 Elective I Generic/ Discipline Specific	3	4	2.5 Elective II Generic/ Discipline Specific	3	4	3.5 Elective III Generic/ Discipline Specific	3	4	4.5 Elective IV Generic/ Discipline Specific	3	3	5.5 Elective V Generic/ Discipline Specific	3	4	6.5 Elective VIII Generic/ Discipline Specific	3	5
1.6 Skill Enhancement Course SEC-1	2	2	2.6 Skill Enhancement Course SEC-2	2	2	3.6 Skill Enhancement Course SEC-4, (Entrepreneurial Skill)	1	1	4.6 Skill Enhancement Course SEC-6	2	2	5.6 Elective VI Generic/ Discipline Specific	3	4	6.6 Extension Activity	1	-
1.7 Skill Enhancement - (Foundation Course)	2	2	2.7 Skill Enhancement Course –SEC-3	2	2	3.7 Skill Enhancement Course SEC-5	2	2	4.7 Skill Enhancement Course SEC-7	2	2	5.7 Value Education	2	2	6.7 Professional Competency Skill	2	2
						3.8 E.V.S.	-	1	4.8 E.V.S	2	1	5.8 Summer Internship /Industrial Training	2				
	23	30		23	30		22	30		25	30		26	30		21	30
Total – 140 Credits																	

Choice Based Credit System (CBCS), Learning Outcomes Based Curriculum Framework (LOCF) Guideline Based Credit and Hours Distribution System for all UG courses including Lab Hours

First Year
Semester-I

Part	List of Courses	Credit	No. of Hours
Part-1	Language - Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses & Elective Courses [in Total]	13	14
	Skill Enhancement Course SEC-1	2	2
Part-4	Foundation Course	2	2
		23	**30**

Semester-II

Part	List of Courses	Credit	No. of Hours
Part-1	Language - Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses & Elective Courses including laboratory [in Total]	13	14
Part-4	Skill Enhancement Course -SEC-2	2	2
	Skill Enhancement Course -SEC-3 (Discipline / Subject Specific)	2	2
		23	**30**

Second Year
Semester-III

Part	List of Courses	Credit	No. of Hours
Part-1	Language - Tamil	3	6
Part-2	English	3	6
Part-3	Core Courses & Elective Courses including laboratory [in Total]	13	14
Part-4	Skill Enhancement Course -SEC-4 (Entrepreneurial Based)	1	1
	Skill Enhancement Course -SEC-5 (Discipline / Subject Specific)	2	2
	E.V.S	-	1
		22	**30**

Semester-IV

Part	List of Courses	Credit	No. of Hours
Part-1	Language - Tamil	3	6
Part-2	English	3	6

Part-3	Core Courses & Elective Courses including laboratory [in Total]	13	13
Part-4	Skill Enhancement Course -SEC-6 (Discipline / Subject Specific)	2	2
	Skill Enhancement Course -SEC-7 (Discipline / Subject Specific)	2	2
	E.V.S	2	1
		25	**30**

Third Year
Semester-V

Part	List of Courses	Credit	No. of Hours
Part-3	Core Courses including Project / Elective Based	22	26
Part-4	Value Education	2	2
	Internship / Industrial Visit / Field Visit	2	2
		26	**30**

Semester-VI

Part	List of Courses	Credit	No. of Hours
Part-3	Core Courses including Project / Elective Based & LAB	18	28
Part-4	Extension Activity	1	-
	Professional Competency Skill	2	2
		21	**30**

Consolidated Semester wise and Component wise Credit distribution

Parts	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Part I	3	3	3	3	-	-	12
Part II	3	3	3	3	-	-	12
Part III	11	11	11	11	22	18	84
Part IV	6	6	6	7	3	3	31
Part V	-	-	-	-	-	1	1
Total	23	23	23	24	25	22	**140**

*Part I. II, and Part III components will be separately taken into account for CGPA calculation and classification for the under graduate programme and the other components. IV, V have to be completed during the duration of the programme as per the norms, to be eligible for obtaining the UG degree

