

**B.A. PUBLIC ADMINISTRATION Degree Course**  
**UG - SCHEME OF EXAMINATIONS : CBCS PATTERN**  
 (For the students admitted during the academic year 2018-2019 and onwards)

Part	Sub Code	Title of the Paper	Hrs (wk)	Internal (CA) Marks	External Marks	Total Marks	Ext- Min.	Total Pass Mark	Credits
<b>Semester – 1</b>									
<b>I</b>	18TAM11L	<b>Part-I:</b> Language:Tamil I	6	25	75	100	30	40	3
<b>II</b>	18ENG12L	<b>Part-II:</b> English I	6	25	75	100	30	40	3
<b>III</b>	18BPA13C	<b>Core01:</b> Principles of Public Administration	8	25	75	100	30	40	5
<b>III</b>	18BPA14A	<b>Allied – 01:</b> Principles of Political Science	8	25	75	100	30	40	5
<b>IV</b>	18ENV1GE	EnvironmentalStudies	2	25	75	100	30	40	2
<b>Semester – II</b>									
<b>I</b>	18TAM21L	<b>Part-I:</b> Language:TamilII	6	25	75	100	30	40	3
<b>II</b>	18ENG22L	<b>Part-II:</b> English II	6	25	75	100	30	40	3
<b>III</b>	18BPA23C	<b>Core 02 :</b> Administrative Organization and Management	8	25	75	100	30	40	5
<b>III</b>	18BPA24A	<b>Allied – 02:</b> Modern Western Governments	8	25	75	100	30	40	5
<b>IV</b>	18VAL2GE	<b>Value Education–</b> GandhianThought	2	25	75	100	30	40	2

Part	Sub Code	Title of the Paper	Hrs (wk)	Internal (CA) Marks	External Marks	Total Marks	Ext- Min.	Total Pass Mark	Credits
<b>Semester – III</b>									
<b>I</b>	18TAM31L	<b>Part-I:</b> Language:Tamil III	6	25	75	100	30	40	3
<b>II</b>	18ENG32L	<b>Part-II:</b> English III	6	25	75	100	30	40	3
<b>III</b>	18BPA33C	<b>Core 03 :</b> Asian Governments	5	25	75	100	30	40	5
<b>III</b>	18BPA34C	<b>Core 04 :</b> Local Governments	5	25	75	100	30	40	4
<b>III</b>	18BPA35A	<b>Allied – 03:</b> Principles of Sociology	4	25	75	100	30	40	5
<b>IV</b>	18BPA36S	<b>SkillBasedSubject–I:</b> International Organization and Administration	4	25	75	100	30	40	3
<b>Semester – IV</b>									
<b>I</b>	18TAM41L	<b>Part-I:</b> Language:Tamil IV	6	25	75	100	30	40	3
<b>II</b>	18ENG42L	<b>Part-II:</b> English IV	6	25	75	100	30	40	3
<b>III</b>	18BPA43C	<b>Core05 :</b> Administrative Thought	7	25	75	100	30	40	5
<b>III</b>	18BPA44A	<b>Allied – 04:</b> Human Rights : Theory and Practice	7	25	75	100	30	40	5
<b>IV</b>	18BPA45S	<b>Skill Based Subject – II:</b> Citizen and Civic Awareness	4	25	75	100	30	40	3
<b>V</b>	18EXA4GE	<b>@Extension Activities:</b> NCC/NSS/SPORTS//YRC	-	-	--	--	--	--	1

Part	Sub Code	Title of the Paper	Hrs (wk)	Internal (CA) Marks	External Marks	Total Marks	Ext- Min.	Total Pass Mark	Credits
<b>Semester – V</b>									
III	18BPA51C	<b>Core 06:</b> Indian Administration- Paper I	6	25	75	100	30	40	5
III	18BPA52C	<b>Core 07:</b> Public Personnel Administration in India	6	25	75	100	30	40	4
III	18BPA53C	<b>Core 08 :</b> Financial Administration in India	6	25	75	100	30	40	5
III	18BPA54C	<b>Core 09 :</b> Social Welfare Administration in India	5	25	75	100	30	40	4
IV	18BPA54S	<b>Skill Based Subject – III:</b> Political Parties and Pressure Groups	4	25	75	100	30	40	3
IV	18BPA5EL	<b>Non-Major Elective Paper – I:</b> Public Administration for Competitive Examination- Paper I	3	25	75	100	30	40	2
<b>Semester – VI</b>									
III	18BPA61C	<b>Core 10 :</b> Development Administration in India	6	25	75	100	30	40	5
III	18BPA62C	<b>Core 11 :</b> Indian Administration- Paper II	6	25	75	100	30	40	5
III	18BPA63C	<b>Core 12:</b> Law and Order Administration	6	25	75	100	30	40	4
III	18BPA64C	<b>Core 13:</b> Labour Welfare Administration in India	5	25	75	100	30	40	4
III	18BPA65V	<b>Project &amp; Viva – Voce</b>	--	20	80	100	32	40	15
IV	18BPA66S	<b>Skill Based Subject – IV:</b> National Movement In India	4	25	75	100	30	40	3
IV	18BPA6EL	<b>Non-Major Elective Paper – II:</b> Public Administration for Competitive Examination - Paper II	3	25	75	100	30	40	2
<b>Total/Credits</b>						<b>3400</b>			<b>140</b>

**\*Courses offered with four semester Language Papers**

**@ No External Examinations. Only Continuous Internal Assessment (CIA)**

Includes 25/40 continuous internal assessment marks for theory and practical papers respectively

Project evaluation done by both Internal and External examiner for 80 Marks

## SYLLABUS FOR B.A. PUBLIC ADMINISTRATION

Year	Subject Title	Sem.	Sub Code
2018-19 Onwards	Core1: Principles of Public Administration	1	18BPA13C

### Objective

The purpose of this paper is to introduce the students the fundamental aspects of Public Administration. This will help the students to obtain a suitable conceptual perspective on Public Administration. They will understand the Principles and structure of organization. Further this paper introduces the students the basics of managements.

### UNIT – I: Introduction

Meaning, Nature and Scope of Public Administration – Public Administration and Private Administration – Politics and Public administration Dichotomy- Public Administration Arts, Science or both – Public Administration and its Relations with other Social Sciences

### UNIT – II: Principle of Organization

Organisation – Bases of organization – Principles of Organisation – Hierarchy– Span of control – Unity of Command – Delegation of Authority –Co-ordination – Integration Vs Disintegration – Centralisation Vs Decentralisation.

### UNIT – III: Types of Organization

Chief Executive – Types of Chief Executive – Line, Staff and Auxiliary Agencies – Departments – Public Corporations- Independent Regulatory commissions – Boards and commissions – Field Vs Head Quarters.

