

BPAS-11 INTRODUCTION TO PUBLIC ADMINISTRATION

Block I Introduction

- Unit-1 Meaning, Nature Scope and importance of Public Administration
- Unit-2 Evolution of Public Administration
- Unit-3 Public Administration and other social sciences relations
- Unit-4 New Public Administration

Block II Approaches to the Study Public Administration

- Unit-5 Approaches to the study of public administration
- Unit-6 Public Administration is an art or science

Block III Principles of Organization

- Unit-7 Organization-Types of organization.
- Unit-8 Principles of organization: Hierarchy-Span of Control-Delegation-Centralization and Decentralization-Supervision

Block IV Administrative Organization

- Unit-9 Departments-Boards
- Unit-10 Public Corporation
- Unit-11 Independent Regulatory Commission

Block V Good Governance

- Unit-12 Good Governance: Concept and Application
- Unit-13 Essentials of Good Governance
- Unit-14 Welfare state
- Unit-15 Role of ICT in Good Governance

References:

- Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal:Agra
- Basu, Rumki(2008)Public Administration: Concepts and Theories. Sterling Publishers: New Delhi
- Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand:Jalandhar
- Bhambri,C.P.(2010)PublicAdministrationTheoryandPractice(21stEdition). Educational Publishers: Meerut
- Bhattacharaya,Mohit(2008)NewHorizonsofPublicAdministration.Jawahar Publishers and Distributors: New Delhi
- Bhattacharya, Mohit (2000) Public Administration. World Press:Calcutta
- Bhattacharya, Mohit(2012)PublicAdministration:IssuesandPerspective. Jawahar Publishers and Distributors: New Delhi
- Basu, Rumki(2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi
- Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand:Jalandhar
- Bhambri,C.P.(2010) Public Administration Theory and Practice (21stEdition). Educational Publishers:Meerut

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4. <https://youtu.be/uLhXqq9PyQ0>
5. <https://youtu.be/mxTb-Q3KEcU>

BPAS -21 Administrative Thinkers

Block I Introduction

Unit-1 Politics-Administration Dichotomy (Woodrow Wilson)

Unit-2 Public Choice Theory

Block II Classical Theory

Unit-3 Bureaucratic Theories – its critique and post-Weberian Developments (Weber and Karl Marx)

Unit-4 Henry Fayol

Unit-5 Scientific Management and Scientific Management Movement (F.W.Taylor)

Block III Human Relations Theory

Unit-6 Human Relations School (Elton Mayo);

Unit-7 Decision-Making Theory of Herbert Simon;

Unit-8 Functions of the Executive (C.I. Barnard)

Unit-9 M.P.Follett

Block IV Motivational Theory

Unit-10 Abraham Maslow

Unit-11 Herzberg

Unit-12 McGregor

Unit-13 R. Likert

Unit-14 Argyris

Unit-15 Administrative Models of F.W. Riggs

Unit-16 P.F. Drucker's Ideas on Management

Block V Indian Administrative Thought

Unit-17 Kautilya

Unit-18 Thiruvalluvar

References:

- Baker R.J.S.- Administrative Theory and Public Administration, London, Hutchinson, 1972
- Maheshwari S.R.- Administrative Thinkers, New Delhi, Macmillan, 2003.
- Prasad Ravindra D., V. S. Prasad & P. Satyanarayana, (eds.),-Administrative thinkers, New Delhi, Sterling, 2005
- Shafritz Jay: M. and Albert C. I lyde. (eds.)- Classics of Public Administration, Illinois, Moore, 1978

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5. <https://youtu.be/4nbavSIG-rw>

BPAS -22 Modern Administrative System-II (Japan, Swiss and China)

Block I Administrative System of Japan

- Unit-1 Salient Features of the Japan
- Unit-2 Constitution- Fundamental Rights
- Unit-3 Legislature – Executive - Judiciary
- Unit-4 Legislature – Executive - Judiciary

Block II Administrative System of Switzerland

- Unit-5 Salient features of the Constitution of Switzerland
- Unit-6 Federalism
- Unit-7 Plural Executive
- Unit-8 Federal Assembly
- Unit-9 Federal Tribunal

Block III Direct Democracy in Swiss

- Unit-10 Direct Democracy:
- Unit-11 Instruments and Working of Direct Democracy
- Unit-12 Political parties-

Block IV Administrative System of China

- Unit-13 Main features of the Chinese Constitution
- Unit-14 Rights and Duties

Block V Comparative Local Governments

- Unit-15 Comparison of Local Governments-Japan-Switzerland –China

References:

- R. Hague and M. Harrop, Comparative Government and Politics: An Introduction, 5th edn., New York, Palgrave, 2001.
- G. Almond, Harper/ Collins, et.al, Comparative Political Today: A world view 7th edn., New York . London, 2000.
- U.N. Gupta, Select world Constitution, New Delhi, Atlantic, 2009.
- Vishoo Bhagwan and VidyaBhusan - World Constitutions, Sterling Publishers

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4. <https://youtu.be/j0TJDddHAhQ>
5. <https://youtu.be/Ei680RwJRZA>

