SREENARAYANAGURU
OPEN UNIVERSITY

MASTER OF ARTS IN PUBLIC ADMINISTRATION

SCHEME & SYLLABUS

(Semester I, II, III & IV)

2023 ADMISSION ONWARDS

SREENARAYANAGURU OPEN UNIVERSITY

POST GRADUATE PROGRAMME

COURSE CODING SCHEME

Course Coding Index

Degree	Scheme Year	Discipline	Course Number	Course Category
Masters	2023	Public Administration	01	Discipline Core

M	**23**	**PA**	**01**	**DC**

Table- A

No.	Discipline	Code
1	Commerce	CO
2	Business Administration	BA
3	Mathematics	MT
4	Computer Science	CS
5.	Malayalam	ML
4	English	EG
5	Hindi	HD
6	Arabic	AR
7	Sanskrit	SN
8	History	HS
9	Political Science	PS
10	Sociology	SO
11	Economics	EC
12	Library and Information Science	LB
13	Public Administration	PA

Table -B

Course Category	Code
Discipline Core	DC
Discipline Elective	DE
Ability Enhancement Compulsory Courses (Discipline Specific & Institution Specific)	AC (DS&IS)
Skill Enhancement Compulsory Courses	SC
Internship	IN
Dissertation / Project Work and Vice Voice	DP
Cross border Discipline Courses	CB
University Course	UC

SREENARAYANAGURU OPEN UNIVERSITY

POST GRADUATE PROGRAMME IN PUBLIC ADMINISTRATION

Programme Structure and Course Distribution

Sem	Discipline Core Course (4 Credit each)	Discipline Specific Elective Course (4 Credit each)	Ability Enhancement Compulsory Course-Discipline Specific AC (DS) (2 Credit each)	Ability Enhancement Compulsory Course-Institution Specific AC (IS) (2 Credit each)	Skill Enhancement Course (SC) (2 Credit) Compulsory/ Internship	Dissertation / Project Work and Viva Voce (DP) (4 Credit)	Cross border Discipline Course (CB) (4 Credit) (Optional)	Total Credit per Semester
I	M23PA01DC							18
	M23PA02DC		M23PA01AC (DS)					
	M23PA03DC							
	M23PA04DC							

II	M23PA05DC			M21UC01AC (IS)			M21CM01CB M21EG01CB M21ML01CB M21SO01CB M23AR01CB M23HD01CB M23CA01CB M21HS01CB M23PH01CB M23SN01CB M23PS01CB (Any two from the list in any two semesters)	18
	M23PA06DC							
	M23PA07DC							
	M23PA08DC							
III	M23PA09DC	M23PA01DE M23PA02DE (Choose any one) (Group 1)			M23PA01SC			18
	M23PA10DC	M23PA03DE M23PA04DE (Choose any one) (Group 2)						
IV	M23PA11DC	M23PA05DE M23PA06DE (Any one)			M23PA02SC	M23PA01DP		18

	M23PA12DC							
Total	**12**	**3**	**1**	**1**	**2**	**1**	**8**	**72-80**

SREENARYANAGURU OPEN UNIVERSITY

POST-GRADUATE PROGRAMME IN PUBLIC ADMINISTRATION

SEMESTER-WISE DISTRIBUTION OF COURSES

SEMESTER I				
Sl. No.	Course Type	Course Code	Course Name	Credit
1.	Discipline Core Course	M23PA01DC	Introduction to Public Administration	4
2.	Discipline Core Course	M23PA02DC	Polity and Governance in India	4
3.	Discipline Core Course	M23PA03DC	Introduction to Public Policy	4
4.	Discipline Core Course	M23PA04DC	Development Administration	4
5.	Ability Enhancement Compulsory Course (Discipline Specific)	M23PA01AC (DS)	ADMINISTRATIVE ETHICS	2
SEMESTER II				
Sl. No.	Course Type	Course Code	Course Name	Credit

1.	Discipline Core Course	M23PA05DC	Administrative Thought	4
2.	Discipline Core Course	M23PA06DC	Indian Administration	4
3.	Discipline Core Course	M23PA07DC	Comparative Public Administration	4
4.	Discipline Core Course	M23PA08DC	Rural and Urban Governance	4
5.	Ability Enhancement Compulsory Course (Institution Specific)	M21UC01AC (IS)	Foundational Skills for Research and Writing	2

SEMESTER III				
Sl. No.	Course Type	Course Code	Course Name	Credit
1.	Discipline Core Course	M23PA09DC	Research Methodology	4
2.	Discipline Core Course	M23PA10DC	Civil Service and Personnel Administration	4
3.	Discipline Specific Elective Course (Group 1) Choose any one	M23PA01DE	Police Administration and Criminal Justice	4
		M23PA02DE	Human Rights	4
	Discipline Specific Elective Course (Group 2) Choose any one	M23PA03DE	Labour legislation and Administration	4
		M23PA04DE	Public Sector Management	4
4.	Skill Enhancement Compulsory Course	M23PA01SC	Entrepreneurship Development	2

SEMESTER IV				
Sl. No.	Course Type	Course Code	Course Name	Credit
1.	Discipline Core Course	M23PA11DC	Environment and Disaster Management	4
2.	Discipline Core Course	M23PA12DC	Financial Administration	4
3.	Discipline Specific Elective Course (Choose any one)	M23PA05DE	Organisational Behaviour	4
		M23PA06DE	Social Welfare Administration	4
4.	Skill Enhancement Compulsory Course	M23PA02SC	Administrative Communication	2
5.	Dissertation/Project work and Viva Voce	M23PA01DP	Dissertation	4

Cross Border Discipline Courses (SEMESTER I/II/III/IV)

Sl.No.	Course Type	Course Code	Course Name	Credit
1.	Cross Border Discipline Courses	M21CM01CB	Organisational Behaviour	4
2.	*(It is optional for learners who want to pursue courses in other disciplines over and above the mandatory courses for the admitted PG programme) *a maximum of 2 courses with 4 credits each not exceeding 1 per semester*	M21EG01CB	Romantics and Victorians	4
3		M23AR01CB	Arabic for All	4
4.		M23CA01CB:	Machine Learning for All	4
5.		M23HD01CB	Beginner's Hindi	4
6.		M23SN01CB	Samskrutha Varthani	4
7.		M21HS01CB	Struggle for Indian Independence	4
8.		M23PH01CB	Social Ethics	4
9.		M21ML01CB	കവിതയ ും കഥയ (Kavithayum Kadhayum)	4
10.		M21SO01CB	Criminology	4
11.		M21EC01CB	General Economics	4
12		M23PS01CB	Introduction to the Constitution of India	4

Evaluation:

The evaluation of the programme will be based on two aspects:

1. Continuous Internal Evaluation (CIE)
2. End Semester Examination (ESE)

Out of the total assessment marks of 100, 30 is allocated to CIE and 70 to ESE

CIE has two assignments. Both assignments carry 15 marks each.

ESE has four sections carrying 70 marks as follows;

a) Single sentence Questions, 10 out of 15 (10x1 marks) =10 marks
b) Short answer/Note questions, 5 out of 10 (5 x 2 marks) = 10 marks
c) Annotation/Explanatory note, 5 out of 8 (5x4 marks) = 20 marks.
d) Essay type questions, 3 out of 6 (3 x 10 marks) = 30 marks

SEMESTER I

SEMESTER I

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA01DC: INTRODUCTION TO PUBLIC ADMINISTRATION

(PG Regulations 2023)

Credits: 04

Course Objectives

This course aims to provide a comprehensive understanding of public administration, emphasizing both theoretical concepts and practical applications. It explores the role and significance of information and communication technology (ICT) in governance, highlighting its impact on efficiency and transparency. Additionally, the course focuses on effective strategies for delivering citizen services, ensuring that students gain insights into contemporary approaches and challenges in public administration. By the end of the course, students will be equipped with the knowledge and skills necessary to navigate and contribute to the field of public administration effectively.

Course Outcomes

- Conceptualise origin and evolution of Public Administration
- Comprehend various approaches and concepts in Public Administration
- Examine the recent developments in the domain of Public Administration
- Understand contemporary discourses in Public Administration
- Critically evaluate the role of Information Technology in Public Administration

Course outline

BLOCK 1: CONCEPTS IN PUBLIC ADMINISTRATION

BLOCK 2: PUBLIC ADMINISTRATION IN PRACTICE AND APPROACHES

BLOCK 3: ROLE OF ICT IN GOVERNANCE

BLOCK 4: DELIVERING CITIZENS SERVICE

Block 1: Concepts in Public Administration

Unit 1: Understanding Public Administration

- Meaning and origin of Public Administration
- Nature of Public Administration
- Scope and Significance of Public Administration

Unit 2: Evolution of Public Administration

- Politics – Administration Dichotomy (1887-1927)
- Principles of Administration (1927-1937)
- Era of Challenges (1938-1947)
- Crisis of Identity (1948-1970)
- Public Administration to Public Management (1971- 1990)

Unit 3: Recent Trends in Administration

- New Public Management to Public Governance (1990-2008)
- State Vs Market Debate (Entrepreneurial Government)
- New Public Governance (2008-till date)

Block 2: Public Administration in Practice and Approaches

Unit 1: Importance of Public Administration

- Private and Public Administration
- Importance of Public Administration as an Activity and Discipline
- Role of Public Administration under Liberalisation, Privatisation and Globalisation (LPG)

Unit 2: Interdisciplinary Approaches to the Study of Public Administration

- Relationship with other social sciences - Sociology, Political Science
- Psychology, Economics
- Management, Law

Unit 3: Various Approaches to the Study of Public Administration

- Structural- Functional Approach
- Ecological Approach
- Rational Choice Approach
- Public Choice Approach.

