



**JSS COLLEGE FOR WOMEN (AUTONOMOUS)**

**SARASWATHIPURAM, MYSURU-09**

**DEPARTMENT  
OF  
PUBLIC ADMINISTRATION**



**UG CBCS SYLLABUS: 2018-2019**

**JSS COLLEGE FOR WOMEN (AUTONOMOUS) MYSURU-09**  
**SCHEME OF EXAMINATION OF PUBLIC ADMINISTRATION**

Title of the paper		Instructions per week/Hrs	Duration of exam/hrs	Marks in Examination			Total
				Theory	Projects	IA	
<b>I Semester</b>							
Paper I DSC-1A	<b>Principles of Public Administration</b>	6 hours	3 hours	70	-	30	100
<b>II Semester</b>							
Paper 2 DSC-1B	<b>Administrative Theory</b>	6 hours	3 hours	70	--	30	100
<b>III Semester</b>							
Paper 3 DSC-1C	<b>Public Personnel Administration</b>	6 hours	3 hours	70	-	30	100
<b>IV Semester</b>							
Paper 4	<b>Indian Administration</b>	6 Hours	3 Hours	70	-	30	100
<b>V Semester</b>							
Paper 5 DSE-1A	<b>Good Governance and E-Governance (OR)</b>	6 hours	3 hours	70	-	30	100
Paper 6 DSE-1B	<b>Administration of Local Government in India</b>	6 hours	3 hours	70	-	30	100
<b>VI Semester</b>							
Paper 7 DSE-2A	<b>Financial Administration (OR)</b>	6 hours	3 hours	70	-	30	100
Paper 8 DSE-2B	<b>Social Welfare Administration</b>	6 hours	3 hours	70	-	30	100
V Sem (GE)	<b>Public Policy and Analysis</b>	2 hours	1 ½ hour	35	-	15	50
VI Sem (GE)	<b>Women and Administration</b>	2 hours	1 ½ hour	35	-	15	50

## **DEPARTMENT OF PUBLIC ADMINISTRATION**

<b>SEM</b>	<b>PAPER</b>	<b>TITLE OF THE PAPER</b>	<b>TEACHING HOURS PER WEEK</b>
<b>I SEM</b>	<b>01</b>	<b>INTRODUCTION TO PUBLIC ADMINISTRATION</b>	<b>6 HOURS</b>
<b>II SEM</b>	<b>02</b>	<b>ADMINISTRATIVE THEORY</b>	<b>6 HOURS</b>
<b>III SEM</b>	<b>03</b>	<b>PUBLIC PERSONNEL ADMINISTRATION</b>	<b>6 HOURS</b>
<b>IV SEM</b>	<b>04</b>	<b>INDIAN ADMINISTRATION</b>	<b>6 HOURS</b>
<b>V SEM</b>	<b>05</b>	<b>GOOD GOVERNANCE AND E- GOVERNANCE (OR)</b>	<b>6 HOURS</b>
<b>Elective</b>	<b>06</b>	<b>ADMINISTRATION OF LOCAL GOVERNMENT IN INDIA</b>	<b>6 HOURS</b>
<b>VI SEM</b>	<b>07</b>	<b>FINANCIAL ADMINISTRATION (OR)</b>	<b>6 HOURS</b>
<b>Elective</b>	<b>08</b>	<b>SOCIAL WELFARE ADMINISTRATION</b>	<b>6 HOURS</b>
<b>V SEM (GE)</b>	<b>09</b>	<b>PUBLIC POLICY AND ANALYSIS</b>	<b>2HOURS</b>
<b>VI SEM (GE)</b>	<b>10</b>	<b>WOMEN AND ADMINISTRATION</b>	<b>2 HOURS</b>

**BA PUBLIC ADMINISTRATION**  
**I Semester**  
**Core Course DSC- 1A**  
**PRINCIPLES OF PUBLIC ADMINISTRATION**

**MAX MARKS: 100**

**L: T: P- 5:1:0**

<b>Course Code</b>	<b>P A -I</b>	
<b>Credits</b>	<b>L(Lecture)(05Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 70 Marks</b>	<b>CCA-30(10+10+5+5)</b>	<b>Total -100</b>

