



UNIVERSITY OF KERALA

Discipline	POLITICAL SCIENCE				
Course Code	UK4SECPOS200				
Course Title	Leadership and Administration				
Type of Course	SEC				
Semester	4				
Academic Level	200-299				
Course Details	Credit	Lecture Per week	Tutorial Per week	Practical Per week	Total Hours/Week
	3	3 hours	-	-	3
Pre-requisites	1. 2.				
Course Summary	The course aims to provide the knowledge and skills to excel in both leadership and administrative roles. By emphasizing the importance of vision, direction, and effective execution, the course helps the participants to learn how the leadership and administration work together to achieve the goals.				

Detailed Syllabus:

Module	Unit	Content	Hrs
I		Leadership Skill Development	4
	1.	Importance of leadership	
	2.	Traits and qualities of effective leader	
II		Leadership Exploration	7
	3	Examine Various Domains of Leadership: -Political Leadership- Social Leadership- Business Leadership-Institutional Leadership	
III		Leadership Traits and Models	12
	4	Leadership theories- trait theory, skill theory, style theory, group theory, situational leadership, path goal theory	
	5	Styles of leadership- autocratic, Participative style, Laissez –faire style	
	6	Techniques of leadership	
IV		Administrative leadership	13
	7	Leadership vs. administration. What leaders do and what administrators do? How both roles are important for managing people and work?	



	8	Organizational Structure and Hierarchy- What is an organization and how it is structured, understanding roles (who reports to whom), Importance of teamwork and sharing responsibilities	
	9	The Administrative Process- Planning: Thinking ahead and setting goals, Organizing: Putting people and resources in the right place, Directing: Guiding and supporting others, Controlling: Checking if the work is going well and making changes if needed	
	10	Managing Time and Resources- Using time wisely , Managing money, people, and materials effectively, Avoiding waste and working efficiently	
V		Developing leadership skills	9
		Undertake any three of the following suitable activities	
		<ol style="list-style-type: none"> 1. Leadership self-assessment- Understand your strengths, weaknesses, values, and leadership style- Each student develop a personal development plan. 2. Design a team of 3-5 students and conduct a quiz competition, debate elocution completion etc or conduct an awareness campaign to enroll all eligible students in the voters list. The team leader has to coordinate the event. Then prepare a one-page report on what went well? What could be improved and whether the team structure work 3. Time management role play- learn to prioritize tasks- Imagine a scenario of organizing an international conference by a team. The members of the team have to decide which tasks were to be completed first and explain their reasoning. One participant takes the role of coordinator, one participant as principal and others as chief guest, main speaker or delegates. This could be a one hour programme. 4. Evaluate current situation of your institution, including its strengths, weaknesses, opportunities, and threats (SWOT analysis). Understand the specific needs of your organization that can be addressed through administrative leadership, such as improving efficiency, enhancing communication, or better resource management. 5. Administrative structure mapping exercise- Map the administrative structure of of the office of the district collector, Map the administrative structure of the office of the Union minister of human resource developemnt 	

Essential Readings

Adair, J. (2009). *Effective Leadership: How to Be a Successful Leader*. Pan Macmillan.
 Bennis, W., & Thomas, R. (2002). *Geeks and Geezers: How Era, Values, and Defining Moments Shape Leaders*. Harvard Business Review Press.



