

PUBLIC ADMINISTRATION

(GENERAL)

(For 2002-2003 Admission batch)

FIRST YEAR

There shall be two papers carrying 100marks each of 3 hours duration

PAPER—I (PASS)

PRINCIPLES OF PUBLIC ADMINISTRATION

Unit—I

1. Definition and scope of Public Administration. Methods of its Study.

Unit—II

2. Principles of Organisation Formal and Informal. Hierarchy. Span of Control, Unity of Command. Delegation of Authority Centralisation Versus Decentralisation. Line and Staff.

Unit—III

3. Public Corporation : Objectives and Principles. Management and Control.

Unit—IV

4. Personnel Administration : Recruitment. Training and Promotion. Conditions of Service.

Unit—V

5. Delegated Legislation, Administrative Adjudication.

PAPER—II (PASS)

INDIAN ADMINISTRATION

Unit—I

1. Federalism, Union State Administrative Relations. Inter-state Council.

Unit—II

2. Union Government : President, Council of Ministers. Parliament. Supreme Court.

Unit—III

3. Machinery of Government of India : Departments of Home, Finance and External affairs.

Unit—IV

4. Role of Civil Service : Legislative, Executive and Judicial.

5. Administrative Improvement : Department of Personnel, Public Grievances and Pensions.

Unit—V

6. Commissions in India : The Election Commission, Finance Commission, Planning Commission.

+3 SECOND YEAR

(For 2002-2003 Admission batch)

There shall be two papers carrying 100 Marks of 3 hours duration.

PAPER—3 (PASS)

STATE ADMINISTRATION IN INDIA

Unit—I

1. State Administration : Governor, Council of Ministers, Legislature, High Court. Sub-ordinate Judiciary.

Unit—II

Secretariate Administration : The Orissa Secretariate. Chief Secretary, Department of General Administration, Home and Finance.

Unit—IV

District Administration : Role of Collector in District Administration.

Unit—V

Development Administration : Role of Officials in Development at the State, District and Block Level. Citizens' Participation in Development.

PAPER—IV (PASS)

LOCAL ADMINISTRATION IN INDIA

Unit—I

Local Government : Practice of Local Government in U.K. and U.S.A.

Unit—II

Historical Evolution of Local Government in India : Rural and Urban.

Unit—III

Urban Government in India : Corporation, Municipality and N.A.C. : Structure, Functions, Finance and Working.

Unit—IV

Rural Government in India : Panchayat, Panchayat Samiti and Zilla Parishad
a) Structure, Functions, Finance and Working.

Unit—V

Control over Local Bodies, Problems and Prospects of Local Government.

HONOURS

(For 2002-2003 Admission batch only)

+3 FIRST YEAR

There shall be two papers carrying 100 marks each of 3 hours duration.

PAPER—I

PRINCIPLES OF PUBLIC ADMINISTRATION

Unit—I

Definition and scope of Public Administration. Methods of its study.

Unit—II

Principles of Organisation Formal and Informal. Hierarchy. Span of Control. Unity of command, Delegation of Authority Centralisation Versus Decentralisation, Line and staff.

Unit—III

Public Corporation Objectives and Principles. Management and Control.

Unit—IV

4. *Personnel Administration : Recruitment, Training and Promotion, conditions of service.*

Unit—V

5. Delegated Legislation. Administrative Adjudication.

HONOURS

PAPER—II

INDIAN ADMINISTRATION

Unit—I

1. Federalism. Union State Administrative Relations, Inter-State Council.

Unit—II

2. Union Government : President, Council of Ministers, Parliament, Supreme Court.

Unit—III

3. Machinery of Government of India : Department of Home , Finance and External Affairs

Unit—IV

4. Role of Civil Service, Control of Civil Service : Legislative, Executive and Judicial .

5. Administrative Improvement : Development of Personnel, Public Grievances and Pension.

Unit—V

6. Commissions in India : The Election Commission, Finance Commission, Planning Commission

+3 SECOND YEAR

(For 2002-2003 admission batch only)

HONOURS PAPER—III

FINANCIAL ADMINISTRATION

Unit I

1. Principles and techniques of Financial Administration.
2. *Objectives and Instruments of budgetary and fiscal policy in a planned developing economy.*

Unit—II

3. Procedure of Financial legislation in U. K. , U.S.A. and India, Preparation, Passing and Execution of the Budget; Types of budget, Ways and means of revenue collection.

