**Under Graduate Degree Programme
Honours in Public Administration (HPA)
CBCS Syllabus**

Programme Objectives

- To develop the learners' theoretical and practical understanding in the domain of Public Administration and related social sciences.

- To inculcate within the students the theories and concepts of public administration, its history and approaches, thinkers and thought, government and policy processes, and critical assessment of its history and contemporary trends.

- To encourage learners to acquire and develop knowledge, skills and capabilities which may contribute positively to an efficient and effective system of administration.

- To promote understanding of the structure and functions of public and private organizations in their particular political, social, legal, and economic context.

- To develop the learners' ability to analyze public policies and programs, identify the problems and issues related to such policies and make pertinent recommendations for amelioration.

- To develop the analytical skills of an individual, develop the ability to think critically and apply a scientific temper for reaching logical rational decisions.

- To develop the learner's competencies beyond the classroom like leadership, management, logical reasoning and the like.

- To develop a passionate and keen interest among learners so that further studies may be undertaken in the discipline which may culminate into research.

- To promote a spirit of free and objective enquiry in different fields of knowledge.

- To impart the learners with the conceptual, entrepreneurial, and analytical skills for the acquisition of academic knowledge and practical skillset suitable for intellectual growth and employability and to develop within, courage and integrity, awareness of and sensitivity to the needs and aspirations of the society.

Expected Learning Outcomes

• Upon successful completion of the course, learners will have a better understanding of theories, concepts and practices relevant to public administration and its subfields.

• The learners will be better equipped to pursue higher education and research in the domain of public administration and related social science disciplines.

• Learners with strong disciplinary acumen can help contribute to various organizations to meet the ever-changing needs of management.

• Learners with commitment to public service values can help contribute to various public organizations to become more effective, efficient and expertise in meeting the needs of the public

• Learners will have competencies to pursue a career in the administrative services and public organizations.

• Learners will be proficient to usher in insightful innovations in the formulations of public policy both at national and international level.

• Learners will be able to apply their competencies of leadership, management, logical reasoning, critical thinking, intellectual rigor beyond the classroom to empathetically and positively contribute to the needs and aspirations of society.

Graduate Attributes

Some of the Graduate Attributes comprising of the skills, personal qualities and understanding which all students will have the opportunity to develop through their experience at NSOU are: -

• An intellectual curiosity in the pursuit of knowledge.

• An understanding and respect for the values, principles and methods of the university, cutting across disciplinary boundaries.

• Articulation of complex ideas as per the needs and capacities of particular audiences.

• A robust multi-disciplinary approach to learning that will facilitate further strengthening of the academic community at large.

• A strong sense of ethical, social and global responsibilities.

• Productive utilization of disciplinary knowledge to contribute to the academia and society at large.

• Engagement with the scholarly community and civil society at large, for the development and achievement of broader academic and social ends.

Details of Course component and its distribution

Programme Component	SEM	No. of Courses	Credit per Course	Marks per Course	Marks per Course	
					TEE	Assignment
Core Course (CC)	I to VI	14	6	70	50	20
Discipline Specific Elective Course (DSEC)	V and VI	04	6	70	50	20
Generic Elective Course (GEC)	I, II, III and IV	04	6	70	50	20
Ability Enhancement Course (AECC)	I and II	02	2	70	50	20
Skill Enhancement Course (SEC)	III and IV	02	2	60	50	10

Note: For practical courses, there is no assignment mark, full marks will be evaluated in Term-End Examination (TEE) only.

Programme component and semester wise distribution of courses

	SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI
Core Course	CC-01, 02	CC-03, 04	CC-05, 06, 07	CC-08, 09, 10	CC-11, 12	CC-13, 14
Generic Elective	GE-01	GE-02	GE-03	GE-04	--	--
Discipline Specific	--	--	--	--	DSE-01, 02	DSE-03, 04
Ability Enhancement Compulsory Course	AECC-01	AECC-02	--	--	--	--
Skill Enhancement Course	--	-	SE-01	SEC-02	--	--
Total No. of Course	4	4	5	5	4	4
Total Credits	20	20	26	26	24	24

Course component wise division of credit points under CBCS system

Programme Components	No. of Courses	Total Credit	Total Marks
Core Course (CC)	14	14x6 credit = 84	14x70 = 980
Generic Elective Course (GEC)	4	4x6 credit = 24	4x70 = 280
Discipline Specific Elective Course (DSEC)	4	4x6 credit = 24	4x70 = 280
Ability Enhancement Course (AECC)	2	2x2 credit = 4	2x70 = 140
Skill Enhancement Course (SEC)	2	2x2 credit = 4	2x60 = 120

Examination Pattern under CBCS system

University holds semester-wise Term-End examination according to the following pattern. A learner will only be allowed to appear in backlog course(s) of EVEN semester in the next EVEN semester. Similarly, a learner will only be allowed to appear in backlog course(s) of ODD semester in the next ODD semester.

