



PONDICHERRY UNIVERSITY

PUDUCHERRY

B.A PUBLIC ADMINISTRATION
COURSE STRUCTURE-UNDER NEP

SEMESTER WISE CREDITS AND HOURS

OF WORK WITH

EFFECT FROM ACADEMIC YEAR 2024-25

(V. Chandrasekaran)
Chairman - B.A. Pub Adms.

V. CHANDRASEKARAN
Assistant Professor of Public Administration
Anginara Anna Government Arts & Science College
KARAIKAL - 609605 - PUDUCHERRY (U.T.)

PONDICHERRY UNIVERSITY

BACHELOR OF PUBLIC ADMINISTRATION DEGREE COURSE-NEP

REGULATIONS (WITH EFFECT FROM ACADEMIC YEAR 2023-24 onwards)

AIM OF THE COURSE:

The B.A. Public Administration (Honors) Degree programme provides sample exposure to all subjects of arts and science courses in higher secondary course. The course equips the students for administrative posts in public and private institutions.

DURATION OF THE COURSE:

The duration of the B.A. PUBLIC ADMINISTRATION (Honors) Degree programme shall be for four academic year.

ELIGIBILITY FOR ADMISSION:

Candidates for admission to the first year of the B.A. Public Administration course is to clear Higher Secondary Course/equivalent to all eligible higher secondary board exams is eligible to undergo this course.

AGE LIMIT:

The rules are as applicable to other Undergraduate Courses as prevailing in Pondicherry University.

COURSE OF STUDY:

The course of study for B.A. PUBLIC ADMINISTRATION (HONS) Degree shall comprise the following:

Part I - Language (For the First two years only: Anyone of the Part II language at the option of the candidate. This includes Hindi, Tamil, Malayalam, Sanskrit, Telugu, French, and Bengali). The syllabus and textbooks for the Language courses are as prescribed by Pondicherry University NEP guidelines from time to time.

Part II - English for the First two years only. The syllabus and textbooks for the English courses are as prescribed by Pondicherry University NEP guidelines from time to time.

Part III – Includes Major Disciplinary courses (MJD compulsory) and Minor Disciplinary courses (MID choose as per requirement given in the course structure), Multi-Disciplinary courses (MLD compulsory), Ability Enhancement Compulsory Courses (AECC), Skill Enhancement Courses (SEC) (any one), and NEP value Added Course (I & II compulsory). The syllabus and textbooks for major courses are as prescribed by the Board of Studies in Commerce, Pondicherry University from time to time.

EXAMINATION

(In line with CBCS prescriptions with few changes) There shall be examinations at the end of each semester i.e. December/April. A student who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent semester examinations. No student shall be permitted to register for a subsequent examination without having registered at the first appearance. In this regard, the rules and regulations prevailing in the University in respect of other courses will be followed. The results of all the examinations will be communicated to the students through the principals of the respective Colleges.



PATTERN OF EXAMINATION

The End-Semester examination for each course in a Programme of Study shall be conducted by the Pondicherry University for a maximum of 75 marks and Internal Continuous Assessment for 25 marks.

Internal Assessment:

Internal assessment for all courses which do not have practical shall have twenty-five marks in total assessed through at least two Internal Assessment tests (15 marks), term courses/assignments/seminars/case demonstrations/presentations/write-ups/viva etc. (5 marks), and attendance (5 marks). Question paper for the First Internal Test is to be from the units covered in the syllabus up to the test time to assess the knowledge of students and for these internal tests, the question paper is to be from the Practical Exercises given in each paper of the syllabus. The following weightage shall be given to attendance:

95%-100% (5 marks)

90%-94% (4 marks)

85%-89% (3 marks)

80%-84% (2 marks)

75%-79% (1 mark)

Internal Assessment for the courses which have practical like MS Office - two practical exams (10 marks each) are to be conducted with 20 marks in total and 5 marks for attendance as prescribed above. It required adding theory questions with the practical.

The idea is to ensure that students are equipped with the required skill of the subjects. Internal Assessment marks shall be displayed on the notice board a week before the commencement of end-semester examinations, and students are expected to sign on the internal marks prepared by the department for onward transmission to University when required.

End Semester Examinations: Students who have adequate attendance and participated in the internal assessment process are eligible for end-semester examinations. A student who did not take.

Part in the internal assessment process is not eligible for end-semester examinations. It is the responsibility of the course teacher/Department/College for not registering them for end-semester examinations.

Examinations for the Courses which do not have practical: End-semester examination for all such courses which do not have practical shall be conducted by the University, and the duration of the examinations shall be 3 hours. The maximum marks are 75. A student would be declared as pass only when he/she acquires a minimum of 40 marks. Examinations for the courses which have practical/internship/community extension programme/project work in the End Semester Examination and it shall purely be internal without any external University examinations and the course teacher who teaches these courses is responsible for conducting these examinations. Students' practical skills are to be assessed through only practical exams for three hours' duration; if needed, some theory questions can be added with practical. Maximum marks are 75. A student would be declared as pass only when he/she acquires a minimum of 40 marks.

Passing Minimum:

To pass a course, the student must secure a minimum of 40 out of 100 marks (40%) in the internal and the end-semester examination put together. A student who has earned the required number of 40/82/122/162 credits by clearing all the required courses shall be declared as pass and entitled to get a Certificate in Public Administration/Diploma in Public Administration/B.A. Public Admn. Degree and B.A. Public Admn. (Hons.) Respectively, even if he/she could not clear optional courses which were taken in excess of the required number



of courses.

SUPPLEMENTARY EXAMINATION

A failed student who meets the attendance requirement may be permitted to register for the next end-semester examination in the following semester itself. Students who have failed due to insufficient attendance should repeat the course as and when offered.

EVALUATION:

Theory/Practical examinations will be evaluated by Pondicherry University.

ATTENDANCE:

No student with less than 75% in any particular course shall be permitted to attend the end-semester examination and shall be given grade FA - failure due to lack of attendance. A student who has been awarded FA shall repeat the course when offered. The Principal/Head of the Department shall ensure that the candidate is informed about the lack of attendance before the commencement of the end-semester examination and confirm that such candidates are not permitted to write the examination.

CLASSIFICATION OF SUCCESSFUL CANDIDATES:

Classification of a student into I Class, II Class, and III Class based on CPGA will be according to the CBCS guidelines under NEP also.

AWARD OF THE DEGREE:

The student should have undergone the prescribed course of study with the exit option for a period of not less than 4 years and passed the prescribed examination in all the courses/years. Further, a Student will get a maximum of 6/8 years only from the year of admission to pass all the courses and get the B.A. Public Administration and B.A. Public Administration (Hons) respectively as prescribed by the NEP guidelines of Pondicherry University time to time.

REVISION OF REGULATIONS AND CURRICULUM:

The University may, from time to time, revise, amend and change the Regulations and Curriculum if found necessary.

QUESTION PAPER PATTERN UNDER NEP FOR QUANTITATIVE SUBJECTS

SECTION A: Answer any 5 out of 8 questions (5X 3 Marks = 15 Marks)

SECTION B: Answer any 5 out of 8 questions (5X 6 Marks = 30 Marks)

SECTION C: Answer any 3 out of 5 questions (3X 15 Marks = 30 Marks)

FOR OTHER SUBJECTS

SECTION A: Answer all questions (10 X 1 Marks = 10 Marks)

SECTION B: Answer any 5 out of 8 questions (5X 7 Marks = 35 Marks)

SECTION C: Answer any 2 out of 3 questions (2X 15 Marks = 30 Marks)

FACULTY REQUIREMENTS AND WORKLOAD:

Every faculty member shall be assigned workload as per the UGC norms. In addition to regular handling classes, teachers are required to participate in the preparation of a detailed syllabus, designing of the teaching plan, invigilation, course setting, evaluation of answer scripts during continuous assessment, and any other duties as and when assigned by the Principal or University authorities. Teachers shall associate with organizing practical lab



sessions, internships, field visits, industrial tours, and guided project work, etc., as per directives of the Principal/Head of the institution. As per the UGC guidelines for courses with three credits, a minimum of 45 (15 weeks' x 3 hours per week) hours, for four credit courses 60 hours (15 weeks' x 4 hours), and for two-credit courses 30 hours (15 weeks x 2 hours) of teaching/lecture hours is a must in addition to two weeks for two internal tests. Faculty requirements in Departments shall be as per UGC guidelines and based on the teacher and student's ratio of 1:20. Faculties are expected to have M.A. PUBLIC ADMINISTRATION AND NET / Ph.D. (Public Admn..) to teach B.A. PUBLIC ADMINISTRATION courses are to be taught by the faculty who are qualified with respective degree and NET / Ph.D. in the respective subjects.

INTERNSHIP:

During the fifth semester break all students are expected to take up internship for 30 days in government offices with monitoring by the faculty adviser from the Department. Students should receive certificate of internship from the responsible officer of the business establishment and submit it along with the report consisting of day wise learning during the internship. The head of the Department with the approval of the principal of college should certify and submit the list of students who have successfully completed internship.

LEARNER SUPPORT SERVICES:

The ICT-based support services to be provided by the College for the learners of B.A. Public Administration Programme are listed below:

Website:

The College has to develop full-fledged official website for the learners and general public. All the necessary information is provided to the learners through this website. The website is linked with the social-networking site like Facebook for interaction among the learners, faculty members and stake holders.

Community Radio Service:

The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that include debates, discussions, and talk shows.

Akashvani Phone-in Programme:

The College has to make arrangements to offer a one-hour live phone-in counseling programme through AIR, Puducherry where officers and members of the faculty from the College clarify queries of listeners/learners via telephone.

e-SLM:

An e-learning portal may be launched by the College. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programme can be accessed in this portal.

Open Access Journals Search Engine (OAJSE):

May be developed to provide easy access to various open access Journals across the world.

Mobile App:

The College has to develop a mobile application to connect the learners 24x7 with the



College.

SMS and e-mail Alert Facility:

The College has to initiate an SMS and e-mail alert facility for learners regarding news, events, and learner-related information of the College. Learners can write emails to any officials/faculty members through this mail id. Queries raised through this email id are addressed by concerned officials/faculty members of the College.

TV programme:

The College has to initiate a half-hour live educational programme through a TV Channel.

REQUIREMENTS OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

Laboratory Support:

Public Administration has more practical application to acquire administrative procedures in Public and Private Institutes are run with modern technology and therefore, colleges are expected to have a computer lab separately for Public Administration students with licensed software like MS OFFICE. The College has to ensure that a minimum of one computer system for two students enrolled for the B.A. Public Administration course. Adequate servers and power backup should also have installed.

Library Resources:

Library services are to be offered to the learners through physical library facilities set up by the College. The Central Library has to have textbooks to add 5 books for each subject every year from the list of books provided in the syllabus for each paper.

Magazines and Newspapers:

The following magazines should be subscribed by the college and made available in the central library for student's references related to administration.

E-Journals:

The Central Library should subscribe to e-journals and the resources are very much necessary for the academic and research community of the Public Administration discipline. Hard copies of National and international journals should be subscribed and made available for reference.

Digital Library:

Digital Library is to locate, digitize, preserve, collect, and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty publications, Newsletters, Annual Reports, Public Lectures, Convocation, Working Papers, etc



Department: Public Administration (B. A.)

Programme Outcomes (POs):

- PO1:** Provide students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning public affairs.
- PO2:** Develop students' ability to apply the acquired knowledge and skills to the solution of specific theoretical and applied problems in Public Administration settings.
- PO3:** Develop abilities in students to come up with innovative prescriptions/solutions for the benefit of society, by diligence, leadership, teamwork and lifelong learning.
- PO4:** Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors.
- PO5:** Explain the cross-cultural context of public and private institutions operating in a global.

Programme Specific Outcomes (PSOs):

- PSO1:** Understand the Evolution of Public Administration Theories, Approaches, different levels of Administration and functions of Government Machinery.
- PSO2:** Increase knowledge of the Classical, Neo-Classical and Motivational Theories with Indian
- PSO3:** Analyse the New Public Management concept on Non-Governmental Organization and Human Resource Management.
- PSO4:** Understand the Evolution of Development Administration Principles through E-Governance in Financial, Police, Social Welfare & Labour Welfare Administration.
- PSO5:** Understand the Principles of Political Science and Compare the Asian Political System



PSO6: Explain the Research and analytical skills, including the ability to think critically; to construct logical arguments; to collect, analyze, and interpret evidence and data; and to formulate reasoned conclusions.

Course Outcomes

FIRST SEMESTER			
	Constitution of India	CO1	Describe the historical background of constitution-making and its importance in building a democratic India.
		CO2	Explain the functioning of the three branches of government: executive, legislative, and judiciary.
		CO3	Explain the value of fundamental rights and duties for becoming a responsible citizen of India.
		CO4	Analyse the distribution of power between the central, state, and local self-government.
		CO5	
	Administrative Thinkers	CO1	To Appreciate the nature, scope and changing paradigms of Public Administration.
		CO2	Grasp the administrative theories, concepts and principles to make sense of administrative Practices with emerging trends.
		CO3	Understand the world of public administration from the

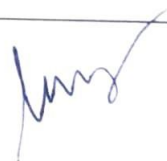


			public perspective and provide foundation for further studies in Public Administration.
		CO4	Understand the synthesizing nature of knowledge of public administration from public Perspective.
		CO5	Analyze the motivational factors of human development in an organization
	Public Administration In Sociology	CO1	Foster critical thinking about the role and responsibilities of the state in contemporary society
		CO2	Encourage students to engage with theoretical frameworks and apply them to real-world scenarios, particularly in the Indian context
		CO3	Develop an understanding of the complexities of governance, civil society, and citizen participation in shaping equitable and just societies.
		CO4	Analyze John Rawls' theory of justice and its implications for policy-making, particularly regarding the balance between free markets and state intervention.
		CO5	Examine the historical evolution of the modern Indian state, focusing on its structural and functional development
	Basic Botany	CO1	This course will provide an understanding on plant cells, major plant groups and plant ecology and diversity.
		CO2	students will be able to understand – the cell and its types with emphasis on plant cells
		CO3	Understand the major groups of plants



		CO4	understanding the concept of ecology and biodiversity
		CO5	understanding the importance of plants and their role in human life.
	Understanding India	CO1	The course aims at making the students understand India from global, national and local perspectives
		CO2	A student would be able to understand India in geographical, historical, social, cultural and political settings
		CO3	Enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective
		CO4	The course would also focus on developing an understanding among students of Indian society, Indian knowledge systems and cultural heritage.
		CO5	At the end of the semester, the students will be able to appreciate the multicultural and multifaceted nature of India

SECOND SEMESTER			
	Principles of Public Administration	CO1	Understand the public and private administration and public administration related with other social sciences
		CO2	Explain the organizational principles and integration of administrations



		CO3	Evaluation of executive functions of corporations, commissions and boards.
		CO4	Explain the management functions and public relations
		CO5	Estimate the control over public administration and human rights
	Public Personnel Administration	CO1	Understand the theories and concepts of Public Personnel Administration.
		CO2	Identify the need for and importance of personnel planning in India.
		CO3	Analyse the various types of recruitment processes and evaluate the mechanisms for civil service training in India.
		CO4	Identify the motivational factors related to public personnel system in India and elaborate on the disciplinary actions.
		CO5	Identify the motivational factors related to public personnel system in India and elaborate on the disciplinary actions.
	Public Administration In Economics	CO1	Develop a comprehensive understanding of the management of public resources and their significance in effective governance
		CO2	Equip students with practical skills and knowledge to analyze and improve public administration processes in financial, human, and information management
		CO3	Foster critical thinking about the challenges and opportunities in public resource management, emphasizing accountability and transparency

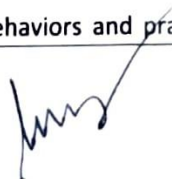


		CO4	Identify and apply various techniques for optimizing resource management within public sectors
		CO5	Analyze the advantages and challenges associated with e-procurement systems in the context of public financial management
	Personal Finance	CO1	The students will be able to set financial goals and develop a financial plan which allows for the management of cash and savings and the appropriate use of credit.
		CO2	Explain the time value of money
		CO3	Select appropriate types of insurance policies for specific needs .
		CO4	Develop an investment plan for the future which may include saving for retirement, estate planning and the creation of a will.
		CO5	Enable the students to know the money and personal financial management.
	Electronics In Every Day Life	CO1	Introduce a non-specialist student to the world of digital and smart devices
		CO2	students will understand the binary system of numbers.
		CO3	Enable the students to know nano science and nano technology
		CO4	Understanding the concepts of memory
		CO5	Induce the students on the side of innovative applications
	Chemistry In Every Day Life	CO1	Learn about food adulteration, food additives, and artificial sweeteners such as saccharin, cyclamate,

			and apartate in the food industries
		CO2	Understand the chemistry of soaps and detergents and how they work
		CO3	Know about the ingredients commonly used in cosmetics and perfumes
		CO4	Gain knowledge about glasses and ceramics, including their properties and uses
		CO5	Learn about the nature of plastics used in everyday life and explore natural substitutions forplastic.
	Science and Society	CO1	Develop a comprehensive understanding of the evolution of scientific thought from ancient to modern times, including key theories, methods, and discoveries
		CO2	Foster critical thinking and analytical skills in assessing the impact of scientific developments on our understanding of the natural world
		CO3	Encourage an appreciation of the interconnectedness of scientific disciplines and the historical context in which they developed
		CO4	Explore key scientific laws and their implications for understanding the Earth's current form, including differing theories about its structure and the ongoing debates regarding unanswered questions such as the Earth's age and continental drift
		CO5	Assess the first systematic attempts to describe the history of life on Earth, including Darwin's theory of evolution and the laws of heredity
		CO1	



