**ANNAMALAI UNIVERSITY**

**Affiliated Colleges**

**107. B.A PUBLIC ADMINISTRATION**

Programme Structure and Scheme of Examination (under CBCS)

(Applicable to the candidates admitted from the academic year 2023 -2024 onwards)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Part | Course Code | Study Components & Course Title | Credit | Hours/Week | Maximum Marks | | |
| CIA | ESE | Total |
|  |  | SEMESTER – I |  |  |  |  |  |
| I | 23UTAML11/  23UHINL11/  23UFREL11 | Language – I  பொது தமிழ்-I/  Hindi-I/  French-I | 3 | 6 | 25 | 75 | 100 |
| II | 23UENGL12 | General English – I | 3 | 6 | 25 | 75 | 100 |
| III | 23UPUBC13 | Core I: **Principles of Public Administration** | 5 | 5 | 25 | 75 | 100 |
| IV | 23UPUBC14 | Core –II: **Administrative Thinkers** | 5 | 5 | 25 | 75 | 100 |
| 23UPUBE15 | Elective - I (Generic / Discipline Specific )  L**aw, State and Government** | 3 | 4 | 25 | 75 | 100 |
| 23UTAMB16/  23UTAMA16 | Skill Enhancement Course – 1: (NME-I) /\*  Basic Tamil – I/  Advanced Tamil – I | 2 | 2 | 25 | 75 | 100 |
| 23UPUBF17 | Foundation Course-  **Business Communication** | 2 | 2 | 25 | 75 | 100 |
|  |  | Total | 23 | 30 |  |  | 700 |
|  |  | SEMESTER – II |  |  |  |  |  |
| I | 23UTAML21/  23UHINL21/  23UFREL21 | Language – II:  பொது தமிழ் - II/  Hindi-II/  French-II | 3 | 6 | 25 | 75 | 100 |
| II | 23UENGL22 | General English – II | 3 | 6 | 25 | 75 | 100 |
| III | 23UPUBC23 | Core – III: **Public Policy Making in India** | 5 | 5 | 25 | 75 | 100 |
| 23UPUBC24 | Core – IV: **Financial Administration in India** | 5 | 5 | 25 | 75 | 100 |
| 23UPUBE25 | Elective - 1 (Generic / Discipline Specific) **Introduction to Constitution of India** | 3 | 4 | 25 | 75 | 100 |
| IV | 23UTAMB26/  23UTAMA26 | Skill Enhancement Course – II (NME-II) /\*  Basic Tamil – II/  Advanced Tamil – II | 2 | 2 | 25 | 75 | 100 |
| 23USECG27 | Skill Enhancement Course – 3  Internet and its Applications(Common Paper) | 2 | 2 | 25 | 75 | 100 |
|  |  | Total | 23 | 30 |  |  | 700 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | NME offered to other Departments | | | |  |  |  |
| IV | 23UPUBN16 | Introduction to Public Relations | 2 | 2 | 25 | 75 | 100 |
| 23UPUBN26 | Disaster Management | 2 | 2 | 25 | 75 | 100 |

\* PART-IV: NME / Basic Tamil / Advanced Tamil (Any one)

Students who have not studied Tamil upto 12th Standardand have taken any Language other than Tamil in Part-I, must choose Basic Tamil-I in First Semester & Basic Tamil-II in Second Semester.

Students who have studied Tamil upto 10th & 12th Standardand have taken any Language other than Tamil in Part-I, must choose Advanced Tamil-I in First Semester and Advanced Tamil-II in Second Semester.

|  |  |  |
| --- | --- | --- |
| **SEMESTER: I**  **CORE-I**  **PART: III** | **Principles of Public Administration (23UPUBC13)** | **CREDIT: 5**  **HOURS: 5/W** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course Objectives** | | |
| C1 | To understand the basis of administration and management. | | |
| C2 | To describe the theoretical evolution of public administration. | | |
| C3 | To analyse the relevance and effectiveness of newer organizational forms to carry out the administrative process. | | |
| C4 | To assess the importance of legislative and judicial controls in administration | | |
| C5 | To examine the civil society and other grievance mechanism in public administration | | |
| **UNIT** | **Content** | **No. of Hours** | |
| I | Introduction: Public Administration- Meaning, Nature, Scope and Significance; Dimensions of Public Administration; Difference between Private Administration and Public Administration. | 5 | |
| II | Growth of Public Administration: Evolution of Public  Administration; Minnow brook Conferences (I, II and III); Relation of Public Administration with Political Science, Sociology, History, Economics, Law and Management. | 5 | |
| III | Trends in Public Administration: New Public Administration; New  Public Management; Globalization and Public Administration; Paradigm Shift from Government to Governance; New Public Service. | 5 | |
| IV | Organization and its Principles: Principles of Organization- Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation. | 5 |
| V | Good Governance: Concept, characteristics, elements, Issues and challenges, development of leadership, qualities of leadership, citizen and administration issues and problems, methods to promote good relationship. | 5 |
|  | **Total** | **25** |
|  | **Course Outcome** | **Programme Outcomes** |
| CO | On completion of this course, students will learn |  |
| 1 | To decipher the knowledge on the basic concepts of public administration and understand how the functions. | PO1 |
| 2 | To evaluate the knowledge on evolution and relevance of public administration. | PO1, PO2 |
| 3 | To gain insights on various functions of administration and its principles. | PO4, PO6 |
| 4 | To trace the growth of Public Administration and the trends. | PO4, PO5, PO6 |
| 5 | To distinctively understand the objectives of administration, governance and organization. | PO3, PO8 |
|  | **Textbooks** | |
| 1 | Mamta Mokta, S.S.Chauhan, S.K.Mahajan and simmi Agnihotri :Challenges in Governance(ed) Anamica Publisher, New Delhi 2011. | |
| 2 | Felix,A.Nigro and C.Nigro: Modern Public Administration(New york:Lloyd Harper and Row, Latest edition) | |
| 3 | H.koontz and Cyril O’Donnell: Principles of Management,( Tokyo: McGraw Hill, latest  ed.) | |
| 4 | Nicholas Henry: Public Administration and Public Affair(New Jersey: Prentice Hall,  Latest ed.) | |
| 5 | Peters, B. Guy. The Next Public Administration: Debates & Dilemmas. Sage, 2018 | |
|  | **Reference Books** | |
| 1 | Basu, Rumki. Public Administration in the 21st Century: A Global South Perspective. New York and London: Routledge, 2019. | |
| 2 | Public administration, Concepts and theories. New Delhi: Sterling, 2018 | |
| 3 | Bevir, Mark. Governance: A very short Introduction. OUP, 2012. | |
| 4 | Bhattacharya, Mohit. New Horizons of Public Administration. New Delhi: Jawahar Publishers, 2012. | |
| 5 | Nicholas, Henri. Public Administration and Public Affairs. New jersey: Pearson, 2013. | |
|  | **Web Resources** | |
| 1 | https://www.britannica.com/topic/public-administration/Principles-of-publicadministration | |
| 2 | <https://ddceutkal.ac.in/Syllabus/MA_Pol_Science/PAPER-2.pdf> | |
| 3 | https://www.sigmaweb.org/publications/principles-public-administration-nov2014.pdf | |