BPASE-21 INTERNATIONAL ADMINISTRATION

Block I	Introduction
Unit-1	Evolution of International Organization
Unit-2	Formation of United Nations Organization: Purpose and Structure-Principles
Unit-3	Organs of United Nations
Block II	Reforms in UNO
Unit-4	United Nations in the Post-Cold War Era
Unit-5	Reforms in United Nations Organization
Block III	Trends in International Organization
Unit-6	Emerging Trends in International Organization
Unit-7	UN and Disarmament: Revision of UN Charter
Unit-8	United Nations and Collective Security
Block IV	International Organization
Unit-9	Major Specialized Agencies: UNESCO-WHO
Unit-10	WTO-IMF-World Bank
Block V	International Peace and Security
Unit-11	United Nations and Maintenance of International Peace and Security
Unit-12	United Nations: Environment and Health Policy- Limitations and Constraints

References:

- Le Roy Bennett.A., International Organization: Principals and Issues (New Jersey, Prentice Hall,1991)
- UN, Basic Facts about the United Nations, 2004 ISBN-13:978-9211009361
- David Armstrong (Author), et al, International Organization in World Politics (The Making of the Twentieth Century), Palgrave Macmillan; 3 edition 2013, ISBN-13:978-1403903037
- Margaret P. Karns, International Organizations: The Politics and Processes of Global Governance, Viva Books; 2010, ISBN-13:978-8130913896
- B.N.Mehrish;International Organization:StructureandProcesses(Jalandhar, VishaPublications,1996)
- ShambhaviVendantam; United Nations: Putting World to Work (New Delhi,Vikash,1996)
- K.P. Saksena; Reforming the United Nations: The Challenge of Relevance (NewDelhi, Sage,1993)

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4. <https://youtu.be/1Zmkg9O8Oo4>
5. <https://youtu.be/M83fUUEqA9g>

BPASE – 11 POLITICAL THEORY

Block I	Introduction
Unit-1	Meaning Nature and Scope of Political Science
Unit-2	Relationship with Allied Disciplines: History-Economics –Philosophy – Sociology - Psychology
Unit-3	Approaches to the Study of Political Science: Historical - Normative and Empirical -Key Concepts: State – Society
Unit-4	Sovereignty-Power – Citizenship-Nation and Nationality -Global Order
Block II	Organization and functions of State
Unit-5	Origin of the State-Elements of State-Functions of the State
Unit-6	Separation of Powers - Division of Powers
Block III	Theories
Unit-7	Theories of State: Divine Theory - Force Theory - Patriarchal and Matriarchal Theory
Unit-8	Social Contract Theory- Evolutionary Theory
Block IV	Political Ideas
Unit-9	Rights
Unit-10	Liberty
Unit-11	Equality
Unit-12	Justice- Rule of Law- Civil Society- Revolution - Democratic Participation
Unit-13	Political Obligation
Block V	Political Ideologies
Unit-14	Liberalism - Neo-Liberalism
Unit-15	Marxism –Socialism
Unit-16	Fascism
Unit-17	Gandhism

References:

- Appadorai, A. The substance of Politics, London: Oxford University Press, 1968.
- Gettell, Raymond Garfield, Political Science, Calcutta.
- Gilchrist, R.N. Principles of Political Science, Bombay: Orient Longmans, 1952 (Seventh Edition).
- Agarwal, R.C. Political Theory, New Delhi S.Chand. Co.2008.
- Eddy Asirwatham, Political Theory, New Delhi.2007

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5. <https://youtu.be/BHUUE9Z6AP0>

BPAS -12 MODERN ADMINISTRATIVE SYSTEM-I (UK., USA., France)

Block I	Introduction
Unit-1	Definition of Constitution and Meaning of State
Unit-2	Types of Constitution
Unit-3	Rule of Law and the Administrative Law
Unit-4	Party system – Convention and Usages
Block II	U.K Administrative System
Unit-5	Salient Features
Unit-6	Executive – Monarchy
Unit-7	Prime Minister and Cabinet
Unit-8	Legislature – Parliament – House of Commons and House of Lords
Unit-9	Judiciary
Unit10	Party System
Unit-11	British Civil services
Block III	U.S.A Administrative System
Unit-12	Salient Features – Federalism
Unit-13	President – Congress – House of Representatives and Senate
Unit-14	Federal Judiciary – Supreme Court
Unit-15	Judicial Review
Unit-16	Theory of Separation of Powers
Unit-17	Checks and Balances
Unit-18	Party System
Block IV	French Administrative System
Unit-19	Main features of the Constitution
Unit-20	President of the Republic
Unit-21	Prime Minister- Parliament- law making Procedure
Unit-22	Judiciary and- Administrative Law
Unit-23	Party System
Block V	Comparative Local Governments
Unit-24	Comparison of Local Governments-UK-USA-France

References:

- R. Hague and M. Harrop, Comparative Government and Politics: An Introduction, 5th edn., New York, Palgrave, 2000
- G. Almond, Harper/ Collins, et. al, Comparative Political Today: A worldview 7th edn., New York . London, 2000.
- U.N. Gupta, Select world Constitution, New Delhi, Atlantic, 2009.

