

Master of Arts (Public Administration)

Name of Program	Master of Arts				
Abbreviation	M A (Public Administration)				
Duration	2 Years				
Eligibility Criteria	Passed any Graduate Degree including Engineering/Technology.				
Objective of Program	The core objective of the MA – Public Administration programme is to prepare the students for productive career in Administration and management besides academics through providing enabling environment in the core areas of Public Administration and allied areas				
Program Outcome	<p>PO1: Fundamental Knowledge Enrichment This Program enables the students in equipping themselves in the core aspects of Administration with focus on Public Administration which is the crux of any development paradigm.</p> <p>PO2: Critical Thinking Development The focus on competing theories in Public Administration prepares the students to think critically and applying value neutrality to assess the salient features and focus of various competing theories.</p> <p>PO3: Advanced Emerging Administrative Practices. The program trains students to look beyond the traditional or classical formulations in administrative theories.</p> <p>PO4: Nurturing Management Capabilities The program trains students for designing and conceptualizing the planning and managing development process of complex development paradigms, which enables students to evolve decision making strategies.</p> <p>PO5: Team Work and Leadership Development Helps students to inculcate the nuances of team work in organizational context in a contemporary development challenges students to work in a team and also to take leadership of the of the project management team.</p>				
Program Specific Outcomes	<p>PSO1: Helps in developing critical thinking</p> <p>PSO2: Helps students evolve qualities essential to manage complex organization.</p> <p>PSO3: Nurtures students to evolve world view on organizational issues.</p> <p>PSO4: Train students to apply managerial skills to manage organizations.</p>				
Mapping between POs and PSOs		PSO1	PSO2	PSO3	PSO4
	PO1				
	PO2				
	PO3				
	PO4				
PO5					

Medium of Instruction		English / Gujarati						
Program Structure		Semester 1						
Course Code	Title	Teaching per week		Course Credits	University Examination		Internal Marks	Total Marks
		Theory	Practical		Duration	Marks		
PA-C-01	Principles of Public Administration	4	0	4	3 Hrs	70	30	100
PA-C-02	Issues in Indian Administration	4	0	4	3 Hrs	70	30	100
PA-C-03	Comparative Public Administration	4	0	4	3 Hrs	70	30	100
PA-C-04	Economics Policy and Administration	4	0	4	3 Hrs	70	30	100
PA-C-05	Public Personnel Administration	4	0	4	3 Hrs	70	30	100
Total		20	0	20				
Program Structure		Semester 2						
Course Code	Title	Teaching per week		Course Credits	University Examination		Internal Marks	Total Marks
		Theory	Practical		Duration	Marks		
PA-C-06	Bureaucracy and Organization	4	0	4	3 Hrs	70	30	100
PA-C-07	State and District Administration in India	4	0	4	3 Hrs	70	30	100
PA-C-08	Administrative Law	4	0	4	3 Hrs	70	30	100
PA-C-09	Social Policy and Administration	4	0	4	3 Hrs	70	30	100
PA-C-10	Research Methodology	4	0	4	3 Hrs	70	30	100
Total		20	0	20				

Program Structure		Semester 3						
Course Code	Title	Teaching per week		Course Credits	University Examination		Internal Marks	Total Marks
		Theory	Practical		Duration	Marks		
PA-C-11	Introduction to Public Policy	4	0	4	3 Hrs	70	30	100
PA-C-12	Management of Financial System	4	0	4	3 Hrs	70	30	100
PA-EA/EB-01	Elective Course Paper 1 From EA or EB Elective Group	4	0	4	3 Hrs	70	30	100
PA-EA/EB-02	Elective Course Paper 2 From EA or EB Elective Group	4	0	4	3 Hrs	70	30	100
PA-EA/EB-03	Elective Course Paper 3 From EA or EB Elective Group	4	0	4	3 Hrs	70	30	100
	Total	20	0	20				
Program Structure		Semester 4						
Course Code	Title	Teaching per week		Course Credits	University Examination		Internal Marks	Total Marks
		Theory	Practical		Duration	Marks		
PA-C-13	Ethics and Governance	4	0	4	3 Hrs	70	30	100
PA-C-14	Project Management	4	0	4	3 Hrs	70	30	100
	Dissertation based on Project Research (In lieu of above 2 Compulsory Papers)	Project Guidance 2 Hours / Week	Field Work 6 Hours / Week	4	3 Hrs	70	30	100
PA-EA/EB-04	Elective Course Paper 1 From EA or EB Elective Group	4	0	4	3 Hrs	70	30	100
PA-EA/EB-05	Elective Course Paper 2 From EA or EB Elective Group	4	0	4	3 Hrs	70	30	100
PA-EA/EB-06	Elective Course Paper 3 From EA or EB Elective Group	4	0	4	3 Hrs	70	30	100
	Total	20	0	20				
Teaching Methodology		Classwork, Discussion, Self-Study, Seminars and/or Assignment						
Evaluation Method		30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination						

List of Elective Subject Groups

Group EA: Human Resource Management		
PA-EA-01	Principles of Human Resource Management	Semester - 3
PA-EA-02	Organizational Behaviour and Development	
PA-EA-03	Government and Labour welfare policy	
PA-EA-04	Industrial Relations	Semester - 4
PA-EA-05	Human Resource Development	
PA-EA-06	Safety Management	
Group EB: Crisis Management (CM)		
PA-EB-01	Disaster Management	Semester - 3
PA-EB-02	Water Resources Management	
PA-EB-03	Environmental Policy and Administration	
PA-EB-04	Police Administration	Semester - 4
PA-EB-05	Issues in Population Policy	
PA-EB-06	Public Health Management	

