



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
(Deemed to be University)
Maduravoyal, Chennai - 600 095. Tamilnadu. India.
(An ISO 9001 : 2015 Certified Institution)



**DEPARTMENT OF PUBLIC
ADMINISTRATION
BACHELOR OF ARTS**

**Course curriculum and Syllabus
for Academic year 2020 onwards**

CONSTRUCTION OF THE SYLLABUS

The Syllabus has been framed as per the Guidelines of UGC. We acknowledge with thanks the support of:

Mrs. K.N. Kavitha

Chairperson/ Program In charge, Department of Public Administration

Faculty of Hotel Management / Culinary Arts / Aviation Mgmt. / De-Novo Courses Phase II
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Dr. A.S. Mallika

Head & Associate Professor

Department of Political Science,
Justice Basheer Ahmed Sayeed College for women,
Teynampet, Chennai - 600018.

VISION

To develop in students the skills and knowledge necessary for active civic participation and professional success.

MISSION

The mission of department of Public Administration of Dr.M.G.R university emphasizes on the following:

- To stimulate the coming generation to be socially and economically responsible and contribute productively to the nation's development.
- To create a platform in a more focused manner to produce efficient bureaucrats, good leaders with values.
- To foster administrative knowledge among students with compatible leadership quality.

HIGHLIGHTS OF THE COURSE

- Rigors and flexibility: students can become an expert in a specific area of study and choose from a wide range of electives within the major
- Diverse career path (example: Government services, law, policy analyst, business, teaching, consulting)
- Strong analytical skills: learn to critically evaluate problem and solutions, develop skills in research, writing and argumentation, acquire quantitative skills and become familiar with multiple methodologies.
- Demonstrate the integrative knowledge, skills, and ethics necessary for responsible administrative, management and leadership positions.
- Demonstrate the management, legal, ethical, and behavioural skills for effective job performance and career mobility.
- Demonstrate broad understanding of public affairs, policy development, policy analysis, economic analysis, management skills, and organization theory and their applications to public service.

B.A PUBLIC ADMINISTRATION**CURRICULUM****(SEMESTER 1 – 6)****SEMESTER - I**

S.No	Subject Code	Subject	L	T	P	C
1	HBEN20001*	English I	3	0	0	3
2	HBFR20001*/ HBTA 20001* HBHI20001*/	Language I (French I/ Tamil I/Hindi I)	3	0	0	3
3	HBPP20001	Principles of Political Science	4	0	0	4
4	HBPP20002	Indian Political Thought (Ancient to Medieval Period)	4	0	0	4
5	HBPP20003	Introduction to Public Administration	4	0	0	4
6	HBMG20001*	Environmental studies	4	0	0	4
7	HBLS20L01	Life Skills (Course - 1)	0	0	4	2
			22	0	4	24

***Common to HBEN18001, HBFR18001, HBTA 18001, HBHI 18001, HBMG17001**

SEMESTER – II

S.No	Subject Code	Subject	L	T	P	C
1	HBEN20002*	English II	3	0	0	3
2	HBFR20002*/ HBTA20002*/ HBHI20002*	Language II (French II/ Tamil II / Hindi II)	3	0	0	3
3	HBPP20004	Basic Introduction to the Constitution of India	4	0	0	4
4	HBPP20005	E – Governance in India	4	0	0	4
5	HBPP20006	Principles of Management	4	0	0	4
6	HBPP20007	Political Parties and public opinion	4	0	0	4
7	HBLS20L02	Life Skills (Course - 2)	0	0	4	2
			22	0	4	24

***Common to HBEN18002, HBFR18002, HBTA 18002, HBHI 18002**

SEMESTER – III

S.No	Subject Code	Subject	L	T	P	C
1	HBPP20008	Public Policy	4	0	0	4
2	HBPP20009	Administrative Thinkers	4	0	0	4
3	HBPP20010	Public Financial Administration	4	0	0	4
4	HBPP20011	Western Political thought	4	0	0	4
5	HBLS20L03	Life Skills (Course – 3)	0	0	4	2
			16	0	4	18

SEMESTER – IV

S.No	Subject Code	Subject	L	T	P	C
1	HBPP20012	Indian Administration	4	0	0	4
2	HBPP20013	Organizational theory and behavior	4	0	0	4
3	HBPP20014	Public Personnel Administration	4	0	0	4
4	HBPP20015	Society in India	4	0	0	4
5	HBLS20L04	Life Skills (Course – 4)	0	0	4	2
			16	0	4	18

SEMESTER – V

S.No	Subject Code	Subject	L	T	P	C
1	HBPP20016	Development Administration	4	0	0	4
2	HBPP20017	Gender Studies	4	0	0	4
3	HBPP20018	Human Rights	4	0	0	4
4	BMG20H05*	Research Methodology	4	0	0	4
5	HBPP20020	Government and politics of Tamil Nadu	4	0	0	4
			20	0	0	20

*Common to BMG17H05

SEMESTER – VI

S.No	Subject Code	Subject	L	T	P	C
1	HBPP20021	Administrative Law	4	0	0	4
2	HBPP20022	International Organizations	4	0	0	4
3	HBPP20023	Local Government in India	4	0	0	4
4	HBHR20002*	Human Resource Management	4	0	0	4
5	HBPP20P01	Project	0	0	20	10
			16	0	20	26

***Common to HBHR19002**

ENGLISH – I

Subject code: HBEN20001

Total Hours: 45

L	T	P	C
3	0	0	3

Objectives:

1. To prepare students for attaining a comprehensive knowledge of the communication skills
2. To make them understand the nuances of the language and use its vocabulary in appropriate contexts.
3. To develop in students a knowledge of the various techniques in language use
4. To develop in them analytical and interpretative skills
5. To train learners in organized academic and business writing

UNIT I

9 Hrs

PROSE- For Detailed Study

1. On Running After One's Hat G.K. Chesterton
2. The Unexpected Robert Lynd
3. How to be a Doctor Stephen Leacock

UNIT II

9 Hrs

POETRY- For Detailed Study

1. Ulysses Lord Tennyson
 2. If Rudyard Kipling
 3. Leave this Chanting and Singing Rabindranath Tagore
- 9 Hrs**

UNIT III

SHORT STORY

1. A Retrieved Reformation O'Henry
2. Engine Trouble R.K. Narayan

UNIT IV

9 Hrs

GLIMPSES FROM GREAT MINDS

1. I lived with words R.L. Stevenson
2. My Vision for India Dr. APJ Abdul Kalam

UNIT V

9 Hrs

FUNCTIONAL ENGLISH

Enhancing LSRW Skills through Tasks

Note: Each lesson to be followed by text-based Vocabulary, Grammar, and Usage

Exercises

Synonyms, Antonyms- Affixes (prefixes & Suffixes)-Noun- Adjectives, Verb, Tense, Adverb, Preposition, 'if' clause, Articles, discourse markers, Reported and Direct speech-Voice, Degrees of comparison, Interrogatives Comprehension, Précis writing

Text Prescribed: Pushkala R, Padmasani Kannan, Chandrasena Rajeswaran, Anuradha V

Literary Melodies, Orient Black Swan, 2017

Textbooks, Reference Books and Web Resources

1. Pushkala R, P.A.Sarada, El Dorado: A Textbook of Communication Skills, Orient Blackswan, 2014
2. Padmasani Kannan.S., Pushkala.R: Functional English
3. Hancock, Mark, English Pronunciation in Use; Cambridge Univ. Press, 2013
4. McCarthy, Michael et.al., English Vocabulary in Use, Advanced, Cambridge Univ. Press, 2011
5. Wren and Martin: Grammar and Composition, Chand & Co, 2006
6. Part I& Part II from Spring Board by Orient Black Swan Pvt. Ltd.
7. [http:// learenenglish. Britishcouncil.org](http://learenenglish.Britishcouncil.org)
8. www.englishpage.com
9. www.writingcentre.uottawa.ca/hypergrammar/preposit.html
10. www.better-english.com/grammar/preposition.html
11. <http://www.e-grammar.org/infinitive-gerund/>
12. www.idiomsite.com/

LANGUAGE - I

FRENCH – I

Subject code: HBFR20001

Total Hours: 45

L	T	P	C
3	0	0	3

UNIT I

9 Hrs

Decouvrir la langue francaise

- Se presenter, dire si on comprend, presenter une personne, nommer les choses, savoir vivre, comprendre la grammaire

UNIT II

9 Hrs

Faire connaissance

- Donner des informations sur une personne, demander, exprimer ses preferences, parler de son travail, parler de ses activites, parler de son pays, de sa ville

UNIT III

9 Hrs

Organiser son temps

- Dire la date, dire l'heure, donner des informations sur un emploi du temps, proposer-accepter-refuser, interroger-repondre, faire un programme d'activites

UNIT IV

9 Hrs

Decouvrir son environnement

- S'orienter, situer, se loger, exprimer la possession, connaître les rythmes de vie, fixer des regles

UNIT V

9 Hrs

S'informer

- Dire ce qu'on fait, s'informer sur un emploi du temps passé, expliquer, exprimer la doute ou la certitude, découvrir les relations entre les mots, savoir s'informer

REFERENCES

- Campus 1-methode de francaise by Jacky Girardet, Jacques Pecheur.

