ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(w.e.f. Academic Year 2023-24)
Programme: B.A. Honours in Public Administration

Semester	Name of the Course	Hours	Credits
I	1. Fundamentals of Social Sciences	4	4
	2. Perspectives on Indian Society	4	4
II	3. Introduction to Public Administration	4	4
	4. Indian Administration	4	4
III	5. Theory of Public Administration	4	4
	6. Indian Administration Emerging Issues	4	4
	7. Urban Governance	**4**	**4**
	8. Indian Constitution	**4**	**4**
IV	9. Public Relations and Communications Skills	**4**	**4**
	10. Social Welfare Administration	**4**	**4**
	11. Human Rights-Concepts and Principles	4	4
V	12. Public Policy	4	4
	13. Administrative Law	4	4
	14. Organization Behavior	4	4
	15. Management of Public Enterprises	4	4
VI	Internship		
VII	7.1 Development Administration (OR) 7.1 Social Work Assessment Methods	4	4
	7.2 Theory and Models of Comparative Public Admin. (OR) 7.2 Panchayat Raj System in India	4	4
	7.3 Office Management (OR) 7.3 Personnel Administration	4	4
	7.4 Basic Research Writing Skills(Skill Course) (OR) 7.4 Personality Development and Communication Skills	4	4
	7.5 Secretarial Practice (OR) 7.5 Data Base Administration (Skill Course)	4	4
VIII	8.1 Legislative Procedure and Practice (OR) 8.1 Legal Literacy-Rights Awareness	4	4
	8.2 State Administration (OR) 8.2 Local Administration	4	4
	8.3 E-Governance (OR) 8.3 International law	4	4
	8.4 (A) Introduction to Computers (OR) 8.4 Public Speaking (Skill Course)	4	4
	8.5 Life Skill (Skill Course) (OR) 8.5 Co-operative Theory and Practices	4	4

Paper – 1

Fundamentals of Social Sciences

Learning objectives: The student will be able to understand the nature, various approaches, organs of the state, social perspectives and application of ICT.

Learning Outcomes: On successful completion of the course the student will be able to :

1. Learn about the nature and importance of social science.
2. Understand the Emergence of Culture and History
3. Know the psychological aspects of social beahaviour
4. Comprehend the nature of Polity and Economy
5. Knowledge on application of computer technology

Unit – I – What is Social Science?
1. Definition and Scope of Social Science – Different Social Sciences
2. Distinction between Natural Science and Social Sciences
3. Interdisciplinary Nature of Social Sciences
4. Methods and Approaches of Social Sciences

Unit -II: Understanding History and Society
1. Defining History, Its Nature and Scope
2. History- A Science or an Art
3. Importance of History in the Present Society
4. Types of History and Chronology of Indian History

Unit – III – Society and Social Behaviour
1. Definition , Nature and Scope of Psychology
2. Importance of Social Interaction
3. Need of Psychology for present Society
4. Thought process and Social Behavior

Unit – IV – Political Economy
1. Understanding Political Systems
2. Political Systems – Organs of State
3. Understanding over Economics - Micro and Macro concepts
4. Economic Growth and Development - Various aspects of development

Unit - V – Essentials of Computer
1. Milestones of Computer Evolution - Computer – Block Diagram, Generations of Computers
2. Internet Basics – Internet History, Internet Service Providers – Types of Networks – IP – Domain Name Services – Applications
3. Ethical and Social Implications – Network and Security concepts – Information assurance fundamentals
4. Cryptography – Symmetric and Asymmetric –malware – Fire walls – Fraud Techniques – Privacy and Data Protection

Reference Books

1. The social sciences: An Integrated Approach by James M. Henslin and Danniel F. Chambliss
2. The Wonder that was India – A.L.Bhasham

3. Introduction to Psychology – Morgan and King
4. Principles of Political Science – A.C. Kapoor
5. Contemporary Political Theory – J.C.Johari
6. M.L.Jhingan – Economic Development – Vikas, 2012
7. ML Seth – Macro Economics - Lakshminarayana Agarawal, 2015
8. Fundamentals of Computers by V. Raja Raman
9. Cyber Security Essentials by James Graham, Richard Howard, Ryan Olson

Activities:

1. Group Project Work
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identifying the attributes of network (Topology, service provider, IP address and bandwidth of your college network) and prepare a report covering network architecture.
8. Identify the types of malwares and required firewalls to provide security.
9. Latest Fraud techniques used by hackers.

Paper – II

Perspectives on Indian Society

Learning objectives: The student is expected to demonstrate the significance of social sciences through better understanding of various fields of social experience and would be able to apply methods and approaches to social phenomena.

Learning Outcomes: On successful completion of the course the student will be able to :

1. Learn about the significance of human behavior and social dynamics.
2. Remembers the Indian Heritage and freedom struggle
3. Comprehend the philosophical foundations of Indian Constitution
4. Knowledge on Indian Economy

Unit – 1 – Man in Society
1. Human Nature and Real-Life Engagement
2. Social Groups and Social Dynamics
3. Individualism and Collectivism – Ethical Concerns
4. Human Life – Social Influence and Social Impact

Unit-II: Indian Heritage and Freedom Struggle in India
1. Cultural & Heritage sites of Tourism in India
2. Indian Dance, Music and Yoga
3. Rise of Nationalism Under British Rule in brief (1857-1947)
4. Contemporary history of India-integration of Princely States, abolition of Zamindari, formation of linguistic states

Unit – 3 – Indian Constitution
1. Philosophical Foundations of Indian Constitution
2. Elements of Indian Constitution
3. Study of Rights in Indian Constitution
4. Directive principles to State

Unit – 4. Indian Economy
  1. Indian Economy - Features – Sectoral contribution in income
  2. Role of Financial Institutions - RBI - Commercial Banks
  3. Monetary and Fiscal Policies for Economic Development
  4. Economic Reforms - Liberalization - Privatization- Globalization

Unit – 5 - Impact on Society & Analytics
1. Role of Computer, impact of Computers on human behavior, e-mail,
2. Social Networking- WhatsApp, Twitter, facebook, impact of Social Networks on human behavior.
3. Simulating, Modeling, and Planning, Managing Data, Graphing, Analyzing Quantitative Data,
4. Expert Systems and Artificial Intelligence Applications in the Social Sciences

References

1. Introduction to Psychology – Atkinson RC
2. History of the freedom movement in India – Tarachand
3. India since Independence – Bipinchandra
4. Introduction to the Constitution of India D.D.Basu
5. S.K Misra & V.K Puri – Indian Economy, Himalaya Publishing House , 2015
6. Government of India, Economic Survey (Annual), New Delhi

7. Information and Communication Technology by APCCE
8. Computer Applications in the Social Sciences by Edward E. Brent, Jr. and Ronald E. Anderson

Activities:

1. Assignment
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identify the peripherals connected to a system and label them as either Input or Output or both.
8. Identify the Operating System loaded in your system and compare the features with other existing Operating System.
9. Collect latest census data and draw a graph indicating the growth rate.
10. Predicting the risk of depression, substance dependency, drinking, obsessive compulsive disorders, and suicide using AI.

SEMESTER – II
3. INTRODUCTION TO PUBLIC ADMINISTRATION

Learning outcomes
1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning of basic principles and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

UNIT – I
Public Administration as a Discipline: Meaning, Nature, Scope, Dimensions and Significance of the discipline and its relations with Political Science, Management, Law and Economics. Public and Private Administration. Evolution of Public Administration, Minnowbrook Conferences (I, II & III)

UNIT – II
Growth and Trends in Public Administration: New Public Administration (NPA), New Public Management (NPM), Globalization and Public Administration, Paradigm Shift from Government to Governance.

UNIT – III
Organization and its Principles: Organization: Meaning, Basis and Forms of Organizations. Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

UNIT-IV
Chief Executive: Chief Executive: Meaning, Types, Functions and Role; Line, Staff and Auxiliary Agencies.

UNIT-V
Administrative Behaviour: Decision Making, Communication, Leadership-Types and Functions.

Recommended Readings:
Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra

Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi

Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar

Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational Publishers: Meerut

Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi

Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta

Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylor and Francis: New York

Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th Edition). Routledge: New York

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on Administration

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

7) Periodical interactions with Executives and Peoples Representatives

4. INDIAN ADMINISTRATION

Learning outcomes

1. Knowledge about the evolution and growth of Indian Administration

2. Familiarity with the constitutional framework on which Indian Administration is based.

3. Grasping the role of Union Executive

4. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general

5. Delineating the constitutional provisions and dynamics of union -state relationships

6. Awareness about the institutions and mechanism in force for citizen-state interface

UNIT – I
Evolution & Constitutional Framework: Evolution of Indian Administration during Ancient, Medieval and British period; Constitutional Framework of Indian Administration; and Salient Features of Indian Administration

UNIT – II
Union Government: President; Prime Minister & Council of Ministers; Vice-President:Central Secretariat

UNIT – III
State Government: Governor, Chief Minister and Council of Ministers, State Secretariat.

UNIT – IV
Constitutional Institutions, Union State Relations & Control over Administration: Election Commission of India; Union Public Service Commission; Union State Relations (Legislative, Executive and Financial).

UNIT - V
Citizen and State Interface: Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok Pal and Lok Ayukta;

Recommended Readings:

1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
3. Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. Gyan Books: New Delhi
4. Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
5. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
6. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
7. Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers: Jaipur
8. Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass: New Delhi
9. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
10. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
11. Palmer, N D (1961) Indian Political System. George Allen and Unwin : London
12. Sarkar, Jadunath Sir (1972) Mughal Administration. M.C. Sarkar: Calcutta

13.   Sharma, Ashok(2016) Administrative Institutions in India. RBSA Publishers: Jaipur

14.   Sharma, M (2007) Indian Administration. Anmol: New Delhi

15.   Sharma, Prabhu Datta and Sharma, B M(2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur

16.   Singh, M and Singh, H (1989) Public Administration in India. Sterling Publishers: New Delhi.

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on Structure of offices

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

 6) Alumni Interactions

7) Periodical interactions with Executives.

5. THEORIES OF PUBLIC ADMINISTRATION

Learning outcomes

1. Understanding the theoretical background of public administration.
2. Understanding the contributions of different social science thinkers to the theory of public administration.
3. Learning that public administration function in an environment.

UNIT – I
Classical Approaches: Classical Approaches- Henry Fayol, Luther Gullick and Lyndall Urwick
Scientific Management Approach- F.W.Taylor.
UNIT – II
Bureaucratic Approach: Bureaucratic Approach – Max Weber and Karl Marx
Human Relations Approach: Elton Mayo.
UNIT – III
Behavioral Approach: Behavioural Approach – H. A Simon
Socio-Psychological Approach: Hierarchy of Needs: Abram Maslow.
Theory X and Theory Y - Douglas Mc Gregor.
UNIT – IV
Ecological Approach: Comparative Public Administration
Ecological Approach – F.W. Riggs
UNIT – V
Systems Approach: Systems Approach, Development Administration.
Recommended Readings:
Prabutva Palana Sastram:Bhavanalu, Siddantalu, Telugu Academy
D.Raveendra Prasad and Y.Partha sarathi (EDS) Public Administration concepts, theories and principles (English), Telugu Academy, Hyderabad (2011)
Avasthi, Amareswar and Maheswari, SriRam, Public Administration (30th) Edition, Lakshmi Narayana Agrawal, Agra. 2010.
RumkiBasu, Public Administration concepts and theories (5th revised) Publishers, New Delhi 2004.
Nicholas, Henry, Public Administration and public affairs (10th) Edition, PHI, New Delhi 2007.
Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on topics

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

6. INDIAN ADMINISTRATION – EMERGING ISSUES

Learning outcomes
1. Learning the influences of various emerging issues on Indian Administration
2. Understanding the issues confronted by Public Administration currently the means to address them.
3. Gaining knowledge of various Acts for weaker sections and utilizing them in day to life.

