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<th>Semester</th>
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<td>I</td>
<td>1. Fundamentals of Social Sciences</td>
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<td>2. Perspectives on Indian Society</td>
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<td>3. Introduction to Public Administration</td>
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<td>5. Theory of Public Administration</td>
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<td>6. Indian Administration Emerging Issues</td>
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<td>9. Public Relations and Communications Skills</td>
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<td>10. Social Welfare Administration</td>
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<td>7.1 Development Administration (OR)</td>
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<td>7.1 Social Work Assessment Methods</td>
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<td>7.2 Theory and Models of Comparative Public Admin.</td>
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<td>7.2 Panchayat Raj System in India</td>
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<td>7.3 Office Management</td>
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<td>7.4 Basic Research Writing Skills(Skill Course)</td>
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<td>7.5 Secretarial Practice (OR)</td>
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<td>7.5 Data Base Administration (Skill Course)</td>
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<td>8.2 State Administration (OR)</td>
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<td>8.3 E-Governance (OR)</td>
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<td>8.3 International law</td>
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<td>8.4 (A) Introduction to Computers (OR)</td>
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<td>8.4 Public Speaking (Skill Course)</td>
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<td>8.5 Life Skill (Skill Course) (OR)</td>
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<td>8.5 Co-operative Theory and Practices</td>
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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

Reference Books
1. The social sciences: An Integrated Approach by James M. Henslin and Dannel F. Chambliss
2. The Wonder that was India – A.L.Bhasham
Introduction to Psychology – Morgan and King
Principles of Political Science – A.C. Kapoor
Contemporary Political Theory – J.C. Johari
ML Seth – Macro Economics - Lakshminarayana Agarwal, 2015
Fundamentals of Computers by V. Raja Raman
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

Unit-II: Indian Heritage and Freedom Struggle in India
1. Cultural & Heritage sites of Tourism in India
2. Indian Dance, Music and Yoga
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
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

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

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

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
SEMESTER – II
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:

**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
Theory X and Theory Y - Douglas Mc Gregor.

UNIT – IV
Ecological Approach: Comparative Public Administration
Ecological Approach – F.W. Riggs

UNIT – V

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)

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

UNIT – V

Recommended Readings:
Disaster Management Act, 2005.
Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.
Reports of the the Administrative 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 –IV Planning and Regulation
The importance of planning: “ideal” cities and the role 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
3. Ministry of Urban Development, JNNURM Reform Papers on: (i) e- governance (ii) Property Tax (iii) Community Participation Law
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 from 1858 to 1947.
- Explain various stages in the composition of the Indian Constitution.
- Develop awareness about their primary rights and duties & build up their civicsense.
- 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. from 1858 to 1947 passed 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
   d) Judiciary–Supreme court of India–Powers and Functions

References
2. Granville Austin(1972) the Indian Constitution, Corner stone of a Nation, Oxford university Press, New Delhi
5. Zoya Hasan, Sridharan Eand SudharshanR(Eds)2002 India”s living Constitution,Permanent black, New Delhi
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) Concepts of Public Relations - Press, Publicity, Lobbying, Propaganda, Advertising, Sales Promotion and Corporate Marketing Services,
b) Tools of Public Relations - Press Conferences, Meets, Press Releases, Announcements, Webcasts

UNIT-III
a) Public Relations and Mass Media, Present and future of Public Relations in India,

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

UNIT-V
A) Ethics of Public Relations and Social Responsibility
B) Public Relations and Writing - Printed Literature, Newsletters, Opinion papers and Blogs

References
6. Websites on Public Relations.

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, 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, niti aayog 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:
4. NGO’s & Governmental Organisations-Role, Duties & Functions, N C Dobriyal Sumit enterprises.
5. Social Welfare Administration in India, Dr D R Sachdeva, Kitab Mahal Publications.
7. Social Policy, John Balodck, Nick Manning &etal, 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
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**

Unit - 2:
**Global Perspective**

Unit - 3:

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

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
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
**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

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

UNIT -2

UNIT -3

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

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 and record their experiences on job satisfaction, promotions, motivation and institutional arrangements 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: Structure of Public Enterprises in India.
3) Laxminarain: Public Enterprises in India.

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.
7.1 DEVELOPMENT 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

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:

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.
7.1 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 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:
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:
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 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**

2. RathodP.B. Comparative Public Administration, Abd Publishers Jaipur -2007

**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
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

Unit — II: Evolution of Panchayati Raj System and Democratic Decentralization in India

Unit — III: Constitutionalization of Panchayati Raj

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


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.
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 in office management.

Unit: 1

Unit: 2

Unit: 3

Unit: 4
Office Communication: Meaning and mailing, Barriers to communication -Correspondence and Report Writing-Types- Periodical reports.

Unit: 5

References:

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 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.
7.3 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

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 Public Service Commissions-Constitutional provisions and Composition, Functions and Role.

Unit: 3

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:
6. C.M.Jain, Public Personnel Administration, College Book Depot, Jaipur, 2003
17. Tead, Ordway, Personnel Administration, University of California Libraries.
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 and record their experiences on job satisfaction, promotions, motivation and institutional arrangements for grie
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:
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.
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 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

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 demotivation

UNIT III: Self-esteem

UNIT IV: Introduction to Communication

UNIT V: Types of Communication & Essential soft skills
(a) Written Communication
(b) Oral Communication
(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:**

**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.
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:


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


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

8 Managerial Finance - Fred Weston and Evgene F Brigham
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 databases using 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

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
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 and record their experiences on job satisfaction, promotions, motivation and institutional arrangements 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

Unit: 2

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:
6. Mehra, A.K, The Indian Parliament and Democratic Transformation, New Delhi, Routledge,
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 harassment and violence, Juvenile justice.

Unit: 3

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:
7. Indian Social Institute, New Delhi, Legal Literacy Booklets.
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, 2005 etc.,
9. Invited lectures and presentations on related topics by experts in jurisprudence and ADR 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 informed recommendations.
- Explore the system of local governance, including panchayats and municipalities, 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 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 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


Unit: 2

Decentralization of powers (Political, Administrative and Economic) from the States to Local Institutions- 73rd and 74th Constitutional 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 programmes, 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
7. Rajesh Tondon and Mohini Kak (Eds), Citizen Participation and Democratic Governance, New Delhi, 2016.
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.
Digital Technology and Services Delivery.

UNIT – II


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


Recommended Readings:

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 which leads 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 – I: 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 Law: 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,).
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
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’ assess 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 - I 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

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
2 B.S. Mathur,Co-operation in India, Sahitya BhawanAgra.
3.ICA publications pertaining to statement on Co-operative Identity.
5 Achievements of the dairy co-operatives during the last 100 years' .www.amuLcomlachievementsdairycoop.h11V1'
6 "Cabinet Clears 110III 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