

GOVERNMENT ARTS COLLEGE (AUTONOMOUS)

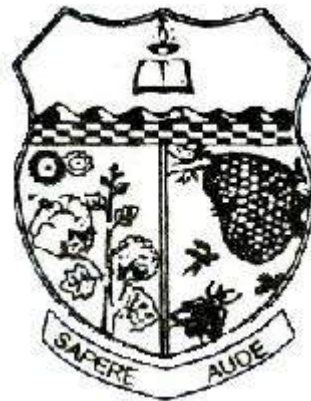
COIMBATORE – 641 018

Accredited with 'A' grade by NAAC

B.A. PUBLIC ADMINISTRATION SYLLABI

Based on Choice Based Credit System (CBCS)

2015 – 2016



( ★ ★ ★ ★ )

DEPARTMENT OF PUBLIC ADMINISTRATION

**Government Arts College(Autonomous),Coimbatore**

**Department of Public Administration**

**Degree of Bachelor of Arts**

**Minutes the Meeting**

The Subject Expert and the University Nominee thoroughly studied all the papers and made changes in the content of all the papers. The corrections are carried out accordingly.

Its decided to Introduce new reference books for all the papers. Giving reference book to papers are given to the department faculty members.

In semester one no change is introduced.

Instead of Principles of Management in the second semester a new paper namely Administrative Organisation and Management.

In semester III in the place of Organization Theory a new paper Asian Governments is Introduce. The Core Paper Indian Administration Paper I is shifted to Semester V in that place Local Government of semester VI is Moved. Skill Based Subject of Semester III and VI are shifted.

In semester IV the title of Allied Paper Elements of Human Rights is changed as Human Rights Theory and Practices.

In semester V the Skill Based Subject Political Parties and Pressure Group is changed as Pressure Groups and Political Parties the Title of Non Major Elective Paper is changed as Public Administration for Competitive Examination Paper I.

In semester VI the Non Major Elective Paper is Renamed as Public Administration for Competitive Examination Paper II.

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS),**

**COIMBATORE**

Degree of Bachelor of Arts

**Department of Public Administration** (Semester System)

SYLLABUS AND LIST OF PAPERS (2015–2016 Onwards)

(CHOICE BASED CREDIT SYSTEM)

| Semester | Part | Subject Code | Subject  | Hours | Exam Hrs | Marks |    |       |        |     | Credits |
|----------|------|--------------|--|-------|----------|-------|----|-------|--------|-----|---------|
|          |      |              |  |       |          | SE    | CA | Total | SE-Min | TPM |         |
| I        | I    |              | Part I Language Tamil – I  | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 3       |
|          | II   |              | Part II English – I  | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 3       |
|          | III  |              | Core Paper I – Principles of Public Administration               | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 5       |
|          | III  |              | Allied I – Principles of Political Science                       | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 5       |
|          | IV   |              | Environmental Studies  | 2     | 3        | 75    | 25 | 100   | 30     | 40  | 2       |
| II       | I    |              | Part I Language Tamil – II                                       | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 3       |
|          | II   |              | Part II English – II   | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 3       |
|          | III  |              | Core Paper II – Administrative Organization and Management       | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 5       |
|          | III  |              | Allied II– Modern Western Governments                            | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 5       |
|          | IV   |              | Value Education– Gandhian Thought                                | 2     | 3        | 75    | 25 | 100   | 30     | 40  | 2       |
| III      | I    |              | Part I Language Tamil – III                                      | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 3       |
|          | II   |              | Part II English – III  | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 3       |
|          | III  |              | Core Paper III– Asian Governments                                | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 5       |
|          | III  |              | Core Paper IV– Local Governments                                 | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 4       |
|          | III  |              | Allied – III– Principles of Sociology                            | 6     | 3        | 75    | 25 | 100   | 30     | 40  | 5       |
|          | IV   |              | Skill Based Subject I– International Organization Administration | 4     | 3        | 75    | 25 | 100   | 30     | 40  | 3       |

