

MIZORAM UNIVERSITY

UG SYLLABUS IN PUBLIC ADMINISTRATION

SEMESTER (CBCS)

2015

**(Along with modifications as approved by Vice Chancellor, MZU
on 10.08.2016)**

BA Course Structure

BA Course Structure (Public Administration Department)

Semester	Course	Course No.	Category	Credit	Marks			
					Continuous	End-Semester	Total	
I	English I	Course I	FC	5	25	75	100	
	Elements of Public Administration	Course I	EC	6	25	75	100	
	Elective Core Subject 2	Course I	EC	6	25	75	100	
	Elective Core Subject 3	Course I	EC	6	25	75	100	
	Total				23	100	300	400
II	English II	Course II	FC	5	25	75	100	
	Administrative Theory	Course II	CC	6	25	75	100	
	Elective Core Subject 2	Course II	EC	6	25	75	100	
	Elective Core Subject 3	Course II	EC	6	25	75	100	
	Total				23	100	300	400
III	MIL (ALT English/Mizo/Hindi)	Course I	FC	5	25	75	100	
	Public Administration In India	Course III	EC	6	25	75	100	
	Elective Core Subject 2	Course III	EC	6	25	75	100	
	Elective Core Subject 3	Course III	EC	6	25	75	100	
	Total				23	100	300	400
IV	Environmental Studies	Course I	FC	5	25	75	100	
	Public Personnel Administration	Course IV	EC	6	25	75	100	
	Elective Core Subject 2	Course IV	EC	6	25	75	100	
	Elective Core Subject 3	Course IV	EC	6	25	75	100	
	Total				23	100	300	400
V	Bureaucracy and Development	Course V	CC	6	25	75	100	
	Local Self Government in India	Course VI	CC	6	25	75	100	
	Economic Administration	Course VII	CC	6	25	75	100	
	Social Welfare Administration (A) Or Civil Society and Administration(B)	Course VIII	CC	6	25	75	100	
	Total				24	100	300	400
VI	Political and Administrative Institutions in the Hill Areas of North East India	Course IX	CC	6	25	75	100	
	Administration of United Nations	Course X	CC	6	25	75	100	
	Office Management in Government	Course XI	CC	6	25	75	100	
	Police Administration (A) Or Rural and Tribal Development Administration (B)	Course XII	CC	6	25	75	100	
	Total				24	100	300	400
Entire Programme				Total	140	600	1800	2400

CC: Major Core Course, EC: Elective Core Course; FC: Foundation Course

UG/PA/IEC/OI - ELEMENTS OF PUBLIC ADMINISTRATION

Continuous Evaluation	25
End Semester	75
FM	100
Credit	6
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Public Administration - Meaning, Nature, Scope and Significance; Evolution of the Discipline; Public and Private Administration. (18 L)
- Unit II: Approaches – Traditional: Historical and Philosophical, Modern: Behavioural and Comparative; New Public Administration; New Public Management. (18 L)
- Unit III: Concept of Organisation – Formal and Informal Organisation; Structure of Organisation – Line and Staff Agencies and their inter-relationships; Headquarters and Fields relations. (18 L)
- Unit IV: Forms of Organisation – Features; Principles of Organisation – Hierarchy, Unity of Command, Span of Control, Co-ordination, Delegation, Decentralisation, Supervision. (18 L)
- Unit V: Control over Public Administration – Legislative, Executive and Judicial; Delegated Legislation; Good Governance; Citizens' Charter. (18 L)

Suggested Readings:

- Awasthi, A and SR Maheshwari, (1987), *Public Administration*, Agra, Lakshi Narayan Agarwal.
- Arora, RK, (2008), *Perspectives of Public Administration*. Neha Publishers.
- Basu, Rumki, (2008), *Public Administration: Concepts and Theories*, New Delhi, Sterling Publishers.
- Bawa, Noorjahan (2010), *Public Administration in the 21st Century*, New Delhi, Kanishka Publishers.
- Bhattacharya, Mohit, (1987), *Public Administration: Structure, Process and Behaviour*, Calcutta, World Press.
- Bhattacharya, Mohit, (2013), *New Horizons of Public Administration*, Jawahar Publishers
- Bhagawan, Vishnoo and Vidya Bushan, (1981), *A Text Book of Public Administration*, New Delhi, S. Chand.
- Chakrabarty, Bidyut and Prakash Chand, (2012), *Public Administration in a Globalizing World: Theories and Practices*, New Delhi, Sage.
- Fadia and Fadia, (2012), *Public Administration: Theories and Concepts*, Agra, Sahitya Bhawan Publication.
- Goel, SL, (2002), *Advanced Public Administration in India*, Delhi, Deep and Deep.