UNIT – I

Citizen Grievances: Right to Information Act, (RTI),
National and State Human Rights Commission.

UNIT – II

Welfare Programmes: Administration of welfare Programmes of Weaker Section, SCs, STs, BCs- Women and Minorities, SC and ST Atrocity Act.

UNIT – III

Emerging Issues: Mechanism for Disaster Management – Cyclones, Earth Quakes and Floods.
Governance and E-Governance Applications in Indian Administration.

UNIT – IV

Public and Private Partnership: Public and Private Partnership and voluntary sector.
Public Corporations, Independent Regulatory Commission.

UNIT – V

Local Self Administration: Rural and Urban Structure and functions – 73rd and 74th Constitutional Amendment Acts – Revitalizations of Local Institutions - Issues and Challenges.

Recommended Readings:

Indian Government and Politics, Telugu Academy, Hyderabad, 2007.

Avasthi and Avasthi, Indian Administration, (6th edition), Lakshminaraya Agrawal, Agra, 2010-2011.

Disaster Management Act, 2005.

Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.

Reports of the the Administraive Reforms Commission.

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on topics

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

7) Periodical interactions with Executives.

7. URBAN GOVERNANCE

Learning Outcomes:
- Understand the various aspects of urban governance and the role of law and policy therein.
- . Have a basic understanding of legal processes and documents and how to read them.
- Appreciate the role played by socio-political processes in the implementation of law and policy.
- . Evaluate the functioning of laws, policies and institutions of urban governance from the perspective of democratic governance and other constitutional values.
- Understand the need for reforms in urban governance and the steps taken in this direction

UNIT –I : Introduction to Urban Governance in India - Constitutional history of the 74th Constitutional Amendment - Overview of legislation on urban local bodies –Smart Cities and AMRUT urban development.

. **UNIT II**: Institutions and processes - Types of urban local bodies Constitution of India: Article 243-Q - Composition of urban local bodies - Elections and reservation; Councillors and wards Constitution of India: Articles 243-R, 243-T, 243-U - Mayor in Council - Standing Committee and other committees - Municipal Commissioner and other officers - Functions of urban local bodies -Devolution of functions from state governments to urban local bodies Constitution of India: The Twelfth Schedule

UNIT –III Finance - Overview of Municipal Finances - State Finance Commission - Functionaries: municipal auditors and accountants Constitution of India: Articles 243-I, 243-Y - Municipal Funds; Special Funds - Municipal budgeting and Introduction to municipal taxation - Property tax; classification and assessment of buildings - Octroi; water, sanitation and other taxes Constitution of India: Articles 243-X, 265 and 15 th Finance Commission recommendations with respect to the Urban local bodies.

UNIT –IV Planning and Regulation

The importance of planning: "ideal" cities and the rule of law • Role of the law in regulating development: formal and informal settlements Institutions and systems - City development authorities and their functioning - Town & Country Planning Departments -Para-statals and their relationship with other agencies - Development Plans, Master Plans, Development Control Regulations - Violations of the planned city

UNIT-V Environment and urban governance relationship

Sources of Indian Environmental Law Constitution of India: Articles 21, 48A, 51A B. Institutions - Ministry of Environment, Forests and Climate Change- Central and State Pollution Control Boards - National Green Tribunal C. Environmental governance and the city - Polluter Pays; Sustainable development; Precautionary Principle. - Overview of Urban Water, Sanitation and Hygiene (WASH) -Discussion of Cases

Reference Books

1.Planning Commission, Report of the Working group on Urban Governance (2011)

2. Chetan Vaidya, Urban Issues, Reforms and Way Forward in India, Department of Economic Affairs, Government of India (2009

3. Ministry of Urban Development, JNNURM Reform Papers on: (i) e- governance (ii) Property Tax (iii) Community Participation Law

4.K.C. Sivaramakrishnan, Governing Megacities: Fractured Thinking, Fragmented Setup, Introduction (Oxford University Press: 2014)

5. Anuj Bhuwania, Courting the People: Public Interest Litigation in Post-Emergency India (Cambridge University Press: 2017)

6. Praveen Donthi, The Road to Gurgaon, Caravan Magazine (January 2014)

7. Reserve Bank of India, Municipal Finance in India: An Assessment, Chapter 3 (December 2007) 5. Partha Mukhopadhyay, Unsmart Cities, Livemint (June 2016)

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on interesting topics

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

7) Periodical interactions with Executives and Peoples Representatives

8. INDIAN CONSTITUTION

Learning Outcomes:

On successful completion of the course the students will be able to;

- Summarize the evolution and historical importance of the Indian Constitution from1858 to 1947.
- Explain various stages in the composition of the Indian Constitution.
- Develop awareness about their primary rights and duties & build up theircivicsense.
- Comprehend the distribution of powers between the center and states.
- Summarize and sketch the specific roles of heads of Nation and the functioning of legislative bodies.

UNIT-I

Historical Perspective of the Indian Constitution–A brief discussion of various Acts i.e.from1858 to1947passed by the British Government.

UNIT-II

Constitution of India: Preparation of Indian constitution by Constituent Assembly of India, Preamble or Philosophy of the Indian Constitution, Salient features of the Indian constitution.

UNIT-III

Fundamental Rights- the unimportance & Limitations, Fundamental Duties and the importance, Directive principles of the state policy and their implementation

UNIT-IV

Indian Federalism: Distribution of powers between Union and State Governments, Legislative, Executive and Financial relations between Union and State Governments

UNIT-V

Parliamentary form of Government in India

1. Union Executive
a) President of India-Powers and functions
b) Vice-President-Powers and functions
c) Prime Minister and Council of Minister-Powers and functions
2. Union Legislature
a) Rajya Sabha–Powers and Functions
b) Lok Sabha-Powers and Functions

c) Amending Procedure-Important Constitutional Amendments–42nd, 44th Constitutional Amendment Acts.
d) Judiciary–Supreme court of India-Powers and Functions

References

1. DD Basu-Introductiont of the Constitution of India–18thEdition.Prentice
–Hall of India Private Ltd-New Delhi-1998
2. Granville Austin(1972) the Indian Constitution, Corner stone of a Nation, Oxford university Press, New Delhi
3. Madhavkhosla(2012) the Indian Constitution, Oxford University Press, New Delhi
1.4. Granville Austin (1999) Working a Democratic Constitution; History of the Indian Experience, Oxford University Press, New Delhi
4. Zoya Hasan, Sridharan Eand SudharshanR(Eds)2002 India‟s living Constitution,Permanent black, New Delhi
5. BaxiUpendra(1980)theIndianSupremeCourtandPolitics,EasternBookCo,Lucnow.

Suggested Co-Curricular Activities

1) Invited Lectures

2) case study analysis.

3) Debates on interesting topics

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

7) Periodical interactions with Peoples Representatives and Executive Officials.

8) Student Presentations.

9. PUBLIC RELATIONS AND COMMUNICATION SKILLS

Learning Outcomes:
On successful completion of the course the students will be able to;
- Understand the historical background and role Public Relations in various areas
- Have insight into the use of the technological advancements in Public Relations
- Comprehend tools of Public Relations in order to develop the required skills.
- Understand the ethical aspects and future of Public Relations in India
- Develop writing skills for newspapers and creation of Blogs.

UNIT-I
a) Public Relations: Meaning, Definition, Nature and Scope, Historical Background
b) Ministry of Information and Broadcasting - Organizations, Functions.

UNIT-II
a) ConceptsofPublicRelations-Press,Publicity, Lobbying,Propaganda,Advertising,Sales Promotion and Corporate Marketing Services,
b) Tools of Public Relations-PressConferences,Meets,Press Releases,Announcements,Webcasts

UNIT-III
a) Public Relations and Mass Media, Present and future of Public Relations in India,
B) Theories of Mass Communication- Cognitive Theory, Authoritarian Theory,
Libertarian Theory.

UNIT-IV
a) Employee and Stake Holder Relations.
 b) Education and Community Relations.

UNIT-V
A) EthicsofPublicRelations andSocialResponsibility
B) PublicRelationsandWriting-PrintedLiterature,Newsletters,OpinionpapersandBlogs

References
1. Brown, Rob, Public Relations and the Social Web, Kogan Page India, New Delhi,2010.
2. Cutlipscottetal,EffectivePublicRelations,London,1995.
3. BlackSam,PracticalPublicRelations,UniversalPublishers,1994.
4. S.M.Sardana,PublicRelations:TheoryandPractice.
5. J.V.Vilanilam, Public Relations in India: New Tasks and Responsibilities, SAGEPublicationsIndia PvtLtd,New Delhi2011.
6. WebsitesonPublicrelations.

Suggested Co-Curricular Activities

1) Invited Lectures

2) case study analysis.

3) Debates on interesting topics

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

7) Periodical interactions with Public Relations Staff

8) Student Presentations.

10. SOCIAL WELFARE ADMINISTRATION

Learning Outcomes:
Students at the successful completion of the course will be able to;

- Understand the fundamental dynamics of Social Welfare administration especially from the context of Indian system.
- Ability to analyze and elucidate various policies by the government of India.
- Critical evaluate the social planning systems and structures in India.
- Understanding the dynamics of Development and Sustainable development indices and procedures.
- Critical thinking towards various welfare measures & policies drafted towards developmental perspective.

UNIT-1
Definition, nature & scope of social welfare, Concepts of social welfare, social administration in India, CSWB, models of welfare-familial, institutional, Titmus.

Unit 2:
INTRODUCTION TO SOCIAL POLICY
Definition, meaning and nature of social policy, Objectives of social policy, types of social policy, National Women's policy, National children's policy and National youth policy, Tribal Policy, Policy for aged, Disability policy and Population policy

Unit 3:
INTRODUCTION TO SOCIAL PLANNING
Meaning &definition, Types of Planning - Tactical, Operational & Strategic, Types of plan-Five year plan, annual plan, short term plans, and long term plans. NitiAayog, features, objectives, constitution, nitiaayog as a strategy for new India, Atal Innovation Mission.

Unit 4:
INTRODUCTION TO DEVELOPMENT, SOCIAL & SUSTAINABLE DEVELOPMENT:
Meaning & Definitions, nature of development, indicators of development, distinction between developed, developing and under developed nations, MDG and models of development – Capitalistic, Communistic, Socialistic & Mixed-Economy, Gandhian approach to development or Sarvodaya movement

Unit 5:
CONSTITUTIONAL FUNCTION & ROLES OF SOCIAL MANAGERS: (15 Hrs) Constitution of India, fundamental rights, DPSP, Current budget review. Role of social managers in welfare administration, Policy formulation and development.

