



M.A. PUBLIC ADMINISTRATION

**CHOICE BASED CREDIT SYSTEM LEARNING OUTCOMES BASED
CURRICULUM FRAMEWORK (CBCS - LOCF)
(Applicable to the candidates admitted form the academic year 2022-23 onwards)**

Sem.	Types of the Courses	Title of the Paper	Ins. Hrs.	Credits	Maximum Marks		
					CIA	ESE	Total
I	Core Course-I (CC)	Principles of Public Administration	6	5	25	75	100
	Core Course-II (CC)	Administrative Thought	6	5	25	75	100
	Core Course-III (CC)	Public Personnel Administration	6	5			100
	Core Choice Course-I (CCC)	1. Human Resource Management (OR) 2. Environmental Governance	6	4	25	75	100
	Elective Course-I (EC)	1, Essentials of Public Relations (OR) 2. Labour Welfare Administration	6	3	25	75	100
	Value Added Course -I (VAC)*	E- Governance in India	-	2*	25	75	100*
	Total			30	22		
II	Core Course-IV (CC)	Organizational Behaviour	6	5	25	75	100
	Core Course-V (CC)	Local Administration	6	5	25	75	100
	Core Course-VI (CC)	Public Policy Analysis	5	5	25	75	100
	Core Choice Course-II - (CCC)	1. Comparative Public Administration (Or) 2. Corporate Governance	5	4	25	75	100
	Elective Course-II (EC)	1. Development Administration (Or) 2. NGO Administration	5	3	25	75	100
	Non Major Elective Course-I (NME)	Public Sector Management	3	2	25	75	100
	Total			30	24		

III	Core Course-VII (CC)	Indian Administration	6	5	25	75	100
	Core Course-VIII (CC)	Police Administration	6	5	25	75	100
	Core Course –IX (CC)	Project Planning and Management	5	5	25	75	100
	Core Choices Course-III (CCC)	1. Financial Administration (OR) 2. Social Welfare Administration	5	4	25	75	100
	Elective Course –III (EC)	1. Travel and Tourism Management (OR) 2. Insurance Sector Administration in India	5	3	25	75	100
	Non-Major Elective Course-II (NME)	Issues in Indian Administration	3	2	25	75	100
	Total		30	24			600
IV	Core Course–X (CC)	Research Methodology	6	5	25	75	100
	Core Course-XI (CC)	Administrative Law	6	5	25	75	100
	Entrepreneurship / Industry Based Course	Fundamentals of Entrepreneurship	6	5	25	75	100
	Project	Project	12	5	20	80	100
	Value Added Course –II (VAC)*	Report and Editing	-	2*	25	75	100
	Total		30	20			400
	Grand Total		120	90			2100

SUMMARY OF CURRICULUM STRUCTURE OF PG PROGRAMMES – ARTS

Sl. No.	Types of the Courses	No. of Courses	No. of Credits	Marks
1.	Core Courses	11	55	1100
2.	Core Choice Courses	3	12	300
3.	Elective Courses	3	9	300
4.	Entrepreneurship/ Industry Based Course	1	5	100
5.	Project	1	5	100
6.	Non-Major Elective Courses	2	4	200
7.	Total	21	90	2100
8.	Value Added Courses *	2*	4*	200*

- * The value added courses credit will not be included in the total CGPA .**
- These courses are extra-credit courses.**
- Instruction hours for these courses is 30 hours.**

COURSE OBJECTIVES

- M.A Public Administration is designed to interest of the students who are involved to study about the field of Public Administration.
- The students will learn and acquire knowledge in with Indian and western administrative system, administrative theories and thinkers, e-governance and administration of public enterprises in India.
- It is way to move towards future research in this subject

PROGRAMME OUTCOMES:

- The M.A in Public Administration provides students knowledge, skills and aptitude needed to begin careers in the public service sectors and not-for-profit sector.
- After the completion of the same student will: Develop a sound theoretical and practical understanding of the basic concepts and theories of organization and functioning of public administration in diverse field.
- Prepare and inculcate the requisite skills and aptitude imperative for to be a good public administrator.
- Promote and prepare students for greater commitment to higher ethical standards of public administration

PROGRAMME EMPLOYMENT OPPORTUNITY

- After acquiring a 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

First Year

**CORE COURSE-I
PRINCIPLES OF PUBLIC
ADMINISTRATION
(Theory)**

Semester-I

Code:

Credit: 5

COURSE OBJECTIVES:

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

UNIT –I INTRODUCTION :

Introduction Meaning, Nature, scope and Significance of Public Administration – Evolution of Public Administration – Public and Private Administration – New Public Administration.

UNIT –II CONCEPTS OF PUBLIC ADMINISTRATION I :

Concepts - I Organization – hierarchy – span control – unity of command – Span of Control – Authority and Responsibility.

UNIT –III CONCEPTS OF PUBLIC ADMINISTRATION II :

Concepts - II Co-ordination – Centralization and Decentralization – Delegation – Supervision – Line and Staff – Chief Executive .

UNIT –IV PUBLIC ADMINISTRATION ORGANIZATIONS :

Organization -Organization: Theories - Systems, contingency; Structure and forms – Ministries and Departments, Corporations, Companies, Boards and Commissions – Ad hoc and advisory bodies – Headquarters and Field relationships – Regulatory Authorities – Public – Private Partnerships.

UNIT –V ACCOUNTABILITY AND CONTROL :

Accountability and Control: Concepts of Accountability and Control; Legislative, Executive and Judicial control over administration – Civil Society – Citizen’s Charters – Right to Information Social Audit.

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

PUBLIC ADMINISTRATION NEW APPROACHES - New Public Service - Approach -Good Governance – E-Governance approach in Public Administration

REFERENCE BOOKS :

1. Tyagi, A.R - Principles and practice of public Administration.
2. Mohit Bhattacharya - Public Administration.
3. Vishoo Bhagwan - Public Administration, S.Chand and co, New Delhi.
4. Bhambhri, C.P. - Public Administration – Theory and Practice, Jain Prakasu, Nath and co, Meerut.
5. R.T. Golembewski, Public Administration as a Developing Discipline: Perspectives on Past, Present and Futures, New York, Marcel Dekker 1977.
6. M. Bhattacharya, Public Administration: Structure, Process and Behaviour, Calcutta, The World Press, 1991
7. M. Bhattacharya, New Horizons of Public Administration, New Delhi, Jawahar Publishers and Distributors, 2001.
8. M. Balu, Bureaucracy in Modern Society, New York, Random House 1962
9. M. Bhattacharya, Restructuring Public Administration: Essays in Rehabilitation, New Delhi, Jawahar, 1990
10. . R.W. Cox, Public Administration in Theory and Practice, Englewood Cliffs, N.J. Prentice Hall, 1994
11. N. Henry, Public Administration and Public Affairs, New Delhi, Prentice Hall, 1999.
12. P.B. Heymann, The Politics of Public Management, London, Yale University Press, 1987
13. Glenn O’Stahl, Public Personnel Administration, Harper and Row Publishers, New York, 1983

COURSE OUTCOMES:

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

- Identity the scope and significance of public administration.
- Classify and evaluate the types of administration.
- Understand the main concepts and debates of evolution of public administration.
- Critically read and analyze various concepts of public administration.
- Illustrate and evaluate the Accountability and Control in public administration.

First Year

**CORE COURSE-II
ADMINISTRATIVE THOUGHT
(Theory)**

Semester-I

Code:

Credit: 5

COURSE OBJECTIVES :

- To make the students to understand ideas of various Thinkers on Administration
- To examine the significance of those ideas in the contemporary world
- To impart knowledge about various administrative thought

UNIT – I INTRODUCTION :

Growth of Administrative Thought- Kautilya, Thiruvalluvar and Woodrow Wilson .

UNIT – II CLASSICAL SCHOOL :

F.W Taylor – Henry Fayol – Luther Gullick

UNIT –III NEO-CLASSICAL SCHOOL :

Elton Mayo – M.P. Follett – Chester I. Barnard

UNIT –IV BEHAVIOURAL SCHOOL :

Herbert A. Simon - Riggs

UNIT –V SOCIO-PSYCHOLOGICAL SCHOOL :

Abraham Maslow – Herzberg

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

MODERN THEORIES : F.W.Riggs- P.F Druckers

REFERENCE BOOKS :

1. Ravindra Prasad And Sathyanarayana – Administrative Thinkers – Publishers, New Delhi,2010
2. Sapru.R.U - Administrative Thinkers And Management Thought _ Prentice Hall, New Delhi,2000
3. Singh R.N – Management Thinkers - Sultan Chand Publishers, New Delhi.
4. Chakrabarty Bidyut, Public Administration in a Globalizing World: theories and Practices, New Delhi: Sage Publications, July 2012
5. Sapru R.K, Indian Administration: A Foundation of Governance, New Delhi: Sage Publications, January 2019.