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5. <https://youtu.be/oAAtwSXRQgl>

B.A., Public Administration

BPAS-31

PRINCIPLES OF MANAGEMENT

Block-I: Introduction

- Unit-1 Meaning, Nature and Scope of management and Functions of Management
- Unit-2 Levels of Management
- Unit-3 Schools of Management

Block-II: Management Process-I

- Unit-4 Planning
- Unit-5 Organizing
- Unit-6 Supervising
- Unit-7 Leadership

Block-III: Management Process- II

- Unit-8 Decision making
- Unit-9 Co-ordination-
- Unit-10 Delegation
- Unit-11 Communication
- Unit-12 Control
- Unit-13 Motivation and Morale

Block-IV: Modern Management Techniques

- Unit-14 Operation Research-Break-Even Analysis-Linear Programming
Queuing Theory of Replacement
- Unit-15 Management Audit-Social Audit

Block-V: Recent Trends in Management

- Unit-16 Management by Objectives (MBO)
- Unit-17 Self Management
- Unit-18 Participative Management
- Unit-19 Management Information Systems (MIS)
- Unit-20 Quality Circle and Impact of Multi National Corporations

Books Recommended for Further Study

1. Ahuja, K.K. Management and Organization, CBS Publications, New Delhi, 1997.
2. Bhushan, Y.K. Fundamentals of Business & Organization and Management, Sultan Chand and Sons, New Delhi, 2002.
3. Davav, Rustom, S. The Principles of Management Crown Publishing Company, Bombay.
4. Massie, Joseph L. Elements of Management, Prentice Hall of India, New Delhi.
5. Rao, V.S. P and Narayana, P.S. Principles and Practice of Management, Konark Publications(P) Ltd, New Delhi, 1991.

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BPAS-32
POLICE ADMINISTRATION

Block- 1: Introduction

- Unit-1 Nature, Scope and importance of Police Administration
- Unit-2 Approaches to Police Administration
- Unit-3 Evolution of Police Administration

Block-II: Police Organization in India

- Unit-4 Central Police system-.Armed -Unarmed and Auxiliary in Police Administration
- Unit-5 State Police System-Role of State Home Ministry –Special Police Structure-
- Unit-6 District Police.
- Unit-7 Women Police and Police in Union Territories

Block-III: Police Personnel Management

- Unit-8 Police classification-Recruitment, Promotion and Retirement-Pay and Compensation
- Unit-9 Welfare-Police Association-Police Reforms

Block-IV Police Behaviour

- Unit-10 Autonomy and Accountability
- Unit-11 Police Ethics-Code of Conduct (Violence and Cultural Corruption)

Block- V: Specialized Police

- Unit-12 Crime Records Bureau
- Unit-13 Dog squad-Modus operandi Bureau- Forensic Science Laboratory- Finger Print Bureau – Mounted Police
- Unit-14 Juvenile Aid Units

Books recommended for Further Study

1. O. W. Wilson and Roy Clinton-Police Administration, Mc Craw Hill,1977
2. J.C. Curry- Indian Police, New Delhi, Manu Publications,1976
3. David Arnold- Police Power and Colonial Rule, New Delhi, Oxford Press,1986.

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BPASE-31
INDIAN CONSTITUTION

Block – I: Introduction

Unit-1 Making of the Indian Constitution and Constituent Assembly

Unit-2 Salient features of the Indian Constitution

Unit-3 Nature of Indian Federalism - Preamble - Citizenship-Parliamentary System -
Indian Union – Schedules-

Unit-4 Fundamental Rights-DPSP

Block-II: Union executive

Unit-5 President

Unit-6 Council of ministers - Prime Minister

Unit-7 Parliamentary system of Government - Parliamentary procedures

Unit-8 Budget

Unit-9 Finance Commission

Unit-10 Executive and Judiciary

Block-III: State executive

Unit-11 Governor

Unit-12 Chief Minister, Legislative Assembly and Legislative Procedures

Unit-13 State executive

Unit-14 High Court - Special status Act (Article 370)

Block- IV: Centre-State Relations

Unit-15 Centre – State relations - Concurrent List - Democratic Decentralization
- Major amendments to the Constitution

Unit-16 Service Commission of the Union & States -Constitutional protection of civil
servants-Emergency provision–National, State and Financial-Property Rights

Block-V: Constitutional Authorities

Unit-17 Comptroller and Auditor General of India

Unit-18 Commissioner for Scheduled Caste and Scheduled Tribes

Unit-19 Election Commission and Attorney General of India

Unit-20 Union Public Service Commission

Books Recommended for Further Study

1. D.D Basu, *Introduction to Indian Constitution*, Prentice Hall, NewDelhi
2. M.V Pylee, *Indian Constitution*, S Chand and Company, NewDelhi
3. J.C Johari, *Government and Politics in India*, Vishal Publications, NewDelhi

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4. https://youtu.be/vq2Q1_v6TNU
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BPASE-31
VALUE EDUCATION

Block-I: Introduction

Unit-1 Value education-its purpose and significance in the present world

Unit-2 Value system- culture and civilization-Holistic living

Block-II: Significance of Value Education

Unit-3 Balancing the outer and inner

Unit-4 Body, Mind and Intellectual level, Duties and responsibilities

Block- III: Salient values for life

Unit-5 Truth, commitment, honesty and integrity, forgiveness and love, empathy and ability to sacrifice, care, unity, and inclusiveness,

Unit-6 Self-esteem and self-confidence, punctuality

Unit-7 Time, task and resource management

Unit-8 Problem solving and decision making skills

Unit-9 Interpersonal and Intra personal relationship – Team work – Positive and creative thinking