	Energy in Everyday Life		Understand the importance of energy
		CO2	Understand the human pattern of energy consumption
		CO3	Understand the energy-related environmental problems
		CO4	Understand the relevance between energy and economy
		CO5	Learn about the possible hostile-free alternative energy sources
	Basic Mathematics	CO1	Develop a solid understanding of matrix theory and its applications in solving linear equations and related concepts
		CO2	Foster proficiency in differential and integral calculus, enabling students to analyze and solve real-world mathematical problems
		CO3	Encourage critical thinking and problem-solving skills through mathematical reasoning and the application of calculus in various contexts
		CO4	Apply the Cayley-Hamilton Theorem to verify properties of matrices and compute inverses
		CO5	Analyze the relationship between the roots and coefficients of polynomial equations
	Health and Wellness, Yoga Education and Fitness	CO1	Learn the principles of nutrition and all important parts of overall wellness
		CO2	Demonstrate how to get healthy and stay healthy using multiple strategies
		CO3	Identify healthy behaviors and practices that help to



			avoid and reduce healthy risks
		CO4	yoga education to practice mental hygiene and integrate moral values
		CO5	Learn the physical fitness management

THIRD SEMESTER			
	Indian Administration	CO1	To understand the historical evolution and socioeconomic, political, cultural and global context of Indian Administration
		CO2	To identify the trans-formative role of Indian Administration
		CO3	To make out the multidimensional of problems and processes of Indian Administration
		CO4	To understand the form and substance of Indian Administration
		CO5	To appreciate the emerging issues in Indian Administration in the context of changing role of state, market and civil society
	Development Administration	CO1	Explain the basic concepts of Meaning, Nature, Scope of Development Administration



		CO2	Understanding the ideas of context of Development Administration and Political, Economic, Cultural, Administrative and Social
		CO3	Explain the Decentralization of Powers in India, State Planning and District administration and Field Agencies
		CO4	Analyse the Reforming Administrative System, Autonomy and Accountability of Administration and Corruption in Administration
		CO5	Analyse the Gender in development process gender related terms and concepts women in development
	Public Administration in Law	CO1	Develop a comprehensive understanding of the constitutional framework and its implications for public administration in India
		CO2	Foster critical thinking about the relationship between historical legacies and contemporary governance practices
		CO3	Equip students with the knowledge to analyze and contribute to discussions on public administration, local governance, and social welfare policies
		CO4	Discuss the roles and responsibilities of local self-governments and their importance in enhancing grassroots democracy
		CO5	Understand the organizational structure and key functions of the Ministry of Home Affairs in India



	Business Communication	CO1	Know various forms of communication, communication barriers
		CO2	Comprehend a variety of business correspondence and respond appropriately
		CO3	Communicate in writing for various commercial purposes
		CO4	Use appropriate grammatical constructions and vocabulary to communicate effectively
		CO5	Use business language and presentation skills.
	Basic Economic Concepts and Measurement	CO1	Understand the differences between how countries manage their money, like whether they let businesses do their thing or if the government takes a more active role.
		CO2	Learn about the different things governments can do to keep the economy healthy, like spending money or changing interest rates
		CO3	Understand different types of economic systems including capitalism, socialism, and mixed economies, and evaluate their strengths, weaknesses, and implications for resource allocation and distribution
		CO4	Learn microeconomic principles such as consumer behavior, producer behavior, market structures and factor markets
		CO5	Understand how individual economic agents make decisions and how markets function.
	Basics of Accounting	CO1	Students will become familiar with basic accounting terms and concepts, such as assets,

			liabilities, equity, revenue, and expenses
		CO2	Students will develop the skills to analyze financial statements and interpret the financial health and performance of a business
		CO3	Understand the basic Accountancy
		CO4	Students know the fundamental concepts of Cost Accounting and Management Accounting
		CO5	Students gain the basics of Accounting Application package
	French for Beginners	CO1	
		CO2	
		CO3	
		CO4	
		CO5	
	Personality Development and Communication Skills	CO1	Developing the effective communication skills among students.
		CO2	Inculcating the soft skills in theoretical and practical ways.
		CO3	Learning about the essential factors for personality development and bringing them into practice.
		CO4	Create understanding of the non-verbal forms of communication.
		CO5	Involving students in adapting the techniques of personality development.



	Introduction to Political Theory	CO1	Introduce certain key aspects of conceptual analysis in political theory and the skills required to engage in debates surrounding the application of the concepts
		CO2	Understanding the concepts of Democracy, Liberty and Equality
		CO3	Learn the rights related to Gender and Citizenship
		CO4	Know the role of civil society
		CO5	Understanding the current issues in Political theory

FOURTH SEMESTER			
	Public Financial Administration	CO1	Gain conceptual clarity on Financial Administration in India.
		CO2	Explain the concept of Budget and its economic and social implications.
		CO3	Discuss the concept of financial federalism and gain clarity on centre- state financial relations.
		CO4	Evaluate the role of Finance Ministry and especially Financial Management Committees in socio-economic Development
		CO5	Develop understanding about the role of Finance Commission and Reserve Bank of India in Monetary and Fiscal Policies of India.



	Public Policy Administration	CO1	Explain Meaning, nature, scope of Public Policy
		CO2	Discuss Role of Executive in public policy making
		CO3	Explain Objectives and Goals of Public Policy
		CO4	Discuss Policy Making Characteristics
		CO5	Discuss Citizens Participation in Policy Implementation
	Democracy and Good Governance	CO1	Understanding the core concept and nature of democracy
		CO2	Analysing the various forms of democracy and its impact on developing countries
		CO3	Learners will be able to define governance and understand the principles underlying good governance.
		CO4	<u>They will explore the measurement criteria for assessing good governance</u>
		CO5	Discussing the adequate control mechanisms prevent misuse of power and resources.
	Secretarial Practice	CO1	Demonstrate knowledge of the structure and the functions of legislating bodies in India
		CO2	Identify the major problems related to legislative functions of institutions
		CO3	Acquire skills related to a close reading of legislative documents

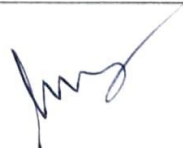


		CO4	Understand the relationship between the people and their elected representatives
		CO5	Develop basic skills to become a part of a support team engaged at different levels of the law making functions
	Community Engagement and Service	CO1	Awareness about the economic status of communities
		CO2	To study about the crowd management in important public places
		CO3	Building confidence to practice the social services in community
		CO4	Awareness to next generation about the society
		CO5	To acquire knowledge about the government schemes in rural community program

FIFTH SEMESTER			
	Principles of Organisation	CO1	Students delve into the work of major contributors to management theory
		CO2	This includes understanding the contributions of pioneers like Frederick W. Taylor, Max Weber, and Mary Parker Follett
		CO3	Students learn individual and group decision-making processes.
		CO4	Students identify common organizational



			structures and their pros and cons.
		CO5	They understand how external factors impact organizational strategy.
	Social Welfare Administration in India	CO1	Explain basic concept of Social Welfare Administration
		CO2	Discuss Social problems and the laws implemented to solve them
		CO3	Describe concept of social welfare planning and role of voluntary organizations at The Centre, State and Local levels
		CO4	Discuss Administrative Structures in Social Welfare Administration
		CO5	Explain different personnel roles in the welfare of Social Welfare administration
	Rural Local Governance	CO1	Acquiring the theoretical knowledge and understanding of the evolution and growth of local government in India with special reference to 73rd Constitutional Amendment Acts
		CO2	Appreciate the rural institutional arrangements for development
		CO3	Exploring the role, importance and control of State Finance Commission over the local government bodies



		CO4	Critically appreciate the relationship of rural local governance and development
		CO5	Identify the challenges of development in rural area and the administrative responses
	Computer Application in Administration	CO1	Learners shall be able to acquire the theoretical knowledge in MS-Office
		CO2	Prepare presentations using MS-Power Point and to Develop database management system using MS-Access
		CO3	Explain the fundamentals and key components of Tally ERP9 and to Create ledgers and groups in various modes
		CO4	Create documents in MS-Word
		CO5	Construct work sheet on MS-Excel
	Understanding Globalization	CO1	Understanding the phenomenon of globalization, its sources and forms
		CO2	Students will obtain a familiarity with both key global actors and certain urgent problems that require solutions at global level
		CO3	Introduce World Trade Organization (WTO)
		CO4	Understand Global Environmental Issues
		CO5	Learn the situation of poverty and inequality

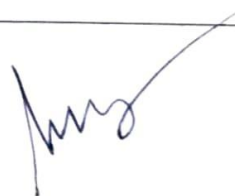


	Internship in Government Office	CO1	To study about the structure of Government Machinery
		CO2	To acquire the knowledge of procedures to implement the government programs
		CO3	To know about the responsibility of Government employees
		CO4	To acquire practical learning of redressal of Public grievances
		CO5	Motivate them to secure government job

SIXTH SEMESTER			
	Modern Indian Political Thought	CO1	Tracing the evolution of Indian political thought
		CO2	Analysing the nationalist thought of Raja Rammohun Roy
		CO3	Assessing the nationalist thought of Bankim, Vivekananda and Tagore
		CO4	Discussing the nationalism of Gandhi, M. N. Roy, Narendra Deva and Syed Ahmed Khan.
		CO5	Discussing the roots of communalism- Savarkar



			and Hindu Nationalism and Jinnah and the two-nation theory
	Police Administration	CO1	Understanding the meaning nature, scope and significance of police administration.
		CO2	Examine the work ethics role of police in Indian democracy, Police ethics and code of conduct and police culture
		CO3	Evaluate the role of police in civil service judiciary and politics and police and Election process in India
		CO4	Analyses of the various wings of the police force in both the centre and the state
		CO5	Assess the special procedures pertaining to the recruitment and training of women police.
	Urban Local Governance	CO1	Acquiring the theoretical knowledge and understanding of the evolution and growth of local government in India with special reference to 74th Constitutional Amendment Acts
		CO2	Appreciate the urban institutional arrangements for development
		CO3	Exploring the role, importance and control of State Finance Commission over the local government bodies



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Annal

		CO4	Critically appreciate the relationship of urban local governance and development
		CO5	Identify the challenges of development in urban area and the administrative responses
	Human Rights	CO1	understand the historical growth of the idea of human rights
		CO2	demonstrate an awareness of the international context of human rights
		CO3	demonstrate an awareness of the position of human rights in the UK prior to 1998
		CO4	Understand the importance of the Human Rights Act 1998
		CO5	Analyse and evaluate concepts and ideas.
	Legislative Assembly Session and Secretariat Visits in 2 States	CO1	Practical knowledge of proceedings of Legislative Assembly system
		CO2	To acquire the knowledge of functioning of debates in assembly
		CO3	To study about the role of Chief Secretary and Secretaries
		CO4	Acquiring the experiences and learning tools to become an IAS in future
		CO5	Motivate them to be a Good Politician
	India's Foreign Policy	CO1	Understand the basic principles of India's foreign policy and her relation with other nations

[Signature]

		CO2	Discussing the Sources and principles of India's foreign policy
		CO3	Evaluate the factors determining India's foreign policy
		CO4	Learn the concept of Non Alignment
		CO5	Understand the philosophy of India as a sovereign democratic nation and her role in global politics
	Talent Management	CO1	Understand how to recognize and identify talent within an organization, including assessing skills, abilities, and potential for growth.
		CO2	Learn strategies to attract talented individuals to the organization, including employer branding, recruitment marketing, and targeted sourcing
		CO3	To understanding need and importance of talent management and its relationship with compensation practices, strategies and reward
		CO4	To institute talent management system that ensures identification, management and development of talent portfolio that accelerates performance improvements.
		CO5	To understand the core concepts of Talent management and application of the same in multi-disciplinary areas

SEVENTH SEMESTER



	Democracy and Governance	CO1	Understanding the core concept and nature of democracy
		CO2	Analysing the various forms of democracy and its impact on developing countries
		CO3	Learners will be able to define governance and understand the principles underlying good governance.
		CO4	<u>They will explore the measurement criteria for assessing good governance</u>
		CO5	Discussing the adequate control mechanisms prevent misuse of power and resources.
	Comparative Public Administration	CO1	Attempts to develop a better understanding of theoretical as well as practical aspects of comparative public administration.
		CO2	Develop the knowledge of different approaches, administrative system of different national setting
		CO3	Understand the emergence of Comparative Public Administration.
		CO4	Compare the administrative systems of developed and under developed countries.
		CO5	Interpret the linkage between development administration and sustainable development.
	International Law	CO1	Get Knowledge about the different Specialized Agencies of UNO
		CO2	Understand the working of UN agencies related to



			Development and Disaster Reduction.
		CO3	Acquire knowledge about the different Issues of United Nations like Sustainable Development, Climate Change, Global Health Crisis and Terrorism.
		CO4	Analyse the role of UN in issues of Human Rights, Women, Democracy and Disarmament.
		CO5	Would Develop competence to understand the role of UN Financial & Trade Organizations
	Awareness to Civil Service Exam	CO1	Equip students with a comprehensive understanding of the civil service examination process and requirements
		CO2	Foster motivation and a proactive approach to preparing for a career in civil services
		CO3	Encourage civic responsibility and a commitment to serving society through public administration
		CO4	Explore various resources, including books, online materials, and coaching institutes, for comprehensive preparation
		CO5	Outline the different stages of the civil service examination process, including the preliminary, mains, and interview phases
	Mock Parliament	CO1	Provide students with a practical understanding of parliamentary democracy and governance
		CO2	Equip students with essential skills for effective



			participation in democratic processes
		CO3	Foster a deeper appreciation for civic engagement and the role of youth in shaping public discourse.
		CO4	Recognize the significance of accountability, transparency, and ethical considerations in parliamentary practices
		CO5	Enhance public speaking and persuasive communication skills by participating in debates and discussions on legislative issues

EIGHTH SEMESTER			
	Health and Hospital Administration	CO1	Understand the uniqueness of hospital organization, structure, subsystem
		CO2	Apply administrative principles in management of public and private hospitals
		CO3	Able to plan and design medical and ancillary services requirements.
		CO4	Analysing various hospital support services departments & execute various processes, there-in
		CO5	Appreciate healthcare service provisions in India and differentiate different types of healthcare systems in India
	Public Sector Administration in	CO1	Explain about the evolution and growth of Public Sector Enterprises in India.