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO /PO | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
| CO1 | 3 | 3 | 2 | 3 | 3 |
| CO2 | 3 | 3 | 3 | 2 | 2 |
| CO3 | 3 | 3 | 2 | 3 | 2 |
| CO4 | 3 | 3 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 3 | 3 | 3 |
| Weightage | 15 | 15 | 13 | 13 | 12 |
| Weighted percentage of Course Contribution to POs | 3.0 | 3.0 | 2.6 | 2.6 | 2.4 |

Level of Correlation between PSO’s and CO’s

|  |  |  |
| --- | --- | --- |
| **SEMESTER: I**  **CORE-II**  **PART: III** | **ADMINISTRATIVE THINKERS (**23UPUBC14) | **CREDIT:5**  **HOURS:5/W** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course Objectives** | | |
| C1 | To provide the comprehensive knowledge of administrative theories. | | |
| C2 | To familiarize the concepts propounded by various administrative thinkers. | | |
| C3 | To understand the emerging ideas of public administration through the theoretical contributions. | | |
| C4 | To trace the emergence of various thoughts over a period of time. | | |
| C5 | To appreciate the philosophical contribution of thinkers towards changing administrative behaviour. | | |
| **UNITS** | **Details** | | **No. of Hours** |
| I | Indian Administrative Thinkers**:** Kautilya & Thiruvalluvar- Statecraft and Governance, Classical Approach**:** Woodrow Wilson: Politics Administration – Dichotomy Henri Fayol: Principles of Management, F.W. Taylor: Scientific Management Max Weber: Model of Bureaucracy | | 5 |
| II | Human Relations Approach**:** Luther Gullick and Lyndall Urwick: Administrative Principles; M.P. Follett: Leadership and Conflict; Elton Mayo: Human Relations Theory; Abraham Maslow: Need Hierarchy Concept | | 5 |
| III | Behavioral Approach**:** Chester Barnard: Contribution Satisfaction Equilibrium; Herbert Simon: Theory of Decision-Making; F.W. Riggs: Administrative Models and Approaches; Douglas Mc Gregor: Managerial Theories of ‘X’ and ‘Y’ | | 5 |
| IV | Public Choice, Entrepreneurial Government and NPS: Vincent Ostrom: Public choice approach and the theory of democratic administration; David Osborne and Ted Gaebler: Concept of entrepreneurial government; Robert and Janet Denhardt: The New Public Service | | 5 |
| V | MBO, Policy Science and Theory Z: P.F. Drucker: Management by Objectives; Yehezkel Dror: Ideas on Policy Sciences; William Ouchi: Theory ‘Z’; Frederick Herzberg: Hygiene Motivation Theory | | 5 |
|  | Total | | 25 |
|  | **Course Outcome** | | **Programme Outcome** |
| CO | On completion of this course, students will learn | |  |
| 1 | To understand thebasic concepts and ideas of Public Administration. | | PO1 |
| 2 | To examine the characteristics features of ideas of various thinkers. | | PO1, PO2 |
| 3 | To have insight on ideas emerging during different time periods | | PO4, PO6 |
| 4 | To distinguish the Concepts of various approaches and theories of Thinkers. | | PO4, PO5, PO6 |
| 5 | To apply the ideas / theories to real time situations. | | PO3, PO8 |
|  | **Textbooks** | |  |
| 1 | D. Ravindra Prasad, V.S. Prasad and P . Satyanaryana Administrative Thinkers, Sterling Publishing House, New Delhi. | | |
| 2 | S.R Maheshwari Administrative Thinkers, Mac Millan India Limited, New Delhi. | | |
| 3 | M.K. Gandhi: Hind Swaraj, Navajvan, Ahmedabad . |  | |
| 4 | F.W . Taylor: Scientific Management , Harper and Row Publishers, USA | | |
| 5 | Prasad, Ravindra D., V.S. Prasad, P. Satyanarayana& Y. Pardhasaradhi (eds.). Administrative Thinkers. New Delhi: Sterling, 2010 | | |
|  | **Reference Books** |  | |
| 1 | Prasad &Narayanan : Administrative Thinkers. | | |
| 2 | Navin Mathur: Management Thought, National Publishing House , Jaipur | | |
| 3 | R.N. Singh Management Thought & Thinkers Sultan Chand and Sons , New Delhi | | |
| 4 | Douglas Mc Gregor: Leadership and Motivation , MIT Press, Boston. | | |
| 5 | Max. Weber: Economy and Society translated and edited by Guenther Roth & Claus Wittich , Bedminister Press New York. | | |
|  | **Web Resources** |  | |
| 1 | http://ael.af/wp-content/uploads/2018/01/Administrative-Thinkers-Prasad-and-PrasadPub-Ad-Optional.pdf | | |
| 2 | https://egyankosh.ac.in/handle/123456789/57587 | | |
| 3 | https://www.academia.edu/32941538/Administrative\_Thinkers\_by\_Siam | | |

