Programme Project Report

For

Bachelor of Arts

in

Public Administration

Directorate of DistanceEducation

Alagappa University

Karaikudi – 630004

Tamil Nadu State

Progamme Name : Under Graduate

Course : Bachelor of Arts in Public Administration

Duration : Three year

Medium : English

Pattern : Bi-annual Semester

Total credits 96

Mode : Distance Mode

Programme Project Report

a)Programme mission and objectives

Vision The vision of our public administration programme is to develop best public leaders and managers in the world by encouraging learners to acquire knowledge ,skills and capabilities arising from the need for a more efficient and effective public administration in the context of modern state and capable of responding to in ternational demand

Mission

- ➢ To develop and enhance the knowledge and skills of current and future administrators, managers in politics and administration
- ➢ Develop ethical and well informed administrators and citizens who contribute to advancement of public services and politics
- ➢ Bring the best practices in the field of public administration
- ➢ Advance the state of knowledge in the area of public administration through scholarly and applied research by which render service to the Profession and Nation

Objectives

- ➢ To understand the governance and management system of Modern government
- ➢ To meet the training and skill requirements of personnel working in the public services
- ➢ To promote quality,ethics transparency in the study of public administration for the needs and requirements of modern government
- ➢ To train up the capacity of students to become an ethical and effective leader with appropriate skills for the Nation building
- ➢ To train up students with highest quality of education in preparation of careers in government and non- governmental organizations for complete success of top posts

b) Relevance of the Programme with HEI's Mission and Goals

Affording quality higher Education to the learners who are interested in pursuing higher education through distance mode enable to make learners intellectually to be competent human resources in order to promote the nation in terms of Educational, Social, Technological, environmental and Economic magnificence (ESTEEM). This programme is designed with to impart quality higher education through liberal mode in accordance with the mission of Alagappa University where the course programme of the Bachaler of arts in public administration is launched with strong emphasis on academic and research skills.

c) Nature of prospective target group of learners

The curriculum has been designed to fulfill the needs and aspirations of following diversified class of learners

- ❖ Civil services exam aspirants
- ❖ State civil services exam aspirants
- ❖ Central and State Public service employees
- ❖ Legal professionals
- ❖ Charted accountants
- ❖ Non-Governmental Organisation Functionaries
- ❖ Teaching Professionals
- ❖ College drop outs
- ❖ Local self government institution functionaries
- ❖ Public sector employees
- ❖ Politicians
- ❖ Public activists

d) Appropriateness of programme to be conducted in Distance learning mode to acquire specific skills and competence

B.A-Public Administration programme is conducted in Distance Learning mode for the learners to acquire specific skills,knowledge and competence in public services and politics in order to give professional and research skills to enhance knowledge in the field of political administrative system by which learners can contribute to advancement of politics,governance and public services. The designed programme can bring best practices in the field which may lead to advance the state of knowledge in the area of public administration by developing through scholarly and applied research in order to promote the country's public services and development of nation. It is a good base for higher research studies like M.Phil., and Ph.D.etc.,.

By this programme students can seek employment opportunities and aquire employability skills in the field of Governance, public services,politics, Non- profit organizations and in ternational Organisations.

e) Learning outcome of the programme

1. Students can apply academic theory to the best practices in associated with Public Governance, Public Policy and Modern governmental system
2. Students can apply analytical and research skills to the study of Politics,governance and administration in public organizations and institutions.
3. Students can demonstrate proficiency and communicating ideas and perspectives about pubic administration
4. Enhancement of student skills to develop and implement public policy and service
5. Students acquire critical thinking and problem solving skills in the field of politics and administration

f) B.A-public administration employment Areas

- Civil services
- Government jobs
- Non-Governmental Organisations
- Non-Profit Organisations
- Private Employment
- Public Sector Jobs
- Project Consultant
- World Bank jobs
- International Organisations
- UNO in ternational Civil Services
- Teachers
- Human Resource Professional
- Politicians
- Local self government functionaries
- Public Activist
- NGOs

g) Instructional Design

I)curriculam design

The B.A Public Administration course duration consist of two academic year under bi-annual semester pattern. This course carries 24 theory paper to cover 96 credits for entire three year duration.Each semester carries 4 theory paper to cover16 credits in which 4 credits assigned for each theory paper in order to complete the course

Subject Code	Subject	Maximum Marks			Credit Points
		CIA	ESE	Total	
I Year					
First Semester					
10611 A/B	Part-I: Tamil Paper- I / Communication skills-I	25	75	100	4
10612	Part-II: English Paper-I	25	75	100	4
10613	Business Communication	25	75	100	4
10614	Indian Constitution	25	75	100	4
	Total	**100**	**300**	**400**	**16**
Second Semester					
10621 A/B	Part-I:Tamil Paper- II/Communication skills-II	25	75	100	4
10622	Part-II: EnglishPaper-II	25	75	100	4
10623	Administrative Theory	25	75	100	4
10624	Indian Administration	25	75	100	4
	Total	**100**	**300**	**400**	**16**
II Year					
Third Semester					
10631 A/B	Part-I: Tamil Paper- III / Human Skills Development-I	25	75	100	4
10632	Part-II: English Paper-III	25	75	100	4
10633	Principles of Management	25	75	100	4
10634	Administrative Thinkers	25	75	100	4
	Total	**100**	**300**	**400**	**16**
Fourth Semester					
10641 A/B	Tamil Paper- IV/Human Skills Development-II	25	75	100	4
10642	English Paper-IV	25	75	100	4
10643	Organizational Behaviour	25	75	100	4
10644	Modern Administrative System	25	75	100	4
	Total	**100**	**300**	**400**	**16**
III Year					
Fifth Semester					
10651	Public Financial Administration	25	75	100	4
10652	Human RightsAdministration in India	25	75	100	4
10653	Development Administration in India	25	75	100	4
10654	Citizen and Administration	25	75	100	4
	Total	**100**	**300**	**400**	**16**
Sixth Semester					
10661	Computers and Data Processing	25	75	100	4

10662	Public Personnel Administration	25	75	100	4
10663	Public Policy Analysis	25	75	100	4
10664	Local Self Government Administration in India	25	75	100	4
	Total	**100**	**300**	**400**	**16**
	Grad Total	**600**	**1800**	**2400**	**96**

II)Faculty and staff requirements

The course programme requires the following faculty and supporting staff:

Staff Category	Required
Core faculty for public administration	3
Faculty Specialization	2
Supporting Staff	1

III)Instructional delivey mechanism

The instructional delivery mechanisms of the programme includes SLM – study materials, face to face contact session for theory courses .E-content study materials in the form of CD, video or audio, computer aided devices.MOOC also will be employed.

IV) Identification of media

The Self Learning study Materials in the form of print media as well as CD in the form of electronic media to be used.

VI)Student Support Services

The student support services will be facilitated by the head quarters i.e., Directorate of Distance Education, Alagappa University, Karaikudi and its approved Learning Centres located at various parts of Tamil Nadu. The pre-admission student support services like counselling about the programme including curriculum design, mode of delivery, fee structure and evaluation methods will be explained by the staff at head quarters and Learning Centres. The post-admission student support services like issuance of identity card, study materials, etc. will be routed through the Learning Centres. The face to face contact sessions of the programme for theory courses will be conducted at the head quarter and Learning Centres. The conduct of end semester examinations, evaluation and issuance of certificates will be done by office of the controller of examinations, Alagappa University, Karaikudi

g) Library Resources

The university central library has largest repository of volume of books related to the publicadministration

h) Procedure for admissions, curriculum transactions and evalution

SI) Eligibility:

A candidate should have passed in Plus two(or) Puc (or) any recognized three year diploma course examinations.

II) Duration of the Programme

The UG -B.A Public Administration course duration consists of three academic year under biannual semester pattern.

III) Curriculum transaction

The classroom teaching would be done through lecture method, Power Point presentations, web-based learning etc., The face to face contact sessions would be included paper presentation,group discussion and micro level study analysis etc., The face to face curriculum transaction covers 64 hours per semester for each paper 16 hours.

IV) Evaluation methods and passing conditions

Evaluation

The examinations shall be conducted separately for theory and practical's to assess the knowledge acquired during the study. There shall be two systems of examinations viz., internal and external examinations. In the case of theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment via. Student assignments preparation and seminar, etc. The internal assessment shall comprise of maximum 25 marks for each course. The end semester examination shall be of three hours duration to each course at the end of each semester. In the case of Practical courses, the internal will be done through continuous assessment of skill in demonstrating the experiments and record or report preparation. The external evaluation consists of an end semester practical examinations which comprise of 75 marks for each course.