Block 3: Role of ICT in Governance

Unit 1: ICT Concept and Implementation

- Concept and Dimensions
- How ICT transforms administration
- Communication and data management
- Essential Components
- Internal Administration
- Planning and Decision Making

Unit 2: E-governance- Concept, Legal and Policy framework

- Concepts
- Stages
- Models
- Features
- Benefits
- Effectiveness of Legal Policy Disputes

Unit 3: Significance of E-governance

- Key Benefits
- Democratic and Inclusiveness
- Citizen – State
- Online access to Services
- Government Processes and Operations
- Automation and Efficiency

Block 4: Citizen Centric e-Service Delivery

Unit 1: Areas of ICT Intervention

- Citizen Services
- G2B
- G2G
- Education Sector
- e-commerce

Unit 2: Rural Development Initiatives

- E-Choupal
- Gyandoot
- Tata Kissan Kendra and Kissan Call Centres
- Various e-governance initiatives by Government of India – e Seva, e Filing, Swachh Bharat Abhiyaan, e Grandhalaya, NALSA.

Unit 3: E-Governance Initiatives in Kerala

- Modernising Government Programme
- AKSHAYA, FRIENDS, e-governance initiatives in Government Sector – e District Kerala, Sulekha, Sevana, Aanavandi, KELSA.
- Role of AKSHAYA in Local Governance
- Key benefits

References:

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- Osborne, D., & Gaebler, T. (1992). *Reinventing government: How the entrepreneurial spirit is transforming the public sector*. Prentice Hall of India

SEMESTER I

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA02DC: POLITY AND GOVERNANCE IN INDIA

(PG Regulations 2023)

Course Objectives:

This course aims to help students understand the constitutional developments and familiarize them with the Indian political system. It covers the constitutional history and significant features of the Indian Constitution, assesses the structure and functioning of the judicial system and other constitutional bodies in India, and examines the administrative structures at the central, state, and grassroots levels.

Course Outcomes

- familiarise with the making of Indian Constitution and the political institutions.
- understand in detail about Indian Constitution, rights and duties.
- enhance their understanding about citizenship and state.

Course outline

Block 1: Historical Roots of Indian Constitution

Block 2: Nature and Features of Indian Polity

Block 3: Union Government

Block 4: Federal System in India

Block 1: Historical Roots of Indian Constitution

Unit 1: Evolution of Indian Constitution

- Colonial legislative contribution to constitutional development- Govt. of India Acts 1909,1919,1935
- Cripps Mission, Cabinet Mission,
- Mountbatten Plan, Indian Independence Act

Unit 2: Debates and Framing of the Constitution

- Constituent Assembly: Formation, Structure, Functions
- Different debates on various themes within Constituent Assembly- Article 1, Article 32
- Objective Resolution
- Ambedkar and the Drafting Committee
- Evaluating the significance and limitation of Constituent Assembly- acted simultaneous role as legislative and framing body

Unit 3: Philosophical/ Ideological background to Indian Constitution

- Historical background to approach our Constitution – Anti-colonialism, Nationalism, Partition
- Ideological Standpoints to approach our Constitution- Liberalism, Socialism, Gandhism, Dalit, Feminist
- Outline for the future- Delineating the nature of Indian State

Block 2: Nature and Features of Indian Polity

Unit 1: Fundamental Features of Indian Polity

- Salient Features of Indian Constitution
- Nature of India's Federalism
- Fundamental Rights and Indian Constitution
- Define Rights and its role in a Democracy
- Fundamental Rights provisioned within Indian Constitution- Article 12- Article 32
- Rights and ideas of Citizenship in Indian Democracy

Unit 2: Directive Principles of State Policy and Fundamental Duties

- DPSP as a constitutional prescription to establish Social and Economic Democracy- Article 36-51
- Ideological Composition of DPSP- Liberal, Socialist, Gandhian
- Fundamental Rights vs DPSP- assessment of both in deepening Indian Democracy
- Fundamental duties- Origins and Article 51 A

Unit 3: Judiciary and Fundamental Rights

- Role of Judiciary as guardian of Fundamental Rights
- Evaluating idea of Judicial Review
- Article 13, 32,226

Block 3: Union Government

Unit 1: Union Legislature

- Indian Parliament- History and Structure
- House of People (Lok Sabha)- Council of States (Rajya Sabha)- Composition, Power, Functions
- Joint sitting of Parliament and the role of Lok Sabha Speaker
- Stages of Legislation

Unit 2: Union Executive

- President- Powers, Functions, Relevance of the Office
- Prime Minister- Powers, Functions, Relevance of the Office
- Cabinet and Council of Ministers - Powers, Functions

Unit 3: Judiciary

- Unified Judicial System of India
- Structure of Judiciary- Supreme Court, High Court, District Court, Subordinate Courts
- Supreme Court- Composition, powers/jurisdiction, functions
- High Court- Composition, powers/jurisdiction, functions
- Independence of Judiciary to preserve Indian Democracy via Judicial Activism, PIL

Block 4: Federal System in India

Unit 1: Indian Federal Structure

- Indian Federalism- Division of Power between Centre and State, Asymmetric Federalism Quasi- Federalism
- Peculiar features of Indian Federalism
- Challenges to Indian Federalism

Unit 2: Centre- State Relations

- India as a Union of States, division of power, Schedule 7
- Legislative Federalism- Emergency Provisions, Union List, State List, Concurrent List, Residuary Powers
- Administrative Federalism- Appointment of AIS, Residuary Powers, Inter-State Council, NITI Aayog
- Financial federalism- GST, Finance Commission
- Evaluating Indian Federalism- Unitary vs Federal features (with special reference to Governor, AIS, Finance Commission)

Unit 3: Evolution and Grassroot Democracy in India

- Features of Grassroot Democracy in India
- Gandhian idea- Grama Swaraj
- 73rd and 74th Amendment- Grass root democracy, devolution of Democracy-Deepening Federalism

Study on Select Constitutional Cases:

1. A K Gopalan Vs State of Madras, AIR 1950 SC27
2. Golaknath Vs State of Punjab, AIR 1967 SC1643
3. Kesavananda Bharathi Vs State of Kerala, AIR 1973 SC1461
4. Maneka Gandhi Vs Union of India, AIR SC597

References

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SEMESTER I

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA03DC: INTRODUCTION TO PUBLIC POLICY

(PG Regulations 2023)

Credits:04

Course Objectives

This course will provide students with a clear understanding of the meaning, nature, origin, and evolution of public policy. They will be able to analyze the various stages of the policy process and comprehend key concepts and theories in public policy. Additionally, students will examine the scope of policy research in public administration and understand the impact of globalization on public policy.

Course outcomes

- evaluate the basic concepts and theories in Public Policy
- analyses various Public Policies in the context of Public Administration and Globalisation
- examine policy environment and various stages of policy process

Course outline

BLOCK 1: INTRODUCTION TO PUBLIC POLICY

BLOCK 2: CONCEPTS AND THEORIES OF PUBLIC POLICY

BLOCK 3: PUBLIC POLICY ENVIRONMENT

BLOCK 4: PUBLIC POLICY PROCESS

Block 1: Introduction to Public Policy

Unit 1: Public Policy: Concept, Meaning and Nature

- Understanding Public Policy
- Meaning and Nature of Public Policy
- Scope and Significance of Public Policy
- Types of Public Policy- Theodore Lowi

Unit 2: Evolution of Public Policy and Policy Science

- Period before 1950s
- from 1950-1970
- After 1970s

Unit 3: Public Policy and Public Administration

- Relation between Public Policy and Public Administration
- Scope of policy research in Public Administration
- Globalisation and Public Policy

Block 2: Concepts And Theories of Public Policy

Unit 1: Concepts

- Rationalism
- Incrementalism
- Mixed Scanning Model
- Garbage Can Model

Unit 2: Theories-I

- Political Systems Theory (Black Box Model)
- Institutionalism
- Process Theory
- Game Theory

Unit 3: Theories- II

- Group Theory
- Elite Theory
- Public Choice Theory

Block 3: Policy Environment

Unit 1: Political Culture

- Political Culture-Introduction
- Daniel J. Elazar
- Gabriel Almond and Sydney Verba

Unit 2: Socio-economic Conditions and Policy Subsystem

- Socio-economic Conditions
- Policy Subsystems
- Iron Triangle

Unit 3: Policy Actors

- Official Policy Actors
- Unofficial Policy Actors

Block 4: Public Policy Process

Unit- 1: Stages of Policy Process - I

- Policy Process – An Introduction (James Anderson)
- Problem Identification and Agenda Setting
- Concept of Policy formulation/Policy making
- Institutions of Policy formulation/Policy making

Unit- 2: Stages of Policy Process - II

- Concept of Policy Legitimation/Adoption
- Concept of Policy Implementation
- Institutions of Policy Implementation
- Policy Impact

Unit – 3: Stages of Policy Process - III

- Concept of Policy Evaluation
- Techniques of Policy Evaluation
- Constraints in Policy Evaluation
- Public Policy Analysis

References:

- Anderson, J. E. (2006). *Public policymaking: An introduction* (6th ed.). Boston, MA: Houghton Mifflin Company.
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SEMESTER I

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE COURSE

M23PA04DC - DEVELOPMENT ADMINISTRATION

(PG Regulations 2023)

Credits:04

Course Objectives:

This course aims to introduce students to the fundamental concepts, significance, and characteristics of Development Administration, providing a comprehensive and inclusive understanding of development in the contemporary context. It familiarizes students with various approaches to development, emphasizing the unique nature of Development Administration and exploring development alternatives. Additionally, the course sensitizes students to the challenges faced by development administration in India and educates them on its crucial role in driving fundamental changes within the administrative framework.

Course Outcomes

- To explain and recognize concepts and patterns of development administration
- To appraise how approaches and models contribute to development.
- To understand the need for development alternatives
- To evaluate the implications of development administration in administration and governance.

Course outline

BLOCK 1: INTRODUCTION TO DEVELOPMENT ADMINISTRATION

BLOCK 2: THEORIES, APPROACHES AND MODELS IN DEVELOPMENT ADMINISTRATION

BLOCK 3: RECENT TRENDS IN DEVELOPMENT ADMINISTRATION

BLOCK 4: ISSUES AND STRATEGIES IN DEVELOPMENT ADMINISTRATION

Block 1: Introduction to Development Administration

Unit 1 Understanding Development Administration

- Meaning, Nature and Scope of Development Administration
- Importance and features of development administration
- Traditional Administration and Development Administration – Similarities and Differences

Unit 2 Evolution of Development Administration

- 1950's Bureaucracy - Technocracy
- 1970's & 1980's Human Development concept
- 1990's post-development theory

Unit 3 Thrust Areas in Development Administration

- Dimensions: Political Development, Social Development and Economic Development
- Human Development Indicators- Importance
- Changing nature of Development Administration.