MA (Public Administration) 1st Semester

Course: PA-C-01: Principles of Public Administration

Course Code	PA-C-01				
Course Title	Principles of Public Administration				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of understand insights of historical and fundamental aspects of the principles of Public Administration.				
Course Objective	To make students acquainted with concepts of Fundamentals of Principles of Public Administration.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects the Principles of Public Administration. CO2: Expose the students to basics of administration and its relationship with the society. CO3: Makes the Symantec clarity as to the subject matter. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Indian Polity System				

Course Content

1. Meaning Nature and Scope of Public Administration. Relationship with other Social Sciences. Importance of Public Administration in modern society.
2. Public and Private Administration. Evolution of the Study of Public Administration. New Public Administration, New Public Management Perspective.
3. Principles of Organization: Formal and Informal Organization, Hierarchy, Span of Control, Unity of Command, Coordination, Centralisation – Decentralisation.
4. Chief Executive, Line, Staff and Auxiliary Agencies, Decision- Making, Leadership Delegation, Supervision, Communication.
5. Accountability, control and responsiveness of Public Administration in the context of good governance.

Reference Books	<ol style="list-style-type: none"> 1) Cox III, Raymond et.al., -Public Administration in Theory and Practice, Pearson Education, New Delhi. 2. Henry, Nicholas., -Public Administration and Public Affairs, PHI, New Delhi, Latest Edition. 3. White L.D. - Introduction to the Study of Public Administration 4. Basu, Rumki., -Public Administration: Theory and Concepts, Latest Edition. 5. Avasthi A & Maheswari S.R.- Public Administration 6. Sharma M.P. - Principles and Practice of Public Administration Kitab Mahal Publication 7. Marx F.M. - Elements of Public Administration Prentice Hall New Delhi
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course Code	PA-C-02				
Course Title	Issues in Indian Administration				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of understanding the Indian administration and issues pertaining to it.				
Course Objective	To make students acquainted with concepts of Indian Administration.				
Course Outcomes	CO1: Provides historical perspective of Indian administration. CO2: Enables students to understand the constitutional imperatives of administration. CO3: Extensive study of select ministry makes them understand the functioning of the government of India. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Indian Political System				

Course Content	<ol style="list-style-type: none"><li data-bbox="479 254 1453 346">1. Evolution of the Indian Administration, British influence on Indian Administration, Continuity and Change.<li data-bbox="479 346 1453 441">2. Constitution and Indian Administration, Salient Features of the Indian Constitution<li data-bbox="479 441 1453 588">3. The Union Executive: The President, The Prime Minister, The Cabinet, The Council of Ministers. The Organization and working of Central Secretariat and Executive Agencies, Cabinet Secretariat, Prime Minister's Office.<li data-bbox="479 588 1453 703">4. The detail study of the Ministry of Home Affairs and the Ministry of External Affairs<li data-bbox="479 703 1453 829">5. The Study of Union- States Relationship: Legislative, Administrative and Financial.
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Reference Books	<ol style="list-style-type: none"> 1. Maheswari, S.R., -Indian Administration, Latest Edition. Agrawal Publisher , Agra, 2. Basu, Durga Das., -Introduction to the Constitution of India, Latest Edition PHI, New Delhi. 3. Mishra, B.B.- Administrative History of India, Vols. I & II, Allied Pub., Bombay. 4. Avasthi & Avasthi- Indian Administration, Latest Edition. Agrawal Publisher , Agra. 5. Chanda Ashok- Indian Administration. 6. Bhabri C. P.-Public Administration in India . 7. Arora R. K. and Goyal Rajni- Indian Public Administration: Institutions and Issues , Latest Edition. New Age Publication.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course Code	PA-C-03				
Course Title	Comparative Public Administration				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of understanding comparative perspective in Administrative science.				
Course Objective	To make students acquainted with concepts of Comparative Public Administration.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects the Different Public Administration Systems. CO2: Enables students to understand the constitutional imperatives of administration. CO3: Extensive study of select ministry makes them understand the functioning of the government of India. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Indian Administrative System				

Course Content

- 1) Emergence of the concept, nature, scope, and significance of Comparative Public Administration
- 2) Approaches and methods of the study of Comparative Public Administration: Structural –functional, behavioural, systems and ecological
- 3) Public Administration and environmental influences
- 4) Comparison of the important features of administrative systems of U.S.A., U.K., France and Russia
- 5) Recent contributions to the study of Comparative Public Administration

Reference Books	<ol style="list-style-type: none"> 1. Almond Gabriel A., et.al., - Comparative Politics Today, Pearson Education, Pearson Education, New Delhi, 2003. 2. Heady Ferrel, - Public Administration: A Comparative Perspective, Latest Edition. 3. Rowat Donald. - Public Administration in Developed Democracy, Marcel Dekker, New York. 4. Riggs F.W. - Administration in Developing Countries. 5. Finer Herman - Theory and Practice of Modern Government 6. Arora R. K. - Perspectives in Administrative Theory
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course Code	PA-C-04				
Course Title	Economic Policy and Administration				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of understand the historical and evolution of Indian economic system and mixed economy.				
Course Objective	To make students acquainted with concept of economic policy formulation.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects the Indian Economy. CO2: Enables students to understand the Economic policy formulation. CO3: Extensive study of Finance ministry makes them understand the functioning of the government of India. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basic Economics				

Course Content

- 1) Evolution, nature, scope and techniques of economic administration
- 2) Introduction to political economy – Role and scope of state intervention in Economic development in different politico-economic systems.
- 3) India's Economic Policy with reference to Industry and Agriculture- Impact of LPG on the Indian Economic System [with reference to WTO.]
- 4) Market Economy and Planning – History of planning in India and its contemporary relevance.
- 5) Management of Public Enterprises – Its relevance and issues in the era of privatization.

