



MANONMANIAM SUNDARANAR UNIVERSITY

TIRUNELVELI – 12

M.A. Public Administration

TAMILNADU STATE COUNCIL FOR HIGHER EDUCATION,

CHENNAI – 600 005

FROM THE ACADEMIC YEAR 2023 – 2024

TANSICHE REGULATIONS ON LEARNING OUTCOMES-BASED CURRICULUM FRAMEWORK FOR POST-GRADUATE EDUCATION	
Programme:	M.A. PUBLIC ADMINISTRATION
Programme Code:	
Duration:	2 YEARS
Programme Outcomes:	<p>PO1: Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of one or more disciplines that form a part of an undergraduate Programme of study</p> <p>PO2: Communication Skills: Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.</p> <p>PO3: Critical thinking: Capability to apply analytic thought to a body of knowledge; analyse and evaluate evidence, arguments, claims, beliefs based on empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development.</p> <p>PO4: Problem solving: Capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of nonfamiliar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.</p> <p>PO5: Analytical reasoning: Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyze and synthesize data from a variety of sources; draw valid conclusions and support them with evidence and examples and addressing opposing viewpoints.</p> <p>PO6: Research-related skills: A sense of inquiry and capability for asking relevant/appropriate questions, problem arising, synthesising and articulating; Ability to recognise cause-and-effect relationships, define problems, formulate hypotheses, test hypotheses, analyse, interpret and draw conclusions from data, establish hypotheses, predict cause-and effect relationships; ability to plan, execute and report the results of an experiment or investigation</p> <p>PO7: Cooperation/Teamwork: Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team</p>

	<p>PO8: Scientific reasoning: Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence, and experiences from an open-minded and reasoned perspective.</p> <p>PO9: Reflective thinking: Critical sensibility to lived experiences, with self-awareness and reflexivity of both self and society.</p> <p>PO10 Information/digital literacy: Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data.</p> <p>PO 11 Self-directed learning: Ability to work independently, identify appropriate resources required for a project, and manage a project through to completion.</p> <p>PO 12 Multicultural competence: Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups.</p> <p>PO 13: Moral and ethical awareness/reasoning: Ability to embrace moral/ethical values in conducting one’s life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one’s work, avoid unethical behaviour such as fabrication, falsification or misrepresentation of data or committing plagiarism, not adhering to intellectual property rights; appreciating environmental and sustainability issues; and adopting objective, unbiased and truthful actions in all aspects of work.</p> <p>PO 14: Leadership readiness/qualities: Capability for mapping out the tasks of a team or an organization, and setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.</p> <p>PO 15: Lifelong learning: Ability to acquire knowledge and skills, including learning how to learn, that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of workplace through knowledge/skill development/reskilling</p>
Programme Specific Outcomes:	<p>PSO1 – Placement: To prepare the students who will demonstrate respectful engagement with others’ ideas, behaviours, beliefs and apply diverse frames of reference to decisions and actions.</p>

	<p>PSO 2 - Entrepreneur: To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate start-ups and high potential organizations</p> <p>PSO3 – Research and Development: Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development.</p> <p>PSO4 – Contribution to Business World: To produce employable, ethical and innovative professionals to sustain in the dynamic business world.</p> <p>PSO 5 – Contribution to the Society: To contribute to the development of the society by collaborating with stakeholders for mutual benefit</p>
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CREDIT DISTRIBUTION - M. A. PUBLIC ADMINISTRATION

Revised Course Structure

FIRST YEAR - SEMESTER-I

Part	List of Courses	Credits	No. of hours
	Core Course – I –Principles of Public Administration	5	7
	Core Course – II – Administrative Thought	5	7
	Core Course – III – Essentials of Constitution of India	4	6
	Elective Course – I – Dynamics of Development	3	5
	Elective Course – II – Social Entrepreneurship	3	5
		20	30

SEMESTER I**PRINCIPLES OF PUBLIC ADMINISTRATION**

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CI A	External	Total
	Principles of Public Administration	Core	Y	-	-	-	5	7	25	75	100
Course Objectives											
C1	To identify the important elements of Public Administration										
C2	To demonstrate how the principles enable efficient and effective public services										
C3	To analyse the basic concepts and dynamics relating to public organization										
C4	To depict the importance of human and financial resources for Public Administration										
C5	To evaluate the various control mechanisms in Public Administration										
UNIT	Content								No. of Hours		
I	Introduction Public Administration: Meaning, Nature, Scope and Significance – Public and Private Administration – Public Administration and its relation with subjects in Social Science – Concept of Organization, Management and Administration								6		
II	Principles of Organization – Origin, Nature and Objectives of Organization – Planning – Division of Work – Hierarchy – Co-ordination – Span of Control – Line and Staff Agencies								6		
III	Bases and Theories of Organization – Purpose, People, Place and Process Theories – Classical – Behavioural - Ecological								6		
IV	Personnel Administration: Recruitment, Training and Promotion Financial Administration: Principles of Budget – Preparation – Enactment – Execution – Accounting and Auditing								6		

V	Administrative Control and Accountability – Legislative, Executive and Judicial Control	6
	Total	30
	Course Outcome	Programme Outcomes
CO	On completion of this course, students will learn	
1	To recognise the concepts related to principles of administration	PO1
2	To analyse the effective application of principles and approaches to diagnose and solve organizational problems and develop optimal managerial decisions.	PO1, PO2
3	To be familiar with the dynamics of organization, management and administration	PO4, PO6
4	To exhibit the new horizons of Public Administration	PO4, PO5, PO6
5	To gauge the gap between theory and practice in Public Administration	PO3, PO8
	Text Books	
1	D.Ravindra Prasad & Y. Pardhasaradhi (eds..) Public Administration: Concepts, Theories and Principles(Eng), Telugu Akademi, Hyderabad, 2011.	
2	Avasthi and Maheswari, Public Administration, (30th Edition), Lakshmi Narayan Agarwal, Agra, 2010.	
3	Rumki Basu, Public Administration: Concepts and Theories (5 th Revised), Sterling Publishers, New Delhi, 2004.	
4	A.K. Tripathi, Principles of Public Administration, Murali Lal & Sons, 2008.	
	Reference Books	
1	W.F. Willoughby, Principles of Public Administration, Brooking Institutions, 1929.	
2	S.R. Nigam, Principles of Public Administration, Kitab Mahal, 1974.	
3	Avasthi & Avasthi, Public Administration in India, Lakshmi Narayan Agarwal, Agra, 2012.	
4	M. Laxmikanth, Public Administration, Tata McGraw Hill, New Delhi, 2017.	
5	H. George Frederickson, New Public Administration, The University of Alabama Press, Alabama, 1980.	
	Web Resources	
1	https://www.britannica.com/topic/public-administration/Principles-of-public-administration	
2	https://onlinecourses.swayam2.ac.in/cec22_hs03/preview	

