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VishwavidyanilayaKaryasoudha
Crawford Hall, Mysuru- 570 005

Dated: 15th June 2018

No.AC6/32/2018-19

NOTIFICATION

Sub: Revision of Public Administration (UG) Syllabus and Scheme of Examination as per CBCS Pattern from the academic year 2018-19.

Ref: 1.Decision of the Board of Studies in Public Administration (UG) held on 10-03-2018.

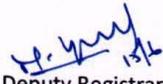
2. Decision of the Faculty of Arts Meeting held on 20-04- 2018.

3. Decision of the Deans committee Meeting held on 22.05.2018.

The Board of Studies in Public Administration (UG) which met on 10th March 2018 has recommended to revise the Public Administration (UG) Syllabus and Scheme of Examination as per CBCS Pattern from the academic year 2018-19.

The Faculty of Arts and the Deans Committee held on 20-04-2018 and 22.05.2018 respectively have approved the above said proposal with pending ratification of Academic Council and the same is hereby notified.

The contents may be downloaded from the University Website i.e., www.uni-mysore.ac.in


Deputy Registrar(Academic)

Draft Approved by the Registrar

To:

1. The Registrar (Evaluation), University of Mysore, Mysuru.
2. The Dean, Faculty of Arts, Department of Studies in English, Manasagangotri, Mysuru.
3. The Chairman, Department of Studies in Public Administration, Manasagangotri, Mysuru.
4. The Chairman, Board of Studies in Public Administration, (UG) Manasagangotri, Mysuru.
5. All the Principals of Affiliated/Constituent College running, Public Administration, Graduate Programme.
6. The Director, College Development Council, MoulyaBhavan, Manasagangotri, Mysuru.
7. The Deputy Registrar/Assistant Registrar/Superintendent, AB and EB, University of Mysore, Mysuru.
8. The PA to Vice-Chancellor/Registrar/Registrar (Evaluation), University of Mysore, Mysuru.
9. Office Copy.

Appendix – 1

CBCS Syllabus for BA in Public Administration

Programme: B.A.

Subject: Public Administration

Semester	Course Code	Course Title	Credits	L	T	P
I	DSC-1A Core	Principles of Public Administration	6	5	1	0
II	DSC-1B Core	Principles of Modern Governments	6	5	1	0
III	DSC-1C Core	Indian Constitution	6	5	1	0
IV	DSC-1D Core	Indian Administration	6	5	1	0
V	DSE-1A	Financial Administration	6	5	1	0
	DSE-2A	Public Personnel Administration	6	5	1	0
	DSE-3A	State and District Administration	6	5	1	0
	GE-1	Rural- Urban Administration	2	2	0	0
VI	DSE-1B	Local Self Governments in India	6	5	1	0
	DSE-2B	Social Welfare Administration and Public Policy	6	5	1	0
	DSE-3B	Issues in Public Administration	6	5	1	0
	GE-2	PANCHYAT RAJ AND RURAL DEVELOPMENT	2	2	0	0

I SEMESTER

DCS-1A Core - PRINCIPLES OF PUBLIC ADMINISTRATION

Unit-1

Public Administration : Meaning, Nature, Scope and Significance.

Evolution of Public Administration.

Public and Private Administration : Similarities and Dissimilarities.

Relationship of Public Administration with Political Science, Sociology and Economics.

Unit-2

New Public Administration.

New Public Management.

Recent Trends in Public Administration

Unit-3

Organization

a) Organization Meaning, theories of Organization – Mechanistic and Human Relations Theories.

b) Principles of Organization - Hierarchy, Span of Control, Unity of Command, Co-ordination, Delegation, Centralization and Decentralization, Communication.

Unit-4

Structure of Organisation - Role and Functions of Chief Executive

Unit-5

a) Line – Department, Cooperations and Independent Regulatory Commissions

b) Staff and Auxiliary Agencies – Nature and Functions.

Books for Reference:

1. Public Administration – Principles and Practise

2. Public Administration

3. Public Administration

4. Principles of Public Administration

Maheshwari

A.R.Tyagi

Bhambri

M.P.Sharma

Avasthi and

II SEMESTER

DCS-1B- Core - PRINCIPLES OF MODERN GOVERNMENTS

Unit-I

Constitution –

- a) Meaning of the term, Constitutional Government, Contents of an ideal constitution.
- b) Distinction between written and unwritten constitution, Rigid and flexible constitution.