Year	Semester	Courses
1st Year	1st Semester (ODD Semester)	CC-01, CC-02, GE-01, AECC-01
	2nd Semester (EVEN Semester)	CC-03, CC-04, GE-02, AECC-02
2nd Year	3rd Semester (ODD Semester)	CC-05, CC-06, CC-07, GE-03, SE-01
	4th Semester (EVEN Semester)	CC-08, CC-09, CC-10, GE-04, SE-02
3rd Year	5th Semester (ODD Semester)	CC-11, CC-12, DS-01, DS-02
	6th Semester (EVEN Semester)	CC-13, CC-14, DS-03, DS-04

Credit wise examination duration in Term-End Examination

Credit	Course Type	Total Marks	Assignment Marks	Term-End Marks	Duration of Term-End Examination
Course having 6 Credits	Theory	70	20	50	2 hours
Course having 2 Credits	Theory	60	10	50	2 hours

Duration of Examination of each course: 2 hours;

Assignment will be conducted through digital platform on MCQ

Evaluation System: Internal assessment: 30%; Term-end Examinations: 70%

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Programme Structure of HPA: B.A. in Public Administration (Hons.)

SEM		CODE	Course Name	Theory/Prac.	Credit	Study Hours	TE Full Marks	Assig. Full Marks	Total Marks	Pass Marks 30%	SLM Available In
1st Year	I	CC-PA-01	Introduction to Public Administration	Theory	6	180	50	20	70	21	ENG
		CC-PA-02	Theories of Public Administration	Theory	6	180	50	20	70	21	ENG
		AE-BG-11	* Bengali	Theory	2	60	50	20	70	21	BEN
		AE-EG-12	* English								ENG
		GE-01: # Refer Table below		Theory	6	180	50	20	70	21	
	II	CC-PA-03	Indian Administration	Theory	6	180	50	20	70	21	ENG
		CC-PA-04	State Administration	Theory	6	180	50	20	70	21	ENG
		AE-ES-21	Environmental Studies	Theory	2	60	50	20	70	21	BEN
		GE-02: # Refer Table below		Theory	6	180	50	20	70	21	
2nd Year	III	CC-PA-05	Comparative Public Administration	Theory	6	180	50	20	70	21	ENG
		CC-PA-06	Development Administration	Theory	6	180	50	20	70	21	ENG
		CC-PA-07	Urban Local Government	Theory	6	180	50	20	70	21	ENG
		GE-03: # Refer Table below		Theory	6	180	50	20	70	21	
		SE-PA-11	ICT in Education	Theory	2	60	50	10	60	18	ENG
	IV	CC-PA-08	Rural Local Government	Theory	6	180	50	20	70	21	ENG
		CC-PA-09	Personal Administration	Theory	6	180	50	20	70	21	ENG
		CC-PA-10	Financial Administration	Theory	6	180	50	20	70	21	ENG
		GE-04: # Refer Table below		Theory	6	180	50	20	70	21	
		SE-PA-21	Reading and Reflecting on Text	Theory	2	60	50	10	60	18	ENG
3rd Year	V	CC-PA-11	Public Policy	Theory	6	180	50	20	70	21	ENG
		CC-PA-12	Welfare Administration	Theory	6	180	50	20	70	21	ENG
		DS-PA-11	Human Resource Management	Theory	6	180	50	20	70	21	ENG
		DS-PA-21	Rural Development in India	Theory	6	180	50	20	70	21	ENG
		CC-PA-13	Good Governance	Theory	6	180	50	20	70	21	ENG
		CC-PA-14	Contemporary Issues in India Administration	Theory	6	180	50	20	70	21	ENG
	VI	DS-PA-31	Disaster Management	Theory	6	180	50	20	70	21	ENG
		DS-PA-41	E-Governance	Theory	6	180	50	20	70	21	ENG
		DS-PA-42	Leadership and Conflict Management	Theory	6	180	50	20	70	21	ENG
		TOTAL			140				1800		

GE COMBINATION LIST :

Subject	SEM-I: GE-01	SLM Available In	SEM-II: GE-02	SLM Available In	SEM-III: GE-03	SLM Available In	SEM-IV: GE-04	SLM Available In
Political Science	GE-PS-11: Nationalism in India	ENG	GE-PS-21: Feminism : Theory and Practice	ENG	GE-PS-31: Gandhi and the Contemporary World	ENG	GE-PS-41: Understanding Ambedkar	ENG
							GE-PS-42: United Nations and Global Conflicts	ENG
Sociology	GE-SO-11: Indian Society	ENG	GE-SO-21: Population and Society	ENG	GE-SO-31: Gender and Violence	ENG	GE-SO-41: Sociology of Social Movements	ENG
							GE-SO-42: Rethinking Development	ENG
History	GE-HI-11: Eastern India (with special reference to Bengal):(Earliest to 1203/1204)	ENG	GE-HI-21: Eastern India (with special reference to Bengal):(1203/1204-1757)	ENG	GE-HI-31: Eastern India (with special reference to Bengal):(1757-1947)	ENG	GE-HI-41:Making of Contemporary India	BEN
							GE-HI-42:Making of Contemporary World	BEN

* Learners have to choose any one from **AE-BG-11**: Bengali or **AE-EG-12**: English as Ability Enhancement Compulsory Course 1.