### UNIT – IV: Management

Meaning and Nature of Management- Planning – Decision Making –Communication – Supervision – Leadership – Public Relations.

### UNIT – V: Control over Public Administration

Control over Public Administration – Legislative – Executive – Judicial.

### Textbook

1. Laxmikanth, M., - Public Administration, Tata McGraw Hall's New Delhi, 2010.

### Reference Books

1. Sunjay Kumar Jana, Fundamentals of public Administration, Anmo; Publication, Newdelhi, 2007.
2. Ramesh K. Arora, Rajinigoyal India public Administration
3. Avasthi and maheshwari Public Administration, Lakshmi Narainagraval , Agro, 2005.

4. Tyagi, A.R. – Public Administration : Principles and Practice ,Atma Ram and Sons 6<sup>th</sup> Edition, New Delhi, 2004
5. VishnooBhagwan and VidhyaBhushan - Public Administration, Theory and Practice, S. Chand &Co.Nerw Delhi, 2010.
6. Bhambhri, C.P., Public Administration, Theory and Practice, Jain PrakashNath and Co. Meerat, 2002.

Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Allied 1: Principles of Political Science	1	18BPA14A

### **Objective**

To increase the awareness of the students about the State, Forms of Government and significance of Public Opinion, Political Parties and Pressure Groups.

### **UNIT – I: Introduction**

Definition, Meaning and Scope of Political Science - Definition and Meaning of state-Elements of State- State and Nation- The Distinctive features of the State- State and its Functions.

### **UNIT – II: Theories of Origin of State**

Theory of Divine Origin - Theory of Force - The Patriarchal Theory - The Matriarchical Theory – The Evolutionary Theory – Social Contract Theory of Hobbes, Locke and Rousseau

### **UNIT –III: Basic Political Concepts**

Sovereignty : Monistic and Pluralistic Theories- Merits and Defects – Law : Nature of Law – Source of Law – Liberty : Meaning, Civil Liberty and Political Liberty- Safe Guards of Liberty – Equality :Meaning Equality in Modern State – Equality and Liberty.

### **UNIT – IV: Forms of Government**

Democracy :Definition , Meaning and Principles- Merits and Demerits of Democracy – Classification of Government ; Unitary and Federal, Parliamentary and Presidential forms of Government –Organs of Governments : Legislative – Executive – Judiciary.

### **UNIT – V: Public Opinion, Political Parties and Pressure Group**

Meaning, Nature, Type and Agents of Public Opinion – Political Parties : Types and Functions – Election: Importance of Election – Franchise - Qualifications – Conditions for Electoral Process – Pressure Groups.

### **Textbook**

1. V.D.MahajanPolitical Theory,S.Chand,New Delhi,2012.

**Reference Books**

1. R.C Johari,Modern Political Theory,WisdomPress,New Delhi,2011
2. S.K Rathod,Principles of political Science,ArisePublishers,New Delhi,2012

Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Value Education : Environmental Studies	1	18ENV1GE

**UNIT I:** Environment – Introduction – Nature- Scope – Content – Need for study. Natural resources- Forest and energy resources- Use and overexploitation- deforestation. Energy resources- renewable and non renewable energy resources

**UNIT II:** Ecosystem – concept – types- Forest, Grassland, Desert and Aquatic(Pond)- Structure and function of an ecosystem – Producers- consumers and decomposers – Food chain – food web- ecological pyramids- energy flow. Biodiversity and its conservation- *in situ* and *ex situ* conservation- Mega biodiversity centres and hotspots.

**UNIT III:** Environmental pollution- definition- causes-effects and control measures of air, water, soil, thermal and nuclear pollutions. Waste management- Industrial and solid waste. Disaster management – earthquake, cyclone, flood and landslides.

**UNIT IV:** Social Issues and the environment- Urbanization-Urban problems related to energy and watershed management. Environmental Ethics- Issues and possible solutions- Wasteland reclamation- Climate change- Global warming- Acid rain- Ozone layer depletion- Public awareness. Environmental laws- Environment Protection Act, Wildlife Protection Act, Forest Conservation Act.

**UNIT V:** Human population and its impact on environment- Population growth- Resettlement and Rehabilitation of project affected persons- Case studies – Sardar Sarovar Project, Maharashtra and Bandipur National Park- Project Tiger, Karnataka, NTPC, India. Role of Indian and Global religions and Cultures in environmental conservation- Case study: sacred groves in Western Ghats (kavu) & Chinese culture. Human and Wildlife Conflicts.

#### **Textbooks**

1. Bharucha. E, 2003. Textbook of Environmental Studies, UGC New Delhi & Bharathi Vidyapeeth Institute of Environmental Education and Research, Pune- 361.
2. Arumugam. M & Kumaresan. V, 2016. Environmental Studies (Tamil version), Saras Publications, Nagercoil.

Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Core 2 :Administrative Organization and  Management	II	18BPA23C

### Objective

This paper is designed to introduce the students to the basics of administration and management. This would help them to understand the concepts of organization and management and various Principles related to them.

### UNIT – I: Introduction

Meaning, Nature and Scope of Organization-Types of Organization-Principles of Organization - Approaches to Organization.

### UNIT – II: Structure of Public Organizations

Ministries and Departments-Corporations-Boards and Commissions-Line, Staff and Auxiliary Agencies-Head Quarters and Field Relationships.

### UNIT – III: Organizational Dynamics & Organizational Behaviour

Organizational Change-Organizational Development-Organizational Leadership and Organization Control- Organization Goal.Organizational Behaviour-Organizational Conflict-Organization and Society.

### UNIT – IV: Principles of Management

Meaning, Nature, Scope and Importance of Management – Administration and Management-Planning-Co-ordination-Decision Making.

### UNIT – V: Management Process

Management by Objective (MBO), Management Information System (MIS), Appraisal and Evaluation, Participative Management.

### Textbook

1. Rao.V.S.P and Narayanan P.S-Organisational Theory and Behaviour.,KonarkPublications,New Delhi,1990

### Reference Books

1. Nirmal Singh- OrganisationalBehaviour: Concept, Theory and Practice ,Deep and Deep Publication,New Delhi,2001)
2. Polinaidu. S-Public Administration New Age International Publication, New Delhi,2005.
3. Stephen P.Robbins, OrganisationalBehaviour Prentice Hall, 1997.
4. Prasad L.M,OrganizationalBehaviour, Sultan Chand Publishers, New Delhi 2004.



5. Avasthi and maheshwari Public Administration, Lakshmi Narainagraval , Agro, 2005.
6. Pandy, B.Km Advanced Public Administration, Anmol Publication, New Delhi, 2007.