6. Prasad, L.M, Organization Theory and Behavior, New Delhi: Sultan Chand & Sons Publications, January 2014
7. Prasad, Ravindra and P.Sathya Narayana, Administrative Thinkers, New Delhi: Sterling Publishers, 2018.
8. Anupama Puri Mahajan, Administrative Thinkers, New Delhi: Sage Publications, December 2018
9. Maheshwari Sriram, Administrative Thinkers, New Delhi: Lakshmi Publications, 2018
10. Siuli Sarkar, Public Administration in India, New Delhi: PHI Learning Publishers, November 2018

COURSE OUTCOMES :

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

- Identity the contributions of Elton mayo.
- Classify and evaluate the various administrative thoughts.
- Understand the main concepts of Maslow.
- Critically read and analyze the origin, growth of public administration from political science
- To assess the Thiruvalluvar views on Administration

First Year

CORE COURSE-III

Semester-I

PUBLIC PERSONNEL ADMINISTRATION

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 this, 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- Problems of Recruitment - Appointment and Probation - -Recommendations of ARC on personnel Administration.

UNIT –IV OBJECTIVES OF 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 EMPLOYER –EMPLOYEE RELATION :

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

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

Redressal of Public Grievances – Rights of the Civil Servants - Employees Associations

REFERENCE BOOKS :

1. Felix Negro, Public Personnel Administration, New York: Macmillan 1980
2. S.O. Glenn and Stahl: Public Personnel Administration, New York: Harper & Brothers (ed.) 1986
3. George T. Milkavich and John W. Boundreau, Personnel/Human Resource Management, New Delhi 2000
4. Tripathi, Personnel Management and Industrial Relations, New Delhi: Sultan Chand & Sons., 2001
5. S.L. Goel Personnel Management, Mittal Publications.
6. Jain,C.M. Public PersonnalAdministration,Jaipur,College book publishers,Jaipur,2003.
7. Goel.S.L,Public Personal Administration,Deep&Deep publishers, New Delhi,2004.
8. C.B. Mammoria & V.S.P. Rao, Personnel Management, Jain Book Agency, New Delhi,2014
9. Siuli Sarkar, Public Administration in India, New Delhi: PHI Learning Publishers, November 2018
10. Chakrabarty Bidyut, Public Administration in a Globalizing World: theories and Practices, New Delhi: Sage Publications, July 2012

COURSE OUTCOMES :

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

- Identity the Nature and Scope of Public Personnel Administration
- Classify and evaluate the Types of Personnel System
- Understand the Methods of Recruitment
- Critically analyze the Training for Public Services in India
- To assess the Problems of Recruitment

First Year

CORE CHOICE COURSE – I

Semester-I

**1. HUMAN RESOURCE
MANAGEMENT**

Code:

(Theory)

Credit: 4

COURSE OBJECTIVES :

While studying, students shall be able

- To describe the Meaning, Nature, scope and importance of Human Resource Management
- To study about the human resource selection, placement, training and promotion in an organisation
- To know about the performance appraisal method and importance of motivation and morale in management

UNIT – I INTRODUCTION :

Meaning, Nature and Evolution of Human Resource Management – Human Resource Department – Structure and Functions.

UNIT – II HUMAN RESOURCE PLANNING :

Human Resource Planning: Meaning, Objective, Components and Process – Human Resource Planning in India.

UNIT – III RECRUITMENT :

Recruitment: Meaning, Types, Process and Problems – Training – Promotion – Rank and Position Classification.

UNIT – IV MOTIVATION THEORIES :

Motivation Theories – Discipline – Performance Appraisal – Group and Team : Nature, Types and Conflicts – Leadership: Theories, Types and Qualities – Communication.

UNIT –V GRIEVANCE REDRESSAL MECHANISM :

Employer – Employee Relations – Right to Protest – Grievance Redressal Mechanism – Stress and Counseling – Code of Conduct – Administrative Ethics.

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

REFERENCE BOOKS :

1. P. Ghosh, Personnel Administration in India, Sudha Publications, New Delhi, 1973
2. R. Basu, Personnel Administration in United Nations, Sterling Publishers, New Delhi, 1989
3. C.P. Bhambri, Administrators in Changing Society, National Publishing House, New Delhi, 1972
4. P.B. Heymann, The Politics of Public Management, London, Yale University Press, 1987.
5. Glenn O'Stahl, Public Personnel Administration, Harper and Row Publishers, New York 1983.
6. S.W. Hays and R.C. Kearney, Public Personal Administration: Problems and Prospects, Prentice Hall, Englewood Cliffs, NJ, 2003
7. S.L. Goel, Public Personnel Administration, Deep and Deep Publication, New Delhi 2002
8. H.A. Simon, Administrative Behaviour: A Study of Decision – Making Process in Administration, New York, The Free Press, 1957
9. Rana, G.S., Introduction to Public Administration, Atlantic Publications (DL 2540)
10. Robert B., Denhardt and Janet V. Denhardt, Public Administration, Pacific Publications (DL 2546)
11. Sharma, P.D. and B.M. Sharma, Indian Administration, Retrospect & Prospect, Pacific Publications (DL 2547)

COURSE OUTCOMES :

After completion the course students will be able to

- Analyse the Evolution of Human Resource Management
- Classify and evaluate the Motivation Theories
- Understand the Human Resource Planning
- Critically analyze the Human Resource Department
- To assess the Employer – Employee Relations

First Year

**CORE CHOICE COURSE – I
2. ENVIRONMENTAL GOVERNANCE**

Semester-I

Code:

(Theory)

Credit: 4

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 Scope of Environmental Administration – Evolution of Environmental Administration in India – Department of Environment..

UNIT – II ENVIRONMENTAL ISSUES :

Environmental issues in India and Global Level: - Water, Air, Noise, Land Pollution – Tourism and Environment – Effects of Environmental Pollution.

UNIT – III ENVIRONMENTAL POLICIES :

Environment Policies – Before and after Independence in India – Effects of Environmental Policies – Evaluation of Environmental Policies.

UNIT – IV CONSTITUTIONAL ASPECTS OF ENVIRONMENTAL LAWS :

Constitutional aspects of Environmental Laws – Statutory control of Environmental Pollution – Pollution Control Boards.

UNIT –V ENVIRONMENTAL PROTECTION :

Environmental Protection Movements in India – Role of Judiciary in Environmental Protection – Public Interest Litigation and Environmental Protection – Issues and Strategies for Environmental Administration.

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

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. Rajashekhar C.V., (Charan Vidya Environmental Administration and Pollution Control, Discovery Publishing House Pvt., Limited, 1992
8. Pandey, G.N., Environmental Management, New Delhi: Vikas Publishing House, 1997.
9. Anindita Basak, Environmental Studies, Dorling Kindersley (India) Pvt. Ltd. , licensee of Pearson Education in South Asia, New Delhi, 2009.
10. Ghaliatwal G. R., Encyclopedia of Environmental Management.

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 policies
- To evaluate Constitutional aspects of Environmental

First Year

ELECTIVE COURSE – I

Semester-I

1. ESSENTIALS OF PUBLIC RELATIONS

Code:

(Theory)

Credit: 3

COURSE OBJECTIVES :

While studying students shall be able

- To understand the meaning, nature and importance of public relations
- To evaluate the sources of communication
- To identify the scope of public relations

UNIT – I INTRODUCTION :

Public Relations – Meaning, Nature and Scope – “Public” in Public Relations, Growth of Public Relations – Public Relations in Government and Private Organisations – Public Relation Officer – Role and Responsibilities.

UNIT – II COMMUNICATION :

Effective Communication – Role of Communication in Public Relations – Techniques and Models – Media and Public Relations.

UNIT – III PUBLIC RELATIONS TOOLS :

Public Relations Tools – Publicity – Advertisement – Propoganda – Diplomacy – Promotion – Campaigns – Lobbying – Exhibition – Public Meeting – Evaluating the effectiveness of Public Relations – Public Opinion Research Ethical Issues in Public Relations.

UNIT –IV MASS COMMUNICATION AND MASS MEDIA :

News Agencies – BBC, PTI, Reuter – UNI, Public Relation Society in India – Press Council in India – Indian Institute of Mass Communication Mass Media and Public Relations.

UNIT –V FUNCTIONS OF PUBLIC RELATIONS DEPARTMENT :

Functions of Public Relations Department – citizen – Government interface – Civil Society – Citizen Service Centres – Recent trends in Public Relations.

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

MODERN COMMUNICATION : Web Sources- Whatsapp – E-mail- FACE Book ect.,

REFERENCE BOOKS :

1. Balan K.R Principles of Public Relations, Sultan Chand & Sons, New Delhi
2. Dinesh Thomas – Public Relation Management, Vista International Publishing House, New Delhi- 2008.
3. Naval Prabhakar, Narendra Basu – Public Relations, Principles & Functions, Common Wealth Publication, New Delhi- 2007.
4. Stuart M Levy – Public Relation and Integrated Communications, Lotus Press, New Delhi 2009.
5. Shubashish Mishra, Media & Public Relations, Alfa Publications, New Delhi 2010
6. Srinivasan M.R balaji industrial law and public relations, Chennai,2007
7. Ahuja B.N and chhabra S.S advertising and public relations,surjeet publications, New Delhi
8. Jethawaney and N.N sarkar public relations, sterling publishers, New Delhi
9. K.R Balan, principles of public relations, Himalaya Publishing house New Delhi, 2010
10. Nicholas hentry, Public administration and public affair, prentince hall of India, 2001

COURSE OUTCOMES :

After completion the course students will be able

- To analyse the growth of public relations
- To examine the role of communication in public relations
- To aware about the public relation tools
- To know about functions of public relations department
- To evaluate recent trends in public relation

First Year

ELECTIVE COURSE – I

Semester-I

2. LABOUR WELFARE

ADMINISTRATION

Code:

(Theory)

Credit: 3

COURSE OBJECTIVES :

- To enable the students to understand the concept of Labour Welfare
- To make them familiar with the working of different trade unions.
- To know them about manpower planning.