Golembiewski, Robert T, (1977), *Public Administration As a Developing Discipline, (Part I: Perspective on Past and Present)*. New York, Marvel Dekker, INC.

Singh, Hoshiar and Pradeep Sachdeva, (2010), *Public Administration Through Practice*, Pearson,

Jayapalan, N, (2000), *Public Administration, Atlantic*

Maheshwari, SR, (2000), *Theories and Concept in Public Administration*, New Delhi, Allied.

Negro, FA, (1970), *Modern Public Administration*, New York, Harper and Row.

Osborne, D and T Gaebler, (1992), *Reinventing Government*, Reading, MA, Addison Wesley.

Pfiffner, John M and Frank P Sherwood, (1960), *Administrative Organisation*, Prentice Hall, INC, Englewood Cliffs, NJ.

Singh, Shiv Raj et, al., (2003), *Public Administration in the New Millennium: Challenges and Prospectives*, New Delhi, Anamika Publishers

Sharma, AK, and Indu Sharma, (2002), *Inducing Client Focus in Bureaucracy: The Citizens' Charters in India*, New Delhi, Kanishka Publication.

Sharma, MP, (2014), *Public Administration in Theory and Practice*, New Delhi, Kitab Mahal.

Srivatava, Smita, (2011), *Theory and Practice of Public Administration*, Pearson.

PB Rathod, (2004), *Elements of Public Administration: Theory and practice*. New Delhi, ABD Publishers

UG/PA/II/EC/02 - ADMINISTRATIVE THEORY

Continuous Evaluation	25
End Semester	75
FM	100
Credits	6
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Administrative Theory – Meaning and Significance; Kautilya’s Ideas on Administration; Karl Marx and VI Lenin on State and Administration. (18 L)
- Unit II: Classical Theory: Scientific Management Theory - FW Taylor; Bureaucratic Organisation.- Max Weber; Theory of Organisational Principle - Henri Fayol. (18 L)
- Unit III: Neo-Classical Theory: Human Relations Theory - Emergence and Meaning; Hawthorne Studies - George Elton Mayo; Theory of Conflict - Mary Parker Follett; Behavioural Theory - Meaning and Origin; Decision Making - Herbert A Simon. (18 L)
- Unit IV: Motivation Theories: Hierarchy of Needs Theory - Abraham Maslow; Theory ‘X’ and Theory ‘Y’ - Douglas Mc Gregor; Motivation-Hygiene Theory - Fredrick Herzberg. (18 L)
- Unit V: Comparative Public Administration – Meaning and Significance; Ideas of FW Riggs – Agraria and Industria Model, Fused-Prismatic-Diffracted Model, Sala Model, Bazar-Canteen Model. (18 L)

Suggested Readings:

- Shum Sun Nisha Ali, (1984), Eminent Administrative Thinkers, Delhi, Associated Publishing House.
- RK Arora, (ed.), (1979), Perspective in Administrative Theory, Delhi, Associated Publishing House.
- TN Chaturvedi and RK Arora (ed.), (1987), Administrative Theory, Delhi, IIPA
- D Ravindra Prasad. et.al. (ed.), (2011), Administrative Thinkers, Delhi, Sterling Publishers.
- RK Sapru (2013), Administrative Theories and Management Thought, Delhi, PHI Learning
- SR Maheshwari, (2003), Administrative Theories, Macmillan.
- SR Maheshwari, (2003), Comparative Public Administration, Macmillan
- HC Sharma, (2008), Psychology of Public Administration, Neha Publishers and Distributors.
- Ferrel Heady, (2001), Public Administration – Comparative Perspective, Marcel Dekker.
- RK Arora, (2008), Public Administration: Its Growth and Development, Neha Publishers and Distributors.
- PB Rathod, (2006), The Galaxy of Administrative Thinkers, ABD Publishers