Block 2: Theories, Approaches and Models in Development Administration

Unit 1 Theories and Assumptions of Development Administration.

- Ecological- Institutional- Participatory
- F.W. Riggs, Robert Chamber, Elinor Ostrom, Edward Weidner
- Thoughts of Gandhi.

Unit 2 Growth and Development

- Sustainable Development – Capacity Building
- Human Development: Amartya Sen, Martha Nussbanm, Mahabub-Ul-Haq
- Gender Development

Unit 3 Emerging Factors to Development Administration

- Nation Building
- Socio-Economic Development
- Comparative Approach to Development Administration

Block 3: Recent Trends in Development Administration

Unit 1 The International Context of Development

- UNO – Role and Functions in Setting Development Agendas
- Millenium Development Goals, Sustainable Development Goals
- Right to Development – Human Security Perspective

Unit 2 Role of International agencies in development

- World Bank, UNDP, IMF, IFC and Asian Development Bank
- Comprehensive Development Framework (CDF)
- International Non-Governmental Agencies and development

Unit 3 Challenges to Development Administration

- Development in the era of Liberalization, Privatization and Globalization
- Impact of Globalization on developing countries
- Anti-development thesis

Block 4: Issues And Strategies in Development Administration

Unit 1: Development and Economic Growth

- Development Programmes – Strategies and problems
- Limits to Economic Growth
- Issues in Sustainable development - Equity inter and intra-generational Harmony

Unit 2: Planning and Development Strategies

- Community Development Programmes: Area Development
- Local level support system and development Administration
- Pandemic and development Administration

Unit 3: Development Alternatives

- Model of low entropy Development - Ecological Villages, Bioregions, Biotic Community and land ethics- Local Citizenship.
- Welfare state and Social Capital
- Programmes for Technology, Education, health and wellbeing.

References

- Dwivedi, O. P., & Nef, J. (1982). *Crisis and continuity in development theory and administration*. G. Allan & Unwin.
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SEMESTER I

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

SEMESTER 1 – ABILITY ENHANCEMENT

COMPULSORY COURSE

M23PA01AC ADMINISTRATIVE ETHICS

(PG Regulations 2023)

Credits:02

Course objectives

The course "Administrative Ethics" aims to equip students with a comprehensive understanding of ethical principles and their application in public administration. Students will explore foundational ethical theories, frameworks, and professional standards that guide ethical conduct in the public sector. Through case studies and practical examples, the course will enhance students' ability to analyse and resolve ethical dilemmas. Ultimately, the course will foster a commitment to integrity, transparency, and accountability in public service.

Course outcomes

- Explain key ethical theories and their relevance to public administration.
- Identify and analyse ethical dilemmas in public service contexts.
- Apply ethical decision-making frameworks to real-world administrative situations.
- Advocate for ethical practices and policies in public administration.

Course outline

Block 1: Foundations of Administrative Ethics

Block 2: Application of Administrative Ethic

Block 1: Foundations of Administrative Ethics

Unit 1: Introduction to Administrative Ethics

- Definition and Importance of Ethics in Public Administration
- Historical Development of Administrative Ethics
- Ethical Theories and Approaches (Utilitarianism, Deontology, Virtue Ethics)

Unit 2: Ethical Concepts

- Duties and Rights
- Freedom and Discipline
- Values and morals
- Virtue Ethics

Unit 3: Corporate ethics

- Definition and aspects of Corporate Ethics
- Characteristics and Significance of Corporate Ethics
- Factors Influencing Corporate Ethics
- Role of Corporate Social Responsibility
- Case studies

Block 2: Application of Administrative Ethics

Unit 1: Ethics in Civil service

- Foundational Values of Civil Services
- Civil Services Accountability
- Neutrality, Anonymity, Integrity, Humility, Adaptability, Magnanimity, Perseverance
- Impartiality and Non-Partisanship

Unit 2: Ethics and public organisations

- Anti-Corruption mechanism in India – Evolution and Institutions
- Whistleblowing and Protecting Whistleblowers

Unit 3: Case studies

- Crisis and disaster management
- Ethics in administration and governance

Reference

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SEMESTER II

SEMESTER II

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA05DC: ADMINISTRATIVE THOUGHT

(PG Regulations 2023)

Credits:04

Course objectives

This course aims to provide a comprehensive understanding of the evolution and development of administrative thought. Students will explore Classical Administrative Thought, focusing on foundational theories and principles that shaped early administrative practices. They will examine the concepts of Administrative Management and Bureaucracy, delving into the organizational structures and mechanisms that define effective administration. Furthermore, the course will cover Human Relations and Behavioural Approaches, emphasizing the impact of human dynamics in the workplace, and conclude with an analysis of Modern Administrative Thought and Motivational Theories, offering insights into contemporary practices and strategies for enhancing motivation and performance in administrative settings.

Course Outcomes

- Critically analyse and compare contributions of classical and modern administrative thinkers.
- Understand the historical evolution and contemporary relevance of administrative practices.
- Apply key administrative theories and principles to practical public sector management scenarios.
- Evaluate the significance of human relations and behavioural approaches in administration.

- Integrate comparative and motivational theories into effective administrative strategies.

Course Outline:

Block 1: Classical Administrative Thought

Block 2: Administrative Management and Bureaucracy

Block 3: Behavioural Approaches

Block 4: Human Relations and Motivational Theories

Block 1: Classical Administrative Thought

Unit 1: Kautilya's Arthashastra

- Overview of Kautilya's contributions to administration
- Key principles of governance and administration in Arthashastra
- Relevance of Kautilya's ideas in modern administration

Unit 2: Woodrow Wilson and the Politics-Administration Dichotomy

- Wilson's seminal essay "The Study of Administration"
- The distinction between politics and administration
- Impact on the field of Public Administration

Unit 3: F.W. Taylor and Scientific Management

- Principles of Scientific Management
- Time and motion studies, functional foremanship, mental revolution
- Criticisms on scientific management theory

Block 2: Administrative Management and Bureaucracy

Unit 1: Henri Fayol and Administrative Theory

- Fayol's 14 principles of management

- Functions of management according to Fayol
- Criticism of Fayol

Unit 2: Max Weber and Bureaucratic Theory

- Characteristics of Weberian bureaucracy
- Ideal type of bureaucracy
- Criticisms of Weber's model

Unit 3: Gullick and Urwick - POSDCORB

- Luther Gulick's and Lyndall Urwick's contributions to management
- The POSDCORB view (Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting)
- Critique of POSDCORB

Block 3: Behavioural Approaches

Unit 1: Mary Parker Follett - Constructive Conflict

- Concept of power, authority and leadership
- Integration and Conflict resolution
- Criticism of Follett

Unit 2: Herbert Simon - Decision-Making Theory

- Bounded rationality, administrative man
- Programmed and non-Programmed decisions, Systems Approach
- Criticisms

Unit 3: Chester Barnard - Functions of the Executive

- Theory of cooperation and organization

- Functions and responsibilities of executives, zone of indifference
- Criticism

Block 4: Human Relations and Motivational Theories

Unit 1: Elton Mayo and Human relations

- Early experiments
- Hawthrone studies
- Criticisms

Unit 2: Abraham Maslow and motivation

- Need hierarchy
- Self-actualization and peak experiences
- Criticisms

Unit 3: Douglas McGregor and Motivation

- Theory X and Theory Y
- Transactional Influence
- Criticisms

References

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SEMESTER - II

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA06DC: INDIAN ADMINISTRATION

(PG Regulations 2023)

Credits:04

Course objectives

This course aims to provide a detailed understanding of the administrative structures and processes at various levels of government in India. Students will gain insights into Central Level Administration, focusing on the roles and functions of national institutions and their impact on governance. They will explore State Level Administration, examining the organization and functioning of state governments and their interaction with central authorities. Additionally, the course will cover District Level Administration, highlighting the significance of local governance and its challenges, and conclude with an analysis of Emerging Issues and Challenges in Indian Administration, offering a critical perspective on contemporary administrative reforms and policy issues.

Course Outcomes

- Evaluate the structure and functions of central, state, and district-level administration in India.
- Analyse the policy formulation and implementation processes at the central, state, and local levels.
- Assess the role of bureaucratic machinery and regulatory agencies in Indian governance.
- Examine the challenges and innovations in decentralization and local governance practices.

- Critically evaluate emerging issues such as e-governance, administrative ethics, and social inclusion in Indian administration.

Course outline:

Block 1: Central Level Administration

Block 2: State Level Administration

Block 3: District Level Administration

Block 4: Emerging Issues and Challenges in Indian Administration

Block 1: Central Level Administration

Unit 1: Evolution and Structure of Central Administration in India

- Mughal Administration and British Administration
- Structure and functions of central Secretariat
- Prime Minister's Office (PMO) and Cabinet Secretariat

Unit 2: Administrative Machinery at the Central Level

- Central Ministries and departments
- Structure, functions and significance of All India Services
- Other Central Services

Unit 3: Mechanisms of Accountability and Reform

- Central Administrative Tribunal
- Role of parliamentary committees and expert bodies
- Administrative reforms

Block 2: State Level Administration

Unit 1: Structure and Functions of State Administration

- Constitutional provisions and state executive

- Role of the Chief Minister and Council of Ministers
- State Secretariat: Structure and function, and Chief secretary

Unit 2: Administrative Machinery at the State Level

- State civil services and administrative reforms
- State Administrative Services - KAS
- State-level regulatory bodies and their functions

Unit 3: Decentralization and Local Governance

- PRIs- Structure, Role and Functions
- State Election Commission-Role and Functions
- Challenges and innovations in local governance

Block 3: District Level Administration

Unit 1: District Administration: Structure and Functions

- Role of the District Collector
- Structure and Functions of district administration
- Changing profile of district administration

Unit 2: District Planning and Development

- District Development Plans (DDPs)-The planning process
- Development agencies
- Haritha Keralam Mission, Aardram Mission

Unit 3: Public Service Delivery

- E-Government at district level
- Role in district management
- Social welfare administration at district level

Block 4: Emerging Issues and Challenges in Indian Administration

Unit 1: Administrative ethics and accountability

- Corruption
- Transparency and accountability
- Citizen's Charter

Unit 2: Central – State conflicts

- Role of governor
- Financial relations
- Other problem areas

Unit 3: Challenges in Indian Administration

- Data security and Aadhar
- Inclusive development and its challenges
- Jal Jeevan Mission, PMJDY

References

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SEMESTER - II

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA07DC: COMPARATIVE PUBLIC ADMINISTRATION

(PG Regulations 2023)

Credits: 04

Course Objectives

This course aims to equip students with a comprehensive understanding of Comparative Public Administration and its relevance in a global context. Students will focus on the foundational theories and methodologies for comparing public administration across different countries. They will engage in a comparative study of various administrative systems, analysing their structures, functions, and efficiencies. The course will address the roles and dynamics of local government and bureaucracy, exploring their impact on public service delivery. Finally, it will cover control mechanisms over administration, examining the tools and processes used to ensure accountability and transparency in public administration.