	India	CO2	Make an appraisal about the different forms of Public Enterprises.
		CO3	Describe about the structure and function of Ministry of Heavy Industries and control mechanism over Public Enterprises.
		CO4	Comprehend the performance appraisal of Public Sector Enterprises in India.
		CO5	Understanding the changing scenarios of public sector undertakings in India
	E-Governance	CO1	Understand the concept of E-Governance, theories and various models
		CO2	Acquaint the role of ICT in the domain of administration and governance
		CO3	.Understand the policy framework and evolving institutional framework of e-governance
		CO4	Assess the capacity building measures required for digital intervention
		CO5	Analyze the role of e- governance in enhancing the efficiency and transparency
	Project Report and Viva Voce	CO1	Provide an opportunity to students to apply their research skill through review of literature and field studies on any of their chosen topics to produce a dissertation writing.
		CO2	students would be able to get a systematic knowledge on how to develop scientific writing



		CO3	Complex interrelations among domestic and international governmental, intergovernmental and nongovernmental actors
		CO4	Interpret the cumulative role ethics in the public sector and cognizance of moral & social responsibility of public managers
		CO5	Analyze the shift of governance to citizen centric governance



**B.A. PUBLIC ADMINISTRATION
NEP SYLLABUS FOR I SEMESTER 2024-25**

CODE NO.	NATURE OF COURSE	TITLE OF THE COURSE	CREDITS	TEACHING HOURS
MJD1	PB1MJ01	CONSTITUTION OF INDIA	4	5
MID1	PB1MI01	ADMINISTRATIVE THINKERS	4	5
MLD1	NATURAL SCIENCE	A) HERBAL NUTRITION B) BASIC BOTANY C) BASIC ZOOLOGY D) BASIC MICROBIOLOGY E) FUNDAMENTALS OF BIOTECHNOLOGY	3	4
AEC1	PB1AE01	TAMIL -I	2	4
SEC1	PB1SEC1	PUBLIC ADMINISTRATION WITH SOCIOLOGY	3	4
VAC1	VAC1	UNDERSTANDING INDIA	2	4
VAC2	VAC2	ENVIRONMENTAL EDUCATION	2	4
	TOTAL		20	30



NEP SYLLABUS FOR II SEMESTER 2024-25

CODE NO.	NATURE OF COURSE	TITLE OF THE COURSE	CREDITS	TEACHING HOURS
MJD 2	PB2MJ02	PRINCIPLES OF PUBLIC ADMINISTRATION	4	5
MID 2	PB2MI02	PUBLIC PERSONNEL ADMINISTRATION	4	5
MLD 2	PHYSICAL SCIENCE	A) ELECTRONICS IN EVERYDAY LIFE B) CHEMISTRY IN EVERYDAYN LIFE C) SCIENCE AND SOCIETY D) ENERGY IN EVERYDAY LIFE E) BASIC MATHEMATICS	3	4
AEC 2	PB2AE02	ENGLISH - I	2	4
SEC 2	PB2SEC2	PUBLIC ADMINISTRATION WITH ECONOMICS	3	4
VAC - III	VAC3	YOGA EDUCATION	2	4
VAC – IV	VAC4	DIGITAL TECHNOLOGY	2	3
	TOTAL		20	29

NEP SYLLABUS FOR III SEMESTER 2024-25

CODE NO.	NATURE OF COURSE	TITLE OF THE COURSE	CREDITS	TEACHING HOURS
MJD 3	PB3MJ03	CONTEMPORARY ISSUES AND CONCERNS IN INDIAN ADMINISTRATION	4	5
MJD 4	PB3MJ04	DEVELOPMENT ADMINISTRATION	4	5
MID 3	PB3MID03	PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS	4	5
MLD 3	PB3MLD3	A) Basic Economics Concepts and Measurement B) Basics of Accounting C) French for Beginners D) Commercial Geography E) Introduction to Public Administration	3	4
AEC 3	PB3AE3	ENGLISH - II	2	4
SEC 3	PB3SEC3	PUBLIC ADMINISTRATION IN LAW	3	4
	TOTAL		20	27



NEP SYLLABUS FOR IV SEMESTER 2024-25 (CBCS SYLLABUS)

CODE NO.	NATURE OF COURSE	TITLE OF THE COURSE	CREDITS	TEACHING HOURS
MJD 5	PB4MJ05	PUBLIC FINANCIAL ADMINISTRATION	4	5
MJD 6	PB4MJ06	PUBLIC POLICY ADMINISTRATION	4	5
MJD 7	PB4MI 07	ADMINISTRATIVE SYSTEM AT THE UNION LEVEL	4	5
MID 4	PB4MID04	SECRETARIAL PRACTICE DEMOCRATIC AWARENESS WITH LEGAL LITERACY	4	5
AEC 4	PB4AE04	TAMIL II	3	4
FIELD WORK	PB4FW1	COMMUNITY ENGAGEMENT AND SERVICE	3	5
	TOTAL		22	29



NEP SYLLABUS FOR V SEMESTER 2024-25 (CBCS SYLLABUS)

CODE NO.	NATURE OF COURSE	TITLE OF THE COURSE	CREDITS	TEACHING HOURS
MJD 8	PB5MJ08	PRINCIPLES OF ORGANISATION	4	5
MJD 9	PB5MJ09	SOCIAL WELFARE ADMINISTRATION IN INDIA	4	5
MJD 10	PB5MJ10	RURAL LOCAL GOVERNANCE	4	5
MID 5	PB5MID05	COMPUTER APPLICATION IN ADMINISTRATION/ UNDERSTANDING GLOBALISATION	4	5 (2 THEORY & 3 PRACTICAL)
INTERNSHIP	PB5IS1	INTERNSHIP IN GOVERNMENT OFFICE	4	5
	TOTAL		20	25



NEP SYLLABUS FOR VI SEMESTER 2024-25 (CBCS SYLLABUS)

CODE NO.	NATURE OF COURSE	TITLE OF THE COURSE	CREDITS	TEACHING HOURS
MJD 11	PB6MJ11	MODERN INDIAN POLITICAL THOUGHT OR ADMINISTRATIVE SYSTEM AT THE STATE AND DISTRICT LEVELS	4	5
MJD 12	PB6MJ12	POLICE ADMINISTRATION	4	5
MJD 13	PB6MJ13	URBAN LOCAL GOVERNANCE	4	5
MID 06	PB6MID06	● HUMAN RIGHTS ● DISASTER MANAGEMENT ● TALENT MANAGEMENT ● INDIA FOREIGN POLICY	4	5
ASSEMBLY VISIT	PB6AV1	LEGISLATIVE ASSEMBLY & SECRETARIAT VISITS IN 2 STATES	4	5
	TOTAL		20	25



NEP SYLLABUS FOR VII SEMESTER 2024-25 (CBCS SYLLABUS)

CODE NO.	NATURE OF COURSE	TITLE OF THE COURSE	CREDITS	TEACHING HOURS
MJD 14	PB7MJ14	ADMINISTRATION OF UNION TERRITORIES	4	5
MJD 15	PB7MJ15	COMPARATIVE PUBLIC ADMINISTRATION	4	5
MJD 16	PB7MJ16	ORGANISATIONAL BEHAVIOUR	4	5
MID 07	MINOR DISCIPLINARY COURSE CHOOSE ANY ONE COURSE	A) AWARENESS TO CIVIL SERVICE EXAM B) AWARENESS TO NET EXAM C) AWARENESS TO ALL COMPETITIVE EXAMS	4	5
MOCK PARLIAMENT	PB7MP1	MOCK PARLIAMENT	4	5
	TOTAL		20	25

NEP SYLLABUS FOR VIII SEMESTER 2024-25 (CBCS SYLLABUS)

CODE NO.	NATURE OF COURSE	TITLE OF THE COURSE	CREDITS	TEACHING HOURS
MJD 17	PB8MJ17	HEALTH & HOSPITAL ADMINISTRATION	4	5
MJD 18	PB8MJ18	PUBLIC SECTOR ADMINISTRATION IN INDIA	4	5
MJD 19	PB8MJ19	E-GOVERNANCE / DEMOCRACY AND GOOD GOVERNANCE	4	5
MJD 20	PB8MJ20	GROUP PROJECT AND VIVA VOCE	8	10
	TOTAL		20	25



Major Disciplinary Course

MJPA -1 CONSTITUTION OF INDIA: A LIVING DOCUMENT

Unit-I

1. Constitutional Development From 1909 to 1947
2. Making of the Constitution.
3. Constituent Assembly

Unit-II

1. Fundamental Rights: The Indian Magna Carta
2. Fundamental Duties
3. Directive Principles of State Policy: The Foundation of Welfare State in India

Unit-III

1. President: Union Executive
2. Parliament: The Epitome of Democracy in India
3. Supreme Court: The Custodian of the Constitution in India

Unit-IV

1. Governor:
2. State Legislature
3. High Court

Unit-V

1. Secularism: From principle to practice
2. Social Justice
3. Minority Safeguards

BOOKS FOR REFERENCE:

1. Basu, D.D.: **Introduction to Indian Constitution**; Prentice Hall; New Delhi.
2. Bakshi, P.N. 2017. The Constitution of India: Universal Law Publishing.
3. Khosla, M., Mehta, P.B., Choudhry, S. 2016. Oxford Handbook of Indian Constitution: Oxford University Press.
4. Bhatia, U. 2017. The Indian Constituent Assembly: Deliberations on Democracy. Taylor & Francis.
5. Shukla, V. N., Singh, M.P. 2001. Constitution of India. Eastern Book Company.
6. Austin, G. 1999. The Indian Constitution- Cornerstone of a Nation. Oxford University Press.
7. Johari J.C.: **Indian Politics**, Vishal Publications Ltd, New Delhi
8. Agarwal R.C.: **Indian Political System**; S. Chand & Co., New

Delhi

MID-I ADMINISTRATIVE THINKERS

Unit-I

1. F.W Taylor
2. Henry Fayol

Unit-II

1. Elton Mayo
2. Max Weber

Unit-III

1. C.I. Barnard
2. Peter Drucker

Unit-IV

1. Abraham Maslow
2. F. Herzberg

BOOKS FOR REFERENCE:

1. Rajesh Chauhan: New Thinkers in Public Administration Contents and Views, Book Enclave Jaipur, 2013.
2. S.K. Chatierjee: Administrative Theory, New Delhi, Surjeet Publications, 2011.
3. Dr. N.K. Singh: Public Administration Research and Practice, ALP Books, New Delhi, 2015.
4. Dr. Chandra Prakash: Public Administration: Policy, Politics and Practice, Astha Publishers, Delhi, 2015.
5. D. Ravindra Prasad, V. S. Prasad, P. Sathiyarayanana, Parthasarathy: Administrative Thinkers, Sterling Publications, New Delhi, 2010.
6. Maheshwari, S.R. 2003. Administrative Thinkers (2 Edition). Macmillan India Limited.



MINOR DISCIPLINARY COURSES

MIPA – 001 ADMINISTRATIVE THINKERS

Unit-I

1. F.W Taylor
2. Henry Fayol

Unit-II

1. Elton Mayo
2. Max Weber

Unit-I

1. C.I. Barnard
2. Peter Drucker

Unit-IV

1. Abraham Maslow
2. F. Herzberg

BOOKS FOR REFERENCE:

1. Rajesh Chauhan: **New Thinkers in Public Administration Contents and Views**, Book Enclave Jaipur, 2013.
2. S.K. Chatterjee: **Administrative Theory**, New Delhi, Surjeet Publications, 2011.
3. Dr. N.K. Singh: **Public Administration Research and Practice**, ALP Books, New Delhi, 2015.
4. Dr. Chandra Prakash: **Public Administration: Policy, Politics and Practice**, Astha Publishers, Delhi, 2015.
5. D. Ravindra Prasad, V. S. Prasad, P. Sathiyarayan, Parthasarathy: **Administrative Thinkers**, Sterling Publications, New Delhi, 2010.
6. Maheshwari, S.R. 2003. **Administrative Thinkers** (2 Edition). Macmillan India Limited.



SECPA – 001 PUBLIC ADMINISTRATION IN SOCIOLOGY

UNIT – I NATURE OF STATE:

Definition of the State - Nature of the State: Liberal. Marxist and Gandhian Theory

UNIT – II CHANGING NATURE OF INDIAN STATE:

Role of the State in India – Emergence of the Modern state – Structural and Functional Evolution – Issue before the Indian State

UNIT – III LIBERAL AND MARXIST PERSPECTIVES ON THE STATE:

Introduction – Thinking about the State – Liberal and Marxist Perspectives of the State – New trends in Marxist and Liberal Thought

UNIT – IV CIVIL SOCIETY AND ADMINISTRATION:

Evolution of Civil Society – Relationship among the State, Market and Civil Society – Contemporary context of civil society – Challenges before the civil society

UNIT – V INTERFERENCE BETWEEN CITIZENS AND ADMINISTRATION

Relationship between citizen and administration, Citizen Administration Alienation - Device for Redressal of citizens grievances - Redressal machinery in Ministries/Departments

UNIT – VI JUSTICE, EQUITY AND PARTICIPATION:

Meaning – Equal treatments for Equals – John Rawls Theory of Justice – Free Markets Versus State Intervention – Mechanisms and Challenges of Social Justice

References:

1. Austin, Gransille, 1999, working a Democratic Constitution: The Indian Experience, OUP, New Delhi.
2. Kohli Atul, 1991, Democracy and Discontent: India's growing crisis of Govern ability, Cambridge University, U.K
3. Oommen, T.K. 1990, State and Society in India, studies in Nation Building, Sage Publications, New Delhi
4. Bhattacharya Mohit 2000, New horizons of Public Administration, Jawahar, New Delhi.
5. Maheshwari, S.R., 2003, Administrative Reforms in India, Macmillan India, New Delhi
6. Sharma M.P. and B.L. Sadana, 1998 (37th Edition), Public Administration in Theory and Practice, KitabMahal, Allahabad
7. Sharma, R.D. 1999, Administrative Systems of Developing Societies, Mittal, New Delhi.



SEMESTER I
MLDI(B)-BASIC BOTANY

Course Objective: This course will provide an understanding on plant cells, major plant groups and plant ecology and diversity.

Learning Outcome: On successful completion of the course, students will be able to understand – the cell and its types with emphasis on plant cells; the major groups of plants; the concept of ecology and biodiversity and the importance of plants and their role in human life.

Unit I Cell and Anatomy: Introduction to cell and its types - Prokaryotes and Eukaryotes; Study of plant cells; Introduction to tissues - simple and complex; Study of Leaf - monocot and dicot; Structure and function of flower

Unit II Ecology and Plant Diversity: Five Kingdom concept; Study of major groups - Bacteria, Algae, Fungi, Bryophytes, Pteridophytes, Gymnosperms and Angiosperms (only general characteristics) Concepts of ecology; Structure and function of ecosystem; Trophic organization - food chain and food web; Ecological pyramid; Ecosystem types in India; Case study of any one of the following in relation to Andaman and Nicobar Islands - forest ecosystem, aquatic ecosystem (marine or freshwater) and mountain ecosystem. Concept of biodiversity hotspot

Unit III Plants and Human Affairs: Important vascular plants and products used as food, textiles and medicines, oils and perfumes; Spices of Andaman & Nicobar Islands; Study of harmful plants; Advantages and disadvantages of genetically modified plants

Reading List:

1. Campbell NA, Reece JB (2008) Biology, 8th edition, Pearson Benjamin Cummings, San Francisco.
2. Evert RF, Eichhorn SE (2012) Raven Biology of Plants, 8th edition, New York, NY: W.H. Freeman and Company.
3. Singh V, Pandey PC, Jain DK (2001) A Textbook of Botany. Meerut, UP: Rastogi and Co.
4. Odum EP (2005) Fundamentals of ecology. Cengage Learning India Pvt. Ltd., New Delhi.
5. The edition. Ambast and Ambast (2002) A textbook of Plant Ecology. CBS publisher and Distribution.



Value Added Course in common to all UG programmes (Arts, Science and Commerce)

**NEP SYLLABI
UNDERSTANDING INDIA
AFFILIATED COLLEGES
FROM THE ACADEMIC YEAR (2023-24 onwards)**

Pondicherry University NEP- Understanding India

Course Overview:

The course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The course would also focus on developing an understanding among students of Indian society, Indian knowledge systems and cultural heritage.

Course Objective and Outcome:

The course aims at making the students understand India from global, national and local perspectives. A student would be able to understand India in geographical, historical, social, cultural and political settings. At the end of the semester, the students will be able to appreciate the multicultural and multifaceted nature of India.

Unit I: Geography of India

- India on the map of the world and its neighbouring countries
- Geographical diversities

Unit II History of India

- India's Freedom Struggle
- An introduction to Indian knowledge systems

Unit III: Communicating Culture

- Oral narratives: Myths, tales and folklore
- Introduction to the Tribal Cultures of India

Unit IV: Indian Social Structure

- Continuity and change of the Indian Social Structure: Caste, Community, Class and Gender

Unit V: Understanding Indian Polity

- The evolution of State in India: Nature and origin
- Interpretating India: Traditional, Modern and Contemporary
- Constitution as a living document

Reading List

Unit I: Geography of India

- Ramesh Dutta Dikshit, *Political Geography: Politics of Place and Spatiality of Politics*, Macmillan Education, 2020.
- Deshpande C. D., 1992: *India: A Regional Interpretation*, ICSSR, New Delhi.
- Johnson, B. L. C., ed. 2001. *Geographical Dictionary of India*. Vision Books, New Delhi.
- Mandal R. B. (ed.), 1990: *Patterns of Regional Geography – An International Perspective*. Vol. 3 – Indian Perspective.
- Tirtha, Ranjit 2002: *Geography of India*, RawatPubs., Jaipur & New Delhi.
- Pathak, C. R. 2003: *Spatial Structure and Processes of Development in India*. Regional Science Assoc., Kolkata.
- Tiwari, R.C. (2007) *Geography of India*. PrayagPustakBhawan, Allahabad 12. Sharma,

T.C. (2013) Economic Geography of India. Rawat Publication, Jaipur

Unit II: History of India

- <https://iksindia.org>

- Bose D. M., S. N. Sen and B. V. Subbarayappa ed. (1971) *A Concise History of Science in India*, Indian National Science Academy, New Delhi.
- Chandra, Bipan, Amal Tripathi & Barun De (1972), *Freedom Struggle*, National Book Trust, New Delhi.
- Husain, S. Abid. (2003). *The National Culture of India*, National Book Trust, New Delhi.
- Kapoor, Kapil and Avadesh Kumar Singh ed. (2005), *Indian Knowledge Systems*, 2 Volumes, DK Printworld, New Delhi.
- Mohanta, Basant Kumar and Vipin Kumar Singh ed. (2012), *Traditional Knowledge System and Technology in India*, Pratibha Prakashan
- *History of Technology in India*, 3 Volumes (1997-2012), Indian National Science Academy, New Delhi.
- *The Cultural Heritage of India Series*, 8 Volumes (2002), Ramakrishna Mission Institute, Calcutta.

