

# **Syllabus and Scheme of Examination**

**For**

## **B.A. (Honours) Public Administration & B.A. Public Administration**



**Fakir Mohan University, Balasore**

**Under**

**Choice Based Credit System (CBCS)**

**(Applicable from the Academic Session 2016-17 onwards)**

## CBCSB.A. (HONOURS) PUBLIC ADMINISTRATION FROM 2016-17

**Full Forms of Course Codes Used:** CC=Core Course, AECC=Ability Enhancement Compulsory Course, SEC=Skill Enhancement Course, DSC=Discipline Specific Course (Related to Core Subject), GE =Generic Elective (Not related to Core Subject; 2 different subjects of 2 papers each). **Total Marks:** CC (1400) + AECC (100) + SEC (100) + DSC (400) + GE (400) = 2400

SEM	CC 14 papers 100 X 14 = 1400	AECC 2 Papers 50 X 2 = 100	SEC 2 Papers 50 X 2 = 100	DSC 4 Papers 100 X 4 = 400	GE 4 Papers 100 X 2 X 2 = 400
I	CC-1 Principles of Public Administration	AECC-I Environmental Science			GE-1-Paper-1 (= CC 1 of Honours) Principles of Public Administration
	CC-2 Administrative Thinkers & Thought				
II	CC-3 Mgmt. and Administrative Behaviour	AECC-II MIL Communication			GE-1-Paper-2 (=CC3 of Honours) Mgmt. and Administrative Behaviour
	CC - 4 Personnel Administration in India				
III	CC - 5 Indian Govt. and Administration		SEC-1 English language skill		GE-2-Paper-1 (= CC 1 of Honours) Principles of Public Administration
	CC - 6 Admin. Study of Selected Countries				
	CC - 7 State Level Administration in India				
IV	CC - 8 Indian Rural local Administration		SEC-2 Rural Development Administration		GE-2-Paper-1 (=CC3 of Honours) Mgmt. and Administrative Behaviour
	CC - 9 Indian Urban Local Administration				
	CC - 10 Development Administration				
V	CC - 11 Budgetary Process & Monetary Systems			DSE-1 E-Governance	
	CC - 12 Indian Financial Administration			DSE-2 Ethics, Integrity and Aptitude	
VI	CC - 13 Public Policy & Welfare Administration			DSE-3 Disaster Management	
	CC - 14 Research Methodology			DSE-4: Project	

## CBCS B.A. PUBLIC ADMINISTRATION FROM 2016-17

**Full Forms of Course Codes Used:** CC=Core Course, AECC=Ability Enhancement Compulsory Course, SEC=Skill Enhancement Course, DSE = Discipline Specific Elective (Subject Linked), GE = Generic Elective (Not Subject Linked).

**Total Marks:** CC (1200) + AECC (100) + SEC (200) + DSC (400) + GE (200) = 2100

SEM	CC 12 papers 100 X 12 = 1200	AECC 2 Papers 50 X 2 = 100	SEC 4 Papers 50 X 4 = 200	DSE* 4 Papers 100 X 4 = 400	GE** 2 Papers 100 X 2 = 200
I	DSC-1-English -I	AECC-I Environmental Science			
	DSC-2-Paper-I(=CC 1 of Honours)^ Principles of Public Administration				
	DSC-3-Paper -I				
II	DSC-1-MIL -I (Odia / Hn / Sans / Ur)	AECC-II MIL Communication			
	DSC-2-Paper-II(=CC3 of Honours)^ Mgmt. and Administrative Behaviour				
	DSC-3- Paper -II				
III	DSC-1-English - II		SEC-1 English Language Skill		
	DSC-2- Paper-III(=CC5 of Honours)^ Indian Govt. and Administration				
	DSC-3- Paper -III				
IV	DSc-1-MIL -II (Odia / Hn / Sans / Ur)		SEC-2 Computer Skill		
	DSC-2-Paper-IV(=CC8 of Honours)^ Indian Rural local Administration				
	DSC-3-Paper -IV				
V			SEC-3  [= DSC 1 of Honours, but examination will be with 50 marks (10 int. + 40 Sem.) instead of 100 marks]  E-Governance	DSE-A Paper-I (=CC11 of Honours) Budgetary Process & Monetary Systems	GE-Paper-I (= CC 1 of Honours)  Principles of Public Administration
				DSE-B Paper-I (Same as aboveif Public Administration is chosen as DSE-B)	
VI			SEC-4  [= DSC 3 of Honours, but examination will be with 50 marks (10 int. + 40 Sem.) instead of 100 marks]  Disaster Management	DSE-A Paper-II (=CC13 of Honours) Public Policy & Welfare Administration	GE-Paper -II (= CC 3 of Honours)  Mgmt. and Administrative Behaviour
				DSE-B Paper-II (Same as aboveif Public Administration is chosen as DSE-B)	