TAMIL- I

Subject Code: HBTA20001

L	T	P	C
3	0	0	3

Total no of hours: 45

நோக்கம்:

- வாய்மொழிஇலக்கியத்தையும்செய்யுள்இலக்கியத்தையும்அறிந்துகொள்ளல்.
- சிறுகதைமரபினைப்புரிந்துகொள்ளல்.
- பிழையின்றித்தமிழ்எழுதுவதற்குஅடிப்படைஇலக்கணத்தைப்பயிற்றுவித்தல்.
- கவிதைமரபினையும்சிறுகதைமரபினையும்வரலாற்றுநிலையிலிருந்துவிளக்குதல்.

முதல்பருவம் – தமிழ்த்தாள் 1

அலகு – 1

செய்யுள்திரட்டுவாய்மொழிஇலக்கியம்: நாட்டுப்புறப்பாடல்கள்

1. தாலாட்டு
2. காதல்
3. ஒப்பாரி
4. காணிநிலம்வேண்டும் – பாரதி
5. நல்லதோர்வீணை - பாரதி
6. தமிழ்க்காதல் - பாரதிதாசன்
7. தமிழ்வளர்ச்சி - பாரதிதாசன்
8. எந்நாளோ? - பாரதிதாசன்
9. ஆறுதன்வரலாறுகூறுதல் – கவிமணிதேசிகவிநாயகம்பிள்ளை

அலகு – 2

1. வழித்துணை - ந. பிச்சமூர்த்தி
2. குருடர்களின்யானை – அப்துல்ரகுமான்
3. முள்முள்முள் - சிற்பி

அலகு – 3 (புதுமைப்பித்தன்கதைகள்)

1. கடவுளும்கந்தசாமிப்பிள்ளையும்
2. செல்லம்மாள்
3. துன்பக்கேணி
4. ஆற்றங்கரைப்பிள்ளையார்
5. ஒருநாள்கழிந்தது

அலகு – 4

1. பெயர், வினை, இடை, உரிச்சொற்களின்பொதுஇலக்கணம், வலிமிகும்இடங்கள், வலிமிகாஇடங்கள்

அலகு - 5

1. தமிழ்க்கவிதையின்தோற்றமும்வளர்ச்சியும்
(மரபுக்கவிதை, புதுக்கவிதை)
2. தமிழ்ச்சிறுகதையின்தோற்றமும்வளர்ச்சியும்
3. மரபுத்தொடர்கள், பொருந்தியசொல்தருதல், கலைச்சொற்கள்,
நேர்காணல்

மேற்பார்வைநூல்கள்:

1. சென்னைப்பல்கலைக்கழகவெளியீடு - 2013
2. பொதுஇலக்கணம்

HINDI I

Subject Code: HBHI20001

L	T	P	C
3	0	0	3

Total Hours: 45

UNIT I

9 Hrs

1. Sabhyatakaarahasya-lesson and annotations, questions, and answers
2. Administrative terms (Prayojanmulak Hindi)

UNIT II

9 Hrs

1. Mitrathakarahasya- lesson and annotations, questions and answers
2. Patralekham,definitions,correspondence in hindi

UNIT III

9 Hrs

1. Paramanuoorjaevam and kadhyasanrakshan(lesson) annotations and answers
2. Technical terms and words, letter writing.

UNIT IV

9 Hrs

1. Yuvavon se (lesson), annotations, essay, questions, and answers
2. Types of official correspondence, technical terms
3. Grammer (Change of voice, correcting the sentences)

UNIT V

9 Hrs

1. Yogyataaurvyavasaykachunav(lesson) essay, questions, and answers
2. Letter writing
3. Grammar & Technical terms

REFERENCES

1. Dr.SyedRahmatullah & PoornimaPrakshan, Hindi gadhyamaala
2. Dr.SyedRahmatullah&PoornimaPrakshan, Prayojanmulakhindi
3. Dakshin Bharat Hindi PracharaSabha,T.Nagar, Saral Hindi Vyakaran-2

PRINCIPLES OF POLITICAL SCIENCE

Subject Code: HBPP20001

Total Hours: 50

L	T	P	C
4	0	0	4

Objectives

- To increase knowledge of the political science discipline & its principle theoretical framework.
- To understand the basic facts and the concepts about the political system.
- To gain knowledge of the nation's political institutions, political culture, and political ideologies.

UNIT – I

10Hrs

Definition – Nature and Scope of Political Science – the Science versus Art debate in Political Science – Methods of Political Science - Relationship between Political Science and other social sciences.

UNIT – II

10Hrs

Distinction between State, Society, Association, Government, Community, Nation and Nationality. Theories of Origin of the States: Divine Right Theory, Patriarchal Theory, Matriarchal Theory, Force Theory, Social Contract Theory, Evolutionary Theory, Marxist Theory, Elements of the State.

UNIT – III

10Hrs

Sovereignty – Definition - Characteristics – Types - Austin's Theory of Sovereignty – Pluralistic Theory of Sovereignty - power and Authority.

UNIT – IV

10Hrs

Law –Liberty – Equality – Justice – Definition – Types – Sources of Law – Law as a Safeguard of liberty – Law and Authority – Law and Morality - Rights and Duties.

UNIT –V

10Hrs

Liberalism – Individualism –Socialism –Marxian Socialism.

REFERENCES

1. Gilchrist R.N., Principles of Political Sciences, Orient Longman Madras, 1983.
2. Appadurai A., The Substances of Politics, Oxford University Press, India Madras 1974.
3. Amal Ray and Bhattacharya, Political Theory Ideas and Institutions, The World Press Calcutta.
4. V.D.Mahajan, Political Theory, S. Chand & Company Ltd, New Delhi, 2012.
5. A.C.Kapoor, Principles of Political Science, S. Chand & Company Ltd, New Delhi, 2012.
6. Johari J.C, Principles of Modern Political Science, Publications Pvt. Ltd., New Delhi, 1989.
7. R.C. Agarwal, Political Theory, S.Chand & Co, Ltd. New Delhi, 2010.
8. Eddy Asirvatham and K.K. Mishra, Political Theory, S. Chand & Company Ltd, New Delhi, 2012

INDIAN POLITICAL THOUGHT ANCIENT TO MEDIEVAL PERIOD

Subject Code: HBPP20002

Total Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To generate awareness in the students about the distinctive feature of the tradition of socio religious and political thought of India
- To study about the theories and administrations for Indian political thought
- To gain knowledge about the contributions to political thought

UNIT – I

10Hrs

Ancient Political Thought: Sources - Social and Political Institutions in Vedic and Epic periods – State Government – Law – Justice – Concepts of Dharma – Caste System – Varnashrama Dharma

UNIT – II

10Hrs

Kautilya's Arthasasthra as a source of Ancient Political Thought – his ideas on kinship – Origin and functions of State – seven – organs theory of the state – inter -state Mandal Theory – king’s army – Ministers – spy system.

UNIT – III

10Hrs

Manu: Ideological foundation, Central theme, and content of Manusmriti, the state, Saptang theory, territorial administration, financial administration, judicial system, inter-state relations.

UNIT – IV

10Hrs

Thiruvalluvar's Contribution to Political Thought: Kingship - Good Government - Tyranny – Diplomacy - Ministers

UNIT – V

10Hrs

Medieval Political thought – Ramanujar – Thulasidas -Kabir– Gurunanak- Nabigal Nayagam.