Block- IV: Human Rights

Unit-10 Universal Declaration of Human Rights

Unit-11 Human Rights violations – National Integration

Unit-12 Peace and non-violence

Unit-13 Social Values and Welfare of the citizen

Block- V: Environment and Ecological balance

Unit-14 Interdependence of all beings – living and non-living

Unit-15 The binding of man and nature – Environment conservation and enrichment

Books Recommended for Further Study:

1. M.G. Chitakra: Education and Human Values, A.P.H. Publishing Corporation, New Delhi,2003
2. Chakravarthy, S.K: Values and ethics for Organizations: Theory and Practice, Oxford University Press, New Delhi,1999.
3. Satchidananda, M.K: Ethics, Education, Indian Unity and Culture,Ajantha Publications, Delhi,1991.
4. Das, M.S. & Gupta, V.K.: Social Values among Young adults: A changing Scenario, M.D. Publications, New Delhi,1995.
5. Bandiste, D.D.: Humanist Values: A Source Book, B.R. PublishingCorporation, Delhi,1999.
6. Ruhela, S.P.: Human Values and education, Sterling Publications, New Delhi, 1986.
7. Kaul, G.N.: Values and Education in Independent Indian, Associated Publishers, Mumbai,1975.
8. NCERT, Education in Values, New Delhi,1992.
9. Swami Budhananda (1983) How to Build Character A Primer:Ramakrishna Mission, NewDelhi.
10. A Culture Heritage of India (4 Vols.), Bharatiya Vidya Bhuvan, Bombay,

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BPAS-41
ORGANISATION THEORY

Block-I: Introduction

Unit-1 Meaning and Significance, Types- Formal and Informal Organization

Unit-2 Bases of organization

Unit-3 Approaches and Models

Block-II: Theories of Organization

Unit-4 Classical Theories:

Unit-5 Human Relations Theory (Neo-classical)

Unit-6 Modern Theory

Block-III: Organizational Structure

Unit-7 Forms and Goals of Organization

Unit-8 Functions of Organizations

Unit-9 Management of Organization

Block-IV: Organization Dynamics

Unit-10 Decision Making

Unit-11 Leadership

Unit-12 Organizational Change and Development

Unit-13 Organizational Control

Block-V: Organizational Behavior

Unit-14 Organizational behavior

Unit-15 Organizational Conflict

Unit-16 Organization and Society

Books Recommended for Further Study

1. Newstrom John W. & Davis Keith Organizational Behaviour, New Delhi, Tata McGraw Hill,2004.
2. Prasad L.M. Organizational Theory and Behaviour, New Delhi, Su/tan Chand and Co.,2005.
3. Robbins Stephen P. Organizational Behaviour, Delhi, Prentice Hall,2005
4. Singh Nirmal, Organizational Behaviour Concepts, Theory and Practices, Deep and Deep, New Delhi,2003
5. John W New strom, Organizational Behavior: Human Behavior at Work, McGraw-Hill Higher Education; 13 edition (May2010)
6. Stephen P. Robbins, Organizational Behavior, Pearson Education; 15 edition (201

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5. <https://youtu.be/oaThclGo-Aw>

BPAS-42
DEVELOPMENT ADMINISTRATION

Block – I: Introduction

Unit-1 Meaning, Nature and Scope of Development Administration

Unit-2 Traditional Public Administration and Development Administration

Unit-3 Approaches to Development Administration

Block – II: Bureaucracy and Development Administration

Unit-4 Bureaucracy and Development Administration

Unit-5 Development Planning

Unit-6 Training for Development

Unit-7 People's participation

Block – III: PRIs and Development Administration

Unit-8 District Administration – its relationship with functional departments
Changing role of the District Collector

Unit-9 New Panchayati Raj–73rd and 74th Amendments

Unit-10 Rural and Urban Development Programmes

Block – IV: Area development Programmes

Unit-11 Area Development Programme

Unit-12 Tribal Development Programme

Unit-13 Agricultural Developmental Programme

Unit-14 Educational Developmental Programme

Unit-15 Role of NGO's in Development Administration.

Block – V: International Context on Development Administration

Unit-16 Development Administration in the International Context

Unit-17 Role of UNO and allied agencies – IBRD – ADB – IMF

Books Recommended for Further Study:

1. Riggs, F.W – Frontiers of Development Administration
2. Chatterjee – Development Administration – S.Chand & Co, New Delhi (1990)
3. Sapru, R.K. – Development Administration, Sterling Publications, New Delhi; 2002
4. Verma, S.P. and Sharma S.K. – Development Administration
5. Singh, Swindar – Development Administration.

