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SUBJECT CODE	Category	SUBJECT NAME	TEACHING &EVALUATION SCHEME								
			THEORY			PRACTICAL		Th	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
HU201	SOC. SC., ARTS& HUM	**Foundation English II**	60	20	20	0	20	3	0	2	4

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;
***Teacher's Assessment** shall be based upon following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

.**Course Educational Objectives (CEOs): The students will be able to:**

- Participate in seminars, group discussions, paper presentation and general personal interactions at the professional level.
- Have adequate mastery over communicative english, reading and writing skills, secondarily listening and speaking skills.

Course Outcomes (COs): The students should be able to:

- Improve their language skills, oral communication skills, group discussion skills, personal skills and confidence level.
- express his /her ideas and thoughts in speech or writing,
- Bridge the language gap vital to their success.
- Communicate effectively.

COURSE CONTENTS:

UNIT I

Communication: Objectives of Communication, Formal and Informal Channels of Communication, Advantages and Disadvantages, Extrapersonal communication, Interpersonal communication, Intrapersonal communication, Principles of communication.

UNIT II

Developing Reading Skills: Reading Comprehension, Process, Active & Passive reading, Reading speed Strategies, Benefits of effective reading, SQ3R Reading technique.

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UNIT III

Vocabulary Building: Using Dictionaries and Thesaurus, Synonyms, Antonyms, Homophones, One Word Substitution, Affixation: Prefixes & Suffixes, Derivation from root words, Jargon, Scientific Jargon, Word Formation.

UNIT IV

Developing Writing Skills: Planning, Drafting and Editing, Developing Logical Paragraphs, Report Writing: Importance of Report, Characteristics of Good Report, Types of Report, Various Structures of a Report.
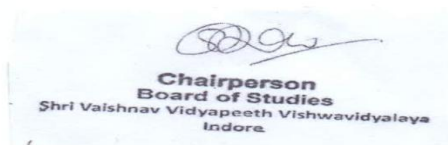
UNIT V

Professional Skills: Negotiation Skills, Telephonic Skills, Interview Skills: Team building Skills and Time management

Practical:

- Listening
- Linguistics and Phonetics
- Telephonic Conversation
- Mock Interviews
- Group discussions
- Extempore
- Debate
- Role Plays

Suggested Readings

- Ashraf Rizvi.(200**5**).*Effective Technical Communication*. New Delhi:Tata Mc Graw Hill
- Prasad, H. M.(2001*) How to Prepare for Group Discussion and Interview*. New Delhi: Tata McGraw-Hill.
- Pease, Allan. (1998).*Body Language*. Delhi: Sudha Publications.
- Morgan, Dana (1998).*10 Minute Guide to Job Interviews*. New York: Macmillan.

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			THEORY			PRACTICAL		Th	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAHNPUBAD201	SOC. SC., ARTS & HUM	**Theories of Public Administration**	60	20	20	0	0	5	0	0	5

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical;   C - Credit;
Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

Course Educational Objectives (CEOs): The student will be able to

- Get familiarized with the different theories and approaches of public administration.

Course Outcomes (COs): The students should be able to:

- Compare and contrast basic theoretical orientations in reference to social phenomena.
- Understand and show how theories reflect the historical and social contexts of the times and cultures in which they were developed.

UNIT I
Administrative Theory

a) Significance and importance of theory
b) Evolution and Emerging Trends in Administrative theory
c) Oriental Thought: Kautilya and Sun Tzu
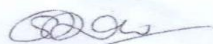d) Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodknow

UNIT II
Classical Theories

a) Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
b) Scientific Management Approach: F.W.Taylor
c) Bureaucratic Approach: Max Weber and Karl Marx

UNIT III
Human Relations and Behavioural Approaches

a) Human Relations Approach –Elton Mayo
b) Behavioural Approach: Herbert A. Simon

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c) Socio- Psychological Approach: Abraham Maslow; Mc Gregor, Rensis Likert   Victor Vroom

UNIT IV

Organizational Humanism:
   a) Frederick Herzberg: Hygiene and Motivation Factors
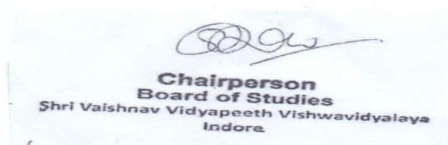   b) Chris Argyris: Integrating the Individual and the Organization

UNIT V

Social System Thought:
   a) Mary Parker Follett – Constructive Conflict and Leadership
   b) Chester Barnard – Formal and Informal Organizations and Functions of Executive
   c) Ecological Approach: Riggs

Suggested Readings:

- Avasthi and Maheshwari. (1988). *Public Administration*. Agra: Laxmi Narain Aggarwal.
- Bhambhari, C.P. (1992-93). *Public Administration – Theory and Practice*. Meerut: Jaiparkash Nath Publishers.
- Bhattacharya, Mohit. (1991*). Public Administration*, Calcutta: World Press (2nd Ed.).
- Goel, S.L. (2003). *Public Administration (Theory & Practice).* New Delhi: Deep & Deep Publications
- Singh, Hoshiar & Pardeep Sachdeva, (2005). *Administrative Theory*. New Delhi: Kitab Mahal,
- Singh, Shahib & Swinder Singh. (2007). *Public Financial Administration*. Jalandhar: New Academic Publisher Company.
- Sharma, M.P. and B. L .Sadana. (1988). *Public Administration in Theory and Practice.* Allahabad: Kitab Mahal.
- Straussman, J.D. (1985). *Public Administration*. New York : Holt, Rinehart and Winslow.
- Tyagi, A.R. (1992*). Public Administration – Principles and Practices.* Delhi: Atma Ram & Sons.