Methods of Evaluation		
Internal Evaluation	Continuous Internal Assessment Test	25 Marks
	Assignments	
	Seminars	
	Attendance and Class Participation	
External Evaluation	End Semester Examination	75 Marks
	Total	100 Marks
Methods of Assessment		
Recall (K1)	Simple definitions, MCQ, Recall steps, Concept definitions	
Understand/ Comprehend (K2)	MCQ, True/False, Short essays, Concept explanations, Short summary or overview	
Application (K3)	Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain	
Analyze (K4)	Problem-solving questions, Finish a procedure in many steps, Differentiate between various ideas, Map knowledge	
Evaluate (K5)	Longer essay/ Evaluation essay, Critique or justify with pros and cons	
Create (K6)	Check knowledge in specific or offbeat situations, Discussion, Debating or Presentations	

B.A Public Administration

First Year

Semester-I

Part	List of Courses	Credit	Hours per week (L/T/P)
Part-I	Language – Tamil	3	6
Part-II	English	3	6
Part-III	CCI – **Principles of Public Administration**	5	5
	Administrative Thinkers	5	5
	DSE -1 –**Law, State and Government**	3	4
Part-IV	Skill Enhancement Course (Non Major Elective) – **Introduction to Public Relations**	2	2
	Foundation Course FC - …………………	2	2
		23	30

Semester-II

Part	List of Courses	Credit	Hours per week(L/T/P)
Part-I	Language – Tamil	3	6
Part-II	English	3	4
Part-III	**Public Policy Making in India**	4	4
	Financial Administration in India	4	5
	Elective -2 – **Introduction to Constitution of India**	3	5
Part-IV	SEC -2 **Disaster Management**	2	2
	SEC – 3 **Citizen Centric Governance**	2	2
	(AECC - 2) Soft Skill –**NGO Management**	2	2
		23	30

Second Year
Semester-III

Part	List of Courses	Credit	Hours per week(L/T/P)
Part-I	Language – Tamil	3	6
Part-II	English	3	4
Part-III	**Comparative Public Administration**	4	5
	Organization Theory	4	4
	Elective – 3 – **Public Service Delivery in India**	3	4
Part-IV	SEC-4 (Entrepreneurial Based) – **Entrepreneurship and Skill Development**	1	2

	SEC – 5 – **Digital Literacy**	2	2
	(AECC 3) Soft Skill –**Administrative Techniques**	2	2
	Environmental Studies	-	1
		22	30

Semester-IV

Part	List of Courses	Credit	Hours per week (L/T/P)
Part-I	Language – Tamil	3	6
Part-II	English	3	4
Part-III	**Administrative Institutions in India**	4	4
	Human Resource Management	4	4
	Elective -4 – **Gender and Public Policy**	3	4
Part-IV	SEC – 6 – **Information and Cyber Security**	2	2
	SEC – 7 –**Project Management**	2	2
	(AECC 4) Soft Skill - **Basics of Social Science Research**	2	2
	Environmental Studies	2	2
		25	30

Third Year
Semester-V

Part	List of Courses	Credit	Hours per week (L/T/P)
Part-III	**Development Administration**	4	5
	International Organization	4	5
	Administrative Behaviour	4	5
	Elective -5 – **Social Welfare Administration in Tamil Nadu**	3	5
	Elective – 6 – **Globalization**	3	4
	Project with Viva voce or **Ethics and Integrity in Public Administration**	4	4
Part-IV	Value Education	2	2
	Internship / Industrial Training (Summer vacation at the end of IV semester activity)	2	
		26	30

Semester-VI

Part	List of Courses	Credit	Hours per week (L/T/P)
Part-III	**New World Order**	4	5
	Politics and Social Justice	4	5
	Government and Administration in Tamilnadu	4	5
	Elective – 7 – **Demography and Development**	3	6
	Elective – 8 – **Civil Service in India**	3	5
Part-IV	Professional Competency Skill – **Media Management**	2	4

Part -V	Extension Activity	1	
		21	30

Total Credits: 140

1. Suggestive Topics in Core Component

2. Suggestive Topics in Elective Courses (Generic / Discipline-centric)

3. Group II –Suggestive Elective Courses (Discipline-centric)

4. Suggestive Topics in Skill Enhancement Courses (SEC)

5. Skill Enhancement Courses (SEC)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	S	S	S	S	S	M	S	M
CO2	M	S	S	S	M	S	S	M	M	M
CO3	S	S	S	M	S	S	S	M	S	M
CO4	S	S	S	S	S	S	S	M	M	M
CO5	S	M	S	S	S	S	S	M	M	S

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3
Weightage	15	15	15	15	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	3.0	3.0