\# Learners have to choose any one Subject from GE combination list, accordingly group courses of GE - 1, 2, 3 and 4 will be fixed for Semester-I, II, III & IV respectively. If there is 2 option available for GE course 4 in Semester IV, candidate have to choose any one.

\# Learners have to choose any one for Discipline Specific course 4, learner have to choose one course from DS-PA-41: E-Governmance or DS-PA-42: Leadership and Conflict Management.

Detailed Syllabus

Core Course

CC : I   Introduction to Public Administration

Block: I   Introduction

Unit: I   Public Administration: Definition: Nature and Scope
Unit: II   Public and Private Administration
Unit: III Evolution of Public Administration
Unit: IV Impact of Globalization on Public Administration
Unit: V   Comparative Public Administration, Development Administration, New Public
Administration, New Public Management

Block: II   Relationship between Public Administration and other Social Sciences

Unit: I   Political Science
Unit: II   Sociology
Unit: III   History
Unit: IV   Economics
Unit: V   Psychology

Block : III   Basic Concepts

Unit: I   Centralization, Decentralization and Delegation
Unit: II   Supervision
Unit: III   Communication
Unit: IV   Hierachy and Leadership
Unit: V   Unity of Command, Span of Control, Line and Staff

Block : IV Society, Politics and Administration

Unit:I   Politics and Administration
Unit: II   Politicians and Bureaucrats
Unit: III   Ministers and Civil Servants Relations : Case Studies
Unit: IV   Bureaucracy and the public
Unit: V   Administration and Civil Society

CC : II   Theories of Public Administration

Block: I   Classical Theory

Unit: I   Classical Theory : Basic tenets

Unit: II   Henry Fayol

Unit: III   Luther Gulick

Unit: IV   Lyndall Urwick

Unit : V   Contributions and Limitations

Block : II   Scientific Management Theory

Unit: I   Origin

Unit: II   Principles of Scientific Managment

Unit: III   Fredrick Taylor

Unit: IV   Limitations of Scientific Management

Unit : V   Significance of Scientific Management

Block : III   Theories of Bureaucracy

Unit: I   Karl Marx

Unit: II   Critique of the Marxist Theory

Unit : III   Max Weber

Unit: IV   Critique of Weberian Theory

Unit : V   Post-Weberian development

Block : IV   Human Relations and Behavioural Schools

Unit: I   Elton Mayo ⁻   Human Relations Theory

Unit: II   Herbert Simon ⁻ Decision Making Theory

Unit: III   Socio ⁻ Psychological Theory: Maslow

Unit: IV   Socio-Psychological Theory : McGregor

Unit : V   Ecological Theory : F.W. Riggs

CC : III Indian Administration

Block: I   Historical Background

Unit: I   Indian Administration in Pre-British Era
Unit: II   Indian Administration in British Era
Unit: III   Indian Administration after independence **:** Continuity and Change
Unit: IV   Role of Indian Administration in Social Development and Social Justice
Unit: V   Role of Indian Administration in Economic Development

Block: II   Indian Administration : Structure and Functions

Unit: I   President
Unit: II   Prime Minister, Council of Ministers : Power and Functions
Unit : III   Role and Functios of the PMO - PM's Secretary
Unit : IV   Functions of the Secretariat
Unit : V   Cabinet Secretariat and the Role of the Central Secretariat

Block III   Key Ministries and Commissions : Organization and Role

Unit : I   Ministry of Home Affairs
Unit : II   Ministry of Finance**:** organization and functions
Unit : III   Ministry of External Affairs
Unit : IV   Finance Commission
Unit : V   Election Commission

Block: IV   Problems of Corruption and Indian Administration

Unit : I   Lokpal
Unit : II   Lokayukta
Unit : III   CVC
Unit : IV   CBI
Unit : V   Right to Information,: objectives, Information Commission – Composition
                and Role

CC : IV State Administration

Block: I **Constitutional Framework**

Unit : 1 Structure of State Administration
Unit : II Governor: As Head of State Administration
Unit : III Governor's Role as Representative of the Centre
Unit : IV Chief Minister : Power and Position
Unit : V Speaker: Role and functions

Block: II **Headquarter Administration**

Unit : I Structure of the Secretariat
Unit : II Functions of the Secretariat
Unit : III Relations between the Secretariat and Directorate
Unit : IV Chief Secretary : Role and Position
Unit : V CM's Secretariat

