

SYLLABUS
Master of Social Science (MSS)
Department of Public Administration
Faculty of Social Sciences
Islamic University, Kushtia, Bangladesh
Session 2019-2020

About the Program

The Department of Public Administration is established in 2015 which started its journey in the name of Politics & Public Administration since 1990. Having been bifurcated from the main stream, the Department of Public Administration and the Department Political Science came into being in 2015 under the faculty of Humanities and Social Sciences. Now, Public Administration is one of the leading departments of the Islamic University. Since its establishment, the department has been conducting undergraduate and postgraduate academic programs and offering BSS (Honours), MSS, M.Phil and Ph.D degrees with much reputation.

The Department's course curriculums both in Master's levels has been constantly going towards in making orient & reorient its students with all specialties of the discipline as well as other integrated fields of disciplines. The broad spectrum of this curriculum which facilitates students to attain inter-disciplinary studies and sincere efforts of faculties to disseminate subject's core orientations will enable the students to make professional contributions in their future careers. The degree programs of the department have strong theoretical and qualitative orientation. As part of academic programs, the department organizes lectures, discussions, seminars & undertakes field study & research program on ongoing subject matters.

Since 2017-2018 academic session the department has been following semester system in conducting the courses and taking the examinations in M.S.S level.. The medium of instruction of this department is in English. The Department of Public Administration is always committed to creating efficient manpower, with effective personality, skill and honest. The Department continues to maintain a congenial academic atmosphere for encouraging teaching commitment and research activity.

Mission and Vision of the Department

The mission of the Department of Public Administration is to offer and impart a broad spectrum of studies which are expected to yield positive results in the process of teaching-learning both for the teacher and taught. There is a constant endeavor to achieve a remarkable standard in tertiary level of education imparted in this discipline. The Department of Public Administration commits to pursue a broad-based, scientific and updated modern undergraduate, post-graduate and higher studies curriculum which has been designed as such so that the educators and pupils in this discipline can acquire optimum knowledge and achieve high academic standard to cope with the needs of the fast changing world.

Objectives of the programme

The Department of Public Administration offers a M.S.S program in Public Administration which provides the opportunity for the comprehensive study of public administration. The degree is designed to prepare students for employment in the public and nonprofit sector by giving them a broad background in the basics of administration, combined with a contemporary focus on urban management, the nonprofit sector, tools of analysis and the role of ethics.

Students completing the above program may pursue professional careers in government, the nonprofit sector, or the private sector. The mission of the Department of Public Administration is to prepare students for careers and leadership roles in public and nonprofit organizations and to nurture their commitment to ethical public service in a diverse society.

The program determines to train young students willing to pursue a career in international or national (both Govt. and NGO) agencies or in the academic world. The programme emphasizes on the development of research skill not only for further academic research but also in practical development work. The students of this program are expected to:

- Understand the theoretical background about major debates in governance and development studies at the beginning of 21st century.
- Deepen the capacity in undertaking advance level analyses of the major current issues and debates in contemporary development and development studies of Public Administration.
- Contribute in practical policy formulation and implementation;
- Produce skilled corporate and dynamic cadres (teachers, managers, leaders and executives).
- To orient with the process of change, transition and development.
- Motivate the students to the applications of development study in any area of practical concern.
- Develop comprehensive understanding of the development economics and environment and equip with modern knowledge in business and technology.
- Shift keen career interests of many students and to meet the growing demand of local organizations, entrepreneurs and other professional program.

