

PART II AGENDA PAPERS FOR THE FORTY SIXTH MEETING OF THE ACADEMIC COUNCIL.

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Contd/.../-

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- (i) Report of the Committee on appointment of teachers from outlying campuses as Deans of Schools and Heads of Departments. 6:2:1:(1)
- (ii) Report of a Committee constituted under AC Resolution No. AC:44:92:6:06:(iii) to consider promotional Avenues for teachers. 6:2:2:(1-5)

3:1(2)

(To be read together with item 3:1 - Ratification
Item regarding approval of the Syllabi for the
Integrated Three Year Degree Course .)

The syllabi in Sociology and Statistics are placed at
Annexure A and B respectively-

The syllabus for the General Foundation Course as at
Annexure-C was also approved by the Vice-Chancellor and is submitted
for ratification by the Academic Council.

Stencil copies of the syllabus in Sanskrit could not be
made owing to certain terms being hand-writting and do not fit
with the typewriter.

The syllabus in Geography was placed at the last meeting
of the Academic Council and was approved by the Council in Principle
subject to approval by the Board of Under Graduate Studies. The Board
has approved the syllabus in its meeting held on 10.3.93. The matter is
submitted for information of the Council.

APPENDIX-'A'

Courses recommended for B.A General and B.A Honours in Sociology

B.A. General

Papers

- I. Sociological Concepts
- II. Society in India
- III. Social Change

B.A. Honours

- I. Sociological Concepts
- II. Society in India
- III. Social Change
- IV. Sociological thinkers
- V. Social Enquiry and Survey
- VI. Rural and Urban Social Structure
- VII. Social Stratification
- VIII. Social Conflicts and Movements

APPENDIX-'B'

B.A. General and Honours

Paper-I

SOCIOLOGICAL CONCEPTS

1. Nature, scope and methods of sociology; relation with other social sciences.
2. Basic concepts: Society, Community, Institution, Association, Folkways, Mores, Norms and Values.
3. Basic concepts 2: Status, Role, Structure, Function and Social system.
4. Social Groups: Primary, Secondary and Reference groups.
5. Marriage and Family: Types and functions.
6. Social stratification: ascribed and achieved status, caste and class.
7. Culture: Elements of culture, culture and civilization, cultural lag.
8. Socialization: Stages and agencies.
9. Social Control : Customs, religion and education.
10. Social Change : Evolution, Progress, development and revolution.

Readings:

1. Bottamore, T.B. 1962 SOCIOLOGY, Allen Unwin, London.
2. Broom and Selznick, 1976 Sociology: with Readings, Harpu and Row.
3. Davis, K. 1949 Human Society, The Macmillan Co., New Delhi.
4. Inkeles, A 1964 What is Sociology, Prentice Hall of India, New Delhi.
5. Johnson H.M 1973 Sociology, Allied Publishers, Bombay.
6. MacIven, R.M and Charles H. Page, 1949, Society: An Introductory Analysis, Holt, Rinehart and Winston, New York.
7. Young, K and R. W. Mack 1986 Systematic Sociology: Text and Readings, Affiliated East West Press, Ltd., New York.

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PAPER-II

SOCIETY IN INDIA

1. Nature of Indian Society-unity and diversity.
2. Segments:tribal, agrarian,urban and industrial
3. Demographic profile
4. Major religions groups,
5. Major linguistic divisions.
6. Marriage, Family and Kinship:types of marriage among Hindus, Muslims and Christians,matrilineal and polyendrons groups, joint family.
7. Village communities:Land and Land Relations and authority structure.
8. Caste:Verne and jati,tribe and cate,caste class continuum
9. Weaker sections:Scheduled caste scheduled tribes and backward classes.
10. Status of women.

Readings:

1. Bhattacharjee, H. (ed) 1975 The Cultural Heritage of India, vol. IV The Ramkrishan Institute of Culture, Calcutta (Chapters 30, 39, 40 and 41).
2. Dube, S. C. 1974 Contemporary India and its Modernisation Vikas Publishing House, New Delhi.
3. Dhure, C. S. 1988 Caste and Race in India, Popular Prakashan, Bombay.
4. Kapadia K.M 1988 Marriage and Family in India, Orient Longman, New Delhi.
5. Mandelbaum David G. 1970, Society in India vol. 1, Popular Prakashan, Bombay (chapters 3 to 8).
6. Rao, M. S. A. (ed) 1974 Urban Sociology in India, Orient Longman, New Delhi.
7. Srinivas, M. N. 1965 Social Structure in The Gazetteer of India vol. I, Publication Division, New Delhi.
8. Thapar, R. 1977, Tribe, Caste and Religion, Macmillan and Co., New Delhi.
9. Srinivas, Indias Village.

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Paper III

SOCIAL CHANGE

1. Concept of Social Change.
2. Theories of social change: evolutionary, conflict and functional.
3. Factors of social change: Technological, demographic and cultural.
4. Non-directed change: Sanskritization, Westernization and Secularization.
5. Directed social change: Community development programmes, panchayati raj.
6. Social consequences of land reforms and green revolution.
7. Problems of social change in north-eastern India: Issue and strategy.
8. Nature and problems of shifting cultivation and orientation and emerging inequality.
9. Tribal development programmes: Integrated Rural Development Programme and Tribal Sub-Plans.
10. Role of the Sixth Schedule of the Indian Constitution and North-Eastern Council.

Readings:

1. Ao, A. L. 1993 Rural Development in Nagaland, Vikas Publishing House, N. Delhi.
2. Dhanagare, D. N. 1976 Peasant Protest and Movements, Oxford University Press.
3. Desai, A. R. 1978 Rural Sociology in India, Popular Prakashan Bombay.
4. Dube, S. C. Explanation and Management of Change.
5. Joshi, P. C. 1975 Land Reforms in India, Allied Publishers, Bombay.
6. Lapiero, Social Change
7. More, W. 1963 Social Change, Prentice Hall of India, New Delhi.
8. Rao, M. S. A. (ed) 1978 Social Movements in India, Monohar, New Delhi.
9. Singh, Y. 19 Modernization of Indian Tradition, Thompson Press.
10. Srinivas, M. S. 1966 Social Change in Modern India, Allied Publishers, Bombay, Chapters 1, 2, and 3.

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Paper IV

Sociological Thinkers

1. A Brief History of Sociological Theories
2. Contribution of August Comte
3. Organic Analogy—Herbert Spencer
4. Functional Theory—B. Malinowsky
5. Structure and Function—Radcliffe—A. R. Radcliffe—Brown
6. Latent and Manifest Functions—R. K. Merton
7. Social Facts—E. Durkheim
8. Dialectical Materialism—Karl Marx
9. Ideal Types—Max Weber
10. Mind and Self—C. H. Cooley

Readings

1. Barnes H. E. (ed) An Introduction to the History of Sociology, Chicago. The University of Chicago Press, 1948.
2. Coser, L. Masters of Sociological Thought, Harcourt Brace Jovanovich, New York, 1971.
3. Timosheff, N. S. Sociological Theory, Its Nature and Growth New York, Random Home, 1967.
4. I. M. Zeitlin, Ideology and development of Sociological Theories.
5. Abraham Sociological Thought.
6. Raymond Aron Main Currents the Sociological thought vol. I & II Penguin Paper back.

Paper -V

SOCIAL ENQUIRY AND SURVEY

1. Social Enquiry : a systematic study of social phenomena
2. Sociology and Anthropology: a plea for social anthropological studies in India.
3. Issues and problems in the study of:
 - a. Simple society and complex society;
 - b. One's own culture and other cultures.
4. Nature and sources of sociological data:
 - a. secondary;
 - b. primary.
5. Field-work: Nature, scope, empirical tradition, field-diary.
6. Survey: Nature, scope, instrumenta, coding.
7. Analysis of data from:
 - a. Historical Material
 - b. case-studies.
8. Application of Sociological research techniques.
9. Presentation of Data: Descriptive and analytical.
10. Ethics in social enquiry.

List of Readings:

1. Barnes, J. A. The Ethic of Inquiry in Social Science, Delhi Oxford University Press, 1977.
2. Beattie, John: Other Cultures-Aims, Methods and Achievements in Social Anthropology,
3. Betelle, Andre: Six Essays in Comparative Sociology, Delhi Oxford University Press, 1974.
4. Betelle, A and T. N. Madan (eds) Encounters and Experiences: Personal Accounts of Field Work, Delhi: Vikas Publishing House (P) Ltd., 1975.
5. Bottomore, T. B. : Sociology: London: George Allen and Unwin, 1962.
6. Evans-Pritchard, E. E. : Social Anthropology, London: Routledge and Kegan Paul, 1951.
7. Goode, W. J. and P. K. Hatt: Methods in Social Research, New York: McGraw-Hill, 1981.
8. Royal Anthropological Institute: Notes and Queries (6th Edition) London: Routledge and Kegan Paul, 1951.
9. Srinivas, M. N., A. M. Shah and E. A. Ramaswamy (eds): The Fieldworkers and the Field-Problems and Challenges in Sociological Investigation, Delhi: Oxford University Press, 1979.
10. Siebor, Joan E. (ed) The Ethics of Social Research: Field work, Regulations, and Publications, New York, Springer-Verlag, 1982.
11. Whyte, William F: Street Corner Society, Chicago: University Chicago Press, 1943.
12. Young, P. V: Scientific Social Survey and Research, New Delhi: Prentice-Hall of India, 1956.

PAPER -VI

RURAL - URBAN SOCIAL STRUCTURE(Proposed Outline)

PART -A

1. Rural Sociology:
Origin and scope; village; region, rural-urban differences.
2. Rural Sociology in India.
3. Rural Stratification.
4. Rural Society in transition.
5. Tribes in transition.

PART -B

6. Urban Sociology: Basic concepts and approaches, urbanism and urbanisation.
7. Nature, types and growth of cities.
8. Some aspects of urban life:
 - a. migration
 - b. ethnic groups
 - c. neighbourhood
 - d. voluntary associations
9. Urbanisation and Social change
10. Urbanisation in North-East India.

Suggested Readings:

1. Abrahamson, Mark. Urban Sociology, Prentice Hall, 1976 New Jersey.
2. Quinn, J. A. Urban Sociology, Orient Longman, 1974.
3. Desai, A. R. Rural Sociology in India, Popular Prakashan, 1969, Bombay.
4. Rao, M. A. (ed) A Reader in Urban Sociology, Orient Longman, 1991, New Delhi.
5. Singh, K. S. (ed) Tribal Situation in India, Indian Institute of Advanced Studies, 1969, Shimla.
6. Beteille, Andre, Studies in Agrarian Social Structure, Oxford University Press, 1974, Delhi.
7. Singer, Milton and S. S. Cohn (ed) Structure and change in Indian society, Winner-Gren foundation, 1968, New York.
8. Sinha, Chacko and Aier-Hill Cities of Easter Himalayas. Indus Publishing House, New Delhi 1993.
9. Srinivas, M. N. (ed) Indian Villages, Media Promoters and Publishers, 1955 Bombay.
10. Singh, Yogendra. Modernization of Indian Tradition, Rawat Publications, 1986, New Delhi.

Paper VII

SOCIAL STRATIFICATION IN INDIA

1. Social Stratification: mean and determinants
2. Types of social stratification: Caste, class and estate.
3. Caste system in India: Varna, Jati
4. Dynamics of caste system - various reform movements.
5. Caste and social mobility - Samskritization
6. Agrarian stratification-Dominant caste, Jajmani relations and caste conflict.
7. Class character of Indian society-status, power and wealth
8. Social stratification among Hindus, Muslims, Christians, Sikhs.
9. Social stratification among the Backward Castes, the scheduled castes and the scheduled tribes.
10. Caste and class in North East India.

Readings:

Ahmed, Intiaz, Social Stratification Among the Muslims in India
Manohar, New Delhi, 1974.

Beteille, A Six Essays in Comparative Society, Oxford University Press
New Delhi.

Beteille, A. Caste, Class and Power in India, Oxford University Press,
New Delhi, 1987.

Gupta, D. Social Stratification, Orient Longman, New Delhi.

Gupta D and K.L. Sharma (ed) Social Stratification, New Delhi, 1992.

Ghurye, G. S. Caste, Class and Race in India, Popular Prakashan, Bombay.

Mandelbaum, D Society in India.

Sharma, K. L. Essays on Social Stratification.

Singh, Yogendra, Social Stratification and Social Change, ICSSR, Survey,
New Delhi.

Sinha, A. C. "Social Stratification Among the tribes of North-East India",
in ICSSR Trend Report on Tribal Studies, 1993, (Forthcoming).

Srinivas, M. N. Caste in India and Other Essays, Asia Publishing House,
New Delhi.

Srinivas, M. N. Social Change in India, Oxford University Press, New Delhi.

Tumin, M. Social Stratification, Eastern Economy Edition, Prentice Hall,
New Delhi.

Paper VIII

SOCIAL CONFLICT AND MOVEMENTS

Part A

1. Conflict as a social process
2. Types of conflict: Ethnic, Religious, Economic, Political
3. Theories of conflict: Functionalist and Marxist
4. Caste and Clans conflict in India.
5. Ethnic and Political conflict in North-East India.

Part B

6. Social Movements :Its Definition and Types
7. Peasant Movements in India
8. Backward Classes Movements in India
9. Reform Movements in India
10. Tribal Movements in North East India.

Readings

1. Coser, L. The Functions of Social Conflict
2. Ghurye, G. S. Social Tensions in India.
3. Rao, M. A. A. (ed) Social Movements in India 2 vols. Monohar New Delhi, 1978.
4. Singh, J. (s. ed) Tribal Movements in India, 2 vols. Monohar, New Delhi, 1983.
5. Vidyarthi, L. P. Tension, Conflict and Integration in India.
6. Brass, Paul, Language, Religion and Politics in North Indian State, 1974.
7. Chamblis, M. (ed) Sociological Readings in the Conflict Perspective,
Addition Welley Publication, 1973.
8. Beteille, A Backward Classes and the New Order, O. U. P. New Delhi, 1988.
9. Khare, R. S. Untouchable As Himself Cambridge, University Press, London, 1984.
10. Karna, M. N. (ed) Peasant and Peasant Conflict in India, NEHU, Publications,
1991.

APPENDIX-'A'

1. Dr. M. Hassain, Reader, Dibrugarh University, Dibrugarh.
2. Mr. M. C. Goswami, Head, Sociology, Majuli College, P.O. Kamalbari, Dist. Jorhat.
3. Mr. K. Dutta, Head, Sociology, Dukhwa Khara College, P.O. Dokhwa Khara, N. Lakhimpur, Assam.
4. Dr. Mrs. Namita Chaudhury, Deptt. of Sociology, North Bengal University, Siliguri, Dt. Darjeeling.
5. Dr. S. R. Mandal, Deptt. of Sociology, North Bengal University, Siliguri, Dt. Darjeeling.
6. Dr. Rajat Mukhopadhyay, Deptt. of Sociology, North Bengal University, So;ogiro. Dt. Darjeeling.
7. Dr. Saswati Biswas, Deptt. of Sociology, North Bengal University, Siliguri, Dt. Darjeeling.
8. Dr. Dipak Behra, Deptt. of Sociology, Sambhalpur University, Sambhalpur.
9. Dr. Mrs. Samita Manna, Deptt. of Sociology, Kalyani University, Dt. Nadia.

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Syllabus of the Integrated Three Years Degree Course
in Statistic (Major and Non-Major).

Paper-I : Mathematical Methods, Descriptive Statistics and Probability (1st Year)

Unit-I : Numerical Analysis

S and E operators. Interpolation formulae - Newton's forward and backward formula. Lagrange's formula. Newton's divided difference formula. General quadrature formula. Simpson's $\frac{1}{3}$ rd rule. Gauss backward and forward formula.

Unit-2 : Descriptive Statistics

Meaning, importance, scope and limitations of Statistics. Qualitative and Quantitative characters. Collection of data. Classification, Tabulation and Diagrammatic representation of various types of statistical data. Bar diagrams, Pie-diagram, Linegraphs and bandgraphs. Frequency distribution of discrete and continuous variables - ungrouped and grouped - and their graphs. Measures of central tendency and their properties. Quantiles and their uses. Requisites of an ideal statistical measure. Comparison of central tendency measures. Measures of dispersion - their properties and comparison. Moments and Sheppard's correction. Measures of Skewness and Kurtosis. Measures of Association and contingency. Method of least squares and curve fitting. Simple correlation and regression involving two variables.

Unit-3 : Probability

Classical definition of probability. Kolmogorov's axiomatic approach (detailed discussion for discrete sample space). Probability spaces. Relationship of axiomatic and classical probability. Theorems on total and compound probability. Boole's inequality. Conditional probability and the associated probability space. Independence of events. Repeated trials. Bayes theorem (for discrete case only).

Unit-4 : Probability Distributions

Concept of probability distribution, derivations of Binomial, Poisson and normal distributions. Hypergeometric distribution and their properties.

Paper-II : Distributions and Statistical Inference

Unit-1 : Random variables and their expectations, idea of probability in continuum, Chebyshev lemma, Weak law of large numbers, Mean and Variance of probability distributions, Recurrence relations, Moment Generating functions with application to Binomial, Poisson and Normal distributions.

Unit-2 : Non-linear Regression involving 2-variables, Method of estimating the parameters of non-linear regression, Multiple linear regression involving 3 variables, Partial Correlation Coefficient.

Unit-3 : Sampling distribution - concept of statistic and parameter, sampling distribution of sample mean, standard error of sample mean and sample proportions, sampling distribution of linear function of independent normal variables, definitions and derivations of t, F and χ^2 distributions and their properties.

Unit-4 : Statistical Inference - Basic concepts of testing, statistical hypothesis, Null and Alternative hypothesis, Simple and composite hypothesis, Errors of Type I and Type II, Power of a test, power curve, simple tests involving univariate and bi-variate normal distribution - tests involving only mean and variance.

Paper-IV : Applied Statistics (3rd Year)

Unit I : Analysis of variance and design of experiments

Principles behind analysis of variance fixed effect model and associated analysis of variance for one-way and two-way classified data with one observation. Basic principles of design of expt-Randomization, Application and Local control, Basic designs - Completely Randomised design, Randomized Block design and Latin Squar design. Missing plot technique, estimation of missing observation and subsequent analysis of variance in CRD, RBD and LSD by Yate's technique.

Factorial experiment : Definition and Interpretation of main effects and interactions of various orders 2^n ($n=2,3$) factorial experiments in CRD, RBD and LSD, Advantages of factorial experiments.

Unit-2 : Sampling techniques

Census versus sampling, advantages of sampling. Probability and non-probability sampling, sampling and non-sampling errors. Principal steps in sample survey - Requirements of a good sample. Sample Random Sampling with and without replacement. Unbiased estimators of population total, mean and their variances. Stratified sampling with SRSWR and SRSWOR. Ratio and Regression method of estimation. Ratio estimators in SRS, their biases and Mean Square errors, systematic sampling and cluster sampling with cluster of equal size. Estimation of population, mean and population total and their standard errors.

Unit-3 : Economic-Statistics

Index numbers : Construction and used of index numbers, problems connected with the construction. Different types of errors. Fixed and chain base methods, their advantages and disadvantages. Different tests for index numbers - Time reversal test and, factor reversal test and circular test. Details about construction of consumer price index number, wholesale price index number; cost of living index numbers. Time series : Definition and its components. Analysis of time series. Determination of trend by free hand smothing, method of moving average and fitting a mathematical curve. Effect of trend elimination by method of moving averages on other components of a time series. Determinations of seasonal indices.

Demand Analysis : Introduction Demand and Supply curves; Price elasticity of demand and supply, Income elasticity of demand.

Unit-4 : Vital Statistics and Statistical Quality Control

Sources of population statistics. Measurement of fertility and reproduction - crude birth rate, general specific and total fertility rates. Gross and net reproduction rates. Measurement of morality - crude, specific and standardized death rates. Complete life table. Study of logistic curves for population growth and its fitting by the method of three selected points. Pearl and Reed method and Rhode's method.

Statistical Quality Control

General concepts of quality control : Definitions of quality - design reliability, process capability and product reliability. Meaning and scope of statistical quality control. Chance and assignable variations - state of statistical control. Concept of tolerance limits.

Control Charts : Construction and use of charts for \bar{X} , R and number of defects and fraction defects.

Paper-VI : Mathematical Methods and Distribution Theory

Unit-I Elementary mathematical concepts, vectors, matrices and determinants, Addition and Multiplication of matrices, Transpose of a matrix, orthogonal matrix, Positive definite quadratic forms and its canonical reduction, Determination of rank and roots of a matrix, Matrix inversion, Elementary Problems of multiple integrals, Transformation of variables in integration, Lagrangian multiplier and change of order of integration.

Unit-2 : Numerical Analysis, Stirling's Bessel's and Everett's central difference formula, Derivation of remainder terms in different interpolation formulae, subtabulation, inverse interpolation, use of Newton's forward interpolation for bivariate interpolation. Numerical integration, Trapezoidal rule, Simpson's $1/3$ and $3/8$ rules, Weddle's rule, Central difference quadrature formula, Newton-Cotes formula and Gauss formula.

Unit-3 : Distribution theory - β -beta and γ -gamma functions, exponential functions, Pearsonian type of frequency curves, Empirical derivation of differential equation, yielding curves of Type I to Type VII, Fitting of curves by the method of moments.

Unit-4 : Measure theory - classes of sets, definition of rings, field and sigma field, measure and its properties. Measurable function, definition of an integral w.r.t. measure in case of simple function, non-negative measurable function, general measurable function probability as a measure function.

Paper-VII (2nd year)

Unit-1 : Distributions - Bi-variate normal distribution, multi-variate normal distributions and their properties. Distribution of linear combinations of normally distributed variables, independence of normal variates, marginal distribution, distribution of correlation coefficients (when the population correlation coefficient is zero).

Unit-2 : Theory of Estimation, properties of a good estimator - unbiasedness, minimum variance, consistency and efficiency, correlation between minimum variance and unbiased estimator and another unbiased estimator. Rao-Cramer inequality, definition of sufficient statistic and their uses in estimation. Consistency of the sample proportions, sample moments, sample correlation coefficient and sample quantiles. Methods of estimation - Method of moments, Method of least square, method of minimum variance. Method of maximum likelihood and properties of ML estimates. Derivation of maximum likelihood estimate of parameters of binomial, poisson exponential and univariate normal population.

Unit-3 : Theory of hypothesis testing - Tests and critical regions, optimal critical region for simple null hypothesis concerning a single parameter. Neyman-Pearson Lemma and its use in construction of such regions. Use of randomised tests for discrete distributions. Likelihood ratio criterion. Likelihood ratio test for different hypothesis concerning equality of means and equality of variance of k-univariate normal population. Sequential tests of a simple hypothesis against a simple alternative hypothesis for normal distribution with known parameters, Interval Estimation.

Unit-4 : Non-Parametric Tests - Goodness of fit test χ^2 -test, Kolmogorov-Smirnov goodness of fit test, distribution of range, confidence interval for quantiles, Sign-test, Wilcoxon test, Median test, Kruskal-Wallis test, Spearman and Kendall's rank correlation. Elements of Bayesian inference.

Paper-IX - Linear Models and Experimental Designs

Unit-1 - Linear Models and Analysis of Variance and Covariance, Gauss-Markoff Setup, normal equations and least square estimators, estimability of linear parametric functions, Analysis of variance for one-way, two-way cross classifications (with equal number of observations. Introduction to random effect and mixed effect model. Analysis of covariance for one way and two way classified data.

Unit-2 - Design of experiments, Techniques for error control, uniformity trials, shapes and size of plot and blocks. Factorial experiments 2^n , 3^2 and 3^3 experiments, confounding in 2^n , 3^2 and 3^3 factorial experiments. Split plot and strip plot arrangements, Missing plot technique in CRD, RBD and LSD.

Unit-3 - Sample Surveys, concept of sampling frame and sampling units, multi-stage and cluster sampling, systematic sampling, Double sampling, varying probability sampling with probability proportional to size.

Estimation procedures, estimation of population total and mean bias in estimates, standard errors of estimate, Ratio and regression method of estimation, optimum design, cost and

variance functions. Uses of Pilot surveys, Optimum size and structure of sampling units. Non-sampling errors and their control, theory of non-responses, and interpenetrating sub-sample.

Unit-4 - Educational statistics and quality control. - problems of measure of test items, scores and standard scores and normal scores, T and C-scale, stanine scale, percentile scale. Reliability and validity test, Index of reliability, procedures for determining validity. Spearman's 2-factor analysis. Statistical quality control - sampling inspection plans, Inspection plans by attribute, single, double and multiple and sequential sampling plans concepts of OC, ASN, AQL, and AOQL.

Paper III

(Practical)

Marks 50

Distribution of Marks

5 Questions	5x8 = 40
6 Practical record	= 5
7 Viva-voce	= 5
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Total	= 50

Part-1 Mathematical Methods

<u>Expt. No.</u>	<u>Name of Experiment</u>
1	Use of Newton's forward and backward interpolation formulae
2	Lagrange's Method of interpolation
3	Use of Newton's divided difference formula
4	Numerical evaluation of integrals by using Simpson's 1/3rd rule.
5	Use of Gauss' forward and backward formula.
6	General quadrature formula

Part-2 Descriptive Statistics

7	Construction of Bar diagrams and Pie diagram
8	Preparation of graphs of Time series data, Linegraphs, and Bandgraphs.
9	Formation of ungrouped and grouped frequency distribution and drawing of their graphs and uses of ogives.
10	Computation of mean from ungrouped and grouped frequency distribution by i) Direct Method ii) Transformation of data by changing of origin and/or scale.
11	Computation of Median and Mode from different types of data/frequency distribution.
12	Computation of various Quantiles and their uses.
13	Computation of measure of dispersion from different types of data/frequency distributions.
14	Computation of first-four moments about origin, arbitrary point and first-four central moments and use of Sheppard's correction for ungrouped data.
15	Computation of Measures of skewness and kurtosis.
16	Fitting a straight line by Method of Least Square.
17	Computation of correlation coefficient and estimation of Regression lines, and Residual variance from bivariate raw data. Formation of bivariate frequency distribution (ungrouped and grouped).
18	Computation of correlation coefficient and regression lines.

- 19 Estimation of multiple linear regression (for 3 variables only) and predicted values, Residual variance.
- 20 Fitting of binomial distribution
- 21 Fitting of Poisson distribution
- 22 Fitting of Normal distribution
- 23 Ordinates of Normal distribution and plotting of Normal curve

Part-3 Statistical Inference

- 24-26 Point Estimators and their S.E. by different Methods of parameters of
 - 24 Binomial distribution
 - 25 Poisson distribution
 - 26 Normal distribution
- 27 Exact test of significant for a binomial proportion
- 28 Exact test of significant for mean of a Poisson distribution
- 29 Exact test of significant and confidence interval for the mean of Normal distribution
- 30 Exact test of significant and confidence interval for the difference of mean two uni-variate Normal distribution
- 31 Test of significant and confidence interval for the difference of means of a Bivariate Normal Population (Paired)
- 32 Test of significant and confidence interval for variance of a normal population
- 33 Test if significant for the ratio of two variance of Normal Population
- 34-39 Large sample tests of significant and confidence interval for
 - 35 A Poisson Mean
 - 36 The difference of two Poisson Means
 - 37 A single mean of Normal Populations
 - 38 Difference of means of two normal populations
 - 39 A simple correlation coefficient
- 40-43 Large sample chi-square tests for goodness of fit for experiment Nos.20-22.
 - 41 Large sample chi-square test for Homogeneity
 - 42 Large sample chi-square test for independent in contingency table

Tables for Use

1. Fisher, R.A. and Yates, F., Statistical Tables for Biological, Agricultural and Medical Research, Oliver Boyd.
2. Rao, C.R., Mitra, S.K. and Mathai, A., Formulae and Tables for Statistical Work, Statistical Pub. Society.
3. Pearson, K., Tables for Statistician and Biometrician Part I and II, Cambridge Univ., Press.
4. Corrie, L.J., Barlow's Tables, N. and F.N. Spear Ltd.
5. Ryde, J. Chamber's Tables, Chapman and Hall, London.

Paper V

Duration : 8 hrs
Max. marks 50

Distribution of Marks

5 experiments	5 x 8 =	40
6 practical records	=	5
7 Viva Voce	=	5
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Total	=	50

Part I Analysis of variance and Design of Experiments

<u>Expt. No.</u>	<u>Name of the experiment</u>
1	Analysis of variance of one-way classified data (one observation per cell)
2	Analysis of variance of two-way classified data (one observation per cell)
3	Analysis of a completely randomized design
4	Analysis of a randomized block design
5	Analysis of a Latin Square Design
6	Estimation of one missing observation in RBD and subsequent analysis of variance
7	Estimation of one missing observation in LSD and subsequent analysis of variance
8	Analysis of 2^n ($n=2,3$) factorial experiments in CRD
9	Analysis of 2^n ($n=2,3$) factorial experiments in RBD
10	Analysis of 2^n ($n=2,3$) factorial experiments in LSD

Part 2 Sampling Techniques

- Selection of simple random sample with replacement (SRSWR) with the help of random number table, and estimation of population mean and total and their standard errors (s.e.) and confidence intervals.
- Selection of simple random sample without replacement (SRSWOR) using random number table and estimation of population mean and total and their standard errors (s.e.) and confidence intervals. Comparison with SRSWR.
- Estimation of population proportion and its s.e. under SRSWR and SRSWOR and their comparisons.
- Allocation of sample size to strata and estimation of population mean and its s.e. for stratified random sampling under different allocations and their comparison with SRS.
- Estimation of population proportion and its s.e. for different allocations and their comparison in stratified random sampling.
- Ratio estimator its m.s.e. and bias in SRS and comparison with simple unbiased estimator.
- Ratio estimator its m.s.e. and bias in stratified random sample
- Regression estimator of population mean, its m.s.e. and biased on SRS and its relative efficiency w.r.t. unbiased and ratio estimator.

- 19 Regression estimator, its m.s.e. and bias in stratified r.s. and its relative efficiency w.r.t. unbiased and ratio estimator.

Part 3 Economics Statistics

- 20 Calculation of Index Number
 1) Laspeyris (ii) Paasche's (iii) Edgeworth-Marshall's
 iv) Fisher's (v) Using value as weight
- 21 Illustration of (i) Time reversal test (ii) Factor reversal test (iii) circular test.
- 22 Construction of chain base and fixed base indices numbers and conversion of chain base index to fixed base index.
- 23 Construction of cost of living index numbers
- 24 Construction of consumer price index numbers
- 25 Construction of whole sale price index numbers
- 26 Construction of index numbers of industrial populations
- 27 Problem concerning base shifting, splicing and deflating of Index numbers
- 28 Determination of trend by method of moving averages
- 29 Determination of trend by fitting straight line
- 30 Straight line
- 31 Second degree parabola
- 32 Exponential curve (semi logarithmic)
- 33 Power curve (double logarithmic)
- 34 Modified exponential curve
- 35 Gompertz curve
- 36 Logistic curve
- 37-40 Determination of seasonal indices by simple averages
- 38 Ratio-to-trend method
- 39 Ratio-to-moving average method
- 40 Method of Link relatives
- 41 Estimation of variance of random component by variate difference method
- 42 Estimation of price elasticity demand and supply
- 43 Estimation of Income elasticity of demand

Part 4 Vital Statistics, Statistical quality control and educational and psychological statistics

a Vital Statistics

- 44 Calculation of CDR and SDRS
- 45 Calculation of STDR by direct and indirect methods
- 46 Calculation of CBR, ASFRS, TFR and GFR

- 47 Calculation of GRR and NRR
- 48 Construction of commute life table
- 49 Population estimation and forecast by
- 50 Fitting of Logistic curve
- 51 Fitting of Compertz curve
- 52 Fitting of exponential curve
- 53 Fitting of modified exponential curve
- 54 Fitting of power curve (double logarithmic)

- b Statistical quality control
- 55 Construction of control charts for \bar{X} , R and s and their control limits
- 56 Construction of \bar{p} -chart, d-chart (no. of defectives) and c-chart (no. of defects per unit) and their limits.

Paper VIII

Max. marks - 50
Duration - 8 hrs

Distribution marks

5 experiments	5x8	= 40
6 practical record		= 5
7 viva-voce		= 5
<hr/>		
Total		= 50

Part 1 Numerical AnalysisExpt. No. Name of Experiments

- 1 Use of central difference formula (Gauss I & II)
- 2 Use of Newton-Gauss forward and backward formula
- 3 Use of Stirling's formula
- 4 Use of Bessel's formula
- 5 Use of Laplace-Everett's formula
- 6 Numerical evaluation of integral by Trapezoidal rule
- 7 Numerical evaluation of integrals by using Simpson's 3/8 rule
- 8-9 Evaluation of approximate value of an integral by
 - 8 Weddle's rule
 - 9 Euler-Maclaurin's formula
- 10-11 Evaluation of approximate value of
 - 10 By Stirling's formula
 - 11 By Simpson's formula
- 12-14 Solution of Polynomial equations in more than one unknowns by using
 - 12 Method of false proposition
 - 13 Newton Raphson method
 - 14 Method of iteration
- 15-17 Solution of polynomial equations in more than one unknowns by
 - 15 Extended Method of iteration
 - 16 Extended Newton Raphson Method
 - 17 Horner's method

Part 2 Descriptive Statistics

- 18 Fitting of 3rd degree polynomial
- 19 Non-linear regression by exponential curve (semi-logarithm) estimation of coefficient of determination, predicted values of estimation and growth rate
- 20 Non-linear regression by Power curve (Double Logarithmic) predicted values, standard error
- 21-22 Curvilinear Regression by fitting 2nd degree Polynomial and calculation of correlation index from

- 21 Bivariate raw data (Pairs of observations)
- 22 Bivariate frequency distribution
- 23 Computation of correlation ratios
- 24 Computation of correlation ratios from bivariate frequency distribution
- 25 Computation of Intraclass correlation
- 26 Computation of Interclass correlation
- 26-28 Fitting of Pearsonian Curves of types I, III & VII
- 29-30 Estimation of multiple linear regression for 4 and 5 variables (using matrices).
- 31-32 Calculation of Multiple correlation coefficient in case of 4 and 5 variables
- 33-34 Calculation of Partial correlation coefficients in case of 4 and 5 variables

Part 3Statistical Inference

- 35-38 Point estimators of Parameters and their S.E.s by different method of the University variate and bivariate normal population
- 36 Point estimations of Mean vector and dispersion matrix of multivariate normal distribution by the method of maximum of likelihood
- 37 Confidence interval for ratio of variance of two uni-variate normal distributions
- 38 Simultaneous confidence region for mean and variance of a normal distribution
- 39-40 Exa
- 39-40 Exact test and confidence interval under normal set up
- 41 For a simple correlation coefficient
- 42 For a multiple correlation coefficient
- 43 Two sample sign test
- 44 Median test
- 45 Wald-wolforwitz run test
- 46 Wilcoxon two sample rank sum test
- 47 Komogorov smirov two-sample test
- 48 Man Whitney U test
- 49 χ^2 -test for independence in a $r \times c$ contingency table.