UNIT – I INTRODUCTION :

Meaning, Nature, Importance of Labour Welfare - Philosophy of Labour welfare– Historical development of Labour welfare in India.

UNIT – II MANPOWER PLANNING :

Manpower Planning - Recruitment - Training - Wage - Wage Commission - Settlement
Female labour – child labour contract labour bonded labour – Rural labour- international
labour organization in pursuits of labour welfare – Equal Remuneration

UNIT – III WELFARE PROVISIONS :

Statutory and non-statutory welfare provisions - Social security - Major Labour Welfare act :
Industrial dispute act (1948) - Bonus act (1965) - ESI act (1948) - Minimum wages act -
Group Insurance

UNIT – IV TRADE UNION :

Trade union- Concept and Definition – History of labour movement in India – The structure
and function of Trade union – Trade union act (1926) - The salient feature of trade union in
India – Central trade unions - collective bargaining - negotiation.

UNIT – V INDUSTRIAL RELATIONS :

Industrial relations - concept - morale - discipline - suspension– Reprimand and Dismissal-
industrial relations Machinery – Employee Grievance Redressal –

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

ISSUES IN LABOUR WELFARE ADMINISTRATION : Industrial democracy and
workers Participation in management - Jjoint consultative machinery - impact of
globalization on labour welfare.

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.Taneja: Personnel Management and Industrial Relations., DhanpatRai & 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: Industrial 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 analyse the importance of labour welfare
- To examine the historical development of labour welfare
- To aware about the Statutory and non-statutory welfare provisions.
- To know about trade unions.
- To evaluate industrial relations.

First Year	VALUE ADDED COURSE-1	Semester-I
	E-GOVERNANCE IN INDIA	
Code:	(Theory)	Credit: 2

COURSE OBJECTIVES :

- To Explain the Meaning and Importance of E-Governance.
- To provide the students with the Analytical Skills to Comprehend Governance Initiatives in India
- To make the learner understand E-Governance Initiatives at State Level

UNIT - 1 INTRODUCTION :

Meaning, Nature and Importance of Governance - Salient features of E-Governance – Current status of E-Governance - Four stages of E-Governance.

UNIT – II E-GOVERNANCE IN CENTRAL LEVEL :

E-Governance in Central Government Centre for E-Governance - E-Governance Process in Central Government- National E-Governance Plan - National Informatics Center E-Transaction in Central Government - Digital Payments - Digital Administration.

UNIT – III E-GOVERNANCE IN STATE LEVEL :

E-Governance in Tamil Nadu- State Level Major - E-Governance Projects: E-District, Arasu E-SevaiCenters - Aadhaar Permanent Enrolment Centre- E-Sign Facility -TNGIS-IT Security Audit - Amma E-Gramam - Tamil Virtual Academy - Digital Library.

UNIT – IV E-GOVERNANCE IN URBAN AND RURAL LEVEL :

E-Governance in Urban and Rural Local Bodies - E-Management of Development Projects at Urban and Rural Local Bodies -Effective Service Delivery Through E-Governance Transparency and Accountability at Grassroots Level.

UNIT – V CHALLENGES OF E-GOVERNANCE :

Challenges of E-Governance - Public and Private Partnership in E-Governance - Cyber Security - Cyber Crimes - Socio Economic Issues - Digital Divide - Capacity Building - Socio Political Implications of E-Governance.

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

ISSUES IN E-GOVERNANCE :Behavioural Changes - Public Participation- Language and applications – Trends and issues in E-Governance implementation

REFERENCES BOOKS :

1. Pankaj Sharma, E-governance, Delhi, APH Publishing Corporation, 2004.
2. R.P.Sinha, E-Governance in India, Delhi, Concept Publishing Company, 2006,
3. Sinha. R. P, E-Governance in India: Initiatives and Issues, New Delhi, Concept Publishing Company, 2006,
4. VishwasTripathi, E-Governance Perspective, New Delhi, Anmol Publications, Pvt. Ltd, 2007.
5. Pankaj. S, Electronic Governance, New Delhi, A.P.H. Publishing Corporation, 2008.
6. Srinivas. B, Raj, E-Governance Techniques - India and Global Experience, New Delhi, New Centaury Publications, 2008.
7. Gupta. D.N, E-governance: A Comprehensive Frame Work, Delhi, New Century Publications, 2008.
8. Parthasarathi. Y, E-Governance and Indian Society, New Delhi, Kanishka, 2009.
9. R.K Dubey,E-Governance,2019
10. Satyanarayanan .J. E-Government–The science of the possible, Prentice Hall of India (PVT),New Delhi,2003

LEARNING OUTCOMES:

After study of the Course, the Learner is expected to :

- Understand the Meaning and related Concepts of E-Governance.
- Explain the E-Governance Processes Application to Different Stakeholders.
- Identify the Issues and Challenges in E-Governance Applications.
- Understand the working of E-governance in central and state levels
- Analyse the importance of digital administration

First Year

CORE COURSE-IV

Semester-II

ORGANIZATIONAL BEHAVIOUR

Code:

(Theory)

Credit: 5

COURSE OBJECTIVES :

- To Explain the Meaning and Importance of organizational behaviour
- To provide the students with the analytical skills to understand the individual behaviour
- To make the learner understand the process of organization

UNIT I - INTRODUCTION :

Introduction-Meaning, Nature, Scope of Organization Behaviour .Need of Organization Behaviour, Approaches in Organizational Behaviour, models of Organisation

UNIT – II BEHAVIOUR :

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

UNIT – III PROCESS OF ORGANIZATION :

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

UNIT - IV ISSUES OF ORGANIZATION :

Issues of Organization Behaviour Organization Conflict Organization Effectiveness- Organizational Culture- Meaning, Significance-Organisational Climate, Organization Counselling

UNIT – V ORGANIZATIONAL DYNAMICS :

Organization Dynamics - Organisational Change, Meaning, Nature, Organisational Development-Meaning and Interventions.

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

ORGANISATIONAL DEVELOPMENT : Organisational Behaviour and Development— Intellectual Capital - E-commerce, Virtual Organizations, Life-long learning - Ethical Behaviour, Social Responsibility, Global Dimensions, Development Interventions today.

REFERENCE BOOKS :

1. Stephen P.Robbins, Organizational Behaviour, Prentice Hall, 1997 2004
2. Prasad L.M. Organizational Behaviour, Sultan Chand Publishers, New Delhi.
3. Nirmal Singh, Organizational Behaviour, Concepts. Theory and Practices Managing People and in the 21" century Deep & Deep Publishers New Delhi, Reprint 2009
4. Keith Davis, Human Behaviour at Work, McGraw Hill Book Co., 1991
5. G.Sudersana Reddy.,Organizational Behaviour,Himalaya cause Publications, Mumbai, 2015
6. Kushpat, SJain, Apexa V. Jain, Organizational Behaviour, Himalaya Publications, Mumbai, 2015, 2017
7. Organizational behavior by Dr.C.BGupta
8. Organizational behavior by Taxmann
9. Stephen Robbins organizational behavior
10. K.Aswathappa 's organizational behaviour

LEARNING OUTCOMES :

After study of the Course, the Learner is expected to :

- Understand the Meaning and related Concepts of organizational behaviour
- Explain the theories of organization
- Identify the Issues and Challenges in organizational behaviour
- Understand the working of group behaviour
- Analyse the importance of individual behaviour

First Year

CORE COURSE-V

Semester-II

Code:

**LOCAL ADMINISTRATION
(Theory)**

Credit: 5

OBJECTIVES :

- To know about the concepts of Local administration in India
- To enable the students to know more about the Local administration.
- To know the importance of local administration.

UNIT – I INTRODUCTION :

Nature , Scope and Importance of Local Administration - Evolution of Local Government in Independent India - Balwant Ray Mehta and Ashok Mehta Committee Reports - 73rd and 74th Amendment Acts and its Recommendations.

UNIT – II RURAL LOCAL GOVERNMENT :

Rural local Government - Structure and Functions - Village Panchayat - panchayat - Samithi - Zilla Parizad - Local Finance.

UNIT – III URBAN LOCAL GOVERNMENT :

Urban Local Government - Structure and Functions - Municipal Corporation - Municipality - Town Panchayat - Township - Cantonment - Notified Area.

UNIT – IV DEVELOPMENT PROGRAMMES :

Rural and Urban Development Programmes - Community Development Programmes - Employment and Poverty Alleviation Programmes - Urban Development Schemes - Housing Water supply and Sanitation Schemes.

UNIT – V LOCAL GOVERNMENT ADMINISTRATION :

Role of District Collector in Local Government Administration - Role of DRDA –Control over Supervision Local Bodies - State and District.

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

CHALLENGES AND ISSUES IN URBAN- RURAL LOCAL GOVERNMENT :

Women Representation in Local Government – Corruption in Local Bodies- Elimination of Poverty Initiatives in Local Bodies

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, Jaipur, RBSA Publishers.
4. Hoshiar Singh: State Supervision 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: Macmillan 1994.
9. Tony Byrne: Local Government in Britain, London: Penguin Press 5th Ed. 1990.
10. Vincent Ostrom and Others: Local Government in the United States, San Francisco, California, ICS Press, 1987.