Unit III: Communicating Culture: Tellings, Representations, and Leisure

- Kanak Mital, "A Santhal Myth, Five Elements" & M.D. Subash Chandran, "Peasant Perception of Bhutas, Uttara Kannada" in *Prakriti, The Integral Vision*, Vol. 1 (Primal Elements – The Oral Tradition, edited by Baidyanath Saraswati), pp. 119-125; 151-166.
- A. K. Ramanujan, "'A Flowering Tree': A Woman's Tale", *Oral Tradition*, 12/1 (1997): 226-243.
- Stuart H. Blackburn, "The Folk Hero and Class Interests in Tamil Heroic Ballads", *Asian Folklore Studies*, Vol. 37, No. 1 (1978), pp. 131-149.
- Beatrix Hauser, "From Oral Tradition to 'Folk Art': Reevaluating Bengali Scroll Paintings", in *Asian Folklore Studies*, Vol. 61, No. 1 (2002), pp. 105-122.
- Komal Kothari, "Myths, Tales and Folklore: Exploring the Substratum of Cinema" pdf .

Unit IV: Indian Social Structure

- Singh, Y. (1968). Caste and Class : Some Aspects of Continuity and Change. *Sociological Bulletin*, 17(2), 165–186. <https://doi.org/10.1177/0038022919680205>
- Singh, Y. (1986). *Modernization of Indian Tradition: A Systemic Study of Social Change*. India: Rawat Publications.
- Gupta, D. (2000). *Interrogating caste: understanding hierarchy and difference in Indian society*. India: Penguin Books.
- Rege, S. (1996). *Caste and Gender: The Violence Against Women in India*. Italy: European University Institute.
- Xaxa, V. (2008). *State, Society, and Tribes: Issues in Post-colonial India*. India: Dorling Kindersley (India), licensee of Pearson Education in South Asia.
- Uberoi, P. (1994). *Family, Kinship and Marriage in India*. India: Oxford University Press.
- Robinson, R. (2004). *Sociology of Religion in India*. India: SAGE Publications.
- Srinivas, M. N. (2000). *Caste: Its 20th Century Avatar*. India: Penguin Books Limited.
- Jamil, G. (2021). *Women in Social Change*. SAGE Publishing India.
- Bhasin, K. (2000). *Understanding Gender*.

Unit V: Understanding Indian Polity

- Madhav Khosla. *The Indian Constitution*. New Delhi, Oxford University Press, 2012.
- Ramachandra Guha. *Makers of Modern India*. Cambridge, Mass., The Belknap Press of Harvard University Press, 2013.
- Thapar, Romila. *Indian Cultures as Heritage: Contemporary Pasts*. London, Seagull Books, 2021.
- Venkataraghavan Subha Srinivasan. *The Origin Story of India's States*. Penguin Random House India Private Limited, 25 Oct. 2021.

SEMESTER- I

VAC-1.ENVIRONMENTALEDUCATION

- The course aims to train learners to cater to the need for ecological citizenship through developing a strong foundation on the critical linkages between ecology-society-economy.

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

- Demonstrate skills in organizing projects for environmental protection and sustainability;
- Analyse various projects and initiatives with respect to ecosystem restoration;
- Interpret significance of carbon footprints;
- Describe the environmental issues and their possible repercussions on the planet in the next few decades;
- Summarize the green strategies and policies adopted by various business entities to preserve the environment.

UNIT I

Introduction Environmental Studies: Meaning, Nature, Scope, Importance and Limitations; Ecosystems; Biodiversity and Natural Systems; Natural Cycles and flows-material and energy; Levels of biological diversity: genetic, species and ecosystem diversity; Biogeographic Zones of India; Biodiversity patterns and global biodiversity hotspots. Salient Features: Wildlife (Protection) Act, 1972; Water (Prevention and control of pollution) Act, 1974; Forest (Conservation) Act, 1980; Air (Prevention and control of pollution) Act, 1981; Environmental Protection Act, 1986.

UNIT II

Environmental Concerns: Human Systems and Human impact on natural systems, Climate Change, Air Issues: Ozone Depletion, Smog, Water issues: Water quality/access, Pollution, Land Use Changes, Soil degradation, Waste: Quantity generated, Treatment, ex: landfills v. incinerators, E-waste. Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions.

UNIT III

Measurement and Reporting ISO Standard 14001: Environmental Management System; Life Cycle Assessment; Environmental Product Declaration; Carbon Footprinting and Ecological Handprints; Environmental Impact Analysis, Environmental Impact Assessment in India: procedure & practices.

UNIT IV

Green Business Concept and Evolution of Green Business; Drivers and Motivations; Model of Corporate Greening; Green Business Strategies; Planning and Policy Initiatives for Green Business; Capturing Green Consumers; Preparing for the future. Green Tax Incentives and Rebates (to Green Projects and Companies). Green Reporting. National Green Tribunal: Structure, composition and functions.

UNIT V

Emerging Trends Environmental Accounting: Concept, Significance, and Types. Environmental Economics, KYOTO Protocol: Aim, Vision, and Functioning; Carbon Trading; Green HRM, Green Marketing, Green Finance. Environmental Ethics. Corporate Environmental Responsibility, Green Entrepreneurship.

Practical Exercises: The learners are required to:

- Set up an Eco-Club in their Institution; organize at least five activities under the club during the semester which would contribute towards environmental protection and sustainability;
- Identify an area and write a report highlighting its biodiversity. Also, propose an action that would improve its biodiversity;
- Participate in a simulation exercise highlighting the present environmental issues and their possible repercussions on the planet in the next few decades;
- Identify an organisation involved in the work of ecosystem restoration (like river rejuvenation, etc.) . Prepare a report on its projects and achievements;
- Calculate individual Carbon Footprints and prepare a report depicting the ways to reduce the same;
- Identify, interpret, and analyse the various green business strategies adopted by companies and prepare a report on your learning from the same;
- Analyse the case study entitled “Energize Employees with Green Strategy” (Winston, 2009), and prepare a report on your learning from the same;
- Analyse green reporting initiatives taken by a company of your choice;
- Identify a firm using Green Marketing to sell its product. Analyse its strategy and present a report on your key learning from the same

Text Books

- Basu, M., & Xavier, S. (2016). *Fundamentals of Environmental Studies*. Cambridge: Cambridge University Press.
- Basu, R. N. (2000). *Environment*. University of Calcutta.
- CSE India. (ND). *Understanding EIA*. <https://www.cseindia.org/understanding-eia-383>.
- Winston, A. (2009). *Energize Employees with Green Strategy*. Harvard Business School Publishing. Englewood Cliffs, NJ.
- Ender, E., & Smith, B. (2010). *Environmental Science: A Study of Interrelationships*, Publisher: McGraw Hill Higher Education.
- Kumar, S., & Kumar, B. S. (2016). *Green Business Management*. Hyderabad: Thakur Publishing Pvt. Ltd.
- Mitra, A. K., & Chakraborty, R. (2016). *Introduction to Environmental Studies*. Kolkata: Book Syndicate Pvt. Ltd.



SEMESTER -II

Major Disciplinary Course

MJPA - 2 PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT-I

1. Meaning, Nature and Scope of Public Administration
2. Importance of Public Administration
3. Evolution of Public Administration

UNIT-II

1. New Public Administration
2. New Public Management
3. Public and Private Administration

UNIT-III

1. Relationships with Political Science, History and Sociology
2. Classical Approach
3. Scientific Management Approach

UNIT-IV

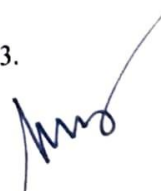
1. Bureaucratic Approach: Max Weber
2. Human Relations Approach: Elton Mayo
3. Ecological Approach: Riggs

UNIT-V

1. Leadership
2. Communication
3. Decision Making

BOOKS FOR REFERENCE:

1. Avasthi and Maheswari: **Public Administration in India**, Agra: Lakshmi Narain Agarwal, 2013.
2. Ramesh K Arora: **Indian Public Administration**, New Delhi: Wishwa Prakashan, 2012.
3. R.B. Jain: **Public Administration in India, 21st Century Challenges for Good Governance**, New Delhi: Deep and Deep, 2002.
4. Rumki Basu: **Public Administration: Concept and Theories**, New Delhi: Sterling, 2013.
5. Chakrabarty, B. & Chand, P. 2017. **Public Administration- From Governance to Government**: Orient Blackswan.
6. R. Tyagi, **Public Administration**, Atma Ram & Sons, New Delhi, 1983.



MINOR DISCIPLINARY COURSES

MIPA– 002 PUBLIC PERSONNEL ADMINISTRATION

UNIT-I

1. Meaning, Scope and Importance of Personnel Administration
2. Types of Personnel Systems: Bureaucratic, Democratic and Representative systems

UNIT-II

1. Generalist Vs Specialist
2. Civil Servants' Relationship with Political Executive
3. Integrity in Administration.

UNIT-III

1. Recruitment: Direct Recruitment and Recruitment from Within
2. Training: Kind of Training
3. Promotion

UNIT-IV

1. All India Services
2. Service Conditions
3. State Public Service Commission

UNIT-V

1. Employer Employee Relations
2. Wage and Salary Administration
3. Allowances and Benefits



BOOKS FOR REFERENCE:

1. Stahl Glean O: Public Personnel Administration
2. Parnandikar Pai V. A: Personnel System for Development Administration.
3. Bhambhuru. P: Bureaucracy and Policy in India.
4. Dwivedi O. Pand Jain R. B: India's Administrative state.
5. Muttalis M. A: Union Public Service Commission.
6. Bhakara Rao. V: Employer Employee Relations in India.
Davar R. S. Personnel Management & Industrial Relations

SECPA – 001 PUBLIC ADMINISTRATION IN ECONOMICS

UNIT - I PUBLIC RESOURCE MANAGEMENT:

Meaning - Basics of Resource Management - Importance and Benefits of Resource Management - Techniques of Resource Management

UNIT - II PUBLIC FINANCIAL AND PROCUREMENT MANAGEMENT:

E-Government - E-government goals - Procurement and Public Financial Management - E-Procurement advantages and challenges

UNIT - III PUBLIC HUMAN RESOURCE MANAGEMENT:

HRM in Public administration - Leading contributors of HRM in Public Administration

UNIT - IV PUBLIC INFORMATION SERVICES:

Meaning - Usage and Purpose of Public Information Services - Information contents of Public Information System - Technical Problems and solutions of Public Information systems

UNIT - V PUBLIC ACCOUNTABILITY

Meaning - Types of Accountability - Benefits of Accountability

References:

1. Research Methodology by C.R. KOTHARI, New Age International (P) Limited, Publishers, New Delhi, 2004.
2. Research Methodology, Dr. J.N. Gautam, Professor, SOS Library & Information Science.
3. Oasis (2005), Advancing E-business Standards
4. Potter B and Diamond J, 1999, Guidelines for Public expenditure Management, International Monetary Fund
5. Bromley, D.W. ENVIRONMENT & ECONOMY, Property, Rights & Public Policy, Cambridge, Blackwell, 1991.
6. Ostrom, E. Governing the Commons., Cambridge University, Press, 1990.



MLDPHYSICALSCIENCES

2(A)-ELECTRONICSINEVERYDAYLIFE

Course Objective:

This course aims to introduce a non-specialist student to the world of digital and smart devices, then nanoscience and nanotechnology behind it, all covering the following topics.

- Binary system of numbers.
- Difference between analog and digital systems of electronics.
- Concepts of memory (bits, bytes, speed).
- Different digital devices: desktops, tablets, laptops, flash drives, printers, scanners (components, operation and communication).
- Introduction to sensors.
- Smart devices: Touch and voice-enabled devices (such as phones, tablets, ATMs, etc.).
- Technologies of inter-device communication.
- Innovative applications, societal impact, and barriers to implementation.
- Future electronic devices.
- Introduction to nanoscience and nanotechnology.



MLD2(B)-CHEMISTRY IN EVERYDAY LIFE

Course Objective :-

1. To make the student study on functional food additives and food adulteration.
2. To enable the student to study chemical composition of cosmetics and perfumes.

Learning Outcomes:

- Learn about food adulteration, food additives, and artificial sweeteners such as saccharin, cyclamate, and aspartate in the food industries.
- Understand the chemistry of soaps and detergents and how they work.
- Know about the ingredients commonly used in cosmetics and perfumes.
- Gain knowledge about glasses and ceramics, including their properties and uses.
- Learn about the nature of plastics used in everyday life and explore natural substitutions for plastic.

Unit I: Food Additives – Functional food additives and its importance, food adulteration, detection of food adulterations, food safety laws and FSSAI regulations. Food colours-permitted and non-permitted – Flavours – natural and synthetic, artificial sweeteners, toxic effect of additives.

Unit II: Soaps and Detergents : Soaps and Detergents saponification, classification, cleansing action of soap, manufacturing process, additives, fillers, flavours, bleaching agents and enzymes used in commercial detergents, environmental hazards.

Unit III: Cosmetics and perfumes: Cosmetics and perfumes – classification, ingredients and regulations, bathing oils, face creams, talcum powder, skin products, hair dyes, shaving cream, shampoo, conditioners, nail polish, deodorants, antiperspirants, oral hygiene products, toxic effect of cosmetics.

Unit IV: Glasses and ceramics : Glasses and ceramics – classification, manufacturing process, composition and properties of glasses,

Soda glass, borosilicate glass, coloured glass, photosensitive glass, armoured glass, safety glass, Important clays and feldspar, plasticity of clay, ceramic and its types, white pottery, glazing, applications.



Unit V: Plastics in daily use: Plastics in daily use. Polymerization process (brief). Thermosetting and thermoplastic polymers. Use of PET, HDPE, PVC, LDPE, PP, PS, ABS, and others. Recycling of plastics. Biodegradable plastics. Environmental Hazards of plastics. Paper news print, writing paper, paperboards, cardboards. Organic materials, wood, cotton, Jute, coir– International Universal recycling codes and symbols for identification.

Reference Text Books:

1. Food–The Chemistry of its components, T.P. Coultate, Royal Society of Chemistry London,
2. Engineering Chemistry, Shashi Chowla, Darpat Rai & Co., 2017.
3. Industrial Chemistry, B.K. Sharma, Krishna Prakashan Publishers, 2012.
4. Understanding Chemistry, CNRRao, Universities Press, 1999.
5. Engineering Chemistry, Jain and Jain, Darpat Rai Publication, 2015.
6. Chemistry of cosmetics, Kumari R, Prestige publications, 2018



SEMESTER II
MLD2(C)–SCIENCE AND SOCIETY

Unit–I Manhattan project and definition of Modern and Ancient science in words of Prof. J.R. Oppenheimer. The first science Texts.

The first theory of evolution and the use of mathematics to measure the universe, nature, culture, and science.

Unit–

II The birth of scientific methods refutation of ancient authorities through observation and experimentation. Instruments and new concepts, Rules of reasoning.

Unit–

III The laws of new science, two different theories of earth's present form, Unanswered questions- calculating the age of the earth, Continental drift.

Unit–

IV The first systematic attempt to describe the history of life, the origin of species, the laws of heredity, cell level discoveries, mysteries of inheritance, Darwinist reductionism, relativity, quantum jumps, the big-bang, butterfly effect.

Unit–V Distinction between heat and temperature – Evolution of temperature measurements – Kelvin's absolute temperature – Concept of triple point of water – Three laws of thermodynamics.