Paper X

Max marks 50
Duration 6 hours

3 Experiments	3 x 14 = 42
4 Practical record	= 4
5 Viva voce	= 4
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Total	= 50

Part 1 Linear Models and Analysis of Variance and CovarianceExnt. No. Name of Experiments

- 1 Solution of Normalizations in Linear Model and BLUE and its s.e. of a parametric function
- 2 Tests of hypotheses about estimable parametric function
- 3-4 Analysis of variance by partitioning the total variation into orthogonal contrasts of treatment and error for
 - 3 One-way classified data (one observation per cell)
 - 4 Two-way-classified data (one observation per cell)
- 5-6 Analysis of variance of data without and with interaction with the same number of observations per cell
 - 5 One-way classification
 - 6 Two-way classification
- 7 Analysis of variance of three way classified orthogonal data
- 8 Analysis of covariance for one-way classified data
- 9 Analysis of covariance for two-way classified data

Part 2 Design of Experiments

- 10-14 Construction of confounded factorial experiments and identification of confounded effects analysis of data for
 - 11 2^3 exnt. in 2 blocks of size 2^2 units
 - 12 2^3 exnt. in 2^2 blocks of size 2 units
 - 13 Analysis of split-plot design
 - 14 Analysis of strip-plot design

Part 3 Sample Surveys

- 15 Determination of sample size for proportion and continuous data in SRS

- 16 Optimum allocation of sample sizes for fixed and variable cost per unit over strata in stratified sampling
- 17 Optimum allocation of sample sizes for fixed and variable cost per unit over strata in stratified sampling
- 18 Estimation of gain in precision due to stratification over SRS from stratified sample.
- 19 Separate and combined ratio estimators, their biases and m.s.e.'s estimators of these biases and m.s.e.'s in stratified sampling and their comparison with s.e.s unbiased estimators.
- 20 Regression estimators, its bias and m.s.e., estimators of the bias and m.s.e. in stratified sampling and comparison with ratio and unbiased estimators
- 21 Estimation of population total and mean by different estimators, their m.s.e.'s in cluster sampling of unequal sizes and analysis of variance.
- 22 Estimation of gain in precision in using cluster sampling over S.R.S. of elementary units from the cluster sample
- 23 Calculation of GRR and NRR
- 24 Calculation of Equivalent scores
- 25 Percentile scaling, Z-scaling, T-scaling
- 26 Scaling of rating in terms of normal curve
- 27 Calculation of reliability and effect test length of reliability
- 28 Calculation of ASN-AOQL
- 29 Drawing OC curve
- 30 Formation of various control charts

List of Text Books (for the entire course)

1. Bez, K., Quantitative Technique in Economics, Kalyani Publishers, New Delhi.
2. Hoel, P.G., Port, S.C. and Stone, C.J., Introduction to Probability Theory, Houghton Mifflin Company, Boston.
3. Mood, A.M., Graybill, F.A. and Boes, D.C., Introduction to Theory of Statistics, 3rd Ed., McGraw Hill.
4. Karur, J.N. and Saxena, H.C., Mathematical Statistics, S. Chand & Co., Delhi.

List of Reference Books

1. Hoel, P.G., Introduction to Mathematical Statistics, John Wiley (Cheap ed.).
2. Snedcor, G.W. and Cochran, N.G.; Statistical Methods, Oxford and IBH Pub. Co.
3. Wilks, S.S., Elementary Statistical Analysis, Princeton Univ. Press (Cheap ed.).
4. Usrensky, J.V., Introduction to Mathematical Probability, McGraw Hill (Cheap ed.).
5. Freeman, H., Finite Differences for Actual Statistics, Cambridge Univ. Press.
6. Spiegel, M.R., Statistics, Schaum's Outline Series.
7. Kenny, J.F. and Keering, E.S., Mathematics of Statistics, Vol.I & II, Van Nostrand (Cheap ed.).
8. Feller, W., Introduction to Probability Theory, Vol. I.
9. Goldberg, J.C., Matrix Theory with Applications, Tata McGraw Hill Publishing Co., Ltd.
10. Kendall, M.G. and Stuart, A., The Advanced Theory of Statistics, Vol.I.
11. Cochran, W.G. & Cox, G.M., Experimental Designs, Wiley International Ed.
12. Cochran, W.G., Sampling Techniques, 3rd edition.
13. Murthy, M.N., Introduction to Sampling Theory, Statistical Publishing Society, Calcutta.
14. Cowden, D.J., Statistical Methods in Quality Control, Prentice Hall.
15. Kendall and Stuart, The Advanced Theory of Statistics, Vol. 3, Design and Analysis and Time Series, Hafner Publishing Company, Inc., New York.

16. Fisher, R.A., The Design of Experiments, Macmillan Co.
17. Lawley, D.N. and Maxwell, A.E., Factor Analysis as a Statistical Method, Butterworth.

GENERAL FOUNDATION COURSE

Unit I : History of Scientific Ideas; 30 marks
Universe and Earth; Perceptions in Science

Origins of Science - Greek Science - Chinese - Indian Science - Arabian Science - Roman and Medieval Science - Renaissance to Scientific Revolution - Science in 17th, 18th, 19th, and 20th centuries.

Universe and Earth

The Scientific Approach - The value of Science - Mathematical Quest - Matter, Energy and the Universe - The First Men - H-Power Energy - Scientific Society and Stability.

Unit II : Perspective in Indian Geography 10 marks

Physical features and geological structure - Climate - Soil - Natural Vegetation - Agriculture - Mineral and Power Resources - Industries - Transport System.

Unit III: Outline of Indian History & Culture; Indian National Movement. 10 marks

Early Indian civilisation - Reforms and Regeneration - Life and Condition in Ancient and Mediaeval India - Advent of the European - Advent of the Europeans - Rise and Consolidation of British Rule - Indian Renaissance - British colonialism and Indian Society - Foundation of Indian Culture.

Indian National Movement: Origins of Nationalism - Early organisations - Indian National Congress - British attitude - Swadeshi Movement - Revolutionary Movements - Morley Minto Reforms - Home Rule Movement - Montago - Chelmsford Reforms - Emergence of Gandhi - Khilafat and Non-Cooperation - Swarjya Party - Left-Wing - Demand for Independence - Civil Disobedience - Govt. of India Act 1935 - Congress Ministry - States' & Quit India Movement - Provisional Government of Free India - Towards Independence - Integration of the Indian States - Liberation of European Enclaves.

- Unit IV : Salient Features of Indian Constitution - 5 marks
Union Executive - Parliament - Judiciary - Federalism -
Fundamental Rights and Directive Principles of State
Policy.
- Unit V : Secularism - 5 marks
Meaning of Secularism - Secular Movement in the West -
Indian Secular Tradition - Secularism in Indian Today -
Great Humanists.
- Unit VI: Aspects of Social Change - 5 marks
Social Change as a historical process - Factors of Social
Change - Salient Features of Indian Society - Social Change
in India - Social Change and Social Problems.
- Unit VII: Aspects of Tribal Life in India - 5 marks
Concepts and characteristics of the Indian tribes -
tribal communities in India (geographical distribution,
society and economy - constitutional safeguards) - Tribes
of North East India.
- Unit VIII: Indian Economic Development - 10 marks
Stages of Development and Economic Structure - Development
and under-development - Characteristics of Developing
Economics - Planning for Economic Development - Human
Wants, Poverty and Rural Development - Human Capital
and Economic Development - Social Institutions and
Economic Development - Aspects of Indian Economic
Thoughts.
- Unit IX : Population Problem - 5 marks
Problems and Perspectives of World Population - history
of human population - population problem in India -
Trends of Population growth in North East India -
Population Policy in India.

Unit X : Art and Its Appreciation - 5 marks

Art and the Artist - Egyptian Art - European Church Architecture - Italian Renaissance and Art of Leonardo and Michelangelo - Ancient Sculptures - Pillars of India - Indian Temple Architecture - Mughal Architecture - Miniature Painting - Folk Art and Craft.

Unit XI : Current Affairs - 10 marks

Political event - International Relations - Development in Art, Literature, Science and Technology - Environment and Development - Sports.

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Reading List

- | | |
|---|--|
| <u>History of Science</u> | NEHU Publications 1989 |
| <u>Universe and Earth</u> | NEHU Publications, 1983 |
| <u>Perception in Science</u> | NEHU Publications, 1985 |
|
 | |
| Perspectives on Indian Geography | - NEHU Publications, 1984
- edition |
| An Outline of Indian History | - NEHU Publications, 1991
- edition |
| Indian Constitution, Secularism and Social Change | - NEHU Publications, 1985
- edition |
| Indian Economic Development | - NEHU Publications, 1987
- edition |
| Population Problem | - NEHU Publications, 1991
- edition |
| Art & its Appreciation | - NEHU Publications, 1989
- edition |

Award of Ph.D Degree

The evaluation reports of the following candidates have been considered by the respective School Boards and their cases have been approved by the respective School Boards and Board of Research Studies for award of the Ph.D Degree. The matter is placed before the Council for ratification.

Name of the candidate	Department
1. Mr.B.Deb	Chemistry
2. Mr.G.C.Sharma	Chemistry
3. Mr.A.Sinha	Chemistry
4. Mr.A.K.Gupta	Chemistry
5. Mr.B.Dey	Physics
6. Mr.R.Das	Physics
7. Tawenga	Botany
8. B.P.Roy	Zoology
9. A.Bhattacharya	Zoology
10.G.Pradhan	Botany
11.S.Ahmed	Bio-Chemistry
12.A.T.Prakash	Zoology
13.M.K.Deb	Zoology
14.S.R.Katlyar	Botany
15.D.Ghosh	Zoology
16.U.Shankar	Botany
17.J.Ran. Das	Zoology
18.A.L.Paul	Zoology
19.R.Syntem	Zoology
20.M.Chosh Hazra	Botany
21.J.Bout	Botany
22.M.Chauhan	Botany
23.S.Kumaria	Botany
24.D.Paul	Zoology
25.P.Rao	Botany
26.V.Belho	Botany
27.Mr.S.R.Joshi	Botany
28.Mr.S.Changkija	Botany
29.Mr.P.K.Patra	Physics
30.Mrs S.Nandi	Physics
31.Mr.C.R.Bhattacharjee	Chemistry
32.Mr.P.C.Paul	Chemistry

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Name of the candidate	Department
33. Ms. Urbanoris Jyrwa,	Political Science
34. Shri T. S. Girish Kumar	Philosophy
35. Miss K. R. Marak	Anthropology
36. Shri Ramesh Chandra Nayak	Sociology
37. Ms. Gitashree Das	Economics
38. Shri K. Venlalhma-wia	Philosophy
39. Tejemala Gurung	History
40. Meeta Deka	History
41. Keya Sengupta	Economics
42. Henry Lamin	Anthropology
43. Morning Lyngdoh	Philosophy
44. Joshna Thomas	Political Science
45. Medalin Nongrum	Education.

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Agenda item for the Academic Council

Sub:- Bifurcation of PU Syllabus into 40-60 ratio

The Academic Council in its meeting decided to hold the PU examination annually and the syllabus is to be bifurcated into 40:60 ratio. The PU Board entrusted the examination department to prepare a working paper on the said bifurcation for the consideration of the Academic Council. Accordingly the Vice-Chancellor was pleased to constitute ~~four~~ Experts' Committees - one for Science stream, one for Arts stream, one for Commerce stream and one for Languages. The Experts' Committees held separate meetings and formulated general guide-lines for the bifurcation of the existing PU Syllabus into 40:60 ratio and entrusted the sub-Committees of the subject experts to allocate the topics for the first year's examination and that for the 2nd year. The recommendations are placed at Annexure I, II, III & IV for the kind consideration and approval of the Academic Council.

P.U. Science streams (Subjects having practicals):-

General guide-lines:-

- (i) For subjects with practicals, there should be examination of one theory paper of 75 marks at the end of 1st year and there shall be two papers - one theory paper of 75 marks and one practical paper of 50 marks examinations for which will be held at the end of the 2nd year. However, examination for the Mathematics 1st paper of 75 marks will be held in 1st year and 2nd paper of 75 marks and 3rd paper of 50 marks will be held at the end of second year.
- (ii) While distributing the topic between 1st & 2nd years, all care should be taken so that continuity in the topics is maintained.
- (iii) In Biology paper, both Botany and Zoology should get equal weightage.
- (iv) Although the practical examination will be held at the end of 2nd year, practical classes shall have to be started from the 1st year itself.

Recommendations showing distribution of topics:-

Subjects:-

Anthropology:

The existing first paper will be taught and examined in 1st year and the examination in the existing 2nd paper and practical will be held in 2nd year.

Biology:- As in Annexure 'A'

Chemistry:-As in Annexure 'B'

Geology:- As in Annexure 'C'

Geography:- The first paper of the existing syllabus will be examined in first year and the second paper and practical of the existing syllabus in the second year.

Home Science:- As in Annexure 'E'

Mathematics:- *As in Annexure 'D'*

Physics:- The existing 1st paper will be examined in 1st year and the existing 2nd paper(theory) and the practical will be held at the end of second year.

Statistics:- As in Annexure 'F'

BIOLOGY

The Committee decided the bifurcation of Botany and Zoology syllabi for the 1st and 2nd year examinations of Pre-University as follows :

BOTANY1st Year: (1) Cellular Biology :

Biology, its scope, structural details of cell and its organelles, differences between a typical plant and animal cell. Cell division - amitosis, mitosis meiosis.

The molecular components of cells - a general idea of carbohydrates, fats, amino acids, proteins, enzymes and nucleic acid. Mendel's laws of inheritance, importance of Mendelism, A brief account of nature and action of gene.

(2) Morphology:

Description of a common angiospermic plant to show the different organs - vegetative and reproductive. The seeds and their modes of germination, vivipary. The root, stem and leaf - forms, functions and their modifications.

Homologous and analogous organs

Defensive mechanisms in plants

The types of inflorescence - racemose, cymose mixed & special.

The Bracts. The flower - detailed study of its parts, relevant descriptive terms, the thalamus and insertion of floral leaves, floral diagram and floral formulae, flower is a modified shoot. Pollination and fertilization in angiosperms. Elementary idea about the post-fertilization changes leading to the formation of embryo, seed and fruit.

Fruits - classification and types; Dispersal of fruits and seeds.

2nd Year: (1) Anatomy :

The meristem - apical, lateral and inter-calary
Permanent tissues, their classification and types including characteristics.

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Tissue systems - epidermal, ground and vascular; types of vascular bundle.

The primary anatomical structure of root, stem (Monocot & dicot) and dorsiventral andobilateral leaf.

(2) Physiology :

Diffusion, osmosis (osmotic and turgor pressure, plasmolysis) and imbibition.

Transpiration - types, the stomatal mechanism, factors affecting the rate of transpiration, significance of transpiration, guttation Absorption and translocation of water.

Respiration - mechanism of aerobic and alcoholic fermentation.

Photosynthesis - brief account of plant pigments, mechanism of photosynthesis.

Plant nutrition-autotrophs, heterotrophs, symbionts, carnivorous plants. Macro and micro-nutrients of plants and their functions. Growth - the kinetics of growth, growth regulating substances, factors influencing growth.

Movement-movements of locomotion, movements of curvature spontaneous and induced movements.

(3) Classification of Plants :

Binomial nomenclature : classification and its needs, Taxonomic studies of the families crucifera Malvaceae, Papilionaceae, Liliaceae; some plants of systematic position, life history and economic importance of oscillatoria, Spirogyra, Mucor, Yeast and phytophthora. Life history and alternation of generation of a moss and fern.

Bacteria and Viruses - a general account of structure and reproduction.

ZOOLOGY1st Year : (1) Taxonomy :

Outline classification of animal kingdom upto classes with salient features and examples (classification of Protozoa, Annelica, Arthropoda and Chordata to be dealt with in detail).

Difference between Chordata and Non-Chordata.

(2) Non-Chordata :

Structure and life history of Amoeba and Malarial parasites.

Elementary knowledge of Entamoeba, Giardia and Leishmania

Hydra : Structure, Locomotion and Reproduction.

Ascaris : Morphology, Anatomy, Life history and Pathogenecity.

Earthworm : Morphology, Anatomy(Digestive, Circulatory Excretory Reproductive & Nervous systems & Economic importance.

Cockrotach : Morphology & Anatomy(Digestive, Reproductive and Nervous system

Life history of housefly, Anapholes, Culex and Mulberry silk moths.

(3) Elementary knowledge of parasitism, commensalism and symbiosis with examples from animal and plants.

2nd Year : (1) Chordata :

Animal Tissue : Types, structure and function.
Study of Frog; Toad; Morphology, Anatomy (Digestive, Respiratory, Circulatory, Excretory Urinogenital, Nervous & Skeletal systems) Development upto three germinal layers and metamorphosis.

Comparative account of Heart, Girdles, Brain, Digestive systems of frogs and Rabbit.

(2) Physiology :

Physiology of vision, digestion and excretion in vertebrates.

Structure and Function of blood with reference to Frog and Rabbit.

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(3) Ecology, Evolution and Adaptation :

Basic concepts of ecology

The habitat factor

The ecological adaptations-hydrophytes, halophytes

Xerophytes and mesophytes.

Man and his environment : Eco-system, Biosphere
& Ecological Crises.

Concepts of Sericulture, Apiculture & Pisciculture.

Concept of crop protection and insect management

Wild Life - its importance and conservation

Fundamentals of Biogeography and Palaeontology

Concept of organic evolution and its embryological
and anatomical evidences.

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Annexure 'B'

CHEMISTRY

Syllabus for Theory Paper-I which carries 75 marks and the examination for which will be conducted at the end of first year :-

Section A: It consists of Units 1, 2, 3, 4 and 5 of section A of the existing paper-I. It carries a total of 45 marks such that each unit has 9 marks.

Section B: It consists of Units 1 and 2 of existing Paper-II. It carries a total of 30 marks such that each unit has 15 marks.

Syllabus for Theory Paper II which carries 75 marks and the examination for which will be conducted at the end of second year.

Section A: It consists of Units 3, 4 and 5 of the existing paper II. It carries a total of 45 marks such that each unit has 15 marks.

Section B: It consists of units 6, 7 and 8 of the existing Paper I. It carries a total of 30 marks such that each unit has 10 marks.

Practical Examination:

It will be conducted at the end of second year and carries a total of 50 marks. The course content remains unchanged.

SYLLABUS OF P.U. (2 YEARS COURSE)GEOLOGY

(Effective from 1993 admission)

<u>Scheme:</u>	1st Year - Paper I (Theory)	- 75 Marks.
	2nd Year - Paper II (Theory)	- 75 Marks.
	<u>Paper-III (Practical)</u>	<u>- 50 Marks.</u>
	Total	- 200 Marks.

1ST YEARPaper - I (Theory)

What is Geology. What are the different branches of Geology and their interrelationship?

The earth as a Planet, its origin and constitution, Continents and Oceans. Material of the Earth's crust.

Physical Geology:- Agents and process of weathering, erosion, denudation and deposition. Geological Works of running water, wind and glaciers.

Elementary Crystallography and Mineralogy:- Crystal definition, external form, symmetry elements and crystal systems, study of the normal class of the following systems, Isometric, tetragonal and hexagonal.

Minerals:- Their definition, physical character and chemical composition. Simple classification of minerals into the eight groups of Dana. Elementary knowledge of optical mineralogy. Study of the principal characters and chemical composition of the following minerals-Quartz, Potash feldspar, plagioclase, calcite, chalcedony, Augite, Hornblende, Olivine, Leucite, Tourmaline, Muscovite, Biotite, Beryl, Fluorite, Talc, Gypsum, Apatite and Zirconite.

Types of Rocks:- Igneous, Sedimentary and Metamorphic. Their mode of occurrence and structural forms.

Igneous Rocks:- Magma, Preliminary ideas of crystallisation and differentiation of magma. Mode of occurrence- Intrusive and extrusive rocks and their types. A simple classification of Igneous rocks based on mineral constituents. Simple structures and textures of igneous rocks.

Sedimentary rocks:- Processes of deposition. Types, Origin and simple classification of sedimentary rocks into clastics and non-clastics. Structures and textures of Sedimentary rocks.

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-: 2 :-

Metamorphic Rocks:- Agents and types of metamorphic rocks, mineral changes in metamorphic rocks. Kinds of metamorphism. Simple structures and textures of metamorphic rocks.

2ND YEAR.
PAPER-II (THEORY)

Study of Mineralogical and structural features, together with their mode of occurrence of the following rock types: Granite, Diorite, Pegmatite, Rhyolite, Gabbro, Dolerite, Basalt, Granite porphyry, Pitchstone, Slate, Gneiss, Marble, Quartzite, Sandstone, Lime-stone, Shale, Conglomerate, Coal and Laterite.

Rock deformation:- Elements of structural Geology, types of mountains and their origin. Deformation by folding, and fractures. Types of folds, faults and joints, Earthquake and Volcanoes.

A brief idea of organic world: Plants and animals - vertebrates and invertebrates. Definition of a fossil, process of fossilization - habits and habitats. The main groups of fossils and their stratigraphic distribution. Importance of fossils in stratigraphy. Morphological study of the following phyla : Brachiopoda and Mollusca.

Principles of stratigraphy: Stratigraphical and palaeontological evidence and interpretation of sequence in rocks. Subdivisions of geological time and standard stratigraphic correlation. Physiography of India - A brief summary of the geological systems of India. Study of the following stratigraphic systems of India. Dharwar of Mysore, the Vindhyan system of Son Valley. Palaeozoic of Spiti and Tertiaries of North Eastern Region.

Economic Geology: Economic minerals and ore-deposits. Simple classification of mineral deposits, origin, migration and accumulation and petroleum, occurrence in North-Eastern Region. Coal, its origin and occurrence. Types of coal. Coal deposits of North Eastern Region. Study of the mode of occurrence, distribution in India and uses of the following economic minerals: Galena, diamond, gold, chalcopryrite, pyrite, haematite, pyrolusite, Bauxite, asbestos, magnetite, chromite and mica.

PAPER - III
PRACTICAL.

The study of crystals belonging to the Isometric, tetragonal and hexagonal systems with the help of models, simple orthographic drawing of crystals.

Determination of specific gravity of minerals by Joly's spring balance. Use of hardness box for determination of hardness of minerals.

Recognition in hand specimen of the rocks, rock forming minerals and economic minerals listed in the - syllabus.

Study of the morphological characters of the following fossils - Spirifer, productus, terebratula, atrypa, unio, Exogyra pecten, cardita, conus, voluta, turritella, bellerophon, nautilus and ceratites. Drawing and labelling of parts or representative fossils typical of each phylla.

Observation of general geological features in the field. Use of clinometer compass and determination of dip and strike. Reading of contour maps and study of simple geological maps.

BOOKS RECOMMENDED

TEXT BOOKS: Text Book of Geology : P. Mukherjee.
Geology of India : A. Dey.

REFERENCE BOOKS:

1. Invertebrate Palaeontology : Woods.
2. Principles of petrology : Tyrrel.
3. Elements of India Stratigraphy : S.K. Barooah.
4. Elements of Physical Geology : Mehta.
5. Rutley's Elements of Mineralogy : Read.
6. Introduction to India's Economic Minerals Deposits: Sharma & Rao.
7. Text Book of Geology. : S.K. Roy.

SYLLABUS OF P.U. (TWO YEAR COURSE)HOME SCIENCEFIRST YEAR : PAPER - I : MAXIMUM MARKS- 75UNIT - I : HOME MANAGEMENT

1. Meaning of a house. The difference between a home and a house. The principles governing the choice and planning of a house.
2. The arrangement of different rooms in a house.
3. Home decoration, the colour schemes, accessories for home decoration.
4. The purpose of cleaning the home, methods of cleaning the home, materials required for cleaning, household pests and their prevention.
5. Meaning of resources, classification of resources, judicious utilisation of resources.
6. Labour saving devices.
7. Principles of budgetting, types of budgets, accounting finances, different methods of accounting, saving and investment.
8. Principles of flower arrangement, types of flower arrangement.
9. Duties of a home-maker.

UNIT - II : FOOD AND NUTRITION.

1. Meaning and definition of the term Health, factors influencing good health.
2. Classification of food into groups and its functions.
3. Constituents of food (Nutrients).
4. Nutritional requirements of various age groups.
5. Balanced Diet, factors to be considered while planning a balanced diet.
6. Digestive system, its functions, digestion, absorption and metabolism of food.
7. Principles and methods of food preparation.

UNIT-III:CHEMISTRY.

1. Preparation of Oxygen, Hydrogen, Nitrogen, Carbon Dioxide, Ammonia Chlorine, Sulphur Dioxide.
2. Preparation of Sulphuric acid, Nitric Acid and Hydrochloric acid.
3. Colloids, Dialysis, Osmosis, catalysis.
4. Elements, Compounds, Atoms, Molecule, Chemical and Physical changes, Acids, Gases and salts.
5. Common laboratory processes, a) Sedimentation, b) Decantation, c) Filtration, d) Sublimation, e) distillation, f) Crystallisation.
6. Water, Hard and Soft water.

5:2:4(12)

-: 2 :-

HOME SCIENCE

SECOND YEAR : PAPER - II MAXIMUM MARKS - 75

UNIT - I : CLOTHING AND TEXTILES

1. Study of fibres a) classification of fibres, b) Manufacture, properties and uses of cotton, silk, wool, rayon.
2. Laundry work: a) Laundry Room, equipment and cleansing reagents, b) Principles of washing and finishing, c) Dyes, study of indigenous dyes.
3. Clothing, a) Planning and buying of clothes, b) Selection of garments for a College going girl.

UNIT - II : CHILD DEVELOPMENT

1. Meaning and principles of growth and development.
2. Prenatal care of the mother, post natal care of the mother.
3. Physical care of the baby, a) feeding (Breast feeding, artificial feeding), b) weaning, c) bathing, d) clothing, e) toilet training.

UNIT - III : PHYSICS

1. Measurement of mass and weight, pressure of liquid, Archimedes' Principle, atmospheric pressure and its measurement by Fortin's barometer, Aneroid Barometer, Pumps-suction pump, Lift pump, siphon, exhaust pump and compression pump.
2. Principle of construction of clinical thermometer and its uses, calorimetry, unit of heat, latent heat and cooling produced due to evaporation in a refrigerator. Three modes of transmission of heat in connection with thermos flask, pressure cooker.
3. Refraction of light in connection with optical instruments, like Magnifying glass, compound microscope, telescope-astronomical and Galilean Camera.
4. Production and propagation of sound, sound production in a record player, stereo, tape recorder.
5. Properties of magnets, electro-magnets and their uses.
6. Properties of conductors and insulators, production of current in primary cells - simple voltaic cell and Leclanche cell, use of Leclanche cell as Torch Light battery, storage battery, lead acid cell.
7. Very elementary ideas about a dynamo. Heating effect of current, electric stove, iron, immersion rod, telephone, telegraph, electroplating, importance of earthing electrical appliances, practical unit of electrical energy, elementary ideas about the functioning of an electric meter, radio transmission and reception; T.V.

Contd.....P.....3.

5:2:4(13)

--: 3 :-

PAPER - III
PRACTICALS

Maximum Marks - 50

UNIT - I : FOOD AND NUTRITION.

1. Preparation of common vegetarian dishes with cereals, pulses and vegetables.
2. Preparation of common non-vegetarian dishes with meat, fish and eggs.
3. Preparation of sweet dishes, halwas, barfis, etc.
4. Milk preparations - puddings, kheer, etc.

UNIT - II : CLOTHING AND TEXTILES.

1. Construction of apron and skirt.
2. Construction of any 2 household articles; wall hanging, bags table cloth, tea cosy, Napkins, etc.
3. Washing and finishing of garments made of: Cotton, silk, wool and synthetic.
4. Removal of common stains like tea, coffee, mud, oil, grease, fruit, ink, lipstick, etc.
5. Microscopic study of textile fibres like cotton, silk, wool and synthetic.

STATISTICS - I

From Paper I of Existing Syllabus :-

1. Group A

(a) Idea of permutation and combination, Binomial theorem.

2. Group B

Δ and E operators; Interpolation formulae.

3. Group C

Definition and uses of Statistics; Collection of data, classification and tabulation, charts and diagrams, frequency distribution, Graphical representation of frequency distribution.

From Paper II of Existing Syllabus :-

Group A : Elements of set theory, Definition of probability theorem on total probability. Definition of conditional probability, theorem on compound probability.

Group B : Index numbers and Vital Statistics.

STATISTICS - II

Remaining topics in Paper I & Paper II of the existing syllabus.

5:2:4(15)

ANNEXURE II

PJ Arts Stream:-

General Guide-lines:-

- 1) Marks should be equally distributed in the first paper (to be examined in first year) and second paper (to be examined in 2nd year).
- 2) The existing syllabus was so designed that the course contents of the 2nd paper was more than that of the 1st paper and it would approximately be in the ratio 40:60.

Recommendations:-

- (i) The existing first paper of History, Education, Logic, Pol. Science be taught and examined in 1st year and the existing second paper be taught and examined at the end of 2nd year.
- (ii) The topics in Economics may be bifurcated into 1st & 2nd paper as shown in Annexure 'A'.
- (iii) The Committee also recommends that there should be atleast 96 lectures in 1st year and 144 lectures in the 2nd year.

Pre-University (Arts & Commerce)

Sub:- ECONOMICS

Paper: First

Group A :- ECONOMIC THEORY

50 Marks

UNIT I : Basic concepts:- Utility, goods - Free & Economic, Wealth - its characteristics, welfare; capital, value, Price, income, consumption and production.

Human wants:- Characteristics and types:
The Law of Diminishing utility.

Relation between

Economics and other social Sciences - Sociology, Political Science, History, Psychology, Mathematics & statistics.

Nature of Economic Laws:-

Definitions of Economics - Adam Smith, Marshall & L. Robbins.

UNIT II : Production: Four factors of production,
Land - its meaning and characteristics.
Labour- its meaning and characteristics, efficiency and mobility of labour.

Capital-meaning, functions of an organiser.

different forms of business organisation.

Division of Labour - Meaning, types, advantages and disadvantages; Limits of division of labour.

Localisation of industry - Meaning, causes & consequences.

UNIT III: Money and Banking:- Origin of money - Barter system- its difficulties. Meaning of money; functions of money, types of money. Gresham's Law.

Meaning of a Bank, Types of Banks, Functions of a commercial bank; Functions of a central bank.

UNIT IV Public Finance:- its meaning; distinction between public finance and Private finance; sources of public revenue; Direct and indirect taxes - their meaning, merits and demerits. Characteristics of a good tax system. Public debt - meaning, necessity and classification of public debts.

Group B : Problems of Indian Economics

50 marks

UNIT I : Meaning and characteristics of an under developed economy.

Basic features of the Indian economy.

Natural Resources of India and their economic importance.

Natural Resources of North Eastern Region.

Population:- Malthusian and optimum theories of population.
Pattern and growth of population in India;
causes of rapid growth of population;
control of population growth. Population
and economic development of India.
Pattern and growth of population in N.E.R.

UNIT II: National Income of India:-

Meaning of National income, trends and pattern of growth of national income; sectoral distribution of National income in India.

UNIT III: Agriculture in India:-

Importance of Agriculture in India;

Problems of agricultural development in India. Measures to solve these problems.

Agricultural credit - Types of credit needed, sources of agricultural credit.

Green Revolution - meaning and causes.

Land Reforms - objectives and measures adopted.

5:24(18)

SECOND PAPER

Group A : ECONOMIC THEORY

50 marks

Unit I : Demand and supply:-

Meaning of demand; law of demand; demand schedule and demand curve, changes in demand; shift in the demand curve. Price elasticity of demand, measurement of price elasticity of demand by total outlay method; factors determining elasticity of demand.

Meaning of supply; supply and stock; law of supply, supply schedule and supply curve.

UNIT II: Cost, Revenue and Market:-

Meaning of costs of Production; T.C., Av.c., and M.C. Fixed costs and variable costs; Relation between A.C. and M.C.

Meaning of Revenue; T.R., Av.R.&Mr.Rev.; A.R. and M.R. curves.

Meaning of Market; perfect competition market and monopoly market. Price determination under perfect competition and monopoly. Concepts of normal price and market price. Equilibrium of a firm - meaning and conditions.

UNIT III: Factor pricing:-

National income - meaning and concepts.

Rent - meaning of economic rent; Ricardian theory of Rent.

Wages - meaning, Real and Nominal wages; factors determining real wages.

Interest - meaning; gross and net interest, classical theory of interest.

Profit - meaning, gross and pure profit, the uncertainty bearing theory of profit.

UNIT IV: Alternative forms of economic organisation

Basic features of capitalism, socialism and mixed economy.

5:24(19)

Group B - Problems of Indian Economics.

10 marks

UNIT I : Industries and industrial development

Main features of industrial development since 1951.
Broad features of industrial policy of India since 1948.

Small-scale and cottage industries - their meaning; Role of these industries in the economy of India; Problems of these industries and the removal of these problems.

UNIT II: Problems of unemployment:

Meaning of unemployment, nature, types causes & solution of the problem of unemployment.

UNIT III: India's Foreign Trade:-

Major Exports and imports of India;
Direction and composition of India's foreign trade since independence; Nature of Balance of payments of the country.

UNIT IV: Economic Planning in India:

Meaning of Economic planning; need for planning in India; origin of planning in India; objectives of planning in India; brief outline of the latest five year plan.

UNIT V : Economy of the North Eastern Region:

Broad features; problems of Economic development of N.E.R; Problems of Jhum cultivation in N.E.R; Measures to control Jhum cultivation; Rural development - Role of small-scale and cottage industries in the economy of N.E.R.

5.2.4(20)

Annexure - III

p.1) Commerce Stream :

The Committee recommends that the existing syllabus be bifurcated so that there may be the examination of 50 marks and of 2 hours duration in each paper at the end of 1st year and 2nd year. Accordingly the committee recommends that the existing syllabus may be bifurcated as under :-

P.U. (First Year)

P.U. (Second Year)

- | | |
|---|---|
| <p>(a) <u>Book-Keeping - I</u></p> <p>First two units will be covered. However final Accounts of only Sole Traders will be covered.</p> | <p>(a) <u>Book-Keeping - II</u></p> <p>The remaining units - 3,4,5 will be covered. The final accounts of partnership concerns will have to be tagged on to the Unit-4 after discussing Fixed and Fluctuating capital Accounts of partners.</p> |
| <p>(b) <u>Business Method - I</u></p> <p>Units - 1 and 2</p> | <p>(b) <u>Business Method - II</u></p> <p>Units - 3,4,5</p> |
| <p>(c) <u>Commercial Arithmetic -I</u></p> <p>Units - 1,2,3,6 completely. In addition, method of Mixture or Alligation from the unit - 4 and Log Formula and its various applications from the Unit-10 will be discussed.</p> | <p>(c) <u>Commercial Arithmetic-II</u></p> <p>Units 4,7,8,9,10 eliminating those taken up in the First Year from Units 4 and 10.</p> |
| <p>(d) <u>Commercial Geography-I</u></p> <p>Units 1 and 2 will be completely covered. In addition, unit-5 upto Forests and their products will be covered. This addition from Unit-5 may be tagged on to the Unit-2.</p> | <p>(d) <u>Commercial Geography-II</u></p> <p>Units 3,4,5 will be covered excluding those portions of the Unit-5 included in the First Year.</p> |
| <p>(e) <u>Secretarial Practice-I</u></p> <p>Units 1 and 2 will be covered. In addition, unit 3 will be covered upto forfeiture.</p> | <p>(e) <u>Secretarial Practice-II</u></p> <p>The remaining part of the Unit-3 and Units 4 and 5 will be covered.</p> |

5:2 4(21)

(f) Salesmanship and Publicity-I

Unit 1 and 2 will be covered completely.

Salesmanship and Publicity-II

Units 3, 4 and 5 will be covered completely.

(g) Elements of Insurance-I

Units 1 and 2 will be covered completely.

Elements of Insurance-II

Units 3, 4 and 5 will be covered completely.

3. The Committee further suggested the following books to be added to the list suggested the paper Book-Keeping :-

- | | | |
|-------------------------------|---|---|
| 1. Shukla and Grewal | - | <u>Introduction to Book-Keeping</u>
(Sultan Chand, New Delhi) |
| 2. R.C. Shawla
K.K. Sexana | - | <u>Double Entry Book-Keeping</u>
(Kalyani Publishers, New Delhi) |

Recommendations of the Committee on P.U. Languages:-

General Guide lines:-

- (I) The Course Context of 1st years should contain Grammar, composition, essays etc. to the extent possible and that of the 2nd year should contain prose, poetry, short stories etc.
- (II) The Paper of M.I.L. of 100 marks is to be divided into two papers of 50 marks each and there should be one elective of 100 marks in each year.
- (III) The marks for Alternative English in Vocational course shall remain as 50 and the examination will be conducted in 2nd year.