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

ADMINISTRATIVE THOUGHT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Administrative Thought	Core	Y	-	-	-	5	7	25	75	100
Course Objectives											
C1	To introduction to the discipline of Public Administration										
C2	To acquaint with the main administrative ideas of major administrative thinkers										
C3	To classify and interpret the contributions made by these thinkers to the administrative thinking.										
C4	To gain deep insight and understanding about the administrative thoughts.										

C5	To know the administrative theories and concepts to make sense of administrative practices.	
UNIT	Content	No. of Hours
I	Administrative Theory: Concept, significance and importance of Theory - Evolution and Emerging Trends in Administrative theory. Dichotomy Theorists: Woodrow Wilson: Politics - Administration Dichotomy, Frank Goodnow: American Public Administration	6
II	Indian Theorists: Kautilya – Arthashastra, Thiruvalluvar – Governance and Management, Ambedkar – The Constitution of India Classical Theorists: Fredrick Winslow Taylor: Scientific Management theory, Henry Fayol: Foundations of Management, Luther Gullick and LyndallUrwick: Science of Administration	6
III	Human Relations Theorists: Elton Mayo Human Relations Movement, M.P. Follet: Constructive Conflict and Leadership Bureaucratic Theorists: Max Weber: Bureaucracy, Karl Marx: State and Bureaucracy	6
IV	Behavioural Theorists: Chester Barnard: Formal and Informal Organisations and Functions of the Executive, Herbert Simon: Administrative Behaviour and Decision Making, Chris Argyris: Organizational development Management & Leadership Theorists: Rensis Likert: Organizational structure and Management Practices, P.F. Drucker: Management by Objectives	6
V	Motivation Theorists: Abraham Maslow: Need Hierarchy Theory, Douglas McGregor: Motivation and Human Behaviour, Fredrick Herzberg: Motivation Studies and Job Enrichment Modern Theorists and Writers on Administration: Y.Dror: Public Policy, F.W. Riggs: Administrative Models, Dwight Waldo: The Administrative State and Future of Administration, Christopher Hood's NPM.	6
	Total	30
	Course Outcome	Programme Outcomes
CO	On completion of this course, students will learn	
1	To recall the various administrative theories and concepts	PO1
2	To compare and contrast the contributions by Indian and Classical thinkers	PO1, PO2
3	To develop an understanding of the contributions of human relations and behavioural thinkers	PO4, PO6
4	To comprehend the contributions of management and leaderships theorists	PO4, PO5, PO6

5	To synthesize the contributions of modern theorists and writers on administration	PO3, PO8
	Text Books	
1	Ravindra Prasad, V.S.Prasad and Sathya Narayana, <i>Administrative Thinkers</i> , Sterling Publishers Pvt. Ltd., New Delhi, 2011.	
2	Maheshwari. S.R., <i>Administrative Thinkers</i> , Macmillan Publications, New Delhi, 2014.	
3	Fadia. B.L., Kuldeep Fadia, <i>Public Administration-Administrative Theories And Concepts</i> , Sahityabhawan Publications, New Delhi, 2010	
4	Ashok Kumar, <i>Administrative Thinkers</i> , Saurabh Publishing House, New Delhi, 2008.	
5	Rakesh Hooja , Ramesh K Arora , <i>Administrative Theories: Approaches, Concepts and Thinkers in Public Administration</i> , Rawat Publications, New Delhi 2007.	
	Reference Books	
1	Luther Gulick&LyndallUrwick (eds.), <i>Papers on Science of Administration</i> , New York Institution of Public Administration, New York, 1937.	
2	Goel, S.L, <i>Public Administration: Theory and Practice</i> , New Delhi, Deep and Deep, 2003.	
3	Hoshiar and Pradeep Sachdeva, <i>Administration Theory</i> , Kitab Mahal Publications Allahabad, 2005.	
4	Sapru. R.K., <i>Administrative theories and Management Thought</i> , India Learning Pvt. Ltd, New Delhi. 2013.	
5	AmitaiEtzioni, <i>Modern Organisation</i> , Englewood Cliffs, N.J., Prentice-Hall, New Jersey, 1964.	
	Web Resources	
1	https://www.tandfonline.com/loi/madt20	
2	https://global.oup.com/academic/product/journal-of-public-administration-research-and-theory-14779803	
3	https://onlinelibrary.wiley.com/journal/14679299	

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

ESSENTIALS OF CONSTITUTION OF INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									C	External	Total
	Essentials of Constitution of India	Core	Y	-	-	-	4	6	25	75	100
Course Objectives											
C1	Gain insights on the constitutional design of state structures and institutions										
C2	Illustrate the various institutions of the union and states										
C3	Develop the ability to understand the working of the Indian Constitution										