If the candidate has chosen Public Administration as DSC2, the papers I, II, III and IV, which have been written under DSC1, are to be treated as Papers I, II, III and IV of DSC 2, respectively.

DSC: History/Pol.Sc./Sociology/Eco./Public Admin./Psychology/Philosophy/Anthropology/Geography, etc. 2 Subjects of 4 papers each - 2 X 400; 2 papers of English (1st and 3rd Sem) and 2 papers of MIL (Odia/Hindi/Sanskrit/Urdu) in 2nd and 4th Semester: (2 X 200 + 2 X 200) marks

\*DSE: 2 subjects (Shown as A and B) of 2 papers each linked to 2 subjects in Core (DSC).

\*\*GE: one subject can be taken not related to Core (DSC) from Humanities/Language/Science/Commerce (Interdisciplinary) having 2 papers.

**CHOICE BASED CREDIT SYSTEM  
SYLLABUS AND REFERENCE BOOKS  
B.A. (HONOURS) PUBLIC ADMINISTRATION**

**A) CORE COURSE (14 PAPERS)**

**SEM-I, PUB ADMIN-CC-1**

**PRINCIPLES OF PUBLIC ADMINISTRATION**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Public Administration: Meaning, Scope and Significance, Public versus Private Administration.
- UNIT2:** Approaches to the Study of Public Administration, Evolution of the discipline, Minnow-Brook Conferences.
- UNIT3:** New Public Administration (NPA), New Public Management (NPM), Good Governance and E-Governance: Concept and Application.
- UNIT4:** Principles of Organisation I - Formal Versus Informal Organisation, Hierarchy, Unity of Command, Span of Control, Responsibility and Accountability.
- UNIT5:** Principles of Organisation II - Co-ordination, Supervision, Centralisation versus Decentralisation, Delegation of Authority, Concept of Line and Staff.

**Books and Study Materials for Reference:**

1. Public Administration by A. R. Tyagi.
2. Theory and practice of Public Administration by M.P. Sharma.
3. Public Administration by Avasthi and Maheswari.
4. Introduction to the study of Public Administration by L.D. White.
5. Essentials of Public Administration by E.N. Gladden.
6. Administration by Lapawsky.
7. E-Governance in India: Initiatives and Issues by R. P. Sinha.
8. Public Administration in India by P. Shrama.
9. Public Administration by K.K. Ghai.

**SEM - I, PUB ADMIN - CC - 2**  
**ADMINISTRATIVE THINKERS AND THOUGHT**  
**F.M. - 100 (Int. 20 + Sem. 80)**

**Time: 3 Hrs**

**Credit-6**

- UNIT1:** Kautilya and Woodrow Wilson
- UNIT2:** Fredrick Taylor and Henry Fayol.
- UNIT3:** Luther Gullick and Max Weber
- UNIT4:** Chester I. Barnard and Mary Parker Follet.
- UNIT5:** Elton Mayo and Herbert Simon.

**Books and Study Materials for Reference:**

1. Administrative Thinkers by D. Kabindra Prasad, V.S. Prada, P. Satyanarayan.
2. Administrative Thinkers by Manoj Sharma.
3. Public Administration by K.K. Ghai.
4. A simple study of Public Administration by Sachdeva and Gupta.