UG/PA/III/EC/03 – PUBLIC ADMINISTRATION IN INDIA

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Constitutional Setting of Indian Administration – Preamble, Fundamental Rights, Directive Principles of State Policy and Fundamental Duties; Parliamentary Democracy; Federalism; Socialism; Secularism. (18 L)
- Unit II: Central Administration – President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, Prime Minister's Office (PMO), Ministry of DoNER. (18 L)
- Unit III: Administration of Union Territories; State Administration – Governor, Chief Minister, Council of Ministers, State Secretariat, Chief Secretary and Directorates. (18 L)
- Unit IV: District Administration – Role of Deputy Commissioner; District Rural Development Agency (DRDA); District Urban Development Agency (DUDA); District Planning Committee. (18 L)
- Unit V: Major Issues and Institutions in Indian Administration – Centre-State Relations – Legislative, Administrative and Financial, Relationship between Permanent and Political Executives, Administrative Corruption and Remedies, Lokpal and Lokayukta. (18 L)

Suggested Readings:

- DD Basu, (2000), Introduction to the Constitution of India, New Delhi, Prentice Hall
- SR Maheshwari, (2000), Indian Administration, New Delhi, Orient Blackswan Pvt. Ltd.
- A Awasthi, (), Central Administration, New Delhi,
- RK Arora, Indian Public Administration, New Delhi, New Age International Publishers
- PD Sharma, (2009), Indian Administration: Retrospect and Prospect, Rawat Publications
- PB Rathod, (2005), Indian Administration: Dynamics and Dimensions, Commonwealth Publishers.
- Institute of Public Administration, (2012), Administration of the Indian Office, Hardpress Publishing.
- Awasthi and Awasthi, (2002), Indian Administration, Agra, Laxmi Narain Agarwal
- Vishnoo Bhagwan, (2005), Indian Administration, New Delhi, S. Chand
- PL Sanjeev Reddy and RK tiwari, (2005), Issues and Themes in Indian Administration, New Delhi, Jain Book
- UC Agarwal, (2010), Governance and Administration, New Delhi, Kanishka Publishers



Hoshiar Singh and Pankaj Singh, (2011), Indian Administration, Pearson India
RK Sapru, (2002), Indian Administration, Kalyani Publishers
SN Mishra (ed.), (2003), Public Governance and Decentralisation, Delhi, Mittal
Public Administration: Prospects and Retrospects
Mohit Bhattacharya, (2000), Indian Administration, Calcutta, Thw World Press

UG/PA/IV/EC/04 – PUBLIC PERSONNEL ADMINISTRATION IN INDIA

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Public Personnel Administration - Concept, Meaning, Nature and Scope; Types of Personnel System – Aristocratic, Bureaucratic and Democratic; Principles of Personnel System – Merit and Spoils (18 L)
- Unit II: Recruitment - Meaning, and Importance; Main Features of the System of Recruitment in Regard to All India, Central and State Services; Types of Recruitment; Union Public Service Commission and State Public Service Commission – Composition, Functions and Role. (18 L)
- Unit III: Classification - Meaning and Significance; Position and Rank Classification – Merits and Demerits; Training – Meaning, Significance and Types; Promotion – Meaning, Significance and Bases. (18 L)
- Unit IV: Conduct and Discipline – Meaning and Significance; Conduct Rules; Disciplinary Procedure; Rights of Civil Servants. (18 L)
- Unit V: Retirement - Meaning and Significance; Features and Forms; Retirement Benefits – Pension, Provident Fund and Gratuity; New Pension Scheme. (18 L)

Suggested Readings:

- RB Jain, (1994), Aspects of Personnel Administration, New Delhi, IIPA
- V Bhaskara Rao, (2007), Public Administration: Steel or Plastic Frame, Kalpaz Publications.
- SL Goel, (2003), Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications.
- SR Maheshwari, (2004), The Public Service of India: Current Good Practices and New Developments in India, Commonwealth Secretariat.
- VM Sinha, (1986), Personnel Administration, Jaipur, RBSA Publishers.
- Rajesh K Jha, (2010), Public Personnel Administration, Pearson.
- SR Maheshwari, (2006), Public Administration in India: The Higher Civil Service, Oxford University Press
- Arthur Procter, (2010), Principles of Public Personnel Administration, Nabu Press.
- SK Das, (2013), The Civil Services in India, Oxford University Press
- O Glenn Stahl, (1975) Public Personnel Administration, New Delhi, Oxford and IBH Publishing Co.

