



Shri Vaishnav Vidyapeeth Vishwavidyalaya

B.A Honors Public Administration

COURSE CODE	CATEGORY	COURSE NAME	L	T	P	CREDIT	TEACHING & EVALUATION SCHEME				
							THEORY		PRACTICAL		
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
BAHNPUBAD 501	SOC.SC ARTS &HUM	Indian Administration	5	-	-	5	60	20	20	-	-

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...

Course Content:

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



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UNIT IV

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

UNIT V

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

Suggested Readings

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



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BAHNPUBAD 502	SOC.SC ARTS &HUM	Rural and Urban Local Government	5	-	-	5	60	20	20	-	-

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;
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Course Objectives:

- ◆ Get acquainted with the fundamental concepts of the subject.
- ◆ Evaluate the Performance of Panchayati Raj institutions as instruments of democratic decentralization...

Course Outcomes:

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

Course Content

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.



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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

UNIT V

- ◆ Municipal Corporations: Structure, Committee System, Finances, Officials and Political Executives Rural and Urban Development Programmes,
- ◆ Employment and Poverty Alleviation Programmes.

Suggested Readings

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



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BAHNPUBAD 503-E 1	SOC.SC ARTS &HUM	Social Welfare Administration	5	-	-	5	60	20	20	-	-

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

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Course Objectives:

- Get acquainted with the fundamental concepts of the subject...
- Assess the methods of E-Governance which offer services to the citizens through E-Seva,

Course Outcomes:

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

Course Content:

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.



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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 Schedules Tribes,

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.

Suggested Readings:

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