Reference Text books:

1. Story of Science From writings of Aristotle to the Big Bang Theory by Susan Wise Bauer, W.W. Norton and Company, 2015.
2. Tantra Sangraha of Nilakantha Somayaji by K Ramaswamy and MS
Sriram, Hindustan Book Agency, 2011.
3. Hindu Astronomy by W. Brennan, (Caxton Publication India, 1998).
4. Indian Astronomy: Concepts and Procedure by Dr. S. Balachandra Rao.
5. Origin of Life by Freeman Dyson, Cambridge University Press



SEMESTER-II

MLD2(D)-ENERGY IN EVERYDAY LIFE

Course Objectives:

- To teach the importance of energy in life
- To sensitise the human pattern of energy consumption
- To sensitise the energy consumption and related environmental issues
- To sensitise the other possible hostile free energy technologies
- To sensitise the energy-related economic impacts

Learning Outcome:

- Understand the importance of energy
- Understand the human pattern of energy consumption
- Understand the energy-related environmental problems
- Learn about the possible hostile-free alternative energy sources and understand the relevance between energy and economy

Unit I Energy Introduction to Energy, atoms, energy-atom interaction, energy consumption, units of energy - Energy sources: solar energy, geothermal energy and nuclear energy – bioenergy - wind energy - ocean energy and fossil fuels - human patterns of energy consumption: internal consumption and external consumption, Global energy cycle

Unit II Fossil Fuel and Energy conversion Energy sources: Fossil fuels and their types, energy content and energy potential, energy capacity measurement, energy conversion, conversion efficiency, Global potentials of fossil fuels and supply chain - origin of pollution - types of pollution and their impact on daily life - nexus between energy, environment and sustainable development.

Unit III Ecology and Environment Concept and theories of ecosystems, - energy flow in natural and man-made ecosystems. Examples of natural and man-made ecosystems - agricultural, industrial and urban ecosystems Sources of pollution from energy technologies and its impact on atmosphere: air, water and soil - environmental laws on pollution control.

Unit IV Pollution-free renewable energy Technologies Solar Energy: potential, energy conversion through photosynthesis, Photovoltaic conversion and solar thermal energy conversion. Wind Energy: potential and energy conversion systems. Ocean Energy: potential and energy conversion principles Bio-energy: resources and types.

Unit V Energy and Economy Energy and Economics: gross domestic product (GDP) and energy - energy market and society - energy efficiency - energy and economics - energy: security - equity - environmental sustainability index and global measure

ReferencesTextBooks:

1. EnergyandEnvironment,(Eds.)Loulou,Richard;Waaub,Jean-Philippe;Zaccour,Georges(2005).
2. EnergyandtheEnvironment,Ristinen,RobertA.Kraushaar,JackJ.AK.raushaar,JackP.Ristinen, RobertA.,2ndEdition,JohnWiley,(2006).
3. EnergyandtheChallengeofSustainability, WorldEnergyassessment,UNDP, NYork,(2000).
4. SolarEnergy:principlesofThermalCollectionandStorage,S.P.Sukhatme,TataMcGraw-Hill(1984).
5. Y.Goswami,F.KreithandJ.F.Kreider,PrinciplesofSolarEngineering,TaylorandFrancis,Philadelphi(2000).
6. WindEnergyConversionSystems, L.L. Freris, PrenticeHall1990.
7. GeothermalEnergy:FromTheoreticalModelstoExplorationandDevelopmentbyIngridSoberan dKurtBucher, Springer,2013.
8. OceanEnergy:TideandTidalPowerbyR.H.CharlierandCharles W.Finkl, Springer2010.
9. EnergyEconomicsbyPeter M.Schwarz,Routledgepublications(2018).



SEMESTER II

MLD 2(E) – BASIC MATHEMATICS

Offered to those who had not studied Mathematics or Business mathematics in their secondary level of Education.

Unit 1: Matrices Elementary Concepts - Evaluation of Determinant of a square matrix - Types of Matrices - Sum and product of Matrices - Inverse of a square matrix of order 2 and order 3 - Rank of Matrix.

Unit 2: Theory of Equations Relation between roots and coefficients - solution of equations under simple given conditions - Formation and solution of equations with imaginary and surd roots.

Unit 3: Application of Matrices Consistency of a system of linear non-homogeneous equations (statement only) - simple problems characteristic equation of a square matrix - evaluation of eigenvalues - Cayley Hamilton Theorem (statement only) - verification and computing inverse using Cayley Hamilton Theorem

Unit 4: Differential Calculus Differential coefficient of $f(x)$ with respect to x - rules for differentiation - Differential coefficient of standard functions - Trigonometric and Inverse trigonometric functions.

Unit 5: Differential Calculus (continued) Logarithmic differentiation - Differentiation of one function with respect to another. Integral Calculus Integration as the inverse process of differentiation - integration of standard functions

BOOKS FOR STUDY:

1. Manicavachgam Pillay, T.K., T. Natarajan, and K.S. Ganapathy. Algebra Vol. II. Chennai:
2. S. Vishwanthan printers and publishers Pvt. Ltd., 2006. Chapter 2 Sections: 1-5, 7, 8, 11, 16.

BOOKS FOR REFERENCE:

1. Vittal, P.R. Allied Mathematics. Chennai: Margham Publications, 2002.
2. Narayanan S., R. Hanumantha Rao, T.K. Manicavachgam Pillay, and P. Kandaswamy. Ancillary Mathematics Vol. I. Chennai:
3. S. Vishwanthan printers and publishers Pvt. Ltd., 2007. Vittal, P.R., Business Mathematics. Chennai: Margham Publications, 1999



PONDICHERRY UNIVERSITY

DPES: VALUE ADDED COURSE FOR 3 & 4 YEAR UG

HEALTH & WELLNESS, YOGA EDUCATION, SPORTS AND FITNESS

Credits: 2

Learning Objectives:

- Describing Health & Wellness programs and services offered, how to access them, and their value to their well-being.
- Learn that principles of nutrition are all important parts of overall wellness.
- To learn the basic concept of wellbeing.
- Demonstrate how to get healthy and stay healthy using multiple strategies.
- Identify healthy behaviors and practices that help to avoid and reduce health risks.
- Yoga education to practice mental hygiene.
- Yoga education to integrate moral values
- Yoga education to possess emotional stability.
- Learn the physical fitness management.

UNIT-I HEALTH & WELLNESS

Define and differentiate health and wellness - Components of health wellness and their relationship between physical activity - Local, demographic, societal issues and factors affecting health and wellness.

Diet and nutrition for health & wellness - Essential components of balanced diet for healthy living with specific reference to the role of carbohydrates, proteins, fats, vitamins & minerals - malnutrition, under nutrition and over nutrition.

UNIT-II MANAGEMENT OF HEALTH AND WELLNESS

Meaning & importance of various dimensions of wellness. Relationship of physical fitness in achieving wellness. Drugs, doping and wellness. Role of diet and exercise in health management.

UNIT-III YOGA EDUCATION

Meaning and definition of yoga and its aims and objectives - Basic principles of yoga and its importance in our daily life - Yoga for mental attitude - Mind, body, breath and emotional level for higher plan of living.

UNIT-IV YOGA PRACTICES

Types and limbs of yoga - Yoga postures – Asana - Breathing Practices – Pranayama - Relaxation-Meditation - Mudra.

UNIT-V FITNESS ACTIVITIES

Types of fitness activities - Outdoor activities – Basic movement patterns. Indoor activity – Aerobics/Dance Fitness, Resistance Training for fitness.

Reference:

1. Physical Activity and Health by Claude Bouchard, Steven N. Blair, William L. Haskell. 2. Mental Health Workbook by Emily Attached & Marzia Fernandez, 2021.
2. Mental Health Workbook for Women: Exercises to Transform Negative Thoughts and Improve WellBeing by Nashay Lorick, 2022
3. Lifestyle Diseases: Lifestyle Disease Management, by C. Nyambichu & Jeff Lumiri, 2018.



PONDICHERRY UNIVERSITY

DPES: VALUE ADDED COURSE FOR 3 & 4 YEAR UG

HEALTH & WELLNESS, YOGA EDUCATION, SPORTS AND FITNESS

Credits: 2

4. Physical Activity and Mental Health by Angela Clow & Sarah Edmunds, 2013.
5. The Fitness Mindset by Brian Keane
6. Health Promotion: Mobilizing Strengths to Enhance Health, Wellness, and Well-being [1 ed.] F.A. Davis Company.
7. Yoga RX: A Step-by-Step Program to Promote Health, Wellness, and Healing for Common Ailments, Broadway.
8. Advanced Hatha Yoga: Classic Methods of Physical Education and Concentration [1 ed.], Inner Traditions.
9. Yoga and Physical Education, National Council of Educational Research and Training (NCERT), India.
10. Wealth First: Winning at Weight Loss and Wellness.
11. Administration of Health and Physical Education Programme. Bucher, Charles A.
12. Treaties of Hygiene and Public Health, Ghosh, B.N.
13. Principles of Public Health Administration 2003, Hanlon, John J.
14. The School Health and Health Education, Turner, C.E.
15. Health Education (National Education Association of U.T.A.), Moss et. al.
16. The School Health Education (Harber and Brothers, New York), Nemir A.
17. Nutrition Encyclopedia, edited by Delores C.S. James, The Gale Group, Inc.
18. The Stone Age Health Programme: Diet and Exercise as Nature Intended. Angus and Robertson, Boyd-Eaton S. et al (1989)
19. Stress, How Your Diet can Help: The Practical Guide to Positive Health Using Diet, Vitamins, Minerals, Herbs and Amino Acids, Thorons, Terras S. (1994).



SEMESTER -III
INDIAN ADMINISTRATION

Unit-1

1. Evolution of India Administration
2. Parliamentary Democracy
3. Indian Federal System/ Union Model of Indian Federalism

Unit-II

1. President
2. The Prime Minister and the Council of Ministers
3. Prime Minister's Office
4. Ministry of Home Affairs

Unit-III

1. All India Services and Central Civil Services
2. Union Public Service Commission
3. Central Vigilance Commission

Unit-IV

1. Governor
2. Chief Minister and Council of Ministers
3. State Public Service Commission

Unit-V

1. Urban local government: Structure and Functions
2. Rural local government: Structure and Functions
3. 73rd and 74th Constitutional Amendments.

BOOKS FOR REFERENCE:

1. R. K. Arora & Rajni Goyal: **Indian Public Administration: Institutions and Issues**, 2005
2. Mohit Bhattacharya: **New Horizons of Public Administration**. Jawahar Publishers, 2013.
3. Shriram Maheshwari: **Indian Administration**, Jawahar Publishers, New Delhi, 2008
4. Hoshier Singh and Mohinder Singh: **Public Administration in India**
5. Basu, R. 2019. **Indian Administration: Structure, Performance, and Reform**: Adroit Publishers.
6. Singh, H. & Singh, P. 2011. **Indian Administration**: Pearson.

SEMESTER - III

DEVELOPMENT ADMINISTRATION

UNIT - I

Introduction: Development and its dimensions; Development and Modernization; Approaches to Development; Ecology of Development Administration

UNIT - II

Conceptual Constructs: Development Administration – Nature, scope, and objectives; Features and Significance of Development Administration

UNIT - III

Sustainable Development and Anti-Development; Contribution of Ralph Braibanti, Edward Weidner, Fred W. Riggs and Dwight Waldo

UNIT - IV

Issues: Globalization and Development Administration; Emergence of Non-State Actors in Development Administration; Gender Parity in Development; Role of Bureaucracy in Development

UNIT - V

New Perspectives of Development: Public Private Partnership; Corporate Social Responsibility; Inclusive Development; Sustainable Development Goals (SDGs); Human Development Indicators and Social Audit

BOOKS FOR REFERENCE:

1. Barnett, A Doak and Riggs, Fred Warren (1970); **Frontiers of Development Administration**, Duke University Press: USA.
2. Dwivedi, O P (1994); **Development Administration: From Under-development to Sustainable Development**, Macmillan: UK
3. Palekar, S L (2012); **Development Administration**, PHI Learning: New Delhi
4. Puri, K K and Barara, G S (2013); **Development Administration in India** (Hindi). Bharat Prakashan: Jalandhar
5. Ramulu, Ch. Bala (2016); **Governance of Food Security Policies in India**, Kalpaz Publications: New Delhi
6. Ramulu, Ch. Bala (2000); **Technology and Rural Development**, Rawat Publications: Jaipur
7. Ramulu, Ch. Bala (1999); **International Organizations and Rural Employment Programs in India: Emerging Trends**, Om Publishers: Faridabad, New Delhi
8. Sapru, R K (2008); **Development Administration**, Sterling: New Delhi



Contemporary issues and concerns in Indian Administration

Unit-1

Globalization and the emerging concerns for Indian Administration,
Concerns of Public-Private-People Partnerships,
Issues of Decentralization, the need for Citizen- citizen-centric administration,
prospects and problems related to Digital Governance

Unit-2

Good Governance,
Citizen Charter,
Consumer Protection Act 1986,
Right to Information Act 2005

Unit-3

Women's Empowerment,
Welfare of weaker Sections: SC/ST and OBC's,
Welfare of Children and Aged.

Unit-4

- i. Evolution of Environmental Administration in India and its Contemporary Significance
- ii. Environmental Protection Act 1986: The Cornerstone of Environmental Administration in India
- iii. National Green Tribunal, Centre Pollution Control Board, and State Pollution Control Board

Reading List-

Alka Dhameja (3rd Edition) (2010), Contemporary Issues in Public Administration, New Delhi. Prentice Hall of India

E. Vayunandan and Dolly Mathew (Eds.) (2003), Good Governance: Initiatives in India, New Delhi, Prentice Hall of India

Mukund Rajan Fobind: Global Environmental Policies Oxford University Press 1997

Gerald Caidenv(2007), Administrative Reform, U.S, Aldine Transaction

Roy, A. (2018). The RTI Story. The Lotus Collection: New Delhi

Milakovich, M.E. 2012. Digital Governance: New Technologies for Improving Public Service and Participation. Taylor & Francis.



SEC - PUBLIC ADMINISTRATION WITH LAW

Unit – I Constitutional Law:

Fundamental Rights, Fundamental Duties and Directive Principles of State Policy

Unit – II Ministry of Home Affairs:

Structure and Functions

Unit- III Financial Administration:

Budget – Principles, Preparation, Presentation and Execution

Unit – IV Local Government:

73rd and 74th Amendment Act of 1992

Unit – V Social Welfare Administration:

Women, Child and Minorities Welfare

References:

1. **PUBLIC ADMINISTRATION BY LAXMIKANTH.M, McGraw Hill Education (India) Private Limited, Chennai.**
2. **Public Financial Administration by Goel. S.L., Sterling Publishers Pvt. Ltd**
3. **Social Welfare Administration by Dr. Sachdeva, D.R., Kitab Mahal, New Delhi.**



SEMESTER III (HUMANITIES & SOCIAL SCIENCES)

MLD 3(A) - BUSINESS COMMUNICATION

Course Objective: To enable the students to gain proficiency in business related communication

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

1. Know various forms of communication, communication barriers;
2. Comprehend a variety of business correspondence and respond appropriately;
3. Communicate in writing for various commercial purposes;
4. Use appropriate grammatical constructions and vocabulary to communicate effectively;
5. Use business language and presentation skills.

UNIT – I - Communication: Meaning and Definition – Need – Objective and Principles – Communication Media – Types – Process – Interpersonal and Business Communication – Characteristics – Verbal and Non Verbal Communication – Barriers to Communication.

UNIT – II - Business Letters: Functions and kinds – Essentials of an effective Business Letter – Layout – Appearance – Size – Style – Form and punctuation, Kinds of letters – Routine request letters – Responses to letters – Refusal letters – Claims letters – Collection letters- Kinds of Letters- Enquiries – Quotations – Orders – follow up letter – refusal letters – complaint and adjustment letters –Sales letters.

UNIT – III - Intra organizational communication – memos – office orders – office notes – circulars – meeting communications; notice – agenda – resolutions – minutes – Reports: Types - Characteristics– Preparing and Organization of a Report: modern forms of communication: Fax, Email – videoconferencing, Internet - website.

UNIT - IV - Banking Correspondence and Art of Writing Letters - Meaning of Banking Correspondence – Letter Requesting the Banker to Stop payment of Cheque – Request for overdraft facility – Request for opening Letter of Credit – Job Application - Letter – Types – Form and Content of Application Letter – Letter to Principal requesting for Bonafide Student Certificate – Fee Structure Certificate for Scholarship.

UNIT – V - Business Language and Presentation - Introduction to Business language, Importance of Business language; Business vocabulary; Oral presentation -importance, characteristics, and plan. Power point presentation – style, visual aids.

Practical Exercises:

The learners are required to:



1. Interview employees of some Organisation to find out communication issues and challenges B. Com (General)
2. Make a vocabulary of various terms used in business documentation.
3. Collect some samples of business correspondence and documentations and find out their effectiveness.

Reference Text Books :

1. Rajendra Paul and J.S. I Korlahail, (2012), Essentials of Business Communication, Sultan Chand & Sons, New Delhi.
2. K. K. Ramachandran, K. K. Lakshmi, M. Krishna Kumar, (2014), Business Communication, Vikas Publishing House (P) Ltd., New Delhi.
3. Ramesh, M.S., & Pattanshetti, C. C., Business Communication, R.Chand & Co, New Delhi,
4. Rodriquez, M. V., Effective Business Communication Concept, Vikas Publishing Company
5. Munter Mary., Effective Business Communication, PHI, New Delhi.

