UNIVERSITY OF CALICUT

Abstract

General and Academic- Faculty of Humanities- Syllabus of BA Public Administration Programme under CBCSS UG Regulations 2019 with effect from 2019 Admission onwards - Implemented- Orders Issued.

G & A - IV - B

U.O.No. 8481/2019/Admn   Dated, Calicut University.P.O, 30.06.2019

---

*Read:-*1.UO. No. 4368/2019/Admn Dated: 23.03.2019
2.Minutes of the meeting of the Board of Studies in Political Science - UG held on 05.04.2019 (Item no.1)
3. Minutes of the meeting of Faculty of Humanities held on 19.06.2019 (Item No.15)

ORDER

   The Regulations for Choice Based Credit and Semester System for Under Graduate (UG) Curriculum-2019 (CBCSS UG Regulations 2019) for all UG Programmes under CBCSS- Regular and SDE/Private Registration with effect from 2019 Admission has been implemented vide paper read first above.

   The meeting of Board of Studies in Political Science-UG held on 05.04.2019 vide Item no.1 of the minutes has approved the Syllabus of BA- Public Administration in tune with new CBCSS UG Regulation implemented with effect from 2019 Admission onwards, vide paper read second above.

   The Faculty of Humanities at its meeting held on 19.06.2019 vide Item no.15 has approved Item no. 1 of the minutes of the meeting of the Board of Studies in Political Science-UG held on 05.04.2019, vide paper read third above.

   Under these circumstances , considering the urgency, the Vice Chancellor has accorded sanction to implement the Scheme and Syllabus of BA Public Administration Programme in accordance with the new CBCSS UG Regulation 2019, in the University with effect from 2019 Admission onwards, subject to ratification by the Academic Council.

   Sanction is therefore accorded for implementing the Scheme and Syllabus of BA Public Administration Programme in accordance with CBCSS UG Regulations 2019, in the University with effect from 2019 Admission onwards .

   Orders are issued accordingly. (Syllabus appended)

Biju George K

Assistant Registrar

To

1.The Principals of all Affiliated Colleges 2. Director, SDE
Copy to: PS to VC/PA to PVC/ PA to Registrar/PA to CE/JCE I/JCE II/JCE VIII/EX IV and EG Sections/GA I F /CHMK Library/Information Centres/SF/DF/FC

Forwarded / By Order

Section Officer

CHOICE BASED CREDIT AND SEMESTER SYSTEM (CBCSS) FOR UNDER GRADUATE (UG) PROGRAMME

UNIVERSITY OF CALICUT

For
BA PUBLIC ADMINISTRATION
Under

Restructured Curriculum and Syllabi
As per CBCSS
UG Regulations (2019)

(2019 Admissions Onwards)

UNIVERSITY OF CALICUT

The Under Graduate programme in **Public Administration** includes

(a) Common Courses

(b) Core Courses

(c) Complementary Courses

(d) Open Courses and

(e) Project

Common Courses: In general, every UG student shall undergo 10 common courses (total 38 credits) chosen from a group of 14 common courses listed below, for completing the programme:

A01. Common English Course 1

English courses A01-A06 applicable to BA/BSC Regular pattern

A02. Common English Course II A03. Common English Course III A04. Common English Course IV A05. Common English Course V A06. Common English Course VI	English courses A01-A04 applicable to Language Reduced Pattern (LRP) Programmes B.com, BBA, BBA (T), BBM, B.Sc (LRP), BCA etc.
A07. Additional Language Course I A08. Additional Language Course II A09.Additional Language Course III A10.Additional Languag Course IV	Addl.Language courses A07-A10 applicable to BA/B.Sc Regular Pattern Addl.Language courses A07-A08 applicable to Language Reduced Pattern (LRP) Programmes
A11. General Course I A12. General Course II A13. General Course III A14. General Course IV	Applicable to Language Reduced Pattern (LRP) Programmes

Common courses A01-A06 shall be taught by English teachers and A07-A10 by teachers of additional languages respectively. General courses A11-A14 shall be offered by teachers of departments offering core courses concerned.

General courses I, II, III and IV shall be designed by the group of boards concerned.

The subjects under Language Reduced Pattern (LRP) (Alternative Pattern) are grouped into five and General Courses I,II,III & IV shall be the same for each group.

    1. BBA, B.Com., Fashion Technology, Hotel Management.

2. Industrial Chemistry, Polymer Chemistry, Food Science and Technology.
3. Computer Science, Electronics, Instrumentation, Printing Technology, Computer Application.
4. Biotechnology, Biochemistry, Aquaculture, Plant Science.
5. B.A Multimedia, B.A Visual Communication, B.A Film and Television.

1.1.   Core courses: Core courses are the courses in the major (core) subject of the degree programme chosen by the student. Core courses are offered by the parent department.

1.2.   Complementary courses: Complementary courses cover one or two disciplines that are related to the core subject and are distributed in the first four semesters. There shall be one complementary course in a semester for B.A Programmes. The complementary courses in first and fourth semester (Type 1) shall be the same. Similarly the complementary courses in second and third semester (Type 2) shall be the same. The college can choose any complementary course either in Type 1 or in Type 2 for a programme. Once they choose the complementary courses that should be intimated to the university. If a college wants to change the complementary course pattern (Type 1 or Type 2) prior sanction has to be obtained. All other programmes, existing pattern will follow. BA Public Administration programme can adopt **two courses from humanity or science stream** as Complimentary Courses

1.3.   Open courses: There shall be one open course in core subjects in the fifth semester. The open course shall be open to all the students in the institution except the students in the parent department. The students can opt that course from any other department in the institution. Each department can decide the open course from a pool of three courses offered by the University. Total credit allotted for open course is 3 and the hours alloted is 3. If there is only one programme in a college, they can choose either language courses or physical education as open course.

1.4.   Common and open courses under SDE/Private Registration: Existing pattern (as in CUCBCSSUG 2014) shall be followed under SDE/Private Registration.

1.5. **Ability Enhancement courses/Audit courses:** These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for class room study. The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions (Question Bank) set by the University. The students can also attain these credits through online courses like SWAYAM, MOOC etc (optional). The list of passed students must be sent to the University from the colleges at least before the fifth semester examination. The list of courses in each semester with credits are given below.

Course with credit	Semester
Environment Studies – 4	1
Disaster Management - 4	2
*Human Rights/Intellectual Property Rights/ Consumer Protection - 4	3
*Gender Studies/Gerontology- 4	4

* Colleges can opt any one of the courses.

1.6. **Extra credit Activities:** Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in activities like NCC, NSS and Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

1.7. **Credits:** A student is required to acquire a minimum of 140 credits for the completion of the UG programme, of which 120 credits are to be acquired from class room study and shall only be counted for SGPA and CGPA. Out of the 120 credits, 38 (22 for common (English) courses + 16 for common languages other than English) credits shall be from common courses, 2 credits for project/corresponding paper and 3 credits for the open course. (In the case of LRP Programmes 14 credits for common courses (English), 8 credits for additional language courses and 16 credits for General courses). The maximum credits for a

course shall not exceed 5. Dual core programmes are having separate credit distribution. Audit courses shall have 4 credits per course and a total of 16 credits in the entire programme. The maximum credit acquired under extra credit shall be 4. If more Extra credit activities are done by a student, that may be mentioned in the Grade card. The credits of audited courses or extra credits are not counted for SGPA or CGPA.