C4	Categorize the role and functions of the administrative machineries at the Union and the State Level	
C5	Examine the significance of the Constitutional and Non-Constitutional Bodies.	
UNIT	Content	No. of Hours
I	Introduction: Historical Background – Constituent Assembly of India – Philosophical Foundations of the Indian Constitution – Preamble – Fundamental Rights – Directive Principles of State Policy – Fundamental Duties – Citizenship including provisions of the Indian Citizenship Act, 1955 – Constitutional Remedies for Citizens	6
II	Union Government: President – Vice President – Prime Minister – Cabinet – Parliament – Supreme Court of India – Judicial Review	6
III	State Government: Governor – Chief Minister – Cabinet – State Legislature – Judicial system in States – High Courts and other Subordinate Courts.	6
IV	Constitutional Bodies: Election Commission – Union Public Service Commission- State Public Service Commission – Finance Commission – National Commission for SC/ST – Comptroller and Auditor General – Attorney General of India – Advocate General of India. Non Constitutional Bodies : Planning Commission – National Development Council– National Human Rights Commission – State Human Rights Commission -Central Information Commission – State Information Commission – Central Vigilance Commission – Central Bureau of Investigation – Lokpal and Lok Ayukta	6
V	Constitutional Functions: Indian Federal System – Centre State Relations – President’s Rule – Constitutional Amendments – Assessment of the working of the Parliamentary system in India.	6
	Total	30
	Course Outcome	Programme Outcomes
CO	On completion of this course, students will learn	
1	Enumerate the origin, and evolution of the Indian constitution.	PO1
2	Interpret the manner in which government functions through its various organs.	PO1, PO2
3	Measure and justify division of power between various organs of	PO4, PO6

	the government at different levels.	
4	Develop an understanding on the Constitutional and non-constitutional bodies.	PO4, PO5, PO6
5	Compare and contrast the working of the administrative machineries at the Union and the State level.	PO3, PO8
6	Understand the division of powers in Indian federal set-up and its asymmetrical federal arrangements	
	Text Books	
1	Bidyut Chakrabarty and Prakash Chand, "Indian Administration: Evolution and Practice", Sage Publications India Pvt., Ltd., 2016.	
2	Durga Das Basu, Introduction to the Constitution of India, Prentice Hall of India, New Delhi, 2014.	
3	M. Laxmikanth, "Indian Polity", Mc. Graw Hill, 7 th edition	
4	A. Thiruvengadam, The Constitution of India, A Contextual Analysis, Oxford Press, New Delhi, 2017.	
5	M. Khosla, The Indian Constitution, Oxford University Press, New Delhi, 2012.	
	Reference Books	
1	Madhav Khosla, " <i>India's Founding Moment – The Constitution of a Most Surprising Democracy</i> ", Maurice and Lula Bradley Smith Memorial Fund, 2020	
2	Granville Austin, " <i>The Indian Constitution, Cornerstone of a Nation</i> ", Clarendon Press, ed. 2020.	
3	S.K. Chaube, The Making and Working of the Indian Constitution, New Delhi: National Book Trust, 2010.	
4	S. Kashyap, Our Constitution: An Introduction to India's Constitution and Constitutional Law, National Book Trust, New Delhi, 2017.	
5	M.P.Singh and RekhaSaxena, Federalising India in the Age of Globalisation, Primus Books, New Delhi, 2013.	
	Web Resources	
1	https://legislative.gov.in/sites/default/files/COI.pdf	
2	https://vikaspedia.in/education/interactive-resources/indian-constitution-resources	
3	https://www.constitutionofindia.net/about-us	
4	https://constitutionnet.org/vl/item/basic-structure-indian-constitution	

5	https://indiacode.nic.in/
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Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

DYNAMICS OF DEVELOPMENT

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Dynamics of Development	Elective	Y	-	-	-	3	5	25	75	100
Course Objectives											
C1	To enable the students to appreciate the different perspectives and approaches to the developmental process.										
C2	To map and examine the contours of Development.										
C3	To deduce the importance and need for the Development Administration in the developing countries and more particularly in India.										

C4	To familiarize the students with different approaches to development and their characteristics.	
C5	To analyse the significance of Human Development Index and synthesize with the study of Development economics	
UNIT	Content	No. of Hours
I	INTRODUCTION : Meaning, nature and scope of Dynamics of Development – Significance of Dynamics of Development - Evolution and role of development economics - ‘Development Dynamics: Role of market in Development, Role of community in Development	4
II	CONTEXT OF DYNAMICS OF DEVELOPMENT : Context of Development – Changing nature of Development - ‘Development Processes : Theoretical Perspectives - Development Approaches and Development Strategies’	4
III	CONCEPT OF DEVELOPMENT: Changing profile of development– Strong State Versus the market debate –‘Social and Cultural Dynamics of Development’ Emerging concepts of social and cultural development, social development theory, social development index, cultural obstacles to economic development, social aspiration in the determinants of development and social development principles.	4
IV	DEVELOPMENT AGENCIES: Development Agencies’ - National and International agencies in development. Role of Government Agencies- Role of Financial and Non Financial Institutions- Role of Multilateral and Bilateral International Agencies- Role of the United Nations Agencies	4
V	SUSTAINABLE DEVELOPMENT: UN Sustainable Development Goals – India and SDG - Human Development – Gender Development – Self help group movement- Entrepreneurship	4
	Total	20
	Course Outcome	Programme Outcomes
CO	On completion of this course, students will learn	
1	To identify and recognise the basics of development, its approaches and the need for sustainable development	PO1
2	To acquire conceptual and theoretical understanding of development process including the ecological and post-globalization contexts	PO1, PO2
3	To understand the need for Development, Sustainable	PO4, PO6

