Master’s Programme (Choice Based Credit System – CBCS)

A Master’s Programme consists of two categories of courses in each semester, namely, compulsory Courses (Core Courses) and optional courses (Elective Courses).

Core Courses

Core courses are basic courses required for each programme. Each Semester will have 4 core courses.

Elective Courses

Each department shall offer one elective in each semester open to all the students of the three faculties of Arts, Education and Indian Languages. Each student will select an elective from a list of electives offered by other departments.

A course is divided into five units to enable the students to achieve modular and progressive learning.

SEMINSTERS

An academic year is divided into two semesters, Odd semester and Even semester. The normal duration of the semesters being:

**Odd Semester:** July to November (90 Working days)

**Even Semester:** December to April (90 Working days)

CREDITS

The term credit is used to describe the quantum of syllabus for various programmes in terms of hours of study. It indicates differential weightage given according to the contents and duration of the courses in the curriculum design.

The minimum credit requirement for a two-year Master’s Programme in Public Administration shall be 90.

The distribution of credits are as follows

74 credits for Core Courses and 16 credits for Elective Courses.
COURSES

Each course consists of lectures / tutorials / seminar / project work / practical training / report writing / viva-voce etc., so as to meet effective teaching and learning needs and credits are assigned suitably.

COURSE WEIGHT

Core and Elective courses may carry different weights. For example, a course carrying one credit for lectures will have instruction of one period per week during the semester, if three hours of lecture is necessary in each week for that course then 3 credits will be the weightage. Thus normally, in each of the courses, credits will be assigned on the basis of the lectures / tutorials / laboratory work and other forms of learning in a 15 week schedule

1. One credit for each lecture period per week.
2. One credit for each tutorial per week
3. One credit for every three periods of laboratory of practical work per week
4. One credit for 3 contact hours of project work in a week.
5. One credit for every two period seminar.

ELIGIBILITY FOR ADMISSION

A candidate who has passed the Bachelor’s Degree in any subject including the Professional Courses of this University or an examination of any other University accepted by the Syndicate as equivalent thereto.

GRADING SYSTEM

The term grading system indicates a 10-point scale of evaluation of the performance of students in terms of marks, grade points, letter grade and class.

STRUCTURE OF THE PROGRAMME

The Master’s programme consists of:

1. Core courses which are compulsory for all students.
2. Elective courses which students can choose from amongst the courses approved within the department or in other departments of the Faculty and other Faculties.
3. A course on “Soft Skill”
4. Dissertation/Project Work/ Practical Training/ Field Work which can be done on issues/topics relating to an organisation (Government, Industry, Firm, Public Enterprise etc.,) approved by the concerned department.

ATTENDANCE

Every teaching faculty handling a course shall be responsible for the maintenance of attendance register for candidates who have registered for the course. Those who have earned 80% of attendance can appear for the University Examination.

Those with an attendance of 70% to 79% can appear for university examination after obtaining condonation from the university upon payment of a prescribed condonation fee as prescribed by the university.

Those with less than 70% attendance will not be permitted for the university examination. They shall repeat the course.

The instructor of the course must intimate the Head of the Department at least Seven Calendar days before the last instruction day in the semester about the particulars of all students who have incurred attendance deficiency.

EXAMINATION

There will be Two Sessional assessments and one End-Semester examination in each semester.

Sessional Test-I will be held in the Sixth Week of the Semester.

Sessional Test-I will be a combination of a variety of tools such as class test, assignment, and paper presentation relevant to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment and the procedures. However the tests are compulsory. Test I may be for two hour duration. The pattern of question paper will be decided by the respective Faculty. Sessional Test-I will carry 20% of marks of the entire course.

Sessional test –II will be held during Eleventh week of the Semester. Test II may be for a duration of two hours . The pattern of question paper will be decided by the respective Faculty. Sessional Test II will carry 20% of marks of the entire course.

There will be one End Semester Examination of 3 hour duration for each course.

The End Semester Examination will cover the entire syllabus and will carry 75% of marks.
EVALUATION

Evaluation will be done on a continuous basis. Evaluation may be by objective Type Questions, Quiz, Short Answers, Essays or a combination of these.