Unit—III

4. Control of Public Expenditure : Legislative Control, Estimates Committee, Public Accounts Committee, Comptroller and Auditor General of India, Departmental Control.

Unit—IV

5. Financial relations between the Union and the State in India.

Unit—V

6. Finance Commission-Structure, Functions and Recommendations.

HONOURS PAPER—IV

ORGANISATION AND MANAGEMENT ADMINISTRATION IN INDIA

Unit—I

Organisational behaviour : Social and Psychological factors of Organisational behaviour.

Unit—II

Management : Role and Functions.

Unit—III

Process of Management : Leadership, Decision making, Policy Formulation.,

Unit—IV

Process of Management : Motivation, Communication, Co-ordination.

Unit—V

Personnel Management : Functions of Personnel Management. Workers' Participation in Management Structure.

HONOURS PAPER—V

STATE ADMINISTRATION IN INDIA

Unit—I

State Administration : Governor, Council of Ministers, Legislature. High Court. Sub-ordinate Judiciary.

Unit—II

Secretariate Administration : The Orissa Secretariate. Chief Secretary, Department of General Administration. Home and Finance.

Unit—III

Divisional Administration : Revenue Divisional Commissioner, Board of Revenue.

Unit—IV

District Administration : Role of Collector in District Administration. Sub-Collector.

Unit—V

Development Administration : Role of Official in Development at the State, District and Block Level. Citizen Participation in Development.

HONOURS PAPER—VI

LOCAL ADMINISTRATION IN INDIA

Unit—I

Local Government : Necessity, Practice of local Government with reference to U.K. and U.S.A.

Unit—II

Historical Evolution of Local Government in India : Rural and Urban.

Unit—III

Urban Government in India : Corporation, Municipality and N.A.C. : Structure, Functions, Finance and Working.

Unit—IV

4. Rural Government in India : Pancayati Raj, Gram Panchayat, Panchayat Samiti and Zilla Parishad : Structure, Function, Finance and Working.

Unit—V

5. Control over Local bodies, Problems and Prospects of Local Government.

+3 FINAL YEAR

(For 2002-2003 Admission batch only)

PAPER—VII

ADMINISTRATIVE THINKERS

Unit—I

1. Woodrow Wilson 2. Fredrick W. Taylor

Unit—II

3. Henery Fayol 4. Luther Gullick

Unit—III

5. Max Weber 6. Mary Parker Follet

Unit—IV

6. George Elton Mayo 8. Chester I. Bernard

Unit—V

9. Herbert Simon 10. Douglas Mc. Gregor

OR

PAPER—VII

MODERN GOVERNMENT OF DELECTED COUNTER

Unit—I Features of British Constitution : Rule of Law, Conventions. Parliamentary Government : Monarchy, Cabinet, Parliament and Political parties.

Unit—II Features of American Constitution ; Federal System, Ammendment of Americal Constitution. Federal Government : President, Congress, Suprem Court and Political Parties.

Unit—III Features of Chinese Constitution : The National Congress, Chairman of People's Republic of China, The State Council, Political Party.

Unit—IV Features of Swiss Constitution : Federal Council, Federal Assembly, Federal Tribunal. Direct Democracy.

Unit—V Constitution of Canada : Salient features, Federalism, Ammendment Procedure, Execuitive, Lagislative and Judiciary.

