

C.B.C.S. SYLLABUS
SUBJECT: PUBLIC ADMINISTRATION
EFFECTIVE FROM 2018

1ST SEMESTER (1ST Year)

PAD 1.1- Administrative Theory

Unit – I

Nature and scope of public administration, public and private Administration, Role of Administration in Developed and Developing countries, Approaches to the study of public Administration, New Public Administration, New Public Management, Public Choice Approach.

Unit-II

Concepts and principles of Organisation: Formal and informal Organisation, Hierarchy, Unity of command, Span of control, Delegation, Decentralization, Coordinator, Supervision, Employer- Employee Relationship, Line and staff Agency.

Unit-III

Delegated Legislation and Administrative Adjudication, General and specialist in Administration, Political vs. Permanent Executive.

Unit- IV

Good governance, Citizen Charter, State vs. Market Debate, Role of Civil Society, Non-Governmental Organization.

PAD 1.2- Comparative Public Administration

Unit-I

Comparative Method as an approach to the study of Public Administration, The Concept, Nature, Scope and Significance of comparative Public Administration, Approaches to the Study of Comparative Public Administration.

Unit-II

Theories and Models of Comparative Public Administration: interpretation of Fred Riggs and Ferrel Heady.

Unit-III

Comparative Study of Governmental Systems in UK, USA, France; Executive, Legislative and Judiciary.

Comparative study of various Control Mechanisms of Administration in UK, USA and France, Control Mechanisms over Administration in U.K. & U.S.A.

Unit- IV

Citizens & Administration: A comparative study of various mechanisms for Redressal of citizens' grievances in U.K., U.S.A & France , Emerging Trends in Comparative Public Administration.

International systems: IMF, IBRD, WTO, World Bank.

International Agencies: UNESCO, UNICEF, ILO, WHO.

PAD 1.3- Indian Administration

Unit- I

Evolution of Indian Administration: Ancient, Salient Features of Indian Constitution, Preamble, Federalism, Centre – State Relations (Administrative, Legislative and Financial).

Unit- II

- 1. Government at Central Level:** President, Council of Ministers and Prime Minister, Parliament, Supreme court, Central Secretariat, Cabinet Secretariat, Prime Minister's Office.
- 2. Government at State Level :** Governor, Council of Ministers and Chief Minister, State Legislative, High Court, Central Secretariat, Chief Secretariat.

Unit- III

Commissions in India : Union Public Services Commission, Planning Commission, National Development Council, Election Commission, Finance Commission, National Human Rights Commission, Administrative Reforms Commission, Redressal of Citizens Grievances, Lokpal and Lokayukta.

Unit- IV

Board of Revenue: Composition and function.

Revenue Divisional Commissioner: role and Functions, District Administration, Role of Collector.

PAD 1.4- Administrative Thinkers

Unit-I

Kautilya, F W Taylor , Henri Fayol.

Unit-II

Elton Mayo & Marry Parker Follet, Max Weber.

Unit-III

Chester I Barnard, Herbert Simon, L. Urwick

Unit-IV

C.Argyris, Peter F Drucker, A. Maslow

2ND SEMESTER(1st Year)

PAD 2.1- Organizational Behavior & Management Process

Unit-I

Organization and Behaviour- Concept Analysis, Organisational Structure and Design, Organizational Culture and Development, Meaning, Nature and Challenges, Organizational: Structure and Design, International Organizational Behaviour.

Unit-II

Management Science: Definition, Nature and Purpose, Need for Management, Function of Managers, The Challengers of Management in 21st Century and Managers New Role Global and Comparative Management.

Unit-III

- Management Theory and Approaches: Classical Theory (H. Fayol), Scientific Management Theory, Human Relations Theory, Approaches to Management.
- Planning, Decision-making, Motivation, Leadership, Communication, Control.

Unit-IV

Trade Unionism, Workers' Participation, Conflict Management, Total Quality Management, Strategic Management and Management of Change.