1.8. Attendance: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the Department concerned. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by University remitting the required fee. Benefits of attendance may be granted to students who attend the approved activities of the college/university with the prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate (within two weeks) in curricular/extracurricular activities (maximum 9 days in a semester). Students can avail of condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme). If a student fails to get 65% attendance, he/she can move to the next semester only if he/she aquires 50% attendance. In that case, a **provisional registration** is needed. Such students can appear for supplementary examination for such semesters after the completion of the programme. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

1.9. Grace Marks: Grace marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. In addition, maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education

Programme (COFE).

1.10. Project: Every student of a UG degree programme shall have to work on a project of 2 credits under the supervision of a faculty member or shall write a theory course based on Research Methodology as per the curriculum. College shall have the liberty to choose either of the above. But SDE/Private Registration students shall write the Research Methodolgy course instead of project. Board of Studies concerned shall prepare the syllabus for the same.

1.11. Study Tour Programme

Study tour is compulsory either in 5 th or in 6 th Semesters to destinations of administrative importance .This includes Governmental Institutions, Constitutional Institutions, Legislatures, Premier institutions of Public Administration, places of Historical importance, Administrative Training and Research Institutions across India.

2.EXAMINATION

2.1. There shall be University examinations at the end of each semester.

2.2. Practical examinations shall be conducted by the University as prescribed by the Board of Studies.

2.3. External viva-voce, if any, shall be conducted along with the practical examination/project evaluation.

2.4. The model of question papers may be prepared by the concerned Board Of Studies. Each question should aim at – (1) assessment of the knowledge acquired (2) standard application of knowledge (3) application of knowledge in new situations.

2.5. Different types of questions shall posses different marks to quantify their range. A general scheme for the question paper is given in Annexure III.

2.6. Project evaluation shall be conducted at the end of sixth semester. 20% of marks are awarded through internal assessment.

2.7. Audit course: The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions set by the University. The students can also attain the credits through online courses like SWAYAM, MOOC etc. The College shall sent the list of passed students to the University at least before the commencement of

fifth semester examination.

2.8.   Improvement course: Improvement of a particular semester can be done only once. The student shall avail of the improvement chance in the succeeding year after the successful completion of the semester concerned. The students can improve a maximum of two courses in a particular semester (for SDE/Private registration students also). The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination (for regular students). If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained.

Improvement and supplementary examinations cannot be done simultaneously.

2.9.   Moderation: Moderation is eligible as per the existing rules of the Academic Council.

3. EVALUATION AND GRADING

3.1. Mark system is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given in Annexure-1

3.2. Course Evaluation

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2) External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

Internal Assessment

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.

The internal assessment shall be based on a predetermined transparent system involving written tests, Class room participation based on attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Components with percentage of marks of Internal Evaluation of Theory Courses are- Test

paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%.

For practical courses - Record 60% and lab involvement 40% as far as internal is concerned. (if a fraction appears in internal marks, nearest whole number is to be taken)

For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and Head of the Department.

The Split up of marks for Test paper and Class Room Participation (CRP) for internal evaluation are as follows.

Split up of of marks for Test paper

Range of Marks in test paper	Out of 8 (Maximum internal marks is 20)	Out of 6 (Maximum internal marks is 15)
Less than 35%	1	1
35%- 45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	6	5
85% -100%	8	6

Split up of of marks for Class Room Participation

Range of CRP	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
50% $\leq$CRP <75%	1	1
75% $\leq$CRP <85%	2	2

| 85 % and above | 4 | 3 |

Internal Assessment for SDE/Private Registration: Regarding internal component, the student will have to attend a fill in the blank type/multiple choice type examination of 20 marks along with the external examination in SDE mode. The attendance component of internal marks is not mandatory for such students.

External Evaluation

External evaluation carries 80% of marks. All question papers shall be set by the University. The external question papers may be of uniform pattern with 80/60 marks (The pattern is given in the Annexure III). The courses with 2/3 credits will have an external examination of 2 hours duration with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks.

The external examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two examiners – one internal and an external, the latter appointed by the University. The project evaluation with viva can be conducted either internal or external which may be decided by the Board of Studies concerned. (Guidelines are given in the Annexure II).

After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

Revaluation: In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CBCSSUG 2019.

Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/scrutiny/revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

4. INDIRECT GRADING SYSTEM

4.1. Indirect grading System based on a 10-point scale is used to evaluate the performance of students.

4.2. Each course is evaluated by assigning marks with a letter grade (O, A+, A, B+, B, C,

P, F, I or Ab) to that course by the method of indirect grading. (Annexure I).

4.3. An aggregate of P grade (after external and internal put together) is required in each course for a pass and also for awarding a degree (A minimum of 20% marks in external evaluation is needed for a pass in a course. But no separate pass minimum is needed for internal evaluation). No separate grade/mark for internal and external will be displayed in the grade card; only an aggregate grade will be displayed. Also the aggregate mark of internal and external are not displayed in the grade card.

4.4. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch.

4.5. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

SGPA of the student in that semester is calculated using the formula

5. CALICUT UNIVERSITY SOCIAL SERVICE PROGRAMME (CUSSP)

In this programme, a student has to complete 12 days of social service. This has to be completed in the first four semesters; 3 days in each semester. For the regular programme the student has to work in a Panchayath or Local body or in a hospital/ poor home or old age home or in a Pain & paliative centre or any social work assigned by the College authorities. Students who engaged in College Union activities and participate in sports and cultural activities in Zonal level have to undergo only 6 days of CUSSP during the entire programme. The whole documents regarding the student should be kept in the college and the Principal should give a Certificate for the same. The list of students (successfully completed the programme) must be sent to the University before the commencement of the fifth semester examinations. A College level Co- ordinator and a Department level Co-ordinator shall be appointed for the smooth conduct of the programme.

5.1. CUSSP for SDE/Private students: For SDE/Private students, out of the 12

days, the student has to undergo 6 days in a Panchayath or Local body and the remaining 6 days in a Hospital/ Old age home or in a Pain and paliative centre.. The respective certificate should uploaded to the University (before the commencement of fifth semester examinations) in respective student portal and the University should provide an Online Certificate for the same.

$$SGPA = \frac{\textit{Sum of the credit points of all courses in a semester}}{\textit{Total credits in that semester}}$$

5.2. The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$$CGPA = \frac{\textit{Total credit points obtained in six semesters}}{\textit{Total credits acquired (120)}}$$

5.3. SGPA and CGPA shall be rounded off to three decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA

The number of Courses for the restructured U.G. Programme in Public Administration should contain

common Courses, 15 Core Courses including one Choice based course from the Electives, eight Complementary Courses from the relevant subjects for complementing the Core of the study, an Open Course offered by other streams and a Project.