	Development Goals and Development Indicators	
4	To know about the significance of dynamics of development and learn that development is a dynamic concept.	PO4, PO5, PO6
5	To familiar with the main actors who play important roles in the developmental process	PO3, PO8
	Text Books	
1	Paleker, S.A. Development Administration, PHI Learning, New Delhi, 2012.	
2	Adam Szirmai, (2005). The Dynamics of Socio-Economic Development: An Introduction. Cambridge University Press, 2005	
3	Manoranjan Sarkar, Dynamics of Development Administration, Wisdom Press, New Delhi, 2014.	
4	Jan NederneenPieterse, Development Theory: Deconstruction/Reconstruction, Vistaar Publications, New Delhi, 2002.	
5	R.K. Sapru, Development Administration, Sterling Publishers Limited, New Delhi, 2012.	
	Reference Books	
1	Sen, Amartya, Development as Freedom, Anchor Books, New York, 1999.	
2	Fred Riggs, Frontiers of Development Administration, Duke University Press, Durham, 1970.	
3	The World Bank, Engendering Development, Washington D.C: The World Bank, 2001.	
4	The World Bank, Sustainable Development in a Dynamic World, World Development Report – 2003 Washington D.C: The World Bank, 2003.	
5	S. K. Sharma (ed.), Dynamics Of Development: An International Perspective, Concept Publications, New Delhi, 1978.	
	Web Resources	
1	www.tutor2u.net/economics/content/topics/development/development-approachesstate.htm.	
2	http://publicadministrationtheone.blogspot.com/dynamics of development	
4	https://worldbank.org/development indicators	
5	https://egyankosh.ac.in ›	

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Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

SOCIAL ENTREPRENEURSHIP

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Social Entrepreneurship	Elective	Y	-	-	-	3	5	25	75	100
Course Objectives											
C1	To promote entrepreneurial spirit and aspire for social change.										
C2	To prepare professionally for meaningful social engagement										
C3	To create entrepreneurship mindset among the students										

C4	To launch social entrepreneurship projects which have high-potential of significant positive social impact	
C5	To improve consulting skills, including project planning, issue analysis, formulation of strategic and tactical recommendations and client relationship management.	
UNIT	Content	No. of Hours
I	Social Entrepreneurship: Definition, Relevance and Importance, difference between Business Entrepreneurship and Social Entrepreneurship, Social Engagement & Forms, Mapping the Social Entrepreneurship Ecosystem, Ideas and Opportunities	4
II	Types of Social Entrepreneurship: Community Social Entrepreneur, Non-Profit Social Entrepreneur, Transformational Social Entrepreneur, Transformational Social Entrepreneur	4
III	Social Entrepreneurship Skills: Experiential Learning for the Social Entrepreneur, Sustainable Development & Social Entrepreneurship, Assessing social change opportunities and designing social change ventures to meet unmet needs.	4
IV	Being a Social Entrepreneur: Vision Characteristics, Challenges and Issues of a Social Entrepreneur, Structuring your social change ventures and other organization considerations	4
V	Social Entrepreneurship and Innovation: Market and industry analysis, Structuring your social change, ventures and other organization , Launch, Growth and Goal Attainment	4
	Total	20
	Course Outcome	Programme Outcomes
CO	On completion of this course, students will learn	
1	To learn how to address social problems and transform society	PO1
2	To learn to apply social entrepreneurship skills to address social problems.	PO1, PO2
3	To apply the theoretical and experiential understanding of concepts, strategies and tools of social entrepreneurship	PO4, PO6
4	To create new patterns and possibilities for employment generation through social entrepreneurship.	PO4, PO5, PO6
5	To assess the strengths and limitations of social entrepreneurship in addressing social problems	PO1
	Text Books	

1	S.S. Khanka, Entrepreneurship in India: The next big perspective and practice, Akansha publishing House, New Delhi, 2009
2	Kaliyamoorthy and Chandrasekhar (Ed), Entrepreneurial Training: Theory and Practice, Kanishka Publishers, New Delhi, 2007.
3	Roy Rajeev, Entrepreneurship (ed.2), Oxford University Press, New Delhi, 2011.
4	Gopalkrishnan, The Entrepreneur's Choice: Cases on Family Business in India, Routledge Taylor & Francis Group, New Delhi, 2014.
5	Robert Hisrich, Michael Peters and Dean Shepherd, Entrepreneurship, Tata Mc Graw-Hill Publishing Company Limited, New Delhi, 2009.
Reference Books	
1	EDII "Faculty and External Experts – A Hand Book for New Entrepreneurs Publishers, Entrepreneurship Development" Institute of India, Ahmadabad, 1986.
2	Philips, Bonefiel and Sharma, Social Entrepreneurship, Global Vision Publishing House, New Delhi, 2011
3	Banks Ken, Peter Gabriel, Bill Drayton, Social Entrepreneurship and Innovation: International Case Studies and Practice, Kogan Page, 2016
4	Chahine, T., Introduction to Social Entrepreneurship., FL: CRC Press, Boca Raton, 2016.
5	Keohane, G. L., Social entrepreneurship for the 21st century: Innovation across the nonprofit, private and public sectors., NY: McGraw Hill, New York, 2013.
Web Resources	
1	http://ec.europa.eu/eurostat
2	www.sel.org.uk
3	https://www.researchgate.net/publication/259923145_Social_Entrepreneurship_in_India_An_Exploratory_Study
4	https://www.ijert.org
5	https://en.wikipedia.org ›
6	https://www.socialinnovationacademy.org/about-us

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Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

FIRST YEAR - SEMESTER-II

Part	List of Courses	Credits	No. of hours
	Core Course – IV – Indian Government and Administration	5	6
	Core Course – V- Public Policy in India	4	6
	Core Course – VI – Public Financial Administration	4	6
	Elective Course – III – Disaster Management	3	4
	Elective Course – IV – Administrative Behaviour	3	4
	Skill Enhancement Course [SEC] – I – Public Opinion and Survey Research	3	4
	Internship* / Industrial Activity	-	-
		22	30

* Internship during Summer Vacation. The Credits shall be awarded in Semester – III Statement of Marks

SEMESTER II

INDIAN GOVERNMENT AND ADMINISTRATION

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Indian Government and Administration	Core	Y	-	-	-	5	6	25	75	100
Course Objectives											
C1	To critically examine the structures of Indian government system										
C2	To identify the core features of government of India										
C3	To describe the nature of Indian Administrative system										
C4	To substantiate how effective government enables good governance										
C5	To exhibit the strategies to reform the system										
UNIT	Details									No. of Hours	
I	Introduction: Kautilya's Arthashastra, Mughal administration, Legacy of British rule in politics and administration – Evolution of Indian Administration in the Colonial Period - Post Independence Indian Administration.									6	