LEARNING OUTCOMES :

After study of the Course, the Learner is expected to:

- Understand the Scope and Importance of Local Administration
- Explain the Structure and Functions of rural local government
- Identify the Rural and Urban Development Programmes
- Understand the working of Municipality
- Analyse the importance of role of District Collector in Local Government Administration

First Year

CORE COURSE-VI

Semester-II

Code:

**PUBLIC POLICY ANALYSIS
(Theory)**

Credit: 5

OBJECTIVES :

- To know about the concepts of public policy analysis
- To enable the students to know more about policy formulation
- To know the importance of public policy analysis

UNIT – I INTRODUCTION :

Meaning, Nature, Scope and Significance of Public Policy Analysis – Evolution of Public Policy as a Discipline – Various approaches to Public Policy Analysis

UNIT – II POLICY FORMULATION :

Policy Formulation in India: Role of Parliament and Legislatures, Role of Political Parties, Bureaucracy, Mass Media, Pressure Groups and NGO's in Policy Formulation.

UNIT – III PUBLIC POLICY PROCESS IN INDIA :

Public Policy Process in India – Tools, Instruments and limits of Policy Analysis Methods and Strategies for Policy evaluation and implementation.

UNIT – IV PUBLIC POLICY MAKING :

Factors influencing Public Policy making: Political Culture – Socio-economic conditions and Natural Resources - Policy making in different types of political system .

UNIT – V DETERMINANTS OF PUBLIC POLICY :

Budget and Policy Implementation - Major determinants of Public Policy - Public Opinion and Public Policy.

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

NEW PUBLIC POLICIES : New Economic Policy – Reservation Policy – New Education Policy - Agricultural Policy – IT Policy – Agencies for Policy evaluation.

REFERENCE BOOKS :

1. R.K. Saprú, Public Policy: Art and Craft of Policy Analysis 2nd Edition (Paperback) PHI Learning Pvt. Ltd - New Delhi, 2011.
2. Kuldeep Mathur, Public Policy and Politics in India – How Institutions Matter (Hardcover) Oxford University Press, 2012.
3. Naier Raymond,A & Gorgaw Kenneth J. The Study of Policy – Formation, New York: The Tree Press 1968..
4. Gorge M. Guess and Paul G. Farnham, Cases in Public Policy Analysis, Georgetown University Press, Georgetown, 2000
5. Vivek Agnihotri, Public Policy Analysis, Concept Publishing, New Delhi 2004
6. William N. Dunn,: Public Policy Analysis: An Introduction, London, Prentice Hall, 2006
7. Thomas,R . Dye, Understanding Public Policy, New York: Prentice Hall inc,1972
8. Charles, E. Lind Bolm, The Policy Making Process, New Jercey, Englewood, 1968
9. Harlod J.Lasswell, Policy Sciences, International Encyclopedia of Social Sciences, Vol.12, New York 1968.
10. Paul Devika., Public Policy Formulation, Implementation and Implementation in India, New Delhi, 1995

COURSE OUTCOMES :

After completion the course students will be able

- To know the scope of public policy analysis.
- To know about the Health and Education policy, Transport, Science & Technology policy
- To importance of Agriculture policy and to protect the nature in India
- To assess the way of policy evaluation techniques involved during the policy implementation
- To know about Factors influencing Public Policy making

First Year

CORE CHOICE COURSE-II

Semester-II

**1. COMPARATIVE PUBLIC
ADMINISTRATION
(Theory)**

Code:

Credit: 4

OBJECTIVES :

- To know about the concepts of comparative public administration
- To enable the students to know more about nature of comparative public administration
- To know the scope of comparative public administration

UNIT – I INTRODUCTION :

Introduction-meaning, Nature and Scope of Comparative public Administration -Evolution of the Study of Comparative Public Administration -Approaches to the Study of Comparative Public Administration -Traditional- Structural- Behavioral Functional-System Institutional, Ecological and Modern Approach

UNIT – II POLICY MAKING PROCESS :

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

UNIT – III FUNCTION OF EXECUTIVE BRANCHES :

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

UNIT – IV COMPARATIVE STUDY OF JUDICIAL SYSTEM :

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

UNIT – V COMPARATIVE STUDY OF CIVIL SERVICES :

Types of Civil Service Comparative Study of Civil Services in UK, USA and France

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

COMPARATIVE STUDY OF LOCAL GOVERNMENT INSTITUTIONS :

Comparative Study of Local Government Institutions in UK, USA and France.

REFERENCE BOOKS :

1. Arora R.K. Comparative Public Administration, Unique Publishers, New Delhi, 2007
2. Ferral Heady, Public Administration, A Comparative Perspective, Marcel Dekker Inc, New York, 2001,
3. Rathod P.B. Comparative Public Administration, ABD Publishers Jaipur -2007
4. Juditha Bara And Mark Pennigton Comparative Politics, Sage Publication New Delhi 2009.
5. Chatorvedi. T.N. Comparative Public Administration Associated Publishing House. New Delhi 2002
6. F. W. Riggs: Administration in Developing Countries - The Theory of Prismatic Society Houghton Mifflin 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.

COURSE OUTCOMES :

After completion the course students will be able

- To know the scope of comparative public administration
- To know about the policy making process
- To know the importance of comparative study of judicial systems
- To assess the comparative functions of the executive
- To know about comparative civil services in various countries

First Year

CORE CHOICE COURSE-II

Semester-II

Code:

**2. CORPORATE GOVERNANCE
(Theory)**

Credit: 4

OBJECTIVES :

- To know about the concepts of corporate governance
- To enable the students to know more about the financing pattern of Indian corporate sector
- To know the issues in corporate governance

UNIT – I INTRODUCTION :

Meaning and nature, scope of Corporate Governance – Evolution of Corporate Governance – key features of Corporate Governance - Corporate Governance in Family Business - Corporate Governance and state owned business.

UNIT – II THEORIES OF CORPORATE GOVERNANCE :

Theory of Agency – theory of Stewardship – the theory of Stakeholder – Political theory of Corporate Governance - Consequences of poor Corporate Governance- Ways to improve corporate Governance.

UNIT – III MODELS AND PRINCIPLES OF CORPORATE GOVERNANCE :

Regional Models – Anglo-American Model – Japanese Model – German Model – Indian Model – Principles of Corporate Governance and Organisation for Economic Co-operation and Development (OECD) Principles

UNIT –IV PHASES OF CORPORATE GOVERNANCE IN INDIA :

First Phase 1996-2008 : confederation of Indian Industries report- Kumar mangalam Birla, RBI – Report on advisory group on MCA –Naresh Chandra committee- N.R.Narayan Murthy Report- Second Phase: Role of CII & NASSCOM

UNIT – V LEGAL FRAMEWORK FOR CORPORATE GOVERNANCE :

Companies Act 2013 - Listed companies and Unlisted companies

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

CORPORATE SOCIAL RESPONSIBILITIES (CSR) : Corporate Frauds – Major corporate frauds – whistle blowing and Corporate Governance Implication of CG, Measures for Effective Corporate Governance.

REFERENCE BOOKS :

1. P.V. Sharma & S. Rajani. Corporate Governance - Contemporary Issues and Challenges, Kanishka Publishers, Distributors. New Delhi, 2007.
2. N. Gopaldaswamy, Corporate Governance - The New Paradigm, Wheeler Publishing. A Division of A.II. Wheeler and Co. Ltd, New Delhi, 1998.
3. Task Force Report on Corporate Governance in India - An Investors' Perspective submitted by Institute of International Finance, February 2005.
4. P.P. Arya et.al., Corporate Governance, Deep and Deep Publishers Pvt. Ltd.. 2003.
5. Vepakesam, "Corporate Governance", Reserve Bank Bulletin, January, 2000, pp. 21-43.
6. Devi Singh and Subhash Garg, Corporate Governance, Excel Books, New Delhi, 2001.
7. Corporate Governance. What it means and what it needs, Management Review, July Dec., 1996.
8. Corporate Governance: What needs to be Done, Fortune India, January 16-31, 1997.
9. Corporate Governance: Multi-faceted Issue, Chartered Secretary. October, 1997.
10. Adrian cadbury's corporate governance and chairmanship,2002

COURSE OUTCOMES :

After completion the course students will be able

- To know the trends in corporate governance
- To know about the challenges in corporate governance
- To know the importance of ethics in business
- To assess the Financing Pattern of Indian Corporate Sector
- To know about Corporate Social Responsibility

First Year

ELECTIVE COURSE-II

Semester-II

Code:

**1. DEVELOPMENT ADMINISTRATION
(Theory)**

Credit: 3

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, Scope and Importance of Development Administration – Evolution of Development Administration – Approaches to Development Administration-General and Global context of Development Administration

UNIT – II DEVELOPMENT PLANNING IN INDIA :

Development Planning in India – Bureaucracy and Development Administration – District Collector – DRDA – Field Level Agencies-Public-Private partnership (PPP model) in Development Administration.

UNIT – III URBAN DEVELOPMENT PROGRAMMES :

Urban Development Programmes – Swarna Jayanthi Shahari Rozgar Yojana – Urban Self Employment Programme – Urban Wage Employment Programme – National slum Development Programme – Housing Urban Development Programme-JNNURM.