Course Outcomes

- Develop a comprehensive understanding of comparative public administration principles and practices across different administrative systems.
- Critically analyse the complexities of local government structures and their interactions with bureaucratic entities in various socio-political contexts.
- Evaluate control mechanisms and regulatory frameworks employed to ensure accountability, transparency, and efficiency in public administration.
- Synthesize comparative data and theoretical frameworks to formulate informed strategies for administrative reform and improvement.
- Demonstrate proficiency in applying comparative approaches to address contemporary challenges in public administration at local, national, and global levels.

Course Outline:

BLOCK 1: UNDERSTANDING COMPARATIVE PUBLIC ADMINISTRATION

BLOCK 2: A COMPARATIVE STUDY OF THE ADMINISTRATIVE SYSTEMS

BLOCK 3: LOCAL GOVERNMENT AND BUREAUCRACY

BLOCK 4: CONTROL MECHANISMS OVER ADMINISTRATION

Block 1: Understanding Comparative Public Administration

Unit 1: Defining Comparative Public Administration

- Definition
- Nature and scope
- Significance and need

Unit 2: Evolution of Comparative Public Administration

- Historical context-Comparative Administrative Group (CAG)-Conferences
- Contributions of Fred Riggs and Weidner
- Study of developing areas

Unit 3: Approaches and methods to the study of comparative public administration

- Institutional and Behavioural
- Structural and Functional
- Ecological, Bureaucratic and Systems Approach

Block 2: A Comparative Study Of The Administrative Systems

Unit 1: Comparative study of Administrative Systems

- Salient features of executive of UK, USA, Japan and Sweden
- Structure and Functions of Executive
- Comparison of Executive functions

Unit 2: Legislature

- Salient features of legislature of UK, USA, Sweden, and Japan
- Structure and Functions of Legislature
- Comparison of Legislative functions

Unit 3: Judiciary

- Salient features of judiciary of UK, USA, Sweden, and Japan
- Structure and Functions of Judiciary

- Comparison of Judicial functions

Block 3: Local Government and Bureaucracy

Unit 1: Study of Local Government in UK, USA, Sweden and Japan

- Structure
- Function
- Role

Unit 2: Role of Bureaucracy

- Role and Function of Bureaucracy in UK, USA, Sweden, Japan
- Relevance of civil service
- Bureaucratic culture

Unit 3: Significance of Local Government and Bureaucracy

- Characteristic features of administrative systems in the UK, USA, Sweden, Japan.
- Public service delivery
- E-government and digital transformation.

Block 4: Control Mechanisms Over Administration

Unit 1: Control Mechanisms over Administration

- UK, USA, Sweden, Japan
- Structure and features
- Role and significance

Unit 2: Citizen and Administration

- Introduction to Citizenship and their rights
- Citizen Participation and Engagement in Public Administration
- Strategies for Overcoming Challenges in Citizen-Centered Public Administration

Unit 3: Machinery for Redressal of Citizens Grievances

- UK, USA, Sweden, Japan.
- Concept of grievance redressal
- Challenges of Implementing Effective Grievance Redressal Mechanisms.

References

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SEMESTER - II

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA08DC: RURAL AND URBAN GOVERNANCE

(PG Regulations 2023)

Credits:04

Course objectives

This course aims to provide a thorough understanding of governance structures and practices in rural and urban settings within India, with a specific focus on Kerala. Students will explore the concepts and structures of rural governance in India, gaining insights into the frameworks and institutions that govern rural areas. They will then delve into the unique aspects of rural governance in Kerala, analyzing how local traditions and policies influence governance in the state. The course will also cover the concepts and structures of urban governance in India, highlighting the challenges and strategies involved in managing urban areas. Finally, it will focus on urban governance in Kerala, examining the specific approaches and innovations employed in the state's urban management.

Course Outcomes:

- Analyse the historical evolution and constitutional foundations of rural and urban governance in India.
- Evaluate key development programs and policies for rural and urban areas and their implementation challenges.
- Understand the unique features and successes of rural and urban governance models in Kerala.
- Assess the role of participatory governance and community engagement in enhancing administrative effectiveness.
- Critically examine case studies to identify best practices and lessons learned in rural and urban development.

Course outline:

Block 1: Rural Governance in India: Concepts and Structures

Block 2: Rural Governance in Kerala

Block 3: Urban Governance in India: Concepts and Structures

Block 4: Urban Governance in Kerala

Block 1: Rural Governance in India: Concepts and Structures

Unit 1: Historical and Constitutional Foundations of Rural Governance

- Evolution of rural governance in India
- Constitutional provisions and the 73rd Amendment
- Structure and functions of Panchayati Raj Institutions (PRIs)

Unit 2: Participatory Governance and Community Engagement

- Role of Gram Sabhas and community participation
- Innovations in participatory rural governance- NHM
- Best practices and success stories from various states- Rajasthan's "Jan Sunwai", Madhya Pradesh's "Gram Swaraj Abhiyan"

Unit 3: Key Rural Development Programs and Policies

- Major rural development programs (MGNREGA, PMAY-G, NRLM, etc.)
- Challenges and impact assessment of rural development initiatives
- Social audit

Block 2: Rural Governance in Kerala

Unit 1: Overview of Rural Governance in Kerala

- Historical context and evolution of rural governance in Kerala
- Structure and functions of Panchayati Raj Institutions in Kerala
- Role of the Kerala Institute of Local Administration (KILA)

Unit 2: Decentralization and the People's Plan Campaign

- Objectives and strategies of the People's Plan Campaign
- Implementation and outcomes of decentralization in Kerala
- Success stories - Community-Led Water Conservation in Alappuzha District

Unit 3: Rural Development in Kerala

- Integrated rural development models in Kerala
- Role of cooperatives and self-help groups (SHGs)
- Impact of rural development initiatives on social and economic indicators

Block 3: Urban Governance in India: Concepts and Structures

Unit 1: Historical and Constitutional Foundations of Urban Governance

- Evolution of urban governance in India
- Constitutional provisions
- Structure and functions of Urban Local Bodies (ULBs)

Unit 2: Key Urban Development Programs and Policies

- Major urban development programs (Smart Cities Mission, AMRUT, PMAY-U, etc.)
- Challenges of urban development initiatives
- Infrastructure in Cities

Unit 3: Challenges in Urban Governance

- Urban crimes
- Poverty and Housing
- Water and sanitation

Block 4: Urban Governance in Kerala

Unit 1: Overview of Urban Governance in Kerala

- Urbanisation in Kerala
- Structure and functions of Urban Local Bodies in Kerala
- Role of KIIFB

Unit 2: Urban Planning and Development in Kerala

- Urban planning frameworks and policies
- Role of public-private partnerships (PPPs) in urban development
- Success stories of urban development projects - Kochi Smart City Project

Unit 3: Case Studies of Urban Development in Kerala

- Vizhinjam International Seaport
- Kochi Metro
- International Container Transshipment Terminal Vallarpadam

References

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SEMESTER - II

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

ABILITY ENHANCEMENT COMPULSORY COURSE (INSTITUTION SPECIFIC)

M21UC01AC (IS): FOUNDATIONAL SKILLS FOR RESEARCH AND WRITING

Credits - 02

Course Objectives

- To introduce the learners to the fundamentals of research and writing.
- To provide the learners insights into research, methods of reviewing literature and identifying research gaps.
- To acquaint the learners with the different writing formats including synopsis, abstract, thesis, research papers etc.
- To give the learners an understanding of research ethics, plagiarism, publication procedures and benchmark for publication.

Course Outline:

Block 1: Understanding Research

Block 2: Writing Formats

Block 1: Understanding Research

Unit 1: Distinguishing Research from Inquiry - Causative premises of inquiry - formal and informal inquiry - questions and answers.

Unit 2: Research - primary and secondary - research etymology - driving reasons and questions for organised research - significance and steps - design of research.

Unit 3: Bibliographic sources for research and annotation - locating sources for a bibliography.

Unit 4: Reviewing Literature - primary & amp; secondary sources - convergence and divergence - identifying research gaps - establishing significance of research.

Block 2: Writing Formats

Unit 1: Synopsis - executive summary - abstract writing - conventions and practices

Unit 2: Citing and citation styles - managing references - different style sheets.

Unit 3: Research ethics - intellectual property rights - copyrights & plagiarism.

Unit 4: Publication procedures - benchmarks for publication - research gate & Scopus.

References

- Ballenger, B. P. (2012). *The curious researcher: A guide to writing research papers* (7th ed.). Pearson Education.
- Booth, W. C., Colomb, G. G., Williams, J. M., Bizup, J., & Fitzgerald, W. T. (2016). *The craft of research* (3rd ed.). University of Chicago Press.
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- Reale, M. (2019). *Inquiry and research: A relational approach in the classroom*. American Library Association.
- Ridley, D. (2012). *The literature review: A step-by-step guide for students* (2nd ed.). Sage Publications.
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SEMESTER III

SEMESTER III

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA09DC RESEARCH METHODOLOGY

Credit:04

Course objectives

Throughout this course, learners will gain proficiency in social science research methodologies. They will be introduced to the principles and practices underlying research, covering fundamental concepts and functions. With a focus on research design, students will learn to develop effective research plans. Additionally, the course will delve into sampling techniques and data analysis methods, facilitating systematic data collection and analysis in research projects.