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4. <https://youtu.be/2e52O9UOdBM>
5. <https://youtu.be/wTVrY7RE2wA>

BPASE-41 E-GOVERNANCE

Unit I: INTRODUCTION

Unit-1 Meaning, Scope and Importance of E-Governance, SMART Governance

Unit-2 Evolution of E-Governance Unit-

3 Implementing E-Governance

Unit II: CONCEPTS

Unit-4 Models of E-Governance (The General Information Dissemination Model, the critical Information Dissemination Model, the Advocacy Model, the Interactive Model)

Unit-5 Models for E-Governance Institutions in Various Countries

Unit-6 coordination of E-governance. Policy investment, Administrative, Technical coordination

Unit III: TECHNIQUES OF E - GOVERNANCE

Unit-7 National E-Governance Plan

Unit-8 E- Governance in Rural, urban, economic Development

Unit-9 Geographic Information System (GIS) based Management, Citizen Database and Human Development

Unit IV: E – GOVERNANCE IN INDIA

Unit-10 E-Governance Policy

Unit-11 E-Governance Projects in States

Unit-12 E-Governance in India

Unit-13 Electronic Citizen Services: A Comparative outlook

Unit V: THE CHALLENGES OF E - GOVERNANCE

Unit-14 A prerequisite of good Governance - e-Readiness

Unit- 15 E-Governance in Democratic set-up (Gender, Geographical, Economical, Social and Political)

Unit-16 E- Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure,)

Unit -17 Nature of Public Private Partnership (PPP) models

Unit-18 Major concerns (Resistance to Change, laws, Skills, Security Concerns, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms)

BOOKS RECOMMENDED

1. Ashok Agarwal (Ed.), *Governance -Case Studies*, University Press India Pvt. Limited, Hyderabad,2007.
2. Srinivas Raj .B. , *E-Governanace Techniques –Indian and GlobalExperiences*, New Century Publications, New Delhi, 2008.
3. SubhashBhatnagar, *UnlockingE-GovernmentPotential–Concepts, Casesand Practical Insights*, Sage Publications, New Delhi,2009.
4. Desai.G., *Information Growth and Economic Growth*, RawatPublications, Jaipur, 2005.
5. Parthasaradhi.Y., *E-governance and Indian Society*, Kanishka, NewDelhi, 2009.

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5. <https://youtu.be/d3ErLdkfA1c>

CCE /AECC
ENVIRONMENTAL ADMINISTRATION

Block –I: Introduction

- Unit-1 Meaning, nature and importance of Environmental Administration
- Unit-2 Environmental Degradation: Nature and Dimensions
- Unit-3 India's concern for Environmental Protection

Block –II: Causes of Environmental Pollution

- Unit-4 Sources and effects of Pollution – Types of Pollution - Water Pollution- Air Pollution- Noise pollution
- Unit-5 Tourism and Environment

Block –III: Environmental Policy

- Unit-6 Pre-Independence period - Post- Independence period- Environmental Information System (ENVIS)
- Unit-7 Evaluation of Environmental Policy

Block –IV: Environmental Law

- Unit-8 Constitutional aspects of Environmental Law
- Unit-9 Statutory control of Environmental Pollution

Block - V: NGO's and Environment

- Unit-10 Environmental movements in India
- Unit-11 Governmental organizations-Departments, Corporations and Pollution Control Boards
- Unit-12 Non Governmental Organizations: EXNORA.

Books Recommended for Further Study

1. Kailash Thakur- Environmental Protection- Law and Policy in India, Deep & Deep Publications, New Delhi, 1999.
2. Ghaliatwal, G.R.,- Encyclopedia of Environmental Management.
3. Sagne, R.K.,- Environmental Management.
4. Santha Kumar- Environmental Law.

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3. <https://youtu.be/9vo9-ysxns4>
4. https://youtu.be/MW_xUz9UzSA
5. <https://youtu.be/F89iWbIeGRA>

BPAS-51
PUBLIC PERSONNEL ADMINISTRATION

Block – I: Introduction

- Unit-1 Meaning and Objectives of Personnel Administration
- Unit-2 Bureaucracy
- Unit-3 Role of Civil Services in Developing Society

Block – II: Staffing

- Unit-4 All India Service and Central Service
- Unit-5 Recruitment
- Unit-6 Position classification

Block – III: Motivation and Development

- Unit-7 Training for All India Services and Central Services
- Unit-8 Promotion
- Unit-9 Employer-Employee Relationship

Block – IV: Conduct

- Unit-10 Integrity and code of conduct in administration
- Unit-11 Discipline, Removal and Appeals
- Unit-12 Civil Service and Administrative Ethics

Block- V: Compensation

- Unit-13 Method of Compensation
- Unit-14 Various Allowances to the Employees
- Unit-15 Employees Association – Whitley Councils in Britain, USA and India
- Unit-16 Integrity in Administration

Books Recommended for Further Study

1. Stahl G: Public personnel Administration(Oxford-IBH)
2. Gladen.E.N. : Civil services inU.K.
3. Sapru. R.K: Civil services admn in India(Deep&Deep)
4. Agarwal. D.V.: Industrial relations and collective bargaining(Deep&Deep)
5. S.R. Maheswari: Public administration(Agra)

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5. <https://youtu.be/tvFfjWixBqA>

BPAS-52
FINANCIAL ADMINISTRATION IN INDIA

Block – I: Introduction

Unit-1 Nature and significance of financial administration

Unit-2 Evolution of Financial Administration

Unit-3 Distinction between Public and Private financial administration

Unit-4 Implications for financial administration in India

Block – II: Budgeting

Unit-5 Budget: Concept, Preparation of Budget and Role of Finance ministry

Unit-6 Performance budgeting-meaning & features: measurement

Unit-7 PPBS and Zero-based budgeting

Unit-8 Public Debt management (Revenue deficit and Fiscal deficit - Deficit financing)

Block – III: Accounting and Auditing

Unit-9 Accounting and Audit System: Concept, Types,- Emerging Trends in Accounting System

Unit-10 Comptroller & Auditor General: History, powers & functions.