REFERENCES

1. J.C.Jojhari, Political Thought : Ancient & Medieval, Vol .I, Metropolitan Book Co, Pvt. Ltd., New Delhi, 2012.
2. Aletkar A.S., State and Government in Ancient India; Motilal Banarasi Das, New Delhi.
3. Sharam, P., Ancient Indian Political Institution, Meenakshi Prakasan, Meerut.
4. Varma, V.P., Ancient and Medieval Indian Political Thought, Lakshmi Narayan Agarwal, Agra, 2001.
5. Thalai Madhiyavan, Nabigal Nayagam Valkai Varalaru, Kizhakku Pathippagam, Chennai, 2014.
6. Bharasnath Diwari, Kabir, NBT, New Delhi, 2011.
7. M.L.Ahuja, Indian Political Thought, Dominant Publishers, New Delhi, 2012.
8. C.Rajagopalachari, Kural, Bharati Vidya Bhavan, Mumbai, 2013.
9. S.M. Diaz and N. Mahalingam, Tirukkural (Two Volumes) Ramannada Adigalar Foundation, Coimbatore, 2014.

INTRODUCTION TO PUBLIC ADMINISTRATION

Subject code: HBPP20003

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To understand the nature, objectives, features, models related to public administration.
- To understand the evolution, historical background, various approaches, and theories of public administration.
- To know about the branches of administration, governance, and its essentials, about the administrative reforms.

UNIT I

10Hrs

Meaning - Nature and Significance – Scope – public administration as an art or science - Differences between public and private administration Approaches to public administration.

UNIT II

10Hrs

Evolution of the study - Historical overview - Pre-colonial era - Colonial period - post colonial.

UNIT III

10Hrs

Principles of public administration – Organization- hierarchy - Unity of command - span of control-Authority and responsibility - Coordination, centralization, and decentralization - Delegation, supervision,

Unit IV

10Hrs

Meaning – Nature – scope – Importance - New Public Administration - Development Administration - Financial Administration - Judicial Administration - Urban and Rural Administration.

Unit V

10 Hrs

Good Governance: Concept and Application - Civil society and Public service.

REFERENCES

1. Janet Vinzant Denhardt, Robert B. Denhardt, *The New Public Service: Serving, Not Steering*, ME Sharpe, 2007.
2. Grover Starling, *Managing the Public Sector*, Cengage Learning, 2007.
3. M.Lakshmikanth, *Public Administration*, Tata Mcgraw Hills, New Delhi, 2011.
4. Bhattacharya, Mohit, *Public Administration*, The World Press Private Ltd., Calcutta, 2007.

ALLIED

ENVIRONMENTAL STUDIES

Subjectcode:HBMG20001

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To highlight the environmental issues.
- To develop the knowledge of the students about natural resources.
- To sensitize the students about environmental pollution and the need for environment conservation.

UNIT-I ENVIRONMENTAL AND ECO SYSTEMS

10Hrs

Definition, scope, and importance of environment- need for public awareness- concept, structure and function of an ecosystem-producers, consumers and decomposers-energy flow in the ecosystem. Biodiversity at National and local levels

UNIT - II ENVIRONMENTAL POLLUTION

10 Hrs

Definition-causes, effects, and control measures of (a) Air pollution (b) Water pollution (c) Soil pollution (d) Marine pollution (e) Noise pollution (f) Nuclear hazards (g) E-Wastes and causes, effects and control measures.

UNIT - III NATURAL RESOURCES

10 Hrs

Forest resources: Use and Over-exploitation, deforestation. Water resources: Use and over-utilization of surface and ground Water, Floods, drought, and conflicts over Water, dams - benefits and problems. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer – pesticide problems.

UNIT - IV SOCIAL ISSUES AND THE ENVIRONMENT

10 Hrs

From unsustainable to sustainable development-urban problems related to energy-water conservation. Rainwater harvesting, watershed management-resettlement and rehabilitation of people; its problems and concerns climate change, global warming, acid rain, ozone layer depletion, nuclear and state pollution control boards - Public awareness.

UNIT-V HUMAN POPULATION AND THE ENVIRONMENT

10 Hrs

Population growth, variation among nation – population explosion, environment, and human health-human rights-value education-HIV/AIDS –women and child welfare – role of information technology in environment and human health.

REFERENCES

1. Gilbert M.Masters ,“Introduction to Environmental Engineering and Science”,2ndEdition,Pearson Education (2004)
2. Benny Joseph ,“Environmental Science and Engineering”, Tata McGraw Hill ,New Delhi,(2006)

LIFE SKILLS (COURSE – 1)

COMMUNICATION SKILLS

SubjectCode:HBL20L01

Total Hours: 50

L	T	P	C
0	0	4	2

OBJECTIVES:

- To enhance one's Knowledge and awareness of emotional competency and emotional intelligence at place of study/work.
- To provide opportunity for realizing one's potential through practical experience.
- To develop interpersonal skills and adopt good leadership behavior for empowerment of self and others.

MODULE OUTLINE:

- Module 1: Listening
- Module 2: Speaking
- Module 3: Reading
- Module 4: Writing and Different Modes of Writing
- Module 5: Digital Literacy
- Module 6: Effective Use of Social Media
- Module 7: Non-Verbal Communication.

SEMESTER - II
ENGLISH – II

Subject code: HBEN20002

Total Hours: 45

L	T	P	C
3	0	0	3

Objectives:

1. To prepare students to attain a comprehensive knowledge of the communication skills.
2. To make them understand the nuances of the English language and use the vocabulary inappropriate contexts.
3. To develop in students a knowledge of the various techniques in language usage
4. To develop in them analytical and interpretative skills
5. To train learners in organized, academic, and business writing

UNIT - I PROSE- For Detailed Study

9 Hrs

- | | |
|------------------------------|---------------|
| 1. Spoon Feeding | W.R. Inge |
| 2. Disaster Management | B.M. Hegde |
| 3. If You are Wrong Admit it | Dale Carnegie |

UNIT- II POETRY- For Detailed Study

9 Hrs

- | | |
|----------------------------|-----------------|
| 1. Psalm of Life | H.W. Longfellow |
| 2. Anthem for Doomed Youth | Wilfred Owen |
| 3. Street Cries | Sarojini Naidu |

UNIT - III SHORT STORY

9 Hrs

- | | |
|-----------------------------------|------------------|
| 1. How Much Land does a Man Need? | Leo Tolstoy |
| 2. Uncle Podger Hangs the Picture | Jerome K. Jerome |

UNIT - IV DRAMA

9 Hrs

- | | |
|---|---------------------|
| 1. Excerpts from The Merchant of Venice | William Shakespeare |
| 2. Monkey's Paw | W.W. Jacob |

UNIT- V FUNCTIONAL ENGLISH

9 Hrs

Enhancing LSRW Skills through Tasks

Note: Each lesson to be followed by text-based Vocabulary, Grammar, and Usage Exercises

Synonym and Antonym, Phrasal Verb- Idioms and Phrases, Collocation. Gerund and infinitives, Auxiliaries:

Primary and Modals, Use of ‘as soon as’, ‘No sooner than.’

‘Hardly had-when’, ‘Scarcely had-when’, ‘too....to’, ‘so...that’-Subject- Verb Agreement Comprehension, note-making from an unknown passage, Expanding Hints into a meaningful paragraph, Essay writing.