UNIT – IV RURAL DEVELOPMENT PROGRAMMES :

Rural Development Programmes – Integrated Rural Development Programmes- Poverty Alleviation Programmes –SGSY- MGNREGA

UNIT – V REDRESSAL MECHANISM :

Citizen participation– NGO's and Development Administration – Citizen's Grievances and Redressal Mechanism.

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

NEW DIMENSION IN DEVELOPMENT ADMINISTRATION : Administration and Development in the New States- Peoples participation in the process of development – New directions in Peoples Self- Development and Empowerment.

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, NewDelhi, 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 4.
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 analyze the urban development programmes.
- To know about rural development programmes.

First Year

ELECTIVE COURSE-II

Semester-II

Code:

**2. NGO ADMINISTRATION
(Theory)**

Credit: 3

COURSE OBJECTIVE :

- To acquire specific knowledge on project and NGO management.
- To understand the Project management Dimensions, Planning and its implementation of projects.
- To enhance skills and techniques of project evaluation / Resource Mobilization.
- To understand the basic concepts and principles involved in managing NGOs

UNIT – I FOUNDATION OF MANAGEMENT AND NGO'S UNDERSTANDING:

Meaning, Definition, Concepts, Objectives and Functions- NGO's: Role of NGO's in Community Development

UNIT – II LEGAL FRAME WORK FOR ESTABLISHING NGO'S :

Trusts and Societies Registration Acts- Foreign contributions and Regulation Act (FCRA) - Statutory Obligations- Income Tax Exemption (80-G, 12-A, & 35AC): Rules and Regulation

UNIT – III HUMAN RESOURCE MANAGEMENT IN NGO'S AND CSR ACTIVITIES :

Resource Mobilization: Methods and Techniques of Fund Raising - International, National and Local Levels. Self Study: Process in NGO Registration.

UNIT – IV PROJECT MANAGEMENT :

Micro and Macro Level Planning - Project Dimensions: Identification – Formulation Project Proposal - Project Appraisal: Technical, Economic and Financial Feasibility.

UNIT – V PROJECT MANAGEMENT IN NGO'S :

Projects Implementation and Management: Project Planning Matrix - Project Cycle Management – Identification and Formulation of Details Projects Report (DPP) Tools and Techniques, SWOC (Strengths, Weaknesses, Opportunities, Challenges) Analysis. Self Study: Prepare a proposal on child issues.

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

NEW DIMENSIONS OF NGO'S : Women Empowerment- Child Development – Motivation of Women participation in Local bodies and Politics – Counselling centres for Students and Families Awareness on early marriage.

REFERENCE BOOKS :

1. Behera M. C. (2006). Globalizing Rural Development. New Delhi: Sage.
2. Chowdhry Paul. (1973). Administration of Social Welfare Programmes in India. Bombay: Somaiy. Emmanuvel. S. Fernando. (1999). Prospect from Problems. Mumbai: St. Francis Xavier's Church.
3. Ginsbery Leon. H. (2001). Social Work Evaluation – Principles and Methods. Singapore: Allyn and Bacon.
4. Jack Rothman, John John E. Tropman. (2001). Strategies of Community Intervention. Illinois: P.E. Peacock.
5. Joel S.G.R Bhoose. (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. TAXXMANN'S Trust & NGOs,2022

LEARNING OUTCOME :

On successful completion of the course the students should enrich their knowledge about

- NGO management,
- Project management Dimensions, Planning and its implementation,
- Skills and techniques of project evaluation / Resource Mobilization.
- CSR activities
- Legal framework of establishment of NGO

First Year	NON MAJOR ELECTIVE COURSE-I	Semester-II
Code:	PUBLIC SECTOR MANAGEMENT (Theory)	Credit: 2

OBJECTIVES :

The course takes a comparative and thematic approach to issues in public sector management, and encourages students to

- Know the reasons for the public sector undertakings by the government
- Find out the reasons for the failure of public enterprises in India
- Understand the impact of liberalization and globalization on the Public sector Units
- The course gives particular emphasis to issues of public sector reform

UNIT – I INTRODUCTION :

Concept and characters of Public Sector – nature and scope of Public sector-philosophy-objectives and performance of Public Sector – Importance of public sector companies - rationale for governmental intervention in the economy- Growth of Public sector in India - state Vs.Market Debate -

UNIT – II FORMS OF PUBLIC ENTERPRISES :

Classification of public sector undertakings -Departmental Undertaking – Statutory Corporations – Government companies including holding companies – Joint sector enterprises – management of Public enterprises – governing board: types, size and composition and functions of boards – accountability and control

UNIT – III ECONOMIC REFORMS SINCE 1991 AND ITS IMPACT ON PUBLIC SECTOR :

Disinvestment: objectives, methods and assessment policy towards sick units – privatization: theory, objectives, methods and regulating policy- post Privatization

UNIT – IV ROLE OF STATE - REGULATORY AND PROMOTIONAL :

IFCI-IDBI-SIDBI-SEBI- role and functions – Concurrent jurisdiction of the Union and states in Economic administration – public and Private convergence – accountability and autonomy

UNIT – V ISSUES IN PUBLIC ENTERPRISES :

The performance contract system – LPG and Structural Adjustment Programme-globalization and Public enterprises – New Economic Policy

UNIT – VI CURRENT CONTOURS (For Continuous Internal Assessment only) :
SALE OF AIR INDIA :

Mahartna companies- navratna companies –Miniratna companies – Future Government disinvestment plan

REFERENCE BOOKS :

1. Alford, J. and O'Flynn, J. (2012) Rethinking Public Service Delivery: Managing with External Providers, Palgrave, Basingstoke.
2. Bovaird, T and Loffler, E (2003) Public Management and Governance, Routledge, London (UK focus).
3. Hughes, O. (2012) Public Management & Administration, 4th edition, Palgrave Macmillan, Houndsmills, Basingstoke (international coverage).
4. Moore, M. (1995) Creating Public Value: Strategic Management in Government, Harvard University Press, Cambridge, Massachusetts (US focus).
5. Osborne, S. (2010) The New Public Governance, Routledge, London (international focus). Rainey, H. (2009) Understanding & Managing Public Organizations, 4th edition, Jossey-Bass, San Francisco (USA focus).
6. Van der Wal, Z. (2017). The 21st century public manager. Macmillan International Higher Education.
7. Hoshier Singh and Mohinder singh, Public Enterprises In India – A Plea for Reforms, Sterling Publishers, new Delhi , 1990
8. Laxmi Narain, Principles and Practices of Public Enterprises and Management, S.Chand, New Delhi , 2005.
9. Om Prakash, the throy and working of state corporations, orient Longman, New Delhi. 1996
10. Sterling Pulbishers, 1990. Mohinder Singh (ed.): Some Aspects of Public Enterprises in India a Plea for Reforms.

COURSE OUTCOMES:

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

- Understand the key concepts, ideas, theories and terminology associated with publicadministration and public sector management;
- Understand the main issues in key theoretical debates in public administration and publicsector management.
- Apply relevant concepts and theories to individual cases in a comparative context. ;
- Understand the main principles in public sector reform and apply them to individualcases.
- Demonstrate improved capacity for critical analysis as well as for clear and effectivecommunication, both written and oral.

Second Year

**CORE COURSE – VII
INDIAN ADMINISTRATION**

Semester-III

Code:

(Theory)

Credit: 5

COURSE OBJECTIVES :

While studying students shall be able

- To define the evolution of Indian administration from ancient to modern period and constitutional framework
- To explain the composition of central governments and its functions
- To know about the constitutional bodies and its power and functions in Indian administration

UNIT – I INTRODUCTION :

Evolution of Indian Administration – Constitutional Framework of Indian Administration - Fundamental Rights and Duties – Directive Principles of State Policy.

UNIT – II CENTRAL CABINETS :

President – Prime Minister – Cabinet – Cabinet Secretariat – Cabinet Committees – Council of Ministers – Prime Minister’s Office – Central Secretariat – Ministries and Departments – All India Services – Planning Commission – National Development Council.

UNIT – III COMMISSIONS :

Finance Commission – Union Public Service Commission – Election Commission – Commission for SCs and STs, BCs, MBCs and Minorities – Attorney General of India – Comptroller and Auditor General of India.

UNIT – IV STATE CABINETS :

Governor – Chief Minister – Cabinet – Council of Ministers – Organisation of State Secretariat – Departments and Directorates – State Public Service Commission.

UNIT – V INDIAN ADMINISTRATION RELATIONS :

Significant Issues in Indian Administration : Generalists Vs Specialists – Union – State Relations – Administrative, Legislative and Financial Relations – Corruption – Values in Public Service – National Human Rights Commission – Citizen – Administration interface – Regulatory Commissions.

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

ADMINISTRATIVE REFORMS :

Impact of Information Technology on Indian Administration – Globalization and Indian Administration – Administrative Reforms -Important Committees and Commissions- Reforms in Financial management and human resource development

REFERENCE BOOKS :

1. Arora R.K and Rajini Goyal, Indian Public Administration – Institutions and Issues, New Age International, New Delhi, 2001.
2. Hochiar Singh, Indian Administration, Sterling Publications, New Delhi, 2000.
3. Maheswari S.R, Indian Administration, Macmillian, New Delhi
4. Arun Shourie, The Parliamentary System in India, Rupa, New Delhi, 2007.
5. Basu, D.D Introduction to the Constitution of India, Nexies Publishing House New Delhi.
6. . S.R.Maheswari, Indian Administration :New Delhi, :Orient Longmans, 2000
7. M.Laxmikanth, Public Administration, :New Delhi, McGraw Hill Education, 2011
8. Siuli Sarkar, Public Administration in India, New Delhi, PHI Learning PVT. Ltd 2010
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, January 2019.