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19 Onwards</b>	<b>Allied 2 : Modern Western Governments</b>	<b>II</b>	<b>18BPA24A</b>

### **Objective**

To enrich the knowledge of the students, about the features of Modern Western Governments Such as Britain, USA, France and Switzerland.

### **UNIT – I: INTRODUCTION**

State and its Nature-State and Government – Sovereignty – Division of powers – Unitary State – Federal State- Constitution and its Classifications- Written and Unwritten – Flexible and Rigid – Parliamentary and Non-Parliamentary Forms of Government.

### **UNIT – II: THE BRITISH CONSTITUTION**

UK - Salient Features of the Constitution – Conventions- Powers and Position of the Monarch- Prime Minister – Council of Ministers- Parliament Judiciary – Rule of Law- Party System.

### **UNIT – III: CONSTITUTION OF USA**

USA - Salient Features of the Constitution – Federal System- Separation of Powers – President Congress - Committee System - Supreme Court – Judicial Review- Party System.

### **UNIT – IV: THE FRENCH CONSTITUTION**

France – Salient Features of the Constitution- President of the Republic – Prime Minister- Parliament- Judiciary- Droit Administratif – Party System.

### **UNIT – V: THE SWISS CONSTITUTION**

Swiss- Salient Features of the Constitution- Federal Council – Federal Assembly- Federal Tribunal- Direct Democracy- Party System.

### **Textbook**

1. Vishnoo Bhagwan and Vidya Bhushan, World Constitution, Sterling publishers Pvt Limited 2011

### **Reference Books**

1. Ghai K.K ,Major Governments ,Kalyani Publishers,Ludhiana,2010
2. Mahajan V.D,Political Theory,Sultan Chand,New Delhi 2012

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19  Onwards</b>	<b>Value Education :GandhianThought</b>	<b>II</b>	<b>18VAL2GE</b>

#### **UNIT - I**

Birth and Parentage - Childhood - At the High school - Stealing and Atonement - Glimpses of Religion - Gandhi's choice - Experiments in Dietetics - Acquaintance with Religions - The Great Exhibition.

#### **UNIT - II**

The first case - Preparing for South Africa - same experiences - on the way to Pretoria - Coolie - Natal Indian Congress - - Education of Children - Brahmacharya.

#### **UNIT - III**

Simple life - The Boer war - Sanitary Reform and Famine Relief - Lord Curzon's Darbar - A month with Gokhale - Experiments in Earth and water treatment - Indian opinion - Coolie Locations or Ghettoes - The Black plague.

#### **UNIT - IV**

The Magic spell of a Book - The Zulu Rebellion - The Birth of Satyagraha - More experiments in Dietetics - Kasturbai's Courage - Domestic Satyagraha- Fasting - Shanti Niketan - Woes of Third Class passengers.

#### **UNIT - V**

Kumbhamela - LakshmanJhula - Founding of the Ashram - Abolition of Indentured Emigration - The Kheda Satyagraha - The Rowlatt Bills - Navajivan and young India - Congress Initiation - The Birth of Khadi.

#### **Textbook**

1. M.K.GANDHI , The Story of My Experiments with Truth - An Autobiography Apple publishing International(P) Ltd, Chennai.

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19</b>  <b>Onwards</b>	<b>Core : Asian Governments</b>	<b>III</b>	<b>18BPA33C</b>

### **Objective**

This Subject gives the students the knowledge about the Constitutions of various countries. The students can compare the Indian Constitution with other Constitutions.

### **UNIT – I: Introduction**

History of China, Malaysia Japan and Pakistan, During Pre- Colonial and Post-Colonial Period.

### **UNIT – II: Constitution of China**

China - Salient Features of the Constitution –President - Prime Minister – Council of Ministers-Parliament- Judiciary – Party System.

### **UNIT – III: Constitution of Malaysia**

Malaysia - Salient features of the Constitution –President, Prime Minister – Parliament – Judiciary- Party System.

### **UNIT – IV: Constitution of Japan**

Japan– Salient features of the Constitution- President – Prime Minister- Diat- Judiciary- Party System.

### **UNIT – V: Constitution of Pakistan**

Pakistan - Salient features of the Constitution- –President –Prime Minister - Parliament – Judiciary- Party System.

### **Textbook**

1. VishnooBhagwan and VidyaBhushan,World Constitution,Sterling Publishers Pvt Limited ,2011

### **Reference Books**

1. GhaiK.K ,Major Governments, Kalyani Publishers,Ludhiana,2010.
2. MahajanV.D., Political Theory,Sultan Chand, New Delhi 2012.

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19  Onwards</b>	<b>Core 4 :Local Governments</b>	<b>III</b>	<b>18BPA34C</b>

### **Objective**

To know about the concepts of Local Governments and to enable the students to know about the role of Local Governments.

### **UNIT – I: INTRODUCTION**

Nature, Scope and Importance of Local Administration – Evolution of Local Government in India – Balwant Roy Mehta and Ashok Mehta Committee Reports – 73<sup>rd</sup> and 74<sup>th</sup> constitutional Amendment Acts.

### **UNIT – II: URBAN LOCAL GOVERNMENT**

Organization Structure and Functions of Urban Local Government: Municipal Corporation- Municipality-Town Panchayat -Township-Cantonment Board-Notified Area Committee - Sources of Finance.

### **UNIT – III: RURAL LOCAL GOVERNMENT**

Organization Structure and Functions of Rural Local Government – Village Panchayat- Panchayat Samiti-ZillaParishad- Sources of Finance.

### **UNIT – IV: DEVELOPMENT PROGRAMMES**

Urban Development Programmes: Housing, Water Supply and Sanitation Schemes- Rural Development Programmes: Housing, Water Supply and Sanitation Schemes- Poverty Alleviation Programmes - Community Development Programmes.

### **UNIT – V: DISTRICT ADMINISTRATION**

Changing Role of District Collector in Local Government Administration – Role of DRDA – State and District Control and Supervision over Local Governments.

### **Textbook**

1. Maheswari.S.R-Local Government in India ,Macmillan, New Delhi,2008.

### **Reference Books**

1. PradeepSachdeve Local Government in India- Pearson Education-2011
2. U.B.Singh Functioning of Local Government in South India- Gyan Publishing house - 2001.

3. Goel S.L and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice,Deep& Deep Publications, New Delhi,2009.
4. Katar Singh:Rural Development:Principles,Policies and Management,Sage Publications, New Delhi 2009

Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Allied 3 : Principles of Sociology	III	18BPA35A

**Objective:**

To make the students understand the meaning and emergence of sociology and make them familiar with theories of sociology and social control.

**UNIT – I: INTRODUCTION**

Nature and Scope of Sociology – Emergence of Sociology – Need for the Study of Sociology.