Text Prescribed: Pushkala R, Padmasani Kannan, Chandrasena Rajeswaran, Anuradha V

Literary Melodies, Orient Black Swan, 2017

Textbooks, Reference Books and Web Resources

1. Pushkala R, P.A.Sarada, El Dorado: A Textbook of Communication Skills, Orient Black swan, 2014
2. Padmasani Kannan.S., Pushkala.R.: Functional English
3. Hancock, Mark, English Pronunciation in Use; Cambridge Univ. Press, 2013
4. McCarthy, Michael et.al, English Vocabulary in Use, Advanced, Cambridge Univ. Press, 2011
5. Wren and Martin: Grammar and Composition, Chand & Co, 2006
6. Part I& Part II from Springboard by Orient Black Swan Pvt. Ltd.
7. [http:// learenenglish. Britishcouncil.org](http://learenenglish.Britishcouncil.org)
8. www.englishpage.com
9. www.writingcentre.uottawa.ca/hypergrammar/preposit.html
10. www.better-english.com/grammar/preposition.html
11. <http://www.e-grammar.org/infinitive-gerund/>
12. www.idiomsite.com/

FRENCH-II

Subject code: HBFR20002

Total Hours - 45

L	T	P	C
3	0	0	3

UNIT I

9Hrs

Cultiver des relations

- Recevoir, Communiquer, Parler des Personnes, Donner des informations, écrire et lire à l'aise avec les autres

UNIT II

9Hrs

Découvrir le passé

- Parler du passé, raconter les moments d'une vie, parler de la famille, préciser le moment de la durée, parler des habitudes et des changements, connaître quelques repères de l'histoire

UNIT III

9Hrs

Entreprendre

- Parler d'une entreprise, Exprimer un besoin, Parler du futur, présenter les étapes d'une réalisation, Rapporter des paroles, Faire un projet de réalisation

UNIT IV

9Hrs

Prendre des décisions

- Comparer des qualités, comparer des quantités et des actions, Exprimer la ressemblance ou la différence, Faire des suppositions, Comparer des lieux, Parler de la télévision

UNIT V

9Hrs

Faire face aux problèmes

- Poser un problème, caractériser une action, Parler de la santé, Interdire-Autoriser, Connaître la vie politique

REFERENCES

Campus 1-Méthode de française by Jacky Girardet, Jacques Pêcheur

TAMIL - II

Subject Code: HBTA20002

L	T	P	C
3	0	0	3

Total hours:45

நோக்கம்:

- தமிழ் இலக்கிய வரலாற்றில் சிற்றிலக்கியங்கள் பெறும் இடத்தைப்பற்றி எடுத்துரைத்தல்.
- சைவ, வைணவ சமயங்களோடு தமிழ் இலக்கிய மரபு கொண்டுள்ள உறவினைப்போல பிற சமயங்களான கிறித்தவ, இஸ்லாம் சமயங்களோடும் தமிழ் இலக்கியம் உறவுகொண்டு விளங்குவதனை எடுத்துரைத்தல்.
- காப்பிய மரபினை எடுத்துரைத்து ஒருசில காப்பியங்களைப் பயிற்றுவித்தல்.
- அடிப்படை இலக்கணத்தைப் பயிற்றுவித்தல்.

அலகு - 1

1. சிற்றிலக்கிய வரலாறு
2. கிறித்துவ இலக்கிய வரலாறு
3. இஸ்லாமிய இலக்கிய வரலாறு

அலகு - 2

1. நந்திக்கலம்பகம்
2. முத்தொள்ளாயிரம்
3. தமிழ்விடு தூது (36 கண்ணிகள்)

அலகு - 3

1. திருக்குற்றாலக்குறவஞ்சி (குறத்தி மலைவளம் கூறுதல்)
2. முக்கூடற்பள்ளு (நாட்டுவளம்)
3. இயேசுபிரான் பிள்ளைத்தமிழ் (செங்கீரைப்பருவம் முதல் 5 செய்யுட்கள்)

அலகு - 4

1. நளவெண்பா (கலிநீங்கு காண்டம்)
2. சீராப்புராணம் (மானுக்குப் பிணை நின்ற படலம்)

அலகு - 5

1. இலக்கணக்குறிப்பு: உவமைத்தொகை, பண்புத்தொகை, உம்மைத்தொகை, வேற்றுமைத்தொகை, வினைத்தொகை இருபெயரொட்டுப் பண்புத்தொகை, அன்மொழித்தொகை
2. ஒருபொருள் குறித்த பலசொல், பலபொருள் குறித்த ஒருசொல்
3. ஒருமை, பன்மை - மயக்கம், பிறமொழிச்சொற்களை நீக்குதல், அகரவரிசைப்படுத்துதல்

மேற்பார்வை நூல்கள்:

- 1. சென்னைப்பல்கலைக் கழக வெளியீடு - 2013
- 2. பொது இலக்கணம்

HINDI II

Subject Code: HBHI20002

Total hours:45

L	T	P	C
3	0	0	3

(Poetry,HindiComputing,Alankar)

UNIT- I

9Hrs

1. Poetry- Virpooja, Kaidiaurkokila - kaviparichay, annotation, summary
makhanlalChaturvedi
2. Poetry-Kabirdass-Sakhi-Kantash 01-10(Doha)
3. Alankar-Aupras and Upama only

9Hrs

UNIT- II

1. Poetry-Aansu,ShradhakasaundaryaAnnotation,KaviParichay,Summary
2. Poetry-Surdas-Two Padhya

9Hrs

UNIT- III

1. Poetry-SubramaniyaBahrathi-Nachenge-Hum Annotation, KaviParichay, Summary
2. KaamKaji Hindi
Concept of official Language and Hindi Computing Theory

9Hrs

UNIT - IV

1. Poetry-Galiv-Chunin da ser-annotation, summary, KaviParichay
2. Computer internet in Hindi latest tools and packages

UNIT – V

9Hrs

1. KaviParichay, Jaishankar Prasad, SubramaniyaBharathi and Mirzagalib, Makhanlalchaturvedi
2. SleshaAlankar

BASIC INTRODUCTION TO CONSTITUTION OF INDIA

Subject code: HBPP20004

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To know about the basic constitutional framework of India.
- To know about the concept and duties of constitutional bodies, non – constitutional bodies, statutory bodies of union and state government.
- To understand the concept of parliamentary procedures, Centre – state relation and about local government.

UNIT - I

10Hrs

Making of the Indian Constitution- Constituent Assembly - Salient features of the Indian Constitution-Nature of Indian Federalism – Preamble - Citizenship – Schedules.

UNIT – II

10Hrs

Fundamental Rights - Directive Principles of State Policy – fundamental duties.

UNIT – III

10Hrs

Election – powers - positions – functions - President – Council of ministers - Prime Minister - Parliamentary system of Government - Parliamentary procedures - Finance Commission - Executive – Judiciary.

UNIT – IV

10Hrs

Election – powers - positions – functions – Governor - Chief Minister - Legislative Assembly - Legislative Procedures.

UNIT – V

10Hrs

Judiciary – jurisdiction – powers and functions Supreme Court – High court.

REFERENCES

1. D.D Basu, Introduction to Indian Constitution, Prentice Hall, New Delhi
2. M.V Pylee, Indian Constitution, S Chand and Company, New Delhi
3. J.C Johari, Government and Politics in India, Vishal Publications, New Delhi

E – GOVERNANCE IN INDIA

Subject code: HBPP20005

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To know about meaning, scope and importance of e – governance.
- To have a knowledge on Evolution and implementation of e – governance and e – governance policies in India.
- To gain a knowledge on techniques of e – governance, and challenges of e – governance.

UNIT – I

10Hrs

Meaning, Definitions, Scope, Importance of e- Governance - Evolution of e-Governance.

UNIT – II

10Hrs

Models of e-Governance (The General Information Dissemination Model, the critical Information Dissemination Model, the Advocacy Model, the Interactive Model).

UNIT – III

10Hrs

National E-Governance Plan - e- Governance in Rural Development - e- Governance in Urban Administration

UNIT – IV

10Hrs

E-Governance Policy – e -Governance Projects - e-Governance in India.

UNIT – V

10Hrs

E-Governance in Democratic set-up (Gender, Geographical, Economic, Social and Political) - E- Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models) Major concerns (Resistance to Change, laws, Skills, Security Concerns, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms).

REFERENCES

1. C.S.R. Prabhu, E-Governance: Concepts and Case Studies, PHI Learning Pvt. Ltd., 2013
2. M.G. Gupta and R.K. Tiwari (eds.), Reinventing the Government, IIPA, 1998
3. Richard Hecks, Implementing and Managing E-Governance, Vistar Publications
4. Jan Erik Lane, New Public Management, Routledges, 2000
5. Work Bank Report, Good Governance: The Business of Government, 1997
6. R. P. Sinha, E-Governance in India: Initiatives & Issues, Concept Publishing Company, 2006
7. N. Gopalsamy, Information Technology And E-Governance, New Age International, 2009

PRINCIPLES OF MANAGEMENT

Subject code: HBPP20006

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To know about the meaning, nature, scope of management.
- To develop knowledge on decision making, communication and motivation.
- To know about MBO and Modern control techniques in Management.