Block – IV: Parliamentary Committees

Unit-11 Parliamentary control over financial administration: Budget approval:

Unit-12 Public Accounts Committee, Estimates Committee, other financial committees

Unit-13 Centre-State financial relation in India

Unit-14 Finance Commission and State Finance Committees

Block - V: Fiscal Federalism

Unit-15 Aspects of Fiscal Federalism in India

Unit-16 Resource Mobilization

Unit-17 Tax Administration in India

Unit-18 Union and State Financial Relations

Books Recommended

1. A. Sarapa: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
2. Manjusha Shanna & O.P. Bohra: Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi, 2005.
3. B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
4. G.S. Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.

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5. https://youtu.be/j_JOuzKVd8M

BPAS-53

LOCAL GOVERNMENT AND ADMINISTRATION

Block-I: Introduction

- Unit-1 Meaning, Nature and Importance of Local Self-Government
- Unit-2 Evolution of Local Self -Government in India
- Unit-3 Community Development Programme

Block-II: Panchayat Raj Systems

- Unit-4 Democracy at Grassroots level: Balwantray Mehta Committee
- Unit-5 Asoka Mehta Committee – Democratic
- Unit-6 Decentralization Panchayat Raj Amendment Bill

Block -III: Rural Local Bodies

- Unit-7 Panchayat Raj System- Salient features of 73rd Constitutional Amendment Act
- Unit-8 Structure of and Functions of Panchayat Raj Institutions

Block -IV: Urban Local Bodies

- Unit-9 Salient features of 74th Constitutional Amendment Act
- Unit-10 Structure of Urban Local Bodies- Functions and Powers of Urban local bodies

Block-V: Local Finances

- Unit-11 Resources Mobilization-Taxes-Tax Revenue-Non-Tax Revenue.
- Unit-12 Local Audit-Social Audit

Books Recommended for Further Study

1. Maheswari, Sriram – Local Governments in India, Lakshmi Narayan Agarwal, agra, 1997
2. Amarendra – Poverty, Rural Development and Public Policy, Deep and Deep Publishers, New Delhi 1998
3. Mathur, B.L.– Rural Development and Co-operation, RBSA Publishers, Jaipur
4. Dhaliwal, S.S.–Municipal Administration, Deep and Deep Publishers, New Delhi, 1990
5. Bhargava, B.S. and Rama Rao – Indian Local Government-A Study, Minerva Associates, New Delhi 1978
6. Gandhi, M.K.– Panchayati Raj, Navjivan Publishers, Ahmedabad, 1994

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3. https://youtu.be/F_XWakWR4pQ
4. <https://youtu.be/O8XDFReLHUA>
5. <https://youtu.be/NdlRNcN27rs>

BPASE-51

GOVERNMENT POLITICS OF TAMILNADU

Block-I Introduction

- Unit-1 Significance of the study of State Politics
- Unit-2 Theoretical Framework and Problems – Determinants of State Politics

Block- II: Non-Brahmin Movement

- Unit-3 Impact of Constitutional Reforms of 1909 and 1919 on Provincial Politics
- Unit-4 Emergence of Non-Brahmin Movement
- Unit-5 Theoretical Background of the Movement – Objectives and Achievements
- Unit-6 Caste – Class Dichotomy in the Movement

Block-III: Political Parties

- Unit-7 Congress (I)
- Unit-8 DMK- AIADMK-CPI- CPI (M) – MDMK – PMK – DMDK

Block- IV: Centre-State Relations

- Unit-9 Centre-State Relations: The Congress Period - The DMK period - The AIADMK period

Block- V: Recent Trends and Issues

- Unit-10 Reservation and Language issue- Tamil National Movement
- Unit-11 Communalism – Caste Politics – Prohibition Politics
- Unit-12 Agriculture and Water Policy – River Water Dispute

Books Recommended for Further Study

1. Baskaran, R. Sociology of Politics Tradition and Politics in India, New Delhi: Asia Publishing House, 1967.
2. Barnett M.R., The Politics of Cultural Nationalism in South India, Princeton: Princeton University Press, 1976.
3. Hardgrave, R.L. Jr. The Dravidian Movement, Bombay: Popular Prakashan, 1965.
4. H. Irschik, Tamil Revivalism in 1930s.
5. Sparat, *DMK in Power*, Nystic, Conn: Lawrence, 1960.
6. Narendra Subramaniam, *Ethnicity and Populist Movement*, OUP, 1999.

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3. <https://youtu.be/dEVulKf1wYs>
4. https://youtu.be/RIozYN_rhkA
5. <https://youtu.be/-xoU9mVfj8>