**Learning Outcome**

- **Throw light on the importance of Public administration in the global scenario.**
- **Student can concentrate on civil service examination**
- **Enlighten the Students on role of Human resource to gear up Administrative machinery**
- **Students can easily understand the challenges and learn to combat the issues and Challenges**

**UNIT 1. INTRODUCTION TO PUBLIC ADMINISTRATION**

- A) Public administration-Meaning, Nature and Significance.
- B) Growth of Public Administration
- C) Public and Private Administration

**UNIT 2.ORGANISATION**

- A) Organization-Meaning and Importance
- B) Principles of Organization
- C) Types of Organization – Departments ,Corporation and Independent Regulatory Commissions

**UNIT 3.MANAGEMENT**

- A) Management-Meaning, Nature, Importance and Functions
- B) Relationship between Management and Administration
- C) Role of Human Resources Development in Management

**UNIT 4. CHIEF EXECUTIVE**

- A) Forms of Chief Executive
- B) Role and Functions of Chief Executive
- C) Reasons for ascendancy of Executive Power

**UNIT 5. NEW DEVELOPMENTS**

- A) New Public Administration
- B) New Public Management
- C) Globalization –impact of Globalization on Public Administration

### **ESSENTIAL READINGS**

- A) Awasthi and Maheshwari – Public administration**
- B) RukmiBasu, - Public Administration**
- C) Henry, N. – Public Administration and Public Affairs.**
- D) Simon, H. – Administrative Behavior: A study of decision making process in Administrative Organization.**
- D) M. and Chakrabarthy, B. – Introduction to Public Administration: Theory and Practice.Organisation.**

### **SUGESTED REFERENCE**

- A)Awasti and Awasti –Public Administration**
- B) A. R. Tyagi –Principles of Public Administration**
- C) M. P. Sharma – Theory and Practice of Public Administration**
- D) Mohith Bhattacharya – Public Administration**
- E) Laxmikanth – Public Administration**

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**B A PUBLIC ADMINISTRATION**  
**II Semester**  
**Core Course DSC-1B**

**THEORIES OF ADMINISTRATION**

**MAX MARKS: 100**

**L: T: P- 5:1:0**

<b>Course Code</b>	<b>P A -II</b>	
<b>Credits</b>	<b>L(Lecture)(05Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 70 Marks</b>	<b>CCA-30(10+10+5+5)</b>	<b>Total -100</b>

**Learning Outcome**

- **Learner can understanding the contribution of administrative thinkers in proper way**
- **Contribution of F.W Taylor facilitates the learners to Know about scientific approach in the promotion of administrative mercenary**
- **Learners would nessasearly make a distinction between theory and practice**
- **Students can Review the contribution and act according to the changing needs**

**UNIT1. ADMINISTRATIVE THEORIES**

- A) Administrative theories -Meaning and Importance
- B) Kautilya –Arthashastra, the Principles of Public Administration, Machinery of Government, Personnel and Financial Administration and Sapthanga Theory.
- C) Woodrow Wilson Contribution to the Public Administration.

**UNIT 2 CLASSICAL THEORY OF ADMINISTRATION**

- A) Henry Fayol
- B) Luther Gullick
- C)Urwick

**UNIT 3. SCIENTIFIC MANAGEMENT THEORY**

- A) Growth of Scientific Management movement
- B) F.W Taylor –Contribution to Scientific Management
- C) Criticism of Scientific Management theory

**UNIT 4.HUMAN RELATION THEORY**

- A) Elton Mayo –Human Relation Theory
- B) Behavioral and Decision making Approach
- C) System and Contingency theory

**UNIT 5.BUREACRACTIC THEORY**

- A) Max Weber theory of Bureaucracy
- B)Karl Marx on Bureaucracy
- C) Robert Michel’s and Mary Parker’s views on Bureaucracy

### **ESSENTIAL READINGS**

- A) M. and Chakrabarthy, B. – Introduction to Public Administration: Theory and Practice.Organisation.**
- B) R. Ravindra Prasad, V. S . Prasad –Administrative Thinkers**
- C) M. Laxmikanth – Public Administration**
- D) Ramesh Hooja –Administrative Throry**
- E) M. Sharma –Public Administration**