UG/PA/V/CC/05 – BUREAUCRACY AND DEVELOPMENT

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Bureaucracy – Concept, Elements and Types; Ideas of Bureaucracy – Karl Marx and Max Weber; Criticism of Max Weber’s Idea on Bureaucracy. (18 L)
- Unit II: Bureaucracy in India – British period and the Indian Civil Service, Post Independence Era and the All India Services; Indian Administrative Service, Indian Police Service and Indian Forest Service. (18 L)
- Unit III: Development - Concept and Dimensions; Development Administration - Meaning, Nature and Scope; Differences between Traditional and Development Administration. (18 L)
- Unit IV: Bureaucracy and Development - Role of Bureaucracy in Developing Societies, Training Needs; Developmental Role of Deputy Commissioner, Block Development Officer, and Village Level Worker. (18 L)
- Unit V: Trends in Development and Bureaucracy - Neutral Vs Committed Bureaucracy, Generalist and Specialist Debate, Changing Role of Bureaucracy. (18 L)

Suggested Readings:

- RK Sapru, (2012), Development Administration, New Delhi, Sterling Publishers.
- Naryan Hazary, (2005), Development Administration, New Delhi, APH Publishing.
- SA Palekar, (2012), Development Administration, New Delhi, PHI Publishing
- Pradeep Sahni and Uma Medury, (2012), Governance for Development: Issues and Strategies, New Delhi, PHI.
- Michael Anthony Tarallo, (2012), Public Administration: Key Issues challenging Practitioners, Authorhouse.
- AK Sharma, (2004), Bureaucracy and Decentralisation, New Delhi, Mittal.
- Sunil Dutt and Rakesh Hooja, (2008), District Administration: Redefining the Development Role, New Delhi, Kanishka
- JK Chopra, (2004), Bureaucracy and Public Administration, Commonwealth Publishers.
- Laxmi Sharma, (2009), Bureaucracy in Public Administration Neha Publishers and Distributors
- SL Goel, (2010), Development Administration: Potentialities and Prospects, New Delhi, Deep and Deep.
- PB Rathod, (2004), Elements of Public Administration: Theory and Practice, ABD Publishers

UG/PA/V/CC/06 – LOCAL SELF GOVERNMENT IN INDIA

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Local Self Government - Meaning, Characteristics and Importance; Delegation, Devolution, Decentralisation, Participation. (18 L)
- Unit II: Local Self Government in India - Genesis and Evolution; 73rd Constitution Amendment Act; 74th Constitution Amendment Act. (18 L)
- Unit III: Urban Local Government - Municipal Corporation, Municipalities and Nagar Panchayat: Composition, Functions and Powers, and Sources of Revenue; Cantonment Board; Town and Country Planning Organisation. (18 L)
- Unit IV: Rural Local Government - Zilla Parishad, Panchayat Samiti, Gram Panchayat and Gram Sabha: Composition, Functions and Powers, and Sources of Revenue; Village Judiciary – Nyaya Panchayat. (18 L)
- Unit V: State Administration and Local Self Government Institutions: Legislative, Administrative and Financial; State Finance Commission – Composition, Powers and Functions, and Role; Problems and Prospects in Local Self Government in India. (18 L)

Suggested Readings:

- Pradeep Sachdeva, (2011), Local Government in India, Pearson India
RN Prasad, (2007), Urban Local Self Government with Reference to North East States, New Delhi, Mittal Publication
SR Maheshwari, (2012), Local Government in India, Delhi, Orient Longman
R Mudgal, (1998), local self Government in India, Book Enclave, Jaipur
VV RAO and Niru Hazarika, (1983), Local Government in India, Delhi, S Chand
CP Barthwal, (2002), Understanding Local Government, Lucknow, Bharat Book
MA Muttalib and AA Khan, (1983), Theory of Local Government, New Delhi, Sterling
Hoshiar Singh, Local Government, Allahabad, Mittal Mahal Publications

UG/PA/V/CC/07 – ECONOMIC ADMINISTRATION

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Economic Administration – Meaning, Scope and Importance; The Role of Government in Economic Development; New Economic Policy – Liberalisation, Privatisation and Globalisation. (18 L)
- Unit II: Planning – Meaning and Significance; Plan Formulation – National, State and Local levels; NITI Aayog; National Development Council; State Planning Board; District Planning Committee. (18 L)
- Unit III: Public Undertakings – Forms, Features and Management; Industrial Policy Resolutions – 1948, 1956, and 1991; Impact of New Economic Policy on Public Sector Undertakings in India. (18 L)
- Unit IV: Budget – Meaning, Principles and Types; Budget Preparation and Role of the Ministry of Finance; Accounts and Audit; Comptroller and Auditor General of India. (18 L)
- Unit VI: Reforms in Indian Economy: Agriculture Sector – Land Reforms; Cooperative Movement; Public-Private Partnership in Economic Development. (18 L)