**UNIT – II: APPROACHES OF SOCIOLOGY**

Approaches to the study of Sociology – Relationship of Sociology with other Social Sciences – Individual and Society:

**UNIT – III: THEORIES OF SOCIETY**

Social Attitude- Social Change - Meaning – Definition of Social Change – Theories of Social Change – Marxian and Non Marxian Development – Factors of Social changes – world religion – Culture and – Definition of Culture – Types of Culture.

**UNIT – IV: SOCIALIZATION AS A SOCIAL PROCESS**

Social Process – Definition – Basic Requirements – Characteristics of Social Process – Factors – Forms – Associative and Disassociative Social Process.

**UNIT – V: SOCIAL CONTROL**

Social Control – Definition and Nature of Social Control – Need – Objectives – Types – Means of Social Control – Agencies – Social Control in Modern Society.

**Textbook**

1. Shankar Rao C.N :Sociology-Principles of Sociology with an Introduction- Sultan Chand :New Delhi,2007

**Reference Books**

1. Paul Horton: Sociology- Mcgraw Hill PvtLtd,New Delhi,2004.
2. Shankar Rao C.N: Sociology of Indian Society Sultan Chand,2006
3. Growe Samuel Dow: Introduction to the Principles of Sociology-Nabu Press,2013
4. Herbert Spencer :The Principles of Sociology –Read Books 2013

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19  Onwards</b>	<b>Skill Based Subject – I: International  Organization and Administration</b>	<b>III</b>	<b>18BPA36S</b>

### **Objective**

Today International organizations have become vital for the successful operation of Public Administration in any country. To make the students to gain extensive knowledge, exposure of this International Environment. And to maintain International Unity Cooperation and peace. The knowledge in this discipline for the students is essential.

### **UNIT– I: INTRODUCTION**

Meaning Nature Scope of International Organization-First World War and League of Nation-II World War and Emergence of UNO.

### **UNIT – II: ORGANS AND SPECIALIZED AGENCIES OF UN**

General Assembly – Secretariat – The Economic and Social Council – The Trusteeship Council – International court of Justice –UNESCO – UNICEF – FAO – IAFA,UNDP.INTERNATIONAL AGENCIES RELATED TO TRADE

### **UNIT – III: UNCTAD - IMF – IBRD (World Bank) – WTO.**

INTERNATIONAL AGENCIES RELATED TO WELFARE

### **UNIT – IV: ILO –WHO- UNHRC –Amnesty International – International Red Cross SOCIETY.**

REGIONAL ORGANIZATIONS

### **UNIT – V: NATO - NAM - EU -SAARC – ASEAN –BRICS**

### **Textbook**

1. Pittman.B.Potter – An Introduction to the Study of International Organisation.

### **Reference Books**

1. Daniel.SShever&H.FieldHavilandJr – Organising for Peace, - International Organisation in World Affairs.
2. Stephen, Good Speed – The Nature and Functions of International Organisation.
3. Paul Taylor – International Organisation in the Modern World.
4. KalpanaRajaRam – International Organisation, Conference and Treaties.



<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19</b>  <b>Onwards</b>	<b>Core 5 : Administrative Thought</b>	<b>IV</b>	<b>18BPA43C</b>

### **Objective**

To make the students to understand the ideas of various administrative thinkers.To examine the significance of those ideas in the contemporary world.

#### **UNIT – I: INTRODUCTION**

Kautilya – Thiruvalluvar - Woodrow Wilson.

#### **UNIT – II: CLASSICAL SCHOOL**

F. W. Taylor – Max Weber-Henri Fayol-Luther Gullick-

#### **UNIT – III: NEO - CLASSICAL SCHOOL**

Mary Parker Follet- Elton Mayo– C. I. Barnard

#### **UNIT – IV: BEHAVIOURAL SCHOOL**

Herbert. A. Simon- Rensis Likert- Riggs

#### **UNIT – V: SOCIO-PSYCHOLOGICAL SCHOOL**

Abraham Maslow -McGregor- Herzberg

### **Textbook**

1. Ravindra Prasad and Sathyanarayanan - Administrative Thinkers, sterling publishers New Delhi 2004

### **Reference Books**

1. Hoshair&PardeepSanchedevea, Administration Theory Kitabmahal Publication, New Delhi,2005.
2. Goel.S.L, Public Administration, Deep & Deep Publishers,New Delhi,2003.
3. Sapru, R.k, Administrative Theories and Management Thought, Prentice Hall, New Delhi,2001.
4. Avasthi&Maheswari, Public Administration, LaxmiNarianAggarwal, Publishers, Aggra-2001.
5. Vikramsingh, Public Administrative Throught, Practice Manual, JawaharPublisherm, New Delhi, 2003.



<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19  Onwards</b>	<b>Allied 4 :Human Rights : Theory and Practice</b>	<b>IV</b>	<b>18BPA44A</b>

### **Objective**

This subject helps the students of human Rights, to know the theory and Practice, cultivate Democratic Ideals, Ensures the Equal Social Life and Preserving the Democratic Environment

### **UNIT-I: INTRODUCTION**

The meaning and Nature of the Human Rights- Historical Development of the Human Rights- The Classification of the human Rights- The International Documents on the Human Rights- The Magna Carta- The American Bill of Rights-the Charter Movements of England- The Contribution of the French and Russian Revolution to the developments of the Human Rights- The liberal and The Marxist Interpretation of the Human rights.

### **UNIT-II: THE HUMAN RIGHTS THEORIES**

Theory of the Natural Rights- Social Theory of Human Rights- Legal Theory of Rights-The Economic Theory of Rights- Socio-Economic and Political relations of the Rights-The Universal Declaration of the Human Rights.

### **UNIT-III: THE HUMAN RIGHTS LEGISLATIONS IN INDIA**

Fundamental Rights and the Directive Principles- The human Rights Act-1993-The National and the State Human Rights Commission- The National Commission for SC/ST- The National commission for Minorities-The Rights of the Refugee's- The Prisoner's Rights-The Worker's Rights-The Women Rights- The Child Rights-The Right to Education-The Minorities Rights-

### **UNIT-IV: HUMAN RIGHTS VIOLATIONS IN INDIA**

The Violence against Women-The Caste and Religious Violence –The Custodial violence-Torture-The Domestic Violence-The Harassing the women at work place-The Cultural Demoralization and Sexual Assaulting the Women- The Varma Committee Recommendation on Sexual Violence against women. The Racial and Gender Discrimination.The State Oppression.

### **UNIT-V: THE LOCAL AND THE GLOBAL HUMAN RIGHTS CHALLENGES**

The Syrian Refugee Crisis – The Rongya Refugee Crisis- Right to Environment-Corporate Fascism-The Cyber Crime-The Fisher Men Crisis-Genocide-Pornography-Housing-Urbanisation-Hunger-Malnutrition-lower wage-Price Rise- social Sector legislation-Privatization of the Public health Care System.