**SEM - II, PUB ADMIN - CC - 3**  
**MANAGEMENT AND ADMINISTRATIVE BEHAVIOUR**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Management: Meaning and Functions, Management as a Profession.
- UNIT2:** Decision Making: Meaning, Concept, Bases or Factors, Process or Stages, Classification and Models.
- UNIT3:** Communication: Meaning, Types, Media, Process, Channels, Barriers and Principles; Control: Meaning, Process and Techniques.
- UNIT4:** Leadership: Meaning, Styles, Functions, Qualities and Theories of Leadership.
- UNIT5:** Motivation: Meaning, Theories or Models, Maslow's Need Hierarchy vs. Herzberg's Two Factor Theory.

**Books and Study Materials for Reference:**

1. Organisation and Management by Dr. M.M. Varma and R.K. Agarwal.
2. Organisation and Management by Secklr and Hudson
3. Public Administration by M. Laxmikanth.
4. Public Administration by Dr. Vishnoo Bhagwan, Bhushan and Mohla.
5. Public Administration by K.K, Ghai.
6. Fundamental of Public Administration by Saroj Kumar Jena.

**SEM - II, PUB ADMIN - CC - 4**

**PERSONNEL ADMINISTRATION IN INDIA**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Civil Service: Meaning, Features, Role in Developing Societies, Types of Bureaucracy, Position Classification.
- UNIT2:** Recruitment: Meaning, Process, Methods, Qualifications, Types of Test and Systems of Recruitment.
- UNIT3:** Training: Meaning, Role and Objectives, Types, Techniques, Premier Training Institutions in India.
- UNIT4:** Promotion: Meaning, Elements, Types, Principles, Sound Promotion System, Promotion in India.
- UNIT5:** Employees Welfare: Pay and Service Conditions, Allowances, Leave and Retirement Benefits, Rights of Civil Servants.

**Books and Study Materials for Reference:**

1. Fundamental of Public Administration by Saroj Kumar Jena.
2. Public Administration by M. Laxmikanth.
3. Theory and Practice of Public Administration by M.P. Sharma.
4. Public Administration by Avasti and Maheswari.
5. An Introduction to the study of Public Administration L.D. White.
6. Public Administration by Dr. Vishnoo Bhagwan, Bhushan and Mohla.
7. Public Administration by K.K. Ghai.
8. A Simple study of Principles of Public Administration by Sachdeva and Gupta, K.S. Sing.

**For B.A. Public Administration (Pass)**

**DSC-2/3-Paper-I (Pass) of SEM-I=CC-1(Hon's)of SEM-I**

**DSC-2/3-Paper-I(Pass)of SEM-II=CC-3(Hon's)of SEM-II**

**SEM - III, PUB ADMIN - CC - 5**

**INDIAN GOVERNMENT AND ADMINISTRATION**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Evolution of Indian Constitution, Salient Features of Indian Constitution.
- UNIT2:** Fundamental Rights (FRs), Directive Principles of State Policy (DPSP) and Fundamental Duties (FDs).

**UNIT3:** Union Government, President, Prime Minister, Council of Ministers, Parliament, Supreme Court.

**UNIT4:** Central Secretariat, Cabinet Secretariat, Prime Minister's Office(PMO), Finance Commission.

**UNIT5:** Election Commission, NITI Ayog and National Development Council (NDC).

**Books and Study Materials for Reference:**

1. Indian Administration by S.R. Maheswari.
2. Introduction to the Constitution of India – D.D. Basu.
3. India Government and Politics by J.C. Johori.
4. Chowilla Appleby and ARC Report.
5. Central Executive by Agasti.
6. Indian Administration by B.C. Rout.
7. Indian Government and Politics by D.C. Gupta.
8. A simple study of the principles of Public Administration by Sachdeva and Gupta.

**SEM - III, PUB ADMIN - CC - 6**

**ADMINISTRATIVE STUDY OF SELECTED COUNTRIES**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

**UNIT1:** Meaning, Significance and Evolution of Comparative Public Administration, Models of Comparative Public Administration by Fred Riggs.

**UNIT2:** Salient Features of the British Constitution – Monarchy, Cabinet, Parliament and Judiciary.

**UNIT3:** Salient Features of the American Constitution – President, Congress and Supreme Court.

**UNIT4:** Basic Features of the French Constitution - President, Prime Minister, Parliament and Judicial System.

**UNIT5:** Basic Features of the Swiss Constitution – Federal Assembly, Federal Council, Federal Judiciary and Direct Democracy.

