

# **Syllabus and Scheme of Examination**

**For**

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



**Fakir Mohan University, Balasore**

**Under**

**Choice Based Credit System (CBCS)**

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

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# **B.A. (PUBLIC ADMINISTRATION)**

## **LIST OF PAPERS AND COURSES UNDER C.B.C.S. SYSTEM**

### **A) CORE COURSES (14)**

#### **Semester 1**

- 1.1 Paper I : Principles of Public Administration
- 1.2 Paper II : Administrative Thinkers and Thought

#### **Semester 2**

- 2.1 Paper III : Management and Administrative Behaviour
- 2.2 Paper IV : Personnel Administration in India

#### **Semester 3**

- 3.1 Paper V : Indian Government and Administration
- 3.2 Paper VI : Administrative Study of Selected Countries
- 3.3 Paper VII : State Level Administration in India

#### **Semester 4**

- 4.1 Paper VIII : Indian Rural Local Administration
- 4.2 Paper IX : Indian Urban Local Administration
- 4.3 Paper X : Development Administration

#### **Semester 5**

- 5.1 Paper XI : Budgetary Process and Monetary Systems
- 5.2 Paper XII : Indian Financial Administration

#### **Semester 6**

- 6.1 Paper XIII : Public Policy and Welfare Administration
- 6.2 Paper XIV : Panchayat Administration in Odisha

### **B) GENERIC ELECTIVE - 4 (INTERDISCIPLINARY): ANY FOUR**

- 1. Legal System in India
- 2. Commissions in India
- 3. Significant Issues in Indian Governance
- 4. General Awareness

### **C) DISCIPLINE SPECIFIC ELECTIVE - 4 (DSE): FOUR**

- 1. The Chief Executive
- 2. Civil Servants
- 3. New Public Administration
- 4. Block Development and Tahasil Administration

### **D) ABILITY ENHANCEMENT - 2 (AE SKILL BASED): ANY TWO**

- 1. Language skill - English
- 2. Rural Development Administration

**E) ABILITY ENHANCEMENT (COMPULSORY) FOUNDATION: TWO**

1. Language - MIL/English
2. Environmental Science

<b>B. A. (HONOURS) PUBLIC ADMINISTRATION - C.B.C.S. PAPER DISTRIBUTION</b>		
<b>S. No.</b>	<b>SEMESTER-I</b>	<b>PAPER</b>
1.1	Environmental Science	Ability Enhancement Comp. Course (AECC)
1.2	Principles of Public Administration	Core Discipline-1
1.3	Administrative Thinkers & Thought	Core Discipline-2
1.4	Legal System in India	Generic Elective-1
<b>S. No.</b>	<b>SEMESTER-II</b>	<b>PAPER</b>
2.1	MIL/English Communicative	Ability Enhancement Comp. Course (AECC)
2.2	Management & Administrative Behaviour	Core Discipline-3
2.3	Personnel Administration in India	Core Discipline-4
2.4	Commissions in India	Generic Elective-2
<b>S. No.</b>	<b>SEMESTER-III</b>	<b>PAPER</b>
3.1	Indian Government and Administration	Core Discipline-5
3.2	Administrative Study of Selected Countries	Core Discipline-6
3.3	State Level Administration in India	Core Discipline-7
3.4	Significant Issues in Indian Governance	Generic Elective-3
3.5	Language Skill - English	Skill Enhancement Course (SEC)
<b>S. No.</b>	<b>SEMESTER-IV</b>	<b>PAPER</b>
4.1	Indian Rural local Administration	Core Discipline-8
4.2	Indian Urban Local Administration	Core Discipline-9
4.3	Development Administration	Core Discipline-10
4.4	General Awareness	Generic Elective-4
4.5	Rural Development Administration	Skill Enhancement Course (SEC)
<b>S. No.</b>	<b>SEMESTER-V</b>	<b>PAPER</b>
5.1	Budgetary Process & Monetary Systems	Core Discipline-11
5.2	Indian Financial Administration	Core Discipline-12
5.3	The Chief Executive	Discipline Specific Course-1
5.4	Civil Servants	Specific Course-2
<b>S. No.</b>	<b>SEMESTER-VI</b>	<b>PAPER</b>
6.1	Public Policy & Welfare Administration	Core Discipline-13
6.2	Panchayat Administration in Odisha	Core Discipline-14
6.3	New Public Administration	Discipline Specific Course-3
6.4	Block Development & Tahasil Admin.	Discipline Specific Course-4

## A) CORE COURSE (14 PAPERS)

### SEM - I, PUB ADMIN - CC - (I)

#### 1.1 PAPER I - PRINCIPLES OF PUBLIC ADMINISTRATION

Time: 3 Hrs

F.M.- 80 (Sem. + 20 (int.))