Recommendation of the subject Expert Committee to bifurcate the Syllabus:-

1. English (Compulsory):- Paper to be taught and examined in 1st year and paper II be taught in the 2nd year. The bifurcation of the syllabus is in Annexure 'A'
2. Alternative English:- There shall be Paper I of 50 marks at the end of 1st year. The bifurcation of the syllabus is shown at Annexure 'B'
3. Elective English:- The Elective English paper I will be taught and examined in 1st year and paper II in the second year. The bifurcation of the syllabus is shown at Annexure 'C'
4. Khasi M.I.L.:-
Paper I of 50 marks shall consist of Grammar and Composition and the Poems at Sl.No. 1, 2, & 3 of the existing syllabus and the paper II of 50 marks shall consist of Poems Sl.No. 4 & 5 and all the pieces of prose as in the existing syllabus. In paper I Grammar & Composition will have 30 marks and poems will have 20 marks and in paper II Prose will have 35 marks and Poetry will have 15 marks.
5. Khasi Electives:- Paper I of the existing syllabus shall be taught and examined in 1st year and the Paper II in the 2nd year.
6. Assamese M.I.L.:- 1st paper of 50 marks and 2nd paper of 50 marks in the 1st & 2nd year respectively. The distribution of the syllabus is shown in Annexure 'D'
7. Assamese Elective:- Paper I of 100 marks will be taught and examined in 1st year and the Paper II of 100 marks in 2nd year. The bifurcation of the syllabus is shown in Annexure 'E'
8. Bengali - Bifurcation of the syllabus is shown at Annexure 'F'
9. Bengali Elective:- Bifurcation of the syllabus is at Annexure 'G'

10. Nepali M.I.L. :- Bifurcation of the syllabus is at Annexure 'H'
11. Nepali Elective :- Paper I of the existing syllabus will be in 1st year and the Paper II will be in the 2nd year.
12. Garo M.I.L. :- Bifurcation of the syllabus is shown in Annexure 'I'
13. Garo Elective :- Paper I and Paper II of the existing syllabus will be taught in the 1st & 2nd year respectively.
14. Mizo M.I.L. :- Poetry of 40 marks and Grammar and Composition of 10 marks as in the existing syllabus will form the 1st paper and will be examined in 1st year. Prose of 40 marks and Idioms & Phrases as in the existing syllabus will form the Paper II and will be examined in 2nd year.
15. Mizo Elective :- Paper I & Paper II of the existing syllabus will be examined in the 1st & 2nd year respectively.
16. Sanskrit Elective :- Paper I & Paper II will be examined in 1st & 2nd year respectively. The bifurcation is shown in Annexure 'J'
17. The report from the experts of the following subjects are yet to be received. Hindi, Telegu, Punjabi, Urdu, Manipuri, Bodo, Tynedia, Latin, Arabic, Persian.

It is proposed that Academic Council may authorise the Vice-Chancellor to consider and approve the bifurcation and the matter will be placed to the next Academic Council for ratification.

Revised Syllabi of English for P.U. 1st year
and 2nd year Examinations

P.U. 1st year Examinations

English I (Compulsory)

One Paper : 100 Marks : 3 hours

Prose: The following pieces from N.E.H.U. Anthology of English Prose.....(35)

1. Mrs. Cradrigd and his school - Dickens
2. Nehru - some memories - Teynbee.
3. Our own Civilisation- C. E.M. Joad
4. The Scientific Point of view - J. B.S. Haldane

Poetry : The following Nine poems from NEHU Anthology of English verse : (35)

1. Fear No More - Shakespeare
2. On His blindness - Milton
3. Death Be not Proud-Downe
4. The Powplan Field - Cowper
5. The Little Black Boy- Blake
6. London 1802 - Wordsworth
7. To a Skylark - Shelley
8. On the Castle of Chilton-Byron
9. La Belle Dame San's Merci-Keats

Composition:

1. Precis : - 10
2. Comprehension - 10 (to be put in objective format only)
3. Grammar:- 10
Correction of errors - 5
Preposition - 5

P.U. 2nd year Examination

English II (Compulsory)

One Paper : 100 Marks : 3 hours

The following 4 pieces from NEHU A nthology of English Prose : (25)

1. Gandhi and the Western World - Louis Fischer
2. The Old man and the fish - Hemingway
3. The Idea of a Pilgrimage - Beltoc
4. Science and Freedom - D.D.Kosambi

5.2.4/25) 2 :-

The following nine poems from NEHU Anthology of English verse ----- (25)

1. The Brook - Tennyson
2. The Lost Leader - Browning
3. The Soldier - Rupert Brooke
4. Where the Mind is Without Fear - Tagore
5. O Captain ! My Captain - Whitman
6. Sea Fever - John Masefield
7. The Lake Isle of Innisfree - Yeats
8. On this Island - W.H.Auden
9. Has Strangely This Sun - Stephen Spender

Rapid Reading:

(Any one of the following books) - (20)

1. Dr. Jekyll and Mr. Hyde - Stevenson
2. Lost Horizon - James Hilton
3. Has Man a future ? Russell
4. Animal Farm - George Orwell

Composition:

1. Essay : - (20)
2. Grammar: - (10) (to be put in objective format only)
Pairs of Words (5), use of phrase and idioms (5)

P.U. Ist year Examinations.

Alternative English - I

Marks - 50

- (1) The following pieces from English Essays by Skinner and Rintoul (25)

1. The Vision of Mirza - Addison
2. The Man in Black - Goldsmith
3. On being Polite - Nocolson

- (2) The following poems from Palgrave's Golden Treasury (25)

1. Yanner Unvisited - Wordsworth
2. To the Night - Shelly
3. The Terror of Death - Keats
4. Tears idle tears - Tennyson
5. To Marquinite - Arnold

- 24/27) ANNEXURE - C

Elective English

One Paper : 100 Marks : 3 hours

Drama and One Act Plays from the current Syllabus

(50+50)

P.U. 2nd Year Exam

One Paper : 100 Marks : 3 hours

Fiction and Short Stories from the current
Syllabus

(50+50)

5:2:4/28)

Annexure 'D'

Assamese MIL I

Marks 50

Distribution of course contents:-

A. Prose Text:- Pragviswabidyalaya Asamiya Katha - Chayan
Gauhati University.

Following selected pieces:-

- i) Pandavar Banabasad Srikrishna: by P. Gohain Baruah.
- ii) Jibanar Santi -Parba : by S. Bora.

B. Poetry Text:- Satapatro: by J. Sarmah

Following selected pieces:-

- i) Biswa Bhanaga : by D. Sarmah
- ii) Baragi aur Bin: by L. Bezbaruah
- iii) Kavi : by H. Baruah
- iv) Priyatamar Cithi : by H. Goswami

C. Grammar, Composition & Unseen (precise)

D. Essay.

Books recommended as reference:-

Pravesika Rachana Siksha : by Giriiothar Sarmah

Rachana Dichitra : by Dharma Singha Deka.

Assamese MIL II

50 marks

Distribution of course contents:-

A. Prose Text:- Pragviswabidyalay Asamiya Katha - Chayan
Gauhati University.

Following selected pieces:-

- i) Kavir Ahaituki Priti : by B. Kakoty
- ii) Pohar : by J. Duwerah
- iii) Sahitya Jatir Dapon : by N. Phukan
- iv) Bodha-Kavya: by B. Barma

B. Poetry Text:- Satapatra : by J. Sarmah

Following selected pieces:-

- i) Janmabhumi : by N. Devi
- ii) Madhuri : by C. Agarawalla
- iii) Dinkana : by M. Ahmed
- iv) Devadasi: by A. Hazarika.

C. Drama Text:- Sakunir Pratisooth. by Ganesh Ch. Gogoi.

5.2.4(29)

Annexure 'E'

Elective Assamese I

Marks 100

Distribution of course contents:-

a) Prose Text - Prabandhawali: Gauhati University, Gauhati
Following selected pieces to be read:-

- i) Sahityar Mulkatha : by S.K. Njuyan
- ii) Adhunik Galpa-Sahitya: by H. Baruah

b) Poetry Text - Sadari : by Raghunath Chaudhary

Following selected pieces:

Bhiksha; Bahagir Biya; Keteki Charai;

Golap; Basisthasram; Sankardev; Gowa he Eber Mor Priya
Bihangini (7 poems)

c) Novel Text - Bhanumati : by Padmanath Gohain Bareah

d) Rhetoric & prosody & Unseen

e) Essay

For Rhetoric & Prosody - selected topics to be read as
noted below:

(students are expected to have some general ideas of the
topics alongwith definitions and examples)

i) Alamkara - Sabdalam Kara and Arthalam Kara
Anuprasa; Upama; Rupaka; Tamaka.

ii) Chanda - Yati, Parba; Carama, Stavaka, Mitakshara and
Amitakshra Pada; Chavi; Dulari; Lechari.

Book recommended as text: Sajityar Saj: by Sonapti Dev
Sarmah

Book recommended as reference:-

Sahitya Vidya Parikrama : by Tirtha Nath Sarmah

Elective Assamese II

Marks 100

Distribution of course contents:-

a) Prose Text: Prabandhawali: Gauhati University

Following selected pieces to be read -

- i) Omar Khaiyyam : by Jatindranath Duwerah
- ii) Sahityat Sadhana Art Aur Ruchi : by M. Neog
- iii) Madhavdevar Rachanat Phaltiras: by S.N. Sarmah

Poetry -

b) Kavya Text: Khatasuh -Badh: by Rama Saraswati

c) Drama Text: Magribar Ajan: by Sarada Bardoloi

5:2:4(30)

contd.... Annexure 'E'

d) History of Assamese literature.

Selected Topics -

- i) Asamiya Vaiswava Sahitya (Sankardev: Madhabdev & Bhattadev)
- ii) Adhunik Asamiya Sahitya (1826-1910)
(Michanarir Avadan and general idea of Jonaki Writers)

Books recommended as reference:-

- i) Asamiya Sahityat Distripat: by Hemanta Kr. Sarmah
- ii) Asamiya Sahityar Katha: by Satrendra Goswami
- iii) Asamiya Sahityar Chamu Buranji: by Jatindranath Goswami

5.2.4(31)
F.

Bifurcation of the existing P.U. Syllabus with 40-60% load
for First Year and Second Year.

Bengali MIL - I

Full Marks - 50

I Year

1.
 - a) Pre-University Prose Selection : Pieces - 10
(Thakurda, Rajdharma, Rajbidrohi, Pradeep O Patanga,
Swadesh Mantra)
 - b) Katha O Kahini - Rabindranath Tagore : 8 Pieces 10
 - c) Grammar and Unseen - 15
 - d) Essay - - 15

Bengali M.I.L. - II

Full Marks - 50

1.
 - a) Chandragupta (Drama) - Dwigendra Lal Roy 20
 - b) Pre-University Prose Selection : 15
Rassiar Chithi, Saresatyandar Zamindar, Himsa
O Ahimsa, Ektigeeet, Parbatya Assam O Kamakhya
Dilli Dur Asto
 - c) Pre-University Poetry Selection : 10 pieces 15

524(32)

G

Bifurcation of the existing P.U. Syllabus with 40-60% load
for First Year and Second Year.

Pre-University

Bengali 2nd Language

Paper I 100 Marks

Ist Year

- | | | |
|----|---|----|
| 1. | a) Chanda (Metre) | 10 |
| | b) Rhetoric (Alankar) | 10 |
| | c) Essay | 15 |
| | d) Unseen | 15 |
| 2. | a) Datta (Novel) Sarat Chandra Chatterjee | 20 |
| | b) Chaturdaspadi Kavitaivali (Sonnet)
- M.S. Dutta | 15 |
| | c) Galpaguccha - Rabindranath Tagore | 15 |

Bengali 2nd Language - II

Full Marks - 100

- | | | |
|----|--|----|
| 1. | a) Vivid Prabandha - Bankim Chandra Chatterjee | 20 |
| | b) Prayashchitta X
or X Drama
Pratapaditya X | 20 |
| | c) Pre-University Poetry Selection | 30 |
| | d) History of Bengali Literature | 30 |

5.2 4/33)

H

The members of the Expert Committee for Nepali Language of Pre-University course have bifurcated 100 marks of MIL Paper into two parts :-

First Part for 1st Year - (50 marks)

- a) Grammar & Composition - (15+10) = 25 marks
- b) Essay Writing 15 "
- c) Short Stories (KATHA KUSUM) - 10 "

The following short stories only -

- 1) Sharan (ii) Logne (iii) Paral Kottago
- iv) ~~Shatru~~.

2nd Part for 2nd Year - (50 marks)

- a) Drama (MUKUND INDIRA) - 20 marks
- b) Poetry (MUNA MADAN) - 15 "
- c) Essays (SAY PATRI) - 15 "

The following pieces only from Essay -

- i) Nepali Hamro Matri Bhasa
- ii) Aadhunik Shishak
- iii) Gundruk ko Pookar
- iv) Aaphnai Lekhani Ko Paramarsh
- v) Hamro Deeh ra Jaari Ko Bartaman Awastha.

Syllabi for GARO (M.I.L.) Paper I

First Year - 50 marks.

Pieces to be taken in the First Year - 10 marks

1. PROSE: Book Prescribed: MANIANI BIDIK MIHIR SANGMA.

The following pieces will be taken in the first year.

(I) YAMA YIANI BIDINGO ACHIKRANGNI MANIANIRANG.

(2) MANGONA

(3) LIA BONIAO ACHIKRANGNI MANIANIRANG

2. POETRY: Book Prescribed : SEOKGWIN POEDORANG By D.S. NENGWINZA

The following pieces will be taken in the first year - 10 marks

(I) BASAKO

(II) KAMNI BITE

(III) HOBANI SINTEA

(IV) MANIRIKANI

(V) RIPOK TOKATCHI

(VI) MIKSONGANI

(VII) WACHIMITING

(VIII) YANGIPA

3. ESSAY - 15 mark

4. Unseen (Katta Miapa 15 marks

Katta Jikse : Book prescribed : Achik Composition
by Kenneth Martin

1. Prose: Book Prescribed : MANIANI BIDIK -by MIHIR SANGMA

The following pieces will be taken in the second year.

- (I) Amua ba Krita
- (II) Dosia ba Dodoka
- (III) ASI Malja
- (IV) Salpang Sima ba Salorua ba Salrak Tata
- (V) Nappante

2. Poetry: Book prescribed: SEOKGININ POEDORANG by D.S. NENGMINZA

Pieces to be taken in the second year :- 25 marks

- (I) Salingni Agana
- (II) Niktoksi
- (III) Atchiram Song
- (IV) Sengwat
- (V) Achik Asong
- (VI) Achik Kurang
- (VII) Nangko Yisik Ragen
- (VIII) Pasikani
- (IX) Skiani
- (X) Nangni Jako
- (XI) Randi Michikni Sintea
- (XII) Asongtangna Biani.

5.2.4/36)

Annexure 'J'

Sanskrit Paper I

Marks 100

Prose Selection

1. Prose. Marks 30

(Questions, Translation and Explanation)

2(a) Objective - Marks - 20 Short Questions

(b) Fill up the gaps; True/False; Yes/No

Total : 60

3. Grammar & Translation Marks 40

(a) Resulting forms Marks 5

(b) Conjugation " 5

(c) Doctine Marks = 25

(d) Corrections " 5

(e) Frame Sentences(OR) " 5

Substitute Single
word " 5

4. Translate into English to Sanskrit 15

Grand total = 100

Paper II Second year

Marks - 100

1) Poetry Selections

(a) Raghuvamsam, Canto II Marks 20

(b) Bhattikavyam " II " 15 50

(c) Gita " II " 15

(Questions; translation; explanation)

for Gita only question and explanation.

2) Objective Marks 30

A. i) Fill up the blanks; ii) Yes/No.

iii) Tick the correct word; (iv) Matching the words in the
Columns

OR

True/False

Marks 20

B. Short Questions -

" 30

Total = 100

5:2:4(37)

Annexure 'E'

- 1 -

P.U. SYLLABUS - MATHEMATICS

First Year

Paper-I

Marks = 75

(37 marks for objective questions and 38 marks for descriptive questions).

Part I of paper I : (Objective - 37 marks)

15 marks for objective questions of the type Multiple choice, fill in the blanks, true and false etc. and 20 marks for objective questions involving 3-4 lines answer.

Part II of paper I : (Descriptive - 38 marks)

Group A - Algebra Marks = 14

Attempt any two questions from four questions each carrying 7 marks and two parts.

1. Laws of indices, surds and variation, Logarithm and elementary properties, detailed discussion of logarithm as inverse of exponential.

Complex numbers (addition, subtraction, multiplication, division, geometrical representation; Argand diagram), absolute values, simple inequalities involving them; conjugation.

2. A.P., G.P., and H.P. inequation involving AM, GM, and HM of two positive numbers, application of A.P., G.P., etc. in summation of simple series.
3. Quadratic equations, inequations and expressions. Solution of simultaneous equations in two unknowns one equation being linear and the other quadratic, both quadratic (simple case only).
4. Functions and graphs (function as a correspondence between the elements of two sets - no detail discussion of set theory is required). Inverse functions. Graphs of exponential and logarithmic functions (explicit definition of exponential function is not needed)..

Group-B

Marks = 12

Plane Trigonometry

(Content exactly same as in the existing syllabus)

Group-C

Marks = 12

Coordinate Geometry of two Dimension

(Content exactly same as in the paper II - Group B of the existing syllabus).

5:2 4/38)

- 2 -

Second Year

Paper-II

Marks = 75

(37 marks for objective questions and 38 marks for descriptive questions).

Part I of paper II : (Objective - 37 marks)

10 marks for objective questions of the type : Multiple choice, fill in the blanks, true and false etc. and 20 marks for objective questions involving 3-4 lines answer.

Part II of paper II: (Descriptive - 38 marks)

Group A - Algebra

Marks = 12

Attempt any two questions from four questions each carrying 6 marks.

1. Partial fractions, Principle of Mathematical Induction (statement only) and its application to the summation of A.P., G.P., squares and cubes of natural numbers.
2. Determinants and evaluation of Determinants (upto the third order) as eliminants. Verification of their elementary properties.
3. Permutations and combinations. Binomial theorem for positive integral exponent; the case for negative and fractional exponents (statements and application only).

Paper III

Marks = 50

(Content exactly same as in paper III of the existing syllabus with a note that 25 marks will be for objective part and 25 marks will be for descriptive part).

524(39)

P.U. SYLLABUS - ADDITIONAL MATHEMATICS

FIRST YEAR

PAPER I

Marks = 75

(37 marks for objective questions and 38 marks for descriptive questions).

Part I of paper I : (Objective - 37 marks)

15 marks for objective questions of the type : multiple choice, fill in the blanks, true and false etc. and 20 marks for objective questions involving 3-4 lines answer.

Part II of Paper I : (Descriptive - 38 marks)

Group A

Marks = 30

Sets, Matrices and sequences

Attempt any five questions from 10 questions each of six marks.

1. Same as existing in Unit I of paper III.
2. Unit II
3. Unit III
4. Unit IV
5. Sequences of real numbers, their convergence, boundedness, monotonic sequences, Algebra of sequences, convergence of an infinite series, comparison test and ratio test for series of non negative terms.

Group B

Marks = 8

(Content exactly same as that of group B in paper I of additional mathematics existing syllabus).

SECOND YEAR

PAPER II

Marks = 75

(37 marks for objective questions and 38 marks for descriptive questions).

Part I of Paper II : (Objective - 37 marks)

15 marks for objective questions of the type : multiple choice, fill in the blanks, true and false etc. and 20 marks for objective questions involving 3-4 lines answer.

Part II of paper II : (Descriptive - 38 marks)

Group A

Marks = 26

Calculus

Attempt any two questions from four questions each carrying 13 marks and three parts.

5.24(40)

- 1. Content same as in Unit II/^{of group A} of the existing paper I of additional mathematics.
- 2. Unit III of group A of existing paper I.
- 3. Unit IV -----.
- 4. Unit V -----.
- 5. Unit VI -----.

Group B

Marks = 12

Mechanics

Attempt any two questions from four questions each of 6 marks.

- 1. Same as Unit I of Group A of paper II . (existing).
- 2. ----- Unit II -----.

Paper III

Marks = ~~25~~ 50

25
(~~25~~ marks for objective questions and 30 marks for descriptive questions).

Part I of paper III : (Objective 25 marks)

Part II of paper III : (Descriptive 25 marks)

Group B A

Marks = 10

Attempt any questions from four questions each having 5 marks

- 1. Same as Unit III of Group A of Paper II (existing).
- 2. Same as Unit IV -----.

Group B

Marks = 15

Probability Statistics

Attempt any one questions from two questions each carrying 15 marks and three parts.

- 1. Same as Unit I of Group B of existing paper II
- 2. Same as Unit II of -----.

.....

5:2:5:(1)

- (v) Restructured courses for papers in Mathematics for Economists, Mathematical Economics and Advance Statistical Mathematics- Three Year Degree Syllabus in Economics.

In its 45th meeting, the Academic Council ~~Vide Resolution No.~~ AC:45:92:5:02:(1):(v) approve the Integrated Three Year Degree Syllabus in Economics excluding the papers in Mathematics for Economists, Mathematical Economics and Advance Statistical Mathematics which are to be restructured by the Sub-Committee.

The Department of Economics has now submitted the modified Syllabus for two papers i.e. Mathematical Economics and Advance Statistical Methods.

The modified Syllabus as placed at Annexure-'A'.

The matter is placed before the Council for consideration.

PAPER-VIII

(OPTIONAL)

MATHEMATICAL ECONOMICS

1. Role of Mathematics in Economic Analysis, Introduction to Static, Comparative Static and Dynamic models
2. Theory of Consumers Behaviour: Utility Function
Existence and Maximisation of Utility : Demand Function
Substitution and Income Effects - Slutsky Equations
Revealed Preference - Axioms, Substitution Effects.
3. Theory of Firm : Production Function, Properties Product Curves and Isoquants, Substitution Elasticities, Optimizing Behaviour, Cost Function - Short Run and Long run.
4. Linear Programming - Basic concepts, solution of L.P. Problems - Graphic and Simplex, Duality
5. Applications of Linear Programming to Economic Analysis : Marginal Analysis vs. Linear Programming of the Firms. Input-Output Analysis
6. Multiplier and Accelerator : Static and Dynamic Multiplier Models. Harrod-Domar Growth Theory.

References

1. Allen, R.G.D. : Mathematical Economics, Macmillan (1973).
2. Chiang, A.C. : Fundamental Method of Mathematical Economics, McGraw Hill, N.Y. (1974).
3. Henderson, J.M. and Quandt, R.E. Micro-economic Theory : A Mathematical Approach : McGraw Hill, Tokyo (1980).
4. Samuelson, P.A. : Foundations of Economic Analysis, HYP, Cambridge (1971)
5. Baumol, W.J., Economic Theory and Operations Analysis, Prentice Hall, New Delhi (1985)
6. Baumol, W.D., Economic Dynamics, Macmillan, N.Y. (1970).

5:2:5:(3)

PAPER-VIII
(OPTIONAL)

ADVANCED STATISTICAL METHODS

1. Nature of Inferential Statistics. The concepts of population, universe and sample. The concept of probability. The empirical approach to probability. The laws of probability.
2. The concept of Statistical distribution. Distribution function and density function. Mathematical expectations. Binomial, Poisson and Normal distributions and their properties.
3. Theory of sampling : simple random and stratified random sampling. Systematic sampling.
4. Distribution of sample mean and variances t, F, and χ^2 distributions and their properties.
5. Concept of hypothesis : null and alternative hypothesis. Types of error (I & II). Applications of t, F and χ^2 tests.
6. The method of least squares. Multiple regression by OLS. Concept of correlation (partial and multiple). Testing the significance of regression coefficients
7. Time series analysis : Fitting of trend, seasonal and cyclical curves.

Agenda item to the Academic Council on specifying the the marks and the number of papers for the practical examinations in Integrated 3 Years' degree course:

Almost all the Science subjects in the integrated three years degree course have 8 papers (4 for general course and 4 for majors) with 70 marks in theory and 30 marks in practical. This suggests that there will be 8 papers of practical examinations at degree level. Where number of students will be move, it will not be possible to conduct the practical examination in one day. Again colleges prefer at least one day's gap in between two different practicals in the same laboratory. In addition the University will also have to conduct the practicals for the old course both for P.U. and Degree courses at least for some years to come. As a result the practical examinations are likely to spread over at least for two and a half months.

The practical examinations with respect to the major papers are to be conducted by the University teachers and it may not be possible for the University departments to spare teachers to conduct the practical for a very long time.

The syllabus of the Physics shows that although the contents of the first 400 marks are common to both general and the major streams, they defer in marks suggesting two different question papers for the first four course. This will prevent the students from giving up the major in the second and 3rd year, the provisions for which has already been made by the Academic Council. The syllabus of Geography and Anthropology provides 400 marks for Science students and 300 marks for Arts students.

Keeping in view of the urgency of circulating the syllabus immediately to the colleges, the Vice-Chancellor was pleased to order to arrange a discussion on the points stated above inviting the Heads of the Departments (Science group), the Deans of the Physical Sciences, Life Sciences and Environmental Sciences, and some of the college teachers drawn for each subjects under the Chairmanship of Prof. C. S. Shastry, the Dean School of Physical Sciences. Accordingly

- 5₂ 5:2(2)

a meeting was held on 7th May, 1993 and some more discussions with some departments which needed further clarification on the basis of this, the following amendments to the Syllabi already approved is recommended. However, the Head of the Chemistry department and the Chemistry teachers from the colleges preferred to maintain the distribution of marks and the number of practical examinations as already approved by the Academic Council.

Recommendations:-

- 1) The marks and practical papers (except for Chemistry and Physics) may be as under:-

		<u>General</u>				
<u>1st year</u>		<u>2nd year</u>		<u>3rd year</u>		<u>Total</u>
Theory	70	Theory	140	Theory	70	280
Practical	0	Practical	60	Practical	60	120
Total:	70		200		130	400

		<u>Major</u>				
<u>1st year</u>		<u>2nd year</u>		<u>3rd year</u>		<u>Total</u>
Theory	140	Theory	210	Theory	210	560
Practical	0	Practical	120	Practical	120	240
Total:	140		330		330	800

- 2) The marks for Physics may be as under:-

		<u>General</u>				
Theory	100	Theory	80	Theory	100	280
Practical	0	Practical	60	Practical	60	120
Total	100		140		160	400

		<u>Major</u>				
Theory	100+70	Theory	80+70	Theory	100+70+70	560
Practical	0	Practical	60+60	Practical	60+60	240
Total:	170		270		360	800

- 3) Since the experts from the Chemistry group are not agreeable to any modifications, the matter may be decided by the Academic Council.

- 4) Both Geography and Anthropology will have 400 marks for Science and Arts stream and students from Arts group opting any one of them as an elective, shall have to forego one of the MIL as it was already approved by the Academic Council.
- 5) Without changing the topics and contents of the syllabi, the distribution of the B.Sc (Home-Science) papers may be approved as in Annexure 'A'.

While making the above recommendations, the meeting took care that the topics in the approved syllabi are not affected in any way. The matter is submitted before the Academic Council for kind consideration and approval.

5.6.2011

Eligibility for admission to the Degree Course with Major-proposal of the Meghalaya College Principals Council for stipulating Cut-off marks.

Clause 2 of the Revised Ordinance OC-8 on the structure etc of the B.A/B.Com/B.Sc/B.Hsc courses, reads as follows:-

"Students who have passed the two years P.U examination of North-Eastern Hill University or a ny other equivalent examination from any recognised University/Board shall be eligible to seek admission to the first year of the Degree Course ."

On observing that there is no stipulation of cut-off marks for admission to the Degree course with Major, the Meghalaya College Principals' Council recommended that 45 to 50 percent marks in the subject concerned should be fixed as the bare minimum for eligibility to a Major Course of study and that third-divisioners will not be eligible for admission to such courses, The letter from the General Secretary, Meghalays College Principals' Council, is placed at Annexure - 'A'

The matter is placed before the Council for consideration.

56 2(2)

Annexure - 'A'

To
The Controller of Examinations,
North-Eastern Hill University,
Shillong.

Dear Sir,

At a meeting of the Principals, held at St. Anthony's College, the salient features of the new III-Year Degree Course that was circulated among the Colleges by the Asst. Registrar, was discussed.

It was noticed that there was no stipulation regarding cut-off marks for admission to a major course of study. The Principals are of the opinion that 45 to 50 percent marks in the subject concerned should be fixed as the bare minimum for eligibility to a major course of study ; and that third-divisioners should not^{be} eligible for admission to such courses.

I will be grateful if this issue could be included for discussion at the forthcoming Academic Council. We feel that in the absence of any such guidelines from the University, the colleges would not be able to cope with requests for admission to such courses.

With kind regards,

Yours Sincerely,

(Sd/- J.E.SHULLAI)

Secretary

Meghalaya College Principals' Council.
Shillong.

Agenda item to the Academic Council in the matter of possibilities of providing admission of private candidates for the post-graduate programmes in Social Sciences and Humanities.

In pursuance of Resolution No.AC:44:92:5:06(xi) adopted at the 44th meeting of the Academic Council, the Vice-Chancellor was pleased to constitute a Committee with Prof. J.B. Bhattacharjee as Chairman, Prof. M.C. Pandey and Prof.E.N. Lall as Members, Shri N.R. Chakravarty, Deputy Registrar, Examinations as Convener. The Committee had three meetings and discussed at length the possibilities of providing admission to Private candidates for post graduate programmes in Social Sciences and Humanities. The Committee took sufficient care so that no compromise is made with respect to the standard of education by allowing admission of Private candidates to PG programmes and made the following recommendations for consideration and approval of the Academic Council:-

- 1) Graduates in Science, Arts and Commerce of this University or of any other university recognized by NEHU may be admitted as Private candidate to MA programmes in subjects where no practical is involved.
- 2) Such candidates shall be governed with respect to eligibility, syllabus, Board of studies, Board of moderation, Question papers and rules of examinations and other allied matters by rules as applicable to the regular students of the University.
- 3) Such candidates shall appear the examination along with the regular candidates with the same question papers and the merit list shall be common to the regular and the private candidates.
- 4) If there is provision for internal assessment for the regular candidates, such private candidates will be required to have a minimum period of contact hours for the concerned department and shall have to report to the department for such assignments.
- 5) The two-year graduates shall have to undergo a bridge course of one year for the subjects in which he/she wants to join the PG programmes. The papers IV to V. II of the integrated three years' degree course may constitute the syllabus for the bridge course. However, such candidates may appear

as private candidates for the bridge course also and they shall require to clear the bridge course within three years of the introduction of the programme.

- 6) The candidates shall have to pay necessary fees as may be decided by the University from time to time.
- 7) The candidates shall be covered by the provisions of ordinance and regulations applicable to the regular students for any other items which is not mentioned above.

The above recommendations are placed before the Academic Council for kind consideration and approval.

5:7:1:(1)

(i) Affiliation of B.Sc(Pass Course) in
Don Bosco College, Tura

The Don Bosco College, Tura had applied for permission to start B.Sc(Pass. Course). An Inspection Team inspected the College on 4.9.92 and the Inspection Report is placed at Annexure-'A' for consideration of the Council.

NORTH EASTERN HILL UNIVERSITY
SHILLONG.

For New Course/Upgradation
INSPECTION REPORT

1. Name of the College: Don Bosco College, Tura
2. (a) Year of affiliation and corresponding:--Arts-No.CDC/A.87/770
dt. 99.87.
University Notification: No.Sc-No.CDC/A.30/84/10 15-16
dt. 10.9.80.
(b) Level to which affiliation: Arts-Degree./Science-Pre-Univ.
3. Affiliation/Permanent sought to
Upgrade to or B.A/B.Sc Pass Course in Degree in Science.
4. Admission (for the last three years)

<u>Year</u>	<u>P.U.</u>	<u>B.Sc.I</u>	<u>B.Com.I</u>	<u>B.A.III</u>	<u>B.Sc.III</u>	<u>B.Com.III</u>
1990-91	60					
1991-92	65					
1992-93	63	35				

5. Result of University examination during the last three years.

<u>Examination</u>	<u>Year</u>	<u>Percentage of Pass</u>
P.U.Science	1990	63%
	1991	97%
	1992	97%

6. Funds

- (a) Whether the College is having a Reserved Fund in long term fixed Deposit:
If yes, the details thereof: 1 lakhs (SBI/TR/) 13142 dt. 3.5.92
Bank No. of term deposit receipt etc 2 lakhs (SBI/TR/G) 13050 dt. 13.8.91
2 lakh (UT 1/2190/11/300129)
- (b) Present working funds: 2 lakhs (approx)

B. Qualification/Specialization of the Teaching Staff (of the relevant subject only).

<u>Name and Designation</u>	<u>Qualification (with grade and subject in P.G.)</u>
1. Mercy Mathew	Maths M.Sc-1/73.9%
2. Anil Kumar	Maths M.Sc-1/63%
3. Bhaskar J. Phukan	Physics M.Sc-1/60.6%
4. Sukehdu D. Roy	Physics M.Sc-1/69.33%
5. Jayatosh De	Chemistry M.Sc-1/65.23%
6. Rani S.D.	Chemistry M.Sc-1/68%
7. Keneth Smooth G. Momin.	Botany M.Ed-1/65.6%
8. Ratan Chakraborty	Botany M.Phil-1/74.2%
9. Sebastian P.P.	Zoology B M.Sc-1/65.89%
10. Biswajit Paul	Zoology M.Sc-1/65.89%
	M.Phil-1/65.89%

9. LAND AND SITE

- a) Whether the college is having permanent building on its own land: YES (New Building under Construction)
- b) Area of the College Campus. 10 acres.
- d) Accommodation (given ~~in~~ Size):-
1. One room for the Principal 400 sq. ft.
 2. One room for the Vice-Principal-200 Sq. ft.
 3. One room for the college office 400 sq. ft.
 4. For staff common room 400 sq. ft. Adequate/Inadequate.
 5. Common room for Boys and Girls (500 sq. ft. + 500sq. ft.)
 6. Library with reading room. 700sq. ft.
 7. Class room (40 rooms: 8400sq. ft) Adequate/Inadequate.
10. Workload of Teachers: 25 periods (45 mins) a week, including practicals.
11. Library Books.
Total volumes: 6000 (approx)
- Subjectwise break-up (of relevant subject only):
- | | |
|-----------|-----|
| Maths | 332 |
| Physics | 452 |
| Chemistry | 479 |
| Botany | 278 |
| Zoology | 205 |
- Whether the College has a trained Librarian: YES
12. Laboratory facilities:-
- a) Whether accommodation is adequate or not: 700 sq. ft.
 - b) No. of shifts the student do their practicals. 2
13. When was the last Governing Body Meeting: 27.05.92
14. Any other relevant information(s)/point(s)

RECOMMENDATIONS

Please make your recommendation without any ambiguity. In case you suggest provisional affiliation for a particular period please mention the academic year specifically. Please also mention the conditions, if any, to be fulfilled if extension of affiliation is to be considered.

Signature of the members of the Inspection Team.
Inspection team's detailed reports is attached.

Sd/- Dr. S. N. Bhat,
Convener)
Inspection Team 9.9.92.

The inspection team consisting of Dr. S. K. Srivastava, Dr. B. B. Gupta, Dr. G. D. Sharma and Prof. S. N. Bhat (convener) visited Don Bosco College, Tura (which had asked for permission to start B.Sc Pass course programme) on September 4, 1992 (morning). The team visited the present laboratories of Chemistry, Physics, Botany and Zoology in addition to Library, Class rooms and students rooms etc.

The Committee observed that:-

The present laboratory space for each of the above mentioned science subject is inadequate and most of the equipments & chemicals for B.Sc expts are yet to be procured. There are only two teachers in each subject to teach the above subjects.

The team visited the new campus-the ground floor and first floor of the building are almost ready and the team was informed that the building will be ready for the occupancy at the end of 1992. The team feels that in the new building the space allocated for science subjects will be enough for 30-40 students.

The college has already started B.Sc. programme and the Principal has informed the team that reasonable amount is available for the purchase of equipments, chemicals etc.

The inspection team keeping in view of the above mentioned points & the necessity of having another college with B.Sc. programme, in Tura, recommends that subject to the fulfilment of the following conditions, the University may grant permission/affiliation to Don Bosco Tura for 2 yrs for B.Sc programme commencing from 1992. The conditions which are to be fulfilled by the college are:

(i) The college should take necessary steps to immediately appoint adequate number of qualified teachers (as per Univ. rule) in each subject.

