

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

B.A. Honors Public Administration

SUBJECT CODE	CATEGORY	SUBJECT NAME	L	T	P	CREDIT	TEACHING & EVALUATION SCHEME				
							THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University	Teachers Assessment*
BAHNPUBAD101	SOC. SC., ARTS & HUM	Elements of Public Administration	5	-	-	5	60	20	20	-	-

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 state institutions in their mutual interaction, and in interaction with the larger extra-constitutional environment

COURSE CONTENT:

UNIT I

Introduction:

- Meaning, nature, scope and importance of public administration,
- Evolution of public Administration public administration as an art and science.
- Public administration and private Adm.: similarities and differences.
- Relationship of public ad with political science, sociology and economics.
- Approaches to the study of public administration classical and humanistic.

UNIT II

PRINCIPLES OF ORGANISATION:

- 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 and regulatory commission

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UNIT III

- Chief Executive meaning types and roles line staff and auxiliary agencies public relations meaning means and significances
- Supervision meaning importance techniques quality of a good supervisor

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 and problems of recruitment, Training: types of training significance of training, Promotion: methods of promotion, Morale factors of low morale of employees and how to build up morale.

Suggested readings:

- Avasthi Maheshwari. (1982) Public Administration : agra : laxmi narain agarwal.
- Bhagvan, vishnu and vidhya and bhushan.(1999) public administration. New Delhi : S. chand and company ltd.
- Bhattcharya mohit. (1991) public administration ; structures , process and behavior. Calcutta : the world press (p) ltd.
- Bharatwal kim kim kishore c.p (2004). Public administration in india current perspectives new delhi ;
- a.p.h. publishing corporation.
- Tyaagi A.R (2001). Principles and Practices of public Administration. New Delhi. Atma Ram & Sons.

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BAHNPUBAD102	SOC. SC., ARTS & HUM	Central Administration	5	-	-	5	60	20	20	-	-

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COURSE CONTENT :

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 positions.
- Prime Minister and Council of Ministers: Appointment, power and role

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Unit III:

Central Secretariat and Cabinet Secretariat: organization role and functions.

Unit IV

Ministry of Home affairs: organizations and role, Ministry of finance: organizations and functions. Finance commissions and comptroller & auditor general.

Unit V:

Civil Service in India: Role and significance, Union Public service commission: compositions 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 Govt and Politics
- Khera, S.S (1975) The central Executive. New Delhi: Orient Longman

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BAHNPUBAD103	SOC. SC., ARTS & HUM	Financial Administration	5	-	-	5	60	20	20	-	-

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COURSE CONTENT:

UNIT I :

Meaning agencies and significance of financial administration. Budget: principles, types.

UNIT II

Union Ministry of Finance: Organization 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

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UNIT IV

Control over Public Finance: comptroller and auditor General of India legislative control budget as a tool of socio- economic change

UNIT V

Public expenditure In India – control over public expenditure – executive legislative and audit control – committees to control public expenditure – public accounts committee - estimates committee – committee on public undertaking .

Sugested Readings :

- Bhatia hl (1992). Public Finance, Revised Edition new delhi : Vikas Publishing House.
- Burman kiran 1978 indias public debt and policies since independence allahabad ; chugh publications
- Chanda ashok 1958 indian administration london ; george allen unwin Ltd
- Chanda ashok 1960 aspects of audit control bombay asia publishing house
- Goyal S L 2003 public financial administration New Delhi Deep & deep publications
- Jain , Inu 1988 resource mobilisation and fiscal policy in india New Delhi Deep & Deep Publications
- Lal G.S 1999 public Finance New Delhi Noida UP) Kalyani Publications.

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