|    |     |   |       |   |    |    |     |      |    |    |
|----|-----|---|-------|---|----|----|-----|------|----|----|
| IV | I   | Part I Language Tamil – IV  | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 3  |
|    | II  | Part II English – IV  | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 3  |
|    | III | Core Paper V – Administrative Thought                                     | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 5  |
|    | III | Allied – IV– Human Rights: Theory and Practices                           | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 5  |
|    | IV  | Skill Based Subject II– Citizen and Civic Awareness                       | 4     | 3 | 75 | 25 | 100 | 30   | 40 | 3  |
|    | V   | Extension activities: NCC/NSS/YRC/P.Ed                                    |       |   |    |    |     |      |    | 1  |
| V  | III | Core Paper VI Indian Administration – Paper I                             | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 4  |
|    | III | Core Paper VII Public Personnel Administration in India                   | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 5  |
|    | III | Core Paper VIII – Financial Administration in India                       | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 5  |
|    | III | Core Paper IX–Social Welfare Administration in India                      | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 4  |
|    | IV  | Skill Based Subject III– Pressure Groups and Political Parties            | 4     | 3 | 75 | 25 | 100 | 30   | 40 | 3  |
|    | IV  | Non Major Elective Public Administration for Comparative Examinations     | 3     | 3 | 75 | 25 | 100 | 30   | 40 | 2  |
| VI | III | Core Paper X–Development Administration in India                          | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 5  |
|    | III | Core Paper XI– Indian Administration Paper II                             | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 5  |
|    | III | Core XII – Law and Order Administration                                   | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 4  |
|    | III | Core XIII– Labour Welfare Administration in India                         | 6     | 3 | 75 | 25 | 100 | 30   | 40 | 4  |
|    | IV  | Skill based Subject IV – National Movement In India                       | 4     | 3 | 75 | 25 | 100 | 30   | 40 | 3  |
|    | IV  | Non– Major Elective II–Public Administration for Comparative Examination. | 3     | 3 | 75 | 25 | 100 | 30   | 40 | 2  |
|    | III | Project – Vivo – Voce   | –     | 3 | 80 | 20 | 100 | 32   | 40 | 15 |
|    |     |   | Total |   |    |    |     | 3400 |    |    |

## UG – PUBLIC ADMINISTRATION SYLLABUS

### SEMESTER – I

|   | Core/Allied/Elective | Subject                             |
|---|----------------------|-------------------------------------|
| 1 | CORE PAPER – 1       | PRINCIPLES OF PUBLIC ADMINISTRATION |
| 2 | ALLIED PAPER – 1     | PRINCIPLES OF POLITICAL SCIENCE     |
| 3 |                      | ENVIRONMENTAL STUDIES               |

### SEMESTER – II

|   | Core/Allied/Elective | Subject                                    |
|---|----------------------|--|
| 1 | CORE PAPER – 2       | ADMINISTRATIVE ORGANIZATION AND MANAGEMENT |
| 2 | ALLIED PAPER – 2     | MODERN WESTERN GOVERNMENTS                 |
| 3 |                      | VALUE EDUCATION (GANDHIAN THOUGHT)         |

### SEMESTER – III

|   | Core/Allied/Elective           | Subject  |
|---|--------------------------------|--|
| 1 | CORE PAPER – 3                 | ASIAN GOVERNMENTS                                |
| 2 | CORE PAPER – 4                 | LOCAL GOVERNMENTS                                |
| 3 | ALLIED PAPER – 3               | PRINCIPLES OF SOCIOLOGY                          |
| 4 | SKILL BASED<br>SUBJECT PAPER 1 | INTERNATIONAL ORGANIZATION AND<br>ADMINISTRATION |

### SEMESTER – IV

|   | Core/Allied/Elective           | Subject                            |
|---|--------------------------------|------------------------------------|
| 1 | CORE PAPER – 5                 | ADMINISTRATIVE THOUGHT             |
| 2 | ALLIED PAPER – 4               | HUMAN RIGHTS: THEORY AND PRACTICES |
| 3 | SKILL BASED<br>SUBJECT PAPER 2 | CITIZEN AND CIVIC AWARENESS        |