COURSE OUTCOMES :

After completion the course students will be able

- To assess the structure of union and its executive as well state government
- To estimate the election commission role and CAG responsibility in India
- To analyse the issues of Indian administration at central level and state level
- To analyse evolution of Indian administration
- To evaluate the functions of election commission.

Second Year

**CORE COURSE – VIII
POLICE ADMINISTRATION
(Theory)**

Semester-III

Code:

Credit: 5

COURSE OBJECTIVES :

While studying students shall be able

- To define the Nature, Scope and importance of Police Administration
- To discuss the central police system, Armed, unarmed and auxiliary in police administration
- To explain the police recruitment, training, promotions, retirement, pay and compensation and welfare activities

UNIT – I INTRODUCTION :

Meaning, Nature, Scope and Importance of Police Administration – Evolution of Police Administration in India – Approaches to Police Administration

UNIT – II CENTRAL POLICE SYSTEM :

Home Ministry – Central Police System – Armed Police Forces – Unarmed Police Forces - Specialised Agencies – Auxiliary Police Forces

UNIT – III STATE POLICE SYSTEM :

State Police System – District Police – Police in Union Territories –Rural Policing

UNIT – IV POLICE RECRUITMENT :

Police Recruitment – Training – Promotion and Retirement – Pay and Compensation – Autonomy and Accountability in Police Administration – Legal Knowledge of Police

UNIT – V MULTIDISCIPLINARY APPROACH WITH POLICE SYSTEM :

Women Police – Police and Judiciary – Police and Terrorism – Police and Juvenile Delinquency – Police and Economic Crimes – Police and Information Technology – Police Reforms

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

POLICE PUBLIC RELATION :

Police Judiciary Relation – Police and Mass Media – Custodial death – Encounter – Police and Human Rights.

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

COURSE OUTCOMES :

After completion the course students will be able

- To evaluate the history of police administration in India
- To describe structure and functions of state police organization
- To understanding the concept of ethics in police administration, role and responsibilities of special police agencies
- To know about the process of police recruitment
- To analyse the scope of police administration

Second Year

**CORE COURSE –IX
PROJECT PLANNING AND MANAGEMENT
(Theory)**

Semester-III

Code:

Credit: 5

OBJECTIVES :

- Projects Planning and Project Management is becoming more and more vital and significant for all kinds of organizations whether it is Government, Private or Non-Governmental organisation etc.
- To accomplish unique outcomes under the constraints of resources, and project management turn
- To addresses the basic nature of managing general projects, not specially focuses on one type of project, no matter construction projects or R&D projects.
- To look at how to define a project, how to organize a project, how to plan a project, how to implement, trace and control a project, and how to terminate and post-evaluate a project.

UNIT – I INTRODUCTION TO PROJECT :

What is a Project? - Difference between Project and Program - Project Parameters -: Scope Triangle - Project creeps - Project Classification

UNIT – II PROJECT PLANNING AND DEVELOPMENT :

Project Planning - Why Plan? - How to Plan? - Tools and Best Practices - Why is Project Plan Important? - Benefits of Project Plan

UNIT – III PROJECT LIFE CYCLE :

Scope the Project - Develop the Project Plan - Launch the Plan - Monitor/control the Project - Close out the Project -Variation in Project Life Cycle

UNIT – IV PROJECT MANAGEMENT & PROJECT MANAGER :

What is Project Management? - Comparison of Project Management and Operation - History of Project Management - Description of Project Management and Process Groups - Description of PMBOK Knowledge areas - Approaches to Project Management - Project Manager: One Title, Many Roles -Key Skills of Project Manager -Qualities of Successful Manger -Project Board

UNIT – V MONITORING AND EVALUATION :

What is Monitoring and Evaluation? - Purpose of Monitoring & Evaluation - Understanding Indicators - Collecting and Using Data - Active M & E - Determinants of Mid course and end of Program -Your and My Role in M&E

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

PROJECT EFFICIENCY & EFFECTIVENESS AND SUSTAINABILITY :

Project Efficiency - Project Effectiveness - project Sustainability

REFERENCES :

1. Clifford Gray, Erik Larson, Project Management: The Managerial Process (McGraw-Hill International Editions: Management & Organization Series), 2003.
2. Meri Williams, The Principles of Project Management (Sydney: The Site Point Publisher, 2008)
3. Meredith & Mantel, Project Management: A Managerial Approach, 3rd edition, John Wiley & Sons, Inc, 1995
4. Svein Arne Jessen, Business by Projects, Universitetsforlaget 2002

WEBSITES :

The Useful Website

1. <http://www.ipma.ch>
2. <http://www.pmi.org>
3. <http://www.chinapmp.net>
4. <http://www.pm.org.cn/pm>
5. <http://www.project.net.cn>
6. <http://www.mypm.net>

COURSE OUTCOMES :

After completion of the course the students will be equipped with

- Nuances of Project administration and planning
- Confidence in taking up role of a project managers

1. FINANCIAL ADMINISTRATION

Code:

(Theory)

Credit: 4

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
- To explain the nature Indian budgetary system , role of finance ministry and finance commission in India

UNIT – I INTRODUCTION :

Meaning, Scope, Significance of Financial Administration. Agencies involved in Financial Administration, Budget: Concept, Principles of Budget Making.

UNIT – II BUDGETARY PROCESS :

Budgetary Process: Formulation, Enactment and Execution. Zero Based Budgeting. Performance Budgeting.

UNIT – III FISCAL FEDERALISM :

Fiscal Federalism: Issues and Objectives of the Fiscal Policy. Tax Administration at Union Level, Centre- State Financial Relations.

UNIT – IV PARLIAMENTARY AGENCIES :

Parliamentary Financial Control Agencies: Public Accounts Committees. Estimates Committees, Parliamentary Standing Committees. Finance Ministry: Organization and working.

UNIT – V ACCOUNTING AND AUDIT SYSTEM :

Accounting and Audit System: Concept. Types, Emerging Trends in Accounting. System. Role of C.A.G.

UNIT – VI CURRENT CONTOURS (For Continuous Internal Assessment only) : PUBLIC FINANCE AND FINANCIAL RELATIONS :

Resource Mobilization - State Finance Commissions- Centre State Financial Relations - Tax Distribution system in India – Local body Finance in India

REFERENCE BOOKS :

1. Sarapa: Public Finance in India, Kanishka Publishers Distributors, New Delhi. 2004.
2. Manjusha Shanna & O.P.Bohra: Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi, 2005.
3. B.P.Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997. G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
4. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
5. Andley. Sundharam: Public Finance, Agra, Rattan Prakash and Mandir, 1979.
6. Ruddar Dutt & K.P.Sundharam: Indian Economy, New Delhi, S.Chand & Co. Pvt. Ltd., 1997.
7. M.Y.Khan and P.K.Jain: Finance Management, New Delhi, Tata McGraw Hill 1982. 10,
8. R.N.Srivastave: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.
9. C.P.Bhambhri: Public Administration in India, Bombay, Vikas Publishing House, 1973.
10. S.L.Goel, Public Financial Administration, New Delhi, Deep & Deep Publications, 2004.
11. Dutt and Sundharam: Indian Economy, Delhi, S.Chand & Co., 2004.

COURSE OUTCOMES :

After completion the course students will be able

- To evaluate the Agencies involved in Financial Administration
- To describe Tax Administration
- To understand the importance of Fiscal Federalism
- To know about the Budgetary Process
- To analyse the Accounting and Audit System

Code:

(Theory)

Credit: 4

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 of Social Welfare Administration – Social Welfare Administration as a Discipline and as a Profession – Evolution of Social Welfare in India.

UNIT – II SOCIAL WELFARE ADMINISTRATION :

Social Welfare Administration at the Union Level – Central Social Welfare Board (CSWB) – State Social Welfare Board (SSWB) – National Commission for Women – Role of voluntary organization in social welfare.

UNIT – III WELFARES I :

Welfare of: - Family, Women, Transgender, Child, Youth, Aged, Disabled, Drug Addicts, Ex-Service Man.

UNIT – IV WELFARES II :

Welfare of SC /ST"s, OBS"s, Minorities, Marginalised.

UNIT – V NATIONAL ORGANIZATION :

Structure and Functions of the UNO – UNESCO, UNICEF, ILO, FAO, UNHR

**UNIT – VI CURRENT CONTOURS (For Continuous Internal Assessment only) :
ROLE OF VARIOUS AGENCIES :**

Role of Civil Society – Media - Judiciary in Social welfare

REFERENCE BOOKS :

1. Sachdeva, P.R Social Welfare Administration, Kitab Mahal, Allahabad, 2004
2. Mohinder Singh, Social Policy and Administration in India, M.D. Publication, New Delhi, 2004.
3. Madan, G.R, Indian Social Problems And Social Disorganisation , Allied Publisher, 2001.
4. Tavaraj M.J.K. Financial Administration in India, Sultan Chand & Sons, New Delhi, 2000.
5. Goel S.L Social Welfare Administration, Deep & Deep Publications, New Delhi 2010.
6. Annual Report of Ministry of Social Justice and Empowerment, Government of India.
7. Chaudhary, D.P. - A. Hand Book of Social Welfare
8. Choudry, Paul., (2000) Social Welfare Administration, Delhi: Atma Ram and Sons.
9. Jacob,K.K (1989) Policy in India, Udaipur: Himalaya' Publications.
10. Labour and social welfare by DR.Pankaj,2019

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 the structures and function of the UNO
- To understand the Role of voluntary organization in social welfare.