Level of Correlation between PSO's and CO's

									SEMESTER I				

SEMESTER I

PRINCIPLES OF PUBLIC ADMINISTRATION

Course Code	Course Name	Cat ego ry	L	T	P	S	Cre dits	Inst. Hours	Marks		
									CIA	External	Total
	Principles of Public Administration	Core	Y	-	-	-	4	5	25	75	100

	Course Objectives
C1	To understand the basis of administration and management.
C2	To describe the theoretical evolution of Public Administration.
C3	To analyse the relevance and effectiveness of changing organizational forms to carry out the administrative process.
C4	To assess the importance of legislative and judicial controls in administration
C5	To examine the civil society and other grievance mechanism in Public Administration

UNIT	Content	No. of Hours
I	Introduction: Public Administration- Meaning, Nature, Scope and Significance; Dimensions of Public Administration; Difference between Private Administration and Public Administration.	5
II	Growth of Public Administration: Evolution of Public Administration; Minnow brook Conferences (I, II and III); Relation of Public Administration with Political Science, Sociology, History, Economics, Law and Management.	5
III	Trends in Public Administration: New Public Administration; New Public Management; Globalization and Public Administration; Paradigm Shift from Government to Governance; New Public Service.	5
IV	Organization and its Principles: Principles of Organization- Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation.	5

V	Good Governance: Concept, characteristics, elements, Issues and challenges, development of leadership, qualities of leadership, citizen and administration issues and problems, methods to promote good relationship.		5
	Total		25

	Course Outcome	Programme Outcomes
CO	On completion of this course, students will learn	
1	To assimilate the basic concepts of public administration.	PO1
2	To gain insights on various functions of administration and its principles.	PO1, PO2
3	To evaluate relevance of public administration today.	PO4, PO6
4	To trace the growth of Public Administration and the trends.	PO4, PO5, PO6
5	To distinctively identify the process of administration, governance and organization.	PO3, PO8
	Text Books	
1	Bhattacharya Mohit (2019), New Horizons of Public Administration, New Delhi, Jawahar Publishers & Distributors.	
2	Hoshiar Singh / Sachdeva (2011), Public Administration: Theory and Practice, New Delhi, Pearson Education India.	
3	Ravindra Prasad Singh (2011), Principles and Practice of Public Administration, Jaipur, ABD Publishers.	
4	Ravi Goel, (2012), Public Administration, Concepts and Theories, New Delhi, Sonali Publications.	
5	Ebenezer Oni (2016), Principles of Public Administration, New Delhi, Concept Publications Ltd.	
	Reference Books	
1	Basu, Rumki. (2019), Public Administration in the 21st Century: A Global South Perspective, New York and London, Routledge.	
2	S.R Myneni (2016), Principles of Public Administration, Haryana, Allahabad Law Agency.	
3	Peters, B. Guy (2018), The Next Public Administration: Debates & Dilemmas. New Delhi, Sage Publications.	
4	Marc Holzer, Richard W. Schwester (2019), Public Administration: An Introduction, New Delhi, Taylor & Francis Ltd.	
5	P.B. Rathod (2005), A Handbook of Public Administration, Jaipur, ABD Publishers.	

	Web Resources
1	https://www.jstor.org/stable/977179
2	https://www.britannica.com/topic/public-administration/Principles-of-public-administration
3	https://www.sigmaweb.org/publications/Principles-of-Public-Administration-2017-edition-ENG.pdf
4	https://www.academia.edu/30097948/PRINCIPLES_OF_PUBLIC_ADMINISTRATION
5	https://botw.org/top/Science/Social_Sciences/Public_Administration/

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	S	S	S	M	S	S	S
CO2	S	S	S	M	M	S	M	M	M	M
CO3	S	S	M	S	M	S	S	L	L	M
CO4	S	S	S	M	S	M	M	M	S	L
CO5	S	S	M	S	M	S	S	L	M	S

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	3	3
CO2	3	3	3	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	3	3	3
Weightage	15	15	13	13	12
Weighted percentage of Course	3.0	3.0	2.6	2.6	2.4