Reference Books	<ol style="list-style-type: none"> 1. Halm, George A.,-Economic Systems: A Comparative Analysis, Latest Edition,GAU,London, 2. Uma Kapila (ed).,-Indian Economy since Independence, Academic Foundation, New Delhi, 3.Vaidyanathan, A.,-India's Economic Reforms and development, Academic Foundation, ND.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course Code	PA-C-05				
Course Title	Public Personnel Administration				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Public Personnel Administration and Basics related to it.				
Course Objective	To make students acquainted with concepts of Public Personnel Administration.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects the Public Personnel Administration. CO2: Enables students to understand the Personnel Policy and strategies related to it. CO3: Extensive study of Personnel, Public Grievance and pensions ministry makes them understand the functioning of the government of India. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Management Principles.				

Course Content	<ol style="list-style-type: none">1) Meaning, nature, scope, and significance of Public Personnel Administration2) Leading features of Public Personnel Administration in India, U.K., France and U.S.A.3) Development of Civil Service in India – Features and Issues in Civil Service Administration4) Comparative assessment of the Personnel Systems of U.K., France and U.S.A.5) Professionalism in Civil Service – Managerialism, Neutrality, Responsiveness, accountability with reference to citizen-centric services.
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Reference Books	<ol style="list-style-type: none"> 1.Jain, R.B.,-Aspects of Personnel Administration, IIPA, New Delhi, 1994. 2.Goel, S.L.& Rajneesh, Shalini., -Public Personnel Administration,Deep & Deep, 3.Shafritz, Jay M et.al.,- Personnel Management in Government,Marcel Dekker, New York. 4.Stahl Glenn O- Public Personnel Administration Latest Edition 5.Nigro and Nigro-New Public Personnel Administration 6.Maheswari S.R. - (1)The Civil Service in Great Britain (2) Higher Civil Service in France 7.Government of India- First and Second A. R. C. reports on Personnel Administration
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

MA (Public Administration) 2nd Semester

Course: PA-C-06: Bureaucracy and Organization

Course Code	PA-C-06				
Course Title	Bureaucracy and Organization				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of understanding the concepts, methods, and tools of Bureaucracy and Organization prevailed in Indian Administrative system.				
Course Objective	To make students acquainted with concepts of Bureaucracy and Organization and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects the Bureaucracy and Organization.</p> <p>CO2: Enables students to understand the Bureaucracy and Organization.</p> <p>CO3: Extensive study of Personnel, Public Grievance and pensions ministry makes them understand the functioning of the government of India.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Indian Administration				

Course Content

- 1) The Concept of Bureaucracy – Max Weber’s formulations and its Criticisms. The concept of Administrative State, Bureaucracy and Political Ideology- Marx’s interpretation of Bureaucracy.
- 2) Theories of Organization – classical and neo- classical, features of Open and Closed models.
- 3) Formal and Informal Organizations.
- 4) Bureaucracy and development: Role of Bureaucracy in development of the nation.
- 5) The DE bureaucratization process – its relevance and rationale; Issues in Bureaucratic Culture and behaviour.

Reference Books	<ol style="list-style-type: none"> 1. Marx F.M. -The Administrative State: An introduction to Bureaucracy 2. Blau Peter & Marshall Meyer - Bureaucracy in a Modern Society 3. Lane, Jan Erik (ed)., -Bureaucracy and Public Choice. 4. Jacoby, Henry., -The Bureaucratization of the World. 5. Lynch, T.D., -Organization Theory and Management, Marcel Dekker, New York.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-C-07: State and District Administration in India

Course Code	PA-C-07				
Course Title	State and District Administration in India				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable understanding the various relations between state and district administration in India.				
Course Objective	To make students acquainted with concepts of State and district administration and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects the State and District Administration in India. CO2: Enables students to understand the Panchayati Raj system. CO3: Extensive study of Ministry of Rural development and Panchayati Raj makes them understand the functioning of the government of India. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Public Administration and Local Self Government				

Course Content	<ol style="list-style-type: none">1) Constitutional provisions relating to State Governments in India, Growing importance of the State Administration in India.2) Political Executive: The Governor, The Chief Minister and Council of Ministers- powers, role and functions.3) Structure and functions of the State Secretariat- Role of the Board of Revenue, State Finance Commission, other important authorities at State level.4) District Administration– evolution, nature, scope and significance.5) The role of District Collector, structure and functions of district administration.6) Rural and Urban Development Administration – Constitutional Provisions – Assessment of the working of the Panchayati Raj and Urban Municipal Bodies.
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Reference Books	<ol style="list-style-type: none"> 1. Khera S.S.- State and District Administration 2. Maheswari, S.R.,-State Administration in India., Latest Edition. 3. Mishra, B.B.,-District Administration in India. 4. Shukla, J.D.,-State and District Administration in India. 5. Arora R. K. and Goyal Rajni-Indian Public Administration: Institutions and Issues, Latest Edition. New Age Publication 6. Government of India- 2nd ARC reports on State and District Administration
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-C-08: Administrative Law

Course Code	PA-C-08				
Course Title	Administrative Law				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of understanding the fundamental of Administrative Law and Principles of Natural Justice.				
Course Objective	To make students acquainted with concepts of Administrative Law and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects the Administrative Law in India.</p> <p>CO2: Enables students to understand the Laws related to Administrative Laws.</p> <p>CO3: Extensive study of Ministry of Law makes them understand the functioning of the government of India.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Constitution and Laws				

Course Content

- 1) Concept, Nature and Scope of Administrative Law.
- 2) Constitutional concepts relating to Administrative Law: Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra-vires, Droit Administrative. Delegated Legislation
- 3) Principles of Natural Justice or Fairness.
- 4) Administrative Adjudication, Review of Administrative acts and redress of grievances – Vigilance and Control
- 5) Constitutional Protection to Civil Servants.