Books for References :

1. Lesikar, R. V., & Fiatley, M. E. (2008). Business Communication Skills for the Internet Generation. New York: Tata McGraw Hill Education.
2. Herta, M., Herbert, H., & Jane, T. (2017). Effective Business Communication. New York: Tata McGraw Hill Education.
3. Bovee, C., & Thill, J. (2016). Business Communication Essentials: A Skills-Based Approach, 7th Edition. New York: Pearson Education
4. Guffey, M. E., & Seefer, C. M. (2014). Business Learning. Boston: Cengage Learning.
5. Lowe, S., & Pile, L. (2008). Business English Language Practice: Grammar and Vocabulary. Delta Publishing
6. Rani, D. S. (2012). Business Communication and Soft Skills Laboratory Manual. New Delhi: Pearson Education.
7. Taylor, S. (2005). Communication for Business: A Practical Approach, 4th Edition. Canada: Pearson Education
8. Young, D. J. (2006). Foundations of Business Communication: An integrative Approach. New York: Tata McGraw Hill Education. Note: Latest edition of the text books should be used

SEMESTER III

MLD 3(B) – BASIC ECONOMIC CONCEPTS AND MEASUREMENT

Course Objective:

1. Explain different types of economic systems including capitalism, socialism, and mixed economies, and evaluate their strengths, weaknesses, and implications for resource allocation and distribution.
2. Analyze microeconomic principles such as consumer behavior, producer behavior, market structures (perfect competition, monopoly, oligopoly, monopolistic competition), and factor markets (labor, capital) to understand how individual economic agents make decisions and how markets function.

Learning Outcome:

1. Understand the differences between how countries manage their money, like whether they let businesses do their thing or if the government takes a more active role.
2. Learn about the different things governments can do to keep the economy healthy, like spending money or changing interest rates.

Unit 1: Principles of Economics

Economic problems – Economics and household management – Scope of economics - Optimization with constraints in economic analysis – Ten basic Principles of Economics - Microeconomics vs Macroeconomics – Normative and Positive Economics – Economic systems.

Unit 2: Concepts in Microeconomics

Basic concepts and measurement in consumer analysis: Utility, tastes and preferences, types of goods, income, wealth, prices of goods and services, budget constraint, indifference curve, utility maximization, elasticity – Basic concepts and measurement in producer analysis: Labour, Capital, technology, factor productivity, revenue, cost, profit, returns to scale, economies and diseconomies of scale - Different market structure and market Equilibrium - Market imperfections and externalities.

Unit 3: Concepts in Macroeconomics

Measurement of standard of living and national income accounting – circular flow of income - major socio-economic indicators, cost of living indicators – key macroeconomic variables: saving, investment, interest rate, money, inflation, balance of payments, foreign exchange rate, labour force and unemployment rate, Evolution of macroeconomic thinking: An overview



SEMESTER III

MLD 3(C) – BASICS OF ACCOUNTING

Course Objectives:

1. To understand the basics Accountancy.
2. To know the fundamental concepts of Cost Accounting and Management Accounting
3. To gain the basics of Accounting Application package.

Learning Outcome:

1. Students will become familiar with basic accounting terms and concepts, such as assets, liabilities, equity, revenue, and expenses.
2. Students will develop the skills to analyze financial statements and interpret the financial health and performance of a business.

UNIT-I

Accounting – Introduction- Meaning-Accounting and book keeping distinguished-objectives of accounting- Branches of accounting-accounting concepts and conventions-accounting standards in India.

UNIT-II

Double Entry System of Book Keeping – Journal – Ledger –

Preparation of Trial balance – rectification of errors – Cash book and Petty cash book

UNIT-III

Preparation of Trading account- Preparation of Profit and loss account and Balance sheet- Final accounts with simple adjustments

UNIT-IV

Financial statement Analysis: Nature, significance and Types–Ratio Analysis and Cash Flow Analysis.

Basics of Application Package- Tally, SAP, Excel programming

UNIT-V

Basics of cost Accounting– Basic Concepts – Elements of cost – primecost – workscost–cost of production – Preparation of cost-sheet: Computation of total cost, total revenue and profit/loss.



Reference Text Books:

1. S.N.Maheswari, "AdvancedAccountancyVoll", VikasPublishing
2. R.L.Gupta, "Advancedaccounting", S.Chand&Co.NewDelhi
3. PillaiandBaghawati, "CostAccounting"
4. JainandNarang, "CostAccounting", KalyaniPublications
5. T.S.Reddy&Murthy, "FinancialAccounting"
6. Jain&Narang, "FinancialAccounting"

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

SEC - III

PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS

UNIT - I

Personality Development, Decision Making and Communication: Personality Development - Concept; Skills and Value orientation of personality development; stages of personality development; factors affecting personality development; personality traits; Concepts - Creativity: Attitudes and Etiquettes. Communication - meaning, importance, communication skills, verbal & non-verbal communication. Decision making - meaning, importance, determinant factors and techniques

UNIT - II

Managing Self - Mind and Motivation, Leadership and Conflict Resolution: Managing Self - Mind, Body and Soul; Motivation - meaning, theories and types. Leadership - meaning, types, functions and various theories. Conflict - meaning, reasons and consequences. Conflict Resolution: Need and various approaches and institutions

BOOKS FOR REFERENCE:

1. Adair, John (2009); **Effective Communication (Revised Edition)**, Pan MacMillan: London
2. Ajmani, J C (2012); **Good English: Getting it Right**, Rupa Publications: New Delhi
3. Andrews, Sudhir (1988); **How to Succeed at Interviews (21st Reprint)**, Tata McGraw Hill: New Delhi
4. Becker, Ethan F. and Wortmann, Jon (2009); **Mastering Communication at Work: How to Lead, Manage, and Influence?**, McGraw Hill: New Delhi
5. Heller, Robert (2002); **Effective Leadership**, D K Publishing: New Delhi
6. Hurlock, E. B. (2006); **Personality Development (28th Reprint)**, Tata McGraw Hill: New Delhi
7. Khan, S R (2014); **Personality Development**, Ramesh Publishing House: Delhi
8. Mile, D. J. (2004); **Power of Positive Thinking**, Rohan Book Company: Delhi
9. Prasad, H. M. (2001); **How to Prepare for Group Discussion and Interview**, Tata McGraw Hill: New Delhi



POSA 111: Introduction to Political Theory (Hard Core: 4)

Course Objective

This course aims to introduce certain key aspects of conceptual analysis in political theory and the skills required to engage in debates surrounding the application of the concepts.

Course Content

Unit – I

- a) Political Theory
- b) Relevance of Political Theory

Unit – II

Democracy Liberty Equality Justice

Unit-III

Rights Gender Citizenship

Unit-IV

Civil Society State

Unit-V

Debates in Political Theory:

Democracy compatible with Economic Growth

Suggested Readings

Acharya, A. (2008) 'Equality', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*, New Delhi: Pearson Longman, pp. 58-73.

Bhargava, R. (2008) 'What is Political Theory', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp. 2-17.

Bhargava, R. (2008) 'Why Do We Need Political Theory', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp. 18-37.

Casal, P. & William, A. (2008) 'Equality', in McKinnon, C. (ed.) *Issues in Political Theory*. New York: Oxford University Press, pp. 149-165.

- Christiano, Thomas. (2008) 'Democracy', in McKinnon, Catriona. (ed.) *Issues in Political Theory*, New York: Oxford University Press, pp.80-96.
- Das, S. (2008) 'State', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*.
- Menon, K. (2008) 'Justice', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp.74-82.
- Menon, N. (2008) 'Gender', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp.224-235. New Delhi: Pearson Longman, pp.130-147.
- Riley, J. (2008) 'Liberty', in McKinnon, C. (ed.) *Issues in Political Theory*, New York: Oxford University Press, pp.103-125.
- Roy, A. 'Citizenship', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*.
- Sethi, A. (2008) 'Freedom of Speech and the Question of Censorship', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp.308-319.
- Shorten, A. (2008) 'Nation and State', in McKinnon, C. (ed.) *Issues in Political Theory*, New York: Oxford University Press, pp.33-55.
- Singh, M. (2008) 'Civil Society', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp.188-205.
- Srinivasan, J. (2008) 'Democracy', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp.106-128.
- Sriranjani, V. (2008) 'Liberty', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp.40-57.
- Talukdar, P. S. (2008) 'Rights', in Bhargava, R. and Acharya, A. (eds.) *Political Theory: An Introduction*. New Delhi: Pearson Longman, pp.88-105.



SEMESTER - IV
PUBLIC FINANCIAL ADMINISTRATION

UNIT-I

1. Principles of financial administration
2. History of financial Administration in India: Pre-British Period, under the East India company, under the Crown

UNIT-II

1. Definition and Importance of Budget
2. Preparation of Budget
3. Economics and Social implication of Budget

UNIT-III

1. The Finance Commission
2. Tax Administration
3. Reserve Bank of India.

UNIT-IV

1. Public Accounts Committee
2. Estimate Committee
3. Public Undertakings Committee



UNIT-V

1. Ministry of Finance
2. Audit
3. Comptroller and Auditor General of India

BOOKS FOR REFERENCE:

1. Mahajan S.K & Anupma Mahajan: **Financial Administration in India**, Prentice Hall of India, 2014.
2. Chhetri P.K: **Financial Administration in India: A Study of West Bengal**, Uppal publishing House, 1995.
3. Patel I.G: **Essays in Economic Policy and Economic Growth**, Palgrave Macmillan, 1986.
4. Richard Musgrave: **Public Finance in Theory and Practice**, McGraw Hill, 2017.
5. Bhatia H.L: **Public Finance**, Vikas Publishing, 2017.
6. Radhakrishnan N: **Public Finance: Theory and Approach**, Vrinda Publication, 2013.
7. Raghbendra Jha: **Modern Theory of Public Finance**, New Age International Pvt. Ltd. 2010.
8. Anwar Shah and Robin Broadway, eds. *Fiscal Federalism: Principle and Practice of Multi order Governance*. Cambridge, Oup, 2009

PUBLIC POLICY ADMINISTRATION

UNIT-I

Meaning and Definition of Public Policy - Nature, Scope and Importance of public policy – Public policy relationship with social sciences especially with political science and Public Administration.

Unit-II

Approaches in Policy Analysis - Institutional Approach – Incremental Approach and System's Approach – Dror's Optimal Model

Unit-III

Major stages involved in Policy making Process – Policy Formulation – Policy Implementation – Policy Evaluation.

Unit-IV

Institutional Framework of Policy making – Role of Bureaucracy – Role of Interest Groups and Role of Political Parties.

Unit-V

Introduction to the following Public Policies – New Economic Policy – Population Policy – Agriculture policy - Information Technology Policy.

BOOKS FOR REFERENCE:

1. Rajesh Chakrabarti & Kaushik Sanyal: **Public Policy in India**, Oxford University Press, 2016.
2. Kuldeep Mathur: **Public Policy and Politics in India**, Oxford University Press, 2016.
3. Bidyut Chakrabarty: **Public Policy: Concept, Theory and Practice**, 2015.
4. Pradeep Saxena: **Public Policy Administration and Development**
5. Sapru R.K.: **Public Policy: Formulation, Implementation, and Evaluation**, Sterling Publishers, 2016.



Administrative System at the Union Level

Unit-I Evolution of Indian Administration

The ancient administrative system, Medieval administrative system, British Legacies over Indian Administration. Continuity and change in the Post Independence period

Unit-II Institutional Framework

Cabinet Secretariat, Central Secretariat, All India and Central Services, Administrative Tribunals

Unit-III Commissions and their significance in India's Administrative Setup

Election Commission, Finance Commission, Central Vigilance Commission, Administrative Commission and NITI Aayog

Unit-IV Civil Services in India

Civil Service in India: Role and Significance.

Union Public Service Commission: Composition and Functions.

Recruitment and Training of All India and Central Services.

Unit-V Central Regulatory Bodies in India

Regulatory Commission of India- Security and Exchange Board of India, Telecom Regulatory Authority of India, and Food Safety and Standards Authority of India

Suggested Reading-

Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.

Misra B.B., 1970. The Administrative History of India; Oxford University Press: London.

Muttalib, M.A. 1967. Union Public Service Commission, I.I.P.A.: New Delhi.

Puri, K.K., 2006, Indian Administration, Bharat Prakashan, Jalandhar.

Kapur, D., Mehta, P.B. & Vaishnav, M. 2017. Rethinking Public Institutions in India: Oxford University Press.



SECRETARIAL PRACTICE

UNIT - I

Secretary: Meaning, Types, Importance; Professional and Personal Qualities of a Secretary, Duties and Responsibilities of a Personal Secretary; Scheduling Appointments. Planning for Travel Arrangements for Officers on official duty; Organizing Meetings – Notice, Agenda, Quorum, Minutes; Handling of Mail; Use of Ready Reckoner, Office Manuals & Emergency Services

UNIT - II

Time Management: Definition, Importance of Time, Setting priorities. Communication: Definition, Importance, Kinds of Communication, Barriers to Effective Communication, Tools of Effective Communication. Correspondence: Business Correspondence, Enquiry Letter, Quotation, Order, Tender, Complaint letter, Adjustment Letter and their formats, Banking Correspondence; Government Correspondence; Un-official Notes

BOOKS FOR REFERENCE:

1. Bist, G D (2017) *Officer Secretarial Practice*. Shorthand House: New Delhi
2. De Vires, Mary A (1995) *Professional Secretary's Handbook: Guide to the Electronic and Conventional Office* (3rd Edition). American Heritage: USA
3. Debnath, B K (2001) *A Guide to Secretarial Practice & Office Procedure*. New Central Book Agency : Delhi
4. France, Sue (2015) *The Definitive Personal Assistant & Secretarial Handbook*. Kegan Page: Delhi
5. Kuchhal, M C (2008) *Secretarial Practice (18th Edition)*. Vikas Publication : New Delhi



DEMOCRACY AND GOVERNANCE

Course Objective

This Paper tries to explain the institutional aspects of democracy and how institutions function within a constitutional framework. It further delves into how democracy as a model of governance can be complimented by institution building.

Course Content

1. Structure and Process of Governance:
 - I. Indian Model of Democracy, Parliament, Party Politics and Electoral behavior Federalism, The Supreme Court and Judicial Activism. Units of Local Governance (Grassroots Democracy)
 - II. Ideas, Interests and Institutions in Public Policy
 - a. Contextual Orientation of Policy Design
 - b. Institutions of Policy Making
2. Regulatory Institutions – SEBI, TRAI, Competition Commission of India, Lobbying Institutions: Chambers of Commerce and Industries, Trade Unions, Farmers Associations, etc.
3. Contemporary Political Economy of Development in India: Policy Debates over Models of Development in India, Recent trends of Liberalization of Indian Economy in different sectors, E- governance.
4. Dynamics of Civil Society: New Social Movements and Various interests, Role of NGO's, Understanding the political significance of Media and Popular Culture.

Suggested Readings:

Agarwal B, Environmental Management, Equity and Eco-feminism: Debating India's Experience, Journal of Peasant Studies, Vol. 25, No. 4, pp. 55-95.

Atul Kohli (ed.), The Success of India's Democracy, Cambridge University Press, 2001

Corbridge, Stuart and John Harris, "Reinventing India: Liberalization, Hindu Nationalism and Popular Democracy" OUP, 2000.