Suggested Readings:

- Laxmi Narayan, (1984), Principles and Practices of Public Enterprise Management, New Delhi, S Chand
- R Datt and KP Sundaram, (2013), Indian Economy, New Delhi, S Chand
- KM Singh, (2001), Economic Reforms: Problems and Prospects
- Bimal Jalan (ed.), The Indian Economy: Problems and Prospects, Oxford University Press
- Musgrave and Musgrave, (2004), Public Finance in Theory and Practice, McGraw Hill
- ES Savas, (1999), Privatization and Public Private Administration, Associated Press
- Jasmine Damle, (2001), Beyond Economic Development, New Delhi, Mittal Publications
- Damodar Gujarati, (1984), Government and Business, McGraw Hill
- AC Mittal, (2001), Agricultural Economics
- A Dasgupta and NK Dasgupta, (1978), Government and Business in India, New Delhi, Allied.
- Ramesh Chandra 920030, Globalisation, Liberalisation, privatization and Indian politics, New Delhi, Gyan Books Pvt. Ltd.
- VS Mahajan (1999), Economic Reforms and Liberalisation, Delhi, Deep and Deep Publications.

UG/PA/V/CC/08 (A) – SOCIAL WELFARE ADMINISTRATION (OPTIONAL)

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Social Welfare Administration - Meaning, Scope and Importance; Social Control; Social Change; Social Policy. (18 L)
- Unit II: Social Problems – Unemployment, Juvenile Delinquency, Drug Addiction, Problems of the Aged; Social Legislation – The Immoral Traffic (Prevention) Act 1956, Juvenile Justice (Care and Protection of Children) Act 2000, The Protection of Women from Domestic Violence Act 2005. (18 L)
- Unit IV: Social Welfare Planning - Meaning and Importance; Role and Functions of Government and Voluntary Agencies. (18 L)
- Unit IV: Organisation and Functions of Central Social Welfare Board (CSWB) and State Social Welfare Advisory Board (SSWAB); Relationship between CSWB and SSWAB. (18 L)
- Unit V: Personnel for Social Welfare Administration - Meaning and Needs; Creation of a Special Cadre for Social Welfare Personnel; Training of Social Welfare Personnel. (18 L)

Suggested Readings:

- SL Goel, (2010), Social Welfare Administration, Vol. 1 & 2, New Delhi, Deep and Deep Publications
- DR Sachdeva, (2010), Social Welfare Administration in India, Allahabad, Kitab Mahal Publication
- GB Sharma, (1970), Social Administration in India, Jaipur, Unique
- C Lalkima (1997), Social Welfare Administration in a Tribal State: A Case Study of Mizoram, Guwahati, United Publications
- V Kumar (2002), Problems and Perspectives on Social Work and Social Welfare
- R Ahuja (201), Social Problems in India, Rawat Publications
- KD Gangrade (2011), Social Legislations in India, Vol. I & II, Delhi, Concept Publishing Company
- Encyclopedia of Social Work in India (1987), Vol. I – IV, GoI Publications Divisions
- TN Chaturvedi and S Kohli Chandra (eds.) (1980), Social Administration: Development and Change, Delhi, IIPA

UG/PA/V/CC/08 (B) – CIVIL SOCIETY AND ADMINISTRATION (OPTIONAL)

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Civil Society – Concept, Origin and Dimensions; Social Capital – Meaning, Nature and Relevance; Civil Society and Social Capital. (18 L)
- Unit II: Administration and Gender: Women Development - Self Help Groups, Gender Budgeting, National Policy for Empowerment of Women, Reservation Issues and Women; Children Development – Integrated Child Development Services (ICDS), Integrated Child Protection Scheme (ICPS); (18 L)
- Unit III: Administration and Human Rights - Concept of Human Rights; Universal Declaration of Human Rights; National Human Rights Commission and State Human Rights Commissions: Organisation, Functions and Role; Rights Groups – Amnesty International and People’s Union for Civil Liberties (PUCL). (18 L)
- Unit IV: Administration and Consumer Welfare - Consumer Protection Act, 1986; Consumer Protection Councils; Consumer Dispute Redressal Mechanisms; Consumer Forums and Consumer Clubs – Role and Functions. (18 L)
- Unit V: Administration and Mass Media - Role and Significance of Mass Media; Types of Media – Print, Electronic and Social Media; Role of the Civil Society and Right to Information in India. (18 L)