The performance of a student in each course is evaluated in terms of percentage of Marks (PM) with a provision for conversion to Grade Point (GP). The sum total performance in each semester will be rated by GPA while the continuous performance from the 2nd Semester onwards will be marked by (OGPA).

MARKS AND GRADING

A student cannot repeat the assessment of Sessional Test I and Sessional Test II. However, if for any compulsive reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher in consultation with the Head of Department.

A minimum of 50% marks in each course is prescribed for a pass. A student has to secure 50% minimum in the End Semester Examination.

If a candidate fails to secure a minimum of 50% of marks in a course, he shall be deemed to have failed in that course.

The student can repeat the End Semester Examination when it is offered next in the subsequent Odd/ Even Semesters till the regulations are in force.

A candidate who has secured a minimum of 50 marks in all the courses prescribed in the programme and earned a minimum of 90 credits will be considered to have passed the Master’s Programme.
GRADING

A ten point rating scale is used for the evaluation of the performance of the student to provide letter grade for each course and overall grade for the Master’s Programme.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade point</th>
<th>Letter grade</th>
<th>Class</th>
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</thead>
<tbody>
<tr>
<td>90+</td>
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</tr>
<tr>
<td>85-89</td>
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<td>Distinction</td>
</tr>
<tr>
<td>80-84</td>
<td>8.5</td>
<td>D</td>
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</tr>
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<td>75-79</td>
<td>8.0</td>
<td>D</td>
<td>Distinction</td>
</tr>
<tr>
<td>70-74</td>
<td>7.5</td>
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</tr>
<tr>
<td>65-69</td>
<td>7.0</td>
<td>A</td>
<td>First Class</td>
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<tr>
<td>60-64</td>
<td>6.5</td>
<td>A</td>
<td>First Class</td>
</tr>
<tr>
<td>55-59</td>
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<td>Second Class</td>
</tr>
<tr>
<td>50-54</td>
<td>5.5</td>
<td>C</td>
<td>Second Class</td>
</tr>
<tr>
<td>49 or Less</td>
<td></td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The successful candidates are classified as follows:

I-Class – 60% Marks and above in Overall Percentage of Marks (OPM)

II-Class – 50 – 59% Marks in Overall Percentage of marks.

Candidates who obtain 75% and above but below 90% of marks (OPM) shall be deemed to have passed the examination in First Class (Distinction) provided he/she passes all the courses prescribed for the programme at the first appearance.

Candidates who obtain 90% and above (OPM) shall be deemed to have passed the examination in First Class (Exemplary) provided he/she passes all the courses prescribed for the programme at first appearance.
For the Internal Assessment Evaluation, the breakup of marks shall be as follows:

- Tests (2) 10 Marks
- Assignments (2) 5 Marks
- Case Study/Role play/ Viva/ Seminar/ Short Answer etc. 5 Marks
- Attendance 5 Marks

**Total – 25 marks**

The award of marks shall be as below:

- Faculty of Science Theory & Practicals 2000 Marks
- Faculty of Arts, Indian 2000 Marks
- Language and Education.

**COURSE-WISE LETTER GRADES**

The percentage of marks obtained by a candidate in a course will be indicated in a letter grade.

A student is considered to have completed a course successfully and earned the credits if he/she secures an overall letter grade other than F. A letter grade F in any course implies a failure in that course. A course successfully completed cannot be repeated for the purpose of improving the Grade Point.

The F grade once awarded stays in the grade card of the student and is not deleted even when he/she completes the course successfully later. The grade acquired later by the student will be indicated in the grade sheet of the Odd/Even Semester in which the candidate has appeared for clearance of the arrears.
A student who secures F grade in any course which is listed as core course, has to repeat it compulsorily when the course is offered next. If it is an elective course, the student has the option to repeat it when it is offered next or to choose a new elective if he/she so desires in order to get a successful grade.

When a new elective is chosen in place of the earlier choice wherein the student has failed, the failure in the elective course earlier chosen will be indicated as dropped in the subsequent grade card.

If a student secures F grade in the Project Work/ Field work/ Practical work / Dissertation, either he / she shall improve it and resubmit it, if it involves only rewriting incorporating the clarifications of the evaluators or he/she can re-register and carry out the same in the subsequent semester for evaluation.