II	Union Administration: Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Ministries and departments, Boards and Commission State Administration: State Secretariat, Chief Secretary, Directorates. District Administration: Changing role of the Collector, Union-State local relations, District administration and democratic decentralization- Urban and Rural Administration in India.	6
III	Reinventing Government: Reforms-Bureaucratic Re-engineering-Strategies for reform. Examining the Principles of Administration: New Administrative initiatives, Efficiency, Effectiveness-Equity and Fairness-Reversibility-Transparency & Accountability, Civil service neutrality, Civil service activism.	6
IV	Modeling government Actions: Government capacity-Government actions- Rhetoric Nudge - Changing Incentives - Umpiring-Changing Ownership-Unpacking Regulation-Role of a regulator-Regulatory Independence - Government as a market player - Market making	6
V	Issues in Indian Administration: Administrative reforms in India: Major Committees and Commissions, Generalist Vs Specialists. Major Debates – Centralization Vs Decentralization; Inter-State Water Disputes; Corruption and Accountability; Peoples' Participation – Regulatory Commissions - Values and Ethics in administration	6
	Total	30
	Course Outcome	Programme Outcomes
CO	On completion of this course, students will learn	
1	To trace the evolution of administrative systems of India.	PO1
2	To analyse and discuss the role of the bureaucrats and illustrate the functions and responsibilities of the executive in the Indian administrative system.	PO1, PO2
3	To gain knowledge on the significance of civil service, the constitutional provisions, recruitment, and training methods.	PO4, PO6
4	To elucidate the role of Police and defence services in Indian government	PO4, PO5, PO6
5	To have conceptual clarity of approaches, government framework of administration in India	PO3, PO8
	Text Books	
1	Chakrabarty Bidyut, Prakash Chand, Indian Administration: Evolution and Practice, Sage Publications, India,2016	
2	Fadia B.L., Kuldeep Fadia, Public Administration – Administrative Theories and Concepts, Sahitya Bhawan Publications, New Delhi, 2010.	
3	Maheshwari.S.R., Indian Administration, Orient Black swan Publication India, 2018	
4	Durga Das Basu , Introduction to the Constitution of India, Prentice Hall of India, New Delhi, 2021	

5	Maheswari. S. R., Administration of India, Macmillan India Ltd., New Delhi, 2003
Reference Books	
1	Bhattacharya, Mohit, New Horizon of Public Administration, Jawahar Publishers & Distributors, 2017
2	Maheshwari. S.R. Public Administration in India: The Higher Civil Service, Oxford India,
3	Singh, Hoshiar, Indian Administration, Kitab Mahal, Allahabad, 1999.
4	Arora K. Ramesh & Rajani Goyal, Indian Administration: Institutions and Issues, Vishwa Prakashan, New Delhi, 1996.
5	Sharma, Manoj, Indian Constitution, Anmol Publication Limited, 2005.
Web Resources	
1	https://www.india.gov.in/
2	https://www.india.gov.in/topics/governance-administration
3	https://www.darpg.gov.in/arc-reports
4	https://dopt.gov.in/central-secretariat-service-css-0
5	https://www.pmindia.gov.in/en/prime-ministers-office/
6	https://cabsec.gov.in/ tn.gov.in

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO / PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

SEMESTER II

PUBLIC POLICY IN INDIA

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Public Policy in India	Core	Y	-	-	-	4	6	25	75	100
Course Objectives											
C1	To introduce the fundamentals of Public Policy as a discipline										
C2	To familiarize students with several disparate Public Affairs discipline										
C3	To help them to understand the importance of Policy Research, Policy Analysis, Policy Evaluation										
C4	To respond to the contemporary Indian need for domain policy experts in areas like Rural Development, Human Development, Social Policy, Environment and e-Governance										
C5	To be able to undertake basic Policy Analysis on matters of public concern and report findings										
UNIT	Details									No. of Hours	
I	Public Policy: Concept, Significance and Approaches - Policy Analysis: Concept, Significance and Approaches - Models for Policy Analysis: Systems, Institutional, and Rational Policymaking.									6	
II	Public Policy Making: Structure and Process - Policy Making in India: Constitutional Arrangement and Role of Executive, Legislature and Judiciary - Other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass-media, Civil Society and International Agencies.									6	
III	Public Policy Implementation and Control: Role of Executive with Special reference to Bureaucracy, Legislature, Judiciary, Non-Governmental Organizations, Pressure Groups - Approaches to Policy Implementation - Major Issues and Problems in Policy Implementation.									6	
IV	Policy Evaluation: Purpose and Significance - Criteria for Evaluation: Cost-Benefit Analysis; Efficiency; Effectiveness; Equity - Forums for Policy Evaluation: Legislative and Departmental Committees - Policy Change and continuity									6	
V										6	
	Total									30	

	Course Outcomes	Programme Outcomes
CO	On completion of this course, students will learn	
1	To display a firm grasp on the study and practice of Public Policy	PO1
2	To participate in the academic discourse and engage with current practice across aspects of governance and development	PO1, PO2
3	To demonstrate the technical skills required for Policy Analysis	PO4, PO6
4	To draw on rhetorical and expositional skills in communicating analytical output	PO4, PO5, PO6
5	To recognize the influence of Policy Principles on Policy Instruments	PO3, PO8
	Text Books	
1	R.K. Sapru Public Policy, Sterling Publishers, New Delhi.	
2	Rathod, P.B, Framework of Public Policy: The Discipline and its Dimensions, Commonwealth Publishers, New Delhi.	
3	IshwarDayal and K. Mathur, Dynamics of Formulation of Policy in Government of India (Delhi: latest ed.).	
4	R.K.Sapru, Public Policy: Formulation, Implementation and Evaluation (New Delhi: Sterling, latest ed.).	
5	Rajesh Chakrabarti and Kaushiki Sanyal, Public policy in India, Oxford university Press, New Delhi, 2016.	
	Reference Books	
1	Madan, K.D. et. al. Policy Making in Government Publication (New Delhi: latest ed.).	
2	James E. Anderson Public Policy Making (New York, Praegr, latest ed.).	
3	Stuart, S. Nagel Public Policy: Goals, Means and Methods (NewYork: Martin Press, latest ed.).	
4	Kuldeep Mathur, Public Policy and Politics in India, OUP, New Delhi, 2015	
5	<u>Kuldeep Mathur</u> and <u>James Warner</u> , Policy-Making in India: Who Speaks? Who Listens? , Hindustan Publishing Corporation, 2009.	
	Web Resources	
1	https://www.amazon.in/Public-Policymaking-India-R-V-Ayyar-ebook/dp/B00AE3T7WA	
2	https://www.iipa.org.in/cms/public/page/library	
3	https://publicpolicyindia.com/	
4	https://niilmuniversity.in/coursepack/humanities/Public_Policy.pdf	
5	https://www.academia.edu/3482142/Study_of_Public_Policy_making_in_India_A_theoretical_framework	
6	http://www.wbnsou.ac.in/online_services/SLM/PG/PGPA-05-Mod-1-4.pdf	
7	https://onlinecourses.swayam2.ac.in/ugc19_hs45/preview	