### **Textbook**

1. Nirmal.C.J. Human Rights in India, Historical, Social and political perspectives,oxford university press, noida,2002.

## Reference Books

1. Dr.Begum.S.M, Human Rights In India, Issues and Perspectives, A.P.H. Publishing Corporation, New Delhi-2000.
2. Kausal.R. Woman And Human Right in India, Kaveri book Publishers, New Delhi,2000.
3. Sastry,T.S.N. India and Human, Right reflections, Concept publishing company New Delhi, 2005.
4. Saksen .K.P. Human Rights Fifty's Years, of India's Independence, Gyan Publishing House, New Delhi, 2000.

Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Skill Based Subject – II: Citizen and Civic Awareness	IV	18BPA45S

## Objective

To make the students to understand Political Education, Role of Civics and Ethical education in making the good citizens and encourage them to participate in actively democratic development, the role of NGO's in Civic Awareness and the importance of Right to Information Act.

### UNIT – I: INTRODUCTION

Need for Political Education – Citizen Obligation under Indian Constitution – Citizenship Training – Political Culture.

### UNIT – II: GOVERNMENT SERVICES

Approaching Government Agencies for various Welfare Programmes – Applying for Ration Card – Birth and Death Certificates – Voter Registration – Voter Identity Card – PAN Card – Enrolling Membership for Central and State Government Programmes- Employment Registration — Consumer Forum and its uses for citizens – Redressing of Citizen Grievances.

### UNIT – III: CITIZEN CHARTER

Citizens Charter – Meaning, Origin – Need for Citizen Charter.-E .Governance - Delivery of Services

### UNIT – IV: NON-GOVERNMENTAL ORGANIZATIONS

NGO – Meaning , Significance – Dimensions – Organization and Functions for NGO - Regulatory Mechanism at Central and State level Government over NGOs – Sources of Finances of NGOs – Expenditure, Account and Audit of NGOs.-Self Help Group and Women Empowerment.

### UNIT – V: RIGHT TO INFORMATION ACT

Right to Information Act 2005-.Right to Education and Employment-MGNREGA-Entrepreneurship.

**Textbooks**

1. Mathur.B.P. Governance reform For Vision India, Macmillan India Ltd, New Delhi, 2005.
2. Vasuand.E. Dolly Mathew, Good Governance: Initiatives In India, Prentice-Hall of indiaPvt.Ltd, New Delhi, 2003.

**Reference books**

1. Hoveyda.A. Indian Government And Politics Dorling KindersLey India Pvt.Ltd, New Delhi-2011.
2. Mehra.A.K. Party system in India Lancer Publisher, New Delhi.2013.
3. Sankndher.M.M. Democratic Politics and Governance in India , Deep & Deep Publication,New Delhi,2003.

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19</b>  <b>Onwards</b>	<b>Core 6 : Indian Administration- Paper I</b>	<b>V</b>	<b>18BPA51C</b>

### **Objective**

This paper familiarizes the students the evolution and basic structure of Indian Administration. It enables the students to understand the functions and mechanisms of government of India, the State and District Administration.

### **Unit- I : INTRODUCTION**

Evolution of Indian Administration: Kautilya's Arthashastra - Mughal Administration - British Legacies over Indian Administration –Administrative Development after Independence.

### **Unit- II : CONSTITUTIONAL FRAMEWORK**

Features of Indian administration- Constitutional Framework- Feature of Federalism – Parliamentary Democracy.

### **UNIT – III: UNION GOVERNMENT**

President - Prime Minister- Prime Minister's Office-Council of Ministers-Cabinet Secretariat - Central Secretariat .

### **UNIT – IV: STATE GOVERNMENT**

Governor- Chief Minister- State Secretariat-Centre - State Administrative Relations.

### **UNIT-V: DISTRICT ADMINISTRATION**

District Collector- DRDA-Changing Role of the District Collector. - District Revenue Officer- Revenue Divisional Officer- Tahsildar- Village Administrative Officer.

### **Textbooks**

1. Sharma,P.D. and Sharama B.M, Indian administration, Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
2. Maheswari.S.R. Indian Administration, Orient longmanPvt-Ltd,New Delhi,2004.

### **Reference Books**

1. Avasthi&Avasthi, Public Administration,Lakshmi Narayan Agarwal,Agra2012
2. Laxmikanth.M ,Public Administration,Tata McGraw Hill,New Delhi,2011
3. Dr.Puri.K.R. Indian Administration, jawahar Book Publishing House, New Delhi,2005.
4. MohitBhartalchanya and BidutChkcraborti, Public Administration Reader , New Delhi , Oxford University Press, 2005.

5. Saroj Kumar Jena, Fundamentals of Public Administration, Anmol Publication, New Delhi 2001.
6. Ramesh K. Arora and Ranjini Goyal, Indian Public Administration, VishwarPrakashar, 2006.

Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Core 7: Public Personnel Administration in  India	V	18BPA52C

### Objective

To make the students to understand the process of Recruitment, Training and significance of Employer Employee Relations and Integrity in Administration.

### UNIT – I: PERSONNEL ADMINISTRATION

Nature and Scope of Public Personnel Administration- Bureaucratic -Aristocratic and Democratic Personnel Systems and their Merits and Demerits.

### UNIT – II: PUBLIC SERVICES IN INDIA

Public Service- Tenure System- Merit System- Spoil System- Merit and Demerits- Position classification- Organisation and methods.

### UNIT – III: PERSONNEL MANAGEMENT POLICIES AND PRACTICES :I

Recruitment - Methods of Recruitment – Agencies for Recruitment- Appointment and Probation –Recommendation of various Committees on Personnel Administration –Administrative Reforms Commission’s Recommendations.

### UNIT –IV: PERSONNEL MANAGEMENT POLICIES AND PRACTICES: II

Training- Objectives of Training - Types of Training- Training for Public services in India- Promotion -Principles of Promotion- Transfer Retirement and Retirement Benefits .

### UNIT –V: WORKING CONDITIONS AND EMPLOYEE ASSOCIATION

Conduct and Discipline-Morale- Employer- Employee Relations- Employee Associations- Whitley Council- Integrity in Administration.

### Textbook

1. Goel.S.L, Public Personal Administration, Deep & Deep Publishers,New Delhi,2004.

### Reference Books

1. Jain,C.M.Public Personnel Administration, Jaipur, College book Publishers, Jaipur,2003.
2. Eetu Sharma, Personal Administration, G.P Publishing house Pvt.Ltd, New Delhi,2000
3. Shinha V.M. Personal Administration, RBSA Publishers, Jaipur-2000.
4. Ghosh.P. Personal Administration, Sudha Publication, New Delhi-2002.
5. Kataria.S. Personal Administration, RBSA Publishers, Jaipur-2000.





Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Core 8: Financial Administration in India	V	18BPA53C

### Objective

This subject makes the students to know the significance of Financial Administration, Budgeting system in India and Union – State Financial Relations.

### UNIT – I: INTRODUCTION

Nature, Scope and Significance of Public Financial Administration – Meaning- Principle and types Budget – Modern Techniques of Public Financial Administration.

### UNIT – II: BUDGETARY PROCESS AND PUBLIC BUDGETING IN INDIA

Aspects of Indian Budgetary system – Preparation and Enactment of Budget – Execution of Budget - Control Over Public Expenditure in India – Finance Ministry.

### UNIT – III: FINANCIAL COMMITTEES OF PARLIAMENT

Public Accounts Committee – Estimate Committee – Committee on Public Undertakings – Committee on Subordinate Legislation - Standing Committees of Departments.

### UNIT – IV: ACCOUNTING AND AUDITING

Meaning of Accounting and Auditing- Types of Accounts and Audit- Audit in India – Comptroller and Auditor General of India – Separation of Accounts from Audit.

### UNIT – V: PUBLIC FINANCE AND FINANCIAL RELATIONS

Finance Commission of India – Union - State Financial Relations– Resource Mobilization – Tax Administration in India – Public Debt Administration in India – Local Finances in India – State Finance Commission.

### Textbook

1. Tavaraj M.J.K, Financial Administration in India, Suttanchand,& sons, New Delhi,2000.

### Reference Books

1. Sarapa.A. Public Finance In India, Kanishka Publishers, Distributors, New Delhi,2004.
2. R.Duff And K.P. Sundharam, Indian Economy, S.CDhand&Company,New Delhi,2004.
3. Goel.S.L, Public Financial Administration, Deep & Deep Publishers,New Delhi,2004
4. Tyagi.B.P. Public Finance, Jai PrakashNath Publishers, Meerat, 2003.



Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Core 9 : Social Welfare Administration in India	V	18BPA54C

### **Objective**

This paper enables the students to know the significance of Social Welfare Administration in the society, the role of Central and State Governments in India and UNO at the international level.

### **UNIT – I: INTRODUCTIONS**

Meaning, Nature, Scope and Importance of Social Welfare Administration – Social Welfare Administration as a Discipline and as a Profession-Evolution of Social Welfare in India

### **UNIT – II: SOCIAL WELFARE ADMINISTRATION IN INDIA**

Social Welfare Administration at the Union Level – Central Social Welfare Board –State Social Welfare Board–National Commission for Women- Role of Voluntary Organisation in Social Welfare.

### **UNIT – III: WELFARE OF SOCIAL CATEGORIES – I**

Welfare of the – Family-Women-Transgender-Child-Youth-Aged-Disabled-Drug Addicts-Ex-service Men

### **UNIT – IV: WELFARE OF SOCIAL CATEGORIES – II**

Welfare of SC's /ST's – Welfare of OBCs – Welfare of Minorities – Welfare of the Marginalised.

### **UNIT – V: ROLE OF UNO IN SOCIAL WELFARE ADMINISTRATION**

Structure and functions of the UNO- WHO,UNESCO, UNICEF,ILO,FAO,UNHR.

### **Textbook**

1. Sachdeva.P.R, Social Welfare Administration, KitabMahal, Allahabad,2004.

### **Reference Books**

1. Mohinder Singh, Social policy And Administration In India, M.D. Publication,New Delhi,2004.
2. Madar,G.R. Indian of tomorrow problem of social Reconstruction, Allied publisher,2001.
3. Tavaraj M.J.K, Financial Administration in India, Suttanchand,& sons, New Delhi,2000.

4. Goel S.L Social Welfare Administration,Deep & Deep Publications,New Delhi 2010.

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19</b>	<b>Skill Based Subject III : Political Parties and</b>	<b>V</b>	<b>18BPA54S</b>
<b>Onwards</b>	<b>Pressure Groups</b>		

### **Objective**

This subject enabled the Students to know the Significance of the Political Parties and Origin of political parties in India, Role of Election Commission in India, Role of Pressure groups and Issues and Trends in the Electoral Democracy.

### **UNIT-I: INTRODUCTION**

Political parties- Meaning and Definition-Origin and Development of the Political Parties- Functions of the Political Parties- Types of Political Parties-Political Parties and the Democracy- Political rights and Political Parties-The Role of the Political Parties in Political Thought.

### **UNIT-II: POLITICAL IDEOLOGIES AND POLITICAL PARTIES**

Indian National Congress- BharathiyaJanatha Party- Communist party of India- Communist Party of India (Marxist)- Regional parties- D.M.K(DravidaMunetraKazagam)- A.I.A.D.M.K(All India Anna DravidaMunetraKazhakam) – The M.D.M.K- (MarumalarchiDravidaMunetrakazhakam) P.M.K.(PattaliMakkalKatchi) V.C.K.(ViduthalaiChiruthaikalKatchi)- Inner Party Democracy

### **UNIT – III: POLITICAL PARTIES AND ELECTION COMMISSION**

Registration of Political Parties- Organizational Structure of the Political Parties- Symbols of the Political Parties- Election Propaganda – The Election Manifesto- Public Meeting- Coalition Politics- Parliamentary and Assembly Elections- Dynamics of politics-The Opinion Poll-Voting Behavior- Political Analysis- Government Formation- The Role of the Opposition Parties.

### **UNIT – IV: ISSUES AND TREND IN ELECTORAL DEMOCRACY**

The Election Machinery in India- The ECI- Electoral Reforms in India-The Representation of the People Act-1951-Dynastic Politics- Anti-defection Law- Political Corruption- Problem of the Horse Trade in Politics- Sleeper Cells- Criminalization of politics- Identity Politics-Election Boycott-Booth Capturing and the Electoral Violence- Election Disputes-Electoral Adjudication – culture of political hatred- Importance of the Political Education.

### **UNIT – V: PRESSURE GROUPS AND THE LOYBBYING**

The Pressure Groups- Meaning and Definition- Types of the Pressure Groups- Functions of the Pressure Groups- Difference between the Political Parties and the Pressure Groups-Technique of Pressure Groups- The Lobbying- Meaning and Definition-Lobbyists – Corporate Lobbying.

### **Textbook**

1. Mahajan V.D-Political Theory, Sultan Chand,New Delhi 2012.

**Reference book**

1. Fadia B.L Indian Government and Politics, Sahithya Bhavan ,Agra

Year	Subject Title	Sem.	Sub Code
2018 -19  Onwards	Non Major Elective Paper – I : Public  Administration For Competitive Examination  Paper - I	V	18BPA5EL

### **Objective**

This subject broadens the in and out look of the students about the theories of public administration and need for control over public administration.