(ii) For Chemistry, there should be a Store room (Chemicals/ Glass ware with an exhaust fan) with enough shelves/cup board; a separate balance-cum-equipment room in addition to Chemistry laboratory. The laboratory should have 2 doors & exhaust fans (cross ventilation).

(iii) For Physics, there should be a dark room and a store room in addition to the laboratory.

(iv) The college should immediately procure the required apparatus and chemicals (as per the B.Sc syllabus) & while procuring the equipment/chemicals the college would like to keep in mind the syllabus of the 3 years degree programme which is likely to be introduced from 1993.

(v) Library should have enough number of text books (as per Univ. guidelines) in each of the above science subjects.

Before commencement of next academic year, the Principal may be asked to send detailed information regarding the fulfilment of the above conditions and the same may be placed in the A.C.

Investigators,

Sd/-Dr. S. K. Srivastava) (Sd/-Dr. B. B. Gupta Sharma) (Sd/-Dr. S. N. Bhat
Convener.

5:7:1:(5)

(True Copy)

DON BOSCO COLLEGE
TUKA: MEGHALAYA

Ref. No. DBC/CV/93/28

Dated 27.4.93.

To

Dr. Mrs. Helen Giri
Director,
College Development Council,
NEHU, Shillong.

Subject:- Affiliation for B.Sc Pass Course, fulfilment of condition. Rxxx

Ref:- No. CDC/A.30/90-91/3116 dt. 21.1.93.

Madam,

Thank you for your letter regarding the condition laid down for the affiliation of B.Sc Pass Course in this college. I would like to state that the college has shifted to its permanent campus since 12 Feb'93 and ample space has been provided for class rooms and laboratories.

Further, the conditions laid down by the inspection team have been fulfilled as follows:-

(i) Two more lecturers have been appointed in the Science departments taken the total number of lecturers in each department to four. The details of the new lecturers are given below:-

<u>Sl.No.</u>	<u>Name</u>	<u>Department</u>	<u>M.Sc.</u>
1.	Jou Sona Ghosh	Mathematics	69%
2.	Antonymsamy P.	"	72%
3.	Basaba Dutta Dey	Physics	71.2%
4.	Amal Karmaker	"	66.1%
5.	Joyoti Saijia	Chemistry	60.5%
6.	Rajesh Chandra Verma	"	60%
7.	Prabha Ch. Sarma	Zoology	61.2%
8.	Ut Pal Dutta	"	70%
9.	Jiten Chandra Dang	Botany	57.6%
10.	P.S. Dutta	"	63.3%

(ii) For Chemistry the following facilities have been provided:

- a)
- a) 1 large laboratory with two doors and two exhaust fans
- b) 2 smaller laboratories.
- c) 1 store rooms with exhaust fans and shelves
- d) 1 balance-cum-equipment room.

(iii) For PHYSICS:-

- a) 1 large laboratory....
- b) 2 smaller laboratories.
- c) 1 dark room
- d) 1 store room.

... 2/-

iv) For BOTANY:

- a) 1 large laboratory.
- b) 2 smaller laboratories.
- c)

(v) For ZOOLOGY:-

- a) 1 large laboratory
- b) 2 smaller laboratories.

(vi) The required apparatus and chemicals have been procured in fact, the practicals for B.Sc. are already in progress.

(vii) Adequate number of text books have been procured for each subject.

I would request you kindly to expedite the process of affiliation since you are already in the 2nd years of B.Sc and the students are to appear in the fourth coming University Examination.

Thanking you and with regards.

Yours faithfully

Sd/-Fr.V.A.Cyriac SDB)
Principal,
Don Bosco College, Tura

...

5:7:2(1)

**Extension of the term of provisional
affiliation to NERIST for 3 years**

North-Eastern Regional Institute of Science of Technology, Itanagar, has applied for extension of provisional affiliation for another period of three years. It may be pointed out here that NERIST, Itanagar has been granted provisional affiliation by the University for a period of 3 years w.e.f. 1986-91 or until the NERIST Bill is passed by the Parliament, whichever is earlier vide this office Notification No.CDC/A.91/90-945 dt.20.12.92. A copy of the office Notification are enclosed alongwith the letter received from Director, NERIST for information and necessary action. (Annexure-'A and 'B' respectively).

The case of the college is placed before the Academic Council Meeting for necessary action.

...

5:72(2)

(True Copy)

ANNEXURE-'A'

NORTH EASTERN HILL UNIVERSITY
SHILLONG

NO.CDC/A.91/90-945 Dated the 20th Dec'90

N O T I F I C A T I O N

In pursuance of the Academic Council Resolution No.40:90:03(iv) the Vice-Chancellor, North Eastern Hill University is pleased to grant provisional affiliation to North-Eastern Regional Institute of Science and Technology Itanagar for a period of 3 years with effect from the Academic years of 1990-91 or until the NERIST Bill is passed by the Parliament, whichever is earlier.

Sd/-H.W.T.Syiem
Officer-on-Special Duty

Copy to:-

1. P.S. to V.C. for his information.
2. Sr.P.A. to Pro-V.C., NEHU, Shillong.
3. Director, NERIST, C/O. Textile Technology Deptt. of Indian Institute of Technology Hauz Khas, New Delhi-110016.
4. Sr.P.A. to Officer-on-Special Duty, NEHU, Shillong.
5. Deputy Registrar(Conf) for his information.
6. Shri S.P.Sharma, Dy.Registrar(Academic) North Eastern Regional Institute of Science & Technology Itanagar-791110.

Sd/-H.W.T.Syiem
D.S.O.

5:72(3)

(True Copy)

ANNEXURE-'B'

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE
AND TECHNOLOGY, ITANAGAR

Prof. Dharmendra S. Varma
Director.

Date 26.3.93
Ref: Aca/1/3L/90

Dear Prof,

Vice University's Notification No. COC/A.91/90-945 dated 20.12.90, this Institute had been granted provisional affiliation for a period of three years. This three years period will terminate at the end of current academic session i.e. June-July, 1993.

As reflected in the enclosed minutes of inter-ministerial meeting held in the Ministry of Home Affairs on 16.11.92, some delay is anticipated in the conferment of University status on the institute. Para 3(d) may please be seen in this connection. I am, therefore, to request that the University may agree to continue the present arrangement of institute's affiliation with the NEHU for another period of three years.

With warm regards,

Yours sincerely,
Sd/-D.S. Varma

Prof. B. Pakem
Vice-Chancellor,
North-Eastern Hill University
Shillong.

....

5:7:3 (i)

Grant for Affiliation to :-

1. Hrangbana College for starting Honours in English Geography, Economics and History.
2. Lunglei Govt. College for starting Honours in Mizo, English and Pre-University (Commerce).
3. Tikrikilla College for starting Bachelor of Arts (Pass Course).

The above colleges had applied for permission to start the courses indicated against each of them. Each of the colleges were inspected by the respective Inspection Teams.

The Inspection Reports will be tabled by the Director, College of Development Council.

The matter is placed before the Council for consideration.

(to be read in continuation with item No.5:8:1
from the Main agenda)

Implementation of Five-Day Week in the University

The implementation of Five-Day Week in the University was placed before the 62nd Meeting of the Executive Council held on 7.9.88 and its decision is place at Annexure-'A'(Main Agenda)

The subject came up for discussion again in the Joint Consultation Meeting held on 12.11.92 and its recommendation, Annexure-II, was placed before the 78th Meeting of the E.C. held on 30.3.93. The E.C. vide its decision of Annexure-III have referred the matter to the A.C.

It may be stated that the E.C. in its meeting had constituted a committee to examine the question of Introduction of Five-Day Week in the University and the recommendation of the Committee for introducing the same was placed in the 47th meeting of the E.C. as per the Annexure-IV. Further the U.G.C. vide its letter No.F.1-41/55(NP-I) dated 11.8.88, Annexure-V, had agreed that the Universities may take their own decision regarding the number of working days per Week.

The University of Delhi is implementing the Five-Day Week in the manner as shown in Annexure-VI.

The matter is, therefore, placed before the A.C. for its consideration and decision.

5:8:1(5)

ANNEXURE II.

Item No.3: Hours of work.

The Committee noted that with the introduction of 5 - day week system, all Central Govt. Offices remains closed on Saturdays. With the exception of NEHU, all offices in the State of Meghalaya are closed on the fourth Saturday and in Mizoram both the State and Central depts. are closed on Saturdays since all social and customary obligations are observed on Saturdays.

The Committee decided to recommend to the Vice-Chancellor for introducing 5 - day week system in the University.

5.8.1(6)

ANNEXURE III

5:8: - Others -

(1) Implementation of Five Day Week in the University.

No:EC:78:93:05:8:(1): The Council considered the proposal for a Five Day working week in the University and RESOLVED that since this would also affect the teaching in the Departments the matter may ~~first~~ first be discussed in the Academic Council and thereafter be placed before the Executive Council again.

5:81(7)

ANNEXURE IVI

In the meeting to discuss introduction of the five day week held on the 3rd September, 1985, the following members were present:

- 1) Shri H.W.T. Syiem, Officer on Special Duty
- 2) Prof.R.R. Mishra, Dean, School of Life Sciences.
- 3) Prof.T.S.B. Narasaraju, Dean, School of Physical Sciences
- 4) Mrs.M.R.Mawlong, Director of Public Instruction, Meghalaya, Shillong.
- 5) Shri K.J.S. Prasada Rao, Dy. Registrar (Administration).

The views of the various Deans are as follows:

- 1) Dean, School of Education - The five day week could be introduced only in the second and fourth weeks of the month. In the remaining weeks, the six day week schedule may be followed.
- 2) Dean, School of Physical Sciences - A meeting of members of the School of Physical Sciences were in favour of the introduction of five day week. Facilities may be created for keeping the departmental Libraries open on Saturdays, and if possible on Sundays also.

The RSIC may be kept opened on Saturdays for use of their equipment.

Supporting staff may be kept available on Saturdays in case of necessity.

- 3) Dean, School of Life Sciences - The Dean, School of Life Sciences has worked out that introduction of the five day week with working hours from 9.00 a.m. to 4.30 p.m. with a 30 minute lunch break will provide thirtyfive teaching hours per week as against the present number of 32½ hours. Hence, introduction of the five day week would result in more teaching hours available as per his calculations. This would indicate that:

(a) effective teaching time per semester is not affected. Infact there is a gain.

(b) Students get the whole of Saturday available for Library consultation. At present this is not available.

(c) The faculty could have an addition free day for their own research work. Thus, the total academic effectiveness of the students and faculty will be enhanced.

The Dean, School of Life Sciences has suggested that the Library should remain open on Saturdays.

4) Dean, School of Social Sciences - The Dean, School of Social Sciences could not attend the meeting as he was engaged in another meeting. However, as subsequently discussed with him, he stated that the opinion of the teachers in the School of Social Sciences was largely in favour of the introduction of the five day week. He agreed with the calculations of working hours as worked out by the Dean, School of Life Sciences.

The Dean, School of Physical Sciences also agreed with the calculations as worked out by the Dean, School of Life Sciences.

It would, therefore, appear that the Deans are in favour of introduction of the five day week in the University. They, however, were generally of the view that the Library should be kept opened on Saturdays. This was discussed separately with the Librarian who stated that the five day week could not be made applicable to the Library staff. He agreed to keep the Library opened on Saturdays and possibly on Sundays, but for this it will be necessary to prepare a roster duty and means will have to be devised by which staff working on holidays be given an extra-remuneration and compensatory leave be granted. The suggestions seem reasonable.

Thus, with these facts available, the Committee was of the view that introduction of the five day week is feasible in all the Departments of the University. The advantages of the five day week are:

- 1) With the increase working hours, there will be more teaching hours available.
- 2) Students will have more time to consult the Library on Saturdays and possibly Sundays.
- 3) Teaching staff will be able to devote at least one day to their own research work.
- 4) There will be general enhancement of academic effectiveness among students and faculty.

A problem may arise in the fact that the UGC has stipulated that there should be a minimum of ninety working days in a semester. However, if the number of working hours is considered, working hours with the introduction of the five day week will be more than what is prevailing under the present system. However, if the ninety working days are to be maintained, the Committee suggested that this can be met by reducing the number of working hours per day. **Contd. 1.5**
day working hours, there will be special provision to 5

5:8:1(9)

- 3 -

insisted, the Committee suggested that this can be met by reducing the winter holidays and summer vacation. If the five day week is introduced, there would be approximately 80 to 85 working days in each semester. Thus, the deficit of five days in each semester can be met by the following measures:

- 1) Starting the academic session around the 20th February instead of 1st March as at present. This is feasible since Schools and Colleges in Shillong re-opens after the winter vacation around the 15th February.
- 2) The mid-term holidays after the end of the first semester can be reduced to one week as against fifteen days as at present. Thus, the Committee recommends introduction of the five day week in both the teaching and non-teaching Departments in the University.

Sd/-

Officer-on Special Duty.

D.R. Admn.

5:8:1(10)

ANNEXURE V

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI

F.1-41/85(NP-I)

11 Aug. 1988.

To

The Registrar,
North Eastern Hill University
Shillong-793001.

Sub: Central Universities - Implementation of five days week
in the Universities & Colleges.

Sir,

I am directed to say that the matter relating to implementation of five days week in the Universities & Colleges was discussed in the meeting of the Committee of the Vice-Chancellors of Central Universities held on 2nd June, 88 and it was agreed that Universities may take their own decision regarding the number of working days per week. However, it should be ensured that the number of working days in a year is as per University Grants Commission regulations on minimum standards.

Yours faithfully,

Sd/-

(M.M. Nawla)
Under Secretary.

Copy to:

1. S.O. (NP-II) Section

58/11/11)

ANNEXURE - VI

No. GE. II/Five Days week/93/4210
Delhi, the 4th May, 1993.

The Assistant Registrar (Admn)
North Eastern Hill University,
Mawkynroh Umshing, Mawlai,
Shillong.

Subject : Five Days Week - Working Hours

Dear Sir,

Please refer to your letter No. F.27-3/Admn/9805 dated the 17th March, 1993, on the above subject.

I am to inform you that the five days a week has been introduced in the University and non-teaching employees of the University are required to work on 5 days in a week from 9.00 A.M. to 5.30 P.M. with lunch break from 1.00 p.m. to 1.30 p.m.

It has also been decided that the work of the non-teaching staff may be spread over the week in one of the following ways, to be decided upon by the department/branch/college concerned in each case :

- i) that the non-teaching staff is required to work from Monday to Friday.
 - ii) that the bulk of the non-teaching staff is required to work Monday to Friday, but the services of a skeleton staff are made available on Saturdays and they are given an off day on some other day in the week.
 - iii) Work of the non-teaching staff is staggered over the week in any other manner found suitable provided that each employee gets an off day in addition to Sunday.
- 2) The five days week system has also been introduced in Engineer's office but under the maintenance Unit, and on Projects the skeleton technical staff is placed on duty on Saturdays by rotation and compensatory leave is given to the concerned staff. The sewer pump operators are required to work on the basis of six days week.
 - 3) The five days a week system has also been introduced in the office of the Garden Committee.

Contd..2/-

581(12)

- 2 -

4. Regarding observance of five days in a week for the Libraries staff it has been recommended that post-graduate libraries of the University may be kept open on each Saturday, Sunday or other holidays in one shift of 9.00 a.m. to 5.00 p.m. and that each post graduate library be allowed to have the services of a graduate/matriculate worker in addition to the existing staff so as to provide relief to the members of library staff on 5 working days- Monday to Friday in order that requisite number of people were available to work in the library on Saturdays.
5. The staff of the W.U.S. Health Centre are working six days a week.
6. The watch and ward staff are working on old pattern i.e. 6 days a week.

Yours faithfully,

Sd/-

ASSISTANT REGISTRAR(GENERAL)

62 / (h)

Report of the Committee on appointment of teachers from outlying campuses as Deans of Schools and Heads of Departments.

.....

The Committee constituted in pursuance of the AC.Resolution No.45:92:6:02(i) met on the 10th May, 1993 and examined the feasibility of appointing teachers from outlying campuses as Deans of Schools and Heads of Departments. The Committee makes the following recommendations for consideration of the Academic Council :

Appointment of Heads.

Statute 7 provides for appointment of Heads of Departments. At present, the Departments of Education, English and Economics in the outlying campuses are parts of the University Departments of Education, English and Economics established at the Head-Quarters. If the Heads of Departments are to be appointed in the Campuses under Statute 7, the Campus Departments will have to be converted into full-fledged and independent Departments of the University.

The Campus Departments, having been converted to full-fledged and independent Departments, will be entitled to have their own BPGS and BUGS. However, as the University will be awarding only one degree in each of the Departments, the Committee recommends that there should be a Common BPGS and BUGS, the members being drawn from each of the Departments in the three campuses, to decide on the common syllabi etc.

The meetings of the common BPGS and BUGS will be chaired by the Head of the Department who is senior in service in the University to other Heads.

Appointment of Deans.

Deans are appointed under Statute 6 from amongst the Professors in the School, as per the convention, by rotation and according to seniority. When Professors in the outlying campus become due according to seniority, they should be appointed as Deans of Schools. But such a Dean should function from the Head-Quarters. While he would be required to teach and guide research in the Department in which he had been appointed, like other Deans, the timetable of the Department might be so adjusted as to enable him to attend the Dean's office at the Head-Quarters upto a maximum of 7 (seven) days in a month.

In the event some matter of urgent nature arise during the absence of the Dean from his office at the Head-Quarters, such matters will be looked after by the Vice-Chancellor.

Sd/

(LALTHANTLUANGA)
Pro.Vice-Chancellor,
Chairman.

Sd/

(O.D.SHIRA)
Convener.

....

REPORT OF A COMMITTEE CONSTITUTED UNDER A.C. RESOLUTION NO.AC:44-92:6:06(iii) TO CONSIDER PROMOTIONAL AVENUES FOR TEACHERS.

1. Meetings of the Committee

The Committee met on 26.11.92 and again on 7.5.93 in the chamber of the Registrar, NEHU. The following members were present :-

- (i) Prof. T.S.B.Narasaraju, Chairman
- (ii) Prof J.B.Bhattacharjee, Member
- (iii) Prof N.Malla, Member
- (iv) Dr. A.Patton, Member and
- (v) Shri O.D.Shira, Convener

The Finance Officer expressed his inability to be present at the meetings.

2. Background Information

The following aspects constitute the background information :-

2.1. The President, NEHUTA, Dr. S.N.Rai, Prof H.Junjappa, a few senior Readers and Lecturers of NEHU were consulted by the Chairman to elicit their opinions in the context.

2.2. A resolution adopted at the 34th meeting of the A.C. held on 5.10.88 states that the new pay scales of teachers were accepted by the University under the condition that additional faculty positions worked out by the University are created.

2.3. A letter dated 24.2.92 was sent by 31 faculty members to the Vice-Chancellor requesting for creation of promotional avenues during the 8th plan period through upgradation to avoid academic stagnation.

2.4. A letter dated 22.7.92 sent by Prof H.Junjappa to the Vice-Chancellor was discussed at a subsequent meeting of A.C. It was mentioned in the letter that stoppage of MPS after adoption of new pay scales created an unprecedented academic stagnation for deserving faculty members. It was proposed by him that such of the Lecturers and Readers with a basic pay equal to or higher than the starting point of the pay scale of a Reader and a Professor respectively are to be considered for evaluation for promotion as an ongoing process since it does not involve financial commitment by the University. The concerned modalities were suggested by him.

2.5. The President, NEHUTA, Dr. S.N.Rai submitted to the Vice-Chancellor a letter dated 27.7.92 suggesting a proposal for promotional avenues approved by the NEHUTA. The following are the salient aspects :-

- (a) Aearlier resolution of the A.C. states that promotional avenues for teachers opting for the new pay scale are created.

- (b) No new faculty positions were sanctioned during the entire 7th plan period.
 - (c) Modalities for promotions of Lecturers and Readers were suggested.
- 2.6. A note submitted by the university was discussed at a meeting of the A.C. held on 7.8.92. The following are its salient aspects :-
- (a) During the adopting of the new pay scales additional posts of Professors and Readers to be worked out by the university should be created.
 - (b) A reference was made to the proposals received from the teachers in the context.
 - (c) An ongoing Career Advancement Scheme exists for promotion of Lecturers to Senior/Selection/Reader's grades.
 - (d) Adoption of upgradation of posts as suggested by the teachers leads to blockage of promotions at lower levels.
 - (e) Any proposal formulated by the university is to have the approval of the UGC before implementation.

3. Basis for Conclusions arrived at

The Committee discussed at length the totality of the aspects mentioned under Item No-2 above.

3.1. It noted that an ongoing process of Career Advancement of Lecturers based on a continuous assessment exists as a promotional avenue while such a provision is denied to a Reader.

3.2. It took into consideration the fact that at the time of implementation of new pay scales and termination of MPS an option was being given to such of the Readers who could not complete the stipulated minimum of 8 years of service for eligibility to be considered under MPS to continue with the old pay scales till attainment of the minimum service requirement and then get eligibility for assessment to promotion as a Professor with a truncated scale of pay, namely, Rs. 4500 to Rs. 5700 as a modified MPS.

3.3. The Committee felt that this option was not used by the majority of the Readers because of the promise of creation of alternative promotional avenues to those opting for the new scales.

3.4. In the light of the present financial constraints being experienced by the university, the committee felt that any recommendation should be free from both shortrange and longrange financial involvement to see the light of the day.

4. Recommendations

Based on the considerations mentioned under Item No.3 above the Committee arrived at the following recommendation :-

- 4.1. It is not correct to state that promotional avenues were not created during the 7th plan since 15 among the Readers were promoted as Professors and the consequent vacant positions of Readers are being filled up.
- 4.2. No academic stagnation exists in reality since pursuit of academic advancement is a continuous process. Stagnation from the point of view of emoluments also does not exist as long as the upper most point in the basic pay of a given scale is not reached.
- 4.3. For promotion of a Lecturer, Career Advancement Scheme exists and consequently the need to suggest any other promotional avenue does not arise. Since such a scheme is absent in the context of promotion of Readers, such avenues are to be explored.
- 4.4. A promotional avenue for a Reader to a Professor is to be created on the basis of a provision included in the 4th Pay Commission with a pay scale of Rs. 4500 to Rs. 5700 with a modification that the arrears of salaries paid under the new pay scale need not be refunded.
- 4.5. The modalities for selection should be the same as those stipulated by the 3rd Pay Commission for promotion of a Reader to a Professor under MPS
- 4.6. In the case of those teachers promoted as Readers under MPS a minimum of 16 years of P.G. teaching out of which at least 8 years must be as Reader is to be stipulated for inclusion under the scheme.
- 4.7. This should be an ongoing process in the university
- 4.8. For Lecturers since any such promotional avenue involves financial implications and since there is an existing provision of Career Advancement, the Committee could not recommend any additional promotional avenue.
- 4.9. Since there is no financial implication in the creation of such promotional avenues from Readers to Professors the recommendation may be brought to the notice of the UGC only for information.

Sd/- T.S.B.Narasaraju
Chairman.

Sd/- O.D.Shira
(Convener)

6.2:2(4)

Excerpts from a note submitted by Prof. N. Malla.

(i) Any teacher who reaches the last point in a Particular grade shall be automatically shifted to the next higher grade without any assessment. This should be accepted as a standing principle in the University.

(ii) Any teacher who has completed eight years in

Reader (s) grade in NEHU and has adequate number of research publication in standard journals and has effectively supervised research at Ph.D level (at least two Ph.D) and has not enjoyed the benefits of merit promotion before hand, shall be eligible for evaluation and assessment to the next grade.

Justification:

Though the U.G.C. has done away with the Merit Promotion Scheme, we recommend that NEHU should have its own scheme. The reasons are as follows :

- (i) There are a large number of highly qualified teachers who are very active in their respective fields.
- (ii) If this is accepted, it follows that they should automatically satisfy certain normal conditions that could be usually expected from any University teachers who aspires and deserves to go to the next higher grade. These are as follows: Appreciable number of years of teaching, some publications and some kind of supervision at the Ph.D level. Can we think of somebody being promoted as a Professor without producing a Ph.D. ? Let us ponder over it.

In principle, a teacher who has enjoyed merit promotion once should not again be considered subject for the same. However, he/she may also be considered subject to the following conditions:

- (i) He/she shall have at least 16 years of teaching experience at the Post-graduate level. The reason for fixing years of teaching at 16 is this:

First of all, it is to avoid a peculiar type of incongruity that is likely to emerge if there is relaxation in the years of teaching. Imagine

6.2.2(5)

a hypothetical case. A person who joins this University, say, today, as a lecturer takes sixteen years to reach Reader's grade, where as a person who joined this University say, in 1980 with some teaching experience in some educational institution, gets all the benefits of all the three grade, i.e., Lecturer, Reader and Professor just in 12 years time ! Should it be encouraged in the academic institutions funded by the Government ?

Further, as per the U.G.C. guidelines one can avail of the merit promotion only once in the career. If we relax this condition we should stipulate some other condition in order to justify the case.

(ii) The work and publications submitted for evaluation in the previous case of merit promotion shall not be submitted for evaluation. The reasons are as follows: Some teachers got merit promotion on earlier dates on the basis of work and publications that came out much later. If this condition is not stipulated then there will be cases where teachers will get double benefits on the same piece of work. This type of thing should not be encouraged in Educational institutions.

(iii) Requirement of publications and research supervision shall be the same as in other case.

- (iii) PROPOSAL FOR REVISE RESTRUCTURE SYLLABUSES OF POSTGRADUATE DIPLOMA, M.A. (REGULAR) AND M.A. VIA DIPLOMA IN PUBLIC ADMINISTRATION.

Department of Public Administration, North-Eastern Hill University, Mizoram Campus, Aizawl was set up in June, 1985 with the aim of conducting Post-Graduate Instruction and Research, and Programmes for the In-service person in the discipline of Public Administration. Department's Master's Programme and Post-Graduate Diploma/Certificate programme commenced in March, 1987. The duration of both Master's programme and P.G. Diploma programme is of two years (4-Semesters) and one year (2 Semesters) respectively.

Eligibility conditions for two sets of participants are as follows. An Honours graduates in any subject are eligible to take admission to Master's Programme and a Bachelor's degree holders (Honours or pass) in any subject are permitted to take admission to Post-Graduate Diploma.

Syllabuses of M.A. and P.G. Diploma in Public Administration were separately formulated/structured in 1986 which were introduced in March, 1987. The course contents and papers for the two sets of participants of Master's programme for the duration of one year-2 semesters and P.G. Diploma programme for one year-2 semesters are not similar/equal. The participants of Master's programme read more contents and different papers in their two semesters where as the participants of P.G. Diploma read less contents and other papers in their two semesters. Thus, there are inadequacies in the structure of P.G. Diploma's programme which need to be revised/removed keeping in view of the introduction of M.A. Via Diploma programme.

Besides, Master's Programme and Post-Graduate Diploma's programme, Department further structured syllabus of III and IV Semesters (M.A. Via Diploma), Public Administration for eligible P.G. Diploma students (Honours graduate) in 1989 who have studied the first eight courses as a part of their curriculum, securing minimum of 50% marks in the P.G. Diploma Examination (Aggregate), may enter the third semester of this programme. The first eight courses which are taught

Contd/.../-

5:2:3:(2)

to the eligible P.G. Diploma students of M.A. Via Diploma are inadequate and full of anomalies which need to be removed. These eight courses of the eligible P.G. Diploma of M.A. Via Diploma also need to be made similar and equalised to the eight courses of M.A. (Regular). For example, the students of M.A. (regular) read course 8: Research Methodology in the second semester while the participants of M.A. Via Diploma do not at all read this course. - Research Methodology, though this course is already included in the syllabus of Public Administration for the National Eligibility Test by U.G.C. for awarding fellowships and lectureships.

With a view to equalising the courses of P.G. Diploma, M.A. Via Diploma and M.A. (Regular) by removing inadequacies/anomalies/outdated contents from the syllabuses of the three programmes as well as to incorporating the recent developments in Public Administration of National and International levels in the programmes, Department, for the first time, has proposed to restructure/revise/update the structures and contents of the courses of the three programmes. For this purpose, the latest syllabuses of M.A. in Public Administration of many Indian Universities and also the new curriculum for M.A. in Public Administration and Political Science prepared by U.G.C. have been also consulted which takes into account the N. E. T. syllabus for fellowships and lectureships. U.P.S.C. syllabus in Public Administration has been also taken care of in the proposed revised/up-dated syllabuses of the three programmes so that the students passing out from this Department may be able to compete at the National level. The proposed restructured/revise/up-dated syllabuses of P.G. Diploma, M.A. Via Diploma and M.A. (Regular) have taken care of removing outdated/over-lapping course contents and duplication of contents at each level of the programmes from the existing syllabuses of the three programmes. The courses and course-contents of the three programmes have been also made similar and equal to enable the students/participants of P.G. Diploma, M.A. Via Diploma and M.A. (Regular) to study similar courses/contents. Briefly inadequacies in the courses of the three programmes as far as possible have been removed.

Contd./.../-

5:2:3:(3)

Keeping in view of the recent trends/changes in both national and International Public Administration, some old courses have been deleted from the existing programmes and some new courses such as International Administration, Theory and practice of Local Government, Urban Development Administration in India, Administrative law and Tribunals, Labour Administration in India, Dissertation and Public Personnel Administration with special Reference to Britain, U.S. A. and France at both compulsory and optional levels have been incorporated in the proposed- Structures of the three programmes. Moreover, there has been also a change in the nomenclature of some courses of the existing programmes whereas some courses in the proposed structures of the three programmes alongwith the list of courses to be offered are given in the proposed revised/restructure syllabuses.

The Syllabi of three types of courses are placed at Annexure 'A', 'B' and 'C' for consideration of the Council.

DEPARTMENT OF PUBLIC ADMINISTRATION
NORTH-EASTERN HILL UNIVERSITY : MIZORAM CAMPUS : AIZAWL-796007

PROPOSED REVISED/RESTRUCTURED SYLLABUS - 1992.

STRUCTURE/SYLLABUS OF M.A. PUBLIC ADMINISTRATION.

C O U R S E

FIRST SEMESTER : (COMPULSORY COURSES)

- COURSE 1 : Fundamentals of Public Administration
- COURSE 2 : Indian Administration : Structure and Processes.
- COURSE 3 : Public Personnel Administration with Reference to Britain, U.S.A. and France
- COURSE 4 : Economic and Financial Administration

SECOND SEMESTER : (COMPULSORY COURSES)

- COURSE 5 : Development Administration in India
- COURSE 6 : Social Administration in India
- COURSE 7 : Theories of Bureaucracy
- COURSE 8 : Government and Politics of the Hill Areas of North-East India.

THIRD SEMESTER : (COURSE - 9 and 10- COMPULSORY)

- COURSE 9 : Administrative Thought
- COURSE 10 : Public Policy Analysis

ANY TWO OF THE FOLLOWING OPTIONAL
COURSES FROM 11 to 16.

- COURSE 11 : Political Theory
- COURSE 12 : Indian Government and Politics : Social Structures and Process.
- COURSE 13 : Administration of Public Enterprises in India
- COURSE 14 : Research Methodology.

Contd/....ii.

COURSE 15 : Rural Development Administration in India
COURSE 16.: Tribal Development Administration in India

FOURTH SEMESTER : (COURSES 17 and 18- COMPELLSORY)

COURSE 17 : Comparative Public Administration
COURSE 18 : International Administration

ANY TWO OF THE FOLLOWING OPTIONAL
COURSES FROM 19 to 25.

COURSE 19 : Theory and Practice of Local Government
COURSE 20 : Urban Development Administration in India
COURSE 21 : Administrative Law and Tribunals
COURSE 22 : Labour Administration in India
COURSE 23 : Comparative Business Organisation
COURSE 24 : Office Management in Government
COURSE 25 : Dissertation (In lieu of one course)

Four Week Practical Training (Non-Credit Component)

contd/iii/-

Notes :

1. The Programme consists of a total of sixteen courses of 1600 marks, from out of which twelve courses are Compulsory and thirteen are Optional Courses Six in the III Semester and Seven in the IV Semester, from out of which any two courses in the III Semester and any two in the IV Semester to be offered.
2. At the beginning of each academic session, the Department shall notify the list of Optional Courses to be offered in both the III and the IV Semester.
3. A student concerned to write a dissertation may do so in lieu one optional course in the IV Semester.
4. Each course carries 100 marks. Duration of the examination is three hours.

contd/.....iv/-

I

C O U R S E - 1

FUNDAMENTALS OF PUBLIC ADMINISTRATION

- UNIT-1 - Public Administration as a social science. Approaches to the study of Public Administration - Structural - Functional and systems approach; Behavioural approach and its impact; Comparative Administration, Decision making and inter-disciplinary approach and the present state of the discipline; Politics and Administration- Dichotomy or an Integrated Framework; Political economy and Public Administration; Social Ecology of Public Administration; Constitution and Law as the frame of Public Administration, and as an instrument; Fact and Value in Public Administration; Role of Public Administration in Socio-Economic change.
- UNIT- 2- Administrative Organisation : Theories of Organisation; Mechanistic and Humanistic Approaches; Concepts of Formal and Informal Organisation, Concepts of Line and Staff Agencies, and Auxiliary Services; Anatomy of Organisations; Organisational change; Organisation and Social Environment; Principles of Departmental Organisation ; Board and Commissions ; Public Corporations; Independent Regulatory Commission; Problems of Business Autonomy and Public Control.
- UNIT - 3-Administrative Management : Management as a tool and Techniques of Public Administration; Communication Supervision; Leadership; Systems Analysis; Management Accounting and Planning; O and M. Programme Evaluation; Management Information Systems; Management of change.
- UNIT - 4-Financial Management : Nature and Scope of Financial Management; Canons of Taxation- Benefit theory; Ability to pay; proportional and Progressive Taxation; Principle of Maximum social advantages; Deficit Financing- Meaning Advantages and Disadvantages.

UNIT - 5- Principles and Problems in Public Administration :

Rationality in Decision-making; Authority; Power and Influence, Response, Responsibility and Accountability Efficiency and Effectiveness and productivity and Motivation; Socialism and Administrative Management.

SUGGESTED READINGS.

1. Relevant issues of American Public Administration Review, Public Administration (London) and Indian Journal of Public Administration (New Delhi).
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3. Albert Lepawsky, Administration : The Art and Culture of Organisation and Management, Oxford and I.B.H., 1965.
4. James W.Fesker, Public Administration : Theory and Practice, Englewood Cliffs, N.J. Prentice-Hall, 1990.
5. Nicholas Henry, Public Administration and Public Affairs, Second Edition, Englewood Cliffs, N.J. Prentice Hall, 1980.
6. Peter Self, Administrative Theories and Politics, New-Delhi, S.Chand and Co. Ltd., 1981.
7. H.G.Frederickson, New Public Administration, Alabama, University of Alabama Press, 1980.
8. Felix A.Nigro and Lloyd G.Nigro, Modern Public Administration Fifth Edition, New York : Harper and Row, 1980.
9. Hohn Rehfuss, Public Administration as Political Process, New York, Charles Scribners' Son, 1973.
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12. Robert Golembiewski, Public Administration as a Developing Discipline, New York, Marcel Dekkar, 1977.
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14. Robert Presthus, Behavioural Approaches to Public Administration, University of Alabama Press, 1965.
15. H.Koontz and C.O' Donnel, Principles of Management, 3rd Edition, N.Y., McGraw Hall, 1964.
16. A.Etzioni, Modern Organisations.
17. Sileman, The theory of Organisation.
18. R.Ball, Management Techniques and Quantitative Methods.
19. Peter F.Ducker, Management : Tasks, responsibilities and Practices.
20. Sawl W.Gellerman, Motivation and Productivity.
21. Barry Maude, Leadership in Management.
22. W.J.Reddin, Managerial Effectiveness.
23. G.S.Lall, Public Finance and Financial Administration in India, New Delhi, H.P.J. Kappor, 1987.
24. S.S.Mookerjee, Indian Public Finance and Financial Administration, 1979.
25. M.P.Sharma, Public Administration : Theory and Practice, Allahabad, Kitab Mahal, 1990.
26. S.R.Maheswari, Theories and Concept in Public Administration . New Delhi, Allied, 1991.
27. Mohit Bhattacharye, Public Administration : Structure; Process and Behaviour, Calcutta, World Press, 1987.
28. Mohit Bhattacharye, Public Administration , New Delhi, Concept, 1986.
29. D.Wight Waldo, Public Administration in the time of Turbulence
30. John Garret, The Management of Government, London, Penguin Book, 1972.
31. C.P.Bhambhri, Administration in a changing society, New Delhi, National Publishing House, 1972.
32. Susheela Kaushik, (ed.), Public Administration : An Alternative Perspective, New Delhi, Ajanta International, 1984.