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO /PO | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
| CO1 | 3 | 3 | 2 | 2 | 3 |
| CO2 | 3 | 3 | 2 | 2 | 2 |
| CO3 | 3 | 3 | 2 | 3 | 2 |
| CO4 | 3 | 3 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 2 | 3 | 3 |
| Weightage | 15 | 15 | 12 | 12 | 13 |
| Weighted percentage of Course Contribution to POs | 3.0 | 3.0 | 2.4 | 2.4 | 2.6 |

Level of Correlation between PSO’s and CO’s

|  |  |  |
| --- | --- | --- |
| **SEMESTER: I**  Elective - I  **PART: III** | L**aw, State and Government (**23UPUBE15) | **CREDIT:3**  **HOURS:4/W** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course Objectives** | | |
| C1 | To understand the concepts of Law, State and Government | | |
| C2 | To trace the evolution of State and Government | | |
| C3 | To examine the salient features and theories of State | | |
| C4 | To comprehend the institutional mechanism and their processes. | | |
| C5 | To identify the nexus between Law, State and Government | | |
| **UNIT** | **Content** | | **No.of Hours** |
| I | Law, Justice, and Morality - Classification of Laws - Public and  Private Law, Substantive and Procedural Law, Municipal and International Law, Civil Law and Criminal Law - Sources of  Law: Custom, Precedent, Legislation. | | 4 |
| II | Basic Concepts of Indian Legal System - Common Law  Foundations - Rule of Law, Separation of Powers, Principle of  Natural Justice, and Rule of equity - Indian Constitution: Salient Features - Judicial System in India - Hierarchy of Courts and Jurisdiction of the Courts. | | 4 |
| III | State: Theories of the Origin (Divine Origin, Social Contract,  Evolutionary Theory and Marxist Theory), Nature of the State - Organic theory of the State, the Concept of Welfare State, and Sovereignty: Monistic and Pluralistic theories. | | 4 |
| IV | Government - Forms of government - Unitary, Federal, and Quasi-federal - Parliamentary and Presidential - Organs of Government - Legislature, Executive and Judiciary. | | 4 |
| V | Political Ideas: Liberty, Equality, rights, Justice, Democracy,  Citizenship, Individualism, Liberalism, Socialism, Fascism, Nationalism and Feminism Franchise and Methods of Representation. | | 4 |
|  | **Total** | | **20** |
|  | **Course Outcomes** | | **Programme Outcomes** |
| CO | On completion of this course, students will learn | |  |
| 1 | To analyse the concepts and dimensions of law and its origin | | PO1 |
| 2 | To describe the evolution and changing concepts of State and legal system | | PO1, PO2 |
| 3 | To comprehend and describe the nature and characteristics of various theories of State | | PO4, PO6 |
| 4 | To evaluate the intrinsic relationship between law and Political System . | | PO4, PO5, PO6 |
| 5 | To review the various ideas and concepts related to political systems | | PO3, PO8 |
|  | **Textbooks** | |  |
| 1 | Coleman, J. (2000): A History of Political Thought, Vol. 1: From Ancient Greece to Early Christianity, Oxford: Blackwell. | | |
| 2 | Das, P. G. (2011): History of Political Thought, New Delhi: New Central Book Agency. | | |
| 3 | Hoffman, John and Paul Graham (2007): Introduction to Political Theory, New Delhi: Pearson. | | |
| 4 | Klosko, George (ed.) (2011): The Oxford Handbook of the History of Political Philosophy, Oxford: Oxford University Press. | | |
| 5. | Paton, G.W, 2007, A textbook of jurisprudence, Oxford, Clarendon Press | | |
|  | **Reference Books** |  | |
| 1 | Gaus, Gerald F. & Chandran Kukathas (eds.)(2004): Handbook of Political Theory, New Delhi: Pearson. | | |
| 2 | O.P.Guaba. Introduction to Political Theory.(New Delhi:Macmillan,2011). | | |
| 3 | Sabine, George H. (1961): A History of Political Theory, New York: Holt, Rinehart and  Winston | | |
| 4 | S.Ramaswamy. Political Theory:Ideas and Concept.(New Delhi: Macmillan) | | |
| 5 | S.P.Verma. Modern Political Theory.(New Delhi: Vikash). | | |
|  | Web Resources |  | |
| 1 | <https://onlinecourses.swayam2.ac.in/cec20_hs38/preview> | | |
| 2 | <https://nptel.ac.in/courses/109103176> | | |
| 3 | https://www.india.gov.in/download-e-book-ministry-law-justice | | |