### **SUGESTED REFERENCE**

- A) E. Vayunandan and PradeeoSahni – Administrative theory**
- B) S. P .Naidu –Public administration:Concepts and Theories**
- C)Neeraj Publication – Administrative Theory**
- D) Nicholos Henry – Public Administration and Public Affairs**
- E) R. K. Sapru – Administrative theories and Management Thought**

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**B A PUBLIC ADMINISTRATION**  
**III Semester**  
**Core Course DSC -1C**  
**PUBLIC PERSONNEL ADMINISTRATION**

**MAX MARKS: 100**

**L: T: P- 5:1:0**

<b>Course Code</b>	<b>P A -III</b>	
<b>Credits</b>	<b>L(Lecture)(05Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 70 Marks</b>	<b>CCA-30(10+10+5+5)</b>	<b>Total -100</b>

**Learning Outcome**

- **Learners can easily opt for civil service Examination**
- **Student will Understand the administrative structure and hierarchy in the administration**
- **Student can concentrate on role of trade union/Pressure groups and interest groups**
- **They can enlightened on role of Personnel administration in the era of globalization**

**UNIT1. INTRODUCTION**

- A) Meaning, Scope, Role and Importance
- B) Development of Public Personnel Administration
- C) Civil Service –Meaning, Features and Functions

**UNIT 2STRUCTURE AND PERSONNEL**

- A) Classification and Structure of Public Personnel Administration
- B) Recruitment- Methods, Types
- C) Training –Nature, Importance and Types
- D) Promotion- Principles, Importance, Merits and Demerits

**UNIT 3.PERSONNEL MANAGEMENT**

- A) Salary and Service Conditions-Principles of Pay fixation , Types and Conduct Rules
- B) Discipline –Measures and Forms
- C) Retirement – Types, Need ,and benefits

**UNIT 4.ADMINISTRATIVE ETHICS**

- A) Morale- Importance and Factors promoting Morale
- B) Professional ethics in Civil Service
- C) Redressal of Employees Grievances- Machinery and Procedures

**UNIT 5.**

- A) Rights and Duties of Employees
- B) Employees Union
- C) Accountability and Responsibilities of employees in administration

### **ESSENTIAL READINGS**

- A) Henry, N. – Public Administration and Public Affairs.**
- B) Simon, H. – Administrative Behavior: A study of decision making process in Administrative Organization.**
- C) M. AndChakrabarthy, B. – Introduction to Public Administration: Theory and Practice.Organisation**
- D) A. R. Thagi – Public Administration: Principles and Practices**
- E) R. Hans Raj –Principles of Public Administration**

### **SUGESTED REFERENCE**

- A)Awasti and Awasti –Public Administration**
- B) A. R. Tyagi –Principles of Public Administration**
- C) C. P. Bhambari – Public Administration.**
- D) Mohith Bhattacharya – Public Administration**
- E) Ozisthas –Public Persinnel Administration.**

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**B A PUBLIC ADMINISTRATION**  
**IV Semester**  
**Core Course DSC -1D**

**INDIAN ADMINISTRATION**

**MAX MARKS: 100**

**L: T: P- 5:1:0**

<b>Course Code</b>	<b>P A -IV</b>	
<b>Credits</b>	<b>L(Lecture)(05Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 70 Marks</b>	<b>CCA-30(10+10+5+5)</b>	<b>Total -100</b>

**Learning Outcome**

- **Civil service aspirants can prefer Indian administration as Optional Paper**
- **Knowledge of Constitutional and Non Constitutional bodies facilitate to strengthen the administration**
- **Students can understand the Composition and function of UPSC and SPSC**
- **The proposed study helps to bridge the gap between Politicians and Bureaucratic.**

**UNIT1. EVOLUTION OF INDIAN ADMINISTRATIVE SYSTEM**

- A) Evolution of Indian Administration –Pre and Post Independent Era**
- B) Nature and Features of Indian Administration**
- C) Administrative Reforms**