Reference Books	<ol style="list-style-type: none"> 1. Griffith and Street -Principles of Administrative Law 2. Wade,H.W.R., -Administrative Law, latest Edition. 3. Kagzi, M.C.J., -Indian Administrative Law, Latest Edition. 4. Indian Law Institute: -Delegated Legislation in India.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-C-09: Social Policy and Administration

Course Code	PA-C-09				
Course Title	Social Policy and Administration				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of understanding social welfare policies of government of India and Administration revolving around it.				
Course Objective	To make students acquainted with concepts of Social Policy and Administration and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects the Social Policy and Administration in India.</p> <p>CO2: Enables students to understand the basics of social welfare and agencies related to it.</p> <p>CO3: Extensive study of Ministry of Social Justice & Empowerments and makes them understand the functioning of the government of India.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Society and Issues pertaining to it.				

Course Content	<ol style="list-style-type: none">1) Social Administration – Nature, Scope and Principles – Administration at the Central and State levels2) Social policy in India – Constitutional Provisions, development and planning under successive plans in India. Social legislations in India3) Methods of Social Administration - social case work, group work, community Organization4) Role of voluntary agencies and their relationship with Public Administration.5) Personnel Practices in Social Welfare and the need for a professional cadre.
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Reference Books	<ol style="list-style-type: none"> 1. Sachdeva, D.R., -Social Welfare Administration in India, Latest Edition. 2. Marsh, D.C., An -Introduction to Social Administration. 3. Goel, S.L., & Jain, R.K., -Social Welfare Administration, Deep & Deep, New Delhi. 4. Friondlandor - Introduction to Social Welfare 5. Marsh D.C. - An Introduction to Social Administration.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-C-10: Research Methodology

Course Code	PA-C-10				
Course Title	Research Methodology				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	15 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Research Methodology.				
Course Objective	To make students acquainted with concepts of Research Methodology and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects the Research Methodology</p> <p>CO2: Enables students to understand the basics Research Methodology and its applications in various fields.</p> <p>CO3: Extensive study of Data science and analysis of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Data Structures and methods of the same				

Course Content	<ol style="list-style-type: none">1) Meaning, nature, and scope of Social Research. Significance of Social Research2) Methodological approaches to Social Sciences –The Scientific Methods (Methods in Methodology) – Meaning-Definition –Variable in general – The Dependent Variable – The Independent Variable – Parameters.3) Concepts of Research – Formation of a problem – Meaning of Theory – Concepts – Laws – Experiment – Models – Deductions. - Research Design.4) Collection of data – Survey method – Questionnaire Method-schedule Method – Secondary Sources- Through documents, reports and research publications- Sampling Procedure.5) Statistical Method – The place of Statistics in the study of Research Method. Research Report.
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Reference Books	<ol style="list-style-type: none"> 1. Kaplan, Abraham., -The Conduct of Inquiry. 2. Folz, David H., -Survey Research for Public Administration, Sage, New Delhi, 1996. 3. Bhandarkar, & Wilkinson, -Methodology and Techniques of Social Research, Latest Edition. 4. Goode and Hatt -Methods in Social Research Mcgraw Hill 5. Selltiz Claire, Jahoda et al - Research Methods in Social Relations.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

**MA (Public Administration) 3rd Semester
Compulsory or Core Papers**

Course: PA-C-11: Introduction to Public Policy

Course Code	PA-C-11				
Course Title	Introduction to Public Policy				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Public policy formation and outcome oriented policies.				
Course Objective	To make students acquainted with concepts of Public Policy and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects the Public Policy CO2: Enables students to understand the concept of Public Policy and its applications in various fields. CO3: Extensive study of execution of Public Policy and impact assessment of the same. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Indian Administration				

Course Content

- 1) The concepts and significance of Public Policy
- 2) Public Policy: Institutionalism, Political Process, Public Choice;
- 3) Models- Optimality, Interest aggregation and articulation, instrumentalism and rational choice; Theories- Game, group and elite theories.
- 4) Policy making process: Policy cycles and process, feasibility, influence, impact and constraints of social, cultural, economic and technological factors.
- 5) Policy Monitoring and Evaluation; Policy Analysis-Role of Stakeholders, Techniques and methods – Empirical and normative.
- 6) New Policy Initiatives on issues of Governance – 2014 onwards.