Question paper type

Scheme of Examinations:

The external QP with 80 marks and Internal examination is of 20 marks. Duration of each external examination is 2.5 Hrs. The pattern of External Examination is as given below. The students can answer all the questions in Sections A&B. But there shall be Ceiling in

each section.

Section A

Short answer type carries 2 marks each - 15 questions   Ceiling - 25

Section B

Paragraph/ Problem type carries 5 marks each - 8 questions   Ceiling - 35

Section C

Essay type carries 10 marks (2 out of 4)   2X10=20

Question paper type 2

Scheme of Examinations:

The external QP with 60 marks and Internal examination is of 15 marks. Duration of each external examination is 2 Hrs. The pattern of External Examination is as given below. The students can answer all the questions in Sections A & B. But there shall be Ceiling in each section.

Section A

Short answer type carries 2 marks each - 12 questions   Ceiling - 20

Section B

Paragraph/ Problem type carries 5 marks each - 7 questions   Ceiling - 30

Section C

Essay type carries 10 marks (1 out of 2)   1X10=10

The detailed syllabi of the programme are appended.

Structure of Courses for B.A. programmes

Common courses	38 credits
Core courses including Project(2) & Elective(4)	63 credits
Complementary courses	16 credits
Open courses	03 credits
Total	120

Semester 1

Sl.No	Course code Title of courses	Hours/week	No. of credits
1	Common English Course –I (AOI)		
2	Common English Course –II(AO2)		
3	Additional Language Course –I AO7(1)		
4	Core course - 1	6	5
5	Complementary – 1	6	4

Semester 2

6	Common English Course –III (AO3)		
7	Common English Course –IV (AO4)		
8	Additional Language Course –II AO8(1)		
9	Core course – 2	6	5
10	Complementary – 2	6	4

Semester 3

11	Common English Course –V (AO 5)		
12	Additional Language Course -III (AO 9)		
13	Core course – 3	4	4
14	Core course - 4	5	4
15	Complementary – 2	6	4

Semester 4

16	Common English Course –VI (AO 6)		
17	Additional Language Course –X (A10)		
18	Core course - 5	4	4
19	Core course -6	5	4
20	Complementary – 1	6	4

Semester 5

21	Core course - 7	5	4
22	Core course -8	5	4
23	Core course – 9	5	4
24	Core course -10	5	4
25	Open course	3	3
26	Project	2	*
	Total	25	19

Semester 6

31	Core course – 11	5	4
32	Core course -12	5	4
33	Core course – 13	5	4
34	Core course -14	5	4

35	Elective course	3	3
36	Project	2	2
	Total	**25**	**21**

Total Credits: **120**

B.A. PUBLIC ADMINISTRATION SYLLABUS

Core Courses

No.	Name of Semester	Course Code	Hours/ week	Name of the Core Course
I	I	PUB1 B01	6	Principles of Public Administration
II	II	PUB2 B01	6	Indian Government and Politics

III	III	PUB3 B01	5	Administrative Thought
IV	III	PUB3 B02	4	Decentralization and Local Self Government
V	IV	PUB4 B01	5	Indian Administration
VI	IV	PUB4 B02	4	Major Administrative Systems
VII	V	PUB5 B01	5	Research Methodology
VIII	V	PUB5 B02	5	Public Financial Administration
IX	V	PUB5 B03	5	Public Personnel Administration
X	V	PUB5 B04	5	Emerging Trends in Public Administration
XI	VI	PUB6 B01	5	Public Policy Analysis
XII	VI	PUB6 B02	5	Human Resource Management
XIII	VI	PUB6 B03	5	Development Administration
XIV	VI	PUB6 B04	5	Comparative Public Administration

Open Courses (Vth Semester) For students from other streams. Select any one course.

No.	Name of Semester	Course Code	Hours/ week	Name of the Core Course
I	V	PUB5 D01	3	Indian Administration
II	V	PUB5 D02	3	Human Resource Management
III	V	PUB5 D03	3	Decentralization and Local Self Government

Elective Courses (VIth Semester). Select any one course.

No.	Name of Semester	Course Code	Hours/ week	Name of the Core Course
I	VI	PUB6 B05	3	Human Rights
II	VI	PUB6 B06	3	International Organizations and Administration
III	VI	PUB6 B07	3	Police Administration

15

B.A. PUBLIC ADMINISTRATION SYLLABUS
CORE COURSES
Semester I
CORE COURSE I
Code No: PUB1 B01
Principles of Public Administration

Course Objective: To introduce the discipline to students which includes the meaning, scope, significance and evolution of the subject. It also deals with the basic principles and structure of organizations**.**

Module I: Public Administration
Meaning, nature, scope & significance, Public Administration as an Art, Science, and Philosophy Public and Private administration, Role of Public Administration in Developed and Developing countries

Module II: Approaches to the study of Public Administration
Historical, Legal, Philosophical, Case method, Institutional, Behavioral, Structural Functional, Ecological
System, Decision-making

Module III:
 Evolution of Public Administration as a discipline-New Public Administration, New Public Management

Module IV: Principles of Organization
Hierarchy, Division of work, Unity of Command, Authority and Responsibility, Coordination, Span of Control, Supervision, Delegation, Centralization and Decentralization, Bases of Organisation

Module V: **Structure of Organizations**
Headquarters and Field relationship
Chief Executive, Types of Chief Executives and their functions
Line, Staff and Auxiliary agencies
Departments, Corporations, Companies
Boards and Independent Regulatory Commissions

Reading List
1. Avasti and Maheswari, Public Administration (Agra : Lakshmi Narain, 1998)
2. Mohit Bahattacharya, New Horizons of Public Administration, 2002 Jawahar Publications, New Delhi.
3. Shriram Maheswari, Administrative Theory : An Introduction (New Delhi : Macmillan India Ltd.1998)
4. Prasad, L.M., Organisational Theory and Behaviour.
5. Harmon, M.M. and Mayer, R.T. Organisational Theory for Public Administration
6. Agarwal, R.D, Organisation and Management.
7. White L.D., Introduction to the Study of Public Administration.
8 Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
9. Smita Srivatava, Theory and Practice of Public Administration, Pearson, 2011.
10. Hoshiar Singh and Pradeep Sachdeva, Public Administration through Practice, Pearson, 2010.

11. S Polinaudu, Public Administration ,Galgotias, New Delhi,2014

Semester II
CORE COURSE II
PUB2 B01
Indian Government and Politics

Module. I. An overview of Constitutional Development with reference to Government of India act 1909, 1919, 1935 and Indian Independence Act 1947, The Constituent Assembly of India.

Module II. Salient features of the Indian Constitution the Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental duties.

Module III. Indian federalism, Union- State relations, Division of legislative powers, Administrative and financial relations between the Union and the States, GST, The Finance Commission, NITI Ayog.

Module IV. Government Structure:
   a) The Union Executive : the President and the Vice President, The Council of Ministers and the Prime Minister.
   b) The Union Legislature :The Parliament, The Lok Sabha and the Rajya Sabha, composition, Powers and functions – the role of the Speaker.
   c) State Executive- The Governor -The Council of Ministers and the Chief Minister
   d) The State Legislature: State Legislative Assembly and State Legislative Council-composition, powers and functions.
   e) Local self-governments, Significance of 73rdand 74th Amendment acts.