Reference Books:
1. Social Work & Social Welfare Administration: Methods & Practices, Rameshwari Devi Ravi Prakash, Vol I & II 1998, Mangal Deep Publications, Jaipur.
2. Social Welfare, Edited by A S Kholi, 1997, Anmol Publications, New Delhi.
3. Social Welfare & Social Work, Jainendra Kumar Jha, 2002, Anmol Publications, New Delhi.
4. NGO's & Governmental Organisations-Role, Duties & Functions, N C Dobriyalsumit enterprises.
5. Social Welfare Administration in India, Dr D R Sachdeva, KitabMahal Publications.
6. NGO's and Social Welfare-New Research approaches, David Lewis & N Ravichandra, Rawat Publication.
7. Social Policy, John Baldock, Nick Manning &etal, Oxford University Press.
8.Social Policy- Themes & Approaches, Paul Spicker, 2nd edition, Rawat Publication, Jaipur 9. Social Policy & Social Work, A K Rizwi, Mohit Publication.
10. Social Policyb& Social Work, David Denney, Oxford University Press.

Suggested Co-Curricular Activities
1) Invited Lectures
2) Case study analysis.

3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
 6) Alumni Interactions
7) Periodical interactions with Executives and Peoples Representatives

11. HUMAN RIGHTS: CONCEPTS AND PRINCIPLES

Learning Outcomes:

- To familiarize the students on the universal declaration of human rights and its implications.
- To introduce the students on National, State Human Rights commission and human rights courts.

Unit - 1:
Introduction to Human Rights
Definition of Human Rights — Characteristics of Human Rights Theories of Human Rights — The concepts of Liberty, Equality and Justice.

Unit - 2:
Global Perspective
United Nation and Human Rights - United Nation Human Rights Commission - Universal Declaration of Human Rights.

Unit - 3:
Human Rights in India-National Human Rights Commission — State Human Rights Commission — Human Rights Courts.

Unit - 4
Classification of Rights - Civil Rights - Political Rights — Economic Rights — Social Rights — Cultural Rights.

Unit 5:

Vulnerable Groups Rights Children Rights — Rights of Minorities — Prisoners' Rights.

III. References

1. Basu D.D., Human Rights in Constitutional Law, 1995.
2. Subramanian S., Human Rights Training, New Delhi: Manas Publications, 1999.
3. Subramanian S., Human Rights: International Challenges, New Delhi: Manas Publications, 1999.
4. Vijay K. Gupta (Ed.), Perspectives on Human Rights, New Delhi: Vikas Publishing House Pvt. Ltd., 1996.
5. Human Rights Education for Citizenship, Amnesty International, 1997.

Suggested Co-Curricular Activities

1) Invited Lectures
2) Case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
7) Periodical interactions with Human Rights Activitists and Lawers.

12. PUBLIC POLICY

Learning Outcomes:
On successful completion of the course the students will be able to;

- Understanding the basic concepts such as public policy, policy analysis, public policy process and governance
- Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process
- Necessary competence to undertake policy analysis Teaching Learning methods

UNIT-I
Public Policy: Concept, Significance and Scope.
Policy Analysis: Concept and Significance and implications
UNIT-II
Public Policy Approaches and Models with special reference to the Incrementalism and Rationalist Paradigms
UNIT-III
Policy Formulation and Implementation.
Role of Political Parties in Policy Formulation
UNIT-IV
Role of Bureaucracy in Public Policy Making.
Non-Governmental Organizations in Policy Making.
UNIT-V
Good-governance and Public Policy Making.
Role of Information Technology in Public Policy Process.

References
1. Anderson, J E (2005) Public Policy Making (6th Edition). Houghton Mifflin: New York
2. Ayyar, Vaidyanathan R V (2009) Public Policy Making in India. Pearson: New Delhi
3. Basu, D D (2011) Constitution of India (20th Edition). Prentice Hall of India: New Delhi
4. Chakraborti, Rajesh (2017) Public Policy in India. Oxford University Press: New Delhi
5. Chakraborty, Bidyut and Chand, Parkash (2016) Public Policy: Concept, Theory and Practice. Sage: New Delhi
6. Dolowitz, D P and Marsh, D (2000) Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making, Governance: An International Journal of Policy and Administration, 13(1), Pp.5-24.
7. Dubhashi, P R (1986) Policy and Performance. Sage: New Delhi
8. Dye Thomas (2002) Understanding Public Policy. Pearson: Singapore /New Delhi
9. Ghuman, B S (1994) The Use of Input-Output Analysis in Regional Planning: A Case Study of Punjab. Ajanta Publications: Delhi
10. Ghuman, B S (2014) Nehruvian Model of Development Planning: Rhetoric and Reality in Ghuman, Ranjit Singh and Singh, Indervir (Eds.), Nehruvian Economic Philosophy and its Contemporary Relevance. Centre for Research in Rural and Industrial Development: Chandigarh.
11. Giuseppe, Marcon (2014) Public Value Theory in the context of Public Sector Modernization in the book Public Value Management, Measurement and Reporting (Studies in Public and Non-Profit Governance), Vol.3, Guthrie,
12. Sapru R K and Y. Sapru, Public Policy: Formulation, Implementation and Evaluation, Sterling Publications Private Limited, 2020.
13. Laxmikanth, M (2011) Governance in India. Tata McGraw Hill Education : New Delhi
14. Madan, K D (1982) Policy Making in Government. Publications Division, Government of India: New Delhi
15. Radhakrishan Sapru, Public Policy: A Contemporary Perspective, Sage Publications India Private Limited, New Delhi, 2017.

Suggested Co-Curricular Activities

1) Invited Lectures
2) case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
 6) Alumni Interactions
7) Periodical interactions with Executives and Peoples Representatives.

13. ADMINISTRATIVE LAW

Learning Outcomes:

On successful completion of the course the students will be able to;

- Developing an understanding of principles of natural justice, rule of law, administrative legislation, adjudication and much more
- Distinguishing between constitutional law, administrative law and droit administrative
- Delineating the concept, merits and demerits of administrative tribunals and especially Central Administrative Tribunal
- Grasping the genesis, growth and concept of ombudsman, lokpal and lokayukta and central vigilance commission

UNIT-I

Administrative Law: Definition, nature and scope of Administrative Law, Distinction between Constitutional Law and Administrative Law and Droit Administrative

UNIT-II

Rule of Law; Principles of Natural Justice; Administrative Tribunals, Reasons for the Growth of Administrative Tribunals and its Structure.

UNIT-III

Delegated Legislation- concept, rationale, merits and demerits, Reasons for the growth of delegated Legislation, Legislative and Judicial Control over delegated legislation.

UNIT-IV

Ombudsman: Institution of Ombudsman: concept and genesis; Central Vigilance Commission: structure, functions, role and significance; and Lok Pal and LokAyukta in India- composition, powers, functions and significance.

UNIT-V

Judicial Control of administrative action and remedies, Ordinary Remedies, Judicial Review, Writs.

References

1. Chhabra, S (1990) Administrative Tribunals. Deep and Deep: New Delhi
2. Diwan, P (2007). Indian Constitution (2nd Edition). Law Agency: Allahabad
3. Kagzi, M C J (2008) Indian Administrative Law (2nd Edition). Metropolitan: Delhi
4. Massey, I P (2008) Administrative Law. Eastern Book Company: New Delhi
5. Mehta, S M (1990) Indian Constitutional Law. Deep and Deep: New Delhi
6. Sathe, S P (1998) Administrative Law (6th Edition). Tripathi: Bombay
7. Sharma, S K (2007) Directive Principles and Fundamental Rights. Deep and Deep: New Delhi
8. Swami, P M (1989) Swami's Manual of Disciplinary Proceedings for Central Government Employees. Swami Publishers: Madra

Suggested Co-Curricular Activities

1) Invited Lectures
2) case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
7) Periodical interactions with Judicial Staff and Executive Officials.
8) Student Presentations.

14. ORGANISATIONAL BEHAVIOUR

Learning Outcomes:
Students at the successful completion of the course will be able to;
a. Understand Personnel Administration that can be applied to a career.
b. Acquire knowledge on recruitment, selection and training and identify job competencies.
c. Understand the importance and role of civil services in Indian Governance.
d. Provide an overview on issues in administration.
e. Enhance skills, strategies and techniques for redressal of grievances in administration

UNIT -1
Introduction to Management – Principles of Management – Functions of management –Decision making process - Social responsibility of Management – Fundamentals of Planning, Organising, Staffing, Leading, and Controlling.

UNIT -2
Introduction to OB -Learning – Personality Theories– Perception – Learning Process, and Theories – Values & Attitudes.

UNIT -3
Motivation Theories – Managing Motivation in Small and large organizations – Effective Groups & Teams – Leadership Theories, Styles – Group Dynamics – Power, Politics, and Conflict – Resolving Conflicts.

UNIT -4
Organization Culture & Climate– Organizational Ethos – Functionality of Culture – Process and implementation of Change – Managing Resistance to Change - Organization Structure and Communication

UNIT -5
Organizational Development – Phases and Interventions of OD – Johari Window – Transactional Analysis- Managerial Interpersonal Styles - Managing Stress & Burnout.

References:
1) Fred Luthans: Organization Behaviour (McGraw Hill)
2) Stephen P Robbins: Organization Behaviour (Pearson)
3)Robin Finchan and Peter Rhodes: Organizational Behaviour (Oxford)
4) J. Prakash Reddy, Management and: Organizational Behaviour (Himalaya)

Suggested Co-Curricular Activities
1. Training of students by a related field expert in Personnel Administration.
2. Reading Local Daily newspaper either print or online.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Assignments.
5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature with regard to service matters of civil servants.
6. Plan and organize a capacity building session for the stakeholders
7. Seminars, Group discussions, Quiz, Debates etc.
8. Invited lectures and presentations on recent global trends in Personnel Administration.
9. Make visit to a Government office or reputed industry, interact with its members andrecord their experiences on job satisfaction, promotions, motivation and institutionalarrangements for grievances.

15. MANAGEMENT OF PUBLIC ENTERPRISES

Learning Outcomes:

Students at the successful completion of the course will be able to;
a. Understand Personnel Administration that can be applied to a career.
b. Acquire knowledge on recruitment, selection and training and identify job competencies.
c. Understand the importance and role of civil services in Indian Governance.
d. Provide an overview on issues in administration.
e. Enhance skills, strategies and techniques for redressal of grievances in administration

UNIT-1

Introduction: Meaning and Definitions of PSE's ; Features of PSE's ; Importance, advantages and limitations of PSE's; Historical background and Current state of PSE's in India ;Forms of PSE's ; Contribution of PSE's in GDP.

UNIT-2

Governing Bodies: Merits and merits of functional policy bodies; Line and staff functions; The composition, size and tenure of governing board.

Unit-3

Financial administration: Pattern of the share holdings and borrowings, Investment policy. Pricing policies, dividend decisions, budgeting, purchases and sales policies.

Unit-4

Public Accountability: Parliamentary, Perennial administrable control, Government directives and informal contacts; Autonomy of public enterprises.

Unit-5

Personnel Administration: Workers participation in the administration of public enterprises; Labour relations, Trade unionism and collective bargaining; Provision of amenities and administration of welfare fund; Problems of recruiting, training and promotion.

References:

1) Ramanadhan V.V: Strecture of Public Enterprises in India.