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO /PO | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
| CO1 | 3 | 3 | 2 | 2 | 3 |
| CO2 | 3 | 3 | 2 | 2 | 2 |
| CO3 | 3 | 3 | 2 | 3 | 2 |
| CO4 | 3 | 3 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 2 | 3 | 3 |
| Weightage | 15 | 15 | 12 | 12 | 13 |
| Weighted percentage of Course Contribution to POs | 3.0 | 3.0 | 2.4 | 2.4 | 2.6 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SEMESTER:I**  **Foundation Course**  **PART IV** | | | **23UPUBF17**  **BUSINESS COMMUNICATION** | **CREDIT:2**  **HOURS:2/W** | |
| **Learning Objectives** | | | | | |
| 1. | | To know the meaning objectives and role of communication and media | | | |
| 2. | | To understand the need and importance of communication in management | | | |
| 3. | | To apply the need and function of business letter | | | |
| 4. | | To study the business correspondents with insurance and other organization | | | |
| 5. | | To understand the meaning and importance of report writing | | | |
| UNIT-I | | **Communication**  Communication: Meaning and Definition - Objectives - Role of Communication – Process and Elements of Communication - Communication Networks - Types and Media of Communication – Barriers to Communication - Characteristics for Successful Communication. | | |  |
| UNIT-II | | **Communication in Management**  Management and Communication: Need and Importance of Communication in Management – Corporate Communication - Communication Training for Managers - Communication Structure in an Organization. | | |  |
| UNIT-III | | **Business Letters**  Business Letter: Need – Functions – Kinds – Essentials of effective Business Letter - Language and Layout – Planning, Enquiries and Replies - Sales Letter - Orders, Tender and Notice - Complaints - Letter of Appointment. | | |  |
| UNIT-IV | | **Correspondence**  Correspondence: Bank Correspondence - Insurance Correspondence – Agency Correspondence - Import-Export Correspondence. | | |  |
| UNIT-V | | **Report Writing**  Report Writing: Meaning and Importance - Purpose - Types of Business Reports - Characteristics of a Good Report - Report Preparation - Report by Individual and Committees - Agenda and Minutes of Meeting. | | |  |
| **Course Outcomes** | | | | | |
| CO | On completion of this course, students will | | | | |
| 1 | Understand the basics of communication and its Process, Elements, and its importance. | | | | |
| 2 | Acquire communication skills. | | | | |
| 3 | Employ the art of report preparation and writing Business Letters. | | | | |
| 4 | Use appropriate technology for business presentations and digital communication and write E-mails in a structured pattern. | | | | |
| 5 | Employ the art of report preparation | | | | |
| **Textbooks** | | | | | |
| 1. | Korlahalli, J. S., & Pal, R. (1979) Essentials of Business Communication. S. Chand, New Delhi. | | | | |
| 2. | Kaul A, ( 2015 ) Effective Business Communication. Second Edition Prentice Hall India Learning Private Limited. | | | | |
| 3. | Raymond Lesikar and John Pettit, Jr.(2016) Report Writing for Business Mc Graw Hill Education | | | | |
| 4. | Scott Mclean,”Business Communication for Success”, Flat World Knowlegde, 2010 | | | | |
| 5. | [Virander K. Jain](https://www.google.co.in/search?hl=en&sxsrf=ALiCzsZIDSPBXFi46Eqvp_QmhHz9tiDnUw:1668335548834&q=inauthor:%22Virander+K.+Jain%22&tbm=bks), “Business Communication”, S. Chand Limited, 2008 | | | | |
| **Reference Books** | | | | | |
| 1. | Kumar, R. (2010). Basic Business Communication. Excel Books India. | | | | |
| 2. | Bovee, C. L. (2008). Business Communication today. Pearson Education India. | | | | |
| 3. | Lesikar, R. V., & Pettit, J. D. (1989). Business communication: Theory and application. Irwin Professional Publishing. | | | | |
| 4. | Mary Ellen Guffy and Dana Loewy (2012) Essentials of Business Communication Cengage Learning | | | | |
| 5. | C.B.Gupta (2019) Essentials of Business Communication Cengage Learning India Pvt. Ltd | | | | |
| **Web Resources** | | | | | |
| 1. | <https://www.managementstudyguide.com/business_communication.htm> | | | | |
| 2. | https://studiousguy.com/business-communication/ | | | | |
| 3. | <https://www.indeed.com/career-advice/resumes-cover-letters/business-communication-skills> | | | | |
| 4. | <https://www.softskillsaha.com/what-is-meaning-of-business-communication-skills.php> | | | | |
| 5. | <https://www.mindtools.com/page8.html> | | | | |

**Mapping with Programme Outcomes:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PO 1** | **PO 2** | **PO 3** | **PO 4** | **PO 5** | **PO 6** | **PO 7** |
| **CO 1** | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO 2** | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO 3** | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO 4** | 3 | 3 | 3 | 3 | 2 | 3 | 2 |
| **CO 5** | 3 | 3 | 3 | 2 | 3 | 2 | 3 |

**S-Strong-3 M-Medium-2 L-Low-1**

|  |  |  |
| --- | --- | --- |
| **SEMESTER: II**  **CORE-III**  **PART:III** | **PUBLIC POLICY MAKING IN INDIA (**23UPUBC23**)** | **CREDIT:5**  **HOURS:5/W** |

|  |  |  |
| --- | --- | --- |
| **Course Objectives** | | |
| **1** | Describe the relevance of policy making and its analysis | |
| **2** | Compare the different approaches to the study of public policy | |
| **3** | Analyze the stages involved in making and implementation of public policy | |
| **4** | Evaluate the role of bureaucracy, media, NGO etc. in the policy making process. | |
| **5** | Synthesize the importance and impact of policies in the prime areas of administration | |
| **UNIT** | **Details** | **No. of Hours** |
| **I** | Introduction: Public Policy: Concept, Significance and Scope. Policy Analysis: Concept and Significance. Public Policy Approaches and Models with special reference to the Incrementalism and Rationalist Paradigms | **6** |
| **II** | Concepts and Theories of Governance: Governance as per the World Bank, UNDP and others; Public Choice Theory, Public Value Theory; Governance as Theory, Governance and Public Governance; Role of State, Market and Civil Society in Governance | **6** |
| **III** | Role of Various stakeholders in Public Policy Making Process: Role of Legislature, Executive, Judiciary, Planning Machinery at the Central and State levels in Policy Making. Role of other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass Media | **6** |
| **IV** | Public Policy Implementation and Evaluation: Approaches to Policy Implementation, Role of Executive (with special reference to Bureaucracy), Legislature, Judiciary, Non-Governmental Organizations, Pressure Groups. | **6** |
| **V** | Issues in Public Policy Implementation. Policy Evaluation: Approaches to Policy Evaluation: Criteria for Evaluation. Issues in Policy Evaluation | **6** |
|  | **Total** | **30** |
|  | **Course Outcomes** | **Programme Outcomes** |
| **CO** | **On completion of this course, students will learn** |  |
| **CO1** | To examine the basic concepts such as public policy, policy analysis, public policy process and governance | **PO1** |
| **CO2** | To recall the different stages of the public policy process in terms of theoretical formulation and the process | **PO1, PO2** |
| **CO3** | To apply necessary competence to undertake policy analysis | **PO4, PO6** |
| **CO4** | To elaborate on the concepts using practical examples involving public policy issues. | **PO4, PO5, PO6** |
| **CO5** | To discuss the issues in public policy implementation | **PO3, PO8** |
|  | **Text Books** | |
| **1** | Sapru R.K(2010), Public Policy:Art and Ctaft of Policy Analysis, New Delhi, PHI Learning Private Limited | |
| **2** | Dror.Y (1983), Public Policy Reexamined, New Jersey,Transaction Publishers | |
| **3** | Sapru R.K(2004), Public Policy : Formulation, Implementation and Evaluation, New Delhi, Sterling Publishers | |
| **4** | E. Lindblom Charles(1968), The Policy Making Process, New Jersey, Prentice Hall,PTR | |
| **5** | Birkland Thomas A. An Introduction to the Policy Process. M.E. Sharpe, 2011 | |
|  | **Reference Books** | |
| **1** | Dr. Prakash Chandra(2015), Public Administration : Policy,Politics and Practice, New Delhi,Astha Publishers | |
| **2** | Dr.Rathore Richa (2017), Public Policy and Administration in India, New Delhi, Mangalam Publishers and Distributors | |
| **3** | Birkland Thomas.A(2011), An Introduction to the Policy Process, New Delhi,PHI Learning Private Limited | |
| **4** | Peters Guy.B(2018),Policy Problems and Policy Design, Edward Elgar Publishing | |
| **5** | Weimer L David(2017),Policy Analysis : Cocepts and Practice,Routldge Publishers | |
|  | **Web Resources** | |
| **1** | https://onlinecourses.swayam2.ac.in/cec20\_mg05/preview | |
| **2** | gyankosh.ac.in/handle/123456789/3759 | |
| **3** | https://www.academia.edu/3482142/Study\_of\_Public\_Policy\_making\_in\_India\_A\_theoretical\_framework | |

