

(A) Minor Courses to be offered by the Department for students of other Departments of Social Science

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	I	MIC-1	Introduction to Public Administration	3	100
2.	II	MIC-2	Union Administration	3	100
3.	III	MIC-3	State Administration	3	100
4.	IV	MIC-4	Local Self Government	3	100
5.	V	MIC-5	Social Welfare Administration	3	100
6.	V	MIC-6	Development Administration	3	100
7.	VI	MIC-7	Personnel Administration	3	100
8.	VI	MIC-8	Administrative Law	3	100
9.	VII	MIC-9	Financial Administration	4	100
10.	VIII	MIC-10	Modern Administrative System	4	100

Sub Total = 32

**Note:** The Department may reduce the syllabus of the Minor Courses as per the credit distribution. The Department concerned may also decide practical courses.

## SEMESTER-I

PAPER	:	MIC-1	Full Marks : 100
TITLE OF THE PAPER	:	Introduction to Public Administration	ESE : 70
CREDIT	:	3	CIA : 30

### Course Objectives

1. To inculcate ethos of Administrative Behaviour.
2. To build capacity of Students in formulating conceptual Constructs of Public Administration.
3. To deliver among students, quality of decision making, communication and leadership.
4. To make student an awakened citizenry.

### Course Outcomes

1. Students learn to become good managers.
2. Students learn to share social responsibility and civic engagement.
3. Students understand government policies with direct impact on citizens' well being.
4. Students hold administrative positions with efficacy and deliver significant result.

### **MIC 1: Introduction to Public Administration**

<b>MIC 1: Introduction to Public Administration</b>		
Unit	Topics to be covered	No. of Lectures
1	Meaning, Nature, Scope and Significance of Public Administration Public and Private Administration	12
2	Relations with other Social Sciences- History, Sociology, Economics, Political Science and Psychology. Evolution of Public Administration.	10
3	Control over Administration a. Legislative b. Executive c. Judicial	08
	<b>Tutorial</b>	10
	<b>TOTAL</b>	40

Suggested Readings –

1. Avasthi and Maheswari – *Public Administration* – Lakshmi Narayan Agrawal , Publisher, Agra 2018 (E+H).
2. B.L. Fadia, *Public Administration*, Sahitya Bhawan Publisher, Agra, 2004 (E+H).
3. C.P Bhambhri, *Public Administration, Theory and Practice*, Jai Prakash Nath Publisher, Meerut, 1991
4. Ramesh K. Arora, *Administrative Theory*, I.I.P.A Publisher, New Delhi.
5. एम. पी. शर्मा एवं बी. एल. सदाना, *लोक प्रशासन सिद्धांत एवं व्यवहार*, किताब महल, दिल्ली, 1991

Additional Readings –

1. Vishnu Bhagwan and Vidya Bhushan, *Theory of Public Administration*, S.Chand and Company, New Delhi, 1991
2. Ramesh K. Arora, *Perspective in Administrative Theory*, Associate Publisher, New Delhi, 1979
3. Manjari Damle and Kamlesh Kumar Gupta, *Contemporary Public Administration* (in Hindi), K.K. Publisher, New Delhi, 2021
4. Dennart and Dennart, *Public Administration* , Rawat Publisher, Jaipur, 2009
5. Feli A. Nagare, *Modern Public Administration*, New Delhi, 1977

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