

**Department of Political Science
Bankura University**

**Syllabus for the M.A. Degree in Political Science
(To be effective from the academic session 2016 - 2018)**

Optional Paper: Indian Administration with Special Emphasis on Local Government

Fourth Semester

Total 200

Paper 401/ Headquarters and Field Administration in State Level

Unit I: State Administration - Headquarters

Marks 25

1. Headquarters Administration and Field Administration--- Basic Differences.
2. Headquarters Administration: Functions of the Secretariat--- Role of the State Chief Secretary

Unit II: State Administration – Field Administration

Marks 25

1. District Administration as a Part of Field Administration: Regulatory Administration, Revenue Administration and Development Administration.
2. Role of Magistracy in Relation to Police Administration.

Paper 402/ Union Administration in India

Unit I: Union Administration: Structure

Marks 25

1. Cabinet Secretariat: Structure, Functions and Importance--- Role of the Cabinet Secretary.
2. Prime Minister's Office: Role of Prime Minister's Secretary--- Comparison of the Position of the Cabinet Secretary with that of Prime Minister's Office.

Unit II: Union Administration in Practice**Marks 25**

1. Personnel Administration: Significance – Recruitment and Training All-India Service Officers.
2. Financial Administration – Process of Budget Making, Accounting and Auditing.

Paper 403/ Local Self-Government in West Bengal**Unit I: Urban Administrative in West Bengal****Marks 25**

1. Place of the Local-Self Government in Indian Democracy--- Different Categories of Local- Self Government in India.
2. The Kolkata Municipal Corporation--- Concept of Mayor-in-Council: Brief Historical Background of the Concept--- Difference between Mayor-in-Council and Chairman-in-Council of the Municipalities.
3. 74th Constitutional Amendment--- Its Impact on Revision of the West Bengal Municipal Act.

Unit II: Rural Administration in West Bengal**Marks 25**

1. Historical Background of the Panchayat System in West Bengal.
2. Panchayat Structure in West Bengal--- Functions in Brief--- Relation between District Magistrate and Zilla Parishad Sabhadipati.
3. 73rd Amendment--- Characteristics.

Paper 404/ Rural Administration in West Bengal**Unit I: Development Administration in West Bengal****Marks 25**

1. Role of the Block Development Officer in Development Administration in West Bengal--- Distinction between Regulatory Administration and Development Administration.
2. Essential Features of Development Administration and their Relevance in West Bengal.

Unit II: Rural Development Planning in West Bengal

Marks 25

1. Measures Adopted by the Government of West Bengal to Alleviate the Socio-Economic Status of the Rural People.

2. Decentralised Planning in West Bengal as an Instrument of Development Administration.