Reference Books	<ol style="list-style-type: none"> 1. Anderson J.E., -Public Policy-Making: An Introduction, Boston, Houghton 2. Birkland Thomas A., - An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making 3. Dror.Y,- Public Policy making Re-examined, 2nd ed., San Francisco, Chandler. 4. Dye Thomas- Understanding Public Policy Singapore, Pearson Education 5. Fischer, Frank, - Evaluating Public Policy Chicago Nelson Hall. 6. Lasswell Harold, - A Preview of Policy Sciences New York, Elsevier. 7. Lerner, D. and -The Policy Sciences H.D.Lasswell (eds.),Stanford University Press. 8. Ganapathy.S. et.al.-Public Policy and Policy Analysis in India Sage, New Delhi, 1985. 11. Government of India-Policy Making in Government Publications Division,
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-C-12: Management of Financial System

Course Code	PA-C-12				
Course Title	Management of Financial System				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Financial system management related to government.				
Course Objective	To make students acquainted with concepts of Management of Financial System and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects Management of Financial System CO2: Enables students to understand the concept of Management of Financial System and its applications in various fields. CO3: Extensive study of execution of Public Policy and impact assessment of the same. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Indian Economy and Finance				

Course Content	<ol style="list-style-type: none">1) Meaning, nature and scope of Financial Administration2) Theories of Budget – Principles and characteristics.3) Budgetary Process – Preparation, Parliamentary approval and execution – Principles of Taxation.4) Control over financial system – CAG & Parliament. Implications of Structural Adjustment on Financial System.5) Financial Relations between the Union and the states – Role of the Finance Commission and Niti Aayog in distribution of resources to states.
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Reference Books	1.Lall., G.S.,-Public Finance and Financial Administration in India Latest Edition H.B.Kapoor, New Delhi 2.Thavaraj, M.J.K. -Financial Administration in India Latest Edition S.Chand & Co, New Delhi, 3.Thakur, R.N.-Centre-State Financial Relations and Planning in India, Deep & Deep, New Delhi 4.Goal S.L.- Financial Administration and Management Sterling, New Delhi 5.Handa K. L.- Financial Administration I.I.P.A. New Delhi
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Elective Groups: (3 papers or courses)

PA-EA or EB – 1, 2 & 3.

Elective Groups:

Group EA: Human Resources Management:

Course: PA-EA-01: Principles of Human Resources Management

Course Code	PA-EA-01				
Course Title	Principles of Human Resources Management				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Human Resource Management.				
Course Objective	To make students acquainted with concepts of Human Resources Management and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects Human Resources Management CO2: Enables students to understand the concept of Human Resources Management and its applications in various fields. CO3: Extensive study of execution of Human Resources Management and impact assessment of the same. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Human Resources Management				

Course Content	<ol style="list-style-type: none">1) Concept of Human Resources Management and its development.2) Its significance, role and functions in Contemporary Management and Organizations.3) Human Resources Management – Key themes. Human Resource Planning and Development. Human Resources Management and Human Resources Development.4) Significance of Human Relations in H.R.M., Human Relations in Organizations
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Reference Books	<ol style="list-style-type: none"> 1. Linda Maund., -Introduction to Human Resources Management, Palgrave, Suffolk 2. V.S.P.Rao. -Human Resources Management, Excel, New Delhi, latest Edition. 3. George W. Bohlander - Principles of Human Resource Management and Scott A. Snell 4. Ashwathapa K. - Human Resource Management 5. Prasad L.M. - Human Resource Management
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-EA-02: Organizational Behaviour and Development

Course Code	PA-EA-02				
Course Title	Organizational Behaviour and Development				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	15 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Behaviour of Individual as well as group in organization and development of it.				
Course Objective	To make students acquainted with concepts of Organizational behaviour and development and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Organizational Behavior and Development</p> <p>CO2: Enables students to understand the concept of Organizational Behaviour and Development and its applications in various fields.</p> <p>CO3: Extensive study of execution of Organizational Behaviour and Development and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Management and Human Psychology				

Course Content

- 1) Organizational Behaviour- Definition, Need for studying OB,
- 2) Organizational Psychology and dimension of human behaviour; Individual Behaviour and Group Behaviour
- 3) Organisational Behaviour and Culture; its relevance to OD.
- 4) Organizational Development and Change -
- 5) Case studies on OB and OD.

Reference Books	<ol style="list-style-type: none"> 1. Leavitt., Harold., -Managerial Psychology, Univ. Of Chicago Press. 2. Parikh, Udai., -Organizational Behaviour Process, Rawat, Jaipur, 1996 3. Katz, D and Kahn., -Social Psychology of Organizations. 4. Robbins, Stephen R., -Organizational Behaviour (Recent Edn) 5. P.N. Khandelwal.,-Organizational Behaviour (Recent Edn)
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-EA-03: Government and Labour Welfare Policy

Course Code	PA-EA-03				
Course Title	Government and Labour Welfare Policy				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Government and Labour welfare policies and functions of it.				
Course Objective	To make students acquainted with concepts of Labour Welfare Policy and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Labour Welfare Policy</p> <p>CO2: Enables students to understand the concept of Labour Welfare Policy and its applications in various fields.</p> <p>CO3: Extensive study of execution of Labour Welfare Policy and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Labour Laws				

Course Content	<ol style="list-style-type: none">1) Meaning, nature, scope and functions of Labour Welfare Administration.2) Labour Welfare Policies in India since Independence – Labour3) legislations in India.4) Machinery for Labour Administration – Role and functions of Labour Welfare Officer.5) Trade Unions and Labour – Implications and impact of LPG on Labour with special reference to Exit policy and VRS.6) Problems of Labour Welfare Administration in India.
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Reference Books	1.Sarma, A.M., -Labour Welfare Administration in India. 2.Arun Kumar., -Industrial Law (Vols.I & II), Atlantic Pub., New Delhi, 2003. 3.Mamoria, C.B., et.al., -Labour Welfare, Social Security and Industrial Peace in India 4.Singh R.C. P. - Labour Welfare Administration in India. 5.Misra S. N.- An Introduction to Labour and Industrial Law.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

**Group EB: Crisis Management:
Course: PA-EB-01: Disaster Management**

Course Code	PA-EB-01				
Course Title	Disaster Management				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of management of various manmade as well as natural disasters.				
Course Objective	To make students acquainted with concepts of Disaster Management and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects Disaster Management CO2: Enables students to understand the concept of Disaster Management and its applications in various fields. CO3: Extensive study of execution of Disaster Management and impact assessment of the same. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Various Disasters				