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO / PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

SEMESTER II

PUBLIC FINANCIAL ADMINISTRATION

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Public Financial Administration	Core	Y	-	-	-	4	6	25	75	100
Course Objectives											
C1	To understand the current theories and practices in Financial Administration.										
C2	To gain knowledge on preparation of budget and allocation of resources on a priority basis.										
C3	To identify the contemporary issues in Public Financial Administration.										
C4	To gain knowledge on Public Financial Administration of Union, State and local governments.										
C5	To understand taxation policy, management of public expenditure, public debt and budgetary techniques and practices.										

UNIT	Details	No. of Hours
I	Introduction: Meaning, Nature, Scope and Significance of Public Financial Administration- Aspects of budgeting – Principles of Public budgeting- Contemporary approaches to public budgeting : Planning – Programming- Budgeting systems (PPBS)- Performance budgeting – Zero Base Budgeting (ZBB)- Cost – Benefit Analysis – Management By Objectives – NPM Model of Budgeting .	6
II	Budgetary Process in Comparative perspective: Constitutional provisions regarding budgeting in India--Budgetary process in India- Budgetary Process in UK, USA, France, Switzerland-Germany.	6
III	Accounting and Auditing system in Comparative perspective: Accounting and Auditing system in India – Accounting and auditing system in Great Britain- Accounting and Auditing in USA- Accounting and auditing in European countries	6
IV	Control over public expenditures in India: Comptroller and Auditor General of India: powers, functions and responsibilities-Parliamentary control over public expenditure: Standing committees of Parliament in India - Departmentally Related Standing Committees (DRSC) - Public Accounts Committee (PAC)- Estimates Committee (EC)- Committee on Public Undertaking (COPU). Public Debt of India- Monetary Policy: Role of Reserve Bank of India (RBI).	6
V	Fiscal Administration in India: Tax and Non- tax resources of the Union and the states: Direct taxes and Indirect taxes – Board of Direct taxes – Board of Indirect taxes – Goods and Services Tax- Goods and Services Tax Council (GSTC) - Grants –in-Aid system- Finance Commission- the National Institution for Transforming India (NITI AAYOG)	6
	Total	30
	Course Outcomes	Programme Outcomes
CO	On completion of this course, students will learn	
1	To gain knowledge of Monetary and Fiscal Policies and the concepts of Balance of Payments and basket of currencies	PO1, PO2
2	Analyze the budgetary process and the role of the Ministry of Finance.	PO3, PO4
3	Critically analyze the implementation of different types of budgeting systems practiced globally	PO5, PO6
4	Will gain clarity on taxing machinery and the GST process.	PO7, PO68
5	Assess the importance of Administrative, Parliamentary and Audit control over Public Expenditure.	PO9, PO10
	Text Books	

1	Thavaraj M.J.K. 1992, <i>Financial Administration in India</i> , New Delhi: S. Chand & Co.
2	Goel. S.L., <i>Public Financial Administration</i> , Deep & Deep Publications, New Delhi, 2002.
3	Batsya. K.N., <i>Financial Administration in India</i> , Haryana Sahitya Academy, Chandigarh, 1993.
4	Mukherjee, S.S. 1992, <i>Financial Administration in India</i> , New Delhi: Surjeet Publications,
5	Lal G.S., <i>Financial Administration in India</i> , Sterling Publications, New Delhi, 1998.
Reference Books	
1	Handa, K. L. 1988, <i>Financial Administration in India</i> , New Delhi: IIPA
2	Dutt, Ruddar & Sundram K.P, <i>Indian Economy</i> , New Delhi: S. Chand, 1997
3	Gupta, B N, <i>Indian Federal Finance and Budgetary Policy</i> . Chaitanya Publishing House: Allahabad 2006
4	Musgrave & Musgrave, ' <i>Public Finance in Theory and Practice</i> , McGraw Hill Book Company: New York, 1989
5	Sundharam, K.P.M., 1974. <i>Indian Public Finance and Financial Administration</i> , Fourth Edition, Sultan Chand & Sons: New Delhi.
Web Resources	
1	https://business.mapsofindia.com/india-tax/system.html
2	https://www.brainkart.com/article/Financial-Administration_40516/
3	https://www.politicalsciencenotes.com/essay/public-administration/finance-ministry-in-india-essay-finance-public-administration/13692 .
4	https://www.politicalsciencenotes.com/essay/public-administration/financial-committees-in-india-essay-public-administration/13697
5	https://www.yourarticlelibrary.com/india-2/financial-administration/financial-administration-in-india/63475
6	https://egyankosh.ac.in/bitstream/123456789/19294/1/Unit-1.pdf