Teaching Faculty of the Department

At present the department has 12 full-time faculty members. The faculty members have very good academic and research track records. Name and designation of the faculty members are given below:

Professor

Nasim Banu, *MSS, D.U, M. Phil, BUET, Ph.D. D.U*
Raqiba Yasmin, *MSS, R.U, Ph.D. I.U*
A.K.M. Motinur Rahman, *MSS, D.U, M.A. Sydney, Ph.D. I.U*
Begum Rokshana Mili, *MSS, D.U, Ph.D. I.U*
Mohammed Selim, *MSS, D.U, M. Phil, Norway*
Mohammed Asaduzzaman, *MSS, D.U, Ph.D. Finland*
Mohammad Zulfiquar Hossain, *MSS, D.U Ph.D. I.U*
Md. Gias Uddin, *MSS, CU*
Md. Lutfor Rahman, *MSS, I.U, Ph.D. I.U*

Associate Professor

Munshi Murtoza Ali, *MSS, I.U, M.Phil., I.U*
Md. Fakrul Islam, *MSS, D.U, Ph.D. I.U*
S. M. Shafiqul Alam, *MSS, I.U, Ph.D. Finland*

The M.S.S program under the department of Public Administration

Distribution of Courses Marks & Credit Hours

The Public Administration under the Master of Social Science (M.S.S) program is consisted with 10 teaching course units and 100 marks for oral (viva-voce) examination. This program shall be of 32 credits that will be evaluated on the basis of 1100 total marks, out of which, 1000 marks shall be for 10 teaching credit course units & 100 marks oral examination (viva-voce).

A total of 1100 marks shall be distributed as under:

. Total Number of Credit Courses for the MSS Program:

General Group

- | | |
|----------------------------|----|
| a. Total Number of Courses | 10 |
| b. Credit per Course | 03 |

- c. Total Credits for the Course 10x3=30
- d. Credits for Viva-voce 02
- e. Total Credits for the Program 32

Thesis Group

- a. Total Number of Courses 09
- b. Credit per Course 03
- c. Total Credits for the Course 9x3=27
- d. Credits for Thesis 03
- e. Credits for Viva-voce 02
- f. Total Credits for the Program 32

General Group

Distribution of Courses, Marks and Credit Hours(Total of 1100 Marks)					
Year	Number of Courses	Marks		Viva-Voce	Total Marks
M.S.S 1 st Semester	05	500		50	550
M.S.S 2 nd Semester	05	500		50	550
GT	10	1000		100	1100

Thesis Group

Distribution of Courses, Marks and Credit Hours (Total of 1100 Marks)					
Year	Number of Courses	Marks		Viva-Voce	Total Marks
M.S.S 1 st Semester	05	500		50	550
M.S.S 2 nd Semester	04	400		50	450

M.S.S 2 nd Semester	01 (Thesis)	100			100
GT	10		1000		1100
Thesis Group: A student of thesis group will take thesis paper in lieu of any course of 2 nd semester. 900 marks shall be for 9 teaching course units, 100 marks for oral examination (Viva-Voce) and 100 marks for writing a thesis on issue/topics approved by the department.					

Total Number of Credit Hours	
Credit per Course	03 credits
Total Credits for the Courses	10×3 = 30 credits
Credits for Oral Examination(Viva-Voce)	= 02 credits
Total Credits of the Program	32 credits

Duration of the Program and Examination		
Class teaching	13-WeeksPeriod	3 lectures per week = 3×13=39 Lectures 1 hour per lecture Class = 39 lectures Tutorial/ = 06 lectures Open academic discussion = 06 lectures Total = 45 lectures
Break	01 Week	
Semester end final examination	04 Weeks	
Total	18 Weeks	

Evaluation of performance of students in a course will be evaluated as under:

Marks Distribution

SL. No.	Field of Distribution	Marks
a.	Internal Evaluation (02 x Tutorial/In-course test/Class performance/participation/Quiz/Assignment/Presentation/Class test without notice	2x5=10
b.	Presentation	5
c.	Class Attendance	10

SL. No.	Field of Distribution	Marks
d.	Semester-end Final Examination	75
e.	Total	100

Class attendance. Marks for Class attendance shall be as follows:

SL. No.	Attendance Percentage	Marks
a.	90% and above	10
b.	85% to 89%	9
c.	80% to 84%	8
d.	75% to 79%	7
e.	70% to 74%	6
f.	65% to 69%	5
g.	60% to 64%	4
h.	55% to 59%	3
i.	50% to 54%	2
j.	Less than 50%	0

A student will not be allowed to appear at the examination of each course if his/her class attendance is less than 50%.

