

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*				
BAHNPUBAD101	SOC. SC., ARTS & HUM	Elements of Public 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 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 organisation hierarchy unity of command span of control coordination centralisation – decentralisation authority and responsibility.

Forms of Organisations : Formal and informal department board corporation and commission independent and regulatory commission

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	60	20	20	-		5	-	-	5

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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

Unit III:

Central Secretariat and Cabinet Secretariat: organisation role and functions.

Unit IV

Ministry of Home affairs: organisations and role, Ministry of finance: organisations 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	60	20	20	-		5	-	-	5

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COURSE CONTENT :

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 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 .

Suggested 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.