# BHARATHIDASAN UNIVERSITY TIRUCHIRAPPALLI - 620 024

## B.A. PUBLIC ADMINISTRATION

### CHOICE BASED CREDIT SYSTEM –LEARNING OUTCOMES BASED CURRICULUM FRAMEWORK (CBCS - LOCF)

**(Applicable to the candidates admitted from the academic year 2022-2023 onwards)**

*(NAAN MUDHALVAN SCHEME WAS IMPLEMENTED FROM 2nd SEMESTER TO 6th SEMESTER)*

Revised as on 31.01.2025

| Sem. | Part | Courses | Title | Ins. Hrs. | Credits | Exam. Hours | Int. | Ext. | Total |
|------|------|---------|-------|-----------|---------|-------------|------|------|-------|
| I | I | Language Course - 1 (Tamil $/Other Languages +#) | | 6 | 3 | 3 | 25 | 75 | 100 |
| | II | English Course-I | | 6 | 3 | 3 | 25 | 75 | 100 |
| | III | Core Course – I (CC) | Introduction to Public Administration | 6 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course-II (CC) | Principles of Organization | 6 | 5 | 3 | 25 | 75 | 100 |
| | | First Allied Course-I (AC) | Concept of Political Theory | 4 | 3 | 3 | 25 | 75 | 100 |
| | IV | Value Education | Value Education | 2 | 2 | 3 | 25 | 75 | 100 |
| | | **Total** | | **30** | **21** | | | | **600** |
| II | I | Language Course - 1I (Tamil $/Other Languages +#) | | 6 | 3 | 3 | 25 | 75 | 100 |
| | **II** | **English Course-II** | | **4** | **3** | **3** | **25** | **75** | **100** |
| | III | Core Course – III (CC) | Indian administration | 6 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course-IV (CC) | Comparative Public Administration | 6 | 5 | 3 | 25 | 75 | 100 |
| | | First Allied Course-II (AC) | Public Sector Management | 4 | 3 | 3 | 25 | 75 | 100 |
| | | **Add on Course- I ##** | **Professional English- I** | **6 \*** | **4** | **3** | **25** | **75** | **100** |
| | IV | Environmental Studies | Environmental Studies | 2 | 2 | 3 | 25 | 75 | 100 |
| | **VI** | **Naan Mudhalvan Scheme (NMS) @@** | **Language Proficiency for Employability - Effective English** | **2** | **2** | **3** | **25** | **75** | **100** |
| | | **Total** | | **30 +6 \*** | **27** | | | | **800** |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | I | Language Course - III (Tamil $/Other Languages +#) | | 6 | 3 | 3 | 25 | 75 | 100 |
| | II | English Course-III | | 6 | 3 | 3 | 25 | 75 | 100 |
| | III | Core Course – V (CC) | Administrative Thinkers | 6 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course-VI (CC) | Financial Administration | 6 | 5 | 3 | 25 | 75 | 100 |
| | | Second Allied Course-I (AC) | Constitutional Development in India | 4 | 3 | 3 | 25 | 75 | 100 |
| | | **Add on Course- II ##** | **Professional English- II** | **6 \*** | **4** | **3** | **25** | **75** | **100** |
| III | IV | Non Major Elective Course-I (NME)<br><br>Those who choose Tamil in Part -I can choose a non-major elective course offered by other departments.<br><br>Those who do not choose Tamil in Part- I must choose either<br>a) Basic Tamil if Tamil language was not studied in school level<br>      (or )<br>b) Special Tamil if Tamil language was studied upto 10th & 12th std. | Public Policy Analysis | 2 | 2 | 3 | 25 | 75 | 100 |
| | **VI** | **Naan Mudhalvan Scheme (NMS) @@** | **Digital Skills for Employability - Microsoft Digital Skills** | **--** | **2** | **--** | **25** | **75** | **100** |
| | | | **Total** | **30 +6 \*** | **27** | | | | **800** |
| | I | Language Course - IV (Tamil $/Other Languages +#) | | 6 | 3 | 3 | 25 | 75 | 100 |
| | II | English Course-IV | | 6 | 3 | 3 | 25 | 75 | 100 |
| | III | Core Course – VII (CC) | Personnel Administration in India | 6 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course-VIII (CC) | Police Administration | 6 | 5 | 3 | 25 | 75 | 100 |
| | | Second Allied Course-II (AC) | Hospital and Health Administration | 4 | 3 | 3 | 25 | 75 | 100 |
| IV | IV | Non Major Elective Course-II (NME)<br><br>Those who choose Tamil in Part-I can choose a non-major elective course offered by other departments.<br><br>Those who do not choose Tamil in Part-I must choose either<br><br>a) Basic Tamil if Tamil language was not studied in school level            or<br>b) Special Tamil if Tamil Language was studied upto 10th & 12th Std. | E-Governance Administration | 2 | 2 | 3 | 25 | 75 | 100 |
| | **VI** | **Naan Mudhalvan Scheme (NMS) @@** | **Employability Skills- Employability Skills** | **--** | **2** | **--** | **25** | **75** | **100** |
| | | | **Total** | **30** | **23** | | | | **700** |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| V | III | Core Course-IX (CC) | Issues in Public Administration | 5 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course-X (CC) | Urban and Rural Local Government | 5 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course-XI (CC) | Social welfare Administration | 5 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course-XII (CC) | Organisational Behaviour | 5 | 5 | 3 | 25 | 75 | 100 |
| | | Major Based Elective Course-I (MBE) | 1. NGO Administration (or) 2. Industrial Relations and Labour Administration | 5 | 5 | 3 | 25 | 75 | 100 |
| | IV | Skill Based Elective Course-I | Tourism and Travel Management | 3 | 2 | 3 | 25 | 75 | 100 |
| | | Soft Skills Development | Soft Skills Development | 2 | 2 | 3 | 25 | 75 | 100 |
| | VI | **Naan Mudhalvan Scheme (NMS) @@** | **Marketing and Design Tools-Digital Marketing** | -- | **2** | -- | **25** | **75** | **100** |
| | | | **Total** | **30** | **31** | | | | **800** |
| VI | III | Core Course- XIII (CC) | Administrative Law | 5 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course –XIV (CC) | Development Administration | 6 | 5 | 3 | 25 | 75 | 100 |
| | | Core Course-XV (CC) | Environmental Policy and Administration | 6 | 5 | 3 | 25 | 75 | 100 |
| | | Major Based Elective Course-II (MBE) | 1. Governance (or) 2. Human Rights Administration | 5 | 5 | 3 | 25 | 75 | 100 |
| | | Internship | Internship | 4 | 3 | | 20 | 80 | 100 |
| | IV | Skill Based Elective Course-II | Journalism and Mass Media | 3 | 2 | 3 | 25 | 75 | 100 |
| | V | Gender Studies | Gender Studies | 1 | 1 | 3 | 25 | 75 | 100 |
| | | Extension Activities ** | Extension Activities | -- | 1 | -- | -- | -- | |
| | VI | **Naan Mudhalvan Scheme(NMS) @@** | **Career Readiness Programme** | -- | **2** | -- | **25** | **75** | **100** |
| | | | **Total** | **30** | **27** | | | | **800** |
| | | | **Grand Total** | **180 +12*** | **158** | | | | **4500** |

3

$       For those who studied Tamil upto 10th +2 (Regular Stream)

+       Syllabus for other Languages should be on par with Tamil at degree level

\#       Those who studied Tamil upto 10th +2 but opt for other languages in degree level under Part- I should study special Tamil in Part –IV

\#\#     The Professional English – Four Streams Course is offered in the 2nd and 3rd Semester (only for 2022-2023 Batch) in all UG Courses. It will be taught apart from the Existing hours of teaching/ additional hours of teaching (1 hour /day) as a 4 credit paper as an add on course on par with Major Paper and completion of the paper is must to continue his/her studies further. (As per G.O. No. 76, Higher Education (K2) Department dated: 18.07.2020)

*       The Extra 6 hrs/cycle as per the G.O. 76/2020 will be utilized for the Add on Professional English Course.

**     Extension Activities shall be outside instruction hours.

@       NCC Course is one of the Choices in Non-Major Elective Course. Only the NCC Cadets are eligible to choose this course. However, NCC Course is not a Compulsory Course for the NCC Cadets.

@@     Naan Mudhalvan Scheme: As per Naan Mudhalvan Scheme instruction

## SUMMARY OF CURRICULUM STRUCTURE OF UG PROGRAMMES- ARTS

| Sl. No. | Part | Types of the Courses | No. of Courses | No. of Credits | Marks |
|---|---|---|---|---|---|
| 1. | I | Language Courses | 4 | 12 | 400 |
| 2. | II | English Courses | 4 | 12 | 400 |
| 3. | III | Core Courses | 15 | 75 | 1500 |
| 4. | | Allied Courses - I & II | 4 | 12 | 400 |
| 5. | | Major Based Elective Courses | 2 | 10 | 200 |
| 6. | | Add on Course I & II | 2 | 8 | 200 |
| 7. | | Internship | 1 | 3 | 100 |
| 8. | IV | Non Major Elective Courses | 2 | 4 | 200 |
| 9. | | Skill Based Elective Courses | 2 | 4 | 200 |
| 10. | | Soft Skills Development | 1 | 2 | 100 |
| 11. | | Value Education | 1 | 2 | 100 |
| 12. | | Environmental Science | 1 | 2 | 100 |
| 13. | V | Gender Studies | 1 | 1 | 100 |
| 14. | | Extension Activities | 1 | 1 | --- |
| **15.** | **VI** | **Naan Mudhalvan Scheme** | **5** | **10** | **500** |
| | | **Total** | **46** | **158** | **4500** |

**PROGRAMME OBJECTIVES:**

- To educate students in both the administrative view and humanistic perspective through the study of public administration and human relations.
- To make students aware of the Government structure, functions, policy and welfare programmes.
- To provide students with the critical faculties necessary in an academic environment, on the job, and in an increasingly complex, interdependent world.
- The syllabus of this program is aimed at preparing the students with the latest developments and put them on the right track to fulfill the present requirements.

**PROGRAMME SPECIFIC OUTCOMES:**

- The syllabus of this course is offered to create awareness among the rural youth and as well stock holders.
- This course aim is to creating equality in education by providing opportunities to the rural people whom has higher education is unreachable.
- The syllabi is helpful to students get jobs in government, private sectors and as well in self employment and NGO's.

**PROGRAMME EMPOLYMENT OPPORTUNITY**

After acquiring a Bachelor's degree in Public Administration, students gain a certain universal skill set that makes them an asset, not only in government organizations but also in the corporate sector. Leadership skills and the ability to analyze and frame policies equip students to organize and manage large teams, making them fit for taking up specialized roles in healthcare, education, government, communications, and social services sectors. The following are popular professions that taken up by Public Administration graduates:

- Business Administrator
- Public Policy Analyst
- Public Affairs Consultant
- Management Consultant
- Legislative Aid
- Investment Strategist
- Government Administrator
- Lawyer
- Legal Secretary
- Policy Researcher
- Policy Advisor
- Human Resource Specialist
- Community Worker
- Non-Profit Administrator
- Professor

Students can also go on to do a Master's or Doctoral degree in the subject and become academic specialists and researchers in their chosen field of study

***

**First Year**                    CORE COURSE-I                    **Semester-I**
                    INTRODUCTION  TO  PUBLIC   ADMINISTRATION
**Code:**                          **(Theory)**                    **Credit: 5**

## OBJECTIVES :

- To make the student to understand the elements of Administration, its evolution, Theories and Principles as a new discipline
- To enable them to study the recent changes in the field of Public Administration
- To enable the students know about the role of public administration in modern times.

## UNIT – I       INTRODUCTION :

Meaning, Nature and Scope of Public Administration – Public Administration and Private Administration –Public Administration and other Social Sciences (Political Science, History, Economics, Sociology)

## UNIT – II       EVOLUTION OF PUBLIC ADMINISTRATION :

Evolution of Public Administration – Politics Administration - Dichotomy – Role of Public Administration in Modern Times

## UNIT – III        NEW PUBLIC ADMINISTRATION :

New Public Administration – Principles and Tools of Public Administration – E-governance.