Grade Point and Letter Grade

Numerical Grade	Letter Grade	Grade Point	Interpretation
80% and above	A+ (A Plus)	4.00	Outstanding
75% to less than 80%	A (A regular)	3.75	Excellent
70% to less than 75%	A- (A minus)	3.50	Very Good
65% to less than 70%	B+ (B Plus)	3.25	Good

60% to less than 65%	B	(B regular)	3.00	Satisfactory
55% to less than 60%	B-	(B minus)	2.75	Below Satisfactory
50% to less than 55%	C+	(C Plus)	2.50	Average
45% to less than 50%	C	(C regular)	2.25	Below Average
40% to less than 45%	D	-----	2.00	Poor
Less than 40%	F	-----	0	Fail

The duration of the each semester final examination of each course shall be of 4 (four) hours. A student will answer 5 questions out of 8 and each question will carry 15 marks.

Degree Requirements

Degree Requirements:- For the MSS degree a student shall have to:

- a. earn 32 credits;
- b. earn minimum CGPA of 2.5;
- c. obtain minimum Letter Grade of “C+ (GP2.5)”in Oral/Viva-Voce Examination
- d. obtain minimum Letter Grade of “C+ (GP2.5)”in Thesis (for thesis group)
- e. complete the MSS Program within a maximum period of 02(two) academic years from the year of admission.

***Note:-** Distinction shall be awarded to the student who secure CGPA of 3.80 (three point eight) or more but not having “F” grade at any level in the Program.

Requirements for Examination:-

For a student at least 75% class attendance shall be required to participate in the examination. However, the Departmental Academic Committee/Chairman may recommend for the student who have shortage of attendance by not less than 50%. If someone is willing to take the benefit of this provision then he/she has to pay the scheduled non-collegiate fee (BDT 1000) for each course.

Course Teacher shall submit the class attendance report to the Chairman of the department at least 07 (seven) days before proceeding the examination entry form along with relevant attendance register/documents.

A student shall not be allowed to appear at the semester-end examination of the year if he/she fails to clear the Hall/Department/University dues of that particular year.

To appear in the semester-end final examination, a student is required to fill up examination entry form and pay the University dues within the specified date and time announced by the respective department. Chairman of the department shall send all those filled-up form to the Controller of Examinations through respective Hall Provost, as much as earlier prior to commencement of the examination.

Retake Examination:-

A student shall be permitted to improve the earning grade “B- (GP 2.75)” or below in the 1st semester examination. Respective examination committee will arrange and conduct retake examination.

A student, willing to appear at the retake examination, has to apply to the Controller of Examinations through Chairman of the respective department within 15 days of the publication of results along with the scheduled fee for each course. If someone fails to improve his/her earlier grade through retake examination, his/her previous published result will remain valid.

A student who fails to participate/attend the retake examination within the schedule time frame, he/she shall not further be allowed to participate/attend in retake examination for grade improvement.

MSS Improvement Examinations;-

After publication of the result of MSS Final Examination, an examination will be held (if necessary) called ‘F’ Grade Improvement and Grade Improvement Examination. A student who fails to earn requisite credits (32) for degree achievement is required to improve the F grade(s) in any course in both semesters. At the same time, a student who obtained CGPA less than 3.25, i.e., B plus, may be allowed to improve grade through examination in the selected course(s) (1st & 2nd semester courses) in which he/she got letter grade of ‘B minus’ or less (GP less than 3.00). In such case, interested student(s) need to apply to the Controller of Examinations through Chairman of the respective department within 15 days of the publication of results along with the scheduled fee for each course. If someone fails to attend the improvement examination shall not be given further chance.

Oral/Viva-voce Examination- It is mandatory for a student to pass in Oral/Viva-voce Examination; there shall no scope for improvement or retake examination in oral/viva-voce results.