Passing Minimum

- For internal Examination, the passing minimum shall be 40% (Forty Percentage) of the maximum marks (25) prescribed for UG and PG Courses.

- For External Examination, the passing minimum shall be 40% (Forty Percentage) of the maximum marks (75) prescribed for UG and PG Courses.

- In the aggregate (External + Internal), the passing minimum shall be 40% for UG and 50% for PG courses.

I) Continous in ternal Assessment(CIA)

The continous in ternal Assessment carries 25 marks for each theory paper in which each candidates should secure minimum marks subject to standing regulations of university in all 16 theory papers.In terms of internal assessmentwhere candidates are entrusted to submit five assignment paper each which carries five marks equally to cover maximum25 marks in all papers

II) End Semester Examinations(ESE)

The end semester examinations conducted for maximum 75 marks in which a candidate should secure minimum marks subject to standing regulations of university out of 75 marks.

a) Question paper pattern

The question paper pattern in End Semester Examinations (ESE) covers 3 hours duration for Maximum marks of 75 which are divided into three sections like part-A,Part-B and Part-C

Part A covers maximum 10 questions, all questions carry 2 Marks equally for maximum marks of 20 ,candidates should answer all questions with out any choice option

Part B covers maximum 5 questions by choosing either one,each question carries equally 5 marks for maximum Marks of 25

Part C covers maximum 5 questions ,candidates should answer any 3 questions, each question carries equally10 marks for maximum marks of 30

b) Marks and Grade

The following table gives the marks, grade points, letter, grades and classification to indicate the performance of the candidate.

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
70-79	7.5-7.9	D	Distinction
60-69	7.0-7.4	A+	Very Good
50-59	6.0-6.9	A	Good
42-49	5.0-5.9	B	Average
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for the course i in any semester
G_i = Grade Point obtained for course i in any semester.
n refers to the semester in which such courses were credited

c) For a semester

Grade Point Average [GPA] = $\sum_i C_i G_i / \sum_i C_i$

Grade Point Average = <u>Sum of the multiplication of grade points by the credits of the courses</u>

Sum of the credits of the courses in a semester

d) For the entire programme;

Cumulative Grade Point Average [CGPA] = $\sum_n \sum_i C_{ni} G_{ni} / \sum_n \sum_i C_{ni}$

CGPA = <u>Sum of the multiplication of grade points by the credits of the entire programme</u>

Sum of the credits of the courses for the entire programme

CGPA	Grad	Classification of Final Result
9.5-10.0	O+	First Class- Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

d) Commencement of regulations

These regulations shall be implemented from the academic year 2018-2019 onwards**e) Fee Structure**

The prescribed fee structure for the programme

Sl. No.	Fee Detail	Amount in Rs.		
		First Year	Second Year	Third Year
1	Admission Processing Fee	100	--	--
2	Course Fee	2500	2500	2500
3	ICT Fee	150	150	150
	TOTAL	2750	2650	2650

f) Cost estimate of the programme and the provisions:
The cost estimate of the programme of B.A-Public Administration prescribed in the following way

	Expenditure Heads	Approx. Amount in Rs.
1	Programme Development	10,00,000/-
2	Programme Delivery	20,00,000/-
3	Programme Maintenance	3,00,000/-

Quality assurance mechanism and expected programme outcome
Motto

'Excellence in Action'

Vision
Achieving Excellence in all spheres of Education, with particular emphasis on "PEARL"-Pedagogy, Extension, Administration, Research and Learning.

Objective
1. Providing for in structions and Training in such Branches of Learning as the University may determine.
 2. Fostering Research for the Advancement and Dissemination of Knowledge
Quality policy
Attaining Benchmark Quality in every domain of 'PEARL' to assure Stakeholder Delight through Professionalism exhibited in terms of strong purpose, sincere efforts, steadfast direction and skillful execution.
Quality quote
 Quality Unleashes Opportunities towards Excellence (QUOTE)

   The benchmark qualities of the programme may be reviewed and modified based on the performance of students in their end semester examinations. A part from that review feedback and suggestions from the Alumni, Current students, Parents ,Public,Alma-mater and all other Stalk-holders will be considered for further enhancement of course to benefit large segment of the learners in the country.

DETATAILED SYLLABI OF B.A-PUBLIC ADMINISTRATION

FIRST YEAR

FIRST SEMESTER

Course Code	Title of the Paper
10611A	Part-I: Tamil -I

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு -1 : இசைப்பாடல்

கூறு 1
1. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்
    1. புல்லாங்குழல் கொடுத்த
    2. குருவாயூருக்கு வாருங்கள்

கூறு 2
    1. கோகுலத்து பசுக்கள்
    2. கோகுலத்தில் ஒரு நாள் ராதை
    3. ஆயர்பாடி மாளிகையில்

கூறு 3
    பட்டுக்கோட்டை கல்யாண சுந்தரம்
    1. நெஞ்சில் குடியிருக்கும்
    2. செய்யும் தொழிலே தெய்வம்

கூறு 4
    1. பாரதியார்
    கண்ணன் என் விளையாட்டுப்பிள்ளை
    பாரத மாதா திருப்பள்ளி எழுச்சி

பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5
    1. பாரதிதாசன் - உலகப்பன் பாட்டு (5)
    2. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு
    3. பெ.தூரன் - நிலா பிஞ்சு

கூறு 6
    1. வல்லிக் கண்ணன் - வெறும் புகழ்
    2. கு.ப.இராஜகோபாலன் - எதற்காக?
    3. மீரா - பதினைந்து

கூறு 7
    1. சிற்பி - சர்ப்ப யாகம்
    2. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

கூறு 8
    1. அப்துல் ரகுமான் - கண்ணும் எழுதேம்
    2. சண்முக சுப்பையா - வயிறு

<div align="center">பிரிவு - 3 : காப்பியம்</div>

கூறு 9

1. சிலப்பதிகாரம்   -   வழக்குரை காதை
2. கம்பராமாயணம்   -   அயோத்தியா காண்டம்

<div align="center">பிரிவு - 4 : காப்பியம்</div>

கூறு 10

1. சீறாப்புராணம்   -   ஈத்தங்குலை வரவழைத்த படலம் (1)

கூறு 11

       தேம்பாவணி   -   காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

1. இன்னவாயில்
2. கொழுந்துறும்
3. பஞ்(ச) அரங்கில்

கூறு 12

       தேம்பாவணி   -   காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

4. எண்ணுளே
5. ஒண்தலங்கள்
6. இரவியேந்த கஞ்சக்

கூறு 13

       தேம்பாவணி   -   காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

7. கன்னியாயதாயும்
8. ஏந்தி ஓங்கு உளத்து
9. ஆவ தேமுனர்
10. கொல்லும் வேலொாடும்

கூறு 14

       தேம்பாவணி   -   காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

11. என்ற வாசகம்
12. அம்பினால்
13. வேண்டும் ஓர் வினை

Course Code	Title of the Course
10611B	Part-I: Communication Skills - I

Learning objectives:

1. To make students to understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

BLOCK I: COMMUNICATION: AN INTRODUCTION

Unit - I   Communication – Meaning – Types- Importance

Unit – II   Barriers to Effective Communication – Principles – Principles of Effective Communication

BLOCK II: ORAL COMMUNICATION

Unit – III   Oral Communication – Meaning – Importance- Forms of Oral Communication

Unit – IV   Intonation –Meaning – Function- Types
Preparation of Speech- Steps Involved

Unit – V   Principles of Effective Oral Communication

BLOCK III: WRITTEN COMMUNICATION

Unit – VI   Written Communication – Meaning –Steps – Importance- Advantages Use of words and Phrases

Unit – VII   Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

Unit–VIII Paragraph Writing –Essay Writing –Steps Involved –Outline-Layout – Contents-Drafting-Correction- Final Draft

BLOCK IV: OFFICIAL COMMUNICATION

Unit – IX   Application for Employment and Curriculum Vitae –Steps involved

Unit – X   Non –Verbal Communication – Meaning –Types –Body Language – Postures-Gestures –Facial Expressions –Eye Contact

Unit – XI   Report Writing –Report –Types of Reports –Format of a Report

Unit – XII   Essentials of a Good Report –Preparation of Report-Procedure Involved

Unit – XIII   Meetings-Purpose of the Meeting – Procedure

Unit–XIV   Group Discussion–Quality of Content-Participation –Logical   Presentation –Behavioural Skills

References:

1. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
2. Geetha Nagaraj, Write to Communicate, 2004.
3. Wren & Martin, English Grammar and Composition, 2002.
4. Dale Carnegie, How to Win Friends and in fluence People, 1981.
5. Dale R Jordan, Language Skills and Use.
6. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
7. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
8. Wallace, Michael J, Study Skills in English.
9. Editors of Readers Digest, Super Word Power.