Course Outcome:

- Comprehend the nature and purpose of social science research
- Clearly define essential research concepts and understand its functions and importance
- Develop comprehensive research designs, including selecting appropriate methodology and tools for data collection
- Address potential challenges in research design and propose strategies to mitigate them
- Understand and apply different sampling techniques
- Develop skills in writing and presenting research reports, ensuring clarity and coherence

Course Outline

Block 1: Introduction to Research

Block 2: Research Design and Sampling

Block 3: Data Analysis and Interpretation

Block 4: Writing and Ethics in Research

Block 1: Introduction to Research

Unit 1: Basics of Research

- Meaning, Importance and Characteristics of Research
- Types of Research (Descriptive, Analytical, Quantitative, Qualitative)
- Research Methods vs. Research Methodology

Unit 2: Research Process

- Steps in the Research Process
- Formulating a Research Problem
- Developing Working Hypotheses

Unit 3: Literature Review

- Importance of Literature Review
- Sources of Literature (Primary, Secondary)
- Techniques for Effective Review

Block 2: Research Design and Sampling

Unit 1: Research Design

- Meaning and Need for Research Design
- Features of a Good Research Design
- Types of Research Designs (Exploratory, Descriptive, Experimental)

Unit 2: Sampling Methods

- Concepts of Sampling and Census
- Probability Sampling Techniques (Random, Stratified, Cluster)
- Non-Probability Sampling Techniques (Convenience, Quota, Judgment)

Unit 3: Data Collection Methods

- Primary Data Collection Techniques (Observation, Interview, Questionnaire)
- Secondary Data Collection Sources
- Case Study Method and its Applications

Block 3: Data Analysis and Interpretation

Unit 1: Data Preparation

- Data Processing Steps (Editing, Coding, Tabulation)
- Dealing with Missing Data
- Tools for Data Cleaning and Organization

Unit 2: Data Analysis Techniques

- Descriptive Statistics (Measures of Central Tendency, Dispersion)
- Inferential Statistics (Hypothesis Testing, ANOVA)
- Non-Parametric Methods

Unit 3: Interpreting and Presenting Data

- Importance of Interpretation in Research
- Methods of Presenting Data (Graphs, Tables, Charts)
- Guidelines for Data Interpretation

Block 4: Writing and Ethics in Research

Unit 1: Writing a Research Proposal

- Components of a Research Proposal
- Guidelines for Structuring a Proposal
- Common Pitfalls in Proposal Writing

Unit 2: Research Ethics

- Principles of Research Ethics (Informed Consent, Confidentiality)
- Avoiding Plagiarism
- Ethical Approval and Compliance

Unit 3: Finalizing the Research Report

- Structure of a Research Report (Preliminary Pages, Main Text, End Matter)
- Effective Report Writing Techniques
- Referencing and Citation Styles (APA, MLA, Chicago)

References

- Kothari, C. R., & Garg, G. (2019). *Research methodology: Methods and techniques* (4th ed.). New Age International Publishers.
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SEMESTER III

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA10DC CIVIL SERVICE AND PERSONNEL ADMINISTRATION

Credit: 04

Course Objectives

Upon completion of the course, students will develop a foundational understanding of Public Personnel Administration in India, including the significance of personnel planning. They will be equipped to examine the evolving trends in Human Resource Management (HRM) and the public personnel system. The course enables learners to conceptualize and design a comprehensive public personnel system encompassing key functions from recruitment to retirement. Furthermore, students will be able to critically evaluate the role of civil services within the Indian administrative framework and analyze contemporary issues affecting the civil service system.

Course Outcomes

- To understand the concept of Public Personnel Administration in India and identify the need and importance of Personnel Planning
- To understand the changing trends in HRM and Public Personnel System.
- To design a model of Public Personnel System covering all activities from recruitment to retirement
- To under the role of civil service in Indian administrative system
- To analyze the current issues in Indian civil service system

Course Outline

BLOCK 1: Public Personnel Administration and Planning

BLOCK 2: Introduction to Civil Service

BLOCK 3: Issues in Civil Service Management

BLOCK 4: Contemporary Trends and Challenges

BLOCK 1: Public Personnel Administration and Planning

Unit 1: Introduction to Public Personnel Administration

- Meaning, Nature, and Objectives of Personnel Administration
- Features and Scope of Personnel Administration
- Challenges and Significance of Personnel Administration

Unit 2: Understanding Human Resources Planning

- Human Resources Planning: Meaning and Importance
- Methods and Techniques of HR Planning
- Overcoming Challenges in HR Planning

Unit 3: Recruitment Practices in India

- Meaning and Objectives of Recruitment
- Types of Recruitment: Internal and External
- Recruitment Challenges in Public Administration

BLOCK 2: Introduction to Civil Service

Unit 1: Evolution and Role of Civil Service

- Historical Development of Civil Services in India
- Constitutional Provisions Related to Civil Services
- Role of Civil Services in Policy Formulation and Implementation

Unit 2: Structure and Functions of Civil Service

- Organizational Structure of Civil Services in India
- Functions of Civil Servants in Administration
- Challenges in Managing Civil Services

Unit 3: Recruitment and Selection

- Recruitment Processes in Civil Services
- Role of UPSC in Civil Service Recruitment
- Selection Criteria and Challenges

BLOCK 3: Issues in Civil Service Management

Unit 1: Ethical Issues and Integrity in Civil Service

- Principles of Ethics in Civil Services
- Challenges to Integrity and Transparency
- Mechanisms to Ensure Accountability

Unit 2: Gender and Civil Service

- Gender Representation in Civil Services
- Challenges Faced by Women in Administration
- Initiatives to Promote Gender Equity in Public Administration

Unit 3: Civil Service Reforms

- Importance and Objectives of Civil Service Reforms
- Key Reforms Initiatives in India
- Challenges to Implementing Reforms

BLOCK 4: Contemporary Trends and Challenges

Unit 1: E-Governance and Civil Service

- Introduction to E-Governance and Its Benefits
- Role of Civil Services in E-Governance Implementation
- Challenges in Adopting E-Governance

Unit 2: Crisis Management and Public Administration

- Role of Civil Services in Crisis Management
- Key Challenges During Emergencies
- Best Practices in Crisis Management

Unit 3: International Perspectives on Civil Service

- Comparative Analysis of Civil Services in Different Countries
- Lessons from International Civil Service Models
- Global Trends in Civil Service Management

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SEMESTER III

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE SPECIFIC ELECTIVE

M23PA01DE POLICE ADMINISTRATION AND CRIMINAL JUSTICE

Credit:04

Course Objectives

Upon successful completion of the course, students will gain a comprehensive understanding of the various agencies categorized under 'the other armed forces of the Union' in the Indian Constitution. They will be able to critically analyze the structure and functioning of policing across state, district, and rural-urban levels. The course also enables students to evaluate the initiatives taken by both central and state governments for police reforms and their outcomes. Additionally, learners will acquire knowledge about the concept and types of punishment, the functioning of the prison system, and assess recent efforts aimed at jail reforms in India.

Course Outcome:

- It helps to know about the agencies which come under 'the other armed forces of the union' in the union list of the constitution of India.
- It helps to analyse policing at the state, district and rural-urban levels.
- It helps to evaluate the efforts at police reforms both by the central as well as the state governments and their impact.
- It helps to learn about the concept of punishment and its type.
- It helps to understand the prison system.
- It helps to evaluate the recent efforts at reforming jails.

Course Outline

BLOCK 1: POLICE ADMINSTRATION - AN INTRODUCTION

BLOCK 2: POLICE REFORMS

BLOCK 3 CRIMINAL JUSTICE SYSTEM

BLOCK 4: PRISON SYSTEM IN INDIA

Block 1: Police Administration - an Introduction

Unit 1: Understanding the Role of Police

- Definition, Functions and Responsibilities of Police
- Evolution of Police System in India – Pre and Post Independence
- Challenges in Law Enforcement

Unit 2: Union Ministry of Home Affairs

- Structure and Functions of the Ministry – Departments
- Role in Coordinating Central and State Police Forces
- Organisation and working of Central Armed Police Forces, CBI, IB, NIA & RAW

Unit 3: State Policing System

- Organisation of Police forces at the State & District level (Structure, Hierarchy and functions)
- Commissionerate system of Policing
- Police and Panchayati Raj relations

Block 2: Police Reforms

Unit 1: Police Reforms in India

- Historical Overview of Police Reforms – Police Act 1861, Soli Sorabjee Committee, Prakash Singh Guidelines
- Recommendations of the National Police Commission
- Challenges in Implementing Reforms

Unit 2: Police Reforms in Kerala

- Evolution of Policing in Kerala – Structure
- Major Commissions and Recommendations – K T Thomas Commission, MK Joseph Commission
- Challenges faced by Kerala Police

Unit 3: Innovations in Police Force in Kerala

- Community Policing Initiatives
- Janamaithri Suraksha
- Nirbhaya, Clean Campus Safe Campus.

Block 3: Criminal Justice System

Unit 1: An Introduction to the Concept of Crime and Justice

- Meaning and Nature of Crime
- The Relationship Between Crime and Society
- Justice as a Pillar of the Criminal Justice System

Unit 2: Understanding Various Theories

- Behavioural Theories – Classical Conditioning, Operant Conditioning
- Psychodynamic Theories – Sigmund Freud
- Strain Theory, Social Disorganisation Theory

Unit 3: Introduction to Criminal Justice System

- Components of the Criminal Justice System
- Role of Police, Judiciary, and Corrections
- Challenges in the Indian Criminal Justice Framework

Block 4: Prison System in India

Unit 1: Historical Evolution

- Prison Systems in Ancient and Medieval India
- Colonial Influence on Prison Administration
- Developments post-Independence

Unit 2: Types of Prison Systems

- Classification of Prisons in India (Central, District, Open)
- Role of Correctional Institutions
- Rehabilitation Programs and Initiatives – Juvenile homes

Unit 3: Major Reforms in Prison Administration

- Recommendations by Prison Reform Committees – Mulla Committee, Amitava Roy Committee
- Addressing Human Rights in Prisons
- Role of NGOs and Civil Society

References:

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SEMESTER III

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE SPECIFIC ELECTIVE

M23PA02DE HUMAN RIGHTS

Credit:04

Course Objectives

Upon successful completion of the course, students will be able to critically examine the intricate relationship between democracy and the protection of human rights. They will gain a comprehensive understanding of the role played by international organizations in the promotion and safeguarding of human rights across the globe. The course also enables students to evaluate the constitutional provisions and practical enforcement of human rights in India. Additionally, learners will develop the ability to assess human rights issues from both global and regional perspectives, fostering a nuanced and informed outlook.