Practical Examination (if applicable):- It is mandatory for a student to pass in Practical Examination in each semester; there shall no scope for improvement or retake examination in practical examination results.

Internal Evaluation- It is mandatory for a student to participate in Internal Evaluation (class attendance/in-course/quiz/tutorial/assignment/presentation); there shall be no scope for improvement Internal Evaluation.

Internship- It is mandatory for a student to pass in Thesis, Project, Internship, Study Tour, Fieldwork, and Excursion Examinations; there shall be no scope for improvement in Internship.

Sickness- In case of sickness, a candidate may be allowed to sit for the examination in a separate room other than designated examination hall/room with the recommendation of respective departmental Chairman and Chief of Medical Centre but however, with the approval of the appropriate authority.

Readmission:-

A student failing to get the requisite grade points for promotion from one year to the next year may seek for readmission with the following batch within 15(fifteen) days of the announcement of results.

A student failing to appear at the 1st/2nd semester final examination due to: (i) shortage of required class attendance (ii) failing to pay the University/Departmental dues on reasonable ground and/or (iii) is expelled from the University for any reason may also seek readmission with the following batch.

On readmission, grades earned earlier by a student in the class of readmission shall automatically be invalidated; the students has to retake all the course works and examination.

A student shall not be allowed readmission for more than once during the entire MSS Program.

Drop Out:-

A student failing to earn the GPA consecutively twice for promotion from one semester to the next after taking the readmission in any semester shall be dropped out of the Program.

A student failing to earn CGPA 2.5 and/or 32 credits in any grade improvement examinations shall be dropped out of the MSS Program.

Credit Transfer:- The issue relating to credit transfer to/from any University/Institution/Program will be dealt in accordance with the prevailing rules/policy of Islamic university.

Public Administration

M.S.S 1st Semester			
Course No	Course Title	Marks	Credit
MPA:5101	Organization Theories and Behavior.	100	3
MPA:5102	Development Administration.	100	3
MPA:5103	Public Policy Analysis	100	3
MPA:5104	Project Management	100	3
MPA:5105	Advance Social Research Methodology	100	3
MPA:5106	Viva-Voce	50	1
	TOTAL	550	16
M.S.S 2nd Semester			
Course No	Course Title	Marks	Credit
MPA:5201	Public Personnel Administration in Bangladesh	100	3

MPA:5202	Administrative Reform in Bangladesh	100	3
MPA:5203	Management of Bank and Financial Institutions	100	3
MPA:5204	Judicial Administration in Bangladesh	100	3
MPA:5205	Introduction to Business	100	3
MPA:5206	Thesis paper (only for thesis group)	100	3
MPA:5207	Viva-Voce	50	1
	TOTAL	550	16
<p>Thesis Group: A student of thesis group will take thesis paper in lieu of any course of 2nd semester. 900 marks shall be for 9 teaching course units, 100 marks for oral examination (Viva-Voce) and 100 marks for writing a thesis on issue/topics approved by the department.</p>			

DETAILS OF THE COURSES
M.S.S 1st Semester

Course Code & Title

MPA:5101: Organization Theories and Behavior

Full Marks: 100 Credit Hours: 03

Course Contents

Organization Behavior: Definition, Elements, Importance, Force, Goals

Theories of Organization, Social Psychology of Organization, Models and Methods of Decision Making

Theories of Bureaucracy, Systems Perspective, Mechanistic and Organic Structure

Personality, Perception, Group Dynamics, Conflict Management, Norms, Values, Belief and Attitude

Organizational Change, Organizational Culture, Organizational Climate, Structure, Technology, Environment, Organizational Learning and Organizational Change, Managerial Change Strategies, Basic Points about Managing Changes

Organizational Development (OD) Meaning, Purpose and Place, Various Issues and Problems

Organization Design

Basic Organization's Concepts: Motivation, Leadership, Communication, Decision-Making

MBO: Management by Objectives

Course Code & Title

MPA: 5102 : Development Administration

Full Marks: 100 Credit Hours: 03

Course Contents

Development : Different Concept of Development and Sustainable Development

Development Administration: Theories and Models, Dimension and Techniques, Structure and Problems.