**Mapping with Programme Outcomes:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | **3** | **3** | **2** | **3** | **3** | **3** | **2** | **3** | **3** | **3** |
| **CO2** | **3** | **3** | **3** | **2** | **2** | **3** | **2** | **2** | **2** | **1** |
| **CO3** | **3** | **3** | **2** | **3** | **2** | **3** | **3** | **2** | **1** | **2** |
| **CO4** | **3** | **3** | **3** | **2** | **3** | **2** | **2** | **2** | **3** | **1** |
| **CO5** | **3** | **3** | **2** | **3** | **2** | **3** | **3** | **2** | **2** | **3** |

**Strong – 3; Medium – 2; Low – 1**

**CO-PO Mapping (Course Articulation Matrix)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CO /PO** | **PSO1** | **PSO2** | **PSO3** | **PSO4** | **PSO5** |
| **CO1** | **3** | **3** | **2** | **3** | **3** |
| **CO2** | **3** | **3** | **3** | **2** | **2** |
| **CO3** | **3** | **3** | **2** | **3** | **2** |
| **CO4** | **3** | **3** | **3** | **2** | **3** |
| **CO5** | **3** | **3** | **2** | **3** | **2** |
| **Weightage** | **15** | **15** | **12** | **12** | **12** |
| **Weighted percentage of Course Contribution to POs** | **3.0** | **3.0** | **2.4** | **2.4** | **2.4** |

**Level of Correlation between PSO’s and CO’s**

|  |  |  |
| --- | --- | --- |
| **SEMESTER: II**  **CORE-IV**  **PART:III** | **FINANCIAL ADMINISTRATION IN INDIA**  **(**23UPUBC24) | **CREDIT:5**  **HOURS:5/W** |

|  |  |  |
| --- | --- | --- |
| **Course Objectives** | | |
| **1** | To recall the importance of financial administration as distinct from Public Finance | |
| **2** | To discuss various agencies and processes involved in financial administration | |
| **3** | To illustrate different sources of income and borrowing of government. | |
| **4** | To compare and contrast different types of budgeting and their significance | |
| **5** | To recommend the importance of methods in the control of over public expenditure | |
| **UNIT** | **Details** | **No. of Hours** |
| **I** | Nature, Scope and Importance of Financial Administration, Process and Agents in Financial Administration | **5** |
| **II** | Resource Mobilization For Different Level of Government-Monetary and Fiscal Policies-Tax and Non Tax Sources, Public Borrowings, Public Debt and its Management | **5** |
| **III** | Concept of Budget, Types of Budget-Performance Budgeting-Capital Budgeting-Zero Base Budgeting, Budgetary Process in India, Public Policy and Budgeting, Accounts and Audit | **5** |
| **IV** | Parliamentary Control Over Public Expenditure-Estimates Committee-Public Accounts Committee-Committee on Public Undertakings, Comptroller and Auditor General of India, Role of Finance Ministry, Finance Commission, Problems and Prospects of Financial administration in India | **5** |
| **V** | Union, State, Local Finances in India National Development Council Financial Reforms in the Era of Globalization and Liberalization | **5** |
|  | **Total** | **25** |
|  | **Course Outcomes** | **Programme Outcomes** |
| **CO** | **On completion of this course, students will learn** |  |
| **CO1** | To describe the basic concepts public finance in India | **PO1** |
| **CO2** | To outline the different stages of the budgetary process and financial administration in India | **PO1, PO2** |
| **CO3** | To classify the types of budgeting used in India | **PO4, PO6** |
| **CO4** | To evaluate the various mechanism for control over public expenditure | **PO4, PO5, PO6** |
| **CO5** | To construct the significance of Public Finance in India | **PO3, PO8** |
|  | **Text Books** | |
| **1** | Mahajan Kumar Sanjeev and Mahajan Puri Anupama(2014),Financial Administration in India, New Delhi, PHI Learning Private Limited | |
| **2** | Goel S L(2008),Public Financial Administration, New Delhi,Sterling Publications | |
| **3** | Goel Sandeep(2016),Financial Mangement Practices in India,Routledge | |
| **4** | Singh Sekhar Raj(1988),Union Budgets and FinancialAdministration, NewDelhi,Deep & Deep Publications | |
| **5** | Chelliah, Raja J. Fiscal Policy in Underdeveloped Countries: With Special Reference to India. Routledge, 2011 | |
|  | **Reference Books** | |
| **1** | Thavaraj M J K(2014),Financial Administration of India,Sultan Chand& Sons | |
| **2** | Sharma M K(2008),Financial Administration ,New Delhi, R K Books | |
| **3** | Ahamed Abdullahi Dahir and Sardar M N Islam(2010),Financial Liberalisation in Developing Countries:Issues ,Time Series Analysis and Policy Implications, New York,Springer | |
| **4** | Chkrabarty Bidyut and Prakash Chand(2012),Public Administration in a Globalizing World: Theories and Practices,New Delhi,Sage Publications | |
| **5** | Chand S N (2008),Public Finance, New Delhi,Atlantic Publishers& Dist | |
|  | **Web Resources** | |
| 1 | https://onlinecourses.swayam2.ac.in/cec20\_mg05/preview | |
| 2 | gyankosh.ac.in/handle/123456789/3759 | |
| 3 | https://www.nic.in/products/public-financial-management-system/ | |