Module V. The Indian Judicial System, the Supreme Court and the High Courts: composition, jurisdiction and functions, Judicial review, Judicial activism, Independence of Judiciary in India.

Reading List
 1.   D. D. Basu. Introduction to theConstitution of India. (Prentice Hall, 2010)
 2.   Dr. M. V. Pylee. India's Constitution (Vikas, New Delhi 2010)
 3.   Dr.B.L.Fadia. Indian Government and Politics. (Sahitya Bhavan Publications, 2010)
 4.   Dr.A.P.Avasthi. Indian Government and Politics. (LakshmiNarayan Agarwal, 2012)
 5.   J.C.Johari. Indian Political System (Anmol Publications, 2008)
 6.   Grenville Austin. Indian Constitution: A cornerstone of a Nation.(Oxford, 2008)
 7.   Brij Kishore Shama, Introduction to the Constitution of India. Prentice Hall, New Delhi, 2007.
 8.   Bidyut Chakrabarthi & Indian Government and Politics. Sage, New Delhi 2008 RajendraKumar Pandey
 9.   Lakshmi Kanth, Indian Politiy TATA Magrow.
 10.   G. Noorani, Constitutional and Citizen's Rights, Oxford, New Delhi, 2006.

Semester III

CORE COURSE III
Code No PUB3 B01
Administrative Thought

Course Objective: This paper enables the students to understand the various administrative theories and also helps to learn and compare these theories in the field of day-to-day administration. These theories had been classified as different schools of thought.

Module I: Classical Theorists
Woodrow Wilson, F. W. Taylor, Henry Fayol, Luther Gullick and Lyndall Urwick

Module II: Bureaucratic Theorists
Max Weber, Karl Marx

Module III: Human Relation Theorists
Elton Mayo, M.P. Follet

Module IV: Behavioural Theorists
Chester I. Bernard, Herbert A. Simon, Rensis Likert

Module V: Motivation Theorists
Frederick Herzberg, Douglas Mc Gregor, Abraham Maslow

Reading List
1. Hoshair & Pardeep Sanchedeva, 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.
6. Ravindra Prasad, D.V.S, Prasad & P. Sathya Narayana, Administrative Thinkers, Sterling Publishers, New Delhi, 1989.
7. Singh, R. N., - Management Thought and Thinkers, S. Chand & Co., New Delhi, 1977.

Semester III
CORE COURSE IV
Code No PUB3 B02
Decentralization and Local Self Government

Course Objective: It meant to understand the evolution and importance of urban local bodies in India with a special reference to 73rd and 74th Amendment acts. It also describes the role, powers

and functions of local government bodies and working of Local Government institutions in UK, USA and France.

Module I: Introduction

Meaning, Nature & Scope of Local Government – Democratic Decentralization –Committees on Panchayath raj in India

Module II: : Rural Local Government

Rural Local Government -73rd Amendment – Role, Function and Powers of Zilla Parishad – Panchayat Samiti - Village Panchayats and Grama Sabha , Control over Rural Local Government.

Module III : Urban Local Government

Urban Local Government – 74th Amendment –Types of Urban local governments. Control over Urban Local Bodies.

Module IV: Local Governments around the world

Major features and Structure of Local government in UK, USA and France

Module V: Issues in Local Government

Role of Political Parties in Local Bodies-Financial issues and autonomy- Women Representation In Local Bodies – People's Participation - Social Audit-

Reading List

1. Dhliwal.S.S – Municipal Administration, Deep & Deep, New Delhi,1999
2. Goel S.L and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice, Deep & Deep Publications, New Delhi,2009.
3. Maheswari.S.R-Local Government in India ,Laxmi Narain Agarwal , New Delhi,2010- 1011.
4. M.P Sharma:Local self-Government in india- Munshiram -1977-
5. U.B.Singh Functioning of Local Government in South India- Gyan Publishing house - **2001.**
6. Pradeep Sachdeva, Local Govt. in India, Pearson, 2010.
7. Richard C. Crook & James Honor, Democracy and Decentralization in South Asia and West Africa, Cambridge University Press, New Delhi, 2011.

Semester IV
CORE COURSE V
Code No PUB4 B01
Indian Administration

Course Objective: On the completion of this paper the students will be capable of knowing the evolution and significance of Indian Administration. It also provides a detailed picture of administrative settings in both union and state level and major institutions in Indian administration.

Module I: Evolution of Indian Administration:
Kautilya's Arthashastra; Mughal administration, British Legacy, Post Independent Period

Module II: Administration at the Union and State Level
Central Secretariat, Cabinet Secretariat, PMO, State Secretariat, Chief Secretary, District Collector: Changing role

Module III: Civil Service in India:
Structure of Civil Service, Constitutional position, All India Service, Central Services
State Services, Recruitment Agencies – UPSC, SPSC & Staff Selection Commission

Module IV: Major Institutions in Indian administration
Election Commission of India
Finance Commission
Comptroller and Auditor General of India,
Planning commission and NITI Ayog, National Development Council

Module V: Issues and Challenges in Indian Administration
Political and Permanent Executive Relationship, Generalist Vs. Specialist, Integrity in Administration, Corruption in Administration, Redressal Mechanisms –Central Vigilance Commission, CBI, Lokpal, Lokayuktha,

Reading List
1. Austin Granville, The Indian Constitution, Corner Stone of a Nation, Oxford: Clarendon Press, 1966.
2. Anurud Prasad, Centre and State Powers Under Indian Federation, New Delhi: Deep & Deep Publications.
3. Bombwall, K.R, Government and Politics in India, Ambala Cantt.: Modern Publications, 1981.
4. B.K. Gokhle, The constitution of India and Its Working, Meerut City: Educational Publishers
5. B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
6. D.D. Basu, Constitutional Law of India, Bombay: Prentice Hall of India, 2015
7. B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
8. S.C. Dube (Ed.), Public Services and Social Responsibility, New Delhi: Vikas, 1979.
9. Morris-Jones, W.H., The Government and Politics in India, Bombay: B.I. Publishing, 1971.
10. M.V. Pylee, Indian Constitution, Madras: Vishvanathan Publishers, 1985.
11. Palmer-Norman, D., Elections and Political Development, New Delhi: Vikas, 1976.