**Books and Study Materials for Reference:**

1. Government in Modern Societies by G.C. Field.
2. Politics in England (Little Brown) by Richard Rose.
3. Government and politics in Britain by R.M. Punnat.
4. Politics in the United States (Pergun) M.J.C. Vile.
5. Government in the United States (New Delhi) by Thomas W Growal
6. Constitutional Government and Democracy (IBH) by C.J. Friendnch.
7. World Constitutions by Sachdeva and Gupta.

### SEM - III, PUB ADMIN - CC - 7

#### STATE LEVEL ADMINISTRATION IN INDIA

Time: 3 Hrs

F.M. - 100 (Int. 20 + Sem. 80)

Credit-6

- UNIT1:** State Government: Governor, Chief Minister, Council of Ministers, State Legislature.
- UNIT2:** State Secretariat, Chief Secretary and other Secretaries, High Court.
- UNIT3:** Centre State Relations - Administrative, Legislative and Financial Relations.
- UNIT4:** Departments and Directorates, Board of Revenue and Revenue Divisional Commissioners.
- UNIT5:** District Administration since Independence, District Collector, Changing Role in Revenue Collection and Maintenance of Law and Order.

#### Books and Study Materials for Reference:

1. State Government in India by S.R. Maheswari.
2. Indian Administration by S.R. Maheswari.
3. State Administration by Indian Institute of Public Administration.
4. Public Administration by Avasthi and Maheswari.
5. Indian Administration by B.C. Rout.
6. An Introduction to the constitution of India - D.D. Basu.
7. Public Administration, Development and Local Administration by Sahib Singh & S. Singh.
8. Indian Government and politics by D.C. Gupta.
9. Public Administration by Dr. Vishnoolal Bhagwan, Bhushan and Mohla
10. A simple study of the principle of Public Administration by Sachdeva and Gupta, K.S. Sing.
11. Fundamental of Public Administration by Saroj Kumar Jena.

### SEM - IV, PUB ADMIN - CC - 8

#### INDIAN RURAL LOCAL ADMINISTRATION

Time: 3 Hrs

F.M. - 100 (Int. 20 + Sem. 80)

Credit-6

- UNIT1:** Necessity and Evolution of Rural Local Self Government in India, 73<sup>rd</sup> Constitutional amendment Act.
- UNIT2:** Various forms of rural local government; Zilla Parishad - Structure, Functions and Finance.
- UNIT3:** Panchayat Samiti - Structure, Functions and Finance; Gram Panchayat- Structure, Functions and Finance.
- UNIT4:** Rural Development – Institutions and Agencies since Independence and Various Rural Development Programmes in India.
- UNIT5:** State - Local Relations, Finance, Autonomy and Control.



### **Books and Study Materials for Reference:**

1. Public Administration, Development and Local Administration by Sahib Singh and Swinder Singh.
2. State Governments in India by S.R. Maheswari.
3. Indian Financial Administration by M.J.K. Thavaraj.
4. Panchayati Raj and Rural Development by Bhaktapada Singh Roy.
5. Public Administration by Dr. Vishnoo Bhagwan, Bhushan and Mohla.
6. Local Government in India by S.R. Maheswari.
7. Fundamentals of Public Administration by Saroj Kumar Jena
8. A Simple Study of Public Administration by Sachdeva and Gupta.
9. Local Government Rural and Urban by Manoj Sharma.

### **SEM - IV, PUB ADMIN - CC - 9**

#### **INDIAN URBAN LOCAL ADMINISTRATION**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

**UNIT 1:** Necessity and Evolution of Urban Local Government in India, 74<sup>th</sup> Constitutional Amendment Act of 1992, Various forms of Urban Local Government.

**UNIT2:** Municipal Corporation (Mahanagar Nigam) - Structure, Functions and Finance of a Municipal Corporation or Mahanagar Nigam.

**UNIT3:** Municipal Council (Nagar Palika) - Structure, Functions and Finance; Notified Area Council (Nagar Panchayat) - Structure, Functions and Finance.

**UNIT4:** Recent Major Urban Development Programmes – Present Status, Reasons for Slow Progress and Failures, Suggest Remedial Measures.

