



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
89TH FOUNDATION COURSE

TOPICS COVERED IN END COURSE EXAM

I. PUBLIC ADMINISTRATION

	Name of the Topic	Marks allotted
PA-1&2	Role of & Relationship between Civil Servants and Political Executives	54
PA-3&4	Issues in Administration	
PA-5&6	Skills for Administrators: "Towards Better Word Power and Creativity"	
PA-7&8	Administrator as Leader and Role Model	
PA-9&10	Role Model - Interactive Session	
PA-11&12	Emerging Technologies - Biotechnology	
PA-13&14	Disaster Management	
PA-15	Innovations in e Governance	
PA-16	Managing Conflicts & Negotiating for conflict Resolution	
PA-17	Interpersonal Effectiveness and Effective Communication	
PA-18	Phulwari Scheme of Chattisgarh	
PA-19&20	Narcotics and Narcotic Terrorism	
PA-21&22	India's Energy Challenges	
PA-23	Mark Sheet Verification System of Tamil Nadu	
PA-24&25	Problems of Weaker Sections and Marginalised People	
PA-26&27	Environmental Issues & Sustainable Development	
PA-29&30	Science & Technology in Government	
PA-31&32	1. Human Rights and Duties and their significance ; 2. Role of civil servants in the protection of human rights	
PA-33&34	Urban Management : Innovations	
PA-34&35	Administrative Skills: 1. Office Procedure; 2. Noting & Drafting	
PA-36	Village Visit Briefing	
PA-37&38	Introduction to Rural Development Approches and Programs	
PA-39&42	Participatory Learning and Action	
PA-43&44	General Perspective Building: Media	
PA-45&46	Ethics:1. Ethics, Dharma & Governance 2. Prevention of Corruption	

PA-47&48	National Security: Issues related to North-East
PA-49	Financial Management in Government: Audit, Including Performance Audit & Performance Indicators - Role of Audit
PA-50&51	Introduction to Service Rules: Conduct Rules - Discipline & Appeal Rules
PA-52&53	Financial Management in Government: 1. General Principles & Methods of Financial Management and General Financial Rules & 2. Government Budgeting
PA-54	Introduction to Service Rules: - Probation Rules
PA-55&56	General Perspective Building: RTI
PA-57	Skills for Administrators: Conducting Effective Meetings

II. LAW		
	Name of the Topic	Marks allotted
L-1	General Principles of Law - Concept & Sources	54
L-2	Legal Concepts - Rights & Duties	
L-3	Legal Concepts - Crime & Civil Wrongs	
L-4	Rule of Law	
L-5	Structure of the Courts - Civil & Criminal (Substantive and Procedural Laws)	
L-6	Justice Delivery System	
L-7&8	Principles of Natural Justice	
L-9	Theories of Punishment & punishments under IPC	
L-10&11	Administrative Law & Tribunals (Delegated legislation)	
L-12&13	Civil Procedure Code	
L-14	IPC - at a glance	
L-15	Civil Legal Remedies	
L-16&17	General Exceptions under IPC	
L-18	Arrest, Bail, Search	
L-19	General provisions of CrPC	
L-20	Law of Evidence - General Principles	
L-21&22	Prevention of Sexual Harassment on Women Employees at Workplace	
L-23	Dowry Prohibition Act	
L-24	The Protection of Children from Sexual Offences Act	
L-25	Societies Act	
L-26	Privacy Laws in India	

L-27&28	Contempt of Court
L-29	Alternate Dispute Redressal Mechanisms- Lok Adalats, Conciliation, Arbitration etc
L-30&31	Law of Torts
L-32&33	Law of Contracts

III. BASIC ECONOMICS		
	Name of the Topic	Marks allotted
E-1	Introducing the modern economy: the micro view: Demand and supply	54
E-2	Introducing the modern economy: the micro view : Equilibrium	
E-3	Introducing the modern economy: the micro view : Elasticities	
E-4	Income and Substitution Effects	
E-5&6	Microeconomics : Market Imperfections and Role of State-1. Structure of Industry; 2. Externalities	
E-7&8	Microeconomics: Building Blocks - I	
E-9&10	Microeconomics: Building Blocks - II	
E-11	Microeconomics: The Maximization Principle	
E-12	Principles of Economics	
E-13	India's Current Foreign Policy	
E-14&15	Monetary Policy	
E-16	Fiscal Policy	
E-17&18	India Economy Growth and Performance: India's Economic Growth Story	
E-19&20	Microeconomics	
E-21&22	Trade & Development: Foreign Trade, Foreign Investment & Economic Development in India	
E-23&24	Trade & Development: WTO and Its Implications	

IV. MANAGEMENT & BEHAVIOURAL SCIENCES		
	Name of the Topic	Marks allotted
M-1&2	Personal Effectiveness: The seven habits of highly effective people: Introduction& Habit-1	
M-3&4	Project Management	
M-5&6	Financial Management: Accounting Concepts	

M-7	Personal Effectiveness: The seven habits of highly effective people: Habit-2	36
M-8&9	Project Management	
M-10	Personal Effectiveness: The seven habits of highly effective people: Habit-3	
M-11&12	Financial Management: Introduction to Financial Statements	
M-13	Leadership Styles & Decision Making	
M-14&15	Role Model: Leadership Issues in Governance	
M-16	Personal Effectiveness: The Seven Habits of Highly Effective People: Habit-4	
M-17-34	Leadership Module	
M-35&36	Financial Management: Introduction to Cost Concepts	
M-37&38	Personal Effectiveness: The seven habits of highly effective People: Habit-5 & Habit-6	
M-39&40	Personal Effectiveness: The Seven Habits of Highly Effective People: Habit-7	
M-41&42	Public Private Partnerships	
M-43&44	Financial Management: Managing Personal Finance	
M-45	Passion of Living With Attitude	
M-46&47	Theories of Motivation	

V. INDIAN HISTORY & CULTURE		
	Name of the Topic	Marks allotted
H-1&2	Overview of History	36
H-3&4	Issues in Economic History	
H-5,6&7	Story of the Indian State I & II	
H-8&9	Issues in Social History	
H-10&11	Resistance against the State	
H-12	Challenges in 21st Century	
H-13&14	A Brief Introduction to the Major Religious Traditions of India	

VI. POLITICAL CONCEPTS & CONSTITUTION OF INDIA		
	Name of the Topic	Marks allotted
PCCI-1&2	Organs of Government	36
PCCI-3&4	Political Concepts	
PCCI-5&6	Fundamental Rights & Directive Principles	

PCCI-7&8	Political Theories	36
PCCI-9&10	Right to Equality (Art.14-17)	
PCCI-11&12	Right to Freedom (Art.19)	
PCCI-13&14	Protection of life and personal liberty (Article 21)	
PCCI-15	Communal Harmony: Role of Local Self Government in Promoting Social Harmony	
PCCI-16&17	Constitutional Remedies	
PCCI-18&19	Traditions of Western Political Philosophy	
PCCI-20&21	Working of Constitution	
PCCI-22&23	Traditions of Western Political Philosophy:Medival and Modern Political Philosophy	
PCCI-24&25	1. Traditions of Indian Political Thought 2. Ideas of Democracy	
PCCI-26	Civil Services under the Constitution	
PCCI-27	Vicarious Liability of the State	
PCCI-28	Doctrine of Basic Structure	
PCCI-24&25	1. Traditions of Indian Political Thought 2. Ideas of Democracy	
PCCI-29	Judicial Review of Administrative Action	