Mapping with Programme Outcomes:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 |
| CO1 | 3 | 3 | 2 | 2 | 3 | 3 | 2 | 2 | 3 | 3 |
| CO2 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 2 |
| CO3 | 3 | 3 | 2 | 3 | 2 | 2 | 3 | 2 | 1 | 1 |
| CO4 | 3 | 3 | 3 | 2 | 3 | 3 | 2 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 2 | 3 | 2 | 2 | 3 | 2 | 1 | 2 |

Strong – 3; Medium – 2; Low - 1

CO-PO Mapping (Course Articulation Matrix)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO /PO | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
| CO1 | 3 | 3 | 2 | 2 | 3 |
| CO2 | 3 | 3 | 2 | 2 | 2 |
| CO3 | 3 | 3 | 2 | 3 | 2 |
| CO4 | 3 | 3 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 2 | 3 | 2 |
| Weightage | 15 | 15 | 11 | 12 | 12 |
| Weighted percentage of Course Contribution to POs | 3.0 | 3.0 | 2.2 | 2.4 | 2.4 |

Level of Correlation between PSO’s and CO’s

|  |  |  |
| --- | --- | --- |
| **SEMESTER: II**  **Elective II**  **PART:IV** | **INTRODUCTION TO CONSTITUTION OF INDIA (**23UPUBE25**)** | **CREDIT: 3**  **HOURS: 4/W** |

|  |  |  |
| --- | --- | --- |
| **Course Objectives** | | |
| **1** | To describe the evolution of Indian Constitution | |
| **2** | To identify the basic structure of the Indian Constitution | |
| **3** | To illustrate the exclusiveness of the Indian constitution. | |
| **4** | To interpret the relations between Centre , State and Local Government | |
| **5** | To assess the machinery of Public Governance as provided in the Constitution. | |
| **UNIT** | **Details** | **No. of Hours** |
| **I** | Constitutional Development • Regulating Act, 1773 • Pitts India Act, 1784 • Govt. of India Act, 1909, 1919 & 1935 • Indian Independence Act, 1947 | **4** |
| **II** | Basics of the Constitution • The making of the Constitution • Salient features of the Constitution • The Preamble of the Constitution | **4** |
| **III** | Nature of the federal System • Fundamental Rights • Fundamental Duties • Directive Principles of State Policy • Procedure of Constitution Amendment | **4** |
| **IV** | Union-State Relations • Legislative Relations • Administrative Relations • Financial Relations • Inter-State Relations | **4** |
| **V** | Decentralization: Panchayati Raj Institutions - Local Self Government Institutions; Bureaucracy and the Defense Forces - Nature of Bureaucracy - Civil-Military Relations | **4** |
|  | **Total** | **20** |
|  | **Course Outcome** | **Programme Outcomes** |
| **CO** | **On completion of this course, students will learn** |  |
| **CO1** | To review the working of the Indian Constitution | **PO1** |
| **CO2** | To outline the main tenets of the Constitution | **PO1, PO2** |
| **CO3** | To relate the functioning of the government along with Constitutional guidelines. | **PO4, PO6** |
| **CO4** | To trace the constitutional history of India. | **PO4, PO5, PO6** |
| **CO5** | To assess the significance of Indian Constitution | **PO3, PO8** |
|  | **Text Books** | |
| **1** | Bhatia, Gautam. The Transformative Constitution: A Radical Biography in Nine Acts. New Delhi: Harper Collins, 2019 | |
| **2** | Chandoke, Neera. Rethinking Pluralism, Secularism, and Tolerance. New Delhi: Sage, 2019. | |
| **3** | Chandrachud, Abhinav. The Informal Constitution: Unwritten Criteria in Selecting Judges for the Supreme Court of India. New Delhi: Oxford University Press, 2014. | |
| **4** | De, Rohit. A People’s Constitution: The Everyday Life of Law in the Indian Republic. New Delhi: Oxford University Press, 2018 | |
| **5** | Chandrachud, Abhinav. The Informal Constitution: Unwritten Criteria in Selecting Judges for the Supreme Court of India. New Delhi: Oxford University Press, 2014. | |
|  | **Reference Books** | |
| **1** | Jayal, Niraja Gopal. The Oxford Companion to Politics in India. New Delhi: Oxford University Press, 2011 | |
| **2** | Kapur, Devesh, et.al. Rethinking Public Institutions in India. New Delhi: Oxford University Press, 2017 | |
| **3** | Khosla, Madhav. The Indian Constitution. New Delhi: Oxford University Press, 2012 | |
| **4** | Khosla, Madhav et.al. The Oxford Handbook of Indian Constitution. New Delhi: Oxford University Press, 2016 | |
| **5** | Kohli, Atul, et.al. Routledge Handbook of Indian Politics. New Delhi: Routledge, 2018 | |
|  | **Web Resources** | |
| **1** | https://egyankosh.ac.in/handle/123456789/53790 | |
| **2** | <https://onlinecourses.nptel.ac.in/noc20_lw03/preview> | |
| **3** | https://legislative.gov.in/sites/default/files/coi-4March2016.pdf | |

**Mapping with Programme Outcomes:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | **3** | **3** | **2** | **2** | **3** | **2** | **2** | **2** | **2** | **3** |
| **CO2** | **3** | **3** | **2** | **2** | **2** | **2** | **3** | **3** | **2** | **2** |
| **CO3** | **3** | **3** | **2** | **2** | **2** | **3** | **2** | **2** | **3** | **1** |
| **CO4** | **3** | **3** | **2** | **2** | **3** | **2** | **3** | **3** | **2** | **3** |
| **CO5** | **3** | **3** | **2** | **2** | **2** | **3** | **2** | **2** | **3** | **2** |