PAPER—VIII

DEVELOPMENT ADMINISTRATION

Unit—I

1. Objectives and Dimensions of Development Administration.
2. Civil Service : Conduct and Role.

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Unit—II

3. Control of Civil Services : Executive, Legislative and Judicial.

Unit—III

4. Relationship between Political and Permanent Executive, Generalist Specialist Debate.

Unit—IV

5. Issue of Development, Role of Civil Service in Development.

Unit—V

6. People's participation in development, Relationship between the Civil Service and the people.

Books Recommended :

(PASS)

PAPER—I

1. Public Administration—A. R. Tyagi
2. Theory and Practice of Public Administration—M. P. Sharma
3. Public Administration—Avasthi & Maheswari
4. Introduction to the Study of Public Administration—L. D. White
5. Essential of Public Administration—E. N. Gladden
6. Administration—Lapawsky

PAPER—II

1. Indian Administration—S. R. Maheswari
2. Introduction to the Constitution of India—D. D. Basu
3. Indian Government and Politics—J. C. Johari
4. Gorwala Appleby and ARC Report

PAPER—III

1. State Government in India—S. R. Maheswari
2. Indian Administration—S. R. Maheswari
3. State Administration—Indian Institute of Public Administration
4. District Administration—IIPA Silver Jubilee Series—R. B. Jain Vol. (Ed.) & T. N. Chaturvedi Series (Ed.)
5. Public Administration—Avasthi and Maheswari

PAPER—IV

1. Local Government in India—S. R. Maheswari
2. Local Government in India—V. V. Rao & Niru Hazarika
3. Local Government—S. R. Nigam
4. Municipal Administration in India—A. Avasthi

5. Pattern of Panchayati Raj in India—G. Ram Reddy
6. Panchayati Raj in India—IPA, R. B. Jain Vol. (Ed.) T. N. Chatrubedi Series (d.)
7. Orissa Municipal Acts and Rules.
8. Orissa Gram Panchayat Acts and Rules.
9. Orissa Panchayat Samiti and Zila Parishad Acts and Rules
10. Local Government in India—Muttalib & Akber Ali Khan

**HONOURS
FIRST YEAR
PAPER—I**

Books Recommended :

1. Public Administration—A. R. Tyagi
2. Theory and Practice of Public Administration—M. P. Sharma
3. Public Administration—Avasti and Maheswari
4. Introduction to the study of Public Administration—L.D. White
5. Essential of Public Administration—F. N. Gladden

PAPER—II

1. Indian Administration—S. R. Maheswari
2. Introduction to the Constitution of India—D. D. Basu
3. Indian Govt., and Politics—J. C. Johiri
4. Gorwalla Appleby and ARC Report

SECOND YEAR

PAPER—III

1. Financial Administration in India—N. K. Thawaj
2. Indian Administration—Ashok Chanda
3. Budgetary System in Various Countries—S. L. Shakhdar

PAPER—IV

1. Public Administration—A. R. Tyagi
2. Public Administration—Avasti and Maheswari
3. Organisation and Management—Seckler and Hudson

PAPER—V

1. State Government in India—S. R. Maheswari
2. Indian Administration—S. R. Maheswari
3. State Administration—Indian Institution of Public Administration
4. District Administration—IPA Silver Jubilee Series—R. B. Jain Vol. (Ed.) & T. N. Chatruvedi Series (Ed.)

PAPER—VI

1. Local Government in India—S. R. Maheswari
2. Local Government in India—V. V. Rao & Niru Hazarika
3. Local Government—S. R. Nigam
4. Municipal Administration in India—A. Avasthi

5. Pattern of Panchayati Raj in India—G. Ram Reddy
6. Panchayati Raj in India—IIPA, R.B. Jain Vol. (Ed.) T. N. Chaturvedi Series (Ed.)
7. Orissa Municipal Acts and Rules
8. Orissa Gram Panchayat Acts and Rules
9. Orissa Panchayat Samiti and Zilla Parishad Acts and Rules