2) Khera S.S: Government in Business.

3) Laxminarain: Public Enterprises in India.

4) Robson W.A: National Industry and Public Ownership.

Suggested Co-Curricular Activities
1. Training of students by a related field expert in Personnel Administration.
2. Reading Local Daily newspaper either print or online.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Assignments.
5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature with regard to service matters of civil servants.
6. Plan and organize a capacity building session for the stakeholders
7. Seminars, Group discussions, Quiz, Debates etc.
8. Invited lectures and presentations on recent global trends in Personnel Administration.
9. Make visit to a Government office or reputed industry, interact with its members andrecord their experiences on job satisfaction, promotions, motivation and institutionalarrangements for grievances.

7.1 DEVEOPMENT ADMINISTRATION

Learning Outcomes:

Students at the successful completion of the course will be able to;
- Understand Personnel Administration that can be applied to a career.
- Acquire knowledge on recruitment, selection and training and identify job competencies.
- Understand the importance and role of civil services in Indian Governance.
- Provide an overview on issues in administration.
- Enhance skills, strategies and techniques for redressal of grievances in administration

Unit-1
Development Administration: Conceptual Analysis, Scope and Significance of Development Administration, Growth of Development Administration.

Unit-2
Development Strategy an d Planning: Mixed Economy Model: Goals of Development, National Planning, State Planning, District Planning.

Unit-3
De centralization and Development: Concept of Decentralization, Decentralized Planning, Role of Voluntary Agencies, Cooperatives and Specialized Development Agencies

Unit-4
Citizens Participation in Development, People's Empowerment, Women Empowerment, Welfare Administration of Scheduled Caste, Scheduled Tribes

Unit-5
Bureaucracy and Development: Changing Role of the District Collector, Role of Block Development Officer, Other Development Officials at District and Block Level.

References:
1. Katz, Saul M., "A Systems Approach to Development Administration", in Riggs, 1970,
2. Esman, Milton, "The Politics of Development Administration" in John Montgomery and William Siffin, eds., Approaches to Development: Politics, Administration and Change, McGraw-Hill, New York, 1966.
3. Swerdlow(ed), Development Administration: Concepts and Problems, Syracuse,University Press,1963)
4. Braibanti Ralph,(ed) :Political and Administrative Development, Durham, N.C.,Duke University Press ,1969
5. Sapru R.K: Development Administration, Sterling Publication,N.Delhi,2002,p.83
6. Chaterjee S.K. : Development Administration: with special reference to India ,Surjeet Publications,1996.

Suggested Co-Curricular Activities
1. Training of students by a related field expert in Personnel Administration.
2. Reading Local Daily newspaper either print or online.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Assignments.
5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature with regard to service matters of civil servants.
6. Plan and organize a capacity building session for the stakeholders
7. Seminars, Group discussions, Quiz, Debates etc.
8. Invited lectures and presentations on recent global trends in Personnel Administration.
9. Make visit to a Government office or reputed industry, interact with its members andrecord their experiences on job satisfaction, promotions, motivation and institutionalarrangements for grievances.

7.1 SOCIAL WORK ASSESSMENT METHODS

Learning Outcomes:
Students at the successful completion of the course will be able to;
- Understand Personnel Administration that can be applied to a career.
- Acquire knowledge on recruitment, selection and training and identify jobcompetencies.
- Understand the importance and role of civil services in Indian Governance.
- Provide an overview on issues in administration.
- Enhance skills, strategies and techniques for redressal of grievances in administration

Unit-1:

Case work: Concept, objectives and principles, Phases of case work process. Case work tools and techniques: Home visit, Resource mobilization, Referral Service, Case work relationship.
Unit-2:
Social group work: Definition, Philosophy and objectives, Principles of Group work method, Group process, Leadership: Styles and Functions.
Unit-3:
Social group work practice in various fields: Objectives, programme media, worker's role, Family service agency, Youth services.
Unit-4:
Community organization: Concept, principles and the process, Types of leaders and their role in community organization, recording in community Organisation, Role of community worker.
Unit-5:

Social work research: Meaning and scope differences between social work research and social research, stages of social work research. Sampling-definition, types of sampling, advantages and disadvantages of sampling, tools of data collection, questionnaire, interview schedule, observation etc; data analysis and report writing.
References:

1)Perlman, H.H. - Social Case Work - A problem solving process.
2. Friedlander, W.A. - Concepts and Methods of Social Work
3. Ross Murray, G. - Community Organisation.
4)Arthur, H., Community Organization and Planning.

Suggested Co-Curricular Activities

1. Training of students by a related field expert in Personnel Administration.
2. Reading Local Daily newspaper either print or online.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Assignments.
5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature with regard to service matters of civil servants.
6. Plan and organize a capacity building session for the stakeholders
7. Seminars, Group discussions, Quiz, Debates etc.
8. Invited lectures and presentations on recent global trends in Personnel Administration.
9. Make visit to a Government office or reputed industry, interact with its members and record their experiences on job satisfaction, promotions, motivation and institutional arrangements for grievances.

7.2 THEORY AND MODELS OF COMPRAIVE PUBLIC ADMINISTRATION

I. Learning Outcomes:

Students at the successful completion of the course will be able to;

- Highlight the factors that led to the evolution of comparative public administration Ability to analyze and elucidate various policies by the government of India.
- Explain the meaning of comparative public administration in the context of its goals and objectives.
- Discuss the nature of comparative public administration in terms of important trends in its study;
- Analyse the scope of comparative public administration in relation to its variegated studies and their content; and
- Explain the intellectual as well as applied significance of comparative public administration.

Unit-I Comparative Method as an approach to the study of Public Administration, The Concept, Nature, Scope and Significance of comparative Public Administration, Approaches to the Study of Comparative Public Administration.

Unit-II Theories and Models of Comparative Public Administration: interpretation of Fred Riggs and Ferrel Heady.

Unit-III Comparative Study of Governmental Systems in UK, USA, France; Executive, Legislative and Judiciary. Comparative study of various Control Mechanisms of Administration in UK, USA and France, Control Mechanisms over Administration in U.K. & U.S.A.

Unit- IV Citizens & Administration: A comparative study of various mechanisms for Redessal of citizens' grievances in U.K., U.S.A & France , Emerging Trends in Comparative Public Administration. International systems: IMF, IBRD, WTO, World Bank. International Agencies: UNESCO, UNICEF, ILO, WHO.

UNIT V TYPES OF CIVIL SERVICE AND LOCAL GOVERNMENTS: Comparative Study of Civil Services in UK, USA and France Comparative Study of Local Government Institutions in UK, USA and France

Reference Books

1. S.S Pahlya, Ravindra Singh, New Delhi , Sterling Publishers Pvt,Ltd, New Delhi,2012
2. RathodP.B . Comparative Public Administration, Abd Publishers Jaipur -2007
3. Juditha Bara And Mark Pennigton Comparative Politics, Sage Publication New Delhi, 2009.
4. Chatorvedi . T.N. Comparative Public Administration Associated Publishing House , New Delhi 2002.
5. Arora, Ramesh K. 2021. Comparative Public Administration: An Ecological Perspective. New Delhi:New Age International
6. . Heady, Ferrel. 1995. Public Administration: A Comparative Perspective. New York: Marcel Dekker.
7. Henry, Nicholas. 2004. Public Administration and Public Affairs. Upper Sadle River, N.J.: Pearson.
8. Sahni, Pradeep and E. Vayunandan. 2009. Administrative Theory. New Delhi: Prentice-Hall
9. Waldo, Dwight. 1955. The Study of Public Administration. New York: Double day

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on interesting topics

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

 6) Alumni Interactions

7) Periodical interactions with Executives and Peoples Representatives

7.2 PANCHAYATI RAJ SYSTEM IN INDIA

Learning Outcomes:

- Students will learn the salient features of the 73rd Amendment Act
- Students will learn the working of Panchayat Raj system in different parts of India

Unit — I: Introduction
Gandhian Vision of Gram Swaraj - Panchayati Raj in Constitutional Assembly Debates Panchayati Raj in Directive Principles — Local government in Ancient India — Local government during the British period — Local Government after 1947.

Unit — II: Evolution of Panchayati Raj System and Democratic Decentralization in India
Community Development Programme - BalwantRai Mehta Committee Report and Implementation of the Three Tier System - Ashok Mehta Committee Report — L.M. Singvi Committee Report.

Unit — III: Constitutionalization of Panchayati Raj
73rd Constitutional Amendment Act 1992 (salient features) - Powers and functions of Panchayati Raj Institutions - Panchayati Raj in Scheduled Areas — PESA Act, 1996 —Scheduled Areas - 6th Schedule — 5th Schedule - Eleventh Schedule.

Unit — IV: Panchayati Raj System in Andhra Pradesh
Panchayati Raj System in Andhra Pradesh - Structure, Powers and Function - Critical Appraisal

Unit — V: Comparative Panchayati Raj System
Comparative Panchayati Raj System - Kerala -West Bengal - Karnataka — Critical appraisal of the working of Panchayati Raj System in India

References

1. Palanithurai, G. (ed.) Dynamics of New Panchayati Raj Systems in India Vol. I & II, New Delhi: Concept Publishing House, 2002.
2. Palanithurai, G., New Panchayati Raj in Tamil Nadu (with the Act in original) New Delhi: Concept Pub., 2003
3. Sanyal, B.M. India: decentralized planning, themes and issues, Concept, New Delhi, 2001.
4. Pattnayak, Raimann (ed.) Local Government Administration Reform, New Delhi: Anmol Publications, 2002.
5. Verma, B.M. Social Justice and Panchayati Raj, New Delhi: Mittal Publications, 2002.
6. D. Bandyopadhyay (ed.). New Issues in Panchayati Raj. New Delhi: Concept Publishing Company, 2004.
7. P.S.K. Menon (ed.). Panchayati Raj in Scheduled Areas: A Critical Study. New Delhi: Concept Publishing Company, 2003.
8. R.P. Joshi. Constitutionalization of Panchayati Raj: A Reassessment. New Delhi: Rawat Publications, 1998.

.**Suggested Co-Curricular Activities**
1) Invited Lectures
2) Case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
 6) Alumni Interactions
7) Periodical interactions with Executives and Peoples Representatives.

7.3 OFFICE MANAGEMENT

Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Understand fundamental knowledge of Office Management that can be applied to a career.

2. Have knowledge on office administration and identify job competencies.

3. Understand the importance of record management and allied sections.

4. Comprehend the administrative process in office

5. Identify the challenges in the background of ICT.

6. Enhance skills, strategies and techniques to compete with the global competencies inoffice management.

Unit: 1

Introduction to Office, Office structure-Office Management: Meaning, Nature, Importance, Elements and Functions of Office Management-Basic Principles of office management.
Unit: 2

Office organization: Definition, Characteristics-Office Planning, Accommodation, Layout and Office Environment.
Unit: 3

Office Record Management-Objectives and Importance-Filing System: Steps in filing, Essentials for filing, Classification and arrangements of files, Modern filing methods using Information and Communication Technology and devices-Indexing: Essentials of a good indexing and Records retention and Micro filing.
Unit: 4

Office Communication: Meaning and mailing, Barriers to communication -Correspondence and Report Writing-Types- Periodical reports.
Unit: 5

Form Letters: Meaning, Principles, Factors in designing office forms-Supervisory Skills-Importance of Motivation and Leadership-Issues in Office Management-Recent trends: e-office, use of modern appliances and application of IT in office management.