Development Administrators in Bangladesh

Development Planning: The Organization of Planning, Present Plan of Bangladesh

Monitoring and Evaluation : Techniques, Tools and Methods , Project Formulation, Implementation, Monitoring and Evaluation of Plan, Project and Program.

Good Governance and Participative Administration

Delivery of Services, Rights to Information and Citizen Charter

Disaster Management in Bangladesh

Course Code & Title
MPA: 5103: Public Policy Analysis
Full Marks: 100 Credit Hours: 03

Course Contents

Relevance of Public Policy Study in Political Science

Models of Policy-Making: Institutionalism, Group Theory, Elite Model, Systems and Game Game Theories, Incrementalism, Rational Paradigm & Cost - Benefit Analysis

Policy Regimes and Policy Change, Policy Making Process

Complexities of Policy Process, Political Context of Policy Making, Social and Economic Constraints

The Policy Analysis Process : Introduction to the eightfold Path, Types of Policy Analysis, Stages in Policy Analysis Process, Agenda Setting and issue selection, Policy formulation and Decision making

Problems of Implementation and Mechanisms of Policy Monitoring and Evaluation
Implementation Model of Van Horn & Von Meter, Thomas & Grindle, Lipsy's

Politics and Public Policy : Politics and Policy Analysis, Political Feasibility Analysis

Policy Making in Bangladesh: Institutional Inputs of Policy Making Ministries and Attached Offices, Planning Commission and Development Policies and Strategies; Priority Areas of Public Policy, Agriculture and Population; Industry and Energy Resources, Social Development and Education; Policies towards Women and Women Development

Analyzing Public Policy: Health, Education, Environment

Course Code & Title
MPA:5104: Project Management
Full Marks: 100 Credit Hours: 03

Course Contents

Project Management: Concepts & Models-Definition, Features and Types of Project Element and Functions of Project Management, Models of Project Management: Rondinelli Model, W.C. Baum Model, Project Triangle

Different Aspects of Project: Projects as an Alternative Approach for Development Management, Traditional Management, Project Management-Features and Differences
Project Cycle Management

Project Formulation and Appraisal: Steps in Project Formulation, Logical Framework of Project, Theory of Change

Project Planning and Scheduling: Planning: Definition, Areas of Project Planning, Factors to be considered in Project Planning

Scheduling: Concept of Project Scheduling, Steps, Methods, Barchans and Network Technique, Use of CPM/PERT in Risk Management.

Project Cost Estimation and Financing: Concept, Types, Escalation of Project Cost, Project Financing in Bangladesh

Social Cost Benefit Analysis: Concept, Methods: UNIDO Method, Little Merles Method, UNIDO-Little Merles Similarities and Differences

Project Implementation and Control: Definition, Organization Steps in Implementation, Project Planning Method, Project Direction, Coordination and Control, Communication, Project Control, Scope, Progress Control, Performance Control , Schedule control, Cost

Project Monitoring: Approaches & Techniques, Monitoring in Bangladesh

Project Evaluation: Objectives, Types, Methods, Project Development Process in ECNEC, Bangladesh, Role of Planning Commission, Planning unites of Concerned Ministries, NEC, Donors/Development partners (bilateral & multilateral), NGOs

Resource Mobilization: Procedures for Release of Funds, Financing Projects under ADP

Project Management in Bangladesh: Problems and Issue with Particular Focus to ADP. Project Performa and Classification, Preparation Processing and Approval of Investment Project in Bangladesh

Course Code & Title

MPA: 5105: Advance Social Research Methodology

Full Marks: 100 Credit Hours: 03

Course Contents

Knowledge , Science , Research and Social Research, the Creation of Social Science Theory, Deductive and Inductive Theory Construction, The Link between Theory and Research.

Basic Concepts of Social research: Concepts, Variables, Hypothesis, Generalization, Theory, Validity and Reliability.