**WITHDRAWAL FROM THE COURSE BY THE STUDENT**

Within 2 weeks from the date of commencement of the Semester.

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**ANNAMALAI UNIVERSITY**
**DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION**
**M.A. PUBLIC ADMINISTRATION— Two Year PG Programme**
**2015-2016**

<table>
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<th>Internal Marks</th>
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<td>PUBC 101</td>
<td>1. Principles of Public Administration</td>
<td>Core</td>
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<td>75</td>
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<tr>
<td>I</td>
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<td>PUBC 102</td>
<td>2. Theories of Organisation and Management</td>
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<td>4</td>
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<td>I</td>
<td>3</td>
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<td>3. Indian Administrative System</td>
<td>Core</td>
<td>4</td>
<td>75</td>
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</tr>
<tr>
<td>I</td>
<td>4</td>
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<tr>
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<td>5. Elective Course</td>
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<tr>
<td>II</td>
<td>6</td>
<td>PUBC 201</td>
<td>1. Financial Administration</td>
<td>Core</td>
<td>5</td>
<td>75</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>II</td>
<td>7</td>
<td>PUBC 202</td>
<td>2. Development Administration</td>
<td>Core</td>
<td>4</td>
<td>75</td>
<td>25</td>
<td>100</td>
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<tr>
<td>II</td>
<td>8</td>
<td>PUBC 203</td>
<td>3. Human Resource Management</td>
<td>Core</td>
<td>4</td>
<td>75</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>II</td>
<td>9</td>
<td>PUBC 204</td>
<td>4. Human Rights Administration</td>
<td>Core</td>
<td>4</td>
<td>75</td>
<td>25</td>
<td>100</td>
</tr>
</tbody>
</table>
Note: An Elective Course has to be chosen by a student as per his/her choice. Elective Courses offered by various Department for the Two Year PG Programmes from Semester I to Semester IV are enclosed.

**PUBC-101-PRINCIPLES OF PUBLIC ADMINISTRATION**

**Objectives:**

This course is designed to introduce the students to the elements of Public administration. This would help them to obtain a suitable conceptual perspective on Public Administration. Further, this course introduces students to the growth of such institutional devices so as to meet the needs of changing times.

**Unit-I Introduction**


**Unit-II Concepts-I**

Unit-III Concepts-II

Delegation – Supervision – Line and Staff – Chief Executive – Public Undertakings – Public Private Partnership.

Unit-IV Theories


Unit-V Accountability


Text Books:

2. Urmila Sharma, Public Administration, New Delhi, Atlantic Publishers, 2006

Reference Books:

1. U.C. Mandel, Public Administration Principles and Theories, New Delhi, 2007
2. S.R. Maheshwari and, Public Administration in India, Mac Millan New Delhi, 2000
3. Mohit Bhattacharya and Bidut Chakraborti, Public Administration Reader, New Delhi, Oxford University Press, 2005

PUBC-102- THEORIES OF ORGANISATION AND MANAGEMENT

Objectives:

The Course proposes to trace development of administrative thought, grouping thinkers under different schools and giving continuity and logic to the development of such thought. The course is designed to help students, at a higher & specialized level, to build a thorough conceptual foundation for grasping administration-thinking patterns.

UNIT I Introduction


UNIT II Scientific Management
UNIT III Bureaucratic Theory


UNIT IV Dynamics of Administration

Dynamic Administration (Mary Parker Follett) – Decision – Making Theory (Herbert Simon) – Participative Management (Rensis Likert, Chris Argyris, McGregor).

UNIT V Challenges of Administration


Text Books:


Reference Books:

2. M. Sharma, Theory of Public Administration, New Delhi, Anmol Publication, 2004
3. S.P. Naidu, Public Administration Concept and Theories, New Age International, 2004

PUBC-103-INDIAN ADMINISTRATIVE SYSTEM

Objectives:

This paper provides the basic knowledge of the evolution, the structure of the system of administration at the central and state levels in India. The course is expected to serve as an introductory to political studies in general and administration in particular. The role and contribution of public services and, in particular, the development process is also one of the important aspects of this paper. The paper details the basic parameters of the Indian Administrative System. It emphasizes the structural mix, institutional evolution and the dynamics of organizational change.
Unit-I

Introduction

Kautilya’s Arthashastra - Mughal Administration - Legacy of British Rule in Politics and Administration - Indianization of Public Services - Revenue Administration- District Administration and Local - Self Administration

Unit-II

Philosophical and Constitutional Framework

Constitution: Salient features and value premises - Constitutionalism - Political Culture - Bureaucracy and Democracy - Bureaucracy and Development.