### **UNIT – I: INTRODUCTION**

Meaning, Nature and Scope of Public Administration- Evolution of Public Administration - Politics and Public Administration-Relation with other Social Sciences- - New Public Administration

### **UNIT – II: PRINCIPLES OF ORGANIZATION**

Bases of Organization-Principles of Organization- Hierarchy- Span of Control- Delegation of Authority- Unity of Command- Co ordination- Centralization Vs Decentralization- Integration Vs Disintegration.

### **UNIT – III: FORMS OF GOVERNMENT ORGAIZATIONS**

Line. Staff and Auxiliary Agencies- Departments- Public Corporations – Independent Regulatory Commissions- Boards and Commissions- Field vs. Head Quarters

### **UNIT – IV: THEORIES OF ORGANIZATIONS**

Scientific Management Theory- Bureaucratic Theory- Classical Theory- Neo Classical Theory and Modern Theory

### **UNIT – V: CONTROL OVER PUBLIC ADMINISTRATION**

Legislative Control, Executive Control and Judicial ControlOver Public Administration.

### **Textbook**

1. VishnoolBhagwan and VidhyaPooshan,Public Administration, S. Chand & Co.,New Delhi 1994.

### **Reference Books**

1. Avasthi&Avasthi, Public Administration,Lakshmi Narayan Agarwal,Agra2012
2. Tyagi, A.R. - Principles and Practice of PublicAdministration
3. Bhambhri, C.P. - Public Administration – Theory andPractice, Jain Prakash, Nath&Co.,Meerut, 2002



<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19  Onwards</b>	<b>Core 10:Development Administration in India</b>	<b>VI</b>	<b>18BPA61C</b>

### **Objective**

To make the students to understand the Concept of Development Administration through integrated, organized and proper Coordination in Governmental Action in India.

### **UNIT – I: INTRODUCTION**

Meaning, Nature, Scope and Importance of Development Administration – Evolution of Development Administration – Traditional Administration and Development Administration – International Context of Development Administration.

### **UNIT – II: BUREAUCRACY AND DEVELOPMENT ADMINISTRATION**

Development Planning in India – Bureaucracy and Development Administration – District Collector – DRDA – Field Level Agencies.

### **UNIT – III: URBAN DEVELOPMENT PROGRAMMES**

Urban Development Programmes– Urban Housing Development Programme– JNNURM.–Urban Wage Employment Programme -Urban Self Employment Programme

### **UNIT – IV: RURAL DEVELOPMENT PROGRAMMES**

Rural Development Programmes – Integrated Rural Development Programmes – Poverty Alleviation Programme – SJSRY-MGNREGA.

### **UNIT – V: ISSUES IN DEVELOPMENT ADMINISTRATION**

NGOs and Development Administration – Citizens’ Grievances and Redressal Mechanism.

### **Textbook**

1. Palekar-S.A ,Development Administration- Prentice hall India Publication -2012

### **Reference books**

1. Narayanan Hazary ,Development Administration, Quest for identity Publication-2005- -Aph Rup
2. KuldeepMatheer ,Development Policy and Administration ,SAGE publication Pvt Ltd-1996
3. Anil K.Srivatsava ,Development of Public Administration in India, Kunal Book Publishers, 2011

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19</b>  <b>Onwards</b>	<b>Core 11:Indian Administration Paper-II</b>	<b>VI</b>	<b>18BPA62C</b>

### **Objective**

The aim of this paper is to familiarize the students the basics of the Constitution such as the Preamble, Fundamental Rights and Directive Principles of state Policy. It will also enable them to understand the various issues related to the Indian Administration. After completing this paper the students will learn importance of integrity in the advance systems.

### **UNIT – I: CONSTITUTION OF INDIA.**

Preamble-Fundamental Rights-Directive Principles of State Policy

### **UNIT- II: MINISTRIES - ORGANISATIONAL STRUCTURE AND FUNCTIONS**

Ministry of Home Affairs: Ministry of Finance- Ministry of External Affairs- Ministry of Defence.

### **UNIT-III: CONSTITUTIONAL INSTITUTIONS**

UPSC-Election Commission- Comptroller and Auditor General of India, -Finance Commission-

### **UNIT– IV: ISSUE AREAS-I**

Generalist vs. Specialist - Minister Secretary Relations- ARC-Central State financial Relations.

### **UNIT– V: ISSUE AREAS-II**

NITI AAYOG-Administrative Integrity -Corruption - Central Vigilance Commission – CBI - Lokpal-LokAyukta

### **Textbook**

1. Maheswar.S.R. Indian Administration, Orient longmanPvt-Ltd,New Delhi,2004.

### **Reference Books**

1. Dr.Puri.K.R. Indian Administration, jawahar Book Publishing House, New Delhi,2005.
2. Aethi&awasthi, Indian Administration, Lakshmi NarainAgarwal, Education Publishing,Agra,2001.
3. Basu,D.D, Introduction to the Constitution of India, Lex is NEXIS Publishers, Gurgaon,2002.
4. Sharma,P.D. and Sharma B.M, Indian administration, Retrospect and Prospect, Rawat Publication, Jaipur, 2009.

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19  Onwards</b>	<b>Core 12:Law and Order Administration</b>	<b>VI</b>	<b>18BPA63C</b>

### **Objective**

To know about the concepts of Law and Order administration and to enable the students to know about the Central and State level Police Systems and their role in Law and Order Administration.

### **UNIT – I: INTRODUCTION**

Meaning, Nature, Scope and Importance of Law and Order Administration – Society – Control of Society – Role of Police -Evolution of police Administration in India

### **UNIT – II: STRUCTURE OF POLICE SYSTEM**

Structure of Central and State Police System.– Central Government Unarmed Police Agencies – Central Armed Police Force – State Police Service – Auxiliary Police.

### **UNIT – III: PERSONNEL ADMINISTRATION**

Recruitment, Training, Promotion, Retirement –Police Autonomy and Accountability

### **UNIT – IV: MODERNIZATION OF POLICE**

Modernization of Police -Information and Communication Technology-Cyber Crimes- Youth Police.

### **UNIT – V: ISSUES IN LAW AND ORDER ADMINISTRATION**

Crowd Control -Human Trafficking -Drug Abuse - - Insurgency and Terrorism-Economic Crimes – Criminalization of Police – Police Public Relations – Police Reforms.

### **Textbook**

1. H. L. Kapoor, Police Administration in, Reference Press, New Delhi,2000

### **Reference Books**

1. M. B. Chande, Police in India, Atlantic Publishers, New Delhi.
2. K. K. Mishra, Police Administration in India: Mittal Publisher, New Delhi,1989
3. RohitChoudhari, Policing, Sage, New Delhi, 2009.