BPAS-55
HUMAN RIGHTS ADMINISTRATION

Block- I: Introduction

Unit-1 Origin, Nature and Scope of Human Rights

Unit-2 Need for the study of Human Rights

Block - II: Categories of Human Rights

Unit-3 Civil and Political Rights

Unit-4 Economic Relations and Human Rights

Unit-5 Social Relations and Human Rights

Block - III: Legal Mechanism for Human Rights

Unit-6 United Nations Human Rights Commission

Unit-7 National Human Rights Commission

Unit-8 State Human Rights Commission

Block - IV: International Covenant on Human Rights

Unit-9 UDHR

Unit-10 International Covenant on Civil and Political Rights

Unit-11 International Covenant on Economic and Social Rights

Block -V: Human Rights Act

Unit-12 National Human Rights Act

Unit-13 National Commission for Minorities

Unit-14 Scheduled Caste and Scheduled Tribe

Unit-15 National Commission for Women

Books Recommended

1. Chaudhary, Jayant, A Text Book of Human Rights, New Delhis, Dominant Publishers,2000.
2. Sinha,P.C.,India'sGlobalHumanRightsObligations:ASTatusReportPart-I& II, New Delhi: Kanishka Publications,2003.
3. Awasthi, Dr.S.K.Kataria, Law Relating to Protection of Human Rights, New Delhi, Orient Publishing company2002.
4. Begum,S.Mehartaj,Begum,HumanRightsinIndiaIssuesofPerspectives,New Delhi: APH publishing Corporation,2000.
5. RachnaKausal,Women&HumanRightsinIndia,NewDelhi:DayaPublishers, 2004.

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3. <https://youtu.be/WfcQNemDBvM>
4. <https://youtu.be/ee2pFP-PTRg>
5. <https://youtu.be/X-6G39xWYbY>

BPAS-61
SOCIAL WELFARE ADMINISTRATION

Block- I: Introduction

- Unit-1 Social Welfare Administration
- Unit-2 Evolution of social welfare in India
- Unit-3 Social Welfare Administration as a discipline and as a Profession

Block- II: Administration of Social Welfare

- Unit-4 Social Welfare Administration at the Union Level
- Unit-5 Central Social Welfare Board
- Unit-6 Role of Voluntary Organization in Social Welfare

Block- III: Social Welfare Programmes

- Unit-7 Welfare Programmes - Family welfare - Women welfare, Transgender welfare, Child welfare - Youth welfare

Block- IV: Special Welfare Programmes

- Unit-8 Special Welfare Programmes - Aged - Disabled - Drug Addicts - Ex- Service Man

Block-V: Social Welfare Policy

- Unit-9 Social Policy of Government of India
- Unit-10 Social Legislation
- Unit-11 Governmental Organizations – Social Welfare Department Welfare
- Unit-12 International Welfare Organizations -WHO- UNICEF and UNESCO

Books Recommended

1. D.R.Sachdeva: Social Welfare Administration in India, Kitab Mahal Publishers, New Delhi 2010.
2. S. L. Goel : Social Welfare Administration Deep and Deep Publishers, New Delhi, 2009.
3. M.K.SINGH, Social Welfare Administration, Vayu Education of India, New Delhi.

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BPAS-62
ADMINISTRATIVE LAW

Block - I: Introduction

- Unit-1 Meaning, Nature and scope of Administrative Law
- Unit-2 Growth of Administrative law
- Unit-3 Administrative Discretion

Block - II: Legislature and Administrative Law

- Unit-4 Delegated Legislation: Definition, Need for Delegated Legislation and Types of Delegate legislation
- Unit-5 Control over Delegated Legislation

Block - III: Administrative Tribunals

- Unit-6 Right to Hearing
- Unit-7 Administrative Adjudication
- Unit-8 Tribunals

Block - IV: Judiciary and Administrative Law

- Unit-9 Natural Justice
- Unit-10 Judicial control
- Unit-11 Administrative Actions- Writs (Habeas Corpus, Quo Warranto, Mandamus, Certiorari and Prohibition)

Block - V: Control over Administration

- Unit-12 Ombudsman -- Need for Ombudsman — Ombudsman in India

Books Recommended for Further Study

1. C.K.Thakkar, Administrative Law, 2nd Edition, Eastern Book Company,2012.
2. C.K.Takwani, Lectures on Administrative Law, 5th Edition, Eastern Book Company, Lucknow,2014
3. Cooper Phillip J., Public Law and Public Administration, 4th Edition, Wadsworth PublishingCo.,2007
4. JainM.P.andS.N.Jain,PrinciplesofAdministrativeLaw,8thEdition,LexisNexis, Butterworth&Wadhwa and Company, Nagpur,2017
5. Sathe S.P, Administrative Law, 7th Edition, Butterworths, New Delhi,2004
6. Singh S. S., Administration of Natural Justice in India, Uppal Delhi,1986
7. Wade William, Public Law in Britain and India, Bombay; N. M. Tripathi Private Ltd.,1992

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4. <https://youtu.be/omZnYUJjIKA>
5. <https://youtu.be/Tjdxq59fOFA>

BPAS-63
INDIAN ADMINISTRATION

Block- I: Introduction

- Unit-1 Evolution of Indian Administration (Ancient, Medieval and Modern period)
- Unit-2 Constitutional Framework

Block-II: Central Administrative System

- Unit-3 Central Administration: Structure of Central Government – Cabinet Council of Minister
- Unit-4 Central Secretariat
- Unit-5 NITI Ayog (Planning Commission)
- Unit-6 National Development Council

Block- III: State Administrative System

- Unit-7 State Administration: Structures of State Administration – Governor
- Unit-8 Chief Minister – Council of Ministers
- Unit-9 State Secretariat – Chief Secretary – State Services – SPSC
- Unit-10 District Administration-District Collector-Role and Functions of District Collector

Block- IV: Constitutional Authorities

- Unit-11 Constitutional Authorities Comptroller & Auditor General,
- Unit-12 Election Commission,
- Unit-13 Finance Commission,
- Unit-14 Attorney General, Advocate General)
- Unit-15 UPSC