Contribution to POs						

Level of Correlation between PSO's and CO's

ADMINISTRATIVE THINKERS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Administrative Thinkers	Core	Y	-	-	-	4	5	25	75	100
Course Objectives											
C1	To provide the comprehensive view of administrative theories.										
C2	To familiarize the concepts propounded by various administrative thinkers.										
C3	To examine the emerging ideas of public administration with theories.										
C4	To gather insights of various ideas of the theorists over a period of time.										
C5	To appreciate the contribution of thinker's ability to describe, explain and predict an administrative phenomenon.										
UNIT	**Content**								**No. of Hours**		
I	Indian Administrative Thinkers: Kautilya & Thiruvalluvar-Statecraft and Governance, Classical Approach: Woodrow Wilson: Politics Administration – Dichotomy Henri Fayol: Principles of Management, F.W. Taylor: Scientific Management Max Weber: Model of Bureaucracy								5		
II	Human Relations Approach: Luther Gullick and Lyndall Urwick: Administrative Principles; M.P. Follett: Leadership and Conflict; Elton Mayo: Human Relations Theory; Abraham Maslow: Need Hierarchy Concept								5		
III	Behavioral Approach: Chester Barnard: Contribution Satisfaction Equilibrium; Herbert Simon: Theory of Decision-Making; F.W. Riggs: Administrative Models and Approaches; Douglas Mc Gregor: Managerial Theories of 'X' and 'Y'								5		
IV	Public Choice, Entrepreneurial Government and NPS: Vincent Ostrom: Public choice approach and the theory of democratic administration; David Osborne and Ted Gaebler: Concept of entrepreneurial government; Robert and Janet Denhardt: The New Public Service								5		

V	MBO, Policy Science and Theory Z: P.F. Drucker: Management by Objectives; YehezkelDror: Ideas on Policy Sciences; William Ouchi: Theory 'Z'; Frederick Herzberg: Hygiene Motivation Theory		5
	Total		25

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To understand the basic concepts and ideas of Public Administration.	PO1
2	To examine the characteristic features of ideas of various thinkers.	PO1, PO2
3	To have insight on ideas emerging during different time periods	PO4, PO6
4	To distinguish the perspectives of various Concepts of Thinkers.	PO4, PO5, PO6
5	To apply the ideas / theories to real time situations.	PO3, PO8

	Text Books
1	Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana & Y. Pardhasaradhi (eds.) (2010), Administrative Thinkers, New Delhi, Sterling Publishing House.
2	Anupama Puri Mahajan (2020), Administrative Thinkers, New Delhi, Sage Publications Pvt. Ltd.
3	S.R. Maheshwari (2003), Administrative Thinkers, New Delhi, Macmillan, India.
4	S.L. Goel (2008), Administrative and Management Thinkers, New Delhi, Deep and Deep Publications.
5	R. K. Sapru , 2013, Administrative Theories and Management Thought, New Delhi, PHI Learning Pvt., Ltd.

	Reference Books
1	R Hooja (2007), Administrative Theories : Approaches, Concepts and Thinkers in Public Administration, Jaipur, Rawat Publications.
2	Ramesh K Arora (1979), Perspective in Administrative Theory, New Delhi, Associated Publishing House.
3	Gangadhar. V & Sharma Manoj, Administrative Thinkers, New Delhi, Anmol Publications Pvt., Ltd.
4	Anthony Tillet, Thomas Kemper & Gordon Willey (1970), Management Thinkers, London, Penguin Books.
5	Pardeep Sahni, Etakula Vayunandan (2009), Administrative Theory, New Delhi, PHI Learning Pvt., Ltd.

	Web Resources
1	https://study.sagepub.in/mahajan_at
2	https://www.academia.edu/32941538/Administrative_Thinkers_by_Siam

3	https://sterlingpublishers.in/sterling/product/administrative-thinkers
4	https://aub.edu.lb.libguides.com/publicadministration/Web_Resources
5	https://www.bl.uk/business-and-management/management-thinkers

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	M	S	S	M	M	S	S
CO2	S	S	M	M	M	M	M	S	M	M
CO3	S	S	M	S	M	M	S	M	L	L
CO4	S	S	S	M	S	S	M	S	M	S
CO5	S	S	M	S	S	M	S	M	L	M

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.4	2.6

Level of Correlation between PSO's and CO's

LAW, STATE AND GOVERNMENT

Course Code	Course Name	Category	L	T	P	S	Credit	Inst. Hours	CIA	External	Total
									Marks		
	Law, State and Government	Elective	Y	-	-	-	3	4	25	75	

	Course Objectives
C1	To understand the concepts of Law, State and Government
C2	To trace the evolution of State and Government
C3	To examine the salient features and theories of State
C4	To comprehend the institutional mechanism and their processes.
C5	To identify the nexus between Law, State and Government