FINAL YEAR

PAPER—VII

1. Administrative Thinkers—D. Rabindra Prasad, V. S. Prasad, P. Satyanarayan

PAPER—VIII

1. Public Administration—A. R. Tyagi
2. Changing Aspects of Public Administration in India—Motiwal
3. Administration Politics and Development in India—C. N. Phaleroo
4. Bureaucratic Response to Development—Kuldeep Mathur
5. Rural Development Administration in India—P. R. Dobhasi

DISTRIBUTION OF PAPERS
PUBLIC ADMINISTRATION (PASS)
(For 2003-2004 admission batch and onwards)

First Year :

- Pass A 1 - Elements of Public Administration
Pass A2 - Indian Administration

Second Year

- Pass A3 - Comparative Administrative System of selected countries
(UK, USA, France and China).
Pass A4 - Local Government in India.

PUBLIC ADMINISTRATION (HONOURS)

First Year

- Hons. P1 - Concepts and Theories of Public Administration
Hons. P2 - Indian Administration : Structure and Process.

Second Year

- Hons. P3 - Comparative Administrative System of selected Countries
(UK, USA, France and China).
Hons. P4 - Local Government in India (Urban and Rural)
Hons. P5 - Public Personnel Administration
Hons. P6 - Organisational; Behaviour and Management Process

Third Year

- Hons. P7 - Development Administration
Hons. P8 - Social and Economic Administration.

Unit
Definition a
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Unit—II
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FIRST YEAR

There shall be two papers 100 marks each of 3 hours duration

PASS A-1

ELEMENTS OF PUBLIC ADMINISTRATION

Definition and scope of Public Administration, Methods of its study, Public and Private Administration, New Public Administration.

—II

Organisation : Formal and Informal, Principles of Organisation : Hierachy, Span of Control, Unity of Comand, Delegation, Centralisation and Decentralisation, Line and Staff

—III

Principles of Management, Leadership, Decision-Making, Communication, Coordination, Supervision, Motivatiuon and Morale.

Public Corporation : Objectives and Principles.

—IV

Personnel Administration : Recruitment, Training and Promotion.

Delegated Legislation and Administrative Adjudication.

—V

Financial Administration : Budget, Accounts and Audit.

Control over Administration : Legislative, Administrative and Judicial

sted Readings :

1. Avasti and Maheswari, Public Administration, Laxmi Narayan Agrawal, Agra, 1988
2. Sharma and Sadana, Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1988
3. Mohit Bhattacharya, Public Administration, Calcutta, World Press, (Second Edition, 1991)
4. Bhambri, Public Administration in Theory and Practice, Meerut, Jaiprakash Nath Publications (Ed.) 1992-93
5. B.L. Fadia, Public Administration in India (Administrative)-Theory and Concept). Sahitya Bhavan Publication, 1997.

PASS A-2

INDIAN ADMINISTRATION

Salient Features of Indian Constitution, Preamble of the Constitution.

Federalism. Centre-State Relations (Legislative, Administrative and Financial).

Central Government : President, Council of Ministers, Prime Minister 2. Parliament, Supreme Court

Unit-III

Ministry of Government of India : Home, Finance and External Affairs.

Commissions in India : The Election Commission, Finance Commission, Planning Commission.

Unit-IV

State Government : Governor, Council of Ministers, Chief Minister, State Legislature, High Court

Board of Revenue, Revenue Divisional Commissioner

Unit-V

Secretariat Administration : Chief Secretary, Department of General Administration, Finance, Planning and Coordination.

District Administration : District Collector, Changing Pattern of District Administration.

Selected Readings :

1. Hishiar Singh : Indian Administration
2. B. L. Fadia : Indian Government and Politics
3. J. C. Johari : Indian Government and Politics
4. S. R. Maheswari : Indian Administration
5. Avasti and Avasti : Indian Administration.