### SEMESTER – V

|   | Core/Allied/Elective | Subject   |
|---|----------------------|---|
| 1 | CORE PAPER – 6       | INDIAN ADMINISTRATION PAPER – I   |
| 2 | CORE PAPER – 7       | PUBLIC PERSONNEL ADMINISTRATION IN INDIA                                |
| 3 | CORE PAPER – 8       | FINANCIAL ADMINISTRATION IN INDIA                                       |
| 4 | CORE PAPER – 9       | SOCIAL WELFARE ADMINISTRATION IN INDIA                                  |
| 5 | SKILL BASED          | SUBJECT PAPER – 3 PRESSURE GROUP AND POLITICAL PARTIES                  |
| 6 | NON-MAJOR            | ELECTIVE PAPER – 1 PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATION -I |

### SEMESTER VI

|   | Core/Allied/Elective | Subject   |
|---|----------------------|---|
| 1 | CORE PAPER – 10      | DEVELOPMENT ADMINISTRATION IN INDIA                                     |
| 2 | CORE PAPER –11       | INDIAN ADMINISTRATION PAPER – II  |
| 3 | CORE PAPER – 12      | LAW AND ORDER ADMINISTRATION  |
| 4 | CORE PAPER – 13      | LABOUR WELFARE ADMINISTRATION IN INDIA                                  |
| 5 | SKILL BASED          | PAPER 4 .NATIONAL MOVEMENT IN INDIA                                     |
| 6 | NON-MAJOR            | ELECTIVE PAPER – 2 PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATION-II |

## SEMESTER – I

### **CORE PAPER–1**

#### **PRINCIPLES OF PUBLIC ADMINISTRATION**

##### **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 Control – Executive – Judicial.

##### **Books Recommended for Study:**

1. Laxmikanth, M., – Public Administration, Tata Mc Graw Hall's New Delhi, 2010.
2. Tyagi, A.R. – Public Administration : Principles and Practice ,Atma Ram and Sons 6<sup>th</sup> Edition, New Delhi, 2004
3. Vishnoo Bhagwan and Vidhya Bhushan – Public Administration, Theory and Practice, S. Chand & Co. New Delhi, 2010.
4. Bhambhri, C.P., Public Administration, Theory and Practice, Jain Prakash Nath and Co. Meerat, 2002.

## SEMESTER – I

### ALLIED PAPER–1

#### PRINCIPLES OF POLITICAL SCIENCE

##### UNIT – I: Introduction

Definition, Meaning and Scope of Political Science – State – Definition and Meaning– Elements of States – 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 Matriarchic 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 Extent of 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 – Legislative – Executive – Judiciary.

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

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

##### Books Recommended for Study:

1. R.C Johari,Modern Political Theory,Wisdom Press,New Delhi,2011
2. S.K Rathod,Principles of political Science,Arise Publishers,New Delhi,2012
3. V.D.Mahajan,Political Theory,S.Chand,New Delhi,2012.



## SEMESTER – II

### CORE PAPER–2

#### ADMINISTRATIVE ORGANIZATION AND MANAGEMENT

##### UNIT – I: Introduction

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

##### UNIT – II: Structure of Public Organizations

Types of Organization – 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 – Types of Planning – Process of Planning – Co–ordination – Definition, Features, Characteristics, Need and Importance, Techniques of Co–ordination–Decision Making.

##### UNIT – V: Management Process

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

##### Books Recommended for Study:

1. Nirmal Singh– Organisational Behaviour: Concept, Theory and Practice ,Deep and Deep Publication,New Delhi,2001)
2. Rao.V.S.P and Narayanan P.S–Organisational Theory and Behaviour.,Konark Publications,New Delhi,1990
3. Polinaidu. S–Public Administration New Age International Publication, New Delhi,2005.
4. Stephen P.Robbins, Organisational Behaviour Prentice Hall, 1997.
5. Prasad L.M,Organizational Behaviour, Sultan Chand Publishers, New Delhi 2004

## SEMESTER – II

### ALLIED PAPER–2

#### MODERN WESTERN GOVERNMENTS

##### UNIT – I: Introduction to the State and the Government

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 – Process of Law making– Judiciary – Rule of Law – Party System.