Block: III **Field Administration**

Unit: I Divisional Commissioner : Power and functions
Unit : II Evolution of District Administration
Unit: III Role of the District Magistrate
Unit : IV Role of the SDO
Unit : **V** Role of the BDO

Block: IV **District Police Administration**

Unit: I Organisation of the Police Administration
Unit: II Superintendent of Police: Functions and role
Unit: III DM-SP Relations
Unit : IV Police and the Public
Unit : V Issues confronting the Police Administration

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CC : V   Comparative Public Administration

Block : I   **Introduction**

 Unit : I   Definition
Unit : II   Nature and Scope
Unit : III   Evolution
Unit : IV   Relationship with Public Administration
Unit : V   An Assessment

Block: II   **Theories and Models of Comparative Public Administration**

Unit: I   Rationale behind Theory and Model building
Unit: II   Fred Riggs
Unit : III   A Critique
Unit : IV   F. Heady
Unit : V   A Critique

Block: III   **Public Choice Theory**

Unit : I   Background
Unit : II   Basic tenets
Unit : III   Contributions
Unit : IV   Limitations
Unit : V   New Public Management

Block: IV   Recent Trends

Unit : I   Minnowbrook −I
Unit : II   Minnowbrook −II
Unit : III   Minnowbrook −III
Unit : IV   Changing Agenda of New Public Administration
Unit : V   Future of Comparative Public Administration

CC : VI   Development Administration

Block: I   Introduction

Unit: I   Meaning and Scope
Unit: II   Features of Development Administration
Unit: III   Background of Development Administration
Unit: IV   Administrative Development and Development Administration
Unit : V   Development Administration – Prismatic Sala Model of Fred Riggs

Block: II   Bureaucracy and Development

Unit: I   Bureaucracy and Develpment dynamics
Unit: II   Social background
Unit: III   Role of Bureaucracy
Unit : IV   Neutral vs. Committed Bureaucracy
Unit : V   Technocrats vs. Bureaucrats

Block: III   Problems of Development

Unit: I   Problems of development in developing countries.
Unit: II   Sustainable development: Meaning
Unit : III   Features and Significance
Unit : IV   A few case studies
Unit : V   Limitations

Block: IV   Planning and Development Machinery in India

Unit: I   Planning Commission : organization , function and role
Unit: II   NDC: Functions and role
Unit: III   State Planning Board
Unit : IV   Niti Aayog : Role and functions
Unit : V   New Actors of Development Administration : NGOs and Self-help Groups

CC : VII   Urban Local Government

Block-I   Introduction

Unit: I   Rationale and Necessity of Local Government
Unit: II   Approaches to the Study of Local Government
Unit: III   Democratic Decentralization
Unit: IV   Local Government, Democracy and Development
Unit : V   Local Government and Globalization

Block-II   Origin and Growth of Urban Local Government in India

Unit: I   Evolution of Urban Local Government in Pre-independent India
Unit : II   Evolution of Urban Local Government in Post- independent India
Unit: III   Constitutional Status of Urban Local Government
Unit: IV   74th Constitutional Amendment Act : features
Unit : V   Implications of the 74th Constitutional Amendment Act

Block-III   Organization and Structure

Unit: I   Urban Local Government –   organisation and structure
Unit: II   Corporation and Municipalities
Unit: III   Mayor-in- Council System in Municipal Corporation
Unit: IV   Chairman-in-Council System in Municipalities
Unit : V   Urban Development Authorities

Block-IV   Local Government Finance

Unit: I   Sources of revenue
Unit: II   Relationship between State and Urban local bodies
Unit: III   Methods of control over Municipal Corporation and Municipalities
Unit: IV   Metropolitan Planning Committee
Unit: V   Municipal Finance Commission

CC : VIII   Rural Local Government

Block-I   Origin and Growth

Unit: I   Evolution of Rural Self-government in Pre-independent India

Unit: II   Panchyati Raj System in Post-independent period : Balwant Rai Mehta
                Committee Report

Unit: III   Asoke Mehta Committee : Background and Recommendations

Unit : IV   73rd Constitutional Amendment Act : Basic Features

Unit : V   Implications of the 73rd Constitutiona Amendment Act

Block : II   Organization and Structure

Unit : I   Structure and Composition of the Panchayati Raj Institutions

Unit : II   Development of Local Self-government in West Bengal upto 1973

Unit : III   West Bengal Panchayat Act, 1973 : Basic features

Unit : IV   Gram Samsad

Unit : V   Gram Sabha

Block : III   Power and Functions

Unit : I   Power anfd functions of Panchayati Raj Institutions

Unit : II   Power and functions of Gram Panchayat

Unit : III   Power and Functions of the Panchayat Samiti

Unit : IV   Power and Functions of the Zilla Parishad

Unit : V   Relation between DM and Zilla Sabhadhipati

Block : IV Panchayatiraj Finance

Unit : I   Sources of revenue

Unit : II   State control over the Panchayat

Unit : III   District Planning Committee

Unit : IV   Block Planning Committee

Unit : V   Evaluation of Panchayati Raj System with special Reference to West Bengal

