



S,No	Subject	Total No. of Sessions, Module - wise
1.	Political Concepts & Constitution of India (PCCI)	12
2.	Law (L)	32
3.	Public Administration (PA)	50
4.	Management & Behavioural Sciences (M)	56
5.	Economics (E)	20
6.	Indian History and Culture (IH&C)	18
7.	ICT	12
8.	Languages	20
	Total	220

# Topics to be covered – 3<sup>rd</sup> Batch MES Foundation course





# 1. Political Concepts & Constitution of India (PCCI): 12

No.	Topics
1.	Basic tenets of the Constitution of India
2.	Introduction to Politics
3.	Politics State and Government
4.	Traditions of Political Thought
5.	Fundamental Rights
6.	Directive Principles of State Policy & Fundamental Duties
7.	Introduction to Constitution of India
8.	History and evolution of the Indian Constitution
9.	Contemporary Indian Politics





#### 2. LAW: 38

#### Sl.No. Topics

- 1 General principles of law
- 2 Administration of justice
- 3 Legal remedies
- 4 Court procedure in civil cases Procedure in Criminal Cases
- 5 Law of evidence
- 6 Law of contracts
- 7 OTHER LEGISLATIONS

Need for Social Legislations

a Forest act

Wildlife Protection Act

**Environment Protection Act** 

Global Warming & Climate Change

Forest Conservation Act

Exercise on online application under FCA

An Inconvenient Truth -Film

- b Sexual harassment of womenAtrocities against SCs & STs Act.
- c Dowry Prohibition act
- d Maintenance and Welfare of Parents and Senior Citizens act 2007





- e Domestic Violence act
- f The Protection of Children from sexual offences act (POCSO)
- 8 Cyber laws
- 9 RTI ACT
- 10 Labour Laws Related to Project
- 11 Labour Laws related to outsourcing of Maintenance and operation of Installation (Electrical & Mechanical
- 12 Arbitration and Conciliation Amendment Act-2015 & amendments as on date
- 13 Handling of Government Litigation & CAT/Court Cases





### 3. Public Administration (PA): 72

#### Sl.No. Topics

- I Introduction to Public Administration
- II Governance (JS)
- III Rules
- IV Office Procedures
  - 1 Noting & drafting
  - 2 Handling of Government Litigation (CAT/Court cases)
  - 3 Administrative Law
  - 4 Vigilance- CCS, CCA, Conduct Rules
  - 5 Does and Don'ts of Government Servants
  - 6 Ethics in Administration
  - 7 Eradication of Corruption: Anti-corruption Act
  - 8 Fundamental Rules & Supplementary Rules (FR & SR)
  - 9 Role of CVC: CVC guidelines for control of Government employees/Projects
  - 10 Personal Administration in Government Establishment rules-HRM & HRD
  - 11 Disaster Management and Mitigation of Risks
  - 12 Sustainable Development
  - 13 Role of IT Enabled services in Eradication of Corruption
  - 14 Role of IT in bringing transparency in administration
  - 15 Civil-Military relations





### 4. Indian History and Culture (IH&C): 18

#### Sl. No. Topics

- 1 Uses & Abuses of History
- 2 Relevance of ancient history in the present day
- 3 Economic History of India
- 4 Social History of India

Lesser known aspects of Indian History

- a. History of South India- Vijaynagar Empire, Cholas, Chalukyas, Kakatiyas etc.
- b. History of North-East
- c. History of Kashmir
- 5 Hindu/Buddhist Empires
- 6 Muslim Conquest and Rule
- 7 British Conquest and Rule
- 8 Evolution of India from a 'Geographical expression' to a modern nation state
- 9 Indian Nationalism; Freedom Movement, Gandhi
- 10 Indian culture
  - a. Architecture,
  - b. Indian & Karnatic Music, various Gharanas etc
  - c. Painting,
  - d. Dance forms of India,
  - e. Fairs & festivals of India





# 5. Management & Behavioural Sciences: 72

Sl.No	o. Topics
1	Principles of Management
2	Organization Behaviour (including sessions on Leadership)
3	Human Resources in Govt.
4	Project Management Understanding Basics of Project Management Critical Paths, Crashing and Cost of Crashing Project Management through a Case
5	Case studies in runway Hospitals, STPs and Mega Projects
6	Time and stress Management (Soft skills)
7	Safety in construction
8	Building Information Modelling
9	Topics related to modern Construction Techniques
10	FIDIC conditions for construction Contracts
11	EPC (Engineering, Procurement and Construction) Model of Contracting
12	Communication Skills
13	Stress Management
14	Decision Making

15 Soft skills





### 6. Basic Economics: 20

## Sl. No. Topics

1	Introduction to Economics:
	Concept of Rationality;
	Opportunity Cost;
	Marginal Analysis.
2	Microeconomics-1:
	Individual Maximisation,
	Budget Constraints;
	and Problem of scarcity & choice.
3	Microeconomics-2:
	Firm Maximisation,
	Profit, Cost;
	Market Structure; and Partial & General Equilibrium.
4	Macroeconomics-1:
	GDP, Price Indices,
	and Aggregate Demand and Supply
5	Macroeconomics-2:
	Determination of Output & Employment in a closed economy; and NAIRU
6	Important Challenges in Indian Economy Policy making.
7	Fiscal Policy, Fiscal rules and GST
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8	New Contours of Fiscal Federalism
9	Sustainable Development





## 7. Information & Communication Technology (ICT):48

Sl. No	. Topics
1	ENTRY TEST
3	MS-WORD
4	MS-POWER POINT
5	MS-EXCEL
6	Cyber security
7	Social Media in e-Governance
8	<ul> <li>Emerging Technologies</li> <li>Big Data</li> <li>Artificial Intelligence(AI)</li> <li>Block chain</li> <li>IOT</li> </ul>

- 9 e-Governance
  - Civil Works related Projects
- 10 Information Security Management