Suggested Readings

- Sudipta Kaviraj (ed.) (2001), Civil Society: History and Possibilities, New Delhi, Cambridge University Press
- GK Rathod (2012), Civil Society: Views and Reviews, Viva Books Pvt. Ltd.
- John Field (2010), Social Capital, Taylor and Francis Publication
- RK Gupta (et.als), Social Capital, Vol. 1 & 2, Atlantic
- Mita Ashish Shah (2014), Gender Budgeting; Contemporary Issues and Remedies, Saviskar Publishers
- SL Goel, (2010), Social Welfare Administration, Vol. 1 & 2, New Delhi, Deep and Deep Publications
- DR Sachdeva, (2010), Social Welfare Administration in India, Allahabad, Kitab Mahal Publication
- Lalhneihzovu (2007). Women’s Development in India, New Delhi, Mittal Publication

Ashwani Peetush and Jay Drydk (2015-), Human Rights: India and the West, Oxford University Press

Marsha Bronson (1996), Amnesty International, Orient Blackswan

Ed Meenu Agarwl (2006), Consumer Behaviour and Consumer Protection in India, New Century Publication

Niraj Kumar (2007), Consumer Protection in India, Books Duniya

BB Aggarwl (2009), (ed.), Media and Society: Challenges and Opportunities

UG/PA/VI/CC/09 – POLITICAL AND ADMINISTRATIVE INSTITUTIONS IN THE HILL AREAS OF NORTH-EAST INDIA

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Geographical Location and Importance of North-East India; British Annexation of North-East India and its Impact on Mizoram and Meghalaya; Constitutional Status of Mizoram under the Government of India Acts 1919 and 1935 (Excluded and Partially Excluded areas) (18 L)
- Unit II: Political and Administrative Institutions at the Grassroot Level in the Pre and Post Independence Period - Chieftainship in Mizoram, Syiemship in Khasi and Jaintia Hills and Nokmaship in Garo Hills: Powers and Functions; Village Council System in Mizoram – Origin, Powers and Functions. (18 L)
- Unit III: Sixth Schedule of the Constitution and Administration of the Autonomous District Councils in Mizoram and Meghalaya; Autonomous District and Regional Councils – Organisation, Powers and Functions; Relations between State Governments and Autonomous District Councils. (18 L)
- Unit IV: District Administration in Mizoram and Meghalaya in the Pre and Post-Independence Era - British Superintendent and Deputy Commissioner; Creation of States of Meghalaya and Mizoram. (18 L)
- Unit V: Constitutional and Administrative Instruments - Inner Line Regulation (ILR), Mizoram Peace Accord, Planning Machinery at the State and District Level: Mizoram and Meghalaya, North Eastern Council (NEC). (18 L)

Suggested Readings:

- P Lalnithanga (2006), Political Developments in Mizoram, Aizawl, Lengchawn Press
P Lalnithanga (2010), Emergence of Mizoram, Aizawl, Lengchawn Press
RN Prasad (1998), Public Administration in North-East India, New Delhi, Vikas Publishing
RN Prasad (1987), Government and Politics in Mizoram, New Delhi, Northern Book Centre
RN Prasad and Aggarwal, Political Development in Mizoram
RK Somonto (ed.) (2002), India's North-East: The Process of Change and Development, Kolkata, BK Book Agency
Lalnehzovi (2006), District Administration in Mizoram, Delhi, Mittal Publication
SK Chaube, Hill Politics in North-East India, Calcutta, Orient Longman.

