

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*				
BAHNPUBAD 403	SOC. SC., ARTS& HUM	Public policy analysis	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:

- Appreciate the distributional aspects of policies (who benefits/who pays)
- Develop explicit decision making criteria
- Seek an understanding between balancing political and technical factors
- Appreciate the range of stakeholders interests
- To develop a viable option having gone through the policy process and cycle.

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

- Gain an understanding of the factors that influence the direction of government action
- Gain an understanding of the “tools” available to address policy problems
- Assimilate an understanding of the effects of government action
- Interpret the understanding of the various constituencies that influence how policy is made, and the theoretical underpinnings of real life policy choice.

COURSE CONTENT :

Unit 1:

Public policy making, process: agenda, policy formulation, adoption, institutions and actors, tools, and technologies of policy making.

Unit 2:

Implementation and evaluation, modes of policy delivery and implementers, institutions and actors, conditions for successful implementation.

Unit 3:

Global policy process, role of trans-national actors, impact of globalization on policy- making

Unit4:

Policy analysis, types of policy analysis a. Empirical, evaluative or normative policy analysis b. Retrospective/prospective policy analysis c. Predictive/prescriptive descriptive policy analysis

Unit5:

Methods and techniques in policy analysis, ethics in policy analysis, process of policy analysis.

BBAI401 INTRODUCTION TO MANAGEMENT INFORMATION SYSTEM

SIJBCT CODE	SUBJECT NAME	TEACHING &: EVALUATION SCHEME								
		TAEORY			PRACTICA L		L	T	P	
		ENP SIM University	Exsm	Teachers	Exam	B				
BBAI 401	Introduction to Managtrncnt Information System	60	20	20			4			4

Legend: L - Lecture; T - Tutorial; Teacher Guided Student Activity; P - Practical; C - Credit

• **Tencher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objectives

The objective of this course is to help the student acquire the basic knowledge of information system so as to enable them to make more efficient use of information for decision making.

Course Outcomes

1. To learn the design, development and security of Management Information Systems
2. To understand the various ethical and social issues in using Information Systems
3. To gain knowledge in various Decision Support Systems
4. To learn the major importance of Information Systems in doing Business effectively

COURSE CONTENT

Unit I: Introduction

1. Definition of Management Information System
2. MIS support *or planning, organizing and controlling
3. Structure of MIS — Information for decision making.

Unit II: System

1. Concept of System
2. Characteristics of System
3. Systems classification
4. Categories of Information Systems
5. Strategic information system and competitive advantage

Unit III: MIS Applications

4. Management Reporting Systems (MRS)
5. Decision Support Systems (DSS)

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6. Office Information Systems (OIS) — including videoconferencing and e-mail
7. Knowledge Based Systems

Unit IV: Development of MIS

1. The role of Strategic Planning and Strategic IS Planning (SISP) in identifying MIS requirements, and the MIS role in supporting Strategic Planning/SISP.
2. Managing MIS projects: Project management methodologies, MIS feasibility study, Assessment of economic, technical, social and political issues from an MIS perspective, Cost-Benefit Analysis
3. Overall approaches to MIS development: traditional vs. other approaches such as evolutionary and phased.
4. Techniques and methodologies for supporting MIS development

Unit V: Recent Trends and their Impact on MIS

1. Developments in hardware, software, Internet and communications capabilities and their implication for MIS
2. Trends in management and organizations, for example the possible movement towards flexible, virtual organizations and the role of MIS may have in this scenario
3. MIS and mobile computing
4. MIS and social media

Suggested Readings

1. Kenneth C. Laudon and Jane P. Laudon (2012). *Essentials of Management Information Systems*. Tenth Edition, Pearson Prentice-Hall, New Delhi.
2. Terry Lucey (2005). *Management Information Systems*. Ninth Edition, Thompson, India
3. McNurlin, Spangue and But (2013), Jr/ormoff»n fi fe»tr *Management in Practice* Eighth Edition, Prentice Hall, India
4. Efraim Turban, Jay Aronson and Tin-Peng Liang (2010). *Decision Support Systems and Intelligent Systems*. Ninth International Edition, Pearson Prentice- Hall, India.
5. Effi Oz (2008). *Management Information System* Fourth International Student Edition, Thomson.


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B.A Honors Public Administration

SEMESTER IV

COURSE CODE	CATEGOR Y	COURSE NAME	L	T	P	CREDITS	TEACHING & EVALUATION SCHEME				
							THEORY		PRACTICAL		
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
BAHNPUBAD 401	SOC.SC ARTS &HUM	Development Administration	5	0	0	5	60	20	20	0	0

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;
***Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objectives:

1. Get acquainted with the fundamental concepts of the subject...
2. To develop favourable point of view for the concerned authority
3. Activity designed to help an organization and its public...

Course Outcomes:

1. Helps in maintaining cordial relations
2. Art of developing promotional activities...

Course Contents :

UNIT I

Growth of Development Administration, Evolution, scope and significance , development Administration : Concept And Meaning.

UNIT II

Development strategy and planning Goals of Development, role of Planning, Mixed Economy Model and Its Rationale and Significance India;s Socio-economic profile at Independence.

UNIT III

Planning Process Grass Roots planning, planning Commission and National Development council state Planning Machinery.

UNIT IV

ENHANCING BUREAUCRATS CAPABILITY , BUREAUCRATS AND POLITICIANS AND THEIR RELATIONSHIP, NEUTRAL VS COMMITTED BUREAUCRACY, SOCIAL BACKGROUND OF INDIAN BUREAUCRACY, ROLE OF BUREAUCRACY, COLONIAL HERITAGE OF INDIAN BUREAUCRACY.

UNIT V SPECIALIZED AGENCIES FOR DEVELOPMENT, CO-OPERATIVES AND DEVELOPMENT, ROLE OF VOLUNTARY AGENCIES, PROBLEMS AND PROSPECTS OF PANCHAYTIRAJ, EMERGING PATTERNS OF PANCHAYTIRAJ, CONCEPT OF DEMOCRATIC DECENTRALISATION, EVOLUTION AND ROLE OF PANCHAYTI RAJ.

SUGGESTED READING :

- MOHIT BHATTCHARYA, SOCIAL THEORY AND DEVELOPMENT ADMINISTRATION, JAWAHAR PUBLISHERS
- RATNAKAR GAIKWAD, INITIATIVES IN DEVELOPMENT ADMINISTRATION, YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, STERLING.