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			THEORY			PRACTICAL		Th	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAHNPUBAD202	SOC. SC., ARTS& HUM	State and District Administration	60	20	20	-	-	5	-	-	5

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;
***Teacher's Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives (CEOs): The students will be able to:
- Understand the state and district administration in India.

Course Outcomes (COs): The students should be able to:
- Discern the connects and disconnects between structure, purpose and process and results in Indian Administration;
- Understand the Indian Administration role as the main instrument of State to achieve its developmental goals;
- Appreciate the varying historical, socio-economic, political and other conditioning factors that gave Indian Administration its distinct nature to the learner
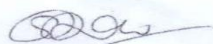
COURSE CONTENTS

UNIT - I
State Administration: Structure and Processes a. Administrative History of Madhya Pradesh b. Political Executive at State Level, Governor& Chief Minister. State Administrative Mechanisms a. State Secretariat & Directorates b. Local Governance & District Administration

UNIT II
State Government and Administration: State legislature; State Judiciary; Governor; Chief Minister and council of ministers; Organization of state secretariat and its working; Role of chief secretary; Office of Divisional Commissioner- Role and functions of divisional commissioner.

UNIT III
District Administration: Meaning and Importance; Powers and functions of District Collector; Revenue Administration-Structure and functions; District Planning and Development Council;

Problems of District Administration in Maharashtra; Police Administration- Organization and working of police at state and District levels.
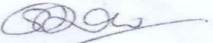
UNIT IV
Technology and Integrity in Government a. e-Government b. Values and Ethics in Administration

UNIT V
Control over Administration a. Redressal of Citizen Grievances: Transparency, Accountability and Right to Information Act b. Administrative Accountability: Legislative and Judicial Control

Suggested Readings:

- Avasthi A. (1980). *Central Administration*. New Delhi: Tata Mc graw Hill.
- Chanda Ashok (1967). *Indian Administration*. London: Allen and Unwin.
- Jain, R. B., (1976). *Contemporary Issues in Indian Administration*. New Delhi: Vishal Publications.
- Johari, J.C., (1977*). Indian Government and Politics*. Delhi: Vishal Publications:
- Khera, S.S. (1975). *The Central Executive*. New Delhi: Orient Longman.
- Misra B.B., (1970). *The Administrative History of India*. London: Oxford University Press.

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SUBJECT CODE	CATEGORY	SUBJECT NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		Th	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAHNPUBAD203	SOC. SC., ARTS& HUM	Personnel Administration	60	20	20	-	-	5	-	-	5

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;
***Teacher's Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives (CEOs): The students will be able to:

- Understand the personnel administration and its implication.

Course Outcomes (COs): The students should be able to:

- To comprehend the nature, scope, structure & processes of personnel administration.
- To understand the changing paradigms of personnel administration.

UNIT - I
Meaning, Nature, Scope of Public Personnel Administration. Bureaucracy Concept, Types and Significance.

UNIT- II
Indian Personnel System with reference to Classification, Recruitment, Training, Salary and Promotion.
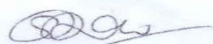
UNIT-III
Indian Personnel System with reference to Service Conditions and Conduct Rules, Disciplinary Actions, Removal and Appeals.

UNIT-IV
Issues relating to Civil Services in India: Pension Reforms, Motivation & Morale, Political Rights, Right to Strike.

UNIT-V
a. Reddressal of Employee Grievances
b. Right sizing, Outsourcing and Consultancies
c. Interpersonal Skills

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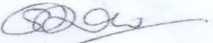Board of Studies
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Suggested Readings

- Dey, Bata K. (1989). *Civil Service Training and Career Management in India in Training Public Administration, The Changing Perspective*. IIPA, New Delhi.
- Felix, A. Nigro (1963). *Public Personnel Administration*, Holt: New York.
- Goel, S.L. (1984). *Public Personnel Administration*. Sterling Publishers, New Delhi.
- Hondy, Wayne R. and Noe Robert M. (1987). *Personnel: The Management of Humoan Resources,* Allyn and Bacon Inc: Boston.
- Maheshwari, S.R. 1989. *Indian Administration*. Orient Longman, New Delhi.

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SUBJECT CODE	Category	SUBJECT NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		Th	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAHN204	SOC. SC., ARTS& HUM	**Comprehensive Viva Voce**	0	0	0	100	0	0	0	0	4

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical;   C - Credit;
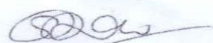
Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

Course educational Objectives(CEOs):

The students will be able to

- Provide an opportunity for students to apply theoretical concepts in real life situations
- Enable students to manage resources, work under deadlines, identify and carry out specific goal oriented tasks

Course Outcomes (COs):

- The student should be able to acquire speaking skills and capabilities to demonstrate the subject knowledge.

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			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BAHN205	SOC. SC., ARTS& HUM	**Field Study/Book Review/Case Study/Seminar**	-	-	-	-	100	0	0	10	100	5

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical;   C - Credit;
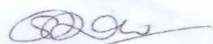Q/A – Quiz/Assignment/Attendance, MST Mid Sem Test.

Course Educational Objectives (CEOs): The students will be able:

- This paper has an objective of exposing the students on various field study concepts
- To provide an opportunity for students to apply theoretical concepts in real life situations
- To enable students to manage resources, work under deadlines, identify and carry out specific goal oriented tasks

Course Outcomes (COs):

- The student should be able to acquire research skills and capabilities to take up the project work.

The work serves the twin purposes of providing critical insights to students and providing industry with graduates of a high caliber who are ready to get ahead in the world from day one. There will be continuous evaluation of the student on the basis of work assigned and regular submissions. The students need to complete the work in the stipulated time.