Credit-6

- UNIT 1:** Meaning, Scope and Significance of Public Administration, Public versus Private Administration.
- UNIT 2:** Evolution of the discipline, New Public Administration, Public Choice Approach, New Public Management.
- UNIT 3:** Minnow-Brook Conference III, Good Governance - Concept and Application, E-Governance.
- UNIT 4:** Principles of Organisation I - Formal Versus Informal Organisation, Hierarchy, Unity of Command, Span of Control, Authority and Responsibility.
- UNIT 5:** Principles of Organisation II - Coordination, 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 - (II)

#### 1.2 PAPER II - ADMINISTRATIVE THINKERS AND THOUGHT

Time: 3 Hrs

F.M.- 80 (Sem. + 20 (int.))

Credit-6

- UNIT 1:** Kautilya's Administrative Principles, Wilson's Politics Administration Dichotomy, Taylor's Scientific Management Theory.
- UNIT 2:** Henry Fayol's 14 Principles, Luther Gullick and L. F. Urwick's contribution towards Principles of Administration
- UNIT 3:** Max Weber as the Chief Exponent of Bureaucratic Theory, Mary Parker Follett's Dynamic Administration.
- UNIT 4:** C.I. Barnard's Functions of the Executive, Elton Mayo's Human Relations Theory with reference to Hawthorne Experiments.

**UNIT 5:** Herbert Simon's Theory of Decision Making, Major Exponents of Participative Management Theory - R. Likert, C. Argyris and D. McGregor.

**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 - (III)**

**2.1 PAPER III - MANAGEMENT AND ADMINISTRATIVE BEHAVIOUR**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**UNIT 1:** Management - Meaning, Definition, Role, Functions and Principles; Management as a Profession.

**UNIT 2:** Administrative Behaviour I - Leadership, Qualities, Styles of Leadership, Functions of Leadership.

**UNIT 3:** Administrative Behaviour II - Decision Making, Policy Formulation and Communication.

**UNIT 4:** Administrative Behaviour III - Motivation, Co-ordination and Direction.

**UNIT 5:** Administrative Behaviour IV - Planning, Supervision and Public relations..

**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 A.R. Tyagi.
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 - (IV)**

**2.2 PAPER IV - PERSONNEL ADMINISTRATION IN INDIA**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**UNIT 1:** Civil Service: Meaning, Definitions, Feature, Functions and Types.

**UNIT 2:** Recruitment: Meaning, Definitions, Types, Process, Features of a Sound Recruitment System, Recruitment of Civil Services in india.

**UNIT 3:** Training: Meaning, Definitions, Objectives, Types, Techniques, Premier Training Institutions in India.

**UNIT 4:** Promotion: Meaning, Definitions, Important Types, Principles and Criticism.

**UNIT 5:** Welfare: Transfer, Pay, Service Conditions, Extra facilities and other Allowances.

**Books and Study Materials for Reference:**

1. Fundamental of Public Administration by Saraj Kumar Jena.
2. Public Administration by A.R. Tyagi.
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.

**PUB ADM DSC- I is same as GE-I of SEM-I**

**PUB ADM DSC- II is same as GE-II of SEM-II**

**SEM - III, PUB ADMIN - CC - (V)**

**3.1 PAPER V - INDIAN GOVERNMENT AND ADMINISTRATION**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**UNIT 1:** Evolution of Indian Administration during British Period, Salient Features of Indian Constitution.