References:

1. R.S.N.Pillai&Bagavathi, Office Management, S.Chand Publishers, New Delhi, 2014.

2. R.K.Chopra, Office Management, Himalaya Publishing House, New Delhi, 2016.

3. B.N.Tandon, Manual of Office Management and Correspondence, S.Chand Publications, New Delhi, 2014.

4. Sudhir Andrews, Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India, New Delhi, 2008.

5. Balachandran V, Office Management, Tata McGraw Hill Publishing Co. Ltd, India, New Delhi, 2009.

6. Bhatia R.C, Principles of Office Management, Lotus Press, New Delhi, 2005.

7. Sharma, R.K & Others, Office Management, Kalyani Publishers, New Delhi, 1991.

8. Chopra, R.K, Modern Office and Its Management, Himalaya Publishing House, Hyderabad, 2008.

9. Niraj Kumar, Modern Office Management, New Royal Book Co, Lucknow, 2013.

10. Gopal Krishnan and Sundaresan, M, Material Management: An Integrated Approach, Prentice Hall of India, New Delhi, 2014.

11. Satyasnarayana, J, E-Government, Prentice Hall of India, New Delhi, 2015.

12. Kooiman, J (ed), Modern Governance: New Government-Society Interactions, Sage Publications, London, 2014.

13. Bhatnagar, S.C, E-Government: From Vision to Implementation, Sage Publications, New Delhi, 2014.

14. Singhal. A and Evertt, Rogers, India's Information Revolution, Sage Publications, New York, 1990.

15. Srinivas Vallabhan, S.V, Computer Application in Business, Sultan Chand & Sons, New Delhi, 2014.

16. Web resources suggested by the Teacher concerned and the College Librarian including reading material.

Suggested Co-Curricular Activities

1. Training of students by a related field expert in Office Management.

2. Reading Local Daily newspaper either print or online.

3. Reading Editorial pages, blogs and websites for various ideological perspectives.

4. Assignments.

5. Discuss the debates around any recent trends, technological advancements andinvention of new appliances that are to be used in modern officer management.

6. Plan and organize a capacity building session for the stakeholders.

7. Seminars, Group discussions, Quiz, Debates etc.

8. Invited lectures and presentations on recent global trends in office management.

9. Make visit to a Government office or reputed industry or private firm interact with its members and record their experiences and gain Hands on Experience of records maintenance, indexing and filing procedures.

7.3 PERSONNEL ADMINISTRATION

Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Understand Personnel Administration that can be applied to a career.

2. Acquire knowledge on recruitment, selection and training and identify job competencies.
3. Understand the importance and role of civil services in Indian Governance.

4. Provide an overview on issues in administration.

5. Enhance skills, strategies and techniques for redressal of grievances in administration

Unit: 1

Personnel Administration: Concept, Nature, Scope and Significance-Hierarchy in Personnel Administration-Roles and Responsibilities of Personnel Administrative Officers-Bureaucracy: Meaning, Characteristics, Nature, Importance and its role in modern state.

Unit: 2

Recruitment: Meaning and Importance, Types of Recruitment, Methods of recruitment with regard to All India, Central and State Services-Union Public Service Commission and State PublicService Commissions-Constitutional provisions and Composition, Functions and Role.

Unit: 3

Training: Meaning, Objectives, Types and Significance-Training Institutions in India-Promotion-Promotion procedure-Career Planning, Evaluation and Development-Motivation and Morale-Performance Appraisal.

Unit: 4

Administrative Ethics-Integrity in administration-Code of Conduct-Common Lapses and Disciplinary Procedure-Employee and Employer Relations-Rights of Civil Servants.

Unit: 5

Problems in Personnel Administration-Employees participation in administration-Grievances-Institutional arrangements for settlement of disputes-Change in work place, Counseling and Time Management.

References:

1. Avasthi Maheswari, Public Administration, Lakshminarayan Agarwal, Agra, 2008.

2. Goel, S.L, Personnel Administration, Deep and Deep Publications, New Delhi, 2009.

   3. Sharma, M.P, Public Administration Theory and Practice, Kitab Mahal, Allahabad,2005.
4. Tripathi P.C, Human Resource Development, S.Chand Publications, New Delhi, 2016.

6. David E.Kalaignar, Public Personnel Management, IPMA, Prentice Hall Inc,Eaglewood Chiffs, New Jersy, 1986.
7. C.M.Jain, Public Personnel Administration, College Book Depot, Jaipur, 2003

8. K.Aswarthappa, Human Resource Management : Text and Cases, Tata McGraw Hill,New Delhi, 2008
9. V.S.P.Rao, Human Resource Management, Excel Books, New Delhi, 2007

10. O.GlennStanl, Public Personnel Administration, Oxford IBH Publication Co, NewDelhi, 2008.

11. Chatterjee.Bhaskar, Human Resource Management, Sterling Publications, New Delhi,2009.
12. Administrative Reforms Commission, 1969, Report on Personnel Administration.
13. Government of India, Second ARC, Tenth Report on Refurbishing of Personnel Administration.
14. Jain, R.B, Aspects of Personnel Administration, IIPA, New Delhi, 2008.
15. Maheswari Sriram, Public Administration in India: The Higher Civil Service, Oxford University Press, New Delhi, 2007.
16.   Naff, Katherine C, Norma M, Riccucci, Personnel Management in Government, Politics and Process, Tayolr& Francis, New York, 2014.
17. Tead, Ordway, Personnel Administration, University of California Libraries.
18. Pundrik Ojha & Kiran Sharma, Personnel Administration, Raj Publishers, Agra, 2018.
19. Web resources suggested by the Teacher concerned and the College Librarian including reading material.

Suggested Co-Curricular Activities

1. Training of students by a related field expert in Personnel Administration.

2. Reading Local Daily newspaper either print or online.

3. Reading Editorial pages, blogs and websites for various ideological perspectives.

4. Assignments.

5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature with regard to service matters of civil servants.

6. Plan and organize a capacity building session for the stakeholders

7. Seminars, Group discussions, Quiz, Debates etc.

8. Invited lectures and presentations on recent global trends in Personnel Administration.

9. Make visit to a Government office or reputed industry, interact with its members andrecord their experiences on job satisfaction, promotions, motivation and institutionalarrangements for grie

7.4 BASIC RESEARCH WRITING SKILLS
(SKILL COURSE)

LEARNING OUTCOMES:

Students at the successful completion of the course will be able to

- Describe why research is important.
- Describe scientific methods.
- Describe research report.
- Describe library use.
- Demonstrate dictionary usage.
- Demonstrate thesaurus usage.
- Demonstrate encyclopedias, almanacs, and atlases usage.
- Demonstrate internet search engines usage for research.
- Identify Internet news sources.
- Identify internet magazines, blogs, and images.
- Identify journals, papers, and more.
- Summarize bibliographies and their usage in research.

UNIT-I :
Introduction to Research
Concept of research – Importance of research – Types of research – Various methods of research- Scientific methods of research

UNIT II:
Writing skills
Basic concepts of writing- introduction to writing- reports- importance of reports-types of reports.

UNIT III:
Contents of Report
Planning of Report Writing- Format of Research Report

UNIT IV:
Principles of Writing
Principles of writing- Bibliography- Documentation of Bibliography

UNIT V:
Evaluation of Report
Typing the Report- Evaluating the Research report

REFERENCE BOOKS:
1. Ballou, Stephen.V, *A Model for Theses and Research Papers*, Boston: Houghton Mifflibn, 1970.
2. Barzun, Jacques and Henry F. Graff, *The Modern Researcher*, New York: Harcourt, Brace & World, 1970.
3. Berenson, Conrad and Raymod Colton, *Research and Report Writing for Business and Economics,* New York: Random House, 1971 chapters 8 to 17.
4. Bernstein, Theodore, *The Careful Writer: A Modern Guide to English Usage,* New York: Atheneum, 1965.
5. Bowers, Fredson, *Principles of Bibliographical Description*, New York: Russell & Russell, 1949.
6. Campbell, William GiIes and Stephen Vaughan Ballou *Form and Style: Theses, Reports,* Term Papers. in Co. 1974.
7. Corbett, Edward P.J., *Classical Rhetoric for the Modern Student,* New York: Oxford University Press, 1971.
8. Dawe, Jessamon, *Writing Business and Economics Term Papers, Theses and Dissertations,* Totowa, NJ.: Littefield Adams and Co., 1965.

9. Flower, H.W. *A Dictionary of Modern English Usage,* New York: Oxford University Press, 1965.
10. Gallagher, William J,, *Report Writing for Management,* Reading, Mass: Addison Wesley Publishing Co., 1969.
11. Jonis. J.Harold, *The Business Research Paper,* New York: Hobbs Dorman & Co., 1967.
12. Kapp, R.O., *The Presentation of Technical Information*, London: Constable, 1948.
13. Strunk, William, Jr., and E.b. White, *The Elements of Style*, New York: Macmillanm, 1972.
14. Jurabian, Kate L., *A Manual for Writers of Term Papers, Theses and Dissertations,* Chicago: University of Chicago Press, 1971.
15. University of Chicago, *A Manual of Style*, Chicago: University of Chicago, 1969.
16. Zeisel, Hans, *Say it*

Suggested Co-Curricular Activities:
1. Training of students by a related expert.
2. Assignments
3. Planning a report, Evaluating a report etc.
4. Presentations by students on Report and Writing skills.
5. Invited lectures and presentations on related topics by Experts such as English Trainers, Research Scholars etc.

<center>### 7.4 PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS
(SKILL COURSE)</center>

LEARNING OUTCOMES:

Students at the successful completion of the course will be able to

- Understand the meaning, process,importance, types and barriers to communication;
- Develop public speaking, oral and written communication skills;
- Understand the importance of preparation of communication material;
- Gain knowledge of media of communication.
- Identify how to the participate in meetings and interviews;
- Understand the concept of personality and personality development and its significance.
- Understand and develop the traits and factors determining personality and
- Know how to assess and enhance one's own personality

UNIT-I :

Introduction to Personality Development

The concept of personality - Dimensions of personality – Theories of Freud & Erickson-Significance of personality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analysis.

UNIT II:

Attitude & Motivation

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages – Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to de-motivation

UNIT III:

Self-esteem

Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours – Lateral thinking.

UNIT IV:

Introduction to Communication

Meaning and Definition – Process – Functions – Objectives – Importance – Essentials of Good Communication – Communication Barriers – Overcoming Communication Barriers – Cross Cultural Communication.

UNIT V:

Types of Communication & Essential soft skills

(a) Written Communication

Need and functions of business letters – Planning and layout of business letters – Essentials of effective correspondence – Advantages and limitations of written communication.

(b) Oral Communication

Meaning, nature and scope – Principles of Effective Oral Communication – Techniques of Effective Speech – The Art of Listening – Principles of Good Listening – Advantages and Limitations of Oral Communication. (Principles and good practices in online communication e.g. Telephonic, Internet – VOIP Voice over Internet Protocol.)