##### UNIT – III: Constitution of USA

USA – Salient features of the Constitution – Federal System– Separation of Powers – President and American Cabinet – Congress – Committee System – Law making Process – Supreme Court – Judicial Review – Party System.

##### UNIT – IV: The French Constitution

France – Salient features of the Constitution – President of the Republic – Prime Minister– Parliament– Law making Procedure– Judiciary– Administrative Law – Party System.

##### UNIT – V: The Swiss Constitution

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

##### **Books Recommended for Study:**

- 1.Vishnoo Bhagwan and Vidya Bhushan,World Constitution,Sterling publishers Pvt Limited 2011
- 2.Ghai K.K ,Major Governments ,Kalyani Publishers,Ludhiana,2010
- 3.Mahajan V.D,Political Theory,Sultan Chand,New Delhi 2012

## SEMESTER – III

### CORE PAPER–3

#### ASIAN GOVERNMENTS

##### UNIT – I: Introduction

Introduction to Asian Governments–Political Geography of China, Malaysia Japan and Pakistan–Pre–Colonial History of China, Malaysia Japan and Pakistan,– China, Malaysia, Japan and Pakistan Under the Colonial Rule,– Independence of China, Malaysia Japan and Pakistan – Post Colonial Constitutional Development.

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

China – Salient features of the Constitution – Powers and Position of the President – Prime Minister – Council of Ministers – Parliament – Process of Law Making – Judiciary – Party System.

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

Malaysia – Salient features of the Constitution – President, Prime Minister – Law Making Process –Personnel System – Supreme Court – Party System.

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

Japan – Salient features of the Constitution – President – Prime Minister – Parliament– Law Making Procedure – Judiciary – Party System.

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

Pakistan – Salient features of the Constitution – President – Prime Minister – Parliament – Law Making Process –Judiciary – Party System.

##### **Books Recommended for Study:**

1. Vishnoo Bhagwan and Vidya Bhushan, World Constitution, Sterling Publishers Pvt Limited ,2011
2. Ghai K.K , Major Governments , Kalyani Publishers, Ludhiana, 2010
3. Mahajan V.D, Political Theory, Sultan Chand, New Delhi 2012

## SEMESTER – III

### CORE PAPER–4

#### LOCAL GOVERNMENTS

##### UNIT – I: Introduction

Nature, Scope and Importance of Local Administration – Evolution of Local Government in Independent India – Balwant Roy Mehta and Ashok Mehta Committee Reports – 73rd and 74th Amendment Acts Recommendations.

##### UNIT – II: Rural Local Government

Organization Structure and Functions of Rural Local Government –Village Panchayat– Panchayat Samiti–Zilla Parishad–Local Finance

##### UNIT – III: Urban Local Government

Organization Structure and Functions of Urban Local Government – Municipal Corporation–Municipality–Town Panchayat –Township–Cantonment–Notified Area Committee .

##### UNIT – IV: Development Programmes

Rural and Urban Development Programmes – Community Development Programmes– Employment and Poverty Alleviation Programmes – Urban Development Schemes – Housing, Water Supply and Sanitation Schemes.

##### UNIT – V: District Administration

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

#### **Books Recommended for Study:**

1. Pradeep Sachdev 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. Maheswari.S.R–Local Government in India ,Macmillan, New Delhi,2008.
5. Katar Singh: Rural Development: Principles, Policies and Management, Sage Publications, New Delhi 2009

## SEMESTER – III

### ALLIED PAPER–3

### PRINCIPLES OF SOCIOLOGY

#### 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.

#### **Books Recommended for Study:**

1. Shankar Rao C.N :Sociology–Principles of Sociology with an Introduction– Sultan Chand :New Delhi,2007
2. Paul Horton: Socialogy– Mcgraw Hill Pvt Ltd,New Delhi,2004.
3. Shankar Rao C.N: Sociology of Indian Society Sultan Chand,2006
4. Growse Samuel Dow: Introduction to the Principles of Sociology–Nabu Press,2013
5. Herbert Spencer :The Principles of Sociology –Read Books 2013

## SEMESTER – III

### SKILL BASED SUBJECT PAPER–1

#### INTERNATIONAL ORGANIZATION AND ADMINISTRATION

##### UNIT– I: UN and its Major Organs

Meaning Nature Scope of International Organization–First World War and League of Nation–II<sup>nd</sup> World War and Emergence of UNO.