Unit-II

Forms of Government – Democracy, Totalitarianism, Federal and Unitary.

Unit-III

Forms of Executive –

- a) Presidential, Parliamentary and collegiate systems
- b) Role and functions of the modern Executive
- c) Increasing importance of the modern Executive

Unit-IV

Legislature –

- a) Organisation – powers and functions
- b) Unicameralism and Bicameralism
- c) Reasons for the decline of Legislature

Unit-V

Judiciary –

- a) Organisation and Functions of the Judiciary
- b) Independence of judiciary.

Books for Reference:

1. Modern Constitutions
2. Modern Constitutions
3. Theory and Practice of Modern Government
(M.G.Gupta)

A.C.Kapoor
Herman Finer
Madan Gopal Gupta

III SEMESTER

DCS-1C Core - INDIAN CONSTITUTION

UNIT 1

Salient features of the Indian Constitution
Federal and Unitary features of the Constitution

- a) Fundamental Rights and Duties
- b) Directive Principles of State Policy
- c) Centre-State Relations

UNIT 2

Union Legislature –

- a) Composition of Lok Sabha and Rajya Sabha
- b) Their Powers and Functions

UNIT 3

Union Executive -

- a) President
- b) Prime Minister and the Council of ministers
- c) Powers and Functions

UNIT 4

Union Judiciary –

- a) Supreme Court of India.
- b) Composition and its jurisdiction

UNIT 5

Centre – State Relations in India

Books for Reference:

1. Indian Constitution
2. Indian Constitution
3. Indian Government and Politics
4. Indian Government

Durga Das Basu
M.V.Pylee
J.C.Johri
S.R.Maheshwari

IV SEMESTER

DCS-1D Core – INDIAN ADMINISTRATION

Unit-1

Evolution of Indian Administration

Evolution :

Administration in Ancient India

Administration in Medieval India

Administration in Modern India

Features: Salient features of India Administration; its role in the context of democratic system and socio-economic Development.

Unit-2

Union Government and Administration:

- i) President - Powers, function & position
- ii) Prime Minister - Powers, functions and position
- iii) Council of Ministers - Structure and functions
- iv) Cabinet secretariat - Structure and functions.
- v) Centre-State Administrative Relationship
- vi) Centre-State Financial Relationship

Unit-3

Ministries:

- i) Union Ministry of Home, its organization & functions
- ii) Union Ministry of Finance, its organization & functions
- iii) Union Ministry of Rural development, its organization & functions.

Unit-4

Judiciary & Quasi Judicial bodies:

- i) Supreme Court – Structure, powers and functions.
- ii) The High Court of a State, structure, Powers & Functions
- iii) Appointments of Supreme Court & High Court Judges

Unit-5

Administrative Tribunals

Books for Reference:

- | | |
|--|------------|
| 1. Central Administration | A. Avasthi |
| 2. Administrative Change in India | Ramesh K. |
| Arora | |
| 3. Indian Administration | A. Chandra |
| 4. The Administrative History of India (1934-1947) | B.B. Misra |
| 5. Bureaucracy in India (1851-1947) | B.B. Misra |

6. Some Aspects of the Evolution of Indian Administration
7. Evolution of Indian Administration
8. Indian Administration (New Delhi: Orient Longman, 1998)

B.N. Puri
S R Maheswari
S R Maheswari

V SEMESTER

DSE-1A - FINANCIAL ADMINISTRATION

Unit-I

Meaning, nature, scope and importance of Financial Administration – Principles of Maximum social Advantage

Unit-II

Sources of Public Revenue – Tax and Non-Tax

Unit-III

Budget - Meaning and types, importance and Principles for a Sound Budget. Budgetary Process - Preparation and Enactment and implementation.

Unit-IV

Financial Committees of the Parliament – Public Accounts Committee, Estimate Committee, Committee on Public Understandings – Composition and their functions

Unit-V

- a) Importance of Accounting and auditing
- b) Appointment and functions of Comptroller and Auditor General of India

Books for Reference:

- | | |
|--------------------------------------|-----------------------|
| 1. Financial Administration in India | G.C.Lal |
| 2. Public Finance | Hugh Dalton |
| 3. Public Finance | Dr. Audley & Sundaram |
| 4. Public Finance & Economic Welfare | K.E. Pylee |
| 5. Financial Administration Law | Dr. Bharghava |

V SEMESTER

DSE-2A - PUBLIC PERSONNEL ADMINISTRATION

Unit-I

Civil services – meaning, importance, features and functions of civil services

Unit-II

- a) Recruitment - Types, Merits, demerits.