Course Code	Title of the Course
10612	Part-II: English - I

Learning objective:

1. To make the students master the different topics prescribed in the Prose,
    Grammar and Composition.

BLOCK I: *PROSE I*

Unit – I   Water-the Elixir of life   - C.V. Raman

Unit – II   Mrs. Packletide's Tiger   - SAKI

Unit – III   A Deed of Bravery   - Jim Carbett

Unit – IV   The Cat   - Catharine M.Willson

Unit – V   On Letter Writing   - Alpha of the Plough

BLOCK II: *PROSE II*

Unit – VI   Our Ancestors   - Carl Sagan

Unit – VII   Our Civilization   - C.E.Foad

Unit – VIII   A Hero on Probation   - B.R. Nanda

Unit – IX   Dangers of Drug Abuse   - Hardin B. Fones

Unit – X   Food   - J.B.S. Haldane

BLOCK III: *DEVELOPING GRAMMATICAL SKILLS*

Unit – XI   - Articles-Gerunds-Participles-Infinitives-Modals-Proposition-
                          Tenses

Unit – XII   - Direct and Indirect Speech-Transformation of sentences- Active
                          and passive voice.

BLOCK IV: *DEVELOPING WRITING SKILLS*

Unit – XIII   - Letter writing - Precis writing - Developing hints.

Unit – XIV   - Dialogue writing - Paragraph writing.

References:

1. Sebastian D K, *Prose for the Young Reader,* Macmillan.
2. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
3. Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy,
    Macmillan Publishers.

Course Code	Title of the Paper
10613	**Business Communication**

BLOCK I: MEANING, NATURE, SCOPE AND ESSENTIAL OF BUSINESS COMMUNICATION

Unit – I

Meaning, Nature, Scope and Importance of Communication - Purpose of Communication - Process of Communication

Unit –II

Essential of Communication-Basics of English Grammer-Structure of Business Letters

BLOCK II: ORAL AND WRITTEN COMMUNICATION

Unit – III

Listening Skills - Listening Process - Classification of Listening - Purpose of Listening - Common Barriers in Listening

Unit - IV

Language For Communication - General Principles of Writing - Improving Writing Skills - Essentials of Good Style

BLOCK III: CHANNELS, NETWORKS, FORMS AND DIMENSION OF COMMUNICATION

Unit - V

Communication in Organizations -Channels of internal Communication and External Communication.

Unit – VI

Communication Process-Channels- Barriers and Problems

BLOCK IV: BUSINESS LETTERS

Unit – VII

Writing of Business Letter - Importance of Business Letters - Differences Between Personal and Business Letters - Structure and Format of Business Letters - Types of Business Letters.

Unit – VIII

Collection Letters-Sales Letters-Agency Letters-Banking Letters-Insurance Letters

Unit – IX

Letter of Enquiry-Offers and Quotations-Orders-Trade References -Status Enquiries-Confirmation

Unit – X

Writing E-Mail - Principles of E-Mail - E-Mail Etiquette - Overcoming Problems in E- Mail Communication.

BLOCK V: PRESENTATION, MEETING, DRAFTING OF REPORTS AND LETTERS

Unit - XI

Oral Communication Skills -Oral Business Presentation - Purpose –Audience - Steps in Making Presentation - Delivering A Presentation.

Unit – XII

Meetings - Types of Meetings - Importance of Business Meetings - Different Types of Business Meetings - Conducting Meetings and Conferences

Unit – XIII

Drafting of Minutes-Reports and Office Notes-Drafting of Short Speeches

Unit – XIV

Application For Employment and Bio Data-Preparation-Covering Letter

Reference Books

1. Premavathi.N,Business Communication & Correspondence (3rd Edition), Sultan Chand &Sons , New Delhi. 2010.
2. Rajendra Pal Korahill,. Essentials of Business Communication Sultan Chand & Sons, New Delhi, 2006.
3. Ramesh, M.S and Pattanshetti C.C, Business Communication Sultan Chand & Sons , New Delhi,2003
4. Reddy And Appannaiah,Rajendrapal And Korlahalli Js,Essentials Of Business Communication
5. Premavathi.N. Business Communication & Correspondence (3rd Edition), Sultan Chand &Sons , New Delhi,2010.

Course Code	Title of the Paper
10614	Indian Constitution

BLOCK I: HISTORICAL BACKGROUND AND MAKING OF THE CONSTITUTION

Unit-I

The Company Rule (1773-1858)-Crown Rule(1858-1947)-Interim Government(1946)

Unit-II

Composition of the Constituent Assembly-Committees of The Constituent Assembly-Enactment of the Constitution

BLOCK II: SALIENT FEATURES OF THE CONSTITUTION

Unit-III

Salient Features of the Indian Constitution-Preamble-Fundamental Rights-Directive Principles of State Policy-Fundamental Duties

Unit-IV

Parliamentary Government Features-Merits and Demerits

Unit-V

Emergency Provisions-President Rule-Financial Emergency

Unit-VI

Citizenship-Meaning and Significance- Citizenship Act 1955 - Single Citizenship-Dual Citizenship

Unit-VII

Procedure For Amendment-Types of Amendments-Criticism of The Amendment Procedure

Unit-VIII

Inter- State Councils-Zonal Councils-Interstate Trade and Commerce

BLOCK III: PARLIAMENTARY SYSTEM

Unit-IX

Organisation and Composition of Parliament- Privileges of Parliament

Unit-X

Parliamentary Forums-Objectives-Composition-Functions

BLOCK IV: SPECIAL PROVISIONS FOR SOME STATES

Unit-XI

Special Status of Jammu and Kashmir-Features of Jammu and Kashmir Constitution

Unit-XII

Special Provisions For Some States of Maharastra-Gujarat-Nagaland-Manipur

Unit-XIII

Creation and Administration of Union Territories-Special Provisions For Delhi

BLOCK V: FOREIGN POLICY

Unit-XIV

Principles of Indian Foreign Policy-Objectives of Indian Foreign Policy-Nuclear Doctrine of India

References

1.Durga Das Basu, introduction To The Constitution of India,Lexis Nexis,2017

2.M.Laxmikanth,Indian Polity,Mcgraw Hill Education(India) Private Ltd,2013

3. M.V.Pylee, introduction To The Constitution of India,Vikas Publishing House ,New Delhi,2011

4.D.C.Gupta,Indian Government,Vikas Publications Ltd,2014

Course Code	Title of the Paper
10621A	Part-I: Tamil Paper-II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: தேம்பாவணி

கூறு 1

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

14. சொல் தவிர்ந்த
15. அன்னை
16. அஞ்சுவார்
17. சொல்லக் கேட்டனள்
18. மற்செய்கை
19. மண்கனியப்
20. அழுது ஆர்ந்த

கூறு 2

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

21. பொய் பொதுளும்
22. இன்பு அருந்தி
23. வழுதாயின இன்பு
24. மறம் ஏவினர்

கூறு 3

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

25. மண்ணோர்கள்
26. பொய்யா விதியோய்
27. விடியா இருள்
28. அழுவார் எவரும்

பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் ''வான வீதியில்''

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

1. முதலெழுத்துகள், சார்பெழுத்துகள்

2. மொழி முதலெழுத்துகள் , மொழி இறுதி எழுத்துகள்

கூறு 7

1. ஒற்றெழுத்து மிகலும் மிகாமையும்,
2. ஆகு பெயர் , அன்மொழித் தொகை.
3. வினா-விடை வகைகள்

கூறு 8

1. தமிழ்ச் சொல்லமைப்பின் சிறப்பு – பெயர் , வினை, இடை, உரி வடிவங்கள் ,
2. பிற மொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள்

கூறு 9

3. அல் வழி, வேற்றுமைப் புணர்ச்சிகள்
4. திணை, பால் , எண் , இட இயைபு.