Course Content	<ol style="list-style-type: none">1) Introduction to Disasters – Nature and Classification of Disasters – Profile of Disasters: Global, National, Regional.2) Managerial process in Disaster Management: Disaster Management Cycle, Vulnerability and risk analysis Machinery for Disaster Management in India3) Management of rehabilitation- Damage and need assessment – reconstruction and rehabilitation.4) Role of Voluntary Organizations and Media in Disaster Management.5) Disaster preparedness – Predictability, Forecasting and warning of disasters – prevention and precautionary measures.
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Reference Books	<p>1.Sharma, V.K (ed)-Disaster Management, NCDM, IIPA, New Delhi, 1994.</p> <p>2.Singh, K.S. (ed) -Disaster Management, Mittal, New Delhi, 1998.</p> <p>3.Cuny, F.C.-Disasters and Development, New York. 4.Government of India- Disaster Management in India</p>
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-EB-02: Water Resources Management

Course Code	PA-EB-02				
Course Title	Water Resources Management				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of management of water as a natural resource.				
Course Objective	To make students acquainted with concepts of Water Resources Management and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Water Resources Management</p> <p>CO2: Enables students to understand the concept of Water Resources Management and its applications in various fields.</p> <p>CO3: Extensive study of execution of Water Resources Management and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics Water Resources				

Course Content	<ol style="list-style-type: none">1) Meaning, Nature , Scope and Significance of Water Resources management2) Water Resources management – Challenges and Strategies – Management of water for Sustainable Development.3) National Water Policy – Integrated Water Resources Development – Role and responsibility of the Government – Issues and problems in implementation.4) Water Resources Development and problems in different sectors – Forests, Flood, Poverty Alleviation, Irrigation.5) Case Studies in Water Management – Experiences in Different Regions.
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Reference Books	<p>1. IPA.,-Special Issue on Water Resources Management, July-Sept. 2003.</p> <p>2.Sharma, V.K.,-Water Resources Planning and Management, Himalaya, Bombay, 1985.</p> <p>3.Vaidyanathan, A.,-Water Resource Management: Institutions and Irrigation development in India, OUP, New Delhi, 1999.</p>
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-EB-03: Environmental Policy and Administration

Course Code	PA-EB-03				
Course Title	Environmental Policy and Administration				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Environmental Policy and Administration of same.				
Course Objective	To make students acquainted with concepts of Environmental Policy and Administration and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Environmental Policy and Administration</p> <p>CO2: Enables students to understand the concept of Environmental Policy and Administration and its applications in various fields.</p> <p>CO3: Extensive study of execution of Environmental Policy and Administration and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Environment				

Course Content	<ol style="list-style-type: none">1) Environmental degradation – factors responsible for degradation in areas like forestry, water, air, wildlife etc. – consequences and impact on the people. The concept of sustainable development.2) Nature, scope and role of the State in environment-related issues ; Environmental policy in India .3) Laws relating to environmental protection in India – Scope and applicability – Judicial intervention in environmental issues- the desirability and need to establish environmental courts.4) Problems of administering environmental policies in India –NGOs and environmental protection their contributions and limitations.
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Reference Books	<ol style="list-style-type: none"> 1. Shekar Singh (ed).,-Environmental Policy in India., IIPA, New Delhi. 2. IIPA.,-Environment and Administration, July-Sept. 1989, IIPA, New Delhi. 3. Nathawat, C.S.,-Man, Nature and environment Law, RSBA, Jaipur, 1987
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

MA (Public Administration) 4th Semester
Compulsory or Core Papers OR
Course: PA-C-13: Ethics and Governance

Course Code	PA-C-13				
Course Title	Ethics and Governance				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	15 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Ethics, Integrity and Aptitude and role of it in governance.				
Course Objective	To make students acquainted with concepts of Ethical governance and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects Ethical governance CO2: Enables students to understand the concept of Ethical governance and its applications in various fields. CO3: Extensive study of execution of Ethical governance and impact assessment of the same. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Ethics, Morals and Values				

<p>Course Content</p>	<ol style="list-style-type: none"> 1) Introduction to Ethical governance: <ol style="list-style-type: none"> a. The philosophical foundations of ethical actions in public and private life; b. Western tradition, Indian philosophical foundations and ethics; c. Essential difference – Ethics and values, emotional intelligence and its relevance to ethics and values; d. Ethics and society: Key ingredients, determinants (sources) and consequences of ethics with reference to actions, facets of ethics. 2) Ethics and public interest: <ol style="list-style-type: none"> a. Actions/ decision-making in public life/service; Authority vs. ethics and values. b. Legitimacy and accountability in public service; c. Professional ethics in public service, relationship between ethics and professional competence; d. Issues in corruption in Public Service. 3) Governance and ethics: <ol style="list-style-type: none"> a. Idea of governance and its ethical foundations; b. State of probity in governance – Policy making to implementation and its process; c. Transparency as a foundation and value in governance; d. Codes/norms of ethics in India: Public Service and business organizations. Corporate Governance. 4) Institutional mechanism for ethical governance: <ol style="list-style-type: none"> a. Constitutional values and its relationship with ethics and values; b. Role of family, society and educational institutions vis-à-vis ethics; c. Relevant case studies with reference to public service; d. Relevant case studies with reference to corporate governance.
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Reference Books	<ol style="list-style-type: none"> 1.Appleby Paul H:-Morality and Administration in Democratic Government, Baton Rouge, Louisiana State University Press 1952. 2. Barnwal SP -Ethics in work in India-Tradition in relation to Man and society, IIPA 1993. 3.Bentham Jeremy- Introduction to Principles of morals and legislation, New York 1948 4.Boulding Kenneth E,-Beyond Economics-- essays in society, religion and ethics, Ann Arbor, 1968 5.Chakrabarty S K, -Values and ethics for organization- Theory and practice –Delhi 1998 6.Chndavarkar G A -A manual of Hindu ethics Rupa 2010 7. Chaturvedi TN(ED) -Ethics in Public Life IIPA New Delhi 1996 8. Dwevedi OP,-Public Service Ethics IIAS Belgium 9.Fredrickson H G and Ghere R K -Ethics in Public Management, New York ME Sharp 10.L.N.Rangarajan (Ed)- Kautilya-The Arthshastra Penguin Classics, 1992 11.ARC 1 AND II Reports 12.UN Reports
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-C-14: Project Management