## UNIT – IV     PUBLIC MANAGEMENT :

Public Management – New Dimensions of Public Administration – State v/s Market

## UNIT – V        PUBLIC ACCOUNTABILITY :

Public Accountability – Citizen Charter – Integrity in Administration

## UNIT - VI        CURRENT CONTOURS (for Continuous Internal Assessment only):

## AGILE ADMINISTRATION :

The COVID-19 pandemic underlined the importance of rapid, flexible and mission-driven governance, and public administration offices across the globe have demonstrated that they are up to the task. Government entities must be able to make quick judgments and move ahead with confidence, especially during emergencies. Policymaking, legislation, procurement and the workforce are all examples of where this is needed.

**REFERENCE BOOKS :**

1. A.R. Tyagi – Principles and Practice of Administration, Atma Ram Publications , 1966
2. Rumki Basu – Public Administration : Concepts and Theories, Sterling Publishers, New Delhi , 2012
3. Dr.B.L.Fadia , Public Administration in India , Sahitya  Bhavan, Agra , 2015
4. Rumki basu, public administration: concepts and theories new delhi Sterling publishers,2004.Fadia , public administration: Administrative theories and concepts New Delhi sahithya bhavan publications, 2011.
5. Ravidra Prasas, D., Prasad.V.S ed., Administrative Thinkers, Sterling Publishers, New Delhi, 1995
6. Sayanarayana, P. Ed., Administrative Thinkers, Sterling Publishers Pvt. Ltd., 1989
7. Bhagwan. D.V, &Mohla, public administration, new Delhi ,S. chand companies,2012.
8. Avasthi & maheswari, public administration, Agra, Lakshmi Narain Agarwal,2013.
9. Basu. R, public administration: concept and theories, New Delhi, Sterling publishing 2014.

**LEARNING OUTCOMES:**

After completing this course, the students will be able to:

- Understand the distinctive features of the public administration.
- Enhance his/her knowledge about evolution of public administration
- Gain knowledge about politics  administration
- Understand the main concepts of public management
- Critically read and analyze the public accountability

<center>*****</center>

**First Year**  CORE COURSE-II  **Semester-I**

**PRINCIPLES OF ORGANIZATION**

**Code:**  (Theory)  **Credit: 5**

**OBJECTIVES :**

- To highlight the importance of organizational structures
- To make the students understand the basic principles of organization and its significance.
- To know about types of organization

**UNIT – I  INTRODUCTION :**

Meaning, Nature and Scope and Importance of Organization – Types of Organization – Basic Principles of Organization.

**UNIT – II  HIERARCHY :**

Hierarchy – Unity of Command – Span of Control – Co-Ordination – Centralization v/s Decentralization.

**UNIT – II  DEPARTMENT :**

Department – Board – Public Corporation – Commission.

**UNIT – IV  AUXILIARY AGENCIES :**

Line – Staff – Auxiliary Agencies – Head Quarters and Field Relationship.

**UNIT – V  SUPERVISION :**

Supervision – Leadership- Communication – Decision Making.

**UNIT - VI  CURRENT CONTOURS (for Continuous Internal Assessment only) :**

**IMPACT OF ARTIFICIAL INTELLIGENCE IN ORGANIZATIONAL LERANING :**

Practical applications of machine learning and Artificial Intelligence are entering the market in many different fields.

**REFERENCE BOOKS :**

1. L.M. Prasad – Principles of Organisation and Management, Sultan Chand & Sons, New Delhi , 2015.
2. Stephen Robbinsons - Organisation Theory – Structure, Design and Application ,Prentice Hall , USA ,1987.
3. S.K.Bhatia , Organisation Theory And Designs: Contemporary Concepts And Emerging Trends, Deep and Deep Publications , New Delhi , 2009.

4. Rumki basu, public administration: concepts and theories New Delhi Sterling publishers, 2004.
5. Fadia, public administration: Administrative theories and concepts New Delhi sahithya bhavan publications,2011.
6. Ravidra Prasas, D., Prasad.V.S ed., Administrative Thinkers, Sterling Publishers, New Delhi, 1995
7. Sayanarayana, P. Ed., Administrative Thinkers, Sterling Publishers Pvt. Ltd., 1989
8. Bhagwan. D.V, &Mohla, public administration, new Delhi, S. Chand companies,2012.
9. Avasthi & Maheswari, public administration, Agra, Lakshmi Narain Agarwal, 2013.
10. Basu. R, public administration: concept and theories, New Delhi, Sterling publishing 2014.

**LEARNING OUTCOMES:**

After completing this course, the students will be able to:

- Understand the importance of organization
- Enhance his/her knowledge about types of organization
- Gain knowledge about  hierarchy in organizations
- Understand the main concepts of supervision
- Critically read and analyze the auxiliary agencies

*****

**COURSE OBJECTIVES :**

- To learn about the nature of political theory and the ways political Theoretical thinking can enhance our capacities for critical reflection and democratic Citizenship.
- This course aims to introduce certain key aspects of conceptual Analysis in political theory and the skills required to engage in debates Surroundings the applications of the concepts.
- To import knowledge about various theories and concepts of Political theory.

**UNIT - I      INTRODUCTION :**

Meaning, nature and scope of political science - Nature and Significance of political theory- Political theory and political science.

**UNIT – II        THEORIES OF ORIGIN OF THE STATES :**

Divine origin theory- force theory- matriarchal theory- patriarchal Theory- evolutionary theory-social contract theory- state- state and society- state and community- nation-nationality.

**UNIT – III    SOVEREIGNTY AND RIGHTS :**

Sovereignty – characteristics of sovereignty- kinds of sovereignty- Austin's Theory of sovereignty- pluralism-rights-meaning, definition-types of rights.

**UNIT – IV    LAW, LIBERTY, EQUALITY AND JUSTICE :**

Law-sources of law-kinds of law- liberty: Importance and meaning and Definition of liberty – kinds of liberty- equality meaning and definition-kinds of equality- justice meaning and types.

**UNIT – V     DEMOCRACY :**

Democracy: Meaning and types – classical and contemporary theories of Democracy-representative democracy.

**UNIT - VI   CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**MODERNIZATION THEORY:** Daniel Bell's End of Ideology and Huntington ,

Modernization theory

**REFERENCE BOOKS :**

1. Appadurai.A the substances of politics, Madras, oxford University press, 1974.
2. Gilchrist R.N, principles of political sciences, Madras, orient Longman, 1983.
3. Johari J.C, principles of modern political science, New Delhi, Sterling publications pvt.ltd,1989.
4. Amal ray and Bhattacharya, political theory: ideas and institutions, Calcutta, The world press, 2004.
5. Bipan Chandra, nationalism and colonialism in modern India, New Delhi: orient Longman :2009
6. Vinod ,M.J. and Deshpande, Meena, contemporary political Theory, Delhi, PHI learning,2013.
7. Heywood, Andrew, political theory: Ideas and concepts, New Delhi: palgrave,2015.
8. Sushila Ramasamy., political theory: ideas and concepts , new Delhi, prentice hall,2015.
9. The Prince, by Niccolò Machiavelli,2015
10. Anarchy, State, and Utopia, by Robert Nozick,1974

**LEARNING OUTCOMES:**

After completing this course, the students will be able to:

- Understand theoretical and practical world of National and international politics and with the help of political theories and their key concepts and arguments.
- Apply political concepts and ideas in their future course of political research and political action in the form of real politics.
- Understand the main concepts and debates in theories of origin of the state.
- Critically read and analyze concept of sovereignty on political theory
- Illustrate and evaluate the development of concepts and theories throughout the history of origin of the states.

*****

**INDIAN ADMINISTRATION**
Code:                                 (Theory)                       Credit: 5

**OBJECTIVES :**

It facilitates the students to understand its various aspects of the subjects -

- Evolution and constitutional framework
- salient features of Indian Administration
- Union executive, State executive, District Administration.

**UNIT – I       INTRODUCTION :**

Evolution of Indian Administration - Constitutional Framework – Salient Feature of Indian Administration.

**UNIT – II      UNION ADMINISTRATION :**

Union Administration – President - Prime Minister - Council of Ministers – Ministries and Departments –Supreme Court.

**UNIT – III     STATE ADMINISTRATION :**

State Administration – Executive – Council of Ministers – Departments and Directorate– State Public Service Commission – High Court – District Administration – Local Government.

**UNIT – IV     CONSTITUTIONAL AUTHORITIES :**

Constitutional Authorities - Finance Commission - Union Public Service Commission - Election Commission -Comptroller and Auditor General of India

**UNIT – V        ISSUES IN INDIAN ADMINISTRATION :**

Issues in Indian Administration - Generalists vs. Specialists - Centre-State relations - Corruption – Lokpal, Lokayuktha - Administrative Reforms in India

**UNIT - VI     CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**GST ACT :** Goods and Services Tax Act: Centre Vs. State

**REFERENCE BOOKS :**

1. Dr.Vishnoo Bhagwan and Dr.Vidya Bhushan Indian Administration, S.Chand and Company Ltd., New Delhi, 2011
2. M. Sharma , Indian Administration, Anmol Publications Pvt. Ltd., New Delhi, 2007.
3. S.R. Maheswari, Indian Administration, S.Chand Co., New Delhi, 2010.

4. Avasthi and Avasthi, Indian Administration, Laxmi Narain Agarwal publication, 2020
5. B.L.Fadia and Kuldeep Fadia, Indian Administration, SBP Publication, 2017
6. Ramesh K.Arora, Ranjith Goyal, Indian Public Administration Institution and Issues, New Age Publications, 2012
7. Dr.SanjaySen, Lakhi Debnarh, Indian Administration, Mahaveer Publications, 2015
8. K.Chopra, Indian Administration, (UPSC/State Level Service Main Examination), Unique Educational Publishers, 2020
9. Chakrabarty Bidyut, Public Administration in a Globalizing World: theories and Practices, New Delhi: Sage Publications, July 2012
10. Sapru R.K, Indian Administration: A Foundation of Governance, New Delhi: Sage Publications, January2019.

**LEARNING OUTCOMES:**

After completing this course, the students will be able to :

- Understand the evolution of Indian administration
- Know about union administration
- Understand the constitutional authorities
- Know about state administration
- Illustrate issues in Indian administration

*****

**COMPARATIVE  PUBLIC  ADMINISTRATION**

**OBJECTIVES :**

- To high light the importance of comparative public administration
- To make the students understand the Comparative Public Administration Concept
- To know about types of administrative systems

**UNIT – I      INTRODUCTION :**

Comparative Public Administration Concept, Nature, Scope and Significance. Public administration and Environment

**UNIT – II      APPROACHES AND METHODS :**

Approaches and Methods to the Study of CPA-Institutional, Behavioral, Structural Functional, Ecological and Systems Approach.

**UNIT – III      ADMINISTRATIVE SYSTEMS :**

Weber's Typology of Authority. Salient Features of Administrative Systems of UK. USA and France and with Particular Reference to Ideal type of Bureaucratic Model.

**UNIT – IV      ADMINISTRATION OF DEVELOPMENT :**

Riggs Typology of Developing Societies with Particular Reference the Prismatic Society and Sala Model. Administration of Development and Administrative Development Problems and Prospects.

**UNIT – V      CONTROL MECHANISM OF ADMINISTRATIVE SYSTEMS :**

A Study of Salient Features and Control Mechanism, of Administrative Systems in UK. U.S.A., France.

**UNIT - VI      CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**COMPARATIVE RESPONSE TO SYSTEMATIC SHOCK :** Comparative Response to Systemic shock and Governance analysis

**REFERENCE BOOKS :**

1.  WJ. Siffin: Towards the Comparative Study of Public Administration, Indian University Press, Bloomington, Indian 1959
2.  RJS Baker: Administrative Theory and Public Administration, London: Hutchinson & Co. Ltd. 1972.
3.  W. Robson (ed.): Civil Service in England and France, Hogarth, 1956.