ADDITIONAL READINGS :

1. Ferrel Heady, Public Administration : A Comparative Perspective
New Jersey, Prentice Hall, 1966.
- 2- D.C.Rowatt (Ed.) Basic issues in Public Administration,
New York, Macmillan, 1962.
3. Dwight Waldo, Ideas, Issues in Public Administration,
New York, Macmillan, 1962.
4. William G.Scott, Organisation Theory : A Behavioural
Analysis For Management, Homewood, III Irwin, 1967.
5. Joseph L.Massie, Essentials of Management, Englewood
Cliffs, N.J.Prentice-Hall, 1971.
6. E.F.L. Brewh, Management : Its Nature and Significance,
London, Arnold - Heinemawn, 1967.
7. Cyril Sofer, Organisations in theory and Practice, London,
Heinemawn Educational Books, 1972.
8. A.Avasthi and S.R. Maheshwari, Public Administration,
Agra, Laxmi Narain Agarwal, 1983.
9. C.P.Bhambhri, Public Administration, Meerut, Meenakshi
Prakashan (Latest Edn)
- 10.P.Sheran, Modern Public Administration, Meerut,
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11. Fred Luthans, Organisational Behaviour, New Delhi,
MacGraw-Hill, 1977.
- 12.D.Millet, Management in Public Administration..
- 13.Ruthnaawamy, Principles and Practice of Public Administration.
- 14.Phillip Selznick, Leadership in Administration : A
Sociological Interpretation Evanston, Harper and Row, 1957.
- 15.A.R.Tyagi, Scientific Methods in Public Administration,
London, Harper and Row, 1970.
- 16.Herbert A.Simon, Administrative Behaviour, New York,
Free Press, 193.
- 17.Samuel J.Bernstein, and Patrick O'Hara, Public
Administration : Organisation, People and Public Policy,
New York, Harper and Row, 1979.

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18. Larry B.Hill and F.Ted Herbert, Essentials of Public Administration, North Scituate, Mass : Buxbury Press, 1979.
 19. Paul H.Appleby, Morality and Administration in Democratic Government.
 20. M.Y.Khan and P.K.Jain, Financial Management, New Delhi, Tata McGraw-Hill, 1962.
 21. F.Marini, New Public Administration, New York, Wiley, 1976.
 22. Saul W.Gellerman, Motivation and Productivity, Taraporewala and Sons, Bombay, 1967.
 23. F.N.Marx, (Ed.) Elements of Public Administration, Englewood Cliffs, N.J.Prentice-Hall, 1959.

C O U R S E - 2

INDIAN ADMINISTRATION : STRUCTURE AND PROCESSES.

- UNIT- 1 - Evolution of Indian Administration from British Period; Transition from Colonial to Welfare Administration; Problems and Prospects; Nature of Post-Independent Indian State; Basic Features of Constitutional Framework of Indian Administration; Objectives/goals of Government ; Socialist and Secular Republic; Federal Structure; Parliamentary Democracy; Role of Judiciary; Role of Public Services : An Assessment.
- UNIT- 2 - Organisation of Central Government
- (a) President ; Role-expectation and Role-Realization ; Relationship with Political Executive; Prime Minister as the Real Executive ; Cabinet, Cabinet Committees; Cabinet Secretariat; Cabinet Secretary; Prime Minister's Secretariat.
 - (b) Central Secretariat, Ministries and Departments- Ministries of Home Affairs, Personnel and Training, and External Affairs; Attached Offices and Subordinate Offices; Procedures of work in Government.
- UNIT- 3 - Administration of Union Territories ; Regional and Zonal Administration ; Public Service Commission; Administrative Tribunals; Vigilance Commission and appraisal of their working.

UNIT- 4 - Organisation of State Government:-

- (a) Governor, Relation with Political Executive; Chief Minister; Council of Ministers; State Secretariate; Chief Secretary; General Administration Department; Board of Revenue; State Public Service Commission; Vigilance Set-up and Appraisal of their working; District Administration; Changing Role of Collector/ Deputy Commissioner; District Development Administration, District Development Officer.

UNIT- 5 - Some Issues in Indian Administration :

- (i) Minister-Secretary Relationship
 (ii) Secretariat-Directorate Relationship
 (iii) Administrative Relations between Centre and State
 (iv) Problem of Corruption; Machinery for redressal of citizen's grievances and Public protest.
 (v) Federal coordination : Emergency and President's Rule; Governor and Emergency Powers
 (vi) Police and Para Military Forces
 (vii) Administrative Reforms : Problems and Prospects.

SUGGESTED READINGS.

1. Paul H. Appleby, Public Administration for a Welfare State, Bombay, Asia, 1962.
2. S.R. Maheshwari, Evolution of Indian Administration, Agra, Lexni Narain Agarwal.
3. S.R. Maheshwari, Indian Administration, Orient Longman, New Delhi, 1990.
4. S.R. Maheshwari, Administrative Reforms in India, New Delhi, Macmillan.
5. Ashok Chanda, Indian Administration, (2nd Edition), London, Allan and Unwin, 1968.
6. A. Avasthi, Central Administration, Delhi, Tata McGraw-Hill Publishing Company, 1980.
7. C.P. Bhanbhri, Public Administration in India, Delhi, Vikas, 1973.
8. S.L. Kaushik and P. Sahni, (Edn.) Public Administration in India: Emerging Trends, Allahabad, Kitab Mahal, 1983.

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12. Hardwar Rai, Current Ideas and Issues in Indian Administration, Delhi, Uppal Publishing House, 1981.
13. O.P.Motilal (Ed.) Changing Aspects of Public Administration in India, Allahabad, Chugh Publications, 1976.
14. Amal Ray, Inter-Governmental Relations in India : A Study of Indian Federalism, Bombay, Asia, 1966.
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17. Organisation of the Government of India, Delhi, IIPA Publication (2nd edition, Bombay, Somaiya, 1971).
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19. Cases in Indian Administration, Delhi, IIPA, Publication.
20. B.N.Puri, Some Aspects of the Evolution of Indian Administration, New Delhi, IIPA.
21. Baldev Raj Nayar, Modernisation Imperative and Indian Planning, Delhi, Vikas, 1972.
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National Perspective, Delhi, IIPA.
26. R.B.Jain, District Administration, Delhi, IIPA.
27. D.D.Basu, Introduction to the Constitution of India,
(11th Ed.), New Delhi, Prentice-Hall, 1985.
28. M.V.Pylee, Constitutional Government in India, Delhi,
S.Chand and Company, 1984.
29. Robert L.Hardgrave, Jr, and Stanley Kochanek,
India : Government and Politics in a Developing Country,
Delhi, Freeman Book Company, 1986.
30. Sardar Patel Institute of Administration, Administration
and Politics in Modern Democracies, Allahabad,
Chugh Publications, 1976.
31. Administrative Reforms Commission Study Team, Reports on :
(i) Machinery of the Government of India and its procedures of work.
(ii) State Level Administration :
(iii) District Administrations;
(iv) Centre-State Relations , Delhi, The Manager, of Publications.
32. Secretariat Training School (Ministry of Home Affairs,
G.O.I., New Delhi, Organisational set-up and Functions
of the Ministries/Departments of Government of India,
Delhi, The Manager of Publications (Latest Edition).

ADDITIONAL READINGS :

1. B.B.Mishra, Administrative History of India.
2. Prem Lata Bansal, Administrative Development in India,
Delhi, Sterling, 1974.
3. D.P.Singh Problems of Public Administration in India.
4. K.Santhanam, Union-State Relations in India.
5. J.D.Shukla. District Administration.
6. Richard P. Tauske, Bureaucrats under stress : Administrators and
Administration in an India State, Berkely, Union of California Press. 1980.
7. N.M.Mudaliar, Indian Administration : Today and Tomorrow,
Delhi. Orient Longman, 1969.
8. IIPA, (Regional Branches) Organisation of the State Government.

C O U R S E - 3

PUBLIC PERSONNEL ADMINISTRATION WITH
REFERENCE TO BRITAIN, U.S.A. AND FRANCE

- UNIT -1- Growth and Development of Public Personnel Administration as a subject ; Personnel Policies ; Functions of Personnel Administration; Importance of the Study of Public Personnel Administration in developed and developing societies ; Public Personnel Administration and Ecology.
- UNIT- 2- Structure of Civil Service in India, Britain U.S.A. and France, Central Personnel Agencies in India, Britain and U.S.A.; Recruitment of Higher Civil Services in India, U.K., USA and France; Types and Methods of training in India and France.
- UNIT- 3- Promotion practices and social composition of Higher Civil Service in India ; Issues of Representation; Reservations; Salary Administration; Superannuation/Retirement Benefits; Conditions of Service; Morale and Incentives.
- UNIT - 4-Conduct Rules ; Disciplinary Action; Removal and Appeals; Employer - Employee Relations; Machinery For Negotiation and Settlement of Service Conditions - Staff Associations - Whitley councils in England. and Joint Consultative Machinery in India, Political Rights and Rights to organise and strike of civil servants; Exception of Essential services.
- UNIT- 5- Problems of Public Personnel : Conduct and Discipline; Neutrality and commitment in civil service; Relations between political and Non-Political officials; Relations between Generalists and Specialists; Politicisation of Administration; Institute of Middlemen.

SUGGESTED READINGS

1. G.Glenn Stahl, Public Personnel Administration, (7th Edition), New Delhi, Oxford and I.B.H. Publications, 1975.
2. Feli A.Nigro, Public Personnel Administration.
3. V.M.Sinha, Personnel Administration, Jaipur, K.B.S.A. Publishers, 1986.
4. S.P.Verma and S.K.Sharma, Managing Public Personnel (2nd Edition), New Delhi, IIPA, 1985.
5. P.Pigors and A.Myers, Personnel Administration : A point of View and Method, Mc Graw-Hill, 1977.
6. V.A.Pai Panandikar, Personnel Administration : Implementing the Reforms, New Delhi, IIPA, 1970.
7. V.A.Pai Panandikar, Personnel System for Development Administration, Bombay, Popular Prakashan, 1966.
8. S.L.Goel, Public Personnel Administration, Delhi Sterling Publishers, 1984.
9. P.Ghosh, Personnel Administration in India, Delhi, Sudha Publications, 1975.
- 10.R.B.Jain, (Ed.), Aspects of Personnel Administration. New Delhi, IIPA.
- 11.R.B.Jain, Contemporary Issues in Indian Administration, New Delhi, Vishal.
- 12.K.Diesh, et.al., Management in Government, New Delhi, Publication Division (G.I.C.).
- 13.Herman Finner, Theory and Practice of Modern Government.
- 14.Maekenzie and Grove Central Administration in Britain,
- 15.W.A.Robson, Civil Service in Britain and France.
- 16.S.R.Maheshwari, The Civil Service in Great Britain, Delhi, Concept Publication, 1976.

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17. Dwarka Das, Role of Higher Civil Services in India.
18. M.A.Muttabib, Union Public Service Commission.
19. V.Bhaskara Rao, Public Employee- Relations.
20. A.R.Pyagi, Rights and Obligations of Civil Service in India
21. A.R.Pyagi, Civil Service in a Developing Society.
22. R.K.Sapru, Civil Administration in India.
23. V.M.Sinha, Union Public Service Commission- The Indian Politics - Administrative System : Some Perspectives, Jaipur, R!B.S.A., 1984.
24. N.C.Roy, Civil Service in India.
25. V.Subramanian, Social Background of India's Administration : A Socio-Economic Study of High Civil Service of India, Manager, Publication Divisions, 1971.
26. V.Subramaniam, Social Background of India's Civil Servants, Manager, Publication Divisions, 1971.
27. E.K.Roth-Well (Ed.), Administrative Issues : Developing Economics, Lexington, Mass, D.C. Heath and Company, 1972.
28. B.R.Sharma, Motivational Crisis in Indian Administration, Delhi, IIPA.
29. A.P.Saxena, Training and Development in Government, Delhi IIPA, 1974.
30. P.N. Bhambhri, (Ed.), Training in Public Administration : The Changing Perspective, Delhi, IIPA.
31. S.R.Maheshwari, Indian Administration, Delhi, Orient Longman, 1990.
32. IIPA, Organisation of the Government of India, (2nd Edition), Bombay, Somaiya, 1971.
33. IIPA, (Ed), Public Service in Democracy.
34. IIPA, (Regional Branches), Organisation of the State Government.
35. Government of India-Reports of First, Second, Third and Fourth Pay Commissions.
36. C.P.Bhambhri, Public Administration in India, Vikas (Latest Edition).

ECONOMIC AND FINANCIAL ADMINISTRATION IN INDIAPART - A : ECONOMIC ADMINISTRATION

UNIT 1 - Comparative Economic Systems : Capitalist) economy, Mixed Economy; Socialist Economy; Multinational Corporations and Economic Development; in Third World.

UNIT - 2-Concurrent Jurisdiction of the Union and States in Economic Administration ; Directive Principles of State Policy and their Impact on Economic Administration in India; Administration of Agriculture Rural Development ; Transport and Communication.

UNIT- 3- Anti-Inflationary Strategy and Economic Development; Parliamentary control over Economic Administration, Political and Administrative Interaction in Economic Development.

PART B : FINANCIAL ADMINISTRATION.

UNIT - 4- (a) Concept, Nature and Scope of Financial Administration, Role and Status of Financial Administration in Governmental System; Framework of Financial Administration in India.

(b) Central and State Financial Relations ; Finance Commission and Distribution of Resources/ Revenues between the Centre and States; Relations Between Finance Commission and Planning Commission.

(c) Public Debt in the Indian Union.

UNIT - 5-(a) Principles of Budgeting ; Performance Budgeting; Planning, Programming, Budgeting, System (P.P.I.S.), Zero Base Budgeting; Preparation and Implementation of Budget in India; Budget as Vehicle of Fiscal Policy and a tool of Management; Budgetary Reforms Delegation of Financial Powers; Financial Advisors.

(b) Agencies of Financial Control : Finance Ministry and Parliamentary Committees.

(c) Treasury System in India.

(d) Reserve Bank of India : Its Organisation, Functions and Role in Monetary Policy.

SUGGESTED READINGS

(ECONOMIC ADMINISTRATION)

1. Michel Kalecki, Selected Essays on the Dynamics of Capitalist Economy - 1933-70, London, Cambridge Up, 1982.
2. Paul Sweezy and Paul A. Baran Monopoly Capital.
3. Dan Lebudure, Political Economy of Imperialism, London, Zed, 1977.
4. Paul Baran, The Political Economy of Growth, NY., MRP, 1957.
5. Tamas Szenetts, The Political Economy of Underdevelopment, Budapest, Akademiai Kiado, 1971.
6. A.G. Frank, On Capitalist Underdevelopment, OUP, 1975.
7. A.K. Das Gupta, Economic Theory and the Developing Countries.
8. A. Anchishkin, The Theory of Growth of a Socialist Economy, Moscow, Progress, 1977.
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11. Arun Bose, Marxian and Post-Marxian Political Economy, Penguin, 1975.
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13. Dudley Seers, Dependency Theory : A Critical Reassessment, London, Frances Pinter, 1981.
14. R. Datt and K.P.V. Sundaram, Indian Economy, 19th Ed., New Delhi, S. Chand and Co., 1981.
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16. B.C.Pandon, Economic Planning : Theory and Practice, Allahabad, Chaitanya.
17. Government of India, Administrative Commission's Report on Economic Administration.
18. Francine Frankel, India's Political Economy : The Gradual Revolution, Princeton, Princeton University Press, 1978.
19. Shanti Kumar Ghosh, Development Scenario; India , Calcutta, The World Press.
20. A. Datta Perspective of Economic Development.
21. Alak Ghosh, Indian Economy : Its Nature and Problems, Calcutta, The World Press, 1987.
22. I.C.Dhingra, The India Economy, New Delhi, S.Chand and Co., 1981.
23. J.S.Uppal, (Ed.), India's Economic Problems, Delhi, Tata McGraw-Hill, 1975.
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25. A.Waterston, Development Planning : Lesson of Experience.
26. V.D.Divekar, Planning and Political Process in India.
27. A.H.Hanson, Parliament and Public Ownership, Connecticut, Greenwood Press, 1973.
28. W.G.Friedmann, State and the Rule of Law in a Mixed Economy, Stevens, 1971.
29. D.R.Gadgil, Planning and Economic Policy in India.
30. K.Seshadri, Procedures of Planning in Developing Countries.

FINANCIAL ADMINISTRATION :

1. M.J.K.Thavaraj, Financial Administration of India, New Delhi, S.Chand and Co., 1978.
2. G.S.Lall, Public Finance and Financial Administration in India 2nd Ed., New Delhi, H.P.J. Kapoor, 1979.
3. R.M.Bhargava, The Theory and Working of Union Finance In India, 5th Ed., Allahabad, Chaitanya Publishing House, 1977.
4. K.L.Handa, Financial Administration, New Delhi, IIPA.
5. S.S.Mookerjee , Indian Public Finance and Financial Administration in India, New Delhi, Surjeet Publication, 1979.
6. M.Y.khan and P.K.Jain, Financial Management, New Delhi, Tata McGraw-Hill, 1982.
7. O.K.Ghosh, The Indian Financial System.
8. K.N.Tripathy, Fiscal Policy and Economic Development in India, (2nd Ed.,) Calcutta, The World Press, 1970.
9. M.J.K.Thavaraj and K.L.Handa, Financial Control and Delegation , New Delhi, IIPA, 1973.
10. D.N.Cadhok, Parliamentary Control Over Government Expenditure, Sterling, 1976.
11. R.N.Aggarwala, Financial Committees of Indian Parliament, Delhi, S.Chand and Co., 1966.
12. B.B.Lal, Financial Control in a Welfare State.
13. A.Prenchand, Control of Public Expenditure in India.
14. P.K.Wattal, Parliamentary Financial Control in India.
15. D.F.Lakadawala, Union State Financial Relations in India.

16. B.N.Gupta, Indian Federal Finance and Budgetary Policy, Allahabad, 1970.
17. K.P.M.Sundaram, Indian Public Finance and Financial Administration, Delhi, 1973.
18. Gesso Burkehead, Government Budgeting.
19. Prem Chand, Performance Budgeting.
20. M.J.K.Chavvaraj, Performance Budgeting, Research Publications, New Delhi, 1970.
21. B.N.Gupta, Government Budgeting with reference to India, Delhi, 1960.
22. J.N.Sharma, The Union and the States : A Study in Fiscal Federalism.
23. Raman Bombwall, Federal Financial Relations in India.
24. A.K.Basu, Fundamental of Banking : Theory and Practice.
25. H.K.Paranjape, The Planning Commission Reorganised, Delhi, IIPA, 1971.
26. A.R.C. Reports on :
 - (a) Delegation of Financial and Administrative Powers.
 - (b) Financial Administration.

DEVELOPMENT ADMINISTRATION IN INDIA.

- UNIT - 1- Concept of Development and Development Administration; Socio-Economic context of Development; Links of Development Administration with the study of Public Administration; problems of Ends and Means; Development of Administration and Administration of Development;
- UNIT - 2- (a) Approaches to Strategies of Development Administration; Western Liberal Approach; Gandhian Approach; Development through Conscientisation (Paulo Friere); Marxist Approach.
(b) Instrument of Development Administration; Political party; Administrative System; Voluntary Organisations; Regional and International Organisations.
- UNIT- 3- (a) Institutional Frame Work of Development Administration; Political Executive; Planning Agencies - National Development Council's Role; Agencies and Processes of Implementation at Central, State and Local levels.
(b) Development at the grass root level; people's participation in the Development process; Impact of Development Administration on rural society.
- UNIT - 4- (a) Major challenges to Development Administration in India; Human Resources, Material Resources; Technology and constitutional goals of Development.
(b) Tensions in Development Administration; Regionalism Language; Caste; and Corruption in Administration, India's Approach to the problems of social Development- Reservation Policy.
- UNIT - 5- (a) Nature and Problems of Development Bureaucracy; Bureaucracy and Political Systems; Socio-Economic roots/background of Bureaucracy; problems of Committee Bureaucracy; Representative Bureaucracy and its values, attitudes/motivations; politics of Bureaucracy.
(b) Evaluation of development efforts in India.

SUGGESTED READINGS.

1. U.N.O., Development Administration : Current Approaches and Trends in Public Administration for National Development; New York, UNO, 1975.
2. Grant George, Development Administration : Concepts; Goals, Methods, Madison, University of Wisconsin Press, 1979.
3. Edward Weidner, (Ed.), Development Administration in Asia, Durham, N.C., Duke University Press, 1970.
4. Irving Swardlow, (Ed.), Development Administration : Concepts and Problems, Syracuse, N.Y., Syracuse University Press, 1963.
5. John Montgomery, and Siffin William, Approaches to Development Administration; Politics, Administration and Change, New York, McGraw Hill, 1966.
6. Fred W. Riggs, (Ed.), Frontiers of Development Administration, Durham, N.C. Duke University Press, 1970.
7. Pranab Bardhan, Political Economy of India's Development.
8. Alak Ghosh, Indian Economy : Its Nature, and Problems.
9. Herb Addis, et.al., Development and Social Transformation.
10. V.A. Pai Panandikar, (Ed.), Development Administration in India, Madras, Macmillan, 1974.
11. V.A. Pai Panandikar, Bureaucracy and Development Administration, New Delhi, Centre for Policy Research, 1978.
12. R.K. Arora, People's Participation in Development Process, Jaipur, SIPA, 1979.
13. C.P. Bhamhri, Administration in a changing society, Delhi, National, 1978.
14. Ralph Braibanti and Joseph Spengler, (Ed.), Tradition, Values and Socio-Economic Development.
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16. P.R. Dubhashi, Policy and Performance.

17. A.H.Hanson, Process of Planning : A study of India Five Year Plans.
18. K.Seshadri, Procedure of Planning in Developing Countries.
19. Paul Streeten and Michael Lipton (Eds.), The Crisis of Indian Planning.
20. D.R.Gadgil, Planning and Economic Policy in India.
21. Francis E.Rourke, Bureaucracy, Politics and Public Policy.
22. Bertram Gross : (Ed.), Action under Planning : The Guidance of Economic Development.
23. Oskar Lange, Essays in Economic Planning.
24. Van Nieuwehuize, Public Administration, Comparative Public Administration, Development Administration : Concepts and theory in their struggle for Relevance, The Hague Institute of Social Studies, 1973.
25. Paulo Friere, Pedagogy of the Oppressed, Middlesex, Penguin, 1980.
26. B.Guy Peters, The Politics of Bureaucracy : A Comparative Perspective, New York, Longman, 1978.
27. Sardar Patel Institute of Administration, Administration and Politics in Modern Democracies, Allahabad, Chugh, 1976.
28. Marcus Franda, Voluntary Associations and Local Development in India, Young Asia, 1983.
29. B.L.C. Johnson, India : Resources and Development, New Delhi, Arnold Hieneman, 1980.
30. V.P.Batra, The Economy and Human Resources, Delhi, B.R. Publishing corporation, 1978.
31. Mahindra Kumar, International Politics, (Relevant Chapters on Development).
32. S.K.Sharma, (Ed.), Development Administration: International Perspective.

33. M.V.Mathur and Iqbal Narain, Panchayati Raj Planning and Democracy.
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35. Tavlok Singh, India's Development Experience, New Delhi, Macmillan, 1973.
36. S.S.Khera, The Central Executive, New Delhi, Orient Longman, 1975.
37. Jyotirindra Das Gupta, Language Conflict and National Development, Bombay, Oxford University Press, 1970.
38. J.V.Bondurant, Regionalism Versus Provincialism : A Study in Problems in Indian Unity, Berkeley, University of California Press, 1958.
39. P.C.Joshi, Land Reforms in India, New Delhi, Allied, 1975.
40. Kuldeep Mathur, Bureaucratic Response to Development, Delhi, National, 1972.
41. M.Bhattacharya, Bureaucracy and Development, New Delhi, Uppal, 1979.

ADDITIONAL READINGS :

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15. M.K.Gandhi, Collected Works, Ghandi Peace Foundation, New Delhi.
16. N.J.Botham Hegin, Four Faces of Indian Bureaucracy : Conflict in Culture.

C O U R S E - 6

SOCIAL ADMINISTRATION IN INDIA

- UNIT - 1- Theory and Practice of Welfare State; Social Development and Social Justice, Social Welfare; Social reforms; Social Works, and Social Security; Social Administration and Public Administration.
- UNIT - 2- (a) Concept and Purpose of Community participation in Social Welfare Programmes; Models of Community Participation ; Process of Participation in Social Welfare Programmes with special reference to Women and Child Welfare ; Population Control; and Youth Welfare ; Recommendations.
(b) Methods of Social Administration (Social Processes)
Social Case Work ; Social Group Work ;
Community Organisation.
- UNIT 3- (a) Pattern of Social Welfare Administration in India :
Central Level : Department ; Central Social Welfare Board; Their Composition and Role in the Changing social context.
State Level : Department/Directorate- State Social Welfare Advisory Board; Their organisation and working in social Development; Relationship between Central Social Welfare Board and State Social Welfare Advisory Board;
Local Level : District, Block and Panchayati/Village.
(b) Scope of Social Development under the Five Year Plans; Financing Social Welfare Services.
- UNIT - 4- (a) Social Welfare Personnel in India ; Need For Creating a special cadre at Central/State/Local Levels; Training, and Conditions of their service.
(b) Role of Bureaucracy in the Implementation of Social Development Policies.
(c) Role of Voluntary Agencies in Social Welfare and their relationship with Government; Organisation and Role of Association For Voluntary Agencies For Rural Development in India; Indian Council of Social Welfare.

UNIT-5-(a) Problems of Social Administration in India :

Inter-Agency and Inter-Governmental Coordination :
Human Relations : Grants-in-Aid; and Common Civil Code.

- (b) Social Legislation and Its implementation relating to : Marriage and Divorce ; Correctional Administration; Destitutes and Handicapped : Untouchability; Protective Discrimination with special reference to Schedule castes, scheduled tribes and other Backward classes.

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THEORIES OF BUREAUCRACY

- UNIT- 1- Bureaucracy : Origin of the concept; Classical thinking; Changing goals ; Bureaucracy and Politics; Role and Importance of Bureaucracy in Developing Countries; Bureaucracy and Development.
- UNIT - 2-Development of the concept of Bureaucracy : The Marxian View; Mosca; Michels; Robert Merton ; Talcott Parsons; Anthony Dawns; Peter M.Blau.
- UNIT -3-Marx and Max Weber : Critique of Post-Weberian Developments.
- UNIT - 4-(a) Concept of Bureaucratisation : Experience of Socialist Countries.
(b) Burley : Debate on Democracy.
- UNIT- 5-Development and Democracy - Expanding Bureaucracy in Third World Countries; Changing Character and changing goals; Bureaucracy and its relationship with political executive and Legislature and citizen; Professionalism and Responsiveness in Bureaucracy; Neutrality and Commitment; Reform of Bureaucracy: The Continuous Quest.

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6. M.Bhattacharye, Bureaucracy and Development Administration, New Delhi, Uppal, 1979.
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- 15.E.Kamenka and M.Krygiev, (Ed), Bureaucracy : The Career of a Concept.
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- 19.David Schuman, Bureaucracies, Organisations and Administration, New York, Macmillan, 1976.
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22. C.P.Bhambhri, Bureaucracy and Politics in India.
23. Samuel Krislova, Representative Bureaucracy.
24. Prayag Mehta, Bureaucracy, Organisation, Behaviour and Development.
25. Karl Marx, Selected Works, Progress Publishers, Moscow.
26. V.I.Lenin, Selected Works, Progress Publishers, Moscow.
27. Susheela Kaushik, Public Administration : An Alternative Perspective, New Delhi, Ajanta - International, 1984.
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**GOVERNMENT AND POLITICS OF THE HILL AREAS OF NORTH
EAST- INDIA.**

NOTE : This paper will be studied with particular reference to
Meghalaya, Mizoram and Nagaland.

- UNIT 1- (a) Geographical Features of North-East India : Its
Problems and Importance.
- (b) British Colonialism and its impact on the Hill
Areas of North-East India with special emphasis
on Administrative, Political, Economic, and
Constitutional Aspects; Administrative set-up
under Excluded and Partially Excluded Areas;
Inner Line Regulation and Its Relevance in the
Present Socio-Economic Context.
- UNIT-2- (a) District Administration of the Hill Areas of
North-East India during Pre-and Post-Independence
period : British Superintendent/Deputy Commissioner
His power and Position; Role in Development
Administration in the District.
- (b) Traditional Administration of justice in the Hill
Areas and Its Relevance in Socio-Economic change
process.
- UNIT- 3- Hill Areas and the Constituent Assembly of India-
Sixth Schedule For the Administration of the Autonomous
Hill's Districts of North-East India : District/
Regional Councils - Constitutional Structure, Finances,
Working, Council's Relation with the State Governments.
- UNIT- 4- (a) Demands For separate Hill State; Creation of
Nagaland and the Autonomous State of Meghalaya;
North-Eastern Areas Re-Organisation Act, 1971;
Mizoram From Union-Territoryhood to statehood.
- (b) Emergence of class : Middle class/elites;
Land and Land Relations.
- (c) Socio-Political Movements : Nature of Electoral
and party politics ; Organisation, Ideology, Leadership
and Finances of Major National and Regional
Political Parties; Pressure groups; Regional Politics.

- UNIT - 5- (a) North-Eastern Council : Its Composition and Functions ; Achievements.
- (b) Problems and Prospects : Issues in uprisings/ Insurgency : Role of the Law and Order Agencies: Cultural Identity ; Nationality Question.

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2. H.Bareh, Meghalaya, Shillong, 1974.
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9. M.Horam, Naga Polity, Delhi, D.K.Publishers.
10. A.G.Macall, Lushai Crysallies, London, Luzac and Co.PTD., 1949.
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12. V.V.Rao, et.al., A Century of Politics in North-East India, Vol.I (Assam), Vol.II, (Meghalaya), Vol.III (Mizoram) Delhi, S.Chand, 1983.
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Middle Class in North-East India. Delhi, COSMO, 1983.
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Restoration in Tribal Communities in India, Bombay,
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ADDITIONAL READINGS :

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4. M.Horam, Social and Cultural Life of Nagas, Delhi, B.R.Publishing Corpn., 1977.
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14. Animesh Ray, Mizoram Dynamics of Change, Calcutta, Pearl Publishers, 1982.
15. R.P.Singh, Electoral Politics in Manipur, Delhi Concept, 1982.

C O U R S E - 9 (COMPULSORY)

ADMINISTRATIVE THOUGHT

- UNIT 1 - Evolution of Administrative Theories; Ideas of New Public Administration : (Minno-brook papers); Behavioural Approach Human Relations (ELTON MAYO), Neo-Human Relations Approach, (McGregor, Chris Argris).
- UNIT 2 - Constructive Conflict and giving of orders : (M.P.F. Olet), Ecological Approach: (Fred W. Riggs).
- UNIT 3 - Development Approach :
- (a) Elements of Development Administration: Edward Wiedner.
 - (b) Time and Space dimension in the study of Development Administration : (Hahn-been Lee, Waldo, Heaphy.)
 - (c) Politics of Development Administration : (Milton J. Eelman).
- UNIT 4 - Political Economy approach to Development Administration; Western phase of Development Thinking; The search For Indigenous Development Theory in the Third World.
- UNIT 5- (a) Critique of Administrative Theory with special reference to Satyadeva, V. Subramaniam, and Stewart Clegg.
- (b) Marxist Critique and Alternative to Western Organisation, Management and Development Theories.

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4. Keith Davis, Human Behaviour at work : MacGraw-Hill, 1972.
5. Ferment E. Kast and J. E. Rosenzweign, Organisation and Management, MacGraw Hill, 1974.
6. Luther Gullick and Urwick (Eds.), Papers on the Science of Administration, New York, Institute of Public Administration, 1954.
7. Henry Fayol, General and Industrial Management, London, Pitman, 1955
8. Herbert Simon, Administrative Behaviour : A Study of Decision making process in Administration Organisations, New York, Macmillan 1973 (Edition).
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24. Stewart Clegg and David Dunkerley, (Ed.), *Organisation, Class and Control*, London, R. and K. Paul, 1977.
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30. C. N. Bhuleria, (Ed.), Administration, Politics and Development in India, Lalwani, 1974.
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ADDITIONAL READINGS :

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7. Susheela Kaushik (Ed.), Public Administration : An Alternative Perspective, New Delhi, Ajanta International, 1984.
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10. V.I. Lenin, Selected Works, Progress Publishers, Moscow.
11. Mao Tse Tung, Selected Works, Peoples Publishing House Peking
12. Manoranjan Mohanty, The Philosophy of Mao Tse Tung.
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15. Max Weber, The Theory of Social and Economic Organisation, New York, Free Press, 1947.
16. Peter M. Blau, The Dynamics of Bureaucracy, Cambridge, University Press, 1955.
17. M.K. Gandhi, Collected Works, Gandhi Peace Foundation, New Delhi.

C O U R S E 10 (COMPULSORY)

PUBLIC POLICY ANALYSIS

- UNIT 1 - Concept, Scope and Purpose of Public Policy; Concept, Implications, Consequences, and Importance of Policy Sciences; Concept and Problems of Policy Analysis; Growing Salience of Public Policy Analysis; Public Policy and Democracy; Public Policy and Administration; Public Policy and Development.
- UNIT 2 - Theories of Public Policy Analysis; Systems Theory; Elite Theory; Institutional Theory; Experimental Theory; Incremental Theory; Development Administration Approach; Marxian Approach.
- UNIT 3 - Role and Interactions of Bureaucracy and Legislature in Public Policy Formulation; Constraints-Social and Economic Demands; Role of Fact Finding; Interacting Milieu in Policy Execution; Critical Input of Feedback; Political Party and Interest groups and Policy Formulation.
- UNIT 4 - Research Experience and Techniques of Public Policy Analysis. Evaluative Appraisal of Past Policies-Population Control Policy; Policy of Protective Discrimination; Problems of Policy Evaluation.
- UNIT 5 - A Study of Public Policy; A Pilot Research Exercise on an Empirical Theme; Agencies For Policy Implementation; Problems of Policy-making.

Contd/..../-

SUGGESTED READINGS

1. G.D. Brewer and Peter Deleon, (Ed.). The Foundation of Policy Analysis.
2. I. Dayal, et. al., Dynamics of Formulating Policy in Government.
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4. B.W. Hogwood and L.A. Gum, Policy Analysis For the Real World.
5. IIPA, Third Special Programme on Policy Analysis.
6. K.J. Radford, Complex Decision Problems.
7. United Nations, Policy Analysis and Development.
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14. Charles E. Jacob, Policy and Bureaucracy, D. Van Nostrand Company, INC, 1966.

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18. Pradeep Sahni, *Public Policy Conceptual Dimensions*, New Delhi, Kitab Mahal, 1987.
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20. R. S. Ganapathy, S. R. Ganesh, R. M. Maru, Samuel Pawl, Ram Mohan Rao, (Eds.), *Public Policy and Policy Analysis*, New Delhi, Sage Publications.
21. B. C. Mathur, et. al., *Management in Government*.
22. R. B. Jain, "Policy and Parliament" *IJPA*, (Vol., and Issue to be identified).
23. R. B. Jain, "Electronic Policy and Indian Parliament" *IJPA*, (Vol and Issue to be identified).
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26. Graig Liskie, and others, *Public Policy : Issues, Theories and Methods*.
27. Bimal Jalan, *Essays in Development Policy*.
28. Ashok Mitra, *India's Population : Aspects of Quality and Control*.
29. R. Revenkar, *Indian Constitution : A case study of Backward classes*.
30. Lasswell, *The Emerging Concept of Policy Sciences*.
31. Mansur Hoda, (Ed.), *Problems of Unemployment in India*, New Delhi, Allied
32. A. B. Wildevasky, *The Art and Craft of Policy Analysis*.