PAD 2.2- Public Personnel Administration in India

Unit-I

Public Personnel Administration: Concept, Scope, Significance and Objective Problems of Public Personnel Administration

Unit-II

Bureaucracy: Type, Max Weber and Karl Marx, Maladies of Bureaucracy.

Unit-III

- Civil Service in India: Recruitment, Training, Promotion, Classification, Conduct, Discipline, Pay and Service Conditions.
- Features of Public Personnel, Recruitment, training and Promotion in U.K, U.S.A and France.

Unit-IV

Morale, Ethics and Professional Standard in Public Personnel Administration, Public employer-employee relationship, Whitleyism in U.K, Joint Consultative Machinery in India.

PAD 2.3- Development Administration

Unit-I

Development Administration: Conceptual Analysis, Scope, Growth and Significance Development.

Development Strategy and Planning: Mixed Economy Model; Goals of Development, National Planning, State Planning, District Planning.

Unit-II

Decentralization and Development: Concept of Decentralization, Decentralized Planning, Role of Voluntary Agencies, Cooperative and Specialized Development Agencies.

Unit-III

Citizens participation in Development, Peoples Empowerment, Women Empowerment, Welfare Administration of Scheduled Caste, Schedule Tribe.

Unit-IV

Bureaucracy and Development, Changing role of block Development Officer, Other Development Officials at District and Block Level.

PAD 2.4- Local Governance

Unit-I

Need for Decentralization, Rationale and Necessity of local Government and Administration with Reference to U.K., U.S.A. and France

Unit-II

Urban Government: Evolution of urban Government in India; Corporation Municipality, Notified Area Council, Composition, Functions Finance District Planning, Committee, Problems and Prospects of Urban Government in India.

Unit-III

Rural Government: Evolution of Rural Government in India; Panchayat Raj, Zilla Parishad, Panchayat Samiti and Gram Panchayat Composition, Functions, Finance, State Finance Commission, Problems and Prospects of Rural Government in India.

Unit- IV

State-Local Relationship: Autonomy of Local Bodies, State Government Control over Local Bodies, Reforms in Urban and Rural Governments-73rd & 74th Constitutional Amendment Acts, PESA Act, Decentralized Planning.

PAD 2.5-Research Methodology

Unit-I

Meaning and Types of Research, Scientific Method: Nature Assumptions, Purpose and approach, Critiques of Scientific Approach.

Unit-II

Problem Identification and Formulation: Concepts, Variable, Variables and operationalization.

Unit-III

Hypothesis: Meaning, Nature, Types, Role and Validity.

Design of Research: Case Studies, Observations, Surveys and Experiments.

Unit-IV

Sampling: Process and Types, Scaling, Data Collection, Questionnaire, Observation Survey and Schedule Methods, Data Analysis Techniques, Report writing.

THIRD SEMESTER(2nd Year)

Select any one Group

Group-A

PAD 3.1: Rural Development

Unit-I

Need of Rural Development, Impact of Globalization, Sector of Rural Development- Agriculture, Dairy, Fishery, Animal Resource Development

Unit-II

Development Strategies for Rural Development: PURA, Role of NGO in Rural Development, Water Resource Management (Pani Panchayat), Self-Help Groups, Institutions for Rural Development, Rural Local Bodies.

Unit- III

Rural Co-operatives, Rural Banking, Role of Bureaucracy in Rural Development, ORMAS.

Unit-IV

Rural Development Programme : MGNREGS, National Rural Livelihood Mission, Nation Rural Health Mission, SGSY Sarva Sikhya Aviyan, (SSA), Pradhan Mantri Aawas Yojana . Pradhan Mantri Sahaj Bijli Har Ghar Yojana (Saubhagya)

PAD 3.2: Urban Development (CE/AC)

Unit-I

Rural – Urban Migration, Urban Congestion, Pollution, Urban Crimes.