**UNIT 2 CIVIL SERVICE IN INDIA -1**

- A) Features and Importance of Civil Service in Indian**
- B) Types of Services – All India , Center and State**
- C) Constitutional provision related to Civil Service**

**UNIT 3.CIVIL SERVICE IN INDIA -2**

- A) Recruiting agencies – U P S C and S P S C –Structure , Functions and Role**
- B) Training – Types and Institutions of Training In India**
- C) Problems and issues in Indian Administration – Generalist v/s Specialist , Ministers v/s civil Servants , Committed and Civil Service Neutrality**

**UNIT 4.CONSTITUTIONAL / NON CONSTITUTIONAL AUTHORITIES**

- A) Finance Commission – Organization, Powers and functions**
- B) Election Commission - Organization, Powers and functions**
- C) NITI Aayoga – Organization, Powers and functions**

**UNIT 5.CONTROL OVER ADMINISTRATION**

- A) Legislative Control over Administration**
- B) Executive Control over Administration**
- C) Judicial and Popular control over Administration**

### **ESSENTIAL READINGS**

- A) Abbas, H, Kumar, and Alam, M. A. – Indian Government and Politics**
- B) Prof. Fadia, Dr. Fadia –Indian Administration**
- C) Chakravarthy, B. and Pandey. –Indian Government and Politics**
- D) Vanaik, A. and Bhargava. R. –Understanding Contemporary India:Critical Perspectives.**
- E) Ramesh, K.Arora –Indian Public Administration Institutions and Issues**
- F) Siuli Sarkar –Public Administration in India**

### **SUGESTED REFERENCE**

- A)M. V .Pylee – Indian Constitution.**
- B) Laxmikanth – Indian Polity**
- C)Dr. VidyaBhushan – Indian Administrative System**
- D)M. P. Sharma – Indian Political System**
- E)Chaturvedi – Indian Administration**

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**B A PUBLIC ADMINISTRATION**  
**V Semester**  
**Discipline specific Elective course-1A**

**GOOD GOVERNANCE AND E GOVERNANCE**

**MAX MARKS: 100**

**L: T: P- 5:1:0**

<b>Course Code</b>	<b>P A -V</b>	
<b>Credits</b>	<b>L(Lecture)(05Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 70 Marks</b>	<b>CCA-30(10+10+5+5)</b>	<b>Total -100</b>

**Learning Outcome**

- **Learners can understand about Good governance and E governance is indispensable to ensure speedy delivery of Service.**
- **Students can easily access the information and interact with the Government and they can take part in the decision making process**
- **Throw proper review and analysis students can make use of the projects for the speedy service**
- **Learners can make use of the available devices and they can easily access the projects**

**UNIT1. GOOD GOVERNANCE**

- A) Good Governance – Meaning, Nature and Significance
- B) Government and Governance
- C) Feature of Good Governance

**UNIT 2 NEW PUBLIC MANAGEMENT**

- A) State v/s Market debates
- B) Public Choice approach
- C) Neo Taylorism and Second Mino brook Conference

**UNIT 3.METHODES OF GOOD GOVERNANCE**

- A) Openness and Transparency ( R T I )
- B) Citizen Charter
- C) Social audit – SAKALA, GRAMA SABHA, EARD SABHA , JAN SUNVAI

**UNIT 4.E- GOVERNANCE INITIATEVES IN INDIA**

- A) Role of Ministry of Information Technology
- B) Projects –Major E-Governance projects
- C) E-Governance under Federal system

**UNIT 5.EMERGING TRENDS**

- A) Role ofPublic and Private Partnership
- B) Role of Civil society in Good Governance
- C) Measures to combat the Challenges of Good Governance

### **ESSENTIAL READINGS**

- A) Mattias Finger, Fouzia Nasreen Sultan – Introduction E Governance ,a Global Gerney
  - B) C, S. R. Prabhu – E-Governance Concepts and case Studies
  - C) P. K. Suri – Strategic Planning and Implementation of E-Governance
  - D) Ramprasad – Authentic Governance
  - E) Chen, H, Brandt – Digital Government
- Muhammad Muinulislam – From Government to E-Governance: Public administration in the Digital Age