Unit-III

Union Government

Executive; Parliament and Judiciary- Structure Function and Work Process

Recent Trends – Inter-governmental Relations

Unit-IV

Union Government and Administration

PMO - Central Secretaries – Cabinet Secretariat - Ministries and Departments - Boards and Commissions – Specific Commissions - Attached offices - Field organization

Unit-V

State Government and Administration

Governor-Chief Minister - Council of Ministers-Union-State Administrative -Legislative and Financial Relation- Chief Secretary - State Secretary- Directorate.

Text Books:

1. M.Sharma, Indian administration, New Delhi, Anmol Publishers, 2004
2. S.R. Mageshwari, History of Indian Administration, New Delhi, Long Man Orient Longman Ltd.2001
Objectives:

This course seeks to introduce students to a detailed study of the various facets of personnel administration. This course examines the issues concerning moral, ethical and professional standards in Personal Administration. Further, Recruitment process, Promotion and Retirement benefits are also focus of this course. It critically dissects the question of employees’ rights and integrity problem in Personnel Administration.

Unit- I

Meaning, Scope, importance and functions of Personnel Administration – Bureaucracy: Types, Merits and Maladies – Max Weber and Bureaucracy – Civil services – Morale, Ethics and professional standards.

Unit- II


Unit- III


Unit-IV

Employees Rights – Right of Association – Right to strike – Machinery for Negotiations

Unit- V

Integrity problems – Modes of corruption – Legal frame work – CVC – Neutrality, and Anonymity.

Text Books:

OBJECTIVES:

This course intends to impart a comprehensive outlook about the nature of the Indian constitution, rights and duties of the citizens, Political Institutions of Central and State governments and its relationship with each other and the organisation and functions of local government. Detailed analyses of the functions of the statutory bodies such as UPSC, Election Commission and CAG, are incorporated in this course.

UNIT I Introduction

Making of Indian Constitution – Philosophical Background – Sources – Preamble – Salient features of Indian Constitution.

UNIT II Fundamental Rights and Duties


UNIT III Union Government


UNIT IV State Government

Governor – Chief Minister – State Assembly – Council of Ministers – High Court Centre – State Relations – Rural and Urban Local Government – 73rd and 74th Amendments.

UNIT V Statutory Institutions


Text Books:
1. Manoj Sharma, Indian Constitution, New Delhi, Anamol Publication, 2006
PUBC 201 FINANCIAL ADMINISTRATION

Objectives:

The course aims to introduce students to a comprehensive study of the different aspects of financial administration. This and other such courses focusing on the elements of public administration would help them to obtain a suitable conceptual perspective prior to their induction to other courses in Public Administration. The role of Finance ministry and Parliamentary committees in controlling Financial administration of the country are also focus of this course

Unit-I


Unit-II

Budget: Definition, Importance, types, and process – Socio-economic Implications of Budget - General Discussion on the Budget – Voting of demands for Grants – Consideration and passing of Bill.

Unit-III

Programme Budgeting and performance Budgeting – classification of Expenditure – Requisites and problems – Zero based Budget

Unit- IV

Centre – State relations– Finance Ministry - Planning commission - Finance Commission. – RBI – Centre – State Financial Relations

Unit- V


Text Books:


Reference Books:

Objectives:

Development administration signifies the uses of administration as an instrument of planned economic development and social change in developing countries. The machinery of development planning at centre, state and local levels, and new trends of self-development & empowerment of the people are the basic emphasis of this paper. It provides a framework for an overall view of policies by focusing into areas of development, along with the administrative amendments in areas of local self-government. There is a need to understand the holistic meaning of development which leads to the elevation and empowerment of the ordinary people.