CC : IX   Personnel Administration

Block : I   Introduction

Unit: I   Nature and Scope of Personnel Administration
Unit: II   Evolution of Personnel Administration
Unit :III   Function and Significance of Personnel Administration
Unit: IV   Public Service and their role in Administration Structure
Unit: V   Features of Public Personnel Administration. in India

Block–II   Civil Service in India

Unit: I   Development of Civil Service in India
Unit: II   Classification of Civil Services
Unit: III   Generalists and Specialists
Unit: IV   Concept of Representative Bureaucracy
Unit : V   Changing Role of Civil Service in India

Block: III   Personnel Management and Practices

Unit: I   Personnel Agencies: UPSC and SPSC
Unit: II   Recruitment in All India Services (IAS and IPS)
Unit: III   Training of IAS and IPS
Unit: IV   Promotion of IAS and IPS
Unit: V   Performance Appraisal

Block: IV   Employer– Employee Relations

Unit: I-   Employees Union
Unit: II   Joint Consultative Mechinery
Unit: III   Rights of Public Servants
Unit: IV   Motivation and Morale
Unit : V   Administrative Ethics and Integrety in Civil Service

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CC : X   Financial Administration in India

Block : I   Introduction

Unit: I   Nature and Scope of Financial Administration
Unit: II   Objectives and Principles of Financial Administration
Unit: III   Significance of Financial Administration
Unit : IV   Distinctions between Public and Private Financial Administration
Unit : V   Impact of Neo-liberalism on Financial Administration

Block II   Fiscal Policy

Unit : I   Concept of Fiscal Policy – equality and social justice
Unit: II   Government Budgeting : principles and functions
Unit : III   Resource mobilization
Unit : IV   Deficit Financing
Unit : V   Role of Finance Ministry

Block : III   Budget

Unit : I   Concept and Types of Budget
Unit : II   Process of Budget formulation in India
Unit : III   Classification of Government Expenditure
Unit: IV   Performance-based Budgeting
Unit : V   Zero-based Budgeting

Block–IV   Control over Finance

Unit : I   Legislative
Unit : II   Executive
Unit : III   Financial Committees : Public Accounts Committee, Estimates Committee
Unit : IV   Accounts and Audit : Role of CAG
Unit : V   Role of RBI

CC : XI   Public Policy

Block :I   Introduction

Unit : I   Concept of Public Policy
Unit : II   Nature and features of Public Policy
Unit : III   Approaches to Public Policy
Unit : IV   Models of Public Policy
Unit : V   Constraints in Public Policy Making

Block : II   Structure and Processes

Unit : I   Role of Legislature
Unit : II   Role of Political Executive
Unit : III   Role of Non-political Executive
Unit : IV   Role of Judiciary
Unit : V   Interactions among different organs of government

Block: III   Determinants

Unit : I   Political parties
Unit : II   Interest groups
Unit : III   Mass media
Unit : IV   Civil Societies- Social Movements
Unit : V   World Bank and IMF

Block : IV   Policy Implementation

Unit : I   Role of Legislature
Unit : II   Role of Judiciary
Unit : III   Relations between Legislature and Judiciary
Unit : IV   Role of Executive
Unit : V   Problems of Policy Implementation

CC : XII   Welfare Administration

Block: I   **Social Welfare : Introduction**

Unit : I   Concept of Social Welfare
Unit : II   Approaches to Social Welfare
Unit : III   Social Welfare and Welfare State
Unit : IV   Limitations and Prospect of Social Welfare
Unit : V   Social Welfare Administration

Block: II   **Social Welfare Programme**

Unit : I   Concept of Affairmative Action and Social Welfare
Unit : II   Social Welfare Programmes for Women
Unit : III   Social Welfare Programmes for Children
Unit : IV   Social Welfare Programmes for SC, ST and OBC
Unit : V   Evaluation of Social Welfare Programmes in India

Block : III   **Major Social Sectors**

Unit : I   Health
Unit : II   Education
Unit : III   Food and Social Security
Unit: IV   Housing
Unit : V   Senior Citizens

Block: IV   **Social Welfare in India : Institutions and Schemes**

Unit : I   Structure of Social Welfare Ministry
Unit : II   Fuctions of Social Welfare Ministry
Unit : III   Central Social Welfare Board
Unit : IV   Major social Welfare Schemes in West Bengal
Unit : V   Impact of Social Welfare Schemes

CC : XIII   Good Governance

Block: I   **Meaning and definition**

Unit: I   From Government to Governance
Unit: II   Changing notion of Governing
Unit : III   Concept of Good Governance: Theories and Models
Unit : **IV**   Debates concerning Good Governance
Unit : **V**   Actors promoting Good Governance