12. Shiva Rao., The Framing of Indian Constitution, Bombay: N.M. Tripathi & Co., 1969.

<div align="center">

SEMESTER IV
CORE COURSE VI
Code No PUB4 B02
Major Administrative Systems

</div>

Course Objective: To enable the students to learn the constitutional patterns of various countries. It provides a detailed study of the executive, legislature and judiciary in UK, USA, France and Switzerland

MODULE I: Nature of Government
Introduction-- Constitution and its classifications- Written and Unwritten and Flexible and Rigid Parliamentary and Non-Parliamentary form of Government

MODULE II: British Administrative System.
Salient features of the constitution, Powers and Position of the Monarch, Prime Minister, Council of Ministers, Parliament, Process of Law making, Judiciary and rules

MODULE III: Federal Administrative System (USA)
Introduction- President and American Cabinet, Congress Committee System, Law making and Supreme Court

MODULE IV French Administrative System
Introduction-President of the Republic, Prime Minister, Parliament, law making Procedure, Judiciary, Administrative Law – Party System

MODULE V : Swiss Administrative System
Main features of the Constitution, Federal Council and Federal Assembly, Federal Tribunal, Direct Democracy- Party System

Reading List
1. S. N. Ray: Modern Comparative Politics: Approaches, Methods and Issues. Forth Printing, Prentice Hall of India, 2007.
2. 2 Kenneth Newton & Jan W. Van Dath, Foundations of Comparative Politics, Cambridge University Press, 2005.
3. Almond Gabriel, et al: Comparative Politics Today – Pearson Education, Delhi, 2003
4. Daniele Caramani, Comparative Politics, Oxford University Press, New Delhi, 2010.
5. Macridis, Roy C: Modern Political Regimes, Patterns and Institutions, Boston, little Brown and Company, 1986
6. Ray, Samirendra N: Modern Comparative Politics: Approaches, Methods and Issues, New Delhi, Prentice Hall of India 1999.
7. Bara Judith & Mark Pennigton (ed), Comparative Politics, Sage, New Delhi, 2009.

8. Rekha Saxena (ed), Varieties of Federal Governance, Cambridge University Press, New Delhi, 2011.
9. Prabir Kumar De (ed), Comparative Politics, Pearson, 2010

Semester V
CORE COURSE VII
Code No PUB5 B01
Research Methodology

Course Objective: To instill essential skills and research aptitude among undergraduate students.

Module I : (A) Research Method and Research Methodology. Social Science Research
(B) Hypothesis: functions and importance; Characteristics of good Hypothesis
(C)Concepts and variables: A brief analysis.

Module II : Types of Research: Pure and Applied, Historical and Analytical. Survey Research: features, merits and demerits.

Module III : Research Design. Meaning and importance. Types of Research Design: Exploratory, Descriptive, Experimental and Action Research.

Module IV : Sampling: Meaning and importance. Types of sampling- Probabaility and Non probability sampling – Random sampling, Stratified sampling and Systematic sampling.

Module V : (a) Data collection- Interview, Schedule, Questionnaire, Participant Observation, Data Analysis , Report writing

Reading List
1. Bahnanes & Peter Caputi, Introduction to Quantitative Research Methods, Sage, New Delhi, 2010.
2. Bridget Somek, Lewin, Research Methods in the Social Sciences, Vistaar Publications, New Delhi, 2008.
3. Ghosh B.N, Scientific Method and Social Research, Sterling, New Delhi, 2000
4. Goode and Hatt, Methods in Social Research, Mc Graw-Hill, New York, 1952.
5. Gopal Lal Jain, Research Methodology : Methods Tools and Techniques. Mangal Deep Publications, Jaipur, 2003.
6. Kerlinger F.W, Foundations of Behavioural Research. Revised edition, Surjeeth Publications, New Delhi.

7. Kothari.C.R, Research Methodology : Methods and Techniques. New Age International, New Delhi, 2004.
8. Krishnaswamy O.R& Rangananthan M : Methodology of Research in Social Sciences, Himalaya, 2006.
9. Sharma B.A.V.Prasad & Satyanarayana.P (ed); Research Methods in Social Sciences, Sterling, New Delhi, 1983.
10. 10.Young P.V : Scientific Social Surveys and Research, revised edition, Asia publishing House, Bombay 1997.
11. Zina O Leary, The Essential Guide to Doing Research, Vistaar, New Delhi, 2008.
12. Burnett, Judith, Doing Your Social Science Dissertation, Sage, New Delhi, 2009.

SEMESTER V
CORE COURSE VIII
CODE No PUB5 B02
Public Financial Administration

Course Objective: This paper enables the students to learn the different aspects and phases of financial administration in India. It also deals with the importance and nature of financial administration, types of Budgets and Financial committees, accounting and auditing.

Module I: Meaning, Nature and Scope of Public Financial Administration - Evolution of Financial Administration in India, Ministry of Finance: Organization, Functions and Role.

Module II: Budget: Concept, Types and Essential Principles; Budget as an Instrument of Management and Economic Development, Budgeting Procedure: Formulation, Enactment and Execution, Auditing and Accounting, Comptroller and Auditor General.

Module III: Legislative Control over Finance, Public Accounts Committee, Estimates Committee, Committee on Public Undertakings.

Module IV: Tax Administration: Characteristics of good taxation system, Problems of Tax Administration.

Module V: Public Monetary and fiscal policies-Public debt- Deficit Financing- Aspects of Fiscal Federalism in India- Centre-State Financial Relations. Finance Commission: Composition, Functions and Role

Reading List
1. Sarapa.A. Public Finance In India, Kanishka Publishers, Distributros, 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.

6. Fadia B. L. & Kuldip Faida: Public Administration, Theories and Concepts, Sahitya Bhavan Publications, Agra 2008

7. Raja J Chellaiah: Essays in Fiscal and Financial Sector

8. Fadia B. L. & Kuldip Faida: Indian Administration, Sahitya Bhavan Publications, Agra 2008.

9. Sharma K. K., Financial Administration in Government, New Delhi 1996.

<div align="center">

SEMESTER V
CORE COURSE IX
Code No PUB5 B03
Public Personnel Administration

</div>

Course Objective: To enable the students to understand different aspects of Personnel Administration in India including recruitment, training, promotion and retirement of civil servants.

Module I: Meaning, Functions and Importance of Public Personnel Administration-Tenure System, Spoil System and Merit System, Bureaucracy- Meaning and types, Evils of bureaucracy, Max Weber and Bureaucracy

Module II: Position Classification - Rank-Classification – Different types of Personnel system-Bureaucratic, Aristocratic, Democratic,- Recruitment: Meaning and types, Training: meaning and Types

Module III: Promotion: Meaning and Principles -Methods of Performance appraisal, Pay Commission and other service conditions.

Module IV: Compensation and Method of compensation-various allowances to the employees-Rights of employees, employee association in various countries, Generalists Versus Specialists.

Module V: Conduct, Discipline, Prestige and Morale – Retirement

Reading List
1. Sharma, M.P. (1998) Public Administration Theory and Practice, Kitab Mahal, Allahabad.

2. Avasthi-Maheswari, (1998) Public Administration, Lakshmi Narayan Agarwal, Agra.
3. Tyagi. A.R. (1987) Public Administration.
4. Vishnu Bhagawan and Vidhya Bhushan, (1994) PublicAdministration, S.Chand & Company, New Delhi
5. S.L. Goel : Public Personnel Administration
6. Rajesh K. Jha, Public Personnel Administration, Pearson, 2010.

SEMESTER V
CORE COURSE X
Code No PUB5 B04
Emerging Trends in Public Administration

Course Objective: The objective of the paper is to familiarize the students about the new trends and developments in the field of public administration which includes Good governance, E-governance etc. It addition it also discusses the changing role of various stakeholders in the society.