4.  UK. Royal Commission in the Civil Service (2 Vols.) 1953-55.
5.  National Productivity Council: Personnel Management in Japan, USA and Britain, New Delhi, NPC. 1963
6.  F. W. Riggs: Administration in Developing Countries - The Theory of Prismatic Society Houghton Miffen Co. Boston 1964.
7.  F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration, University of Michigan USA.
8.  Lucian W. Pye:" Aspects of Political Development, Amerind Pub Co. Ltd. New Delhi, 1966.
9.  Bhagwan. D.V, &Mohla, public administration, New Delhi, S. Chand Companies,2012.
10. Avasthi & Maheswari, public administration, Agra, Lakshmi Narain Agarwal,2013.

**LEARNING OUTCOMES:**

After completing this course, the students will be able to :

- Understand the scope of comparative public administration
- Know various administrative systems
- Understand the Approaches and Methods to the Study of comparative public administration
- Know control mechanism of administrative systems
- To analyse Riggs Typology of Developing Societies

*****

**PUBLIC SECTOR MANAGEMENT**
Code:                            **(Theory)**             Credit: 3

**COURSE OBJECTIVES :**

- To acquire specific knowledge on public sector management
- To understand the environment of public enterprises
- To understand the Board of Directors- its Constitution and Functions

**UNIT – I     INTRODUCTION :**

Public Enterprises meaning- Definition, Growth and Environment of Public Enterprises-. Rationale and Objectives- Government's Policy Towards Public Enterprises.

**UNIT – II     ROLE OF PUBLIC SECTOR :**

Role of Public Sector in India- Organizational Forms: Public Corporation- Public Company- Department Form - The Board of Directors- its Constitution and Functions.

**UNIT – III     PUBLIC ENTERPRISES MANAGEMENT :**

Management of Public Enterprises at Middle and Lower Levels -Financial management. Personnel Management- Recruitment and Training.

**UNIT – IV     INDUSTRIAL RELATIONS :**

Industrial Relations and Workers' Participation in Management - Project Management- Market Management-Public Relations and Profitability and Efficiency

**UNIT – V    AUTONOMY AND ACCOUNTABILITY OF PUBLIC ENTERPRISES:**

Performance –Evaluation- Privatization of Public Enterprises- Business Ethics and Corporate Responsibility-Autonomy and Accountability of Public Enterprises

**UNIT - VI     CURRENT CONTOURS (For Continuous Internal Assessment only):**

**AIR INDIA :** Disinvestment of Air India

**REFERENCE BOOKS :**

1. A.N. Aggarwal: Indian Economy, Delhi: Wiley Eastern Ltd. 1987. A. Ghosh: Indian Economy - its Natureand Problems, Calcutta: The World Press Pvt.
2. Dutt and Sundharam: Indian Economy, Delhi: S. Chand & Co., 2004.
3. B.L. Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.

4. Hoshiar Singh & Mohinder Singh - Public Enterprises In India A Plea for Reforms, New Delhi.
5. Delhi: Uppal Publishing House, 1993. V.V. Ramanadhan (ed.), Public Enterprises and Developing World, London: Groom Helm, 1984.
6. A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972.
7. Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S.Chand &Co.
8. S.C. Kuchhal: The Industrial Economy of India. Agra: Chitanya Pub. House, 1987.
9. Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.
10. Sterling Pulbishers, 1990. Mohinder Singh (ed.): Some Aspects of Public Enterprises in India a Plea for Reforms.

**LEARNING OUTCOMES:**

On successful completion of the course the students should enrich their knowledge about
- Role of public sector management
- Management of Public Enterprises at Middle and Lower Levels
- Industrial Relations and Workers' Participation in Management
- Autonomy and Accountability of Public Enterprises
- Public Relations and Profitability and Efficiency

*****

**COURSE OBJECTIVES :** While studying students shall be able

- To find out the Politics and Dichotomy theory and Wilson contribution to developed the subject Public Administration
- To get knowledge Webbers theory on authority and Simon decision making theory on leadership in an organization
- To understand the concept of motivational theories with thoughts of Maslow ,Herzberg and McGregor

**UNIT – I     INTRODUCTION :**

Woodrow Wilson – F.W. Taylor – Henry Fayol – Urwick & Gulick

**UNIT – II     HUMAN RELATION THEORY :**

M.P. Follett – Max Weber - Chester - Barnard – Herbert Simon- Elton  Mayo.

**UNIT – III     MOTIVATION THEORY :**

Maslow - Herzberg – Renisis Likert

**UNIT – IV     DEVELOPMENT THEORY :**

Douglas McGregor – Fred W. Riggs – Peter Drucker

**UNIT – V     INDIAN ADMINISTRATIVE THINKER :**

Kautiliya – Thiruvalluvar

**UNIT - VI     CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**LEADER-MEMBER  EXCHANGE  (LMX)  THEORY :**

 Leader-member exchange (LMX) Theory: evolved from vertical dyad linkage (VDL) theory. In their seminal article, **Fred Dansereau,  George Graen,  and William Haga** (Dansereau, et al. 1975) introduced this unique leadership theory, which reflects the vertical dyadic interaction between leaders and member

**REFERENCE BOOKS :**

1. Prasad, L.M, Organization Theory and Behavior, New Delhi: Sultan Chand& Sons Publications, January 2014.
2. Prasad, Ravindra and P.Sathya Narayana, Administrative Thinkers, NewDelhi: Sterling Publishers, 2018.
3. Anupama Puri Mahajan, Administrative Thinkers, New Delhi: Sage Publications, December 2018
4. Maheshwari Sriram, Administrative Thinkers, New Delhi: Lakshmi Publications, 2018
5. Siuli Sarkar, Public Administration in India, New Delhi: PHIL earning Publishers, November 2018
6. Mahjan – Administrative Thinkers, SAGE Publications, 2020
7. Gugulothasrinu, Administrative Thought, ReadWorth, 2020
8. Sapru, R.K – Administrative theories and Management thought, Prentice Hall India, 2008
9. Anil Kumar - Administrative Theories and Thought, Neha Publishers, 2011
10. Rakeshhooja and Ramesh K,Arora, Administrative Theories: Approaches, Concepts and Thinkers in Public Administration, 2007

**COURSE OUTCOMES :**
After completion the course students will be able

- To analyse the origin, growth of public administration from political science
- To think about the characteristics and importance of scientific management theory and Taylor's contribution to the industry
- To assess the Thiruvalluvar views on Administration and Ambedkar's role on Indian Administration
- To understand about human relation theory
- Analyse the development theory

*****

**Second Year**                    **CORE COURSE - VI**                    **Semester-III**
                                   **FINANCIAL ADMINISTRATION**
      **Code:**                         **(Theory)**                        **Credit: 5**

## COURSE OBJECTIVES :

While studying students shall be able

- To listen the Nature, Scope and significance of Public Finance Administration and able to know Budget its Principles
- To identify the financial administrative system following by various countries like U.K, U.S.A
- To explain the nature Indian budgetary system , role of finance ministry and finance commission in India

## UNIT – I      INTRODUCTION :

Nature, Scope and significance of Public Finance Administration –Budget its Principles – Methods of Budget

## UNIT – II      FINANCIAL ADMINISTRATION IN U.K :

British Budgeting System – Procedure – Control over Public Expenditure –Accounting and Auditing

## UNIT – III      FINANCIAL ADMINISTRATION IN U.S.A :

USA Budgeting System – Procedure – Control over Public Expenditure –Accounting and Auditing

## UNIT – IV      FINANCIAL SYSTEM IN INDIA :

Indian Budgeting System – Procedure – Control over Public Expenditure –Accounting and Auditing

## UNIT – V      PUBLIC FINANCE IN INDIA :

Finance Ministry – Finance Commission – Central –State Financial Relation– Tax Administration in India –Local Finances in India

## UNIT - VI      CURRENT CONTOURS (For Continuous Internal Assessment only) :

**GST COUNCIL :**     GST council in India

## REFERENCE BOOKS :

1. Goel, S.L. 2002, Public Financial Administration, New Delhi: Deep and Deep Publications, 2002

2. Mukerjee, S.S, Financial Administration in India, Delhi: Surjeet Publications
3. Srinivasan S, International Financial Management, Delhi: Wiley India Publishers, January 2005
4. Sharma M.K, Financial Administration, Bangalore: Anmol Publications Pvt Ltd, 2008
5. Sanjeev Kumar Mahajan & Anupama Puri, Financial Administration in India, New Delhi: PHI Learning Publishers, March 2014
6. Toshilhiro - Principles of Public Finance, Springer publishers, 2016
7. Jonanthan Gruber, Public Financial Administration, Worth Publishers 2007
8. Khan.M.Y. – Indian Financial System, Mcgraw Hills Publishers, 2019
9. Prasanna Chandra, Financial Management: Theory and Practice, Mcgraw Hills Publishers, 2019
10. Pathak bharti, Dr.S.S.Verma – Indian Financial System, Pearson Publication, 2018

**COURSE OUTCOMES :**
After completion the course students will be able

- To understand the concept of budget, process of budget and types of budget
- To describe the budget making procedure and control over public expenditure in U.K & U.S.A
- To evaluate the central state financial relations, tax administration and sources of local revenue
- To analyse the public finance in India
- To know the scope of finance administration

*****

**Second Year**        **SECOND ALLIED COURSE - I**        **Semester-III**

**CONSTITUTIONAL DEVELOPMENT**

**IN  INDIA**

**Code:**                          **(Theory)**                **Credit: 3**

**COURSE OBJECTIVES :**

- To enable students to understand the emergence and progress of Constitutional Development..
- To portray the various phases of Constitutional Development
- To analyze the importance of various acts for Constitutional Development

**UNIT – I**        **QUEEN VICTORIA'S PROCLAMATION (1858) :**

Transition from Company's Administration to the Crown Administration: The Act of1858 Proclamation of Queen Victoria the Control and Provincial Government in India - Judiciary- The Act of 1861 The Act of 1892.

**UNIT – II**        **REFORMS ACT :**

The Act of 1909 (Minto Morely Reforms) - Main Provisions: Criticism the Act of 1919 (Montague-Chelmsford Reforms) Main Provisions: Criticism: Working of the Act of 1909 and the Act of 1919 - Causes of failure of Diarchy.

**UNIT – III**        **ROUND TABLE CONFERENCES :**

Simon Commission - Nehru Report - Lord Irwin's Proclamation -Gandhi - Irwin Pact -Round Table Conferences.

**UNIT – IV**        **CONSTITUTIONAL DEVELOPMENT :**

Government of India Act 1935: Salient features: proposed India Federation: Home Government: Federal Executive: Federal Legislature and Judiciary Provincial Autonomy: Provincial Executive and Legislature.

**UNIT - V**        **FRAMING OF THE CONSTITUTION :**

Elections of 1937- Working of Provincial Autonomy - World War II and Constitutional Deadlock - Cripps Proposals (1942): Wavell Plan and Shimla Conference (1945): Cabinet Mission Plan: Mountbatten Plan (June 1947) Indian Independence Act, 1947 (End of British Imperialism) Factors responsible for the independence of the country – Constituent Assembly Committees in the Constituent Assembly Framing of the Constitution

**UNIT - VI**        **CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**NCRWC :**   National Commission to Review the working of the Constitution (NCRWC)

**REFERENCE BOOKS :**

1. Agarwal R.C, Constitutional Development and National Movement in India, New Delhi, S. Chand Company, 1994.
2. Bipin Chandra (et.al), Freedom Struggle, New Delhi, National Book Trust, 1997.
3. Durga Das Basu, Introduction to the Constitution of India, Nagpur, Wadhwa Company.2004.
4. Rout B. C, Democratic Constitution of India, New Delhi, S. Chand & Co, 1980.
5. Bakshi P. N, The Constitution of India, Delhi, Universal Law Publishing Co, 2006.
6. The Constitution, Government And Politics In India by S.H. Patil, Vikas Publishing House
7. D.D., Introduction to the Constitution of India, New Delhi, Prentice Hall, 2014.
8. Kashyap, Subash C., Our Constitution, National Book Trust, 1994.
9. A.S. Narang, Indian Government and Politics, New Delhi, Geetanjali Publishing House, 2000.
10. Chakrabarty, Bidyut & Pandey, Rajendra Kumar, Indian Government and Politics, SAGE, New Delhi, 2014.