Course Code	PA-C-14				
Course Title	Project Management				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of management of the Projects.				
Course Objective	To make students acquainted with concepts of Project Management and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Project Management</p> <p>CO2: Enables students to understand the concept of Project Management and its applications in various fields.</p> <p>CO3: Extensive study of execution of Project Management and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Project Management				

Course Content	<ol style="list-style-type: none">1) Project – Meaning and concept, characteristic features of a project, categories of project, project family tree, project life cycle2) Generating and Screening of Project Ideas3) Feasibility Study – Market, Technical, Financial, Economic and Ecological Analysis4) Project Planning and Organizing5) Project Implementation – Monitoring and Control6) Case Study-Government projects, Social projects , Commercial projects
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Reference Books	<ol style="list-style-type: none"> 1.Chandra, Prasanna,- Projects –Planning, Analysis, Selection, Implementation and Review, Tata Mcgraw-Hill Publishing Co.Ltd., New Delhi 2.Joy, P.K.-Total Project Management, Macmillan India Ltd., New Delhi 3.Singh, Narendra,-Project Management and Control Himalaya Publishing House 4.Sharma, K.,-Project Management, , New Delhi, 2003. 5.Ramaraju, T.,- Project Management in the emerging Environmental Globalization, Himalaya, Mumbai, 2002. 6.Harrison, F.L.,-Advanced Project Management, A Structured Approach. 7.Richman, Larry, -Project Management: Step by Step, Prentice Hall India
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-C-15: DISSERTATION (Field work)

Course Code	PA-C-15				
Course Title	DISSERTATION (Field work) Note: The dissertation is in lieu of two theory papers .				
Credit	8				
Teaching per Week	Field Work				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of research and development of reports.				
Course Objective	To make students acquainted with concepts of research and development and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects Project Management CO2: Enables students to understand the concept of Project Management and its applications in various fields. CO3: Extensive study of execution of Project Management and impact assessment of the same. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Reporting				

Course Content

Note: The dissertation is in lieu of two theory papers .

Reference Books	
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Elective Groups: (3 papers or courses)

PA-EA or EB – 04, 05 & 06.

Elective Groups:

Group EA: Human Resources Management:

Course: PA-EA-04: Industrial Relations

Course Code	PA-EA-04				
Course Title	Industrial Relations				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Industrial Relations.				
Course Objective	To make students acquainted with concepts of Industrial Relations and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects Industrial Relations CO2: Enables students to understand the concept of Industrial Relations and its applications in various fields. CO3: Extensive study of execution of Industrial Relations and impact assessment of the same. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Industrial Laws				

Course Content

- 1) Need and importance of Industrial relations.
- 2) Indian Industrial Relations- An Overview, Influence of Technology on I.R.
- 3) Meaning & nature of grievance – Grievance Redressal Procedure - Discipline and its enforcement.
- 4) Industrial Dispute – Causes, prevention and settlement. Process and procedure in Industrial
- 5) disputes settlement. Workers Participation in management.
- 6) Legal framework of Industrial relations – Trade Unions and I.R.

Reference Books	<ol style="list-style-type: none"> 1.Sarma, A.M.,-Industrial Relations, Himalaya, Mumbai, 2002. 2.Ghosh, B.,-Industrial Relations in Developing Economy, Himalaya, Mumbai, 2001. 3.Subramani & Shah, Rajendra A., -HRM and Industrial Relations, Himalaya, 2001.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-EA-05: Human Resources Development

Course Code	PA-EA-05				
Course Title	Human Resources Development				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	15 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Human Resources Development				
Course Objective	To make students acquainted with concepts of Human Resources Development and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Human Resources Development</p> <p>CO2: Enables students to understand the concept of Human Resources Development and its applications in various fields.</p> <p>CO3: Extensive study of execution of Human Resources Development and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Human Resources				

Course Content	<ol style="list-style-type: none">1) Concept of H.R.D and its features2) H.R.D processes, methods and techniques;3) Functions of HRD – Job evaluation- description and analysis, recruitment, training, placement, promotion & transfer, appraisal etc.,4) The concept of Human Resource Audit – Its objective and methods – Strategies and issues in HRD.5) Case studies in HRD.
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Reference Books	<ol style="list-style-type: none"> 1.Arya, PP & Tandon, B.P., -Human Resources Development, Deep & Deep, New Delhi 2.Rao, T.V,-Human Resources Audit., Response- Sage, New Delhi 3.Pareek, U., & Rao, T.V., -Designing and Organizing Human Resource System, Oxford-IBH, New Delhi. 4.Tripathi P.C.- Human Resources Development 5.Ashwathapa K. - Human Resource Management
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-EA-06: Safety Management