Module I: Introduction
 Public Administration and Globalization, Post modernism in Public Administration, Network theory, Feminism in Public Administration

Module II: Public Administration in transition: UN perspective, Four Emerging models in Public Administration, Techniques of administrative improvement: Work and Method Study, Time Study, PERT and CPM

Module III Good Governance, E-governance, M- Governance, Citizen Charter, Disaster Management, Environmental Governance, Corporate Governance

Module IV: Right to Information, Right to services, Social Audit, Ethics in Administration

Module V: Role of Civil Society in Administration, Role of Media in Administration, Role of NGOs in Administration,

Reading List
1. Frederick . K.S. Lane , Current Issues in Public Administration Wadsworth Publishing Company,1999.
2. Laxmikanth, Public Administration, Tata McGraw Hill, New Delhi,2012
3. Mohit Bhattacharya :New Horizons of Public Administration, Jawahar Publishers, New Delhi,2011
4. Ramesh K. Arora and Rajni Goyal, Indian Administration: Institution and Issues,New Age International 1995.
6. Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
7. S Polinaudu, Public Administration ,Galgotias, New Delhi,2014

SEMESTER VI
CORE COURSE XI
Code No PUB6 B01
Public Policy Analysis

Course Objective: To provide awareness about meaning, scope and importance of Public policy. It also helps to understand about the different stages in public policy process**.**

MODULE I
Public Policy: History and Origin, Meaning, Nature, Scope and Importance, Types of Public Policies.
Analysis: Stages in the Policy Analysis. Models for Public Policy Analysis. – Institutional Model, Group theory, Elite theory, Game theory, Public Choice Theory, System Theory, Lindblom's Incremental Model, Dror's Model, Simon's Model.

Module – II
Public Policy Making, Policy making techniques, Policy making power within executive, Power and Role of Non-officials in Policy making, Role of Judiciary,- Policy Making Process in India.

Module – III
Public Policy Implementation, Role of Political Executive, Legislature, Bureaucracy and Judiciary , Problems in Policy implementation, Conceptual Problems, Political Problems, Administrative Problems, Condition for successful implementation.

Module – IV
Public Policy Monitoring, Steps in monitoring, Approaches to policy monitoring, techniques of policy monitoring, measures for effective policy monitoring.

Module – V
Public Policy Evaluation, Policy evaluation, purposes and role of evaluation, Policy Evaluation Process, Criteria for evaluation, Types of evaluation, Evaluating Agencies

Reading List
1. Prabir Kumar De, Public Policy and Systems, Pearson, 2010.
2. Shweta Mishra, Citizen Centric Public Systems, Pearson, 2011. Bagchi, Amaresh (ed.) (2005), Readings in Public Finance, Oxford University Press, New Delhi, Chapters 1-9 & 24.
3. Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
 4. Fischer, Frank; Gerald J. Miller and Mara S. Sidney (ed.) (2007),
5. Handbook of Public Policy Analysis: Theory, Politics and Methods, Taylor & Francis, Boca Ration, London, New York.

6. Dunn, William N. (2004), Public Policy Analysis – An Introduction, New Jersey, Prentice Hall.

7. Duff, Lois (1997), The Economics of Governments and Markets, Longman, London.

8. Friedman, Lee (2002), The Microeconomics of Public Policy Analysis, Princeton University Press, Princeton and Oxford.

9. Hyman, David N. (2005), Public Finance, Thomson, Australia.

10. Niskanen, William A. (1994), Bureaucracy and Public Economics, Edward Elgar.

11. Dror, Y. (1983), Public Policy Reexamined, Transaction Publishers.

12. Robbins, Donijo (ed.) (2005), Handbook of Public Sector Economics, Taylor & Francis, London Chapters 3,4,5,6.

13. Stratton, Hugh & Lionel Orchard (1994), Public Goods, Public Enterprise, Public Choice, St. Martin's Press, London.

<div align="center">

Semester VI
CORE COURSE XII
Code No PUB6 B02
Human Resource Management

</div>

Course Objective: To understand about the basics of Human Resource Management this includes its meaning, scope and functions. It also helps the students to understand about the processes involved in HRM like recruitment, placement, training, development, promotion separation etc.

Module I   Fundamentals of HRM

Meaning, Definition, Objectives, Scope and Functions-Personnel Management and Human Resource Management-Human Resource Development (HRD)-HR accounting - HR auditing – HRIS

Factors affecting Global Human Resource Management - Migration, Brain drain, Outsourcing.

Module II HR Planning

Definition Need and Importance of HR planning-Barriers to HRP-Job Analysis , Job Design, Job evaluation and Job satisfaction

Module III Recruitment and Training

Recruitment- Meaning and definition and Methods of recruitment, Selection, Placement, Concept of Training - Methods of training - Types of training.

Module IV Measures of Controlling Human Resources

Promotion, Transfer, Demotion, Separation, Employee discipline - Procedures of disciplinary action

Morale- Code of Conduct and Discipline

Module V   Industrial Relations and Personnel Administration in India

Employer – Employee Relations-Trade Unionism- Social Unionism, Collective Bargaining

Reading List

1. K.K.Ahuja Balvinder Shukla: Human Resource Management, Kalyani Publishers, New Delhi-2007
2. Stephen P Robbins, Mary Coulter, Management, Pearson Prentice Hall, New Delhi-2008
3. Gary Dessler & Biju Varkkey, Human Resource Management, Pearson Prentice Hall, New Delhi – 2010
4. KK Ahuja, Human Resources Management, Kalyani Publishers, Madras, 2010
5. A M Sheikh, Human Resource Development and Management, S Chand and Co., New Delhi, 2008
6. Bhatia & Singh, Personal Management, Deep and Deep Publishers, New Delhi, 2009

<div align="center">

Semester VI
CORE COURSE XIII
Code NoPUB6 B03
Development Administration

</div>

Course Objective: To enable the students about the Meaning and nature of Development Administration with an evolutionary perspective. It also debates about the various development measures and initiatives in the India.

Module I: Development: Meaning and Nature-Development Administration: Concept, nature, scope, significance, characteristics and approaches, Difference between Development Administration and Traditional Administration, Difference between Development of Administration and Administration of Development

Module II: Models of Development Administration: Riggs and Weidner, Problems of Development Administration, Changing profile of Development Administration, Sustainable Development.

Module III: Development Planning: Meaning, Development Planning in India, Planning Process: Plan formulation, Plan implementation, Plan Evaluation, Machineries for Planning, Decentralized Planning.

Module IV: Bureaucracy and Development Administration, Representative Bureaucracy, Neutral Vs Committed Bureaucracy,

Module V: District Administration: Changing role of the District Collector, Socio-economic Development Programmes: Rural and Urban

Reading List

1. Amithav Mukherjee; Decentralisation; Panchayats in the Ninetees, Vikas, New Delhi, 1994.
2. Atul Kohli: State and Poverty in India: The politics of reform. Orient Longman, New delhi,1987
3. Jan Dreze & Amerthya Sen: Indian development: Oxford University Press, Calcutta, 1996.
4. George Mathew, Panchayat Raj: From Legislation to Movement, Concept Publications New Delhi, 1994.
5. Institute for Social Sciences: status of Panchayat Raj in the states and Union Territories of India, Concept Publications New Delhi, 2000.
6. Richard C. Crook & James Manor: Democracy and decentralization in South Asia and West Africa: Participation, accountability and Performance. Cambridge University Press, 1998.
7. Biju. M.R. : Politics of democracy and Decentralisation in India. A case study of Kerala, Atlantic, New Delhi, 1997.
8. Sharma. A.K. & Bhaskar Roa (ed) : Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
9. Pai Panardiker.V. : Bureaucracy and Development Administration, Center for Policy Research, New Delhi, 1978.