Contd/.../-

COURSE - 11 (OPTIONAL)

POLITICAL THEORY

- UNIT 1 - Meaning, Nature, and Importance of Political Theory; Traditional versus Modern Approaches; Approaches to the study of Political Theory; Behavioural and Post-Behavioural Approaches; Structural-Functional Approach; Systems Analysis; Marxist Approach.
- UNIT 2 - Major Concepts : Democracy; Rights; Liberty, Equality, Property. Revolution with special reference to Marxist Concepts; Justice; Welfare and Secular State.
- UNIT 3 - Major Contemporary Political Concepts Political Obligation; Political Culture; Political Socialisation; Power Influence; Authority, and Legitimacy; Modernisation and Political Development with reference to third world countries, Class and Class Conflict.
- UNIT 4 - Liberalism, Democratic Socialism and Conservatism; Fascism; Anarchism; Nationalism and Gandhism; An Overview.
- UNIT 5 - (a) Marxism : Scientific Socialism; Marxism as a theory of Social and Political Change; Dialectical/Historical Materialism; Classes and Class Struggle; State/Stateless/Classless Society; Alienation : A Critical Assessment.
- (b) Leninism : Alteration in Marxism; Theory of Imperialism; Role of Party.

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COURSE -12(OPTIONAL)

INDIAN GOVERNMENT AND POLITICS :
SOCIAL STRUCTURES AND POLITICAL PROCESS

- UNIT 1 - (a) History and Culture; Dominant Values; Political Legacies; Imperialism and Colonialism in India; National Movement and Its Socio-Economic Orientation.
- (b) Class structure and Social Stratification; Politics and Problems of Caste; Communalism; Religion; Language; Regionalism, and Culture patterns.
- UNIT 2 - (a) Federalism : Developments From 1947 to 1967 : Its working since 1967; Problems and Areas of Tensions; Decentralisation and Federal Structure; Demands for State Autonomy; Sarkaria Commission Recommendations : A Review; Alternative Models of Federalism.
- (b) Fundamental Rights - Myth and Reality; Directive Principles of State Policy; Interaction between Parliament and Judiciary over Directive Principles.
- UNIT 3 - (a) Judiciary and Political Process in India: Nature and working of Judicial Review with particular reference to its Role vis-a-vis Fundamental Rights and Directive Principles; and Relations between Union and the States.
- (b) Problems and Issues confronting the judiciary in India: Politicisation; Judicial Transfers; Committed or Neutral Judiciary, and Attempts at Judicial Reform.
- UNIT 4 - (a) Party System - Major National and Regional Political Parties in India : Nature; Organisation; Leadership, Ideology; Social bases and Finances; Party system and Political process and Democratisation; Nation-Building and National Integration.

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- (b) Elections and Electoral process - patterns and Trends: Political participation; Voting Behaviour; Issue of Legitimacy; Electoral Alliances and Coalition Formation; Electoral Reforms.
- (c) Major Interest-cum-pressures groups in the Democratic polity of India : Patterns of Interaction and Linkages.

UNIT 5 - (a) Nationality Question in India.

- (b) Ruling classes and Political Elites: Character and Trends
- (c) Poverty in India : Politics of poverty.
- (d) Problems and Prospects of Democracy; Patterns of Crisis in Indian Polity.

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COURSE-13(OPTIONAL)

ADMINISTRATION OF PUBLIC ENTERPRISE IN INDIA

- Unit 1 (a) State Intervention in Business; Capitalist; Socialist, and Mixed Economics.
- (b) Concept of Public Enterprises and its role in Socio-Economic Development.
- (c) Objectives of Nationalisation.
- Unit 2 (a) Forms of Management of Public Enterprises :
Departmental; Public Corporation;
Government Companies; Joint Stock Companies.
- (b) Structure of Public Enterprises: Board of Directors, and their Types; Composition; Powers; and Functions; Role of Public Sector Chief Executive.
- Unit 3 (a) Nature of Public Enterprises in India :
Production Oriented Enterprise; Service Oriented Enterprise;
Infrastructure oriented Enterprise; Consumer oriented Enterprise.
- (b) Personnel Management in Public Enterprises : Manpower Planning, Agencies of Recruitment Promotion, and Training.
- Unit 4 (a) Control over Public Enterprises:
Ministerial and Parliamentary; Dichotomy of Managerial Freedom and Government Control.
- (b) Committees on Public Undertakings.
- Unit 5 (a) Problems of Public Enterprises : Autonomy and Accountability
Finance; Pricing; Profit-Polity; Productivity; Efficiency;
Measurement; Worker's Participation; Industrial Unrest;
Consumer Interest; Project Planning and Gestation Lag Audit of Public Enterprises.
- (b) Public Enterprise: Promise, Performance, and Evaluation.

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C O U R S E -14(OPTIONAL)

RESEARCH METHODOLOGY

- Unit-1 - Scientific Approach; Identification of Concepts; Variables and Operationalisation; Principles of Research; Micro; and Macro; Synchronic and Diachronic; Panel; Scientific Methods of Explanation; Deductive and Inductive patterns.
- Unit 2 - Hypotheses; Construction; Types; and Problems. Research Design: Concepts; Exploratory; Descriptive Verificatory; Randomised; and Correlated Groups.
Survey Research: Type; Methods; Reliability;
Research Report Writing; Techniques; Content Analysis.
- Unit 3 - Level of Measurement : Nominal; Ordinal; Interval; and Ratio Scale.
- Unit 4 - Tools and Techniques of Data Collection; Sampling; Observation; Interview; Questionnaire; Case Studies; Processing of Data.
- Unit 5 - Frequency distribution; Tabulation and Graphical Presentation; Measures of Central Tendency and dispersion; Quartile deviation; Test of Chi Square; Rank difference correlation (R_h); Phi correlation; 'T' and 'Z' Test.

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9. Gunnar Myrdal, *Objectivity in Social Research*.
10. C. H. Backstrom and G. D. Hursh, *Survey Research*.
11. H. M. Blalock, *Social Statistics*.
12. D. C. Miller, *Handbook of Research Design and Social Measurement*.
13. S. P. Gupta, *Statistical Methods*.
14. J. Levin, *Elementary Statistics in Social Research*.

Contd./.../-

COURSE -15 (OPTIONAL)

RURAL DEVELOPMENT ADMINISTRATION IN INDIA

- Unit 1 - Concept of Rural Development, Socio-Economic and Political/ Cultural context of Rural Development.
- Unit 2 - Policies and Programme for Rural Development in India: Agrarian Reforms/Land Reforms. Bonded Labour Relief and Rehabilitation; Rural Employment, Tribal Development; Harijan Welfare; Anti-poverty programmes.
- Unit 3 - Organisational strategies For Rural Development at District, Block and Village levels : Community Development, Panchayati Raj Institutions; Rural Cooperatives, special Agencies-DRDA, IRDP etc; Voluntary organisations.
- Unit 4 - Rural Bureaucracy and Development : Regulatory VS Department Agencies; Bureaucracy and Rural Poor; Rural Bureaucracy and Pressure groups; Emerging Trends in Rural Bureaucracy.
- Unit 5 - (a) Rural Political Process and Development: Elite; caste, and class
(b) People's participation in Rural Development.
(c) Rural unrest and Organising the Rural poor.

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3. R. G. Singh, Rural Modernisation: Contradiction and change, New Delhi, Intellectual, 1982.

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24. R. C. Arora, Integrated Rural Development.
25. Andre Bettelie, Studies in Agrarian Social Structure.
26. D. Ravindra Prasad, Cooperatives and Rural Development.
27. P. C. Joshi, Land Reforms in India: Trends and Perspective.
28. Gunnar Myrdal, Asian Drama - An Enquiry into the poverty of Nations.
29. Gunnar Myrdal, The Challenges of World Poverty.

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30. N.D.Kamble, Bonded Labour in India.
31. G,Ha-ragopal, Administrative Leadership in Rural Development.
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33. Katar Singh, Rural Development Principles, Policies and Management, New Delhi, Sage Publications, 1986.
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COURSE-16(OPTIONAL)

TRIBAL DEVELOPMENT ADMINISTRATION IN INDIA

- Unit 1- (a) Ecology, Demography and Culture of India's Tribal Communities. An Overview; Distribution pattern and characteristics.
- (b) Meaning of Tribe, Race, Caste and Class.
- (c) Concept of Tribal Development; Evolution of Government Intervention in Tribal Development.
- Unit 2 - Political Economy of Tribal Areas : Agriculture; Forestry; Industrialisation; Community Resource; Co-operatives-Trends in Ownership, Management and Income Distribution; Interaction with National Economy, Emerging Classes in Tribal Areas.
- Unit 3 - (a) Organisations and Institutions of Tribal Development : Traditional Organisations; Constitutional Provisions on Protective Discrimination; Commission on Scheduled Castes and Scheduled Tribes; Autonomous District/Regions/Tribal Councils; Development Agencies For Scheduled Areas; Tribal Development Corporations and Blocks; Voluntary Organisations.
- (b) Tribal Development Through Five Year Plans : Review.
- Unit 4 - Personnel For Tribal Development Programme : Their Recruitment and Training; Financing of Tribal Development Programme.
- Unit 5 - Tribal Problems and Prospects : Land Alienation; Depletion of Resources; Indebtedness and Economic Bondage; Socio-Political Repression; Cultural Identity and Outside Influence; Alternative Strategy and Policies.

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2. Sharit Bhowmik, Class Formation in the Plantation System, New Delhi, P.F.H., 1981.
3. N.K.Bose, Tribal Life in India, New Delhi, NBT of India, 1971.
4. S.C.Dubey, (Ed.), Tribal Heritage of India: Ethnicity, Identity and Interaction, New Delhi, Vikas, 1977.
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17. B. Fakem, (Ed.), Ethnicity, Nationality and Cultural Identity, Delhi OMSON, 1989.
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21. R. N. Prasad, Administration of the Autonomous Hill Districts in North-East India; A Research Note. (IN) Administrative Change, Vol. XVI No. 2 January-June, 1989, Bi-annual Journal of the Centre For Administrative Change, Jaipur.

COURSE - 17

COMPARATIVE PUBLIC ADMINISTRATION

- Unit 1 - Concept, nature and growing significance of comparative Public Administrative; Evolution of Comparative Public Administration
Evolution of Comparative Public Administration; Search For Universal Patterns; Methodological issues in Comparative Public Administration.
- Unit 2 - Approaches to the study of Comparative Public Administration; Institutional; Behavioural; structural-Functional; Policy Analysis
Problems of Comparative Research.
- Unit 3 - Models in Comparative Public Administration .
(a) Bureaucratic Model
(b) Complex Organisation Model
(c) Prismatic Model
(d) Socialist Model
(e) Third World Developmental Model.
- Unit 4 - Comparative Analysis of Administrative Systems of France; USA, Switzerland, India, China and Tanzania; Various control over Administration : A Comparative Study Comparative study of citizen and Administration; Machinery of redressal of citizen's grievances.
- Unit 5 - Concept and Strategies of Modernization of Administration; Models of Institution - Building in Developing Countries; Trends in Comparative Public Administration.

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Suggested Readings:

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2. Ferrel Heady, (Ed.), Comparative Public Administration, Michigna, Michigan University, Institute of Public Administration, 1978.
3. Ferrel Heady and Sybil Stoekes, (Ed.), Paper in Comparative Public Administration, Ann Arbor, Michigan, Michigan University, 1972.
4. Ramesh K. Arora, Comparative Public Administration, New Delhi, Associated Publishing House, 1972.
5. R.B.Jain, "Comparative Aspects of Public Administration" in Robert Wilne (Ed.), Other Views and other Visions, New York, Greenwood Press, 1978, and "Research Methods in Comparative Public Administration" New Delhi, IIPA, 1971.
6. Fred W. Riggs, Administration in Developing Countries: The Theory of Prismatic Society, Boston, Houghton Mifflin Co., 1964.
7. Peter Self, Administrative Theories and Politics : An Inquiry into the structure and process of Modern Government, London, Allen and Unwin, 1972.
8. Stephen Anders, China's Industrial Revolution-Politics: Planning and Management, London, Martin Robertson and Co., 1978.
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19. Robert Golembiewski, Public Administration Readings in Institutions, Processes, Behaviour, Policy, Chicago, Rand McNally Publishers, 1976.
20. C.D. Cowan, (Ed.), The Economic Development of China and Japan : Studies in Economic History and Political Economy, 1964.
21. Administration and Politics in Modern Democracies, Madras, Sardar Patel Institute Of Administration 1976.
22. J.S. Furnivall, Colonial Policy and Practice: A Comparative Study of Burma, Netherland, India, Cambridge, Cambridge Press, 1984.
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26. E. S. Corwin, The President : Office and Powers.
27. G. Wright, France in Modern Times, 1760 to the present.
28. Ridley and Blondel, Public Administration in France.
29. McHenry and Ferguson, The American System of Government.
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COURSE-18

INTERNATIONAL ADMINISTRATION

- Unit-1- (a) Concept, Nature, Characteristics and Importance of International Administration.
- (b) League of Nations : Its Evolution, Working and Causes of Failure.
- Unit 2 - (a) United Nations Organisation and Its Agencies-UNESCO; ILO; WHO; FAO; and UNICEF : Their objectives, Principles, Structure, Working with Particular Reference to Security, Peace, social justice, and Developmental Concerns; Decision making at U.N.O.; Short-Comings of U.N.O.
- (b) Colonialism, Imperialism and Liberation struggles in Third World Countries.
- Unit 3 - Personnel Administration : U.N. Secretariat; Secretary-General and His Role; International Civil Service and Its Status; Problems and Prospects; Administrative Tribunal; Staff Morale.
- Unit 4 - (a) U.N.O.: Its Financial System and Revenue.
- (b) Coordination and Field Administration; Forms of Coordination; Programme Coordination; Administrative and Financial Coordination; Headquarters and Field Coordination; U.N. Resident Representative Nature of Problems.
- Unit 5 - (a) World Bank, International Monetary Fund and I.B.R.D. and Third World Developmental Concerns.
- (b) Politics of Technical and Economic Assistance Programmes.
- (c) Future Parameters and Scenarios.

SUGGESTED READINGS

1. A.Loveday, Reflections on International Administration.
2. S.L.Goel, International Administration.
3. A.R.Tyagi, International Administration.
4. G. Eagleton, International Government.
5. A. Gerald Mangone, A short History of International Organisation.
6. F.P.A. Walters, A history of the League of Nations, 2 Vols.
7. Alfred Zimmern, The League of Nations as a Political Institution.
9. John Kaufman, United Nations Decision-Making
10. Mahdi Elmandira, The United Nations System : An Analysis.
11. Martin Hill, The United Nations System : Coordinating its Economic and Social Work.
12. D.A.Kay (Ed.), The Changing United Nations.
13. Thomas Frank, Nation Against Nation : What Happened to the U.N. Dream and What the U.S.A. Can Do About It.
14. Evan Luard, The United Nations: How it Works and What It Does.
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16. United Nations, A New United Nations Structure For Global Economic Coordination.
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24. Royal Institute of International Affairs, The International Secretariat of the Future.
25. S.M. Schweld, The Secretary-General of the U.N.: His Political Powers and Practice.
26. J.R. Singer, Financing International Organisation.
27. G. Rosher, The United Nations Emergency Force.
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29. Georges Abj-Saab, (Ed.), The Concept of International Organisation.
30. Houshang Ameri, Politics and Process in the Specialised Agencies of the United Nations.
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37. A.W. Hooke, The International Monetary Fund : Its Evolution, Organisation and Activities.
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40. G. Bird, The International Monetary System and Less Developed Countries.
41. G. Williams, Third World Political Organisations,
42. Robert Girling, Multinational Institutions and the Third World.
43. Rudiger Jutte and L. Grosse Jutte, (Eds.), The Future of International Organisations.
44. Robert W. Gedg and Michael Beckun, The U.N. System and Its Functions
45. N. Singh, Termination of Membership of International Organisation.
46. G. L. Mangone, Idea and Practice of World Government.
47. T. Lie, In the Cause of Peace.
48. D. N. Goodrich and E. Hambro, The Charter of the United Nations: Commentary and Documents.
49. Norman Graham and Robert Jordan, The International Civil Service: Changing Role and Concepts.
50. Inis L. Claude, The Changing United Nations.
51. Samuel S. Kin, China, the United Nations and World Order.

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COURSE -19 (OPTIONAL)
THEORY AND PRACTICE OF LOCAL GOVERNMENT

- Unit 1 - Concept; Nature; Objectives; and Importance of Local Government Democracy; Development and Local Government; Ecology of Local Government; Decentralisation and Deconcentration.
- Unit 2 - Deliberation Wing of Local Government : Local Council and Powers; Committee System and Council; Council, Councillors and the "People-Legitimization" of Local Leadership.
- Unit 3 - Local Government Personnel : Recruitment; Public Image of Key posts; Service Conditions Local Civil Service and Public Relations;
- Unit 4 - (a) Local Finances; Nature of Tax-Power at the Local Level; For Local Development Works.
(b) Local Autonomy; and Imperatives of Technology.
- Unit 5 - Salient Features of Local Government Systems in U.K., U.S.A., France, and Russia with reference to :
- (a) Committee System and London City Administration in U.K.
 - (b) Three Plans of City Government in USA; New England Towns, and New York City Administration.
 - (c) Paris City Administration in France.
 - (d) Moscow City Administration in Russia.
 - (e) Modern Trends and Problems of Local Governments in different countries: An Evaluative overview.

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1. Harold F. Alderfer, Local Government in Developing Countries, London, 1966.
2. S.R. Maheshwari, Local Government in India, Delhi, Orient Longman, 1976.
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12. R.C. Prasad, Democracy and Development The Grass Roots Experience in India, Delhi, Rachana Prakashan, 1971.
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ADDITIONAL READINGS:

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2. P.G.Richards, The Reformed Local Government System.
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15. State Machinery For Municipal Supervision, Delhi IIPA.
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18. Ali Asharaf, Government and Politics of Big Cities: An Indian Case Study, Delhi, Concept Publishing Company, 1978.
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COURSE-20(OPTIONAL)

URBAN DEVELOPMENT ADMINISTRATION IN INDIA

- Unit 1 - Concept; Scope; and Importance of Metropolitan and Urban Development in Modern Society; Reasons For Growth of Urbanisation; Political, Social, and Economic Consequences of Urbanisation, Rural-Urban Relationship.
- Unit 2 - (a) Patterns of Urban Government; Municipalities and Corporations; A brief Outline of Structure of Urban Local Governments in India.
(b) Urban Community Development.
- Unit 3 - Study of City/Municipal Corporations of Calcutta, Bombay, Delhi, and Guwahati : Their Status; Functions; Composition of Elected Bodies; Committee System; Executive; Personnel; Finance; Municipal Enterprises; Municipal Politics; State Control.
- Unit 4 - (a) Metropolitan and Urban Development Authorities in India : Calcutta Metropolitan Development Authority (CMDA); Delhi Delhi Development Authority (DDA) - Their Organisation; Functions; Personnel; Finance; Relations with State Government.
(b) Social Development of Metropolis; Composite Culture; Nature of Integration in a Metropolitan Community; Tensions and Opportunities.
- Unit 5 - (a) Urban Development Through Five Year Plans Review
(b) Town Planning; Cantonment Boards.
(c) Metropolitan Problems and Prospects : Slums; Pollution; Housing; Traffic; Sanitation and Water Supply; Migratory Pressures.

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2. K. C. Benfield, Urban Government.
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4. Warren, Municipal Administration.
5. Ali Ashraf, Calcutta Municipal Corporation.
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8. R. K. Bhardwaj, Urban Development in India.
9. Mohit Bhattacharya, Management of Urban Government in India, Delhi, Uppal, 1976.
10. M. S. A. Rao, Urban Sociology in India.
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13. F. B. Gillie, An Approach to Town Planning.
14. Roy Turner, India's Urban Future.
15. L. K. Brown, Planning the Cities of Tomorrow.
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19. Relevant Municipal Corporation and Municipal Acts.

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20. Report of the Rural-Urban Relationship Committees.
21. Relevant Acts of Metropolitan Urban Development Authorities of Calcutta and Delhi.
22. Relevant Chapters of Five Year Plans.
23. A. Avasthi, (Ed.), Municipal Government and Administration in India, Agra, Laxmi Narain and Company, 1972.
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27. Ali Ashraf, Government and Politics of Big Cities : An Indian case study, Delhi, Concept Publishing Company, 1978.
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COURSE-21 (OPTIONAL)

ADMINISTRATIVE LAW AND TRIBUNALS

- Unit 1 - Origin, Nature, Scope and Growing Importance of Administrative Law; Salient Features of Common Law; Rule of Law; Droit Administratif; Doctrine of Separation of Powers; Principles of Checks and Balances; Relations between Constitutional Law and Administrative Law.
- Unit 2 - Administrative Authorities: Political Executive; Civil Service; Local Government; Public Corporations - Their Powers and Limitations.
- Unit 3 - (a) Delegated Legislation. Its growth, Meaning, Need, Scope, Importance, and Control.
- (b) Judicial Control of Administrative Powers : General Principles and Scope; Doctrine of Ultra Vires; Judicial Review; Rights and Remedies; Writs.
- Unit 4 - (a) Administrative Tribunal: Reasons For Its Growth; General Structure and Procedure.
- (b) Types of Administrative Tribunal : Tribunal Determining Law and Facts; Trade and Vocational Tribunals; Regulatory Tribunals.
- Unit 5 - (a) Composition, Functions, Powers and Personnel of Railway Rates Tribunals; Income Tax Appellate Tribunals; Central Administrative Tribunals.
- (b) Principles of Natural Justice.

SUGGESTED READINGS:

1. Griffith and Street, Principles of Administrative Law.
2. W. A. Robson, Justice and Administrative Law.
3. H. W. R. Wade, Administrative Law .
4. M. P. Jain and S. N. Jain, Principles of Administrative Law.
5. S. P. Sathe, Administrative Law in India.
6. Schwartz, An Introduction to American Administrative Law.

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7. C.M.Allen, Law and Order.
8. A.T.Markose, Judicial Control of Administrative Action in India.
9. Durga Das Basu, Comparative Administrative Law, Vol.I
10. Vishnu Prasad, Principles of Administrative Law.
11. Suranjan Chakravarti, Administrative Law.
12. M.C.J.Kaghzi, Indian Administrative Law.
13. Report of the Committee on Ministers Power (1982)
14. Report of the Frank's Committee on Tribunals and Enquiries (1957)
15. V.G.Ramchandran, Administrative Law.
16. M.A.Fazal, Judicial Control of Administrative Action in India and Pakistan.
17. B.Ganguly, Administrative Legislation in Modern India.

18. Wade and Philips, Constitutional Law.
19. Indian Law Institute, Delegated Legislation in India.

20. H. J. Laski, Trade Union in the New Society.
21. Nurul Hassen, Social Security Systems in India.
22. R. K. Mukherjee, The Indian Working Class.
23. M. N. Murthy, Principles of Labour Welfare.
24. T. John Lee, Principles of Industrial Welfare.

Contd/.../-

COURSE-22 (OPTIONAL)
LABOUR ADMINISTRATION IN INDIA

- Unit 1 - (a) Concept, Nature, Scope and Importance of Labour Administration
(b) Labour Legislation: Concept, Scope and Importance of Social Justice.
(c) Industrial Labour-Concurrent subject of Legislation; Factory and Mines Legislation to Regulate Work Conditions; Relation between Union-State Legislation; Tripartite Advisory Consultative Bodies.
- Unit 2 - (a) Concept, Philosophy and Principles of Labour Welfare in India;
(b) Development of Labour Welfare in India; Impact of I.L.O. and Legislation on Labour Welfare.
(c) Labour Welfare Programmes: Statutory Programmes Non-Statutory Programmes and Social Security.
(d) Labour Welfare and Dispute Settlement Machinery at Factory and Plant Level : Department of Labour Welfare; Role of Labour Welfare Officer.
- Unit 3 - Personnel/Labour Office-Government Labour Department
Participative Management; Work Committees; Joint Management Councils; Training Inputs; Developing Work Culture.
- Unit 4 - Industrial Disputes: Nature; Machinery For Settlement of Industrial Disputes; Negotiation; Conciliation; Arbitration; Adjudication; Tribunals; Whitley Councils.
- Unit 5 - Trade Union Movement Concept and Nature; Attitude of Workers and Employees; Machinery to Prevent and Deal with Strikes; Employer-Trade Union-Government Relationship.

Contd/.../-

SUGGESTED READINGS

1. Government of India, Indian Labour Year Book.
2. Government of India, Ministry of Labour, Report of the National Commission on Labour, Chaired by Justice P.B. Gajendragadkar.
3. Government of India, Report of National Commission on Labour 1969.
4. V. Jagannatham, Social Welfare Organisation.
5. E.K. Joshi, S. N. Dhyani, et. al., Labour Administration.
6. R.P. Joshi, Worker's Participatory Management.
7. V.B. Karnik, Strikes in India.
8. V.B. Karnik, Trade Unions in India.
9. Malhotra, Law of Industrial Disputes.
10. Malik, Industrial Law.
11. S.D. Funekar, Trade Unionism in India.
12. V.B. Singh, Indian Labour.
13. C. N. Subramaniam, Trade Unionism in India.
14. R.D. Pitmus, Essays on Welfare State.
15. K.N. Vadi, Labour Welfare in India.
16. J. Zacharnah, Administration of Labour Disputes:
A Case Study of Pune Area.
17. Agarwal, Labour Relations Law in India (Revised Edition), Macmillan.
18. S.C. Pant, Indian Labour Problems, Allahabad, Chaitanya Publishing House.
19. R.K. Das, Principles and Problems of Indian Labour Legislation.

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COURSE-23(OPTIONAL)
COMPARATIVE BUSINESS ORGANISATION

- Unit 1 - Concept, Nature and Scope of the terms; Business; Industry; and Commerce; Business Ownership patterns; Modes of Organising business under different ownership patterns.
- Unit 2 - Private Sector: Proprietorship; Features; Advantages and Disadvantages Partnership; Features; Kinds; Advantages and Disadvantages.
- Unit 3 - Corporation or Joint Stock Company : Concept; Reasons for growth; Features; Kinds of Companies; Company Formation; Structure of Company Management; Introduction to Corporate Finance.
- Unit 4 - Public Sector : Nature and Concept of Public Sector/Public Enterprise; Reasons for Emergence; Patterns of Organisation; Departmental and Ministerial Organisation; Semi-Autonomous Enterprise; Control Board; Statutory Corporation; Government Company; Non-profit Making Public Enterprises; Operating Contract; Sector Corporation; Holding Company; and Joint Sector Firm.
- Unit 5.- Cooperative Sector: Philosophy of Cooperative Movement; Reasons for Emergence; Distinguishing Features of Cooperative Societies; Formation of Cooperative Societies; Structure of Management; Cooperatives Vs. Companies; Advantages of Cooperatives.

Contd/..../-

SUGGESTED READINGS

1. L.A.Keith and C.E.Gubellini,Introduction to Business Enterprise, New York,McGraw-Hill.
2. S.S.Khera,Government in Business,New Delhi,National(Latest Edn.).
3. Laxmi Narain,Principles and Practice of Public Enterprise Management, New Delhi,S.Chand,1992.
4. Om Prakash,Theory and Working of State Corporations,(Latest Edn.) New Delhi,Orient Longman.
5. Sammi Uddin and Mahfoozur Rahman,Cooperative Sector in India S.Chand and Co., New Delhi,1983.
6. C.B.Mamoria,Organisation and Financing of Industries in India,Kitab Mahal,(Latest Ed.).
7. K.R.Kulkarni,Theory and Practice of Cooperation in India and Abroad, (Vol.I) 4th Ed., Bombay,Cooperator's Book Deptt.
8. S.C.Kuchhal,Industrial Economy of India,Allahabad, Chaitanya, (Lateat Ed.),1987.
9. Avtar Singh,Company Law,7th Ed.,Lucknow,Eastern Book Co.,1982.
10. N.N.Mallya,Public Enterprises in India : Their Control and Admountability,National,1971.
11. Jagdish Prakash,Administration of Public Enterprises in India: Himalaya Publishing House,New Delhi.
12. S.A.Sherlekar,Modern Business Organisation and Management,Bombay, Himalaya Publishing House,1984.
13. R.S.Arora,Administration of Government Industries,New Delhi,IIPA, 1969.

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14. United Nations, Organisation and Administration of Public Enterprises- Selected Papers, N.Y.U.N. 1968.
15. J.L.Hanson, The Structure of Modern Commerce, 6th Edn., London, Macdonald & Evan, 1970.
16. Kailash Rai, Principles of Company Law, Allahabad, Allahabad Law Agency, 1981.
17. S.E.Thomas, Commerce: Its Theory and Practice, 9th Ed. London, Cassell, 1973.
18. Samuel Paul, S.K.Bhattacharya & S.C.Kuchhal, "Joint Sector: Guidelines for Policy". Economic and Political Weekly, December 9, 1972.
19. H.K.Paranjape, "The Joint Sector", E.P.W, November 10, 1973.
20. A.R.C.Study Team, Report on Public Sector Undertakings, Delhi, The Manager of Publications, 1967.
21. A.A.Berle & G.C.Means, The Modern Corporation and Private Property, N.Y., Macmillan, 1932. (19th Reprint, 1962).
22. W.Friedmann and J.F.Garner, (Eds.), Government Enterprise: A Comparative Study, N.Y., Columbia University Press, 1970.
23. United Nations, Organisation, Administration and Supervision of Public Enterprise in Developing Countries, N.Y. U.N., 1974.

contd/.../-

C O U R S E - 24 (OPTICAL)

OFFICE MANAGEMENT IN GOVERNMENT

- UNIT - 1 - Concept, Role and Importance of Office Work, and Office Management in Administrative Process.
- UNIT - 2- (a) Office Lay-out, Objectives of Lay-out, Furnishing and Equipping.
(b) Coordination between sections.
(c) Office Equipment, Machines and Automation.
(d) Organisation of Reception, Conference/Meeting Seminar/Symposium.
- UNIT - 3- (a) Office Procedures : Receipt of Dak ; Distribution of Dak; Submission and Biarrisation of Receipts; Action on Receipts; Filing System; Indexing ; Record Management. Forms and Procedures of Communication; Drafting of Communication, Issue of Drafts; Special Procedures for Confidential papers; Their receipt, despatch and custody; Reporting and Manuals.
(b)Accounts management : Budgeting Bills; Purchases; Contracts; Relations with Treasury.
- UNIT - 4 - Office Personnel Management : Recruitment ; Placement Transfer; Training; Promotion; Pay; Leave, Conduct and Discipline; Retirement.
- UNIT - 5- (a) Office Supervision; Inspection
(b) Human Relations in Office Management;
(c) Public Relations : Its Importance and Role in Office Management.

contd/.../-

SUGGESTED READINGS

1. Neuner and Haynes, Office Management : Principles and Practice.
2. Carl Meyel, (Ed.), Hand Book of Modern Office Management and Administrative Service.
3. H.H.Wally, Office Administrative Hand Book.
4. Saltonstall, Human Relations in Administration.
5. DFC Mann, Effective Administration for Supervisory Management.
6. Keith Davis, Human Relations at Work.
7. John Cox, Clerical Duties and Office Practice.
8. Gerard Tavernier, Basic Office Systems and Records.
9. Sam Blace, Practical Public Relations.
- 10.S.P.Arora, Office Organisation and Management.
- 11.C.L.Little Field and Frank Rachel, Office Administrative Management.
- 12.Glen L.Gardiner, Practical Office Supervision, McGraw-Hill Company.
- 13.Mills and Standingford, Office Organisation and Methods.
- 14.Mills and Standingford, (Ed.), Office Administration.
- 15.N.K.Panda, Work Study in Administration.
- 16.Secretariat Training School (Ministry of Home Affairs) Office Procedures, Delhi, The Manager of Publications.
- 17.G.Nadler, Work Simplification, St.Louis, Washington University, 1957.

contd/.../-

COURSE + 25 : DISSERTATION (OPTIONAL)
(In lieu of one course)

Depending on the nature of topics selected for Dissertation, respective supervisors will give orientation Lectures to train the students for working on her/his Dissertation on an individual basis. Only the students, who offer Research Methodology Course and ~~secures 55% marks~~ in the third semester Examination, may opt for this course.

The size of Dissertation should be of minimum of 75 typed pages in double spece and the evaluation of Dissertation will be done by a supervisor and other examiner from a sister discipline to be dicided by the Departmental Research Committee.

ANNEXURE-'B'

DEPARTMENT OF PUBLIC ADMINISTRATION
NORTH-EASTERN HILL UNIVERSITY : MIZORAM CAMPUS: AIZAWL-796007

PROPOSED REVISED/RESTRUCTURED SYLLABUS -1992
STRUCTURE/SYLLABUS OF III AND IV SEMESTERS
(M.A. VIA DIPLOMA), PUBLIC ADMINISTRATION FOR
ELIGIBLE POST-GRADUATE DIPLOMA HOLDERS IN
PUBLIC ADMINISTRATION.

C O U R S E

FIRST SEMESTER (COMPULSORY COURSES)

- COURSE 1 : Fundamentals of Public Administration.
COURSE 2 : Indian Administration : Structure and Processes.
COURSE 3 : Public Personnel Administration with Special
Reference to Britain, U.S.A. and France.
COURSE 4 : Economic and Financial Administration in India.

SECOND SEMESTER : (COMPULSORY COURSE)

- COURSE 5 : Development Administration in India.
COURSE 6 : Social Administration in India.
COURSE 7 : Theories of Bureaucracy.
COURSE 8 : Government and Politics of the Hills Areas of
North-East India.

THIRD SEMESTER : (COURSES-9 AND 10-COMPULSORY)

- COURSE 9 : Administrative Thought.
COURSE 10 : Public Policy Analysis.

Contd/.../-

ANY TWO OF THE FOLLOWING OPTIONAL COURSES

PAGE 11 TO 16

COURSE 11 : Political Theory.

COURSE 12 : Indian Government and Politics : Social Structures and Process.

COURSE 13 : Administration of Public Enterprises in India.

COURSE 14 : Research Methodology.

COURSE 15 : Rural Development Administration in India.

COURSE 16 : Tribal Development Administration in India.

FOURTH SEMESTER : (COURSES 17 AND 18 COMPULSORY)

COURSE 17 : Comparative Public Administration.

COURSE 18 : International Administration.

ANY TWO OF THE FOLLOWING OPTIONAL COURSES

FROM 19 TO 25

COURSE 19 : Theory and Practice of Local Government.

COURSE 20 : Urban Development Administration in India.

COURSE 21 : Administrative Law and Tribunals.

COURSE 22 : Labour Administration in India.

COURSE 23 : Comparative Business Organisation.

COURSE 24 : Office Management in Government.

COURSE 25 : Dissertation (In lieu of one course)

Cour Week Practical Training (Non-Credit Component)

Contd./.../-

NOTES :

1. The Programme consists of a total of Sixteen Courses of 1600 marks, from out of which Twelve Courses are Compulsory and Thirteen are Optional Courses - Six in the III Semester and Seven in the IV Semester, from out of which any two courses in the III Semester and any two in the IV Semester to be offered.
2. At the beginning of each academic session, the Department shall notify the list of Optional Courses to be offered in both the III and the IV Semesters.
3. A student concerned to write a dissertation may do so in lieu of one Optional Course in the IV Semester.
4. Each Course carries 100 marks. Duration of the examination is three hours.
5. Eligible P.G. Diploma students, who had studied the first eight courses as a part of their curriculum and who had secured minimum of 50% in the P.G. Diploma Examination (Aggregate), may directly enter the Third Semester of this programme.