(c) Essential soft skills

(i) Group discussion

(ii) Presentation skills

(iii) Problem-solving
(iv) Decision-making
(v) Creativity
(vi) Innovation
(vii) Team Work

REFERENCE BOOKS:

1. Agrawal, Vijay.Dr. *Personality Development for students*. New Delhi. Benten Books. 2014
2. Mile, D.J *Power of positive thinking*. New Delhi. Rohan Book Company, 2004.
3. Pravesh Kumar. *All about Self- Motivation*. New Delhi. Goodwill Publishing House. 2005.
4. Smith, B . *Body Language*. New Delhi: Rohan Book Company. 2004
5. Hurlock, E.B. *Personality Development*, 28th Reprint. New Delhi: Tata McGraw Hill.2006
6. Mohan, Krishna. Meera Benerjee. *Developing Communication skills*. Macmillan India Ltd, New Delhi. 1990,
7. Barker, Alan. *Improve your Communication Skills*. Kogan Page India Private Ltd. New Delhi. 2008.
8. Sing, O.P. *Art of effective Communication in Group Discusssion and Interview-For Competitive Examinations*. New Delhi. S.Chand and Company Ltd. 2012.

Suggested Co-Curricular Activities:
1. Training of students by a related expert.
2. Assignments
3. Seminars, Group Discussions, Debates etc.
4. Presentations by students on personality Development and communication skills.
5. Invited lectures and presentations on related topics by Experts such as English Trainers, Psychologists etc.

7.5 SECRETARIAL PRACTICE
(SKILL COURSE)

Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Understand fundamental knowledge of **Secretarial Practices** that can be applied to a career. 2. Have knowledge on office administration and identify job competencies.

3. Understand the importance of record management and allied sections.

4. Comprehend the administrative process in office

5. Identify the challenges in the background of ICT.

6. Enhance skills, strategies and techniques to compete with the global competencies in

Unit: 1

Sources of Corporate Finance Understand the concept of Corporate Finance and its Importance- Understand meaning of capital structure of a company - Understand various sources of owned and borrowed capital - Compare different sources of finance.

Unit: 2

Capital raising: Understand the provisions and procedures related to Issue of Shares, Debentures and Acceptance of Public Deposits.

Unit: 3

Secretarial Correspondence - Develop Communication skills related to Members, Debenture holders and Deposit holders.

Unit: 4

Depository System: Understand the concept of Depository system and its Importance-Know the constituents of Depository System - Learn the Functioning of Depository System..

Unit: 5

Payment of Dividend and Interest: Understand the concept of Dividend and Interest. • Compare between Interim and Final Dividend. • Learn about provisions on sources and for Declaration and Payment of Dividend.

References:Books :

1.Company Law and Practice - A comprehensive Text Book on Companies Act 2013 –

2.As amended by companies (Amendment) Act 2019 - Dr. G. K. Kapoor and Dr. Sanjay Dhamija - Taxmann Publications Pvt. Ltd. 24th Edition. Companies Act 2013 and Rules and Forms with concise commentary and References –

3 Corporate Professionals, 2019 Edition. Taxmann's Corporate Laws - By Anil Kumar

4 Taxmann's Corporate Law and Practice - Majumdar and Kapoor.

5 Business Finance - Principles and Problems - By P. V. Kulkarni - Himalaya Publishing

6.House - 1988. Financial Management - By Dr. R. H. Shrivastava Pragati Prakashan - 1979.

7 Corporate Finance - By B. L. Mathur - Subline Publication – 2002

8 Managerial Finance - Fred Weston and Evgene F Brigham

9 Principles of Corporate Finance - Richard Breakey, Steward Myers

Suggested Co-Curricular Activities

 1. Training of students by a related field expert in Office Management.

 2. Reading Local Daily newspaper either print or online.

 3. Reading Editorial pages, blogs and websites for various ideological perspectives.

4. Assignments.

5. Discuss the debates around any recent trends, technological advancements and invention of new appliances that are to be used in modern officer management.

 6. Plan and organize a capacity building session for the stakeholders.

 7. Seminars, Group discussions, Quiz, Debates etc.

8. Invited lectures and presentations on recent global trends in office management.

 9. Make visit to a Government office or reputed industry or private firm interact with its members and record their experiences and gain Hands on Experience of records maintenance, indexing and filing procedures.

7.5 DATA BASE ADMINISTRATION
(SKILL COURSE)

Learning Outcomes:

Students at the successful completion of the course will be able to;

- Gain knowledge of Database and DBMS.
- Understand the fundamental concepts of DBMS with special emphasis on relational data model.
- Demonstrate an understanding of normalization theory and apply such knowledge to the normalization of a database
- Model databaseusing ER Diagrams and design database schemas based on the model.
- Create a small database using SQL.
- Store, Retrieve data in database.

UNIT I

Overview of Database Management System: Introduction to data, information, database, database management systems, file-based system, Drawbacks of file-Based System, Classification of Database Management Systems, advantages of database approach

UNIT II

Entity-Relationship Model: Introduction, the building blocks of an entity relationship diagram, classification of entity sets, attribute classification, relationship degree, relationship classification.

UNIT III

Relational Model: Introduction, CODD Rules, relational data model, concept of key, relational integrity, relational algebra, relational algebra operations.

UNIT IV

Structured Query Language: Introduction, History of SQL Standard, Commands in SQL,Data Types in SQL, Data Definition Language

UNIT V

Structured Query Language: Selection Operation, Projection Operation, Aggregate functions, Data Manipulation Language Set Operations, View, Sub Query.

References:

1. Database System Concepts by Abraham Silberschatz, Henry Korth, and S. Sudarshan, McGrawhill
2. Database Management Systems by Raghu Ramakrishnan, McGrawhill
3. Principles of Database Systems by J. D. Ullman
4. Fundamentals of Database Systems by R. Elmasri and S. Navathe
5. SQL: The Ultimate Beginners Guide by Steve Tale.

Suggested Co-Curricular Activities

1. Training of students by a related field expert in Personnel Administration.
2. Reading Local Daily newspaper either print or online.
3. Reading Editorial pages, blogs and websites for various ideological perspectives.
4. Assignments.
5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature with regard to service matters of civil servants.
6. Plan and organize a capacity building session for the stakeholders
7. Seminars, Group discussions, Quiz, Debates etc.
8. Invited lectures and presentations on recent global trends in Personnel Administration.
9. Make visit to a Government office or reputed industry, interact with its members andrecord their experiences on job satisfaction, promotions, motivation and institutionalarrangements for grievances.

8.1 LEGISLATIVE PROCEDURE AND PRACTICE

Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Make familiar with legislative procedures and practices.

2. Equip the students with the adequate skills of participation in deliberative processes and democratic decision making.
3. Understand complex policy issues, draft new legislation, analyze ongoing bills, make speeches and floor statements.
4. Provide skills to be part of a legislative support team and expose them to real life legislative work.
5. Enhance understanding of procedures, practices, different committees and motions in the House.

Unit: 1

Brief Introduction on Legislative bodies, roles and responsibilities-Constitutional Provisions of Legislative Procedures: Articles 107-122, Kinds of Bills: Ordinary Bills, Money Bills, Finance Bills, Constitution Amendment Bills and Private Member Bills.

Unit: 2

Powers and Functions of People's Representatives in Legislative Process: Members of Parliament, Members of State Legislatures, Political Heads of Rural and Urban Local Governments.

Unit: 3

Drafting of the Bill-First Reading and Departmental Standing Committee-Second and Third Reading-Framing rules and regulations, Passage of the Bill, Consent by the President of India and Gazette Notifications.

Unit: 4

Legislative Committees in India: Role in reviewing government policies, finances, programmes and legislation, Types of Committees: Department Standing Committees, Select Committees, Joint Parliamentary Committees, Public Accounts Committee, Estimates Committee, Business Advisory Committee, Ethics Committee etc.

Unit: 5

Budget process: Reviewing the Union Budget, Examination of Demands for Grants of Ministries, Working of Ministries-Motions and Hours in the House: Question Hour : Rules of putting questions, Types of Questions-Rules relating to Calling Attention Motion, Adjournment Motion, Privilege Motion, Censure Motion, No-Confidence Motion, Cut Motion including Resolutions, Discussion and Short Discussion

I. References:

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butterworths, 2018.

2. Jayal, N.G., and Mehta, P. (eds), The Oxford Companion to Politics in India, Oxford University Press, New Delhi, 2007.
3. Bhambri, P.C., Parliamentary Control over State Enterprize in India, Delhi Metropolitan Book Dept, New Delhi, 1998.
4. H.Karla, Public Engagement with the Legislature Process, PRS Centre for PolicyResearch, New Delhi, 2011 available at http://www.prsindia.org.
5. Kaul, M.N. &S.L.Shakdher, Practice and Procedure of Parliament, New Delhi, Lok Sabha Secretariat, 2016.
6. Mehra, A.K, The Indian Parliament and Democratic Transformation, New Delhi,Routledge,

2017.
7. Pai, Sudha & Kumar, A, (eds), The Indian Parliament : A Critical Appraisal, Orient Black Swan, New Delhi, 2014.
8. Shankar, B. & Rodriguez V, The Indian Parliament : A Democracy at Work, Oxford University Press, New Delhi, 2011.
9. Singh, D, The Indian Parliament : Beyond the Seal and Signature of Democracy, Universal Law Publishing, Gurgaon, 2016.
10. Kapur, D and P.Mehta (eds), Public Institutions in India: Performance and Design, Oxford University Press, New Delhi, 2005.
11. Kapur, D., Mehta, P. &Vaishnab, M (eds), Rethinking Public Institutions in India, Oxford University Press, New Delhi, 2017.
12. Kashyap, S. Reviewing the Constitution, Shipra Publications, New Delhi, 2000.
13. Kashyap, S.Our Parliament, National Book Trust, New Delhi, 2015.
14. Web resources suggested by the Teacher concerned and the College Librarian including reading material.

Suggested Co-Curricular Activities

1. Training of students by a related field expert.

2. Reading Local Daily newspaper either print or online.

3. Watching live stream of sessions of Parliament or State Legislature.

4. Reading Editorial pages, blogs and websites for various ideological perspectives.

5. Assignments.

6. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature.

7. Discuss any contemporary practice or event that violates the true spirit of democracy and political equality.

8. Seminars, Group discussions, Quiz, Debates etc.

9. Invited lectures and presentations on related topics by experts in Legislative Procedures.

10. Read the guidelines issued by Supreme Court in landmark cases relating to Political Defections, Anti-democracy acts of political parties.

8.1. LEGAL LITERACY-RIGHTS AWARENESS

Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Acquaint student with the structure and manner of functioning of the legal system in India.

2. Understand of the laws related to rights applicable in India.

3. Provide an overview of access to courts and enforcement of rights.

4. Develop an understanding of the formal and Alternate Dispute Redressal (ADR) mechanism that exist in India.

Unit: 1

Brief understanding of Legal Literacy-Rights and Duties of citizens-Indian Constitution - Fundamental Rights and other constitutional rights and enforcement of certain rights under Article21 with emphasis on Public Interest Litigation.

Unit: 2

Laws relating to criminal jurisdiction-Provisions relates to FIR, Arrest, Bail, Search and Seizure-Important offences under Indian Penal Code-Offences against Women-Dowry, Sexual harassmentand violence, Juvenile justice.

