

(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-II

PAPER	:	MIC-2	Full Marks : 100
TITLE OF THE PAPER	:	Union Administration	ESE : 70
CREDIT	:	3	CIA : 30

### Course Objectives

1. To Learn basic principles and approaches to the understanding of Indian Administration.
2. To make students aware of federal Parliamentary Democracy operating in India.
3. To enable Students become conscious of their fundamental rights along with their duties.
4. To make students responsible citizen.

### Course Outcomes

1. Students will ensure equal rights to everyone.
2. Students will judiciously select their leader, without any bias or predilection..
3. Students will respect norms of sovereignty and integrity of Nation and will pursue its goal, through political and administrative behavior.
4. They will follow the concept of Integrated Judiciary with Parliamentary Sovereignty, functioning in India .

<b>MIC 2: Union Administration</b>		
<b>Unit</b>	<b>Topics to be covered</b>	<b>No. of Lectures</b>
1	Growth of the discipline of Public Administration in India. Role of Administration in Indian Democracy.	08
2	a. Preamble b. Fundamental Rights c. Fundamental Duties and d. Directive Principles	10
3	a. President b. Prime Minister c. Council of Ministers d. Cabinet Secretariat and e. Prime Minister's Office (P.M.O.)	12
	<b>Tutorial</b>	10
	<b>TOTAL</b>	40

*Chugh*

*Print*

*Sharma, Key*

Suggested Readings-

1. S. R. Maheshwari, *Indian Administration*, Orient Longman, New Delhi, 1947
2. Awasthi and Maheshwari, *Indian Administration*, Laxmi Narayan Agrawal, Agra, 1995, (E+H)
3. Hoshiar Singh, *Public Administration in India*, Sterling Publisher, New Delhi, 1990
4. हरिश्चन्द्र शर्मा एवं रमेश दूबे, *भारत में लोक प्रशासन*, कॉलेज बुक डिपो, जयपुर 1990
5. बी. एल फडीया, *भारत में लोक प्रशासन*, साहित्य भवन, आगरा, 2009

Additional Readings-

1. Hoshigar Singh and Pankaj Singh, *Indian Administration*, Pearson Publisher, New Delhi-2013
2. Kamlesh Gupta, *District Administration in India*, K. K. Publication, New Delhi, 2014
3. एम, लक्ष्मीकान्त, *भारतीय राज्य व्यवस्था*, टी. एच. एम. प्रकाशन, नई दिल्ली, 2021
4. अवस्थी एवं अवस्थी, *भारतीय प्रशासन*, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा, 2020
5. सुरेन्द्र कटारीया, *भारत में लोक प्रशासन*, आर. बी. एस. ए. प्रकाशन, जयपुर, 2021

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