##### UNIT – II: Specified Agencies of UN

General Assembly – Secretary – The Economic and Social Council – The Trusteeship Council – International court of Justice – The Secretariat.UNESCO – UNICEF – FAO – IAFA

##### UNIT – III: International Agencies

International Agencies Related To Trade, Economics and Development – UNCTAD – IMF – IBRD (World Bank) – WTO– UNDP.

##### UNIT – IV: International Agencies Related to Human / Labour Welfare

ILO –WHO– UNHRC – AI – International Red Cross Society.

##### UNIT – V: Regional Alliance, Treaties, Organizations and Movements

NATO – NAM – EU –SAARC – ASEAN –BRICS

#### **Books Recommended for Study:**

1. Daniel.S Shever & H.Field Haviland Jr – Organising for Peace,International Organisation in World Affairs.
2. Pittman.B.Potter – An Introduction to the Study of International Organisation.
3. Stephen, Good Speed – The Nature and Functions of International Organisation.
4. Paul Taylor – International Organisation in the Modern World.
5. Kalpana RajaRam – International Organisation, Conference and Treaties.

## SEMESTER – IV

### CORE PAPER–5

#### ADMINISTRATIVE THOUGHT

##### UNIT – I: Introduction

Growth of Administrative Thought– Kautilya – Thiruvalluvar – Woodrow Wilson.

##### UNIT – II: Classical School

F. W. Taylor – Henri Fayol– Elton Mayo–Luther Gullick– Max Weber

##### UNIT – III: Neo \_ Classical School

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

##### UNIT – IV: Behavioural School

Herbert. A. Simon– Rensis Likert– Riggs

##### UNIT – V: Socio–Psychological School

Abraham Maslow –McGregor– Herzberg

#### **Books Recommended for Study:**

1. Hoshair & Pardeep Sanchedeve, Administration Theory Kitab mahal Publication , New Delhi,2005.
2. Goel.S.L, Public Administration, Deep & Deep Publishers,New Delhi,2003.
3. Sapru, R.k, Administrative, Theories and Mangemaent Throught, Prentice Hall, New Delhi,2001.
4. Avasthi & Maheswari, Public Administration, Laxmi Narian Aggarwal , Publishers, Aggra–2001.
5. Vikram singh, Public Administrative Throught, Practice Mannual, Jawahar Publisherm, New Delhi, 2003.

## SEMESTER – IV

### ALLIED PAPER–4

### HUMAN RIGHTS: THEORY AND PRACTICES

#### UNIT – I: INTRODUCTION

Origin—Concept of Human Rights—Meaning, Nature and Scope— Typology – Significance and limitations of Human Rights— Universal Declaration of Human Rights.

#### UNIT – II: HUMAN RIGHTS STUDIES

Legal Provisions to Safe Guard Human Rights – Fundamental Rights and Directive Principles of the State Policy – Fundamental Duties. Protection of Human Rights Act 1993 – Special Provision for the Protection of the SCs and STs. National Human Rights Commission – State Human Rights Commission.

#### UNIT – III: ISSUES IN HUMAN RIGHTS

Areas of Human Rights Violation and Conflicts – Violence against Women – Bonded Labour – Child Labour – Poverty and Illiteracy – Disability among the Human beings – Bio–Ethics and Human Rights Violation – Emerging Trends.

#### UNIT – IV: HUMAN RIGHTS RELATED ORGANIZATIONS

Human Rights Institutions – Amnesty International – International Community of Red Cross – United Nation Human Rights Commission – United Nation High Commission for Refugees—Asia Watch—Africa Watch.