### **SUGESTED REFERENCE**

- A) R. P. Sinha – E- Governance in India
- B) R. K. .Sapru – Good Governance through E-Governance
- C) M. Lakshmikanth – Governance in India
- D) P. Pannervel – E – Governance: A change Management Tool
- E) S. L. Goel – Advanced Public Administration

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**B A PUBLIC ADMINISTRATION**  
**V Semester**  
**Discipline specific Elective course-1B (Elective)**

**ADMINISTRATION OF LOCAL GOVERNMENT IN INDIA**

**MAX MARKS: 100**

**L: T: P- 5:1:0**

<b>Course Code</b>	<b>P A –V(Elective)</b>	
<b>Credits</b>	<b>L(Lecture)(05Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 70 Marks</b>	<b>CCA-30(10+10+5+5)</b>	<b>Total -100</b>

**Learning Outcome**

- **Students can Understand the difference between Centralization and Decentralization of Administration**
- **Knowledge of 73<sup>rd</sup> and 74<sup>th</sup> amendment acts envisages on Reservation in the Local self-Government**
- **It throw light on Composition and functions of local bodies**
- **Students can understand how the local bodies mobilize the Resources**

**UNIT1. INTRODUCTION**

- A) Meaning, Features and Importance of Local government
- B) Evolution of Local Government in Post Independent Era
- C) Recommendation of Balavanth Rai Mehtha and Ashoka Mehtha Committee

**UNIT 2. PANCHAYATHI RAJ IN INDIA**

- A) Features of 73<sup>rd</sup> amendment and its impact
- B) Features of 74<sup>th</sup> amendment and its impact
- C) Issue and problems of Panchayath Raj institutions in India

**UNIT 3. RURAL LOCAL GOVERNMENT**

- A) Zilla Panchayath -Composition, Powers and Functions
- B) Taluk Panchayath -Composition, Powers and Functions
- C) Grama Panchayath -Composition, Powers and Functions

**UNIT 4.URBAN LOCAL GOVERNMENT**

- A) City Corporation -Composition, Powers and Functions
- B) Municipal Corporation -Composition, Powers and Functions
- C) Town Municipality -Composition, Powers and Functions

**UNIT 5.CONTROL OVER LOCAL GOVERNMENT**

- A) Legislative Control
- B) Administrative
- C) Financial Control

### **ESSENTIAL READINGS**

- A) Pradeep Sachdeva – Local Government in India**
- B) NirajaGopalJayal, Amith Prakash ,Pradeep K. Sharma –Local Governance in India**
- C) Dr. S. R. Myneni – Local Self Government**
- D) N. P. Sharma –Local Self Government in India**
- E) AvasthiMaheshwari – Public Administration**
- F) MunshiramManoharlal –Local Self Government in India**

### **SUGESTED REFERENCE**

- A) B. S. Bhargav – Panchyath Raj system and Political Parties**
- B) G. Rama Reddy – Patterns of Panchyath in India**
- C) Venkat Rao – Local self-Government in India**
- D) U. B .Singh - Principles of South India Government**
- E) Dr. U .Umapathy – A History of Local Self Government in Rural Karnataka**

**B A PUBLIC ADMINISTRATION**  
**VI Semester**  
**Discipline specific Elective course-2A**

**FINANCIAL ADMINISTRATION**

**MAX MARKS: 100**

**L: T: P- 5:1:0**

<b>Course Code</b>	<b>P A -VI</b>	
<b>Credits</b>	<b>L(Lecture)(05Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 70 Marks</b>	<b>CCA-30(10+10+5+5)</b>	<b>Total -100</b>

**Learning Outcome**

- **Students can understand the importance of finance in the administration**
- **Students can get the Knowledge about the Budgetary process in India**
- **Learners can be enlighten on structure and function of various Committees in Parliament**
- **It envisages on the economic factors and learners can get the knowledge of C A G and Public debt**

**UNIT1. INTRODUCTION**

- A) Meaning, Scope and Importance
- B) Ecology of Financial Administration
- C) Maximum Social Advantage and Welfarism