**LEARNING OUTCOMES**
On completion of this course, students will be able to,

- Describe and explain various stages of Constitutional Development in India.
- Analyse the impacts of world wars on Constitutional Development in India.
- Know the importance of proclamation of Queen Victoria.
- Describe the process of end of British rule
- Get knowledge about various acts related to Constitutional Development in India

*****

**Second Year**          **NON MAJOR ELECTIVE COURSE - I**     **Semester-III**
                                **PUBLIC POLICY ANALYSIS**
**Code:**                                **(Theory)**                    **Credit: 2**

**COURSE OBJECTIVES:**

While studying the **Public Policy Analysis**, the student shall be able:

- To define meaning, nature, scope and significance, policy cycle, policy science, policy change.
- To describe structure and process, role of various agencies, inter-governmental relations
- To explain the system and models, role of various agencies, problems, monitoring of public policy
- To find understanding policy evaluation and ascertaining policy

**UNIT – I INTRODUCTION**

Meaning, Nature, Scope and Significance - Policy Cycle, Policy Science, Policy Change -Models of Public Policy, Non-State Actors & Public Policy.

**UNIT – II POLICY FORMULATION**

Structure and Process, Role of Various Agencies, Inter Governmental Relations - Constraints inPolicy Formulation- Policy Making Indices & Post Globalised Scenario.

**UNIT III - POLICY IMPLEMENTATION**

System and Models, Role of Various Agencies - Problems, Monitoring of Public Policy -Importance and Approaches, Constraints and Remedial Measure.

**UNIT – IV SELECTED POLICIES IN INDIA**

Policies in India: Health and Education - Agriculture and Food - Transport and Science &Technology - Telecom and Environment

**UNIT – V POLICY EVALUVATION**

Understanding Policy Evaluation - Ascertaining Policy Impact- Evaluation - Techniques-Social Cost Benefit Analysis, Input - Output Analysis - Dror's Optimal Model

**REFERENCE BOOKS:**

1.  Anderson, James E. : Public Policy Making, New York, 1975
2.  Charles, Public Policy Making, Lind Bloom.
3.  Dror, Y., Public Policy Making Re-Examined, Leonard Hill Books.
4.  Ganapathy, R.S. et al. (1985) Public Policy and Policy Analysis in Indict. Delhi. Sage Publications.
5.  Hogwood, Brain. W and B.Guy Peters,. (1985) Pathology of Public Policy, Oxford: ClarendonPress.
6.  Madan, K.D. et. al, - Public Policy Making in Government; Publication Division, Ministry ofInformation and Broadcasting, New Delhi, 1982
7.  Paul, Devika,. (1995) Public Policy formulation and Implementation in India. Delhi: Devika.
8.  Sahani, P.: Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987
9.  Saigal, Krishna, Public Policy Making in India : An Approach to Optimisation, Vikas, NewDelhi, 1983
10. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation ; Sterling, New Delhi, 2000.

**LEARNING OUTCOMES :**

After completion of the course, the students will be able to:

•   Understand the meaning, nature and scope of policy science.
•   Examine the process of policy formulation
•   Analyse the impact of Indian policies.
•   Evaluate understanding policy evaluation and ascertaining policy

**\*\*\*\***

**PERSONNEL ADMINISTRATION IN**
**INDIA**
**Code:**                    **(Theory)**                    **Credit: 5**

**OBJECTIVES :**

- To make the students understand the process of recruitment of the Public Personnel and how they are given training.
- To make them familiar with the Policies and Practices of Public Personnel System
- After studying the students will come to know the working of employee Association.


**UNIT – I          INTRODUCTION :**

Nature and Scope of Public Personnel Administration-Bureaucratic, Aristocratic and Democratic Personnel Systems and their Merits and Demerits

**UNIT – II          TYPES OF PERSONNEL SYSTEM :**

Types of Personnel System - Patronage - Spoil System - Merits and Demerits – Merit System - Tenure System- Position Classification.

**UNIT – III          METHODS OF RECRUITMENT :**

Methods of Recruitment- Contract and Outsourcing - Problems of Recruitment- Agencies for Recruitment - Appointment and Promotion- -Recommendations of ARC on personnel Administration.

**UNIT – IV          TRAINING :**

Training- Objectives of Training-Types of Training-Training for Public Services in India-Promotion- Principles of Promotion-Transfer-Retirement and Retirement Benefits

**UNIT – V          CONDUCT AND DISCIPLINE :**

Conduct and discipline- Morale-Employer- Employee relations- Employee associations whitley council - Integrity in administration

**UNIT - VI          CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**CONTRACT WORK FORCE :**
Contract work force in Government: Agnipath

**REFERENCE BOOKS :**

1. Jain,C.M. Public Personnel Administration, Jaipur, College book publishers,Jaipur,2003.
2. Goel.S.L,Public Personal Administration, Deep&Deep publishers, New Delhi,2004.

3. C.B. Mammoria & V.S.P. Rao, Personnel Management, Jain Book Agency, New Delhi,2014
4. George T. Milkavich and John W. Boundreau, Personnel/Human Resource Management, New Delhi 2000
5. Tripathi, Personnel Management and Industrial Relations, New Delhi: Sultan Chand & Sons., 2001 .
6. C.B. Mammoria & V.S.P. Rao, Personnel Management, Jain Book Agency, New Delhi,2014
7. Siuli Sarkar, Public Administration in India, New Delhi: PHI Learning Publishers, November 2018
8. Chakrabarty Bidyut, Public Administration in a Globalizing World: theories and Practices, New Delhi: Sage Publications, July 2012
9. Felix Negro, Public Personnel Administration, New York: Macmillan 1980
10. S.O. Glenn and Stahl: Public Personnel Administration, New York: Harper & Brothers (ed.) 1986

**LEARNING OUTCOMES :**

On completion of this course, students will be able to,

- Describe and explain Nature and Scope of Public Personnel Administration
- Analyse the methods of recruitment.
- Know the importance of Conduct and discipline
- Describe the types of  Personnel System
- Get knowledge about Objectives of Training

*****

## COURSE OBJECTIVES :

- This course exposes the students to the fundamental of the structure of the Police Administration in India.
- It also deals with functions in the background of the said structure of the Police Administration.
- To demonstrate scope of Police Administration

## UNIT – I  INTRODUCTION :

Meaning-nature, scope and significance of police Administration- Approaches to Police Administration – Role of police in the contemporary Society.

## UNIT – II  EVOLUTION OF POLICE SYSTEM IN INDIA :

Evolution of police system in India- pre-british system of police in India- India police Act 1861- central police Organization :Structure and functions of CBI-CRPF-RPF-BSF-CISF-National police commission.

## UNIT – III  FUNCTIONS :

Objectives and functions of police ; protection of the society-maintenance of peace and Law & order, protection of life and property-prevention of crime- Patrolling, surveillance-intelligence maintenance of law and Order –upholding human values etc.,

## UNIT – IV  STATE POLICE ADMINISTRATION :

State level police organisations: structure and functions- other police Organisations CBCID-Finger print bureau- Dog squad- Cyber crime wing –women police.

## UNIT – V  ACCOUNTABILITY OF POLICE :

Autonomy and accountability of police: police networking-Corruption of police-recruitment and training of constables ,Sub inspectors and deputy superintendent of police – Public police force.

## UNIT - VI  CURRENT CONTOURS (For Continuous Internal Assessment only) :

## DIGITIZATION OF POLICE ADMINISTRATION :

Digitization of Police Administration : E-Kavalan app

**REFERENCE BOOKS :**

1. Bailey, David. H, the Police and Political Development in India, New jersey, princetan university press,1969.
2. Willson. O.W, and Macharan Roy, Police Administration New York, Megraw Hill book company,1972.
3. Adans, Thomas F, Police fired operations New Jersey, Prentice hall 1998.
4. Srivastava, aparna, role of police in a changing Society, New Delhi, A.P.H, publishing corporation,1999.
5. Chatervedi J.C, Police Administration and Investigation of crime, Delhi Isha books, 2006.
6. Venugopal Rao S., Criminal Justice, Problems and Perspectives in India, New Delhi.
7. Fosdick Raymond Blaine, Police Administration, Haryana, Franklin Classics Trade Press.
8. Arvind Verma , K.S. Subramanian, Understanding the Police in India, New Delhi: Lexis Nexis Publishers, Juanuray 2009
9. Gary Corner , Police Administration Anderson Publishing, Australia – 2010.
10. S.K Chaturvedi, Police Administration and Investigation of Crime Isha Books New Delhi -2005

**LEARNING OUTCOMES :**

After studying the course the students should be able to

- Gain knowledge of evaluation of police system in India.
- Understand state level police organisations.
- Know about role of police in contemporary society.
- Gain knowledge about functions of police .
- Understand the main concepts of police training.

*****

**HOSPITAL AND HEALTH**
**ADMINISTRATION**
**Code:**                                **(Theory)**                         **Credit: 3**

**COURSE OBJECTIVES :**

- This course exposes the students to the basic concepts of Hospital Administration
- It also deals with family welfare Policies
- To demonstrate scope of Hospital Administration

**UNIT – I        INTRODUCTION :**

Basic Concept: Meaning- Nature- Scope and Principles of Hospital Administration - Evolution of Hospital Administration as a Discipline.- Health and Family Welfare Policies in India.

**UNIT – II        MACHINERY AT CENTRAL LEVEL :**

Machinery at the Central Level: A Critical Study of the Composition- Powers and functions of Ministry of Health and Family Welfare, Directorate General of Health & Family Welfare their Inter-relationship. The Composition. powers and functions of Indian Medical Council Indian Council of Medical-Research.

**UNIT – III        MACHINERY AT STATE LEVEL :**

Machinery at the State Level: Composition, powers and functions of State Departments and Directorates of Health and Family Welfare- the problems of their inter-relationships - Composition, Powers and Functions of State Medical Councils- Composition. Function and Role of State Hospitals. Composition functions and role of District Hospitals.

**UNIT – IV        MACHINERY FOR HEALTH AND FAMILY WELFARE :**

Machinery for Health & Family Welfare at the Local levels- Problems of Administration and Management of Municipal Hospitals and Primary Health Centres Dispensaries and Family Welfare Centres.

**UNIT – V        PERSONNEL SYSTEM :**

Personnel System for Medical, Health and Family Welfare Administration: The problems for finding suitable personnel for these arcas, with special reference to the idea of creation of an all India Service of Health and Family Welfare Administrators. Reforming Health Education with special reference to the idea of Curricula revision

**UNIT - VI        CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**TELE MEDICINE AND TELE HEALTH CARE :**
Tele medicine and tele-health care

**REFERENCE BOOKS :**

1. G. Ramesh Waram: Medical and Health Administration in Rural India, New Delhi: House, 1989.Ashish Publishing
2. The Central Health Education, Health Today, Director-General of Health Services, New Delhi, 1971.
3. S. L. Goel: Health Care Administration - levels and Aspects. New Delhi: Sterling Publishers 1980.
4. S. L. Goel: Health Care Administration: Ecology Principles and Modem Trends, New Delhi: Sterling Publishers Pvt. Ltd. 1980.
5. S.L. Goel: Public Health Administration: New Delhi: Sterling Publishers Pvt. Ltd 1984.
6. N.V. Ram Raghu: Health Administration and Policy Development, Hyderabad: Ramkrishna Printers and Publishers, 1971.
7. G. Broker: Health in Independent India (Latest Edition)
8. J.K. Owen Madan: Concepts of Hospital Administration (Latest Edition).
9. Brown and Fraling: The Doctor-Patient Relationship (Latest Edition).
10. C.A. Robinson: Hospital Administration (Latest Edition)

**LEARNING OUTCOMES :**

After studying the course the students should be able to

- Gain knowledge of Evolution of Health Administration
- Understand machinery at central and state level
- Know about role of state hospitals
- Gain knowledge about Machinery for Health & Family Welfare at the Local levels
- Understand the Personnel System for Medical, Health and Family Welfare Administration

*****

**Second Year**      **NON MAJOR ELECTIVE COURSE - II**    **Semester-IV**

**E-GOVERNANCE ADMINISTRATION**

**Code:**                              **(Theory)**                              **Credit: 2**

**COURSE OBJECTIVES :**

- The purpose of this course is to familiarize the students to be able to Understand the different methods of E-Governance.
- To describe the E-Governance projects at the union and state Government levels
- To relies the issues and challenges of E-Governance In the real situations.