SECOND YEAR

There shall be two papers 100 marks each of 3 hours duration

PASS-A-3

COMPARATIVE ADMINISTRATIVE SYSTEM IN SELECTED COUNTRIES

(UK, USA, FRANCE & CHINA)

Unit-I

Salient features of administrative system of UK, USA, France and China.

Unit-II

Executive system in UK, USA, France and China.

Unit-III

Legislative system of UK, USA, France and China.

Unit-IV

Judicial system of UK, USA, France and China.

Unit-V

Civil Service in UK, USA, France and China.

Selected Readings :

1. Ramesh K. Arora : Comparative Public Administration, 1972.
2. Nirmood Rapheli (ed) : Reading in Comparative Public Administration, 1970.
3. J.C. Johari, Comparative Politics.
4. Jean Blondel, An Introduction to Comparative Government.
5. David Easton, A Framework of Political Analysis.

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PASS-A-4

LOCAL GOVERNMENT IN INDIA

Local Government : Necessity and Rationaal of Local Governement, Democratic Decentralisation. Practice of Local Government in U.K. and U.S.A.

Growth of Rural Local Government in India : Balwantrai Mehta Committee, Ashok Mehta Study Team, L.M. Singhvi Committee, G.V.K. Rao committee and 73rd Constitutional Amendment Act. (Growth of Urban Local Government in India : British Period, 74th Constitutional Amendment Act.)

Urban Government in India : Corporation, Municipality and N.A.C, Structure, Functions and Finance : Problems and Prospects of Urban Local Government.

Rural Government in India : Panchayat RAj, Gram Panchayat, Panchayat Samiti and Zilla Parishad : Structurre, Function and Finance. Problems and Prospects of Rural Local Government.

Specialised Development Agencies :

Autonomy of Local Bodies : State Control over Local Bodies.

ected Readings :

1. Biloyini Mohanty, Glimpses of Local Government (Post Amendment Scenario), Gyanjuga Publications, Bhubaneswar, 1999.
2. S.R. Maheswari : Local Government in India, Orient Longman, New Delhi
3. S.N.Mishra, New Horizons in Rural Development ADministration- Mittal Publications, New Delhi, 1989.
4. Bijoyini Mohanty, Municipal System in India-Citizens' Involvement, Ashish Publishing House, New Delhi, 1993.
5. Mutalib and Khan, Theory of Local Administration.

FIRST YEAR

There shall be two papers 100 marks each of 3 hours duration.

HONOURS-P-1

CONCEPTS AND THEORIES OF PUBLIC ADMINISTRATION

Definition and Scope of Public Administration, Methods of its study, Public and Private Administration, New Public Admisstration.

Organisation : Formal and informal, Principles of Organisation : Hierarchy, Span of Control, Unity of Command, Delegation, Centralisation and Decentralisation, Line and Staff.

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Unit-III

Principles of Management : Leadership, Decision making, Communication, Coordination, Supervision, Motivation and Morale, Public Corporation : Objectives and Principles.

Unit-IV

Personnel Administration : Recruitment, Training and Promotion.
Delegated Legislation and Administrative Adjudication.

Unit-V

Financial Administration : Budget, Accounts and Audit. Control over Administration : Legislative, Administrative and Judicial.

Selected Readings :

1. Avasthi and Maheswari : Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
2. Sharma and Sadana : Public Administration in Theory and Practice, Kitab Mahal, Allahbad, 1990.
3. Mohit Bhattacharya : Public Administration, Calcutta, World Press. (Second Edition, 1991.)
4. Bhambri : Public Administration in Theory and Practice. Meerut, Jaiprakash Nath Publications (Ed), 1992-93.
5. Hoshiar Singh and Mohinder Singh : Public Administration in India : Theory and Practice, Sterling Publishers, New Delhi, Reprint, 1990.