Unit: 3

Anti-terrorist laws-Implication of security and protection of Human Rights-Laws relating to Consumer rights and Cybercrimes.

Unit: 4

System of Courts and Tribunals and their jurisdiction in India-Civil and Criminal courts, Writ jurisdiction, specialized courts such as Juvenile courts, Mahila courts etc.

Unit: 5

Legal Services Authority Act, 1987 and Right to Free Legal Aid-Alternate Dispute Resolution Mechanism (ADR), Lok Adalats and Conduct of Legal Literacy camps-Role of NGOs in promoting legal awareness.

References:

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butter worths, 2018.
2. Kashyap, S, Our Constitution: An Introduction to India's Constitution and ConstitutionalLaws, New Delhi, National Book Trust, 1994.
3. D.Srivastava, Sexual Harassment and Violence against Women in India : Constitutional and Legal Perspectives in C.Kumar and C.Chockalingam (eds) Human Rights, Justice and Constitutional Empowerment, Delhi, Oxford University Press, 2015.
4. B.L.Wadhera, Public Interest Litigation- A Handbook, Universal Publications, NewDelhi, 2016.
5. Aggarwal, N., Women and Law in India, New Century Publishing House, New Delhi, 2019.
6. Kamala Sankaran and Ujwal Singh (eds), Creating Legal Awareness, Oxford University Press, New Delhi, 2017.
7. Indian Social Institute, New Delhi, Legal Literacy Booklets.

8. P.C.Rao and William Sheffiled, Alternate Dispute Resolution: What it is and How it works, Universal Law Books and Publishers, New Delhi, 2012.
9. Parmanand Singh, Access to Justice and the Indian Supreme Court, 10& 11, Delhi Law Review, 1981-82.
10. J.Kothari, Criminal Law on Domestic Violence, Economic and Political Weekly, 2005, Vol.40 (46), pp., .4843-4849.
11. Centre for Good Governance, Right to Information Act,2005 : A Citizen's Guide

12. A.Pandey, Rights of the Consumer, New Delhi, Indian Social Institute, 2004.

13. Pandey, Laws relating to Criminal Justice :Challenges and Prospects in K.Sankaran and U.Singh, Towards Legal Literacy, New Delhi, Oxford University Press, 2008, pp.61-77.

14. S.K.Garg, Guide to Lok Adalats and Free Legal Services under Legal ServicesAuthorities Act, New Delhi, 2018.

15. Web resources suggested by the Teacher concerned and the College Librarian including reading material.

Suggested Co-Curricular Activities

1. Training of students by a related field expert.

2. Reading Local Daily newspaper either print or online.

3. Reading Editorial pages, blogs and websites for various ideological perspectives.

4. Assignments.

5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature.

6. Discuss any contemporary practice or event that violates the equality and protection against discrimination laws.

7. Seminars, Group discussions, Quiz, Debates etc.

8. Witness any incident occurred in surroundings that would be considered offensive under the penal code and make a class-room presentation on it. Example: Offenses relates to IPC, Consumer Protection Act, 1986, Filing a petition under RTI Act, 2005etc.,

9. Invited lectures and presentations on related topics by experts in jurisprudence andADR Mechanism.

10. Read the guidelines issued by Supreme Court in landmark cases relating to Child abuse, domestic violence, sexual harassment at work place.

8.2 STATE ADMINISTRATION

Learning Outcomes:

Students at the successful completion of the course will be able to;

- Understand the political system and governance structure of Andhra Pradesh.
- Identify the roles and responsibilities of various state government institutions and bodies.
- Analyze the relationships between the executive, legislative, and judicial branches of the state government.
- Gain knowledge of the policy-making process in Andhra Pradesh.
- Evaluate the impact of public policies on different sectors of the state.
- Develop skills in analyzing policy alternatives and making informedrecommendations.
- Explore the system of local governance, including panchayats andmunicipalities, in Andhra Pradesh.
- Understand the roles and responsibilities of local government institutions.

Unit 1: Introduction to Andhra Pradesh Government
Formation and history of Andhra Pradesh state
The structure of the state government
Constitutional provisions related to the state government
Role and functions of the Governor, Chief Minister, Council of Ministers, and the Legislative Assembly

Unit 2: State Legislature and Lawmaking

The Andhra Pradesh Legislative Assembly and Legislative Council
Composition, powers, and functions of the state legislature
Legislative process: Introduction, consideration, and passing of bills
Committees and their role in the legislative process

Unit 3: State Executive and Administration

Structure and functions of the state executive
Role and powers of the Chief Minister and Council of Ministers
State bureaucracy: Roles and responsibilities of civil servants
Administrative divisions and district administration

Unit 4: Local Government in Andhra Pradesh

Panchayati Raj system in Andhra Pradesh
Rural and urban local bodies: Gram Panchayats, Mandal Parishads, and Municipalities
Powers, functions, and finance of local governments
Decentralized planning and development initiatives

Unit 5: Public Policy and Welfare Programs

Public policy formulation and implementation in Andhra Pradesh
Major welfare programs and initiatives by the state government
Social welfare schemes for marginalized sections of society
Health, education, and infrastructure development programs

References:

1.Andhra Pradesh State Government official website, textbooks on Indian polity and governance

2. Andhra Pradesh Panchayat Raj and Rural Development Department, textbooks on Indian polity and governance

Suggested Co-Curricular Activities

1. Training of students by a related field expert in State Administration.

2. Reading Local Daily newspaper either print or online.

3. Reading Editorial pages, blogs and websites for various ideological perspectives.

4. Assignments.

5. Discuss the debates around any recent Ordinance, Bill or Act in the StateLegislature with regard to service matters of civil servants.

6. Plan and organize a capacity building session for the stakeholders

7. Seminars, Group discussions, Quiz, Debates etc.

8. Invited lectures and presentations on recent global trends in State Administration.

8.2 LOCAL ADMINISTRATION

Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Understand the existing context of Local Government Institutions in India.

2. Have knowledge on the need of empowerment and autonomy of LGIs.

3. Provide an overview on financial resources and constitutional provisions.

4. Analyse the issues, problems and conflicts in Local Administration.

5. Develop communication skills to interact with the elected members and officials.

6. Enhance skills for observation, organizing, networking, documentation.

Unit: 1

Local Government: Meaning, Nature and Importance, Thoughts on Local Governments by M.K.Gandhi, Jawaharlal Nehru and Dr.B.R.Ambedkar, Important Committees: Balwant Rai Mehta (1957), Ashok Mehta (1978), L.M.Singhvi(1986).

Unit: 2

Decentralization of powers (Political, Administrative and Economic) from the States to Local Institutions- 73rd and 74thConstitutional Amendment Acts-Empowering Local Governments-Decision making powers during crisis and disasters-Relationship between local government authorities and Central and State Government service providers-Role of District Collector in strengthening LGIs.

Unit: 3

Revenue raising avenues for Local Governments-Grants, Aid and support from Centre and State Governments-Public Private Partnerships-Concept of Local Development-Village as a unit, SWOC analysis of a village, existing conditions, expected developmental opportunities, the gap, natural, government and private resources, year-wise planning, finances required -Role of Local Governments in implementation of welfare and developmental programmesi.e., (MGNREGS), (SGSY), (IAY) and (PURA).

Unit: 4

Challenges for Local Administration, Financial, administrative and Political Constraints-Public relations in Local Administration-Need for training for elected representatives and other stakeholders-Audit training and Participatory training.

Unit: 5

Preparation of Reports-Minutes and Documentation-Types of Reports, Content of Minutes-Methods of Documentation-Best practices of Reporting on functioning of Local Administration- Use of ICT in documentation.

References:

1. Basu, D.D, Introduction to Constitution of India, Nagpur, Lexis Nexis Butterworths, 2018

2. Niraja Gopal Jayal, Representing India: Ethnic Diversity and Governance of Public Institutions, 2006, Palgrave Mc Millan Publications.

3. R Venkata Ravi, Empowering Rural India: Experiments and Experiences, Kanishka Publishers, New Delhi, 2006.

4. Sawalia Bihari Verma, Empowerment of the Panchayati Raj Institutions in India, Sarupand Sons, New Delhi, 2006.

5. World Bank, Empowerment in Practice: Analysis and Implementation, World BankInstitute, Washington D.C.

6. S.Chandrasekhar, Panchayati Raj and Financial Resources, Regal Publications, 2008, New Delhi.
7. Rajesh Tondon and Mohini Kak (Eds), Citizen Participation and Democratic Governance, New Delhi, 2016.
8. Anand Prakash, State and District Administration, Wisdom Press, New Delhi, 2008.
9. N.Lalitha, Rural Development in India: Emerging Issues and Trends, DominantPublishers, New Delhi, 2014.
10. Web resources suggested by the Teacher concerned and the College Librarian including reading material.

Suggested Co-Curricular Activities

1. Training of students by a related field expert.

2. Reading Local Daily newspaper either print or online.

3. Reading Editorial pages, blogs and websites for various ideological perspectives.

4. Assignments.

5. Discuss the debates around any recent Ordinance, Bill or Act in the Parliament or State Legislature.

6. Carry out a resource mapping of a selected area.

7. Plan and organize a capacity building session for the stakeholders

8. Seminars, Group discussions, Quiz, Debates etc.

9. Invited lectures and presentations on related topics by experts in Local Administration.

10. Make visit to a Self-Help Group or NGO, interact with its members and record their experiences.

11. Conduct an interview with an important person at the District Level using a structured schedule (District Panchayat Officer / CEO of Zilla Parishad / District Collector) and document their interventions in local administration and record their experiences.

8.3 E-GOVERNANCE

Learning outcomes

1. Gaining theoretical understanding about the concept, theory and models of e-governance

2. Learning practical application of e-governance in different walks of life

3. Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders

4. Developing necessary skills to use and operate e-governance or digital service delivery

UNIT – I
Introduction to E- Governance and Digital Technology: E-Governance – Meaning, Scope and Importance.
Digitial Technology and Services Delivery.
UNIT – II
E-Governance and theoretical aspects: E-Governance Thories, Public and Private
Partnership, Information Technology Act, 2000.

UNIT – III
Organization of Government Information in various departments: Detailed study of information and Broadcasting Ministry of Government of India,
E-Governance in Agricultural and Rural Development
E-Governance in Urban Administration
E-Governance in Social Welfare Department
UNIT – IV
Application of E-Governance in several Department of Andhra Pradesh: Mee-Seva, CARD and E-Procurement,
E-Governance in Higher Education.
E-Governance in Health Administration.
E-Hearing.

UNIT – V
E-Governance – Security Issues: Accountabilty and Transparency. IT Security, Hacking, Cyber Crimes, E-Goverance opportunities, Challenge and Barriers.