UNIT	Content	No. of Hours
I	Law, Justice, and Morality - Classification of Laws - Public and Private Law, Substantive and Procedural Law, Municipal and International Law, Civil Law and Criminal Law - Sources of Law: Custom, Precedent, Legislation.	4
II	Basic Concepts of Indian Legal System - Common Law Foundations - Rule of Law, Separation of Powers, Principle of Natural Justice, and Rule of equity - Indian Constitution: Salient Features - Judicial System in India - Hierarchy of Courts and Jurisdiction of the Courts.	4
III	State: Theories of the Origin (Divine Origin, Social Contract, Evolutionary Theory and Marxist Theory), Nature of the State - Organic theory of the State, the Concept of Welfare State, Sovereignty: Monistic and Pluralistic theories.	4

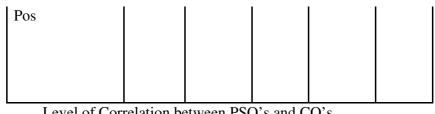|			
IV	Government - Forms of government - Unitary, Federal, and Quasi-federal - Parliamentary and Presidential - Organs of Government - Legislature, Executive and Judiciary.		4
V	Political Ideas: Liberty, Equality, rights, Justice, Democracy, Citizenship, Individualism, Liberalism, Socialism, Fascism, Nationalism and Feminism Franchise and Methods of Representation.		4
	Total		20
	Course Outcome		**Programme Outcome**
CO	On completion of this course, students will learn		
1	To analyse the concepts and dimensions of law and its origin		PO1
2	To describe the evolution and changing concepts of State and legal system		PO1, PO2
3	To comprehend and describe the nature and characteristics of various theories of State		PO4, PO6
4	To evaluate the intrinsic relationship between law and Political System.		PO4, PO5, PO6
5	To review the various ideas and concepts related to political systems		PO3, PO8
	Text Books		
1	N. D. Arora (2006), Theory of State, New Delhi, K. K. Publications.		
2	Das, P. G. (2011), History of Political Thought, New Delhi, New Central Book Agency.		
3	J. Duncan M. Derrett (1999), Religion, Law and the State in India, New Delhi, Oxford University Press.		
4	Klosko, George (ed.) (2011), The Oxford Handbook of the History of Political Philosophy, Oxford, Oxford University Press.		
5	Hans Kelsen (2005), General Theory of Law and State, Routledge.		
	Reference Books		
1	Gaus, Gerald F. &Chandran Kukathas (eds.) (2004), Handbook of Political Theory, New Delhi, Pearson.		
2	O.P. Guaba (2011), Introduction to Political Theory, New Delhi, Macmillan.		
3	Sabine, George H. (1961), A History of Political Theory, New York, Holt, Rinehart and Winston.		
4	S. Ramaswamy. Political Theory: Ideas and Concepts, New Delhi, Macmillan.		
5	S.P. Varma. Modern Political Theory (1975), New Delhi, Vikas Publishing House.		
	Web Resources		

1	https://www.ebooks.com/en-us/subjects/law/
2	https://nptel.ac.in/courses/109103176
3	https://www.india.gov.in/download-e-book-ministry-law-justice
4	https://legal.un.org/avl/studymaterials/handbook/english/book_1.pdf
5	https://www.igi-global.com/e-resources/subject-e-book-collections/government/

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	M	S	M	M	M	M	S
CO2	S	S	M	M	M	M	S	S	M	M
CO3	S	S	M	M	M	S	M	M	S	L
CO4	S	S	M	M	S	M	S	S	M	S
CO5	S	S	M	M	M	S	M	M	S	M

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to	3.0	3.0	2.4	2.4	2.6

Pos								

Level of Correlation between PSO's and CO's

INTRODUCTION TO PUBLIC RELATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Introduction to Public Relations	SEC 1(NME)	-Y	-	-	-	2	2	25	75	100
	Course Objectives										
C1	To evaluate how public relations has been defined in myriad ways since early 20th century										
C2	To explicate the importance of Public Relations in Public Administration.										
C3	To focus on public relations in different agencies like media, company, government and community.										
C4	To identify how public relations and communications are heavily interlinked										
C5	To develop various management and organizational practices.										
UNIT	Content									No. of Hours	
I	Meaning, Nature and Scope of Public Relations,Differences between public relations, marketing and Advertising-History of Public Relations-The Publics in Public Relations.									2	
II	Ethics and Social Responsibility - Public Relations and the Law-Public Relations Theory-Communications Theory and Public Opinion									2	
III	Planning: Strategies in Public Relations -Tactics of Public Relations-Types of Relations-Community relations- Government relations-Consumer relations-International relations									2	
IV	Social Projects and Public Relations -Multimedia Message Development - Media relations Cyber-Relations in the Digital Age - Social Media and Public Relations-Cross-Cultural Communications									2	
V	Careers in Public Relations-Professional Development – Corporate Social Responsibility - Crisis Management- Future Pathway.									2	