Course Outcome

- It helps to critically evaluate the relationship between democracy and human rights
- It helps to appraise the role of international organizations for protecting the human rights
- It helps to evaluate Human rights in India and Constitutional provisions of Human rights in India.
- It helps to assess Human rights in global and regional perspective

Course Outline

BLOCK 1: DEFINING HUMAN RIGHTS

BLOCK 2: INTERNATIONAL ORGANISATIONS AND HUMAN RIGHTS

BLOCK 3: INDIAN CONSTITUTION AND HUMAN RIGHTS

BLOCK 4: GLOBAL AND REGIONAL PERSPECTIVES

Block 1: Defining Human Rights

Unit 1: Introduction to Human Rights

- Meaning and Definition of Human Rights
- Nature, Scope and Characteristics of Human Rights
- Generations of Human Rights

Unit 2: Historical Evolution of the concept of Human rights

- Development and Growth of Human Rights – Magna Carta and Bill of Rights
- UDHR – Articles and Objectives
- International Covenants – ICCPR, ICSSR

Unit 3: Theories and Approaches of Human rights

- Natural Rights, Utilitarianism
- Marxian, Western-Liberal
- Third World, Feminist

Block 2: International Organisations and Human Rights

Unit 1: Role of UNO

- Objectives, Role and Functions of UNHRC
- Millenium Development Goals
- Sustainable Development Goals

Unit 2: Policies and programmes of UNO

- Women – CEDAW
- Children – CRC
- Refugees – Refugee Convention, 1951

Unit 3: Role of INGO

- Evolution, Role and Functions of International NGOs
- Amnesty International – Role and Functions
- Asia Watch – Role and Functions

Block 3: Indian Constitution and Human Rights

Unit 1: Constitutional Safeguards in India

- Preamble
- Fundamental Rights and Duties
- Directive Principles of State Policy

Unit 2: Agencies for the protection of Human Rights in India

- Human Rights Act of 1993
- National and State Human Rights Commissions
- Judiciary, Media, Police

Unit 3: Rights of Marginalized Classes

- Women
- Children
- Minorities- Dalits, LGBTQ rights

Block 4: New Dimensions of Human Rights Violations

Unit 1: Development and Human Rights Violations

- Right to Development
- Displacement and Refugees
- Disasters and Human Rights Violation

Unit 2: Human Rights Violations in Digital Spaces

- Data Breaches and Identity Theft
- Digital Divide and Inclusion
- Cyberbullying and Online Harassment

Unit 3: Individual vs the State

- Privacy and Surveillance
- Censorship and Freedom of Expression
- Discrimination and Inequality

References

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SEMESTER III

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE SPECIFIC ELECTIVE

M23PA03DE: LABOUR LEGISLATION AND ADMINISTRATION

(PG Regulations 2023)

Credits: 04

Course Objective:

Upon successful completion of the course, students will be able to analyze the historical development and constitutional foundations of labour laws in India. They will develop the ability to critically evaluate key labour legislations concerning industrial relations, wages, and social security. The course also enhances their understanding of the structure, roles, and functions of labour administration and regulatory bodies in India. Furthermore, students will be equipped to assess the implications of recent labour reforms and emerging challenges, especially in the context of informal and gig economy workers.

Course Outcomes

- Analyse the historical evolution and constitutional framework of labour laws in India.
- Critically evaluate major labour laws and their application in industrial relations, wages, and social security.
- Understand the structure and functions of labour administration and regulatory authorities in India.
- Assess the impact of recent labour reforms and policies on the Indian labour market.
- Identify challenges and future trends in labour legislation, particularly concerning informal and gig economy workers.

Course Outline

Block 1: Introduction to Labour Legislation and Administration

Block 2: Major Labour Laws in India

Block 3: Labour Administration and Regulatory Framework

Block 4: Contemporary Issues and Reforms in Labour Legislation

Block 1: Introduction to Labour Legislation and Administration

Unit 1: Historical Evolution of Labour Laws in India

- Evolution of labour laws in India
- Pre-independence and post-independence developments
- Key milestones and reforms in labour legislation

Unit 2: Constitutional Framework and Labour Rights

- Constitutional provisions related to labour
- Fundamental rights and directive principles
- Judicial interpretations and landmark judgments

Unit 3: International Labour Standards and India

- Role of International Labour Organization (ILO)
- Conventions and recommendations adopted by India
- Comparative analysis with global labour standards

Block 2: Major Labour Laws in India

Unit 1: Industrial Relations Legislation

- Trade Union Act, 1926
- Industrial Disputes Act, 1947
- Factories Act, 1948

Unit 2: Wages and Compensation Laws

- Employees Compensation Act, 1923
- Payment of Wages Act, 1936
- Minimum Wages Act, 1948

Unit 3: Social Security Legislation

- Employees' State Insurance Act, 1948
- Employees' Provident Funds and Miscellaneous Provisions Act, 1952
- Maternity Benefit Act, 1961

Block 3: Labour Administration and Regulatory Framework

Unit 1: Labour Administration in India

- Structure and functions of labour administration
- Role of the Ministry of Labour and Employment
- State labour departments and their functions

Unit 2: Regulatory Authorities and Mechanisms

- Labour courts and tribunals
- Central and state-level regulatory bodies
- Enforcement mechanisms and challenges

Unit 3: Labour Inspections and Compliance

- Labour inspection systems
- Compliance mechanisms and procedures
- Challenges in ensuring compliance

Block 4: Contemporary Issues and Reforms in Labour Legislation

Unit 1: Labour Market Reforms and Policies

- Recent reforms in labour laws
- Labour codes: Code on Wages, Code on Industrial Relations, Code on Social Security, and Code on Occupational Safety, Health and Working Conditions
- Impact of reforms on labour market dynamics

Unit 2: Informal Sector and Unorganized Workers

- Definition and characteristics of the informal sector
- Legislation for unorganized workers (Unorganized Workers' Social Security Act, 2008)
- Challenges and policy measures for informal sector workers

Unit 3: Emerging Trends and Future Directions

- Impact of globalization and technology on labour laws
- Gig economy and platform workers

- Future challenges and directions for labour legislation and administration

References

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SEMESTER III

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE SPECIFIC ELECTIVE

M23PA04DE PUBLIC SECTOR MANAGEMENT

Credit: 04

Course Objective

Upon successful completion of the course, students will be able to understand the evolving role of public sector undertakings (PSUs) within the context of a dynamic and transforming Indian economy. They will gain knowledge of the various types of PSUs operating in India and develop the ability to critically evaluate the key issues associated with their management. Additionally, the course equips students to identify and analyze emerging challenges and trends impacting the performance and governance of public sector undertakings in the contemporary context.

Course Outcomes:

- Understand the changing role of public sector undertakings in a rapidly transforming economy.
- Remember the different types of public sector undertakings in India.
- Evaluate the major issues in public sector management.
- Understand the emerging issues related to public sector undertakings in India.

Course Outline

BLOCK 1 FUNDAMENTALS OF PUBLIC SECTOR MANAGEMENT

BLOCK 2 NEW ECONOMIC POLICIES AND THE PUBLIC SECTOR

BLOCK 3: PUBLIC SECTOR ETHICS

BLOCK 4: ISSUES IN PUBLIC SECTOR MANAGEMENT

Block I Fundamentals of Public Sector Management

Unit 1 Introduction to Public Sector Management

- Meaning, Nature, and Scope of public sector management
- Significance of public sector management
- Distinction between public and private sector management

Unit 2 Public Sector in India

- History of Public Sector in India – Nehruvian Vision, Economic Planning and PSUs
- Categorisation of PSUs – Maharatna, Navaratna and Miniratna
- Department of Public Enterprises, Government of India

Unit 3: Public Sector Reforms in India

- Evolution of Public Sector Reforms
- Administrative Reforms Commission of 2005
- Economic Reforms of 1991 and their Impact on Public Sector

Block II: New Economic Policies and the Public Sector

Unit 1: Liberalization, Privatization, and Globalization (LPG)

- Overview and Impact of LPG Policies
- Role of Public Sector in a Liberalized Economy
- Case Studies of Privatization in India

Unit 2: Public Enterprises and Disinvestment

- Disinvestment Policies and Practices
- Performance of Public Sector Enterprises Post-Disinvestment
- Challenges and Opportunities in Disinvestment

Unit 3: Public-Private Partnerships (PPP)

- Concept and Models of PPP
- Legal and Regulatory Framework for PPP in India
- Case Studies of Successful PPP Projects – CIAL, National Highway

Block III: Public Sector Ethics

Unit 1: Foundations of Public Sector Ethics

- Importance of Ethics in the Public Sector
- Case Studies of Ethical Dilemmas in Public Organisations – NPA Crisis
- Challenges for Ethical Conduct

Unit 2: Mechanisms for Ensuring Ethics and Accountability

- Institutional Frameworks for Promoting Ethics
- Role of Central Vigilance Commission (CVC) and Comptroller and Auditor General (CAG)
- Mechanisms for Ensuring Accountability and Transparency

Unit 3: Corruption and Anti-Corruption Strategies

- Understanding Corruption: Types, Causes, and Consequences
- Anti-Corruption Laws and Policies in India
- Case Studies of Corruption and Anti-Corruption Measures in India

Block IV: Issues in Public Sector Management

Unit 1: E-Governance and Digital Transformation

- Importance of E-Governance
- Impact of Technology on Public Sector Efficiency
- Challenges in Implementing E-Governance

Unit 2: Human Resource Management in the Public Sector

- Recruitment and Selection Processes in the Public Sector
- Training and Development Programs
- Performance Management Systems

Unit 3: Challenges in Operations

- Bureaucracy and Red Tape
- Political Interference
- Financial Constraints

References

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SEMESTER III

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

SKILL ENHANCEMENT COMPULSORY COURSE

M23PA01SC - ENTREPRENEURSHIP DEVELOPMENT

Credits: 02

Course Outcomes:

On completion of this course, the learners will be able gain awareness on entrepreneurship and its various forms.