**UNIT 5:** Problems and Prospects of Urban Local Administration in India, People's Participation, Implementation of various programmes formulated by the Government.

### **Books and Study Materials for Reference:**

1. Local Government in India, by S.R. Maheswari.
2. Local Government in India, by V.V. Rao and Niru Hazarika.
3. Local Government in India, by S.R. Nigam.
4. Municipal Administration in India by A. Avasthi.
5. Orissa Municipal Acts and Rules.
6. Local Government in India by Mattalib and Akbar Ali Khan.
7. State Governments in India by S.R. Maheswari.
8. Indian Financial Administration By M.J.K. Thavaraj.
9. Panchayati Raj and Rural Development by Bhaktapada Sinha Roy.
10. Public Administration by Dr. Vishnoo Bhagwan, Bhushan and Mohala.
11. Local Government Rural and Urban by Manoj Sharma.

**SEM - IV, PUB ADMIN - CC - 10**  
**DEVELOPMENT ADMINISTRATION**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Development Administration: Meaning, Emergence and Characteristics.
- UNIT2:** Development Administration vs. Traditional Administration; Approaches: Early Approaches, and Contemporary Approaches.
- UNIT3:** State versus market debate: Intervention of State, Failure of State, Market friendly approach and a balanced view.
- UNIT4:** Issues of Development Administration; Development of SC, ST, OBC, SEBC and Women; the Self-Help Group movement.
- UNIT5:** Role of Bureaucracy in Development, People's Participation in Development and Administrative Development.

**Books and Study Materials for Reference:**

1. Development Administration by R.K. Saprú.
2. Administration, Politics and Development in India - C.N. Phaleroo
3. Bureaucratic response to Development – Kuldeep Malhar.
4. Public Administration, Development and Local Administration by Sahib Singh and Swinder Singh.
5. Public Administration by K.K. Ghai.
6. Fundamentals of Public Administration by Saroj Kumar Jena.

**For B.A. Public Administration (Pass)**

**DSC-2/3- Paper-III (Pass) of SEM-III = CC-5 (Hon's) of SEM-III**

**DSC-2-3- Paper-IV (Pass) of SEM-IV = CC-8 (Hon's) of SEM-IV**

**SEM - V, PUB ADMIN - CC - 11**

**BUDGETARY PROCESS AND MONETARY SYSTEMS**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Budget: Meaning, Definition and Principles, Types of Budget.
- UNIT2:** Budgetary Process in India: Preparation of Budget, Passing of Budget, and Execution of Budget.

**UNIT3:** International Monetary Fund (IMF): Nature, Objectives, Composition and Functions.

**UNIT4:** World Bank (WB): Nature, Objectives, Composition and Functions.

**UNIT5:** World Trade Organisation (WTO): Nature, Objectives, Composition and Functions.

**Books and Study Materials for Reference:**

1. Indian Financial Administration in India by N.K. Thavraj
2. Indian Administration by Ashok Chanda.
3. Budgetary systems in Various Countries by S.L. Shakhdar.
4. Governance of Budgeting by H.S. Nath
5. Parliamentary Control of public Expenditure - P. Premchand
6. Public Administration by Dr. Vishnoo Bhagwan, Bhushan and Mohla.
7. Public Administration by K.K. Ghai.
8. Fundamentals of Public Administration by Saroj Kumar Jena.

**SEM - V, PUB ADMIN - CC - 12**  
**INDIAN FINANCIAL ADMINISTRATION**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

**UNIT1:** Meaning, Evolution and Agencies of Financial Administration in India, Centre - State Financial Relationship.

**UNIT2:** Parliamentary control over public expenditure - Estimates Committee, Public Accounts Committee and Committee on Public Sector Undertakings.

**UNIT3:** Accounting and Auditing, Roles of Controller General of Accounts (CGA) and Comptroller and Auditor General of India (CAGI).