		Total	10
		Course Outcome	**Programme Outcome**
CO		On completion of this course, students will learn	
1		To understand the significance of Public Relations in Public administration	PO1
2		To examine how transparency in administration is made possible through media	PO1, PO2
3		To have an insight on the use of the technological advancement in Public Relations.	PO4, PO6
4		To integrate various concepts in Public Administration to promote Relations	PO4, PO5, PO6
5		To develop writing skills for newspapers and creation of Blogs.	PO3, PO8
		Text Books	
1		Mordecai Lee, Grant Neeley, Kendra B Stewart (2021), The Practice of Government Public Relations, United Kingdom, Routledge.	
2		OyvindIhlen (2007), Public Relations and Social Theory: Key Figures and Concepts, United Kingdom, Routledge Communication Series.	
3		Guth, D. W., & Marsh, C. (2012), Public Relations: A Value-Driven Approach (5th edition), Boston, Allyn and Bacon.	
4		Wilcox, Dennis, et al. (2012), Think Public Relations, (2nd ed.), New York, Pearson Education.	
5		Kelleher, Tom (2017), Public Relations, Oxford, Oxford University Press.	
		Reference Books	
1		Mehta. D.S (1980), Handbook of Public Relations in India, New Delhi, Allied Pulishers.	
2		Broom, G., Casey, S., & Ritchey, J. (2000). Toward a concept and theory of organization– public relationships: An update. In J. A. Ledingham & S. D. Bruning (Eds.),	
3		J.V. Vilanilam (2011), Public Relations in India: New Tasks and Responsibilities, SAGE Publications India Pvt Ltd, New Delhi	
4		C. S.Rayadu and K.R.Balan (1997), Principles of Public Relations, New Delhi, Himalaya Publishing House.	
5		Heath, R.L (2001), Handbook of Public Relations in India, New Delhi, Sage Publications.	
		Web Resources	
1		https://apps.prsa.org/AboutPRSA/PublicRelationsDefined	
2		http://www.instituteforpr.org/global-public-relations	
3		https://study.sagepub.com/copley/student-resources/13-public-relations	

4	https://in.coursera.org/specializations/introduction-to-public-relations-and-the-media	
5	https://www.academia.edu/24762203/INTRODUCTION_TO_PUBLIC_RELATIONS	

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	S	S	S	M	S	S	S
CO2	S	S	S	M	M	S	M	M	M	L
CO3	S	S	M	S	M	S	S	L	L	M
CO4	S	S	S	M	S	M	M	M	S	L
CO5	S	S	M	S	M	S	S	L	M	S

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.4	2.6

Level of Correlation between PSO's and CO's

DATA ANALYSIS AND INTERPRETATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Data Analysis and Interpretation	SECC-2	Y	-	-	-	2	2	25	75	100

Course Objectives	
C1	To focus on the analysis and interpretation of data.
C2	To affirm the need for data collection and analysing the data.
C3	To familiarize students with data interpretation and evaluation.
C4	To apply various research tools for interpretation of data in social science research
C5	To understand the application of statistics for examining the research problem.

UNIT	Content	No. of Hours
I	Facts- value – Data – Methods of Data Collection: Documents, Observation, Interview and Questionnaire-Data Processing: Editing, Coding and Tabulation – Graphic Representation: Graphs of time series and Graphs of frequency distributions.	2
II	Statistics for investigating relationships – Multiple Regression – Logistic Regression and Exploratory Factor Analysis	2
III	Methods to conduct an experiment and an observational study – Exploration of content analysis – Use of digital analytics-	2
IV	Data Preparation –Appropriate Data Analysis and the Pearson Correlation – Use of statistics to investigate relationships -	2
V	Data Analysis and Report Writing – Data Analysis & Measures of Central Tendency: Mean, Median, Mode – Measures of Dispersion – Formatting the Report – Tools for Referencing- MLP, APA – Content & Style of Report writing.	2
	Total	10

