**SEMESTER - I**

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<td>1.</td>
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**SEMESTER - IV**

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**TOTAL 400**

**GRAND TOTAL 1600**
UNIVERSITY OF BILASPUR, BILASPUR (CHHATTISGARH)

SEMESTER - I
PAPER - I
PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT - I

UNIT - II
Administrative Organization. (A) conceptions of Organization, Form's Organization, Structure of Organisation and concept of Line and Staff. (b) Department, Public corporation, independent Regulatory Commission. (c) Head Quarters and Field Agencies.

UNIT - III
Centralisation, Decentralisation and Delegation. Integration and Disintegration.

UNIT- IV
Administrative Process : (a) Policy Formulation and Decision Making. (b) Communication. (c) Leadership - Team Building, Motivation. (d) Supervision and Controlling.
SEMESTER - I
PAPER - II
THEORIES OF PUBLIC ADMINISTRATION

UNIT-I

UNIT-II
Management Aids: Budgeting process, New public Management.

UNIT-III
Some Issues:
1. Citizen Charter.
2. Good Governance.
3. Right to Information.
5. Stress Management.
6. Time Management.
7. Office Management.
8. File System

UNIT-IV
Accountability of public Administration-
a) Legislative Control.
b) Executive Control.
c) Judicial Control.
d) Public Control.
e) Internal Control.
SEMESTER - I
PAPER - III
INDIAN ADMINISTRATION

UNIT-I
Evolution of Indian Administration, During British rule in Contemporary Context (A Synoptic View)

UNIT-II
Parliamentary Democracy: Federal System, Political Executive: President, Prime Minister, Council of Ministers; Cabinet, Cabinet Secretariat.

UNIT-III
Departments, Attached Offices, Subordinate offices, procedure of work, Organization and working of Home and finance Ministries of Govt. of India.

UNIT-IV
Union - State Relations : Administrative, Legislative, Financial, Administrative Reforms.
SEMESTER - I  
PAPER - IV  
DEVELOPMENT ADMINISTRATION

UNIT-I  
Concept, importance and scope of Development Administration, Evolution of the theory of Development, Administration.

UNIT-II  
Public Administration and Development Administration. Development Non Development, Dichotomy, Concept of Administrative Development.

UNIT-III  
Concepts of Development and modernisation, concept of Economic Development.

UNIT-IV  
Political Development and social, Features of Public Administration in developing countries. Planning Machinery in India at centre and State Level.
SEMESTER - II
PAPER - I
STATE ADMINISTRATION

UNIT-I
Administration at the State Level: Political Executive: State secretariat, Secretariat - Directorate Relationship, Planning Process, Board of Revenue.

UNIT-II
Administration at the district Level: District as a Unit of Administration: Role of Collector, District Planning Board, Law and order. District Superintendent of Police - Power and Function.

UNIT-III
Administration at Sub-Divisional Level Tehsil and Revenue Inspector Level and Patwari Circular Level.

UNIT-IV
Some Issues -
(a) Minister - Secretary Relationship.
(b) Administrative Reform (ARC)
(c) Administrative Corruption - Lokpal and Lok Ayukta.
SEMESTER - II
PAPER - II
MUNICIPAL GOVT OF INDIA
(WITH SPECIAL REFERENCE TO CHHATTISGARH STATE)

UNIT-I
Mening of Local Self Govt. Its Essential Features, Scop and Importance of Local Self Govt., Trend toward Centralization.

UNIT-II
Evolution of Local Municipalities, Notified Areas, Town Areas, Cantonment and Parastutal Bodies.

UNIT-III
Service Conditions of Municipal Employee : Training, Promotion., Municipal Finance; State control over Municipal Administration; Deliberative - Executive Relationship.

UNIT-IV
Committee System, problems of Municipal Administration with Reference to Urban Development with Special Emphasis on the study of Administrative Measure with Regards to Environment Up gradation. Reform in local Self Goverment. (A brief survey of Urban Development Schemes particulcularly JNNURM & SJSRY (Swarna Jayanti Shahri Rojgar Yojna and other State Sponsored Schemes)
SEMESTER - II
PAPER - III
RURAL DEVELOPMENT AND TRIBAL WELFARE IN CHHATTISGARH

UNIT-I

UNIT-II
Rural Development policy and Strategy, Approaches to Rural Development, Community Development Project.

UNIT-III

UNIT-IV
UNIT-I
Concept of Panchayati Raj.
Evolution of Panchayati Raj.
Balvant Rai Mehta Committee.
73rd Constitutional Amendment.