**UNIT – I      INTRODUCTION :**

Meaning- Nature and Significance of Information in Government – E-Government and e-Governance – Approaches to  E-Governance – E-Governance as a Change Management Tool.

**UNIT – II      TRADITIONAL BUREAUCRACY :**

Traditional Bureaucracy –Disadvantages – Need for Reforms –Transparency and Accountability –Citizen Friendly Administration –Citizen Charter – MIS – Information and Communication Technology (ICT).

**UNIT – III      NATIONAL AND STATE LEVEL INFORMATION TECHNOLOGY :**

National and State level Information Technology Policies – National Informatic Centre – Delivery of Public Services through E-programmes – Licensing – Tax Administration –E-Kiosk.

**UNIT – IV      NATIONAL E-GOVERNANCE POLICY :**

National E-Governance Policy- Aadhaar Card- Identity cards – Pay Roll System – GIS and Local Governance- E-Panchayats –Tax Reforms – Teleconference – IT Based Projects Online Registration-National Scholarship Portal.

**UNIT – V      LAWS :**

Law Relating to E-Governance – People's Participation in E-Governance – Change oriented administrative system –Challenges in implementing E-Governance Programmes (Finance, Skills and Execution) –Digital India Programme.

**UNIT - VI      CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**E-SEVAI CENTRE  AND DIGITAL  DIVIDE :**

E- Sevai Centre and digital divide

**REFERENCE BOOKS :**

1. Agarwala K N –IT and E-Governance in India, Macmillan India Limited, New Delhi
2. Hecks .R – Re – Inventing Government in the information age Routeldge, New York 1999
3. P.Paneervel – E-Governance: A Change management tool, Rawat Publications, Jaipur,2005.
4. R P Sinha – e- Governance in India –Concept Publishing, New Delhi, 2006.
5. J Satya Narayana – e Government – The Science of the Possible, Prentice Hall of India New Delhi 200
6. .E. Vayunadan& Dolls Methew, Good Governance Initiatives in India, Printice Hall of India, Pvt(L), New Delhi, 2003.
7. Satyanarayanan .J. E-Government–The science of the possible, Prentice Hall of India (PVT),New Delhi,2003
8. E-Governance in India ,Dr.Devaiah.N.G,2021
9. R.K Dubey,E-Governance,2019
10. A handbook of E-Governance in India, Dr. M.Sumathy,2020

**LEARNING OUTCOMES :**
After completing this course, the students will be able to:

- Understand the distinctive features of digitalization of state and district administrations.
- Enhance his/her knowledge about public-private partnership for E-Governance
- Gain  knowledge of  E-Governance
- Understand the main concepts of  Information Technology
- Critically read and analyze the role of national information centre.

*****

**Second Year**         **CORE COURSE - IX**         **Semester-V**

**ISSUES IN PUBLIC ADMINISTRATION**

**Code:**                **(Theory)**             **Credit: 5**

**Course Objectives :**

- The last decade of 20$^{th}$ century and the first two decades of the 21st century have been challenging for leaders, particularly those in the public sector. Government agencies and personnel at all levels have found themselves operating in an environment of near-constant change and increasing demands. The result, according to the National Academy of Public Administration (NAPA), is that "the public sector has often been in a reactive mode — struggling to adapt to a rapidly evolving international, economic, social, technological, and cultural environment."

- To effectively operate and move forward, governments must shift from being reactionary to being action-oriented, allowing them to tackle new problems and earn the public's trust. As a guide toward achieving these goals, NAPA in 2018 launched an ambitious campaign to identify the biggest challenges for governments in the 2020s and beyond.

- Course objective is to make students aware about the constant challenges public personnel face. Secondly they will be instructed to identifying major sticking points that government offices.

**UNIT – I       INTRODUCTION :**

Emergence of Public Administration – Public Administration relations with other social science disciplines – Generalist vs. Specialist - Public Administration and Globalization – Build resilient communities to meet the challenges of natural disaster and health epidemics and pandemics like COVID-19.

**UNIT – II       INTEGRITY IN ADMINISTRATION :**

Meaning and significance of Integrity in Public Administration – Causes for its decline – Corruption – Conduct Rules – CVC – Lokpal and Loyayukta

**UNIT – III       ORGANIZATION AND METHODS :**

Problems of Centre and State Relations – Relationship between Political and Permanent Executive –Development and environmental issues – steward natural resources and address climate change - Impact of Information Technology on Public Administration- Managing technological challenges- ensure data security (Adhar Card) and Privacy rights of Individuals.

**UNIT – IV       ADMINISTRATIVE REFORMS :**

Administrative Reforms in India (Since Independence) – Reforms in Financial Management and Human Resource Development – Problems of Implementation – Indian Administration and Globalization

## UNIT – V    VALUES IN PUBLIC SERVICES :

Values in Public Service – Regulatory Commissions – NHRC – Problems in Administration in Coalition Regimes – Citizen – Administrative Interface – Disaster Management.

## UNIT - VI    CURRENT CONTOURS (For Continuous Internal Assessment only) :

Modernize and reinvigorate public Service- Future of Public Administration – make Government Artificial intelligence ready

## REFERENCE:

1. Arora, Ramesh K., 1985. Comparative Public Administration; Associated Publishing House: New Delhi.
2. Avasthi & Maheshwari, 1985. Public Administration, Chapter-2; Lakshmi Narnin Aggarwal: Agra.
3. Barnabas, A.P., 1969. Citizens' Grievances and Administration; IIPA, New Deihi.
4. Bhattachaqa, Mohit, 1987. Public Administration The World Press Private Calsutva.
5. Bhattacharya Mohit, 1987. Public Administration-Structure, Process and Behaviour; The World Press Ltd., Calcutta.
6. Bhattacharya, 1987. Public Administration, Structure, Chapter- 1: The, World Press Pvt. Ltd., Calcutta.
7. Chaturvedi T.N. & Sadasivan S.N. (Eds), 1984. Citizen and Administration; IIPA : New Delhi.
8. Dhawan R.K., 1981. Public Grievances and the Lok Pal-A Study of Administrative Machinery for Redress of Public Grievances; Allied Publishers Private Ltd., New Delhi.
9. Dimock. Marshall Edward and Dimock, Gladys Ogden, 1975. Ptrhlic Administration; Oxford & IBH Publishing Co.: New Delhi.
10. Golernbiewski, Robert T., 1977. Pidhlic Administration of s Development; (2 volumss) Marcel Dekker : New York.
11. Malhotra M.L., Redress of Public Grievances; Indian Journal of Public Administration; V0i. XXXIV, No. 4, October-December, 1988.
12. Marini Frank, 1971. Towards a New public Administration, the Minnowbrook prescriptive; Scranton, Chandler.
13. Narayanaswamy R, Redressal of Public Grievances; Indian Journal of Public Administration, Vol. XXXII, No. 2, April-June 1986.
14. Riggs, Eied, 1964. Administration in Developing Countries: The theory of PrisMc . Swiery; Houghton Mifflii: Boston.
15. Riggs,Fred (ed) 1970. Frontiers of Developrnent Adiministration N.C. Duke University Press : Durham.
16. Rmd, Rstvindra D., 1989, Administmtive Thinkers; (Ed)Sterling Publishers : New Delhi.
17. Saxena, D. R., 1987. Ombudsman (LOK PAL) Redress of Citizel~sG' rievances in India; Deep & Deep Publications: New Delhi.
18. Sharkansky, Ira, 1978. Public Admittistmtion-Policy Mubciptg in Conventional Agencies; Wand McNally College Publishing Company: Chicago.

19. Sharrna, M.P. 1960, Public Administration Theory and Practice; Kitab Mahal :Allahabad.
20. Shukla K.S. & Singh, S.S., 1988. LOk Ayukta- A Socio Legal Study (Ombudsman in India); IIPA: New Delhi.
21. Swerdlow, Irving, 1968. Development Administration : Concept and Problems: Syracuse University Press : Syracuse.
22. Verma, S.P., and Sht.ma, S.K. (eds); 1983. Development Administration: IIPA : New Delhi.
23. Weidner, Edward, (ed,, 1970. Development Administration in Asia; N.C. Duke University Press: Burham.

**COURSE OUTCOMES :**

After the course completion, the students will be able to

- Standup to the challenges that they face in day to day administration.
- Respond to the situations by involving themselves with the government to tackle pressing issues
- Understand issues like covid19 and climate change is not only a government problem but everyone's problem.

*****

**Second Year**　　　　　　**CORE COURSE - X**　　　　**Semester-V**

**URBAN AND RURAL LOCAL
GOVERNMENT**

**Code:**　　　　　　　　　　　**(Theory)**　　　　　　**Credit: 5**

**OBJECTIVES :**

- To analyse the need for urban local administration
- To understand various challenges for urban local administration
- To trace the impact of urbanization

**UNIT – I　　　INTRODUCTION :**

Meaning, Scope and Significance of Urban and Rural Local Government. Urbanization: Challenges and Remedies -Special Purpose Agencies.

**UNIT – II　　　URBAN AND RURAL LOCAL GOVERNMENT :**

Features of Urban and Rural Local Government in India: Structure Orgnisation and functions of Local Government in India. Local Government Performs in India.

**UNIT – III　　　MUNICIPAL PERSONNEL ADMINISTRATION :**

Various types, Recruitment and Training

**UNIT – IV　　　MUNICIPAL IN INDIA :**

Municipal in India. Municipal Politics. People's Participation. Municipal Leadership. State Local Relationship in India.

**UNIT – V　　　URBAN DEVELOPMENT :**

Urban Poverty Administration. Urban Development: Issues and Challenges. Urban Governments and Good Governance.

**UNIT - VI　　　CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**CHANGING CONTOURS OF DISTRICT COLLECTOR :**

Changing Contours of District Collector

**REFERENCE BOOKS :**

1. Pardeep Sachdeva: Urban Local Government and Administration in India, Kitab Mahal, 2000.New Delhi,
2. Hoshiar Singh: Local Government in India, Britain. France and USA, Kitab Mahal, Allahabad, 1997.

3. Hoshiar Singh and Zia-U-Din Khan: leadership in Municipal Government, Jaipuer, RBSA Publishers.
4. Hoshiar Singh: State Surpevision and Control over Municipal Bodies, New Delhi: Associated Publishers.
5. S.L. Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989.
6. Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co., 1991.
7. Pardeep Sachdeva: Dynamics of Municipal Government and Politics in India, New Delhi, Kitab 1991.
8. David Wilson & Chris Game & Others: Local Government in the United Kingdom, London: MacmillanMahal1994.
9. Tony Byrne: Local Government in Britain, London: Penguin Press 5º Ed. 1990.
10. Vincent Ostrom and Others: Local Government in the United States, San Franscisco, Califoronia, ICSPress, 1987.