**UNIT4:** The Finance Ministry: History, Composition, Functions and Role of the ministry of Finance.

**UNIT5:** Banking System in India; Reserve Bank of India.

**Books and Study Materials for Reference:**

1. Governance of Budgeting by H.S. Nath.
2. Indian Financial Administration – N.K. Thavaraj. 3. Indian Administration – Ashok Chanda.
3. Budgetary system in various countries – S.L. Shakhdar.
4. Public Administration by Dr. Vishnoo Bhagwan, Bhushan and Mohla.
5. Public Administration by K.K. Ghai.
6. Fundamentals of Public Administration by Saroj Kumar Jena.
7. A Simple Study of Public Administration by Sachdeva and Gupta

**SEM - VI, PUB ADMIN - CC - 13**

**PUBLIC POLICY AND WELFARE ADMINISTRATION**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Policy and Public Policy; Meaning, Nature and Scope of Public Policy.
- UNIT2:** Formulation of Public Policy, Forces in Public Policy, Public Policy Process in India.
- UNIT3:** Implementation of Public Policy: Elements, Implementers and Techniques; Institutional Developments for Public Policy.
- UNIT4:** Social Welfare Administration: Meaning and Significance; Human Rights: Human Rights Commissions at National and State Level.
- UNIT5:** Machinery for Social Welfare administration at the National and State levels - Central Social Welfare Board and State Social Welfare Boards.

**Books and Study Materials for Reference:**

1. An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making by Thomas A. Birkland.
2. A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving by Eugene Bardach.
3. Social Welfare Administration in India by D R Sachdeva.
4. Practice Issues in Social Welfare Administration, Policy, and Planning by Milton Lebowitz.
5. The Management Of Welfare: A Study Of British Social Service Administration by Ronald G.S. Brown.

**SEM - VI, PUB ADMIN - CC - 14**

**RESEARCH METHODOLOGY**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Research: Meaning, Objectives, Methods vs. Methodology, Approaches, Types of Research and Qualities of Researcher.
- UNIT2:** Research Process: Research Problem; Research Design; Features, Importance, and Characteristics of Research Design.
- UNIT3:** Data Collection: Sources of Data - Primary Vs. Secondary Data; Questionnaire: Meaning and Characteristics.
- UNIT4:** Sample Survey: Sampling Design, Characteristics of a good Sample Design and Different Types of Sample Designs.
- UNIT5:** Research Reports: Structure, Components and Types; Characteristics of a Good Research Report.

## Books and Study Materials for Reference:

1. "Research Methodology" by C R Kothari.
2. "Research Methodology: A Step by Step Guide for Beginners" by Ranjit Kumar.
3. "Research Methodology - A Theoretical Approach" by Balaji Sathya Narayanan.
4. "Research Methodology in Behavioural Sciences" by S. K. Mangal and Shubhra Mangal.

### For B.A. Public Administration (Pass)

SEC-III (Pass) of SEM-V = DSE - I (Hon's) of SEM-V

SEC-IV (Pass) of SEM-VI = DSE - III (Hon's) of SEM-VI

DSE – A/B Paper-I (Pass) of SEM-V = CC 11 (Hon's) of SEM-V

DSE – A/B Paper-II (Pass) of SEM-V = CC 12 (Hon's) of SEM-V

GE - Paper-I (Pass) of SEM-V = CC - I (Hon's) of SEM-I

GE – Paper-II (Pass) of SEM - VI = CC - III (Hon's) of SEM - II

## B) GENERIC ELECTIVE (2 PAPERS)

### SEM – I & III, PUB ADMIN - GE - PAPER - 1

#### PRINCIPLES OF PUBLIC ADMINISTRATION

Time: 3 Hrs

F.M. - 100 (Int. 20 + Sem. 80)

Credit-6

- UNIT1:** Public Administration: Meaning, Scope and Significance, Public versus Private Administration.
- UNIT2:** Approaches to the Study of Public Administration, Evolution of the discipline, Minnow-Brook Conferences.
- UNIT3:** New Public Administration (NPA), New Public Management (NPM), Good Governance and E-Governance: Concept and Applications.
- UNIT4:** Principles of Organisation I - Formal Versus Informal Organisation, Hierarchy, Unity of Command, Span of Control, Responsibility and Accountability.
- UNIT5:** Principles of Organisation II - Co-ordination, Supervision, Centralisation versus Decentralisation, Delegation of Authority, Concept of Line and Staff.