Course Objective

● Understand the basics of Entrepreneurship along with traits of an entrepreneur.

● Recognize the emerging trends of Entrepreneurship Development.

● Acquire Skill in Preparation of Project Reports with all its Components.

● Recognize the importance of Strategic Planning in Entrepreneurship.

COURSE OUTLINE

Block 1: Concepts and Overview of Entrepreneurship

Block 2: Forms of Business Ownership

Block 1: Concepts and Overview of Entrepreneurship

Unit 1. Entrepreneur and Entrepreneurship

- Entrepreneur Characteristics
- Classification of Entrepreneurs
- Evolution and Growth of Entrepreneurship in India
- Role of Entrepreneurship in Economic Development
- Entrepreneurial Culture
- Emerging Trends in Entrepreneurship Development

- Entrepreneurial Potential and Potential Entrepreneur -

Unit 2: Entrepreneurship and Society

- Entrepreneurial Society
- Women Entrepreneurship
- Rural Entrepreneurship Evaluation of Social Entrepreneurship in India.

Unit 3: Start ups

- Digital and Viral Marketing
- Hire and Manage a Team
- Managing start-up finance - The Concept of Costs – Profits and Losses
- Startup India – Stand up India
- Models of Entrepreneurship - Emerging Models of Corporate Entrepreneurship
- Effective ways of marketing for start-ups

Block 2: Forms of Business Ownership

Unit 1. Introduction to Forms of Business ownership:

- Issues in selecting forms of ownership Environmental Analysis -Identifying problems and opportunities
- Defining Business Idea - Planning Business Process –
- Project Management Concept – Features - Classification of projects - Issues in Project Management
- Project Identification - Project Formulation- Project Design and Network Analysis
- Meaning and Objectives of a Business Plan- Advantages and cost of preparing a Business Plan
- Project Evaluation - Project Appraisal –
- Project Report Preparation - Specimen of a Project Report

Unit 2. Strategic Growth and Planning of Entrepreneurship:

- Strategic Growth - Need for Strategic Planning - Understanding the growth stage
- Unique managerial concerns of growing enterprise - Valuation Concerns
- Creativity – Innovation - Methods to Initiate Ventures - Legal Challenges
- Search for Entrepreneurial Capital
- Government Programmes for Entrepreneurial Development among Students.

Unit 3. International Entrepreneurship:

- The nature of international entrepreneurship - International Vs domestic entrepreneurship - Stages of economic development –
- Entrepreneurship entry into international business - exporting - Foreign Direct Investment - barriers to international trade
- Business Correspondence- Presentations -Business letter - Letters of inquiry - quotation orders – tenders - complaints letters

References

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SEMESTER IV

SEMESTER IV
SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION
DISCIPLINE CORE

M23PA11DC: ENVIRONMENT AND DISASTER MANAGEMENT

(PG Regulations 2023)

Credits: 04

Course Objectives:

This course aims to provide students with a comprehensive understanding of the meaning and scope of environmental management, highlighting its significance in sustainable development. It further seeks to examine the various policies and laws related to environmental management in India, offering insights into their evolution and implementation. Additionally, the course focuses on the meaning and importance of disaster management, emphasizing its critical role in minimizing the impact of natural and man-made disasters. It also aims to examine and evaluate the organizational framework of disaster administration in India, enabling students to understand the institutional mechanisms and strategies involved in effective disaster response and preparedness.

Course Outcome:

- It helps to examine environmental laws and policies in India.
- It helps to assess the role of NGOs and people in the protection of the environment.
- It helps to get a clear practical understanding of natural disasters and effective management.
- It helps to evaluate various strategies as well as psychological and sociological dimensions of disaster management.

Course Outline:

BLOCK 1: ENVIRONMENTAL MANAGEMENT.

BLOCK 2: ENVIRONMENT LAWS AND PLANNING IN INDIA

BLOCK 3: DISASTER MANAGEMENT FRAMEWORK

BLOCK 4: DISASTER RESPONSE AND REHABILITATION

Block 1: Environmental Management

Unit 1: Introduction to Environmental Management

- Definition, scope and significance
- Evolution
- Environmental Ethics

Unit 2: Environmental Problems

- Environmental Problems-Causes
- Natural Problems-Climate change, Ozon depletion, Soil Erosion
- Man-made Problems-Bio-diversity loss, Global Warming, Pollution

Unit 3: Environmental Protection and Strategies

- Evolution of Environmental Protection: From Stockholm (1972) to the Present-United Nations Environment Programme, Montreal Protocol, Rio Earth Summit
- Role of UNO and its Agencies-SDGs
- United Nations Environmental Management Group (UNEMG)

Block 2: Environment Laws and Planning in India

Unit 1: Environmental Policy and Governance

- Constitutional Provisions for Environmental Protection
- Wild Life Protection Act-1972, Biological Diversity Act-2002
- Environmental Protection Act-1988 and National Environment Policy 2016

Unit 2: Environmental Management: Planning, and Control

- Ministry of Environment, Forest and Climate Change, National Green Tribunal Act
- Central and State Pollution Control Boards
- Major Commissions and Reports

Unit 3: Regulatory Strategies

- Environmental Audit

- Environmental Impact Assessment
- Best Practices- Air Ambience Fund, Environmental Compensation Charge, Electric Vehicle Policy

Block 3: Disaster Management Framework

Unit 1: Disaster Management – An Introduction

- Meaning and nature of Disaster Management
- Disaster Management Cycle
- Challenges to Disaster Management

Unit 2: Disasters-Classification

- Natural Disaster-Earth Quake, Cyclone, Flood
- Man-made Disasters-Armed Conflict, Accidents, chemical spills
- Rapid onset-Air crash, Tsunami, Slow Disasters-Famine, Epidemics

Unit 3: Disaster Administration and Legislation

- Disaster Administration in India: At the Union, State, and Local levels
- Disaster Management Act 2005: Major Provisions and objectives.
- Role of Nodal Agencies

Block 4: Disaster Response and Rehabilitation

Unit 1: Disaster Preparedness and Risk Reduction

- National Disaster Management Authority
- Role Army and NDRF
- Role of non-governmental agencies in rescue and rehabilitation

Unit 2: Disaster Management: Recovery and Rehabilitation

- Types of Rehabilitation – Physical, Social and Psychological
- Guiding Principles-Balance between economic and social needs, Damage Assessment, Resilient Communities
- Post Disaster Stories-Tsunami 2004

Unit 3: Recent Trends and Social Dimensions in Disaster Management

- Role of ICT in Disaster management- Remote sensing, GIS for Hazard Mapping and Risk Assessment
- Artificial Intelligence in Disaster Preparedness and Response
- Challenges in disaster management

References:

- Bhatia, S. C. (Ed.). (1981). *Papers in environmental education*. Indian University Association for Continuing Education.
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SEMESTER IV

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

DISCIPLINE CORE

M23PA12DC: FINANCIAL ADMINISTRATION

(PG Regulations 2023)

Credits: 04

Course Objective

This course aims to provide a comprehensive understanding of financial administration, distinguishing it from public finance, by exploring the roles and processes of various agencies involved. Learners will learn about different types of budgeting and their significance, and appreciate the importance of democratic methods in controlling public expenditure. This knowledge will equip learners to effectively analyze and manage financial resources within the public sector.

Course Outcome:

- Gain knowledge about the basic concepts related to financial administration.
- Evaluate the features of public expenditure and public revenue.
- Critically examine contemporary issues in public finance.

Course outline

BLOCK 1: FUNDAMENTALS OF FINANCIAL ADMINISTRATION

BLOCK 2: REVENUE AND EXPENDITURE MANAGEMENT

BLOCK 3: FINANCIAL INSTITUTIONS AND PUBLIC DEBT

BLOCK 4: EMERGING ISSUES AND REFORMS IN FINANCIAL ADMINISTRATION

Block 1: Fundamentals of Financial Administration

Unit 1: Introduction to Financial Administration

- Definition, nature, and scope of financial administration
- Objectives and importance of financial management
- Principles of sound financial administration

Unit 2: Public Finance and Financial Planning

- Concepts, significance and sources of public finance
- Ministry of Finance – Role and Functions
- Financial Planning in India

Unit 3: Budgeting

- Budget – Definition and Principles
- Types of budgets: Line-item, performance, program, and zero-based budgeting
- Budgetary Process – Formulation and Execution

Block 2: Revenue and Expenditure Management

Unit 1: Revenue Administration

- Taxation: Principles, types, and administration of taxes
- Non-tax revenue: Fees, fines, grants, and aid
- Challenges in revenue collection and management

Unit 2: Public Expenditure Management

- Classification and types of public expenditure
- Principles of public expenditure: Economy, efficiency, and effectiveness
- Control and monitoring of public expenditure

Unit 3: Financial Control and Accountability

- Mechanisms of financial control: Internal and external controls
- Role of Comptroller and Auditor General (CAG) in financial oversight
- Legislative control over finances: Public Accounts Committee (PAC) and Committee on Public Undertakings (COPU)

Block 3: Financial Institutions and Public Debt

Unit 1: Financial Institutions

- Regulatory Framework - Reserve Bank of India (RBI), SEBI, IRDA
- Public sector financial institutions: Life Insurance Corporation (LIC), commercial banks, and development banks
- Financial sector reforms

Unit 2: Public Debt Management

- Concept and types of public debt
- Methods of raising public debt: Internal and external borrowings
- Management and repayment of public debt

Unit 3: Intergovernmental Fiscal Relations

- Division of financial resources between central and state governments
- Finance Commissions: Role, functions, and recommendations (14th and 15th)
- Grants-in-aid and revenue sharing mechanisms

Block 4: Emerging Issues and Reforms in Financial Administration

Unit 1: Financial Reforms in Public Administration

- Overview of financial reforms in India
- Fiscal Responsibility and Budget Management (FRBM) Act
- Impact of financial reforms on public administration

Unit 2: E-Governance in Financial Administration

- Role of Information Technology in financial management
- E-governance initiatives: Public Financial Management System (PFMS), Goods and Services Tax Network (GSTN)
- Benefits and challenges of e-governance in financial administration

Unit 3: Contemporary Issues in Financial Administration

- Issues of transparency and accountability in financial management
- Impact of globalization on financial administration
- Case studies related to financial malpractices

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SEMESTER IV

SREENARAYANAGURUOPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION
DISCIPLINE SPECIFIC ELECTIVE

M23PA05DE: ORGANIZATIONAL BEHAVIOUR

(PG Regulations 2023)

Credits: 04

Course Objectives:

The objective of this course is to define the meaning and scope of Organisational Behaviour, analyse the behaviour of individuals within organizations by examining the processes of perception formation, attitude development, and group dynamics, and classify various psychoanalytical and personality theories to better understand workplace interactions and behaviours.