**Strong – 3; Medium – 2; Low - 1**

CO-PO Mapping (Course Articulation Matrix)

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

Level of Correlation between PSO’s and CO’

**NME offered to other Departments**

|  |  |  |
| --- | --- | --- |
| **SEMESTER: I**  SKILL ENHANCEMENT-I **PART: IV** | **INTRODUCTION TO PUBLIC RELATIONS (**23UPUBN16) | **CREDIT:2**  **HOURS:2/W** |

|  |  |  |
| --- | --- | --- |
|  | **Course Objectives** | |
| C1 | To explicate how Public Relations helps in working of democracy. | |
| C2 | To understand how Public relations provides an idea on various agencies of communication. | |
| C3 | To examine how Public relations work in a society and its impact on the state. | |
| C4 | To impart knowledge about the evolution and growth of Public relations in India | |
| C5 | To evaluate how Public relations has contributed to development of India. | |
| **UNIT** | **Content** | **No. of Hours** |
| I | Public Relations Theory and Practice: Definition of PR, Its nature, process and Public, Origin and growth of PR in the world and India, Propaganda, Public Opinion & Publicity, Public Relations: catalyst, persuasion and motivation, Communication theories & Models in Public Relations, Reputation, perception and relationship management, The PR process, Research and Planning and Evaluation, PR ethics. | 2 |
| II | Public Relations in the Private and Public Sector: History & evolution of the public and private sector in India, Government public Relations, Corporate communication- defining corporate communication, defining internal communication, understanding the process and evaluation of internal communication, defining external communication, understanding the process and evaluation of external communication, corporate social responsibility, crisis communication, international public relations, agency public relations- account management, client servicing, agency finances, setting up an agency, growing the agency. | 2 |
| III | Media Advocacy: Defining Public Interest, Definition of Public Opinion, Formation and change of Public Opinion, Introduction to Propaganda, Introduction to Social marketing, Public Opinion and Democracy, Public Opinion models -The Random Diffusion model of Mass Public Opinion, The Receive-Accept-sample model of public opinion, Models of public opinion influence on leaders, Five Models of Representations. Public Opinion and Political Communication-Goals of strategic political communication, Elite Influence on Public Opinion, Interest Groups and Democratic Representation, The Political Media. The Public Opinion Process, Public Opinion and Social Control, Public Opinion and the Middle class, Media and Public Opinion-Influence of Media on Public opinion, Opinion Polls, Media-led campaigns in the World, Media-led campaigns in India. | 2 |
| IV | Public Relations Campaigns: Importance and need for IMC, Role of PR in IMC, SWOT analysis, Role of Advertising, Objectives, Remind, recognize and recall, Image building, Introduction to advertising agency, PR campaigns – Role, importance and necessity, Campaign Theories, Public Opinion in PR Campaign, PR campaigns for product sales, Folk Media-introduction, basics, role and importance), Media Effects, Marketing communications Mix – Role, Objective, Attributes, Direct Marketing & Personal Selling, Sales Promotion & Media Management, Brand, Brand Identity, Brand Promise & Brand Equity, Role of IMC in Brand Management. | 2 |

|  |  |  |  |
| --- | --- | --- | --- |
| V | New Media and technologies in Public Relations: Intro on ‘What is Digital Media’, Blogging –What are blogs, and its importance, different platforms for blogging, Creating blogs on Blogger, wordpress, Promoting your blog, and writing user oriented posts, Community blogging and its advantages, Social media-What are the different social networks, and how to use them for client benefits. Social Media - Twitter, facebook, orkut Video and photo-sharing sites- YouTube, Flickr, photo bucket, Including different social media’s in blogs, Social media release-Writing social media releases. Writing content for company websites, Promoting through viral marketing. Website Designing, Photoshop, / Coral Draw, documentary film making. | 2 | |
|  | Total | 10 | |
|  | **Course Outcomes** | **Programme Outcomes** | |
| CO | On completion of this course, students will learn |  | |
| 1 | To understand the significance of Public Relations in Public administration | PO1 | |
| 2 | To examine how transparency in administration is made possible through media | PO1, PO2 | |
| 3 | To have an insight on the use of the technological advancement in Public Relations. | PO4, PO6 | |
| 4 | To integrate various concepts in Public Administration to promote Relations | PO4, PO5, PO6 | |
| 5 | To develop writing skills for newspapers and creation of Blogs. | PO3, PO8 | |
|  | **Textbooks** |  | |
| 1 | Global Public Relations: Spanning Borders, Spanning Cultures by Alan R. Freitag; | | |
| 2 | Public Relations and Social Theory: Key Figures and Concepts (2007) by Øyvind Ihlen,  Routledge Communication Series; | | |
| 3 | Scott M.Cutlip and Allen, Effective public Relations | | |
| 4 | Public relations as relationship management: A relational approach to public relations (pp. 3–22). Mahwah, NJ: Lawrence Erlbaum Associates, Inc. | | |
|  | **Reference Books** | |  |
| 1 | Broom, G., Casey, S., & Ritchey, J. (2000). Toward a concept and theory of organization– public relationships: An update. In J. A. Ledingham & S. D. Bruning (Eds.), | | |
| 2 | Alison Theaker, The Public Relations Handbook | | |
| 3 | J.V.Vilanilam, Public Relations in India: New Tasks and Responsibilities, SAGE Publications India Pvt Ltd, New Delhi2011. | | |
| 4 | C. S.Rayadu and K.R.Balan, Principles of Public Relations | | |
| 5 | Cutlipscottetal, Effective Public Relations, London, 1995. | | |
|  | **Web Resources** | |  |
| 1 | https://apps.prsa.org/AboutPRSA/PublicRelationsDefined/ | | |
| 2 | <http://www.instituteforpr.org/global-public-relations> | | |
| 3 | https://study.sagepub.com/copley/student-resources/13-public-relations | | |

Mapping with Programme Outcomes:

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

S-Strong M-Medium L-Low

CO-PO Mapping (Course Articulation Matrix)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO /PO | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
| CO1 | 3 | 3 | 2 | 2 | 3 |
| CO2 | 3 | 3 | 2 | 2 | 2 |
| CO3 | 3 | 3 | 2 | 3 | 2 |
| CO4 | 3 | 3 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 2 | 3 | 3 |
| Weightage | 15 | 15 | 12 | 12 | 13 |
| Weighted percentage of Course Contribution to POs | 3.0 | 3.0 | 2.4 | 2.4 | 2.6 |

Level of Correlation between PSO’s and CO’s

|  |  |  |
| --- | --- | --- |
| **SEMESTER: II**  **Elective II-2** | **DISASTER MANAGEMENT (**23UPUBN26**)** | **CREDIT: 2**  **HOURS: 2/W** |

|  |  |  |
| --- | --- | --- |
| **Course Objectives** | | |
| **1** | To demonstrate the key concepts in the study of Disaster Management. | |
| **2** | To outline the nature, scope and impact of natural and man-made disasters. | |
| **3** | To classify the psychological, socio-economic, and political effects of the same. | |
| **4** | To deal with disaster preparedness and the role and responsibilities of the State and Society in disaster management in India. | |
| **5** | To compare & contrast International State-run and private agencies with special reference to Australia, Chile, Japan, Indonesia, Philippines and the USA. | |
| **Unit** | **Details** | **No. of Hours** |
| **I** | Meaning and Classifications of Disasters, Functioning of Disaster Management Organisation, Methodology to cope with Disaster in India, Disaster Management Cycle, Disaster Management- Recent Trends, Impact of Natural Disasters on Environment and Development. | **2** |
| **II** | Disaster Mitigation, Basic Principles and Elements of Disaster Mitigation, Flood mitigation Practices in India, Action Plan for Earthquake Disaster Mitigation, Cost-Benefit Consideration of Mitigation, Resource Analysis and Mobilization | **2** |
| **III** | Disaster Prevention and Preparedness, Vulnerability Analysis and Risk Assessment, Role of Community in Disaster Management, Communication Systems and Protocol, Legislation/ Existing Laws | **2** |
| **IV** | Disaster Awareness, Role of Disaster Managers, Role of NGOs, Training of Disaster Managers, Use of Formal Education System, Emerging Issues and Lessons for Future. | **2** |
| **V** | Disaster Response and Recovery i) Disaster Response Plan: State, Union and Local ; NDRF ii) Communication, Participation and Enforcement of Emergency Plans iii) International Models of Change: State and Private Agencies (Australia, Chile, Japan, Indonesia, Philippines, USA) | **2** |
|  | **Total** | **10** |
|  | **Course Outcome** | **Programme Outcomes** |
| **CO** | **On completion of this course, students will learn** |  |
| **CO1** | To describe the functioning of organizations in disaster Management | **PO1** |
| **CO2** | To discuss the conceptual and theoretical understanding of Disaster Preparedness and Mitigation | **PO1, PO2** |
| **CO3** | To develop an insight on disaster mitigation. | **PO4, PO6** |
| **CO4** | To limelight the emerging issues and lessons learnt in disaster management | **PO4, PO5, PO6** |
| **CO5** | To assess the significance of disaster management in the context of development | **PO3, PO8** |
|  | **Text Books** | |
| **1** | V.K. Sharma: Disaster Management, New Delhi: New United Process, A-26 Narain INDL Area Phase-II, 1995 | |
| **2** | David Alexander: Natural Disaster, London: UCL Press, 1993. | |
| **3** | KathakaliBagchi S: Drought Prone India: Problems and Prospects: New Delhi: Agricale, 1991. | |
| **4** | Melvin A Benarde: Race against Famine Orient Longmans, Bombay, 1972. | |
| **5** | Cohen, D. Aftershock: The Psychological and Political Consequences of Disaster. Paladin Publication, 1991. | |
|  | **Reference Books** | |
| **1** | Drake, F. Global Warming: The Science of Climate Change. Oxford University Press, 2000. | |
| **2** | Centre for Science and Environment; Down to Earth, Vol. 10, No. 6, New Delhi; 2001. | |
| **3** | World Disaster Report, ICRC and Red Crescent, Oxford Press, 2000 | |
| **4** | Shukla P. R., S. K. Sharma and P. Venkatraman (Eds.). Climate Change and Indian Issues, Concerns and Opportunities. New Delhi: Tata McGraw Hill, 2002 | |
| **5** | Blaikie P. and others. At Risk: Natural Hazards, People’s Vulnerability and Disaster. London: Routledge, 2005. | |
|  | **Web Resources** | |
| **1** | https://egyankosh.ac.in/handle/123456789/25233 | |
| **2** | <https://onlinecourses.swayam2.ac.in/cec19_hs20/preview> | |
| 3 | https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3793465/ | |

**Mapping with Programme Outcomes:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | **3** | **3** | **2** | **3** | **3** | **3** | **2** | **3** | **3** | **3** |
| **CO2** | **3** | **3** | **3** | **2** | **2** | **3** | **2** | **2** | **2** | **1** |
| **CO3** | **3** | **3** | **2** | **3** | **2** | **3** | **3** | **1** | **1** | **2** |
| **CO4** | **3** | **3** | **3** | **2** | **3** | **2** | **2** | **2** | **3** | **1** |
| **CO5** | **3** | **3** | **2** | **3** | **2** | **3** | **3** | **1** | **2** | **3** |

**Strong – 3; Medium – 2; Low - 1**

CO-PO Mapping (Course Articulation Matrix)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CO /PO | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
| CO1 | 3 | 3 | 2 | 3 | 3 |
| CO2 | 3 | 3 | 3 | 2 | 2 |
| CO3 | 3 | 3 | 2 | 3 | 2 |
| CO4 | 3 | 3 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 2 | 3 | 2 |
| Weightage | 15 | 15 | 12 | 13 | 12 |
| Weighted percentage of Course Contribution to POs | 3.0 | 3.0 | 2.4 | 2.6 | 2.4 |