Unit-II

Urban Planning, Problems and Prospects of Urban Planning, City Management, Urban Housing, Sewage, Water Supply, Traffic Jam, Transport System.

Unit-III

Urban poverty & Its reduction, Urban Development Programmes – JNNURM, Slum Management, Urban Public Health, Institutions of Urban Development – Local bodies.

Unit- IV

Specialized Development Agencies, Urban Finance, Development of Sub-Urban Area.

PAD 3.3: Good Governance

Unit-I

Good-Governance: Concept Analysis, Features, Advantages and Disadvantages, Good Governance and E-Governance.

Unit-II

Good Governance and E-Governance in Global Sphere: UK, Australia, New Zealand, Canada, Italy, E-Governance in India.

Unit-III

E-Governance in States, E-Governance in Odisha, Problems of e-Governance in Odisha.

Unit- IV

Problems of Good Governance and E-Governance, Digital Era of Governance.

Group-B

PAD 3.4: Financial Administration in India

Unit-I

Public corporations: Functions and problems, Privatization and Disinvestment.

Unit-II

Monetary and Fiscal Policies; Role of Finance Ministry; Parliamentary control over public expenditure, Resource Mobilization and Division of Resources.

Unit-III

Financial Administration: Concept of Budget, Types and Forms, Budget as a political instrument Budgetary process; Preparation and Implementation, Zero based Budget.

Unit-IV

Financial Accountability; Audits and Accounts; Comptroller and auditor General, Public Policy, Formulation and implementation, Public borrowing and Public debts.

PAD 3.5: Indian Economics

UNIT-I : ECONOMIC DEVELOPMENT AND ITS DETERMINANTS

Approaches to economic development and its measurement - Sustainable development; Role of State, market and other institutions; Indicators of development - Human Development Index (HDI), Gender Development Index (GDI)

UNIT-II : ECONOMIC REFORMS and PLANNING IN INDIA

- Rationale of internal and external reforms; Globalization of Indian economy; WTO and its impact on the different sectors of the economy - Financial sector reforms - Fiscal reforms.
- Planning: Meaning, types, origin - Indian five year plans: Objectives, strategies, financing - Targets, achievements and failures.

UNIT-III : DEMOGRAPHIC FEATURES, POVERTY AND INEQUALITY

Broad demographic features of India's population; Rural - Urban migration; Urbanization and civic amenities; Poverty and Inequality.

UNIT-IV : AGRICULTURE AND INDUSTRIAL SECTORS

Land reforms in India; Technological changes in agriculture - pricing of agricultural inputs and output - Industrial policy; Public sector enterprises and their performance; Problem of sick units in India; Privatization and disinvestments debate.

PAD 3.6: Environment Impact Assessments and Social Impact Assessment

UNIT-I

EIA – Introduction – Concept of EIA- Scope and object of EIA – Organization responsible for EIA – Site selection and area classification- Siting and setting criteria for EIA projects.

UNIT-II

Description of the environmental setting – Inclusion or Exclusion of environmental Items – Some suggested approaches for developing a list of environmental Factors – Informational Sources for Environmental factors.

UNIT-III

Various steps of EIA – Content of EIA – Assessment methodology- Ad-hoc, Overlay, Network, Matrix and checklist . Cost benefit analysis - Case studies, Hydroelectric projects , Mining, Power plant Roads and airports.

UNIT-IV

Environmental Impact Assessment Notification (1994): Procedure for Environmental Clearance, List of the projects requiring Environmental Clearance, Composition of Expert Committee for Impact Assessment, Public hearing Committee, Procedure for public hearing - Project clearance.

UNIT-V

Detailed content of EIS – Use of visual display methods – Statement documentation – general writing suggestion.

REFERNCE BOOKS

1. Rau, J.G. and Wooten, D.C (1980) Environmental Impact Analysis Hand Book, Mc Graw Hill, USA.
2. Canter, L. W. (1977) Environmental Impact Assessment. McGraw-Hill, New York.
3. Erickson, P.A. (1977) Environmental Impact Assessment – Principles an Applications McGraw-Hill, New York.
4. Munn, R. E. (1982) Environmental Impact Assessment. McGraw-Hill, New York.