### **Books and Study Materials for Reference:**

1. Public Administration by A. R. Tyagi.
2. Theory and practice of Public Administration by M.P. Sharma.
3. Public Administration by Avasthi and Maheswari.
4. Introduction to the study of Public Administration by L.D. White.
5. Essentials of Public Administration by E.N. Gladden.
6. Administration by Lapawsky.
7. E-Governance in India: Initiatives and Issues by R. P. Sinha.
8. Public Administration in India by P. Shrama.
9. Public Administration by K.K. Ghai.

### **SEM –II & IV, PUB ADMIN - GE - PAPER - 2 MANAGEMENT AND ADMINISTRATIVE BEHAVIOUR**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Management: Meaning and Functions, Management as a Profession.
- UNIT2:** Decision Making: Meaning, Concept, Bases or Factors, Process or Stages, Classification and Models.
- UNIT3:** Communication: Meaning, Types, Media, Process, Channels, Barriers and Principles; Control: Meaning, Process and Techniques.
- UNIT4:** Leadership: Meaning, Styles, Functions, Qualities and Theories of Leadership.
- UNIT5:** Motivation: Meaning, Theories or Models, Maslow's Need Hierarchy vs. Herzberg's Two Factor Theory.

### **Books and Study Materials for Reference:**

1. Organisation and Management by Dr. M.M. Varma and R.K. Agarwal.
2. Organisation and Management by Secklr and Hudson
3. Public Administration by M. Laxmikanth.
4. Public Administration by Dr. Vishnoo Bhagwan, Bhushan and Mohla.
5. Public Administration by K.K, Ghai.
6. Fundamental of Public Administration by Saroj Kumar Jena.

### **C) DISCIPLINE SPECIFIC COURSE (4 PAPERS)**

#### **SEM - V, PUB ADMIN - DSE - 1 E-GOVERNANCE**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

**(For pass students with SEC 3 Paper, Time: 2 Hrs, F.M. - 50 (Int. 10 + Sem. 40), Credit - 2)**

- UNIT1:** E-Governance: Meaning, Significance, Objectives and Scope of E-Governance.
- UNIT2:** National E-Governance Projects: Features, Three Types of Mission Mode Projects.

- UNIT3:** E-Governance Initiatives in Odisha: Core E-Governance Projects, State Level Initiatives.
- UNIT4:** Departmental E-Governance Projects: Revenue, Finance, Panchayati Raj, Commerce and Transport.
- UNIT5:** Odisha ICT Policy: Objectives, Special Focus Area, Implementation and Monitoring.

**Books and Study Materials for Reference:**

1. "E-Governance in India" by Laxminarayan Bindhani and Padmalaya Mohapatra.
2. "E-Governance in India" by AnuragGautam.
3. "E-Governance" by Gazi Zahirul Islam.
4. "E-Governance: A Change Management Tool" by P. Panneervel.
5. "Compendium of E-Governance Initiatives in India" by Piyush Gupta and R.K. Bagga.

**SEM - V, PUB ADMIN - DSE - 2**

**ETHICS, INTEGRITY AND APTITUDE**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

- UNIT1:** Meaning of Ethics, Integrity and Aptitude; Ethics in Private and Public Relationship; Ethics vs. Professional Ethics.
- UNIT2:** Ethics and Human Interface: Essence, determinants and consequences of Ethics in human actions; dimensions of ethics.
- UNIT3:** Aptitude and values for Civil Service: integrity, impartiality and non-partisanship, objectivity, dedication to public service, tolerance and compassion.
- UNIT4:** Values in administration: Status and problems; ethical concerns and dilemmas in government and private institutions; accountability and ethical governance.
- UNIT5:** Probity in Governance: Philosophical basis of governance; Right to Information (RTI), Codes of Conduct, Utilization of public funds, challenges of corruption.

**Books and Study Materials for Reference:**

1. "Ethics, Integrity and Aptitude" by G. Subba Rao and P N Roy Chowdhury.
2. "Ethics, Integrity and Aptitude" by M Karthikeyan.
3. "Ethics, Integrity and Aptitude" by Santosh Ajmera and Nanda Kishore Reddy.
4. "Lexicon for Ethics, Integrity and Aptitude by civil service chronicle.
5. "Case Studies in Ethics, Integrity & Aptitude" by R Rajagopalan and Mukund Kaushal.