**UNIT 2:** Fundamental Rights (FRs), Directive Principles of State Policy (DPSP) and Fundamental Duties (FDs).

**UNIT 3:** Union Government, President, Prime Minister, Council of Ministers, Parliament, Supreme Court.

**UNIT 4:** Central Secretariat, Cabinet Secretariat, Finance Commission.

**UNIT 5:** 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 - (VI)**

#### **3.2 PAPER VI - ADMINISTRATIVE STUDY OF SELECTED COUNTRIES**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Meaning, Significance and Evolution of Comparative Public Administration, Models of Comparative Public Administration by Fred Riggs.
- UNIT 2:** Salient Features of the British Constitution – Monarchy, Cabinet, Parliament and Judiciary.
- UNIT 3:** Salient Features of the American Constitution – President, Congress and Supreme Court.
- UNIT 4:** Basic Features of the French Constitution - President, Prime Minister, Parliament and Judicial System.
- UNIT 5:** 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 - (VII)**

#### **3.3 PAPER VII - STATE LEVEL ADMINISTRATION IN INDIA**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** State Government: Governor, Chief Minister, Council of Ministers, State Legislature.
- UNIT 2:** State Secretariat, Chief Secretary and other Secretaries, High Court.

**UNIT 3:** Centre State Relations - Administrative, Legislative and Financial Relations.

**UNIT 4:** Departments and Directorates, Board of Revenue and Revenue Divisional Commissioners.

**UNIT 5:** District Administration since Independence, District Collector, Changing Role in Revenue Collection and Maintenance of Law and Order.

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. Vishnoo 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 - (VIII)**

#### **4.1 PAPER VIII - INDIAN RURAL LOCAL ADMINISTRATION**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**UNIT 1:** Necessity and Evolution of Rural Local Self Government in India, 73<sup>rd</sup> Constitutional amendment Act and Various forms of rural local government.

**UNIT 2:** The three tier structure of PRIs, Zilla Parishad - Structure, Functions and Finance.

**UNIT 3:** Panchayat Samiti - Structure, Functions and Finance; Gram Panchayat - Structure, Functions and Finance.

**UNIT 4:** Rural Development – Institutions and Agencies since Independence and Various Rural Development Programmes in India.

**UNIT 5:** 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 - (IX)**

#### **4.2 PAPER IX - INDIAN URBAN LOCAL ADMINISTRATION**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**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.

**UNIT 2:** Municipal Corporation (Mahanagar Nigam) - Structure, Functions and Finance of a Municipal Corporation or Mahanagar Nigam.

**UNIT 3:** Municipal Council (Nagar Palika) - Structure, Functions and Finance; Notified Area Council (Nagar Panchayat) - Structure, Functions and Finance.

**UNIT 4:** 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 - (X)**

#### **4.3 PAPER X - DEVELOPMENT ADMINISTRATION**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**UNIT 1:** Meaning, Nature and Scope of Development Administration.

**UNIT 2:** Strong state versus the market debate; Impact of liberalisation on administration in developing countries; Comparative Administrative

Development.

**UNIT 3:** Issues of Development Administration, Development of SC, ST, OBC, SEBC and Women, the Self-Help Group (SHG) movement.

**UNIT 4:** Role of Bureaucracy in Development, People's Participation in Development.

**UNIT 5:** Development Administration and Administrative Development, Changing profile of Development Administration.

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

1. Development Administration by R.K. Sapru.
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.

### **SEM - V, PUB ADMIN - CC - (XI)**

#### **5.1 PAPER XI - BUDGETARY PROCESS AND MONETARY SYSTEMS**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**UNIT 1:** Budget - Meaning, Definition and Principles, Budget as a tool of Administration and a Political Instrument.

**UNIT 2:** Types of Budget, Performance Budgeting – Annual or Long Term, Single or Plural, Surplus, Deficit or Balanced, Performance and Zero Based Budgeting.

**UNIT 3:** Budgetary Process in India - Preparation of Budget, Passing of Budget, Execution of Budget.

**UNIT 4:** International Monetary Fund – Nature, Objectives, Functions, Organisation and Operations.

**UNIT 5:** International Monetary System - World Bank, United Nations Conference on Trade and Development (UNCTAD) and World Trade Organisation (WTO).

#### **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. Shaktidhar.
4. Governance of Budgeting by H.S. Nath
5. Parliamentary Control of public Expenditure - P. Premchand

6. Public Administration by Dr. Vishnoo Bhagwan, Bhusan and Mohla.
7. Public Administration by K.K. Ghai.
8. Fundamentals of Public Administration by Saroj Kumar Jena.