J. Dreze and A. Sen, "India-Economic Development and Social Opportunity, Clarinda", 1995 Saima Fuller, C.J. (ed.) Caste Today, Oxford University Press, 1997



SEMESTER - V

PRINCIPLES OF ORGANISATION

Unit-I

1. Meaning, Nature and Scope of Public Administration
2. Public and Private Administration
3. Public Administration and other Social Science

Unit-II

1. Hierarchy
2. Span of Control
3. Unity of Command
4. Delegation

Unit-III

1. Chief Executive
2. Line, Staff and Auxiliary Agencies
3. Bases of Organization: Purpose, Process, People and Place

Unit-IV

1. Legislative Control
2. Executive Control
3. Judicial Control

Unit-V

1. Decision Making
2. Leadership
3. Motivation

BOOKS FOR REFERENCE:

1. Avasti and Maheswari: **Public Administration**, Lakshmi Narain, Agra, 1998.
2. Mohit Bhattacharya: **New Horizons of Public Administration**, Jawahar Publications, New Delhi, 2002.
3. Shriram Maheswari: **Administrative Theory: An Introduction**, Macmillan India Ltd., New Delhi, 1998.
4. Prasad, L.M.: **Organisational Theory and Behaviour**, Sultan Chand & Sons, New Delhi, 2014.
5. Harmon, M.M. and Mayer R.T.: **Organisational Theory for Public Administration**

SOCIAL WELFARE ADMINISTRATION IN INDIA

Unit-I

1. Meaning and Definitions of Social Welfare Administration
2. Purpose and Significance
3. Functions of Social Welfare Administration

Unit-II

1. History of Social Welfare Administration in India
2. Social Welfare Administration and Related Concepts
3. Central and State sponsored Welfare Programmes

Unit-III

1. Definition and Status of Scheduled Castes
2. Problems faced by the Scheduled Castes
3. Constitutional safeguards for the Scheduled Castes

Unit-IV

1. Old Age People and their Problems
2. Women and Child Welfare Programmes
3. Welfare Schemes for physically challenged People

Unit-V

1. Social Problems in India
2. Minorities in India
3. Constitutional safeguards for the Minorities

BOOKS FOR REFERENCE:

1. Patti, R: **Social Welfare Administration**, Engle wood Cliffs: Practice –Hall, 1989.
2. Chaudhari, D. Paul: **Social Welfare Administration**, Delhi: Atma Ram & Sons, 1983.
2. Goel, B.B.: **Project Management: A Development Perspective**, New Delhi: Deep & Deep Publication.
3. Goel, S.L. & Jain R. K.: **Social Welfare Administration: Theory and Practice**, Vol.- I & II, Deep and Deep Publications, New Delhi, 1988.
4. Newstrom, John W. & Davis, Keith: **Organizational Behaviour**, Tata Mc Graw –Hill, 2003.
5. Chandra, S. 2017. **SOCIAL WELFARE ADMINISTRATION IN INDIA**. Lulu Press.
6. Singh, M. 1996. **Social Policy and Administration in India**. M D Publications.
7. Sachdeva D.R: **Social Welfare Administration in India**, Kitab Mahal, 2003.

RURAL LOCAL GOVERNANCE

Unit-I

Introduction: Evolution and Growth of rural local governance in India focusing on constitutional provisions, community development program and committees and commissions on panchayati raj constituted by the Government of India.

Unit-II

Panchayati Raj Institutions: 73rd Constitutional Amendment Act, 1992; Gram Sabha - composition, functions and role; Gram Panchayat - composition, functions and role; Panchayat Samiti - composition, functions and role; and Zila Parishad - composition, functions and role

Unit-III

Institutional Framework for PRIs: District Rural Development Agency; District Planning Committee; State Election Commission; State Finance Commission

Unit-IV

Issues: Panchayati Raj Finance; Devolution of powers, functions and Activity Mapping; Panchayati Raj Bureaucracy in Rural Development.



BOOKS FOR REFERENCE:

1. Baluchamy, S (2004); **Panchayati Raj Institutions**, Mittal Publications: New Delhi
2. Bhadouria, B D S and Dubey, V P (1989) **Panchayati Raj and Rural Developmen.**, Commonwealth Publishers: New Delhi
3. Biju, M R (2008); **Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development**, Kaniska Publication: New Delhi
4. Dharmaraj, Sengmalam (2008); **Panchayati Raj System in India**, Abhijeet Publications: New Delhi
5. Hochgesang, Thomas W (1994;) **Rural Local Self-Government in India**, NIRD: Hyderabad
6. Maheswari, Shriram (2008) **Local Government in India**, Lakshmi Narain Agarwal: Agra
7. Mathew, George (Ed.) (2000); **Status of Panchayati Raj in States and Union Territories of India**, Institute of Social Sciences: New Delhi
8. Mathur, S N (1996); **New Panchayati Raj in Action**. Mittal Publications: New Delhi
9. Pal, M. 2020. **Rural Local Governance and Development**: Sage Publications
10. Rajasekhar, D. 2021. **Handbook of Decentralised Governance and Development in India**. Taylor & Francis
11. Ram, D Sundar (2007;) **Panchayati Raj Reforms in India: Power to the People at the Grassroots**, Kanishka Publishers: New Delhi

Administrative System at the State and District Levels

Unit-1 Historical Background:

Evolution of state and district administration in India

Unit-2 State Administration:

State Secretariat and Directorate: Organisation and Functions.

Role and Position of Chief Secretary in the administration of the state.

State Planning Department and Board.

Divisional Commissioner: Function, Powers and Responsibilities

Unit-3 District Administration

District Administration: Features and Functions.

District Collector: Role, Appointment, Powers and Responsibility

Unit-4 Emerging Issues

Evolution of Central-State-Local Administrative Relations

Reading List:

- Jain, R.B. 1980. District Administration: Indian Institute of Public Administration.
- Maheshwari, Shriram. 1979. State Government in India; The Macmillan Company of India limited: Delhi.
- Pandey, Lallu Behari, 1984. The State Executives; Amar Prakashan: Delhi.
- Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi.
- Administrative Reforms Commission (1980). Report on Centre-state Relationship. New Delhi: Ministry of Home Affairs, Government of India.
- Arora, R.K. & Goyal, R. (2013). Indian Public Administration: Institutions and Issues. New Delhi, India: New Age International Publishers.
- Government of India, Second Administrative Reforms Commission (Sixth Report). Local Governance: An inspiring journey into the future.



MID 5(A) - COMPUTER APPLICATION IN ADMINISTRATION

Course Objectives: To provide an exposure to the use of office automation software and accounting package software in making business decisions.

Learning Outcomes: After completing the course, the learners shall be able to:

- Acquire the theoretical knowledge in MS-Office
- Create documents in MS-Word
- Construct work sheet on MS-Excel
- Prepare presentations using MS-Power Point and to Develop database management system using MS-Access
- Explain the fundamentals and key components of Tally ERP9 and to Create ledgers and groups in various modes.

UNIT I Introduction to Computer Concepts – Elements of computer – Characteristics of a Computer – Classification of Computers – Basic Computer Architecture – Input - output Devices - Software Concepts: Types of software – Software: its nature and qualities - Windows Operating System Functions.

UNIT II Microsoft Word: Creating a New Document – Edit and Formatting a document – Change the page layout, Background and Borders – Headers & Footers – Creating Tables – Editing tables – insert Word Art, Clip Arts and Pictures – Business Correspondence: Letters, Tables, Mail Merge, Labels.

UNIT III Microsoft Excel: Building a Spread Sheet – Using Autofil – Adding and Removing Rows and Columns – Creating and Copying Formulae – Changing Column widths & Row Height – Using Auto format – Creating and Printing a Graphs and Chart - Calculation of various financial, Statistical Equations and functions.

UNIT IV Microsoft Power Point: Creating and Saving a presentation using Auto - Content wizard – Design template – Blank Presentation – Opening an Existing Presentation – Setting Slide transitions – Slide Animations – Power Point Presentation views – Printing Slides, Notes and Handouts.

Microsoft Access: Creating a new database – Creating a new table – Creating a Primary Key – Adding, editing and deleting fields and records – Query: Query in Design View and by using Wizard –

Forms: Creating an Auto form, by using wizard and Entering data by using forms – **Reports:** Design view and by using wizard.



UNIT V Applications of Accounting Software: Introduction – Features - tally Introduction to Accounting software (Ver.9.ERP): Characteristics of the Software Creation of a Company – Accounts Information – Creation of Ledgers – Vouchers – P& L a/c – Balance Sheet – Inventory Handling – Creation of Stock Groups - Creation of Stock Categories – Creation of Stock Items – Accounts of Banking and Departmental Accounting.

(Theory– 50% and Practical– 50%).

Reference Text Books:

1. Rajagopalan .S.P., Computer Application in Business, Vikas Publishing House, New Delhi.
 2. Sanjey Saxena, 2009, MS-Office 2007 for everyone, Vikas Publishing House Pvt, Ltd., NewDelhi.
 3. NellaiKannan, C2002: MS-Office, Nels Publication, Thirunelveli, Tamil Nadu.
 4. Deepak Bharihoke., Fundamentals of IT, Excel Books, New Delhi.
 5. Dhiraj Sharma., Foundation of IT, Excel Books, New Delhi.
 6. Bhatnagar .S.C.& Ramani .K.V., Computers and Information Management, Prentice Hall ofIndia, New Delhi.
 7. Martin,Principles of DataBase Management, Prentice Hall of India, New Delhi.
 8. Sulochana .M., Kameswara Rao .K & Kishore Kumar .R., Accounting Systems, Kalyani Publishers, Hyderabad.
- Parameswaran .R., Computer Application



Understanding Globalization

Course Objective

The Purpose of this course is to give students a basic understanding of what is meant by the phenomenon of globalization, its sources and forms. In addition, students will obtain a familiarity with both key global actors and certain urgent problems that require solutions at global level.

Course Content

1. Globalization

a) What is it?

b) Economic, Political, Technological and Cultural Dimensions

2. Contemporary World Actors

a) United Nations

b) World Trade Organization(WTO)

c) Group of 77 Countries (G-77)

3. Contemporary World Issues

a) Global Environmental Issues (Global Warming, Bio-diversity, Resource Scarcities)

b) Poverty and Inequality

c) International Terrorism

Suggested Readings

Lechner, F .J .and Boli,J.(eds.) (2004), *The Globalization Reader* .2nd Edition, Oxford: Blackwell.

Held,D.,McGrew,A.etal.(eds.)(1999) *Global Transformations Reader Politics ,Economics and Culture*, Stanford: Stanford University Press, pp.1- 50.

Viotti, P. R. and Kauppi, M.V.(2007), *International Relations and World Politics- Security, Economy, Identity*. Third Edition, Delhi: Pearson Education, pp.430- 450.

Baylis, J. and Smith, S. (eds.) (2011) *The Globalization of World Politics: An Introduction to International Relations*. Fourth Edition, Oxford: Oxford University Press, pp.312- 329; 50- 385; 468- 489.



- Tickner, J.A. (2008) 'Gender in World Politics', in Baylis, J. and Smith, S. (eds.) *The Globalization of World Politics: An Introduction to International Relations*. 4th Edition. Oxford: Oxford University Press.
- Taylor, P. and Grom, A.J.R. (eds.) (2000), *The United Nations at the Millennium*, London: Continuum. pp. 1- 20.
- Ravenhill, J. (2008) 'The Study of Global Political Economy', in Ravenhill, John (ed.) *Global Political Economy*, Second Edition, New York: Oxford University Press, pp. 18- 24.
- Sauvant, K. (1981) *Group of 77: Evolution, Structure and Organisation*, New York: Oceana Publications.
- Chasek, P.S., Downie, D.L. and Brown, J.W. (eds.) *Global Environmental Politics*. Fourth Edition. Boulder: Colorado: Westview Press.
- Roberts, J.M. (1999) *The Penguin History of the 20th Century*. London: Penguin.
- Smith, M., Little, R. and Shackleton, M. (eds.) (1981) *Perspectives on World Politics*. London: Croom Helm.
- White, B. et al. (eds.) (2005) *Issues in World Politics*. Third Edition, New York: Macmillan, pp. 74- 92; 191- 211.
- Halliday, F. (2004) 'Terrorism in Historical Perspective', *Open Democracy*. 22 April, available at: http://www.opendemocracy.net/conflict/article_1865.jsp
- Thomas, C. (2005) 'Poverty, Development, and Hunger', in Baylis, J. and Smith, S. (eds.) *The Globalization of World Politics*, Third Edition, New Delhi: Oxford University Press, pp. 645- 668
- Vanaik, A. (2007) 'Political Terrorism and the US Imperial Project', in *Masks of Empire*. New Delhi: Tulika Books, pp. 103- 128.
- Art, R. J. and Jervis, R. (eds.) (1999), *International Politics: Enduring Concepts and Contemporary Issues*, 5th Edition, New York: Longman, pp. 495- 500; pp. 508- 516.



SIXTH SEMESTER
MODERN INDIAN POLITICAL THOUGHT

Unit-I

1. Introduction to Modern Indian Political Thought
2. Ram Mohan Roy : Rights
3. *Pandita Ramabai* : Gender

Unit-II

1. Vivekananda : Ideal Society
2. Gandhi: Swaraj

Unit-III

1. Ambedkar : Social Justice
2. Tagore : Critique of Nationalism

Unit-IV

1. Iqbal: Community
2. Savarkar: Hindutva

Unit-V

1. Nehru : Secularism
2. Lohia : Socialism

BOOKS FOR REFERENCE:

1. V.Mehta And T. Pantham (Eds), (2006) A Thematic Introduction To Political Ideas In Modernindia: Thematic Explorations, History of Science, Philosophy, And Culture In Indian Civilization, Vol . 10, Part: 7 , New Delhi: Sage Publications, Pp. Xxvii.
2. D. Dalton, (1982), **Continuity of Innovation in Indian Idea of Freedom : Political Thought Of Swami Vivekananda**, Aurobindo Ghoshe, Rabindranath Tagore And Mahatma Gandhi, Academic Press: Bgurgain, 1982
3. R. ROY, (1991)'The Precepts Of JESUS , THE GUIDE TO PEACE AND HAPPINESS', S.HAY, (ED) Sources Of Indian Tradition, Vol. 2. Second Edition. New Delhi: Penguin, PP. 24- 29.
4. C. BAYLY,(2010)' Rammohan And The Advent Of Constitutional Liberalism In India 1800- 1830,' IN SH. KAPILA (ED), An Intellectual History for India, New Delhi: Cambridge University Press, PP. 18- 34
5. Verma, VP (2000). Modern Indian Political Thought. Agra, Laxmi Narain Aggarwal

POLICE ADMINISTRATION

Unit-I

1. Significance of Police Administration
2. Approaches to Police Administration
3. Role of Police in the Contemporary Society

Unit-II

1. Pre-British System of police in India
2. Indian Police Act 1861
3. Report of the National Police Commission (1979-82)

Unit-III

1. Prevention of Crime, Patrolling and Intelligence
2. Maintenance of law and order
3. Protection of Human Rights

Unit-IV

1. Structure of State Police
2. Central Investigation Department
3. Finger Print Bureau and Dog Squad

Unit-V

1. Autonomy and Accountability of Police
2. Corruption in Police
3. Women police

BOOKS FOR REFERENCE:

1. Sharma Anupam: **Police Administration in India: Legal Developments**, Regal Publications, 2015.
2. Venugopal Rao. S., **Criminal Justice, Problems and Perspectives in India**
3. Report of the National Police Commission, Central
4. J.C. Chaturvedi: **Police Administration and Investigation of Crime**, Gyan Books, 2006.
5. Gary W Cordner & KKathryn E Scarbrough: **Police Administration**, Routledge, 2010.
6. Swanson, C.R., Territo, L., & Taylor, R.W. 2012. Police Administration: Structures, Processes, and Behavior. Pearson.
7. Sharma P.D: **Police, Society and Order: Crisis of Change**, Research Publications, 1999.