HONOURS-P-2

INDIAN ADMINISTRATION : STRUCTURE AND PROCESS

Unit-I

Salient Features of Indian Constitution, Preamble of the Constitution, Federalism : Centre-State Relations (Legislative, Administrative and Financial.)

Unit-II

Central Government : President, Council of Ministers, Prime Minister, Parliament, Supreme Court

Unit-III

Ministry of Government of India : Home, Finance and External Affairs, Commission in India : Election Commission, Finance Commission, Planning Commission.

Unit-IV

State Government : Governor, Council of Ministers, Chief Minister, State Legislature, High Court, Board of Revenue, Revenue Divisional Commissioner.

Unit-V

Secretariate Administration : Chief Secretary, Department of General Administration, Finance, Planning and Coordination.

District Administration : District Collector, Changing Pattern of District Administration.

Selected Readings :

1. Hoshiar Singh, Indian Administration.
2. B.L. Fadia, Indian Government and Politics.
3. J.C. Johari, Indian Government and Politics.
4. S.R. Maheswari, Indian Administration.
5. Avasthi and Avasti, Indian Administration.

SECOND YEAR

There shall be four papers 100 marks each of 3 hours duration.

HONOURS-P-3

COMPARATIVE ADMINISTRATION SYSTEM IN SELECTED COUNTRIES

(U.K., USA, FRANCE AND CHINA)

Unit-I

Salient features of administrative system of UK, USA, France and China.

Unit-II

Executive system in UK, USA, France and China.

Unit-III

Legislative system of UK, USA, France and China.

Unit-IV

Judicial System of UK, USA, France and China.

Unit-V

Civil Services in UK, USA, France and China.

Selected Readings :

1. Ramesh K. Arora : Comparative Public Administration, 1972.
2. Nirmood Raphell (ed) Reading in Comparative Public Administration, 1970.
3. J.C. Johari, Comparative Politics.
4. Jean Blondel , An Introduction to Comparative Government.
5. David Easton : A Framework of Political Analysis.

HONOURS-P-4

LOCAL GOVERNMENT IN INDIA (URBAN AND RURAL)

Unit-I

Local Government : Necessity and Rational of Local Government, Democratic Decentralisation. Practice of Local Government in UK, and USA.

Unit-II

Growth of Rural Local Government in India : Balwantlal Mehta Committee, Ashol Mehta study Team L.M. Singh Committee, G.V.k.Rao Committee and 73rd Constitutional Ammendant Act
Growth of Urban Local Government in India : British Period, 74th Constitutional Amendment Act

Unit-III

Urban Government in India : Corporation, Municipality and N.A.C : Structure, Functions and Finance
Problems and Prospects of Urban Local Government.

Unit-IV

Rural Government in India : Panchayati Raj, Gram Panchayat, Panchayat Samiti and Zilla Parishad
: Structure, Function and Finance. Problems and Prospects of Rural local Government.

Unit-V

Specialised Development Agencies : Authority of Local Bodies : Sstate control over Local Bodies

Selected Readings :

1. Bijoyini Mohanty, Glimpses of Local Government (Post Amendment Scenario) Gyanjuga Publications, Bhubaneswar.
2. S.R.Maheswari : Local Government in India, Orient Longman, New Delhi.
3. S.N.Mishra, New Horizons in Rural Development Administration - Mittal Publishing House, New Delhi, 1990.
4. Biloyini Mohanty, Municipal System in India- Citizen's Involvement, Ashish Publishing House, New Delhi, 1993.
5. Mutalib and Khan, Theory of Local Administration.

HONOURS-P-5

PUBLIC PERSONNEL ADMINISTRATION

- Unit-I Nature of Personnel Administration, Scope of Personnel Administration.
- Unit-II Meaning and Nature of Civil Service, Types of Bureaucracy, Neutrality and Anonymity.
- Unit-III Classification : Position Classification and Rank classification, Recruitment Methods of Recruitment.
- Unit-IV Training : Objectives, Types, Techniques, Training Agencies in India Promotion : Meaning, Principles, Promotion in India.
- Unit-V Service Conditions, Rights of Civil Servants, Disciplinary Action.

