

**JYOTI NIVAS COLLEGE AUTONOMOUS
SYLLABUS FOR 2019 BATCH AND THEREAFTER**

Programme: B.A.

Semester: IV

**PUBLIC ADMINISTRATION - PAPER IV
STATE AND DISTRICT ADMINISTRATION**

Course Code: 18IVPA4

No. of Hours: 75

COURSE OBJECTIVES

- To understand contemporary trends in the centre – state relations in India.
- To understand functioning of the State Government.
- To know how Police force work under District Administration.

LEARNING OUTCOMES

- Understand constitutional heads and vital offices of State Governments in India.
- Learn functioning of State Services.
- Understand the Office of District Collector and functions.
- Understand the organization of Police Force in the State.

UNIT 1: THE JURISDICTION OF THE STATES.

15 HRS

- Governor: Appointment, Powers & Functions.
- Chief Minister: Powers, Role and Position and CMO.
- State Cabinet.
- Council of Ministers: Appointment, Powers and Role.

UNIT 2: STATE SECRETARIAT

15 HRS

- Directorate: Organization and Functions.
- Chief Secretary: Role and Position in State Administration.
- State Planning Department and State Planning Board.
- Divisional / Regional Commissioner: Powers, Functions and Position.

UNIT 3: STATE SERVICES

15 HRS

- Kinds and Significance.
- Karnataka Public Service Commission: Composition and Functions.
- Karnataka Administrative Tribunal- Composition and Functions.
- Reservations in recruitment for SC's, ST's, OBC's, Women and Minorities in the State Government.

UNIT 4: DISTRICT ADMINISTRATION

15 HRS

- Evolution, Features and Functions.
- District Collector: Evolution, Appointment, Functions and Position.
- Sub-District Level: Sub-Divisional Magistrate – Functions.
- LokAdalat
- Taluk Level: Tehsildar – Functions.
- Village Level: Panchayat Development Officer- Functions.
- Village Accountant- Functions.

UNIT 5: ADMINISTRATION OF LAW AND ORDER

15 HRS

- Police Administration at State and District Levels.
- Role and Functions of Superintendent of Police.
- Redressal of Public Grievances; Directorate: Evolution, Appointment and functions.
- Karnataka Lokayukta : Appointment, Powers and Functions.
- Anti-Corruption Bureau: Composition and Powers.

Assignment: Individual assignment on any one topic of the syllabus.

REFERENCES

1. Avasthi A. 1980. Central Administration: Tata McGraw Hill: New Delhi.
2. Basu, D. D. 1988. Introduction to the Constitution of India; Prentice Hall: New Delhi.
3. Dayal, Ishwar, MathurKuldeep and Battacharya M, 1976. District Administration: McMillan: Delhi.
4. Jain, R.B. 1980. District Administration: Indian Institute of Public Administration.
5. Khera, S.S., 1974. District Administration in India: Asia Publishing House: New York.
6. Misra, S.C., 1972. Police Administration in India: National Police Academy: Mount Abu.
7. Maheshwari, Shriram. 1979. State Government in India; The Macmillan Company of India limited: Delhi.
8. Pandey, LalluBehari, 1984. The State Executives; Amar Prakashan: Delhi Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar. Pylee, M.V. 1967. India's Constitution; Asia Publishing House: Bombay. Hyderabad.
9. Sharma, P.D. 1971. Indian Police – A Developmental Approach: Research: Delhi.