### **SEM - V, PUB ADMIN - CC - (XII)**

#### **5.2 PAPER XII - INDIAN FINANCIAL ADMINISTRATION**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Meaning, Evolution and Agencies of Financial Administration in India, Centre - State Financial Relationship.
- UNIT 2:** Parliamentary control over public expenditure - Estimates Committee, Public Accounts Committee and Committee on Public Sector Undertakings.
- UNIT 3:** Accounting and Auditing, Roles of Controller General of Accounts (CGA) and Comptroller and Auditor General of India (CAGI).
- UNIT 4:** The Finance Ministry – History, Functions, Organisation and Role of the ministry of Finance.
- UNIT 5:** Reserve Bank of India and Public Debt Management in 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 - (XIII)**

#### **6.1 PAPER XIII - PUBLIC POLICY AND WELFARE ADMINISTRATION**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Public Policy - Meaning, Nature and Scope; Institutional Developments and Developing Policy Science Study.
- UNIT 2:** Formulation of Public Policy, Models of Policy Making, Public Policy in India.
- UNIT 3:** Policy Implementation - Elements of Implementation, Implementors and

Techniques.

**UNIT 4:** Welfare Administration - Meaning and Significance, Human Rights - National Human Rights Commission, Odisha Human Rights Commission.

**UNIT 5:** Machinery for 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 - (XIV)**

#### **6.2 PAPER XIV - PANCHAYAT ADMINISTRATION IN ODISHA**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**UNIT 1:** Constitutional Provision at the National Level - The Seventy-Third Amendment Act of 1992, The evolution of Panchayati Raj System in Odisha.

**UNIT 2:** Salient Features of Orissa Panchayat Raj Acts - Orissa Panchayat Samiti Act 1960, Orissa Gram Panchayat Act 1964, Orissa Zilla Parishad Act 1991.

**UNIT 3:** Panchayati Raj Department in Odisha - Poverty Alleviation Programmes, Panchayati Raj Institutions of the State and Basic Services.

**UNIT 4:** Election, Devolution and Finance of Panchayatiraj Institutions in Odisha; State Control over Panchayatiraj institutions in Odisha.

**UNIT 5:** Current Status and Problems in the Panchayat System, Suggestions for removal of the defects in the Panchayat Administration of Odisha.

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

1. Panchayati Raj in Odisha : An Overview by Rabindra Kumar Behuria
2. New Panchayati Raj System in Orissa by Dr. Dasarathi Bhuyan
3. National Power and state Autonomy (Menakshi) K.R. Bembwai
4. State Politics in India (Menakshi) Iqbal Nazain
5. State Governments in Indian by S.R. Maheswari.
6. Panchayatiraj and Rural Development by Bhaktapada Sinha Roy.
7. Local Government in India by S.R. Maheswari
8. Fundamentals of Public Administration by Saroj Kumar Jena.

9. A simple study of Public Administration by Sachdeva and Gupta  
10. Local Government Rural and Urban by Manoj Sharma.

**B) GENERIC ELECTIVE (4 PAPERS)**

**SEM - I, PUB ADMIN - GE - (I)**

**I. LEGAL SYSTEM IN INDIA**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Different types of legal systems in India, Critical understanding of the functioning of the legal systems.
- UNIT 2:** Brief understanding of the laws applicable in India, Public Interest Litigations, Laws relating to criminal jurisdiction.
- UNIT 3:** Provision relating to filing an FIR, arrest, bail search warrant, seizure and some understanding of the questions of evidence, procedure in the CrPC and related laws.
- UNIT 4:** Important offences under the IPC, offences against women, juvenile justice and prevention of atrocities on scheduled castes and scheduled tribes.
- UNIT 5:** Laws relating to dowry, sexual harassment and violence against women, consumer rights and cyber crimes. Writing an FIR or writing a complaint addressed to the appropriate authority.

**Books and Study Materials for Reference:**

1. Our Laws volumes 1 to 10 by multiple action research Group , Delhi
2. Legal Literacy Series booklets by Indian social institute, New Delhi.
3. Public Interest litigation in India by S.K. Agarwal.
4. Towards Gender Justice by S.P. Sathe.
5. Child Rights in India by Asha Bajpai.
6. Public Interest litigation by B.L. Wadhese
7. Women and Law in India by Namita Agarwal.

**SEM - II, PUB ADMIN - GE - (II)**

**II. COMMISSIONS IN INDIA**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Finance Commission: Constitutional Status, Composition, Functions and Working of the Commission.
- UNIT 2:** Union Public Service Commission: Constitutional Status, Composition, Functions and Working of the Commission.
- UNIT 3:** Election Commission of India: Constitutional Status, Composition, Functions and Working of the Commission.
- UNIT 4:** NITI Ayog /Commission and National Development Council: Non-Constitutional

Status, Composition, Functions and Working of the Commission.