**UNIT 2 BUDGET**

- A) Meaning ,Nature, importance and Types of Budget
- B) Principles of Sound Budget
- C) Budgetary Process – (a) Preparation (b) Enactment (c )Execution

**UNIT 3. FINANCIAL INSTITUTIONS**

- A) Ministry of Finance-Composition, powers and functions
- B) Finance Commission-Composition, powers and functions
- C) Enforcement Directories and Center- State Financial Relations

**UNIT 4. E- PARLIMENTRY INSTRUMENTS**

- A) Vote on Account, Vote on Credits, Supplementary grants, additional grants and Excess grants.
- B) Parliamentary Committees – a) Public Account Committee , b)Estimate Committee on Public Undertaking – Structure and Functions

**UNIT 5.CONTRIAL OVER FINANCIAL ADMINISTRATION**

- A) C A G – Appointment, Powers and Functions
- B) Deficit Financing- Purpose, effects and limits of deficit financing
- C) Public Dept-Causes, Public and Private dept,Classification ,effects

**ESSENTIAL READINGS**

- A) Raymond A. K. Cox and R.Gane Stout –Financial Administration and Control**
- B) Bharath V. Patak – Indian Financial System**
- C) Subhash Chandra Das – The Financial System In India**

**SUGESTED REFERENCE**

- A)Sanjeev Kumar – Financial Administration in India**
- B)V. D. Mahajan - Financial Administration in India**
- C)P C TripathiPrinciplse of Management**

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**B A PUBLIC ADMINISTRATION**  
**VI Semester**  
**Discipline specific Elective course-2B (Elective)**

**SOCIAL WELFARE ADMINISTRATION**

**MAX MARKS: 100**

**L: T: P- 5:1:0**

<b>Course Code</b>	<b>P A –VI(Elective)</b>	
<b>Credits</b>	<b>L(Lecture)(05Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 70 Marks</b>	<b>CCA-30(10+10+5+5)</b>	<b>Total -100</b>

**Learning Outcome**

- **Create awareness on Social welfare programmes**
- **Students can react against violation**
- **Throw extensional activity they can understand the role of destitute homes NGO'S, and other Organization**
- **It thrown light on the Acts enacted by the Parliament for the promotion of social justice**

**UNIT1. INTRODUCTION**

- A) Meaning, Scope and Significance of Social Welfare Administration
- B) Difference between Welfare State and Liberal State
- C) Different between Social Security and Social Welfare

**UNIT 2. SOCIAL WELFARE PROGRAMMES**

- A) Constitutional Provision related to Social Welfare Administration
- B) Social Welfare Programmes in India
- C) Welfare Programmes for Weaker section – Women, Children ,Physically challenged, S C, S T

**UNIT 3. COMMISSIONS**

- A) National Commission for Children
- B) National Commission for S C, and S T.
- C) National Commission for O B C and Minorities

**UNIT 4. INSTITUTIONS OF SOCIAL EMPOWERMENT**

- A) Ministry of Social Justice And Empowerment -Organization and Functions
- B) Directorate of Social Justice and Empowerment -Organization and Functions
- C) Central Social Welfare Board – Composition, Powers and Functions

**UNIT 5.SOCIAL WELFARE AGENCIES**

- A) Social Justice and Social Welfare
- B) Role of NGO's in Social Welfare Administration
- C) Social Welfare and U N O Agencies.

**ESSENTIAL READINGS**

- A) S. L. Goel – Social Welfare Administration**
- B) Encyclopaedia of Social Welfare Administration**
- C) M. K. Singh – Social Welfare Administration and Social Policy**
- D) Suresh Murugan – Social Welfare Administration**
- E) Paul Spicker – Principle of Social Welfare**

**SUGGESTED REFERENCE**

- A) Dr. D. R. Sachdeva – Social Welfare Administration.**
- B) C. N. Shankar Rao – The Study of Indian Society**
- C) Bishwanathgouse – Contemporary social problems in India**
- D) C. N. Shankar Rao – Social Problems in India**
- E) Dr. Vidya Bhushan – Administrative System in India**