- Blanchard, K., & Johnson, S. (1982). *The One Minute Manager*. William Morrow & Co.
- Bennis, W., & Thomas, R. (2002). *Geeks and Geezers: How Era, Values, and Defining Moments Shape Leaders*. Harvard Business Review Press.
- Burns, J. M. (2010). *Leadership*. Harper Perennial Modern Classics.
- Cran, C. (2015). *The Art of Change Leadership: Driving Transformation in a Fast-Paced World*. Wiley.
- Collins, J. (2001). *Good to Great: Why Some Companies Make the Leap... and Others Don't*. Harper Business.
- Covey, S. R. (1989). *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*. Free Press.
- Covey, S. R. (2004). *The 8th Habit: From Effectiveness to Greatness*. Free Press.
- Duhigg, C. (2012). *The Power of Habit: Why We Do What We Do in Life and Business*. Random House.
- Goleman, D. (2004). *Emotional Intelligence: Why It Can Matter More Than IQ*. Bantam.
- Greenleaf, R. K. (2002). *Servant Leadership: A Journey into the Nature of Legitimate Power and Greatness*. Paulist Press.
- Heifetz, R. A., & Linsky, M. (2002). *Leadership on the Line: Staying Alive through the Dangers of Leading*. Harvard Business Review Press.
- Kotter, J. P. (2012). *Leading Change*. Harvard Business Review Press.
- Kouzes, J. M., & Posner, B. Z. (2012). *The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations*. Jossey-Bass.
- Lencioni, P. (2002). *The Five Dysfunctions of a Team: A Leadership Fable*. Jossey-Bass.
- Maxwell, J. C. (2002). *The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team*. Thomas Nelson.
- Maxwell, J. C. (2007). *The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You*. HarperCollins Leadership.
- Mohapatra, A. K. (2016). *Federalism in India: Issues and Dimensions*. Kunal Books.
- Needham, A. D., & Rajan, R. S. (2007). *The Crisis of Secularism in India*. Duke University Press.
- Northouse, P. G. (2015). *Leadership: Theory and Practice*. Sage.
- Rost, J. C. (1991). *Leadership in the Twenty-First Century*. Praeger.
- Schein, E. H. (2010). *Organizational Culture and Leadership*. John Wiley & Sons.

Course Outcomes

No.	Upon completion of the course the graduate will be able to	Cognitive Level	PSO Addressed
CO-1	demonstrate an understanding of leadership	U,Ap, An	PSO1
CO-2	examine and compare various types of leadership in political, social, business, and institutional contexts, identifying commonalities and differences in leadership practices	U, Ap,An	PSO4
CO-3	identify and evaluate key leadership characteristics and their importance in driving organizational success	Ap, An, E	PSO7



CO-4	apply leadership principles and best practices to real-world scenarios through the analysis of case studies and simulations.	Ap, An, E, C	PSO8
CO-5	Evaluate the strength and weaknesses of an organization and suggest modifications	E, C	PSO6

R-Remember, U-Understand, Ap-Apply, An-Analyze, E-Evaluate, C-Create

Name of the Course: Leadership and Administration

Credits: 3:0:0 (Lecture: Tutorial: Practical)

CO No.	CO	PO/PSO	Cognitive Level	Knowledge Category	Lecture (L)/Tutorial (T)	Practical (P)
CO-1	demonstrate an understanding of different personality models and their implications for leadership styles and interactions	PO1/PSO1	U,Ap, An	F	L	-
CO-2	examine and compare leadership dynamics across political, social, business, and institutional contexts, identifying commonalities and differences in leadership practices	PO5/PSO4	U, Ap,An	P	L	-
CO-3	identify and evaluate key leadership characteristics and their importance in driving organizational success	PO5/PSO7	Ap, An, E	P	L	-



CO-4	develop and apply effective change management strategies, drawing on case studies and best practices to drive successful organizational change initiatives	PO2/PSO8	Ap, An, E, C E, C	C	L	-
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CO-5	apply leadership principles and best practices to real-world scenarios through the analysis of case studies and simulations.	PO6/PSO6	E, C	C	L	P
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F-Factual, C- Conceptual, P-Procedural, M-Metacognitive

Mapping of COs with PSO sand POs

	PSO 1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO 7	PSO 8	PSO 9	PSO 10	PO 1	PO2	PO3	PO4	PO5	PO6
CO1	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-
CO2		-	-	3	-	-	-	-	-	-	-	-	-	-	2	-
CO3	-	-	-	-	-	-	2	-	-	-	-	-	-	-	1	-
CO4	-	-	-	-	-	-	-	3	-	-	-	1	-	-	-	-
CO5	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	1

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly/Low
2	Moderate/ Medium



3	Substantial/High
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Assessment Rubrics:

- Quiz/Assignment/Quiz/Discussion/Seminar/performance in activities
- Midterm Exam
- Programming Assignments
- Final Exam



Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project Evaluation	End Semester Examinations
CO1	✓	✓	-	✓
CO2	✓	✓	-	✓
CO3	✓	✓	-	✓
CO4	✓	✓	-	✓
CO5	✓	✓	✓	✓