UNIT – I

Meaning, Nature and Scope of Management – Schools of Management Thought – Scientific Management Movement – human Relations Management movement – Behavioral Management Movement.

UNIT – II

Planning – Organizing – Leadership – Evaluation.

UNIT – III

Decision Making – Communication – Control Morale – Motivation.

UNIT – IV

Modern Management – MBO – Participative Management – MIS – Organization and Methods.

UNIT – V

Modern Control Techniques in Management - Break even analysis – linear programming – Waiting line (or) Queuing Theory of Replacement – Management Audit – Social Audit.

REFERENCES

1. L.M.Prasad : Organisation and Management
2. Koontz O. Donnel : Principles of Management
3. Joseph L. Massie : Essentials of Management.

ALLIED

POLITICAL PARTIES AND PUBLIC OPINION

Subject Code: HBPP20007

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To gain vast knowledge on major Political Parties of India and their contributions towards Indian Politics.
- To develop Knowledge on different types of Political Systems.
- To know about Public Opinion and Pressure Groups and Social Media on Politics

UNIT – I

10Hrs

Definition of Political Parties- Importance of Political Parties and Functions of Political Parties.

UNIT – II

10Hrs

Types of Party System: Single Party system – Bi-party System – Multi-party System- Merits and demerits.

UNIT – III

10Hrs

National Parties – Bhartiya Janata Party - Indian National Congress - Communist Party of India (Marxist) – DMK- AIADMK.

UNIT – IV

10Hrs

Pressure Groups – Meaning, Definition, Nature and Types – Functions of Pressure Groups – Role and Technique of pressure Groups.

UNIT – V

10Hrs

Public Opinion – Meaning and its Importance – Agencies of Public Opinion – Visual Media and Public Opinion - Social Media, and Public Opinion.

REFERENCES

1. Robert Blank, Political Parties: An Introduction.
2. Key V.O., Parties Politics and Pressure Groups.
3. Walter Limpan, Public Opinion.
4. Sadasivam S.N., Party & Democracy in India.
5. R.C. Agarwal, Political Theory, S.Chand & Co, Ltd. New Delhi, 2010.
6. R.C. Agarwal, Indian Political System, S.Chand & Co, Ltd. New Delhi, 2007.
7. J.C.Johari, Comparative Politics, Sterling Publishers Pvt. Ltd., New Delhi, 1996.

LIFE SKILLS (COURSE – 2)

PROFESSIONAL SKILLS

L	T	P	C
0	0	4	2

SubjectCode:HBL20L02

Total Hours:50

Objectives:

- Acquire career skills and fully pursue to take part in successful career path.
- Prepare good resume, prepare for interviews, and group discussions.
- Explore desire career opportunities in the employment market in consideration of an individual SWOT.

MODULE OUTLINE:

A. CAREER SKILLS

- Module 1: Resume Skills
- Module 2: Interview Skills
- Module 3: Group Discussion Skills
- Module 4: Exploring Career Opportunities

B. TEAM SKILLS

- Module 1: Presentation Skills
- Module 2: Trust and Collaboration
- Module 3: Listening as a Team Skill
- Module 4: Brainstorming
- Module 5: Social and Cultural Etiquettes
- Module 6: Internal Communication

SEMESTER – III

PUBLIC POLICY

Subject Code: HBPP20008

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To know about the models and approaches related to public policy and how the policies are influenced by various groups in the society.
- To understand the concept of policy making, policy implementation and policy analysis and the bodies involved in policy making, implementation and analysis.
- To know about the meaning, modes, and determinants of policy evaluation

UNIT-I

10Hrs

Introduction: Meaning, Nature, Scope, and Importance of Policy Science – Models and Approaches.

UNIT-II

10Hrs

Social needs and Public Policy – Federalism and Public Policy – Political parties and Public Policy – Pressure Groups and Public Policy – Public Opinion and Public Policy.

UNIT-III

10Hrs

Policy Making – Policy Analysis – Modes of Policy Making – Planning Commission and National Development Council – Legislature and Policy Making.

UNIT-IV

10Hrs

Policy Implementation: Civil Service and Policy Implementation – Non-Governmental Organizations and Implementation – Budget and Policy Implementation.

UNIT-V

10Hrs

Policy Evaluation: Modes of Policy Evaluation – Judiciary and Policy Evaluation – Elections and Policy Evaluation – Major determinants of Public Policy.

REFERENCES

1. K.D.Madhan, Policy Making in Government.
2. R.S. Ganapathy, Public Policy and Public Analysis in India.
3. Saigal, Policy Making in India.
4. V.K.Agnihotri, Public Policy Analysis and Design.
5. Thomas R. Dye, Understanding Public Policy

ADMINISTRATIVE THINKERS

Subject code: HBPP20009

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To know about the various theories of administration given by the various thinkers of administration.
- To know about the administrative concepts of ancient, medieval, modern India contributed by administrative thinkers.

UNIT-I **10Hrs**

Classical thinkers – F.W. Taylor – Henry Fayol – Luther Gulick and Urwick

UNIT-II **10Hrs**

Neo – Classical Thinkers – Max Weber – Karl Marx.

UNIT-III **10Hrs**

Behavioral Thinkers – Herbert Simon – Mary Parker Follet – Elton Mayo

UNIT-IV **10Hrs**

Modern Thinkers – Abraham Maslow – McGregor

UNIT-V **10Hrs**

Contemporary Thinkers – F.W. Riggs – Peter Drucker

REFERENCES

- 1) Baker R.J.S. - Administrative Theory and Public Administration, London, Hutchinson, 1972
- 2) Maheshwari S.R.- Administrative Thinkers, New Delhi, Macmillan, 2003.
- 3) Prasad Ravindra D., V. S. Prasad & P. Satyanarayana, (eds.), -Administrative thinkers, New Delhi, Sterling, 2005

PUBLIC FINANCIAL ADMINISTRATION

Subjectcode:HBPP20010

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To gain knowledge on the nature and significance of financial administration in India.
- To know the concepts and the evolution of budgeting and to know the role of finance ministry in the process of budgeting.
- To understand the concepts of account and audit system in India and about the statutory commission involved in it.

UNIT – I

10Hrs

Nature and significance of financial administration -Distinction between Public and Private financial administration - Implications for financial administration in India (downsizing, subsidy, safety net etc.)

UNIT – II

10Hrs

Budget: Concept, evolution, Principles, Types of Budget - Budgetary Procedure - Performance budgeting-meaning & features: measurement, PPBS, Zero-based budgeting - Budget process and logic - Public Debt management (Revenue deficit and Fiscal deficit. - Deficit financing).

UNIT – III

10Hrs

Parliamentary control over financial administration: Budget approval: Public Accounts Committee, Estimates Committee, other financial committees - Centre-State financial relation in India - Finance Commission and State Finance Committees.

UNIT – IV

10Hrs

Accounting and Audit System: Concept, Types, Emerging Trends in Accounting system - Comptroller & Accountant General: History, powers & functions.

UNIT - V

10Hrs

Finance Commission – Composition – Powers – Functions.

REFERENCES

1. A. Sarapa: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
2. Manjusha Shanna & O.P. Bohra: Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi, 2005.
3. B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
4. G.S. Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
6. Andley, Sundharam: Public Finance, Agra, Rattan Prakash and Mandir, 1979.

ALLIED

WESTERN POLITICAL THOUGHT

Subject code: HBPP20011

L	T	P	C
4	0	0	4

Total Hours: 50

Objectives:

- To know about Greek political thought, Plato's idea of communism and works of Aristotle.
- To know the political thought of medieval period.
- To gain knowledge about the contribution of western political thinkers.

UNIT – I

10Hrs

Origin of Political Thought – Plato – Works of Plato – Concept of Justice – Plato's Idea of communism – Aristotle – Works of Aristotle.

UNIT – II

10Hrs

Medieval Political Thought: – Cicero – St. Thomas Aquinas – Their Contribution to political thought

UNIT – III

10Hrs

Political Philosophy of Machiavelli and Montesquieu

UNIT – IV

10Hrs

Thomas Hobbes – His writings – Views on Human Nature and State of Nature – Social Contract Theory – Concept of Society – J.J. Rousseau – Life and His Works - State of Nature and Social Contract – Theory of General Will – His views on Education.