**UNIT 5:** University Grants Commission (UGC) – Origin, Composition, Regional Offices, Functions, Major Activities and Achievements, Critical Evaluation.

**Books and Study Materials for Reference:**

1. Public service Commission in India, A study by C.N. Bhaleras
2. Indian Polity, by M. Laxmikanth.
3. Public Administration, Development and Local Admin. by Sahib Singh and Swinder Singh.
4. Indian Financial Administration of India by M.J.K. Thavaraj.
5. A Simple Study of Public Administration by Sachdeva and Gupta.

**SEM - III, PUB ADMIN - GE - (III)**

**III. SIGNIFICANT ISSUES IN INDIAN GOVERNANCE**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**UNIT 1:** Crisis of Values in Public Service - Meaning of values, Ethics vs. Professional Ethics, Measures to Inculcate Values in Public Servants.

**UNIT 2:** Corruption in India - Meaning and Historical Background, Significant Causes of Corruption, Measures taken to curb corruption in India.

**UNIT 3:** Criminalization of Politics and Administration - India's Criminal Profile, Significant Causes of Political and Administrative Criminalization, Measures to Prevent Criminalisation.

**UNIT 4:** Disaster Management in India - India's Disaster Profile, Earthquake, Drought, Landslides.

**UNIT 4:** Disaster Management in India - Tsunami, Cyclone, Flood, Rehabilitation and Resettlement.

**Books and Study Materials for Reference:**

1. Ethics, Integrity and Aptitude by Nanda Kishore Reddy.
2. Public Administration by Dr. Vishnoo Bhagwan, Dr. Vidya Bhushan and Dr. Vandara Mohla published by S. Chand and Company Pvt. Ltd Chapter 32 page 415 to 429
3. Civil Service in India - N.C. Roy.
4. Threats to Indian Republic by G. Ramachandra Reddy.
5. Indian Government and politics by D.C. Gupta
6. Panchayatiraj and Rural Development by Bhaktapada Sinha Roy.
7. A simple study of Public Administration by Sachdeva and Gupta.
8. NCERT Text Book on Disaster Management.

## **SEM - IV, PUB ADMIN - GE - (IV)**

### **IV. GENERAL AWARENESS**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Major countries with Capitals, Heads of state, Currencies, National Emblems, Who's Who of India and Important International officials.
- UNIT 2:** Abbreviations, Major Newspapers of the world, Religions of the World, Awards and Honours, Seven wonders of the World, Intelligence or Detective Agencies of the World, Important Symbols or Signs, Languages Spoken.
- UNIT 3:** Indian Defence - Army, Air Force and Navy Commands, Indian Defence Training Institutions, Ranks of Commissions Officers.
- UNIT 4:** Missiles and other Weapons, Paramilitary and Reserve Forces, Nuclear and Space Research Centres in India.
- UNIT 5:** Basic Knowledge about Computers, Internet, Social Medias and e-Governance.

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

1. The Pearson General Knowledge Manual (Latest Edition).
2. Quick Reference General Knowledge by Edgar Thorpe.
3. General Knowledge with Latest Current Affairs and Who's Who by RPH Editorial Board.
4. General Knowledge by Dr. Binay Karn and others.
5. Manorama Year Book (latest Edition).
6. General Knowledge by Manohar Pandey.
7. Indian Defence Review (latest Edition) by Bharat Verma.
8. Computer Awareness by Upkar/Arihant/TMH Publications.

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

### **SEM - V, PUB ADMIN - DSE - (I)**

#### **I. THE CHIEF EXECUTIVE**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Chief Executive: Meaning and Types of Chief Executives.
- UNIT 2:** Role of the Chief Executive, Administrative, Legislative and Judicial Functions of the Chief Executive.
- UNIT 3:** Generalist versus Specialist Debate, Permanent versus Political Executives.
- UNIT 4:** The Chief Executive as the General Manager of the State, Comparison between parliamentary and the presidential type of Chief Executives.
- UNIT 5:** Actual Role of the Chief Executive, Present Status and Suggest Remedies for its betterment.

