

# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## B.A. Honors Public Administration

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*
<b>BAHNPUBAD 501</b>	<b>SOC.SC ARTS &amp; HUM</b>	<b>INDIAN ADMINISTRATIO N</b>	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. Impact assessing and management of government Policy
3. To study how the government Policies are implemented...

### Course Outcomes:

1. To prepare Students for a career in government or non-profit work
2. To serve the nation
3. Equips Students to know what the government does,how they do it....

### Syllabus:

#### UNIT I

Evolution of Indian Administration:

Kautilya's Arthashastra, Mughal administration, Legacy of British rule and Politics in Administration

#### UNIT II

Central Government: The Cabinet Secretariat and Prime Minister's Office

State Government: The State Secretariat and Chief Minister's Office

#### UNIT III

Public Services-All India Services-Central Services – State Services –

Union Public Service Commission - State Public Service Commission - composition, powers and functions

#### UNIT IV

District Administration Since Independence, Changing role of Collector, Union-state-Local relationships,

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### **UNIT V**

Significant issues in Indian Administration, Regulatory Commissions, Citizen Administration Interface, Corruption and Administration

#### **Books and References.**

1. Avasthi & Avasthi : Administrative Theory. (Lakshmi Narayan Agarwal, Agra)
2. Avasthi & Maheswari - Public Administration in Theory and Practice .  
(Lakshmi Narayan Agarwal, Agra)
3. B.L.Fadia : Administrative Theory. (Sahithya Bhavan Publications)
4. F. M. Marx : Elements of public Administration –
5. Prema Arora: Public Administration
- 6 . White L. D.: Introduction to the study of Public Administration:  
(Surjeet Publications
7. Ramesh. K. Arora: Administrative Theory (Associate Publishing House, New Delhi)
8. Rumki Basu : Public Administration Concepts and Theories  
(Sterling Publishers, New Delhi)
9. Sapru, Administrative Theories and Management Thought, Prentice Hall of India,  
New  
Delhi.
10. Sharma. M. P.: Public Administration in theory and practice,  
(Kithab Mahal, Allahabad)
11. Indian Journal Of Public Administration.

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### SEMESTER V

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							THEORY		PRACTICAL		
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
<b>BAHNPUBAD 502</b>	<b>SOC.SC ARTS &amp;HUM</b>	<b>RURAL AND URBAN LOCAL GOVERNMENT</b>	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. Evaluate the Performance of Panchayati Raj institutions as instruments of democratic decentralisation...

#### Course Outcomes:

4. To appreciate that the local government has an important role to play both in the rural and the urban areas...
5. To understand the importance of local self government in India...

#### Syllabus:

##### UNIT I

Evolution of Local self government in India, Features of local self government, Panchayati Raj system, Features of Urban local government

##### UNIT II.

Balwant Rai Mehta and Ashok Mehta Committee Reports: Structures, Functions and Finances; Second Generation and Third Generation Panchayats. Community Development Programmes, GVK Rao Committee, L.M Singhvi Committee

##### UNIT III

Decentralisation and development. Concept of democratic decentralization – evolution and role of Panchayat Raj - Three tier system Impact of 73rd amendment and after.

##### UNIT IV

. Urbanization in India and Policy and Strategies , Evolution of Urban Local Governments in India: Reforms in Urban Local Bodies, Features of 74th Act



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### **SEMESTER V**

#### **UNIT V**

10. Municipal Corporations: Structure, Committee System, Finances, Officials and Political Executives Rural and Urban Development programmes, Employment and Poverty Alleviation programmes.

#### **Reference Books:**

1. Ramesh k. Arora & Rajni Goyal, Indian Public Administration: Institutions and Issues ( 2 Revised Edition) New Age International Publications, New Delhi, 1995
3. Avasthi & Avasthi, Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra 2010-11.
4. Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.
5. S.R. Maheswari: Local Government in India, Orient Longman, New Delhi, 1971.
6. Shriram Maheshwari, Local Government in India, Lakshmi Narayan Agarwal, Agra, 2009.



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### SEMESTER V

COURSE CODE	CATEGOR Y	COURSE NAME	L	T	P	CREDITS	TEACHING & EVALUATION SCHEME				
							THEORY		PRACTICAL		
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<b>BAHNPUBAD 503</b>	<b>SOC.SC ARTS &amp; HUM</b>	<b>Social welfare Administration</b>	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. Assess the methods of E-Governance which offer services to the citizens through E-Seva,

#### Course Outcomes:

6. Promotes inclusive growth
7. Encourages student participation in the decision making process...
8. Provide greater access to government information...

#### Syllabus:

**Unit-1** Concept of administration in study of Social Work, Scope of Social Work Administration, Management Applications in Social Work .Evolution of Social Work Administration ,Stages of Development.

**Unit-II** Techniques of Social Work Administration, Concept of Social Policy, Administrative Application Techniques: Planning ,Organizing, Staffing, directing budgeting and controlling Planning ; Meaning, types and process ,problems involved in planning , Decision making meaning ,process types and administrative problems in decision making .Organizing: Meaning ,theories of organizations and organizational structure ,authority and span of control ,delegation and decentralization.

#### Unit-III

Welfare Organizations (Government and Voluntary) Social Welfare and Governmental and Voluntary Agencies. Meaning ,Development and role of voluntary agency in social welfare ,Administrative structure , General Body, Executive Committee, Board of Management, Directors ,Secretary ,Policy formulation in voluntary agencies and public agencies, fund raising ,public relations, problems of voluntary agencies .

**Unit IV**, Social Welfare Administration: Center Level: Administration of Central Social Welfare Board, Department of Social Welfare at the Centre and in the state, Odisha State Social Welfare Advisory Board, Commissioner for Scheduled Tribes,



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### **SEMESTER V**

#### **UNIT V**

National Institute of Social and its Application in Centre and State Level

Defense, National Institute of Public Cooperation and Child Development (NIPCCD) etc, , State

Department of Schedule Tribes and Scheduled Castes Development Department Community

Development and Rural Reconstruction.

#### **Reference Books:**

1. Chopra ,O.P : UnaccountableIncome : Some Estimates ,
2. Economic and Political Weekly Gupta,P and Gupta,
3. S : Estimates of the unreported Economy in India”Mahajan ,
4. V.S, Recent Development in Indian Economy Deep and Deep Publications New Delhi .



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### SEMESTER V

#### **Text Books:**

1. ...
2. ...
3. ...
4. ...

#### **Reference Books:**

1 Hans J. Morgenthau, Politics Among Nations: The Struggle for Power and Peace, Scientific Book Agency, Calcutta, 1972

2 K.J. Holsti, International Politics: A Framework for Analysis, Prentice Hall of India, New Delhi, 1995.

Mahendra Kumar, Theoretical Aspects of International Politics, Agra: Shiva Lal Agarwala & Co. Educational Publishers

#### **List of Practical's:** (If Practical Credit Shown in Syllabus)

1. ...
2. ...
3. ...
4. ...
5. ...
6. ...
7. ...
8. ...
9. ...
10. ...





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**SEMESTER V**