#### UNIT – V: HUMAN RIGHTS– STATE AND THE CIVIL SOCIETY

Implementation of Human Rights – State Aggression – Custodial Violence – Rights of Prisoners– Caste Association and Caste Conflicts – War and Crimes – Role of Bureaucracy – Citizen Awareness and the Concept of Civil Society

#### **Books Recommended for Study:**

1. Dr.Begum.S.M, Human Rights In India, Issues and Perspectives, A.P.H. Publishing Corporation, New Delhi–2000.
2. Nirmal.C.J. Human Rights in India, Historical, Social and political perspectives,oxford university press, noida,2002.
3. Kausal.R. Woman And Human Right in India, Kaveri book Publishers, New Delhi,2000.
4. Sastry,T.S.N. India and Human, Right reflections, Concept publishing company New Delhi, 2005.
5. Saksen .K.P. Human Rights Fifty's Years, of India's Independence, Gyan Publishing House, New Delhi, 2000.



## SEMESTER – IV

### SKILL BASED SUBJECT PAPER–2

#### CITIZEN AND CIVIC AWARENESS

##### 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 Programme– 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 of 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.

##### **Books Recommended for Study:**

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.
4. Mathur.B.P. Governance reform For Vision India, Macmillan India Ltd, New Delhi, 2005.
5. Vasuand.E. Dolly Mathew, Good Governance: Initiatives In India, Prentice–Hall of india Pvt.Ltd, New Delhi, 2003.

## SEMESTER – V

### CORE PAPER–6

### INDIAN ADMINISTRATION PAPER – I

#### 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. Changing Role of the District Collector. – District Revenue Officer– Revenue Divisional Officer– Tahsildar– Village Administrative Officer.

#### **Books Recommended for Study:**

1. Avasthi & Avasthi, Public Administration, Lakshmi Narayan Agarwal, Agra 2012
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. Sharma, P.D. and Sharma B.M, Indian administration, Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
5. Maheswar.S.R. Indian Administration, Orient Longman Pvt-Ltd, New Delhi, 2004.

## SEMESTER – V

### CORE PAPER–7

#### PUBLIC PERSONNEL ADMINISTRATION IN INDIA

##### **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 – Problems of Recruitment– Methods of Recruitment – Agency for Recruitment– Direct / Indirect Recruitment.– Appointment and Probation – Recommendation of various Committees on Personnel Administration –ARC'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.

##### **Books Recommended for Study:**

1. Jain,C.M.Public Personnel Administration, Jaipur, College book Publishers, Jaipur,2003.
2. Goel.S.L, Public Personal Administration, Deep & Deep Publishers,New Delhi,2004.
3. Eetu Sharma, Personal Administration, G.P Publishing house Pvt.Ltd, New Delhi,2000
4. Shinha V.M. Personal Administration, RBSA Publishers, Jaipur–2000.
5. Ghosh.P. Personal Administration, Sudha Publication, New Delhi–2002.
6. Kataria.S. Personal Administration, RBSA Publishers, Jaipur–2000.

## SEMESTER – V

### CORE PAPER–8

#### FINANCIAL ADMINISTRATION IN INDIA

##### UNIT – I: Introduction

Nature, Scope and Significance of Public Financial Administration – Meaning and Principles of 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 – Departmentally Related Standing Committees

##### UNIT – IV: Accounts and Auditing

Meaning of Audit – Audit in India – Comptroller and Auditor General of India – Separation of Accounts from Audit – Performance Auditing.

##### UNIT – V: Public Finance and Financial Relations

Finance Commission of India – Union – State financial Relation – Resource Mobilization – Tax Administration in India – Public Debt Administration in India – Local body Finances in India – State Finance commission.

##### **Books Recommended for Study:**

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. Tavaraj M.J.K, Financial Administration in India, Suttan chand,& sons, New Delhi,2000.
5. Tyagi.B.P. Public Finance, Jai Prakashs Nath Publishers, Meerat, 2003.

## SEMESTER – V

### CORE PAPER–9

#### SOCIAL WELFARE ADMINISTRATION IN INDIA

##### 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:       **UNO's Role in Social Welfare Administration**

Structure and Functions of the UNO– WHO,UNESCO, UNICEF,ILO,FAO,UNHR.