Recommended Readings:

1. Bellamy, Christine and John, Taylor (1998) Governing in the Information Age. Open University Press: Buckingham
2. Bhatnagar, S C (2004) E-Government: From Vision to Implementation. Sage: New Delhi
3. Bouwman, Harry; Hooff, Bart van den; Vingaert, Lidwien van de; and Dijk, Jan van (2005) Information and Communication Technology in Organizations: Adoption, Implementation, Uses and Effects, Sage Publications: New Delhi
4. Gosling, P. (1997) Government in the Digital Age. Government Information Quarterly, Vol. 18, No. ER2. Bowerdean: London
5. Heeks, Richard (2006) Implementing and Managing eGovernment: An International text. Sage: London
6. Jones, S. G. (Ed.)(1995) Cyber Society, Computer mediated communication and Community. Sage: Thousand Oaks CA
7. Kooiman, J. (Ed.) (1993) Modern Governance: New Government – Society Interactions. Sage: London
8. Layne, K. and Lee J. (2001) Developing Fully Functional e-Government: A Four Stage Model. Government Information Quarterly, 18(2001), pp. 122-36. Elsevier: Manchester UK

9. Marchionini, G. (1995) Information Seeking in Electronic Environments. The Press Syndicate of the University of Cambridge: New York

Suggested Co-Curricular Activities

1. Training of students by a related field expert.

2. Reading Daily newspaper either print or online about the misuse of technology whichleads to cybercrimes.

3. Reading articles, blogs and websites for various ideological perspectives.

4. Assignments.

5. Discuss the debates around any recent technological advancements.

6. Discuss the case laws and judgments reported on E-Governance initiatives.

7. Seminars, Group discussions, Quiz, Debates etc.

8. Invited lectures and presentations on related topics by experts in Cyber Security especially the Police personnel associated with the cases of IT Act.

8.3 INTERNATIONAL LAW

Learning Outcomes:
1. Evaluate the substance and scope of international law.
2. Aware of development and environment.
3. Understand different environmental managements.
4. Assimilate the dynamics of people's movements and environment.
5. Familiarize with techno support for environment.

Unit – 1: Introduction
1. International Law: Nature, Scope, and Evolution
2. Sources of International Law: Treaties, Customs, Conventions
3. Differences between International Law and Municipal Law.

Unit –II: International Organizations & Treaties
1. Recognition of State
2. International Organizations and Sovereignty
3. International Treaties

Unit – III: Basic Concepts of International Law
1. Extradition and Asylum
2. Jurisdiction of States: Basic Principles and Issues
3. Problems of Jurisdiction over Waters, Land, Air Space and Outer Space

Unit – IV: Privileges and Immunities
1. Diplomatic Personnel: Classification, Privileges, and Immunities.
2. Individual as a Subject of International Law1: Nationality, Citizenship, Aliens,
3. Individual as a Subject of International Law 2: Extradition, Exile, Asylum, Statelessness

Unit – V: Displaced Persons
1. Refugees and issues
2. Immigrants and issues
3. War and Prisoners of War

References
1. R.P. Anand, New States and International Law (Vikas,).
2. Adda Bozeman, The Future of Law in a Multicultural Work (Princeton,)
3. Charles De Visscher, Theory and Reality in Public International Law, trans. Percy E. Corbett(Princeton,)
4. David P. Forsythe, The Politics of International Law (Lynn Rienner,)

Activities:

Assignments – Quiz – Group Discussion – Classroom Debates – Current International Policies - Discussionon Previous Question papers – News Paper Clippings

8.4 INTRODCTION TO COMPUTERS
(SKILL COURSE)

Learning Outcomes:

On successful completion of the course the students will be able to;

- The students are familiarized with the evolution of computers, Hardware and Software
- The students are enabled to know about the programming languages in computer.
- The students understand the Characteristics of computers and its impact on business and society.
- The students will understand the importance of ROM, RAM and Hard Disk in working of computer.
- The students' asses the main functions of operating system and types of operating system
- The students will understand the working process of M.S. Office.
- The students understand the Micro soft word, working tables, columns'
- The students familiarized with the M.S. EXCEL
- The students are familiarized with the use of PowerPoint presentations
- The students are enabled to know the modern-day communication which involves Technology

UNIT-I
HISTORY OF COMPUTERS

a) Stages in the evolution of computer

b) Generations of computer

c) Hardware and software

d) Stem software: 1) operating system 2) languages 3) device drivers 4) utility programs.

e) 1). packages 2). programming languages

UNIT-II
COMPUTER-INTRODUTION:

A) Characteristics of computer

B) Block diagram of a computer

C) Impact of computers on business and society

D) Elements of computer

i) Data Accepting System in Computer

ii) Data Storage: a) Primary Memory (Main Memory):

- ROM
- RAM

b) Secondary Memory

- Hard Disk
- Floppy Disk
- Compact Disk

E) Type of computers

F) Input and output devices

UNIT-III

1). OPERATING SYSTEM (OS)

A) Main functions of operating system

B) Type of operating system

C) Disk operating system (dos)

D) Functions of disk operating system

E) Directory and file

F) Dos commands:
    a) Internal Commands in DOS
 b) External Commands in DOS
2). MICROSOFT-OFFICE (M.S. OFFICE)
 A) Common office elements
 B) History of Microsoft office versions 1995 to 2011
C) Windows –basics
D) Main icons in windows their r uses
E) File management under windows
F) Accessories in windows
UNIT-IV
1) MICRO-SOFT-WORD (M.S. WORD)
    A) word processing- features
B) introduction to M.S word
C) creating a document in M.S word
D) working with tables and columns
2). MICRO-SOFT-EXCEL (M.S. EXCEL)
A) The excel sheet –entering numbers in the sheet
B) Formulae in Excel
C) Functions in Excel
D) Charts and graphs in M.S. EXCEL
UNIT-V
1) POWER POINT
A) How to create slides in power point
B) Creating slides through blank presentation
C) Preparing for slide show
 2) MODERN COMMUNICATION
A) Multimedia devices
B) Network- types and topologies
C) Inter net
D)World wide web (www)
E) Electronic mail (e-mail)
 References

1. DR. K. KIRANKUMAR   :   FUNDAMENTS OF COMPUTER.
2. PROF. J.L. NEOGY   :   RAPIDEX COMPUTER COURSE.
3. A.V. REDDY   :   COMPUTER FUNDAMENTALS.
 4. AMIT GUPTA   :   PUSTAK MAHAL
5. V.K. JAIN   :   COMPUTER FOR BEGINNERS
6. V.K. JAIN   :   BASIC COMPUTER PROGRAMMING
7. JAYANT NEOGY   :   INTERNET AND e-MAIL

 Suggested Co-Curricular Activities
1) Invited Lectures
2) case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
7) Periodical interactions with Software Professionals
8) Student Presentations.

8.4 PUBLIC SPEAKING
(SKILL COURSE)

Learning Outcomes:

- To develop public speaking skills among the students
- To train students use public speaking skills for personal and social development

Unit-I Introduction
Public Speaking — Importance for Personal and Social Growth
Unit — II Elements of Public Speaking
Speakers- Audience — Purpose — Massage — Medium- Response - Situation - Outcome
Unit — III Developing Capacity
Free from Fear — Practice - Physical Fitness-Breathing - Voice Modulation - Knowledge Expansion
Unit — IV Preparations
Fixing Purpose, Subject - Taking Notes - PPT, Videos, Entertainment Elements - -1 Body Language
Unit —V Practicals in Public Speaking
With Preparation - Without Preparation — Debates: for and against - Recording and Reviewing
References

1. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking, Simon & Schuster, 2010
2. Swami Amartyananda, Effective Life Management, AdvaitaAshrama, Kolkatta, 2010
3. Dale Carnegie, How to enjoy your Life and Your Job, Simon and Schuster publishers, 2010

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on interesting topics

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

6) Alumni Interactions

7) Periodical interactions with Peoples Representatives.

8.5 LIFE SKILLS
(SKILL COURSE)

Learning Outcomes:

- To help students internalize life skills
- To train the students in applying life skills to get success in life.

Unit-I: Introduction

Identifying self, inner potentials and setting goals for life.

Unit — II: Organizing Thoughts and Attitude

Self Analysis — Critical Thinking — Creative Thinking — Focusing Mind on Goals-Achieving Goals

Unit — III: Organizing Behavior and Daily Life

Formation of basic life habits and behavior — practicing habits and behaviors to Enhance progress in life

Unit — IV: Social Skills

Social Skills — Communication- Networking - Empathy

Unit —V: Decision Making Skills

Decision Making- Execution Skills- Risk Taking Ability

References

1. Life Skill Teachers Manual, CBSE, NCERT, 2019.
2. Swami Amartyananda, Effective Life Management, AdvaitaAshrama, Kolkatta, 2010

Suggested Co-Curricular Activities

1) Invited Lectures
2) Case study analysis.
3) Debates on interesting topics
4) Seminars, Group Discussions, Quiz, etc.
5) Assignments
6) Alumni Interactions
7) Periodical interactions with Executives and

8.5 CO-OPERATIVE THEROY AND PRACTICE
(SKILL COURSE)

Learning Outcomes:

* Understand the various aspects of cooperative and the role of cooperative societies and policy therein.
* . Have a basic understanding of legal processes and bylaws.
* Appreciate the role played by socio-political processes in the implementation of laws and policies pertaining to the Cooperative Societies.
* . Evaluate the functioning of laws, policies and institutions of Cooperative Societies from the perspective of empowerment and other constitutional values.
* Understand the need for reforms in cooperative administration and the steps taken in this direction

UNIT –I
Meaning and definition of and Scope and significance of co-operation-features - objectives – benefits of co-operation- Co-Operation as a Form of Business Organization - International Co-Operative Alliance (Ica) Principles

UNIT-II
Co-Operation as a Form of Business Organization - Cooperation Vs Capitalism - Co-Operation V/S Socialism - Co-Operation V/S Communism- evolution of cooperative movement in India

UNIT-III
Co-Operative Education & Training - Origin And Growth Of Cooperative Education And Training In India- National Council For Cooperative Training- National Cooperative Union Of India – Ncui- National Centre For Co-Operative Education- Ncce-Cooperative Structure In India And Andhra Pradesh

UNIT-IV
Types Of Cooperatives And Cooperative Credit- Legislative Framework With Respect To India- Co-Operative Banking In India - Primary Agricultural Credit Societies (Pacs)-District Central Co-Operative Banks(Dccb) - State Cooperative Banks (Scb)

UNIT-V
Intuitional Framework For Cooperative Societies – Nabard- Consumer Co-Operatives-Dairy Cooperatives- Marketing Cooperatives- Scheduled Caste Cooperatives And Scheduled Tribe Cooperatives- Urban Co-Operative Banks- Employees Cooperatives/ Employees Credit Societies

REFERENCE BOOKS

1 T.N.Hajela,. Cc-operepion-Principles, Problems and Practices, Konark Publishers Pvt Ltd., Delhi 2000.

2 B.S. Mathur.Co-operation in India, Sahitya BhawanAgra.

3.ICA publications pertaining to statement on Co-operative Identity.

4 G.R Madan,Co-operative movement in India, A Critical Appraisal,Mittal Publications, New Delhi.

5Achievements of the dairy co-operatives during the last 100 years'
.www.amuLcomlachievementsdairycoop.h1IV1'

6 "Cabinet Clears 110llI Constitutional Amendment Bill on Coop Societies'.
www.newkerala.comlnkfullnews-I-140549.html

7 'Co-operation". www.agricoop.nic.in/Annual Report 06-07/COOPERATION.pdf

Suggested Co-Curricular Activities

1) Invited Lectures

2) Case study analysis.

3) Debates on interesting topics

4) Seminars, Group Discussions, Quiz, etc.

5) Assignments

 6) Alumni Interactions

7) Periodical interactions with Executives and Peoples Representatives