Block : II   **State and Governance**

Unit : I   State and Democratic Governance
Unit : II   Neo‑liberalism and rolling back of state
Unit : III   Role of the Market
Unit : IV   Role of Civil Society
Unit : V   State, Market and Civil Society- Linkage

Block : III   **Citizen and Governance**

Unit : I   Citizen as Stake-holder
Unit : II   Rule of Law
Unit : III   Participative Governance Accountability
Unit : IV   E-governance
Unit : V   Evaluation (Implications of Citizen–centric Governance)

Block : IV   **Techniques and Issues of Governance**

Unit : 1   Citizen Charter
Unit : II   Social Audit
Unit : III   Gender Budgeting
Unit : IV   Autonomy and Control of State Agencies
Unit : V   Problems and Prospects

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CC： XIV Contemporary Issues in Indian Administration

Block : I   Introduction

Unit: I   Concept of Globalization
Unit: II   Challenges of Globalization
Unit : III   Market Reforms in India
Unit : IV   Public–Private Partnership
Unit: V   Corporate Social Responsibility

Block: I   Human Rights

Unit :I   National Human Rights Commission
Unit : II   State Human Rights Commission (West Bengal)
Unit : III   National Womens' Commission
Unit : IV   State Womens' Commission
Unit : V   Visakha Guidelines and ICC

Block: III   Environmental Administration

Unit : I   Concept and Significance
Unit : II   Environment Protection Acts
Unit : III   National Green Tribunal – Central and State Control Board
Unit : IV   Green Audit
Unit : V   Pollution Control Board

Block: IV   Administrative Reforms

Unit : I   Need for Administrative Reforms
Unit :II   Redressal of Citizens' Grievances
Unit : III   Transparancy and Accountability in Admininistration
Unit : IV   Administrative Reforms Commission, 1968
Unit : V   Administrative Reforms Commission, 2005

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General Elective

GE: I   Elements of Public Administration

Block:- I   Introduction

Unit: I   Definition, Nature, Scope

Unit: II   Evolution of Public Administration

Unit: III   Public Administration in the globalized world

Unit: IV   Difference between Public and Private Administration

Unit : V   New Public Administration

Block:- II   Theories of Public Administration

Unit : I   Classical Theory

Unit : II   Scientific Management Theory

Unit :III   Human Relations Theory

Unit : IV   Bureaucratic Theory

Unit : V   Ecological Theory

Block:- III   Concepts

Unit : I   Organisation : Conceptual Overview

Unit : II   Formal and Informal Organisation

Unit : III   Line and Staff

Unit:IV   Centralization and decentralization

Unit : V   Communication

Block: IV   Principles of Public Administration

Unit : I   Hierarchy
Unit : II   Unity of Command

Unit : III   Span of Control

Unit : IV   Delegation

Unit :V   Co-ordination

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GE- II : Indian Administration

Block – I   Evolution of Indian Administration System

Unit :I   Ancient Era

Unit : II   Mughal Era

Unit : III   British Era

Unit : IV   Post- Independent Era

Unit : V   Recent Developments

Block -II   Central Administration

Unit : I .   Organisational Structure

Unit :II   Prime Minister`s Office

Unit : III   Central Secretariat

Unit : IV   Cabinet Secretariat

Unit :V   Role of Cabinet Secretary

Block:-III   State Administration

Unit :I   Organisation and Structure

Unit :II   C.M.O

Unit :III   Chief Secretary

Unit :IV   Secretariat and Directorate

Unit :V   Role of District Magistrate

Block : IV   Key Institutions

Unit :I .   Finance Commission

Unit : II   Planning Commission

Unit : III   National Development Council

Unit : IV   Comptroller and Auditor General of India

Unit : V   Niti Aayog

GE : III   Rural Local Government

Block : I   Rural Self- Government

Unit : I   Democratic Decentralisation : Concept

Unit : II   Evolution of Rural Local Government in India under British Rule

Unit : III   Developments in the Post- independence period

Unit : IV   Balawant Rai Mehta Committee Report

Unit: V   Ashok Mehta Committee Report

Block : II   Panchayati Raj System

Unit : I   73rd Constitutional Amendment Act : salient features

Unit : II   Implications of the 73rdconstituonal Amendment Act

Unit : III   Panchayati Raj : Structure and function

Unit : IV   Gram Sabha

Unit : V   Gram Samsad

Block : III   Panchayat Resources

Unit: I   Sources of Revenue

Unit II   Central Control over the Panchayati System

Unit : III   State Control over the Panchayati Raj institutions

Unit : IV   District Planning Committee

Unit : V   Block Planning Committee

Block : IV   Rural Development : Institutions and Strategies

Unit : I   NABARD

Unit : II   Rural Development Bank

Unit :III   Self Help Group

Unit : IV   Micro Credit

Unit : V   Evaluation of the Panchyati Raj System in West Bengal

GE : IV   Urban Local Government

Block : I   Introduction

Unit : I   Evolution of Urban Local Self Government in India in the British era

Unit : II   Growth and Development of Urban Local Government: Post-independence

Unit : III   74thConstitution Amendment Act: Basic features

Unit : IV   Implications of the 74th constitution Amendment Act

Unit : V   Local Self Government , Democracy and Development.