A Mackenzie and BB Roy Burman (2004), The North-East frontiers of India, New Delhi, Mittal Publications
VV Rao, A Century of Tribal Politics in North-East India, Delhi, S Chand and Company
Meena Sharma Barkataki (2004), British Administration in North-East India, New Delhi, Mittal Publications
Sujit Kumar Dutta (2001), Functioning of Autonomous District Councils in Meghalaya, Kolkata, BK Book Agency
B Pakem (ed.), (1997), Insurgency in North-East India, New Delhi, Omsons Publications
TS Gangte (2002), Encyclopaedia of North-East India, Eastern Books

UG/PA/VI/CC/10 – ADMINISTRATION OF UNITED NATIONS

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: International Organisation - Meaning and Evolution till First World War; League of Nations – Origin and Structure, Achievements and Failure of League of Nations. (18 L)
- Unit II: United Nations – Evolution and Development; Purposes and Principles; United Nations Charter. (18 L)
- Unit III: Structure and Functions of UN - General Assembly, Security Council, ECOSOC, Secretariat and International Court of Justice. (18 L)
- Unit IV: Specialised Agencies of UN – ILO, WHO, IMF, IBRD, World Bank (18 L)
- Unit V: International Civil Service – Meaning and Development; UN Secretary General – Powers, Functions and Role; Financial Administration in United Nations; Challenges and Prospects of United Nations. (18 L)

Suggested Readings:

- SL Goel (2000), International Civil Service, New Delhi, Sterling Publishers.
- Rumki Basu (1989), Personnel Administration in United Nations, New Delhi, Sterling Publishers.
- Rumki Basu (1989), United Nations: Structure and Functions of International Organisations, New Delhi, Sterling Publishers.
- Hans J. Margenthau, (1989), Politics among Nations: Struggle for Power and Peace, Revised edition, Kalyani publishers, New Delhi.
- KP Saxena, (2003), Reforming the United Nations : The Challenges and Relevance, New Delhi, Sage.
- John Allphin Moore Jr. (2008), The New United Nations: International Organization in & Jerry Pubants the 21st century, Pearson Education, New Delhi, 2008.
- Samuel Huntington, (2008), The Clash of civilizations and the Remaking of World Order, New Delhi, Penguin Books.
- Evan Luard, (1986), The United Nations: How it Works and What it Does, Macmillan Press

HG Nicholas, (1987), *The United Nations as a political Institution*, Oxford University Press
A Le Roy Bennet (1995), *International Organization: Principles and Issues*, Englewood
Cliffs, NJ, Prentice Hall
D Pet and T Weiss (eds.) (1986), *The Nature of United nations Bureaucracies*, Croom and
Helm, London and Sydney
JA Moore and J Pubantz (2005), *The New United Nations*, Englewood Cliffs, NJ, Prentice
Hall

UG/PA/VI/CC/11 –OFFICE MANAGEMENT IN GOVERNMENT

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Office Management - Meaning and Functions; Office Management in Government – Structure and Importance. (18 L)
- Unit II: Office Lay-out in Government – Meaning, Aims and Objectives, Principles and Importance; Office Furniture – Types, Basic Principles in Selection of Office Furniture. (18 L)
- Unit III: Procedure of Working in Government Office; Filing and Office Records; Official Communication; Official Reports. (18 L)
- Unit IV: Office Personnel Management – Human Resource Management; Financial Management – Preparation of Financial Sanction; Office Conduct, Discipline and Supervision. (18 L)
- Unit V: Office Automation: Use of Computer and Internet in Government Office; e-Governance; Challenges and Prospects of Office Automation. (18 L)

Suggested Readings

- SP Arora (2006), Office Organisation and Management, New Delhi, Vikas Publishing
N Kumar (2002), Office Organisation and Management, Anmol Publication
ME Thukaram Rao (2000), Organisation and Management, Atlantic
B Narayan (2010), Organisation and Management, APH Publishing
JN Jain (2007), Office Management: Principles and techniques, New Delhi, deep and Deep Publications
Aswathappa Reddy (2011), Management and Organizational Behaviour, Himalaya Publishing
K Aswathappa (2013), Human Resource Management, McGraw Hill
CSR Prabhu (2012), e-Governance: Concepts and Case Studies
Richard Heeks (2001), Reinventing Government in Information Age
Carl Meyal (ed.) (1992), Handbook of Modern Office Management and Administrative Service
Prasanta K Ghosh (2010), Office Management, New Delhi, S Chand

UG/PA/VI/CC/12 (A) – POLICE ADMINISTRATION (OPTIONAL)

