

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

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*				
HU101	SOC. SC., ARTS & HUM	Foundation English I	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:

- Develop the second language learners' ability to enhance and demonstrate LSRW Skills.
- To acquire English Language Skills to further their studies at advanced levels.
- To become more confident and active participants in all aspects of their undergraduate programs

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

- Have confidence in their ability to read, comprehend, organize, and retain written information.
- Write grammatically correct sentences for various forms of written communication to express themselves.

COURSE CONTENTS:

UNIT I

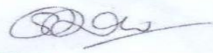
Communication: Nature, Meaning, Definition, Process, Functions and importance, Characteristics of Business Communication, Verbal and Non Verbal Communication, Barriers to Communication.

UNIT II

Listening: Process, Types, Difference between Hearing and Listening, Benefits of Effective Listening, Barriers to Effective Listening, Overcoming Listening Barriers, and How to Become an Effective Listener

UNIT III


Basic Language Skills: Grammar and usage- Parts of Speech, Tenses, Subject and Verb Agreement, Prepositions, Articles, Types of Sentences, Direct - Indirect, Active - Passive voice, Phrases & Clauses.


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore.


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore.

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

UNIT IV

Business Correspondence : Business Letters, Parts & Layouts of Business Letter, Job application and Resume, Application Calling/ Sending Quotations/ Orders/ Complaints. E-mail writing , Email etiquettes

UNIT V


Précis Writing and Noting: The Purpose of Notes, Methods of Note-Taking, General Principles of Good Notes. Drafting: Notices, Agenda and Minutes. Advertisement: Importance, Types, Various Media of Advertising. Slogan Writing.

Practical:

- Self Introduction
- Reading Skills and Listening Skills
- Linguistics and Phonetics
- Role plays
- Oral Presentation – Preparation & Delivery using audio – visual aids with stress on body language and voice modulations.
- Social etiquettes

Suggested Readings

- Adair, John (2003). *Effective Communication*. London: Pan Macmillan Ltd.
- A.J. Thomson and A.V. Martinet(1991). *A Practical English Grammar*(4th ed). Newyork: Oxford IBH Pub
- Ashraf Rizvi.(2005).*Effective Technical Communication*. New Delhi:Tata Mc Graw Hill
- Kratz, Abby Robinson (1995). *Effective Listening Skills*. Toronto: ON: Irwin Professional Publishing.


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

SUBJECT CODE	Category	SUBJECT NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		T h	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BAHNPUBAD101	SOC. SC., ARTS & HUM	Elements 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 fundamental concepts and concerns of the discipline.

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

- Understand the basic nature of the subject and its association with other subjects.
- Appreciate the methodological pluralism and synthesizing nature of knowledge in Public Administration.

COURSE CONTENTS

UNIT I

Introduction

Meaning, Nature, Scope and importance of Public Administration, Evolution of Public Administration, Public Administration as an art or science, Public Administration & Private Administration, Similarities & Differences, Relationship of Public Administration with Political Science, Sociology and Economics, Approaches to the study of Public Administration: Classical and Humanistic.

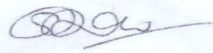
UNIT II

Principles of Organization

Formal and Informal Organization, Hierarchy, Unity of Command, Span of Control, Coordination, Centralization – Decentralization, Authority and Responsibility
Forms of Organizations: Formal and Informal; Department; Board, Corporation and Commission; Independent Regulatory Commission.

UNIT III


Chief Executive: Meaning, Types and Role; Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance. Supervision: Meaning, importance, techniques, Quality of a good supervisor.


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

UNIT IV

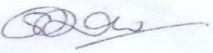
Decision making: meaning types and functions. Leadership: meaning, types and functions
Communication: meaning, importance and types, Coordination: meaning, importance and methods of effective coordination

UNIT V

Recruitment, kinds of recruitment & problems of recruitment, Training, kinds of training, significance of training, Promotion, Methods of Promotion, Morale, factors of low morale of employees & how to build up morale.