Course Outcome:

- Understand the concept of stress and its effective management in an organizational context.
- Critically analyse different types of authority and delegation
- Illustrate the concept of Organisational Change

Course Outline:

BLOCK 1: ORGANISATIONAL BEHAVIOUR

BLOCK 2: PERCEPTION AND ATTITUDE

BLOCK 3: PERSONALITY AND INTERPERSONAL SKILLS

BLOCK 4: AUTHORITY AND STRESS MANAGEMENT

BLOCK 1: ORGANISATIONAL BEHAVIOUR

Unit 1: Introduction to Organizational Behaviour.

- Meaning, Nature, Scope and Significance of OB
- Interdisciplinary nature of OB
- Evolution

Unit 2: Forms of Organization

- Bases of Organisation – 4P Model
- Types of Organisations – Formal, Informal, Sole Proprietorship, Partnership, Corporation
- Organisation Structure

Unit 3: Key Concepts of OB

- Hierarchy
- Decentralisation
- Line and Staff

BLOCK 2: PERCEPTION AND ATTITUDE

Unit 1: Introduction to Perception and Attitudes

- Perception – meaning and values
- Decision making
- Attitudes and Job Satisfaction

Unit 2: Group Dynamics

- Concepts and importance of Group Dynamics
- Communication – Types – formal, informal, verbal and non-verbal
- Barriers to communication – Noise, grapevine and behavioural

Unit 3: Group Behaviour

- Properties of Group – meaning, role and importance
- Need and Importance of teamwork
- Leadership – Models and Managerial grid

BLOCK 3: PERSONALITY AND INTERPERSONAL SKILLS

Unit 1: Introduction to Personality

- Concept and types of Personality
- Determinants of Personality – Family, Society and Environment
- Personality and Development

Unit 2: Psychoanalytical Theories

- Freudian Theory
- Carl Jung and his contributions
- Contributions of Alfred Alder; Eric Berne

Unit 3: Ego Stages

- Child – Ed
- Adult – Ego
- Parent – Super-Ego

BLOCK 4: AUTHORITY AND STRESS MANAGEMENT

Unit 1: Introduction to Authority

- Meaning of Authority
- Types of Authority
- Delegation of Authority

Unit 2: Stress Management

- Meaning and different stages
- Types of Stress
- Individual level Strategies and Organizational level Strategies

Unit 3: Organizational Changes

- Meaning of Change, Concept of Organizational Change
- Organizational Ethics, Concept of Organizational Culture
- Types of culture, Creating and Sustaining Culture.

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SEMESTER IV

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION DISCIPLINE SPECIFIC ELECTIVE

M23PA06DE: SOCIAL WELFARE ADMINISTRATION

(PG Regulations 2023)

Credits: 04

Course Objectives:

This course aims to provide a comprehensive understanding of the foundational concepts and historical evolution of social welfare administration in India and globally. It will analyze major social welfare policies and programs in India, focusing on their formulation, implementation, and impact on disadvantaged sections. In this course, learners will identify and critically evaluate the administrative, financial, and contemporary challenges facing social welfare administration. Additionally, the course will examine the development, current status, and best practices of social welfare administration in Kerala through case studies and practical examples.

Course Outcome

- Understand the concept, scope, and historical evolution of social welfare in India and globally.
- Identify and analyze administrative, financial, legal, and ethical challenges in social welfare administration.
- Trace the historical development and current status of social welfare administration in Kerala, including key policies and legislation.

Course Outline

BLOCK 1: INTRODUCTION TO SOCIAL WELFARE ADMINISTRATION

BLOCK 2: SOCIAL WELFARE POLICIES AND PROGRAMMES

BLOCK 3: ISSUES AND CHALLENGES IN SOCIAL WELFARE ADMINISTRATION

BLOCK 4: SOCIAL WELFARE ADMINISTRATION IN KERALA

Block 1: Introduction to Social Welfare Administration

Unit 1: Concept and Evolution of Social Welfare

- Definition and scope of social welfare.
- Historical evolution of social welfare in India: British era (e.g., Widow Remarriage Act, 1856) and post-Independence (e.g., Community Development Program, 1952).
- Philosophical foundations of social welfare (e.g., Gandhian philosophy, Sarvodaya).

Unit 2: Theories and Approaches in Social Welfare Administration

- Welfare State and Socialism.
- Theories of social welfare: Residual, Institutional, Developmental.
- Models of social welfare administration: Social Democratic Model, Liberal Welfare Model.

Unit 3: Structure and Functions of Social Welfare Administration in India

- Constitutional Provisions (e.g., Article 41, Article 47).
- Ministry of Social Justice and Empowerment – structure and functions.
- Relationship between social policy (e.g., National Policy for Older Persons, 1999) and social welfare administration.

Block 2: Social Welfare Policies and Programs

Unit 1: Social Welfare Policies in India

- Overview of major social welfare policies (e.g., National Policy on Education, 1986; National Health Policy, 2017).
- Policy-making process in social welfare.
- Evaluation of social welfare policies.

Unit 2: Programs for Disadvantaged Sections

- Programs for women (e.g., Beti Bachao Beti Padhao), children (e.g., Integrated Child Development Services), and the elderly (e.g., National Programme for Health Care of the Elderly).
- Programs for people with disabilities (e.g., Accessible India Campaign).
- Programs for SC, ST, and OBC (e.g., Stand-Up India Scheme, Vanbandhu Kalyan Yojana).

Unit 3: Implementation and Management of Social Welfare Programs

- Steps in program implementation.
- Monitoring and evaluation of social welfare programs.
- Case studies: Mid-Day Meal Scheme, MGNREGA.

Block 3: Issues and Challenges in Social Welfare Administration

Unit 1: Administrative and Financial Challenges

- Budgeting and financial management in social welfare.
- Human resource management in social welfare agencies.
- Legal and ethical issues (e.g., compliance with the Juvenile Justice Act, 2015).

Unit 2: Contemporary Issues in Social Welfare

- Impact of globalization on social welfare.
- Role of NGOs and civil society (e.g., Pratham, HelpAge India).
- Digital transformation (e.g., e-Shram Portal, Digital India initiatives).

Unit 3: Social Advocacy and Community Participation

- Role of advocacy in social welfare (e.g., Right to Food Campaign).
- Community mobilization and participation.
- Strategies for effective advocacy.

Block 4: Social Welfare Administration in Kerala

Unit 1: Historical Context and Current Scenario

- Historical development of social welfare in Kerala.
- Current status and structure of social welfare administration.
- Key policies and legislations specific to Kerala (e.g., Kerala Social Security Mission).

Unit 2: Social Welfare Programs in Kerala

- Programs for women, children, and the elderly (e.g., Kudumbashree, Snehasparsham).
- Programs for marginalized communities (e.g., Aardram Mission for SC/ST).
- Innovative welfare programs (e.g., Nirbhaya Project).

Unit 3: Case Studies and Best Practices in Kerala

- Case studies of successful initiatives (e.g., Ashraya Project).
- Best practices and lessons learned.
- Future directions for social welfare in Kerala.

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SEMESTER IV

SREENARAYANAGURU OPEN UNIVERSITY

MASTER OF PUBLIC ADMINISTRATION

SKILL ENHANCEMENT COMPULSORY COURSE

M23PA02SC: ADMINISTRATIVE COMMUNICATION

(PG Regulations 2023)

Credits: 02

Course Objectives

The course aims to provide an in-depth understanding of the role of communication in public administration, analyse the impact of media and communication technologies on governance, and develop skills for effective public relations and communication strategies in administrative contexts. Additionally, it examines contemporary issues and best practices in administrative communication.

Course Outcome

- Understand the fundamental concepts and importance of communication in public administration.
- Gain knowledge about the evolution and current trends of media in India.
- Critically analyze legal and ethical issues related to media and communication.
- Develop practical skills in public relations, media relations, and strategic communication in governance.

Course Outline

BLOCK 1: FOUNDATIONS OF ADMINISTRATIVE COMMUNICATION

BLOCK 2: STRATEGIC COMMUNICATION AND PUBLIC RELATIONS

Block 1: Foundations of Administrative Communication

Unit 1: Role of Communication in Public Administration

- Importance of communication in administration
- Types of communication channels in public administration
- Impact of effective communication on governance and policy

Unit 2: Evolution and Impact of Media on Governance

- Historical development of media in India
- Key figures and milestones in Indian journalism
- Influence of print, electronic, and digital media on public opinion and governance

Unit 3: Legal and Ethical Framework

- Media and the Constitution of India: Freedom of Press, Article 19 (1)(a)
- Legal restrictions and censorship in media
- Ethical considerations in media reporting and public communication

Block 2: Strategic Communication and Public Relations

Unit 1: Principles and Practices of Public Relations

- Key concepts and principles of public relations
- Tools and techniques in PR: Press releases, newsletters, reports
- Building and maintaining media relations in the public sector

Unit 2: Communication Strategies in Governance

- Designing and implementing PR campaigns for governance
- Role of advertising in public administration
- Ethics and Corporate Social Responsibility (CSR) in governmental communication

Unit 3: Media, Development, and Advocacy

- Role of media in reporting governance and development issues
- Fundamentals of development journalism and communication
- Strategies for social advocacy and community mobilization

References:

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