1. TRAVEL AND TOURISM MANAGEMENT

Code:

(Theory)

Credit: 3

LEARNING OBJECTIVES :

- This course helps to study the tourism development of India
- It gives the knowledge of tourism places in our country
- This also gives the clear information about travel management during tourism

UNIT - I CONCEPT OF TOURISM :

Definition of Tourism -Types of Tourism- Basic Components of Tourism -Motivation for Tourism.

UNIT – II HOTEL ADMINISTRATION :

Different kinds of Accommodations: Star Hotels Resort Groups - Cottages - Time share Hotels Motels. Different kinds of Transport: Air Transport - Rail Transport Sea way Transport and Road Transport.

UNIT – III TOURISM DEVELOPMENT :

Tourism Development in India: Sargent Committee Ministry of Tourism - ITDC-TTDC-Trade Fair - Travel Agents Association of India (TAAI).

UNIT – IV TRAVEL MANAGEMENT :

Travel Intermediaries: Travel Agency Tour Operator Tourist Guides - International Air Transport Association (IATA) Pacific Area Travel Association (PATA) International Civil Aviation Organisation (ICAO) World Tourism Organisations (WTO).

UNIT – V TOURISM DOCUMENTATION :

Documentation: Passport, Visa -Emigration and Immigration - Foreign Exchange - Balance of Payment - Insurance Cover - Overseas Tour Packages.

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

NEW DIMENSION IN TOURISM :

New Tourism Policy - Medical Tourism

REFERENCES :

1. Ramachary, Tourism in India, 2001
2. A.K. Bhaattia, Tourism in India, 2001
3. Davison Rob, Tourism Pitman, London 2004 G.K. Puri, Handbook of Tourism
4. Travel and tourism by john.D.Smith,2012
5. Tourism operations and management by sunetra roday,2009
6. Introduction to tourism and travel management by Prem Nath Dhar,2020
7. Tourism, by peter robinson,2013
8. Travel, tourism by mark Anthony,2017
9. The routledge handbook of gastronomic tourism by surabh kumar dixit,2019
10. Routes and trails by Daniel H.Olsen,2018

LEARNING OUTCOMES:

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

- Understand the basic components of tourism
- Enhance his/her knowledge about types of tourism
- Gain knowledge about the importance of travel management for tourism.
- Understand the historical growth of tourism development
- Critically read and analyze the different kinds of transport for travel.

Second Year

**ELECTIVE COURSE-III
2. INSURANCE SECTOR
ADMINISTRATION IN INDIA
(Theory)**

Semester-III

Code:

Credit: 3

LEARNING OBJECTIVES :

- This course helps to study the significance of life insurance
- It gives the knowledge about fire and marine insurance
- This also gives the clear information about risk and uncertainty in insurance

UNIT – I INTRODUCTION :

Life Insurance: Concept and Significance. Need of Security against economic difficulties. Risk and uncertainty: Individual values system. Individual Life Insurance Nature and uses of Life Insurance. Life Insurance Policies Types and Their applicability to different situations. Important life Insurance Policies issued by the Life Insurance Corporation of India. Administrative Set-Up of Life Insurance of India.

UNIT – II INSURANCE INSTITUTIONS :

General Insurance: Introduction to risk and insurance (a) Risk (b) The treatment of risk. General Insurance Corporation and other Insurance Institutions-Working of Gil in India, Types of risks assumed and specific policies issued by FCGC Health Insurance Individual Health Insurance: and Group Health Insurance Motor Insurance. Multiple line and All-line Insurance-such as Rural Insurance-Hull Insurance, etc.

UNIT – III FIRE AND MARINE INSURANCE :

Fire and Marine Insurance: Fire Insurance Policies-Issue and renewal of policies, Different kinds: Risks covered: Recovery of claims-Insurer's option: Ex-gratia payment and subrogation. Types of fire protection policies issued by the General Insurance corporation of India. Marine policies and conditions. Nature of coastal marine insurance; perils covered protection available: Procedure for preparation and presentation of claim; payment of compensation by insurer.

UNIT – IV FINANCE AND LEGISLATION :

Insurance. Finance and Legislation: Investment policy of LIC and GIC in India. Legislation- A Brief study of Indian Insurance Corporation of India Act, 1956, General Insurance Corporation of India Act. Export Credit and Guarantee Corporation Act. Property and Liability Insurance:Nature of property and liability insurance: Crop and Cattle

UNIT – V LIABILITY INSURANCE :

Insurance: Types of liability insurance, Reinsurance. Liability insurance-Basic concepts: specific and all risk insurance; Valuation of risk; and Indemnity contract and specific value contracts. Average and contribution excess

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

NEW INSURANCE POLICY 2022 :

New Insurance Policy 2022

REFERENCE BOOKS :

1. Huebner S.S. and Kenneth Black Jr. Life Insurance (Prentice-Hall Inc. Englewood Chiffs, New Jersey),2015
2. Mehr Robert, :Life Insurance; Theory and Practice(Business Publication, Texas).
3. Maclean. Life Insurance.1977
4. Gupta, O.S. : Life Insurance-(Frank Brother New Delhi).1966
5. Mishra, M.N. Insurance Principle and Practice (Delhi Vikas Publishing House).2008
6. Palande, P.S. et. al: Insurance in India, (New Delhi Sa Sage Publication,2003
7. Rodder Marine Insurance (Prentice Hall, 29).1999
8. Winter, W.D. Marine Insurance,1919
9. Fire Insurance,LESTER WILLIAM ZARTMAN,1909
10. Cambell, H. Fire Insurance Contract Indian (the Rough Notes Co.),1922

LEARNING OUTCOMES :

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

- Understand the concepts and significance of life insurance
- Enhance his/her knowledge about types of insurances
- Gain knowledge about the importance of insurance institutions
- Understand the fire and marine institution
- Critically read and analyze the risk and uncertainty in insurance

Second Year

**NON MAJOR ELECTIVE COURSE-II
ISSUES IN INDIAN ADMINISTRATION**

Semester-III

Code:

(Theory)

Credit: 2

COURSE OBJECTIVES :

- The last decade of 20th 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

REFERENCES :

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 Delhi.
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. Pthlic Administration; Oxford & IBH Publishing Co.: New Delhi.
10. Golembiewski, 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 Development Administration* N.C. Duke University Press : Durham.
16. Rmd, Rstvindra D., 1989, *Administrative Thinkers*; (Ed) Sterling Publishers : New Delhi.
17. Saxena, D. R., 1987. *Ombudsman (LOK PAL) Redress of Citizens' Grievances in India*; Deep & Deep Publications: New Delhi.
18. Sharkansky, Ira, 1978. *Public Administration-Policy Making in Conventional Agencies*; Wadsworth Publishing Company: Chicago.
19. Sharma, 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 Sharma, S.K. (eds); 1983. *Development Administration*: IIPA : New Delhi.
23. Weidner, Edward, (ed., 1970. *Development Administration in Asia*; N.C. Duke University Press: Durham.

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
RESEARCH METHODOLOGY
(Theory)**

Semester-IV

Code:

Credit: 5

LEARNING OBJECTIVES :

- To gathering knowledge about the methods and process of social science Research.
- Acquiring information regarding to research design and types of research.
- To know how the relevant data can be collected and processed.
- The students to be fairly confident to understand and executing small and simple research projects.

UNIT – I INTRODUCTION :

The meaning, nature and scope of social science research- pure and applied Research – problems in social sciences research- ethics and values in Social science research.

UNIT – II METHODS AND PROCESS :

Methods of social science research: historical, comparative and descriptive methods- Hypothesis- concepts – variables.

UNIT – III RESEARCH DESIGN AND TYPES OF RESEARCH :

Research design- types of research; exploratory- descriptive-experiment-Content analysis.

UNIT – IV COLLECTION OF DATA AN ANALYSIS :

Collection and analysis of data; sampling method- observation- survey-Case study- questionnaire and interview method- statistics and its use in Social science research- computer and its applications- SPSS.

UNIT – V RESEARCH REPORT :

Research report: purpose – content- style and presentation- footnotes and Endnotes- tables and figures- bibliography- appendices- plagiarism.

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

FOCUS GROUP DISCUSSION :

Combination of Qualitative and Quantitative

REFERENCES :

1. William Goode, J.& Paul Hatt, methods in social research, Singapore, McGraw-Hill,1962.
2. Wilkinson & Bhandarkar, Methodology and techniques of social Research, Himalayas publishing, 1997.
3. Alan Bryman , social research methodology., New York: Oxford university press, 2008.
4. Mats Alvesson and Kaj Skoldbeny, research methodology, Sage publication ltd.2000.
5. Ghosh, B.N. scientific method and social research, New Delhi: Sterling publishers pvt.ltd.,2003.
6. Gupta, A.K. and R. Singh, research methodology, New Delhi, Vayu education of India, 2009.
7. Dr. O.R. Krishnaswami, Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai, 1999.
8. TamilannalEram, Periyakaruppan & M.S Lakkuvanan, An Introduction To Research Methodology (Tamil Book) Meenachi Puthaka Nilayam, Madurai 2004
9. Dr. V.K Dube, Research Methodology in Political Science, Omega Publications, New Delhi, 2015.
10. Paul K. Half, Methods in Social Research, Surjeet Publications, 2006.