		Course Outcome	**Programme Outcome**
CO		On completion of this course, students will learn	
1		To analyse the concepts and dimensions of data preparation and description	PO1
2		To understand quantitative and qualitative data analysis	PO1, PO2
3		To comprehend and describe the appropriate data analysis techniques	PO4, PO6
4		To explore the usage of statistical tools while conducting research	PO4, PO5, PO6
5		To review the various measures of data interpretation	PO3, PO8
		Text Books	
1		Kothari, C R and Garg, G (2018), Research Methodology: Methods and Techniques,New Delhi, New Age International Publishers.	
2		McNabb, David E (2017), Research Methods in Public Administration and Non-profit Management (4th Edition), United Kingdom,Routledge.	
3		Kumar, P. S. G (2004), Research Methods and Statistical Techniques, New Delhi, B.R. Publishing Corporation.	
4		Kumar, Ranjit (2011), Research Methodology: A Step-by-Step Guide for Beginner, London, Sage Publications.	
5		Srivastava, Vijay Shankar (2017), Data Analysis and Interpretation, New Delhi, S. Chand Publishing Company.	
		Reference Books	
1		Ahuja, Ram (2003), Research Methods.Jaipur, Rawat Publications.	
2		Yin, Robert K. (2003), Case Study Research, New Delhi, Sage Publications.	
3		Nachmias, C V and Nachmias, D (2005), Research Methods in Social Sciences,London, Hodder Headline Group.	
4		Miller, G J and Yang, K (Eds.) (2007), Handbook of Research Methods in Public Administration, New York , CRC Press.	
5		Yadava, Surendra S and Yadava, K N S (1995), Statistical Analysis for Social Sciences,New Delhi, Manak Publications.	
		Web Resources	
1		https://www.edx.org/course/data-analysis-in-social-scienceassessing-your-know	
2		https://www.worldbank.org/en/research/dime/data-and-analytics	
3		https://link.springer.com/article/10.1007/s00146-014-0549-4	

4	https://files.eric.ed.gov/fulltext/ED536788.pdf
5	https://www.sciencedirect.com/science/article/pii/S0049089X1630206X

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	M	S	S	M	M	S	S
CO2	S	S	M	M	M	M	M	S	M	M
CO3	S	S	M	S	M	M	S	M	L	L
CO4	S	S	S	M	S	S	M	S	M	S
CO5	S	S	M	S	M	M	S	M	L	M

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3
Weightage	15	15	12	12	13
Weighted percentage of Course Contribution to POs	3.0	3.0	2.4	2.4	2.6

Level of Correlation between PSO's and CO's

PROFESSIONAL AND COMMUNICATIONSKILL

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Professional and Communication Skill	AECC-1	**Y**	-	-	-	2	2	25	75	100

	Course Objectives
	Course Objectives
C1	To help students gain the necessary public administration skills.
C2	To build the practical knowledge and skills needed to help both individuals and agencies meet their organization goals.
C3	To enhance the ability to act as a leader and delegate to others the ability to communicate and solve problems.
C4	To enable the students to become leading thinkers and become change makers.
C5	To accept the fact that the public administration professionals must be adaptable with the changing organizational environment.

UNIT	Content	No. of Hours
I	Administrative/Management function -Managing People Skills -Managing the Office Function -Developing your Critical Thinking Skills-Developing your Professional Competencies**-**Organization Skill**:-**Attention to detail -Allocation of meeting Spaces-Digital organization-Event planning-Filing-Invoicing-Office organization-Project management-Reimbursement and expense processing-Supply inventory-Travel planning, scheduling, and booking.	2
II	Communication Skills-The ability to give and receive Feedback-Active listening- Body language awareness-Communication method choice- Citizen service-Editing and proofreading – Emailing-Empathetic listening-Note taking – Presenting – Persuasion – Writing	2

III	Time Management Skills: -Calendar Management-Deadline Management-Delegation-Goal Setting – Pre-Planning-Prioritization – Roadmap creation – Scheduling-Schedule coordination-Task management-Time estimation	2
IV	Technical Skills - Communication Software: Slack, Zoom, Microsoft Teams, Google Meet-Database searching and updating – Emailing-Google Suite – Word- Project management software -Use of office equipment (for example, operating a printer, scanner, or fax machine)-Scheduling software: Google Calendar, -i-Calendar, Microsoft Outlook –Typing – Printing	2
V	Problem Solving - Adaptability –Analysis-Attention to detail – Brainstorming –Conflict resolution – Creativity-Critical thinking – Curiosity-Decision making-Forecasting – Judgement – Prioritization – Research-Resource allocation –Teamwork	2
	Total	10