Methods and Methodology of Social Research: Qualitative and Quantitative. Evaluation Research, Topics for Evaluation Research, Formulating the Research Problem, Analysis of Data

Epistemology

Research Design: Qualitative Approach, Steps in Research.
Role of Theory in Social Research

Data Presentation & Analysis

Research Reporting: Definition, Techniques of writing a research report

Field Research

Population and Sampling, Elements and Units of Analysis , Universe Population, Survey Population, Sampling Method.

Questionnaires Construction and Interview, Surveys, FGS, Ethnography

Tools of Data Analysis: Measurement of Dispersion, Correlation, Regression Analysis, Chi-Square test, Statistical Package for Social Science (SPSS)

The Ethics and Politics of Social Research, Important Ethical Issues in Social Research,

The Politics of Social Research

DETAILS OF THE COURSES
M.S.S 2nd Semester

Course Code & Title

MPA: 5201 : Public Personnel Administration in Bangladesh
Full Marks: 100 Credit Hours: 03

Course Contents

Public Personnel Administration: Definition, Nature, Scope, Importance and Functions.

Legal and Constitutional Basis of Bangladesh Public Personnel Administration

Historical Perspective of Bangladesh Public Personnel Administration: Pre – British, British

India, Pakistan Period, Bangladesh Period Until Today .

Central Personnel Agency: Organization and Functions of Central Personnel Agency
The Ministry of Public Administration [MOPA] as Central Personnel Agency

Bangladesh Public Service Commission: Composition, Role in Selecting Competent
Citizens, Politicization of Commission and its Functional Limitations.

Recruitment System, Methods of Recruitment, Quota System, Merit System. Limitations of
Merit System and its Impact on Government

Training, Needs of Training, Types of Training, Methods of Training, Training Need
Assessment [TNA], Training Institutions, BPATC, Facilities and Problems of BPATC,
Steps to make Training Arrangements Effective

Promotion: Criteria for Promotion, Existing Criteria for Promotion of Government Official in
Bangladesh, Politicization of Promotion, Problems Existing in Promotion Process in
Bangladesh

Disciplinary Actions: Necessity, Various Penalties, Problems and Solutions in Maintaining
Job Discipline in Bangladesh

Performance Appraisal: Techniques of Performance Appraisal, ACR, Procedures of ACR,
Procedures of ACR, ACR as Technique of Performance Appraisal in Bangladesh, Limitations
and Solutions

Wage and Salary Administration, Determinants of Wage and Salary, Pay Dissatisfaction and
its Consequences in Government Services, Administrative Machineries for Fixing up Salary .

Motivation, Meaning, Necessity, Existing Steps for Motivation in Bangladesh, Limitations
and Solutions

Job Satisfaction, Importance, Measures to Satisfy Officials, Level of Satisfaction of
Government Officials

Inter and Intra Cadre Conflict in Public Service: Reasons, Problems of Coordination and its
Impact, Suggestions for solving Cadre Conflict

Course Code & Title
MPA:5202: Administrative Reform in Bangladesh
Full Marks: 100 Credit Hours: 03

Course Contents

Administrative Reform – Concept, Definition, Importance, Administrative Reform and Reorganization

Perspective of Administrative Reform- Differences in Attitude, Typologies, Approach

Process of Administrative Reform- Formulation of Goals and Objectives, Hindrances Strategies and Implementation

Social Change and Administrative Reform, Socio- Cultural and Administrative Obstacles to Change and Development

Administrative Reforms in Asian Countries- Pakistan, India, Malaysia, Japan

Major Administrative Reform in Bangladesh and its challenges.

Recent Innovation in Bangladesh :NIS,APA,GIU

Course Code & Title

MPA:5203: Management of Bank and Financial Institutions

Full Marks: 100 Credit Hours: 03

Course Contents:

The Banking and Financial Management System.

Theory of Financial Intermediation, Theory of the Bank Regulation.