**LEARNING OUTCOMES :**

After completing this course, the students will be able to:

- Understand the distinctive features of  Urban Local Government in India
- Enhance his/her knowledge about Municipal Personnel Administration
- Gain  knowledge about municipal in India
- Understand the main concepts of  urban local administration
- Critically read and analyze the role of urban poverty administration

*****

**Second Year**  **CORE COURSE - XI**  Semester-V
## SOCIAL WELFARE ADMINISTRATION
**Code:**  **(Theory)**  **Credit: 5**

**COURSE OBJECTIVES :**

While studying students shall be able

- To identify the Meaning Nature, Scope and Significance of Social Welfare Administration
- To explain the Social Welfare Administration t centre and state level
- To understand the Community Development Programme and Social Welfare in Child and Women, Health and Family Welfare and Disabled in India

**UNIT – I  INTRODUCTION :**

Meaning Nature, Scope and Significance of Social Welfare Administration Evolution of Social Welfare Administration- Theoretical Basis of Social Welfare Administration- Social Work and Social Welfare Administration

**UNIT – II  ADMINISTRATION OF SOCIAL WELFARE :**

Central Social Welfare Board- State Social Welfare Board- Role of Voluntary Organizations and Non- Governmental Organizations in Social Welfare Panchayat Raj in the sphere of Social Welfare.

**UNIT – III  SOCIAL WELFARE POLICIES :**

Social Planning and Social Policy- Formulation and Implementation of Social Policy- Social Welfare and Five year Plans in India,

**UNIT – IV  SOCIAL WELFARE PROGRAMMES :**

Community Development Programme and Social Welfare in India-Child and Women Development in India- Health and Family Planning in India-Welfare of Disabled in India- Social Welfare Scheme for Weaker Sections in India.

**UNIT – V  DEVELOPMENT OF SOCIAL WELFARE :**

Social Defense and Social Welfare- The Civil Service and Social Welfare —Public Relation Activities and Social Welfare Agencies.

**UNIT - VI  CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**RECENT TRENDS IN SOCIAL ACTION :**

Recent trends in Social Action

**REFERENCE BOOKS** :

1. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ramand Sons.
2. Sachdeva, P.R Social Welfare Administration, Kitab Mahal, Allahabad, 2004
3. Mohinder Singh, Social Policy and Administration in India, M.D. Publication, New Delhi, 2004.
4. Madan, G.R, Indian Social Problems And Social Disorganisation , Allied Publisher, 2001.
5. Tavaraj M.J.K. Financial Administration in India, Sultan Chand & Sons, New Delhi, 2000.
6. Goel S.L Social Welfare Administration, Deep & Deep Publications, New Delhi 2010.
7. Annual Report of Ministry of Social Justice and Empowerment, Government of India.
8. Chaudhary, D.P. - A. Hand Book of Social Welfare
9. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
10. Jacob,K.K (1989) Policy in India, Udaipur: Himalaya' Publications

**COURSE OUTCOMES:**
After completion the course students will be able

- To estimate the Evolution of Social Welfare Administration and related theories
- To find out the problems in social welfare programmes in India
- To describe the activities of Social Welfare Agencies and Social Welfare board
- To analyse social welfare policies
- To know the importance of social welfare administration

*****

**Third Year**  **CORE COURSE - XII**  **Semester-V**
**ORGANIZATIONAL BEHAVIOUR**
**Code:**  **(Theory)**  **Credit: 5**

**COURSE OBJECTIVE**

- To provide an understanding of the basic principles of organisational behaviour. so as to acquaint the students with managerial skills and the required inputs with reference to human resource management.
- To expand Knowledge about the complexities of human behaviour and interpersonal group dynamics

**UNIT-I    INTRODUCTION :**

Meaning and scope of organisational behaviour - Emergence of OB, Challenges and Opportunities – Relationship between Management and OB.

**UNIT II    INDIVIDUAL BEHAVIOUR:**

Foundations of Individual behaviour- Factors influencing personality- Personality types- Attitude- perception and emotions-beliefs and values-terminal values and instrumental values.

**UNIT III    GROUP BEHAVIOUR AND LEADERSHIP:**

Formation of Groups; Group Behaviour - concepts, types; Group Vs Teams; Group dynamics, Group decision Making- process and types.
Leadership theories, styles of leadership, Leadership grid

**UNIT IV    COMMUNICATION AND MOTIVATION:**

Communication-Communication theories, communication styles; transactional analysis, Johari Window.
Motivation - Theories (Maslow, ERG, Douglas McGregor two-factor theory), contemporary theories of motivation- self-determination theory, goal setting theory.

**UNIT-V    ORGANISATIONAL CONFLICT AND CHANGE:**

Organizational Conflict - causes and consequences - conflict and negotiation, Organizational change, change management process, resistance to change, flexibility and crisis management.

**UNIT – VI: CURRENT CONTOURS (for Continuous Internal Assessment Only):**

Contemporary developments in leadership: servant - leadership and transformational leadership

**REFERENCE BOOKS :**

1. K. Aswathappa, Organizational Behaviour, 12 th edition, Himalaya, 2016
2. Edwin B. Flippo, Personnel Management, 6thedition, TMH, 2013
3. P. Subba Rao, Management & Organizational Behavior, 2ndedition, Himalaya, 2014
4. C.B. Mamoria& VSP Rao, Personnel Management, 20thedition, Himalaya, 2015
5. Stephen P. Robins, Organisational Behaviour, 11th edition, PHI Learning / PearsonEducation, 2008
6. Rustum S. Davar, Personnel Management & Industrial Relations, 10thedition, VikasPublishers, 2009
7. Mc Shane & Von Glinov, Organisational Behaviour, 4thedition, Tata Mc Graw Hill,2007

**LEARNING OUTCOMES :**

After completion of the course, learners will be able to:

- Understand The Basic Concepts Of Individual Behaviour And Group Behaviour And Organizational Behaviour.
- Acquire The Skill In Managing & Motivating People At The Workplace
- Interpret The Complex Nature Of Conflicts
- Evaluate Leadership Styles And Strategies

****

**Third Year**                 **MAJOR BASED ELECTIVE COURSE - I   Semester-V**
                                **1. NGO ADMINISTRATION**
**Code:**                               **(Theory)**                    **Credit: 5**

**OBJECTIVES :**

- To know the significance of NGOs and Civil Societies in Contemporary Context
- To understand the Role of NGOs in Public Affairs and Administration
- To analyse the Role of NGOs in Empowering Women, Workers and Downtrodden

**UNIT – I        INTRODUCTION :**

Meaning, Nature and Importance of NGO – Types – Voluntary Action and Civil Society – Civil Society Movement in India

**UNIT – II       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 MOBILISATION :**

Human Resource Training - Social Networking – Community Iniatives – NGOs in Local and Global context.

**UNIT – IV      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 Media – Government Control over NGOs –NGOs and Public Affairs.

**UNIT - VI      CURRENT CONTOURS (For Continuous Internal Assessment only) :**
 **NGOs IN  SUSTAINABLE DEVELOPMENT :**

NGOs in sustainable development

**REFERENCE BOOKS :**

1. Putnam.R, Leonard R and Naneth R.Y (eds) Making Democracy Work: Civi Traditionin Modern Italy, Princeton University, Princeton, 1992
2. Walzer M. The Concept of Civil Society, Walzer M (ed) 1999

3. Hebert, Robert D. The Jossy-Bas Hand Book of Non-Profit Leadership and Management, San Francisco, Joss-Bass Publishers, 1999.
4. Jack Rothman, John John E. Tropman. (2001). Strategies of Community Intervention. Illinois: P.E. Peacock.
5. Joel S.G.R Bhose. (2003). NGO's and Rural Development Theory and Practice. New Delhi: Concept.
6. Julie Fisher. (2003). Non-Governments – NGO's and the Political Development of the Third World. New Delhi: Rawat
7. Clark John. (1991). Voluntary Organizations: Their Contribution to Development. London: Earth Scan.
8. Jain R.B. (1995). NGO's in Development Perspective. New Delhi: Vivek Prakasan
9. Sakararan and Rodrigues. (1983). Handbook for the Management of Voluntary Organization. Madras: Alfa
10. Hebert, Robert D. The Jossy-Bas Hand Book of Non-Profit Leadership and Management, San Francisco, Joss-Bass Publishers, 1999.

**LEARNING OUTCOMES**:
After studying the course the students should be able to

- Gain knowledge of Importance of NGO
- Understand the Legal aspects of NGOs
- Know about the methods of Human Resource Training
- Gain knowledge about scope of NGO administration
- Understand the main concepts of NGOs and Environmental Crisis

*****

**Third Year**          **MAJOR BASED ELECTIVE COURSE - I**     **Semester-V**
                            **2. INDUSTRIAL RELATIONS AND**
                                **LABOUR ADMINISTRATION**
**Code:**                              **(Theory)**                    **Credit: 5**


**COURSE OBJECTIVES :**
While studying students shall be able

- To define the Nature ,objectives of industrial relations and labour law
- To discuss the industrial disputes
- To explain the trade unionism


**UNIT – I       INTRODUCTION :**

Industrial Relations: Meaning. Nature, Objectives, Importance and Constituents of Industrial Relations, Role of State in Industrial Relations.

**UNIT – II      INDUSTRIAL DISPUTES :**

Industrial Disputes and Industrial Relations Machinery, Employee Grievances: Meaning, Nature, Causes and Procedure of Grievances. Employee Counseling: Meaning, Nature and Functions of Counselling.

**UNIT – III    TRADE UNIONISM :**

Trade Unionism: Meaning, Functions, Growth and Problems of Trade Unionism in India. Worker's Participation in Management - Concept, Need, Nature, Importance & Forms of Workers Participation.

**UNIT – IV     LABOUR LAWS  I :**

LABOUR LAWS: Main Provisions of :

(a) Trade Unions Act, 1926.
(b) The Payment of Wages Act, 1936.
(c) The Industrial Disputes Act, 1947.
(d) The Factories Act, 1948.

**UNIT – V       LABOUR LAWS II :**

(a) Industrial Employment (Standing Orders) Act, 1946.
(b) Minimum Wages Act, 1948.
(c) Employees State Insurance Act, 1948.
(d) Employees Provident Fund Act, 1952.

**UNIT - VI    CURRENT CONTOURS (For Continuous Internal Assessment only) :**
 **LABOUR MOBILITY :**

Cross border labour mobility: Influx of Labours from North India to Tamil Nadu

**REFERENCE BOOKS :**

1) S.K.Puri: An Introduction to Labour and Industrial Laws, Allahabad Law Agency, Plot No.33, 16/2, Mathura Road, Faridabad, Haryana
2) B.P.Singh, T.N.Chhabra, P.L.Tancja: Personnel Management and Industrial Relations., Dhanpat Rai & Co., Educational & Technical Publishers, 1710, Nai Sarak, Delhi-110006.
3) R.C.Saxena: Labour Problems and Social Welfare, Meerut: K.Nath and Co.1988.
4) M.L.Monga: Insustrial Relations and Labour Laws in India, New Delhi, Deep & Deep 1984.
5) G.K.Sharma: Labour Movement in India, New Delhi, Sterling Publishers, 1972.
6) S.Malik: Industrial Law, Eastern Book Company, Delhi, 1983.
7) S.N.Mishra, Labour and Industrial Laws, Allahabad Law Agency, 1976.
8) C.B.Memoria & S.Memoria: Dynamics of Industrial Relations in India, Bombay, Himalaya Publishing House, 1987.
9) D.C.Sharma and R.C. Sharma: Personnel Management and Industrial Relations, Meerut, SJ Publishers, 1988.
10) Jagadish Chandra Joshi Labour Welfare administration,1947

**COURSE OUTCOMES :**
After completion the course students will be able

- To evaluate the  Role of State in Industrial Relations
- To describe structure and functions of trade unionism
- To understand the importance of Employee Counseling
- To know about the Trade Unionism
- To analyse the Labour Laws

*****

**Third Year**        **SKILL  BASED ELECTIVE COURSE-I**     **Semester-V**

**TOURISM  AND TRAVEL MANAGEMENT**

**Code:**                      **(Theory)**              **Credit: 2**

## OBJECTIVES :

- To know the natural resources of India and thereby explain the tourist its importance.
- To study the cultural resources like temples, archaeological monuments etc.
- To develop practical skill in travel formalities.
- To study the transportation and accommodation facilities in India.