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பிரிவு 4: தமிழ் இலக்கிய வரலாறு

</div>

கூறு 10

1. **இக்கால இலக்கிய வகைகள்**

    அ) மரபுக் கவிதை

    ஆ) புதுக் கவிதையின் தோற்றமும் வளர்ச்சியும்

கூறு 11

1. **உரை நடை இலக்கியங்கள் - தோற்றமும் வளர்ச்சியும்**

    அ) கட்டுரை   ஆ) சிறுகதை

    இ) புதினம்   ஈ) நாடகம்

கூறு 12

1. **இக்கால இலக்கியக் களங்கள்**
    திரைப்படம் , தொலைக்காட்சி, வானொலி, இதழ்கள் தமிழுக்கு ஆற்றி வரும் பணிகள்

கூறு 13

1. **தமிழும் சமயங்களும் :**
    அ) சைவம்   ஆ)வைணவம்   இ)சமணம்   ஈ)பௌத்தம்   உ)இசுலாம்

    ஊ) கிறித்துவம்

கூறு 14

1. **பிற்காலக் காப்பியங்கள் :**

        அ) கம்பராமாயணம்   **ஆ)** பெரியபுராணம்

2. **இணையம் - பற்றிய செய்திகள்**

Course Code	Title of the Course
10621B	PART I: COMMUNCATION SKILLS – II

Learning objectives:

1. To make students understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

BLOCK   I: INTRODUCTION TO COMMUNICATION SKILLS

Unit – I   Code and Content of Communication Skills

Unit– II   Stimulus and Response of Communication Skills

BLOCK   II: SPEAKING SKILLS

Unit – III   Effective Speaking Guidelines

Unit – IV   Pronunciation Etiquette of Communication Skills

Unit – V   Phonetics in Communication Skills

BLOCK   III: LANGUAGE SKILLS

Unit – VI   A self Assessment of Communicating Soft Skills

Unit – VII   Language Skills –Ability –Skill Selected Need- Learner Centre activities

Unit – VIII   Listening Skills –Importance –Types of Listening- Interview Skills

Unit – IX   Conversation Skills –Modes

Unit – X   Presentation Skills - Preparing –Planning-Presentation

BLOCK   IV: WRITING SKILLS

Unit – XI   Written Communication –Structure of Effective Sentences –Paragraph

Unit – XII   Technical Writing-Creative Writing- Editing and Publishing

Unit – XIII   Corporate Communication Skills-Internal –Effective business writing –

              Letters, Proposals, Resume

Unit – XIV   Corporal Communication Skills-External - Press release - Newsletters-

              Interviewing skills

References:

1. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
2. Bill R. Swetmon. Communication Skills for the 21st Century. Chennai: Eswar Press. First South Asian Edition 2006.
3. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
4. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
5. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, in c., 1993.
6. Mandal. S.K. How to Succeed in Group Discussions & Personal interviews. Mumbai: JAICO Publishing House.
7. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
8. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
9. Geetha Nagaraj, Write to Communicate, 2004.
10. Wren & Martin, English Grammar and Composition, 2002.
11. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

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Course Code	Title of the paper
10622	PART-II : English Paper - II

Learning objective:

1. To make the students master the different topics prescribed in the Poetry and Language use Sections.

BLOCK I: POETRY – I

Unit – I   Sonnet   - William Shakespeare

Unit – II   Lines Composed upon Westminster Bridge

                                                    -William Wordsworth

Unit – III   Grecian Urn   - John Keats (1795-1827)

Unit – IV   Andrea Del Sarto   - Robert Browning (1812-1889)

BLOCK II: POETRY – II

Unit – V   The Road Not Taken   - Robert Frost (1874-1963)
Unit – VI   Strange Meeting   - Wilfred Owen (1813-1918)
Unit – VII   Gitanjali   - Rabindranath Tagore (1861-1946)

Unit – VIII   The Coromandel Fishers   - Sarojini Naidu

Unit – IX   The Express   - Stephen Spender

BLOCK III: DRAMA

Unit – X   **Shakespeare :** The Merchant of Venice

BLOCK IV: DEVELOPING LANGUAGE SKILLS
Unit – XI   Essay writing
Unit – XII   Note Making
Unit – XIII Report writing

Unit – XIV   Comprehension

References:

1. *The Golden Quill*, P.K. Seshadri, Macmillan.
2. *The Merchant of Venice*, Shakespeare. (Any overseas edition).
3. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
4. Modern English – *A Book of Grammar Usage and Composition* by

   N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Paper
10623	**Administrative Theory**

BLOCK I: PUBLIC ADMINISTRATION: AN INTRODUCTION

Unit-I
Meaning, Scope and Significance of Public Administration-Evolution of The Discipline and its Present Status-New Public Administration

Unit-II
New Public Management Perspective-Minnow Brook Conferences-State Vs Market Debate

BLOCK II: MANAGEMENT

Unit-III
Scientific Management Theory-Classical Theory-Bureaucratic Theory-Systems Theory

Unit-IIV
Decision Making –Leadership-Motivation Theories

Unit-V
Ministries and Departments-Public Corporations-Government Companies

Unit-VI
Head Quarters and Field Relationship-Regulatory Authorities-Public-Private Partnership

BLOCK III: ACCOUNTABILITY AND CONTROL

Unit-VII
Control Over Public Administration-Legislative-Executive-Judiciary

Unit-VIII
Citizen and Administration-Role of Media-Interest Groups

Unit-IX
Civil Society-Citizen Charter-Right To information Act

BLOCK IV: ADMINISTRATIVE TECHNIQUES

Unit-X
Organisation and Methods-Work Study-Work Management

Unit-XI
Management Tools-Network Analysis-Management Information System

BLOCK V: ECOLOGY AND GOVERNANCE

Unit-XII
Ecology and Administration –F.W.Riggssian Model

Unit-XIII
Concept of Development-Changing Role of Development Administration

Unit-XIV
Good Governance Concept and Application- Impact of Globalization On Public administration

References: References:

1.B.L.Fadia and Kuldeep Fadia, Public Administration, Sahitya Bhawan,Agra,2011

2.Mohit Bhattacharya, New Horizons of Public Administration, Jawahar Publishers,

New Delhi,2011

3.M.P.Sharma and B.L.Sadana, Public Administration in Theory and Practice, Kitab Mahal,2014

4.Avasthi & Maheswari, Public Administration, Lakshmi Narayan Agarwal Agra,2015

Course Code	Title of the Paper
10624	Indian Administration

BLOCK I: EVOLUTION AND CONSTITUTIONAL SETTING

Unit-I

Administrative System of the Period of Kautilya-Mughal-British
Unit-II
Salient Features of Indian Administration-Parliamentary Democracy in India- Administrative Culture

BLOCK II: THE UNION EXECUTIVE

Unit-III
President-Powers and Position-Prime Minister Powers and Functions-Council of Ministers at Central
Unit-IV
Ministries and Departments of Central Government-Cabinet Secretariat-Central Secretariat
Unit-V
Public Sector Undertakings -Forms and Autonomy
Unit-VI
All India Services-Central Services-Union Public Service Commission

BLOCK III: STATE ADMINISTRATION

Unit-VII
Governor-Powers and Position-Chief Minister-Council of Ministers at State
Unit-VIII
Chief Secretary-State Secretariat-Directorate-Field Offices
Unit-IX
District Collectorate-Changing Role of District Collector
Unit-X
State Public Services-State Public Service Commission –Training in State Public Services

BLOCK IV: FEDERAL SYSTEM

Unit-XI
Indian Federal System-Centre and States Legislative, Financial and Administrative Relations
Unit-XII
Relationship between Specialist and Generalist Administrators-Minister-Civil Servant Relationship
Unit-XIII
Indian Parliament Composition Role and Functioning-State Assembly composition, Role and Functioning

BLOCK V: ISSUE AREAS

Unit-XIV
Globalisation and Indian Administration-Impact of Information Communication Technology On Indian Administration
References
1.B.L.Fadia and Kuldeep Fadia,Indian Administration,Sahitya Bhawan Publications,Agra
2.S.R.Maheswari,Indian Administration,Laxmi Narayan Agarwal,New Delhi
3. Ramesh K.Arora and Rajni Goyal,Indian Public Administration:Instutions and Issues,New Age in ternational Publishers

THIRD SEMESTER

Course Code	Title of the Paper
10631A	Part-I: Tamil Paper-III

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: இலக்கியம் - 1

கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு

கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு

கூறு 3: கபிலர் - குறிஞ்சித்திணை

கூறு 4: மஞ்ஞைப்பத்து – முதல் மூன்று பாடல்கள்

கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

பிரிவு 2: இலக்கியம் - 2

கூறு 6: நற்றிணை –   பெருங்குன்றூர்கிழார்   - பா. எண். 5

பெருவழுதியார்   - பா. எண். 55

பெருங்கௌசிகனார்   - பா. எண். 139

கூறு 7: நற்றிணை –   கருவூர்க்கோசிகனார்   - பா. எண். 214

உ_லோச்சனார்   - பா. எண் 249

கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207

கூறு 9: புறநானூறு – மாறோக்கத்து நப்பசலையார் பாடல்கள்

பா. எண். 37, 39, 126, 226, 280

பிரிவு 3: பதினெண்கீழ்க்கணக்கு

கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),

அறிவுடைமை (43), பிரிவாற்றாமை (116)

கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),

கூறு 12: நான்மணிக்கடிகை - மண்ணி அறிப (5),கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

பிரிவு 4: நாடகம் - புதினம்

கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்

கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of Paper
10631B	Part-I: Human Skills Development - I

Objectives:

❖ To Make the Students develop human skills.