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C O U R S E - 9 (COMPUIS ORY)

ADMINISTRATIVE THOUGHT

- UNIT 1 - Evolution of Administrative Theories; Ideas of New Public Administration : (Minno-brook papers); Behavioural Approach Human Relations (ELTON MAYO), Neo-Human Relations Approach, (McGregor, Chris Argris).
- UNIT 2 - Constructive Conflict and giving of roders : (M.P.F. Olet), Ecological Approach: (Fred W. Riggs).
- UNIT 3 - Development Approach :
- (a) Elements of Development Administration: Edward Wiedner.
 - (b) Time and Space dimension in the study of Development Administration : (Hahn-been Lee, Waldo, Heaphy.)
 - (c) Politics of Development Administration : (Milton J. Esman).
- UNIT 4 - Political Economy approach to Development Administration; Western phase of Development Thinking; The search For Indigenous Development Theory in the Third World.
- UNIT 5- (a) Critique of Administrative Theory with special reference to Satyadeva, V. Subramaniam, and Stewart Clegg.
- (b) Marxist Critique and Alternative to Western Organisation, Management and Development Theories.

Contd/.../-

SUGGESTED READINGS

1. James March and Herbert Simon, Organisation, New York, Wiley, 1958.
2. J.M. Pfiffner and F.P. Sherwood, Administrative Organisation, Prentice Hall, 1960.
3. James Mooney, The Principles of Organisation, New York, Harper and Row, 1954.
4. Keith Davis, Human Behaviour at work : MacGraw-Hill, 1972.
5. Fernant E. Kast and J. E. Rosenzweign, Organisation and Management, MacGraw Hill, 1974.
6. Luther Gullick and Urwick (Eds.), Papers on the Science of Administration, New York, Institute of Public Administration, 1954.
7. Henry Fayol, General and Industrial Management, London, Pitman, 1955
8. Herbert Simon, Administrative Behaviour : A Study of Decision making process in Administration Organisations, New York, Macmillan 1973 (Edition).
9. Elton Mayo, The Human Problems of Industrial Civilization, New York, Macmillan, 1964.
10. Max Weber, The Theory of Social and Economic Organisation, New York Press, 1947.
11. Douglas Mac Gregor, The Human Side of Enterprise, New York, MacGraw-Hill, 1960.
12. Chris Argyris, Integrating the Individual and the Organisation, New York, Wiley, 1964.

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13. Rensis Likert, *The Human Organisation : Its Management and Value*, New York, MacGraw-Hill, 1967.
14. Edward Weidner (Ed.), *Development Administration in Asia*, Durban, Duke University Press, 1970.
15. Fred W. Riggs, *Administration in Developing Countries: The Theory of Prismatic Society*, Boston, Houghton Mifflin, 1964.
16. Fred W. Riggs, *The Ecology of Public Administration*, New Delhi, Asia Publishing House, 1961.
17. Hahn Been Lee, *Korea, Time, Change and Administration*, 1963.
18. D. Ravindra Prasa, V. Sivalinga Prasad, and P. Satyanarayana (Eds.), *Administrative Thinkers*, Delhi, Sterling Publishers, 1989.
19. T. N. Chaturvedi and R. K. Arora, *Administrative Theory*, New Delhi, IIPA 1983.
20. R. K. Arora (Ed.), *Perspectives in Administrative Theory*, New Delhi, Associated Publishing House, 1979.
21. Stewart Clegg and David Dunkerley, (Eds.), *Critical Issues in Organisations*, London, R. and K. Paul, 1977.
22. V. Subremaniam, *Reflections on Trends in Organisation Theory*, *Australian Journal of Public Administration*, December, 1980.
23. W. Hydrabrand, "A Marxist Critique of Organisation Theory" in W. Evan (Ed.), *Frontiers in Organisation and Management*, Praeger, New York, 1980.
24. Stewart Clegg and David Dunkerley, (Ed.), *Organisation, Class and Control*, London, R. and K. Paul, 1977.
25. Hyderbrand, "Organisational Contradiction in Public Bureaucracies, Towards a Marxian Theory of Organisations", *Sociological Quarterly*, 18, 1977.

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26. Milton J. Esman, Politics of Development Administration, in Montgomery, John D. and Siffins, William J. (Ed.), Approaches to Development, Politics, Administration and Change, New York, MacGraw-Hill, 1966.
27. B. Jörn Hettne, Development Theory and the Third World, Gothenburg, Swedish Agency, For Research Cooperation with Developing Countries, 1982.
28. Robert T. Golembiewski, Public Administration as a Developing Discipline, New York, Marcel Dekker, 1977.
29. Rajni Kothari, The Political Economy on Development, Kayle Memorial Lecture, 1971.
30. C. N. Bhelereo, (Ed.), Administration, Politics and Development in India, Lalwani, 1974.
31. H. Bernstein, (ed.), Under Development and Development : The Third World.
32. V. Subramaniam, "Western Marxist's View of Administrative Theory", The I. J. P. A. (Vol. and Issue to be identified).

ADDITIONAL READINGS :

1. A. Tillet, T. Kempner, and G. Wills, Management Thinkers, Penguin Books, 1970.
2. Robert T. Golembiewsky, Frank Gibson and Cornog Y. Geoffrey, Public Administration : Readings in Institutions, Processes, Behaviour, Policy, Third Edition, Chicago Rand McNally, 1976.
3. Paul Hersey and Kenneth H. Blanchard, Management of Organisation Behaviour, Fifth Edition, New Delhi, Prentice Hall, 1988.
4. A. Gunnar Myrdal, Asian Drama : An Inquiry into the poverty of Nations, New Delhi, Kalyani Publishers, 1982.

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5. P.A. Baran, Political Economy of Growth
6. A.R. Desai, Essays on Modernisation of Under Developed Societies, Two Volumes, Bombay, Thacker and Co., 1971.
7. Susheela Kaushik (Ed.), Public Administration : An Alternative Perspective, New Delhi, Ajanta International, 1984.
8. Milton J. Esman, Institution Building.
9. Karl Marx, Selected Works, Progress Publishers, Moscow.
10. V.I. Lenin, Selected Works, Progress Publishers, Moscow.
11. Mao Tse Tung, Selected Works, Peoples Publishing House Peking
12. Manoranjan Mohanty, The Philosophy of Mao Tse Tung.
13. V. I. Lenin on Marx, Progress Publishers, Moscow.
14. Stalin on Lenin, Progress Publishers, Moscow.
15. Max Weber, The Theory of Social and Economic Organisation, New York, Free Press, 1947.
16. Peter M. Blau, The Dynamics of Bureaucracy, Cambridge, University Press, 1955.
17. M.K. Gandhi, Collected Works, Gandhi Peace Foundation, New Delhi.

C O U R S E 10 (COMPULSORY)

PUBLIC POLICY ANALYSIS

- UNIT 1 - Concept, Scope and Purpose of Public Policy; Concept, Implications, Consequences, and Importance of Policy Sciences; Concept and Problems of Policy Analysis; Growing Salience of Public Policy Analysis; Public Policy and Democracy; Public Policy and Administration; Public Policy and Development.
- UNIT 2 - Theories of Public Policy Analysis; Systems Theory; Elite Theory; Institutional Theory; Experimental Theory; Incremental Theory; Development Administration Approach; Marxian Approach.
- UNIT 3 - Role and Interactions of Bureaucracy and Legislature in Public Policy Formulation; Constraints - Social and Economic Demands; Role of Fact Finding; Interacting Milieu in Policy Execution; Critical Input of Feedback; Political Party and Interest groups and Policy Formulation.
- UNIT 4 - Research Experience and Techniques of Public Policy Analysis; Evaluative Appraisal of Past Policies - Population Control Policy; Policy of Protective Discrimination; Problems of Policy Evaluation.
- UNIT 5 - A Study of Public Policy; A Pilot Research Exercise on an Empirical Theme; Agencies For Policy Implementation; Problems of Policy-making.

Contd/..../-

SUGGESTED READINGS

1. G.D.Brewer and Peter Deleon,(Ed.).The Foundation of Policy Analysis.
2. I.Dayal,et.al., Dynamics of Formulating Policy in Government.
3. P.R.Dubhashi,Policy and Performance.
4. B.W.Hogwood and L.A.Gum,Policy Analysis For the Real World.
5. IIPA,Third Special Programme on Policy Analysis.
6. K.J.Radford,Complex Decision Problems.
7. United Nations,Policy Analysis and Development.
8. Dror Yehezkel,Public Policy Making Re-Examined,San Francisco, Chandler Publishing Co., 1968.
9. Thomas R.Dye,Understanding Public Policy,New Jersey,Prentice-Hall,1981.
10. Charles E.Lindblom,The Policy Making Process, Englewood Cliffs N.J.,Prentice-Hall,1968.
11. Dror Yehezkel,Ventures in Policy Sciences,N.Y.,American Elsevier Publishing Co., INC,1971.
12. Francis E. Rourke,Bureaucracy,Politics and Public Policy,Boston, Little,Brown and Company,1969.
13. Paul H.Appleby,Policy and Administration,The University of Alabama Press, 1949.
14. Charles E.Jacob,Policy and Bureaucracy,D.Van Nostrand Company, INC,1966.

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15. David Lerner and Harold Lasswell, (Eds.), The Policy Sciences: Recent Developments in Scope and Method, Stanford, Stanford University Press 1951.
16. David Easton, A System Analysis of Political Life, New York, Wiley, 1965.
17. Robert A. Dahl, Modern Political Analysis, New Delhi, Prentice-Hall, 1978.
18. Pradeep Sahni, Public Policy Conceptual Dimensions, New Delhi, Kitab Mahal, 1987.
19. M. Kistiah, (Ed.), Public Policy and Administration, New Delhi, Sterling Publishers.
20. R. S. Ganapathy, S. R. Ganesh, R. M. Maru, Samuel Pawl, Ram Mohan Rao, (Eds.), Public Policy and Policy Analysis, New Delhi, Sage Publications.
21. B. C. Mathur, et. al., Management in Government.
22. R. B. Jain, "Policy and Parliament" IJPA, (Vol., and Issue to be identified).
23. R. B. Jain, "Electronic Policy and Indian Parliament" IJPA, (Vol and Issue to be identified).
24. Daniel Lerner and Harold D. Lasswell, (Eds.), The Policy Sciences: Recent Developments in Scope and Methods, Stanford, California University Press, 1981.
25. Harold D. Lasswell, "Policy Sciences" in International Encyclopedia of Social Sciences, Vol. 12, pp. 181-189.
26. Graig Liskie, and others, Public Policy : Issues, Theories and Methods.
27. Bimal Jalan, Essays in Development Policy.
28. Ashok Mitra, India's Population : Aspects of Quality and Control.
29. R. Revenkar, Indian Constitution : A case study of Backward classes.
30. Lasswell, The Emerging Concept of Policy Sciences.
31. Mansur Hoda, (Ed.), Problems of Unemployment in India, New Delhi, Allied
32. A. B. Wildavsky, The Art and Craft of Policy Analysis.

Contd/.../-

COURSE - 11 (OPTIONAL)

POLITICAL THEORY

- UNIT 1 - Meaning, Nature, and Importance of Political Theory; Traditional versus Modern: Approaches; Approaches to the study of Political Theory; Behavioural and Post-Behavioural Approaches; Structural-Functional Approach; Systems Analysis; Marxist Approach.
- UNIT 2 - Major Concepts : Democracy; Rights; Liberty, Equality, Property, Revolution with special reference to Marxist Concepts; Justice; Welfare and Secular State.
- UNIT 3 - Major Contemporary Political Concepts Political Obligation; Political Culture; Political Socialisation; Power Influence; Authority, and Legitimacy; Modernisation and Political Development with reference to third world countries, Class and Class Conflict.
- UNIT 4 - Liberalism, Democratic Socialism and Conservatism; Fascism; Anarchism; Nationalism and Gandhism; An Overview.
- UNIT 5 - (a) Marxism ; Scientific Socialism; Marxism as a theory of Social and Political Change; Dialectical/Historical Materialism; Classes and Class Struggle; State/Stateless/ Classless Society; Alienation : A Critical Assessment.
- (b) Leninism : Alteration in Marxism; Theory of Imperialism; Role of Party.

Contd./.../-

SUGGESTED READINGS

1. Andrew Hacker, Political Theory, Philosophy and Ideology, New York, Macmillan, 1965.
2. Henry Kariel and Michael Haas, Approaches to the study of Political Science, Scranton Chandler, 1970.
3. S.P. Verma, Modern Political Theory, Delhi, Vikas, 1986.
4. Arnold Brech, Political Theory, Bombay, Times of India Press, 1970.
5. T.A. Spragens, The Dilemma of Contemporary Political Theory NY, Dunellen, 1973.
6. R. Bernstein, The Restructuring of Social and Political Theory, Oxford, Basil Blackwell, 1976.
7. B. Parekh and Berki Benewick, (Eds.), Knowledge and Belief in Politics, London, George Allen and Unwin, 1973.
8. T.P. Jenkins, The Study of Political Theory, Double Day, New York, 1966.
9. Stephen L. Wasby, Political Science: The Discipline and its Dimensions, Calcutta, Scientific Book Agency, 1972.
10. G. Madan Gandhi, Modern Political Theory, New Delhi, I.B.H. Company, 1981.
11. P. Chatterjee, The State of Political Theory, Calcutta, K.P. Bagchi and Company, 1978.
12. David Easton, The Decline of Political Theory : Systems Analysis of Political life, New York, John Wiley and Sons, 1965.
13. James C. Charlesworth, Contemporary Political Analysis, New York, Free Press, 1968.

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14. A.K.Baruah, Systems Analysis in Political Science, New Delhi, 1987.
15. Robert A. Dahl, Modern Political Analysis, New Haven, Yale University, 1965.
16. A.C. Isack, Scope and Methods of Political Science, Ann Arbor Michigan, Dorsey Press, 1979.
17. Roseman Mayo, and Collinge, Dimensions of Political Analysis, New York, 1967.
18. H. Arendt, On Revolution, NY., Pelican 1962.
19. Davies, Modern Revolutions.
20. C.B. Macpherson, Democratic Theory, Oxford, 1973.
21. J. A. Rawlos, Theory of Justice, OUP, 1972.
22. R.H. Tawney, Equality, NY., Harcourt Brace, 1931.
23. A. Beteille, (Ed.), Equality and Inequality, ND, OUP, 1983.
24. James Wilson, Equality, Macmillan, 1977.
25. I. Berlin, Four Essays on Liberty, London, OUP, 1975.
26. Jack Lively, Democracy, Oxford, Basil Blackwell, 1975.
27. M. Ohun, Equality and Efficiency, Washington, Brookings Institute, 1975.
28. Almond and Coleman, Politics of Developing Areas, Princeton, 1970.
29. Daya Krishna, Political Development : A Critical Perspective, Delhi, OUP, 1979.
30. Rajni Kothari, (Ed.), State and National Building : A Third World Respectives, Delhi, Allied, 1976.

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31. April Carter, Director Action and Liberal Democracy, NY., Harper and Row, 1974.
32. Yogesh Atal and Ralph Pieris, Asian Rethinking on Development, South Asia Books, 1976.
33. Stein Rokhhan and S. N. Eisenstadt, (Eds.), Building States and Nations: Models, Analyses and Data Resources London, Sage, 1973.
34. J. L. Finkle and R. W. Gable, (Eds.), Political Development and Social Change, New York, Wiley, 1971.
35. Samuel P. Huntington, Political Order in Changing Society, Bombay, Vikils, Felier and Simsons, 1968.
36. David Apter, Politics Of Modernisation, Chicago, Chicago University Press, 1965.
37. A. R. Desai, (Ed.), Modernisation of underdeveloped Societies, Vol. I, Bombay Thacker and Co., 1971.
38. Herbert H. Hyman, Political Socialisation, New Delhi, Amerind Publishing Co., 1972.
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COURSE -12(OPTIONAL)

INDIAN GOVERNMENT AND POLITICS :
SOCIAL STRUCTURES AND POLITICAL PROCESS

- UNIT 1 - (a) History and Culture; Dominant Values; Political Legacies; Imperialism and Colonialism in India; National Movement and Its Socio-Economic Orientation.
- (b) Class structure and Social Stratification; Politics and Problems of Caste; Communalism; Religion; Language; Regionalism, and Culture patterns.
- UNIT 2 - (a) Federalism : Developments From 1947 to 1967 : Its working since 1967; Problems and Areas of Tensions; Decentralisation and Federal Structure; Demands for State Autonomy; Sarkaria Commission Recommendations : A Review; Alternative Models of Federalism.
- (b) Fundamental Rights - Myth and Reality; Directive Principles of State Policy; Interaction between Parliament and Judiciary over Directive Principles.
- UNIT 3 - (a) Judiciary and Political Process in India: Nature and working of Judicial Review with particular reference to its Role vis-a-vis Fundamental Rights and Directive Principles; and Relations between Union and the States.
- (b) Problems and Issues confronting the judiciary in India: Politicisation; Judicial Transfers; Committed or Neutral Judiciary, and Attempts at Judicial Reform.
- UNIT 4 - (a) Party System - Major National and Regional Political Parties in India : Nature; Organisation; Leadership, Ideology; Social bases and Finances; Party system and Political process and Democratisation; Nation-Building and National Integration.

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- (b) Elections and Electoral process - patterns and Trends: Political participation; Voting Behaviour; Issue of Legitimacy; Electoral Alliances and Coalition Formation; Electoral Reforms.
- (c) Major Interest-cum-pressures groups in the Democratic polity of India : Patterns of Interaction and Linkages.

UNIT 5 - (a) Nationality Question in India.

- (b) Ruling classes and Political Elites: Character and Trends
- (c) Poverty in India : Politics of poverty.
- (d) Problems and Prospects of Democracy; Patterns of Crisis in Indian Polity.

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COURSE-13(OPTIONAL)

ADMINISTRATION OF PUBLIC ENTERPRISE IN INDIA

- Unit 1 (a) State Intervention in Business; Capitalist; Socialist, and Mixed Economics.
(b) Concept of Public Enterprises and its role in Socio-Economic Development.
(c) Objectives of Nationalisation.
- Unit 2 (a) Forms of Management of Public Enterprises :
Departmental; Public Corporation;
Government Companies; Joint Stock Companies.
(b) Structure of Public Enterprises: Board of Directors, and their Types; Composition; Powers; and Functions; Role of Public Sector Chief Executive .
- Unit 3 (a) Nature of Public Enterprises in India :
Production Oriented Enterprise; Service Oriented Enterprise;
Infrastructure oriented Enterprise; Consumer oriented Enterprise.
(b) Personnel Management in Public Enterprises : Manpower Planning, Agencies of Recruitment Promotion, and Training.
- Unit 4 (a) Control over Public Enterprises:
Ministerial and Parliamentary; Dichotomy of Managerial Freedom and Government Control.
(b) Committees on Public Undertakings.
- Unit 5 (a) Problems of Public Enterprises : Autonomy and Accountability
Finance; Pricing; Profit-Polity; Productivity; Efficiency;
Measurement; Worker's Participation; Industrial Unrest; •
Consumer Interest; Project Planning and Gestation Lag Audit
of Public Enterprises.
(b) Public Enterprise: Promise, Performance, and Evaluation.

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C O U R S E -14(OPTIONAL)

RESEARCH METHODOLOGY

- Unit-1 - Scientific Approach; Identification of Concepts; Variables and Operationalisation; Principles of Research; Micro; and Macro; Synchronic and Diachronic; Panel; Scientific Methods of Explanation; Deductive and Inductive patterns.
- Unit 2 - Hypotheses; Construction; Types; and Problems. Research Design: Concepts; Exploratory; Descriptive Verificatory; Randomised; and Correlated Groups,
Survey Research; Type; Methods; Reliability;
Research Report Writing; Techniques; Content Analysis.
- Unit 3 - Level of Measurement : Nominal; Ordinal; Interval; and Ratio Scale.
- Unit 4 - Tools and Techniques of Data Collection; Sampling; Observation; Interview; Questionnaire; Case Studies; Processing of Data.
- Unit 5 - Frequency distribution; Tabulation and Graphical Presentation; Measures of Central Tendency and dispersion; Quartile deviation; Test of Chi Square; Rank difference correlation (R_h); Phi correlation; 'T' and 'Z' Test.

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COURSE -15 (OPTIONAL)

RURAL DEVELOPMENT ADMINISTRATION IN INDIA

- Unit 1 - Concept of Rural Development, Socio-Economic and Political/Cultural context of Rural Development.
- Unit 2 - Policies and Programme for Rural Development in India: Agrarian Reforms/Land Reforms, Bonded Labour Relief and Rehabilitation; Rural Employment, Tribal Development; Harijan Welfare; Anti-poverty programmes.
- Unit 3 - Organisational strategies For Rural Development at District, Block and Village levels : Community Development, Panchayati Raj Institutions; Rural Cooperatives, special Agencies-DRDA, IRDP etc; Voluntary organisations.
- Unit 4 - Rural Bureaucracy and Development : Regulatory VS Department Agencies; Bureaucracy and Rural Poor; Rural Bureaucracy and Pressure groups; Emerging Trends in Rural Bureaucracy.
- Unit 5 - (a) Rural Political Process and Development: Elite, caste, and class
(b) People's participation in Rural Development,
(c) Rural unrest and Organising the Rural poor.

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COURSE-16(OPTIONAL)

TRIBAL DEVELOPMENT ADMINISTRATION IN INDIA

- Unit 1- (a) Ecology, Demography and Culture of India's Tribal Communities. An Overview; Distribution pattern and characteristics.
- (b) Meaning of Tribe, Race, Caste and Class.
- (c) Concept of Tribal Development; Evolution of Government Intervention in Tribal Development.
- Unit 2 - Political Economy of Tribal Areas : Agriculture; Forestry; Industrialisation; Community Resource; Co-operatives-Trends in Ownership, Management and Income Distribution; Interaction with National Economy, Emerging Classes in Tribal Areas.
- Unit 3 (a) Organisations and Institutions of Tribal Development : Traditional Organisations; Constitutional Provisions on Protective Discrimination; Commission on Scheduled Castes and Scheduled Tribes; Autonomous District/Regional/Tribal Councils; Development Agencies For Scheduled Areas; Tribal Development Corporations and Blocks; Voluntary Organisations.
- (b) Tribal Development Through Five Year Plans : Review.
- Unit 4 - Personnel For Tribal Development Programme : Their Recruitment and Training; Financing of Tribal Development Programme.
- Unit 5 - Tribal Problems and Prospects I: Land Alienation; Depletion of Resources; Indebtedness and Economic Bondage; Socio-Political Repression; Cultural Identity and Outside Influx; Alternative Strategy and Policies.

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20. P.C. Baru, Development Planning on North-East India, Delhi, Mittal Publications.
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COURSE - 17

COMPARATIVE PUBLIC ADMINISTRATION

- Unit 1 - Concept, nature and growing significance of comparative Public Administrative; Evolution of Comparative Public Administration
Evolution of Comparative Public Administration; Search For Universal Patterns; Methodological issues in Comparative Public Administration.
- Unit 2 - Approaches to the study of Comparative Public Administration; Institutional; Behavioural; structural-Functional; Policy Analysis
Problems of Comparative Research.
- Unit 3 - Models in Comparative Public Administration .
(a) Bureaucratic Model
(b) Complex Organisation Model
(c) Prismatic Model
(d) Socialist Model
(e) Third World Developmental Model.
- Unit 4 - Comparative Analysis of Administrative Systems of France; USA, Switzerland, India, China and Tanzania; Various control over Administration : A Comparative Study Comparative study of citizen and Administration; Machinery of redressal of citizen's grievances.
- Unit 5 - Concept and Strategies of Modernization of Administration; Models of Institution - Building in Developing Countries; Trends in Comparative Public Administration.

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2. Ferrel Heady, (Ed.), Comparative Public Administration, Michigna, Michigan University, Institute of Public Administration, 1978.
3. Ferrel Heady and Sybil Stoekes, (Ed.), Paper in Comparative Public Administration, Ann Arbor, Michigan, Michigan University, 1972.
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5. R.B.Jain, "Comparative Aspects of Public Administration" in Robert Wilne (Ed.), Other Views and other Visions, New York, Greenwood Press, 1978, and "Research Methods in Comparative Public Administration" New Delhi, IIPA, 1971.
6. Fred W. Riggs, Administration in Developing Countries: The Theory of Prismatic Society, Boston, Houghton Mifflin Co., 1964.
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20. C.D.Cowan, (Ed.), The Economic Development of China and Japan : Studies in Economic History and Political Economy, 1964.
21. Administration and Politics in Modern Democracies, Madras, Sardar Patel Institute Of Administration 1976.
22. J.S.Furnivall, Colonial Policy and Practice: A Comparative Study of Burma, Netherland, India, Cambridge, Cambridge Press, 1984.
23. Douglas E.Ashford (Ed.), Comparing Public Policies, New Concepts and Methods, Beverly Hills, Sage, 1978.
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26. E. S. Corwin, The President : Office and Powers.
27. G. Wright, France in Modern Times, 1760 to the present.
28. Ridley and Blondel, Public Administration in France.
29. McHenry and Ferguson, The American System of Government.
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COURSE-18

INTERNATIONAL ADMINISTRATION

- Unit-1- (a) Concept, Nature, Characteristics and Importance of International Administration.
- (b) League of Nations :Its Evolution, Working and Causes of Failure.
- Unit 2 - (a) United Nations Organisation and Its Agencies-UNESCO; ILO; WHO; FAO; and UNICEF : Their objectives, Principles, Structure, Working with Particular Reference to Security, Peace, social justice, and Developmental Concerns; Decision making at U.N.O.; Short-Comings of U.N.O.
- (b) Colonialism, Imperialism and Liberation struggles in Third World Countries.
- Unit 3 - Personnel Administration : U.N. Secretariat; Secretary-General and His Role; International Civil Service and Its Status; Problem and Prospects; Administrative Tribunal; Staff Morale.
- Unit 4 - (a) U.N.O. :Its Financial System and Revenue.
- (b) Coordination and Field Administration; Forms of Coordination; Programme Coordination; Administrative and Financial Coordination; Headquarters and Field Coordination; U.N. Resident Representative Nature of Problems.
- Unit 5 - (a) World Bank, International Monetary Fund and I.B.R.D. and Third World Developmental Concerns.
- (b) Politics of Technical and Economic Assistance Programmes.
- (c) Future Parameters and Scenarios.

SUGGESTED READINGS

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2. S.L.Goel, International Administration.
3. A.R.Tyagi, International Administration.
4. G.Eagleton, International Government.
5. A.Gerald Mangone, A short History of International Organisation.
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10. Mahdi Elmandira, The United Nations System : An Analysis.
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12. D.A.Kay (Ed.), The Changing United Nations.
13. Thomas Frank, Nation Against Nation : What Happened to the U.N.Dream and What the U.S.A. Can do About It.
14. Evan Luard, The United Nations: How it Works and What It Does.
15. Theodor Meron, The United Nations Secretariat.
16. United Nations, A New United Nations Structure For Global Economic Coordination.
17. United Nations, Some reflections on the Reform of the United Nations.
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20. Rajni Kothari, Footsteps in the Future: Diagnosis of the Present World and a Design for an Alternative.
21. Rumki Basu, Personnel Administration in United Nations, Delhi, Sterling, 1981.
22. Hoshiyar Singh, International Civil Service, Sterling 1989.
23. T.C. Young, International Civil Service: Principles and Problems.
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25. S.M. Schweld, The Secretary-General of the U.N.: His Political Powers and Practice.
26. J.R. Singer, Financing International Organisation.
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30. Houshang Ameri, Politics and Process in the Specialised Agencies of the United Nations.
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34. Thomas Weiss, "International Bureacracy : The Myth and Reality of the International Civil Service", International Affairs, Vol. 58, 1982.
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38. V.R. Panch Mukhi, et. al., Money and Finance : The World Economic Order.

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40. G. Bird, The International Monetary System and Less Developed Countries.
41. G. Williams, Third World Political Organisations,
42. Robert Girling, Multinational Institutions and the Third World.
43. Rudiger Jutte and A. Grosse Jutte, (Eds.), The Future of International Organisations.
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45. N. Singh, Termination of Membership of International Organisation.
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47. T. Lie, In the Cause of Peace.
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49. Norman Graham and Robert Jordan, The International Civil Service: Changing Role and Concepts.
50. Inis L. Claude, The Changing United Nations.
51. Samuel S. Kin, China, The United Nations and World Order.

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COURSE -19 (OPTIONAL)
THEORY AND PRACTICE OF LOCAL GOVERNMENT

- Unit 1 - Concept; Nature; Objectives; and Importance of Local Government
Democracy; Development and Local Government; Ecology of Local
Government; Decentralisation and Deconcentration.
- Unit 2 - Deliberation Wing of Local Government : Local Council and
Powers; Committee System and Council; Council, Councillors and the
"People-Legitimization" of Local Leadership.
- Unit 3 - Local Government Personnel : Recruitment; Public Image of
Key posts; Service Conditions Local Civil Service and Public Relations;
- Unit 4 - (a) Local Finance; Nature of Tax-Power at the Local Level;
For Local Development Works.
(b) Local Autonomy; and Imperatives of Technology.
- Unit 5 - Salient Features of Local Government Systems in U.K., U.S.A.,
France, and Russia with reference to :
- (a) Committee System and London City Administration in U.K.
 - (b) Three Plans of City Government in USA; New England Towns,
and New York City Administration.
 - (c) Paris City Administration in France.
 - (d) Moscow City Administration in Russia.
 - (e) Modern Trends and Problems of Local Governments in different
countries: An Evaluative overview.

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2. S.R. Maheshwari, Local Government in India, Delhi, Orient Longmen, 1976.
3. Hugh Tinker, The Foundations of Local Self Government in India, Pakistan and Burma, London, 1954.
4. Henry Meddick, Democracy, Decentralisation and Development, Delhi, Asia Publishing House.
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6. Martin Cross and David Mallen, Local Government and Politics.
7. G.M. Harris, Comparative Local Government.
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9. R.M. Jackson, The Machinery of Local Government.
10. J.E. Patel, Local Government and Administration : Principles and Problems.
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12. R.C. Prasad, Democracy and Development The Grass Roots Experience in India, Delhi, Rachana Prakashn, 1971.
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ADDITIONAL READINGS:

1. J.G. Local Government-Is it Manageable, New York, Oxford, Pergamon Press, 1979
2. P.G. Richards, The Reformed Local Government System.
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4. Blair, Local Self Government in America.
5. C.H. Wilson, Essays on Local Government.
6. R.L. Khanna, Municipal Government and Administration.
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15. State Machinery For Municipal Supervision, Delhi IIPA.
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COURSE-20 (OPTIONAL)

URBAN DEVELOPMENT ADMINISTRATION IN INDIA

- Unit 1 - Concept; Scope; and Importance of Metropolitan and Urban Development in Modern Society; Reasons For Growth of Urbanisation; Political, Social, and Economic Consequences of Urbanisation, Rural-Urban Relationship.
- Unit 2 - (a) Patterns of Urban Government; Municipalities and Corporations; A brief Outline of Structure of Urban Local Governments in India.
(b) Urban Community Development.
- Unit 3 - Study of City/Municipal Corporations of Calcutta, Bombay, Delhi, and Guwahati : Their Status; Functions; Composition of Elected Bodies; Committee System; Executive; Personnel; Finance; Municipal Enterprises; Municipal Politics; State Control.
- Unit 4 - (a) Metropolitan and Urban Development Authorities in India : Calcutta Metropolitan Development Authority (CMDA); Delhi Delhi Development Authority (DDA) - Their Organisation; Functions Personnel; Finance; Relations with State Government.
(b) Social Development of Metropolis: Composite Culture; Nature of Integration in a Metropolitan Community; Tensions and Opportunities.
- Unit 5 - (a) Urban Development Through Five Year Plans Review
(b) Town Planning; Cantonment Boards.
(c) Metropolitan Problems and Prospects : Slums; Pollution; Housing; Traffic; Sanitation and Water Supply; Migratory Pressures.

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SUGGESTED READINGS:

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2. K. C. Benfield, Urban Government.
3. W. A. Robson, Great Cities of the World.
4. Warren, Municipal Administration.
5. Ali Ashraf, Calcutta Municipal Corporation.
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7. Ashish Bose, Studies in India's Urbanisation - 1901-1971.
8. R. K. Bhardwaj, Urban Development in India.
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11. John Helmer and Neil A. Eldington, Urban Man : The Psychology of Urban Survival.
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13. F. B. Gillie, An Approach to Town Planning.
14. Roy Turner, India's Urban Future.
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19. Relevant Municipal Corporation and Municipal Acts.

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20. Report of the Rural-Urban Relationship Committees.
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22. Relevant Chapters of Five Year Plans.
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COURSE-21 (OPTIONAL)

ADMINISTRATIVE LAW AND TRIBUNALS

- Unit 1 - Origin, Nature, Scope and Growing Importance of Administrative Law; Salient Features of Common Law; Rule of Law; Droit Administrative; Doctrine of Separation of Powers; Principles of Checks and Balances; Relations between Constitutional Law and Administrative Law.
- Unit 2 - Administrative Authorities: Political Executive; Civil Service; Local Government; Public Corporations - Their Powers and Limitations.
- Unit 3 - (a) Delegated Legislation: Its growth, Meaning, Need, Scope, Importance, and Control.
(b) Judicial Control of Administrative Powers : General Principles and Scope; Doctrine of Ultra Vires; Judicial Review; Rights and Remedies; Writs.
- Unit 4 - (a) Administrative Tribunal: Reasons For Its Growth; General Structure and Procedure.
(b) Types of Administrative Tribunal : Tribuna Determining Law and Facts; Trade and Vocational Tribunals; Regulatory Tribunals.
- Unit 5 - (a) Composition, Functions, Powers and Personnel of Railway Rates Tribunals; Income Tax Appellate Tribunals; Central Administrative Tribunals.
(b) Principles of Natural Justice.

SUGGESTED READINGS:

1. Griffith and Street, Principles of Administrative Law.
2. W. A. Robson, Justice and Administrative Law.
3. H. W. R. Wade, Administrative Law .
4. M. P. Jain and S. N. Jain, Principles of Administrative Law.
5. S. P. Sathe, Administrative Law in India.
6. Schwartz, An Introduction to American Administrative Law.

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7. C.M.Allen, Law and Order.
8. A.T.Markose, Judicial Control of Administrative Action in India.
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10. Vishnu Prasad, Principles of Administrative Law.
11. Suranjan Chakravarti, Administrative Law.
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20. H. J. Laski, Trade Union in the New Society.
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22. R. K. Mukherjee, The Indian Working Class.
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24. T. John Lee, Principles of Industrial Welfare.

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COURSE-22 (OPTIONAL)

LABOUR ADMINISTRATION IN INDIA

- Unit 1 - (a) Concept, Nature, Scope and Importance of Labour Administration
 (b) Labour Legislation: Concept, Scope and Importance of Social Justice.
 (c) Industrial Labour-Concurrent subject of Legislation; Factory and Mines Legislation to Regulate Work Conditions; Relation between Union-State Legislation; Tripartite Advisory Consultative Bodies.
- Unit 2 - (a) Concept, Philosophy and Principles of Labour Welfare in India
 (b) Development of Labour Welfare in India; Impact of L.L.O. and Legislation on Labour Welfare.
 (c) Labour Welfare Programmes: Statutory Programmes Non-Statutory Programmes and Social Security.
 (d) Labour Welfare and Dispute Settlement Machinery at Factory and Plant Level : Department of Labour Welfare; Role of Labour Welfare Officer.
- Unit 3 - Personnel/Labour Office-Government Labour Department .
 Participative Management; Work Committees; Joint Management Councils; Training Inputs; Developing Work Culture.
- Unit 4 - Industrial Disputes: Nature; Machinery For Settlement of Industrial Disputes; Negotiation; Conciliation; Arbitration; Adjudication; Tribunals; Whitley Councils.
- Unit 5 - Trade Union Movement Concept and Nature; Attitude of Workers and Employees; Machinery to Prevent and Deal with Strikes; Employer-Trade Union-Government Relationship.