### Books and Study Materials for Reference:

1. Public Administration by K.K. Ghai
2. Public Administration by Dr. Vishnoo Bhagwan, Bhushan and Mohla.
3. Fundamentals of Public Administration by Saroj Kumar Jena.
4. A Simple Study of Public Administration by Sachdeva and Gupta.

### **SEM - V, PUB ADMIN - DSE - (II)**

#### **II. CIVIL SERVANTS**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Civil Servants - Meaning and Classification as Per Indian Constitution.
- UNIT 2:** Recruitment and Training of Civil Servants in India.
- UNIT 3:** Functions of the Civil Servants, Role of Civil servants in the Age of Globalisation and Liberalisation.
- UNIT 4:** Morale, Discipline, Conduct and Neutrality of civil servants.
- UNIT 5:** Relations between Civil Servants, Ministers and the Public in General.

### Books and Study Materials for Reference:

1. Civil service in India by N.C. Ray.
2. State Governments in India by S.R. Maheswari
3. Indian Government and Politics by D.C. Gupta
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 - DSE - (III)**

#### **III. NEW PUBLIC ADMINISTRATION**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

- UNIT 1:** Meaning of New Public Administration, Philadelphia conference 1967 and Minnow brook Conferences (I, II and III) of 1968, 1988 and 2008.
- UNIT 2:** New Public Administration versus New Public Management.
- UNIT 3:** Role of New Public Administration in Developing Societies and in a Welfare State.
- UNIT 4:** Reasons behind the increased importance of Public Administration in contemporary times.
- UNIT 5:** New Public Administration in Developed Countries and Administrative System in Developed Countries.



### Books and Study Materials for Reference:

1. Public Administration by K.K. Ghai
2. Public Administration by DR. Vishnoo Bhagwan, Dr. Vidya Bhushan and Dr. Vandana Mohla.
3. Fundamentals of Public Administration Saroj Kumar Jena
4. A simple study of Public Administration by Sachdeva and Gupta.

### SEM - VI, PUB ADMIN - DSE - (IV)

#### IV. BLOCK DEVELOPMENT AND TAHASIL ADMINISTRATION

Time: 3 Hrs

F.M.- 80 (Sem. + 20 (int.))

Credit-6

- UNIT 1:** Meaning, Significance and Composition of Block Office and Tahasil Office in Odisha.
- UNIT 2:** Role of BDO in Block Development and Role of Tahasildar in Tahasil Administration in Odisha.
- UNIT 3:** Working of Block Office and the Tahasil Office in Odisha.
- UNIT 4:** Present Status of Block and Tahsil administration in Odisha.
- UNIT 5:** A microscopic study, major problems and suggestions for remedial measures.

### Books and Study Materials for Reference:

1. Development Administration by R.K. Sapru.
2. Rural Development Administration in India by P.R. Dobhasi
3. Bureaucratic Response to Development by Kuldeep Malhar.
4. Administration politics and Development in India by C.N. Phaleroo.
5. State Governments in India by S.R. Maheswari.
6. Panchayati Raj and Rural Development by Bhaktapada Sinha Roy
7. Local Government in India by S.R. Maheswari.
8. A simple study of Public Administration by Sachdeva and Gupta.

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

##### SEM - III, PUB ADMIN - SEC - (I)

##### I. LANGUAGE SKILL: ENGLISH

Time: 3 Hrs

F.M.- 80 (Sem. + 20 (int.))

Credit-6

##### SEM - IV, PUB ADMIN - SEC - (II)

##### II. RURAL DEVELOPMENT ADMINISTRATION

Time: 3 Hrs

F.M.- 80 (Sem. + 20 (int.))

Credit-6

- UNIT 1:** Rural Development Administration: Meaning, Agencies and Present Position.
- UNIT 2:** State of Affairs - Sanitation, Drinking water, Health, Education and

Communication and Housing facilities.

**UNIT 3:** Problems and major causes of failures of rural development.

**UNIT 4:** Different rural development programmes, people's participation and solutions for betterment.

**UNIT 5:** Comparison of the Past Rural Picture with the Present, the reasons responsible for it; Give 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 Swindev 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 - (I)**

**I. ENVIRONMENTAL SCIENCE**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**

**SEM - I, PUB ADMIN - AECC - (II)**

**II. LANGUAGE COMMUNICATION MIL/ENGLISH.**

**Time: 3 Hrs**

**F.M.- 80 (Sem. + 20 (int.))**

**Credit-6**