State Supervision of Banks and Non-Banks, The Operation of Monetary Policy in Banking Affairs, Relationship of Banking and Non-Banking Institutions with the Central Bank.

Structure of Commercial Banking System, Role of Commercial Banks in the Economic Development, Organization and Management of Commercial Banks. Deposits of Commercial Banks. Commercial Bank Lending and Investment Portfolio. Earnings, Expenses, Profitability of Commercial Banks.

Capital Structure and Safety of Commercial Banks, Reserves and Liquidity Requirements of Commercial Banks, General and Customers Relationships, Bankers and Customers Relationships.

Specialized Banking System: Operational Principles and Procedures, Performances and Probability Analyses and Interest Rate Margins, Organization and Management Structure and the Implications Thereof.

Growth of Banking Sector in Bangladesh: The State of Banking Sector, Public and Private Sector Banks, Modern Banking system, Banks and other Financial Institutions and their linkages with the Economic Development of Bangladesh.

Course Code & Title
MPA:5204: Judicial Administration in Bangladesh
Full Marks: 100 Credit Hours: 03

Course Contents:

Theory of Separation of Power and the Relation between the Executive, Legislature and the Judiciary, theory of Judicial Review, Independence of the Judiciary.

Judiciary under the Common and Civil Law.

Difference between Judicial and Non-Judicial Power.

Difference between and Jurisdiction of Judicial and Executive Magistracy.

Structure of the Judiciary in Bangladesh: Establishment of Supreme Court. Appointment, Tenure, Jurisdiction and Disabilities of the Judges of Supreme Court, Chief Justice of Bangladesh. Establishment of Sub-ordinate Courts, Appointments, Control and Discipline of subordinate courts.

Legislative Procedure: Amendment Procedure of the Constitution. Ordinance Making Power. Proclamation of Emergency, Writ Jurisdiction of the High Court.

(a) Constitution, Powers and classes of Criminal Courts. (b) The Code of Criminal Procedure, 1898. (c) The Penal Code, 1860. (d) Cognizable Offence and case, Public Prosecutor, Types of Punishment in Penal Code, F.I.R., Charge Sheet, (e) Section 54 (Arrest without Warrant), 144, 145, 161, 164, 167 (Remand) of the Criminal Procedure Code.

- The Special Power Act, 1974.
- Introduction to the Code of Civil Procedure 1908.
- Permanent, Temporary and ad-interim Injunction.
- Judgment, Decree, Appeal, Review, Revision.
- Understanding of the Limitation Act, 1908.
- Record of Rights of Land, Mutation, C. S. Record (Parcha) , S. A. Record, R. S. Record, Khas Khatian, D. C. R., Rent (Khana) Receipt.
- Types of Transfer of Property e.g. Sale, Heba (Gift) mortgage, Will, Wagg etc.
- Government Pleader (G. P).
- The Office of the Attorney General: Functions and Structure.

Course Code & Title
MPA:5205: Introduction to Business
Full Marks: 100 Credit Hours: 03

Course Contents

Business: Nature, Scope and Importance.

Business Organization: Process and Requisites, Environment of Business Organization.

Common Problem areas of Business Organization and Approach of Solving.

Business and Social Responsibility.

Corporate Strategy and Strategic Planning: Nature, Steps, Problems and Actions of Strategic Planning.

Nature of Management: Organising, Directing, Controlling, Co-ordinating, Supervising and Delegation of Authority.

Coordinating: Needs for coordination, Principles and Techniques of Coordination, Method of Informal Coordination.

Marketing and Sales Management: Sales Manager and Skills, Effective Sales Manager Techniques.

Global and Strategic Human Resource Management : Nature, Meaning, Staffing Policy and its Process.

Human Resource Development: Mechanism of Leading, Motivating, Communicating, Employee Development.

Performance Management and Reward.

E-communication, E-commerce or e-business.

(Professor Dr. Mohammad Zulfiquar Hossain)

Chairman

Department of Public Administration

Islamic University

Kushtia, Bangladesh