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

- Unit I: Police Administration – Objectives, Functions and Role of Police; Police Organization in India - Police Act of 1861, Central, State, Local, Range, City and Village levels. (18 L)
- Unit II: Police Personnel Administration - Recruitment, Training and Promotion; Indian Police Service (IPS); State Police Service; Women Police. (18 L)
- Unit III: Crimes - Reasons for Increasing Crimes; Indian Penal Code; Criminal Procedure Code; Techniques of Criminal Investigation; Investigative Agencies – Central Bureau of Investigation and Intelligence Bureau. (18 L)
- Unit IV: Police and People - Police and Civil Society, Police and Students, Police and Media, Police and Human Rights, Community Policing. (18 L)
- Unit V: Issues of Citizens' Grievances against Police Personnel; Grievances of Police and Redressal Machinery; Reforms in Police Administration; Challenges and Prospects of Policing in the Twenty-First Century. (18 L)

Suggested Readings

- JC Chaturvedi (2006), Police Administration and Investigation of Crimes, Isha Books
James Vadackumchery (2003), Policing the Police, New Delhi, Kaveri Books
PD Sharma (1981), Police, Polity and People in India, New Delhi, Uppal Publishing House
KM Mathur (1991), Police in India: Problems and Perspectives, Gyan Publishing House
Shanker Sen (2000), Police in Democratic Societies, Gyan Publishing House
MB Chande (1997), The Police in India, Atlantic
Arvind Verma (2005), The Indian Police: A Critical Evaluation, Daya Publishing House
Dalbir Bharti (2006), Police and People: Role and Responsibilities, APH Publishing
KS Subramaniam and Arvind Verma (2013), Understanding the Police in India, LexisNexis
Kumar Praveen (2009), Indian Police, America Star Books
Aparna Srivastava (1999), Role of Police in a Changing Society, APH Publishing

KFM Rustamji and SK Ghosh (1993), Encyclopedia of Police in India, Vol 1, 2 & 3, APH Publishing
James Vadackumchery (2003), Police Criminology and Crimes, Kalpaz Publications

UG/PA/VI/CC/12 (B) – RURAL AND TRIBAL DEVELOPMENT (OPTIONAL)

Continuous Evaluation	25
End Semester	75
FM	100
Credits	4
	L+T+P
	6+0+0
Total Lectures	90

A – Rural Development

- Unit I: Rural Development - Concept, Nature and Measures of Level of Rural Development; Socio-economic and Political Context; Rural Economy and its Contribution to National Economy; Institutional Framework for Rural Development. (18 L)
- Unit II: Rural Development Policies - Needs and Goals, National Agriculture Policy, Land Reforms Policy; Rural Development Programmes - Community Development Programmes, Rural Employment Generation and Poverty Alleviation Programme (MGNREGS); Challenges and Prospects of Rural Development. (18 L)

B – Tribal Development

- Unit III: Indian Tribes - Demographic, Cultural and Geographical Characteristics; Tribes Advisory Council; Constitutional Provisions, Policies and Approaches to Tribal Development; Five Year Plans and Tribal Development. (18 L)
- Unit IV: Institutional Framework for Tribal Development - Central, State and Local; National Commission for Scheduled Tribes; Programmes for Tribal Development in India. (18 L)
- Unit V: Problems related to Tribal Areas and Tribal Community – Land Alienation, Indebtedness and Economic Bondage, Cultural Identity Crises, Socio-political Movements and Tribal Development. (18 L)

Suggested Readings:

PK Mohanty (2003), Encyclopedia of Primitive Tribes in India, New Delhi, Gyan Publishing
Sarthak Sengupta (2003), Tribes of North_East India, New Delhi, Gyan Publishing
Rabinarayan Misra (2006), Tribal Development: Post Globalisation, New Delhi, Discovery Publishing House
Sachindra Narayan (2003), The Dynamics of Tribal Development: Issues and Challenges, Gyan publishing

RD Tribhuwan (2000), Studies in Tribal, Rural and Urban Development, Vol. 1 & 2, Discovery Publishing House
NK Pand (2006), Policies, Programmes and Strategies for Tribal Development: A Critical Appraisal, Kalpaz Publication
Chaturbhuj Sahu (2009), Approaches of Tribal Development, Adhyayan Publishers
Katar Singh (2009), Rural Development: Principles, Policies and Management, SAGE Publications
P Anadharajakumar and Well Haorei (2011), MGNREGS, Lam Lambert Publishing
P Singh and TK Mohanty (2010), Panchayati Raj Institution and Rural Development, Neha Publishers
Komal Singha (2010), Rural Development in India: Retrospect and Prospects, Concept Publishing
Meenu Jain (2011), Rural Development Programmes in India, Deep and Deep