COURSE OUTCOMES :

After studying the course the students should be able to

- Gain knowledge of various research designs.
- Understand role and significance of research methods.
- Know about the research report.
- Gain knowledge methods and process of research.
- Understand the main concepts of research methodology.

Second Year

**CORE COURSE-XI
ADMINISTRATIVE LAW
(Theory)**

Semester-IV

Code:

Credit: 5

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 – Public Administration and Administrative Law – Growth of Administrative Law – Droit Administratif – Constitutional Law and Administrative Law – Rule of Law and Administrative Law.

UNIT –II DELEGATED LEGISLATION :

Delegated Legislation – Meaning – Growth of Delegated Legislation – Types of Delegated Legislation – Henry VIII Clause – Control over delegated legislation.

UNIT – III ADMINISTRATIVE TRIBUNAL :

Administrative Tribunal: Meaning, characteristics and growth – Administrative tribunals in India – Courts, Administrative tribunals and Green Bench- Natural justice – Principles of Natural justice - Doctrine of bias – Types of bias – Audi Altrem Partem – Meaning and definition of Notice – Hearing .

UNIT – IV ADMINISTRATIVE DISCRETION :

Administrative Discretion – Classification of Administrative Actions – Judicial Control over Administration – Constitutional Remedies: Writs – Ordinary Remedies – Restriction on Remedies.

UNIT – V CENTRAL VIGILANCE COMMISSION :

Ombudsman in India – Lokpal and Lokayuktha – Central Vigilance Commission – People’s court and Public Hearing – Public Interest Litigation: Meaning and Characteristics.

**UNIT – VI CURRENT CONTOURS (For Continuous Internal Assessment only) :
PEOPLES COURTS :**

Statutory Inquires – Statutory and other remedies- People’s court and Public Hearing – Public Interest Litigation

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.RandC.F.Forsyth-Administrativelaw,OUP new Delhi2008.
8. S.P Sathe ,Administrative Law,1974
9. Basu.D.D.-Administrative Law. Prentice Hall of India Pvt.Ltd. NewDelhi, 1986.
10. Lecturers on Administrative Law, Eastern Book Company,Lucknow, 2001

COURSE OUTCOMES :

After completion the course students will be able

- To differentiate the constitutional law with Administrative Law
- To explain the administrative tribunal
- To evaluate the scope of administrative law
- To analyse judicial control over administration
- To understand the concept of delegated legislation.

Second Year

**ENTREPRENEURSHIP/
INDUSTRY BASED COURSE
FUNDAMENTALS OF ENTREPRENEURSHIP
(Theory)**

Semester-IV

Code:

Credit: 5

COURSE OBJECTIVES :

- To introduce and make Students understand the fundamentals of entrepreneurship.
- Tracing the evolution of entrepreneurial process.
- To develop an ability to become an entrepreneur.

UNIT – I INTRODUCTION :

Nature and development of entrepreneurship; Entrepreneurial process; Ethics and responsibilities of entrepreneurs; Role of entrepreneurship in economic development of a developing nation like Nepal; Promoting entrepreneurship in Nepal.

UNIT – II INTENTIONS :

Entrepreneurial Intention to act entrepreneurially; Entrepreneurs' background and characteristics; Role models and support system; Entrepreneurial intentions within existing organizations; Managerial versus entrepreneurial decision making; Establishing corporate entrepreneurship in organization.

UNIT – III ENTREPRENEURIAL STRATEGY :

New entry; Generation of new entry opportunity; Entry strategy for new entry exploitation; Risk reduction strategy for new entry exploitation.

UNIT – IV CREATIVITY AND BUSINESS :

Creativity process; Ideas from trends analysis; Common sources of new venture ideas; Methods of generating ideas and solving problems; Creativity, innovation and entrepreneurship; Innovation: concept, types and classification of Entrepreneurial new products; innovation; Opportunity recognition; Product planning and development process; e-Commerce and business start up.

UNIT – V IDENTIFYING AND ANALYSING OPPURTUNITIES :

Opportunity recognition and opportunity assessment plan; Information sources; Sources of information for start-up entrepreneurs in Nepal; Nature and significance of international entrepreneurship; Domestic versus international entrepreneurship; Technological environment; Culture; Available distribution system; Motivation to go global; Strategic effects of going global; Foreign market selection; Entrepreneurial entry strategies; Entrepreneurial partnering; Barriers to international trade; Implications for global entrepreneurs

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

ECO EFICIENCY AND ECOPRENEURSHIP :

Eco efficiency and Ecopreneurship

REFERENCES :

1. Barringer, B. R. and Ireland, R. D. Entrepreneurship: Successfully Launching New Ventures. Pearson Education, New Delhi.,2018
2. Roy, R. Entrepreneurship. Oxford University Press, New Delhi.,2011
3. Blundel, R, and Lockett, N. Exploring Entrepreneurship: Practices and Perspectives. Oxford University Press, New Delhi.,2017
4. Kuratko, D. F. and Rao, T. V. Entrepreneurship: A South-Asian Perspective. Cengage Learning, New Delhi.,2012
5. Think and grow rich by napoleon hill,1937
6. The war of art by steven pressfield,2011
7. The four-hour workweek by timothy ,2007
8. Ferris taxmann’s fundamentals of entrepreneurship,2017
9. Varshney fundamentals of entrepreneurship,2019
10. Entrepreneurship and project planning by T.Rajesh,2021

COURSE OUTCOMES :

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

- Understand the various entrepreneurial strategies
- Enhance his/her knowledge about opportunities of entrepreneurs in today’s society.
- Gain knowledge about the importance of contributions of entrepreneurship in economic development
- Understand the legal issues relating to intellectual property licensing, and contracts.
- Critically read and analyze business plans; Comprehend issues of entrepreneurship.

Code:

Credit: 5

Each candidate shall be required to take up a Project Work and submit it at the end of the final year. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the student in the beginning of the final year. A copy of the Project Report will be submitted to the University through the Head of the Department on or before the date fixed by the University.

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

ASSESSMENT /EVALUATION /VIVA-VOCE:**1. PROJECT REPORT EVALUATION (Both Internal & External):**

- | | |
|--|------------|
| I. Plan of the Project | - 20 marks |
| II. Execution of the Plan/collection of Data / Organisation of Materials / Hypothesis, Testing etc and presentation of the report. | - 45 marks |
| III. Individual initiative | - 15 marks |

2. VIVA-VOCE / INTERNAL& EXTERNAL - 20 marks**TOTAL** - 100 marks**PASSING MINIMUM:**

Project	Vivo-Voce 20 Marks 40% out of 20 Marks (i.e. 8 Marks)	Dissertation 80 Marks 40% out of 80 marks(i.e. 32 marks)
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A candidate shall be declared to have passed in the Project work if he/she gets not less than 40% in each of the Project Report and Viva-voce but not less than 50% in the aggregate of both the marks for Project Report and Viva-voce.

A candidate who gets less than 40% in the Project must resubmit the Project Report. Such candidates need to defend the resubmitted Project at the Viva-voce within a month. A maximum of 2 chances will be given to the candidate.

Second Year

**VALUE ADDED COURSE-II
REPORT AND EDITING**

Semester-IV

Code:

(Theory)

Credit: 2

COURSE OBJECTIVES :

- This unit is aimed at introducing the students to the world of journalism- news and its handling in context of print media.
- It deals with basic news elements, news structure as also the newsroom set up.
- The student is to be taught about agency and magazine journalism.
- Editing is an integral part of this unit.

UNIT – I HISTORY OF JOURNALISM :

Journalism in pre-independence era in India-Role of English and vernacular press during freedom struggle-Growth of journalism post independence

UNIT – II GROWTH AND DEVELOPMENT OF PRESS :

Emergence of newspapers, magazines and publication houses-Emergence and growth of Indian news agencies

UNIT – III THE NEWS ROOM SET-UP :

Various departments in Editorial set-up-Hierarchy in the Newsroom-Qualities and responsibilities of a reporter-Sources and beats

UNIT – IV NEWS REPORTING :

What is News, News Value and Sources of News-Basic elements of News-Writing a News Report Types of leads & Body text-Interviewing skills required for reporting-Types of Reporting

UNIT – V EDITING NEWS :

Role and functions of desk-Role of copy editor-Electronic Copyediting-Rewriting-Writing Headlines and captions-Understanding the importance of style guides-Newspaper design & Layout

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

TYPOGRAPHY :

Typography-type families, classification of typefaces and printing processing

REFERENCE BOOKS :

1. Agarwal, S.K., A Handbook of Journalism and Editorial Excellence, New Delhi, MittalPublications, 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. Guide to report writing by Michael Netzley,2016
9. Excellent editing: The writing process by William Bernhardt,2016
10. Fundamentals of report and editing by Dr.Ambrish Saxena,2007

LEARNING OUTCOMES :

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

- Understand the various departments in Editorial set-up.
- Enhance his/her knowledge about news reporting.
- Gain knowledge about the importance of news editing.
- Understand the historical growth of Journalism
- Critically read and analyze Typography.