UNIT-II
Three Tier panchayati Raj in Chhattisgarh, Structural, power and Functions of Zila Panchayat, Janpad Panchayat and Gram Panchayat.

UNIT-III
Source Of Revenue Finance in Panchayati Raj System, State Control over Panchayati Raj Institutions, Role of Panchayati Raj for weaker Sections and Women.

UNIT-IV
Recent Constitutional Changes and Development in Chhattisgarh Deliberative-Executive Relationship in panchayati Raj.
Political Parties, Pressure Groups, CSO's.
Problem's of Panchayati Raj System.
UNIT-I
Comparative Public Administration- Evolution, Concept, Nature, Scope and Significance.

UNIT-II
Approaches to the Study of Comparative public Administration; Institutional, Behavioural, System, Structural, Functional, Ecological, Problem of Comparative Research.

UNIT-III
Webar's Typology of Authority with particular Reference to his Ideal Type of Bureaucracy, Rigg's Typology of with Particular Reference to prismatic Society and Sala Model.

UNIT-IV
SEMESTER - III
PAPER - II
HUMAN RESOURCE DEVELOPMENT AND PERSONNEL ADMINISTRATION

UNIT-I
Nature and concept of public personnel Administration and concept of Human resource Management.
Rise of modern Civil Service and its role.

UNIT-II

UNIT-III

UNIT-IV
Promotion, Discipline, Morale and Motivation.
UNIT-I
Research Design; General Goals, Objectives, Concepts, Hypothesis-Definitions, ideal of sampling Quota sampling, Use of Random number.

UNIT-II
Construction of Questionnaires; Schedules and Questionnaires. Advantages and Limitations of Mailed Questionnaires; Non-Response; Integer viewing; Reporting Interview: Bias.

UNIT-III
Other Methods of Data Collection; Conservation; Case Study; Projective and Indirect Scaling Techniques.

UNIT-IV
Measurement of Central Tendency; Mean; Median; Mode; Report Writing.
UNIT-I
Definition nature and scope as Administration Law, Rule of Law.

UNIT-II
Rise and importance of Delegated Legislation, Types problems and procedure of delegated legislation. Legislative and Judicial Control over delegated Legislation.

UNIT-III
Administrative Tribunals, its function, nature and scope, study of some selected administrative tribunals. Legislative and Judicial control over Administrative Tribunals.

UNIT-IV
Nature Justice, Legal Remedies, Liabilities of State.
SEMESTER - IV
PAPER - I
CIVIL SERVICE IN INDIA

UNIT-I

UNIT-II
Salary Administration, Learning and Staff Development. Public Service Commission.

UNIT-III
Political Right and Right to Strike, condition of Service. Morale and Motivation.

UNIT-IV
Civil Service conduct Rules, Disciplinary action; Removal and Appeals, Machinery for Reprisal of Civil Grievance.
SEMESTER - IV
PAPER - II
ADMINISTRATIVE THINKERS

UNIT-I
Kautila - the concept of State: The King; Minister and the council of Ministers; Their power and Function; Revenue Administration; Local Administration; Military Administration; Administration of Foreign Affair.

UNIT-II
F.W. Taylor - Concept of Management; Mechanism of Management; Scientific Management: Meaning, Definition; Objectives, Principles, Merits and Demerits Impact.

UNIT-III
Mary Parkar Follet - Conflict and Integration; Leadership. Herbert Simon - Behavioural Approach; Decision Making.

UNIT-IV
Max Weber - Types of Authority, Ideal Form of Bureaucracy Criticism, Importance. F.W. Riggs - Ecological Theory; Prismatic-sala-model Development; Administration; Comparative Administration.
SEMESTER - IV  
PAPER - III  
MANAGEMENT OF PUBLIC ENTERPRISES AND INDUSTRIAL RELATION

UNIT-I  

UNIT-II  
Form of Organisation, government: Control, Parliamentary Accountability.

UNIT-III  

UNIT-IV  
Labour Welfare and its influence on Industrial efficiency, Industrial housing and slum clearance. Role of trade Unions. Social Security in India. U.K. And U.S.A. (While the Study will by made in relation to the situation in India. Brief outline of the Problems obtaining in U.K. and U.S.A. shall also be given due regard to management of public Enterprises.)
UNIT-I

UNIT-II
Budget: Principles of sound Budget, Types of Budget- Legislative, Executive, Board or Commission type.

UNIT-III

UNIT-IV
Control Over public Accounting : parliamentary control parliamentary committees (Public Accounts Committees, Estimate committees, Committees on public Undertake-Finance Committees, Eleventh Five year Plan