Block : II   Municipal Administration

Unit : I   Structure and Function

Unit : II   Mayor- in- Council

Unit : III   Power and Functions of Mayor and Commissioner

Unit : IV   Chairman-in-Council

Unit : V   Municipal committee system

Block : III   Urban Development : Strategies and Programme

Unit : I   Urban Development Authorities

Unit : II   Role of NGO in Urban development

Unit : III   Urban Development Planning

Unit : IV   Ward Committee

Unit : V   Borough Committee

Block : IV   Revenue Generation

Unit : I   Sources of Revenue

Unit : II   Central Control over Urban Local Government

Unit : III   State Control over Urban Local Government

Unit : IV   Self-sustenance of Urban Local Government

Unit : V   An Appraisal

GE : V   Contemporary Issues in Indian Administration

Block : I   Impact of Globalisation

Unit : I Challenges of Globalisation

Unit : II Corporate Social Responsibility

Unit : III Public private Partnership

Unit : IV Issues of Decentralisation

Unit : V Citizen Centric Administration

Block : II   Problems of Governance

Unit : I Good Governance

Unit : II E-Governance

Unit : III Citizen Charter

Unit : IV Right to Information Act, 2005

Unit : V Right to Education Act, 2009

Block : III Empowerment

Unit :I Women Empowerment

Unit : II Welfare of weaker sections

Unit : III Visakha Guidelines

Unit : IV Domestic Violence Act

Unit : V National Women Commission

Block : IV Environmental Issues

Unit : I Environmental Administration

Unit : II Environmental Protection Act , 1986

Unit : III Green Audit

Unit : IV National Green Tribunal

Unit : V Central Pollution Board

Discipline Specific Elective

DSE : I   Human Resource Management

Block : I Introduction

Unit : I   Evolution of Human Resource Management

Unit : II   Meaning , Nature, Scope and Significance of Human Resource
Management

Unit: III   Objective and Functions of Human Resource Management

Unit : IV   Difference between Personnel Management and Human Resource
Management

Unit : V   Challenges of Human Resource Management

Block : II   Human Resource Planning

Unit: I   Meaning, Objective and Need

Unit : II   Factors affecting Human Resource Planning

Unit : III   Role of Human Resource Manager

Unit : IV   Barriers to Human Resource Planning

Unit : V   Strategic Human Resource Planning Model

Block : III   Human Resource Development

Unit : I   Recruitment and Selection

Unit : II   Performance and competency mapping system

Unit : III   Employee Capacity Building Strategies : Training

Unit : IV   Total Quality Management and Productivity Management

Unit : V   Labour- Management Relation

Block :   IV Emerging Trends of Human Resource Management

Unit : I   Redressal of Employee Grievances

Unit : II   Right Sizing Outsourcing and Consultancies

Unit : III   Inter-Personal Skill

Unit : IV   Social trends in Human Resource Management

Unit : V   Problems of Human Resource Management

DSE : II   Rural Development in India

Block : I Introduction

Unit: I   Rural Development : Concept and Definition -Need for Rural
     Development

Unit: II Social , Economic and Political Contexts

Unit: III Historical Overview of Rural Development in Pre-independent India

Unit: IV Rural development in post independent India

Unit: V Rural Development in the context of Globalization

Block : II Aspects of Rural Development

Unit: I   Major Approaches to Rural Development in India

Unit: II   Strategies for Rural Development (Land Reform, Green Revolution
     Development of Khadi and Village Industries)

Unit: III Technology for Rural Development (Role of Information and
     Communication Technology(ICT) Technolog relating to
     Conservation of Water Resources , Rural Housing , Organic Farming
     and Energy Creation ;Technology Mission of Rural Development.

Unit: IV Sectors of Rural Development (A)Physical : Agriculture ,Irrigation,
     Electrification (B) Human : Health , Education and Employment

Unit: V   Challenges and remedies

Block : III Institutions of Rural Development

Unit: I   PRI

Unit: II   Bureaucracy

Unit: III   NGOs

Unit: IV   Co-operatives

Unit: V   NABARD and Rural Banks

Block: IV   Rural Development Programmes

Unit: I   Programme for Education (Sarva Siksha Aviyan)

Unit: II   Programme for Rural Infrastructure (Pradhan Mantri Gram Sadak
     Yojna

Unit: III Programme for Employment Generation (MGNREGA)

Unit: IV Programme for Health (National Rural Health Mission)