Block- V: Issues in Indian Administration

- Unit-16 Integrity in Indian Administration
- Unit-17 Minister-Secretary Relationships
- Unit-18 Administrative Reforms
- Unit-19 Redressal of Citizen Grievances (Lok Pal & Lok Ayukta)

Books Recommended for Further Study

1. S.R.Maheswari, *Indian Administration* (New Delhi: Orient Longmans, 2000)
2. B.B.Mishra, *Administrative History of India* (New Delhi: Oxford University, 1970)
3. S.R.Maheswari, *Local Administration*. (New Delhi: Laxmi Narain Agarwal Publications, 2003)
4. S.R.Nigam, *Local Government in India*. (New Delhi: S.Chand and Co., 1986)
5. M. Laxmikanth, *Public Administration*, (New Delhi: McGraw Hill Education, 2011)
6. S.R.Maheswari, *Public Administration in India*, (New Delhi: Macmillan India Ltd, 2000)
7. Siuli Sarkar, *Public Administration in India*, (New Delhi: PHI Learning pvt. Ltd, 2010)
8. B.L. Fadia & Kuldeep Fadia, *Indian Administration*, (New Delhi, Sahitya Bhawan

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BPASE-61
LABOUR WELFARE ADMINISTRATION HUMAN

Block – I: Introduction

Unit-1 Meaning, Concept and Nature of Labour and labour welfare

Unit-2 Evolution of Labour Welfare Administration in India

Unit-3 Theories of labour Welfare

Block – II: Labour Welfare Administration

Unit-4 Labour Welfare Administration at the Centre – Ministry of Labour Welfare & Employment

Unit-5 Ministry for Labour in Tamil Nadu – Tamil Nadu

Unit-6 Labour Welfare Board: organization and functions

Unit-7 Labour Welfare Officer

Block – III: Labour Education and Training

Unit-8 Labour Education and Training

Unit-9 Absenteeism - Labour Turnover -Automation - Accidents - Significance of working conditions

Block – IV: Welfare Policies and Programmes

Unit-10 Labour Legislations in India

Unit-11 Employees' Provident Fund and Miscellaneous Provisions Act, 1952,

Unit-12 Employees' State Insurance Act, 1948,

Unit-13 Apprentices Act, 1961, The Contract Labour (Regulation & Abolition) Act,

Unit-14 Factories Act, 1948,

Unit-15 Industrial Disputes Act, 1947,

Unit-16 Industrial Employment (Standing Order) Act, 1946

Unit-17 Recent Developments in Labour Welfare Policies

Block – V: Labour Issues

Unit-18 Labour Issues: Child Labour, Women Labour, Bonded Labour, Migrant Workers

Unit-19 Wages and Bonus

Unit-20 Trade Unions - Collective Bargaining

Unit-21 Right to Strike – Retrenchment Labour Condition in MNCs and SEZs

Books Recommended for Further Study

1. Goel, S.L. and R.L.Jain, Social Welfare Administration Vol.I and Vol.II, New Delhi: Deep and Deep.2009.
2. Choudry, Paul, Social Welfare Administration, Delhi: Atma Ram and sons,2000.
3. Jacob, K.K., Policy in India, Udaipur: Himalaya Publications,1989.
4. Sachdeva, D.R., Social Welfare Administration, KitabMahal. India 2017, Ministry of Information and Broadcasting, Govt. of India, 2017

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BPASE-62
INDIAN ECONOMY

Block-I: Introduction

- Unit-1 Economic development and growth-Basic characteristics of the Indian economy
- Unit-2 Major issues of development-obstacles to development

Block-II: Structure of Indian Economy

- Unit-3 National income–sectoral contribution and economic transition in India
- Unit-4 Natural resources in the process of economic development population size and growth
- Unit-5 Demography composition
- Unit-6 New population policy

Block-III: Objectives of planning in India

- Unit-7 Development strategy in India-broad achievements and failures
- Unit-8 New economic reforms –liberalization, privatization and globalization-
- Unit-9 Rationale behind economic reforms-progress of privatization and globalization

Block-IV: Agricultural Policy and National Economy

- Unit-10 Agriculture in the national economy-trends in production and productivity in agriculture
- Unit-11 Green revolution-progress of agriculture under the five year plans
- Unit-12 Land reforms –rural credit
- Unit-13 Agricultural marketing and food security in India

Block- V: Issues in Indian Economy

- Unit-14 Poverty and inequality in India
- Unit-15 Unemployment in India and causes for rising of prices
- Unit-16 Regional disparities in India

Books Recommended for Further Study

1. Ahluwalia, I.J. and IMD Little (Eds.) (1998). India's Economic Reforms and Development, Oxford University Press, New Delhi
2. Byres, T.J. (Ed.) (1997), The State, Development Planning and Liberalization in India, Oxford University Press, New Delhi.
3. Byres, T.J. (Ed.) (1998), The Indian Economy: Major Debates since Independence, Oxford University Press, New Delhi.
4. Kausik Basu (Ed.) (2012), Oxford Companion to Indian Economy, 3rd Edition, OUP, New Delhi.
5. Uma Kapila (Ed.) (2017-18) Indian Economy Since Independence, Academic Foundation, New Delhi, 28th Edition.

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