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2

CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

SEMESTER II

DISASTER MANAGEMENT

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Disaster Management	Elective	Y	-	-	-	3	4	25	75	100
Course Objectives											
C1	To understand the basic concepts in disaster management and how it impacts the process										
C2	To know the dimensions and various types of disaster.										
C3	To enhance awareness of Disaster Risk Management institutional processes in India.										
C4	To be aware of the different Types and Categories of Disasters.										
C5	To understand the Challenges posed by Disasters and the role of government machinery										
UNIT	Details									No. of Hours	
I	Disaster: Meaning, Types and Historical sketch of Disasters – Risk and the Components – Dimensions of Disaster – Phases of Disaster									4	
II	Hazards: Definition - Types of hazards - Characteristic features, occurrence and impact of different types of hazards viz. natural hazards (including geo hazards) - Human induced hazards - Environmental hazards - Bio hazards - Hazard map of India.									4	
III	Vulnerability: Definition - Types of vulnerability – Physical vulnerability – Socio-economic Vulnerability - Vulnerability related to Gender and Age - Rural & Urban Vulnerability - Vulnerability analysis with special reference to India.									4	
IV	Preparedness and Action Programmes: Planning – Training – Providing Equipments – Public Awareness – Education – Media – First Aid Medical treatment – Evacuation – Treating the Hazard – Taking care of Food, Water, Health and other emergency services									4	
V	Recovery and Management: Crisis Management - Impact of disaster on development – Role of Government Agencies – NGOs – Academic Institutions – Financial institutions - Multilateral Bodies – People’s Participation									4	
	Total									20	

	Course Outcomes	Programme Outcomes
CO	On completion of this course, students will learn	
1	To build capacities for investigating the outbreak of disease epidemics during and after disaster and to prevent environmental health problems.	PO1, PO2
2	To enhance the knowledge and abilities in risk reduction strategies to prevent major casualties during disaster.	PO3, PO4
3	To analyze the relationship between Development and Disasters.	PO5, PO6
4	To prioritize Rescue and Relief operational mechanism.	PO7, PO68
5	To create opportunities to build skills to respond to disasters.	PO9, PO10
	Text Books	
1	Rajendra Kumar Pandey, Disaster Management in India, Sage Publications, New Delhi, 2020.	
2	S.L. Goel, Disaster Administration and Management: Text and Case Studies, Deep & Deep publications, New Delhi, 2007.	
3	R. Nishith, A.K. Singh, Disaster Management in India: Perspectives, Issues and Strategies, New Royal Book Company, Lucknow, 2012.	
4	Pradeep Sahani et. al. (ed.), Disaster Mitigation: Experiences and Reflections, Prentice Hall of India, New Delhi, 2002.	
5	Ayaz Ahmad, Disaster Management through the New Millennium, Anmol Publications, New Delhi.	
	Reference Books	
1	Disaster Management Guidelines, GOI – UNDP Disaster Risk Reduction Programme 2009-2012.	
2	Bryant Edwards, Natural Hazards, Cambridge University Press, Cambridge, 2005.	
3	Carter. W. Nick, Disaster Management; A Disaster Manager's Handbook, Asian Development Bank, Manila, 1991.	
4	Barrow. C.J., Developing the Environment: Problems and Management, Longman, Harlow, 1995.	
5	Bhargava, Gopal, Environmental Challenges and Ecological Disaster: Global Perspective, Mittal Publications, New Delhi, 1992.	
	Web Resources	
1	https://nidm.gov.in/	
2	https://www.researchgate.net/publication/275935187_Digital_Information_Resources_for_Disaster_Management_of_Libraries_and_Information_Centres	
3	http://sdmassam.nic.in/pdf/publication/undp/disaster_management_in_india.pdf	
4	https://ndma.gov.in/	
5	https://www.unisdr.org/2005/mdqs-drr/national-reports/India-report.pdf	
6	https://www.witpress.com/Secure/elibrary/papers/DMAN11/DMAN11008FU1.pdf	

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO / PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

SEMESTER II**ADMINISTRATIVE BEHAVIOUR**

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Administrative Behaviour	Elective	Y	-	-	-	3	4	25	75	100
Course Objectives											
C1	To provide theoretical understanding of the rational behavior of personnel in an organization										
C2	To teach and be reviewed in decision – making, communication and leadership skills										
C3	To review the views of organizational behavioral theorists										
C4	To explain the decision making and execution of decision process in administration										
C5	To authenticate hoe the functioning of administration is influenced by the behavior of the										

	personnel	
UNIT	Details	No. of Hours
I	Decision-Making with Special Reference to H. Simon: Meaning - Simon's Concept of Decision-Making, Bases or Factors, Simon's Bases of Decision-Making, Process or Stages, Simon's Stages of Decision Making, Programmed and Non- Programmed Decisions, Models.	4
II	Communication: Significance – Definition – Types – Media - Theoretical Contributions - Henry Fayol, Chester Bernard, Herbert Simon, Norbert Weiner – Process – Channels - Barriers and Problems - Elements or Principles.	4
III	Control: Definition, Process, Techniques, Theoretical Contributions: Classical Thinkers - M P Follet - Behaviouralists - Amitai Etzioni.	4
IV	Leadership Theories: Meaning, Definition, Nature, Sources, Styles, Functions, Qualities, Theories: Trait Theory, Behavioural Theory, Situational Theory.	4
V	Theories of Motivation: Meaning, Definition, Theories: Traditional Theory, Maslow's Hierarchy of Needs, Herzberg Two Factor Theory, Maslow VS Herzberg.	4
	Total	20
	Course Outcomes	Programme Outcomes
CO	On completion of this course, students will learn	
1	To obtain knowledge about theoretical contribution of prominent thinkers in the field of management and administration	PO1, PO2
2	To develop their innate professional qualities by understanding the key elements of administrative behavior.	PO3, PO4
3	To evaluate the ideas on many administrative behavioral theorists	PO5, PO6
4	To discuss the impact of motivational theories of Abraham Maslow and Frederick Herzberg on Organizational Processes today	PO7, PO68
5	To review the views of leadership traits of leaders in bureaucratic administration	PO9, PO10
	Text Books	
1	Simon, Herbert A. Administrative behavior. Simon and Schuster, 2013.	
2	D. Prasad, V.S. Prasad and P. Satyanarayana (ed), Administrative Thinkers, Sterling Publishers, New Delhi, 1995.	
3	Laxmikanth, Public Administration, Tata Mcgraw Hill, New Delhi, 2019.	
4	S.R. Maheswari, Administrative Thinkers, Mac Millan India Limited, New Delhi.	
5	Navin Mathur, Management Thought, National Publishing House, Jaipur.	
	Reference Books	
1	Anthony Tillett, Thomas Kemper and Gordon Wills (ed), Management Thinkers, Middle	