URBAN LOCAL GOVERNANCE

UNIT - I

Introduction: Evolution of Local Governance in India. Urbanization: Concept; Trends; Challenges

UNIT - II

Organizational Framework for Urban Governance: 74th Constitutional Amendment Act; Structure, Composition and Functions of Metropolitan Committees, Municipal Corporations, Municipal Councils and Nagar Panchayats; State Finance Commission; State Election Commission

UNIT - III

Urban Development Programmes and Urban Governance: Urban Development Programmes like AMRUT, NUHM etc.; SMART cities and other recent trends; Sources of Finance of Urban Local Government; Personnel Administration; Bureaucracy and Local Governance

UNIT - IV

Issue Areas in Urban Governance: State-Local relations; Rural-Urban relations; Globalization and Urban governance; Administrative Reforms in Local Governance

BOOKS FOR REFERENCE:

1. Ahluwalia, Isher Judge (2017); **Urbanisation in India**, Sage: New Delhi.
2. Ahluwalia, Isher Judge; Kanbur, Ravi and Mohanty, P K (2014); **Urbanization in India: Challenges, Opportunities and the Way Forward**, Sage: New Delhi
3. Jha, Gangadhar (2018); **Fragile Urban Governance: Evolution, Decline, and Empowerment of Local Self-Government in India**, Routledge: New York
4. Mohanty, Prasanna K (2014); **Cities and Public Policy: An Urban Agenda for India**, Sage: New Delhi
5. Nath, V (2007); **Urbanization, Urban Development and Metropolitan Cities in India**, Concept Publishing Company: New Delhi.
6. Prasad, R N (2006); **Urban Local Self-Government in India**, Mittal Publications: New Delhi
7. Ramachandran, R. (1989); **Urbanization and Urban Systems in India**, Oxford University Press: New Delhi
8. Sivaramakrishnan, K C; Kundu, Amitabh; and Singh, B N (2007); **Handbook of Urbanization in India- Handbook Series** (2nd Edition). Oxford University Press: New Delhi



HUMAN RIGHTS

UNIT-I

1. Definition and Characteristics of Human Rights
2. Classification of Human Rights
3. India's Perspective in Human Rights

UNIT-II

1. International Perspectives of Human Rights
2. Role of UNO in Protecting Human Rights
3. International Terrorism

Unit-III

1. Constitutional Guarantee of Human Rights in Indian Context
2. Fundamental Rights and Duties
3. Civil and Political Rights

Unit-IV

1. Women's Rights: Right to Inheritance, Women Prisoners
2. Children and Disabled Persons: Right to Education
3. Contemporary issues in Human Rights

Unit-V

1. Analysis of Violation of Human rights
2. Identification of Rural Injustice
3. Analysis of Causes of Poverty

BOOKS FOR REFERENCE:

1. Dr. Rega Surya Rao: **Lectures on Human Rights and International Law** 2017.
2. Jain Rashee: **Textbook on Human Rights Law and Practice, 2016**
3. Manoj Kumar Sinha: **Handbook of Legal Instruments on International Human Rights And Refugee Laws, 2014.**
4. Elizabeth Swanson Goldberg and Alexandra Schultheis Moore: **Theoretical Perspectives on Human Rights and Literature**, Routledge, 2013.
5. Paul Farmer: **Pathologies of Power – Health, Human Rights and the New War on the Poor**, California Series in Public Anthropology, 2004.
6. C. Raj Kumar: **Corruption and Human Rights in India: Comparative Perspectives On Transparency and Good Governance, 2011.**

DISASTER MANAGEMENT

UNIT-I- Understanding the Concept

1. Meaning and Types of Disasters
2. Disaster Management and Resilience
3. Disaster Vulnerability and Community Preparedness

UNIT-II-Public Policy on Disaster Management

1. Disaster Management Act-2005
2. Disaster Management Policy-2009
3. Disaster Management Plan-2016

UNIT-III-Institutional Structure of Disaster Management

1. National Disaster Management Authority
2. National/State Disaster Response Force
3. National Institute of Disaster Management

UNIT-IV-Financial Structure

1. Disaster Risk Fundings
2. Role of Finance Commissions
3. National/State Disaster Management Funds



BOOKS/ARTICLES FOR REFERENCE:

1. Pandey, Rajender (2020). *Disaster Management in India*. Delhi, Sage
2. S.L.Goel. *Encyclopedia of Disaster Management*. New Delhi, Deep Publication, 2007
3. Sinha, Dilip Kumar. *The Shaping of Indian Science: Presidential Address*. Indore, Indian Science Congress Association, 2003, Vol III
4. Subramanian, R. (2018). *Disaster Management*. Delhi: Vikas Publication
5. Disasters Ineligible for Disaster Risk Funding: A Political–Economic Discourse Between States and the Center for Inclusion of Region-specific Disasters. *Emerging Economy Studies*, Sage Journal, Vol.08, No.1, April 2024.

6. Finance Commissions and Disaster Risk Funding: A Paradigm Shift in Methodology by 15th Finance Commission. *Indian Journal of Public Administration*, Delhi, Sage Publication.

WebLink:

<https://journals.sagepub.com/doi/abs/10.1177/00195561221109092?journalCode=ipaa>

7. Disaster Mitigation in India: A Financial Viewpoint. *Emerging Economy Studies*, 7 (1), 2021, Delhi, Sage Publication

POSA 552: India's Foreign Policy (Hard Core: 4)

Course Objective

India's foreign policy reflects the philosophy of India as a sovereign democratic nation and her role in global politics. This paper deals with basic principles of India's foreign policy and her relation with other nations.

Course Content

1. Sources and principles of India's foreign policy
2. Factors determining India's foreign policy
3. India and Non-Alignment Movement
4. India and her Neighbours
5. India and Big powers.

Suggested Readings:

- James N. Rosenau, (ed), "International Politics and Foreign Policy", Free Press, New York, 1969
- A. Appadurai, "Domestic Roots of India's Foreign Policy", Oxford University Press, New Delhi, 1981
- , National Interest and Non Alignment, Kalinga Publishers, New Delhi, 1999
- J. Bandopadhyaya, The Making of India's Foreign Policy, Allied Publishers, Calcutta, 1979.
- R. Bradrock, India's Foreign Policy, Royal Institute of International Affairs, London, 1990
- S. Bhattacharya, the Pursuit of National Interest Through Non- Alignment, University Press, Calcutta
- Mohanan B Pillai & L. Premshekhara India's Foreign Policy: Continuity and Change, New Century, New Delhi, 2010



SEMESTER VI

MID 6(C) – TALENT MANAGEMENT

- 1) To understanding need and importance of talent management and its relationship with compensation practices, strategies and reward.
- 2) To institute talent management system that ensures identification, management and development of talent portfolio that accelerates performance improvements.
- 3) To understand the core concepts of Talent management and application of the same in multi-disciplinary areas

Learning Outcome:

1. Understand how to recognize and identify talent within an organization, including assessing skills, abilities, and potential for growth.
2. Learn strategies to attract talented individuals to the organization, including employer branding, recruitment marketing, and targeted sourcing.

UNIT – I: Introduction to Talent Management: Talent Management: Meaning – Overview – History – Scope – Need of Talent Management. Key Processes of Talent Management – Sources of Talent Management – Types of Talent Management – Benefits of Talent Management – Limitations of Talent Management – Principles of Talent Management – Methods of Talent Management – Talent Gap – Tools for Managing Talent – Life Cycle of Talent Management - Role of HR in Talent Management

UNIT-II: Building Blocks Of Talent Management Meaning and methods of Competency Mapping Concept and importance of Assessment Centre, Assessment Centre activities – psychometric testing, interviews, group discussions, presentation, management games, inbasket activities. Training and development – objectives and process of training programmes (need analysis, instruction design, validation through sample testing, implementation of programme, evaluation)

UNIT-III Talent Engagement and Retention: Concept of Talent Engagement – Retention. Employee Engagement and Retention, the Race for Talent: Retaining and Engaging Workers, Best Practices for Talent Engagement, Ways and means to improve Employee Retention - Strategies of reward system-employee incentives and recognition programs-Elements of compensation structure-fixed, cash benefits, retrials and social security, valuable pay/ incentives/ stock options - Designing salary template with understanding of provident fund, ESIC, gratuity, annuation, bonus, etc.



UNIT-IV Talent Engagement and Retention: Concept of Talent Engagement – Retention. Employee Engagement and Retention, the Race for Talent: Retaining and Engaging Workers, Best Practices for Talent Engagement, Ways and means to improve Employee Retention - Strategies of reward system- employee incentives and recognition programs-Elements of compensation structure-fixed, cash benefits, retrials and social security, valuable pay/ incentives/ stock options - Designing salary template with understanding of provident fund, ESIC, gratuity, annuation, bonus, etc.

UNIT- V: Contemporary Talent Management Issues, Challenges, Best Practices and Innovation: Organizational Issues, Talent Management Challenges, Best Practices of Talent Management, Talent Management in India, AI applications in Human Resource Management Practices, E-Frauds in Talent Acquisition, Development, Utilization and Separation.

Reference Text Books:

- 1) Ravinder Shukla, Global India Publications,
- 2) TALENT MANAGEMENT: Process of Developing and Integrating Skilled Workers Talent Development by Dave Collins;
- 3) Aine MacNamara, Routledge Sloan, Hazucha, and Van Katwyk, Strategic management of global leadership talent Advances in global leadership Pascal,
- 4) Talent management systems: Best practices in technology solutions for recruitment, retention, and workforce planning. Willam Barther (2020), AI Applications in HR Practices, Prentice Hall, New York.



SEMESTER - VII

DEMOCRACY AND GOOD GOVERNANCE

Unit-I

Structure and Process of Governance: Indian Model of Democracy, Parliament, Party Politics and Electoral Behaviour, Federalism, the Supreme Court and Judicial Activism, Units of Local Governance

Unit-II

Regulatory Institutions – SEBI, TRAI, Competition Commission of India,

Lobbying Institutions: Chambers of Commerce and Industries, Trade Unions, Farmers Associations, etc.

Unit-III

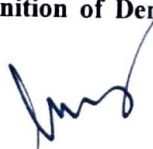
Contemporary Political Economy of Development in India: Policy Debates over Models of Development in India, Recent trends of Liberalisation of Indian Economy in different sectors, E-governance

Unit-IV

Dynamics of Civil Society: New Social Movements, Role of NGO's, Understanding the political significance of Media and Popular Culture.

BOOKS FOR REFERENCE:

1. Atul Kohli (ed.): **The Success of India's Democracy**, Cambridge University Press, 2001.
2. Corbridge, Stuart and John Harris: **Reinventing India: Liberalisation, Hindu Nationalism and Popular Democracy**, Oxford University Press, 2000.
3. J.Dreze and A.Sen, **India: Economic Development and Social Opportunity**, Clarendon, 1995.
4. Saima Saeed: **Screening the Public Sphere: Media and Democracy in India**, 2013
5. Himat Singh: **Green Revolution Reconsidered: The Rural World of Punjab**, OUP, 2001.
6. Jagdish Bhagwati: **India in Transition: Freeing the Economy**, 1993.
7. Smitu Kothari: **Social Movements and the Redefinition of Democracy**, Boulder, Westview, 1993.



COMPARATIVE PUBLIC ADMINISTRATION

Course Contents:

UNIT - I

- Meaning and Significance of Comparative Administration
- Models of Comparative Public Administration: Bureaucratic and Ecological

Unit - II

- Parliamentary form of Government
- Presidential form of Government
- Dictatorial State

Unit - III

Administrative System in United Kingdom:

- a) British Constitution
- b) Cabinet and Cabinet Secretariat
- c) Civil Services

UNIT IV : Administrative System In United States of America:

- a) American Constitution
- b) Executive Office of the President,
- c) Independent Regulatory Commission

UNIT V : Administrative System in France:

- a) French Constitution
- b) Droit Administratif in France



BOOKS FOR REFERENCE:

1. John Greenwood & David Wilson: Public Admn in Britain (GAW)
2. Gordon G.J: Public Admn in America (St. Martin)
3. Ridly F.F: Govt & Admn in Western Europe
4. Blondel: The organization of Govt (sage)
5. Chandler, J.H. 2002. Comparative Public Administration: Taylor & Francis.
6. Dahiya, S.S. & Singh, R. 2012. Comparative Public Administration: Sterling Publishers.
7. Nyadera, I.N., Islam, M.N. & Onder, M. 2022. The Palgrave Handbook of Comparative Public Administration: Concepts and Cases. Springer
8. Johari J C: Modern Governments

INTERNATIONAL LAW

Unit-I

1. Introduction
2. Development of international Law
3. Sources of international Law

Unit-II

1. Essential Ingredients of State
2. Recognition of State
3. Territorial Sovereignty

Unit-III

1. International Court of Justice
2. Belligerent Occupation
3. Prisoners of War

Unit-IV

1. Nationality
2. Asylum
3. Extradition



Unit-IV

1. Diplomacy
2. Classification and Functions of Diplomats
3. Privileges and Immunities of Diplomatic Agents

BOOKS FOR REFERENCE:

1. Malcolm Nathan Shaw: **International Law**, Cambridge University Press, 2003
2. Tim Hillier: **Source Book on Public International Law**, Routledge, 1998.
3. Oppenheim: **International Law**, Vol. I – Law of peace
4. Sorensen : **A Manual of Public International Law**
5. Brownlie : **Principles of International Law**
6. Harries, D.J : Cases and Materials on International Law
7. Green T.H.: International Law through Cases.
8. Hung M.Kindred (ed) : International Law

SEMESTER VIII
HEALTH AND HOSPITAL ADMINISTRATION

Course Contents:

- UNIT I** : Social Development, Social Services and Health Care
- UNIT II** : a) Nature and Scope of Public Health Administration
b) Challenges of Health and Hospital Administration
- UNIT III** : a) Administration of Family Planning Programme
b) Reproductive and Child Health Programme
c) Information, Education and Communication
- UNIT IV** : Policy Making and Planning:
a) Policy –Making For Health Administration
b) Planning For Health Care Administration
c) Planning Nursing Education and Administration
- UNIT V** : Health Administration at the Union Level: Organization and Working of Ministry of Health and Family Welfare
- UNIT VI** : a) Organization and Working of Primary Health Centers
b) Role of the World Health Organization (WHO)
- UNIT VII** : Administration of Hospital Services
- UNIT VIII** : a) Health Education and Health Development
b) Modernizing Health and Hospital Administration
- 

BOOKS FOR REFERENCES:

- 1) S.L. Goel: Public Health Administration: New Delhi: Sterling Publishers Pvt. Ltd. 1984.
- 2) G. Rameshwaarm: Medical and Health Administration in Rural India, New Delhi: Asish Publishing House, 1989.
- 3) The Central Health Education, Health Today, Director-General of Health Services, New Delhi, 1971.
- 4) S.L. Goel: Health Care Administration: Ecology Principles and Modern Trends, New Delhi, Sterling Publishers Pvt.Ltd, 1980.
- 5) Novick, L.F., Morrow, C.B., & Mays, G.P. 2008. Public Health Administration- Principles for Population-based Management: Jones & Bartlett Publishers.

PUBLIC SECTOR ADMINISTRATION IN INDIA

Course Contents:

- UNIT I** : Evolution of Public Sector Undertakings in India
- UNIT II** : a) Expansion of Public sector in modern India
b) Forms of Public Sector Undertakings
- UNIT III** : Role of Public Sector Undertakings in India
- UNIT IV** : Central Public Sector Enterprises, Public Sector Banks
- UNIT V** : a) Governance of Public Sector Undertakings
b) Empowerment of Public Sector Undertakings
c) Corporate Social Responsibility of Public Sector Undertakings
- UNIT VI** : a) Administrative Problems of Public Sector
b) Autonomy in Public Sector Undertakings
c) Accountability and Control of PSUs in India
d) Impact of liberalization and privatization on PSUs
- UNIT VII** : Changing Scenario of Public Sector Undertakings in India
- UNIT VIII** : Role of Development Corporations
- Maharatn
a
Navratna
- 

BOOKS FOR REFERENCE:

1. **Public Sector Enterprises in India:** The Impact of Disinvestment and Self Obligation on Financial Performance, Authors: **Jain, P.K., Gupta, Seema, Yadav, Surendra S.**
Publisher: Springer; 2014 edition
2. **Privatisation of Public Sector Undertakings: Experimentation Abroad** Hardcover – 2007 by Jesiah Selvam (Author) **Publisher:** Serials Publications; 2007 edition
3. **Corporate Governance In Public Sector Enterprises** Paperback – 2006 by S. M. Dewan (Author)

E-GOVERNANCE

Course Contents:

- UNIT I** : E-Governance: Concept and Significance, Advantages and Disadvantages of E-Governance, Stages of E-Governance
- UNIT II** : Information and Communication Technology- Concept and Components
- UNIT III** : a) Administrative Organisation Culture: Towards ICT Based Reforms
b) ICT Implementation in Governance: Issues and Challenge
- UNIT IV** : Panchayati Raj Institutions: Improving Self- Governance Through ICT
- UNIT V** : a) E-Learning: Role of ICT in Education and Training
b) E-Commerce
- UNIT VI** : a) Role of ICT in Delivery of Citizen Services
b) ICT in Indian Railways
c) Saukaryam: ICT Project in Visakhapatnam Municipal Corporation, Andhra Pradesh
- UNIT VII** : E-Seva: ICT Project in Self-Help in Andhra Pradesh Information Policy: Right to Information Act 2005
- UNIT VIII** : Biometrics in Government Organisations

BOOKS FOR REFERENCE:

1. **A Critical Impulse to e-Governance in the Asia Pacific** by Amita Singh (Author)
Publisher: Springer; 2016
2. **Measuring E-government Efficiency: The Opinions of Public Administrators and Other Stakeholders** by Manuel Pedro Rodríguez-Bolívar (Editor) Publisher: Springer; 2014
3. **New Horizons of Public Administration** by Mohit Bhattacharya (Author)
Publisher: Jawahar Publishers & Distributors; 2014
4. **Dhal, S. 2021. E-governance and Citizen Engagement: New Directions in Public Administration.** Sage Publications
5. **Muttoo, S.K., Gupta, R. & Pal, S.K. 2019. E-Governance in India: The Progress Status.** Springer
6. **Chaudhuri, B. 2014. E-Governance in India Interlocking Politics, Technology and Culture.** Taylor & Francis.
7. **E-Governance (IGNOU) help book for MPA-17** by Neeraj Publications (Author, Contributor); 2015

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5. Himat Singh: **Green Revolution Reconsidered: The Rural World of Punjab**, OUP, 2001.
6. Jagdish Bhagwati: **India in Transition: Freeing The Economy**, 1993.
7. Smitu Kothari: **Social Movements and the Redefinition of Democracy**, Boulder, Westview, 1993.
8. UNDP (1990). **Human Development Report**. New York: Oxford University Press



MJD 23 PB8MJ23 PROJECT REPORT & VIVA VOCE

Prof
(V. Chandrasekar)
Chairman - P

V. CHANDRASEKAR
Assistant Professor of Public
Administration
Anna Government College
KADAIKAL - 609005