#### **Books Recommended for Study:**

1. Saandeva.p.R, Social Welfare Administration, Kitab Mahal, Allahabad,2004.
2. Mohinder Singh, Social policy And Adminid=stration In India, M.D. Publication,New Delhi,2004.
3. Madar,G.R. Indian of tomorrow problem of social Reconstruction, Allied publisher,2001.
4. Tavaraj M.J.K, Financial Administration in India, Suttan chand,& sons, New Delhi,2000.
5. Goel S.L Social Welfare Administration,Deep & Deep Publications,New Delhi 2010.

## SEMESTER – V

### SKILL BASED SUBJECT PAPER–3

#### PRESSURE GROUPS AND POLITICAL PARTIES

##### UNIT – I: Pressure Groups

Pressure Groups– Meaning–Types–Importance–Kinds–Functions–Interest Groups–Trade Unions– Distinction between Pressure Group and Political Parties.

##### UNIT – II: Political Parties

Origin, Meaning, Nature ,Functions and Development of Political Parties .

##### UNIT – III: Types of Party System

Types of Party System– Single Party– Bi Party System–Multi Party System–Regional and National Parties In India

##### UNIT – IV: Significance of Political Parties

Registration of Political Parties– Membership Drive–Organisation and Structure – Election Manifesto–Symbols and Significance – Public Meetings– Processions – Political Alliance –Inner–Party Democracy–Leadership–Dynastic Politics.

##### UNIT – V: Process of Political Parties

Pressure Groups Techniques–Lobbying–Resource Mobilization–Political linkages–Political Parties–Formation of Government–Role of Opposition Parties.

#### **Books Recommended for Study:**

1. Fadia B.L Indian Government and Politics,Sahithya Bhavan ,Agra
2. Mahajan V.D–Political Theory, Sultan Chand,New Delhi 2012.

## SEMESTER – V

### NON-MAJOR ELECTIVE PAPER-1

#### PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATION - I

##### **UNIT – I: Introduction**

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

##### **UNIT – II: 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– Behavioural Theory– Systems Theory– Motivation– Decision Making

##### **UNIT – V: Control over Public Administration**

Legislative Control, Executive Control and Judicial Control and Public Opinion.

##### Books Recommended for Study:

1. Avasthi, A. and Maheswari, S.R. – Public Administration
2. Tyagi, A.R. – Principles and Practice of Public Administration
3. Vishnoo Bhagwan and – Public Administration, S. Chand & Co.,New Delhi 1994.
4. Bhambhri, C.P. – Public Administration – Theory and Practice, Jain Prakash, Nath & Co.,Meerut, 2002

## SEMESTER – VI

### CORE PAPER–10

#### DEVELOPMENT ADMINISTRATION 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 Self Employment Programme – Urban Wage Employment Programme – JNNURM – Housing Urban Development Programme.

##### UNIT – IV: Rural Development Programmes

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

##### UNIT – V: Issues in Development Administration

NGO's and Development Administration – Citizen Grievances And Redressal Mechanism. Transference

#### **Books Recommended for Study:**

1. Palekar–S.A ,Development Administration– Prentice hall India Publication –2012
2. Narayanan Hazary ,Development Administration, Quest for identity Publication–2005– –Aph Rup
3. Kuldeep Matheer ,Development Policy and Administration ,SAGE publication Pvt Ltd–1996
4. Anil K.Srivastava ,Development of Public Administration in India, Kunal Book Publishers, 2011



## SEMESTER – VI

### CORE PAPER–11

#### INDIAN ADMINISTRATION PAPER–II

##### 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 Relations.

##### UNIT– V: Issue Areas–II

Planning Commission – NDC – Corruption – Central Vigilance Commission – CBI – ARC– Lokpal–Lok Ayukta– Administrative Integrity

##### **Books Recommended for Study:**

1. Maheswar.S.R. Indian Administration, Orient longman Pvt–Ltd,New Delhi,2004.
2. Dr.Puri.K.R. Indian Administration, jawahar Book Publishing House, New Delhi,2005.
3. Aeathi & awasthi, Indian Administration, Lakshmi Narain Agarwal, Education Publishing,Agra,2001.
4. Basu,D.D, Introduction to the Constitutionn of India, Lex is NEXIS Publishers, Gurgaon,2002.
5. Sharma,P.D. and Sharama B.M, Indian administration, Retrosted and Prospect, Rawat Publication, Jaipur, 2009.