	Course Outcome	Programme Outcome
CO	On completion of this course, students will learn	
1	To apply Verbal and Non-Verbal Communication Techniques in the Professional Environment	PO1
2	To communicate fluently and sustain comprehension of an extended discourse.	PO1, PO2
3	To strengthen creative learning process through individual expression and collaborative peer activities.	PO4, PO6
4	To conduct all business activities related to the workplace with technical efficiency.	PO4, PO5, PO6
5	To contribute positively to the overall growth of the organization.	PO3, PO8

	Text Books
1	Nira Konar (2022), Communication Skills for Professionals, New Delhi, PHI Learning Pvt., Ltd.
2	Jain A K & et Al (2006), Professional Communication Skills, New Delhi, Sultan Chand.
3	John Brown, Pat Gaudin, Wendy Moran (2013), PR and Communication in Local Government and Public Services, London, Kogan Page Ltd.
4	Christopher Reddick, Leonidas Anthopoulos (2015), Information and Communication Technologies in Public Administration: Innovations from Developed Countries, United Kingdom, Routledge.
5	Owen Hargie (2019), The Handbook of Communication Skills, New York, Routledge.

	Reference Books
1	Hargie, O (2017), Skilled Interpersonal Communication: Research, Theory and Practice, 6th edition. London, Routledge.

2	Greene & B. Burleson (Eds.) (2003), Handbook of Communication and Social Interaction Skills. Mahwah, New Jersey, Lawrence Erlbaum.
3	Mark Fletcher (1999), Managing Communication in Local Government, London, Kogan Page Ltd.
4	Bradley S. Chilton, Stephen M. King, Viviane E. Foyou, J. Scott McDonald (2019), The Public Administration Profession Policy, Management, and Ethics, New York, Routledge.
5	James S. Bowman, Jonathan P. West, Margo Berman & Montgomery Van Wart (2004), The Professional Edge: Competencies in Public Service, UK, Routledge.
	Web Resources
1	https://www.researchgate.net/publication/351630234
2	https://onlinelibrary.wiley.com/journal/14679299
3	https://www.iipa.org.in/cms/public/training_course/62
4	http://repository.hneu.edu.ua/bitstream/123456789/23747/1/2020-pdf
5	https://edge.sagepub.com/northouse7e/instructor-resources/discipline-specific-resources/public-administration

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	S	S	M	M	S	M	M	M	M	S
CO2	S	S	M	M	M	M	S	S	M	M
CO3	S	S	M	M	M	S	M	M	S	L
CO4	S	S	M	M	S	M	S	S	M	S
CO5	S	S	M	M	M	S	M	M	S	M

S-Strong   M-Medium   L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	3	2
CO4	3	3	3	2	3
CO5	3	3	3	3	3
Weightage	15	15	12	12	13
Weighted percentage of	3.0	3.0	2.4	2.4	2.6

Course Contribution to POs								

Level of Correlation between PSO's and CO's

SEMESTER II

PUBLIC POLICY MAKING IN INDIA

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Public Policy Making in India	Core	Y	-	-	-	4	5	25	75	100
Course Objectives											
C1	Describe the relevance of policy making and its analysis										
C2	Compare the different approaches to the study of public policy										
C3	Analyze the stages involved in making and implementation of public policy										
C4	Evaluate the role of bureaucracy, media, NGO etc. in the policy making process.										
C5	Synthesize the importance and impact of policies in the prime areas of administration										
UNIT	Content										No. of Hours
I	Introduction: Public Policy: Concept, Significance and Scope. Policy Analysis: Concept and Significance. Public Policy Approaches and Models with special reference to the Incrementalism and Rationalist Paradigms										5
II	Concepts and Theories of Governance: Governance as per the World Bank, UNDP and others; Public Choice Theory, Public Value Theory; Governance as Theory, Governance and Public Governance; Role of State, Market and Civil Society in Governance										5
III	Role of Various stakeholders in Public Policy Making Process: Role of Legislature, Executive, Judiciary, Planning Machinery at the Central and State levels in Policy Making. Role of other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass Media										5
IV	Public Policy Implementation and Evaluation: Approaches to Policy Implementation, Role of Executive (with special reference to Bureaucracy), Legislature, Judiciary, Non-										5