BLOCK I: HUMAN SKILLS AND HABITS

Unit – I   Human Skills –Developing skills-Types

Unit – II   Mind-Levels of functions

Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship-Features- Interpersonal Behaviour

BLOCK II: PERSONALITY AND SELF CONCEPT

Unit – III   Thinking ahead- Significance of thinking ahead

Unit – IV   Developing Personality-Meaning -Need- Factors influencing personality, Ways of developing personality -Building positive personality

Unit – V   Self-concept-Self-esteem-Meaning-Importance   -   Self-   efficacy-Self-acceptance-Meaning-Importance - Etiquette-Meaning-Etiquettes in using mobile, telephones-Dais Etiquette

BLOCK III: TYPES OF SKILLS
Unit – VI   Goal-setting Skills-Meaning-Types-Importance-
Unit – VII   Decision-making skills-Meaning-Types-Steps in decision-making
Unit–VIII   Negotiating Skills-Styles-Structure-Creating negotiation-Competitive Negotiation

BLOCK IV: HUMAN RELATIONS

Unit – IX   Attitudes-Meaning-Types-Importance-Developing positive attitudes
Unit – X   Coping with Change-Meaning-Characteristics-Importance of change Resistance to change-Dealing with change
Unit – XI   Leadership-Meaning-Importance-Characteristics-Styles-
Unit – XII   Human Relations Skill-Need-Canons of good human relations
Unit – XIII   Counselling-Meaning-Importance-Forms- Conflicts-Meaning-Types- Causes-Effects-Managements of conflicts
Unit – XIV   Stress-Meaning-Types-Causes-Effects-Managing the stress - Anger-Meaning-Causes-Consequences-Anger Management

References:

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and in fluence People by Public Speaking.

Course Code	Title of the Paper
10632	PART-II : English Paper - III

Objective:

❖ To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

BLOCK I: SHORT STORIES

Unit – I	A Hero	- R.K. Narayanan
Unit – II	The Diamond Necklace	- Guy de Maupassant
Unit – III	The Verger	- Somerset Maugham
Unit – IV	The Postmaster	- Rabindranath Tagore

BLOCK II: ONE ACT PLAYS - I

Unit – V	The Proposal	- Anton Chekhou
Unit – VI	The Boy Comes Home	- A.A. Milne
Unit – II	The Silver Idol	- James R. Waugh
Unit –VIII	Progress	St. John Ervine

BLOCK III: ONE ACT PLAYS - II

Unit – IX	The Pie and the Tart	- Huge Chesterman
Unit – X	Reunion	- W.st. Joh Tayleur
Unit – XI	A kind of Justice	- Margaret Wood
Unit – XII	The Refugee	- Asif Currimbhoy

BLOCK IV: GRAMMAR AND COMPOSITION

Unit – XIII   Parts of speech-Noun- Pronoun- Adjective Degrees
                    of Comparison- Verb- Adverb

Unit – XIV   Agenda- Minutes- Notice- Descriptive Writing

References

1. *Aroma,* Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.

2. *Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.

2. *One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.

3. Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

4. *English for Communication*, Ed. by the Board of Editors, Harrows Publications, chennai

Course Code	Title of the Paper
10633	**Principles of Management**

BLOCK I: MEANING, NATURE, FUNCTIONS AND IMPORTANCE

UNIT – I

Management: Definition – Nature – Scope - Functions – Administration and Management

UNIT – II

Planning: Nature, Importance and Strategic Considerations of Planning – Planning Premises – Objectives - Planning Process – Methods of Planning

Unit – III

Policies, Strategies, Procedures, Methods, Rules, Projects and Budgets

UNIT-IV

Decision Making – Meaning – Importance – Types – Process – Elements

BLOCK II: ORGANISATION AND ITS PRINCIPLES

UNIT – V

Organizing: Nature, Purpose and Kinds of Organization – Structure – Formal Organization – Informal Organization-Bases of Organisation

UNIT-VII

Hierarchy-Span of Control – Line and Staff Functions – Authority and Responsibility – Centralisation and Decentralization – Co-ordination.

Unit – VI

Delegation - Importance of Delegation – Types of Delegation – Problems of Delegation – Effective Delegation.

UNIT – VII

Staffing – Elements of Staffing – Functions of Staffing

BLOCK III: ORGANISATIONAL BEHAVIOUR

UNIT-VIII

Motivation: Meaning – Importance – Types – Theories.

UNIT – IX

Communication: Meaning – Types – Process – Barriers – Overcoming Barriers

Leadership: Meaning – Styles –Theories-Essential Qualities.

BLOCK IV: MANAGERIAL CONTROL

UNIT – X

Controlling: Objectives and Process of Control – Devices of Control – integrated Control – Special Control Techniques.

UNIT – XI: Directing – Principles of Direction – Techniques of Direction – Importance of Direction – Characteristics of Direction

BLOCK V: MANAGEMENT AUDIT AND SYSTEM

UNIT – XII: Management Audit – Definition – Objectives – Scope – Need For Management Audit – Advantages of Management Audit.

UNIT – XIII
Management information System – Objectives of MIS – Importance of MIS – Process of MIS
– Advantages of MIS

UNIT – XIV
 Recent Trends and New Perspectives in Management - Strategic Alliances – Core Competence
– Business Process Reengineering – Total Quality Management – Bench Marking-Brain
Storming

References

1. Ramaswamy.T, Principles of Management [Eight Edition] Himalaya Publishing Home Pvt

Ltd, Mumbai. 2012,

2. L.M .Prasad,Principles and Practice of Management,Sultan Chand&Sons 2015

3. Koontz and O'Donnell,Management:A Global Perspective.McGrawHill,1998

Course Code	Title of the Course
10634	**Administrative thinkers**

Unit-I
  Kautilya
Unit-II
  Woodrow Wilson
Unit-III
  F.W.Taylor
Unit-IV
  Maxweber
Unit-V
  Maslow
Unit-VI
  Henry Fayol
Unit-VII
  M.P.Follet
Unit-VIII
  Herbert A.Simon
Unit-IX
  C.I.Barnard
Unit-X
  EltonMayo
Unit-XI
  F.W.Riggs
Unit-XII
  Chris Argris
Unit-XIII
  Rensis Likert
Unit-XIV
  Yezkel Dror

References

1. Ravindra Prasad,D,Prasad,Sathyanarayana.P,Administrative Thinkers,Sterling Publishers Pvt Ltd,2008
2. Maheswari,Administrative Thinkers, Millon Publishers India Ltd,2003
3.S.L.Goel,Administrative and Management Thinkers Relevence in New Millenium,Deep and Deep publications,New delhi,2008

Course Code	Title of the Paper
10641A	Part-I: Tamil Paper-IV

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: செய்யுள் உறுப்புகள்

கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,

கூறு 2: யாப்பு - தளை, அடி, தொடை

கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,

கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை

கூறு 5: புதுக்கவிதையில் குறியீடு — படிமம்.

பிரிவு 2: அகப்பொருள் - புறப்பொருள்

கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்

கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நிற்றல், உடன்போக்கு

கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறூஉ

பிரிவு 3: அணி

கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல், தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.

கூறு 10: நிறுத்தல் குறிகள்.

பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,

கூறு 12: பதினெண்கீழ்க்கணக்கு.

கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் - பெரியபுராணம்.

கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின் பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன மயக்கங்கள்.

Course Code	Title of the Paper
10641B	Part-I: Human Skills Development - II

Objective:

❖ To Make the Students develop human skills.

BLOCK I: GUIDENCE AND COUNSELLING

Unit-1: Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling.

Unit-2: Managerial skill- Need – Importance.

Unit-3: Human relational skills-Communication-Attention.

BLOCK II: TECHNICAL SKILLS

Unit-4: Conceptual skills-Meaning-Importance.

Unit-5: Technical skills-Techniques-Practices-Tools-Procedures.

Unit-6: Presentation skills-Planning-Preparation-Delivery.

Unit-7: Organization skills-Meaning-Nature-Importance-Types.

Unit-8: Multi-Tasking skills Responsibilities-Causes.

Unit-9: Leader- Qualities of a good leader.

BLOCK III: UNDERSTANDING SKILLS

Unit-10: Understanding Skills -Human systems: in dividual, Group, organization, and their major interactions.

Unit-11: Understanding Skills -Human systems: Community and Society, and their major interactions.

BLOCK IV: SOCIETY BASED SKILLS

Unit-12: Problem solving skills – Handling –Facing – Importance.

Unit-13: Cooperative Learning Skills.