Unit: V   Rural Development Programmes in West Bengal : an overview

DSE : III   Disaster Management

Block: I Disaster Management - Introduction

Unit: I   Disaster: Basic Concepts
Unit: II   Causes of Disasters.
Unit: III Impact of Disasters on Health, Human Settlement and Economy
Unit: IV   Aims and Scope of Disaster Management
Unit: V   Relationship between Disasters and Development

Block : II Classification of Disasters

Unit: I   Natural Disaster
Unit: II   Human made Disasters
Unit: III   Slow disasters and Rapid Disasters
Unit: IV   Technological Disaster
Unit: V   Simple and Complex Disasters

Block : III Approaches to Disaster Risk Reduction

Unit: I   Prevention and Preparedness for Disaster
Unit: II   Mitigation and Risk Reduction Steps
Unit: III   Rescue and Relief Operation
Unit: IV   Rehabilitation and Reconstruction
Unit: V   Monitoring and Evaluation Plan for Disaster Response.

Block : IV : Disaster Risk Management in India

Unit: I   Evolution
Unit: II   Institutional and Legal Framework (National and State)
Unit: III   Policy and Programmes (National and State Level)
Unit: IV   Roles and Responsibilities of Panchayat and Urban Local Bodies
in Disaster Management
Unit: V   A few case studies

DSE : IV   E- Governance

Block: I   Introduction

Unit : I   Rise and Growth of E -Governance
Unit : II   Concept and Scope of E-Governance
Unit : III   Objectives and Types of E-Governance
Unit : IV   Benefits/Needs of E-Governance
Unit : V   CT and E-Governance

Block: II E- Governance and Democracy

Unit: I   Government, Governance and Democracy
Unit : II   Good Governance and E-Governance
Unit : III   Information Society and Community Empowerment
Unit : IV   E-Governance and Transformation of Administrative Culture
Unit : V   E-Governance in the context of Globalisation

Block: III Methods and Institutions with reference to India

Unit : I   Methods and Institutions : an Overview
Unit :II   GIS – based Management System
Unit : III   Citizen Database and Human Development
UniT : IV   National Information Centre
Unit : V   National E- governance Plan

Block : IV E- Governance in India

Unit : I   Origin of E-Governance in India
Unit : II   E-Govrenance Projects/Initiatives
Unit : III   Workplan and Infrastructure
Unit :IV   Challenges of E-Governance in India
Unit : V   Prospects of E-Governance in India

DSE : V   Leadership and Conflict Management

Block : I   Introduction

Unit : I   Meaning and Concept of Leadership
Unit : II   Types of Leadership
Unit : III   Functions of Leadership
Unit : IV   Conditions for effective leadership
 Unit : V   Leadership Styles

Block : II Organisational Conflict

Unit : I   Meaning and Nature of Organizational Conflict
Unit : II   Factors influencing organizational Conflict
Unit : III   Types and levels of Organizational Conflict
Unit : IV   Criteria of conflict management in organisation
Unit : V   Organizational conflict and its effect on organization`s performance

Block : III   Bargaining and Negotiation

Unit : I   Bargaining: meaning and definition
Unit : II   Bargaining Strategies in Negotiation
Unit : III   Collective bargaining , distributive and integrative bargaining
Unit : IV   Stages of Negotiation Process
Unit : V   Techniques of Negotiation: Third Party Negotiation

Block: IV Conflict Management and Resolution

Unit : I   Concept of Conflict Management
Unit : II   Conflict management strategies
Unit : III   Styles of handling inter-personal conflicts and Managing Conflict
       Management Process
Unit : IV   Conflict Resolution : Indian Perspective and experiences
Unit : V   The Arbitration and Conciliation Act.2015 in India

Skill Enhancement Courses

SEC I: ICT IN EDUCATION

Unit I: ICT in Education
• ICT in Education: Meaning, Nature andScope.
• Web. 1.0 and Web2.0
• Free and Open-Source Software (FOSS)
• Open Educational Recourses (OER)

Unit II: Approaches, Stages and Competencies

• Approaches in adoption and useof ICT in education: Emerging, Applying, Infusing, and Transforming.
• Stages ofICT usage: awareness, learning how, understanding how and when, and specializing in the use of ICT tools.
• Pedagogical Usages of ICT: supporting workperformance, enhancing traditional teaching, facilitating learning and creating innovative learning environments
• Teacher Competencies: Integration of Content, Pedagogy and Technology

Unit III: ICT Tools of Computer Software: Application Word Processing, Spread sheet, Presentation tools o Web 2.0 Tools: Email, Blogs, Wikis, Social Networking, SocialBook Marking, Podcasting, Vodacasting and Concept Map.

SEC II: READING AND REFLECTING ON TEXTS

Unit I: Reflections on Literacy

Unit II: Reflections on Reading
Comprehension

Unit III: Skill Development in
Responding to Text

Unit IV: Reflecting upon Writing as a Process
and Product

Unit V: Practicing Independent Writing