## UNIT – I        INTRODUCTION :

Definition and Meanings of Tourism-Historical Development-Kinds of Tourism

## UNIT – II        HERITAGE :

Land and People- Heritage Tourism-Fine Arts

## UNIT – III        TOURISM IN INDIA :

Tourism in India- Sargent Committee's Report-ITDC and TTDC

## UNIT - IV        TRANSPORT :

Transport-Accommodation-Hospitality

## UNIT - V        PASSPORT AND VISA :

Passport and Visa-Functions of Travel Agents- Positive and Negative Impacts of Tourism

## UNIT - VI        CURRENT CONTOURS (For Continuous Internal Assessment only) :

**SPACE TOURISM :**  Space Tourism

## REFERENCE BOOKS  :

1. Anand Aseem, Advanced Dictionary of Tourism, New Delhi, Sarup & Sons, 1997.
2. Batra, G.S., & Dangwal, R.C., Tourism Promotion and Development, New Delhi, Deep & Deep publications, 1999.
3. Bhatia, A.K., Tourism Development and Principles, New Delhi, Sterling Publishers, 1982.
4. Kamra Kriahnan, K., Tourism: Theory, Planning and Practices, New Delhi, Indus Publishing Company, 1997.

5. Negi, Jagmohan & Mabohel, Gaurav N., INDIA 50 YEARS OF INDEPENDENCE-1947-97
6. Seth Praveen, Handbook on Modern Tourism, New Delhi, Anmol Publications, 1999.
7. Seth Praveen, TOURISM: TODAY AND TOMORROW, New Delhi, Anmol Publications, 1999.
8. Singh Ratandeep, DYNAMICS OF MODERN TOURISM, New Delhi, Kanishka Publishers,1998.
9. Singh Sagar, STUDIES IN TOURISM, New Delhi, A.B.H. Publishing Corporation, 1999.
10. Sinha P.C.,TOURISM PLANNING, New Delhi, Anmol Publications, 1998.

**COURSE OUTCOMES:**
After completing this course, the students will be able

- To learn the history of tourism
- To know the factors influencing the growth of tourism
- To understand the measures adopted for the growth of tourism in India
- To examine the necessary components of tourism
- To lay emphasis on the necessary documents needed for international tourism

*****

| Third Year | CORE COURSE - XIII | Semester-VI |
|---|---|---|
| | ADMINISTRATIVE LAW | |
| Code: | (Theory) | Credit: 2 |

**COURSE OBJECTIVES :**

While studying students shall be able

- To describe the Meaning, Nature and Scope of Administrative Law
- To know the growth of administrative law in the world
- To analyse the concept of delegated legislation, its types and control over delegated legislation

## UNIT – I   INTRODUCTION :

Meaning, Nature and Scope of Administrative Law – Constitutional Law and Administrative Law- Growth of Administrative Law

## UNIT – II   EXECUTIVE CONTROL :

Classification of Administrative Actions – Government Liability

## UNIT – III   LEGISTLATIVE CONTROL :

Delegated Legislation – Types of Delegated legislation- Control over the Delegated Legislation

## UNIT – IV   JUDICIARY CONTROL :

Judicial and Quasi –Judicial Functions – Administrative Tribunals –Judicial Remedies

## UNIT – V   CONTROL OVER ADMINISTRATION :

Government Control over Public Authorities – Statutory Inquires –Ombudsman – Lok Pal – LokAyukta.

## UNIT - VI   CURRENT CONTOURS (For Continuous Internal Assessment only) :

**RTI ACT AND PRACTICAL DIFFICULTIES :**

Right to Information Act and practical difficulties

**REFERENCE BOOKS :**

1. C K Thakker, Administrative Law, Eastern Book Company, 2012
2. Manoj Sharma, Indian Administrative Law, Anmol Publications Pvt. Limited, 2004

3. Takwani,C.K, Lecturers on Administrative Law, Eastern Book Company, Lucknow, 2001
4. Durga Das Basu – Administrative Law, Prentice Hall of India Pvt. Ltd New Delhi..
5. Jayakumar.N.K.-Administrative Law. Prentice Hall of India Pvt .Ltd. NewDelhi,2005
6. Kesari- Lectures on Administrative law ,Eastern Book Company, Luckow, 2003.
7. WadeH.W.R and C.F.Forsyth- Administrative law, OUP new Delhi 2008.
8. Lecturers on Administrative Law, Eastern Book Company, Lucknow, 2001
9. S.P Sathe ,Administrative Law,1974
10. Basu.D.D.-Administrative Law. Prentice Hall of India Pvt. Ltd. New Delhi, 1986.

**COURSE OUTCOMES :**

After completion the course students will be able

- To differentiate the constitutional law with Administrative Law
- To explain the executive and legislative control over Administrative Law
- To bring out the judiciary control over Administrative Law and the concept Lokpal, Lokayuktha
- To know about the scope of administrative law
- To analyse the growth of administrative law

*****

**Third Year**          **CORE COURSE - XIV**          **Semester-VI**
                        **DEVELOPMENT**
                        **ADMINISTRATION**
          **Code:**              **(Theory)**          **Credit: 5**

**COURSE OBJECTIVES** :

While studying students shall be able

- To define the Meaning, nature and scope of Development Administration and approaches to Development Administration
- To discuss the Bureaucracy and Development Administration, Development planning
- To analyse the Developmental Programme in Agricultural, Educational and Role of NGO's in Development Administration

**UNIT – I          INTRODUCTION :**

Meaning, nature and scope of Development Administration – Traditional Public Administration and Development Administration – Approaches to development Administration.

**UNIT – II          BUREAUCRACY AND DEVELOPMENT ADMINISTRATION :**

Bureaucracy and Development Administration – Development planning –Training for Development – People's Participation

**UNIT – III          DISTRICT AND PANCHAYAT ADMINISTRATION :**

District Administration – Role of District Collector - Rural and Urban Development Programmes – 73rd and 74th Amendments

**UNIT – IV          AREA DEVELOPMENT PROGRAMME :**

Agricultural Developmental Programme – Educational Developmental Programmes – Role of NGO's in Development Administration

**UNIT – V          INTERNATIONAL          CONTEXT          OF          DEVELOPMENT          ADMINISTRATION :**

Role of UNO - IBRD – IMF

**UNIT - VI          CURRENT CONTOURS (For Continuous Internal Assessment only) :**

 **DEVELOPMENT SYNDROME :** Development Syndrome

**REFERENCE BOOKS :**

1. S.K. Chaterjee Development Administration, Sultan Chand and Sons ,Delhi, 2005
2. Goel S.L.- Development Administration .Deep and Deep Publications, 2009
3. Rathod.P.8.- Development Administration, Common wealth Publishers, New Delhi,2005
4. Sapru.R.K- Development Administration, Sterling Publishers, 2008.
5. Singh. C.Chew and Robert .A. Denmark- The Under. development of Development, Sage Publications, New Delhi, 1996.
6. Verma S.P, and Sharma S.K., Development Administration, New Delhi : Indian Institute of Public Administration, 1984
7. PALEKAR, S. A., Development Administration, New Delhi: PHI Learning Publishers, 2017
8. Sanjeev Kumar Mahajan, Development Administration, New Delhi: Sage Publications, December 2019
9. Siuli Sarkar, Public Administration in India, New Delhi, PHI Learning PVT. Ltd 2010
10. Chakrabarty Bidyut, Public Administration in a Globalizing World: theories and Practices, New Delhi: Sage Publications, July 2012

**COURSE OUTCOMES:**
After completion the course students will be able

- To know about the peoples participation in Development Administration
- To understanding the concept of District Administration, role of collector in district level
- To discuss the role of NGO's and United Nations Organisation in Development Administration
- To know about the Bureaucracy and Development Administration
- To analyse the Agricultural Developmental Programme

*****

**Third Year**                    **CORE COURSE - XV**             **Semester-VI**
                            **ENVIRONMENTAL POLICY AND**
                                  **ADMINISTRATION**
        **Code:**                          **(Theory)**                    **Credit: 5**

**COURSE OBJECTIVES :**

While studying students shall be able

- To understand the meaning, nature and importance of environmental administration
- To evaluate the sources of pollution including soil, air and water
- To identify the environmental related laws and acts passed by parliament in India

**UNIT – I        INTRODUCTION :**

Meaning, Nature and importance of Environmental Administration –Environmental Degradation: Nature and Dimensions - India's concern for Environment Protection.

**UNIT – II        ENVIRONMENTAL POLLUTION :**

Sources and Effects of Pollution – Types of Pollution – Water Pollution -Air Pollution – Noise pollution.

**UNIT – III        ENVIRONMENTAL POLICY :**

Pre-Independence period – Post-Independence period – Environmental Information System – Evaluation of Environmental Policy.

**UNIT – IV        ENVIRONMENTAL LAW :**

Constitutional aspects of Environmental law – Statutory control of Environmental Pollution.

**UNIT – V        NGO'S AND ENVIRONMENT :**

Environmental Movement in India – Governmental Organization –Departments, Corporations and pollution control Boards – Non- Governmental Organization:  EXNORA.

**UNIT - VI        CURRENT CONTOURS (For Continuous Internal Assessment only) :**

COP 28: UNFCCC

**REFERENCE BOOKS :**

1. Kailash Thakur – Environmental Protection Law and Policy in India, Deep and Deep Publications, New Delhi, 1999
2. Mishra, R.K., Environmental Management, AITBS Publishers in India, 2015

3. Santha Kumar S, Introduction to Environmental Law, New Delhi: Lexis Nexis Publishers, January 2008
4. Ajith Sankar R.N, Environmental Management, Oxford University Press, June 2015
5. Prakash Chand Kandpal, Environmental Governance in India: Issues and challenges, New Delhi: Sage Publications, August 2018
6. Susan J. Buck, Understanding Environmental Administration and Law, 3 rd Edition, Island Press 2006.
7. Rajashekhara C.V., (Charan Vidya Environmental Administration and Pollution Control, Discovery Publishing House Pvt., Limited, 1992
8. Ghaliatwal G. R., Encyclopedia of Environmental Management.
9. Pandey, G.N., Environmental Management, New Delhi: Vikas Publishing House, 1997.
10. Anindita Basak, Environmental Studies, Dorling Kindersley (India) Pvt. ltd. , licenses of Pearson Education in South Asia, New Delhi, 2009.