Selected Readings :

1. B.B.Mishra : Government and Bureaucracy in India 1947-76.
2. C.P.Bhamibhari : Bureaucracy and Politics in India.
3. O.P.Dwivedi and R.B. Jain : India's Administrative State.
4. M.A. Mutalib, Union Public Service Commission.
5. V.M. Sinha, Personnel Administration : Concepts and Comparative Perspective.

HONOURS-P-6

ORGANISATIONAL BEHAVIOUR AND MANAGEMENT PROCESS

- Unit-I Concept of Organisational Behaviour, Organisation Structure and Design, Behaviour within Organisation ; Individual Behaviour, Group Behaviour.
- Unit-II Management : Definition, Nature and Purpose. Functions of Management, Management Science or Art ?
- Unit-III Theories of Organisation : Classical Theory (Fayol), Scientific Management Theory (Taylor), Human Relations Theory (Mayo), Bureaucratic Theory (Weber).
- Unit-IV Trade Unionism, Workers Participation in Management, Conflict Management, Total Quality Management.
- Unit-V Management in the Future : Change Management. Future Challenges to Management.

Selected Readings :

1. Kootz and Weihrich : Essentials of Management, Mc.Graw Hill International Edition.
2. Rao and Narayan : Principles and Practice of Management.
3. P.C.Tripathy : Personnel Management in Industrial Management, S.Chand and Sons.
4. L.M.Prasad : Organisational Theory and Behaviour, Mc.Millan, India.
5. C.B.Gupta : Business Organisation and Management, S.Chand and Sons.

THIRD YEAR

There shall be two papers 100 marks each of 3 hours duration.

HONOURS-P-7

DEVELOPMENT ADMINISTRATION

Unit-I

Definition, Nature of Scope of Development Administration, Rise of Development Administration, Development Vs. Traditional Administration.

Unit-II

Development Administration and Administrative Development, Approaches to Development Administration.

Unit-III

Development and Bureaucracy, People's Participation in Development Administration.

Unit-IV

Planning Process and Development in India. Machinery of Development- Planning at the Centre level, Machinery of Development at the State level, Machinery of Development at the Local level.

Unit-V

International Aid and Technical Assistance Programms- IMF,IBRD,WTO.

Selected Readings :

1. S.K.Sharma : Development Administration in India : Theory and Practice.
2. Fredrich W.Riggs (Ed), Frontiers of Administration.
3. R,K. Arora, People's Participation in Development Administration.
4. Mohit Bhattacharya : Bureaucracy and Development Administration.
5. Joseph La Palombra : Theory and Practice in Development Administration-Observation on the Role of Civilian Bureaucracy, American Society of Public Administration.

HONOURS-P-8

SOCIAL AND ECONOMIC ADMINISTRATION

Unit-I

Meaning, Nature and Scope of Social Welfare and Social Justice.

Unit-II

Welfare Administration : Administrative Set Up and Institutional Arrangements for the SCs, STs and the Backward classes.

Unit-III

Women Empowerment, Women Welfare Programmes.

Unit-IV

Industrial Policy Resolutions and Growth of Public Sector in India, Public Sector : Features and Management of Public Sectors.

Unit-V

New Economic Policy : Liberalisation, Privatisation, Globalisation.

Selected Readings :

1. Hoshair Singh : Indian Administration, Kitab Mahal.
2. Mohapatra, P. and Mohanty B.: Elite Women of India, IPH Publishing Corporation, 2002.
3. Bijoyini Mohanty, Tribals of Koraput : Native Politics, Modernisation and Percolation of Development, 1994.
4. Bidya Bhusan & Sachdev : An Introduction to Sociology, Kitab Mahal.
5. S.K.Ghosh, Protection of Minorities and Scheduled Caste, Ashish Publishing House.