UNIT – V

10Hrs

Bentham – Utilitarianism – Political Ideas – J.S. Mill – His Life and Works – Liberalism – Contribution to political thought.

REFERENCES

1. Ebenstein William: Great Political Thinkers – Plato to Present, Oxford and IBH Publishing Co. New Delhi.
2. Sabine G., History of Political Theory, Oxford and IBH Publishing Co; New Delhi.; Gupta.R.C: The great political Thinkers; Lakshmi Narayan Agarwal, Agra.
3. PremArora and Brij Grover: Political Thought Cosmos Book Hieve (P) Ltd., East Patel Nagar, New Delhi.

**LIFE SKILLS (COURSE – 3)
LEADERSHIP AND MANAGEMENT SKILLS**

Subject Code: HBL20L03

Total Hours:50

L	T	P	C
0	0	4	2

Objectives:

- Help students to develop essential skills to influence and motivate others.
- Inculcate emotional and social intelligence and integrative thinking for effective leadership.
- Create and maintain an effective and motivated team to work for the society.

MODULE OUTLINE:

- Module 1: Leadership Skills
- Module 2: Managerial Skills
- Module 3: Entrepreneurial Skills
- Module 4: Innovative Leadership and Design Thinking.

SEMESTER – IV

INDIAN ADMINISTRATION

Subject Code: HBPP20012

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To understand the historical evolution and socio – economic, political, cultural, and global context of Indian administration
- To understand the form and substance of Indian administration.
- To know about the administrative reforms and its committees and commissions related to it.

UNIT – I

10Hrs

Evolution of Indian Administration (Ancient, Medieval and Modern period)

UNIT – II

10Hrs

Central Administration: Structure of Central Government – Central Secretariat – Cabinet - Secretariat – Constitutional Authorities (Comptroller& Auditor General, Election Commission, Finance Commission, Attorney General, Advocate General) – All India and Central Civil Services – UPSC.

UNIT – III

10Hrs

State Administration: Structures of State Administration – Governor, Chief Minister – Council of Ministers – State Secretariat – Chief Secretary – State Services – SPSC - District Administration: Objectives of District Administration-Role and Functions of District Collector.

UNIT – IV

10Hrs

Local Administration: Meaning and Nature of Local Administration– Units of Urban Local Government (Corporation, Municipality, Cantonment Board and Notified and Town area) – Rural local Government – Panchayati Raj System – Balwant Rai and Ashok Mehta Committee Reports – 73rd and 74th Constitutional Amendments.

UNIT – V

10Hrs

Issues in Indian Administration: Integrity in Indian Administration– Minister-Secretary Relationships – Administrative Reforms –Redressal of Citizen Grievances (Lok Pal & Lok Ayukta). Judicial Review, and Judicial activism

REFERENCES

1. S.R.Maheswari, Indian Administration (New Delhi: Orient Longmans, 2000)
2. B.B.Mishra, Administrative History of India (New Delhi: Oxford University, 1970)
3. S.R.Maheswari, Local Administration. (New Delhi: LaxmiNarain Agarwal Publications, 2003)
4. S.R.Nigam, Local Government in India.(New Delhi: S.Chand and Co.,1986)
5. M. Laxmikanth, Public Administration, (New Delhi: McGraw Hill Education, 2011)
6. S.R.Maheswari, Public Administration in India, (New Delhi: Macmillan India ltd, 2000)
7. Siuli Sarkar, Public Administration in India, (New Delhi: PHI Learning pvt. Ltd, 2010)
8. B.L. Fadia&KuldeepFadia, Indian Administration, (New Delhi, SahityaBhawan)

ORGANIZATIONAL THEORY AND BEHAVIOUR

Subject Code: HBPP20013

L	T	P	C
4	0	0	4

Total Hours:50

Objectives:

- To enhance the knowledge about the organization and its basics, theories related to communication, motivational and leadership.
- To gain knowledge about the models and approaches of organizational behaviour, conflict management.
- To know about the organizational change and development.

UNIT - I

10Hrs

Meaning, Nature, Scope and Significance of Organizational Theory - Bases of Organization - Types of Organization – Communication – Essentials of Communication – Barriers of Communication – Information of Communication – Basic attributes, Formal and Informal Organization

UNIT - II

10Hrs

Theories of Leadership -Workforce Diversity, Demographic and Personality Differences - Theories of personality - Measurement of Attitude, Attitudes - Productivity - Learning Processes.

UNIT - III

10Hrs

Group Dynamics: Meaning, Types of Groups, Group Size, Status, Group norms and Group Effectiveness, Models of Group Behaviour - Organizational Conflict: Meaning, Features, Stages, Conflict Management and Negotiation - Motivation and Teamwork: Theories and Models, High Performance Job Designs.

UNIT - IV

10Hrs

Organizational Change: Meaning, Models and Change Agents, Processes in Planned Change Innovation and Stress Management - Organizational Dynamics: Macro Perspectives, Power and Politics.

UNIT - V

10Hrs

Organizational Development – Organizational effectiveness.

REFERENCES

1. Newstrom John W. & Davis Keith Organisational Behaviour, New Delhi, Tata McGraw Hill, 2004.
2. Prasad L.M. Organisational Theory and Behaviour, New Delhi, Sultan Chand and Co., 2005.
3. Robbins Stephen P. Organisational Behaviour, Delhi, Prentice Hall, 2005
4. Singh Nirmal, Organisational Behaviour Concepts, Theory and Practices, Deep and Deep, New Delhi, 2003
5. John W Newstrom, Organizational Behaviour: Human Behavior at Work, McGraw-Hill Higher Education; 13th edition (May 2010)
6. Stephen P. Robbins, Organizational Behaviour, Pearson Education; 15th edition (2013)
7. Oliver E. Williamson, Organization Theory: From Chester Barnard to the Present and Beyond, Oxford University Press, 1995.

PUBLIC PERSONNEL ADMINISTRATION

Subject Code: HBPP20014

L	T	P	C
4	0	0	4

Total Hours:50

Objectives:

- To know about the nature, scope of public personnel administration.
- To gain knowledge on staffing pattern, morale and motivation integrity in administration
- To know about All India services, UPSC, SPSC, SSC its recruitment and working, its wage and salary administration.

UNIT - I

10Hrs

Nature, Scope, and Importance of personnel Administration – Different types of personnel Systems – Bureaucratic, Democratic, and representative systems

UNIT - II

10Hrs

Civil services - Generalist Vs Specialist – Civil Service Neutrality – Civil servant's relationships with Political Executive – Ethics, Morale and Motivation Integrity in Administration.

UNIT - III

10Hrs

Staffing Pattern – Recruitment – Examination and selection – Position and Rank classification - Training – Kinds of Training - Promotion and performance Evaluation - Confidential Reports – Superannuation and Retirement Benefits.

UNIT - IV

10Hrs

All India services- UPSC -appointment – conditions of service – functions – state public service commission for recruitment and its working – staff selection commission

UNIT - V

10Hrs

Employer – Employee Relations – Wage and Salary Administration – Wage policy – Allowances and Benefits – Pay Staff Association in Civil Service.

REFERENCES

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

SOCIETY IN INDIA

Subject Code: HBPP20015

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To create awareness and empower all sections of the society.
- To know about religion, society, and welfare of minorities.
- To gain knowledge on HIV/AIDS, corruption, and poverty.

UNIT – I

Introduction – Historical moorings of Indian Society – Varnashrama dharma – Purusharthas – Caste System and its unique features.

UNIT – II

Family and Marriage – Features and Functions – Types of Family – Joint and Nuclear Family – Marriage – Features and functions – Forms of Marriage.

UNIT – III

Religion and Society – Problems of minorities in India – Welfare of Minorities – Characteristics – Secularism.

UNIT – IV

Modernization and Social Changes – Theories of Social Change – Major source of change – Mass media and Social movements (Backward class movements).

UNIT – V

Social Problems: HIV – AIDS – Political corruption – Unemployment – Poverty.