Suggested Readings:

- Avasthi Maheswari. (1982) *Public Administration*. Agra: Lakshmi Narain Agarwal.
- Bhagvan, Vishnoo & Vidhya Bhushan.(1999) *Public Administration*. New Delhi: S. Chand and Company Ltd.
- Bhattacharya Mohit.(1991) *Public Administration; Structures, Process and Behaviour*. Calcutta: The World Press (P) Ltd.
- Bharatwal Kimkim Kishore C.P.(2004). *Public Administration in India Current Perspectives* New Delhi: A.P.H. Publishing Corporation.
- Tyagi. A.R.(2001). *Principles and Practice of Public Administration*. New Delhi: Atma Ram & Sons.


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

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*				
BAHNPUBAD102	SOC. SC., ARTS & HUM	Central 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 constitutional design of state structures and institutions, and their actual working over time.

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

- Study the functioning of Central state institutions in their mutual interaction, and in interaction with the larger extra-constitutional environment

COURSE CONTENTS

UNIT - I

British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties.

UNIT II

President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role.

UNIT III

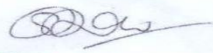
Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions.

UNIT IV

Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller & Auditor General.

UNIT V

Civil Service in India: Role and Significance. Union Public Service Commission: Composition


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore.


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore.


Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

and Functions. Recruitment and Training of All India and Central Services

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.


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

SUBJECT CODE	CATEGOR Y	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*				
BAHNPUBAD103	SOC. SC., ARTS & HUM	Financial 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:

- Help students understand the struggle of Indian people against colonialism.

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

- Understand by looking at this struggle from different theoretical perspectives that highlight its different dimensions.

UNIT - I

Meaning, Agencies and Significance of Financial Administration. Budget: Principles, Types.

UNIT- II

Union Ministry of Finance: Organisation and Functions. Central-State Financial Relations. RBI & IDBI.

UNIT-III

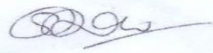
Tax Administration: Administration of Direct and Indirect Taxes. Problems of Tax Evasion and Avoidance. Direct Tax Code.

UNIT-IV

Control over Public Finance: Comptroller & Auditor General of India, Legislative Control. Budget as a tool of Socio-Economic Change.

UNIT-V

Public Expenditure in India – Control over the Public Expenditure – Executive, Legislative and Audit control – Committees to control Public expenditures – Public Accounts Committee – Estimates committee – Committee on Public Undertaking


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore.



Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore.

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

Suggested Readings

- Bhatia HL. (1992). *Public Finance, Revised Edition*. New Delhi: Vikas Publishing House.
- Burman Kiran,(1978). *India's Public Debt and Policy Since Independence*. Allahabad: Chugh Publications.
- Chanda, Asok, (1958). *Indian Administration*. London: George Allen Unwin Ltd.
- Chanda, Asok, 1960. *Aspects of Audit Control*. Bombay: Asia Publishing House.
- Goel, S.L. (2003). *Public Financial Administration*. New Delhi: Deep & Deep Publications.
- Jain, Inu, (1988). *Resource Mobilisation and Fiscal Policy in India*. New Delhi: Deep and Deep Publications.
- Lal, G.S.(1999). *Public Finance*. New Delhi-Noida (UP): Kalyani Publications.


Chairperson
Board of Studies
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore


Joint Registrar
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

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*				
BAHN104	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.

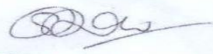
Course educational Objectives(CEOs):

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.


Chairperson
Board of Studies
 Shri Vaishnav Vidyapeeth Vishwavidyalaya
 Indore.


Joint Registrar
 Shri Vaishnav Vidyapeeth Vishwavidyalaya
 Indore.

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

SUBJECT CODE	Category	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL		T h	T	P	End Sem	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BAHN105	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.

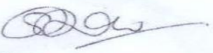
Course Educational Objectives (CEOs): The students will be able:

- 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.


 Chairperson
 Board of Studies
 Shri Vaishnav Vidyapeeth Vishwavidyalaya
 Indore.


 Joint Registrar
 Shri Vaishnav Vidyapeeth Vishwavidyalaya
 Indore.