Course Code	PA-EA-06				
Course Title	Safety Management				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Management of safety in industries.				
Course Objective	To make students acquainted with concepts of Safety Management and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Safety Management</p> <p>CO2: Enables students to understand the concept of Safety Management and its applications in various fields.</p> <p>CO3: Extensive study of execution of Safety Management and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Industrial Process				

Course Content	<ol style="list-style-type: none">1) Concept, nature and Scope of Safety Management.2) An Introduction to Industrial Safety Management .3) Safety Management – Planning, Organizing, Directing and Monitoring. Principles and Practices.4) Accident Prevention – Safety Education and Training.5) Employee Participation – Human Factors in Safety.
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Reference Books	1.Anton, Thomas I.,-Occupational Safety and Health Management, Mcgraw Hill, Singapore, 1989. 2.Krishna, N.V., -An Introduction to Safety Engineering and Management, 3.Heinnch, H.V., -Prevention of Industrial Accidents, Mcgraw Hill.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Group EB: Crisis Management:
Course: PA-EB-04: Police Administration

Course Code	PA-EB-04				
Course Title	Police Administration				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	16 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Police Administration.				
Course Objective	To make students acquainted with concepts of Police Administration and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Police Administration</p> <p>CO2: Enables students to understand the concept of Police Administration and its applications in various fields.</p> <p>CO3: Extensive study of execution of Police Administration and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Law and Enforcement				

Course Content	<ol style="list-style-type: none">1) The Concept of Police and Development of Policing function in the society.2) Importance of policing functions ;Role of police in a civil society.3) Police Administration – Tasks and functions; objectives of Policing-Law and Order maintenance-t he problems and issues; Reformative and punishment-oriented policing – Relationship with prison Administration.4) Police Administration in India – Structure and functions, Control over police – External and internal5) Issues and problems of policing and Police Administration in contemporary times
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Reference Books	<ol style="list-style-type: none"> 1. Misra S.C. - Police Administration in India 2. Bhardwaj, R.K. -Indian Police: Administration, National Publishing House, New Delhi 3. Reghavan, R.K. -Indian Police: Problems, Planning and perspectives: Manohar, New Delhi. 4. Trilok Nath., -Indian Police Administration, A Guide for Police Officers Sterling, New Delhi. 5. Bailey David - Police and Political Development in India 6. Sharma P.D. - Police Administration in India
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-EB-05: Issues in Population Policy

Course Code	PA-EB-05				
Course Title	Issues in Population Policy				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	15 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Issues in Population Policy				
Course Objective	To make students acquainted with concepts of Population Policy and its applications.				
Course Outcomes	CO1: Explain students the insight of the historical and fundamental aspects Population Policy CO2: Enables students to understand the concept of Population Policy and its applications in various fields. CO3: Extensive study of execution of Population Policy and impact assessment of the same. CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Society				

Course Content

1. Population policy in India – Development and population growth.

2. Strategies for Family Planning – FP programmes in India – Health and FP.

3. Education and FP – Role of NGOs in Female literacy and FP.

4. Populations pressures – Its impact on Political Economy, Democracy and Quality of Life.

Reference Books	<p>1.IIPA., -India's Population Policy and Its Implementation , July-Sept.1992, IIPA, New Delhi.</p> <p>2.Kohli-Chandra, Shanta., Family Planning Programmes in India, Mittal, New Delhi.</p> <p>3.Singh Sehgal, B.P.,-Population Policy and law, Deep & Deep, New Delhi, 1992.</p>
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination

Course: PA-EB-06: Public Health Management

Course Code	PA-EB-06				
Course Title	Public Health Management				
Credit	4				
Teaching per Week	4 Hrs				
Minimum weeks per Semester	15 (Including Classwork, examination, preparation, holidays etc.)				
Effective From	June 2020				
Purpose of Course	The purpose of the course is to make the student capable of implementing the concepts, methods, and tools of Public Health Management.				
Course Objective	To make students acquainted with concepts of Public Health Management. and its applications.				
Course Outcomes	<p>CO1: Explain students the insight of the historical and fundamental aspects Public Health Management.</p> <p>CO2: Enables students to understand the concept of Public Health Management. and its applications in various fields.</p> <p>CO3: Extensive study of execution of Public Health Management. and impact assessment of the same.</p> <p>CO4: Helps students to understand the organization dynamics and evolves the capacity to decision making.</p>				
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4
	CO1				
	CO2				
	CO3				
	CO4				
Pre-requisite	Basics of Health Sector.				

Course Content	<ol style="list-style-type: none">1. The Concept of Public Health; Meaning, nature, scope and objectives of Public Health Care Administration in India; Health care as a component of Social policy; Population and Health Care; Role of the WHO in Health Care.2. Public Health Policies in India – Agencies involved in Policy formulation – Development of Public Health and Health Care in successive Five – year plans.3. Machinery for administering Public Health Administration-Scope and role4. Meaning and Scope of Primary Health Care – Administration of Primary Health Centres at the State Level-Issues and problems in Primary Health Administration with particular reference to trained personnel and finance. A critical evaluation of Health Care Administration.
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Reference Books	1.Goel, S.L.-Public Health Management in India, (Vols. I to IV), Deep and Deep, New Delhi. 2.Rameswaram, G.-Medical Health Administration in Rural India Ashish, New Delhi.
Teaching Methodology	Classwork, Discussion, Self-Study, Seminars and/or Assignment
Evaluation Method	30% Internal assessment based on class attendance, participation, class test, quiz, assignment, seminar, internal examination, etc. 70% External based on semester end University examination