REFERENCE:

1. Ram Ahuja – Society in India, Rawat Publications
2. Nadeem Hasnain – Indian Society, Rawat Publications

LIFE SKILLS (COURSE -4)

UNIVERSAL HUMAN VALUES

Subject code: HBLS20L04

Total Hours:50

L	T	P	C
0	0	4	2

OBJECTIVES:

- The present course deals with meaning, purpose, and relevance of universal human values and how to inculcate and practice them consciously to be a good human being and realize one's potentials.

MODULE OUTCOME:

- Module 1: Love and Compassion
- Module 2: Truth
- Module 3: Non-Violence
- Module 4: Righteousness
- Module 5: Peace
- Module 6: Service
- Module 7: Renunciation [Sacrifice]

SEMESTER – V

DEVELOPMENT ADMINISTRATION

Subject Code: HBPP20016

Total Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To know about characteristic, Classification of Human Rights.
- To have a wide knowledge on UNO's contribution towards human rights.
- To gain knowledge on women rights and its importance.

UNIT – I

10Hrs

Introduction – Nature, Scope, and importance of Development Administration – Approaches and Strategy for Development Administration – Western – Liberal – Comparison between Traditional Administration and Development Administration – Development Administration and Political Modernization.

UNIT – II

10Hrs

Theories of Development Administration: Bureaucratic theory - Systems theory – Behavioural theory – Riggs prismatic model – Riggs Concept of Development administration

UNIT – III

10Hrs

Approaches to Development Administration - Structural – Functional Approach - Gandhi an Approach - Marxist Approach.

UNIT – IV

10Hrs

Development Administration in India -Constitutional Framework – Institutional Framework – Central – State– District and Local Characteristics – Socio-Economic Framework – Parties – Pressure Groups – Public Opinion – Voluntary Organizations Management of Welfare Programmes – Poverty Alleviation Programmes.

UNIT – V

10Hrs

People's Participation in Development Administration – citizen and Administration – Panchayat raj and rural Development in India - Evaluation of Development Administration.

REFERENCES

1. Weidner Edward: Development Administration.
2. Riggs FW: Administration in Developing countries.
3. Sapru : Development Administration in India.
4. Sharma S.K: Dynamics of Development.
5. Chaterjee – Development Administration in India

GENDER STUDIES

Subject code: HBPP20017

L	T	P	C
4	0	0	4

Total Hours: 50

Objectives:

- To know about the status, power, legitimacy, and gender inequalities in society.
- To know about the gender development, and gender-based analysis.
- To know about strategies and gender responsive budgeting.

UNIT – I

10Hrs

Status-power-leadership-legitimacy and change-gender inequalities in earnings and employment

UNIT – II

10Hrs

Policies towards families-gender and development-gender based analysis-glass ceiling.

UNIT – III

10Hrs

Strategies that have influenced policies-Women's historical progress as public employees.

UNIT – IV

10Hrs

Status of women employees in federal, state, and local government - Leadership

UNIT – V

10Hrs

Gender responsive budgeting-Mainstreaming gender in organizations and budgeting.

REFERENCES

- Chaudhuri, Maitrayee (Ed.) Feminism in India, Kali for Women, New Delhi, 2004
- Menon, Nivedita. Gender and Politics in India, OUP, New Delhi. 1999.
- Sangari, Kumkum and Suresh Vaid (eds.). Recasting Women: Essays in Colonial India, New Delhi: OUP, 2003.
- Valerie Bryson: Political Theory: An Introduction.
- John, Mary E. Discrepant Dislocations: Feminism, Theory, and Postcolonial Histories, 1996.
- Kumar, Nita, ed. Women as Subjects: South Asian Histories. Univ. Press of Virginia, 1994

HUMAN RIGHTS

Subject Code: HBPP20018

L	T	P	C
4	0	0	4

Total Hours: 50

Objectives:

- To know about characteristic, Classification of Human Rights.
- To have a wide knowledge on UNO's contribution towards human rights.
- To gain knowledge on women rights and its importance.

UNIT – I

10Hrs

Introduction - Definition – Theories of Human rights - Characteristics of Human Rights – Classification of Human Rights – Indian Perspective of Human Rights.

UNIT – II

10Hrs

Human Rights in International Perspective – Role of UNO - Universal Declaration of Human Rights, 1948 - International Instruments: U.N. Commission for Human Rights

UNIT – III

10Hrs

Constitutional guarantee of Human Rights in the Indian Context – Fundamental Rights and Duties – Civil and Political Rights. Human Rights Commission – Structure – function – State Human Rights Commission.

UNIT – IV

10Hrs

Women's Rights – Right to Inheritance – Right to Divorce – Right to remarry, Women prisoners – Treatment of Prisoners – Right to Education – Right to Equality in Training – Employment Career Advancement – Economic Rights: Right to Work – Right to Adequate wages – Right to reasonable Hours of Work – Child rights.

UNIT – V

10Hrs

Contemporary issues in Human Rights – Media and Human Rights.

REFERENCES

1. Elisabeth Reichert Ed., Challenges in Human Rights – A Social Work Perspective, Jaipur
2. Sunita Samal, Human Rights and Development in Emerging World Order, New Delhi.
3. Madhav Rao L.R (Ed.), Global Trends of Human Rights, unit Enterprises, New Delhi.
4. Ram Ahuja, Violence Against Women, Rawat Publications, Jaipur.
5. S.K. Pachauri, Prisoners and Human Rights, A.P.H, Publishing Corporation, New Delhi.
6. Hingorani R.C., Human Rights in India, Oxford University Press, New Delhi,

RESEARCH METHODOLOGY

Subject Code:BMG20H05*

L	T	P	C
4	0	0	4

Total Hours: 50

Objectives:

Research methodology will be taught in the theory class to prepare students on how to approach the subject of research project in the 6th semester. Inputs can be given to the students during the institute tenure but topics allotted will help students pursue the projects in a better fashion through exploratory research and self-study. Final preparation of the project will be done only in the 3rd year final semester under guidance from subject matter expert.

UNIT - I

10Hrs

Introduction to research methodology- Meaning and objectives of research, types of research, research approaches, significance of research, research vs. methodology, research process, criteria of good research, problems faced by the researcher, techniques involved in defining a problem.

UNIT- II

10hrs

Research Design- Meaning and needs of research design, features and important concepts relating to research design, different research design, important experimental design.

UNIT - III

10Hrs

Sample design- census and sample survey, implication of sample design, steps in sampling design, criteria for selecting sampling procedure, characteristics of a good sample design, different types of sample design, measurement scales and important scaling techniques.

UNIT - IV

10HRS

Methods of data collection- collection of primary data, collection through questionnaire and schedule, collection of secondary data, difference in questionnaire and schedule, different methods to collect secondary data.

UNIT - V

10HRS

Data analysis interpretation and presentation techniques- Hypothesis testing, basic concepts concerning hypothesis testing, procedure and flow diagram for hypothesis testing, test of significance, chi- square analysis, and report presentation techniques.

REFERENCE:

1. Dr. Deepak Chawala and Dr. NeenaSond Research methodology- Concepts and cases (BookCD)-
2. George Thomas. C Research Methodology and Scientificwriting-
3. Jagadish R. Raiyani Research Methodology- Theory andTechniques
4. Thamilarasan M. Research Methodology for socialsciences

ALLIED

GOVERNMENT AND POLITICS OF TAMIL NADU

Subject Code: HBPP20020

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To know about the origin of Indian National Movement and the growth of Indian National Congress.
- To develop Knowledge about self-Respect Movement under E.V.R and the origin of Dravida Kazhagam in Tamil Nadu.
- To gain knowledge on Powerful politicians of Tamil Nadu.

UNIT – I

10Hrs

Origin of Indian National Movement – Growth of Indian National Congress till 1952 in Tamil Nadu, Non-Co-operation Movement in Tamil Nadu, Prominent Tamil Nadu Nationalist – VOC – Subramania Bharati.

UNIT – II

10Hrs

Origin of Justice Party – Emergence of Non-Brahmin Movement – achievements, causes and decline of justice party, Home Rule League.

UNIT – III

10Hrs

Self-Respect Movement under E.V.R, - His Protest for the cause of Non-Brahmins against Brahmin community – Dravida Kazhagam - Origin of DMK – Policies and programmes – Centre –State relationship – President's Rule.

UNIT – IV

10Hrs

1952 General Election – Circumstances that led to the formation of Congress Ministry under Rajaji – K.Kamaraj as Chief Minister – Industrial Policy under M.Bhakthavatchalam – the Language issue – cause for the decline of Congress.