**SEM - VI, PUB ADMIN - DSE - 3**

**DISASTER MANAGEMENT**

**Time: 3 Hrs**

**F.M. - 100 (Int. 20 + Sem. 80)**

**Credit-6**

**(For pass students with SEC 4 Paper, Time: 2 Hrs, F.M. - 50 (Int. 10 + Sem. 40), Credit - 2)**

**UNIT 1:** Disaster Management: Meaning, India's Disaster Profile, Disaster vs. Hazard and its Types.

**UNIT 2:** Earthquake and Tsunami: Concepts, Causes and Consequences.

**UNIT 3:** Cyclone and Flood: Concepts, Causes and Consequences.

**UNIT 4:** Drought and Landslides: Concepts, Causes and Consequences.

**UNIT 5:** Disaster Mitigation Measures: Before, During and After Disaster.

**Books and Study Materials for Reference:**

1. "Natural Hazards & Disaster Management" by NCERT Publication.
2. "Disaster Management" by Mukesh Kapoor.
3. "Disaster Management" by Harsh K. Gupta.
4. "Disaster Management and Preventions" by Dr Pranam Dhar.
5. "Natural Disaster Risk Management" by Ulrich Ranke.

**SEM - VI, PUB ADMIN - DSE - 4**

**PROJECT**

Dissertation : 60 marks

Presentation : 25 marks

Viva : 15 marks

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Total : 100 marks

Projects submitted by the student are to be evaluated by the Internal Examiner and External Examiner appointed by University. Students should opt for Supervision of Dissertation from the internal faculties of his own college/Institution. The Supervisor in consultation with the concerned Head of the Department should decide the topic. The presentation should be open to all faculties as well as graduate students of the concerned Department.

**D) SKILL ENHANCEMENT COURSE (2 PAPERS)**

**SEM - III, PUB ADMIN - SEC - 1**

**LANGUAGE SKILL: ENGLISH**

**Time: 2 Hrs**

**F.M. - 50 (Int. 10 + Sem. 40)**

**Credit-2**



**SEM - IV, PUB ADMIN - SEC - 2**  
**RURAL DEVELOPMENT ADMINISTRATION**

**Time: 2 Hrs**

**F.M. - 50 (Int. 10 + Sem. 40)**

**Credit-2**

**UNIT1:** Rural Development Administration: Meaning, Agencies and Present Position.

**UNIT2:** State of Affairs - Sanitation, Drinking water, Health, Education and Communication and Housing facilities.

**UNIT3:** Problems and major causes of failures of rural development.

**UNIT4:** Different rural development programmes, people's participation and solutions for betterment.

**UNIT5:** A comparative analysis of present day rural development with the past, the reasons behind scenario of transformation, an ideal rural picture.

**Books and Study Materials for Reference:**

1. State Government in India by S.R. Maheswari
2. Public Administration, Development and Local Administration by Sahib Singh and Swindew Singh
3. Public Administration by Dr. Vishnoo Bhagwan Dr. Vidya Bhushan and Dr. Vandana Mohla.
4. Fundamentals of Public Administration by Saroj Kumar Jena
5. A simple study of principles of Public Administration by Sachdeva and Gupta, K.S. Singh
6. Development Administration by R.K. Sapru.
7. Rural Development Administration in India – R.R. Dobhas
8. Bureaucratic Response to Development – Kuldeep Malhar
9. Panchayati Raj and Rural Development by Bhaktapada Sinha Roy.
10. Local Government in India by S.R. Maheswari.

**E) ABILITY ENHANCEMENT COMPULSORY COURSE (2 PAPERS)**

**SEM - I, PUB ADMIN - AECC - 1**

**ENVIRONMENTAL SCIENCE**

**Time: 2 Hrs**

**F.M. - 50 (Int. 10 + Sem. 40)**

**Credit-2**

**SEM - II, PUB ADMIN - AECC - 2**

**LANGUAGE COMMUNICATION MIL/ENGLISH**

**Time: 2 Hrs**

**F.M. - 50 (Int. 10 + Sem. 40)**

**Credit-2**