## SEMESTER – VI

### CORE PAPER–12

#### LAW AND ORDER ADMINISTRATION

**UNIT – I: Introduction**

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

**UNIT – II: Police Structure and Organization**

General Police Structure and Organization – Central Government Unarmed Police Agencies – Central Armed Police Force – State Police Service – Auxiliary Police.

**UNIT – III: Police Recruitment**

System Policing – Police in making – Recruitment to Retirement – Powers, Duties, Accountability and Conduct – Crowd Control.

**UNIT – IV: Modernization of Police**

Modernization of Police –Information Technology–Cyber Crimes– Youth Police.

**UNIT – V: Maintenance of Law and Order**

Maintenance of Law and Order –Human Trafficking –Drug Abuse – Insurgency and Terrorism – Criminalization of Police – Police Public Relations – Police Reforms.

**Books Recommended for Study:**

1. M. B. Chande, Police in India, Atlantic Publishers, New Delhi.
2. H. L. Kapoor, Police Administration in, Reference Press, New Delhi, 2000
3. K. K. Mishra, Police Administration in India: Mittal Publisher, New Delhi, 1989
4. Rohit Choudhari, Policing, Sage, New Delhi, 2009.

## SEMESTER – VI

### CORE PAPER–13

#### LABOUR WELFARE ADMINISTRATION IN INDIA

##### UNIT – I: Introduction

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.

#### **Books Recommended for Study:**

1. Sharma A.M. – Aspect of Social welfare and social security
2. Mehrota – Labour Problems in India.
3. Tripathy, P.C. Labour Welfare and Industrial Relations.

## SEMESTER – VI

### SKILL BASED SUBJECT –4

#### NATIONAL MOVEMENT IN INDIA

##### UNIT – I: Introduction

British Rule – Queens Proclamation – The Government of India Act 1858 – Indian Council Act, 1861 – Indian Nationalism Under British Rule – Brahmo Samaj – Arya Samaj – 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 – Jallian Wallah Bagh 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 and The Constitutional Deadlock.

##### 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.

##### **Books Recommended for Study:**

1. Avasthi & Avasthi, Public Administration, Lakshmi Narayan Agarwal, Agra 2012
2. Dr. Puri. K.R. Indian Administration, Jawahar Book Publishing House, New Delhi, 2005.
3. Basu, D.D, Introduction to the Constitution of India, Lexis NEXIS Publishers, Gurgaon, 2002.
4. Sharma, P.D. and Sharma B.M, Indian Administration, Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
5. Maheswar. S.R. Indian Administration, Orient Longman Pvt-Ltd, New Delhi, 2004

## SEMESTER – VI

### NON MAJOR ELECTIVE II

#### PUBLIC ADMINISTRATION FOR COMPETITIVE EXAMINATION - II

##### 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 – 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 Lok sabha and Rajya Sabha.– Chairman of Rajya Sabha–Speaker of Lok Sabha – Powers and Functions – Committees of Lok Sabha.

##### UNIT – IV: The Central Administration

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

##### UNIT – V: The State Government and Local Self Government

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

#### Books Recommended for Study:

1. B.S.Raman. Constitution of India,United Publishers,2011
2. Dr Durgadas Basu ,Introduction to the constitution of India–Dr Durgadas Basu
3. Durga Das Basu, Shorter Constitution of India –Laxie–Nexis, India–2011
4. D.D.Basu, Introduction to the Constitution of India,2013
5. Bakshi P.M, The Constitution of India –2013
6. Austin Granville ,The Indian Constitution:Cornerstone of a nation,1993