<div style="text-align:center">

SEMESTER VI
CORE COURSE XIV
Code No. PUB6 B04
Comparative Public Administration

</div>

Course Objective: To understand the concept of Comparative Public Administration and its theoretical roots. It also meant to enable the students to learn about the various administrative mechanisms including personnel administration and control mechanisms in UK, USA and France.

Module I: Meaning of Comparative Public Administration—Comparative Administration and comparative Politics-Importance of the study of Comparative Public Administration.

MODULE II: Approaches to the Study of Comparative Public Administration, Institutional & Neo Institutional, Systems, Structural - Functional, Ecological.

Module III: Salient features of Administrative System of U.K., U.S.A. and France.- A comparative perspective.

MODULE IV: Personnel Administration in Great Britain, USA and France—A comparative Perspective

MODULE V: Control mechanisms in Great Britain, USA and France—A comparative perspective.

Reading List

1. Esman, MiltonJ.(1970). CAG and the study of public administration .In F.W.Riggs(Ed.) ,The frontiers of development administration (pp.41-71). Durham, North Carolina: Duke University Press.
2. Heady, F (1996) .Public administration: A comparative perspective(5thed.) .NewYork: Marcel Dekker.
3. Heaphey, J. (1968). Comparative publicadministration: Comments on current characteristics. Public Administration Review, 28(3),242-249.
4. Montgomery, J. (1966). Approaches to development politics, administration and change, New York: McGrawHill.
5. Pai Panandikar,V.A. (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1),34-44.
6. Raphaeli,N.(1967). Readings in comparative publica dministration, Boston, Massachusetts: Allynand Bacon.
7. Riggs,F.W.(1970).The ecology of administration. Bloomington: IndianaUniversity.
8. Riggs,F.W.(1956). Publicadministration: A neglected factor in economic development. Annals of the American Academy of Political and Social Sciences, No.305, Agrarian Socities in Transition(May1956),70-80.
9. Swerdlow,I.(1963).(Ed.) Development administration: concepts and problems. Syracuse, NewYork: Syracuse University Press.
10. W.E.Weidner (Ed.) (1970), Development administration in Asia, Durham, North Carolina: Duke University Press.
11. Waldo,D.(1963).Comparative public administration prologue, performance and problems. Indian Journal of Political Science,24(3), 177-216.

OPEN COURSES
(Semester V --Students from other streams)
Open Course I Code No PUB5 D01
Indian Administration

Course Objective: On the completion of this paper the students will be capable of knowing the evolution and significance of Indian Administration. It enriches the students about the administrative settings in both union and state level and major institutions in Indian administration.

Module I: Administration at the Union Level
President, Vice-President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, PMO---------------------------

Module II: Administration at the State Level
Governor, Chief Minister, Council of Ministers, State Secretariat, Chief Secretary,

Module III: Civil Service in India:
Structure of Civil Service, Constitutional position, All India Service, Central Services
State Services, Recruitment Agencies – UPSC, SPSC & Staff Selection Commission

Module IV: Major Institutions in Indian administration
Election Commission of India, Finance Commission, Comptroller and Auditor General of India,
NITI Ayog

Reading List

1. Austin Granville, The Indian Constitution, Corner Stone of a Nation, Oxford: Clarendon Press, 1966.
2. Anurud Prasad, Centre and State Powers Under Indian Federation, New Delhi: Deep & Deep Publications.
3. Bombwall, K.R, Government and Politics in India, Ambala Cantt.: Modern Publications, 1981.
4. B.K. Gokhle, The constitution of India and Its Working, Meerut City: Educational Publishers
5. B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
6. D.D. Basu, Constitutional Law of India, Bombay: Prentice Hall of India, 2015
7. B.L. Fadia, Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
8. S.C. Dube (Ed.), Public Services and Social Responsibility, New Delhi: Vikas, 1979.
9. Morris-Jones, W.H., The Government and Politics in India, Bombay: B.I. Publishing, 1971.
10. M.V. Pylee, Indian Constitution, Madras: Vishvanathan Publishers, 1985.
11. Palmer-Norman, D., Elections and Political Development, New Delhi: Vikas, 1976.
12. Shiva Rao., The Framing of Indian Constitution, Bombay: N.M. Tripathi & Co., 1969.

Open Course II
Code No: PUB 5 DO2
Human Resource Management
Course Objective: To understand about the basics of Human Resource Management this includes its meaning, scope and functions. It also helps the students to understand about the processes involved in HRM like recruitment, placement, training, development, promotion separation etc.

Module I   Fundamentals of HRM

Meaning, Definition- Objectives- Scope and Functions-Personnel Management and Human

Resource Management-Human Resource Development (HRD)

Module II HR Planning

Definition Need and Importance of HR planning-Barriers to HRP-Job Analysis , Job Design, Job evaluation and Job satisfaction

Module III Recruitment and Training

Meaning and definition-Methods of recruitment, Selection - Placement

Concept of Training - Methods of training - Types of training.

Module IV Measures of Controlling Human Resources

Promotion, Transfer, Demotion, Separation

Reading List

1. K.K.Ahuja Balvinder Shukla: Human Resource Management, Kalyani Publishers, New Delhi-2007
2. Stephen P Robbins, Mary Coulter, Management, Pearson Prentice Hall, New Delhi-2008
3. Gary Dessler & Biju Varkkey, Human Resource Management, Pearson Prentice Hall, New Delhi – 2010
4. KK Ahuja, Human Resources Management, Kalyani Publishers, Madras, 2010
5. A M Sheikh, Human Resource Development and Management, S Chand and Co., New Delhi, 2008
6. Bhatia & Singh, Personal Management, Deep and Deep Publishers, New Delhi, 2009

Open Course III.
Code No:-PUB 5 D03
Decentralization and Local Self Government
Course Objective: It meant to understand the evolution and importance of urban local bodies in India with a special reference to 73rd and 74th Amendment acts. It also describes the role, powers and functions of local government bodies and working of Local Government institutions in UK, USA and France.

Module I: **Introduction**

Meaning, Nature & Scope of Local Government – Powers and Functions- Democratic Decentralization

Module II: : Rural Local Government

Rural Local Government -73rd Amendment – Role, Function and Powers of Zilla Parishad – Panchayat Samiti - Village Panchayats and Grama Sabha.

Module III : Urban Local Government

Urban Local Government – 74th Amendment –Types of Urban local governments.