- b) Training – Types, aims and objectives
- c) Promotion, its principles – Merits and Demerits

Unit-III

- a) **Morale**
- b) Discipline – Formal and Informal Disciplinary measures
- c) Salary

Unit-IV

Retirement - Need for Retirement, Retirement benefits.

Unit-V

Employee Unions, Associations, Rights and Duties of the Employees

Books for Reference:

1. Public Administration – Principles and Practice
2. Public Administration
3. Public Administration Theory and practice –
4. Principles of Public Administration

A.R.Tyagi
Bhambhri
M.PSharma
Avasthi & Maheshwari

V SEMESTER

DSE-3A- STATE AND DISTRICT ADMINISTRATION

Unit-I

Constitution Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers and State Legislature. Organisation and Structure of State Administration.

Unit-II

State Secretariat and Directorate: Organisation, role and Functions. Chief Secretary: Role and Position in State Administration.

Unit-III

State Planning Board.
Divisional Commissioner: Powers, Functions and Position.

Unit-IV

District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment, Functions and Position.

Unit-V

Police Administration at District Level: Organisation and Functions.
Role and Functions of Superintendent of Police, Other Functionaries.

Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.

Books for Reference:

- | | |
|---|---------------------|
| 1. Indian Administration | Avasthi and Avasthi |
| 2. Introduction to the Constitution of India | Basu, D.D. |
| 3. Indian Administration | Fadia and Fadia |
| 4. The Indian Constitution – Corner Stone of a Nation | Granville Austin |
| 5. Indian Administration | S.R Maheswari |

V Semester

GE-1 - Rural- Urban Administration

Unit-I

Local Government: Evolution, Meaning, Features and Significance. 73rd and 74th Constitution Amendment Acts.

Unit-II

Urban Local Bodies: Municipal Corporation, Municipal Council and Municipal Committees their Meaning Features, Role and Significance.

Unit-III

Panchayati Raj Institutions: Composition, Functions, Sources of Income of Gram Panchayats, Panchayat Samities and Zila Parishads.

Unit-IV

District Planning Committee: Composition, Functions and importance
Urban-Rural Relationship issues and problems.
Role and importance of Local Leadership.

Unit-V

Emerging Trends in Rural- Urban Administration

- a) ICT in Urban and Rural Administration.
- b) Merits and demerits of ICT in Urban & Rural Administration.
- c) Role of Governmental and Non Governmental Organization in Urban and rural development.

Books for Reference:

- | | |
|---|--------------------|
| 1. Local Government in India | S.R. Maheswari |
| 2. Studies in India's Urbanization | Ashish Bose |
| 3. Urban Development in India | R.K. Bhardwaj |
| 4. Managers of Urban Government in India | Mohit Bhattacharya |
| 5. Municipal and Urban India | Abhijit Datta |
| 6. Urban Local Government and Administration in India | Hoshiar Singh |

VI SEMESTER

DSE-1B - LOCAL SELF GOVERNMENTS IN INDIA **(WITH SPECIAL REFERENCE TO KARNATAKA)**

UNIT 1

- a) Meaning and Importance of Local Self Government
- b) Features of Local Self Government
- c) Evolution of Local Self Governments in India

UNIT 2

- a) Recommendations of Balwanth Roy Mehta and Ashok Mehta Committees
- b) Features of the 73rd and 74th Constitutional amendments

UNIT 3

- a) Local Self Governments in Karnataka- Urban
- b) City Municipal Corporations
- c) City Municipal Councils- their Composition, Powers and Functions

UNIT 4

Local Self Governments in Karnataka- Rural

- a) Zilla Panchayath
- b) Taluk Panchayath
- c) Gram Panchayath- their Composition, Powers and Functions

UNIT 5

Sources of Revenue of Local Self Governments in Karnataka

Books for Reference:

- | | |
|---|----------------------|
| 1. Local Government in India | S.R. Maheswari |
| 2. Patterns of Panchayati Raj | G. Ram Reddy |
| 3. Panchayati Raj in Andhra Pradesh | M. Venkatarangaiya & |
| G. Ram Reddy | |
| 4. Panchayati Raj in India | Henry Maddick |
| 5. Municipal Administration in India | A. Avasthi |
| 6. Municipal Administration in India | S.K. Sharma & V.N. |
| Chawla | |
| 7. Urban Local Government & Administration in India | Hoshair Singh |

VI SEMESTER

DSE- 2B SOCIAL WELFARE ADMINISTRATION AND PUBLIC POLICY

Unit-1

Concept of social welfare and social justice - Evolution and scope of social welfare administration.

Unit-2

Concept and importance of women and child welfare administration

Unit-3

Meaning And Nature of Public Policy
Role and importance of Public Policy in global era

Unit-4

Impact of Globalization on Policy Making in India

Unit-5

Analysation of Welfare programmes and policies(Sc/ St, Obc, women, child, old age, physical challenged) in India.

Books for Reference:

- | | |
|---|----------------------------|
| 1. social welfare administration in India | Dr.D.R.Sachdeva |
| 2. Public Policy And Policy Analysis In India | R.S. Ganapathy |
| 3. India – Development and Participation | Jean Dreze and Amartya Sen |
| 4. Policy Makers In India, Concept, | Kuldeep Mathur |
| | J.N. Bjorkman |

VI SEMESTER

DSE-3B - ISSUES IN PUBLIC ADMINISTRATION

Unit-I

Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lokayukta.

Unit-II

Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.

Unit-III

Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005.

Unit-IV

Political and Permanent Executive. Generalists and Specialist Relationship.

Unit-V

ARC report and Veerpa mohily report

Books for Reference:

1. Indian Administration
2. The Indian Administrative System
3. Public Administration
4. Indian Administration
5. Indian Administration

S.R. Maheswari
Ramesh K. Arora,
Padma Ramachandran
Mohit Bhattacharya
B.L. Fadia and Kuldeep Fadia

VI SEMESTER

GE-2 - PANCHYAT RAJ AND RURAL DEVELOPMENT

Unit 1 : Evolution of Panchayat Raj Institutions in Karnataka ,

- a. before Independence,
- b. After independence

Unit 2: Salient Features of Grama swaraj panchayat Raj act-1993, Powers and Functions of the panchayati Raj Institutions with special reference to Karnataka

Unit 3: Financial Resources of Grama swaraj panchayat Raj act-1993

Unit 4: Role of panchayati Raj Institutions in rural development

Unit 5: Development programmes of Karnataka government,

Book for Reference

1. Grass Root Politics and Panchayat Raj Shakuntala Sharma
2. Status of Panchayat Raj in the State in India George Mathew
3. Decentralised Governance and planning – A Comparative Study in Three South Indian States Abdul Aziz et al
4. Panchayats, Democracy and Development Vinod Vyasalu
5. Dyanamic Indian Administration Dr. Chandrakant D S A and Prof. Dayananda A Mane
6. Public Administration Dr. Chandrakant D S A
7. *The Constitution of India, Professional Ethics and Human Rights*

Pattern of Examination – Distribution of Marks

Semester	Course Code	Course Title	Theory	IA	Total Marks
I	DCS-1A Core	Principles of Public Administration	80	20	100
II	DCS-1B Core	Principles of Modern Governments	80	20	100
III	DCS-1C Core	Indian Constitution	80	20	100
IV	DCS-1D Core	Indian Administration	80	20	100
V	DSE-1A	Financial Administration	80	20	100
	DSE-2A	Public Personnel Administration	80	20	100
	DSE-3A	State and District Administration	80	20	100
	GE-1	Rural- Urban Administration	80	20	100
VI	DSE-1B	Local Self Governments in India	80	20	100
	DSE-2B	Social Welfare Administration and Public Policy	80	20	100
	DSE-3B	Issues in Public Administration	80	20	100
	GE-2	PANCHYAT RAJ AND RURAL DEVELOPMENT	80	20	100

Format of Examination Paper

Theory Paper – Total Marks – 80

Part A

10 Questions of 2 Marks Each = 20

Part B

4 Questions of 5 Marks Each = 20

Part C

4 Questions of 10 Marks Each = 40