Elective Discipline Free (Any Two)

HIS 2.4 -Cultural Heritage Management

Unit- I Indian Culture: General Features, Sources, Components and Evolution.

Unit-II What is Heritage? Meaning and concept. Criterions for selection as heritage sites, monuments and zone by UNESCO (WHC). Types of heritage property. World famous heritage sites and monument in India and abroad.

Unit- III Heritage Management, objectives and strategies, Protection, Conservation and Preservation, Case study of one destination. Heritage Marketing, Destination development.

Unit- IV National and International Organisations engaged in Heritage Management (UNESCO, ICOMOS, ASI, INTACH and NGOs), Museums, Concept and classification. (National Museum, New Delhi; Bharat Kala Bhawan, Varanasi; Archaeological Museum, Sarnath, etc.), Heritage Hotels and its classification.

Suggested Readings:

- Allchin, B., Allchin, F.R. et al. (1989) Conservation of Indian Heritage, Cosmo Publishers, New Delhi.
- New Inskip, Edward, Tourism Planning: An Integrated and Sustainable Development Approach (1991) VNR, New York.
- Ashworth, G. J. (2000), The Tourist Historic City. Retrospect and Prospect of Managing the Heritage City, Pergamon, Oxford
- UNESCO-IUCN (1992) Eds. Masterworks of Man and Nature, Pantoga, Australia

PSC 3.3: Society and Polity in India

Unit 1

Society in India: Elements of Diversity; Problems of National Integration

Unit II

Social Stratification In India: Caste and Class; The Backward Classes, Reservation Issue

Unit III

Social Change in India: Factors and Areas of Change; Processes of Change; Sanskritization, Westernization.

UNIT IV

Modernization in India: Features; Major sources and means of Modernization: Industrialization, urbanization, Mass Media and Education
Political Change in India: Crisis of Govern ability

SOC 3.4: Women in India

Unit 1

Theories of feminism

Unit II

Women and Family
Women and work

Unit III

Women and Education
Women and law

Unit IV

Women and Political Participation in India & Emerging Concern

4th SEMESTER(2nd Year)

PAD 4.1: Human Resource Management

Unit-I

Human Resource Management – Meaning, Nature, Scope and Evolution, Functions of HRM and New Trends in HRM.

Unit-II

Human Resource Planning, Job Analysis, Job Designing, Recruitment , Selection, Induction, Transfer and Promotion.

Unit-III

- Employees Training, Career Planning and Career Development, Management Development.
- Performance Appraisal, Direct and Indirect Compensation, pay for performance, Collective Bargaining, Human Resource Audit.

Unit-IV

Human Resource Information System (HRIS), Human Resource Audit (HRA), Future of HRM, Issue of HRM- Stress Management.

PAD 4.2: Disaster Management

Unit-I

Disaster and its type, Flood Draught, Cyclone, Geographical Disaster, Earthquake, Landslide, Avalanches, Volcanic Eruptions, Climatic Disaster-Heat and Cold Wave, Climate Change, Global Warming, Sea level Rise, Ozone Depletion

Unit-II

Manmade Disaster- Nuclear Disaster, Chemical Disaster, Biological Disaster, building Fire, Coal Fire, Oil Fire, Air Pollution, Water Pollution, Industrial Pollution, Deforestation, Rail & Road Accidents, Air & Sea Accidents.

Unit-III

Disaster Preparedness, Disaster Prevention, Preparation and Mitigation, Disaster Information, System, Megha Satellite, Role of Various Agencies in Disaster Mitigation- National level and State levels.

Unit- IV

Disaster Response: Disaster Medicine, Rehabilitation, Reconstruction and Recovery.

PAD 4.3: ESSAY WRITING AND VIVA / PROJECT VIVA (200 Marks)