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**B A PUBLIC ADMINISTRATION**  
**V Semester**  
**(Generic Elective)**

**PUBLIC POLICY AND ANALYSIS**

**MAX MARKS: 50**

**L: T: P- 1:1:0**

<b>Course Code</b>	<b>P A –V(G E)</b>	
<b>Credits</b>	<b>L(Lecture)(01Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 15 Marks</b>	<b>CCA-35(10+5)</b>	<b>Total -50</b>

**Learning Outcome**

- **Knowledge of public policy facilitate the learners to understand the role of PMO in India**
- **It is imperative to focus on education policy its problems and prospects in India**
- **It creates awareness on various programmes and projects launched by the Government.**

**UNIT 1.UNDERSTATING PUBLIC POLICY**

- A) Public Policy –Meaning, Nature ,Scope and Importance
- B) Public Policy in the Changing Global Political Scenario
- C) Role of Cabinet in Policy Making

**UNIT 2.ROLE OF VARIOUS AGENCIES IN POLICY IMPEMENTATION**

- A) Legislative and Judicial Bodies
- B) Civil Society and its influence on Policy making
- C) Role of Bureaucracy, Political Parties, and Pressures groups in Policy making

**UNIT 3.POLICY ANALYSIS**

- A) Social Cost Benefit analysis (CBA)
- B) The Rational of using CBA – Economic, Efficiency and Equity
- C) Review of Public policy making in areas of Health, Education.

### **ESSENTIAL READINGS**

**A)Awasthi and Maheshwari – Public administration**

**B) RukmiBasu, - Public Administration**

**C) Henry, N. – Public Administration and Public Affairs.**

**D) Simon, H. – Administrative Behavior: A study of decision making process in Administrative Organization.**

**D) M. and Chakrabarthy, B. – Introduction to Public Administration: Theory and Practice.Organisation.**

### **SUGESTED REFERENCE**

**A)D. N .Khurana – Public Policy and Contemporary issues**

**B)BidyuthChakrabarthy and Prakash Chand – Public Policy Concepts and Theories**

**C)R. K Sapru –Public Policy Art and Craft of Policy Analysis**

**D) Ramesh K Arora -Indian Public Administration**

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**B A PUBLIC ADMINISTRATION**  
**VI Semester**  
**(Generic Elective)**

**WOMEN AND ADMINISTRATION**

**MAX MARKS: 50**

**L: T: P- 1:1:0**

<b>Course Code</b>	<b>P A –VI(G E)</b>	
<b>Credits</b>	<b>L(Lecture)(01Credits)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 15 Marks</b>	<b>CCA-35(10+5)</b>	<b>Total -50</b>

**Learning Outcome**

- A) Students can understand contemporary debates concerning women and Administration**
- B) Students are able to Analyse the contribution of Women to administration**
- C) They can understand different Feminist issues in contemporary administration.**
- D) Students can Analyse the problems and challenges for Women in Administration.**

**UNIT 1. INTRODUCTION**

- A) Gender –Meaning, Nature and Significance**
- B) Gender sensitivity in Administration**
- C) Gender based administration and its relevance**

**UNIT 2. ISSUES IN WOMEN AND ADMINISTRATION**

- A) Problems and Prospects of Women in Pre and Post Administrative service**
- B) Issues of service of Conduct in gender Administration and Women harassment**
- C) Women Reservation and Representation in Administration**

**UNIT 3. EMPOWERMENT OF WOMEN**

- A) Political empowerment of Women at National ,State and Local level**
- B) Challenges and Remedies for Gender equality in Indian Administration**
- C) Future Perspective on Women administration and Policy**

**ESSENTIAL READINGS**

- A) HelisseLevineand Maria D’Agostino –Women in Public Administration; Theory and Politics**
- B) George, Jayasheela – Women in Administration in India**
- C) Susan Seymour – Women , Education ,and Family Structure in India**
- D) Nation Press, inc. – I AM A Women , and I AM an Indian**

**SUGESTED REFERENCE**

- A)ArchanaGaridia Gupta –The Women who Ruled India**
- B) C. N. Shankar Rao –Women’s Studies in India**
- C)A. J. Finn – The Women in the Window**
- D) Madeleine Kunin –Pearls, Politics and Power: How Women Can Win and Lead.**