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COURSE-23(OPTIONAL)
COMPARATIVE BUSINESS ORGANISATION

- Unit 1 - Concept, Nature and Scope of the terms; Business; Industry; and Commerce; Business Ownership patterns; Modes of Organising business under different ownership patterns.
- Unit 2 - Private Sector; Proprietorship; Features; Advantages and Disadvantages Partnership; Features; Kinds; Advantages and Disadvantages.
- Unit 3 - Corporation or Joint Stock Company ; Concept; Reasons for growth; Features; Kinds of Companies; Company Formation; Structure of Company Management; Introduction to Corporate Finance.
- Unit 4 - Public Sector : Nature and Concept of Public Sector/Public Enterprise; Reasons for Emergence; Patterns of Organisation; Departmental and Ministerial Organisation; Semi-Autonomous Enterprise; Control Board; Statutory Corporation; Government Company; Non-profit Making Public Enterprises; Operating Contract; Sector Corporation; Holding Company; and Joint Sector Firm.
- Unit 5 - Cooperative Sector: Philosophy of Cooperative Movement; Reasons for Emergence; Distinguishing Features of Cooperative Societies; Formation of Cooperative Societies; Structure of Management; Cooperatives Vs. Companies; Advantages of Cooperatives.

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1. L.A.Keith and C. E. Gubellini, Introduction to Business Enterprise, New York, McGraw-Hill.
2. S.S.Khera, Government in Business, New Delhi, National (Latest Edn.).
3. Laxmi Narain, Principles and Practice of Public Enterprise Management, New Delhi, S. Chand, 1992.
4. Om Prakash, Theory and Working of State Corporations, (Latest Edn.) New Delhi, Orient Longman.
5. Sammi Uddin and Mahfoczur Rahman, Cooperative Sector in India S. Chand and Co., New Delhi, 1983.
6. C.B.Mamoria, Organisation and Financing of Industries in India, Kitab Mahal, (Latest Ed.).
7. K.R.Kulkarni, Theory and Practice of Cooperation in India and Abroad, (Vol.I) 4th Ed., Bombay, Cooperator's Book Dept.
8. S.C.Kuchhal, Industrial Economy of India, Allahabad, Chaitanya, (Latest Ed.), 1987.
9. Avtar Singh, Company Law, 7th Ed., Lucknow, Eastern Book Co., 1982.
10. N.N.Mallya, Public Enterprises in India : Their Control and Admountability, National, 1971.
11. Jagdish Prakash, Administration of Public Enterprises in India: Himalaya Publishing House, New Delhi.
12. S.L.Sherlekar, Modern Business Organisation and Management, Bombay, Himalaya Publishing House, 1984.
13. R.S.Arora, Administration of Government Industries, New Delhi, IIPA, 1969.

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14. United Nations, Organisation and Administration of Public Enterprises- Selected Papers, N.Y. U.N. 1968.
15. J.L. Hanson, The Structure of Modern Commerce, 6th Edn., London, Macdonald & Evans, 1979.
16. Kailash Rai, Principles of Company Law, Allahabad, Allahabad Law Agency, 1981.
17. S. E. Thomas, Commerce: Its Theory and Practice, 9th Ed., London, Cassell, 1973.
18. Samuel Paul, S.K. Bhattacharya & S.C. Kuchhal, "Joint Sector: Guidelines for Policy". Economic and Political Weekly, December 9, 1972.
19. H.K. Paranjape, "The Joint Sector", E.P.W, November 10, 1973.
20. A.R.C. Study Team, Report on Public Sector Undertakings, Delhi, The Manager of Publications, 1967.
21. A.A. Berle & G.C. Means, The Modern Corporation and Private Property, N.Y., Macmillan, 1932. (19th Reprint, 1962).
22. W. Friedmann and J.F. Garner, (Eds.), Government Enterprise: A Comparative Study, N.Y., Columbia University Press, 1970.
23. United Nations, Organisation, Administration and Supervision of Public Enterprise in Developing Countries, N.Y., U.N., 1974.

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C O U R S E - 24 (OPTIONAL)

OFFICE MANAGEMENT IN GOVERNMENT

- UNIT - 1 - Concept, Role and Importance of Office Work, and Office Management in Administrative Process.
- UNIT - 2- (a) Office Lay-out, Objectives of Lay-out, Furnishing and Equipping.
 (b) Coordination between sections.
 (c) Office Equipment, Machines and Automation.
 (d) Organisation of Reception, Conference/Meeting Seminar/Symposium.
- UNIT - 3- (a) Office Procedures : Receipt of Dak ; Distribution of Dak; Submission and Biarrisation of Receipts; Action on Receipts; Filing System; Indeing ; Record Management. Forms and Procedures of Communication; Drafting of Communication, Issue of Drafts; Special Procedures for Confidential papers; Their receipt, despatch and custody; Reporting and Manuals.
 (b)Accounts Management : Budgeting Bills; Purchases; Contracts; Relations with Treasury.
- UNIT - 4 - Office Personnel Management : Recruitment ; Placement Transfer; Training; Promotion; Pay; Leave, Conduct and Discipline; Retirement.
- UNIT - 5- (a) Office Supervision; Inspection
 (b) Human Relations in Office Management;
 (c) Public Relations : Its Importance and Role in Office Management.

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SUGGESTED READINGS

1. Neuner and Haynes, Office Management : Principles and Practice.
2. Carl Meyel, (Ed.), Hand Book of Modern Office Management and Administrative Service.
3. H.H.Wally, Office Administrative Hand Book.
4. Saltonstall, Human Relations in Administration.
5. DFC Mann, Effective Administration for Supervisory Management.
6. Keith Davis, Human Relations at Work.
7. John Cox, Clerical Duties and Office Practice.
8. Gerard Tavernier, Basic Office Systems and Records.
9. Sam Blace, Practical Public Relations.
10. S.P.Arora, Office Organisation and Management.
11. C.L.Little Field and Frank Rachel, Office Administrative Management.
12. Glen L.Gardiner, Practical Office Supervision, McGraw-Hill Company.
13. Mills and Standingford, Office Organisation and Methods.
14. Mills and Standingford, (Ed.), Office Administration.
15. N.K.Panda, Work Study in Administration.
16. Secretariat Training School (Ministry of Home Affairs) Office Procedures, Delhi, The Manager of Publications.
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COURSE + 25 : DISSERTATION (OPTIONAL)
(In lieu of one course)

Depending on the nature of topics selected for Dissertation, respective supervisors will give orientation Lectures to train the students for working on her/his Dissertation on an individual basis. Only the students, who offer Research Methodology Course and secures 55 % marks in the third semester Examination, may opt for this course.

The size of Dissertation should be of minimum of 75 typed pages in double spece and the evaluation of Dissertation will be done by a supervisor and other examiner from a sister discipline to be dicided by the Departmental Research Committee.

DEPARTMENT OF PUBLIC ADMINISTRATION
NORTH-EASTERN HILL UNIVERSITY : MIZORAM CAMPUS : AIZAWL-796007

PROPOSED REVISED/RESTRUCTURED SYLLABUS - 1992

STRUCTURE/SYLLABUS OF POST-GRADUATE DIPLOMA
IN PUBLIC ADMINISTRATION

C O U R S E

FIRST SEMESTER : (COMPULSORY COURSES)

- COURSE 1 : Fundamentals of Public Administration
COURSE 2 ; Indian Administration : Structure and Processes
COURSE 3 : Public Personnel Administration with Special Reference to Britain, U.S.A. and France
COURSE 4 ; Economic and Financial Administration in India

SECOND SEMESTER : (COMPULSORY)

- COURSE 5 : Development Administration in India
COURSE 6 : Social Administration in India
COURSE 7 : Theories of Bureaucracy
COURSE 8 : Government and Politics of the Hill Areas of North East India

NOTE : Each course carries 100 marks.
Duration of the examination is three hours.

I

C O U R S E - 1

FUNDAMENTALS OF PUBLIC ADMINISTRATION

- UNIT-1 - Public Administration as a social science. Approaches to the study of Public Administration - Structural - Functional and systems approach: Behavioural approach and its impact; Comparative Administration, Decision making and inter-disciplinary approach and the present state of the discipline; Politics and Administration- Dichotomy or an Integrated Framework; Political Economy and Public Administration; Social Ecology of Public Administration; Constitution and Law as the frame of Public Administration, and as an instrument; Fact and Value in Public Administration; Role of Public Administration in Socio-Economic change.
- UNIT- 2- Administrative Organisation : Theories of Organisation; Mechanistic and Humanistic Approaches; Concepts of Formal and Informal Organisation, Concepts of Line and Staff Agencies, and Auxiliary Services; Anatomy of Organisations; Organisational change; Organisation and Social Environment; Principles of Departmental Organisation ; Board and Commissions ; Public Corporations; Independent Regulatory Commission; Problems of Business Autonomy and Public Control.
- UNIT - 3-Administrative Management : Management as a tool and Techniques of Public Administration; Communication Supervision; Leadership; Systems Analysis; Management Accounting and Planning; O and M. Programme Evaluation; Management Information Systems; Management of change.
- UNIT - 4-Financial Management : Nature and Scope of Financial Management; Canons of Taxation- Benefit theory; Ability to pay; proportional and Progressive Taxation; Principle of Maximum social Advantages; Deficit Financing- Meaning Advantages and Disadvantages.

UNIT - 5- Principles and Problems in Public Administration :
 Rationality in Decision-making; Authority; Power and
 Influence, Response, Responsibility and Accountability
 Efficiency and Effectiveness and productivity and Motivation;
 Socialism and Administrative Management.

SUGGESTED READINGS.

1. Relevant issues of American Public Administration Review, Public Administration (London) and Indian Journal of Public Administration (New Delhi).
2. R.J.S.Baker, Administrative Theory and Public administration, London, Hutchinson University Library, 1972.
3. Albert Lepawsky, Administration : The Art and Culture of Organisation and Management, Oxford and I.B.H., 1965.
4. James W.Fesler, Public Administration : Theory and Practice, Englewood Cliffs, N.J. Prentice-Hall, 1990.
5. Nicholas Henry, Public Administration and Public Affairs, Second Edition, Englewood Cliffs, N.J. Prentice Hall, 1980.
6. Peter Self, Administrative Theories and Politics, New Delhi, S.Chand and Co. Ltd., 1981.
7. H.G.Frederickson, New Public Administration, Alabama, University of Alabama Press, 1980.
8. Felix A.Nigro and Lloyd G.Nigro, Modern Public Administration Fifth Edition, New York : Harper and Row, 1980.
9. Mohn Rehfuss, Public Administration as Political Process, New York, Charles Scribners' Son, 1973.
10. Jerome B.Mckinney, and Lawrence C.Howard; Public Administration, Balancing Power and Accountability, Oak Park, III : Moore, 1979.

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12. Robert Golembiewski, *Public Administration as a Developing Discipline*, New York, Marcel Dekkar, 1977.
13. John M. Pfiffner and Frank Sherwood, *Administrative Organisation*, Englewood Cliffs, N.J. Prentice Hall, 1960.
14. Robert Pressthus, *Behavioural Approaches to Public Administration*, University of Alabama Press, 1965.
15. H. Kobntz and C.O' Donnel, *Principles of Management*, 3rd Edition, N.Y., McGraw Hall, 1964.
16. A. Etzioni, *Modern Organisations*.
17. Sileman, *The Theory of Organisation*.
18. R. Ball, *Management Techniques and Quantitative Methods*.
19. Peter F. Ducker, *Management : Tasks, Responsibilities and Practices*.
20. Sawl W. Gellerman, *Motivation and Productivity*.
21. Barry Maude, *Leadership in Management*.
22. W.J. Reddin, *Magagerial Effectiveness*.
23. G.S. Lall, *Public Finance and Financial Administration in India*, New Delhi, H.P.J. Kappor, 1987.
24. S.S. Mookerjee, *Indian Public Finance and Financial Administration*, 1979.
25. M.P. Sharma, *Public Administration : Theory and Practice*, Allahabad, Kitab Mahal, 1990.
26. S.R. Maheswari, *Theories and Concept in Public Administration* New Delhi, Allied, 1991.
27. Mohit Bhattacharye, *Public Administration : Structure; Process and Behaviour*, Calcutta, World Press, 1987.
28. Mohit Bhattacharye, *Public Administration , New Delhi, Concept*, 1986.
29. D. Wight Waldo, *Public Administration in the time of Turbulence*
30. John Garret, *The Management of Government*, London, Penguin Book, 1972.
31. C.P. Bhambhri, *Administration in a changing society*, New Delhi, National Publishing House, 1972.
32. Susheela Kaushik, (Ed), *Public Administration : An Alternative Perspective*, New Delhi, Ajanta International, 1984.

ADDITIONAL READINGS :

1. Ferrel Heady, Public Administration : A Comparative Perspective
New Jersey, Prentice Hall, 1966.
- 2- D.C.Rowatt (Ed.) Basic issues in Public Administration,
New York, Macmillan, 1962.
3. Dwight Waldo, Ideas, Issues in Public Administration,
New York, Macmillan, 1962.
4. William G.Scott, Organisation Theory : A Behavioural
Analysis For Management, Homewood, III Irwin, 1967.
5. Joseph L.Massie, Essentials of Management, Englewood
Cliffs, N.J.Prentice-Hall, 1971.
6. E.F.L. Bresh, Management : Its Nature and Significance,
London, Arnold - Heinemawn, 1967.
7. Cyril Sofer, Organisations in theory and Practice, London,
Heinemawn Educational Books, 1972.
8. A.Avasthi and S.R. Maheshwari, Public Administration,
Agra, Laxmi Narain Agarwal, 1983.
9. C.P.Bhambhri, Public Administration, Meerut, Meenakshi
Prakashan (Latest Edn)
- 10.P.Sharan, Modern Public Administration, Meerut,
Meenakshi, 1983.
11. Prof Luthans, Organisational Behaviour, New Delhi,
MacGraw-Hill, 1977.
- 12.D.Millet, Management in Public Administration.
- 13.Ruthraswamy, Principles and Practice of Public Administration.
- 14.Phillip Selznick, Leadership in Administration : A
Sociological Interpretation Evanston, Harper and Row, 1957.
- 15.A.R.Tyagi, Scientific Methods in Public Administration,
London, Happer and Row, 1970.
- 16.Harbert A.Simon, Administrative Behaviour, New York,
Free Press, 1973.
- 17.Samuel J.Bernstein, and Patrick O'Hara, Public
Administration : Organisation, People and Public Policy,
New York, Harper and Row, 1979.

18. Larry B.Hill and F.Ted Herbert, Essentials of Public Administration, North Scituate, Mass : Duxbury Press, 1979.
19. Paul H.Appleby, Morality and Administration in Democratic Government.
20. M.Y.Khan and P.K.Jain, Financial Management, New Delhi, Tata McGraw-Hill, 1982.
21. F.Marini, New Public Administration, New York, Wiley, 1976.
22. Saul W.Gellerman, Motivation and Productivity, Taraporewala and Sons, Bombay, 1967.
23. F.N.Marx, (Ed.) Elements of Public Administration, Englewood Cliffs, N.J.Prentice-Hall, 1959.

C O U R S E - 2

INDIAN ADMINISTRATION : STRUCTURE AND PROCESSES.

- UNIT- 1 - Evolution of Indian Administration from British Period; Transition from Colonial to Welfare Administration; Problems and Prospects; Nature of Post-Independent Indian State; Basic Features of Constitutional Framework of Indian Administration; Objectives/goals of Government; Socialist and Secular Republic; Federal Structure; Parliamentary Democracy; Role of Judiciary; Role of Public Services : An Assessment.
- UNIT- 2 - Organisation of Central Government
- (a) President ; Role-Expectation and Role-Realization ; Relationship with Political Executive; Prime Minister as the Real Executive ; Cabinet, Cabinet Committees; Cabinet Secretariat; Cabinet Secretary; Prime Minister's Secretariat.
 - (b) Central Secretariat; , Ministries and Departments- Ministries of Home Affairs, Personnel and Training; and External Affairs; Attached Offices and Subordinate Offices; Procedures of work in Government.
- UNIT- 3 - Administration of Union Territories ; Regional and Zonal Administration ; Public Service Commission; Administrative Tribunals; Vigilance Commission and Appraisal of their working.

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UNIT- 4 - Organisation of State Government:-

- (a) Governor; Relation with Political Executive; Chief Minister; Council of Ministers; State Secretariate; Chief Secretary; General Administration Department; Board of Revenue; State Public Service Commission; Vigilance Set-up and Appraisal of their working; District Administration; Changing Role of Collector/Deputy Commissioner; District Development Administration; District Development Officer.

UNIT- 5 - Some Issues in Indian Administration :

- (i) Minister-Secretary Relationship
- (ii) Secretariat-Directorate Relationship
- (iii) Administrative Relations between Centre and State
- (iv) Problem of Corruption; Machinery for redressal of citizen's grievances and Public protest.
- (v) Federal coordination : Emergency and President's Rule; Governor and Emergency Powers
- (vi) Police and Para Military Forces
- (vii) Administrative Reforms : Problems and Prospects.

SUGGESTED READINGS.

1. Paul H. Appleby, Public Administration for a Welfare State, Bombay, Asia, 1962.
2. S.R. Maheshwari, Evolution of Indian Administration, Agra, Lexmi Narain Agarwal.
3. S.R. Maheshwari, Indian Administration, Orient Longman, New Delhi, 1990.
4. S.R. Maheshwari, Administrative Reforms in India, New Delhi, Macmillan.
5. Ashok Chanda, Indian Administration, (2nd Edition), London, Allan and Unwin, 1968.
6. A. Avasthi, Central Administration, Delhi, Tata McGraw-Hill Publishing Company, 1980.
7. C.P. Bhambhri, Public Administration in India, Delhi, Vikas, 1973.
8. S.L. Kaushik and P. Sahni, (Edn.) Public Administration in India: Emerging Trends, Allahabad, Kitab Mahal, 1983.

9. Ramesh K.Arora (Ed.) Administrative Change in India, Jaipur, Alekh Publishers, 1974.
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11. O.P.Dwivedi and R.B.Jain, India's Administrative State, Delhi, Geetanjali Publishing House, 1985.
12. Hardwar Rai, Current Ideas and Issues in Indian Administration, Delhi, Uppal Publishing House, 1981.
13. O.P.Motilal (Ed.) Changing Aspects of Public Administration in India, Allahabad, Chugh Publications, 1976.
14. Amal Ray, Inter-Governmental Relations in India : A Study of Indian Federalism, Bombay, Asia, 1966.
15. Amal Ray, Tension Areas in India's Federal System, Calcutta, World Press, 1970.
16. J.N.Sharma, The Union and the States : A study in Fiscal Federalism, New Delhi, Sterling, 1974.
17. Organisation of the Government of India, Delhi, IIPA Publication (2nd Edition, Bombay, Somaiya, 1971).
18. A.D.Gorwla, The Role of Administration : Past, Present and Future, Poona, Gokhale Institute of Politics and Economics, 1953.
19. Cases in Indian Administration, Delhi, IIPA, Publication.
20. B.N.Puri, Some Aspects of the Evolution of Indian Administration, New Delhi, IIPA.
21. Baldev Raj Nayar, Modernisation Imperative and Indian Planning, Delhi, Vikas, 1972.
22. Kamta Prasad, Planning and its Implementation, Delhi, IIPA.
23. S.S.Khera, District Administration in India, Bombay, Asia, 1964.

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25. S.N.Sadasivan (Ed.), District Administration : A National Perspective, Delhi, IIPA.
26. R.B.Jain, District Administration, Delhi, IIPA.
27. D.D.Basu, Introduction to the Constitution of India, (IIth Ed.), New Delhi, Prentice-Hall, 1985.
28. M.V.Pylee, Constitutional Government in India, Delhi, S.Chand and Company, 1984.
29. Robert L.Hardgrave, Jr, and Stanley Kochanek, India : Government and Politics in a Developing Country, Delhi, Freeman Book Company, 1986.
30. Sardar Patel Institute of Administration, Administration and Politics in Modern Democracies, Allahabad, Chugh Publications, 1976.
31. Administrative Reforms Commission Study Team, Reports on :
 - (i) Machinery of the Government of India and its procedures of work.
 - (ii) State Level Administration :
 - (iii) District Administrations;
 - (iv) Centre-State Relations , Delhi, The Manager of Publications.
32. Secretariat Training School (Ministry of Home Affairs, G.O.I., New Delhi, Organisational set-up and Functions of the Ministries/Departments of Government of India, Delhi, The Manager of Publications (Latest Edition).

ADDITIONAL READINGS :

1. B.B.Mishra, Administrative History of India.
2. Prem Lata Bansan, Administrative Development in India, Delhi, Sterling, 1974.
3. D.P.Singh. Problems of Public Administration in India.
4. K.Santhama, Union-State Relations in India.
5. J.D.Shukla, District Administration.
6. Richard P.Taube, Bureaucrats under stress : Administrators and Administration in an India State, Berkely, Union of California Press, 1980.
7. N.M.Mudaliar, Indian Administration : Today and Tomorrow, Delhi. Orient Longman, 1969.
8. IIPA, (Regional Branches) Organisation of the State Government.

9

C O U R S E - 3

PUBLIC PERSONNEL ADMINISTRATION WITH
REFERENCE TO BRITAIN, U.S.A. AND FRANCE

- UNIT -1- Growth and Development of Public Personnel Administration as a subject ; Personnel Policies ; Functions of Personnel Administration; Importance of the Study of Public Personnel Administration in developed and developing societies ; Public Personnel Administration and Ecology.
- UNIT- 2- Structure of Civil Service in India, Britain U.S.A. and France, Central Personnel Agencies in India, Britain and U.S.A.; Recruitment of higher Civil Services in India, U.K., USA and France; Types and Methods of Training in India and France.
- UNIT- 3- Promotion practices and social composition of Higher Civil Service in India ; Issues of Representation; Reservations; Salary Administration; Superannuation/Retirement; Benefits; Conditions of Service; Morale and Incentives.
- UNIT - 4- Conduct Rules ; Disciplinary Action; Removal and Appeals; Employer - Employee Relations; Machinery For Negotiation and Settlement of Service Conditions - Staff Associations - Whitley councils in England. and Joint Consultative Machinery in India, Political Rights and Rights to organise and strike of civil servants; Exception of Essential services.
- UNIT- 5- Problems of Public Personnel : Conduct and Discipline; Neutrality and commitment in civil service; Relations between political and Non-Political officials; Relations between Generalists and Specialists; Politicisation of Administration; Institute of Middleman.

SUGGESTED READINGS

1. G.Glenn Stahl, Public Personnel Administration, (7th Edition), New Delhi, Oxford and I.B.H. Publications, 1975.
2. Feli A.Nigro, Public Personnel Administration.
3. V.M.Sinha, Personnel Administration, Jaipur, K.B.S.A. Publishers, 1986.
4. S.P.Verma and S.K.Sharma, Managing Public Personnel (2nd Edition), New Delhi, IIPA, 1985.
5. P.Pigors and A.Myers, Personnel Administration : A point of View and Method, Mc Graw-Hill, 1977.
6. V.A.Pai Panandikar, Personnel Administration : Implementing the Reforms, New Delhi, IIPA, 1970.
7. V.A.Pai Panandikar, Personnel System for Development Administration, Bombay, Popular Prakashan, 1966.
8. S.L.Goel, Public Personnel Administration, Delhi Sterling Publishers, 1984.
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10. R.B.Jain, (Ed.), Aspects of Personnel Administration. New Delhi, IIPA.
11. R.B.Jain, Contemporary Issues in Indian Administration, New Delhi, Vishal.
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13. Herman Finner, Theory and Practice of Modern Government.
14. Mackenzie and Grove Central Administration in Britain,
15. W.A.Robson, Civil Service in Britain and France.
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17. Dwarka Das, Role of Higher Civil Services in India.
18. M.A.Muttabib, Union Public Service Commission.
19. V.Bhaskara Rao, Public Employee- Relations.
20. A.R.Pyagi, Rights and Obligations of Civil Service in India
21. A.R.Pyagi, Civil Service in a Developing Society.
22. R.K.Sapru, Civil Administration in India.
23. V.M.Sinha, Union Public Service Commission- The Indian Politics - Administrative System : Some Perspectives, Jaipur, R.I.B.S.A., 1984.
24. N.C.Roy, Civil Service in India.
25. V.Subramanian, Social Background of India's Administration : A Socio-Economic Study of High Civil Service of India, Manager, Publication Divisions, 1971.
26. V.Subramaniam, Social Background of India's Civil Servants, Manager, Publication Divisions, 1971.
27. E.K.Roth-Well (Ed.), Administrative Issues : Developing Economics, Lexington, Mass, D.C. Heath and Company, 1972.
28. B.R.Sharma, Motivational Crisis in Indian Administration, Delhi, IIPA.
29. A.P.Saxena, Training and Development in Government, Delhi IIPA, 1974.
30. T.N.Chaturvedi, (Ed.), Training in Public Administration : The Changing Perspective, Delhi, IIPA.
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32. IIPA, Organisation of the Government of India, (2nd Edition), Bombay, Somaiya, 1971.
33. IIPA, (Ed), Public Service in Democracy.
34. IIPA, (Regional Branches), Organisation of the State Government.
35. Government of India-Reports of First, Second, Third and Fourth Pay Commissions.
36. C.P.Bhambhri, Public Administration in India, Vikas (Latest Edition).

ECONOMIC AND FINANCIAL ADMINISTRATION IN INDIA

PART - A : ECONOMIC ADMINISTRATION

- UNIT 1 - Comparative Economic Systems : Capitalist) Economy; Mixed Economy; Socialist Economy; Multinational Corporations and Economic Development; in Third World.
- UNIT - 2-Concurrent Jurisdiction of the Union and States in Economic Administration ; Directive Principles of State Policy and their Impact on Economic Administration in India; Administration of Agriculture Rural Development ; Transport and Communication.
- UNIT- 3- Anti-Inflationary Strategy and Economic Development; Parliamentary control over Economic Administration, Political and Administrative Interaction in Economic Development.

PART B : FINANCIAL ADMINISTRATION.

- UNIT - 4- (a) Concept, Nature and Scope of Financial Administration, Role and Status of Financial Administration in Governmental System; Framework of Financial Administration in India.
- (b) Central and State Financial Relations ; Finance Commission and Distribution of Resources/ Revenues between the Centre and States; Relations Between Finance Commission and Planning Commission.
- (c) Public Debt in the Indian Union.
- UNIT - 5-(a) Principles of Budgeting ; Performance Budgeting; Planning, Programming, Budgeting, System (P.P.B.S.), Zero Base Budgeting; Preparation and Implementation of Budget in India; Budget as Vehicle of Fiscal Policy and a tool of Management; Budgetary Reforms Delegation of Financial Powers; Financial Advisors.
- (b) Agencies of Financial Control : Finance Ministry and Parliamentary Committees.
- (c) Treasury System in India.
- (d) Reserve Bank of India : Its Organisation, Functions and Role in Monetary Policy.

SUGGESTED READINGS

(ECONOMIC ADMINISTRATION)

1. Michel Kalecki, Selected Essays on the Dynamics of Capitalist Economy - 1933-70, London, Cambridge Up, 1982.
2. Paul Sweezy and Paul A. Baran Monopoly Capital.
3. Dan Nebudure, Political Economy of Imperialism, London, Zed, 1977.
4. Paul Baran, The Political Economy of Growth, NY., MRP, 1957.
5. Tamas Szenetts, The Political Economy of Underdevelopment, Budapest, Akademiai Kiado, 1971.
6. A.G. Frank, On Capitalist Underdevelopment, OUP, 1975.
7. A.K. Das FGupta, Economic Theory and the Developing Countries.
8. A. Anchishkin, The Theory of Growth of a Socialist Economy, Moscow, Progress, 1977.
9. Nove Alec and D.M. Nuti, Socialist Economics, Penguin, 1974.
10. Muqiao Xue, China's Socialist Economy, Beijing, Foreign language Press, 1981.
11. Arun Bose, Marxian and Post-Marxian Political Economy, Penguin, 1975.
12. James Petras, Critical Perspectives on Imperialism and Social Classes in the Third World, NY., MRP, 1978.
13. Dudley Seers, Dependency Theory : A Critical Reassessment, London, Frances Pinter, 1981.
14. R. Datt and K.P.M. Sundaram, Indian Economy, 19th Ed., New Delhi, S. Chand and Co., 1981.
15. D. Bright Singh, Economic Development, New Delhi, Vikas, (Latest Edition).

16. B.C.Tandon, Economic Planning : Theory and Practice, Allahabad, Chaitanya.
17. Government of India, Administrative Commission's Report on Economic Administration.
18. Francine Frankel, India's Political Economy : The Gradual Revolution, Princeton, Princeton University Press, 1978.
19. Shanti Kumar Ghosh, Development Scenario; India , Calcutta, The World Press.
20. A. Datta. Perspective of Economic Development.
21. Alak Ghosh, Indian Economy : Its Nature and Problems, Calcutta, The World Press, 1987.
22. I.C.Dhingra, The India Economy, New Delhi, S.Chand and Co., 1981.
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24. Koontz and Gable, Public Control of Economic Enterprise.
25. A.Waterston, Development Planning : Lesson of Experience.
26. V.D.Divekar, Planning and Political Process in India.
27. A.H.Hanson, Parliament and Public Ownership, Connecticut, Greenwood Press, 1973.
28. W.G.Friedmann, State and the Rule of Law in a Mixed Economy, Stevens, 1971.
29. D.R.Gadgil, Planning and Economic Policy in India.
30. K.Seshadri, Procedures of Planning in Developing Countries.

FINANCIAL ADMINISTRATION :

1. M.J.K.Thavaraj, Financial Administration of India, New Delhi, S.Chand and Co., 1978.
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26. A.R.C. Reports on :
 - (a) Delegation of Financial and Administrative Powers.
 - (b) Financial Administration.

COURSE - 5

DEVELOPMENT ADMINISTRATION IN INDIA.

- UNIT - 1- Concept of Development and Development Administration; Socio-Economic context of Development; Links of Development Administration with the study of Public Administration; problems of Ends and Means; Development of Administration and Administration of Development.
- UNIT - 2- (a) Approaches to Strategies of Development Administration; Western Liberal Approach; Gandhian Approach; Development through Conscientisation (Paulo Friere); Marxist Approach.
(b) Instrument of Development Administration; Political Party; Administrative System; Voluntary Organisations; Regional and International Organisations.
- UNIT- 3- (a) Institutional Frame Work of Development Administration; Political Executive; Planning Agencies - National Development Council's Role; Agencies and Processes of Implementation at Central, State and Local levels.
(b) Development at the grass root level; people's participation in the Development process; Impact of Development Administration on rural society.
- UNIT - 4- (a) Major challenges to Development Administration in India; Human Resources, Material Resources; Technology and constitutional goals of Development.
(b) Tensions in Development Administration; Regionalism Language; Caste; and Corruption in Administration; India's Approach to the problems of social Development- Reservation Policy.
- UNIT - 5- (a) Nature and Problems of Development Bureaucracy; Bureaucracy and Political Systems; Socio-Economic roots/background of Bureaucracy; problems of Committee Bureaucracy, Representative Bureaucracy and its values, attitudes/motivations; politics of Bureaucracy.
(b) Evaluation of development efforts in India.

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Five Year Plans.
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Indian Planning.
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of Economic Development.
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10. N.R.Inamdar and V.K.Kshire, District Planning in India.
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16. N.J.Botham Hegin, Four Faces of Indian Bureaucracy : Conflict in Culture.

C O U R S E - 6

SOCIAL ADMINISTRATION IN INDIA

- UNIT - 1-** Theory and Practice of Welfare State; Social Development and Social Justice; Social Welfare; Social Reforms; Social Works, and Social Security; Social Administration and Public Administration.
- UNIT - 2-** (a) Concept and Purpose of Community participation in Social Welfare Programmes; Models of Community Participation; Process of Participation in Social Welfare Programmes with special reference to Women and Child Welfare; Population Control; and Youth Welfare; Recommendations.
(b) Methods of Social Administration (Social Processes) Social Case Work; Social Group Work; Community Organisation.
- UNIT 3-** (a) Pattern of Social Welfare Administration in India: Central Level: Department; Central Social Welfare Board; their Composition and Role in the Changing social context. State Level: Department/Directorates- State Social Welfare Advisory Board; their organisation and working in social Development; Relationship between Central Social Welfare Board and State Social Welfare Advisory Board; Local Level: District, Block and Panchayat/Village.
(b) Scope of Social Development under the Five Year Plans; Financing Social Welfare Services.
- UNIT - 4-** (a) Social Welfare Personnel in India; Need For Creating a special cadre at Central/State/Local Levels; Training, and Conditions of their service.
(b) Role of Bureaucracy in the Implementation of Social Development Policies.
(c) Role of Voluntary Agencies in Social Welfare and their relationship with Government; Organisation and Role of Association For Voluntary Agencies For Rural Development in India; Indian Council of Social welfare.

UNIT-5-(a) Problems of Social Administration in India :

Inter-Agency and Inter-Governmental Coordination :
Human Relations : Grants-in-Aid; and Common Civil
Code.

(b) Social Legislation and Its implementation relating
to : Marriage and Divorce ; Correctional Administration;
Destitutes and Handicapped : Untouchability;
Protective Discrimination with special reference to
Schedule castes, scheduled tribes and other
Backward classes.

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2. W.A.Friedlander, Introduction to social welfare, New Delhi,
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Columbia University Press, 1961.
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A Framework for Analysis, London, Routledge and Kegan Paul, 1974.
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Administration, London, Oxford University Press, 1959.
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C O U R S E - 7

THEORIES OF BUREAUCRACY

- UNIT- 1- Bureaucracy : Origin of the concept; Classical thinking; Changing goals: Bureaucracy and Politics; Role and Importance of Bureaucracy in Developing Countries; Bureaucracy and Development.
- UNIT - 2-Development of the concept of Bureaucracy : The Max Weberian View; Mosca; Michels; Robert Merton ; Talcott Parsons; Anthony Downs; Peter M. Blau.
- UNIT -3-Marx and Max Weber : Critique of Post-Weberian Developments.
- UNIT - 4-(a) Concept of Bureaucratisation : Experience of Socialist Countries.
(b) Burley : Debate on Democracy.
- UNIT- 5-Development and Democracy - Expanding Bureaucracy in Third World Countries; Changing Character and changing goals; Bureaucracy and its relationship with political executive and Legislature and citizen; Professionalism and Responsiveness in Bureaucracy; Neutrality and Commitment; Reform of Bureaucracy: The Continuous Quest.

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18. Kenneth J.Meier, Politics and the Bureaucracy, North Scituate, Mass Duxbury Press, 1979.
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23. Samuel Knislova, Representative Bureaucracy.
24. Prayag Mehta, Bureaucracy, Organisation, Behaviour and Development.
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26. V.I.Lenin, Selected Works, Progress Publishers, Moscow.
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**GOVERNMENT AND POLITICS OF THE HILL AREAS OF NORTH
EAST- INDIA.**

NOTE : This paper will be studied with particular reference to Meghalaya, Assam and Nagaland.

- UNIT 1-** (a) Geographical Features of North-East India : Its Problems and Importance.
- (b) British Colonialism and its impact on the Hill Areas of North-East India with special emphasis on Administrative, Political, Economic, and Constitutional Aspects; Administrative set-up under Excluded and Partially Excluded Areas; Inner Line Regulation and Its Relevance in the Present Socio-Economic Context.
- UNIT-2-** (a) District Administration of the Hill Areas of North-East India during Pre-and Post-Independence period : British Superintendent/Deputy Commissioner His power and Position; Role in Development Administration in the District.
- (b) Traditional Administration of justice in the Hill Areas and Its Relevance in Socio-Economic change process.
- UNIT- 3-** Hill Areas in the Constituent Assembly of India- Sixth Schedule For the Administration of the Autonomous Hills Districts of North-East India : District/ Regional Councils - Constitutional Structure, Finances, Working, Council's Relation with the State Governments.
- UNIT- 4-** (a) Demands For separate Hill State; Creation of Nagaland and the Autonomous State of Meghalaya; North-Eastern Areas Re-Organisation Act, 1971; Mizoram From Union-Territoryhood to statehood.
- (b) Emergence of class : Middle class/elites; Land and Land Relations.
- (c) Socio-Political Movements : Nature of Electoral and party politics ; Organisation, Ideology, Leadership and Finances of Major National and Regional Political Parties; Pressure groups; Regional Politics.

- UNIT - 5- (a) North-Eastern Council : Its Composition and Functions ; Achievements.
- (b) Problems and Prospects : Issues in uprisings/ Insurgency : Role of the Law and Order Agencies: Cultural Identity ; Nationality Question.

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