

Teaching Manual
Department of Public Policy and Public Administration

Central University of Jammu

Course No: MPPA-105

Title: Indian Constitution, Social Justice and Administration

Total Credits: 4

Total Lectures= 44

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
I Week	I	Constitution meaning, Types of Constitution, Nature of Indian Constitution Salient features of Indian Constitution Preamble, Text of the Preamble, Key words of the Preamble, Significance, Preamble as the part of the Constitution, Amendability of the Preamble	4 Lectures	Granville Austin (1999), The Indian Constitution- Corner Stone of a Nation, OUP, New Delhi Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta,
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
II Week	I	Fundamental rights, Criticism of Fundamental Rights, Significance of Fundamental Right, Directive Principles, Classification of Directive Principles, Fundamental Duties, Features of Fundamental Duties, Criticism of Fundamental Duties and Criticism of Fundamental Duties	4 Lectures	Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi
	II			
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	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
III Week	I	Amendment of the Constitution, Procedure for Amendment, types of Amendments, Ingredients of the 'Basic Structure' Constitutional provisions for emergencies, types of emergencies and issues related to emergency	4 Lectures	The Constitution of India, Government of India, 2009. Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta,
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
IV Week	I	Federalism meaning, features of Indian Federation, Unitary features of the Constitution and critical evaluation of the Indian Federal System	4 Lectures	Pratap bhanu mehta and Nirja Gopal Jayal (2011) "The Oxford Companion to Politics in India" OUP. Granville Austin (1999), The Indian Constitution-Corner Stone of a Nation, OUP, New Delhi
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
V Week	I	Central State Relation- Legislative, Administrative and Financial	4 Lectures	Subash C. Kashyap (2010) Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House & Pylee, M.V (2009), An Introduction to the Constitution of India, Vikas, New Delhi
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
VI Week	I	Decentralisation – Evolution of Panchayati Raj, 73 rd Constitutional Amendment Act 1992 Urban Local Self Government, 74 th Constitutional Amendment Act 1992	4 Lectures	Avasthi and Avasthi (2002), Indian Administration Laxmi Narain Aggarwal, Agra & Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi
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	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
VII Week	I	Governor, Appointment of the Governor, Term and conditions of the Governor's office, powers and functions, Constitutional Position of Governor Chief Minister- Appointment, term and conditions of office, powers and functions, relationship with Governor State Council of Minister- Constitutional Provisions, Appointment of Ministers, oath and salary, Responsibilities of Ministers	4 Lectures	Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra. & Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
VIII Week	I	State Secretariat- Composition, functions and the role of Chief Secretary Directorate- role, functions and problems faced by directorates	4 Lectures	Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi. & Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra.
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
IX Week	I	Changing nature of District Administration and the role of District Collector, Meaning of Accountability and responsibility and Types of controls over administration Methods of Legislative Control over Administration Methods of Executive Control over Administration	4 Lectures	Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad & Subash C. Kashyap (2010) Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
X Week	I	Right to Information Act, 2005 Affirmative Action by the State, Reservation Policy for SC, ST, Backward Classes	4 Lectures	Sharma M.P., Sadana B.L. and Kaur Harpreet, Public Administration in theory and Practice & Subash C. Kashyap (2010) Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House
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	III			
	IV			
	V	Seminar/Assessment	1 Hour	

	Day/ Week	Title of Topic to be taught	No. of Hours/ Days per topic	Suggestive Readings
XI Week	I	National Commission for Schedule Castes, National Commission for Schedule Tribes, National Commission for Women, National Commission for Minorities, Human Rights commission	4 Lectures	Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications, Agra.
	II			
	III			
	IV			
	V	Seminar/Assessment	1 Hour	