



NETAJI SUBHAS OPEN UNIVERSITY

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Bachelors Degree Programme (BDP)

Syllabus for Public Administration -Subsidiary Papers (SPA)

Paper-I (SPA-I)	Indian Government
Paper- II(SPA-II)	Indian Administrative System
Paper-III(SPA-III)	Local Government: Rural and Urban

PAPER – I (SPA-I) : INDIAN GOVERNMENT

Module - 1

- Unit-1 : Constitutional development in India (Pre independence era-1858 to1909)
- Unit-2 : Constitutional development in India (Pre independence era- The Reform Act 1909 to 1935)
- Unit-3 : Constitutional development in India (Pre independence era-The Government of India Act,1935)
- Unit-4 : Constitutional development in India: Pre independence era :1935-1947

Module - 2

- Unit-1 : Framing of the Indian Constitution
- Unit-2 : Federal System in India
- Unit-3 : Fundamental Rights and Duties, Directive Principles
- Unit-4 : Constitutional Amendment

Module - 3

- Unit-1 : President, Prime Minister, Union Council of Ministers
- Unit-2 : Union Legislature
- Unit-3 : Governor, Chief Minister, State Council of Ministers
- Unit-4 : State Legislature

Module - 4

- Unit-1 : Supreme Court: Composition and Role
- Unit-2 : Judicial Review
- Unit-3 : High Courts-Composition and Role
- Unit-4 : Subordinate Judiciary (Separation of Executive and Judiciary)

PAPER-II (SPA-II) : INDIAN ADMINISTRATIVE SYSTEM

Module 5

- Unit- 1 : Indian Welfare Commission
- Unit- 2 : Union Public Service Commission
- Unit- 3 : Probation and Training
- Unit- 4 : Relation between Council of Ministers and UPSC

Module 6

- Unit- 1 : Organizational Structure of the Union Government
- Unit- 2 : Prime Minister's Office
- Unit- 3 : Secretariat
- Unit- 4 : Union Secretariat
- Unit- 5 : Relation between Secretariat and Directorate

Module 7

- Unit- 1 : State Secretariat - Organization and Importance
- Unit- 2 : Chief Secretary
- Unit- 3 : District Administration-Role of the Collector
- Unit- 4 : District Magistrate and Block Development Officer

Module 8

- Unit- 1 : Planning Commission
- Unit- 2 : National Development Council
- Unit- 3 : Comptroller and Auditor General of India
- Unit- 4 : Finance Commission

PAPER-III(SPA-III) : LOCAL GOVERNMENT (RURAL AND URBAN)

Module 9

- Unit- 1 : Local Government- Meaning and Theories
- Unit- 2 : Approaches to the study of Local Government
- Unit- 3 : Local Politics and Local Government
- Unit- 4 : Local Government, Democracy and Development

Module 10

- Unit- 1 : Rural Administration- Evolution
- Unit- 2 : Rural Administration- Structure
- Unit- 3 : New Constitutional Arrangement in Rural Administration.
- Unit- 4 : Rural Administration

Module 11

- Unit- 1 : Urban Administration- Evolution
- Unit- 2 : Urban Administration- Structure and Composition
- Unit- 3 : Urban Politics
- Unit- 4 : New Constitutional Arrangements in Urban Administration

Module 12

- Unit- 1 : Self Government and Women
 - Unit- 2 : Self Government and Environment
 - Unit- 3 : Human Rights
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