Unit-14: Making Social Responsibilities-Causes.

References:

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and in fluence People by Public Speaking.

Course Code	Title of the Paper
10642	PART-II : English Paper - IV

Objective:

❖ To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, Tales from Shakespeare, Biographies, Grammar and Composition.

BLOCK I: SHORT STORIES

Unit-1: Lalajee   - Jim Corbelt

Unit-2: A Day's Wait   - Hemmingway

Unit-3: Two old Men   - Leo Tolstoy

Unit-4: Little Girls wiser than - Men Tolstoy

Unit-5: Boy who wanted more Cheese - William Elliot Griffir

BLOCK II: DRAMA AND FICTION

Unit-6: Pygmalion   - G.B. Shaw

Fiction

Unit-7: Swami and Friends   - R.K. Narayanan

BLOCK III: SHAKESPEARE

Unit-8: The Merchant of Venice

Unit-9: Romeo and Juliet

Unit-10: The Winter's Tale

BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION

Unit-11: Martin-Luther king   - R.N. Roy

Unit-12: Nehru   - A.J. Toynbee

Grammar

Unit-13: Concord- Phrases and Clauses-Question Tag

Composition

Unit-14: Expansion of Proverbs
- Group Discussion
- Conversation (Apologizing, Requesting, Thanking)

References:

1. *Sizzlers*, by the Board of Editors, Publishers-:Manimekala Publishing House, Madurai.
2. *Pygmalion* – G.B. Shaw
3. *Swami and Friends* – R.K. Narayan
4. *Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
5. Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Paper
10643	**Organisational Behaviour**

BLOCK I: AN INTRODUCTION TO ORGANISATIONAL BEHAVIOUR

Unit – I

Introduction To Organizational Behaviour – Nature– Basic Objectives – Elements – Importance of Organizational Behaviour.

Unit – II

Foundations of Individual Behaviour – Positive Individual Behaviour – Negative Individual Behaviour – Factors Influencing Individual Behaviour – Personal Factors – Environmental Factors

Unit – III

Personality – Definitions – Determinants of Personality – Influence of Personality on Behaviour – Influencing Behaviour – Personality Development

Unit – IV

Perception – Definitions – Sensation and Perception – Process of Perception – Determinants of Perception.

Unit – V

Attitude and Values – Definitions – Nature and Characteristics of Attitude and Values – Measurement of Attitude – Functions of Attitude – Attitude Change – Values and Attitudes

BLOCK II: GROUPS AND WORK STRESS IN ORGANISATION

Unit – VI

Groups in Organization – Meaning – Characteristics – Reasons for Formation of Groups – Types of Groups – Different Stages of Groups – Individual and Group Decisions.

Unit – VII

Work Stress – Causes of Stress – Personal Factors – Organizational Factors – Stress-Performance Relationship – Psychological Problems – Behavioural Changes

BLOCK III: ORGANISTIONAL CHANGE AND DEVELPOMENT
Unit – VIII

Organizational Change – Meaning – Factors Influencing Change – Internal Factors – External Factors
Unit-IX

Organizational Development – Objectives of Od – Evaluation and Follow Up – Organizational Development – Merits and Demerits.

BLOCK IV: ORGANISATION AND ITS ENVIRONMENT
Unit – X
Organizational Culture and Climate – Types – Determinants – Changing Organizational Culture – Organizational Climate – Determinants of Organizational Culture
Unit – XI
Organizational Conflicts – Definitions – Causes of Conflicts – Different Stages of Conflict – Conflict and Performance – Measures To Stimulate Conflicts – Conflict Outcomes.

Unit – XII
Career Planning – Meaning and Characteristics – Need For Career Planning – Process of Career Planning – Evaluation of Career Planning Limitations.

BLOCK V: EMOTIONS AND POWER POLITICS IN ORGANISATION
Unit – XIII
Emotional Intelligence –Types of Emotions – Managing Emotions – Emotional Intelligence – Dimensions of Emotional Intelligence – Advantages and Limitations of Emotional Intelligence.

Unit – XIV
Power, Politics and Impression Management – Power, Authority and influence – Sources – Organizational Politics – Nature of Organizational Politics

.
References

1. Khanka S. S, Organisational Behaviour Sultan Chand & Sons Publications, New Delhi, 2012

2. Aswathappa K, Organisational Behaviour, Himalaya Publications, New Delhi ,2011

3. Varma, "Organisational Behaviour", Forward Book Depot, New Delhi, 2013

4. Sharma, "Organisational Behaviour", Tata Mcgraw-Hill Publications, New Delhi ,2 012.

5.Stephen.P.Robbins,Timothy,A.Judge,Organisational Behaviour, Prentice Hall Pvt,Ltd.New Delhi,2007

Course Code	Title of the Course
10644	**Modern Administrative System**

BLOCK I: ADMINISTRATIVE SYSTEM OF USA

Unit-I

Administrative System of USA-Constitution and Government-Congress

Unit-II

American President-Executive Office of The President-American Civil Service

BLOCK II: ADMINISTRATIVE SYSTEM OF BRITAIN

Unit-III

Administrative System of Britain- Constitution and Government-British Crown-PrimeMinister- Cabinet

Unit-IV

British Parliamentary Commissioner-Treasury-British Civil Service

BLOCK III: ADMINISTRATIVE SYSTEM OF FRANCE AND JAPAN

Unit-V

Administrative System of France-Constitution and Government-French President

Unit-VI

French Civil Service-Administrative Courts-Local Government

Unit-VII

Administrative System of Japan-Constitution and Government-Constitutional Monarchy-Prime Minister-Diet

Unit-VIII

Organisation of Japan Central Government-Civil Service-Central Personnel Agency

BLOCK IV: ADMINIDSTRATIVE SYSTEM OF SWITZERLAND AND CHINA

Unit-IX

Administrative System of Switzerland-Federal Legislature-Federal Council

Unit-X

Direct Democracy in Switzerland-Political Parties in Switzerland-Cantonal Government

Unit-XI

Administrative System of People's Republic of China-Constitutional Structure of China-Standing Committee of National People's Congress

Unit-XII

The President of China-State Council-Communist Party of China

BLOCK V: ADMINISTRATIVE SYSTEM OF CANADA

Unit-XIII

Administrative System of Canada-Constitution-Dominion Executive

Unit-XIV

The Canadian Dominion Parliament-Judicial System-Canadian Federalism

Reference

1. Vishnubhagwan,Vidhyabhushan,World Constitutions,Sterling Publishers Private Limited,New Delhi,2009

2. Jhari JC,New Comparativegovernment,Lotus Press,New Delhi,2010

3. Vishnu Bhagavan,Select World Constitution-A Camaparative Study,Sterling Publishers Pvt Ltd,Newdelhi,2009

4. Sewa Singh Dahiya and Ravindra Sing,Comparative Public Administration,Sterling Publishers Pvt Ltd,2001

5. William Siffin,Towards Comparative Study of Public Administration,Macmillon Publishers,Newyork,1989

Course Code	Title of The Paper
10651	**Public Financial Administration**

BLOCK I: MEANING, NATURE AND SIGNIFICANCE

Unit-I
Financial Administration-Meaning-Nature and Significance
Unit-II
Budget and its Types-Social and Economic Implications.

BLOCK II: BUDGETARY PRINCIPLES AND TYPES
Unit-III
 Different Principles of Budget-Types of Budget
Unit-IV
Performance Budgeting: Growth of The Concept-Meaning-Objectives - Advantages
Unit-V
Zero Based Budgeting: Growth of The Concept-Meaning-Objectives -
Advantages
Unit-VI
Plan Programme Budgeting System : Growth of The Concept-Meaning-Objectives - Advantages

BLOCK III: BUDGET PREPARATION AND ENACTMENT
Unit-VII
Preparation of The Budget Process -Enactment of The Budget Process
Unit-VIII
Execution of The Budget Process -Public Borrowings and Deficit Financing
Unit-IX
 Sunset legislation – Top-Down Budgeting
BLOCK IV: CONTROL OVER PUBLIC FUND
Unit-X
Composition, Powers and Functions of Public Accounts Committee-Estimates Committee
Unit-XI
Organisation and Functions of Central Finance Ministry in India

BLOCK V: AUDIT AND ACCOUNTS OF PUBLIC FUND
Unit-XII
Collection, Custody and Disbursement of Public Funds
Unit-XIII
Accounting and Audit-Meaning-Role-Seperation of Accounts and Audit System

Unit-XIV

Comptroller and Auditor General of India- Comptroller General of Accounts- Role and Functions