**COURSE OUTCOMES :**
After completion the course students will be able

- To analyse the environmental degradation and India's concern on environmental protection
- To examine the environmental policy on pre independence and post independence
- To aware about the NGO's, pollution control board and movements role and responsibilities to protect environment
- To know about environment law
- To analyse the environmental policy

*****

**Third Year    MAJOR BASED ELECTIVE COURSE - II    Semester-VI**
**1. GOVERNANCE**
**Code:**                              **(Theory)**                              **Credit: 5**

## COURSE OBJECTIVES :

- The students will be oriented towards conceptualizing governance.
- The course aims to impart knowledge on theories of governance for a better understanding of the situations and difficulties
- The course will expose students the different models of Governance and stimulate them to gauge the better governance model for a country

### UNIT – I    CONCEPTUALIZING GOVERNANCE :

1:1  Defining Governance
1:2  Origin and Evolution of the concept of Governance
1:3  Governance without Government: Challenging Discipline of Politics
1:4  Public Administration to Governance: A Paradigm Shift
1:5  Governance and Stakeholders: Government, Private Sector, Civil Society, International and Transnational Players, Self Help Groups (SHGs), Citizens, women, etc.
1:6  Challenges to the Governance

### UNIT – II    THEORIES OF GOVERNANCE :

2:1  Theoretical Backdrop
2:2  Network Management Theories
2:3  Rational Choice Theories and the Theory of Delegation
2:4  Social Interpretive Theories
2:5  The Bounded Rationality Theories
2:6  Cultural Institutional Theory & the Neo-Institutionalism
2:7  System Theory
2:8  Regulation Theory

### UNIT – III    MODELS OF GOVERNANCE :

3:1    Democratic Governance
3:2    Economic Governance
3:3    Cultural Governance
3.4.    Multilevel Governance

### UNIT – IV    CLASSIFICATION AND TYPES OF GOVERNANCE :

4:1  Global Governance
4:2  National Governance
4:3  Corporate Governance
4:4  Environmental Governance: With special reference to the Sustainable Development
4:5  Resource Governance
4:6  Social Governance: With special reference to Health, Education and Equality

## UNIT – V     GOOD GOVERNANCE: A DEVELOPMENTAL PERSPECTIVE :

    5:1  Evolution of Good Governance Agenda
    5:2  Elements, Principles and Indices of the Good Governance
    5:3  Good Governance and the Politics of Development
    5:4  Good Governance and Democracy
    5:5  Impediments to the Good Governance

## UNIT - VI     CURRENT CONTOURS (For Continuous Internal Assessment only) :

Public-Private Partnership (PPP), Digital Divide

## REFERENCES :

1.  Andrew Kakabadse and Nada Kakabadse, *The Geopolitics of Goverance- The Impact of Contrasting Philosophies*, (New York, NY: Palgrave Publishers Ltd, 2001).
2.  Arthur Benz and Yennis Papadopoulos, *Governance and democracy- Comparing national, European and International Experiences*, (New York, NY: Routledge, Taylor and Francis e-Library, 2006).
3.  Assem Prakash and Jeffrey A. Hart, ed, *Globalization and Governance*, (New York, NY: Routledge, Taylor and Francis e-Library, 2004).
4.  Chris Cornforth, ed, *The Governance of Public and Non-Profit Organisations- What do Boards do?*, (London and New York, NY: Routledge, Taylor and Francis e-Library, 2003).
5.  G. Sabbir Cheema and Dennis A. Rondinelli, eds, *Decentralizing Governance- Emerging Concepts and Practices,* (Washington, D.C.: Brookings Institution Press, 2007).
6.  Harsh Mander and Muhammed Asif, *Good Governance-Resource Book*, (Bangalore, India: Book for Change, A Unit of Action Aid Karnataka Project, 2004).
7.  Ian Bache and Mathew Flinders, *Multi- Level Governance*, (New York, NY: Oxford University Press, 2004).
8.  James N. Rosenau, *The Study of World Politics, Vol.2: Globalization and Governance*, (New York, NY: Routledge, Taylor and Francis e-Library, 2004).
9.  Jean Grugel and Nicola Piper*, Critical Perspective on Global Governance- Right and Regulation in Governing Regimes*, (New York, NY: Routledge, Taylor and Francis e-Library, 2007).
10. Jenet Newman,
11. Jim Whitman, *The Limits of Global Governance*, (New York, NY: Routledge, Taylor and Francis e-Library, 2005).
12. John Cooley., et. al*., What is Corporate Governance?* (New York, NY: McGraw- Hill Companies, 2005).
13. Jolle Demmers, et. al., *Good Governance in the Era of Global Neo-Liberalism- Conflict and depolitisatior in Latin America, Eastern Europe, Asia and Africa*, (New York, NY: Routledge, Taylor and Francis e-Library, 2005).
14. Maarten A. Hajer and Hendrik Wagennar, **Delebrative Policy Analysis –**

**Understanding Governance in the Network Society: Theories of Institutional Design,** (New York, NY: Cambridge University Press, 2003)

15. Michael Haus, et.al, eds, Urban *Governance and Democracy- Leadership and Community Involvement*, (New York, NY: Routledge, Taylor and Francis e-Library, 2005).

16. Nicholas Tarling, *Corruption and Good Governance in Asia,* (New York, NY: Routledge, Taylor and Francis e-Library, 2004).

17. Ralf Boscheck, *Market Drive and Governance: Re-examining the Rules for Economic and Commercial Contest*, (New York, NY: Routledge, Taylor and Francis e-Library, 2002).

18. Robert Gandossy and Jeffrey Sonnerfeld*, Leadership and Governance from the inside out*, (Hobokon, New Jersey: John Wiley & Sons, 2004).

19. Robert O. Keohane, *Power and Governance in a Partially Globalized World*, (New York, NY: Routledge, Taylor and Francis e-Library, 2002).

20. William K. Tabb, *Economic Governance in the Age of Globalization*, (New York, NY: Columbia University Press, 2004).

**COURSE OUTCOMES :**

Upon successful completion, students will have the knowledge and skills to:

- Demonstrate a solid understanding of the purpose and nature of Governance
- Evaluate different stakeholders' roles and significance in relation to governance.
- Explain the importance of regulation, markets and information in corporate governance.
- Evaluate international differences and similarities in relevant institutions and developments.
- Critically assess governance concerns


*****

**Third Year     MAJOR BASED ELECTIVE COURSE - II   Semester-VI**
## 2. HUMAN RIGHTS ADMINISTRATION
**Code:                              (Theory)                      Credit: 5**

**COURSE OBJECTIVES :**

- To enable students to understand the emergence of human rights administration
- To portray the various classification of human rights
- To analyse the importance of human rights administration

### UNIT – I        INTRODUCTION :

Meaning, Nature, Scope and Evolution of Human Rights-Approaches to Human Rights and Natural Rights.

### UNIT – II        CLASSIFICATION OF HUMAN RIGHTS :

Classification of Human Rights: Moral and Legal Rights First Generation, Second Generation and Third Generation Rights- Horizontal and Vertical Rights

### UNIT – III        HUMAN RIGHTS IN INTERNATIONAL CONTEXTS :

Human Rights In International Context- International Labour Organisation International Convention on Civil, Political, Social and Economical rights -Universal Declaration Of Human Rights (UDHR)- Refugee Law-United Nations High Commission For Human Rights-UN Commission For Refugees.

### UNIT – IV        HUMAN RIGHTS IN INDIA :

.Human Rights in India- Fundamental Rights- Directive Principles of State Policy- Criminal Judicial System- National Human Rights Commission National Commission for Women - National Commission for SC‟s and ST‟s.

### UNIT – V        LAW AND HUMAN RIGHTS :

Bonded Labour - Child Labour and Child Abuse Domestic Violence Act - Dowry Prohibition Act - Immoral Trafficking Challenges of Human Rights - Police and Custodial Death-Role of Civil Society (NGO)-Human Rights And Media.

### UNIT - VI        CURRENT CONTOURS (For Continuous Internal Assessment only) :
         TRANSGENDER RIGHTS :

Transgender Rights

**REFERENCE BOOKS :**

1) Bajwa, G.S., Human rights in India, New Delhi, Anmol Publications (p) Ltd,1995.
2) Sanajauba, N, human rights in the new Delhi millennium, New Delhi, Manas publications,2000.
3) Syed Mehartaj Begum, human rights in India, issues And perspective, new Delhi APH Publishing 2000.
4) Jayapalan. N, human rights, New Delhi, Atlantic Publishers,2000.
5) Kannan. D.P, Reforming human rights, New Delhi, ManasPublications, 2001.
6) Waghmare. B.S, (ED) Human rights problems and prospects, Delhi, Lalinga Publications,2001.
7) Tandon.M.P, Anand V.K, international law and human rights, Haryana, Allahabad law agency,2003.
8) Todd, Landman  (ED),Human rights, London, sage Publications,2009.
9) S.K.Pachauri,  Prisoners and Human Rights, 1999,A.P., H, Publishing Corporation, New Delhi.
10) Hingorani R.C., Human Rights in India, Oxford University Press, New Delhi,1985

**LEARNING OUTCOMES**
On completion of this course, students will be able to,

- Describe and explain various human rights
- Analyse the Human Rights In International Context
- Know the importance of human rights administration
- Describe about the Universal Declaration Of Human Rights (UDHR)
- Get knowledge about various Law and Human Rights

*****

| Third  Year | INTERNSHIP | Semester-VI |
|---|---|---|
| Code: | (Training) | Credit: 3 |

## COURSE OBJECTIVES

The objectives of a student participating in an internship are to

- Explore career alternatives prior to graduation.
- Integrate theory and practice
- Assess interests and abilities in their field of study.
- Learn to appreciate work  and its function in the Administration.
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the job interview process.
- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following graduation from college.

The student has to undergo Internship Training at the end of Semester –V for a period of not less than four weeks in any concern and should submit a report on various functional areas of the administration which will be evaluated during Viva-Voce-Examination. The Internship Training Certificate will be issued by the concerned company. The proportion of marks for the Internship report and the Viva-Voce is 20-80. The Internship report  will be evaluated by the External Examiner only.

## EXTERNAL EVALUATION:

A copy of the Internship Report will be submitted to the University on or before the date fixed by the University.

The Report will be evaluated by an external examiner nominated by the University. The candidate concerned will have to defend his/her report  through a Viva- voce.

## PASSING MINIMUM:

| Internship | Vivo-Voce 20  Marks 40% out of  20  Marks (i.e.  8 Marks) | Report  80   Marks 40% out of 80 marks (i.e.  32  marks) |
|---|---|---|

The Candidate shall be declared to have passed in the **INTERNSHIP TRAINING** if he/she secured not less than 40%  in each of the Internship report.

A candidate who secures less than  40% in the Internship report must resubmit  the Report such candidates need to defend the resubmitted Report at the Viva –Voce within a month. A maximum of 2 chances will be given to the candidate.

*****

**Third Year**  **SKILL BASED ELECTIVE COURSE - II**  **Semester-VI**
**JOURNALISM AND MASS MEDIA**
**Code:**  **(Theory)**  **Credit: 2**

**OBJECTIVES :**

- To state the importance of journalism in day today life.
- To appreciate the necessity of Freedom of Press.
- To study the history of journalism.
- To recognize the role of press in the Indian freedom struggle.

**UNIT – I  INTRODUCTION :**

Definition of Journalism- Fields of Journalism-Fourth Estate in Democracy- Freedom of Press-Duties of Journalism.

**UNIT – II  HISTORY OF JOURNALISM :**

History of Journalism- Indian Press from Hicky to 1947- Role of Press in the Indian Freedom Struggle- Press as a Custodian of Indian Constitution-Journalism Today: Television Journalism and e-journalism.

**UNIT –III  NEWS :**

Value of News-Kinds of News-Collection of Facts-Reporting-Duties and Responsibilities of a Reporter.

**UNIT – IV  EDITING :**

Professional and Freelance Writers-Proof Reading-Page Make Up-Editing- Role of the Editor.

**UNIT - V  NEWS AGENCIES :**

Different Departments in Newspaper Organisation - News Agencies- Advertisements-Press Laws-Law of Defamation and Contempt of the Court.

**UNIT - VI  CURRENT CONTOURS (For Continuous Internal Assessment only) :**

**LATEST TYPES OF JOURNALISM :**
Cyber-Online-Digital journalism

**REFERENCE BOOKS :**

1. Agarwal, S.K., A Handbook of Journalism and Editorial Excellence, New Delhi, Mittal Publications, 1992.
2. Ahuja, B.N., Audio-Visual Journalism, Delhi, Surjeet Publications, 1998.

3. Barun Roy, Modern Students Journalism. Jaipur, Pointer Publishers, 2004.
4. Pant, N.C., Modern Journalism: Principles and Practice, New Delhi, Kanishka Publishers, 2004.
5. Rangaswami Parthasarathi, Basic Journalism, Delhi, Macmillan India Ltd., 1984.
6. Shahzad Ahmad, Journalism: News Coverage, New Delhi, Anmol Publishers, 2005.
7. Swati Chauhan and Navin Chandra, Journalism Today : Principles, Practices and Challenges, Vol.1, 2 and 3, New Delhi, Kanishka Publishers, 1997.
8. Pant, N.C., Modern Journalism: Principles and Practice, New Delhi, Kanishka Publishers, 2004.
9. Media effects research by Glenn G. Smith,2015
10. Journalism and mass media by Om Gupta,2019

**COURSE OUTCOMES :**

After completing the course, the students will be able

- To examine the role of journalism in preserving democracy
- To understand the various phases of Journalism in India
- To describe the duties of a reporter
- To expose the different stages of presenting a news
- To identify the different departments of news agencies

*****