Unit - I
Meaning, Nature and Scope of Development Administration – Areas of Development Administration – Goals and Challenges of Development Administration – Functions of Development Administration

Unit - II

Unit - III
Agencies for Development Planning in India – Administration of Development Programmes and Projects – Public and Private Sector.

Unit - IV
Bureaucracy and Development – Environment and Development – Citizen Participation in Development – Politics and Development Administration

Unit - V
Community Development Programme – IRDP – Area Development programme – Social welfare Administration –New Environment and Administration

Text Books:


Reference Books:

3. Ramsakal Singh, Rural development Administration, New Delhi, Anmol Publishers, 2006
Objectives:
In a complex world of industry and business, organization efficiency is largely dependent on the contribution made by the members of the organization. The objective of this course is to sensitize students to the various facets of managing people and to understand the various policies and practices of human resource management.

Unit I

Unit II

Unit III
Recruitment selection: Concept, Meaning and importance, process and sources – Training and Development: objectives, principles, programmes and evaluation

Unit IV

Unit V
Employee Relations – Collective Bargaining – Grievance systems – Benefits – stress and counseling

Text Books:
1. Dr. A.M. Sharma, Personnel and Human Resource Management, New Delhi, Himalaya Publishers, 2009

Reference Books:
Objectives:

Human Rights have acquired a new significance since the end of Second World War in shaping the relations between countries. The United Nations Declaration of Human Rights has given these rights a new meaning and significance. Since then, there has been concerted effort to protect and guarantee these rights. This course is about the problems of world community in giving effect to these rights in lights of different social, economic and cultural backgrounds of the individual countries.

Unit - I


Unit - II


Unit - III


Unit - IV

Female Infanticide – Right to Dissent – Communal Violence in India- Violation of Women’s Rights – Violation of Child – Suspension of Human Rights during Emergency.

Unit - V


Text Books:

OBJECTIVES:

The course content is closely modeled on the syllabus for civil service examination and will be useful to the students taking up competitive examinations.

UNIT I

Introduction

Meaning, Scope and Significance - Evolution and Status of the Discipline, Comparative Public Administration and Development Administration- Public and Private Administration.

UNIT II

Basic Concepts and Principles


UNIT III

Theories of Administration

Scientific Management (Taylor and the Scientific Management Movement) Classical Theory (Fayol, Urwick, Gullick) Bureaucratic Theory (Weber and his Critics).

UNIT IV

Administrative Behaviour

Decision making with Special Reference to H.Simon, Communication and Control, Leadership Theories - Theories of Motivation (Maslow and Herzberg).

UNIT V

Accountability and Control

The Concepts of Accountability and Control: Legislative, Executive and Judicial Control, Citizen and Administration - Role of Civil Society - People’s Participation- Right to Information.

TEXT BOOKS:

3. S.K. Chatterjee, Development Administration, Delhi, Surjeet,1990.
Objectives:

This course aims to introduce students to a comprehensive study of the different aspects of administrative Law. It also focuses on the functioning of institutions involved in the implementation of Administrative Law.

UNIT I Introduction


UNIT II Delegated Legislation

Delegated Legislation: Meaning, Need, Reasons - Type of Delegated Legislation – Advantages and Disadvantages – Safeguards- Delegated Legislation in India.

UNIT III Administrative Tribunals


UNIT IV Natural Justice


UNIT V Judicial Review


Text Books:


Reference Books:

Objectives:

Protection of Environment has acquired a new significance in contemporary times. Nations are engaged themselves in how to protect the environment by adopting various conventions at the national and international level. The main objective of the course is to create environmental awareness among the students by discussing various dimensions and issues involved in the environmental administration.

Unit I

Unit II
Environmental Pollution – Causes – Sources and Effects of Pollution – Water Pollution, Air Pollution, Noise Pollution, Land Pollution – Tourism and Environment.

Unit III

Unit IV
Aspects of Environmental Law – Constitutional Aspects of Environmental Law – Statutory Control of Environmental Pollution – Pollution Control Boards.

Unit V

Text Books:


Reference Books:

PUBC-303-COMPARATIVE ADMINISTRATIVE SYSTEMS

Objectives:

This course imparts the knowledge about working of major administrative systems of east and west in a comparative perspective. The main focus would be on the institutional arrangements and the control mechanisms.