References

1.B.L.Fadia and Kuldeep Fadia,Public Administration,Sahitya Bhawan,Agra,2011 2.M.P.Sharma and B.L.Sadana,Public Administration in Theory and Practice,Kitab Mahal,2014
3. M.J.K. Thavaraj, Financial Management of Government,Sultan Chand Publishers
4. .S.L.Goel,Public Financial Administration,Deep and Deep Publications,New Delhi,2008
5.S.K.Singh,Public Finance in Theory and Practice,S,Chand &CompanyLtd,Newdelhi,2001

Subject Code	Title of The Paper
10652	**Human Rights Administration in India**

BLOCK I: MEANING, NATURE, CONCEPTS AND EVOLUTION

Unit-I
Human Rights: Meaning, Nature and Concept-Classification of Human Rights

Unit-II Evolution of The Concept of Human Rights-Human Rights - League of Nations

BLOCK II: UNIVERSAL DECLARATION OF HUMAN RIGHTS AND ITS COVENANT

Unit-III Universal Declaration of Human Rights Act of 1948-Fundamental Rights of Indian

Constitution
Unit-IV
International Covenant On Political and Civil Rights-Optional Protocal to political and
Civil Rights
Unit-V
International Covenant on Socio-Economic and Cultural Rights-Optional Protocal To
Socio-Economic and Cultural Rights
Unit-VI
United Nations Human Rights Council-Powers and Functions

BLOCK III: HUMAN RIGHTS ADMINISTRATION

Unit-VII
National Humanrights Commission in India-Composition-Powers and Functions
Unit-VIII
State Human Rights Commission in India-Composition-Powers and Functions
Unit-IX
Human Rights Police Stations - Human Rights Courts

BLOCK IV: HUMAN RIGHTS ISSUES IN INDIA

Unit-X
Human Rights of Dalits – Minorities-Age old in India
Unit-XI
Issues and Rights: Child Labourers-Bonded Labourers-Domestic Workers

BLOCK V: HUMAN RIGHTS LAW AND ITS PROTECTION

Unit-XII
Right To Education Act-Protection of Civil Liberties Act-Child Labour Abolition
Act
Unit-XIII
National Commission For Women - Child-Composition,Powers and Functions
Unit-XIV
Role of Voluntary and Non-Governmental Organisations in Protection of Human
Rights in India

References

1.T.P.Tripathi,An introduction To The Study of Humanrights, Allahabad Law Agency Publications,2012

2.Sivagami Paramasivam, Human Rights-A Study, Thai Pathipagam,Salem,2010

3.U.N.Gupta,The Humanrights Conventions and Indian Law, Atlantic Publishers and Distributors,Delhi,2004

4.Ramesh K.Arora and Rajni Goyal, Indian Public Administration: Institutions and Issues, New Age international Publishers, 2014

Course Code	Title of The Paper
10653	**Development Administration in India**

BLOCK I: BASIC CONCEPTS AND APPROACHES OF DEVELOPMENT

Unit-I

Concept of Development-Emergence-Definition

Unit-II

Characteristics of Development Administration-Traditional Administration

Unit-III

Various Approaches To The Study of Development Administration-Significance of Development Administration

BLOCK II: BUREAUCRACY AND DEVELOPMENT

Unit-IV

Concept of Development-Views of Fred W.Riggs On Development Administration

Unit-V

Indian Bureaucracy and Development-Role and Functions

BLOCK III: RURAL DEVELOPMENT AND PLANNING

Unit-VI

Rural Development Programme Key Features- Issues and Challenges in India

Unit-VII

Urban Transport - Housing Development in India

Unit-VIII

Micro Level Planning –Participatory Approach-Panchayatraj System in India

Unit-IX

Machinery For Developmental Planning At Central-State - District Level

BLOCK IV: DEVELOPMENTAL POLICIES

Unit-X

Land Reforms, Agriculture and Cooperation Policies in India

Unit-X

Poverty Alleviation, Health and Nutrition Policies in India

BLOCK V: AGENCIES INVOLVED IN DEVELOPMENT ADMINISTRATION

Unit-XI

Role of Voluntary and Non-Governmental Organizations in Promoting Development Administration

Unit-XII

United Nations Development Programmes (Undp)-United Nation Millennium Development Goals

Unit-XIII

World Bank-International Monetary Fund-Asian Development Bank: Role and Functions

Unit-XIV

Role of international Organizations in Promoting Development Administration

References

1.S.L.Goel,Development Administration:,Potentialities and Prospects,Sujanya Book Publishers,Newdelhi,2009
2.S,Bhatnagar,S.L.Goel,Development Planning and Administration,Sajanya Book Publishers,New Delhi,2009
3.R.K.Sapru,Development Administration,Sterling Publishers Pvt Ltd,New Delhi,2008
4.Relevent Issues of Indian Journal of Public Administration,New Delhi
5.Suresh Kumar Sharma, Development Administration in India,Theory and Practice,International Book Company,Michigan,1971

Course Code	Title of The Paper
10654	**Citizen and Administration**

BLOCK I: VALUES AND ETHICS IN PUBLIC SERVICES

Unit-I

Integrity in Administration-Ethics and Values in Public Services

Unit-II

Indian Model of Ombudsman:Lokpal and Lokayuktas

BLOCK II: ACCOUNTABILITY AND POPULAR CONTROL

Unit-III

Concept of Accountability-Popular Control Over Administration

Unit-IV

Peoples Participation in Administration-Meaning-Mechanism-Challenges

Unit-V

Role of Civil Society-Social Audit:Meaning-Benefits-Methodology

BLOCK III: OPENNESS AND TRANSPERANCY

Unit-VI

Openness and Right To information-Right To information Act: Key Contents

Unit-VII

Citizens Charter-Evolution and Experience in India

Unit-VIII

Pressure and Interest Groups-Meaning-Definition-Classification-Features

BLOCK IV: GOOD GOVERNANCE

Unit-IX

Good Governance: Concepts and Applications-Features-Characteristics- Application
in India

Unit-X

Good Governance: Concept-Applications-Parameters

Unit-XI

E-Governance-Concepts-Success Story in India

BLOCK V: ANTI-CORRUPTION AND REDRESSAL MECHANISM

Unit-XII

Legal and institutional Frame Work To Check Anti -Corruption in India

Unit-XIII

Central Vigilance Commission-Central Bureau of Investigation: Powers and Functions

Unit-XIV

Grievances Redressal Mechanism At District –State - Central Level in India

References

1.B.L.Fadia and Kuldeep Fadia,Public Administration,Sahitya Bhawan:Agra,2011

2.Ramesh K.Arora and Rajni Goyal,Indian Public Administration:Instutions and Issues,New Age international Publishers,2014

Course Code	Title of The Paper
10661	**Computers and Data Processing**

BLOCK I: FUNDAMENTALS OF COMPUTER SYSTEM

Unit-I

Computer System Fundamentals:Hardware and Software-Evalutions of Computers-Classification

Unit-II

Basic Components of A Digital Computer-Internal and Auxiliary Storages-Remote Data Entry Devices

Unit-III

Characteristics of internal Storage-Auxiliary Storage-Processing Methods-Batch,Real-Time and Time Shared Processing

BLOCK II: DATA PROCESSING SYSTEM

Unit-IV

Data Processing Systems and Tools:Types of Data Processing System-Extend of Data Processing Systems-Data Processing Cycle

Unit-V

Components of A Data Processing Systems-Problem Definition-Planning-Alogritham

Unit-VI

Program Flowcharts-Decision Table-Top-Down Programming Techniques-Structure Programming

Unit-VII

Batch Processing:A Typical Batch Processing Application-Master File-Transaction File-File Update

BLOCK III: DATA STORAGE

Unit-VIII

Direct Access Storage and Retrieval-File Organization Techniques-Report Generation

Unit-IX

Examples of Flow Charts - Programs For The Functions

Unit-X

Applications: Inventory Control And Accounting-Payroll-Production, Planning And Control

BLOCK IV: ONLINE PROCESSING AND CONTROL

Unit-XI

Online Processing Controls-Examples of Specific Online Applications

Unit-XII

Air Line Reservation-Railway Reservation

BLOCK V: MANAGEMENT OF BUSINESS APPLICATION
Unit-XIII
Management of Stores-Query Package
Unit-XIV
Real Time Business Applications-On Line Business Transactions

References

1. Wilson T.Price,Third Edition,Holt-Saunders,Introduction To Computer Data Processing,International Editions.
2. Robert J.Verzello and John Reutter, Data Processing Systems and Concepts, Mcgraw Hill International Books Company
3. Carol Beech and Janice Burn,Applications in Business Data Processing,Pitman Publishing Ltd
4. William F.Fouri and Lawrence J.Aifero,Computers and information Processing, Prentice Hall(1986)