	Sex: Penguin Books, 1970.
2	Wholey, Joseph S. Monitoring performance in the public sector: Future directions from international experience. Transaction Publishers, 2007.
3	Herbert G. Hicks and Ray C. Gutlet, Organizations: Theory and Behaviour, McGraw Hill, New York.
4	P. Hersey and K.H. Blanchard, Management of Organizational Behaviour, New Delhi.
5	W.M. Newman, C. Summer and E. Warren, Management Concepts, Behaviour & Practice, Edu. Publishers, Meerut.
Web Resources	
1	https://www.jeywin.com/wp-content/uploads/2010/03/Optional-Public-Administration-4-Administrative-Behaviour.pdf
2	https://www.amazon.in/Forest-Ranger-Administrative-Behavior-Resources/dp/0801803284
3	https://www.library.illinois.edu/sshel/laboremployment/orgazizationaladmin/
4	https://www.researchgate.net/publication/341371173_Herbert_A_Simon_Administrative_Behavior_A_Study_of_Decision-
5	https://onlinelibrary.wiley.com/journal/10991379
6	https://accord.edu.so/course/material/wireless-communication-218/pdf_content

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4

SEMESTER II

PUBLIC OPINION AND SURVEY RESEARCH

Course code	Course Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
	Public Opinion and Survey Research	SEC	Y	-	-	-	3	4	25	75	100
Course Objectives											
C1	To introduce the students to the methods, theories and common core questions of public opinion research.										
C2	To explain the overview of the statistical and survey methods used to collect and analyze public opinion data.										
C3	To introduce the concepts and practices of public opinion polls in the context of democracies, with special reference to India										
C4	To familiarize the students with the principles and practice of survey research and conceptualizing and measuring public opinion using quantitative methods.										
C5	To give special attention to developing basic skills pertaining to data collection and its analysis										
UNIT	Details									No. of Hours	
I	Definition - Characteristics of Public Opinion – Significance and its Role in a democratic system – Advantages of Opinion Poll									2	
II	Review of Literature – Objectives- Hypotheses-Sources of Data – Limitations and Delimitations of Research- Concepts-Variables– Plan of the study - Appendices									2	
III	Survey and Interpreting: Types of Interview – Content Analysis – Observation Method – Case Study method – Focus Group Research method - Questionnaire – Quantitative and Qualitative Data Analysis - Prediction – Possibilities and pitfalls									2	
IV	Measuring Public Opinion with Surveys: Representing and Sampling: Meaning – Types – Random – Non – random – Need of sampling – Sampling Design – Sampling Error									2	
V	Research Report Writing- Types of Report- Contents of Report Writing- Research Report Format – Use of Computer and SPSS in Public Opinion and Survey Research - Foot Notes End Notes – Appendices - References and Bibliography – Integrity in Research – Plagiarism and other Ethical issues in Research.									2	
Course Outcomes									Programme Outcomes		
CO	On completion of this course, students will learn										

1	To substantiate the importance of public opinion in a democracy	PO1, PO2
2	To learn about the methods used for conducting surveys and interpreting survey data	PO3, PO4
3	To acquire basic skill sets related to understanding public opinion formation and conducting research through the use of sample date, framing a questionnaire, etc.	PO5, PO6
4	To explore the central theories and selected key themes in the fields of public opinion	PO7, PO68
5	To introduce students to the practice of survey research	PO9, PO10

Text Books	
1	S. Kumar and P. Rai, Measuring Voting Behaviour in India – Chapter - 1, Sage Publications, New Delhi, 2013.
2	R. Erikson and K. Tedin, American Public Opinion, 8 th edition, Pearson Longman Publishers, New York, 2011.
3	Ahuja, Ram, Research Methods, Rawat Publications, New Delhi.
4	Lokniti Team, (2004) ‘National Election Study 2004’, Economic and Political Weekly, Vol. XXXIX (51).
5	Lokniti Team (2009) ‘National Election Study 2009: A Methodological Note’, Economic and Political Weekly, Vol. XLIV (39)
Reference Books	
1	G. Gallup, (1948) A guide to public opinion polls Princeton, Princeton University Press, 1948.
2	G. Kalton, Introduction to Survey Sampling Beverly Hills, Sage Publications, 1983.
3	H. Asher, (2001) ‘Chapters 3 and 5’, in Polling and the Public: What Every Citizen Should Know, Congressional Quarterly Press, Washington DC.
4	M. McDermott and K. A. Frankovic, ‘Horserace Polling and Survey Methods Effects: An Analysis of the 2000 Campaign’, Public Opinion Quarterly, 2003.
5	Ann E. Weiss, Polls and Surveys: A Look at Public Opinion Research (An Impact Book) , Franklin Watts, 1979.
Web Resources	
1	https://guides.library.cornell.edu/polling_survey_online
2	https://researchguides.library.tufts.edu/publicopinion/websites
3	https://libguides.princeton.edu/politics/opinion/international
4	https://libraryguides.lehigh.edu/publicopinion
5	https://guides.nyu.edu/polisci/public-opinion-data
6	https://www.uky.edu/AS/PoliSci/Peffley/pdf/473Measuring%20Public%20Opinion.pdf

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	2	2	3
CO2	3	3	2	2	2
CO3	3	3	2	2	2
CO4	3	3	2	2	3
CO5	3	3	2	2	2
Weightage	15	15	10	10	12
Weighted percentage of Course Contribution to Pos	3.0	3.0	2.0	2.0	2.4