Unit-I

Introduction


Unit-II

Administrative aspects

Historical and Sociological Factors Affecting Administrative Systems- Administration and Politics in different Countries- Current Status of Comparative Public Administration- Ecology and Administration- Reggsian models and their Critique.

Unit-III

Administrative Institutions and Control Mechanisms

Comparative Study of the Administrative Institutions and Processes in UK, USA & France-Various Control Mechanisms Over Administration in UK, USA France and Japan- Public Services in UK, USA, France and Japan.

Unit-IV

Public Policies – A Comparison

Public Policies in UK, USA France and Japan

Unit-V

Local Administration

Local Administration (Urban and Rural) in UK, USA, France and Japan.

Text Books:

Objectives:

The world has experienced revolutionary change after the invention of computer. The computer plays an important role in the field of communications. This course attempts to expose students to the concept of E-Governance. Further this course gives details about the meaning and evolutionary stages of E-Governance. It will enable the students to understand the role and impact of E-Governance in Modern democracy.

Unit- I


Unit- II


Unit- III

Development Stages of E-Governance – Non-Traditional Information – Traditional Information – Horizontal and Vertical Integration of Authority and Personnel

Unit- IV

**Unit V**

Law relating to E-Governance – Bahavioural Modification of Public Personnel – Public funding for E-Governance – People’s Participation in E-Governance – Challenges and Barriers for e-governance

**Text Books:**

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**PUBE-305-PUBLIC ADMINISTRATION FOR CIVIL SERVICES EXAMINATIONS – II**

**Objectives:**
The course content is closely modeled on the syllabus for civil service examination and will be useful to the students taking up competitive examinations

**Unit-I**

**Personnel Administration:**
Recruitment- Training- Promotion-Pay and Service Conditions-Conduct Rules-
Disciplinary Action - Administrative Ethics.

**Unit-II**

**Financial Administration**

**Unit-III**

**Union Government and Administration In India British Legacy**
President- Prime Minister and the Council of Ministers- Central Secretariat- Cabinet Secretariat- Prime Minister’s Office- All India and Central Service- Union Public Service Commission.

**Unit-IV**

**State and District Administration**
Governor- Chief Minister- Secretariat- Chief Secretary- District Collector

**Unit-V**

**Local Government**
Panchayati Raj and Urban Local Government- Main Features- Structures- Finances and problem areas- 73rd and 74th Constitutional Amendements.

**Text Books:**
1. Vicram Singh, Public Administration, New Delhi, Tata Mcgraw Hill, 2007
2. Urmila Sharma, Public Administration, New Delhi, Atlantic Publishers, 2006

**Reference Books:**
1. S.R. Maheshwari, Public Administration in India, Mac Millan New Delhi, 2000
2. Mohit Bhattacharya and Bidut Chakraborti, Public Administration Reader, New Delhi, Oxford University Press, 2005

**SOFT SKILL DEVELOPMENT**

**Objectives:**
Soft skills evolve the personality of a person and prepare him/her for competition in the changing employment market elsewhere. A degree from a university is a basic requisite for job but an acquirement of soft skills will boost the employment opportunities of a person. The skills, when acquired, will change the attitude of people and make them approach life with zest.

**Unit I Personality Development**
Personal effectiveness skills – Managerial and supervisory skills – Leadership skills – Creativity skills – Problem solving skills – Team spirit – culture building

**Unit II Effective Listening**
Registration of ideas – Crystallization – Listening – What does listening mean? – Why are people inherently poor listeners? – Poor listening habits – Types of listening – Effective and ineffective listening skills – Pay-offs of effective listening – Barriers to listening – Active and passive listening

**Unit III Interpersonal Communication**
Characteristics of interpersonal relationships – Intimacy in interpersonal relationship – Relationship development and maintenance – Self disclosure in interpersonal relational relationships

**Unit IV Public Speaking**
What is public speaking – The art of public speaking – Language and proficiency in public speaking – Spoken English-Fluency – Awareness of different accents – Interviews – Group discussion – Seminars – Telephone skills