Course Code	Title of The Paper
10662	**Public Personnel Administration**

BLOCK I: MEANING, IMPORTANCE AND FUNCTIONS OF PERSONNEL ADMINISTRATION

Unit-I

Meaning, Importance and Objectives of Personnel Administration-Functions of Personnel Administration-Position Classification

Unit-II

Human Resource Development- Scope – Importance-Current Status

Unit-III

 Evolution of Civil service in India-Constitutional Provisions of Civil Service

BLOCK II: RECRUITMENT AND TRAINING

Unit-IV

Recruitment-Process-Methods

Unit-V

Training-Objectives-Types and Techniques

Unit-VI

Composition and Functions of Union Public Service Commission-State Public Service Commission-Staff Selection Commission

Unit-VII

Promotion-Promotion System in India

BLOCK III: PAY AND SERVICE CONDITIONS

Unit-VIII

Pay and Compensation Structure in India- Other Benefits and Allowances

Unit-IX

Whitley Councils - Whitleyism in India-Central Administrative Tribunal

Unit-X

Conduct and Discipline-Political Activities of Public Servants

BLOCK IV: RIGHTS OF CIVILI SERVANTS

Unit-XI

Employees Associations and Unions-Strikes and Political Affiliations

Unit-XII

All India Services: Training and Promotion

BLOCK V: CIVIL SERVICE ETHICS AND MORALE

Unit-XIII

Politicisation of Higher Civil Services in India-Morale in Civil Service

Unit-XIV

Administrative Ethics-Meaning-Elements-Importance- Hindarances

 References

1.Stalin O Glenn,Public Personnel Administration,Herpet and Brothers,New York,1986

2.B.L.Fadia and Kuldeep Fadia,Public Administration,Sahitya Bhawan,Agra,2011

3.M.P.Sharma and B.L.Sadana,Public Administration in Theory and Practice,Kitab Mahal,2011

4.Shalinirajesh and S.L.Goel,Public Personnel Administration,Theory and Practice,Deep and Deep Publications Pvt Ltd,New Delhi,2008

Course Code	Title of the Paper
10663	**Public Policy Analysis**

BLOCK I: CONCEPTS OF PUBLIC POLICY

Unit-I

Concepts of Public and Policy-Scope of The Policy-Significance

Unit-II

Policy Types-Institutional Development for Policy

Unit-III

Meaning, Nature and Utility of Policy Sciences

BLOCK II: MODELS FOR POLICY ANALYSIS

Unit-IV

Meaning and Issues of Policy Analysis-Evolution

Unit-V

Rational Policy Making of H.I.Simon Model-Dror's Normative - Optimum Model

Unit-VI

Systems Model For Policy Analysis-Institutional Approach To Policy Analysis

BLOCK III: PUBLIC POLICY MAKING PROCESS

Unit-VII

Forces in Policy Making Process-Individual Citizen-Electorate Power-Electoral Pledges-Media- Pressure Groups

Unit-VIII

Official Policy Maker Legislature-Executive-Bureaucracy

BLOCK IV: POLICY IMPLEMENTATION AND EVALUATION

Unit-IX

Policy Implementation-Meaning and Elements in Implementation

Unit-X

Approaches to the Policy Implementation-Top-Town Model-Bottom -Up Model

Unit-XI

Policy Evaluation-Criteria for Evalution

BLOCK V: PUBLIC POLICY OF INDIA – AN ANALYSIS

Unit-XII

Health Care Policy of India –Evalution and Analysis

Unit-XIII

New Education Policy of India- Evalution and Analysis

Unit-XIV

Agricultural Policy of India-Evalution and Analysis

References
1.R.K.Sapru,Public Policy,Sterling Publishers Pvt Ltd,2011
2. Thomas Dye.R,Understanding Public Policy,Prentice Hall Publishers,2014

Course Code	Title of the Paper
10664	**Local Self Government Administration in India**

BLOCK I: MEANING, SCOPE AND EVOLUTION OF LOCAL SELF GOVERNMENT

Unit-I

Meaning, Scope and Importance - Evolution of Local Self Government in India

Unit-II

Community Development Programmes-National Extension Service-Balwantray Mehta Committee Report-Ashok Mehta Committee Report

BLOCK II: ORGANISATION STRUCTURE AND ITS FUNCTIONS

Unit-III

Organisation and Functions of Three Tier Structure Panchayat Raj Institutions –Gram Panchayat -Panchayat Ssmiti- Zila Parishad

Unit-IV

Organisations and Functions of Three Forms of Urban Institutions –Corporation-Municipality-Town Panchayat

BLOCK III: CONSTITUTIONAL AMENDMENT ACT AND ITS IMPLEMENTATION

Unit-V

Salient Features of 73rd Constitutional Amendment Act of 1992-Key Features and its Implementation

Unit-VI

Salient Features of 74th Constitutional Amendment Act of 1992-Key Features and Its Implementation

Unit-VII

State Election Commission-Electoral Process of Local Self Government Institutions

BLOCK IV: PERSONNEL AND FINANCE IN LOCAL SELF GOVERNMENT

Unit-VIII

Personnel in Panchayat Raj Institutions-Block Development Officer-Extension Officer Unit-IX

Municipal Personnel Administration-Central Council of Local Government

Unit-X

Sources of Income for Panchayat Raj in stitutions-State Control over Panchayat Raj institutions-Social Audit

Unit-XI

Sources of Income for Urban Local Self Government-State Control over Urban Local Self Government in stitutions

BLOCK V: ISSUES AND CHALLENGES IN LOCAL SELF GOVERNMENT

Unit-XII

Rural Development Programmes –Challenges and Issues in India

Unit-XIII

Panchayat Raj Institutions Issues and Challenges-Causes for Failures of Panchayat Institutions

Unit-XIV
Urbanisation Process –Challenges and Issues in India

References

1.Shriram Maheswari,Local Government in India,Laxmi Narayan Agarwal,Agra,2014

2.B.L.Fadia and Kuldeep Fadia,Indian Administration,Sahitya Bhawan

Publications,2008 3.Shriram Maheswari, Public Administration in India,Laxmi

Narayan Agarwal,Agra,2008

ALAGAPPA UNIVERSITY

[Accredited with 'A+' Grade by NAAC (CGPA:3.64) in the Third Cycle]

KARAIKUDI

Minutes of the Meeting of the Board of Studies in Management (Distance Education) held at the Directorate of Distance Education, Alagappa University, Karaikudi – 630 003, on 06.09.2017 at 11.00 am.

Members Present

1. Dr. S. Kaliyamoorthy	-	Chairman
2. Dr.G. Jayabal	-	Member
3. Dr.R. Perumal	-	Member
4. Dr.S. Rajmohan	-	Special Invitee
5. Mr.S. Prabhu	-	Special Invitee

At the outset, the Chairman has extended a warm welcome to all the Members of the Board and briefed the need and purpose of the meeting.

The board has considered and scrutinized the Regulations and Syllabi for the following UG, PG and PG Diploma Programmes in the field of Management to be offered through ODL mode.
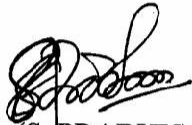
S.No.	U.G. Programmes	P.G. Programmes	PG Diploma Programmes
1.	BBA	M.A.(Public Administration)	Hospital Administration
2.	B.A. (Public Administration)	M.A.(Personnel Management & Industrial Relations)	Human Resource Management
3.	BBA(Banking)	M.B.A (General)	Business Management
4.	-	MBA(International Business)	Personnel Management & Industrial Relations
5.	-	MBA(Corporate Secretaryship)	-
6.		MBA(Banking & Finance)	
7.	-	MBA(Project Management)	-
8.	-	MBA(Hospital Management)	-
9.	-	MBA (HumanResourceManagement)	-
10.	-	MBA(Education Management)	-
11.		MBA(Retail Management)	-
12.		MBA(Technology Management)	-
13.		MBA(Logistics Management)	-
14.	-	MBA(Corporate Management)	-
15.	-	MBA(Financial Management)	-
16.		MBA(Marketing Management)	
17.	-	MBA(System Management)	-
18.		MBA(Production and OperationManagement)	-
19.	-	MBA (Tourism)	-
20.	-	MBA (Cooperative Management)	-
21.	-	MBA Five Years Integrated	-

The board has unanimously resolved to approve the Regulations and Syllabi of the various above mentioned UG, PG and PG Diploma Programmes proposed to be offered through ODL mode. The approved Regulations and Syllabi of the above mentioned programmes are provided in the Annexure-I

Finally the meeting came to end with a formal vote of thanks.

(R. PERUMAL)   (G. JAYABAL)

(S. PRABHU)   (R.S. RAJMOHAN)

(S. KALIYAMOORTHY)