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**JSS COLLEGE FOR WOMEN (AUTONOMOUS)  
SaraswathipuramMysuru. -09**

**B. A. Examinations – Public Administration**

**Pattern of Question Paper for All Semesters**

Time: 3 Hours

Max Marks: 70

**PART –A**

**I. Answer any FOUR Questions, each carries FIVE marks 4x5=20**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**PART –B**

**II. Answer any TWO Questions, each carries TEN marks 2x10=20**

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**PART – C**

**III. Answer any TWO Questions each carries FIFTEEN marks 2x15=30**

9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

**Internal Assessment Segment for All Semester**

**Test -10Marks**

**Skill Development Record - 10Marks**

**Viva and Seminar - 5+5=10**

**Total Marks - 30**

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**JSS COLLEGE FOR WOMEN (AUTONOMOUS)  
SaraswathipuramMysuru. -09**

**B.A, Public Administration**

**(GENERIC ELECTIVE)**

**Pattern of Question Paper**

Time: 11/2 Hours

MaxMarks: 35

**PART –A**

**I. Answer any THREE Questions, each carries FIVE marks 3x5=15**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**PART –B**

**II. Answer any TWO Questions, each carries TEN marks**

**2x10=20**

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Internal Assessment Segment**

**Test - 10Marks**

**Viva- 5 Marks**

**Total Marks - 15Marks**

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**B A, B.Com, BBA, B.Sc, BCA**

**ABILITY ENHANCEMENT COURSE  
INDIAN CONSTITUTION**

**(Compulsory Paper for all Degree)**

MARKS: 50

T: P- 1:1:0

<b>Course Code</b>	<b>I C</b>	
<b>Credits</b>	<b>L(Lecture)(01Credit)</b>	<b>T(Tutorial)(01Credit)</b>
<b>Lecture to be delivered</b>	<b>(1hr.each)</b>	
<b>Theory- 15 Marks</b>	<b>CCA-35(10+5)</b>	<b>Total -50</b>

**Learning Outcome**

- **Students can Understand the need for a Constitution**
- **Students will be Known about their Rights and Fundamental Duties**
- **Understand about the Structure of Governments**
- **Students can Analyse the Role of RTE,PIL,RTI etc**

**UNIT1. INTRODUCTION**

- A) Salient features OF Indian Constitution
- B) Fundamental Rights and Fundamental Duties
- C) Directive Principles of State Policy

**UNIT2.UNION GOVERNEMENT**

- A) Parliament-Composition, Powers and Functions
- B) Prime Minister and Council of Ministers
- C) Supreme court – Organization and Jurisdictions

**UNIT3.STATE GOVERNMENT**

- A) State Legislature –Composition, Powers and Function
- B) The Chief Minister and Council of Ministers
- C) Features of Urban and Rural Local Government

### **ESSENTIAL READINGS**

- A) Dr. Durga Das Basu – Introduction to The Indian Constitution**
- B) Subhash Kashyap – Our Constitution**
- C) M. Laxmikanth – Constitution of India**
- D) Bipin Chandra – India's Struggle for Independence**

### **SUGGESTED REFERENCE**

- A) Johari - The Constitution of India**
- B) J N Pandey - Constitutional Law of India**
- C) H M Rajashekara – Understanding the Indian Constitution**
- D) Granville Austin – The Indian Constitution**

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**JSS COLLEGE FOR WOMEN (AUTONOMOUS)SaraswathipuramMysuru. -09**

**B.A, BSc, BCom, BBAandBCA Examinations**

**INDIAN CONSTITUTION**

**Pattern of Question Paper**

Time: 1 1/2 Hours

Max Marks: 35

**PART –A**

**I. Answer any THREE Questions, each carries FIVE marks 3x5=15**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**PART –B**

**II. Answer any TWO Questions, each carries TEN marks**

**2x10=20**

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Internal Assessment Segment**

**Test - 10Marks**

**Viva- 5 Marks**

**Total Marks - 15Marks**

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