Module IV: Local Governments around the World

Major features and Structure of Local government in UK, USA and France

Reading List

1. Dhliwal.S.S – Municipal Administration, Deep & Deep, New Delhi,1999

2. Goel S.L and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice, Deep & Deep Publications, New Delhi,2009.

3. Maheswari.S.R-Local Government in India ,Laxmi Narain Agarwal , New Delhi,2010- 1011.

4. M.P Sharma:Local self-Government in india- Munshiram -1977-

5. U.B.Singh Functioning of Local Government in South India- Gyan Publishing house - **2001.**

6. Pradeep Sachdeva, Local Govt. in India, Pearson, 2010.

7. Richard C. Crook & James Honor, Democracy and Decentralization in South Asia and West Africa, Cambridge University Press, New Delhi, 2011.

<div align="center">

ELECTIVE COURSES
SEMESTER VI (Select One)
ELECTIVE COURSE I
Code No PUB6B05
Human Rights

</div>

Module I: Human Rights
Meaning, evolution and importance, Approaches to the study: Western, Marxian, Feminist and Third World.

Module II: UNO and Human Rights
Universal Declaration of Human Rights (UDHR).
International Covenant on Civil and Political Rights (**ICCPR**) and International Covenant on Economic, Social and Cultural Rights (**ICESCR**).

Module III: Human Rights in India
Constitutional provisions, Right to Information Act

Module IV: Instrumentalities for the protection of Human Rights
National Human Rights Commission, Judiciary and Media.

Module V: Human Rights Organisations and Movements
Amnesty International, World Watch, Asia Watch, Peoples Union for Civil Liberties, Environmental Movements.

Module VI: Challenges to Human Rights
Terrorism, Religious fundamentalism, Police atrocities against women, children and other marginalized sections.

Reading List

1. Andrew Clapham: Human Rights: A Very Short Introduction, Oxford University Press, New York, 2007.
2. Chiranjeevi Nirmal: Human Rights in India, Oxford University Press, New Delhi, 1997.
3. Darren J.O Byrne, (ed): Human Rights: An Introduction, Pearson Education Pvt Ltd, New Delhi, 2004.
4. Janusz Symonides (ed): New Dimensions and Challenges for Human Rights, Rawat Publications, Jaipur, 2006.
5. Johari J.C: Human Rights and New World Order, Anmol Publications, New Delhi, 1998.
6. Krishna Iyer.V.R: Minorities, Civil Liberties and Criminal Justice, People's Publishing House, New Delhi, 1980.
7. Shashi Motilal & Bijayalaxmi : Human Rights, Gender and Environment, Allied Publishers, New Delhi, 2006
8. South Asia Human Rights Documentation Centre : Introducing Human Rights, Oxford University Press, New Delhi, 2007.
9. Ujjwal Kumar Singh (ed): Human Rights and Peace: Ideas, Laws, Institutions and Movements, Sage, New Delhi, 2009.
10. Upendra Baxi: Inhuman wrongs and Human Rights, Har Anand, New Delhi, 1994
11. Upendra Baxi: The Right to be Human, Lancer International, New Delhi, 1987.
12. Darren O'Byrne, Human Rights, Pearson, 2012.

Elective Course 2
Code No PUB6 B 06
International Organisations and Administration
Course Objective: To enable the students to understand about international organization and administration with reference to their evolution, role, and structure. It also focuses on peace keeping and human rights enforcement in the international setting.

Module I :
Evolution of International Organisations, League of Nations: Structure and achievements; Failure of League of Nations.

Module II :

United Nations Organizations: purposes and principles, Structure and functions of Principal Organs, specialized agencies, .Changing role of Secretary General.

Module III :
Peace keeping operations under UNO: A brief analysis Collective Security measures undertaken by UNO: Korean and Iraq experiences. Disarmament efforts under UN: A critical analysis

Module IV. New International Economic Order: Challenges and prospects. Revision of the UN charter and democratization of Security council.

Reading List

1.   Charles W.Kegley,etc (ed): World Politics : Trends and Transformation, St:Martins Publication, New York, 2000.
2.   David J.Wittaker : The Terrorism: A Reader, Routledgs, London,2001.
3.   Hans J.Margenthau : Politics among Nations: Struggle for power and peace, Revised edition, Kalyani publishers, New Delhi, 1989.
4.   John Allphin Moore Jr. : The New United Nations : International organization in & Jerry Pubants the 21st century, Pearson Education, New Delhi, 2008.
5.   John Baylis, Steve Smit : The Globalization of World Politics : An Introduction etc; (ed) to International Relations, 4th edition, Oxford University Press, New York, 2008.
6.   Mahendra Kumar : Theoretical Aspects of International Politics, Shiva Lal Agarwal & Company, New Delhi.
7.   Palmer and Perkins : International Relations, AITBS Publishers, New Delhi,2002.
8.   Samuel Huntinghton : The Clash of civilizations and the Remaking of World Order, Penguin Books, New Delhi, 2008.
9.   Saxena K.P : Reforming the United Nations : The Challenges and Relevance, Sage, New Delhi, 2003.
10.   Stegner B.Manfred : Globalisation : A very short Introduction, Oxford University press, Pondichery, 2009.

<div align="center">

Elective Course 3
COURSE CODE: PUB6B07
POLICE ADMINISTRATION
</div>

Course Objective: To understand about the functioning of police in the country. It enables the students to know about the history of police administration and their roles and functions.

Module I Police Administration
Nature, scope and significance of police administration, Approaches to Police Administration, Role of Police in the Contemporary Society.

Module II Police in India
Evolution of Police in India Pre-British System of police in India Indian Police Act1861 – Central Police Organisations: Their structure and functions - IB-CBI-CRPF- RPF-BSF – and CISF, Report of the National Police Commission (1979-82)

Module III Protection of society

Police objectives, Protection of the society – Through Maintenance of peace and order, protection of life property. Functions of the police - Prevention of crime, Patrolling, Surveillance, Intelligence, Maintenance of law and order - upholding human rights etc.

Module IV Police organisation

State level police: Its structure and function, Other police organizations - CID, Finger Print Bureau, Dog Squad, DVAC

Module V Accountability of Police

Issue area: Autonomy and d Accountability of police, Police neutrality - Corruption police – Role of Police in society
Women police - their need and importance, Recruitment and training of constables, Sub-Inspectors and Deputy Superintendent of police.

Reading List

1. Gupta, Anandswarup, The Police in British India :1861-1947, Bureau of Police Research & Development, New Delhi, 2007.
2. Srivastava, Aparna , Role of Police in a Changing Society, A.P.H. Publishing Corporation, New Delhi, 1999.
3. Sharma, P.D., Indian Police-A Development Approach, Research Publications, New Delhi, 1977.
4. Sen, Shankar, Indian Police Today, Ashish Publishing House, New Delhi, 1994.
5. K.P.Singla , Police Gyan Vigyan Bright Law House, New Delhi, 2004.
6. Vadackumchery, James, National Police Commission: Issues for Rethinking, APH Publishing Corporation, New Delhi, 1998.
7. Saxena, Anil K., Professionalism in Indian Police, A.P.h.Publishing Corporation, New Delhi, 1997.
8. Chaturvedi, J.C., Police Administration and Investigation of Crime, Isha Books, Delhi, 2006.
9. Bailey, David, H., The Police and Political Development in India, Princeton University Press, New Jersey, 1969.