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19</b>  <b>Onwards</b>	<b>Core 13:Labour Welfare Administration in India</b>	<b>VI</b>	<b>18BPA64C</b>

### **Objective**

To know about the concepts of labour welfare administration and to enable the students to know about Special categories of Labour and ILO, Labour Legislations, Trade Union and Industrial Relation.

**UNIT – I:** Philosophy of Labour Welfare -Philosophy of Labour Welfare – Historical Development of Labour Welfare in India – Statutory welfare Provision – Industrial Safety and Industrial hygiene, Factories Act 1948

### **UNIT – II: Special categories of Labour and ILO in Labour welfare**

Female labour – Child labour – Contract labour – Bonded labour – Rural labour – International Labour Organisation in pursuits of Labour Welfare – Equal Remuneration

### **UNIT – III: Labour Welfare Legislations**

Scheme of Social Security – The Workmen’s Compensation Act 1923 – The Employee’s State Insurance Act 1923 – The Employee’s State Insurance Act 1948 – The Employee Provident Fund and Miscellaneous Provision Act 1952 – The Maternity Benefit Act 1961– The Payment of Gratuity Act, Minimum Wage Act.

### **UNIT – IV: Trade Union**

Trade Union – Concept and Definition – history of labour movement in India - The structure and function of Trade Union – the salient features of Trade Union in India – Central Trade Union Organization –AITUC – CITU – HMS – INTUC

### **UNIT – V: Industrial Relations**

Concept and Definition – Employee discipline – suspension, Reprimand and dismissal- Collective Bargaining – Industrial Disputes Act 1947 – Industrial relation machinery – Employee grievance handling – Industrial democracy and workers participation in management.

### **Textbook**

1. Tripathy, P.C. Labour Welfare and Industrial Relations.

### **Reference Books**

1. Sharma A.M. – Aspect of Social welfare and social security
2. Mehrota – Labour Problems in India.

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 -19  Onwards</b>	<b>Skill Based Subject IV:National Movement in  India</b>	<b>VI</b>	<b>18BPA66S</b>

### **Objective**

By Learning this subject, the students will come to know about the National Movements in India, which paved the way for independence of India.

### **UNIT – I: INTRODUCTION**

British Rule – Queens Proclamation – The Government of India Act 1858 – Indian Council Act, 1861 – Indian Nationalism under British Rule – BrahmoSamaj – AryaSamaj – Sir Syed Ahammed Khan – Role of Indian Press.

### **UNIT – II: INDIAN NATIONAL CONGRESS**

Birth and Growth of Indian National Congress –Its aims – Indian Council Act 1892 – Swadeshi Movements – Split in Congress – Moderate and Extremists – Revolutionary Nationalism – Birth of Muslim League of 1906 – India Council Act 1909.

### **UNIT – III: GANDHIAN ERA I**

Home Rule Movement by Annie Beasant – Government of India Act- 1919, - M. K. Gandhi and the Congress – Rowlat Act – JallianWalahBagh Tragedy.- Khilafat Movement – Non-Cooperation Movement – Simon Commission – Civil Disobedience Movement 1930-31, – First Round Table Conference.

### **UNIT – IV: GANDHIAN ERA II**

Gandhi – Irwin Pact 1931 – Second Round Table Conference – Resumption of Civil Disobedience Movement 1932-34, - Communal Award - Poona Pact – Third Round table Conference – Jinnah and Two Nation Theory – Socialist and Communist trends – Government of India Act 1935 – Second World War.

### **UNIT – V: INDIAN INDEPENDENCE**

Cripps Mission – Quit India Movement – Gandhi – Jinnah Talks – Wavell Plan – Cabinet Mission - Indian independence Act of 1947 – Birth of India and Pakistan - Princely States and Integration – Special Status to Jammu and Kashmir.

### **Textbook**

1. Basu,D.D, Introduction to the Constitution of India, Lex is NEXIS Publishers, Gurgaon,2002.

### **Reference books**

1. Avasthi&Avasthi, Public Administration,Lakshmi Narayan Agarwal,Agra2012
2. Dr.Puri.K.R. Indian Administration, jawahar Book Publishing House, New Delhi,2005.
3. Sharma,P.D. and Sharama B.M, Indian administration, Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
4. Maheswari.S.R. Indian Administration, Orient longmanPvt-Ltd,New Delhi,2004

<b>Year</b>	<b>Subject Title</b>	<b>Sem.</b>	<b>Sub Code</b>
<b>2018 –19  Onwards</b>	<b>Non Major Elective Paper II:Public  Administration for Competitive Examination  Paper II</b>	<b>VI</b>	<b>18BPA6EL</b>

### **Objective**

To enhance the knowledge of the students about the evolution of Indian Constitution and the structure and functions of Central, State and Local Governments

### **UNIT – I: EVOLUTION OF INDIAN CONSTITUTION**

Constitutional Development – Main provisions of the Government of India Act, 1858 – The Indian Council Act of 1861 – The Government of India Act of 1909- The Government of India Act of 1919 – Government of India Act of 1935 – Indian Independent Act 1947 .

### **UNIT – II: THE NATURE OF THE CONSTITUTION**

The Preamble – Salient Features of the Constitution – Directive principles of state policy – Fundamental Rights – Fundamental Duties – Federal and Unitary Features of the Indian Constitution.

### **UNIT – III: THE UNION LEGISLATURE**

Composition Powers and Functions of Loksabha and RajyaSabha.– Chairman of RajyaSabha-Speaker of LokSabha – Powers and Functions – Committees of LokSabha.

### **UNIT – IV: CENTRAL ADMINISTRATION**

President - Prime Minister –Council of Ministers – Ministries and Departments – Home-Finance-Defence-External Affairs- Cabinet Secretariat- Central Secretariat.

### **UNIT – V: STATE GOVERNMENT AND LOCAL SELF GOVERNMENT**

Governor –Need for the Post of Governor -Powers and Functions –Chief Minister – Council of Ministers – Democratic Decentralization – Local Government - Panchayat Raj Institutions – 73<sup>rd</sup>&74<sup>th</sup> Constitutional Amendments.

### **Textbook**

1. DrDurgadasBasu ,Introduction to the constitution of India-DrDurgadasBasu

### **Reference books**

1. B.S.Raman. Constitution of India,United Publishers,2011
2. Durga Das Basu, Shorter Constitution of India -Laxie-Nexis, India-2011
3. D.D.Basu, Introduction to the Constitution of India,2013
4. Bakshi P.M, The Constitution of India -2013



5. Austin Granville ,The Indian Constitution:Cornerstone of a nation,1993