**Unit V Writing Skills**
Business writing of sorts – Common components of business letters – strategies for writing the body of a letter – Writings of other sorts like memos, notes etc. – Business report – Business proposal
References:

Reference Books

PUBC 401 - RESEARCH METHODOLOGY

Objectives:

This course attempts to introduce the students in a simple way, to the nature of scientific method and its application to the understanding of social reality. Students are taught how to conceptualise and formulate a problem and examine which designs are appropriate. They are expected to know how the relevant data can be collected and processed. The students should be further in a position to arrive at conclusions, if necessary, with the help of statistics. The idea is to help an average P.G. Student to be fairly confident in undertaking and executing small and simple research projects.

UNIT I  Introduction:


UNIT II  Methods and Problems
Methods of Social Science Research: Historical, Comparative and Descriptive methods – Hypothesis – Concepts and Variables.

UNIT III  Research Design and Types of Research

Research Design – Types of Research Exploratory, Descriptive, Experimental – Content Analysis.

UNIT IV  Collection of data and Statistical Tools


UNIT V  Research Report:

Research Report: Purpose- Content- Style and Presentation – Footnotes and Endnotes- Tables and Figures – Bibliography – Appendices.

Text Books:


Reference Books:


PUBC-402 LAW AND ORDER ADMINISTRATION

Objectives:

Law and order Administration is an important branch of governmental administration. It is essential for a student of Public Administration to have a clear understanding of Law and order Administration. This course is designed to introduce students to the basic rules and principles of Law and order Administration. This course also helps the students to develop in depth understanding of organisation and role of Law and order Administration.
UNIT I  Introduction

Meaning Nature, Scope and Importance of Law and Order Administration – Society – Control of Society- Control of Law.

UNIT II  Genesis of Police


UNIT III  Police Structure and Organization


UNIT IV  Police Recruitment


UNIT V  Maintenance of Law and Order


Text Books:

PUBC 403 PUBLIC POLICY ANALYSIS

Objectives:

Policy execution is considered to be the legitimate domain of administration. This paper details the various aspects of the public policy process – Policy planning and research, policy formulation, policy implementation, policy evaluation and policy analysis. It deals with the process of how policy decisions support a cause of action and provide a direction to an
administrative action. This paper is framed as a policy science concerned with the interdisciplinary process of analysis, planning formulation, implementation and evaluation of public policy as its core areas. It deals with the problems that are encountered in the making of policies and implementation of programmes

Unit- I

Unit- II

Unit- III

Unit- IV
Political Culture – Socio-economic conditions and Natural Resources – Policy making in different types of Political System - Policy – Action relationship.

Unit- V

Text Books:


Reference Books:


PUBC-404 - ISSUES IN PUBLIC ADMINISTRATION
Objectives:

This course is designed to introduce the students to the wide ranging issues in Public administration. This would help them to obtain a suitable conceptual perspective on the organization and methods in Public Administration. Further, this course introduces students to the values and problems in public services.

Unit-I Introduction


Unit-II Integrity in Administration

Integrity: Meaning, Historical Perspectives and causes for the decline – Modes of Corruption, Conduct Rules CVC, Lokpal and Lokayukta.

Unit-III Organisation and Methods


UNIT IV Administrative Reforms


UNIT V Values in Public Services


Text Books:

1. Frederick K.S. Lane, Current Issues in Public Administration, Wadsworth Worth Publishing

PUBE- 405-E-GOVERNANCE

Objectives:
The world has experienced revolutionary change after the invention of computer. The computer plays an important role in the field of communications. This course attempts to expose students to the concept of E-Governance. Further this course gives details about the meaning and evolutionary stages of E-Governance. It will enable the students to understand the role and importance of E-Governance in Modern democracy.

Unit-I


Unit-II


Unit-III

Development Stages of E-Governance – Non-Traditional Information – Traditional Information – Horizontal and Vertical Integration of Authority and Personnel.

Unit-V


Unit-V

Law relating to E-Governance – Bahavioural Modification of Public Personnel – Public funding for E-Governance – People’s Participation in E-Governance – Challenges and Barriers for e-governance

Text Books:

2. Suha Alawadhi, E-Government, V.D.M. Verlag, Germany, 2009