UNIT – V

10Hrs

1967 General Election – DMK's Victory – The Socio - Economic Policies of DMK leadership of Dr. M.Karunanidhi – Emergence of AIADMK – MGR and Dr. J.Jayalalitha – growth of other political parties in Tamil Nadu.

REFERENCES

1. Baker C.J., The politics of South India 1920-1937, Vikas Publishing House Pvt. Ltd, New Delhi.
2. Hardgrave Jr. R.L., The Dravidian Movement, Popular Prakasam, New Delhi, 1968.
3. Narendra Subramanian, Ethnicity and Populist Mobilization, New Delhi, Oxford.
4. Annual Report of the Government, MIDS.
5. Journals, Periodicals, and Newspapers.
6. Ramamurthy P., The Freedom Struggle & Dravidian Movement, Orient Longman Pvt Ltd, Mumbai.

SEMESTER – VI

ADMINISTRATIVE LAW

Subject Code: HBPP20021

Total Hours:50

L	T	P	C
4	0	0	4

Objectives:

- To know the nature, scope, significance, and evolution of administrative law.
- To have some knowledge on delegated legislation, principles of natural justice.
- To know about the administrative remedies and various writs in judicial system.

UNIT - I

10Hrs

Definition, Nature, Scope and Significance of Administrative Law - Evolution and Development of Administrative Law – India, UK, USA, and France - Basic Doctrines- Rule of Law and its application in India, Doctrine of Separation of powers.

UNIT - II

10Hrs

Classification of Administrative action - Quasi – judicial bodies.

UNIT - III

10Hrs

Meaning of Delegated Legislation. Delegated Legislation in USA, UK, and India - Control Mechanisms of Delegated Legislation- Judicial Control, Parliamentary Control, Procedural Control.

UNIT – IV

10Hrs

Concept, Evolution, and Importance of Natural Justice in India - Principles of Natural Justice - Rule against Bias and Rule of Fair Hearing & Exceptions to Natural Justice & Violations of Natural Justice.

UNIT – V

10Hrs

Judicial Review- Writ jurisdiction of Supreme Court and High Court, when the writs can be issued, when the writs cannot be issued, principles of writ jurisdiction - Other remedies for administrative action- Judicial Review – Statutory Remedies – Ombudsman – Lok Pal and Lok ayukta and other miscellaneous remedies. Problems in good governance - Corruption- Prevention of Corruption Act - Right to know: Right to Information Act, 2005.

REFERENCES

- MP Jain and SN Jain: Principles of Administrative Law
- I P Massey: Administrative Law
- C K Takwani: Lectures on Administrative Law
- D D Basu: Administrative Law
- S P Sathe: Administrative Law

INTERNATIONAL ORGANIZATIONS

Subject Code: HBPP20022

Total Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To understand the evolutionary development of international organizations.
- To know about the various international governmental, non – governmental, regional organizations.
- To gain knowledge about the role of India in international organizations.

UNIT – I

10Hrs

League of Nations – UNO – Principal organs – Allied organs - UN Principles and Practices.

UNIT – II

10Hrs

Regional and Multilateral agreements- importance of Multilateral agreements - European Union (EU) - Shanghai Cooperation Organization (SCO) - South Asian Association of Regional Cooperation (SAARC) - Association of Southeast Asian Nations (ASEAN) - North Atlantic Treaty Organization (NATO) - Commonwealth of Nations, Arab League - African Union, Organization of Islamic Conference (OIC) - Brazil, Russia, India, China, and South Africa (BRICS) - WTO.

UNIT- III

10Hrs

Role of NGO's in the cotemporary world - Non-State Actors Versus State Actors - Red Cross; Red Crescent; Amnesty International; Human Rights Watch; Transparency International; World Social Forum.

UNIT – IV

10Hrs

International financial organization - Limitation of the International Organizations – Role of International Organizations in South Asia.; India- BIMSTEC; India - Indian Ocean Rim Association (IOR-ARC); India and Group of 20 (G20) Summits; India – IMF; India – WTO; India - Commonwealth of Nations – IMF – IBRD.

UNIT – V

International Convention and Environment

10Hrs

REFERENCES

1. UN, Basic Facts about the United Nations, 2004 ISBN-13: 978-9211009361
2. David Armstrong (Author), et al, International Organization in World Politics (The Making of the Twentieth Century), Palgrave Macmillan; 3 edition 2013, ISBN-13:978-1403903037
3. Margaret P. Karns, International Organizations: The Politics and Processes of Global Governance, Viva Books; 2010, ISBN-13: 978-8130913896
4. Michael Barnett, Rules for the World: International Organizations in Global Politics, Cornell University Press 2004, ISBN-13: 978-0801488238
5. Thomas G. Weiss, et al, The United Nations and Changing World Politics, West view Press Inc, 2013, ISBN-13: 978-0813348476

LOCAL GOVERNMENT IN INDIA

Subject Code: HBPP20023

Total Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To know about historical background and evolution of Rural Local government.
- To gain knowledge on Panchayat Raj, Urban local government.
- To know about the role of local political parties in Local body Government.

UNIT – I

10Hrs

Rural Local Government: Historical Background and Evolution of the Rural Local Government – Lord Rippon’s Revolution – Royal Commission 1907 – Community Development Programme – First Planning Commission and National Development Council Debate.

UNIT – II

10Hrs

Mahatma Gandhi’s Concept on Panchayat Raj – Balwantrai Mehta Committee – Study Team Report – Three Tier System Of Panchayat Raj Institution – Structure of Panchayat Raj Institution – Ashok Mehta Committee Report – 73rd Amendment Act.

UNIT- III

10Hrs

Urban Local Government: Emerging Trends Of Urbanization in India – 74th Constitutional Amendment – Urban Government – Municipal Corporation: Structure and Functions – Municipal Council: Structure and Functions – Cantonment Board and Township.

UNIT – IV

10Hrs

State Government Control over Local Bodies – Local Finance – State Election Commission.

UNIT – V

10Hrs

Role of Political Parties in Local Body Elections – People’s Participation and
Political Problems – Reservation in Local Bodies

REFERENCES

1. Maheswari.S.R: Local Government in India; Lakshmi Narain Agarwal
Publication; Agra.
2. Chaturvedi. T.N. (Ed.) Panchayat Raj; Indian Institute of Public Administration,
New Delhi.
3. Sweta Misra: Democratic Decentralization in India; Mital Publications, Bombay
4. Vasant Desai: Panchayat Raj – Power to the People; Himalaya Publishing House.
5. Subhash.C.Kashyap: 73rd&74th Amendment Acts; Shipra Publications; New
Delhi

ALLIED

HUMAN RESOURCE MANAGEMENT

Subject Code: HBHR20002

Total Hours: 50

L	T	P	C
4	0	0	4

Objectives:

- To comprehend the nature, scope, structure, and processes of human resource management.
- To understand the changing paradigms of resources management.
- To appreciate institutional capacity building strategies and programmes.

UNIT- I

10Hrs

Human Resource Management, Definition – Objectives – Functions - evolution and growth of HRM– qualities of a good HR manager – changing roles of a HR Manager– problems and challenges of a HR manager.

UNIT- II

10Hrs

Planning the Human resources, Definitions of human resource planning – objectives – steps in human resources planning – dealing with surplus and deficient manpower - job analysis – job description – job specification.

UNIT- III

10Hrs

Recruitment & Selection Recruitment and selection – objectives of recruitment – sources – internal and external recruitment – Recruitment process.

UNIT- IV

10Hrs

Training & Development, Training, and development – principles of training – assessment of training needs – on the job training methods - off the job training methods – evaluation of effectiveness of training programmes.

UNIT –V

10Hrs

Performance Appraisal – process – methods of performance appraisal – appraisal counseling – Grievance Redressal.

REFERENCES

1. Tripathi - Personnel Management, Sultan Chand & Sons, New Delhi, 2000
2. L M Prasad, Human Resource Management, Sultan Chand & Sons, New Delhi, 2005
3. Aswathappa, Human Resource Management, Tata Mc Graw Hill Publishing Company, New Delhi, 1999
4. Davis and Werther, Human Resource Management, Tata Mc Graw Hill Publishing Company, New Delhi, 2000.

